



Shire of Lake Grace

25 October 2023

Ordinary Council Meeting

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Shire of Lake Grace

Ordinary Council Meeting

MINUTES

27 September 2023

Meeting Commencing at 3:30 pm

Disclaimer

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

Acknowledgement of Country

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

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



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SHIRE OF LAKE GRACE

Minutes of the Ordinary Council Meeting held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 27 September 2023 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

Nil

2.0 ACKNOWLEDGEMENT OF COUNTRY

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

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

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 RA Lloyd	

3.2 APOLOGIES

Cr JV McKenzie
Cr BJ Hyde
Cr AJ Kuchling

3.3 IN ATTENDANCE

Mr. Alan George	Chief Executive Officer
Mr C Paget	Deputy Chief Executive Officer
Mr Kevin 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

President Cr Armstrong approved the following business from Deputy President Cr Chappell:

I would like the Shire of Lake Grace to acknowledge the following three ladies; Glenda Slarke, Kerry Slarke and Devon Stubberfield with letters to each of them thanking them for their time and effort they have spent in the last few years helping maintain the garden beds at Lake Grace Town Hall and RSL building.

Their contribution to helping out has been most appreciated over the time especially when we didn't have as big a gardening crew.

RECOMMENDATION / RESOLUTION

RESOLUTION **13734**

Moved: **Cr Chappell**

Seconded: **Cr Clarke**

That a letter of thanks be written to Glenda Slarke, Kerry Slarke and Devon Stubberfield thanking them for their time and effort they have spent in the last few years helping maintain the garden beds at Lake Grace Town Hall and RSL building.

CARRIED: **5/0**

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

Against: **Nil**

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 23 AUGUST 2023

RECOMMENDATION / RESOLUTION

RESOLUTION **13735**

Moved: **Cr Chappell**

Seconded: **Cr Clarke**

That the Minutes of the Ordinary Council Meeting held on Wednesday 23 August 2023 be confirmed as a true and accurate record of the meeting.

CARRIED **5/0**

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

Against: **Nil**

10.2 SPECIAL COUNCIL MEETING

RECOMMENDATION / RESOLUTION

RESOLUTION **13736**

Moved: **Cr Lloyd**

Seconded: **Cr Hunt**

That the Minutes of the Special Council Meeting held on Thursday 31 August 2023 be confirmed as a true and accurate record of the meeting.

CARRIED **5/0**

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

Against: **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

Late Item 14.4.5 – Request for Change of Management Order Designated Purpose – Crown Reserve 46769.

Emailed to Councillors 26 September 2023 and will be considered in order of Reports of Officers.

13.0 REPORTS OF COMMITTEES

Nil

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

Nil

14.2 PLANNING

14.2.1 DEVELOPMENT APPLICATION – UNAUTHORISED EXPANSION OF EXISTING APPROVED CATTLE FEEDLOT ON LOT 2540 ON DEPOSITED PLAN 209988 MALLEE HILL ROAD, SOUTH NEWDEGATE

Applicant	Mr Beau Waddell (Landowner)
File No.	
Attachments	1. Development Application documentation and plans
Author	Mr Joe Douglas – Town Planner
Disclosure of Interest	Nil
Date of Report	18 September 2023
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

This report recommends that a development application submitted by Mr Beau Waddell (Landowner) to formalise the unauthorised expansion of an existing approved cattle feedlot on Lot 2540 on Deposited Plan 209988 Mallee Hill Road, South Newdegate be approved subject to conditions.

Background

The applicant is seeking Council's development approval to formalise the unauthorised expansion of an existing approved feedlot on Lot 2540 on Deposited Plan 209988 Mallee Hill Road, South Newdegate to accommodate a total of 2,300 cattle.

At its Ordinary Meeting on 25 February 2015 Council granted conditional approval to expand the existing feedlot on the land from 500 to 1,500 head of cattle including the installation and use of various associated improvements.

Under the terms of the latest development application received approval is sought to expand the existing approved feedlot on the property to increase its holding capacity from 1,500 to 2,300 cattle which is consistent with and has been undertaken in accordance with an approval previously granted by the Department of Water and Environmental Regulation pursuant to the specific requirements of the *Environmental Protection Act 1986* and associated regulations.

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

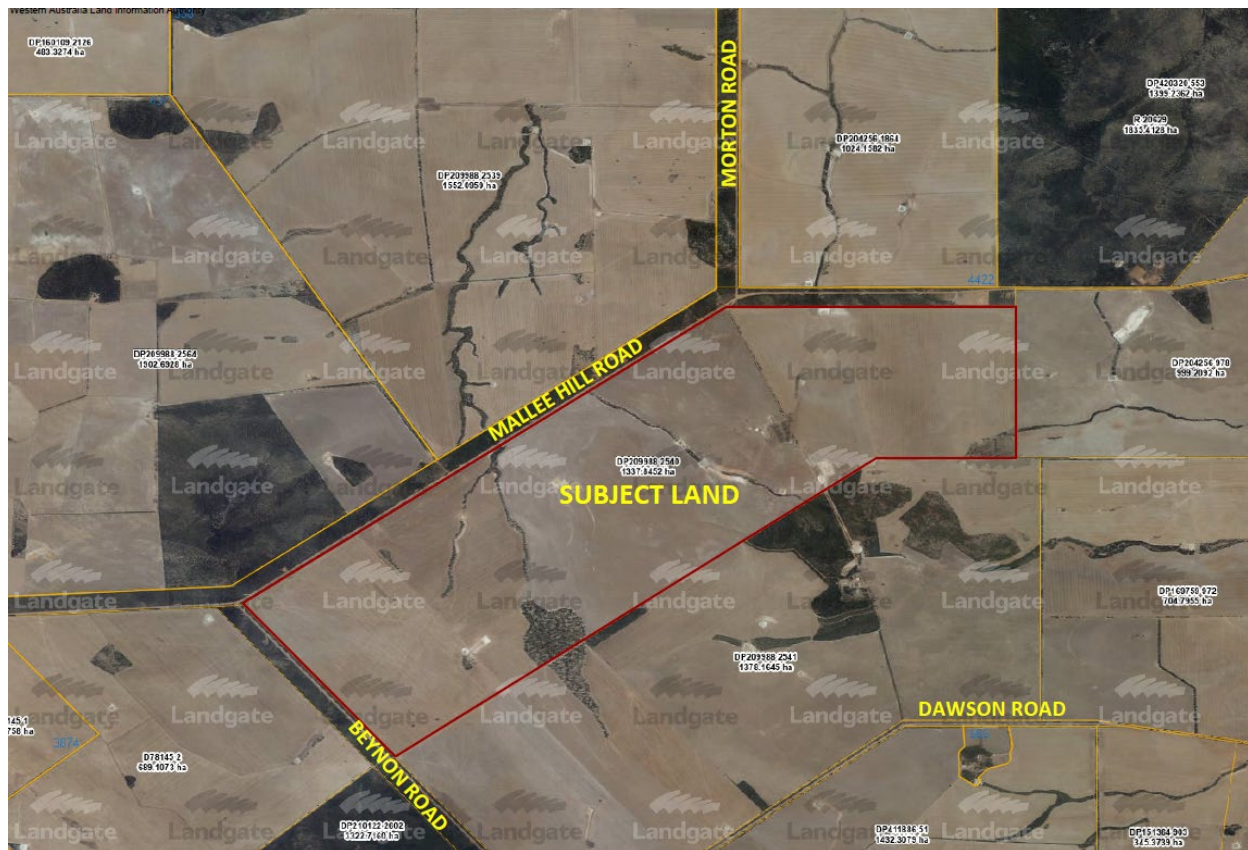
Lot 2540 is located approximately 4.85 kilometres south-west of the Newdegate townsite in the locality of South Newdegate. The property comprises a total area of approximately 1,337.85 hectares and has direct frontage and access to Mallee Hill Road along its northern boundary which is an unsealed (i.e. gravel standard) local road under the care, control and management of the Shire.

The subject land is gently sloping throughout, predominantly cleared of all native vegetation with the exception of a few small to medium size stands in select locations for environmental conservation and land management purposes, and has been extensively developed and used for extensive agricultural purposes (i.e. cropping and grazing) for many years. The existing feedlot the subject of this application is located centrally in the eastern half of the subject land with significant setbacks to all lot boundaries.

Lot 2540 contains a number of physical improvements associated with its current rural use including various sheds, animal holding pens, dams and associated catchments, rainwater tanks, internal access roads / tracks, firebreaks and fencing.

Existing adjoining and other nearby land uses are predominantly rural in nature comprising broadacre agricultural activities on lots of various sizes. The nearest dwelling not owned by the applicant and his family is located approximately 3.64 kilometres south on Lot 50 (No.565) Dawson Road, South Newdegate.

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



Location & Lot Configuration Plan (Source: Landgate 2023)

Comment

Lot 2540 is classified 'General Agriculture' zone in the Shire of Lake Grace Local Planning Scheme No.4 (LPS4).

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

Under the terms of the Zoning Table in LPS4 the development of any land classified 'General Agriculture' zone for 'intensive animal husbandry' purposes, which by definition includes feedlots, is listed as being a discretionary (i.e. D) use which means it is not permitted without the local government's development approval.

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

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

- Zoning objectives and land use permissibility;
- All relevant State Planning Policies itemised below;
- Land capability and suitability including possible risks to human health and safety;
- Location / siting including lot boundary setbacks;

- Land use compatibility including buffer separation distance requirements to sensitive land uses;
- Amenity of the locality including potential environmental, visual and social impacts;
- Protection of the natural environment, water resources and cultural heritage significance;
- Traffic safety including heavy vehicle access, parking;
- Storage and management of waste; and
- Bushfire, flood risk and stormwater drainage management.

In light of all the above it is concluded the proposal for Lot 2540 is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be supported and approved by Council subject to the imposition of a number of conditions to ensure the development is undertaken and managed in a proper and orderly manner. As such, it is recommended Council exercise discretion and grant conditional development approval.

With respect to the unauthorised development of the land for 'intensive animal husbandry' purposes, it is recommended that Council not initiate prosecution action pursuant to Part 13 of the *Planning and Development Act 2005* in this particular instance given the limited impact the proposed development has had since it was undertaken due to good management practices and the greater awareness the landowner now has regarding the need for development approval and the potential legal and financial consequences of undertaking any further unauthorised development on the land.

Legal Implications

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

Policy Implications

- State Planning Policy 2.5 - *Rural Planning*
- State Planning Policy 2.9 – *Water Resources*
- Draft State Planning Policy 2.9 – *Planning for Water*
- State Planning Policy 4.1 – *State Industrial Buffer*
- Environmental Protection Authority Guidance Statement No.3 – *Separation Distances Between Industrial & Sensitive Land Uses*
- Department of Agriculture and Food – *Guidelines for the Environmental Management of Beef Cattle Feedlots in Western Australia 2002*

Consultation

Public advertising of the application and referral to State and Federal government agencies and key essential service providers was not required or deemed necessary. The application was however the subject of ongoing discussion with the applicant to clarify various aspects of the development and the legalities and possible consequences associated with unauthorised works and uses.

Financial Implications

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

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

Strategic Implications

- *Shire of Lake Grace Local Planning Strategy 2007* as it applies specifically to the following matters:
 - Economic Development Strategy (Agriculture): To achieve ecologically sustainable use of agricultural land in the Shire whilst providing diverse and compatible development opportunities in agricultural areas to promote the local economy; and
 - Environmental Protection and Conservation Strategy: To protect, conserve and enhance the environmental values and natural resources of the Shire for the benefit of future generations while providing appropriate development opportunities to promote the local economy.
- *Shire of Lake Grace Strategic Community Plan 2017-2027:*

Economic Objective - A prosperous agricultural based economy supporting diversification of industry		
Outcome	1.1	An innovative, productive agriculture industry
Strategies	1.1.3	Support and promote the agricultural productivity of the district
Outcome	1.2	A diverse and prosperous economy
Strategies	1.2.2	Support local business and promote further investment in the district

Environment Objective - Protect and enhance our natural and built environment		
Outcome	3.2	A natural environment for the benefit and enjoyment of current and future generations
Strategies	3.2.1	Manage and preserve the natural environment

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategies	4.1.1	Provide informed leadership on behalf of the community
	4.1.3	Provide strategic leadership and governance
Outcome	4.2	An efficient and effective organisation
Strategies	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

RECOMMENDATION / RESOLUTION

RESOLUTION **13737**

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

That the development application submitted by Mr Beau Waddell (Landowner) to formalise the unauthorised expansion of an existing approved cattle feedlot on Lot 2540 on Deposited Plan 209988 Mallee Hill Road, South Newdegate to accommodate up to 2,300 head of cattle be **approved** subject to the following conditions and advice notes:

Conditions:

1. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
3. The cattle feedlot shall be limited to a maximum of 2,300 head of cattle at any given time unless otherwise approved by the local government.
4. No cattle are permitted to be slaughtered on the land unless otherwise approved by the local government.
5. The property shall be maintained in a neat and tidy condition at all times to the specifications and satisfaction of the local government's Chief Executive Officer.
6. All solid and liquid waste generated by the feedlot shall be managed and disposed of to the specifications and satisfaction of the local government's Chief Executive Officer in consultation with the local government's Environmental Health Officer.
7. The waste disposal pond shall have sufficient capacity to retain a 10-year return frequency 72-hour storm event using a run-off coefficient of 0.8 for all feedlot pens and associated works. The pond shall also be capable of retaining all the captured stormwater from the feedlot in a 90 percentile wet year.
8. Suitable arrangements shall be made to ensure no solid or liquid waste generated by the feedlot is released either directly or indirectly into the existing intermittent creek lines traversing the land.
9. Suitable arrangements shall be made to minimise the potential for any dust and/or odour nuisance arising from the feedlot use at all times to the specifications and satisfaction of the local government's Chief Executive Officer in consultation with the local government's Environmental Health Officer.

Advice Notes:

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.
2. This is a development approval of the Shire of Lake Grace under its Local Planning Scheme No.4. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.

3. The applicant/landowner is reminded of their obligation to ensure compliance with the requirements of the Shire of Lake Grace Annual Fire Management Notice as it applies specifically to all rural land in the Shire to help guard against any potential bushfire risk (<https://www.lakegrace.wa.gov.au/services/bushfire-emergency-management/fire-management-requirements.aspx>).
4. The applicant/landowner is reminded of their obligation to seek and obtain development approval from the local government pursuant to the specific requirements of the Shire of Lake Grace Local Planning Scheme No.4 and clause 60 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* as they apply to all future development on the land.
5. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by the local government.
6. If the applicant / landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of this determination.

CARRIED **5/0**

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

Against: **Nil**

14.2.2 DEVELOPMENT APPLICATION – PROPOSED NEW GROUPED DWELLING DEVELOPMENT ON LOT 216 (NO.7) QUONDONG COURT, LAKE GRACE

Applicant	Akron Pty Ltd (Landowner)
File No.	
Attachments	2. Development Application documentation and plans
Author	Mr Joe Douglas – Town Planner
Disclosure of Interest	Nil
Date of Report	19 September 2023
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

This report recommends that a development application submitted by Akron Pty Ltd for the construction and use of two (2) new grouped dwellings on Lot 216 (No.7) Quondong Court, Lake Grace be approved subject to conditions.

Background

The applicant is seeking Council's development approval to construct two (2) new single storey, modular style grouped dwellings on Lot 216 (No.7) Quondong Court, Lake Grace for residential purposes.

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

Lot 216 is located in the eastern part of the Lake Grace townsite in a designated, partially developed, low density residential precinct.

The subject land is currently vacant, comprises a total area of approximately 904m², and is gently sloping from east to west with the natural ground level ranging from an average of approximately 301 to 300 metres AHD.

The property has direct frontage and access to Quondong Court, a sealed and drained local access road under the care, control and management of the Shire, and is served by all key essential service infrastructure including electricity, reticulated water, reticulated sewerage, stormwater drainage and telecommunications.

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

Existing adjoining and other nearby land uses are predominantly residential in nature on lots of similar size with the exception of Lot 9002 located immediately east which is a superlot owned by the Shire of Lake Grace that is proposed to be subdivided for low density residential purposes in the future when the demand arises and funding is available.

Council should however note the property is located in close proximity to Stubbs Street which is a State road controlled by Main Roads WA that carries significant volumes of traffic on a daily basis and has potential to generate noise impacts. As such, due consideration must be given to the specific requirements of State Planning Policy 5.4 entitled 'Road and Rail Noise' when designing and undertaking the proposed development.



Location & Lot Configuration Plan (Source: Landgate 2023)

Comment

Lot 216 is classified 'Residential' zone in the Shire of Lake Grace Local Planning Scheme No.4 (LPS4) with a density coding of R20.

The stated objectives in LPS4 for the development of any land classified 'Residential' zone are as follows:

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

Under the terms of the Zoning Table in LPS4 the development of grouped dwellings on any land classified 'Residential' zone is listed as a discretionary (i.e. D) use which means it is not permitted without the local government's development approval.

The application has been assessed with due regard for the relevant objectives, standards and requirements of LPS4, including the Residential Design Codes (Volume 1), and the various matters required to be considered as prescribed in clause 67 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

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

relevant requirements:

- Zoning objectives and land use permissibility;
- Land capability and suitability including topography, soil types and stability, drainage and flood risk;
- Land use compatibility including noise attenuation measures to deal with noise generated by daily traffic movements along Stubbs Street;
- Siting, design and lot boundary setbacks;
- Building height;
- Amenity of the locality including potential environmental, visual and social impacts;
- Protection of the natural environment, water resources and cultural heritage significance;
- Vehicle access and parking;
- Connections to key essential service infrastructure; and
- Stormwater drainage and bushfire risk management.

In light of all the above it is concluded the proposal for Lot 216 is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be supported and approved by Council subject to the imposition of a number of conditions to ensure the development is undertaken in a proper and orderly manner. As such, it is recommended Council exercise discretion and grant conditional development approval.

Legal Implications

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

Policy Implications

- State Planning Policy 5.4 – *Road and Rail Noise*
- State Planning Policy 7.3 – *Residential Design Codes (Volume 1)*
- *Government Sewerage Policy 2019*

Consultation

Public advertising of the application and referral to State government agencies and key essential service providers was not required or deemed necessary. The application was however the subject of discussion with the applicant / landowner prior to and following lodgement of the application to ensure all relevant town planning related matters were considered and addressed.

Financial Implications

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

It is significant to note should the applicant / landowner be aggrieved by Council's final decision in this matter, they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered unlikely in this particular instance, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government

authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

Strategic Implications

- *Shire of Lake Grace Local Planning Strategy 2007* as it applies specifically to the following matters:
 - Population and Housing Strategy: To ensure a sufficient supply of suitably zoned and serviced residential land in each of the Shire’s main settlements to accommodate future housing growth and to provide for housing choice and variety in neighbourhoods with a community identity and high levels of safety, accessibility and visual amenity; and
 - Environmental Protection and Conservation Strategy: To protect, conserve and enhance the environmental values and natural resources of the Shire for the benefit of future generations while providing appropriate development opportunities to promote the local economy.
- *Shire of Lake Grace Strategic Community Plan 2017-2027:*

Environment Objective - Protect and enhance our natural and built environment		
Outcome	3.1	A well maintained attractive built environment servicing the needs of the community
Strategies	3.2.1	Manage and preserve the natural environment

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategies	4.1.3	Provide strategic leadership and governance
Outcome	4.2	An efficient and effective organisation
Strategies	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been reviewed in context of the Shire’s Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council’s consideration.

RECOMMENDATION / RESOLUTION

RESOLUTION 13738

Moved: Cr Hunt
Seconded: Cr Clarke

That the development application submitted by Akron Pty Ltd for the construction and use of two (2) new grouped dwellings on Lot 216 (No.7) Quondong Court, Lake Grace be **approved** subject to the following conditions and advice notes:

Conditions:

1. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period it shall not be carried out without the further approval of the local government having first being sought and obtained.
4. The development hereby approved shall not encroach upon any part of any immediately adjoining property unless otherwise approved by the local government.
5. The proposed dwellings shall be connected to an electricity supply service, reticulated sewerage disposal infrastructure, and a reticulated potable water supply service to the specifications and satisfaction of the relevant service provider prior to their occupation and use.
6. All proposed new driveways, including crossovers to Quondong Court, shall be constructed, sealed and drained to the specifications and satisfaction of the local government's Manager Infrastructure Services prior to occupation and use of the proposed development.
7. All stormwater drainage from the proposed development shall be directed to lawns, garden beds and/or rainwater tanks within the land's designated lot boundaries unless otherwise approved by the local government.
8. All external fixtures, utilities and facilities shall be provided in accordance with the relevant deemed-to-comply requirements of clause 5.4.4 of the Residential Design Codes of Western Australia (Volume 1) unless otherwise approved by the local government.
9. Prior to the commencement of development a schedule of all external materials and colours for the proposed dwellings, enclosed storage sheds, letterboxes and fencing shall be prepared and submitted to the local government for consideration and endorsement by the Chief Executive Officer.
10. The sub-floor area of the proposed dwellings shall be enclosed with brick, stone or vermin proof cladding / battens prior to their occupation and use unless otherwise approved by the local government.
11. The proposed dwellings shall be designed and constructed in accordance with the 'Quiet House' design requirements for Noise Exposure Category A in Table 3 of the *Road and Rail Noise Guidelines 2019* published by the Western Australian Planning Commission, including all new fencing along the subject land's northern side boundary which must be installed prior to occupation and use of the proposed development.
12. Mature screening-type vegetation shall be planted along the full length of the subject land's northern side boundary which must be installed prior to occupation and use of the proposed dwellings and maintained thereafter for the life of the development.
13. The proposed development shall not be used for short-term accommodation or temporary workforce accommodation purposes unless otherwise approved by the local government.

Advice Notes:

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant / landowner and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn

to the local government's attention.

2. This is a development approval of the Shire of Lake Grace under its Local Planning Scheme No.4. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant / landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with the *Building Act 2011* and *Building Regulations 2012*, a building permit application must be submitted to and approved by the local government's Building Surveyor prior to the commencement of any demolition, construction or earthworks on the land.
4. The proposed development and all associated improvements are required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.
5. The applicant / landowner is responsible for ensuring the correct siting of all structures on the land the subject of this approval, including fill and final floor levels. An identification survey demonstrating correct siting and setbacks of structures, including fill and final floor levels, may be requested by the local government at the applicant / landowner's own cost to ensure compliance with this determination and all applicable provisions.
6. No construction works shall commence on the land prior to 7am without the local government's written approval. No construction works are permitted on Sundays or Public Holidays.
7. The applicant / landowner is reminded of their obligation to ensure compliance with the *Environmental Protection (Noise) Regulations 1997*.
8. The applicant / landowner is reminded of their obligation to ensure compliance with the requirements of the Shire of Lake Grace Annual Fire Management Notice as it applies specifically to all land with a total area of less than 4,000m² to help guard against any potential bushfire risk (<https://www.lakegrace.wa.gov.au/services/bushfire-emergency-management/fire-management-requirements.aspx>).
9. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by the local government.
10. If the applicant / landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of this determination.

CARRIED **5/0**

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

Against: **Nil**

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 INVESTOR PARTNERSHIP OPPORTUNITY – WA COUNTRY HEALTH SERVICE

Applicant	WA Country Health Service (WACHS)
File No.	0094/0733
Attachments	1. Letter of Offer 2. Annexure A – Special Conditions
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	12 September 2023
Senior Officer	Alan George

Summary

Administration has been negotiating with the Department of Communities (DoC) for the purchase of some land on which to construct 2 x 2 bedroom residences for WACHS in which to house nursing staff. The Shire does not hold suitable land on which to erect the residences. After lengthy discussions DoC have finally approved the sale of 84 Bennett St to the Shire of Lake Grace for the sum of \$35,000.00.

Background

In early October 2022 notification was received through WALGA that WACHS was seeking investor partnership opportunities to build new properties for staff throughout WA. WACHS first requested that interested parties make contact with them to determine requirements in their areas. Council was advised of the opportunities and resolved to consider the options available.

WACHS was contacted and advised that they have a shortfall of accommodation in Lake Grace. At the October 2022 Council meeting Council made the following resolution;

RESOLUTION 13650

Moved: Cr Clarke

Seconded: Cr Hyde

That Council:

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

CARRIED: 8/0

Further information was received from WACHS and relayed to Council at the December 2022 meeting and the following resolution was made;

RESOLUTION 13522

Moved: Cr Hunt

Seconded: Cr Kuchling

That Council gives approval for the Administration to continue investigations and negotiations with WA Country Health Service (WACHS) for the construction of three 2 x 2 units at 51 Bennett Street, Lake Grace, WA.

CARRIED: 7/0

Comment

After subsequent investigations no Shire owned suitable land was available however DoC had 2 vacant lots in Lake Grace that suited the proposal. Initial contact made in December 2022 with DoC was not fruitful as we were advised that they were required for future development. With the assistance of Hon Shelley Payne MLC Member for the Agricultural Region and Peter Rundle MLA Deputy Leader

of the Opposition pressure was put on DoC which has now resulted in the offer to purchase the land situated at 84 Bennett St Lake Grace.

Now that this land has been made available negotiations can now continue with WACHS for a suitable design and costings and funding options can be commenced. Several designs have been considered by administration. The Shire of Moora has provided one design for 2 x 2 bedroom transportables however they do not fit 84 Bennett St's dimensions. Several other options are being investigated and will be forwarded to WACHS in due course for their suitability.

Before any of this can be done however, Council is required to confirm the purchase of the vacant land at 84 Bennett St Lake Grace. In the event that the proposed partnership opportunity with WACHS falls over the land will still be available for future development of staff or worker housing as identified in the 4WDL Key Worker and Housing Survey undertaken in 2022.

Administration recommends the purchase of the vacant land at 84 Bennett St Lake Grace from the Department of Communities for the sum of \$35,000 and requests Council to confirm approval of the continuation of negotiations with WA Country Health Services (WACHS) for the construction of 2 x 2 bedroom transportable dwellings.

Legal Implications

A firm commitment to lease would be requested from WACHS before commitment to begin construction would be sought.

Formal leasing agreements would be sought from WACHS once the construction is complete.

Policy Implications

Nil

Consultation

WACHS
4WDL Key Worker Housing Survey results.

Financial Implications

Funds from the sale of Lot 213 Quondong Court can be utilised for this purchase as the sale was not budgeted for in this year's budget.

Currently there is \$595,773 in the Housing Reserve.

Loan funding could be utilised for the eventual construction of the dwellings.

Grant funding options will be investigated.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Social Objective - A valued, healthy and inclusive community and life style		
Outcome	2.1	An engaged, supportive and inclusive community
Strategies	2.1.1	Community services and infrastructure meeting the needs of the district
	2.1.2	Maintain and support the growth of education, childcare, youth and aged services
	2.1.3	Actively promote and support community events and activities within the district
Outcome	2.2	A healthy and safe community
Strategies	2.2.1	Maintain and enhance sport and recreation facilities
	2.2.2	Provide and advocate for medical and health services
	2.2.3	Support provision of emergency services and encourage community volunteers
Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategies	4.1.1	Provide informed leadership on behalf of the community
	4.1.2	Promote and advocate for the community and district
	4.1.3	Provide strategic leadership and governance
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

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

RECOMMENDATION / RESOLUTION

RESOLUTION **13739**

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

That Council:

1. Confirms the purchase of 84 Bennett St for the sum of \$35,000, and
2. Gives approval for Administration to continue investigations and negotiations with WA Country Health Service for the construction of 2 2x2 units at 84 Bennett St Lake Grace.

CARRIED **5/0**

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

Against: **Nil**

14.4.2 CHRISTMAS 2023 AND PUBLIC HOLIDAY 2024 RETAIL TRADING HOURS

Applicant	Shire of Lake Grace
File No.	0498
Attachments	<ul style="list-style-type: none">• Email from Geoff Hales – A/Principal Compliance Officer Retail Trading• 2023-24 Regional Extended Trading Package• Application Form – Non Metropolitan Local Government – Extended Trading Hours Temporary
Author	Alex Adams - Executive Assistant
Disclosure of Interest	Nil
Date of Report	18 September 2023
Senior Officer	Chris Paget – Deputy Chief Executive Officer

Summary

For Council to consider the extension of retail trading hours over the 2023 Christmas period and 2024 Public Holidays.

Background

An email has been received from the Department of Mines, Industry Regulations and Safety advising that the Minister for Commerce has approved extended trading hours for the Perth Metropolitan area over the 2023 Christmas period, and public holidays in 2024. The same approval is being offered to regional Local Governments, as listed below:

Monday 11 December to Friday 15 December	8.00 am to 9.00 pm
Monday 18 December to Friday 22 December	7.00 am to 9.00 pm
Wednesday 27 December to Friday 29 December	8.00 am to 9.00 pm
Weekends from 9 & 10 to 30 & 31 December inclusive	8.00 am to 6.00 pm
Christmas Day	Closed
Boxing Day	8.00 am to 6.00 pm
Public Holidays in 2024	8.00 am to 6.00 pm

In the offer, it is stressed that with all extended trading hour variations the decision to open or not during the additional hours provided is at the discretion of the retailer.

Comment

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

If Council does not support the extension of trading hours based on those in the metropolitan area, then an alternative recommendation would be that *'Council not support extended trading arrangements over the 2023/2024 Christmas and New Year period and Public Holidays in 2024'*.

Legal Implications

Retail Trading Hours Act 1987

Part III Retail Trading Hours

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

Policy Implications

Nil

Consultation

Internal: Mr Chris Paget – Deputy Chief Executive Officer

Financial Implications

Nil

Strategic Implications

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

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

Voting Requirements

Simple majority

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

RECOMMENDATION / RESOLUTION

RESOLUTION **13740**

Moved: **Cr Lloyd**
Seconded: **Cr Clarke**

That Council accept the offer from the Department of Commerce for extended trading hours for the Shire of Lake Grace over the 2023 / 2024 Christmas period, and Public Holidays in 2024 as follows:

Monday 11 December to Friday 15 December	8.00 am to 9.00 pm
Monday 18 December to Friday 22 December	7.00 am to 9.00 pm
Wednesday 27 December to Friday 29 December	8.00 am to 9.00 pm
Weekends from 9 & 10 to 30 & 31 December inclusive	8.00 am to 6.00 pm
Christmas Day	Closed
Boxing Day	8.00 am to 6.00 pm
Public Holidays in 2024	8.00 am to 6.00 pm

CARRIED **5/0**

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

Against: **Nil**

14.4.3 PUBLIC TRANSPORT AUTHORITY OF WA OFFER AND APPROVAL – LICENCE TO OCCUPY (NEWDEGATE) L2699

Applicant	Internal
File No.	400/37
Attachments	1. Email from Burgess Rawson 2. Location Map 3. Draft Template Lease Agreement
Author	Alex Adams – Executive Assistant
Disclosure of Interest	Nil
Date of Report	19 September 2023
Senior Officer	Alan George – Chief Executive Officer

Summary

For Council to approve the agreement between the Shire of Lake Grace and the PTA for land along Maley Street and adjacent to line 61 between the 181.5km and 182km rail markers, Newdegate for a further 10-year term.

Background

The Shire of Lake Grace currently has a peppercorn lease agreement for a 12,785 square metre area of railway reserve along Maley Street Newdegate, at the silo art area where the public toilets and tourist rest area / parking area is located.

The current lease came into effect on 1 September 2014. Burgess Rawson (the property management agency used by the PTA) have written to advise the lease is due to expire on 31 August 2024. They are requesting that we review the terms set out and advise if we wish to proceed. They will then draw up a new agreement which will come into effect on 1 September 2024.

Comment

There are no notable changes to the current lease agreement in the proposed agreement. We are already complying with the existing terms and conditions so there is nothing new for us to account for.

Legal Implications

Terms and Conditions as set out in the proposed agreement

Policy Implications

Policy 1.11: Use of the Common Seal

POLICY The Common Seal of the Shire of Lake Grace is to be affixed to the following documents:

- Deed of agreement
- Senior Officer Contracts of Employment
- Land transactions (including leases)
- Other documents requesting use of the common seal

A document is validly executed by the Shire of Lake Grace when the seal of the Shire is affixed to it by the President and the Chief Executive Officer, and the President and Chief Executive Officer attest the fixing of the seal.

All documents signed under seal must, in accordance with s9.49 of the Act, first be presented to Council for its authorisation of the seal to be affixed to it by the President and the Chief Executive Officer, and the President and Chief Executive Officer attesting the fixing of the seal.

OBJECTIVE To validate the procedure for the executive of legal documents.

GUIDELINES Local Government Act 1995 section 9.49(A)

When affixing the common seal, the following clause is to be notated on the document:

"The common seal of the Shire of Lake Grace was hereunto affixed by authority of its Council in the presence of..."

Consultation

Internal – Kevin Wilson A/Manager Corporate Services

Financial Implications

- Lease preparation fee
- Insurance
- Maintenance

Strategic Implications

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

Objective	Economic Objective - A prosperous agricultural based economy supporting diversification of industry	
Outcome	1.3	An attractive destination for visitors
Strategies	1.3.1	Promote and develop tourism as part of a regional approach
	1.3.2	Maintain and enhance local iconic attractions and infrastructure
	1.3.3	Continue to provide and maintain visitor support services

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RECOMMENDATION **13741**

Moved: **Cr Clarke**
Seconded: **Cr Lloyd**

That Council:

Accept the Public Transport Authority's new lease offer for land along Maley Street and adjacent to line 61 between the 181.5km and 182km rail markers, Newdegate for a 10-year term; and

Authorises administration to request Burges Rawson to draw up the proposed new agreement; and

Authorises the President and Chief Executive Officer to affix the Common Seal of the Shire of Lake Grace to the new Licence Agreement

CARRIED **5/0**

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

Against: **Nil**

14.4.4 COMMUNITY FUNDING REQUEST – NEWDEGATE CONTAINER EXCHANGE

Applicant	Newdegate Container Exchange (under auspices of Newdegate Machinery Field Days Inc.)
File No.	0736
Attachments	NCE Community Funding Request submission
Author	Chris Paget – Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	21 September 2023
Senior Officer	Alan George – Chief Executive Officer

Summary

For Council to consider provision of community funding to the Newdegate Container Exchange for the provision of extra recycling bins and increasing community awareness around the 'Containers for Change' initiative.

Background

The Newdegate Container Exchange originally submitted a community funding request right on the deadline for evaluation in mid-April this year. Some additional information was requested to support the application, however unfortunately due to staffing changes and movements at that time the request was mistakenly not included with the initial list prepared for inclusion in the 2023-24 annual budget.

The Exchange have recently queried whether the application was able to be funded and have since provided the additional information sought for the request. For this year's annual budget Council approved an allocation of funds greater than applications received during the regular submission phase so as to enable to consideration of community funding requests right throughout the financial year.

Comment

The proposal seeks an amount of \$4230 from the Shire of Lake Grace for the "Don't Feed the Fill" - Awareness, Education and Engagement initiative. According to the project summary, the aim of the project is to:

Increase awareness of Containers for Change locally by having more visible branding and extra bins, so we can better service Newdegate including during the Field Days. Also, to place stickers on all of our bins, as a visual reminder of acceptable materials in each bin type, endeavoring to reduce contamination.

We are also aiming to educate more people about what is acceptable in the different bin options, thus cutting down on contamination which up to date has included unfinished food, general plastics and on the odd occasion, sanitary products. Our bins are hand sorted by our volunteers.

Other benefits from increased exposure and education should be:

- reduction of roadside rubbish*
- reduction of recyclables in landfill*

By putting stickers of what is allowed on each bin:

- This will hopefully prompt people to choose the correct bin for their rubbish.*
- An image will help the non-English speaking tourists/residents to choose the correct bin.*
- It will also help more of the community to become "recycling literate".*

In 2022 the Newdegate Container Exchange group won the WA Containers for Change “Changemakers - Volunteer Refund Point Operator of the Year” award. The citation for the award reads as follows:

Newdegate’s passion for their local community is what led Newdegate Container Exchange to be born. It provided the community with the opportunity to reduce landfill, offer recycling to shire residents and farmers who previously did not have access to recycling, and create a new fundraising stream for local clubs and not-for-profits.

It also provided opportunities for a local young adult with a disability to work at the local refund point. Newdegate Container Exchange contacted local businesses, commenced letter drops, formed partnerships with events and local commercial businesses, as well as created their own Facebook group to inspire the community to save as many containers as possible from landfill. In just over one year of operation, Newdegate has achieved everything they set out to achieve plus much, much, more.

Legal Implications

Nil

Policy Implications

Council Policy 2.9 – Community Funding Requests

Community funding requests are available to community groups / not-for-profit organisations within the Shire of Lake Grace for activities which will benefit the community and demonstrate the principal interest of the Shire of Lake Grace.

Consultation

Alan George – Chief Executive Officer
Jason Lip – Technical Officer

Financial Implications

The community grants budget allocation was increased for the 2023-24 year to allow consideration of funding requests such as this which are submitted to Council outside the previous normal annual cycles.

Strategic Implications

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

Economic Objective - A prosperous agricultural based economy supporting diversification of industry		
Outcome	1.2	A diverse and prosperous economy
Strategies	1.2.2	Support local business and promote further investment in the district
Outcome	1.3	An attractive destination for visitors
Strategies	1.3.2	Maintain and enhance local iconic attractions and infrastructure
	1.3.3	Continue to provide and maintain visitor support services
Social Objective - A valued, healthy and inclusive community and life style		
Outcome	2.1	An engaged, supportive and inclusive community
Strategies	2.1.1	Community services and infrastructure meeting the needs of the district

	2.1.3	Actively promote and support community events and activities within the district
Environment Objective - Protect and enhance our natural and built environment		
Outcome	3.2	A natural environment for the benefit and enjoyment of current and future generations
Strategies	3.2.3	Provide an effective waste management service
Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategies	4.1.1	Provide informed leadership on behalf of the community
	4.1.2	Promote and advocate for the community and district

Voting Requirements

Simple majority

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

RECOMMENDATION / RESOLUTION

RECOMMENDATION 13742

Moved: Cr Lloyd

Seconded: Cr Hunt

That Council approves the community funding request of \$4,230.00 for the Newdegate Container Exchange.

CARRIED 5/0

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

Against: Nil

14.4.5 REQUEST FOR CHANGE OF MANAGEMENT ORDER DESIGNATED PURPOSE – CROWN RESERVE 46769

Applicant	Nutrien Ag Solutions
File No.	
Attachments	Nil
Author	Chris Paget – Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	26 September 2023
Senior Officer	Alan George – Chief Executive Officer

Summary

The purpose of this report is to seek Council's endorsement to make application to the Minister for Lands to change the designated purpose of the Crown Reserve 46769 from 'Parking, Recreation and Automatic Weather Station' to "Parking, Recreation, Automatic Weather Station and Storage Area" with the power to lease or sub-lease or licence for any term not exceeding twenty-one (21) years.

Background

Nutrien Ag Solutions Lake Grace have made enquiries with the Shire regarding the possible lease and use of Lot 364 at 79 Stubbs Street, Lake Grace for storage yard space (fencing and gates to be installed, no buildings to be erected). This small strip of land totals 1035m² and is bounded by Public Transport Authority railway reserve to the north. Nutrien have sought and received PTA approval to utilise this portion of Crown Reserve 46639.

On the 1st September 1994, the Shire of Lake Grace entered into Head Lease 5525 with the Western Australian Government Railways Commission of West Parade, Perth, Western Australia, trading as Westrail for the term of 21 years, expiring 31 August 2015.

On 26 April 2002 the Shire of Lake Grace was named the Management Body of Part Crown Reserve 46769 for the purposes of Parking & Recreation.

In November 2005, under the Transfer of Land Act 1893 and the Land Administration Act 1997, Lease 5525 was superseded by a Management Order for Reserve 46769.

On the 20th February 2019 the Council of the Shire of Lake Grace resolved to make application to the Minister for Lands for an amendment to the designated purpose of Crown Reserve 46769 for Lots 360, 363 and 364 on Deposited Plan 28253, Stubbs Street Lake Grace. The amendment was sought due to advice being received from DPLH that a proposed lease with the Bureau of Meteorology for the automatic weather station could not proceed as the use of the land was not compatible with the designated purpose on the existing Management Order. This amendment to land use purpose as "Parking, Recreation and Automatic Weather Station" was granted by the Minister on 22nd March 2019.

Under the Management Order the Shire of Lake Grace has the *'Power to Lease (or sub-lease or licence)* for the designated purpose is granted for the whole or any portion for any term not exceeding twenty-one years from the date of the lease subject to the approval in writing of the Minister for Lands being first obtained to each and every lease or assignment of lease, pursuant also to the provisions of section 19 of the Land Administration Act 1997.

Comment

Administration is seeking Council endorsement to request Minister for Lands to change the reserve purpose to ensure it is compatible with the proposed use. The change of a reserve purpose can only be undertaken with authorisation from the Minister responsible. Nutrien Ag Solutions should also make application for access and use of crown land noting their consultations with the Shire.

Prior to any Crown Reserve being leased or sub-leased between the Shire of Lake Grace and other parties the Minister for Lands approval is also required. Council's endorsement is sought to make application to Minister for Lands to change the designated purpose of the Crown Reserve 46769 from 'Parking, Recreation and Automatic Weather Station' to "Parking, Recreation, Automatic Weather Station and Storage Area" with the Power to Lease or sub-lease or licence for any term not exceeding twenty-one (21) years.

Should the amendment to the purpose of the Management Order has be approved by the Minister, the Shire will then be in a position to enter into a lease arrangement with Nutrien Ag Solutions for the land. Council's endorsement and approval from the DPLH of this lease will again need to be sought. Nutrien have recently renewed the lease for their branch facility at 87 Stubbs Street for a further 5 years commencing 1st January 2024 and options to extend up to 31 December 2034; they are hopeful that a lease with the Shire can align with these dates.

Legal Implications

Planning and Development Act 2005

Land Administration Act 1997

Part 4 — Reserves

41. Reserving Crown land, Minister's powers as to

Subject to section 45(6), the Minister may by order reserve Crown land to the Crown for one or more purposes in the public interest.

Class A reserves, creating, changing etc.

- (1) *The Minister may by order classify a reserve as a class A reserve.*
- (2) *A class A reserve retains a purpose specified in the relevant order made under section 41 until that purpose is changed under this section.*
- (3) *Subject to subsection (5), the Minister may by order —*
 - (a) *add Crown land to a class A reserve; or*
 - (b) *amend a class A reserve for the purpose of correcting one or more unsurveyed boundaries of the class A reserve in such a manner that the area of the class A reserve, if reduced at all, is reduced by not more than 5%; or*
 - (c) *excise 5% or one hectare, whichever is the less, of the area of a class A reserve for the purpose of public utility services; or*
 - (d) *redescribe locations or lots, or adjust the areas of locations or lots, in a class A reserve if the external boundaries of the class A reserve remain unchanged; or*
 - (e) *amalgamate 2 or more class A reserves which have similar purposes and the same management body.*
- (4) *Subject to subsection (5) and section 45, if the Minister proposes —*
 - (a) *to reduce the area of, or excise an area from, a class A reserve for a purpose other than a purpose referred to in subsection (3)(b) or (c); or*
 - (b) *to excise an area from a class A reserve for the purpose of creating a road; or*
 - (c) *to cancel, or change the purpose or classification of, a class A reserve,*

the Minister must cause that proposal to be laid before each House of Parliament and section 43(1) then applies.
- (5) *The Minister must, not less than 30 days before acting under subsection (3) or (4) in relation to a class A reserve, advertise his or her intention so to act in a newspaper circulating throughout the State.*

Care, control and management of reserves

- (1) *The Minister may by order place with any one person or jointly with any 2 or more persons the care, control and management of a reserve for the same purpose as that for which the relevant Crown land is reserved under section 41 and for purposes ancillary or beneficial to that purpose and may in that order subject*

that care, control and management to such conditions as the Minister specifies.

- (2) *The Minister may, with the consent of the management body of a reserve and of the holders of any interests within the reserve, by order vary any condition to which the care, control and management of the reserve is subject.*
- (3) *The Minister may —*
 - (a) *by order confer on a management body power, subject to section 18, to grant a lease or sublease or licence over the whole or any part of the Crown land within the reserve in question for the purposes referred to in subsection (1); and*
 - (b) *approve a mortgage of any such lease. (3a)*

The Minister may by order —

- (a) *without the consent of the management body of a reserve, vary —*
 - (i) *an order made under subsection (3)(a); or*
 - (ii) *an order made under section 33 of the repealed Act or section 42 or 43 of the Land Act 1898⁷ that subsists as an order made under subsection (3)(a),*
in relation to whether or not prior approval in writing of the Minister is required to a grant of a lease, sublease, or licence; or
 - (b) *with the consent of the management body of a reserve, vary any other condition to which —*
 - (i) *an order made under subsection (3)(a); or*
 - (ii) *an order made under section 33 of the repealed Act or section 42 or 43 of the Land Act 1898⁷ that subsists as an order made under subsection (3)(a),*
is subject.
- (3b) *The Minister's approval under section 18 is not required for the exercise of a power conferred under subsection (3)(a) unless —*
- (a) *the person on whom the power is conferred is —*
 - (i) *a body corporate that is constituted for a public purpose under an enactment and is an agency of the Crown in right of the State; or*
 - (ii) *a person referred to in subsection (10)(b),*
and the order provides that the Minister's approval under section 18 is required; or
 - (b) *the person on whom the power is conferred is a person other than a person referred to in paragraph (a).*
- (4) *If an unmanaged reserve is the subject of —*
- (a) *a lease granted under section 47; or*
 - (b) *a licence, or a lease or profit à prendre, granted under section 48,*
or of any other interest in the unmanaged reserve, the Minister may under subsection (1) place the care, control and management of that reserve with a management body subject to that licence, lease or profit à prendre or other interest, the term of which continues unbroken by that placing.
- (5) *An order made under subsection (1), (2), (3) or (3a) does not create any interest in Crown land in the relevant reserve in favour of the management body of that reserve.*
 - (6) *If Crown land reserved under section 41 for the purpose of recreation is leased or subleased under a power conferred under subsection (3), the lessee or sublessee may, unless the terms of the management order or the lease or sublease otherwise provide, restrict public access to the area leased.*
 - (7) *A person with whom the care, control and management of a reserve is placed by order under subsection (1) has, by virtue of this subsection, the capacity, functions and powers to hold and deal with the reserve in a manner consistent with the order, any order conferring power on that person under subsection (3)(a) and this Act to the extent that the person does not already have that capacity or those functions and powers.*
 - (8) *Subsection (7) does not authorise a management body to perform a function or exercise a power if another enactment expressly prevents the person from performing that function or exercising that power, or expressly authorises another person to perform that function or exercise that power.*

- (9) Any instrument in relation to the care, control and management of a reserve entered into or given by a person holding an office referred to in subsection (10)(b)(i) or (iii) is taken to have been entered into or given by the person for the time being holding that office.
- (10) In subsection (1), a reference to a person is a reference to —
- (a) a person having perpetual succession;
 - (b) a person not having perpetual succession who is —
 - (i) a Minister to whom the Act specified in the relevant order is for the time being committed by the Governor; or
 - [(ii) deleted]
 - (iii) a person holding a prescribed office.
- (11) If an order made under section 33 of the repealed Act subsists under clause 16(1) of Schedule 2 as if it were a management order under section 46(1), the Minister may by order vary that order to place the care, control and management of the reserve the subject of the order with a person referred to in subsection (10).
- (12) An order made under section 46(1) before the coming into operation of section 12 of the Land Administration Amendment Act 2000 may be varied by the Minister by order to place the care, control and management of the reserve the subject of the order with a person referred to in subsection (10).
[Section 46 amended: No. 59 of 2000 s. 12(1)-(3) ⁸; No. 28 of 2015 s. 76.]

51. Cancelling, changing etc. reserves, Minister’s powers as to

Subject to sections 42, 43 and 45, the Minister may by order cancel, change the purpose of or amend the boundaries of, or the locations or lots comprising, a reserve.

Policy Implications

Nil

Consultation

Internal – Alan George, Chief Executive Officer
 External – Nutrien Ag Solutions, Lake Grace
 Nutrien Ag Solutions Property Department, Macquarie Park NSW
 Landgate
 Department of Planning, Lands and Heritage

Financial Implications

Nil

Strategic Implications

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

Economic Objective - A prosperous agricultural based economy supporting diversification of industry		
Outcome	1.1	An innovative, productive agriculture industry
Strategies	1.1.3	Support and promote the agricultural productivity of the district
	1.1.5	Liaise with key stakeholders for the improvement of the agricultural industry
Outcome	1.2	A diverse and prosperous economy
Strategies	1.2.2	Support local business and promote further investment in the district

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategies	4.1.2	Promote and advocate for the community and district
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

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

RECOMMENDATION / RESOLUTION

RECOMMENDATION 13743

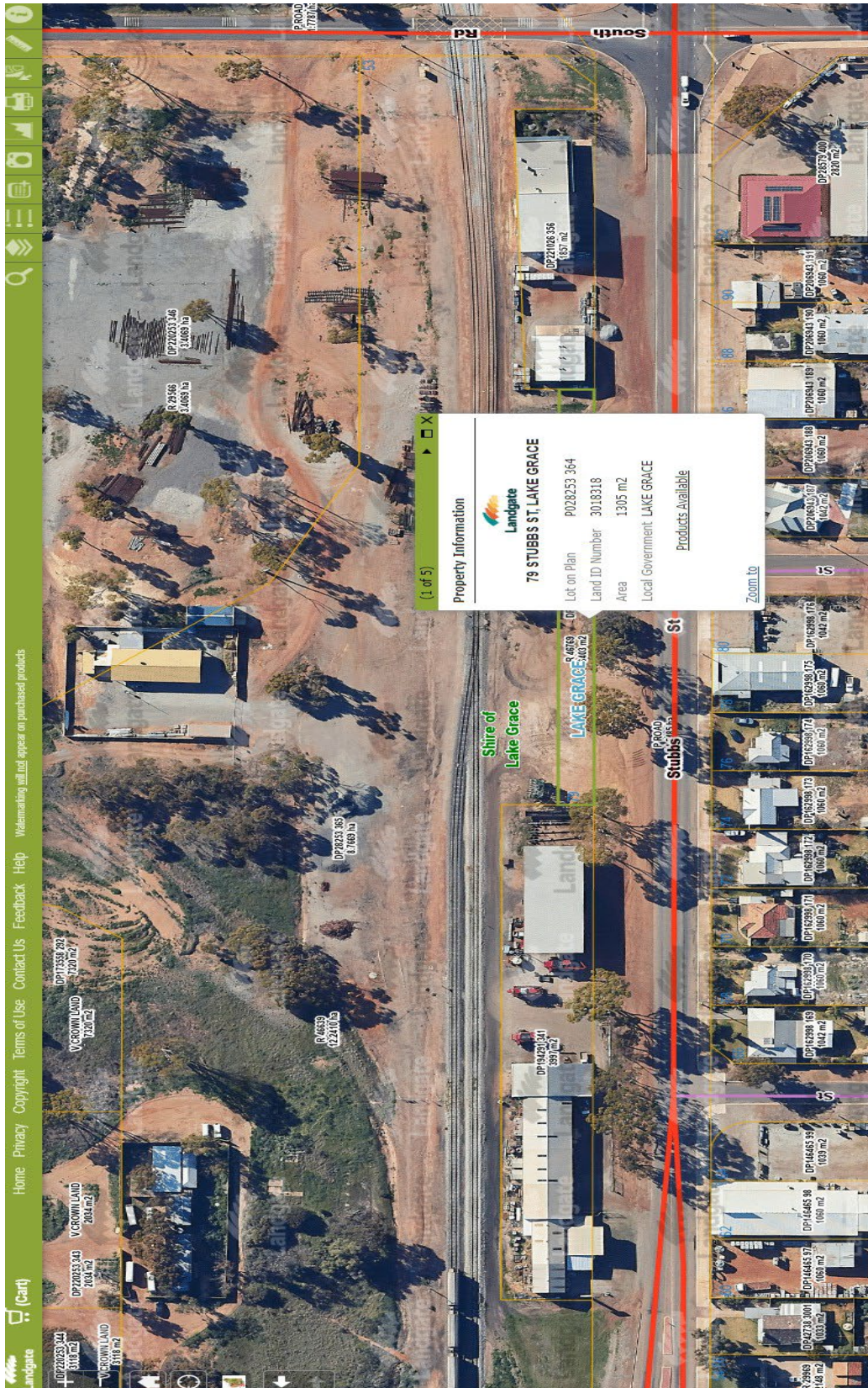
Moved: Cr Hunt
Seconded: Cr Clarke

That Council authorises the Chief Executive Officer to request the Minister for Lands to amend the designated purpose of Crown Reserve 46769 from "Parking, Recreation and Automatic Weather Station" to Parking, Recreation, Automatic Weather Station and Storage Area" with the power to lease or sub-lease or licence for any term not exceeding 21 years.

CARRIED 5/0

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

Against: Nil



14.5 FINANCE

14.5.1 DISPOSAL OF ASSETS

Applicant	Internal Report
File No.	
Attachments	Nil
Author	Mr Kevin Wilson – A/Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	7 September 2023
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

To consider the disposal and removal of assets from the Shire asset register that have been classified as obsolete, damaged or unserviceable

Background

On reviewing the asset register in particular plant & equipment and furniture & equipment in accordance with Local Government (Financial Management Regulations 1996, the assets as detailed on the below table were deemed to be either obsolete, damaged and cost prohibitive to repair or are unserviceable.

Comment

The total written down value of these eight assets is \$11,483.54 which will after approval and adjustment in the asset register and general ledger result in a loss on disposal of that \$11,483.54.

Asset #	Description	Value	Depreciation	WDV 30/6/2023	Comment
1023	Electronic Fuel System	\$5,400	\$3,148.48	\$2,251.52	Not working, unserviceable
1118	John Deere 541 Forklift attachment	\$440	\$307.57	\$132.43	Obsolete
1216	Honda 4WD motorbike	\$1,960	\$1,371.5	\$588.5	Obsolete
1226	Vehicle mounted fogger	\$310	\$216.63	\$93.37	Unserviceable
1241	NS60 – GPS Receiver	\$240	\$240	\$0	Could not locate
1320	Kevrek Crane	\$1,620	\$1,129.42	\$490.58	Damaged
1441	Fogger Synafog Typhoon	\$16,420	\$9,599.44	\$6,820.56	Damaged/Unserviceable
278	Gantry	\$2,400	\$1,293.42	\$1,106.58	Damaged/Unserviceable
Total		\$28,790	\$17,306.46	\$11,483.54	

Legal Implications

Local Government (Financial Management) Regulations 1996 – Reg 17

Policy Implications

Policy 7.11 Disposal of Shire of Lake Grace Property

Consultation

Manager Infrastructure Services

Financial Implications

As stated above the net impact of these disposals will be a loss in value of \$11,483.54

Strategic Implications

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

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

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been reviewed in context of the Shire’s Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council’s consideration.

RECOMMENDATION / RESOLUTION

RECOMMENDATION 13744

Moved: Cr Chappell

Seconded: Cr Lloyd

That Council endorse the disposal of assets 1023,1118,1216,1226,1241,1320,1441 and 278 as the assets are obsolete, damaged and cost prohibitive to repair or unserviceable

CARRIED 5/0

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

Against: Nil

14.5.2 ACCOUNTS FOR PAYMENT – AUGUST 2023

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Kevin Wilson – A/Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	11 September 2023
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

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

Background

List of payments for the month of August 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 August 2023 from the Municipal Account
Total \$604,316.88

Strategic Implications

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

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

Voting Requirements

Simple majority

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

RECOMMENDATION / RESOLUTION

RESOLUTION **13745**

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

That Council ratify the list of payments totalling \$604,316.88 as presented for the month of August 2023 incorporating:

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT25298– EFT25412	\$535,877.36
Municipal Account Cheques	37083 - 37089	\$16,301.28
Direct Debits	DD10597.1 – DD10629.11	\$52,138.24
	TOTAL	\$604,316.88

CARRIED **5/0**

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

Against: **Nil**

Shire of Lake Grace



CERTIFICATE OF EXPENDITURE August 2023

This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT25298 – EFT25412	\$535,877.36
Municipal Account Cheques	37083 - 37089	\$16,301.28
Direct Debits	DD10597.1 – DD10629.11	\$52,138.24
	TOTAL	\$604,316.88

to the Municipal Account, totalling \$604,316.88 which were submitted to each member of the Council on 27 September 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

14.5.3 FINANCIAL REPORTS – 31 JULY 2023

Applicant	Internal Report
File No.	0275
Attachments	<ul style="list-style-type: none">• Monthly Financial Reports• Bank Reconciliations – July 2023
Author	Mrs Victoria Fasano Senior Finance Officer - Investments & Reporting
Disclosure of Interest	Nil
Date of Report	31 July 2023
Senior Officer	Mr Alan George Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 31 July 2023 and Bank Reconciliations for the month ending 31 July 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 July 2023, operating revenue is slightly below the target by \$18,483 (0.31%), mainly due to Interest earnings lower than the budget. Reserve Term Deposit will mature in November 2023 and Interest will be received then.

Operating expenditure is under YTD budget by \$583,379 (52.36%) mainly due to Materials and contracts being down due to delays in operating jobs. Employee costs are slightly under budget due to vacancies in works and services. Utility charges below the budget due to bills arriving later in the year. Depreciation is lower as well and will be posted to the accounts when the 22/23 Annual Financial Statement is completed.

The capital program is below the target by \$482,174 (89.60%). Bulk of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in financial year. Payments for property, plant and equipment are below target as well due to a large portion of Capital projects not being initiated as yet (88%) 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 a term deposits with Commonwealth Bank is in place (\$5,000,000), as well as Overnight Cash Deposit with WA Treasury Corporation for \$7,250,257.

The due date for rates payments is 04/09/2023, thus the outstanding rates are just below 100%.

General debtor is \$540,506 with no major outstanding debts to follow up, as the bulk of the invoices are paid in August.

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 July 2023. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated regulations.

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

Legal Implications

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

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

Policy Implications

Nil

Consultation

Internal Mr Kevin Wilson – Manager Corporate Services

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

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

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been reviewed in context of the Shire’s Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council’s consideration.

RECOMMENDATION / RESOLUTION

RESOLUTION **13746**

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

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

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

CARRIED **5/0**

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

Against: **Nil**

14.5.4 FINANCIAL REPORTS – 31 AUGUST 2023

Applicant	Internal Report
File No.	0275
Attachments	<ul style="list-style-type: none">• Monthly Financial Reports• Bank Reconciliations – August 2023
Author	Mrs Victoria Fasano Senior Finance Officer - Investments & Reporting
Disclosure of Interest	Nil
Date of Report	31 August 2023
Senior Officer	Mr Alan George Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 31 August 2023 and Bank Reconciliations for the month ending 31 August 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 August 2023, operating revenue is slightly below the target by \$1,277 (0.02%), mainly due to Additional FAGS received, but not budgeted for. Interest revenue is lower than the budget. Reserve Term Deposit will mature in November 2023 and Interest will be received then. Fees and charges below the budget due to early months in current financial year

Operating expenditure is under YTD budget by \$912,486 (43.25%) mainly due to Materials and contracts being down due to delays in operating jobs. Employee costs are slightly under budget due to vacancies in works and services. Utility charges below the budget due to bills arriving later in the year. Depreciation is lower as well and will be posted to the accounts when the 22/23 Annual Financial Statement is completed.

The capital program is below the target by \$890,216 (82.71%). Bulk of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in financial year. Payments for property, plant and equipment are below target as well due to a large portion of Capital projects not being initiated as yet (78%) 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 (\$10,500,000), as well as Overnight Cash Deposit with WA Treasury Corporation for \$3,066,375.

The due date for rates payments is 04/09/2023, thus the outstanding rates are just below 70%.

General debtor is \$265,476 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 August 2023. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated regulations.

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

Legal Implications

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

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

Policy Implications

Nil

Consultation

Internal Mr Kevin Wilson – Manager Corporate Services

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

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

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

RECOMMENDATION / RESOLUTION

RESOLUTION **13747**

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

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

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

CARRIED **5/0**

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

Against: **Nil**

14.6 COMMUNITY SERVICES

Nil

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN – SEPTEMBER 2023

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin Cover Page Only
Author:	Alex Adams - Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	22 September 2023
Senior Officer:	Mr Chris Paget - Deputy Chief Executive Officer

Summary

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

Background / Comment

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

The September 2023 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report – August 2023

External Organisations

- WALGA Central Country Zone – Minutes of Meeting held Friday 25 August 2023 and; Strategic Forum notes
- Minutes of the WALGA AGM held 18 September 2023
- Minutes of the Varley Progress Association Meeting held 12 September 2023

Circulars, Media Releases, Newsletters, Letters

- As emailed to Councillors

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

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

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

Voting Requirements

Simple majority

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

RECOMMENDATION / RESOLUTION

RESOLUTION **13748**

Moved: **Cr Lloyd**
Seconded: **Cr Clarke**

That Council accepts the Information Bulletin Report for September 2023.

CARRIED **5/0**

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

Against: **Nil**

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

Nil

18.0 DATE OF NEXT MEETING – 25 OCTOBER 2023

The next Ordinary Council Meeting is scheduled to take place on Wednesday 25 October 2023 commencing at 3:30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

Before closing the meeting, President Cr Armstrong made the following statement:

“I would like to take this opportunity to wish Roz, Deb and Jeff all the best in their re-election endeavours being fully aware that if you are successful it would mean that this will be my last meeting. I wish you well and thank you for your input and representation of community during your time on Council, whether that has been for a lengthy period or only for a short period your commitment is recognised. And finally, I would like to thank all Councillors and staff for your support throughout the past three and a half years that I have been President. A humbling experience but one that I have found enjoyable, and fulfilling in the achievements that we collectively have been able to implement throughout the journey. I wish you all well and all the best for the Council going forward, thank you.”

There being no further business, the Shire President closed the meeting at 3.52 pm.

20.0 CERTIFICATION

I, Leonard William Armstrong, certify that the minutes of the Meeting held on Wednesday 27 September 2023 as shown were confirmed as a true record of the meeting.

Signature

Date

Shire of Lake Grace

Lake Grace Library Resource &
Community Resource Centre
Management Committee



Minutes

18 October 2023

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/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 attaching to the decision made by the Shire of Lake Grace in respect of the application.

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SHIRE OF LAKE GRACE

Agenda for the Lake Grace Community Library & Community Resource Centre Management Committee Meeting to be held at the Lake Grace Community Library, School Place, Lake Grace WA on Wednesday 18 October 2023.

1.0 DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson opened the meeting at 11:02am.

2.0 RECORD OF ATTENDANCE / APOLOGIES

2.1 PRESENT

John O'Neill	Chairperson, Lake Grace CRC Representative
Kerriane Mills	Principal, Lake Grace District High School
Michelle Lay	School Administrator, Lake Grace District High School
Chris Paget	Deputy Chief Executive Officer, Shire of Lake Grace
Cr Debrah Clarke	Councillor, Shire of Lake Grace, Council Representative
Suzanne Reeves	Manager, Lake Grace Community Resource Centre
Lois Dickins	Library Co-ordinator

In Attendance

2.2 APOLOGIES

Ollie Farrelly	Community Representative
----------------	--------------------------

3.0 CONFIRMATION OF PREVIOUS MEETINGS

3.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE MEETING

RESOLUTION 20231

Moved: Michelle Lay Seconded: Chris Paget

That the minutes of the Lake Grace Library Resource and Community Resource Centre Management Committee Meeting held on 8 March 2023 be confirmed as a true and accurate record.

CARRIED 5/0

4.0 MEMBERS REPORTS

4.1 LAKE GRACE LIBRARY REPORT

Accessioning, book exchange and VDX are all up to date.

I had two, one hour training sessions with Softlink (Oliver v5) one in June and one in August. This was very helpful and informative.

I had my list of questions, one being on the import of the SLWA exchange books and how it takes many steps to enter each individual book. Softlink were unaware of this, as they don't have a lot to do with public libraries. They have contacted their Tech Support team, and now has been sorted.

The Lake Grace P & C purchased book ends for the junior section of the library. This purchase is greatly appreciated.

I had sick leave and a week annual leave in late May. Rosie Timperley did my relief. I also took annual leave in the last school holidays. Rosie and Mandy Lane did the relief.

We are in the middle of 2023 Scholastic Book Fair. Sales are going slow. The Fair finishes on Thursday 26 October.

I did the library vacuuming/cleaning for five weeks in August/September as the school was down on cleaners.

Students are still using the library at recess and lunch times. The school has put some extra card/board games in the library for children to use at lunch time.

Statistics since the last meeting:

March 2023	Issues & Renewals	468
April 2023	Issues & Renewals	159
May 2023	Issues & Renewals	596
June 2023	Issues & Renewals	480
July 2023	Issues & Renewals	352
August 2023	Issues & Renewals	615
September 2023	Issues & Renewals	284

4.2 LAKE GRACE COMMUNITY RESOURCE CENTRE REPORT

It's been all go at the CRC with our AGM being held tonight. We have noticed an upswing in the sales of the Lakes Link which has been good to see have been kept busy with the annual cricket book, ram sale flyers, end of year sporting certificates and invites, scanning and printing for the Pingaring and Pingrup centenaries plus our walk in customers.

We've been flat out with workshops including accredited training such as Forklift, Working At Heights, Working in Confined Spaces, Piloting and Truck. We are already scheduling more of these workshops for 2024, thankfully TAFE has been able to access another forklift trainer and the federal government has extended the heavy subsidization of TAFE training.

There was also a 'What to do after an Accident' workshop that was facilitated by Injury Matters, this was followed by a SOYF information session. Earlier this month we held a First Aid for Youth, we had 11 participants who were all successful in their training; this was funded by the Lake Grace Community Cropping Community Grants with catering supplied by Lake Grace Roadwise and the CRC. The trainer wrote to St John in Northam to comment as to how wonderful the group was, something that she has never apparently done before.

Projects that we're involved in are making progress:

- The Men's Shed is up, only needing a few smaller jobs to be done before the Building Surveyors can come down and close off on the project.
- The LCDC Bushcare project will be finalized by the end of the year; we held a very well supported Bushcare information session in August.
- Across the Lake reprint is nearly there with our part of the job done! Hopefully the Visitor Centre will have some books ready for sale for Christmas.
- Gym equipment is all in but the set at the recreation area is still waiting on the signage to be installed as well as sleepers and a sand pad.
- We have been advertising for stalls for the Harvest Festival with some good response; the new park in the main street will be an asset to the night. I haven't yet heard from Lotterywest whether or not we have any funding.
- The CRC has funding to put toward an event for youth in the 18-35yo age group; this must be organized and run by youth within that age group so an independent committee has been established. They are looking at an Oktoberfest in October 2024. The goal is that we can continue with an event every second year that meets the needs of our youth.
- The CRC is also auspicing for Lake Grace Reconnect for their Ladies Long Table Luncheon that will be held in March of 2024.
- In August there was an information session on 'Staying in Place' an initiative that is gaining momentum in Australia for smaller communities where there is no organization in place to take up federal packages for our aged who are needing assistance. The CRC sent our surveys in September to the community to see if there was anyone interesting in being a provider; we have had a good response. Mable will be here next Monday to talk to potential providers about accessing the platform and setting themselves up. We have a couple who were happy to be our 'guinea pigs'; we hope to have something in place for 2024. The hospital are supportive of this venture as they are well aware of the need within the community and that they cannot meet the demand, unfortunately federal packages can't be taken up by state government organisations.

Centrelink van is coming to Lake Grace in November, will also have NDIS with them.

4.3 LAKE GRACE COMMUNITY RESOURCE CENTRE SEMINAR ROOM

8/03/23 - 18/10/2023

Seminar Room Hire Account Reconciliation:

Balance of Seminar Room Account 8/03/23		\$2,061.17
4/04/23	Venue Hire (Jan-March)	\$143.19
12/10/23	Venue Hire (Jan—September)	\$432.96
		<u>\$2,637.32</u>

Seminar Room Bank Account Statement Reconciliation:

Balance of September 30th Bank Statement		\$2,204.36
Less Unpresented payments	\$0	\$2,061.17
Plus Unrecorded deposits	\$432.96	<u>\$2,637.32</u>

January to March venue hire has been deposited twice, we will subtract this amount from the next deposit.

5.0 MATTERS FOR CONSIDERATION

- CRC broken outdoor lattice fence has been reported.
- Bookshelves – Chris to follow up.
- Painting – Committee is happy for any party to do, not necessarily CRC
- New paper towel holders were installed.
- Little Libraries could be a project for the youth at the Men’s Shed.
- Building assessment has been done, report to come.
- Building high water account will be investigated.
- The Agreement has been sent to the Education Department. A meeting will be advised at the next committee meeting on 6 March 2024.
- Shire committee member for this committee will be selected after the Shire elections this weekend 21 October 2023.

6.0 OTHER BUSINESS

7.0 DATE OF THE NEXT MEETING

7.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE COMMITTEE MEETING

The next Lake Grace Library Resource and Community Resource Centre Management Committee Meeting is on Tuesday 7 March 2023, commencing at 11.00am at the Lake Grace Community Library, School Place, Lake Grace WA. The next Lake Grace Library Resource and Community Resource Centre Management Committee Meeting is scheduled to take place on Wednesday 6 March 2024, commencing at 11.00am at the Lake Grace Community Library, School Place, Lake Grace WA.

The 2024 meeting dates for the Lake Grace Community library and Community Resource Centre Management Committee are:

Wednesday 6 March 2024, Wednesday 15 May 2024, Wednesday 7 August 2024, Wednesday 16 October 2024.

8.0 CLOSURE


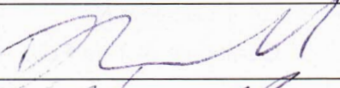
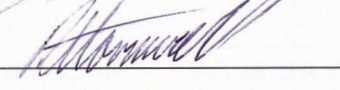
There being no further business to discuss, the Chairperson closed the meeting at 11:34am.

9.0 CERTIFICATION

I, John O'Neill, certify that the minutes of the meeting held on the 8 March 2023 as shown were confirmed as a true record at the meeting held on 18 October 2023.

Presiding Member

Date

SHIRE OF LAKE GRACE LOCAL PLANNING SCHEME NO.4		
		
FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL		
Owner Details		
Name/s: Tristan John Cornwall and Richard Trent Cornwall		
ABN (if applicable):		
Postal Address: RMB 229, Holt Rock, Western Australia		
		Postcode: 6355
Work Phone:	Fax:	E-mail:
Home Phone:		randccornwall@gmail.com
Mobile Phone: 0439 286 111		
Contact Person for Correspondence: Richard Cornwall		
Signature: 	Date: 28/8/23	
Signature: 	Date: 28/8/23	
NOTES:		
i) Use and attach a separate copy of this page where there are more than two (2) landowners.		
ii) The signature/s of all registered owner(s) as listed on the land's Certificate of Title is required. This application cannot proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2). Land owned by an incorporated body (i.e. a company) must be signed by: <ul style="list-style-type: none"> - 1 director of the company, accompanied by the company seal; or - 2 directors of the company; or - 1 director and 1 secretary of the company; or - 1 director if a sole proprietorship company. Print the full names and positions of company signatories underneath the signatures.		
iii) A copy of the Certificate of Title for all land the subject of this application must be provided and can be purchased through Landgate directly if required.		
iv) Development Applications relating to Unallocated Crown Land, Unmanaged Crown Reserves, land under management order to the Shire of Lake Grace where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 need to be referred to the Lands Division of the Department of Planning, Lands and Heritage for consideration and signing.		
Applicant Details (if different from owner)		
Name/s:		
Address:		
		Postcode:

Work Phone: Home Phone: Mobile Phone:	Fax:	E-mail:
Contact Person for Correspondence:		
Signature:		Date:
<p>NOTES:</p> <p>i) Failure to provide a suitably completed development application form, a copy of the relevant Certificate/s of Title, sufficient plans and other supporting information and/or the correct application fee may result in the application being returned or placed on hold.</p> <p>ii) The application fee payable will be confirmed by the local government following receipt of the application. Processing of the application will not commence until the fee is paid in full.</p> <p>iii) As per Schedule 2 clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015, the information and plans provided with this application may be made available by the local government for public viewing in connection with the application.</p> <p>iv) If public advertising of the application is required by the local government an additional fee in accordance with the local government's adopted schedule of fees and charges will be payable by the applicant. Further processing of the application following completion of public advertising will not proceed until the additional fee is paid in full.</p> <p>v) The original of this application and supporting information and plans will be retained by the local government for its records and will not be returned to the applicant/landowner following final determination.</p>		
<p>Property Details</p> <p>NOTE: The details provided must match those shown on the relevant Certificate/s of Title.</p>		
Lot No: 2825	House/Street No: 338 Purnta rd	Location No:
Survey Diagram or Plan No:	Certificate of Title Volume No: 2021	Certificate of Title Folio No: 814
Title encumbrances (e.g. easements, restrictive covenants etc. as listed on the Second Schedule of the relevant Certificate/s of Title):		
Street name: Purnta Road	Suburb: Lake Varley	
Nearest street intersection: Hyden Lake King road and Purnta Road		
<p>Proposed Development:</p> <p>Nature of development: <input checked="" type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input type="checkbox"/> Works and Use</p> <p>NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form (i.e. a Form 2) must be completed and submitted with this application.</p>		
Is an exemption from development claimed for part of the development? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use		

Description of proposed works and/or land use:

Transportable home (4 bedroom & 2 bathroom) and garage to be built on site covering 700 squared meters for additional workers accommodation. The house will be built in four sections in Perth and assembled on site.

Description of exemption claimed (if relevant):

Nature of any existing buildings and/or land use:

Sheds and house utilised for the farming operation.

Approximate cost of proposed development (excluding GST):

\$600,000

OFFICE USE ONLY

Date application received:

Received by:

Application reference number:

Application fee payable: \$

Date of receipt of application fee from applicant:

Receipt number for application fee:

Richard Cornwall

RMB 229
Holt Rock, WA, 6355
M: 0439 286 111
randccornwall@gmail.com

Shire of Lake Grace
PO Box 50,
Lake Grace WA 6353

August 22, 2023

Re: Development application – 338 Purnta Road, Lake Varley

To whom it may concern,

I am writing to submit a development application for review and council approval by the Shire of Lake Grace.

The application is to build additional dwellings for accommodation on our agricultural lot at 338 Purnta Road, Lake Varley (lot 2825). Both the current and new dwellings will be used as part of our farming operation.

Our intention is to have a 4-section modular home built in Perth and assembled on site. Providing us with an additional home (4 bedroom & 2 bathroom). As well as building a 10mx15m garage nearby. Both the modular home, garage and yard would cover a total area of approximately 1600m² located outside of the identified bush fire prone areas currently reported by Department of Fire and Emergency Services.

The land where the new dwellings will be is currently cropped, the placement there will not change the overall use of the land or the productivity capacity of the land. This location is approximately 500 meters from the current house and sheds on the lot. Our aim with this decision is to create a greater safety buffer between the hazards associated with agricultural operations and any families living in the accommodation.

Please find attached to this letter the following supporting documents for your consideration:

- Signed Form 1 – Application for development approval
- A copy of the Certificate of Title
- Site plan [developed by Development Cartographics and reviewed by Joe Dougals]
- Building plans
- Bush Fire Prone Areas Map for the site [sourced DFES website on 22nd August 2023]

Thank you in advance for your time and consideration of the application. If there is any further information that would aid the Council's review, please do not hesitate to contact us.

Warm Regards,

Richard Cornwall

WESTERN



AUSTRALIA

REGISTER NUMBER 2825/DP210643	
DUPLICATE EDITION 3	DATE DUPLICATE ISSUED 10/2/2020

DUPLICATE CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **2021** FOLIO **814**

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



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 2825 ON DEPOSITED PLAN 210643

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

TRISTAN JOHN CORNWALL
RICHARD TRENT CORNWALL
BOTH OF RMB 229, HOLT ROCK WA 6355
AS JOINT TENANTS

(T O337229) REGISTERED 3/2/2020

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

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.

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

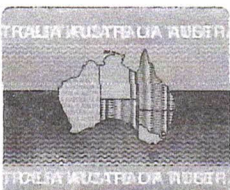
STATEMENTS:

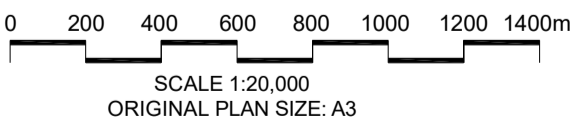
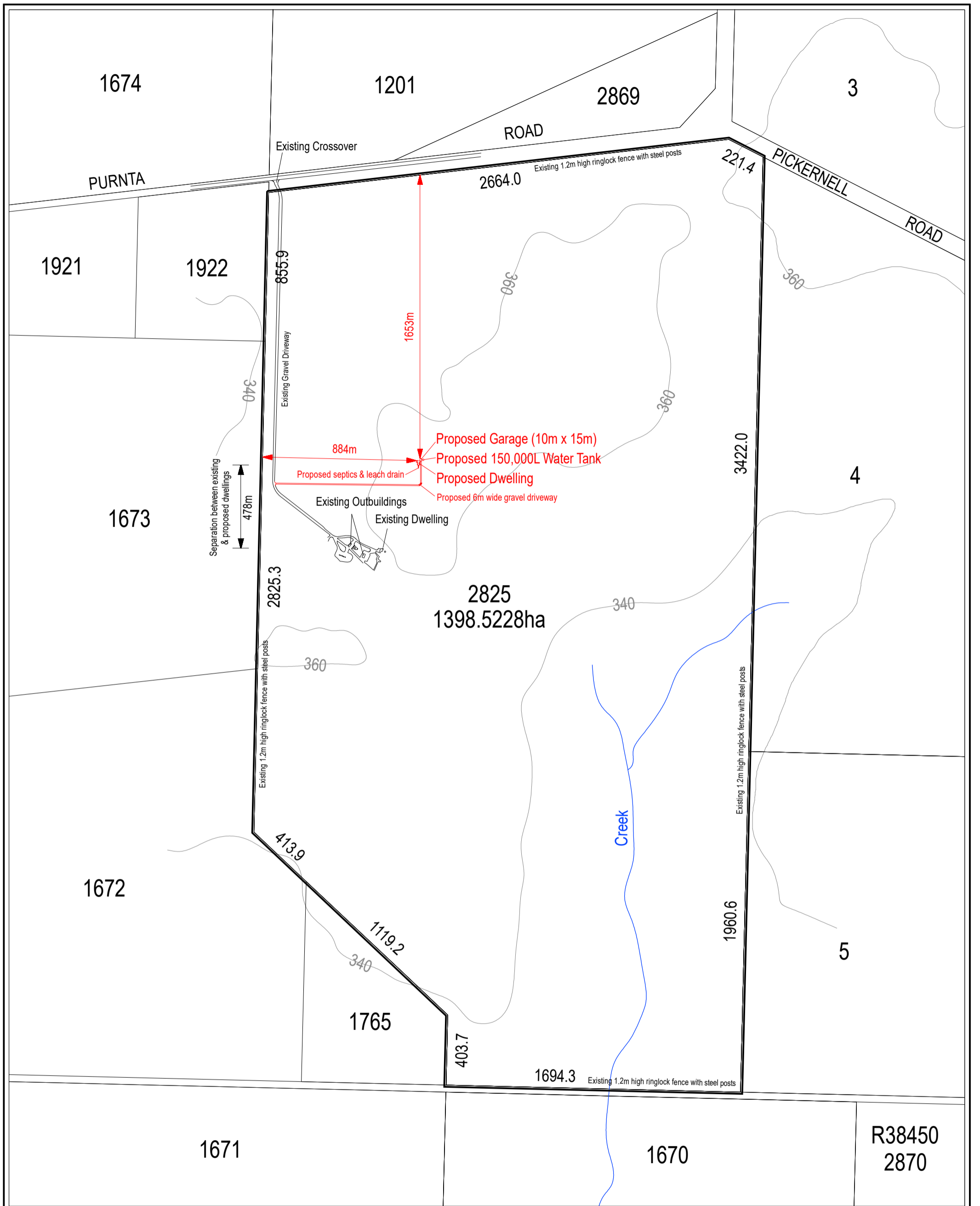
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 2021-814 (2825/DP210643)
PREVIOUS TITLE: 2021-814
PROPERTY STREET ADDRESS: 338 PURNTA RD, VARLEY.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF LAKE GRACE

I acknowledge receipt of a full and true copy / original of this document.

x  Date 28/2/20





NORTH

PREPARED FOR:
Richard & Caris Cornwall
E randccornwall@mail.com
M 0439 286 111 or 0400 367 641

DATE: 12.09.2023

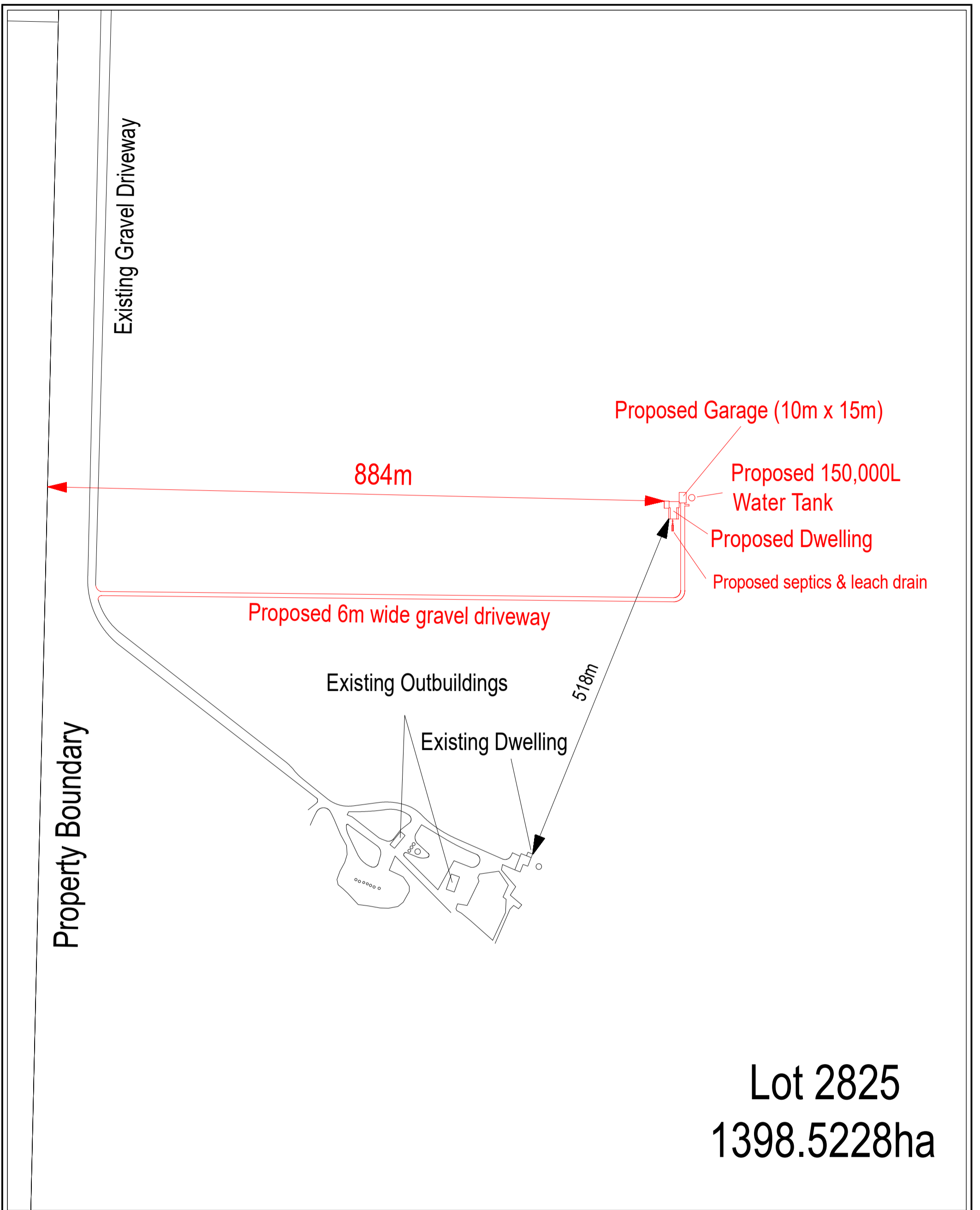
NOTE:
Dimensions and areas subject to survey.

Note:

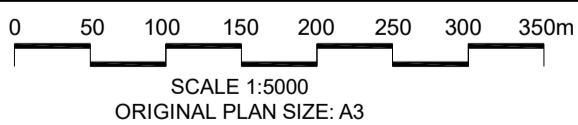
1. Proposed dwelling will be 25.6m x 21.5m, including alfresco area and verandahs (550m²).
2. Proposed garage will be 10m x 15m (150m²) and covered with Hardies 230mm smooth weatherboards (Shale Grey) on the walls and Corrugated Colorbond roof (Ironstone) with Ironstone coloured gutters and fascias.
3. Proposed dwelling will be covered with Hardies 230mm smooth weatherboards (Shale Grey) on the walls and Corrugated Colorbond roof (Ironstone) with Ironstone coloured gutters and fascias.
4. The approximate finished floor level of the proposed dwelling will be 360.55m AHD (550mm above natural ground level).
5. Stormwater will be collected in a 150,000 litre rainwater tank (galvanised steel). The rainwater tank will also be used for domestic consumption.
6. Proposed on-site effluent disposal system (i.e. septic tanks and leach drains) to be designed and installed by a licenced plumber to the Shire's specifications.
7. Proposed dwelling to be powered by solar panels (off-grid).
8. Earthworks will consist of a level compacted site, 2m larger than the footprint of the house.

PROPOSED HOUSE & GARAGE SITE PLAN

LOT 2825 (No. 338) PURNTA ROAD
LAKE VARLEY
Shire of Lake Grace



Lot 2825
1398.5228ha



PREPARED FOR:
 Richard & Caris Cornwall
 E randccornwall@mail.com
 M 0439 286 111 or 0400 367 641

DATE: 12.09.2023

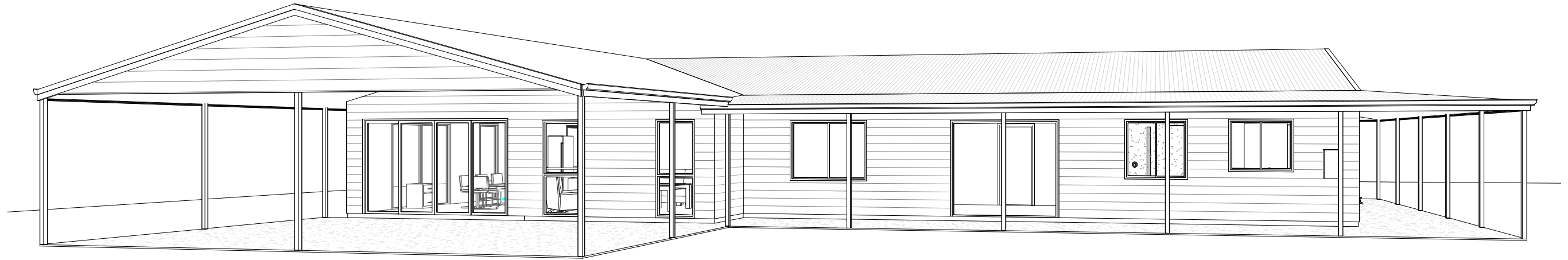
NOTE:
 Dimensions and areas subject to survey.

Note:

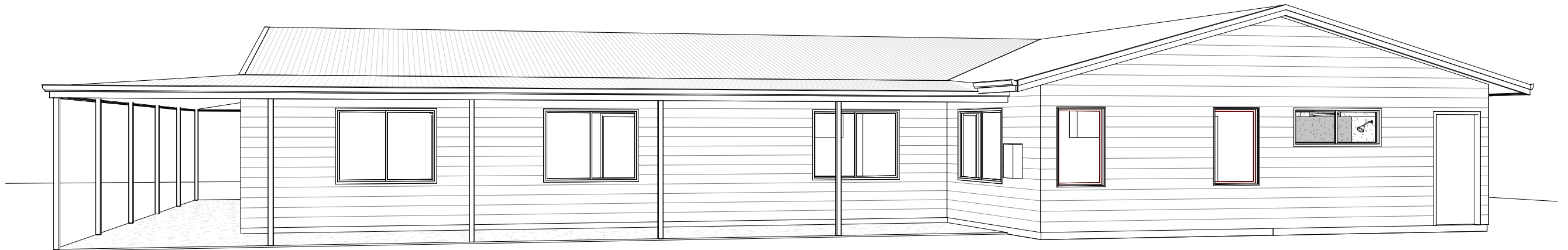
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PROPOSED HOUSE
& GARAGE
SITE PLAN - ENLARGEMENT

LOT 2825 (No. 338) PURNTA ROAD
LAKE VARLEY
Shire of Lake Grace



1 ARTIST'S PERSPECTIVE 1
A00



2 ARTIST'S PERSPECTIVE 2
A00

FOR APPROVAL

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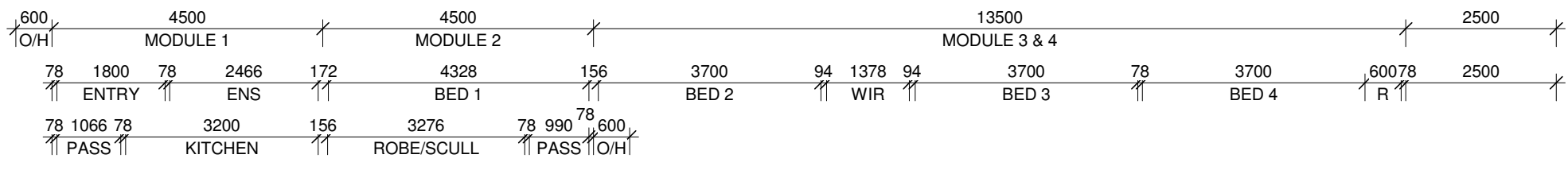
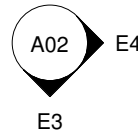
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A Division Of Quality Builders
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(08) 9454 9522
www.qualitybuilders.com.au

B	UPDATES FROM THE CLIENT	RIR	01/05/2023
A	1ST DRAFT	RIR	29/03/2023
ISSUE	AMENDMENT	BY	DATE

SHEET CONTENT:		
PERSPECTIVE		
DATE:	DRAWN BY:	CHECKED BY:
28/03/2023	RIR	EO
SCALE:	A3	

PROPOSED RESIDENCE FOR		
R + C CORNWALL		
334 PURNTA ROAD, VARLEY		
PROJECT NO.	DWG. NO.	REV.
TRQ505	A00	B

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GENERAL NOTES:

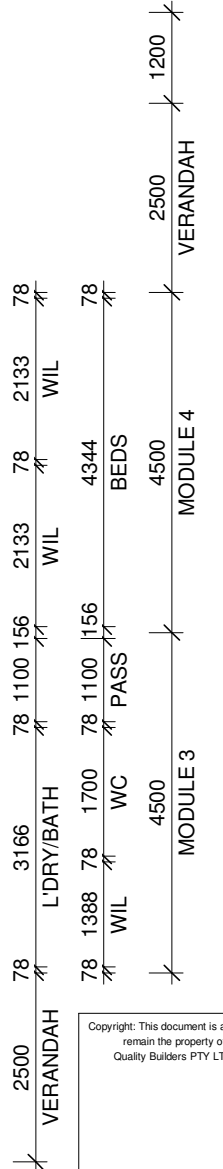
- DO NOT SCALE FROM THIS DRAWING. ALL CONTRACTORS TO CHECK DIMENSIONS AND NOTES PRIOR TO COMMENCEMENT OF ANY WORKS AND ANY DISCREPANCIES TO BE NOTIFIED TO THE SITE SUPERVISOR WITHOUT DELAY.
- DIMENSIONS SHOWN ON THIS PLAN ARE TO STEEL FRAME AND DOES NOT INCLUDE EXTERNAL CLADDING OR INTERNAL LINING WIDTH.

CLIENT NOTE:
READ IN CONJUNCTION WITH ADDENDA

INTERNAL OPENINGS:
DHO: DOOR HEIGHT OPENING 2040mm A.F.L UNLESS OTHERWISE NOTED.

ABBREVIATION LEGEND

A/C	AIR COND. UNIT - SPLIT TYPE
COND	A/C CONDENSER - EXTL UNIT
RH	RANGEHOOD
UBO	UNDERBENCH OVEN
FR/FZ	FRIDGE / FREEZER RECESS
WF	WINE FRIDGE
DW	DISHWASHER RECESS
WM	WASHING MACHINE RECESS
TRH	TOILET ROLL HOLDER
DTR	DOUBLE TOWEL RAIL
TRG	TOWEL RING
MH	MANHOLE
BRM	BROOM
OBS	OBSCURE
FT	FRIDGE TAP
HC	HOSE COCK



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ISSUE	AMENDMENT	BY	DATE
C	UPDATED BATH SHOWER	RIR	03/04/2023
B	UPDATES FROM THE CLIENT	RIR	01/05/2023
A	1ST DRAFT	RIR	29/03/2023

SHEET CONTENT:

FLOOR PLAN

DATE:	DRAWN BY:	CHECKED BY:
28/03/2023	RIR	EO
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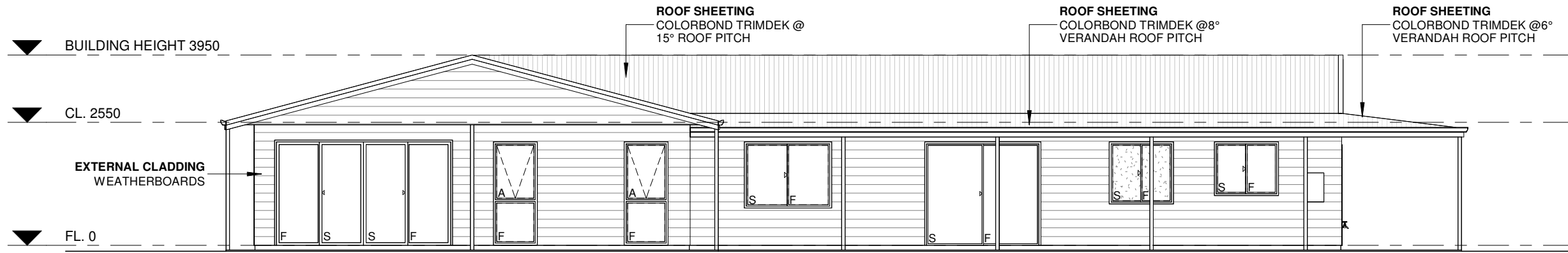
PROPOSED RESIDENCE FOR

**R + C CORNWALL
334 PURNTA ROAD, VARLEY**

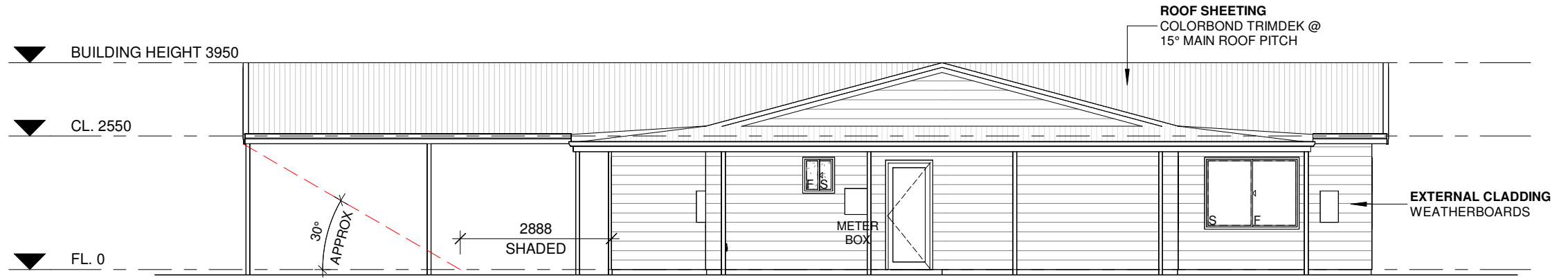
PROJECT NO.	DWG. NO.	REV.
TRQ505	A01	C A3

1 FLOOR PLAN
A01 1 : 100

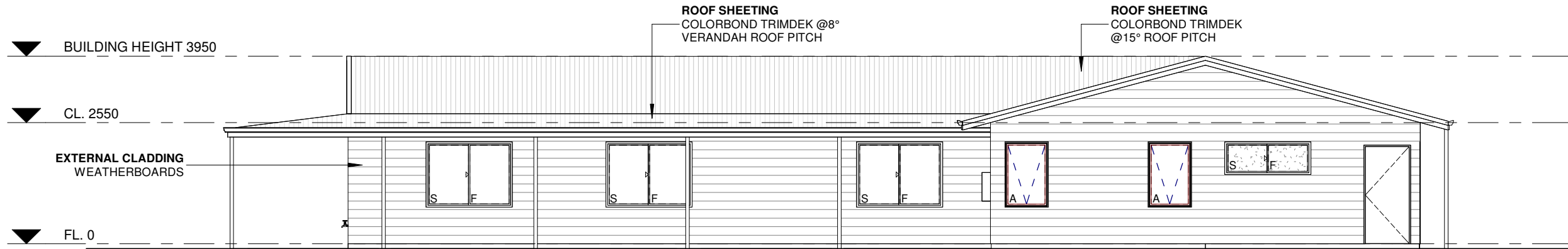
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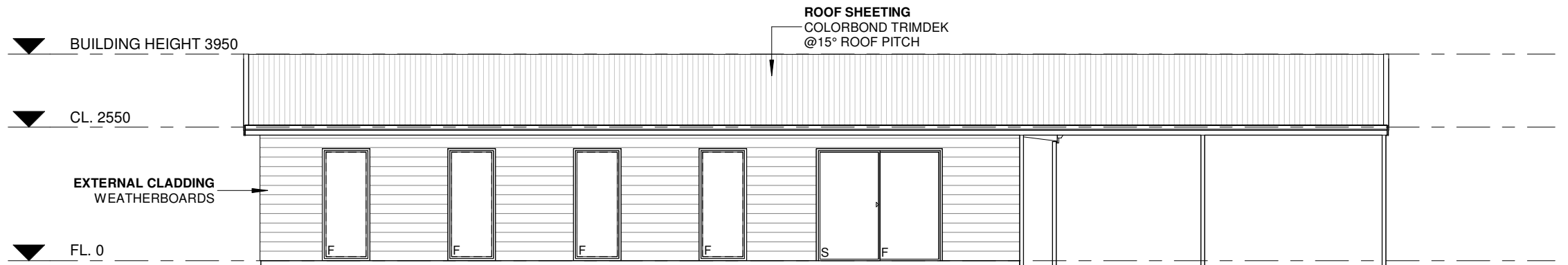
E1 E1 ELEVATION
A02 1 : 100



E2 E2 ELEVATION
A02 1 : 100



E3 E3 ELEVATION
A02 1 : 100



E4 E4 ELEVATION
A02 1 : 100

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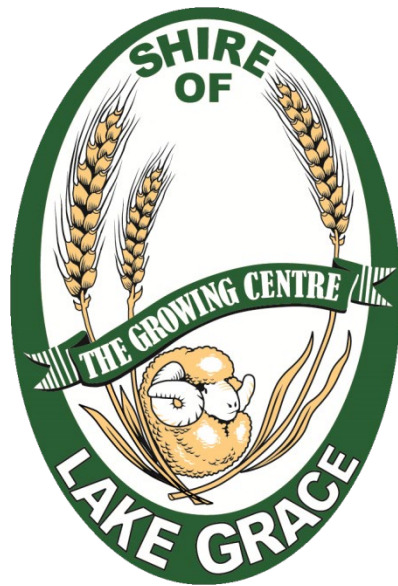


B	UPDATES FROM THE CLIENT	RIR	01/05/2023
A	1ST DRAFT	RIR	29/03/2023
ISSUE	AMENDMENT	BY	DATE

SHEET CONTENT:		
ELEVATIONS		
DATE:	DRAWN BY:	CHECKED BY:
28/03/2023	RIR	EO
SCALE:	1 : 100	A3

PROPOSED RESIDENCE FOR		
R + C CORNWALL		
334 PURNTA ROAD, VARLEY		
PROJECT NO.	DWG. NO.	REV.
TRQ505	A02	B

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COUNCIL COMMITTEES AND ADVISORY GROUPS GUIDE

29 APRIL 2022

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1.12.2 <i>Terms of Reference</i>	Error! Bookmark not defined.
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INTRODUCTION

This guide contains details of:

1. Council Committees
2. Other Committees
3. Advisory Groups
4. Representation on external organisations

SUMMARY OF SHIRE OF LAKE GRACE COUNCIL COMMITTEES:

1. Audit Committee (AUC)
2. **Newdegate Rejuvenation Committee (SOLGNRC) – DISBANDED on 24 November 2021 Ordinary Council Meeting as per Resolution 13505**
3. Integrated Planning Asset Management Committee (IPAM)
4. Local Emergency Management Committee (LEMC)
5. Bushfire Advisory Committee (BFAC) – ToR was adopted by Council on 27 April 2022 Ordinary Council Meeting under Resolution No. **13567**
6. Lake Grace Library Resource & Community Resource Management Committee (LGLRCRCMC)
7. Newdegate Library & Community Resource Centre Management Committee (NLRRCRCMC)
8. Newdegate Swimming Pool Management Committee (NSPMC)
9. Shire of Lake Grace Tourism Advisory Committee (SoLGTAC)

PART 1 – COUNCIL COMMITTEES

Section 5.8 of the **Local Government Act 1995** provides that Council can establish committees of three (3) or more persons. An **Absolute Majority** decision is required.

1.1 Types of Committees

Section 5.9 provides that a committee can comprise:

- a) Council Members only; or
- b) Council Members and Employees; or
- c) Council Members and Employees and other persons; or
- d) Council Members and other persons; or
- e) Employees and other persons; or
- f) Other persons only.

1.2 Appointment of Committee Members

Section 5.10 provides for the appointment of committee members. A decision to appoint committee members requires an **Absolute Majority** decision of Council.

At any given time each Council member is entitled to be a member of at least one (1) committee that comprises Council members only, or Council members and employees. If a Council member nominates himself/herself to be a member of such committee/s, the Council is to include that Council member to at least one of those committees as the Council determines.

If the Council is to make an appointment to a committee that has or could have a Council member as a member and the President informs Council of his/her wish to be a member of the committee, the Council is to appoint the President to be a member of the committee.

If the Council is to make an appointment to a committee that has or will have an employee as a member and the Chief Executive Officer informs the Council of his/her wish:

- a) to be a member of the committee, or
- b) that a representative of the Chief Executive Officer be a member of the committee

the Council is to appoint the Chief Executive Officer or the Chief Executive Officer's representative, as the case may be, to be a member of the committee.

1.3 Tenure of Committee Membership

Where a person is appointed as a member of a committee under section 5.10(4) or (5) (i.e. the sections relating to appointing the President and the Chief Executive Officer or the Chief Executive Officer's representative to a committee), the person's membership of the committee is valid until:

- a) *the person no longer holds the office by virtue of which the person becomes a member, or is no longer the Chief Executive Officer, or the Chief Executive Officer's representative, as the case may be,*
- b) *the person resigns from membership of the committee,*
- c) *the committee is disbanded, or*
- d) *the next ordinary elections day,*
whichever happens first.

Where a person is appointed as a member of a committee other than under *section 5.10(4) or (5)*, the person's membership of the committee continues until:

- a) *the term of the person's appointment as a committee member expires,*
- b) *the Council removes the person from the office of committee member or the office of committee member otherwise becomes vacant,*
- c) *the committee is disbanded, or*
- d) *the next ordinary elections day,*
whichever happens first.

1.4 Elected members obligation when appointed by Council

Councillors are to represent the views of Council, as deemed by resolution Policy or strategic objectives, when attending Committee meetings and Working Groups that include "**other persons**".

"Other Persons" means a person who is not a Council member or employee

1.5 Election of Presiding Member and Deputies

The members of a committee are to elect a presiding member and deputy presiding member from amongst themselves in accordance with *section 5.12*.

1.6 Quorum

The quorum for a meeting of a committee is at least 50% of the number of offices (whether vacant or not) or member of the committee.

The Council may, with an absolute majority decision, reduce the number of offices of committee members required for a quorum at a committee meeting specified by the Council if there would not otherwise be a quorum for the meeting.

1.7 Presiding at Committee meetings

The presiding member elected by the committee is to preside at meetings of the committee.

If, in relation to the presiding member of a committee:

- a) the office of presiding member is vacant, or
- b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,
then the deputy presiding member, if any, may perform the functions of presiding member.

If, in relation to the presiding member of a committee:

- a) the office of presiding member and the office of deputy presiding member are vacant, or
- b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,
then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

1.8 Delegation of some powers and duties to certain committees

Under and subject to *section 5.17*, Council may delegate to a committee any of its powers and duties other than the power of delegation. An **Absolute Majority** decision of Council is required.

A delegation is to be in writing and may be general or as otherwise provided in the instrument of delegation.

A delegation has effect for the period of time specified in the delegation or if no period has been specified, indefinitely.

Any decision to amend or revoke a delegation is to be made by an **Absolute Majority**.

Although Council may have delegated authority to a committee, nothing prevents the Council from performing any of its functions by acting through another person.

1.9 Limits on the delegation of powers and duties to certain committees

The Council can delegate:

- a) to a committee comprising Council members only, any of the Council's powers or duties under the Act except:
 - i. any power or duty that requires a decision of an absolute majority or a 75% majority of the Council; and
 - ii. any other power or duty that is prescribed;
- b) to a committee comprising Council members and employees, any of the council's powers or duties that can be delegated to the Chief Executive Officer; and
- c) to a committee comprising Council members, employees and other persons, Council members and other persons, and employees and other persons, any of the council's powers or duties that are necessary or convenient for the proper management of:
 - i. the Council's property; or
 - ii. an event in which the Council is involved.

The Council cannot delegate any of its powers or duties to a committee comprising "other persons only".

1.10 Statutory compliance

The Presiding Member, deputy presiding member, committee members and the Council officer responsible for the committee are to make themselves fully conversant with all of the provision of the **Local Government Act 1995** and Council's Standing Orders relating to committees and committee meetings.

Council has resolved to formally establish the following committees with the membership and other relevant information as shown.

1.11 Audit Committee

1.11.1 Membership

As at 27 October 2021 (Resolution **13483**, Ordinary Council Meeting 27/10/2021)

Members	Name
Councillor	Cr Len Armstrong
Councillor	Cr Shane Carruthers
Councillor	Cr Steve Hunt
Councillor	Cr Debrah Clarke
Other Person	Mr Ollie Farrelly

Quorum: 3 Members

1.11.2 Terms of Reference

Adopted by Council on 21 October 2015.

1.11.3 Function

1.11.3.1 NAME

The name of the Committee shall be the Shire of Lake Grace Audit Committee hereinafter referred to in its abbreviated form as SOLGAC.

1.11.3.2 DISTRICT

The SOLGAC shall operate within the local government boundaries of the Shire of Lake Grace.

1.11.3.3 GUIDING PRINCIPLES

The guiding principles are in accordance with the ***Local Government Operational Guidelines (No 9) for Audit Committees in Local Government – Their appointment, function and responsibilities.***

1.11.3.4 ESTABLISHMENT

The Committee is established pursuant to *Section 5.8 of the Local Government Act 1995.*

1.11.3.5 OBJECTIVES

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the Chief Executive Officer to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- a) the enhancement of the credibility and objectivity of internal and external financial reporting;
- b) effective management of financial and other risks and the protection of Council assets;
- c) compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
- d) the coordination of the internal audit function with the external audit;
- e) the provision of an effective means of communication between the auditor, the Chief Executive Officer and the Council.

1.11.3.6 **POWERS OF THE AUDIT COMMITTEE**

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer.

1.11.3.7 **MEMBERSHIP**

The committee will consist of five members with four elected and one external person. All members shall have full voting rights.

External persons appointed to the committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.

Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

The Chief Executive Officer and employees are not members of the committee.

The Chief Executive Officer or his/her nominee is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

1.11.3.8 **REPORTING**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

The committee shall report annually to the Council summarising its activities during the previous financial year.

1.11.3.9 **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the SOLGAC will be to –

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council –

- (i) a list of those matters to be audited; and
 - (ii) the scope of the audit to be undertaken.
- d) Recommend to Council the person or persons to be appointed as auditor.
- e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –
 - (i) the objectives of the audit;
 - (ii) the scope of the audit;
 - (iii) a plan of the audit;
 - (iv) details of the remuneration and expenses to be paid to the auditor; and
 - (v) the method to be used by the local government to communicate with, and supply information to, the auditor.
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
- g) Liaise with the Chief Executive Officer to ensure that the local government does everything in its power to –
 - (i) Assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - (ii) Ensure that audits are conducted successfully and expeditiously.
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - (i) determine if any matters raised require action to be taken by the local government; and
 - (ii) ensure that appropriate action is taken in respect of those matters.
- i) Review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- j) Review the scope of the audit plan and program and its effectiveness.
- k) Review the local government's draft annual financial report, focusing on –
 - (i) accounting policies and practices;
 - (ii) changes to accounting policies and practices;
 - (iii) the process used in making significant accounting estimates
 - (iv) significant adjustments to the financial report (if any) arising from the audit process;
 - (v) compliance with accounting standards and other reporting requirements; and
 - (vi) significant variances from prior years.
- l) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- m) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.
- n) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
- o) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.

1.11.3.10 **TENURE OF MEMBERSHIP**

Shall be in accordance with the *Local Government Act 1995, section 5.11*

- 1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
 - (b) the person resigns from membership of the committee;*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary elections day, whichever happens first.*

- 2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) the term of the person's appointment as a committee member expires;*
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary elections day, whichever happens first*

1.11.3.11 **DELEGATED AUTHORITY**

Nil

1.11.3.12 **COMMITTEE**

Chairperson

The members shall appoint the Chairperson of the SOLGAC.

Secretary

A Shire staff member will fulfil the role of non-voting Secretary.

Standing Ex-Officio Members

Nil

1.11.3.13 **MEETINGS**

Committee Meetings

The committee shall meet at least quarterly.

Additional meetings shall be convened at the discretion of the presiding person.

Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a quorum shall be three (3) voting members.

Voting

Shall be in accordance with the *Local Government Act 1995, Section 5.21*.

5.21 Voting

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of a member present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present**On a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Minutes

Shall be in accordance with the *Local Government Act 1995, section 5.22*

5.22 Minutes of council and committee meetings

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

Who acts if no presiding member?

Shall be in accordance with the *Local Government Act 1995, section 5.14*

5.14 Who acts if no presiding member

- (1) *If, in relation to the presiding member of a committee —*
 - (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
 - (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,**then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be generally open to the public pursuant to the **Local Government Act 1995, Section 5.23** and include question time for members of the pursuant to the **Local Government Act 1995, Section 5.24**.

Members interests to be disclosed

Members of the Committee are bound by the provisions of the **Local Government Act 1995, Section 5.65** with respect to disclosure of financial, impartiality or proximity interests.

1.12 Newdegate Rejuvenation Committee

The Newdegate Rejuvenation Committee as has been **DISBANDED** as of 24 November 2021 during the Ordinary Council meeting via RESOLUTION NO. **13505** (Absolute Majority)

Resolution 13505

Moved: Cr Clarke

Seconded: Cr Mckenzie

That Council, based on this report, formally dissolve the following two (2) committees:

- Newdegate Rejuvenation Committee
- Lake King Grassed Oval Committee

CARRIED BY ABSOLUTE MAJORITY: 8/0

PART 2 – OTHER COMMITTEES

2.1 Bush Fire Advisory Committee

Quorum: At least 50% of the members of the Committee.

2.1.2 *Terms of Reference*

Changes to the Bush Fire Advisory Committee Terms of Reference
Item 14.4.2 – Bush Fire Advisory Committee – Amendment to the Terms of Reference was adopted by Council on 27 April 2022 under **RESOLUTION NO. 13567**.

Previously Adopted by Council on 21 October 2015.

2.1.3 *Function*

2.1.3.1 **NAME**

The name of the Committee shall be the Shire of Lake Grace Bush Fire Advisory Committee hereinafter referred to in its abbreviated form as BFAC.

2.1.3.2 **DISTRICT**

The BFAC shall operate within the local government boundaries of the Shire of Lake Grace.

2.1.3.3 **GUIDING PRINCIPLES**

Nil

2.1.3.4 **ESTABLISHMENT**

The Committee is established pursuant to *Section 5.8* of the *Local Government Act 1995* and to *Section 67* of the *Bush Fires Act 1954*.

2.1.3.5 **OBJECTIVES**

To make recommendations and advise Council on all matters relating to the *Bush Fires Act 1954, Section 67(1)*.

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Lake Grace.

The Committee will advise the local government all matters relating to:

- (a) Preventing, controlling and extinguishing of bush fires
- (b) The planning of the layout of fire-breaks in the district
- (c) Prosecutions for breaches of the *Bush Fire Act 1954*
- (d) The formation of bush fire brigades and the grouping thereof under group brigade officers
- (e) The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- (f) Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

2.1.3.6 **MEMBERSHIP**

- (a) One (1) Shire of Lake Grace Councillor as a member and one (1) Councillor as deputy
- (b) Community Emergency Services Manager
- (c) Chief Bush Fire Control Officer
- (d) One (1) Deputy Chief Bush Fire Control Officer
- (e) Three (3) Senior Bush Fire Control Officers
- (f) One (1) North Lake Grace Bush Fire Control Officer as a member and one (1) as a deputy
- (g) One (1) Lake Grace Town Bush Fire Control Officer as a member and one (1) as a deputy
- (h) One (1) South Lake Grace Bush Fire Control Officer as a member and one (1) as a deputy
- (i) One (1) North Newdegate Bush Fire Control Officer as a member and one (1) as a deputy
- (j) One (1) Newdegate Town Bush Fire Control Officer as a member and one (1) as a deputy
- (k) One (1) South Newdegate Bush Fire Control Officer as a member and one (1) as a deputy
- (l) One (1) Lake King Bush Fire Control Officer as a member and one (1) as a deputy
- (m) One (1) Varley Bush Fire Control Officer as a member and one (1) as a deputy
- (n) One (1) Mt Madden / Dunn Rock Bush Fire Control Officer as a member and one (1) as a deputy

The Chief Executive Officer and employees are not members of the committee.

The Chief Executive Officer or his/her nominee is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

2.1.3.7 **ATTENDANCE BY GOVERNMENT AGENCIES**

The following are invited (non-voting) to attend meetings of the BFAC:

- (a) Department of Fire & Emergency Services - District Officer Narrogin
- (b) Department of Biodiversity, Conservation and Attractions - Management Officer

2.1.3.8

REPORTING

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

2.1.3.9

TENURE OF MEMBERSHIP

Shall be in accordance with the *Local Government Act 1995, section 5.11*

- 1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
 - (b) *the person resigns from membership of the committee;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first.*

- 2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the term of the person's appointment as a committee member expires;*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first*

2.1.3.10

DELEGATED AUTHORITY

Nil

2.1.3.11

COMMITTEE

Chairperson

The members shall appoint the Chairperson of the BFAC.

Secretary

The Community Emergency Services Manager will fulfil the role of non-voting Secretary.

Standing Ex-Officio Members

Nil

2.1.3.12

MEETINGS

Annual General Meeting

Nil

Committee Meetings

The committee shall meet at least biannual.

Additional meetings shall be convened at the discretion of the presiding person.

Quorum

At least 50% of the members of the Committee.

Voting

Shall be in accordance with the *Local Government Act 1995, Section 5.21*.

5.21 Voting

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of a member present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present**On a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Members are to vote by secret ballot on the Election of Positions to be recommended to Council as if they were electors voting at an election.

Minutes

Shall be in accordance with the *Local Government Act 1995, section 5.22*

5.22 Minutes of council and committee meetings

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

A copy of the unconfirmed minutes shall be forwarded to all BFAC members within fourteen (14) days of the meeting for endorsement at the next meeting.

Who acts if no presiding member?

Shall be in accordance with the *Local Government Act 1995, section 5.14*

5.14 Who acts if no presiding member

- (1) *If, in relation to the presiding member of a committee —*
 - (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
 - (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,**then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be generally open to the public pursuant to the *Local Government Act 1995, Section 5.23* and is not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of the Committee are bound by the provisions of the *Local Government Act 1995, Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.

Chief Bushfire Control Officer, Brigade and other reports

The Chief Bush Fire Control Officer is to provide a report to the meeting.

The Shire Community Emergency Services Manager shall provide a report to the meeting.

Each member brigade may provide a brigade report to the meeting.

Working groups

The BFAC may appoint any of its members to a working group to carry out specific tasks. A working group will undertake only those duties specified by the committee.

Deputations

The BFAC may invite any person or organisation to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

Power of the Council

Nothing herein contained shall restrict the powers of Council.

2.2 Local Emergency Management Committee

2.2.1 Membership

As at 27 October 2021 (Resolution **13483**, Ordinary Council Meeting 27/10/2021)

Members	Names	
Shire Councillors	Delegate	Cr Len Armstrong
	Deputy	Cr Ross Chappell
Chief Executive Officer	Mr Alan George	
Community Emergency Services Manager	Mr Matt Castaldini	
Chief Bush Fire Control Officer	Mr Brad Watson	
Lake Grace District Health Service	Ms Sara Pellant	
Lake Grace Fire & Rescue Captain	Mr Reid Stubberfield	
St John Ambulance – Lake Grace	Ms Lois Dickins	
St John Ambulance – Newdegate	Mr Gary Guelfi	
St John Ambulance – Lake King	Ms Kylie Sugg	
St John Ambulance – Varley	Ms Naomi Cornwall	
Lake Grace District High School	Mr Scott Tapper	
CBH Group Lake Grace	Mr Chris Poot	
Department of Biodiversity, Conservation Attractions	Mr Mitchell Davies	
Department of Communities	Mr Neville Blackburn	
Department of Fire & Emergency Services	Mr Simon Vogel	
Primary Industries & Regional Development	Ms Alison Lacey	
Main Roads WA	Ms Cathy Morey	
WA Police Service – Officer in Charge	Mr Travis Taylor	

Quorum: At least 50% of the members of the Committee.

2.2.2 Terms of Reference

Adopted by Council on 21 October 2015

2.2.3 Function

2.2.3.1 NAME

The name of the Committee shall be the Shire of Lake Grace Local Emergency Management Committee hereinafter referred to in its abbreviated form as LEMC

2.2.3.2 **DISTRICT**

The LEMC shall operate within the local government boundaries of the Shire of Lake Grace.

2.2.3.3 **GUIDING PRINCIPLES**

Nil

2.2.3.4 **ESTABLISHMENT**

The Committee is established pursuant to *Section 5.8* of the *Local Government Act 1995* and to *Section 38* of the *Emergency Management Act 2005*.

2.2.3.5 **OBJECTIVES**

- (a) To keep up to date the Contact details in the Local Emergency Management Arrangements (LEMAs).
- (b) Post-incident reports.
- (c) Post-exercise reports.
- (d) Funding Nominations and applications progress
- (e) To plan, administer and test the Local Emergency Management Arrangements.
- (f) Produce and approve an Annual Business Plan
- (g) Produce an Annual Report

The committee shall advise local government all matters relating to Emergency management.

Shall be in accordance with the *Emergency Management Act 2005, Section 39*.

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

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

2.2.3.6 **MEMBERSHIP**

Membership of the LEMC is representatives of agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Chair: Shire of Lake Grace President

Deputy Chair: Shire of Lake Grace Local Emergency Coordinator

Executive Officer: Community Emergency Services Manager

Members: Shire of Lake Grace Chief Executive Officer - Local Recovery Coordinator

Shire of Lake Grace Chief Bush Fire Control Officer

Lake Grace District Health Service

Lake Grace Fire & Rescue - Captain

St John Ambulance – Lake Grace

St John Ambulance – Newdegate

St John Ambulance – Lake King

St John Ambulance – Varley

Lake Grace District High School

CBH Group – Lake Grace

Department of Biodiversity, Conservation and Attractions

Department of Communities - Katanning

Department of Fire & Emergency Services - Narrogin

Department of Primary Industries & Regional Development - Narrogin

Main Roads WA - Narrogin
WA Police Service – Lake Grace Officer In Charge

The local government shall provide secretarial and administrative support to the committee.

2.2.3.7 **ATTENDANCE BY GOVERNMENT AGENCIES**

- (a) Department of Biodiversity, Conservation and Attractions
- (b) Department of Communities - Katanning
- (c) Department of Fire & Emergency Services - Narrogin
- (d) Department of Primary Industries & Regional Development - Narrogin
- (e) Main Roads WA - Narrogin
- (f) WA Police Service – Lake Grace Officer In Charge

2.2.3.8 **REPORTING**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

2.2.3.9 **TENURE OF MEMBERSHIP**

Shall be in accordance with the *Local Government Act 1995, section 5.11*

- 1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
 - (b) the person resigns from membership of the committee;*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary elections day, whichever happens first.*

- 2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) the term of the person's appointment as a committee member expires;*
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary elections day, whichever happens first*

2.2.3.10 **DELEGATED AUTHORITY**

Nil

2.2.3.11 **COMMITTEE**

Chairperson

Shire of Lake Grace President

Secretary

The Executive Office will fulfil the role of Secretary.

Standing Ex-Officio Members

Nil

2.2.3.12

MEETINGS

Annual General Meeting

Nil

Committee Meetings

The committee shall be held quarterly, on the second Thursday of August, November, February and May at 1pm. The meeting schedule is subject to change due to availability of the LEMC members.

Additional meetings shall be convened at the discretion of the presiding person.

Quorum

At least 50% of the members of the Committee.

Voting

Shall be in accordance with the *Local Government Act 1995, Section 5.21*.

5.21 Voting

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of a member present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present**On a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Minutes

Shall be in accordance with the *Local Government Act 1995, section 5.22*

5.22 Minutes of council and committee meetings

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

A copy of the unconfirmed minutes shall be forwarded to all LEMC members within fourteen (14) days of the meeting for endorsement at the next meeting.

Who acts if no presiding member?

The Local Emergency Coordinator should be appointed Deputy Chair.

Shall be in accordance with the *Local Government Act 1995, section 5.14*

5.14 Who acts if no presiding member

- (1) *If, in relation to the presiding member of a committee —*
- (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
 - (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,*
then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

Meetings

Meetings shall be generally open to the public pursuant to the *Local Government Act 1995, Section 5.23* and is not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of the Committee are bound by the provisions of the *Local Government Act 1995, Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.

Working groups

The LEMC may appoint any of its members to a working group to carry out specific tasks. A working group will undertake only those duties specified by the committee.

Deputations

The LEMC may invite any person or organisation to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

Power of the Council

Nothing herein contained shall restrict the powers of Council.

2.3 Lake Grace Library Resource and Community Resource Centre Management Committee

2.3.1 *Membership*

As at 27 October 2021 (Resolution **13483**, Ordinary Council Meeting 27/10/2021):

Members	Names
Ministers Representative	Mr Scott Tapper - Principal
Ministers Representative	Mrs Michelle Lay
Shire Representative	CEO or Representative
Shire Representative	Cr Debrah Clarke
Lake Grace CRC Representative	Ms Suzanne Reeves
Community Representative	Mr Ollie Farrelly

Quorum: 4 members which must include 1 representative of the Minister, 1 representative of the Shire, 1 representative of the LGCRC and 1 representative of the local community.

2.3.2 *Terms of Reference*

Adopted by Council on 22 February 2017, in accordance with Schedule B Committee Rules in the 2016 Agreement between the Minister of Education and the Shire of Lake Grace and the Lake Grace Community Resource Centre Inc.

2.3.3 *Function*

2.3.3.1 **NAME**

The name of the Committee shall be The Lake Grace Library Resource and Community Resource Centre Management Committee hereinafter referred to in its abbreviated form as LGLRCRCMC.

2.3.3.2 **DISTRICT**

The LGLRCRCMC shall operate within the local government boundaries of the Shire of Lake Grace.

2.3.3.3 **GUIDING PRINCIPLES**

The 2016 Agreement between the Minister of Education and the Shire of Lake Grace and the Lake Grace Community Resource Centre Inc. to facilitate the management and control of the centre by the Shire, the Lake Grace CRC and the Minister according to the terms of the Agreement.

2.3.3.4 **ESTABLISHMENT**

The Committee is established pursuant to *Section 5.8 of the Local Government Act 1995* and Section 4 of the 2016 Agreement between the Minister of Education and the Shire of Lake Grace and the Lake Grace Community Resource Centre Inc.

2.3.3.5 **OBJECTIVES**

Subject to mutual directions from the Shire and the Minister and subject to the Agreement to which the committee rules the objectives are;

- 1) To facilitate the management and control of the Centre by the Shire, the LGCRC and the Minister according to the terms of the Agreement.
- 2) To undertake the overall planning and management of the Centre in accordance with the requirements and policies of the Shire, the LGCRC and the Minister.

- 3) To develop community awareness of the potential and the limitations of the Centre and to facilitate communication between users of the Centre, the Shire, the LGCRC and the Minister.
- 4) To make recommendations to the Shire, the LGCRC and the Minister on the standards of facilities and services provided by the Centre.
- 5) To assist in the preparation of an annual operating budget to satisfy the requirements of the Shire, the LGCRC and the Minister having regard to the prime objectives of providing a coordinated and comprehensive library resource and community resource service.
- 6) To provide specific policies and guidelines for the Centre staff to follow and together with the Library Co-ordinator to design and implement a method of acquisition storage control and issue of all materials held in the Centre.
- 7) To make the maximum use of all the resources of the Centre (including staff) in order to provide the best possible service to all users of the Centre.
- 8) To assist in the natural assimilation of the Centre into the School and the community of the Shire.

2.3.3.6 **MEMBERSHIP**

Membership is according to the 2016 Agreement between the Minister of Education and the Shire of Lake Grace and the Lake Grace Community Resource Centre Inc.

Shire:	2 Members appointed by the shire (CEO and Councillor)
Minister:	2 Members appointed by the Minister (one of whom is the Principal)
LGCRC:	1 Member appointed by the Lake Grace Community Resource Centre (LGCRC)
Community:	1 elected community member

The library coordinator shall provide secretarial and administrative support to the committee.

If any member is unable to attend a particular meeting that member may appoint a proxy to attend that meeting on that member's behalf by giving written notice of the appointment to the Chairperson or the Library Co-ordinator at least 7 days before the relevant meeting. The member must nominate in the notice whether the proxy will have voting rights.

2.3.3.7 **REPORTING**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

2.3.3.8 **TENURE OF MEMBERSHIP**

A member may resign from the committee by written notice to that effect delivered to the Principal or the Shire.

Each party may each in regard to its respective appointees at any time and from time to time;

- (a) Revoke an appointment and appoint another person in place of the member whose appointment is revoked;
- (b) Appoint a person to act temporarily as a member during the absence of any member and a person while so acting shall be deemed to be a member; and
- (c) Appoint another person to act as a member in place of a member who resigns.

Shall be in accordance with the *Local Government Act 1995, section 5.11*

- 1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
 - (b) *the person resigns from membership of the committee;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first.*

- 2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the term of the person's appointment as a committee member expires;*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first*

2.3.3.9 **DELEGATED AUTHORITY**
Nil

2.3.3.10 **COMMITTEE**
Chairperson
Shall be appointed by the committee annually

Deputy Chairperson
Shall be appointed by the committee annually

Executive Officer
The Library Coordinator shall be the Committee's executive officer will fulfil the role of non-voting Secretary.

Standing Ex-Officio Members
Nil

Procedures
The Committee may prescribe its own procedure for the day to day running of its affairs but such procedure shall not contravene these Rules, any legislation or other law, or the policies by laws or regulations of the Minister or any right power authority or duty conferred or imposed on the Minister or the Shire or any person acting under the authority of either including (without limiting the generality of the foregoing) the Principal and the CEO.

Powers
The committee may;

- (a) advise the Minister and the Shire on the selection and appointment of the Library Co-ordinator;
- (b) make recommendations to the Minister and the Shire relating to other library staff of the Centre;
- (c) where applicable endorse the duty statement of any member of the staff of the Centre;
- (d) liaise and accept additional materials offered to the Centre by way of community donation; provided that such donations conform to the Libraries Selection Guidelines; and

- (e) with the prior written approval of the Minister, the LGCRC and the Shire establish advisory committees to include community users of the Centre and prescribe the functions of those committees.
- (f) Shall not handle money;
- (g) Shall not undertake any obligation involving the expenditure of money with the prior written approval of the Minister, the Centre and the Shire or (in a case involving expenditure of money by only one of those Parties) the prior written approval of the Minister, the Centre or the Shire as the case may require.

2.3.3.11

MEETINGS

Annual General Meeting

Nil

Committee Meetings

The committee shall meet at intervals no greater than 6 months.

Quorum

4 members which must include 1 representative of the Minister, 1 representative of the Shire, 1 representative of the LGCRC and 1 representative of the local community.

Voting

Each member has one (1) vote and the Chairperson shall not have a casting vote.

In the case of a voting deadlock the matter shall be referred to the Minister and the Shire for consideration and direction.

Minutes

Shall be in accordance with the *Local Government Act 1995, section 5.22*

5.22 Minutes of council and committee meetings

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

A copy of the unconfirmed minutes shall be forwarded to the Principal and the CEO and each member within two (2) weeks of the meeting.

Who acts if no presiding member?

The Deputy Chairperson presides in the absence of the Chairperson.

Shall be in accordance with the *Local Government Act 1995, section 5.14*

5.14 Who acts if no presiding member

- (1) *If, in relation to the presiding member of a committee —*
 - (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
 - (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,**then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be generally open to the public pursuant to the *Local Government Act 1995, Section 5.23* and is not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of the Committee are bound by the provisions of the *Local Government Act 1995, Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.

Power of the Council

Nothing herein contained shall restrict the powers of Council.

2.4 Newdegate Library Resource and Community Resource Management Committee

2.4.1 Membership

As at 27 October 2021 (Resolution **13483**, Ordinary Council Meeting 27/10/2021):

Members	Names
Ministers Representative	School Principal
Ministers Representative	Mrs Sandra Guelfi
Shire Representative	CEO or Representative
Shire Representative	Cr Roz Lloyd
Newdegate CRC Representative	Mrs Claire Ness
Newdegate CRC Representative	Ms Hope Sandford
Community Representative	Ms Nicole Kennedy

Quorum: 4 members which must include 1 representative of the Minister, 1 representative of the Shire, 1 representative of the Newdegate CRC, 1 rep local community.

2.4.2 Terms of Reference

Adopted by Council on 22 February 2017, in accordance with Annexure A Management Committee Rules in the 2014 Agreement between the Minister of Education and the Newdegate Community Resource Centre Inc and the Shire of Lake Grace.

2.4.3 Function

2.4.3.1 NAME

The name of the Committee shall be the Newdegate Community Library Management Committee hereinafter referred to in its abbreviated form as NCLMC.

2.4.3.2 DISTRICT

The NCLMC shall operate within the local government boundaries of the Shire of Lake Grace.

2.4.3.3 GUIDING PRINCIPLES

The 2014 Agreement between the Minister of Education and the Newdegate Community Resource Centre Inc. and the Shire of Lake Grace to facilitate the management and control of the centre by the Shire, the Newdegate CRC and the Minister according to the terms of the Agreement.

2.4.3.4 ESTABLISHMENT

The Committee is established pursuant to *Section 5.8 of the Local Government Act 1995* and Section 31 of the 2014 Agreement between the Minister of Education and the Newdegate Community Resource Centre Inc and the Shire of Lake Grace.

2.4.3.5 OBJECTIVES

Subject to mutual directions from the Shire, the Newdegate CRC and the Minister and subject to the Agreement to which the committee rules the objectives are;

- 1) to ensure that the Facilities are administered efficiently and in accordance with principles and procedures set down in the Agreement.
- 2) to maintain policy and guidelines which shape the day-to-day operation of the Facilities;

- 3) to annually review matters relating to fees and charges, access and service delivery;
- 4) to annually review plans for the Facilities to ensure that they are consistent with the Agreement and complement the needs and aspirations of persons using the Facilities;
- 5) to assist in mediating and settling any disputes arising from the use of the Facilities;
- 6) to facilitate the management and control of the Facilities in accordance with the requirements and policies of the Shire and the Minister;
- 7) to develop community awareness of the potential and the limitations of the Facilities and to facilitate communication between users of the Facilities, the Shire, the Centre and the Minister;
- 8) to encourage and facilitate access to the resources of the Facilities so that they are available to both School and public/community users;
- 9) to ensure that the equipment and other resources of the Facilities will be of good quality and suitable to meet the needs of the School and community users;
- 10) to ensure that there will be coordinated management and administration of all information materials, items and resources used in the Facilities;
- 11) to encourage and facilitate the provision of fully integrated and efficient services, facilities and operation for the benefit of both School and community users; and
- 12) to liaise and accept additional materials offered to the Facilities by way of community donation; provided that such donations to the Library conform to the Shire's and the Department of Education's Libraries Selection Guidelines.

2.4.3.6 **MEMBERSHIP**

Membership is according to the 2014 Agreement between the Minister of Education and the Newdegate Community Resource Centre Inc. and the Shire of Lake Grace

Shire:	2 Members appointed by the shire
Minister:	2 Members appointed by the Minister
LGCR:	2 Members appointed by the Newdegate Community Resource Centre (NCRC)
Community:	1 Member of the local community appointed by the Shire.

The committee shall appoint a secretary who will provide secretarial and administrative support to the committee.

2.4.3.7 **REPORTING**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

2.4.3.8 **TENURE OF MEMBERSHIP**

A member may resign from the committee by written notice to that effect delivered to the Principal, the Newdegate CRC or the Shire.

Each party may each in regard to its respective appointees at any time and from time to time;

- (a) Revoke an appointment and appoint another person in place of the member whose appointment is revoked;
- (b) Appoint a person to act temporarily as a member during the absence of any member and a person while so acting shall be deemed to be a member; and
- (c) Appoint another person to act as a member in place of a member who resigns.

Shall be in accordance with the *Local Government Act 1995, section 5.11*

- 1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
 - (b) the person resigns from membership of the committee;*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary elections day, whichever happens first.*

- 2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) the term of the person's appointment as a committee member expires;*
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary elections day, whichever happens first*

2.4.3.9 **DELEGATED AUTHORITY**

Nil

2.4.3.10 **COMMITTEE**

Chairperson

Shall be appointed by the committee annually

Deputy Chairperson

Shall be appointed by the committee annually

Secretary

The committee shall appoint a secretary

Standing Ex-Officio Members

Nil

Procedures

The Committee may prescribe its own procedure for the day to day running of its affairs but such procedure shall not contravene these Rules, any legislation or other law, or the policies by laws or regulations of the Minister or any right power authority or duty conferred or imposed on the Minister, the Centre or the Shire or any person acting under the authority of either including (without limiting the generality of the foregoing) the Principal, the Chairperson of the Centre and the Chief Executive Officer of the Shire.

Powers

The committee shall not;

- (a) not handle money;
- (b) not undertake any obligation involving the expenditure of money with the prior written approval of the Minister, the Centre and the Shire or (in a case involving expenditure of money by only one of those Parties) the prior written approval of the Minister, the Centre or the Shire as the case may require.

2.4.3.11 **MEETINGS**

Annual General Meeting

Nil

Committee Meetings

The committee shall meet at intervals no greater than 6 months.

Quorum

4 members which must include 1 representative of the Minister, 1 representative of the Shire, 1 representative of the Newdegate CRC, 1 community representative.

Voting

Each member has one (1) vote and the Chairperson shall not have a casting vote.

In the case of a voting deadlock the matter shall be referred to the Minister, the Newdegate CRC and the Shire for consideration and direction.

Minutes

Shall be in accordance with the *Local Government Act 1995, section 5.22*

5.22 Minutes of council and committee meetings

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

A copy of the unconfirmed minutes shall be forwarded to the Principal and the CEO and each member within two (2) weeks of the meeting.

Who acts if no presiding member?

The Deputy Chairperson presides in the absence of the Chairperson.

Shall be in accordance with the *Local Government Act 1995, section 5.14*

5.14 Who acts if no presiding member

- (1) *If, in relation to the presiding member of a committee —*
 - (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
 - (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,**then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be generally open to the public pursuant to the *Local Government Act 1995, Section 5.23* and is not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of the Committee are bound by the provisions of the *Local Government Act 1995, Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.

Power of the Council

Nothing herein contained shall restrict the powers of Council.

2.5 Newdegate Swimming Pool Management Committee

2.5.1 Membership

As at 27 October 2021 (Resolution 13483, Ordinary Council Meeting 27/10/2021)

Members	Names
Ministers Representative	School Principal
Ministers Representative	Mrs Rochelle Walker
Ministers Representative	Mrs Jasmine Offer
Shire Councillor Representative	Cr Len Armstrong
Shire Councillor Representative	Cr Roz Lloyd
Shire Representative	CEO or Delegate

Quorum: 4 members which must include at least one (1) representative of the Minister and one (1) representative of the Shire.

2.5.2 Terms of Reference

Adopted by Council on 15 December 2015, in accordance with Annexure A Management Committee Rules in the 2011 Licence between the Minister of Education and the Shire of Lake Grace.

2.5.3 Function

2.5.3.1 NAME

The name of the Committee shall be the Newdegate Swimming Pool Management Committee hereinafter referred to in its abbreviated form as NSPMC.

2.5.3.2 DISTRICT

The NSPMC shall operate within the local government boundaries of the Shire of Lake Grace.

2.5.3.3 GUIDING PRINCIPLES

The 2011 Licence between the Minister of Education and the Shire of Lake Grace to facilitate the management of the facilities by the Shire and the Minister.

2.5.3.4 ESTABLISHMENT

The Committee is established pursuant to *Section 5.8* of the *Local Government Act 1995* and *Section 31* of the 2011 Agreement between the Minister of Education and the Shire of Lake Grace.

2.5.3.5 OBJECTIVES

Subject to directions of the Minister and the Shire and subject to the Licence and of these Rules the objectives are;

- 1) to advise on the management and control of the Facilities by the Parties according to the terms of the Agreement;
- 2) to develop community awareness of the potential of the Facilities;
- 3) to promote communication between the Minister, the Shire and users of the Facilities, including booking guidelines and procedures;
- 4) to make recommendations to the Shire and the Minister on:
 - a) the conditions of hire;
 - b) hire charges;
 - c) staffing and maintenance;

- d) the settlement and disputes involving management procedures; and
- e) the standard of the Facilities.

2.5.3.6 **MEMBERSHIP**

Membership is according to the 2011 Licence between the Minister of Education and the Newdegate Community Resource Centre Inc. and the Shire of Lake Grace

Shire: 3 Members appointed by the shire
Minister: 3 Members appointed by the Minister

The committee shall appoint a secretary who will provide secretarial and administrative support to the committee.

2.5.3.7 **REPORTING**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

2.5.3.8 **TENURE OF MEMBERSHIP**

A member may resign from the Management committee by written notice to that effect delivered to the Presiding Member.

Each party may each in regard to its respective appointees at any time and from time to time;

- (a) remove any appointee and appoint another person in that appointee's place;
- (b) appoint a person to act temporarily during the absence of an appointee and a person while so acting shall be deemed to be a member; and
- (c) appoint another person to act as a member in place of a member who resigns.

Shall be in accordance with the *Local Government Act 1995, section 5.11*

- 1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
 - (b) *the person resigns from membership of the committee;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first.*

- 2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the term of the person's appointment as a committee member expires;*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first*

2.5.3.9 **DELEGATED AUTHORITY**

Nil

2.5.3.10 **COMMITTEE**

Chairperson

Shall be appointed by the committee

Deputy Chairperson

Shall be appointed by the committee

Secretary

The committee shall appoint a secretary

Standing Ex-Officio Members

Nil

Procedures

The Committee may prescribe its own procedure for the day to day running of its affairs but such procedure shall not contravene these Rules, any legislation or other law, or the policies by laws or regulations of the Minister or any right power authority or duty conferred or imposed on the Shire and the Minister or any person acting under the authority of either including (without limiting the generality of the foregoing) the Principal.

Powers

The committee shall not;

- (a) not handle any cash. All receipts and payments relating to the operation of the Facilities shall be processed as appropriate by the existing accounting systems of either the Minister or the Shire; and
- (b) bind either the Minister or the Shire to any monetary or procedural obligation without the prior approval of both Parties or the particular Party in the case of a specific monetary or procedural matter.

2.5.3.11 **MEETINGS**

Annual General Meeting

Nil

Committee Meetings

The committee shall meet at least once per semester.

Quorum

4 members which must include 1 representative of the Minister, 1 representative of the Shire

Voting

Each member has one (1) vote and the Chairperson shall not have a casting vote.

In the case of a voting deadlock the matter shall be referred to the Shire and the Minister for consideration and direction.

Minutes

Shall be in accordance with the *Local Government Act 1995, section 5.22*

5.22 Minutes of council and committee meetings

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

A copy of the unconfirmed minutes shall be forwarded to the Principal and the CEO and each member within two (2) weeks of the meeting.

Who acts if no presiding member?

The Deputy Chairperson presides in the absence of the Chairperson.

Shall be in accordance with the *Local Government Act 1995, section 5.14*

5.14 Who acts if no presiding member

- (1) *If, in relation to the presiding member of a committee —*
- (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
 - (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,*
then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

Meetings

Meetings shall be generally open to the public pursuant to the *Local Government Act 1995, Section 5.23* and is not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of the Committee are bound by the provisions of the *Local Government Act 1995, Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.

Power of the Council

Nothing herein contained shall restrict the powers of Council.

2.6 SHIRE OF LAKE GRACE TOURISM ADVISORY COMMITTEE

2.6.1 *Membership*

The Committee membership comprise eight (8) persons as follows:

As of 24 November 2021:

Members	Names
Community Representative – Lake Grace	Ms Suzanne Reeves
Community Representative - Newdegate	Ms Catherine Kelly
Community Representative – Lake King	Ms Shenagh Zurnamer
Community Representative - Varley	Ms Carla Hyde
One (1) Councillor representative	Cr Debrah Clarke
The CEO / DCEO (or Delegate)	Mr Chris Paget
Lake Grace Visitors Centre Coordinator	Ms Jo Morgan or Vicki O’Neil Grey

2.6.2 *Terms of Reference*

As per Council Resolution **13377 Ordinary Council Meeting 24/03/2021** – Adopted and Carried by Absolute Majority vote of 8/0 – That Council approves the establishment of the Shire of Lake Grace Tourism Advisory Committee.

2.6.3 *Function*

2.6.3.1 **NAME**

The name of the Committee shall be the Shire of Lake Grace Tourism Advisory Committee hereinafter referred to in its abbreviated form as SoLGTAC.

2.6.3.2 **DISTRICT**

The SoLGTAC shall operate within the local government boundaries of the Shire of Lake Grace.

2.6.3.3 **GUIDING PRINCIPLES**

The purpose of the SoLGTAC is to provide a mechanism by which interested persons can be an active role in advising Council on the views, needs and interests in tourism and district promotion throughout the Lake Grace Shire.

2.6.3.4 **ESTABLISHMENT**

- Local Government Act 1995 subdivisions 2 and 3 – sections 5.8 to 5.25;
- Local Government (Administration) Regulations Part 2 – Council and Committee Meetings

2.6.3.5 **OBJECTIVES**

To advise the Council on:

1. The identification, inclusion and implementation of tourism matters in Council’s Strategic Community Plan (and other operational plans/annual budget) in order to increase tourism income in partnership with the Community, Commonwealth, State and Local government and other industry stakeholders
2. The coordination of and collaboration between Lake Grace Shire’s tourist attractions, heritage museums (AIM Hospital etc), events, tourism promotion/marketing and services to visitors
3. Developing community understanding of the value of tourism
4. Industry development, employment and training to benefit tourism, heritage and events

5. Seeking funding to support and promote tourism and develop new and existing tourist attractions
6. Assisting in the development of current, quality information to visitors and stakeholders
7. Recognizing and promoting excellence within the local tourism industry
8. To represent the Shire at Roe Tourism meetings and events

2.6.3.6 MEMBERSHIP

The Committee membership comprise eight (8) persons as follows:

- A representative from each of Lake Grace, Newdegate, Lake King and Varley with interest and/or expertise within the tourism field
- One (1) Councillor appointed by Lake Grace Shire Council
- The Chief Executive Officer (or their delegate)
- The Lake Grace Visitor Centre Coordinator(s)

2.6.3.7 REPORTING

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

2.6.3.8 TENURE OF MEMBERSHIP

A member may resign from the Management committee by written notice to that effect delivered to the Presiding Member.

Each party may each in regard to its respective appointees at any time and from time to time;

- (d) remove any appointee and appoint another person in that appointee's place;
- (e) appoint a person to act temporarily during the absence of an appointee and a person while so acting shall be deemed to be a member; and
- (f) appoint another person to act as a member in place of a member who resigns.

Shall be in accordance with the *Local Government Act 1995, section 5.11*

- 3) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
 - (b) *the person resigns from membership of the committee;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
whichever happens first.
- 4) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the term of the person's appointment as a committee member expires;*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
whichever happens first

2.6.3.9 DELEGATED AUTHORITY

Nil

PART 3 – ADVISORY GROUPS

An “Advisory Group” will **NOT** be a formal committee established under **section 5.8** of the **Local Government Act 1995**. An “Advisory Group” is to meet as and when required and membership is to vary dependent on the issues to be addressed. The Officer responsible for the “Advisory Group” will report any outcomes from working group meetings direct to Council via an Officer’s Report.

“Advisory Groups” will not attract a sitting fee to elected members as the “Advisory Group” is not a formal committee constituted pursuant to the **Local Government Act 1995**.

Council members are to represent the views of Council when attending an external organisation as a member appointed by the Council, not their personal views if these conflict with Council policy and position.

Representation of external organisations will not attract a sitting fee to elected members but any out of pocket expenditure or travelling expenses will be reimbursed.

3.1 Advisory Group Membership and Objectives

3.1.1 Shire of Lake Grace Integrated Planning & Asset Management Group

The working group is an advisory group to provide input into strategic management of the Shire assets. The intention and purpose of the group is;

- To foster strategic management of the Shire Infrastructure assets for the benefit of the local community
- To be aware of existing and future infrastructure management issues and to address these by developing, implementing and evaluating appropriate strategies, management plans and policy.
- To manage the infrastructure in line with asset management framework and plans

3.1.1.1 Membership

As at 27 October 2021 (Resolution **13483**, Ordinary Council Meeting 27/10/2021)

Members are appointed as a working group to Council and shall comprise the following unless otherwise determined by the Chief Executive Officer.

Members	Name
Councillor	Cr Len Armstrong
Councillor	Cr Ross Chappell
Councillor	Cr Ben Hyde
Councillor	Cr Kuchling
Chief Executive Officer	Mr Alan George
Deputy Chief Executive Officer	Mr Chris Paget
Manager Infrastructure Services	Mr Craig Elefsen

Quorum

4 members (comprising of 2 Councillors and 2 Officers)

3.1.1.2 Objectives

- To review Shire Policy, management plans and strategies;
- To Engage and foster community involvement and education;

- To identify asset management issues, pursue and review strategies that be adopted;
- To provide feedback on relevant issues to the organisation;
- To consider and review road traffic data relevant to the management issue.

3.1.1.3 Meeting Times

The working group shall meet at least quarterly. Additional meetings shall be convened at the discretion of the group.

3.2 Advisory Groups Terms of Reference

3.2.1 Name

The names of the Advisory Groups shall be as follows:

Advisory Group Name	Abbreviation
Shire of Lake Grace Integrated Planning & Asset Management Group	IPAM

3.2.2 Responsible Officer

The Responsible Officer shall be a Shire officer who will ensure agendas and minutes are produced and forwarded to Council, and report any recommendations form the Advisory Group to Council.

Advisory Group Name	Responsible Officer
Shire of Lake Grace Integrated Planning Asset Management Working Group	Manager Infrastructure Services

3.2.3 District

The Advisory Groups shall operate within the local government boundaries of the Shire of Lake Grace.

3.2.4 Objectives

To make recommendations and advise Council on all matters relating to objectives of the Advisory Group as outlined in the Council Committees and Advisory Groups Booklet.

3.2.5 Membership

General

Council will appoint at least one Council member to the Advisory Group and one staff members.

Community representation may also be appointed to the Group.

Membership shall be no greater than fifteen (15) inclusive of members and deputies.

Membership of each advisory group is outlined in the Council Committees and Advisory Groups Booklet.

Tenure of Membership

Where a person is appointed as a member of an advisory Group, the person's membership of the advisory group continues until —

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the Chief Executive Officer, or the Chief Executive Officer's representative, as the case may be;
 - (b) the person resigns from membership of the advisory group;
 - (c) the advisory group is disbanded; or
 - (d) the next ordinary elections day,
- Whichever happens first.

3.2.6 Delegate Authority

Nil

3.2.7 Advisory Group

Chairperson

The Council member will act as the Chairperson of the Advisory Group.

Secretary

A Shire staff member will fulfil the role of non-voting Secretary.

Standing Ex-Officio Members

Nil

3.2.8 Meetings

Advisory Group Meetings

Meetings of the Advisory Group shall be as determined by the Group. Meetings are determined at the final year meeting for the next calendar year.

Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a quorum shall be half plus one voting members.

Voting

1. Each council member and each member of an advisory group who is present at a meeting of the advisory group is entitled to one vote.
2. If the votes of a member present at an advisory group meeting are equally divided, the person presiding is to cast a second vote.
3. If a member of an advisory group specifically requests that there be recorded-
 - a. his or her vote; or
 - b. the vote of all members presenton a matter voted on at a meeting of the advisory group, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

Minutes

1. The person presiding at a meeting of an Advisory Group is to cause minutes to be kept of the meeting's proceedings.
2. The minutes of an Advisory Group are to be forwarded to Council via the monthly Elected Members Information Bulletin.
3. A report is to be prepared by the responsible officer of the Advisory Group of any recommendation made by the Advisory Group to be presented to Council at the next ordinary meeting of Council, for consideration.
4. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

Who acts if no presiding member?

If, in relation to the presiding member of an Advisory Group —

- (a) the office of presiding member and the office of deputy presiding member are vacant; or

(b) the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member, then the Advisory Group members present at the meeting are to choose one of themselves to preside at the meeting

Meetings

Meetings shall be closed to the public and are not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of an Advisory Group are bound by the provisions of the **Local Government Act 1995, Section 5.65** with respect to disclosure of financial, impartiality or proximity interests.

PART 4 – COUNCIL REPRESENTATION ON EXTERNAL ORGANISATIONS

From time to time Council is requested to nominate a Council member to represent the Council on committees of external organisations. Sometimes the constitution of the external organisation requires Council to nominate a representative.

External organisations will be informed in writing of Council representatives. Where appropriate, the external organisations and the Council representative/s are to determine the extent of representation required e.g. attendance at meetings only when necessary, acting as a contact person etc.

Council has resolved to formally establish representation on the following external organisations with the membership as shown:

Organisation	Position	Membership	Meeting Frequency
4WDL Regional Organisation of Councils	Delegate	Cr Len Armstrong	Bi-monthly
	Deputy	Cr Ros Chappell	
	Staff	Chief Executive Officer	
WALGA Central Country Zone	Delegate	Cr Len Armstrong	Bi-monthly
	Deputy	Cr Ross Chappell	
	NVRep	Chief Executive Officer	
Eastern Wheatbelt Biosecurity Group	Delegate	Cr Len Armstrong	Biannual
	Deputy	Cr Steve Hunt	
Lake Grace District High School Board	Delegate	Cr Debrah Clarke	Bi-monthly
	Deputy	Cr Jeff McKenzie	
Lake Grace Roadwise	Delegate	Cr Debrah Clarke	Bi-monthly
	Deputy	Cr Shane Carruthers	
	Staff	Manager Infrastructure Services	
Newdegate Recreation Council	Delegate	Cr Roz Lloyd	Bi-monthly
	Deputy	Cr Len Armstrong	
	Staff	Deputy CEO	
Roe Tourism	Delegate	Cr Len Armstrong	Bi-monthly
	Delegate	Cr Debrah Clarke	
	Deputy	Chief Executive Officer	
Roe Regional Organisation of Councils Roe Health	Delegate	Cr Len Armstrong	Bi-monthly
	Deputy	Cr Ross Chappell	
	Staff	Chief Executive Officer	
Rural Water Council	Delegate	Cr Len Armstrong	Biannual
	Delegate	Cr Ross Chappell	
Wheatbelt South Regional Road Group - Lakes Sub Group	Delegate	Cr Len Armstrong	As Required (determined annually)
	Deputy	Cr Ross Chappell	
	Staff	Chief Executive Officer	

Organisation	Position	Membership	Meeting Frequency
Wheatbelt South Regional Road Group	Delegate	Cr Len Armstrong	As Required (determined annually)
	Deputy	Cr Ross Chappell	
	Staff	Chief Executive Officer	
Wheatbelt Development Assessment Panel	Delegate	Cr Ross Chappell	As Required
	Deputy	Cr Len Armstrong	
Wheatbelt Natural Resource Management	Delegate	Cr Ross Lloyd	As Required (Annually but can call meetings)
	Deputy	Cr Len Armstrong	
Wheatbelt Railway Retention Alliance	Deputy	Cr Len Armstrong	
	Delegate	Cr Ross Chappell	

Subject: Proposal for Temporary Dome Shelter with Fire Protection and Storage Space

Dear Mr Alan George

We're writing to you on behalf of our business, McKenzie Concrete Co., to propose a solution that could address our current space constraints and enhance our operational capacity. We are seeking approval for a temporary dome shelter that would serve as a parking space for light vehicles and machinery at lot 101, Stubbs St Lake Grace.

To ensure fire protection, we plan to attach water facilities with a Honda Pump to the shelter. The containers will be securely anchored to the ground using concrete footings.

We have recently secured a contract to supply and manufacture precast products. This has led to an increased requirement for storage and parking space for our plant and machinery.

The primary reason for this request is that our current town yard at 24 Mason St, Lake Grace is inadequate to accommodate our growing fleet of plant and machinery. This space constraint has led to overcrowding, making it challenging for us to work at our full capacity. This situation affects our efficiency.

It's worth noting that our business employs five local residents, contributing to the local workforce and economy. We also have strong community support for this project, as it aligns with our commitment to providing quality services to the community. We kindly request your support and approval for this project, which will not only benefit our business but also contribute to the local economy and enhance our ability to serve our clients and wider communities.

We would be grateful for the opportunity to discuss this proposal further and provide any additional information required. Thank you for considering our request, and we look forward to your positive response.

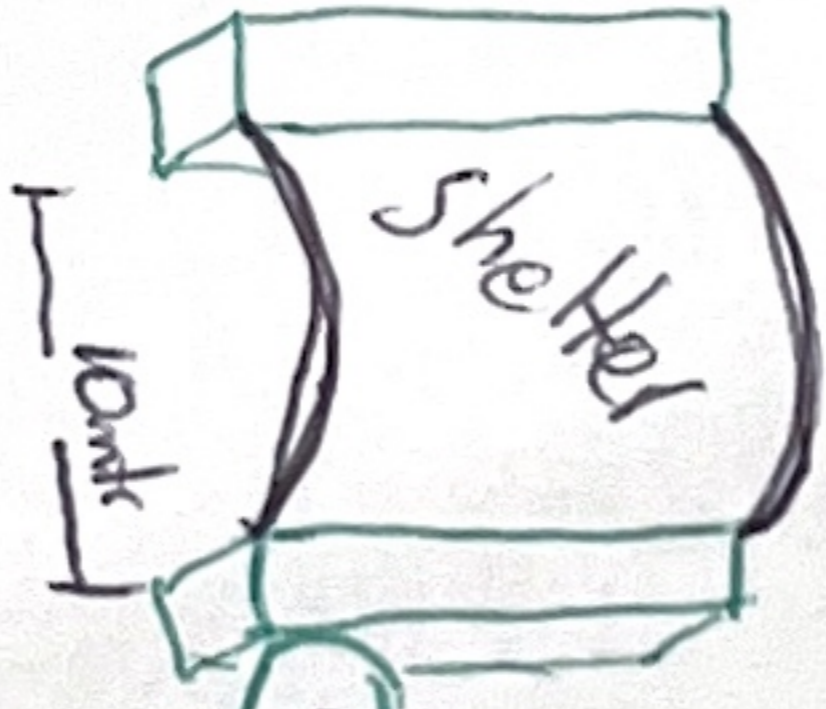
Sincerely,

Jeff and Symone McKenzie – Directors
McKenzie Concrete Co.
0458 693 014
Jmckenzie80@bigpond.com



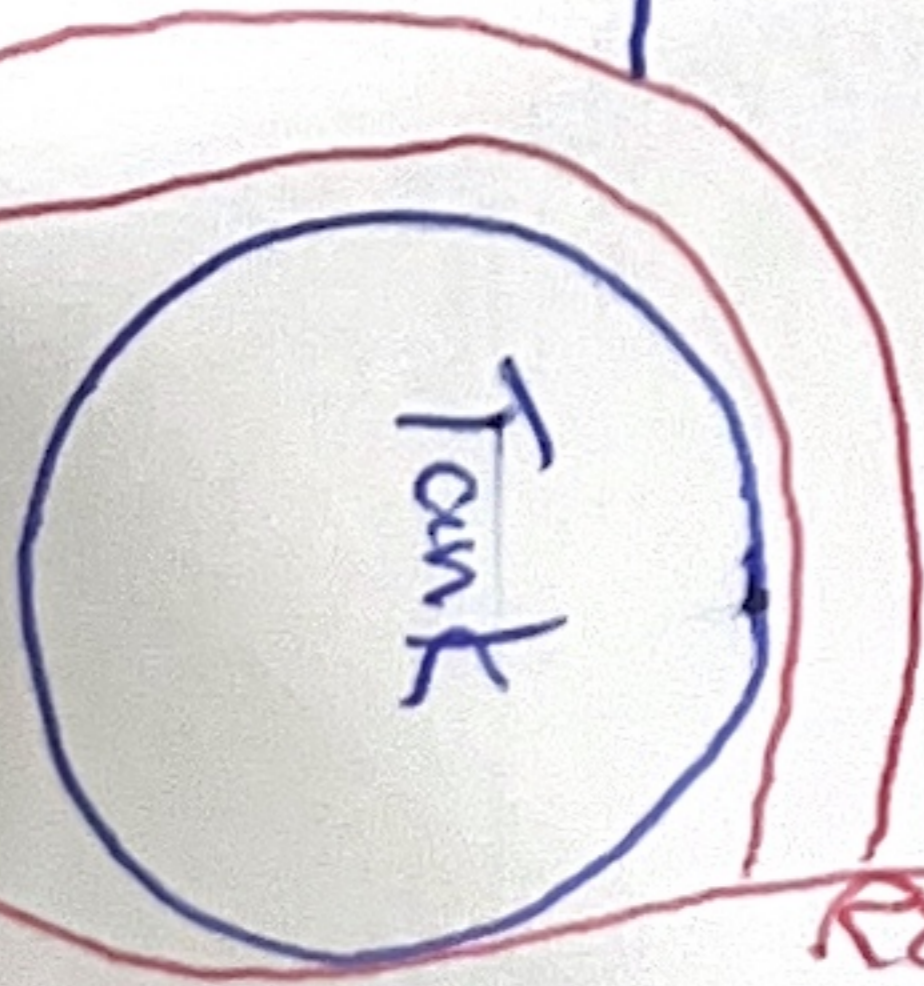
Lot 101
Stubbs Street.

122m



10m

Water tank



Road

OCM 25 October 2023

Attachment to Item 14.4.4

Shire of Lake Grace

**EQUAL EMPLOYMENT OPPORTUNITY
MANAGEMENT PLAN
2023-2025**

The Growing Centre



CEO POSITION STATEMENT

It is with pleasure I present to you the Shire of Lake Grace EEO Management Plan for 2023-2025.

This EEO Management Plan has been developed in accordance with Part IX of the Equal Opportunity Act 1984 and is aligned with the Director of Equal Opportunity in Public Employment's EEO and Diversity Outcome Standards Framework.

Workforce diversity is a business imperative and is part of good human resource management practice. An inclusive and accepting workplace has benefits for all employees. A diverse workforce will attract and retain quality employees, which translates into effective business decisions and effective service delivery.

Our EEO Management Plan is the foundation for a working environment free from harassment and discrimination. Through the implementation of this plan we will strive to build a workforce and supporting organisational culture that reflects the diversity of the greater community. Our plan is a living document that we will continue to develop and build on for our future success.

I encourage all staff to embrace equity and diversity within the organisation. We value EEO/diversity and aim to ensure that the work environment is free from racial and sexual harassment and that employment practices are not biased or discriminate unlawfully against employees or potential employees. Our employment programs and practices recognize and include strategies for EEO groups to achieve workforce diversity.

On behalf of the Shire of Lake Grace, I hereby commit to the strategies outlined within this Equal Employment Opportunity Management Plan.

I look forward to ongoing commitment and involvement from all staff in implementing this EEO Management Plan.

Alan George
CHIEF EXECUTIVE OFFICER

OCM:

Resolution:

Introduction

The Shire of Lake Grace aims to provide an environment of fairness and equity in its workplace. Council believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits Council, but also, the wider community.

Council considers it the right of every individual to carry out their job in an environment which promotes job satisfaction, maximises performance and provides economic security. Such an environment is dependent on it being free from all forms of harassment, discrimination and victimisation.

Council operates under the following State and Federal legislation (as amended):

- *Local Government Act 1995*
- *Public Sector Management Act 1994*
- *WA Equal Opportunity Act 1984*
- *The Racial Discrimination Act (Cth) 1976*
- *The Sex Discrimination Act (Cth) 1984*
- *The Human Rights and Equal Opportunity Commission Act (Cth) 1987*
- *The Disability Discrimination Act (Cth) 1992*

In accordance with the WA Equal Opportunity Act 1984, the Local Government shall develop and maintain an Equal Opportunity Management Plan.

Definitions

Discrimination is treating someone unfairly due to their race, sex, marital status, pregnancy or breast feeding, impairment, religious or political conviction, age, family responsibility, family status, sexual orientation to include gay, lesbian, bisexual and heterosexual or gender reassigned person. These grounds may change as legislation is amended.

Harassment is defined as any unwelcome, offensive comment or action relating to the grounds of discrimination. It is behaviour towards another employee that is offending, humiliating or intimidating. It shall not be condoned and if necessary, disciplinary action shall be taken.

Any individual who experiences harassment should immediately make it clear to the person(s) concerned that such behaviour is unwelcome.

However, if the individual has difficulty in doing this, then assistance should be sought from others to meet with the person(s) concerned.

Workplace Bullying is defined as repeated, unreasonable or inappropriate behaviour directed towards a worker, or group of workers, that creates a risk to health and safety.

Procedure

It is the responsibility of all staff to ensure that proper standards of conduct as contained in the Local Government's Code of Conduct are upheld in the workplace. Management and staff in supervisory positions shall ensure that the work environment is free from all forms of bullying, harassment and discrimination.

Allegations of discrimination or harassment should be discussed or assistance sought from management, Contact Officers or Human Resources.

In all cases, the utmost care shall be taken to investigate allegations impartially by recognising the rights of all parties. The confidentiality of any allegation shall be maintained by all employees involved in investigating and resolving the issue.

The Local Government will not tolerate victimisation of any party.

If an employee is dissatisfied with the outcome of any conciliation attempt, they may take the matter up with the Equal Opportunity Commission, Fair Work Commission or their Union.

Grievance, investigation and resolution procedures can be found in the Shire of Lake Grace administrative policy manual.

Workplace Bullying

The Shire of Lake Grace considers workplace bullying unacceptable and will not tolerate it under any circumstances.

Workplace bullying is defined as repeated, unreasonable or inappropriate behaviour directed towards a worker, or group of workers, that creates a risk to health and safety. Workplace bullying may cause the loss of trained and talented employees, reduced productivity and morale and create legal risks.

Shire of Lake Grace believes all employees should be able to work in an environment free of bullying. Directors, managers and supervisors must ensure employees are not bullied. Shire of Lake Grace has grievance and investigation procedures to deal with workplace bullying. Any formal complaints of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.

Shire of Lake Grace encourages all employees to report workplace bullying in accordance with the Commission for Occupational Safety & Health Guidelines. Directors, managers and supervisors must ensure employees who make complaints, or witnesses, are not victimised.

Disciplinary action will be taken against anyone who bullies a co-employee. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

Equal Employment Opportunity

In accordance with the Local Government Act 1995 (as amended) the Council shall recruit in accordance with the principles of merit and equity and shall ensure that discrimination does not occur. Promotion opportunities with the Council shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All employment training with the Council shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

The equal employment opportunity goals of the Council shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

Council's Obligation

The Local Government has a legal obligation to make sure that the Council is free from discrimination and harassment. The following laws state this requirement:

- WA Equal Opportunity Act 1984
- The Racial Discrimination Act (Cth) 1976
- The Sex Discrimination Act (Cth) 1984
- The Human Rights and Equal Opportunity Commission Act (Cth) 1987
- The Disability Discrimination Act (Cth) 1992

Council also has a moral obligation to ensure its staff are not subjected to other forms of harassment or bullying. All employees are expected to treat each other with consideration and respect at all times.

Responsibilities

The overall responsibility for monitoring the effectiveness, the policy and management plan lies with the Chief Executive Officer, however Council recognises that equal opportunity is the responsibility of everyone in the Council, and as such will ensure that advice on equal opportunity matters is available on an on-going basis to all staff.

The co-ordination of the equal opportunity function within Council is primarily the responsibility of the Grievance Officer (as appointed by the Chief Executive Officer) – in the Shire's case this is the Deputy CEO.

The **Grievance Officer** is responsible for:

- The maintenance of equal opportunity statistics;
- The distribution and maintenance of the EEO & Diversity Plan;
- Ensuring that the EEO & Diversity Plan is in accordance with legislative requirements;
- The identification, organisation and evaluation of equal opportunity training to meet Council's equal opportunity and diversity goals;
- Ensuring recruitment and selection procedures for Council are not discriminatory; □ Providing advice and/or assistance to employees who feel they are being discriminated against, bullied or harassed;
- Coordinating investigations for a discrimination, bullying or harassment complaint;
- Recording informal and formal allegations;
- Making and carrying out training recommendations.

Other employees within Council have responsibilities for ensuring the implementation of equal opportunity. These employees include Managers, Supervisors and individual employees.

Managers and Supervisors are responsible for:

- Promoting the aims and objectives of the equal opportunity policy and objectives;
- That staff of the section (or who they supervise) participate in equal opportunity training;
- Ensuring that all staff fulfil their responsibilities in regards to equal opportunity;
- Ensuring that staff of the section (or who they supervise) are acting in a non-discriminatory manner, free of harassment;
- Ensure that all new staff of the section (or who they supervise) attend Council's induction training;
- Ensuring that all new staff of the section (or who they supervise) have equal access to employment and training opportunities subject to individual, section and corporate priorities

The Chief Executive Officer, Deputy CEO, Managers and Supervisors are responsible for:

- Ensuring that as soon as they are in receipt of a complaint it is acted upon promptly.

All employees of Council are responsible for:

- Treating all work colleagues equally, in a non-discriminatory manner and with consideration and respect;
- Undertaking equal opportunity training provided by Council;

Approach

The strategy that Council will implement to achieve the EEO and Diversity Plan includes:

1. Devise policies and procedures to meet the legislative requirements;
2. Communicate those policies and procedures to the staff of council;
3. Collect and record appropriate information;
4. Review human resources practices within the Council (including recruitment techniques, selection criteria and training) with a view to identifying any discriminatory practices.

Purpose

The purpose of this plan is to create an environment of equal opportunity and diversity to achieve good working relationships. The Outcomes of this plan are as follows:

1. Council values Equal Employment Opportunity and diversity.
2. Council provides a work environment is free from sexual and racial harassment.
3. Council workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.
4. Council employment programs and practices recognise and include strategies for Equal Employment Opportunity groups to achieve workforce diversity.

Council will maintain a relevant and achievable Equal Employment Opportunity Management Plan through communication, review/amendment and evaluation.

Shire of Lake Grace Workforce Diversity Profile 2023

Diversity Group	Headcount	Representation (%)
Women	21	55.3%
Indoor employees	14	73.7%
Outdoor employees	7	36.8%
Women in leadership		
Tier 1 (Indoor)	0	0.0%
Tier 2 (Indoor)	1	50.0%
Tier 2 (Outdoor)	0	0.0%
Tier 3 (Indoor)	0	0.0%
Tier 3 (Outdoor)	3	75.0%
Aboriginal and Torres Strait Islander	0	0.0%
Indoor employees	0	0.0%
Outdoor employees	0	0.0%
People with disability	0	0.0%
Indoor employees	0	0.0%
Outdoor employees	0	0.0%
Culturally and linguistically diverse	4	10.5%
Indoor employees	3	15.8%
Outdoor employees	1	5.3%
Youth (aged 24 and under)	2	5.3%
Mature (aged 45 and over)	23	60.5%

Shire of Lake Grace EEO Outcomes 2023-2026

1. Outcome – The organisation values EEO and diversity and the work environment is free from sexual and racial harassment.

The organisation has a management-driven planning process to ensure that the workplace is inclusive, diverse and free from harassment inclusion and harassment. This process is communicated effectively to all employees as well as recording and monitoring any incidents of harassment and unlawful discrimination for follow up action.

Legend

P = Proposed, E = Existing, R = Reviewed

Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
1.1 Equal Employment Opportunity (EEO) and Diversity values are incorporated into corporate values, business planning processes and human resource workforce plans.	(a) Develop a Corporate EEO and Diversity Position Statement and communicate to all Managers and employees. (b) Include EEO related information in the Annual Report (c) EEO and Diversity initiatives included in the Shire's Corporate Plan. (d) Future Workforce Plans to incorporate EEO and Diversity value statements	✓			<ul style="list-style-type: none"> Position Statement is endorsed by the CEO. Future Annual Reports to incorporate EEO and Diversity value statements. Future Corporate Plans to incorporate EEO and Diversity value statements. Future Workforce Plans incorporate EEO and Diversity value statements. 	CEO DCEO HR/EA DCEO MCS DCEO MCS
1.2 A positive, inclusive and harassment-free workplace culture is communicated and promoted within the organisation.	(a) EEO, Harassment and Bullying Policies and Grievance procedures provided to all current and new employees. (b) Provide ongoing training for Harassment, EEO, Grievance Procedures and Disability Awareness program for existing and new employees.	✓ ✓			<ul style="list-style-type: none"> Policies provided on induction and are available on Shire's website and shared network. Number of reported grievances resolved. 	HR/EA DCEO & HR/EA
1.3 Managers and leaders are aware of their EEO responsibilities	a) Provide ongoing training for Harassment, EEO, Grievance Procedures and Disability Awareness program for all Managers and Supervisors			✓	<ul style="list-style-type: none"> Number of training / professional development sessions undertaken. 	Senior Managers

1.4 Performance management criteria for managers includes an ability to recruit a diverse workforce and promote an inclusive work culture.	(a) Reinforcement of EEO practices and policies to Managers and Supervisors. (b) Include responsibility for EEO implementation and review in position descriptions for all Managers and Supervisors. (c) Managers to demonstrate that they have taken into consideration needs of diverse workgroups in job design and recruiting.	✓	✓	✓	<ul style="list-style-type: none"> Existing Review as part of Workforce Plan annually and at time of recruitment Include as part of recruitment checklist 	HR/EA DCEO MCS HR/EA Senior Managers
1.5 Implementation of strategies within this EEO Management Plan occurs throughout the organisation.	(a) Incorporate EEO and Diversity objectives into Integrated Planning and Reporting templates and Protocols (b) Responsibility and accountability occurs for the implementation of the EEO Management Plan.	✓	✓		<ul style="list-style-type: none"> Corporate Business and Workforce planning process includes EEO and Diversity. Responsibilities are clearly identified and implementation of the plan is monitored. 	CEO DCEO MIS DCEO
1.6 There is an effective Grievance Resolution Process where staff are able to raise concerns and issues.	(a) Grievance process ensuring fair procedure, understanding and confidentiality is developed and communicated to all new employees at induction, as well as given to all employees on induction. (b) Include questions on the Shire's Grievance Process in the Exit Interview Survey.	✓	✓		<ul style="list-style-type: none"> 100% employees are aware of the Grievance Process and given clear information and guidelines. 100% employees are given the opportunity to participate in the Exit Interview Survey and comment on the Shire's Grievance Process. 	HR/EA
1.7 Workplace culture is monitored and assessed to determine that it is inclusive and free from harassment and unlawful discrimination.	Determine if any grievances relate to these areas.	✓			<ul style="list-style-type: none"> All reported grievances are recorded in a confidential database by Human Resources 	HR/EA

2. Outcome – Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees

Ensure all groups have equal access to job and career paths by having a recruitment and selection processes that is free from discrimination as well as job design that allows a diverse workforce to work in an environment free from discrimination.

Legend
P = Proposed, E = Existing, R = Reviewed

Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
2.1 Organisational structure and job design provide career paths for all diversity groups.	(a) Ensure Position Descriptions are free from any inherent or perceived discriminatory language or conditions.	✓			<ul style="list-style-type: none"> Position Descriptions assessed for compliance. Ensure compliance Review recruitment process annually 	DCEO HR/EA
	(b) Ensure Position Descriptions contains EEO statement.	✓				
	(c) Recruitment process allows equal opportunity to all diversity groups.	✓				
2.2 Recruitment and selection practices to provide appropriate flexibility for all diversity groups.	(a) Recruitment and Selection protocol and procedure is equitable and adheres to selection based on skills, knowledge and experience relating to the position description and organisational needs.	✓			<ul style="list-style-type: none"> Candidate selection process demonstrates that skills, knowledge and experience against the Position Description are widely understood and adopted by all interview panels. The Shire's Officer responsible for Human Resources ensures the process is carried out in accordance with the Shire's procedures Frequency of instances where flexible work practices are available. Managers/Supervisors participate in recruitment process in conjunction with the Shire's Officer responsible for Human Resources 	Senior Managers & Supervisors Senior Managers & Supervisors HR/EA
	(b) Flexible work arrangements exist including flexible hours, job sharing and part time roles.	✓				
	(c) The recruitment process is and will continue to be communicated clearly to Managers/Supervisors.	✓				
2.3 Mechanisms are in place to identify the diversity groups to operate effectively in the workplace.(e.g.	(a) Through research and consultation, develop a list of the different groups, their needs and how the Shire will meet those			✓	<ul style="list-style-type: none"> Assessment of needs 	HR/EA

diversity surveys, review of exit interview feedback)	needs. (b) Ergonomic job assessments undertaken to meet the diverse requirements of different groups when required.	✓			<ul style="list-style-type: none"> Existing 	
2.4 Retention practices are in place to identify, develop and retain staff from all diversity groups. (e.g. induction processes, training and development opportunities, working hours and conditions, flexible work options and performance management).	<p>(a) Develop a set of retention measures for EEO categories to complement existing retention measures.</p> <p>(b) From retention reports, identify any areas for improvement and incorporate into future EEO Planning.</p> <p>(c) Flexible work practices in place to ensure all groups of employees achieve work life balance.</p> <p>(d) Develop an annual training plan and maintain a database of training records including names of employees, course title, date attended</p>	✓		<p>✓</p> <p>✓</p> <p>✓</p>	<ul style="list-style-type: none"> Measures are relevant and specify EEO groups. Create reports and analyse Frequency of instances where flexible work practices are available. Requires overview based on annual performance review data 	HR/EA DCEO HR/EA
2.5 The Shire monitors and assesses employment practices to ensure they contribute positively to attracting and retaining a diverse workforce.	Monitor through diversity questionnaire given to all new employees and Staff Workforce Survey.	✓			<ul style="list-style-type: none"> Checklist for new employee files 	HR/EA

3. Outcome – Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity

Strategies are developed to proactively increase the representation of specific groups within the workforce, women in management, Indigenous Australians, people with disabilities, people from diverse backgrounds and youth.

Legend
P = Proposed, E = Existing, R = Reviewed

Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
3.1 Demographic data is systematically collected to monitor and report on progress of all diversity groups.	(a) Staff Survey to be carried out at appropriate intervals			✓	<ul style="list-style-type: none"> Review annually 	HR/EA
3.2 Diversity objectives are identified to define workforce profile and included in Business Plans.	(a) Corporate and Business Plans reviewed annually to ensure that objectives are being included and met.	✓			<ul style="list-style-type: none"> Set review dates as determined by Dept of Local Government and Communities to meet compliance otherwise review as determined necessary 	CEO DCEO MCS MIS
3.3 Strategies have been developed to improve employment outcomes for the following diversity groups: Women in Management; Indigenous Australians; People with a Disability; People from Culturally Diverse Backgrounds; Youth	(a) Women in management: Give women opportunities to act in higher positions to increase exposure to senior roles. (b) Allow greater flexibility in Senior Management positions (working hours, working from home etc). (c) Liaise with organisations seeking employment for people with disabilities. (d) Simplify wording in recruitment process to encourage non-English/ESL participants. (e) Target youth for casual positions at Swimming Pools and Workplace Learning Placement through schools and community.	✓ ✓ ✓ ✓		✓	<ul style="list-style-type: none"> Based on performance review outcomes and organisational needs Determined by situation and needs of organisation Regularly monitor to ensure understanding of responsibilities Monitor changes and check against current documentation This is achieved annually depending on need and organisation ability to undertake Workplace Learning placement. 	CEO DCEO MCS MIS CEO HR/EA HR/EA HR/EA

4. Outcome – Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation

Strategies are developed to proactively increase the representation of specific groups within the workforce, women in management, Indigenous Australians, people with disabilities, people from diverse backgrounds and youth.

Legend
P = Proposed, E = Existing, R = Reviewed

Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
4.1 The Plan and its policies and programs are communicated to all staff	(a) Communicate new and updated policies and programs to all staff as required	✓			<ul style="list-style-type: none"> Regular staff meetings to provide forum for updates or as required 	CEO
4.2 Each initiative/strategy/task is linked to a measure of success and a timeframe for completion	(a) Linkage to Integrated Planning and Reporting strategies			✓	<ul style="list-style-type: none"> Review annually to measure success and meet timeframes or as required 	CEO DCEO MCS MIS HR/EA
4.3 The Plan is monitored, reviewed and amended to ensure strategies remain relevant to the operations of the organisation	(a) Strategies to be discussed reviewed and implemented to ensure relevance to the organisation	✓			<ul style="list-style-type: none"> Review annually to change strategies to meet organisations outcomes or as required 	DCEO HR/EA
4.4 The Plan and its policies and programs are evaluated to determine the effectiveness of the Plan	(a) Identify any areas within the plan that may require updates to align with any new or updated policies and programs	✓			<ul style="list-style-type: none"> Review as required to retain effectiveness of Plan 	DCEO HR/EA

WESTERN AUSTRALIA
 TRANSFER OF LAND ACT 1893 AS AMENDED

LEASE OF CROWN LAND (L)

DESCRIPTION OF LAND (Note 1)

Lot 3171 on Deposited Plan 41119, Kathleen Road, Lake King WA 6356.

EXTENT

WHOLE

VOLUME

LR3134

FOLIO

135

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS (Note 2)

I795146 Reserve 47563 for the purpose of telecommunications site.
 J160939 Lease to Telstra Corporation Ltd

ESTATE AND INTEREST

RESERVE UNDER MANAGEMENT ORDER

LESSOR (Note 3)

Shire of Lake Grace ABN 80 159 221 021 of PO Box 50, LAKE GRACE WA 6353

LESSEE (Note 4)

Amplitel Pty Limited (ACN 648 133 073) c/- Jones Lang LaSalle, 242 Exhibition Street MELBOURNE VIC 3000

TERM OF LEASE (Note 5)

20 years

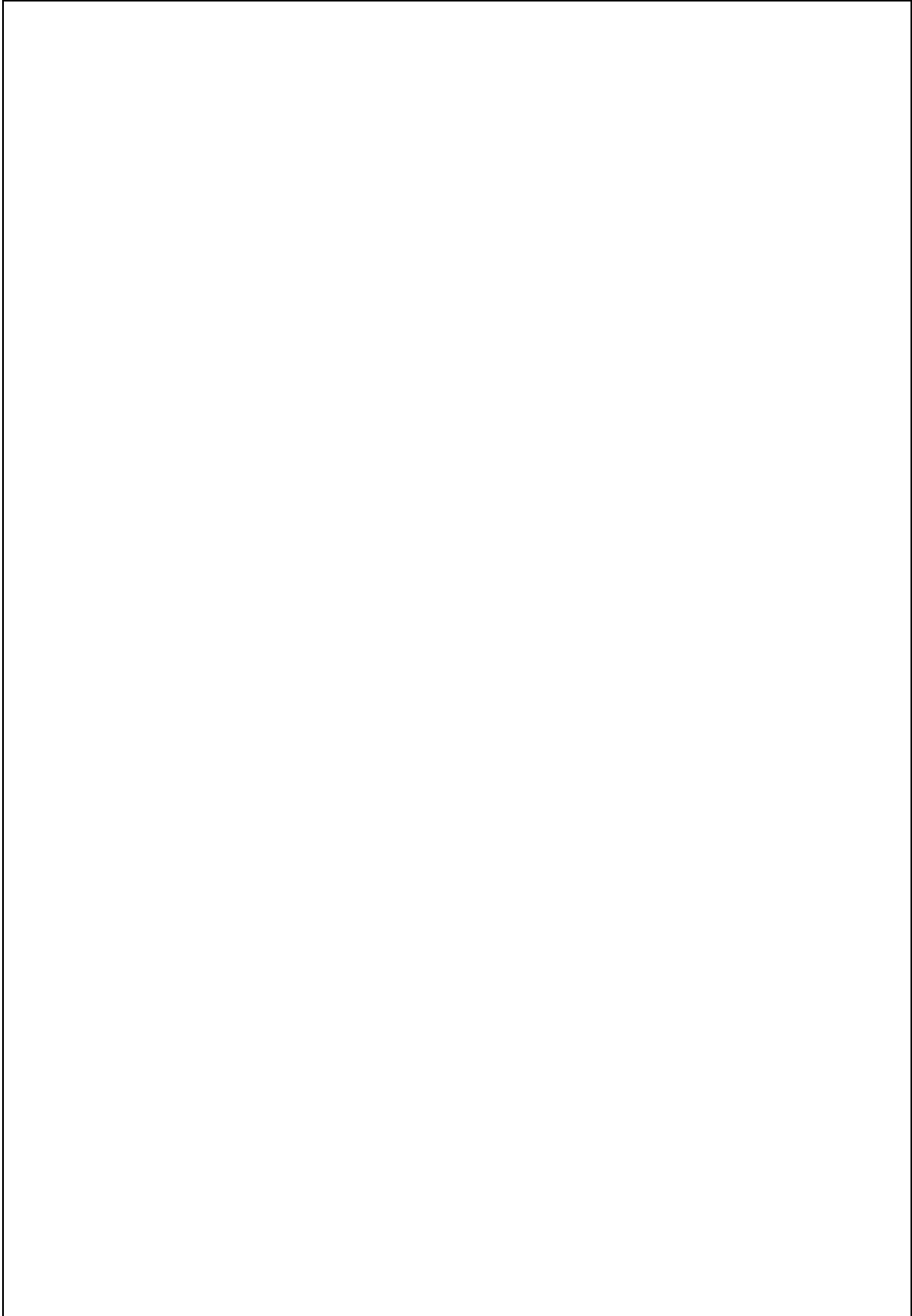
Commencing from the 1st day of September 2024

THE LESSOR HEREBY LEASES TO THE LESSEE the land above described subject to the encumbrances as shown hereon (Note 6)

for the above term for the clear yearly rental of (Note 7) \$1.00 (exclusive of GST)
 payable on demand (Note 8) yearly in advance

Subject to the covenants and powers implied under the *Transfer of Land Act 1893* as amended (unless hereby negated or modified) and also to the covenants and conditions contained herein.

The following covenants by the lessee are to be construed according to section ninety-four of the *Transfer of Land Act 1893* as amended (Note 9)





LAND LEASE

(Western Australia)

**Property: Kathleen Road,
Lake King WA 6356**

Shire of Lake Grace
ABN 80 159 221 021

Amplitel Pty Limited
ACN 648 133 073

REFERENCE SCHEDULE

Item 1	Lessor:	Name: Shire of Lake Grace ABN: 80 159 221 021 Address: PO Box 50 Lake Grace WA 6353 Tel: 08 9890 2500 Email: dceo@lakegrace.wa.gov.au
Item 2	Lessee:	Name: Amplitel Pty Ltd as trustee for the Towers Business Operating Trust ACN: 648 133 073 ABN: 75 357 171 746 Address: c/- JLL 242 Exhibition Street MELBOURNE VIC 3000 Email: leaseadmin@amplitel.com
Item 3	Premises:	The area of the Land as shown on the plan annexed to this Lease in Annexure "A" and situated at Kathleen Road, Lake King WA 6356. For Lessee reference purposes only: AMS Ref: WA002141 JDE: 31627700 Tenure ID: 63454 Node Manager Address ID: RFNSA Number: 6356001
Item 4	Land:	Lot 3171 on Deposited Plan 41119 being the whole of the land contained in Certificate of Crown Land Title Volume LR3134 Folio 135
Item 5	Term:	20 years, commencing on the Commencement Date
Item 6	Commencement Date:	1 September 2024
Item 7	Terminating Date:	31 August 2044
Item 8	Rent:	\$1.00 per annum (exclusive of GST), payable on demand
Item 9	Payment of Rent:	Yearly in advance by way of electronic funds transfer from the Commencement Date.
Item 10	Permitted Use:	Use, inspection, construction, installation, replacement, operation, maintenance, alteration, repair, upgrade, access to and from and removal of the Facility for telecommunications, communications and any other lawful purposes in accordance with this Lease.
Item 11	Intentionally Deleted	
Item 12	Break Dates	Each of the following dates:

- (a) the date that is 15 years before the Terminating Date;
- (b) the date that is 10 years before the Terminating Date; and
- (c) the date that is 5 years before the Terminating Date.

OPERATIVE PROVISIONS

1. INTERPRETATION

1.1 Definitions

The following words have these meaning in this Lease unless the contrary intention is shown:

Act means the *Telecommunications Act 1997* (Cth).

Aggregator means a person or entity that is not a party to this Lease and whose business includes taking interests (whether broadly or as a first-time venture) over telecommunication or communications premises including, but not limited to, concurrent leasing or assignment of rentals, so as to become the effective landlord of the Lessee under this Lease or otherwise be entitled to receive or control rents and profits from the Premises.

Break Dates means the date or dates set out at Item 12.

Business Day means a day that is not a Saturday, Sunday or public holiday in the State.

Carrier has the same meaning as is contained in the Act and includes a party acting in reliance upon a nominated carrier declaration made under Part 3 of the Act.

Commencement Date means the date specified in Item 6.

Emergency means circumstances where access must be provided without delay to protect the Facility, the health or safety of persons, the environment, property or maintenance of an adequate level of service.

Facility means any equipment, equipment housing, tower/pole/mast (or similar), antennas, associated ancillary equipment and/or any other fixtures, fittings, structures and cabling as altered or upgraded in accordance with the terms of this Lease belonging to the Lessee, any Related Body Corporate of the Lessee and any subtenant or licensee of the Lessee (as the case may be).

Item means an item in the Reference Schedule.

Land means the Land described in Item 4.

Lease means this lease and any equitable lease or common law tenancy evidenced by this lease.

Lessee means the party named in Item 2.

Lessor means the party named in Item 1.

Liability Cap means \$20 million.

Network means the passive infrastructure of the Lessee (or any Related Body Corporate of the Lessee) for use in connection with a communications network.

Permitted Mortgage means a mortgage of the Land granted to an authorised deposit-taking institution within the meaning of the *Banking Act 1959* (Cth).

Permitted Mortgagee means the mortgagee from time to time under a Permitted Mortgage.

Permitted Use means the use specified in Item 10.

Premises means the premises leased to the Lessee as described in Item 3.

PPS Security Interest means a security interest that is subject to the *Personal Property Securities Act 2009* (Cth).

Reference Schedule means the Reference Schedule to this Lease.

Related Body Corporate means a related body corporate or a body corporate of which the Lessee is either an associated entity or a related body corporate of an associated entity, as each of those terms are defined in the *Corporations Act 2001* (Cth).

Rent means the amount specified in Item 8.

Requirements means applicable legislation, by-laws, policies, community obligations and technical requirements.

Security Interest means:

- (a) a PPS Security Interest;
- (b) any other mortgage, pledge, lien or charge; or
- (c) any other interest or arrangement of any kind that in substance secures the payment of money or the performance of an obligation or that gives a creditor priority over unsecured creditors in relation to any property.

State means the State or Territory of Australia in which the Premises is situated.

Term means the term of this Lease as specified in Item 5 which begins on the Commencement Date and ends on the Terminating Date.

Terminating Date means the date specified in Item 7, except where this Lease is terminated early in which case the date of earlier termination is the Terminating Date.

1.2 Rules for interpreting this Lease

Unless the context otherwise requires:

- (a) A singular word includes the plural, and vice versa.
- (b) If a word is defined, another part of speech using contextual variations of that word has a corresponding meaning.
- (c) Words of inclusion or example are not words of limitation.
- (d) Headings are for convenience only, and do not affect interpretation.
- (e) No rule of construction applies to the disadvantage of a party because that party was responsible for the preparation of this Lease.
- (f) If anything in this Lease is unenforceable, illegal or void then it is severed and the rest of this Lease remains in force.
- (g) A reference to:
 - (i) legislation (including subordinate legislation) is to that legislation as amended, re-enacted or replaced, and includes any subordinate legislation issued under it;

- (ii) a document or agreement, or a provision of a document or agreement, is to that document, agreement or provision as amended, supplemented, replaced or novated;
- (iii) a party to this document or to any other document or agreement includes an executor, an administrator, a permitted substitute or a permitted assign of that party and where the party is a corporation, includes the corporation, its successors and assigns;
- (iv) a person includes any type of entity or body of persons, whether or not it is incorporated or has a separate legal identity, and any executor, administrator or successor in law of the person; and
- (v) anything (including a right, obligation or concept) includes each part of it.
- (h) Unless the context otherwise requires, the terms *installation* and *maintenance* where they are used in this Lease have the same meanings and include the same activities as are provided under the Act.
- (i) Where a party consists of two or more persons or a term is used in this Lease to refer to more than one party an obligation of those persons is joint and several and a right of those persons is held by each of them severally.
- (j) Any right given to or obligation on the Lessor or the Lessee (as the case may be) will where the context so permits extend to that party's authorised employees, agents, contractors, subtenants, licensees, invitees or others claiming under or through that party.
- (k) Unless this Lease expressly states otherwise, any party responding to a request for consent or approval must not unreasonably withhold or delay its response or impose any conditions inconsistent with the terms of this Lease. If withholding consent or approval, the responding party must give written reasons with its response.
- (l) Sections 92 and 93 of the *Transfer of Land Act 1893 (WA)* do not apply to this Lease.

2. TERM OF LEASE

2.1 Term

The Lessor leases the Premises to the Lessee for the Term and for the Permitted Use.

2.2 Holding Over

If the Lessee occupies the Premises after the Terminating Date without demand for possession by the Lessor, then the Lessee occupies the Premises under a yearly tenancy at the same Rent payable immediately prior to the Terminating Date and otherwise on the same terms as this Lease, so far as they can be applied to a yearly tenancy. Either party may terminate the yearly tenancy by giving no less than 1 year's notice to the other party.

2.3 Break Rights

The Lessee may terminate this Lease on any of the Break Dates by giving the Lessor no less than 3 months' notice in advance.

3. PAYMENTS

3.1 Rent and Rent Review

The Lessee must pay the Rent in accordance with Item 9 to an account in Australia nominated by the Lessor. The Lessor may nominate another account in Australia into which the Rent must be paid upon giving at least 20 Business Days' notice to the Lessee.

3.2 Rates and taxes

The Rent is a gross amount and the Lessee is not required to pay any rates, taxes or outgoings which are charged to, assessed against or relate to the Land (including the Premises), subject to charges (if any) which this Lease expressly requires the Lessee to pay. The Lessor must pay all rates, taxes and outgoings on or before the payment date which are charged to, assessed against or relate to the Land (including the Premises).

3.3 Costs of Lease

The Lessee will contribute up to \$1,500.00 (plus any GST) towards the Lessor's reasonable legal fees for the preparation, negotiation and execution of this Lease. If stamp duty or registration fees are payable on this Lease, the Lessee will pay the applicable stamp duty or registration fees.

4. USE

4.1 Use of Premises and Land

- (a) The Lessee may only use the Premises for the Permitted Use.
- (b) The Lessor grants a licence to the Lessee, its subtenants and licensees to use so much of the Land adjacent to or adjoining the Facility as is reasonably required for the Permitted Use. After using the adjacent or adjoining Land, the Lessee must restore the surface to that part of the Land used to as near as practicably possible its state prior to use by the Lessee, its subtenants and licensees.
- (c) The Lessee is not required to carry out any capital or structural works to the Land unless such works are required by the Lessee for the installation or maintenance of the Facility or the works are as a result of the Lessee's negligence or a breach of this Lease.
- (d) The Lessee, its subtenants and licensees may install signage around the Premises and the Facility for the purposes of complying with applicable laws.
- (e) The Lessor grants to the Lessee, its subtenants and licensees the right to use so much of the adjoining or adjacent Land as is reasonably required for the purpose of installing and maintaining guy anchors (if needed) to support the Lessee's structure on the Premises and running guy wires from those guy anchors on the adjoining or adjacent Land to the Lessee's structure on the Premises. The Lessor must not use or interfere with the Lessee's guy anchors or guy wires.

4.2 Condition of Premises

Subject to clause 4.1(c), the Lessee will keep the Premises in good repair and condition (having regard to the condition of the Premises as at the Commencement Date) excluding fair wear and tear and any damage caused by fire, flood, lightning, storm, war or act of God.

4.3 Permits and Approvals

The Lessor:

- (a) authorises the Lessee, at the Lessee's cost, to make applications to any relevant government authority or agency for any necessary permits, consents and approvals for the development, construction and use of the Facility and to exercise and procure (in the Lessee's discretion) every right of appeal arising from a determination or failure to determine such application; and
- (b) must sign all documentation and provide all assistance reasonably required by the Lessee or any person nominated by the Lessee to obtain the permits, consents and approvals referred to in clause 4.3(a).

4.4 **Ownership of Facility**

Subject to the express terms of this Lease, the Facility remains at all times the property of the Lessee, its subtenants and licensees (as the case may be), even if it becomes attached to the Land.

5. **CABLING, ELECTRICITY AND OTHER SERVICES**

- (a) At no cost to the Lessor, the Lessee, its subtenants and licensees may install cabling, electricity and other services on the Land to and from the Facility. The Lessee, its subtenants and licensees may use, install, repair, maintain, replace and remove any cabling, electricity or other services to the Facility at any time.
- (b) The supply of electricity must be made through a dedicated usage meter (either by separate meter or check meter), installed by the Lessee at its own cost.
- (c) Where the Lessee installs separate electricity metering, the Lessee is responsible to ensure all charges for the separately metered electricity used by the Lessee are paid to the supplier. Where a check meter is installed, the Lessor will request from the Lessee and the Lessee will provide the relevant contact details to enable the Lessor to invoice and recoup payment.
- (d) The Lessor agrees that the ownership of some or all of the electricity cables connected to the Facility may be transferred to a third party electricity supplier for the supply of electricity to the Facility.
- (e) Where reasonably requested by the Lessee, the Lessor must grant an easement for electricity purposes over part of the Land on the easement terms that may be required by the electricity supplier.
- (f) The Lessor agrees that the electricity supplier may enter the Land from the Commencement Date for the purposes of installing, repairing, maintaining, upgrading, replacing and removing any electricity infrastructure.

6. **ACCESS**

6.1 **Access**

The Lessor grants a licence to the Lessee, its subtenants and licensees over the Land to have access to and from the Premises and the Facility at all times.

6.2 **Security**

- (a) Subject to clause 6.2(b), the Lessee will comply with reasonable security arrangements and access protocols as previously notified to it by the Lessor. The Lessor will notify the Lessee of the Lessor's contact person for security purposes (including name, postal address, email address and phone number).
- (b) Where the Lessee does not have independent access to the Land, Premises and the Facility and there is an Emergency, the Lessor must arrange for the Lessee, its

subtenants and licensees to have access to the Land, Premises and the Facility within 2 hours of notification by the Lessee to the Lessor or the Lessor's contact person nominated under clause 6.2(a). The Lessee may give this notice in person or by telephone.

- (c) The Lessee will reimburse to the Lessor the reasonable security expenses incurred by the Lessor in providing access during an Emergency within 20 Business Days of receipt of a tax invoice from the Lessor.

6.3 Access track and/or power connection

If the Lessee installs at its cost any access track or power connection, then any other person (except the Lessor) who wishes to utilise the access track or power connection must share in the cost of any upgrade and maintenance of the access track or power connection as apportioned by the Lessee (in consultation with the Lessor acting reasonably), taking into account the extent of the use of the access track or the power connection by other users.

7. ASSIGNMENT AND SUBLETTING

- (a) The Lessee must not assign this Lease or sublet the whole of the Premises without the consent of the Lessor, except to:
 - (i) a Related Body Corporate of the Lessee;
 - (ii) a Carrier; or
 - (iii) any entity (or a Related Body Corporate of that entity) that is acquiring the Network,

in which case the consent of the Lessor is not required to the assignment or sublease.

- (b) The Lessee may grant a sublease of part of the Premises or a licence of the whole Premises or any part of the Premises.
- (c) In the event of an assignment of this Lease by the Lessee, the Lessee and the Lessor release each other from all obligations and liabilities under this Lease from the date of assignment of this Lease, but without prejudice to any prior claim or remedy which either party may have against the other party.
- (d) For the avoidance of doubt, and for the purposes of this clause 7, a reference to:
 - (i) this 'Lease' includes any licence rights granted to the Lessee in this Lease and any rights which are appurtenant or ancillary to this Lease; and
 - (ii) the 'Premises' includes any areas over which the Lessee holds licence, appurtenant or ancillary rights.

8. INSURANCE AND INDEMNITY

8.1 Property Insurance

The Lessee agrees to maintain all risks property insurance with a reputable insurer at all times in relation to the Premises.

8.2 Public Liability Insurance

- (a) The Lessee agrees to maintain public liability insurance with a reputable insurer for at least \$20 million at all times in relation to the Premises and the Lessee will

include the Lessor as an insured to the extent of the Lessee's liability under this Lease.

- (b) If requested in writing by the Lessor (no more than once in a twelve month period), the Lessee will provide the Lessor with a certificate of currency confirming the Lessee's insurance as specified in this clause 8.2.

8.3 Indemnity and liability

- (a) The Lessee will indemnify the Lessor for any liability, loss, damage, cost or expense incurred or suffered by the Lessor which is caused or contributed (to the extent of the contribution) by the Lessee's negligence or breach of this Lease.
- (b) The liability of the Lessee under this Lease (including under the indemnity provided by the Lessee under clause 8.3(a)) will not exceed the Liability Cap.
- (c) The liability of the Lessee under this clause 8.3 must be reduced proportionately to the extent that the Lessor's negligence or breach of this Lease caused or contributed to the liability.
- (d) In defending or responding to any claim under this clause 8.3, the Lessor must act reasonably and consult in good faith with the Lessee.
- (e) The Lessor must not settle any claim under this clause 8.3 without obtaining the prior consent of the Lessee. The Lessor must take reasonable steps to mitigate any liability, loss, damage, cost or expense including taking reasonable court action to defend any claim, action or demand made against the Lessor.

9. LESSOR'S COVENANTS

9.1 Quiet Enjoyment

The Lessee is entitled to quiet enjoyment of the Premises and to undertake the Permitted Use without any interruption by the Lessor or any person lawfully claiming through the Lessor or in any other manner.

9.2 Condition of Land

The Lessor must repair, maintain and keep in good and substantial repair that part of the Land required for the Permitted Use (including all fixtures and fittings of the Lessor, if any), subject always to the obligations of the Lessee under this Lease.

9.3 No Damage

The Lessor must not damage, tamper with or interfere with the Facility or its operation.

9.4 Safety and Security Procedures

The Lessor must comply with the Lessee's safety and security procedures and signage in respect of the Premises and the Facility.

9.5 Other Occupiers

- (a) Where the Lessor proposes to grant rights of occupancy on the Land to other occupiers and those rights include the right to operate radio communications and/or telecommunications equipment on the Land, then the Lessor must first promptly give notice and obtain the Lessee's consent to the proposal (such consent not to be unreasonably withheld).

- (b) If the Lessee establishes that changes to another occupier's facility (after the initial installation of the facility by the other occupier) has caused interference with the Facility, the Lessor must, immediately upon receipt of notice from the Lessee, arrange for the other occupier to modify its facility so that it no longer interferes with the Facility.

9.6 Consents

If the Land is subject to a mortgage, the Lessor must obtain consent to this Lease from the mortgagee and the Lessee must pay the mortgagee's reasonable consent costs.

9.7 Contamination

The Lessor warrants to the best of its knowledge that, as at the Commencement Date, the Premises do not contain contamination or substances hazardous to health or safety.

9.8 Events Affecting Land

- (a) The Lessor must promptly notify the Lessee if:
 - (i) the Lessor sells or otherwise disposes of its interest in the Land;
 - (ii) the Lessor is aware of a proposal for development occurring on adjoining land;
 - (iii) the Lessor changes its address for notices;
 - (iv) a Permitted Mortgage becomes enforceable; or
 - (v) a Permitted Mortgagee becomes:
 - (A) entitled to the receipt of Rent and other payments under this Lease;
 - (B) entitled to exercise any of the rights of the Lessor under this Lease; or
 - (C) obliged to perform any of the obligations of the Lessor under this Lease.
- (b) The Lessor must not:
 - (i) grant a lease to an Aggregator or similar entity over the whole or any part of the Premises which is intended to run concurrently with this Lease or any Subsequent Lease;
 - (ii) issue a direction to the Lessee to pay the whole or any part of the Rent or other payments under this Lease (other than for charges which this Lease expressly requires the Lessee to pay or for electricity under clause 5) to an Aggregator or similar entity;
 - (iii) assign, transfer or grant any interest in this Lease or the Lessor's rights under this Lease to an Aggregator or similar entity
 - (iv) appoint an Aggregator or similar entity to exercise any rights of the Lessor under this Lease or to negotiate on behalf of the Lessor the terms of any lease, licence or other occupancy arrangement of the Premises to the Lessee to commence after the Terminating Date or the terminating date of any Subsequent Lease; or

- (v) create or allow a Security Interest in favour of an Aggregator or similar entity, other than a Permitted Mortgage, in the Land, this Lease or the Lessor's rights under this Lease,

without the prior consent of the Lessee (which may be granted or refused by the Lessee in its absolute discretion).

- (c) If the Lessor breaches clause 9.8(b), then:
 - (i) the Lessor must compensate the Lessee for any loss, damage or disadvantage which the Lessee may suffer or incur as a result of the Lessor's failure or delay in seeking the consent of the Lessee; and/or
 - (ii) at any time within 2 years after becoming aware of the breach, the Lessee may terminate this Lease by giving to the Lessor not less than 20 Business Days' notice to the Lessor at any time.
- (d) The Lessor acknowledges and agrees that the Lessee will suffer loss, damages and/or disadvantage if the Lessor fails to obtain the Lessee's prior consent under clause 9.8(b).

10. DEFAULT AND TERMINATION

10.1 Default and Re-entry

- (a) If the Lessee fails to perform its obligations under this Lease and the Lessee does not, within 20 Business Days in the case of non-payment of Rent and 40 Business Days in the case of all other breaches from the date of receipt of notice from the Lessor, either remedy the default or if the default cannot be remedied, pay reasonable compensation to the Lessor for the loss or damage suffered by the Lessor as a consequence of the default, then the Lessor may re-enter upon the Premises.
- (b) This Lease determines on the Lessor's re-entry but without prejudice to any prior claim or remedy which either party may have against the other party.

10.2 Early surrender

- (a) Before the Facility is initially installed, the Lessee may surrender this Lease by giving the Lessor no less than 20 Business Days' notice where the Lessee or its subtenants or licensees are unable to comply with or satisfy any Requirements.
- (b) Despite any other provision of this Lease, if the Permitted Use is compromised (including physical or radio interference), the Premises are no longer required, the communications network of any of the Lessee's subtenants or licensees ceases to operate or the Lessee's subtenants or licensees vacate then the Lessee may surrender this Lease on giving to the Lessor no less than 6 months' notice at any time.
- (c) If the Lessee exercises its right to surrender this Lease under clauses 10.2(a) or 10.2(b), the Lessee must, at its cost, reinstate the Premises in accordance with clause 10.3 and the surrender of this Lease is without prejudice to any prior claim or remedy which either party may have against the other.
- (d) If this Lease is surrendered or terminated by the Lessee prior to the Terminating Date pursuant to clause 9.8(c)(ii) or this clause 10.2, the Lessor must, within 20 Business Days of the date of surrender, refund to the Lessee any Rent paid in advance for that portion of the Term after the date of surrender or termination (as the case may be).

10.3 Reinstatement and Make Good

- (a) Within 4 months after the Terminating Date, the Lessee will remove that part of the Facility located above ground level and repair at its cost any damage to the Land or Premises caused by that removal. The Lessee will continue to pay Rent to the Lessor during this 4 month period (or any lesser period of time as the Lessee requires to meet its obligations under this clause 10.3) at the same rate of Rent (on a pro-rata basis) payable immediately before the Terminating Date.

11. GST

11.1 Recovery of GST

If one party (**supplying party**) makes a taxable supply and the consideration for that supply does not expressly include GST, the party that is liable to provide the GST-exclusive consideration (**receiving party**) must also pay an amount (**GST amount**) equal to the GST payable in respect of that supply.

11.2 Time for payment of GST amount

Subject to first receiving a tax invoice or adjustment note as appropriate, the receiving party must pay the GST amount when it is liable to provide the GST-exclusive consideration or the first part of the GST-exclusive consideration for the supply (as the case may be).

11.3 Indemnity and reimbursement payments

If one party must indemnify or reimburse another party (**payee**) for any loss or expense incurred by the payee, the required payment does not include any amount which the payee (or an entity that is in the same GST group as the payee) is entitled to claim as an input tax credit or would have been entitled to claim as an input tax credit had the other party registered for GST in the event that it was required or entitled to do so, but will be increased under clause 11.1 if the payment is consideration for a taxable supply.

11.4 Adjustment events

If an adjustment event arises in respect of a taxable supply made by a supplying party, the GST amount payable by the receiving party under clause 11.1 will be recalculated to reflect the adjustment event and a payment will be made by the receiving party to the supplying party, or by the supplying party to the receiving party, as the case requires.

11.5 Lease to be a tax invoice

The parties agree that this Lease is intended to be a tax invoice which satisfies the requirements of section 29-70(1) of the GST Act.

11.6 Change in the GST law

If the GST law changes (including without limitation as a result of a change in the GST rate) after the date of this Lease, any consideration that expressly includes GST must be adjusted to reflect the change in the GST law.

11.7 When RCTI clauses apply

Clause 11.8 shall only become effective upon notice being provided by the Lessee, in its absolute discretion, to the Lessor. Clause 11.8 shall be effective until terminated by either party at any time by giving not less than 30 days' prior notice to the other party.

11.8 RCTI

For the purpose of satisfying the requirements of the GST legislation and any additional requirements as determined by the Commissioner of Taxation from time to time, the Lessor and the Lessee agree that:

- (a) the Lessee can issue recipient created tax invoices (and adjustment notes) in respect of the supply by the Lessor of the Lease of the Premises to the Lessee;
- (b) the Lessor must not issue a tax invoice (or adjustment notes) in respect of any supply by the Lessor to the Lessee under this Lease unless the Lessee notifies the Lessor that the Lessee will not be issuing a recipient created tax invoice for that supply;
- (c) the Lessee is registered for GST purposes. The Lessee must notify the Lessor if the Lessee ceases to be registered for GST purposes or ceases to satisfy the requirements for issuing recipient created tax invoices as set out in the GST legislation or as determined by the Commissioner of Taxation from time to time;
- (d) the Lessor is registered for GST purposes and has notified the Lessee of its ABN. The Lessor must notify the Lessee if the Lessor ceases to be registered for GST purposes or if it intends selling its business or otherwise ceases to be entitled to enter into a recipient created tax invoice arrangement; and
- (e) the Lessee must issue the recipient created tax invoice to the Lessor and must retain a copy. The Lessee must issue the recipient created tax invoice within 28 days from the date the value of the relevant supply is determined.

11.9 GST definitions

In this Lease:

- (a) terms used that are defined in the *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* (**GST Act**) have the meaning given in that Act, unless the context makes it clear that a different meaning is intended;
- (b) consideration includes non-monetary consideration, in respect of which the parties must agree on a market value, acting reasonably;
- (c) in addition to the meaning given in the GST Act, the term "GST" includes a notional liability for GST; and
- (d) each periodic or progressive component of a supply to which section 156-5(1) of the GST Act applies will be treated as if it were a separate supply.

12. WARRANTIES

12.1 Lessee as trustee

- (a) The parties acknowledge and agree that:
 - (i) where the Lessee is a responsible entity or trustee of a trust, the Lessee enters into this Lease in that capacity and is bound by this Lease only in that capacity and in no other capacity;
 - (ii) the recourse of the Lessor to the Lessee in respect of any obligations and liabilities of the Lessee under or in connection with this Lease (whether that liability arises under a specific provision of this Lease, for breach of contract, tort (including negligence) or otherwise) is limited to the extent to which the

liability can be satisfied out of the assets of the trust out of which the Lessee is actually indemnified in respect of such obligations and liabilities;

- (iii) the parties may not sue the Lessee in any capacity other than as responsible entity or trustee of the trust, including seeking the appointment of a receiver (except in relation to property of the Lessee), a liquidator, an administrator or any similar person to the Lessee or prove in any liquidation, administration or arrangement of or affecting the Lessee (except in relation to property of the Lessee); and
 - (iv) the provisions of this clause 12.1(a) do not apply to any obligation or liability of the Lessee in its capacity as trustee of the trust to the extent that it is not satisfied because under the trust deed of the trust or by operation of law there is a reduction in the extent of the Lessee's indemnification out of the assets of the trust as a result of fraud, negligence or breach of trust on the part of the Lessee.
- (b) As at the Commencement Date, the Lessee warrants to the Lessor that:
- (i) it has power under terms of the relevant trust deed to execute this Lease and enter into every transaction contemplated by this Lease;
 - (ii) it is the only responsible entity or trustee of the relevant trust;
 - (iii) no action has been taken to remove it as trustee of the relevant trust or to appoint an additional responsible entity or trustee of the relevant trust;
 - (iv) it has a right to be indemnified out of all the property of the relevant trust in relation to money and any liabilities of any nature owing under, or the payment of which is contemplated by or may arise under, this Lease; and
 - (v) no action has been taken to terminate the relevant trust or to determine a vesting date under the relevant trust deed.

12.2 Lessor as trustee

If the Lessor enters into this Lease as a responsible entity or trustee of a trust, as at the Commencement Date, the Lessor warrants to the Lessee that:

- (a) it has power under terms of the relevant trust deed to execute this Lease and enter into every transaction contemplated by this Lease;
- (b) it is the only responsible entity or trustee of the relevant trust;
- (c) no action has been taken to remove it as trustee of the relevant trust or to appoint an additional responsible entity or trustee of the relevant trust;
- (d) it has a right to be indemnified out of all the property of the relevant trust in relation to money and any liabilities of any nature owing under, or the payment of which is contemplated by or may arise under, this Lease; and
- (e) no action has been taken to terminate the relevant trust or to determine a vesting date under the relevant trust deed.

13. MISCELLANEOUS

13.1 Application of Laws

- (a) Nothing in this Lease affects, restricts, limits or derogates from the rights, powers and immunities under and by virtue of the Act or any other applicable legislation and/or regulations of the Commonwealth.
- (b) The Lessor agrees that it does not require written notice under clause 17(1) Division 5 Part 1 of Schedule 3 of the Act from the Lessee or any subtenant or licensee of the Lessee for access to the Facility and any activities related to the Permitted Use.
- (c) The Lessee must comply with all applicable laws in respect of the Lessee's use of the Premises and any requirements, notices or orders of a government authority or agency having jurisdiction in respect of the Lessee's use of the Premises.
- (d) The Lessor must comply with all applicable laws in relation to the Land and the Lessor's property on the Land.

13.2 Notices

- (a) Subject to clause 13.2(b), a notice, consent or other communication under this Lease is only valid if it is in writing and addressed to the recipient (as per the address in the Reference Schedule, or as notified to the other party in writing from time to time) and either delivered by hand or sent by pre-paid mail (by airmail, if the recipient is overseas) to the recipient's address or sent by email to the recipient's email address or email addresses.
- (b) Notice may be given orally where expressly permitted by this Lease. A notice given orally is deemed to be received at the time it is given.
- (c) A notice is deemed received by email on the day of sending.
- (d) Any notice sent by mail is deemed to have been received within 7 Business Days after posting to a location within Australia or 10 Business Days after posting to a location outside Australia.
- (e) Any notice delivered by hand is deemed to have been received at the time it is given.

13.3 Intentionally Deleted

14. RIGHT OF FIRST REFUSAL

14.1 Application of clause 14

This clause 14 does not apply to any sale or transfer of the Lessor's interest in the Land to a relative or related entity of the Lessor, either by way of will, intergenerational transfer or otherwise.

14.2 Lessor cannot sell or transfer Land

During the Term (including any holding over period), the Lessor must not sell or transfer its interest in the Land to any other person unless the Lessor complies with this clause 14.

14.3 Lessor's Offer

If the Lessor wants to sell or transfer its interest in the Land, the Lessor agrees to give the Lessee:

- (a) a notice specifying the Lessor's intention to sell or transfer and the price (exclusive of GST) that the Lessor is prepared to sell or transfer the Land and offering to sell or transfer the Land to the Lessee on those terms; and
- (b) a contract of sale for the Land (2 copies) which must be in the standard form of contract for the State, with particulars of sale completed (including the description of the Land, the purchase price, the deposit (being not greater than 10% of the purchase price) and the settlement date) and any other disclosure documents required by law in the State,

(Lessor's Offer).

14.4 Acceptance of Lessor's Offer

- (a) If the Lessee wants to accept the Lessor's Offer, the Lessee must, within 20 Business Days after it receives the notice and documents under clause 14.3, sign the contract and return the signed contract of sale and a cheque for the deposit to the Lessor.
- (b) If the Lessee complies with clause 14.4(a), the parties will have entered into a binding contract for the sale or transfer of the Land.
- (c) The Lessor must sign and return one copy of the contract of sale to the Lessee within 10 Business Days after receiving the contract of sale under clause 14.4(a).

14.5 If Lessee does not accept Lessor's Offer

If the Lessee does not accept the Lessor's Offer, the Lessor may sell or transfer the Land to any other person provided that any sale or transfer cannot be:

- (a) for a purchase price less than the price specified in the Lessor's Offer; or
- (b) on more favourable terms than those specified in the Lessor's Offer.

14.6 Period to sell

If the Lessor has not entered into a binding contract of sale for the Land within 12 months after the Lessor's Offer is given to the Lessee and the Lessor wants to sell or transfer its interest in the Land to any other person, the Lessor agrees to comply again with this clause 14 before selling or transferring its interest in the Land.

14.7 Public auction

Despite anything to the contrary in this clause 14, the Lessor may seek to sell the Land by way of a public auction if:

- (a) the Lessor advertises the auction in newspapers and other publications in the locality of the Land; and
- (b) the Lessor gives at least 20 Business Days prior notice of the auction to the Lessee.

14.8 Right binds successors

This clause 14 binds the successors in title and the assigns of the Lessor and the Lessee.

15. REGISTRATION

On request by the Lessee, the Lessor, at its own cost, must do what is required to enable the Lessee to register the Lease.

EXECUTED AS A DEED this

day of

2023

EXECUTED BY THE LESSEE

SIGNED, SEALED AND DELIVERED by)
)
)
)
)
 of **AMPLITEL PTY LIMITED** as attorney for)
AMPLITEL PTY LIMITED under power of)
 attorney registered no. O845443 in the)
 presence of:)
)
)

.....
Signature of witness

.....
Full Name of witness (block letters)

.....
Occupation of witness

.....
Address of witness

.....
By executing this deed the attorney states that the attorney has received no notice of revocation of the power of attorney

EXECUTED BY THE LESSOR

THE COMMON SEAL of the
SHIRE OF LAKE GRACE was
affixed by authority of a resolution
of the Council in the presence of:

Mayor/Councillor

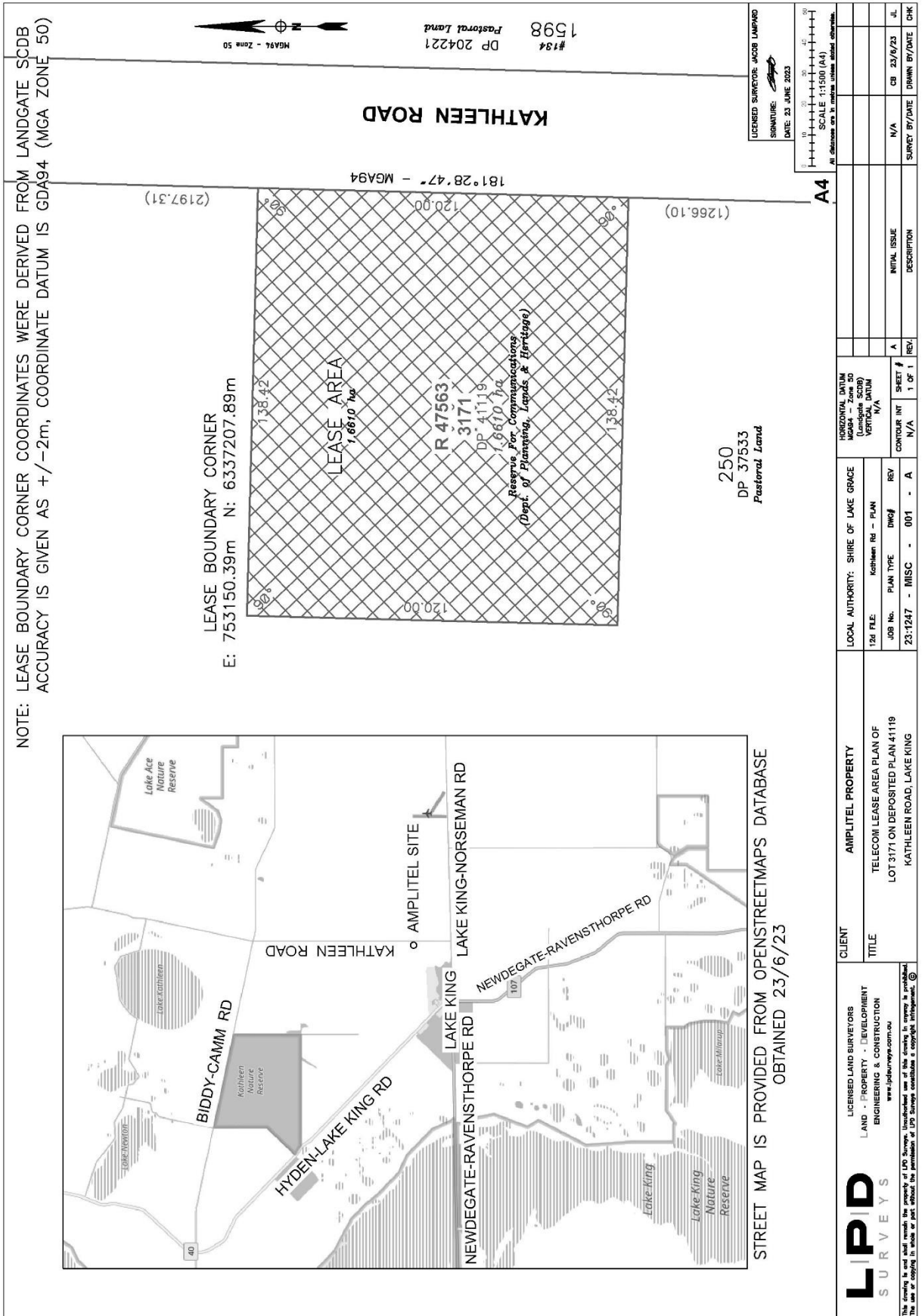
Chief Executive Officer

Name of Mayor/Councillor

Name of Chief Executive Officer

ANNEXURE A – PREMISES PLAN

This is Annexure "A" referred to in the Lease between Shire of Lake Grace and Amplitel Pty Limited



ANNEXURE B – MINISTERIAL CONSENT

ATTESTATION SHEET

Dated this

day of

Year

LESSOR/S SIGN HERE (Note 10)

SEE PAGE 21 for signature of Lessor

Signed

Signed

In the
presence of

In the
presence of

LESSEE/S SIGN HERE (Note 10)

SEE PAGE 20 for signature of Lessee

Signed

Signed

In the
presence of

In the
presence of

INSTRUCTIONS

1. If insufficient space in any section, Additional Sheet Form B1 should be used with appropriate headings. The boxed sections should only contain the words "See Annexure."
2. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by parties.
3. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialled by the persons signing this document and their witnesses.
4. Duplicates are not issued for Crown Land Titles.

NOTES

1. DESCRIPTION OF LAND

Lot and Diagram/Plan/Strata/Survey-Strata Plan number or Location name and number to be stated.
 Extent - Whole, part or balance of the land comprised in the Certificate of Crown Land Title to be stated. If part, define by recital and/or sketch.
 The Certificate of Crown Land Title Volume and Folio number to be stated.

2. LIMITATIONS, INTERESTS, ENCUMBRANCES and NOTIFICATIONS

In this panel show (subject to the next paragraph) those limitations, interests, encumbrances and notifications affecting the land being leased that are recorded on the certificate(s) of title:
 a) In the Second Schedule;
 b) If no Second Schedule, that are encumbrances.
 (Unless to be removed by action or document before registration hereof)

Do not show any:

- (a) Easement Benefits or Restrictive/Covenant Benefits; or
 - (b) Subsidiary interests or changes affecting a limitation, etc, that is to be entered in the panel (eg, if a mortgage is shown, do not show any partial discharges or any document affecting either).
- The documents shown are to be identified by nature and number. The plan/diagram encumbrances shown are to be identified by nature and relevant plan/diagram. Strata/survey-strata plan encumbrances are to be described as "Interests on strata /survey- strata plan".
 If none show "nil".

3. LESSOR

State the full name of the Lessor/Lessors (REGISTERED PROPRIETOR) as shown in certificate of title and the address/addresses to which future notices can be sent.

4. LESSEE

State full name of the Lessee/Lesseees and the address/addresses to which future notices can be sent. If two or more state tenancy e.g. Joint Tenants, Tenants in Common. If Tenants in Common specify shares.

5. TERM OF LEASE

Must exceed 3 years.
 Term to be stated in years, months and days or as the case may be.
 Commencement date to be stated. Options to renew to be shown.

6. RECITE ANY EASEMENTS TO BE CREATED

Here set forth any Easements to be created as appurtenant to the lease commencing with the words "together with" and/or any Reservations hereby created encumbering the lease commencing with the words "reserving to".

7. State amount of yearly rental in figures.

8. State term of payment.

9. Insert any Covenants required.

10. LESSOR/LESSEE EXECUTION

A separate attestation is required for every person signing this document. Each signature should be separately witnessed by an Adult Person. The full name, address and occupation of the witness must be stated. Execution by a corporation or body corporate must be in accordance with the Corporation Act



EXAMINED

OFFICE USE ONLY

LEASE OF CROWN LAND (L)

LODGED BY

ADDRESS

PHONE No.

FAX No.

REFERENCE No.

ISSUING BOX No.

PREPARED BY

Cornwalls

ADDRESS

Level 4, 380 Collins Street
MELBOURNE VIC 3000

PHONE No.
03 9608 2000

FAX No.
03 9608 2222

REFERENCE No.

BJR:1064378

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER THAN LODGING PARTY

TITLES, LEASES, DECLARATIONS ETC LODGED HEREWITH

1. _____	Received Items
2. _____	Nos.
3. _____	
4. _____	
5. _____	Receiving
6. _____	Clerk

Registered pursuant to the provisions of the *TRANSFER OF LAND ACT 1893* as amended on the day and time shown above and particulars entered in the Register.

MUNICIPAL FUND

Chq/EFT	Date	Description	Amount	Amount
EFT25413	08/09/2023	4 Rivers Plumbing Gas & Civil Contracting		-\$9,839.40
	07/08/2023	Pump out of Lake King New Public Toilets (near tavern), and disposal of septic waste at Ravensthorpe	\$1,397.00	
	21/08/2023	Pump Out All Septic Tanks at Newdegate Rec Grounds & Field Days Site	\$8,442.40	
EFT25414	08/09/2023	Activ8me		-\$34.95
	01/09/2023	Newdegate Medical Centre - Satellite Internet August 2023	\$34.95	
EFT25415	08/09/2023	Adobe Systems Software Ireland LTD		-\$199.45
	20/08/2023	Extra Adobe Acrobat License for IAO (Half Year)	\$199.45	
EFT25416	08/09/2023	Anna Scheepers		-\$200.00
	26/08/2023	Contract Cleaning of Varley Hall 14/08, 18/08, 21/08 & 25/08/2023	\$200.00	
EFT25417	08/09/2023	Australia Post		-\$1,660.59
	03/09/2023	Postage & Freight - August 2023	\$1,660.59	
EFT25418	08/09/2023	BGL Solutions		-\$2,831.02
	27/08/2023	Turf Pigment & Liquid Fertiliser Application - August 2023	\$2,831.02	
EFT25419	08/09/2023	BOC Gases Australia Limited		-\$12.95
	29/08/2023	Container Service: LG Pool - R400C Oxygen Medical C Size	\$12.95	
EFT25420	08/09/2023	Best Office Systems		-\$1,674.88
	29/08/2023	Photocopier Charges August 2023	\$1,674.88	
EFT25421	08/09/2023	Building and Energy Division Department of Mines, Industry Regulation and Safety		-\$200.50
	24/08/2023	BSL LG-B2324-01 C & L Trevenen, 42 Bennett Street, Lake Grace	\$200.50	
EFT25422	08/09/2023	CJD Equipment Pty Ltd		-\$406.03
	22/08/2023	AT102 Transmission Oil, 20L x 2	\$406.03	
EFT25423	08/09/2023	Chargefox Pty Ltd		-\$858.00
	04/07/2023	Station Management Fees for 2 Ports at 29 Stubbs Street, Lake Grace for Electric Vehicle Charge Station 4037	\$858.00	
EFT25424	08/09/2023	Cr Anton Joseph Kuchling		-\$655.59
	31/08/2023	Councillor's Meeting Fees & IT Allowance	\$655.59	
EFT25425	08/09/2023	Cr Benjamin John Hyde		-\$1,074.06
	31/08/2023	Councillor's Meeting Fees, Travel & IT Allowance	\$1,074.06	
EFT25426	08/09/2023	Cr Debrah Susan Clarke		-\$655.59
	31/08/2023	Councillor's Meeting Fees & IT Allowance	\$655.59	
EFT25427	08/09/2023	Cr Jeffrey Vincent McKenzie		-\$655.59
	31/08/2023	Councillor's Meeting Fees & IT Allowance	\$655.59	
EFT25428	08/09/2023	Cr Leonard William Armstrong		-\$2,748.75
	31/08/2023	President's Meeting Fees & IT Allowance	\$2,748.75	
EFT25429	08/09/2023	Cr Rosalind Alice Lloyd		-\$821.75
	31/08/2023	Councillor's Meeting Fees, Travel & IT Allowance	\$821.75	
EFT25430	08/09/2023	Cr Ross Chappell		-\$1,090.51
	31/08/2023	Deputy President's Meeting Fees & IT Allowances	\$1,090.51	
EFT25431	08/09/2023	Cr Stephen Gordon Hunt		-\$1,415.89
	31/08/2023	Councillor's Meeting Fees, Travel & IT Allowance	\$1,415.89	
EFT25432	08/09/2023	Department of Primary Industries and Regional Development		-\$249.46
	31/08/2023	Recoups - Nglt Research Facility - Water Account	\$249.46	
EFT25433	08/09/2023	Exurban Pty Ltd		-\$1,024.45
	02/09/2023	Town Planner Services for August 2023	\$1,024.45	
EFT25434	08/09/2023	Fuelco Australia Pty Ltd		-\$59,056.80
	31/08/2023	Supply and install a new a 21,500 L diesel / 4,300 L AdBlue Combination Fuel Tank to Shire Depot - 60% Balance	\$59,056.80	
EFT25435	08/09/2023	Fyfe Transport		-\$18,141.07
	30/08/2023		\$18,141.07	
EFT25436	08/09/2023	GS Mobile Mechanical Services		-\$555.50
	17/08/2023	Brake Pads, Calliper Service Set & Sundry items - 2015 Isuzu NPR Light Truck - LG.579	\$555.50	
EFT25437	08/09/2023	Gordon Arthur Kidman		-\$112.44
	29/08/2023	Rates refund for assessment A6321 M70/00056 MINING TENEMENT LAKE GRACE WA 6353	\$112.44	
EFT25438	08/09/2023	Hall Electrical & Data Services		-\$907.50
	24/08/2023	Investigate issues with Medical Centre Air Con - Check Pressures & Clean Filters	\$440.00	
	24/08/2023	Investigate Power tripping at 14 Blackbutt. - Power Circuit Overloaded	\$467.50	
EFT25439	08/09/2023	Hudson Sewage Services		-\$222.66

	16/08/2023	Lake King Roadhouse Toilets Biomax System: July 2023 - September 2023 Quarterly Service	\$222.66	
EFT25440	08/09/2023	IT Vision Pty Ltd		-\$6,520.80
	30/08/2023	BPMS Rates Service - August 2023	\$3,880.80	
	30/08/2023	Synergysoft Training - FO P&C - Advanced Financials - 1 Day	\$825.00	
	30/08/2023	Synergysoft Training - FO P&C - Finance Fundamentals - 1 Day	\$825.00	
	01/09/2023	Synergysoft Training - FO P&C - Excel Integration - Half Day	\$990.00	
EFT25441	08/09/2023	Integrated ICT		-\$2,698.50
	31/08/2023	Microsoft 365 Licences - August 2023	\$426.14	
	31/08/2023	Disclaimer for Office 365 (up to 50 Licences) - August 2023	\$85.25	
	31/08/2023	Cloud Storage - Archive (Tier 4) & Veeam Cloud Connect - August 2023	\$155.63	
	31/08/2023	IT Support August 2023	\$2,031.48	
EFT25442	08/09/2023	Jessica Chircop (Staff Member)		-\$49.00
	25/08/2023	Payroll Reimbursement - Uniform	\$49.00	
EFT25443	08/09/2023	Kleenheat Gas Pty Ltd		-\$822.87
	31/08/2023	Gas - Newdegate Pavilion	\$822.87	
EFT25444	08/09/2023	Earnshaw Ag		-\$332.72
	24/08/2023	Supply Hydraulic Couplings - 2021 Mack Truck Prime Mover - LG970	\$332.72	
EFT25445	08/09/2023	Lake Grace Plaza		-\$222.45
	31/08/2023	Towels & Pillows - 6 Blackbutt Way	\$114.45	
	31/08/2023	Newspapers Subscription - August 2023	\$108.00	
EFT25446	08/09/2023	Lake King Agencies		-\$112.26
	01/09/2023	Fuel - 2009 CASE IH Tractor - LG.3108	\$112.26	
EFT25447	08/09/2023	Lake Varley & Districts Progress Association		-\$20.00
	25/07/2023	Advert - Skeleton Weed Update in the Varley Voice 04/07/2023	\$20.00	
EFT25448	08/09/2023	Landgate		-\$361.85
	28/08/2023	Valuations Chargeable - Schedule G2023/02	\$74.15	
	28/08/2023	Valuations Chargeable - Schedule R2023/03	\$183.20	
	30/08/2023	Valuations Chargeable - M2023/08	\$43.50	
	01/09/2023	Valuations Chargeable	\$61.00	
EFT25449	08/09/2023	Neto Uniforms		-\$1,017.17
	14/08/2023	Shire of Lake Grace Jackets x 11	\$1,017.17	
EFT25450	08/09/2023	Neu-Tech Auto Electrics		-\$33.00
	31/07/2023	Jump Start Volvo Truck - 2022 Volvo 3-axle Prime Mover - LG200	\$33.00	
EFT25451	08/09/2023	Newdegate Stock & Trading		-\$40,389.80
	30/08/2023	Diesel - 20,000L	\$40,389.80	
EFT25452	08/09/2023	Omnicom Media Group Australia Pty Limited		-\$729.62
	31/08/2023	RFT 2023-24 Request for Tender Shire of Lake Grace Medical Services - West Australian 29/07/2023	\$729.62	
EFT25453	08/09/2023	Pauley & Co		-\$9,241.33
	24/08/2023	Electrical Work - Newdegate Hockey Shed & Newdegate Football Scoreboard	\$9,241.33	
EFT25454	08/09/2023	Peter Hudson's Tyre & Mechanical Services Pty Ltd		-\$88.00
	31/08/2023	Valve QR Limiting LQ2 - 2015 Bruce Rock Engineering Semi Side-tipping Trailer - LG.10163	\$88.00	
EFT25455	08/09/2023	Prompt Safety Solutions		-\$1,210.00
	16/08/2023	Quarterly WHS Service Visit - 13/08/2023	\$1,210.00	
EFT25456	08/09/2023	RA McDonald & Co		-\$40.40
	30/08/2023	Refund - Overcharged on DOT	\$40.40	
EFT25457	08/09/2023	S & L Trevenen		-\$82,354.28
	27/07/2023	Machinery Hire 24/07/2023 & Supply of Gravel	\$2,574.00	
	31/07/2023	Contract Maintenance Grading - Lake King & Varley 01/07/2023 - 31/07/2023	\$31,153.38	
	01/08/2023	Contract Maintenance Grading - Newdegate 01/07/2023 - 31/07/2023	\$48,626.90	
EFT25458	08/09/2023	Safe Roads WA		-\$19,910.00
	22/08/2023	Road Patching - Various Locations	\$19,910.00	
EFT25459	08/09/2023	Sarah Lloyd		-\$1,200.00
	23/05/2023	Annual Budget community request funding (carried over from 22/23) - Reimbursement for kids' room audio visual equipment at NGT Rec Centre on behalf of Newdegate Recreation Council	\$1,200.00	
EFT25460	08/09/2023	Skytrust Intelligence Systems		-\$493.90
	04/09/2023	Access to Skytrust - September 2023	\$493.90	
EFT25461	08/09/2023	Synergy Electricity Generation and Retail Corp		-\$247.09

	25/08/2023	Electricity Charges - 8 Wattle Drive, Lake Grace	\$247.09	
EFT25462	08/09/2023	Team Global Express Pty Ltd		-\$101.29
	27/08/2023	Freight	\$101.29	
EFT25463	08/09/2023	Telstra Limited		-\$1,127.06
	12/08/2023	Landline Charges Depot - 9865 1067	\$34.95	
		Lake Grace Pool - 9865 1144	\$34.95	
		Lake Grace Library - 9865 1185	\$100.05	
		Lake Grace Medical Centre - 9865 1208	\$97.49	
		Lake Grace Medical Centre Fax - 9865 1362	\$46.02	
		Lake Grace Medical Centre - 9865 1388	\$43.99	
		Depot - 9865 1493	\$34.95	
		AIM - 9865 1646	\$34.95	
		Lake Grace Airstrip - 9865 1656	\$34.95	
		338 Memorial Drive - 9865 1978	\$55.00	
		Depot - 9865 1985	\$34.95	
		Depot - 9865 1986	\$34.95	
		Lake Grace Visitor Centre - 9865 2140	\$37.95	
		Lake Grace Visitor Centre Fax - 9865 2141	\$34.95	
		Licensing Office - 9865 2275	\$34.95	
		Newdegate Medical Centre - 9871 1105	\$35.10	
		Newdegate Medical Centre - 9871 1341	\$34.95	
		Newdegate Medical Centre - 9871 1528	\$63.17	
		Lake King Library - 9874 4147	\$35.70	
		Lake King Fire Station - 9874 4196	\$34.95	
		Lake King Fire Station Fax - 9874 4201	\$34.95	
		Lake King Library Internet - 9874 4234	\$34.95	
		Fire Ban Hotline - 9487 7191	\$6.00	
		Administration Office - 9880 2500	\$75.16	
		Lake Grace Medical Centre Internet - N9502816R	\$59.99	
		Newdegate Medical Centre Internet - N9502816R	\$50.00	
		Newdegate Fire Station - 9781 1228	\$34.95	
		Group Plan Discount	-\$67.78	
		Rounding	-\$0.08	
EFT25464	08/09/2023	The Trustee for Coloured Creations Family Trust		-\$5,005.00
	28/08/2023	High Pressure Cleaning - Lake King Library	\$3,025.00	
	28/08/2023	High Pressure Cleaning - Varley Sport Pavilion	\$1,980.00	
EFT25465	08/09/2023	Varley Ag Solutions		-\$125.18
	16/08/2023	John Deere Mower Fan Belt & Fuel - 2013 John Deere Ride-on-Mower - Varley Progress Assn	\$125.18	
EFT25466	08/09/2023	Walkers Hill Vineyard		-\$360.00
	27/08/2023	OCM 23/08/2023 - Afternoon Tea & Finger Food Supper	\$360.00	
EFT25467	11/09/2023	WF & RA Lloyd		-\$111,018.60
	08/09/2023	Refund - Overpayment of Rates A6550	\$111,018.60	
EFT25468	13/09/2023	AJ Coad & L Coad		-\$17.00
	06/09/2023	Consignments - August 2023	\$17.00	
EFT25469	13/09/2023	Anna Scheepers		-\$200.00
	09/09/2023	Contract Cleaning of Varley Hall - 28/08, 01/09, 04/09 & 08/09/2023	\$200.00	
EFT25470	13/09/2023	BGL Solutions		-\$8,453.50
	06/09/2023	Landscaping - Visitor Centre Park	\$8,453.50	
EFT25471	13/09/2023	CCL Hardware		-\$1,291.09
	31/08/2023	Hardware Supplies - August 2023	\$1,291.09	
EFT25472	13/09/2023	Corsign WA		-\$388.52
	07/09/2023	Various Road Signs	\$388.52	
EFT25473	13/09/2023	Freyja Melling (Staff Member)		-\$178.70
	11/09/2023	Payroll Reimbursement - WA Police Force National Police Certificate	\$58.70	
	11/09/2023	Payroll Reimbursement - Medical Clearance	\$120.00	
EFT25474	13/09/2023	Grants Empire		-\$2,640.00
	08/09/2023	Development of Infrastructure Development Fund Application & envelopment of Mandatory Business Case in Support - Payment 2	\$2,640.00	
EFT25475	13/09/2023	Great Southern Fuel Supplies		-\$23,153.06
	30/08/2023	1,000 L pod of AdBlue	\$3,251.60	
	31/08/2023	Fuel Card Purchase LG002	\$495.57	
		Fuel Card Purchase LG001	\$442.25	
		Fuel Card Purchase LG139	\$589.97	
		Fuel Card Purchase CESM	\$604.69	
		Fuel Card Purchase LG004	\$659.68	
		Fuel Card Purchase 1HAK120	\$759.68	
		Fuel Card Purchase LG984	\$5,055.02	
		Fuel Card Purchase LG412	\$948.26	

		Fuel Card Purchase LG579	\$515.43	
		Fuel Card Purchase LG029	\$394.78	
		Fuel Card Purchase 1HGD799	\$1,164.55	
		Fuel Card Purchase 1GYK362	\$225.52	
		Fuel Card Purchase LG049	\$365.31	
		Fuel Card Purchase LG3384	\$100.00	
		Fuel Card Purchase LG255	\$1,194.62	
		Fuel Card Purchase LG241	\$170.04	
		Fuel Card Purchase LG3362	\$145.44	
		Fuel Card Purchase LG970	\$1,039.79	
		Fuel Card Purchase LG200	\$4,750.48	
		Fuel Card Purchase - Small Plant	\$280.38	
EFT25476	13/09/2023	Holt Rock Tennis Club		-\$1,445.00
	11/09/2023	Community Funding Request 2023/24 - Acquisition of Aluminium Seating	\$1,445.00	
EFT25477	13/09/2023	ID Rent Pty Ltd		-\$5,016.00
	31/08/2023	Hire of Compaction Bomang - 16 Days in August 2023	\$5,016.00	
EFT25478	13/09/2023	IT Vision Pty Ltd		-\$554.40
	30/08/2023	Map Data Refresh - Synergyssoft Mapping	\$554.40	
EFT25479	13/09/2023	Jason Signmakers		-\$1,430.74
	06/09/2023	Pingaring & Salt Lake Lookout Signs	\$1,430.74	
EFT25480	13/09/2023	Jessica Chircop (Staff Member)		-\$384.00
	11/09/2023	Refund - Overpayment of Security Bond	\$384.00	
EFT25481	13/09/2023	Kristy Snelling (Staff Member)		-\$58.70
	11/09/2023	Payroll Reimbursement - WA Police Force National Police Certificate	\$58.70	
EFT25482	13/09/2023	Lake Grace Community Men's Shed		-\$100.00
	05/09/2023	Number Plate Donation - 038LG	\$100.00	
EFT25483	13/09/2023	Lake Grace Community Resource Centre		-\$100.00
	31/08/2023	Full Page Public Notice Lakes Link - Proposal to Dispose Property	\$50.00	
	31/08/2023	Full Page Public Notice Lakes Link - Close of Rolls	\$50.00	
EFT25484	13/09/2023	Lake Grace Rural Supplies		-\$3.70
	07/09/2023	1 x Elbow BSP MI FI 1/2'	\$3.70	
EFT25485	13/09/2023	Lake King Tavern/Motel		-\$484.00
	06/09/2023	Accommodation - Street Sweeper 28/08- 31/08/2023	\$484.00	
EFT25486	13/09/2023	Livingston Medical Pty Ltd		-\$22,916.66
	07/09/2023	Lake Grace Monthly Medical Centre Management Fee - September 2023	\$22,916.66	
EFT25487	13/09/2023	Magadashly Pty Ltd		-\$990.00
	05/09/2023	Accommodation - Street Sweeper 21/08 - 29/08/2023 and 01/09-02/09/2023	\$990.00	
EFT25488	13/09/2023	Moore Australia (WA) Pty Ltd		-\$1,155.00
	24/08/2023	Nuts & Bolts Workshop - Online Attendance 24/11/2023 - FO P&C	\$1,155.00	
EFT25489	13/09/2023	Outback TV		-\$3,095.00
	05/09/2023	Disconnect Old Diesel Tank at Shire Depot	\$1,599.04	
	05/09/2023	Install 2 X New Exhaust Fans at 36 Bennett Street	\$1,026.42	
	05/09/2023	Connect New Diesel Tank at Shire Depot	\$469.54	
EFT25490	13/09/2023	Red Tractor Designs		-\$386.65
	06/09/2023	Stock Purchases for Lake Grace Visitor Centre - Tea Towels	\$386.65	
EFT25491	13/09/2023	Redfish Technologies Pty Ltd		-\$1,168.40
	02/09/2023	Base Recording System - Council Chambers	\$1,168.40	
EFT25492	13/09/2023	Ricoh Australia Pty Ltd		-\$191.40
	12/08/2023	Toner for Licencing Printer (Reimbursed by DOT via Monthly Commissions)	\$191.40	
EFT25493	13/09/2023	RingCentral Australia		-\$620.40
	04/09/2023	Shire Admin - Cloud Telephony System August 2023	\$620.40	
EFT25494	13/09/2023	Roamin Enterprises		-\$34,525.70
	11/08/2023	Inspection of Shire Drainage Culverts on Rural Roads - 11/08/2023 to 26/08/2023	\$28,145.70	
	27/08/2023	Remove Corrugated Culvert on SLK 4.48 of Rodger Road	\$6,380.00	
EFT25495	13/09/2023	Robin Iffla		-\$1,900.00
	08/09/2023	38 x Childhood Dreams Books for Retail at Lake Grace Visitor Centre	\$1,900.00	
EFT25496	13/09/2023	SOUTHERN TOOL AND FASTENER CO		-\$3,350.00
	07/09/2023	Purchase of 2 x Buffalo Pro 70L Catcher Lawnmowers	\$3,350.00	
EFT25497	13/09/2023	Shire of Corrigin		-\$4,731.10
	31/08/2023	Roe Regional Environmental Health services scheme - July 2023	\$4,731.10	
EFT25498	13/09/2023	Shire of Narrogin		-\$605.00

	31/08/2023	Building Surveyor Services for August 2023	\$605.00	
EFT25499	13/09/2023	Specialized Cleaning Group Pty Ltd		-\$31,017.36
	31/08/2023	Street Sweeping All Towns in Lake Grace Shire	\$31,017.36	
EFT25500	13/09/2023	Synergy Electricity Generation and Retail Corp		-\$63.57
	07/09/2023	Electricity Charges - 36 Bennett Street, Lake Grace	\$63.57	
EFT25501	13/09/2023	THE TRUSTEE FOR BURSWOOD PROPERTY TRUST		-\$3,071.90
	08/09/2023	Accommodation - Local Government Convention for Councillors & CEO 16/09/2023 - 20/09/2023	\$3,071.90	
EFT25502	13/09/2023	Team Global Express Pty Ltd		-\$97.82
	10/09/2023	Freight - Road Signs	\$97.82	
EFT25503	13/09/2023	WA Billboards		-\$1,424.50
	31/07/2023	Billboard Production/Installation - Newdegate Machinery Field Days	\$1,424.50	
EFT25504	13/09/2023	WA Contract Ranger Services		-\$1,201.75
	10/09/2023	Contract Ranger Services - 22/08 & 05/09/2023	\$1,201.75	
EFT25505	13/09/2023	Warren Blackwood Waste		-\$12,364.40
	04/09/2023	Recycling Pickups - August 2023	\$6,870.40	
	04/09/2023	Residential & Street Bins Pick Ups - August 2023	\$5,494.00	
EFT25506	13/09/2023	Winc Australia		-\$1,264.78
	22/08/2023	Cleaning Supplies	\$667.57	
	22/08/2023	Cleaning Supplies	\$119.72	
	23/08/2023	Cleaning Supplies	\$477.49	
EFT25507	21/09/2023	Acumentis South West (WA)		-\$660.00
	04/09/2023	Desktop Valuation for 13 Arthur Street, Varley	\$660.00	
EFT25508	21/09/2023	Aimee Egan-Reid (Staff Member)		-\$58.70
	14/09/2023	Payroll Reimbursement - WA Police Force National Police Certificate	\$58.70	
EFT25509	21/09/2023	BENARA NURSERIES		-\$1,341.94
	24/07/2023	Plants - Visitors Centre Park	\$908.54	
	24/07/2023	Plants - Visitors Centre Park	\$433.40	
EFT25510	21/09/2023	Building and Construction Industry Training Fund		-\$291.75
	20/09/2023	BCITF LG-B2324-01 C & L Trevenen 42 Bennett Street, Lake Grace	\$291.75	
EFT25511	21/09/2023	David Wills & Associates		-\$4,235.00
	31/08/2023	Design & Documentation of Water & Sewerage Headwork's for Proposed Subdivision on East Side of Lake Grace Town (past Wattle Drive) & Determine Probable Cost for Implementing Headwork's	\$4,235.00	
EFT25512	21/09/2023	Deputy Commissioner Of Taxation		-\$5,020.00
	31/08/2023	BAS - August 2023	\$5,020.00	
EFT25513	21/09/2023	Enviro Pipes		-\$14,564.00
	19/09/2023	Corrugated Pipes for Road Culverts	\$14,564.00	
EFT25514	21/09/2023	Freyja Melling (Staff Member)		-\$21.07
	21/09/2023	Payroll Reimbursement - Taxi Receipt - WALGA Preferred Supplier Conference 18/09 - 20/09/2023	\$21.07	
EFT25515	21/09/2023	Fyfe Transport		-\$50,833.35
	31/08/2023	Supply & Deliver Basalt to Brookfield Road	\$50,833.35	
EFT25516	21/09/2023	GS Mobile Mechanical Services		-\$679.53
	06/09/2023	30,000km Service - 2022 Isuzu MU-X 4x4 SUV LG004	\$679.53	
EFT25517	21/09/2023	Great Southern Fuel Supplies		-\$681.54
	31/08/2023	Fuel Card Purchases - Lakes Local Action Group	\$681.54	
EFT25518	21/09/2023	Joanne Oatridge (Staff Member)		-\$19.73
	21/09/2023	Payroll Reimbursement - Taxi Fare - Attending WALGA Preferred Supplier Conference 18/09 - 20/09/2023	\$19.73	
EFT25519	21/09/2023	Lake Grace Plaza		-\$4.99
	06/09/2023	Ice for Esky on Shire Stand - Newdegate Machinery Field Days	\$4.99	
EFT25520	21/09/2023	Lake Grace Rural Supplies		-\$366.30
	11/09/2023	Polypipe Blueline 25mm x 200M - Visitors Centre Park	\$217.80	
	14/09/2023	Nozzle Poly Blue AIXR	\$148.50	
EFT25521	21/09/2023	Lake Grace Sub Centre St John Ambulance Western Australia Ltd.		-\$100.00
	11/09/2023	Number Plate Donation - 244LG	\$100.00	
EFT25522	21/09/2023	Lake Grace Transport		-\$227.86
	28/08/2023	Freight	\$227.86	
EFT25523	21/09/2023	Local Government Professionals Australia WA Division		-\$50.00
	14/09/2023	LG Professionals WA - Monthly Webinar Series With DLGSC Sept 2023	\$50.00	
EFT25524	21/09/2023	Mappuccino		-\$118.87
	04/09/2023	Avenza Mapping Software 01/09/2023 - 31/08/2024	\$118.87	
EFT25525	21/09/2023	McLeods		-\$4,036.23

	28/07/2023	Legal Fees - Advice: Lot 101 on Deposited Plan 27172 & Lot 12 on Deposited Plan 57312	\$4,036.23	
EFT25526	21/09/2023	Newdegate Primary School		-\$305.18
	20/09/2023	Reimbursement of Electricity Usage 50% for NGT Library/CRC	\$305.18	
EFT25527	21/09/2023	Newdegate Stock & Trading		-\$1,133.63
	31/07/2023	Fuel - Various Shire Vehicles	\$787.19	
	15/08/2023	Diesel for Newdegate Fire Brigade (L)	\$160.65	
	28/08/2023	Fuel for Newdegate Fogger	\$185.79	
EFT25528	21/09/2023	Officeworks		-\$313.29
	12/09/2023	Various Office Stationary	\$300.84	
	12/09/2023	Various Office Supplies	\$12.45	
EFT25529	21/09/2023	PAUL MCINNES		-\$1,020.25
	05/09/2023	Clean Out Tanks at Pingaring Rec Grounds & Pingaring School Building	\$1,020.25	
EFT25530	21/09/2023	Phyllis Dunham		-\$25.00
	07/06/2023	Consignments - June 2023	\$25.00	
EFT25531	21/09/2023	RD Walter Pty Ltd		-\$5,544.00
	28/07/2023	Sand for Newdegate Hockey Shed	\$5,544.00	
EFT25532	21/09/2023	RJD Contracting (WA) Pty Ltd		-\$77,000.00
	14/08/2023	Gravel Pushing - Fitzgerald Road & Banger Hill	\$77,000.00	
EFT25533	21/09/2023	Red Tractor Designs		-\$296.78
	31/08/2023	Stock for Lake Grace Visitor Centre - 15 x 2024 Red Tractor Calendars	\$296.78	
EFT25534	21/09/2023	Ross Ramm		-\$60.00
	08/08/2023	Consignments - August 2023	\$60.00	
EFT25535	21/09/2023	Royal Life Saving Society WA		-\$507.00
	12/09/2023	Pool Lifeguard Requal - 3 x Lifeguards - Narrogin 24/09/2023	\$507.00	
EFT25536	21/09/2023	STS Health		-\$2,996.40
	19/09/2023	Steriliser Preventative Maintenance & Testing - Dentist Equipment	\$2,996.40	
EFT25537	21/09/2023	Seton Australia		-\$196.20
	12/09/2023	Keep Dogs On Lead Signs x 4	\$196.20	
EFT25538	21/09/2023	Shire of Corrigin		-\$4,789.40
	13/09/2023	Roe Regional Environmental Health Services Scheme - August 2023	\$4,789.40	
EFT25539	21/09/2023	Shire of Dumbleyung		-\$7,150.00
	20/09/2023	Shire Contribution to 4WDL Key Worker Housing Plans & Preliminary Business Case	\$7,150.00	
EFT25540	21/09/2023	Sigma Chemicals		-\$8,172.78
	11/09/2023	Chemicals for Season Start-up - Lake Grace Swimming Pool	\$8,038.80	
	11/09/2023	Chemicals for Season Start-up - Lake Grace Swimming Pool	\$133.98	
EFT25541	21/09/2023	Solar Naturally		-\$7,315.00
	14/09/2023	Work to the Solar Systems at Lake Grace Swimming Pool, Lake Grace Pavilion, Lake Grace Medical Centre & Newdegate Rec Centre	\$7,315.00	
EFT25542	21/09/2023	TSN Group Pty Ltd		-\$1,070.00
	12/09/2023	Stock for Lake Grace Visitor Centre - Custom Made Lapel Pins	\$1,070.00	
EFT25543	21/09/2023	Team Global Express Pty Ltd		-\$60.48
	17/09/2023	Freight - Road Signs	\$60.48	
EFT25544	21/09/2023	Telstra Limited		-\$2,060.98
	27/08/2023	Bus Mobile Broadband - Lakes Local Action Group	\$91.20	
	04/09/2023	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	\$15.22	
		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	
	0417447647 - Fuel Tank	\$18.35	
	0456676658 - Town Camera	\$14.98	
12/09/2023	Landline Charges Depot - 9865 1067	\$34.95	
	Lake Grace Pool - 9865 1144	\$34.95	
	Lake Grace Library - 9865 1185	\$100.22	
	Lake Grace Medical Centre - 9865 1208	\$96.74	
	Lake Grace Medical Centre Fax - 9865 1362	\$43.33	
	Lake Grace Medical Centre - 9865 1388	\$44.28	
	Depot - 9865 1493	\$34.95	
	AIM - 9865 1646	\$35.10	
	Lake Grace Airstrip - 9865 1656	\$34.95	
	338 Memorial Drive - 9865 1978	\$55.00	
	Depot - 9865 1985	\$34.95	
	Depot - 9865 1986	\$34.95	
	Lake Grace Visitor Centre - 9865 2140	\$37.20	
	Lake Grace Visitor Centre Fax - 9865 2141	\$34.95	
	Licensing Office - 9865 2275	\$34.95	
	Newdegate Medical Centre - 9871 1105	\$34.95	
	Newdegate Medical Centre - 9871 1341	\$34.95	
	Newdegate Medical Centre - 9871 1528	\$63.19	
	Lake King Library - 9874 4147	\$35.40	
	Lake King Fire Station - 9874 4196	\$34.95	
	Lake King Fire Station Fax - 9874 4201	\$34.95	
	Lake King Library Internet - 9874 4234	\$34.95	
	Fire Ban Hotline - 9487 7191	\$6.00	
	Administration Office - 9880 2500	\$75.17	
	Lake Grace Medical Centre Internet - N9502816R	\$59.99	
	Newdegate Medical Centre Internet - N9502816R	\$50.00	
	Newdegate Fire Station - 9781 1228	\$34.95	
	Group Plan Discount	-\$66.86	
	Rounding	-\$0.04	
20/09/2023	Satellite phones BFB	\$320.00	
EFT25545	21/09/2023 The Trustee for Coloured Creations Family Trust		-\$10,222.30
	14/09/2023 Painting - 8 Wattle Drive, Lake Grace	\$10,222.30	
EFT25546	21/09/2023 WALGA		-\$1,100.00
	12/09/2023 Central Country Zone 23/24 Subscription	\$1,100.00	
EFT25547	21/09/2023 Warren Blackwood Waste		-\$6,732.50
	13/09/2023 Waste Collection Services - Newdegate Machinery Field Days	\$6,732.50	
EFT25548	21/09/2023 Wazzas Complete Sheep Management		-\$2,447.50
	15/09/2023 Reset Mower to Re-mow Newdegate Ovals for Grand Finals & Fogging Newdegate Town	\$220.00	
	15/09/2023 Contract - NGT Town Maintenance & Gardening 11/09/2023 - 15/09/2023	\$2,227.50	
EFT25549	21/09/2023 Western Power		-\$337.08
	31/08/2023 Annual Mast Rental Fees for Telecommunications Site Sharing FY23/24 Located On McNamara Road Lake Grace	\$337.08	
EFT25550	21/09/2023 Winc Australia		-\$667.14
	12/09/2023 Cleaning Supplies - Lake Grace Public Buildings	\$567.37	
	12/09/2023 Cleaning Supplies - Lake Grace Public Buildings	\$99.77	
EFT25551	28/09/2023 AFGRI Equipment Australia		-\$3,410.88
	23/09/2023 Parts for 2015 John Deere 770G Grader - LG.041	\$3,410.88	
EFT25552	28/09/2023 Alan Brian George (Staff Member)		-\$19.27
	26/09/2023 Payroll Reimbursement - Taxi from 4WDL Dinner to Accommodation 17/09/2023	\$19.27	
EFT25553	28/09/2023 Anna Scheepers		-\$200.00
	25/09/2023 Contract - Cleaning of Varley Hall 11/09,15/09, 18/09 & 22/09/2023	\$200.00	
EFT25554	28/09/2023 BGL Solutions		-\$21,172.25
	21/09/2023 Landscaping - Visitor Centre Park	\$21,172.25	
EFT25555	28/09/2023 Evextra Pty Ltd		-\$643.10

	26/09/2023	Rates refund for assessment A6824 E70/05609 EXPLORATION LICENCE LAKE GRACE WA 6353	\$643.10	
EFT25556	28/09/2023	Fuelco Australia Pty Ltd		-\$300.00
	21/09/2023	Smartfill Fuel Key Fob x 15	\$300.00	
EFT25557	28/09/2023	HELBRU HAULAGE		-\$4,950.00
	19/09/2023	30 Hours of Water Carting on Alymore Road	\$4,950.00	
EFT25558	28/09/2023	Hall Electrical & Data Services		-\$924.28
	26/09/2023	Smoke Alarm Checks & Replacements - Various Shire Buildings	\$924.28	
EFT25559	28/09/2023	Hersey's Safety Pty Ltd		-\$2,013.17
	13/09/2023	Various Depot Maintenance Work Supplies & Tools	\$2,013.17	
EFT25560	28/09/2023	ID Rent Pty Ltd		-\$4,702.50
	12/09/2023	Compaction Bomang BW216D-5 Hire for 15 Days 30/04/2023 - 19/05/2023	\$4,702.50	
EFT25561	28/09/2023	Ironstone Fabrications Pty Ltd		-\$616.97
	26/09/2023	Labour & Materials to Mount Boomspray Wings to Ute	\$616.97	
EFT25562	28/09/2023	Lake Grace Communications & Computers		-\$1,228.50
	21/09/2023	Repair TV service at Varley Sports Pavillion	\$1,228.50	
EFT25563	28/09/2023	Lake Grace Leading Appliances		-\$25.00
	05/09/2023	Vac Floor Head for Newdegate Country Club	\$25.00	
EFT25564	28/09/2023	Lake Grace Rural Supplies		-\$737.00
	22/09/2023	Chemicals for Weeds	\$737.00	
EFT25565	28/09/2023	Lindsay Allen Clarke		-\$50.00
	26/09/2023	Animal Trap Bond 31/08/2023	\$50.00	
EFT25566	28/09/2023	M.E Pump Wizards		-\$25,956.70
	22/09/2023	Inspect & Service 4 Sewer Pump Stations in Lake Grace	\$8,715.30	
	22/09/2023	Supply of Flygt ANP3127.161 HT487 5.9kW Submersible Pump	\$17,241.40	
EFT25567	28/09/2023	Marsh Pty Ltd		-\$27,500.00
	26/09/2023	Valuation of the Shire's Infrastructure Assets	\$27,500.00	
EFT25568	28/09/2023	Narrogin Smash Repairs		-\$300.00
	04/09/2023	Excess - Accident repairs on 2021 Toyota Prado DSL STNSDN - LG002	\$300.00	
EFT25569	28/09/2023	Outback TV		-\$2,551.78
	24/09/2023	Electrical Works at the Doctor's Residence 6 Blackbutt Way, Lake Grace	\$2,551.78	
EFT25570	28/09/2023	Prompt Safety Solutions		-\$2,200.00
	22/09/2023	Prompt Safety Solutions Annual WHS Process Anniversary Sept 2023 - Sept 2024	\$2,200.00	
EFT25571	28/09/2023	Roamin Enterprises		-\$34,100.00
	11/09/2023	Install twin 300 HDPE - Burngup Road SLK 2.88	\$6,600.00	
	13/09/2023	Remove Old Culvert & Install New 375 HDPE - Biddy-Buniche Road SLK 2.65, 2.83 & 3.24	\$16,500.00	
	20/09/2023	Remove Old Culvert & Replace with 375 HDPE & Install new 375 HDPE - Biddy Camm Road SLK 58.47 & 59.52	\$11,000.00	
EFT25572	28/09/2023	Rosemary Alice Chircop		-\$1,500.00
	25/09/2023	Carpet Cleaning - Open Plan Office, Council Chambers & Managers Offices	\$1,500.00	
EFT25573	28/09/2023	Stevie Lynch		-\$108.20
	09/09/2023	Bond Refund - Newdegate Town Hall 09/09/2023	\$108.20	
EFT25574	28/09/2023	Synergy Electricity Generation and Retail Corp		-\$19,910.31
	12/09/2023	127078400 Medical Centre Lot 116 Memorial Dr LG	\$1,422.00	
		129110870 Kindergarten Lot 233 Absolon St LG	\$354.53	
		118869830 Park Lot 186U Pump Hetherington Way, LK	-\$302.52	
		134311810 Railway Station Lot 362 Stubbs St LG	\$715.26	
		138007430 Day Care Centre 2 Griffiths St LG	\$138.69	
		387878630 Staff Housing 6 Banksia Pl, LG	\$88.74	
		355686650 Staff Housing 1 Quondong Crn LG	\$224.57	
		156576110 NGT Oval Lot 149 Waddell St NGT	\$2,111.95	
		250352580 RSL Hall - 24 Stubbs St LG	\$112.57	
		697266750 Lakes Village Hall 2 Bennett St LG	\$254.00	
		732925950 NGT TV Transmitter Lot149 Waddell St NGT	\$148.18	
		995371470 Lake Grace Oval Lot 1 South Rd LG	\$568.96	
		935556670 Information Bay Stubbs St LG	\$114.19	
		129094750 Vrl Rec Grnd/Oval LOC 1166 UA Carstairs Rd	\$114.54	
		201879730 Public Toilets Lot 2699 Maley St NGT	\$222.53	
		912435390 Lake Grace Hall McMahon St LG	\$183.54	
		237378050 Hainsworth Building Lot 60 Collier St NGT	\$118.50	
		455735630 LK Golf Pavilion Lot 161 Hyden-Lake King Rd	-\$209.61	
		797296030 NGT Fire Station Lot 196 May St NGT	\$203.03	
		343939530 LG Oval retic Mason St LG	\$184.12	
		837171710 Ping Sports Pav-n Loc 2266 Pingaring-Vrl Rd	\$119.89	

		595320510 LG Pumping Station Lot 275 Mason St LG	\$405.38	
		450222670 Old Doctor's Surgery 31 Bennett St LG	\$198.29	
		327733870 LG Oval-Basketball Court Lot 75 Bishop St	\$256.01	
		632457350 LG TV Tower Lot 359 Dewar St LG	\$184.66	
		491541070 LG sewerage Stubbs St LG	\$800.22	
		901681390 Public Toilets Lot 59 Seward Ave Vrl	\$237.75	
		946946910 LG Airstrip LOC 19914 Dumbleyung-LG Rd	\$122.95	
		968110430 Town Clock Stubbs St LG	\$135.72	
		893222990 LG Swimming Pool Lot 75 Stubbs St LG	\$1,118.20	
		791802670 Vrlly Pavilion Loc 1166 Carstairs Rd Vrl	\$130.17	
		365354210 Staff Housing Lot 2016 Blackbutt Way LG	\$381.70	
		608222350 Station Masters House Visitor Cntr-Stubbs St	\$480.84	
		794657310 NGT Oval Lot 149P Waddell St NGT	-\$126.04	
		693350310 Lakes Village Grnds Retic U2 Bennett St LG	\$186.57	
		511332320 Shire Office Lot 75 Stubbs St LG	\$1,241.58	
		336652990 Street Lighting LG 67.2%	\$3,223.52	
		336652990 Street Lighting NGT 23.1%	\$1,176.49	
		336652990 Street Lighting LK 5.9%	\$300.49	
		336652990 Street Lighting Vrl 3.8%	\$193.53	
		839490030 Shire Depot Lot 252 Absolon St LG	\$292.62	
		463275870 LG Sports Pavilion Bishop St LG	\$1,115.89	
		720436540 Park Lot 9 Maley St, NGT	\$131.98	
		587508750 LG Oval - Loc 12722 Elliott Rd, South LG	\$131.51	
		783748990 LG Oval Lot 75 Bishop St LG	\$154.26	
		163376940 Medical Centre UA Lot 33 Maley St NGT	\$176.69	
		253091930 NGT Public Hall Lot 33 Maley St NGT	\$183.13	
		264043790 Varley Hall Lot 8 Pitt St	\$121.59	
		360158570 Staff Housing 33A Absolon Street LG	\$66.95	
EFT25575	28/09/2023	T - QUIP		-\$556.55
	27/09/2023	Parts for 2022 Kawasaki Mower 1HPD680 - Toro Z Master 4000	\$556.55	
EFT25576	28/09/2023	Team Global Express Pty Ltd		-\$335.41
	24/09/2023	Freight	\$335.41	
		TOTAL EFT		-\$946,022.97
37090	04/09/2023	Lake Grace Volunteer Fire Brigade		-\$100.00
	28/08/2023	Number Plate Donation - 93LG	\$100.00	
37091	04/09/2023	Shire of Lake Grace (Petty Cash)		-\$188.10
	31/08/2023	Petty Cash Recoup- July & August 2023	\$188.10	
37092	13/09/2023	Bond Administrator		-\$516.00
	09/11/2023	Housing Bond - J Chircop, 10B Gumtree Drive, Lake Grace	\$516.00	
37093	13/09/2023	Royal Flying Doctor Service Of Australia (Western Australian Section)		-\$100.00
	07/09/2023	Number Plate Donation - 040LG	\$100.00	
37094	21/09/2023	Pivotel Satellite Pty Limited		-\$93.00
	15/09/2023	Satellite Tracking & SOS Devices - 3 x Isolated Worker Safety Devices - September 2023	\$93.00	
37095	21/09/2023	Water Corporation		-\$226.56
	11/09/2023	Water Usage for Varley Rec Ground	\$226.56	
		TOTAL CHEQUES		-\$1,223.66
DD10635.1	01/09/2023	Exetel Pty Ltd		-\$1,375.00
	01/09/2023	Corporate Internet - Monthly Charge On Plan TMLL100 R2 Unlimited	\$1,375.00	
DD10635.2	01/09/2023	WA Treasury Corporation		-\$27,996.91
	01/09/2023	Loan 181 - Office Renovations	\$15,603.64	
	01/09/2023	Loan 182 - LG Sporting Precinct Upgrade (SAR)	\$12,393.27	
DD10635.3	01/09/2023	Westnet Pty Ltd		-\$285.35
	01/09/2023	Internet Charges	\$285.35	
DD10650.1	14/09/2023	Australian Super Administration		-\$2,078.42
	13/09/2023	Super Contributions for Pay Ending 13/09/2023	\$2,078.42	
DD10650.2	14/09/2023	REST Superannuation		-\$769.86
	13/09/2023	Super Contributions for Pay Ending 13/09/2023	\$769.86	
DD10650.3	14/09/2023	The SD & LM Carruthers Superannuation Fund		-\$264.00
	13/09/2023	Super Contributions for Pay Ending 13/09/2023	\$264.00	
DD10650.4	14/09/2023	Aware Super		-\$7,992.75
	13/09/2023	Super Contributions for Pay Ending 13/09/2023	\$7,992.75	
DD10650.5	14/09/2023	COLONIAL FIRST STATE FIRST CHOICE PERSONAL SUPER		-\$637.83

	13/09/2023	Super Contributions for Pay Ending 13/09/2023	\$637.83	
DD10650.6	14/09/2023	Hostplus		-\$309.99
	13/09/2023	Super Contributions for Pay Ending 13/09/2023	\$309.99	
DD10650.7	14/09/2023	Mercer Super Trust		-\$293.29
	13/09/2023	Super Contributions for Pay Ending 13/09/2023	\$293.29	
DD10650.8	14/09/2023	North Personal Superannuation		-\$157.29
	13/09/2023	Super Contributions for Pay Ending 13/09/2023	\$157.29	
DD10650.9	14/09/2023	Panorama Super		-\$123.59
	13/09/2023	Super Contributions for Pay Ending 13/09/2023	\$123.59	
DD10650.10	14/09/2023	Prime Super		-\$465.17
	13/09/2023	Super Contributions for Pay Ending 13/09/2023	\$465.17	
DD10650.11	14/09/2023	Q Super		-\$260.91
	13/09/2023	Super Contributions for Pay Ending 13/09/2023	\$260.91	
DD10657.1	14/09/2023	Shire of Lake Grace Credit Card		-\$4,279.96
	14/09/2023	19/08/23 Zoom Subscription from May Jul 19, 2023 - Aug 18, 2023 for Council Zoom Video ZOOM Receipt #INV211305593	\$24.63	
		19/08/23 Foreign transaction fee ZOOM Receipt #N/A	\$0.73	
		17/08/23 Subscription - RV Starlink (Aug 10, 2023 - Sep 09, 2023) - CESM Starlink Internet Receipt #INV-AUS-1541727-92972-37	\$174.00	
		22/08/23 Refreshments for CEO meeting Roma and Kay Café Receipt #35840	\$22.00	
		24/08/23 Accommodation for LGIS Inter-Municipal Golf Tournament for CEO, MIS, Cr Hunt and cancellation for Cr Stanton Narrogin Motel Receipt #SP-7 0718100957	\$774.00	
		01/08/23 Camera for sewerage ponds LAKE GRACE LEADING A Receipt #11010019441	\$849.00	
		31/07/23 Accommodation for MIS to attend LGWA Conference 8/8/23 Quality Resort Sorrent Receipt #178269	\$231.29	
		31/07/23 Accommodation for MIS to attend LGWA Conference 9/8/23 Quality Resort Sorrent Receipt #178269	\$231.29	
		09/08/23 Danger tape for depot HERSEYS SAFETY PL Receipt #47943	\$275.00	
		12/08/23 GoPro Plus Annual Fee GoPro.com/Subscription Receipt #INV31191401	\$69.99	
		12/08/23 Foreign transaction fee GoPro.com/Subscription Receipt #N/A	\$2.06	
		17/08/23 Plate change for old MIS vehicle SHIRE OF LAKE GRACE Receipt #138639043	\$31.10	
		17/08/23 Motor injury insurance policy for new MIS vehicle SHIRE OF LAKE GRACE Receipt #13863917 - Insurance GST Incl	\$423.05	
		17/08/23 Motor injury insurance policy for new MIS vehicle SHIRE OF LAKE GRACE Receipt #13863917 - GST Excl	\$42.50	
		22/08/23 Re-stock council fridge MAGADASHLY PTY LTD Receipt #22170	\$136.00	
		25/08/23 LGIS Golf - Breakfast for CEO, MIS, Cr Hunt Cuballing Roadhouse Receipt #N/A	\$88.50	
		30/08/23 Electronic measuring device - Measure One and Measure STICK SP MOASURE-AU Receipt #1771AU	\$878.89	
		30/08/23 Foreign transaction fee SP MOASURE-AU Receipt #N/A	\$25.93	
DD10657.2	18/09/2023	Resimac Asset Finance Pty Ltd		-\$993.22
	18/09/2023	Chattel mortgage repayment Sep'23 - Lake Local Action Group Vehicle	\$993.22	
DD10665.1	28/09/2023	Australian Super Administration		-\$2,087.25
	27/09/2023	Super Contributions for Pay Ending 27/09/2023	\$2,087.25	
DD10665.2	28/09/2023	REST Superannuation		-\$764.03
	27/09/2023	Super Contributions for Pay Ending 27/09/2023	\$764.03	
DD10665.3	28/09/2023	The SD & LM Carruthers Superannuation Fund		-\$264.00
	27/09/2023	Super Contributions for Pay Ending 27/09/2023	\$264.00	
DD10665.4	28/09/2023	Aware Super		-\$8,038.94
	27/09/2023	Super Contributions for Pay Ending 27/09/2023	\$8,038.94	
DD10665.5	28/09/2023	COLONIAL FIRST STATE FIRST CHOICE PERSONAL SUPER		-\$635.80
	27/09/2023	Super Contributions for Pay Ending 27/09/2023	\$635.80	
DD10665.6	28/09/2023	Hostplus		-\$334.88
	27/09/2023	Super Contributions for Pay Ending 27/09/2023	\$334.88	
DD10665.7	28/09/2023	Mercer Super Trust		-\$297.80

	27/09/2023 Super Contributions for Pay Ending 27/09/2023	\$297.80	
DD10665.8	28/09/2023 North Personal Superannuation		-\$157.29
	27/09/2023 Super Contributions for Pay Ending 27/09/2023	\$157.29	
DD10665.9	28/09/2023 Panorama Super		-\$120.16
	27/09/2023 Super Contributions for Pay Ending 27/09/2023	\$120.16	
DD10665.10	28/09/2023 Prime Super		-\$209.05
	27/09/2023 Super Contributions for Pay Ending 27/09/2023	\$209.05	
DD10665.11	28/09/2023 Q Super		-\$230.87
	27/09/2023 Super Contributions for Pay Ending 27/09/2023	\$230.87	
	TOTAL DIRECT DEBITS		-\$61,423.61
	TOTAL MUNICIPAL FUND		-\$1,008,670.24

SHIRE OF LAKE GRACE

MONTHLY FINANCIAL REPORT

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

For the period ended 30 September 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF LAKE GRACE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2023

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	4,909,768	4,909,768	4,910,129	361	0.01%	
Rates excluding general rates		231,414	231,414	232,581	1,167	0.50%	
Grants, subsidies and contributions	13	657,915	565,785	604,599	38,814	6.86%	▲
Fees and charges		390,615	210,835	193,524	(17,311)	(8.21%)	▼
Interest revenue		374,884	101,966	72,830	(29,136)	(28.57%)	▼
Other revenue		324,896	78,102	191,903	113,801	145.71%	▲
Profit on asset disposals	6	155,866	0	0	0	0.00%	
		7,045,358	6,097,870	6,205,566	107,696	1.77%	
Expenditure from operating activities							
Employee costs		(2,465,070)	(614,491)	(595,825)	18,666	3.04%	▲
Materials and contracts		(4,987,213)	(1,232,606)	(696,830)	535,776	43.47%	▲
Utility charges		(314,818)	(78,599)	(47,218)	31,381	39.93%	▲
Depreciation		(3,746,373)	(936,555)	0	936,555	100.00%	▲
Finance costs		(39,474)	(6,340)	(6,340)	0	0.00%	
Insurance		(286,174)	(139,249)	(140,675)	(1,426)	(1.02%)	
Other expenditure		(322,423)	(80,510)	(168,442)	(87,932)	(109.22%)	▼
Loss on asset disposals	6	(62,959)	0	0	0	0.00%	
		(12,224,504)	(3,088,350)	(1,655,330)	1,433,020	46.40%	
Non-cash amounts excluded from operating activities	Note 2(b)	3,653,466	936,555	466,697	(469,858)	(50.17%)	▼
Amount attributable to operating activities		(1,525,680)	3,946,075	5,016,933	1,070,858	27.14%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	4,315,687	1,023,290	264,274	(759,016)	(74.17%)	▼
Proceeds from disposal of assets	6	686,909	0	0	0	0.00%	
		5,002,596	1,023,290	264,274	(759,016)	(74.17%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(2,727,308)	(681,791)	(118,340)	563,451	82.64%	▲
Payments for construction of infrastructure	5	(6,491,104)	(1,622,644)	(380,306)	1,242,338	76.56%	▲
Amount attributable to investing activities		(4,215,816)	(1,281,145)	(234,372)	1,046,773	81.71%	
FINANCING ACTIVITIES							
Inflows from financing activities							
		0	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(177,282)	(31,785)	(31,785)	0	0.00%	
Transfer to reserves	4	(1,321,718)	0	(3,419)	(3,419)	0.00%	
		(1,499,000)	(31,785)	(35,204)	(3,419)	(10.76%)	
Amount attributable to financing activities		(1,499,000)	(31,785)	(35,204)	(3,419)	(10.76%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		7,240,496	7,240,496	7,125,534	(114,962)	(1.59%)	▼
Amount attributable to operating activities		(1,525,680)	3,946,075	5,016,933	1,070,858	27.14%	▲
Amount attributable to investing activities		(4,215,816)	(1,281,145)	(234,372)	1,046,773	81.71%	▲
Amount attributable to financing activities		(1,499,000)	(31,785)	(35,204)	(3,419)	(10.76%)	▼
Surplus or deficit after imposition of general rates		0	9,873,641	11,872,891	1,999,250	20.25%	▲

KEY INFORMATION

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

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

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

SHIRE OF LAKE GRACE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2023

	Supplementary Information	30 June 2022	30 September 2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	12,699,875	16,695,640
Trade and other receivables		320,521	1,169,777
Inventories	8	6,545	24,531
TOTAL CURRENT ASSETS		13,026,941	17,889,948
NON-CURRENT ASSETS			
Trade and other receivables		3,030	3,030
Other financial assets		101,862	101,862
Property, plant and equipment		46,397,016	46,515,356
Infrastructure		252,284,169	252,664,475
TOTAL NON-CURRENT ASSETS		298,786,077	299,284,723
TOTAL ASSETS		311,813,018	317,174,671
CURRENT LIABILITIES			
Trade and other payables	9	323,876	247,853
Other liabilities	12	0	192,000
Borrowings	11	177,282	145,497
Employee related provisions	12	391,037	387,291
TOTAL CURRENT LIABILITIES		892,195	972,641
NON-CURRENT LIABILITIES			
Borrowings	11	1,036,462	1,036,462
Employee related provisions		61,988	61,988
TOTAL NON-CURRENT LIABILITIES		1,098,450	1,098,450
TOTAL LIABILITIES		1,990,645	2,071,091
NET ASSETS		309,822,373	315,103,580
EQUITY			
Retained surplus		161,045,480	166,323,268
Reserve accounts	4	5,272,093	5,275,512
Revaluation surplus		143,504,800	143,504,800
TOTAL EQUITY		309,822,373	315,103,580

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

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

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 13 October 2023

SHIRE OF LAKE GRACE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 September 2023
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	3	\$ 6,781,097	12,699,875	16,695,640
Trade and other receivables		320,521	320,521	1,169,777
Inventories	8	6,545	6,545	24,531
		7,108,163	13,026,941	17,889,948
Less: current liabilities				
Trade and other payables	9	(323,876)	(323,876)	(247,853)
Other liabilities	12		0	(192,000)
Borrowings	11		(177,282)	(145,497)
Employee related provisions	12	(377,944)	(391,037)	(387,291)
		(701,820)	(892,195)	(972,641)
Net current assets		6,406,343	12,134,746	16,917,307
Less: Total adjustments to net current assets	Note 2(c)	(6,406,343)	(5,009,212)	(5,044,416)
Closing funding surplus / (deficit)		0	7,125,534	11,872,891

(b) Non-cash amounts excluded from operating activities

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

	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities			
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(155,866)	0
Less: Non-cash grants and contributions for assets			466,697
Add: Loss on asset disposals	6	62,959	0
Add: Depreciation		3,746,373	936,555
Total non-cash amounts excluded from operating activities		3,653,466	936,555

(c) Current assets and liabilities excluded from budgeted deficiency

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

	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 September 2023
Adjustments to net current assets			
Less: Reserve accounts	4	(6,593,811)	(5,272,093)
- Less: Municipal - restricted cash			(50,072)
- Less: Units in Local Government House Trust			(97,255)
- Movement in provisions		(194,229)	(112,752)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11		177,282
- Current portion of employee benefit provisions held in reserve	4	381,697	232,926
Total adjustments to net current assets	Note 2(a)	(6,406,343)	(5,009,212)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF LAKE GRACE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2023

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2023-24 year is \$5,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	38,814	6.86%	▲
Additional FAGS received, but not budgeted for \$42,065			
Fees and charges	(17,311)	(8.21%)	▼
Below the budget due to early months in current financial year			
Interest revenue	(29,136)	(28.57%)	▼
Interest on Reserve Term Deposit will be received in November 2023			
Other revenue	113,801	145.71%	▲
Unbudgeted Rates overpayment over 100K			
Expenditure from operating activities			
Employee costs	18,666	3.04%	▲
Salaries and wages slightly below the budget threshold			
Materials and contracts	535,776	43.47%	▲
Below budget due to delay in operating jobs			
Utility charges	31,381	39.93%	▲
Water and power bills will arrive later in the year			
Depreciation	936,555	100.00%	▲
Will be posted when the 22/23 Annual Financial Statement is completed			
Other expenditure	(87,932)	(109.22%)	▼
Overpaid rates returned to the customer			
Non-cash amounts excluded from operating activities	(469,858)	(50.17%)	▼
Depreciation will be posted later in financial year			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(759,016)	(74.17%)	▼
Bulk of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in FY			
Outflows from investing activities			
Payments for property, plant and equipment	563,451	82.64%	▲
Bulk of Capital projects have not been initiated as yet (75%) or in early stage of completion			
Payments for construction of infrastructure	1,242,338	76.56%	▲
Bulk of Capital projects have not been initiated as yet (75%) or in early stage of completion			
Surplus or deficit at the start of the financial year	(114,962)	(1.59%)	▼
Surplus or deficit after imposition of general rates	1,999,250	20.25%	▲
Due to variances described above			

SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION

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SHIRE OF LAKE GRACE
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 SEPTEMBER 2023

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$7.24 M	\$7.24 M	\$7.13 M	(\$0.11 M)
Closing	\$0.00 M	\$9.87 M	\$11.87 M	\$2.00 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$16.70 M	% of total
Unrestricted Cash	\$11.37 M	68.1%
Restricted Cash	\$5.33 M	31.9%

Refer to 3 - Cash and Financial Assets

Payables		\$0.25 M	% Outstanding
Trade Payables	\$0.16 M		
0 to 30 Days			100.0%
Over 30 Days			0.0%
Over 90 Days			0.0%

Refer to 9 - Payables

Receivables		
	\$0.11 M	% Collected
Rates Receivable	\$1.06 M	79.7%
Trade Receivable	\$0.11 M	% Outstanding
Over 30 Days		32.9%
Over 90 Days		32.1%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.53 M)	\$3.95 M	\$5.02 M	\$1.07 M

Refer to Statement of Financial Activity

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

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$0.60 M	% Variance
YTD Budget	\$0.57 M	6.9%

Refer to 13 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.19 M	% Variance
YTD Budget	\$0.21 M	(8.2%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.22 M)	(\$1.28 M)	(\$0.23 M)	\$1.05 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.69 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.38 M	% Spent
Adopted Budget	\$6.49 M	(94.1%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.26 M	% Received
Adopted Budget	\$4.32 M	(93.9%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.50 M)	(\$0.03 M)	(\$0.04 M)	(\$0.00 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.03 M)
Interest expense	(\$0.01 M)
Principal due	\$1.18 M

Refer to 11 - Borrowings

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

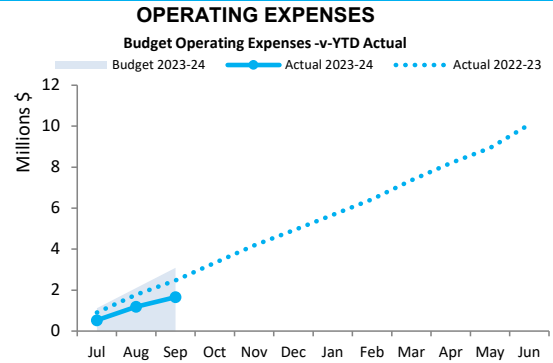
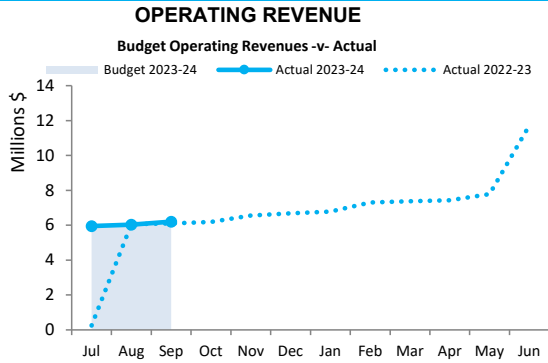
Refer to 4 - Cash Reserves

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

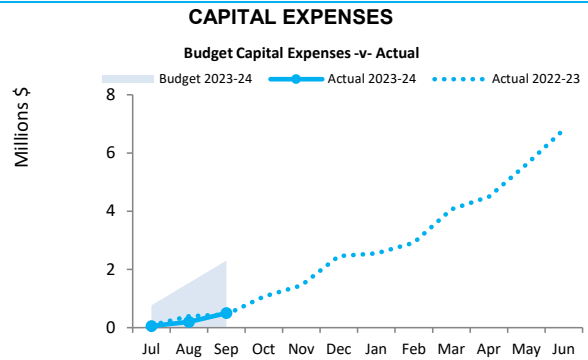
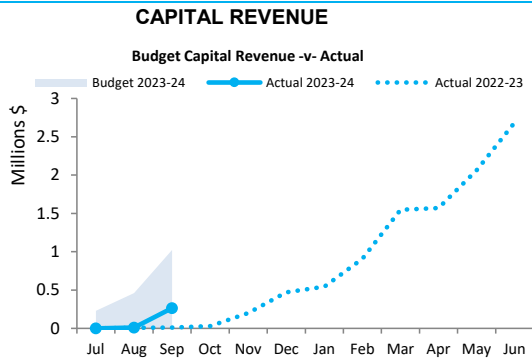
**SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

2 KEY INFORMATION - GRAPHICAL

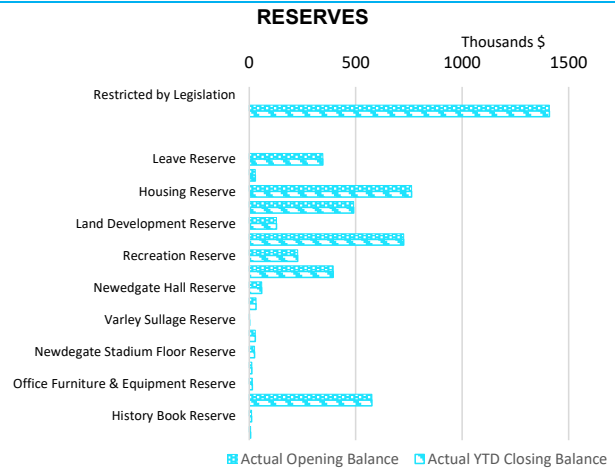
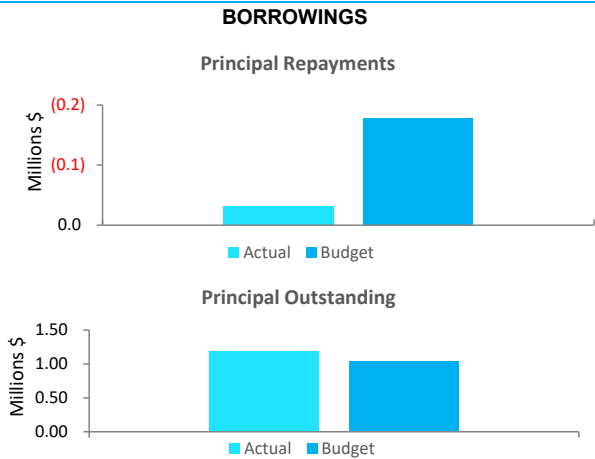
OPERATING ACTIVITIES



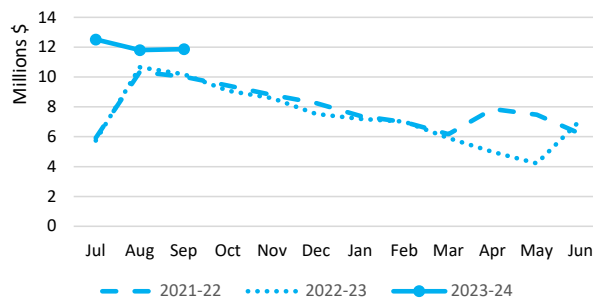
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

**SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Bank account	Cash and cash equivalents	576,887		576,887		Bankwest		N/A
Term deposit - Municipal Bank account	Cash and cash equivalents	5,500,000		5,500,000		Commonwealth	4.81%	12/2023
Term deposit - Municipal Bank account	Cash and cash equivalents	2,500,000		2,500,000		Commonwealth	5.13%	03/2024
WATC Overnight Deposit Municipal	Cash and cash equivalents	2,781,276		2,781,276		WATC	4.05%	N/A
Petty Cash and Floats	Cash and cash equivalents	500		500		Cash on Hand		N/A
Reserve Bank Account	Cash and cash equivalents	0	275,512	275,512		Bankwest		N/A
Term deposit - Reserve Bank Account	Cash and cash equivalents	0	5,000,000	5,000,000		Commonwealth	4.95%	11/2023
Restricted LOGCHOP Housing	Cash and cash equivalents	0	44,669	44,669		Bankwest		N/A
Rural Town Salinity Program	Cash and cash equivalents	0	5,403	5,403		Bankwest		N/A
Trust Fund Cash at Bank	Cash and cash equivalents	11,393	0	11,393	11,393	Bankwest		N/A
Total		11,370,056	5,325,584	16,695,640	11,393			
Comprising								
Cash and cash equivalents		11,370,056	5,325,584	16,695,640	11,393			
		11,370,056	5,325,584	16,695,640	11,393			

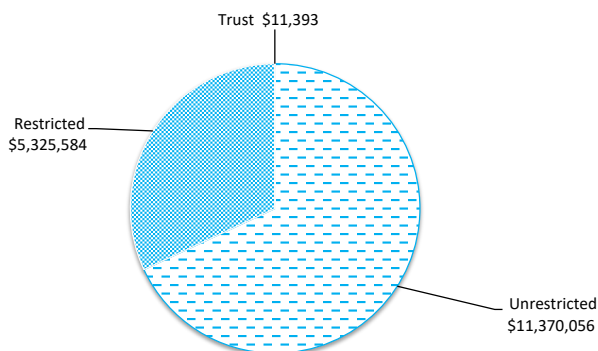
KEY INFORMATION

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

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

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

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



**SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation										
Lake Grace Sewerage Reserve	1,409,139	56,366	100,000		1,565,505	1,409,139	914			1,410,053
Restricted by Council										
Leave Reserve	345,676	13,827			359,503	345,678	224			345,902
Emergency Services Reserve	28,254	1,130			29,384	28,254	18			28,272
Housing Reserve	761,842	30,474	400,000		1,192,316	761,841	494			762,335
Swimming Pool Reserve	489,692	19,588	175,834		685,114	489,693	318			490,011
Land Development Reserve	127,834	5,113	135,000		267,947	127,834	83			127,917
Plant Reserve	725,099	29,004	200,000		954,103	725,099	470			725,569
Recreation Reserve	227,708	9,108			236,816	227,708	148			227,856
Works & Services Reserve	393,868	15,755			409,623	393,868	255			394,123
Newedgate Hall Reserve	58,023	2,321			60,344	58,023	38			58,061
Lake Grace TV Reserve	31,338	1,253			32,591	31,337	20			31,357
Varley Sullage Reserve	1,734	69			1,803	1,733	1			1,734
Newedgate Sports Dam Reserve	27,841	1,114			28,955	27,841	18			27,859
Newedgate Stadium Floor Reserve	25,119	1,005	100,000		126,124	25,120	16			25,136
Community Water Supplies Reserve	12,467	499			12,966	12,467	8			12,475
Office Furniture & Equipment Reserve	13,851	554			14,405	13,851	9			13,860
Essential Medical Reserve	575,664	23,027			598,691	575,664	373			576,037
History Book Reserve	10,886	435			11,321	10,886	7			10,893
AIM Hospital Museum Reserve	6,057	242			6,299	6,057	4			6,061
	5,272,093	210,884	1,110,834	0	6,593,811	5,272,093	3,419	0	0	5,275,512

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	100,000	25,000	0	(25,000)
Buildings - non-specialised	85,250	21,304	18,809	(2,495)
Buildings - specialised	1,462,058	365,493	88,064	(277,429)
Furniture and equipment	40,000	10,000	0	(10,000)
Plant and equipment	1,040,000	259,994	11,467	(248,527)
Acquisition of property, plant and equipment	2,727,308	681,791	118,340	(563,451)
Infrastructure - roads	4,251,182	1,062,675	261,832	(800,843)
Infrastructure - parks, gardens, recreation facilities	1,611,851	402,957	42,378	(360,579)
Infrastructure - urban infrastructure	628,071	157,012	76,096	(80,916)
Acquisition of infrastructure	6,491,104	1,622,644	380,306	(2,369,240)
Total capital acquisitions	9,218,412	2,304,435	498,646	(2,932,691)
Capital Acquisitions Funded By:				
Capital grants and contributions	4,315,687	1,023,290	264,274	(759,016)
Other (disposals & C/Fwd)	686,909	0	0	0
Reserve accounts				
Lake Grace Sewerage Reserve	0	56,366	0	(56,366)
Leave Reserve	0	13,827	0	(13,827)
Emergency Services Reserve	0	1,130	0	(1,130)
Housing Reserve	0	30,474	0	(30,474)
Swimming Pool Reserve	0	19,588	0	(19,588)
Land Development Reserve	0	5,113	0	(5,113)
Plant Reserve	0	29,004	0	(29,004)
Recreation Reserve	0	9,108	0	(9,108)
Works & Services Reserve	0	15,755	0	(15,755)
Newedgate Hall Reserve	0	2,321	0	(2,321)
Lake Grace TV Reserve	0	1,253	0	(1,253)
Varley Sullage Reserve	0	69	0	(69)
Newedgate Sports Dam Reserve	0	1,114	0	(1,114)
Newedgate Stadium Floor Reserve	0	1,005	0	(1,005)
Community Water Supplies Reserve	0	499	0	(499)
Office Furniture & Equipment Reserve	0	554	0	(554)
Essential Medical Reserve	0	23,027	0	(23,027)
History Book Reserve	0	435	0	(435)
AIM Hospital Museum Reserve	0	242	0	(242)
Contribution - operations	4,215,816	1,070,261	234,372	(835,889)
Capital funding total	9,218,412	2,304,435	498,646	(1,805,789)

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.

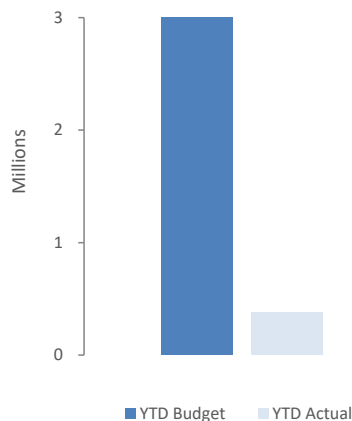
Initial recognition and measurement for assets held at cost

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.

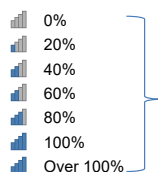
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



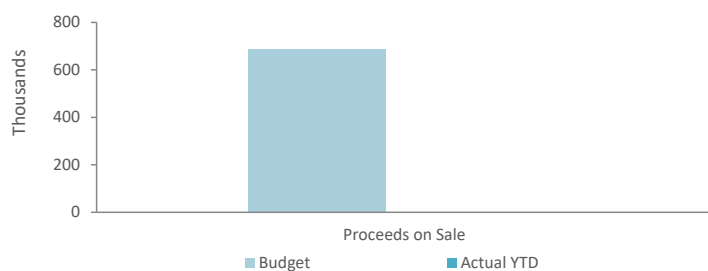
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

Account Description	Adopted			Variance
	Budget	YTD Budget	YTD Actual	(Under)/Over
	\$	\$	\$	\$
Land				0
E137350 Lake Grace Industrial Land	100,000	25,000	0	25000
Buildings - Non Speialised				0
E091910 (9199101) Ceo Residence Cap Exp	34,000	8,497	0	8497
E091960 (9196044) 6 Banksia Pl Capital	17,500	4,373	18,809	-14435.6
E091960 (9196114) 3 Clark Ave Capital	18,750	4,685	0	4685
E091970 (9197094) 65A Bennett St Capital	15,000	3,749	0	3749
Buildings - Speialised				0
E042549 (4205024) Admin Office Building - Cap Exp	25,000	6,249	10,500	-4251
E077502 (B93CAP) 8 Wattle Drive	30,000	7,500	9,293	-1793
E083101 (8300102) Relocate Toy Library To Daycare Centre	40,569	10,141	0	10141
E107102 (1071024) Varley Public Toilets - Cap Exp	66,982	16,739	4,308	12431.35
E111007 (LGPHCAP) Lake Grace Public Hall	300,000	75,000	0	75000
E111007 (LGVHCAP) Lake Grace Lakes Village Hall	25,000	6,249	0	6249
E113152 (113014) Lake King Sports Pavilion Cap Ex	410,000	102,500	0	102500
E113152 (113006) Lake Grace Sports Pavilion Capital Exp	25,000	6,249	0	6249
E113152 (113007) Varley Sports Pavilion Cap Ex	45,000	11,249	1,800	9449
E113154 (1131542) Newdegate Hockey Shed Replacement Cap Exp	69,000	17,248	40,445	-23196.52
E115420 (LIBLKCA) Lake King Library	25,000	6,249	21,718	-15469.27
E117041 (1170014) Aim Building Capital	60,507	15,120	0	15120
E117042 (1170084) Rsl Hall Capex	30,000	7,500	0	7500
E132500 (1325014) Visitor Centre Improvements Cap Exp	30,000	7,500	0	7500
E132502 (1322051) Lk Tractor Musuem Shed	120,000	30,000	0	30000
E132502 (1322052) Newdegate Musuem Shed	160,000	40,000	0	40000
Furniture & Equipment				0
E113178 (1131781) Lg Football Electronic Score Board	40,000	10,000	0	10000
Plant & Equipment				0
E042550 (LG75CAP) Mis Vehicle	65,000	16,249	11,467	4781.51
E053550 (053551) Lg & Ngt Digital Speed Signs	32,000	7,998	0	7998
E053550 (53552) Lg & Ngt Town Cctv	100,000	25,000	0	25000
E051174 (511733) Fast Fill Trailers - Dfes Grant	22,500	5,624	0	5624
E112521 (1125211) Lake Grace Pool - Reinstall Diving Board & Net	50,000	12,500	0	12500
E112521 (1125212) Lake Grace Swimming Pool Blankets & Roller	50,500	12,623	0	12623
E123059 (PL28CAP) Skid Steer Plant Trailer	60,000	15,000	0	15000
E123059 (PL29CAP) Backhoe	210,000	52,500	0	52500
E123059 (PL34CAP) Builders 4Wd Ute	60,000	15,000	0	15000
E123059 (PL35CAP) Mobile Traffic Light Trailer	30,000	7,500	0	7500
E123059 (PL36CAP) Lg Community Bus	260,000	65,000	0	65000
E132504 (1325041) Lg & Ngt Digital Display Sign	100,000	25,000	0	25000
Infrastructure - Roads				0
E121200 Roadworks Capital Renewal 21/22	4,251,182	1,062,675	261,832	800842.75
Parks, Gardens, Recreation Facilities				0
E113175 (113036) Lighting For Newdegate Hockey Field Cap Exp	95,000	23,749	0	23749
E113175 (113037) Lake Grace Football Field Lighting Upgrade Cap Exp	51,000	12,749	0	12749
E113175 (113048) Lake Grace Sporting Complex Entry Cap Exp	150,000	37,500	0	37500
E113175 (113055) Jam Patch New Bbq & Picnic Shelters Cap Exp	200,000	50,000	4,656	45343.87
E113175 (113066) Visitors Centre Park	20,000	5,000	27,781	-22781.46
E113175 (113067) Newdegate Street Bin Upgrade	50,000	12,500	0	12500
E113175 (113069) Lg Rec Ground Path Shelter	15,000	3,749	0	3749
E113175 (113070) Lighting Install Lg & Lk Pg	40,000	10,000	0	10000
E113175 (113071) Padley Park Stormwater Capture (Cwsp)	40,000	10,000	9,940	60
E113175 (113072) Lg Bowling Club Lights	90,000	22,500	0	22500
E113293 (113201) Construction Lg Community All Abilities Playground Cap Exp	530,851	132,710	0	132710
E113293 (113202) Lg All Ages Playground Fence Cap Exp	10,000	2,500	0	2500
E113293 (113203) Lake Grace Pump Track	120,000	30,000	0	30000
E116114 (1161140) Lake Grace Rv Park	100,000	25,000	0	25000
E132503 (1325031) Lg Lookout Upgrade	100,000	25,000	0	25000
Sewerage				0
Urban Infrastructure				0
E104501 (1040502) Drainage Upgrades Dykes Road	46,000	11,498	15,000	-3502
E107259 (113061) Lake King Cemetery New Fence	50,000	12,500	0	12500
E107260 Lake Grace Cemetery Roadway Reseal Bitumen	50,000	12,500	0	12500
E121312 (121302) Lake Grace Footpaths Cap Exp	25,000	6,249	0	6249
E121312 (121303) Newdegate Footpath Cap Exp	150,000	37,500	0	37500
E121704 (1217041) Lg Depot - New Fuel Storage	80,000	20,000	60,764	-40763.52
E136501 (136007) Buniche Dam Revitalisation (Cwsp)	75,000	18,749	333	18416.06
E136501 (136008) Dempster Rock Dam Revitalisation (Cwsp)	12,071	3,016	0	3016
E136501 (136009) Dam At Newdegate	140,000	35,000	0	35000
	9,218,412	2,304,435	498,646	1,805,789

6 DISPOSAL OF ASSETS

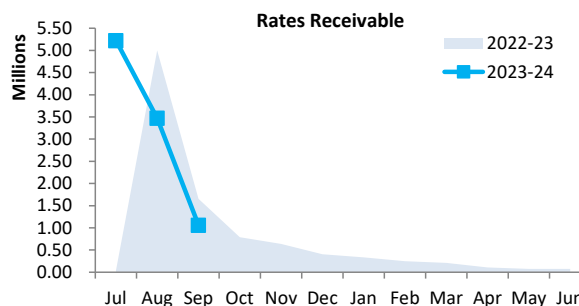
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Land									
1574	Lot 12 on Deposited Plan 57312 Lake Grace	256,865	400,000	143,135	0			0	0
5011	7 Quondong Ct - VACANT LAND	45,000	35,000	0	(10,000)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



7 RECEIVABLES

Rates receivable

	30 Jun 2023	30 Sep 2023
	\$	\$
Opening arrears previous years	75,681	75,681
Levied this year	4,993,932	5,142,710
Less - collections to date	(4,993,932)	(4,157,660)
Gross rates collectable	75,681	1,060,731
Net rates collectable	75,681	1,060,731
% Collected	98.5%	79.7%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(330)	73,478	0	884	35,013	109,046
Percentage	(0.3%)	67.4%	0.0%	0.8%	32.1%	
Balance per trial balance						
Trade receivables	(330)	73,478	0	884	35,013	109,046
Total receivables general outstanding						109,046

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

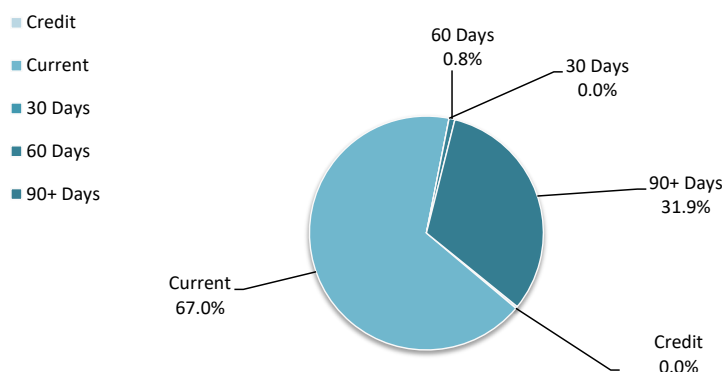
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

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

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

Accounts Receivable (non-rates)



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 September 20
	\$	\$	\$	\$
Other current assets				
Inventory				
Stock on Hand - Fuel	6,545	17,986		24,531
Total other current assets	6,545	17,986	0	24,531
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

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

9 PAYABLES

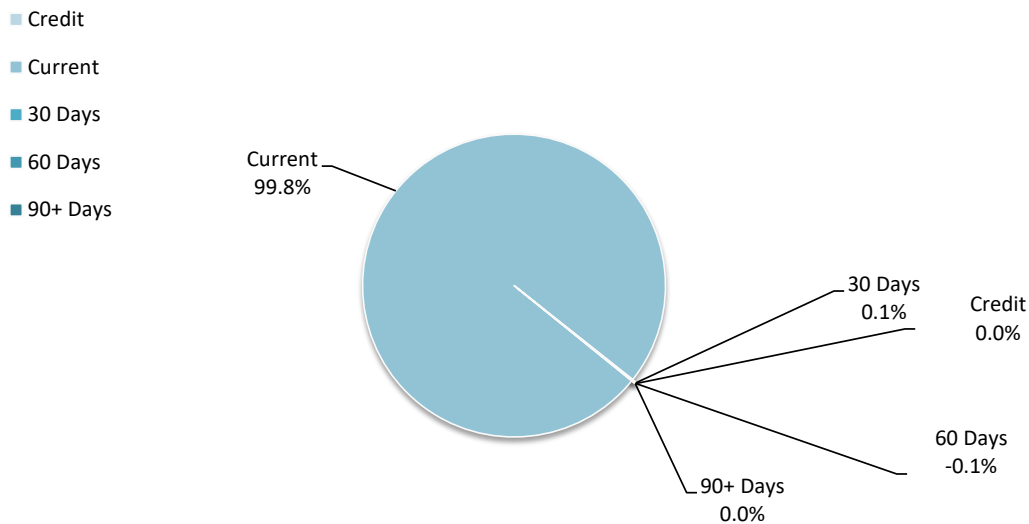
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	157,912	154	(112)	0	157,953
Percentage	0.0%	100.0%	0.1%	-0.1%	0.0%	
Balance per trial balance						
Sundry creditors	0	158,332	154	(112)	0	158,373
ESL Levied & Prepaid rates		70,543				70,543
Liabilities held for Others - Prepaid Rates		7,544				7,544
Trust Fund Liability		11,393				11,393
Total payables general outstanding						247,853

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.

Aged Payables



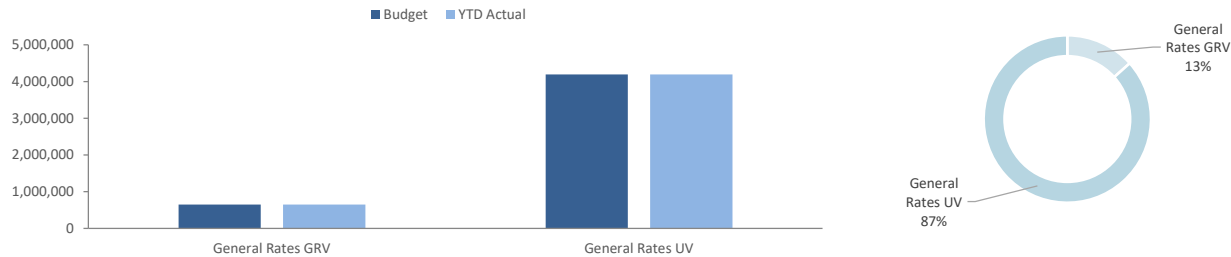
10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Budget			YTD Actual		
	\$ (cents)			Properties	Value	Rate Revenue	Reassessed Rate Revenue	Total Revenue	Rate Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
General Rates GRV	0.1447	388	4,468,791	646,840	1,000	647,840	646,840	2,000	648,840
Unimproved value									
General Rates UV	0.0086	567	487,526,507	4,192,728	1,000	4,193,728	4,192,062	2,107	4,194,169
Sub-Total		955	491,995,298	4,839,568	2,000	4,841,568	4,838,902	4,107	4,843,009
Minimum payment	Minimum Payment \$								
Gross rental value									
General Rates GRV	530	38	39,564	20,140		20,140	20,140		20,140
Unimproved value									
General Rates UV	540	89	1,367,316	48,060		48,060	46,980		46,980
Sub-total		127	1,406,880	68,200	0	68,200	67,120	0	67,120
Amount from general rates						4,909,768			4,910,129
Ex-gratia rates						89,755			89,755
Total general rates						4,999,523			4,999,884
Specified area rates	Rate in \$ (cents)								
Sewerage - GRV				141,659		141,659	142,826		142,826
Total specified area rates			0	141,659	0	141,659	142,826	0	142,826
Total						5,141,182			5,142,710

KEY INFORMATION

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



11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$
Office Refurbishment	L181	197,657	0	0	(9,891)	(20,069)	187,766	177,588	(2,649)	(12,570)
Loan 204 Staff Housing & CEO's R	L204	379,144	0	0	(12,234)	(49,101)	366,910	330,043	(1,646)	(5,857)
Lake Grace Pool	L173	0	0	0	0	0	0	0	(12)	0
LG Sports Pavillion	L182	86,394	0	0	(9,659)	(19,623)	76,735	66,771	(1,272)	(5,842)
LG Precinct	L198	24,216	0	0	0	(24,216)	24,216	0	(62)	(1,097)
Roadworks & Plant	L196	0	0	0	0	0	0	0	(166)	(166)
LG Residential Land	L189	96,954	0	0	0	(5,667)	96,954	91,287	(348)	(3,645)
Purchase & Develop Industrial Lan	L203	429,379	0	0	0	(58,606)	429,379	370,773	(185)	(9,297)
Total		1,213,744	0	0	(31,785)	(177,282)	1,181,959	1,036,462	(6,340)	(38,474)
Current borrowings		177,282					145,497			
Non-current borrowings		1,036,462					1,036,462			
		1,213,744					1,181,959			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 September 2023
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		0	0	456,274	(264,274)	192,000
Total other liabilities		0	0	456,274	(264,274)	192,000
Employee Related Provisions						
Provision for annual leave		214,445	0	0	(1,511)	212,934
Provision for long service leave		176,592	0	0	(2,235)	174,357
Total Provisions		391,037	0	0	(3,746)	387,291
Total other current liabilities		391,037	0	456,274	(268,020)	579,291

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2023			30 Sep 2023	30 Sep 2023	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grant - DFES LGGGS Operating	0	0	0	0	0	86,795	21,699	21,699
Grants - Senior Activities	0	0	0	0	0	1,000	249	0
Grants - Youth Activities	0	0	0	0	0	1,000	249	0
Direct Grant - MRWA	0	0	0	0	0	394,420	394,420	394,420
Skeleton Weed Programm Grant	0	0	0	0	0	140,000	140,000	140,000
Grants Commission - General	0	0	0	0	0	0	0	23,594
Grants Commission - Roads	0	0	0	0	0	0	0	18,472
	0	0	0	0	0	623,215	556,617	598,184
Contributions								
ESL Administration Fee	0	0	0	0	0	4,000	4,000	0
Lake Grace Rec Council Affiliation Fees	0	0	0	0	0	13,000	3,248	0
Contributions - Other Culture	0	0	0	0	0	1,000	249	0
Lake King Pavilion / Oval - Hire Fees	0	0	0	0	0	500	123	0
Contributions - Street Lighting	0	0	0	0	0	10,000	0	0
AIM Contributions	0	0	0	0	0	200	48	414
Other Contributions	0	0	0	0	0	6,000	1,500	6,000
	0	0	0	0	0	34,700	9,168	6,414
TOTALS	0	0	0	0	0	657,915	565,785	604,599

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2023		(As revenue)	30 Sep 2023	30 Sep 2023	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Grant - DFES Cap Exp	0	0	0	0	0	22,500	0	0
Local Roads & Community Program	0	0	0	0	0	40,569	10,141	0
Drought & Community	0	0	0	0	0	203,489	50,870	0
Local Roads & Community Program - Public Halls, Civic Ce	0	86,758	(86,758)	0	0	1,466,810	366,701	86,758
Local Roads & Community Program - Swimming Pools	0	0	0	0	0	50,000	12,500	0
Roads to Recovery	0	11,000	(11,000)	0	0	855,924	213,981	11,000
Regional Road Group	0	192,000	0	192,000	192,000	480,000	120,000	0
Local Roads & Community Program	0	166,516	(166,516)	0	0	496,395	124,097	166,516
Local Roads & Community Program	0	0	0	0	0	100,000	25,000	0
Drought & Community Program	0	0	0	0	0	400,000	100,000	0
	0	456,274	(264,274)	192,000	192,000	4,115,687	1,023,290	264,274
Capital contributions								
Newdegate Community Contribution	0	0	0	0	0	200,000	0	0
	0	0	0	0	0	200,000	0	0
TOTALS	0	456,274	(264,274)	192,000	192,000	4,315,687	1,023,290	264,274

**SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

15 TRUST FUND

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

Description	Opening	Amount	Amount	Closing
	Balance			Received
	1 July 2023			30 Sep 2023
	\$	\$	\$	\$
Standpipe bonds	11,138	255	0	11,393
	11,138	255	0	11,393

Municipal Bank Statement

Summary:

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

Statement No 58
Statement Date 30/09/2023

Opening Balance	9,027,891.98
Deposits	\$3,533,783.09
Payments	-1,008,670.24
Fees	-56,979.83
Adjustments	-137,862.32
Closing Balance	11,358,162.68

Opening Balance	8,979,032.03
<u>Reconciled Items</u>	
Deposits	3,580,839.39
Payments	-1,008,670.24
Fees	-56,979.83
Adjustments	-137,862.32
Closing Balance	11,356,759.03

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	1,729.65
Payments	-326.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	1,403.65
Total - To agree with GL	11,358,162.68

Municipal Account - Reconciliation to 30/09/2023

G/L Account (as at Month End):

Fees:

Dept of Transport	-\$71,578.81
Bank Fees	-\$1,438.32
LESS: Interest Received	\$16,037.30
	<u><u>-\$56,979.83</u></u>

Adjustments

Payroll	-\$137,462.32
Payroll Rent Deduction	-\$400.00
	<u><u>-\$137,862.32</u></u>

Unreconciled Items:

	<u><u>\$1,403.65</u></u>
--	--------------------------

Outstanding Deposits

Cash/Chq 28/09/23	\$1,590.15
Cash/Chq 29/09/23	\$139.50
	<u><u>\$1,729.65</u></u>

Outstanding Payments

CHQ 37077	-\$100.00
CHQ 37087	-\$126.00
CHQ 37090	-\$100.00
	<u><u>-\$326.00</u></u>

ENTERED

By Victoria Fasano - SFO I&R at 2:02 pm, Oct 04, 2023

APPROVED

By Kevin Wilson- MCS at 2:55 pm, Oct 04, 2023

Trust Bank Statement

Summary:

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

Statement No 58
 Statement Date 30/09/2023

Opening Balance	11,341.90
Deposits	\$51.00
Payments	0.00
Fees	0.00
Adjustments	0.00
Closing Balance	11,392.90

Opening Balance	11,443.90
<u>Reconciled Items</u>	
Deposits	51.00
Payments	0.00
Fees	0.00
Adjustments	0.00
Closing Balance	11,494.90

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	0.00
Payments	-102.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-102.00
Total - To agree with GL	11,392.90

Unreconciled Items:

Type	Date	Cheque number	Amount	Description
CSH	12/12/2022	1542	51.00	SensOre Ltd
CSH	15/06/2023	1543	51.00	Topdrive Drillers
Total:			102.00	

ENTERED

By Victoria Fasano - SFO I&R at 2:13 pm, Oct 02, 2023

APPROVED

By Kevin Wilson- MCS at 2:27 pm, Oct 02, 2023

Shire of Lake Grace



Reserve Bank Statement

Reserve No	Reserve Account Name		Balance
11	Emergency Services Reserve Bank	\$	28,272.41
12	Housing Reserve Bank	\$	762,335.49
13	Swimming Pool (Lake Grace) Reserve Bank	\$	490,010.38
14	Land Development Reserve Bank	\$	127,917.24
15	Leave Reserve Bank	\$	345,901.73
16	Plant Replacement Reserve Bank	\$	725,569.30
17	Recreation Reserve Bank	\$	227,855.31
18	Works & Services Reserve Bank	\$	394,123.12
19	Newdegate Hall Reserve Bank	\$	58,060.83
20	Lake Grace TV Reserve Bank	\$	31,357.48
23	Varley Sullage Reserve Bank	\$	1,734.46
31	Lake Grace Sewerage Scheme Reserve Bank	\$	1,410,053.00
35	Newdegate Sports Dam Reserve Bank	\$	27,859.15
36	Newdegate Stadium Floor Reserve Bank	\$	25,136.11
37	Community Water Supply Reserve Bank	\$	12,475.10
40	Office Furniture & Equipment Reserve Bank	\$	13,859.82
42	History Book Reserve Bank	\$	10,893.40
43	Essential Medical Services Reserve Bank	\$	576,037.10
44	AIM Hospital Museum Reserve	\$	6,060.84
			\$ 5,275,512.27

Bank Balance

30/09/2023

Term Deposit CBA	\$5,000,000.00
Reserve Acc	\$275,512.27
	\$5,275,512.27

Variance \$0.00

ENTERED

By Victoria Fasano - SFO I&R at 1:55 pm, Oct 02, 2023

APPROVED

By Kevin Wilson- MCS at 2:06 pm, Oct 02, 2023

Reserves Fund Statement



Voice for Regional Education
Lakes District Branch

Isolated Children's Parents' Association
Lakes District Branch
PO Box 2 Nyabing WA 6341
fiona@hobley.net.au
0448 880 585

OCM 25 October 2023 Attachment to Item 14.6.1

16 October 2023

Shire of Lake Grace
Mr Alan George
PO Box 50
Lake Grace WA 6353

Dear Alan,

RE: State Conference Sponsorship Request for ICPA 15th March 2024

The Isolated Children's Parents' Association (ICPA) is a well-respected Local, State and National not-for profit, non-partisan and voluntary organisation. It is a **parent** body that **advocates for all regional, rural and remote students and supports families to access a suitable and equitable education**, from early childhood education through to post compulsory education. Members include a significant number of families in the Lakes District area from Albany to Newdegate.

The ICPA Lakes District Branch is convening our next State Conference on the 15th March 2024. Our State conference has approximately 80-100 Statewide members in attendance, in addition to Members of Parliament, Education department officials, telecommunication representatives, ABC news reporters and rural press.

We would like to invite Shire of Lake Grace to sponsor our conference with financial sponsorship of \$200-\$1000 to assist in keeping our conference costs to a level that promotes State-wide attendance by parent members. However, we welcome any amount, please find attached our Sponsorship table. We also welcome items that can be used as raffle prizes on the day. Please note we are registered with charity status.

All sponsorship will be fully acknowledged in conference booklets, PowerPoint presentation and speeches. Sponsorship is also publicised in our bi-annual magazine "Bits and Pieces". You are welcome to display a banner and add promotional items/information to the conference satchels.

We would very much appreciate your support in ensuring that children in rural areas have equitable access to the appropriate education they deserve. Please do not hesitate to contact me if you need any more information, a conference invitation will be circulated in February.

Yours sincerely,

Fiona Hobley
Branch Convener: State Conference

President - ICPA Lakes District Branch
Isolated Children's Parents' Association
<https://icpa.com.au/wa>

Established in 1971, the Isolated Children's Parents' Association (ICPA) is a national organization representing rural students and their families at all stages of education and has a large network of branches throughout Australia. ICPA WA works to provide support and assistance to rural, regional and remote families across Western Australia by advocating access to appropriate education.

ICPA WA has approximately 300 family memberships in WA and 2,500 across Australia.

Sponsorship levels for ICPA WA State Conference



Working together to ensure access to equitable education for all regional, rural & remote students <https://icpa.com.au/wa>

Voice for Regional Education

WHAT IS ICPA ABOUT?

ICPA stands for **Isolated Children's Parents' Association**. Many people mistakenly believe it is only relevant to those living on outback properties or schooled by Distance Education/School of the Air.

In fact, the word 'isolated' in their title means 'isolated from education' at all levels.

So, if you live in a rural town and you don't have access to early childhood education then ICPA advocates for you. If you live in a rural town that doesn't have access to a high school, then ICPA is advocating for you. If you live in a large regional center which doesn't have a University or TAFE campus or the campus doesn't offer the courses your child wants, ICPA is advocating for you. ICPA is a volunteer parent-based association.

ICPA WA has over 340 family members residing in country WA. The annual ICPA State Conference brings together members, educators, politicians, the business community and interested community members **to listen to and address concerns, share the successes and plan for the future of education for regional, rural & remote areas.**

Networking is the main aim of the ICPA Conference. As a sponsor, you will be able to network with country families and businesses. There will also be the opportunity to promote your business to service providers of regional rural & remote industries and related sectors such as mining, agriculture, education and government.

Media opportunities will be actively sought, and it is expected that regional media outlets will provide coverage leading up to the event, as well as during and after the conference.

This is an amazing opportunity for your business to be widely acknowledged and associated with the educational wellbeing for all our regional, rural & remote students.

We also invite sponsor input and suggestions to add to our conferences icpawa.conference@gmail.com

EVENT DETAILS

Date: Friday 15th March 2024

Convener contact: Lakes District Branch
Mrs Kym Ross
icpawa.conference@gmail.com

Exclusive of GST

PLATINUM SPONSORS \$5,000*

- ❖ Complimentary tickets for 4 representatives to network with members and guest at all events associated with conference. Invitations to State Council meetings.
- ❖ Speaking opportunity at Conference.
- ❖ Display space and banner in the trade exhibition area of conference venue.
- ❖ Company brochure & promotional merchandise (to be supplied by the sponsor) for inclusion in conference satchels.
- ❖ Promotion in ICPA publications, programs, website, Facebook and conference PowerPoint.
- ❖ Editorial in ICPA 'Bits & Pieces' Newsletter (to be coordinated in conjunction with the company media relations rep. and the editor of Bits & Pieces)

GOLD SPONSORS \$2500*

- ❖ Complimentary tickets for 2 representatives to the Conference.
- ❖ Speaking opportunity at Conference.
- ❖ Display space and banner displayed at Conference.
- ❖ Company brochure and promotional merchandise (to be supplied by the sponsor) to be included in conference satchels.
- ❖ Promotion in ICPA publications, programs, website, Facebook and conference PowerPoint.

SILVER SPONSORS \$1500*

- ❖ 2 complimentary tickets to Conference.
- ❖ Display Space and banner displayed at Conference.
- ❖ Inclusion of company logo in PowerPoint display at conference. Company brochure to be included in conference satchels.
- ❖ Acknowledgment in sponsorship flyer which will also be published in 'Bits & Pieces' newsletter and ICPA website.

BRONZE SPONSORS \$750*

- ❖ 1 complimentary ticket to Conference.
- ❖ Banner displayed at Conference.
- ❖ Inclusion of company logo in Power Point display at conference & ICPA publications.
- ❖ Company brochure to be included in conference satchels.

VALUED SPONSORS Up to \$500*

- ❖ Banner displayed at Conference.
- ❖ Inclusion of company logo in Power Point display at conference & ICPA publications.
- ❖ Company brochure to be included in conference satchels.



Shire of Lake Grace

25 OCTOBER 2023

Ordinary Council Meeting

INFORMATION BULLETIN

ITEM 16.0 - ATTACHMENTS

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REPORTS:

Title of Report	No of Pages
Infrastructure Services Report – September 2023	
Environmental Health Officer Quarterly Report	
Newdegate Library Quarterly Report	
Lake King Library Quarterly Report	
Lake Grace Visitor Centre Quarterly Report	

Please note Lake Grace Library Report is Contained in the Minutes of the LGRCRC Management Committee – Attachment 13.1 to the OCM Agenda

EXTERNAL ORGANISATIONS

- Varley Progress Association – Finance Meeting Minutes 12 October 2023

CIRCULARS, MEDIA RELEASES & NEWSLETTERS:

Community Newsletters as circulated via email	0
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