



Shire of Lake Grace

27 April 2022 Ordinary Council Meeting

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RECEIVED ON 13 APRIL 2022 AT 17:43PM PRIOR TO THE ANNUAL MEETING OF ELECTORS

April 13th, 2022

Are you happy to submit to the same rules that we have been living under if there's another pandemic?

The World Health Organization want Australia to sign up to another binding agreement to give 'them' sovereignty in such a situation. We have surrendered our freedoms of speech, assembly, mobility, religion, and bodily autonomy, for a cold. Because it has been engineered in a lab, it has dangerous features, but these are overcome with early treatment, some of which has been denied to Australians and none of it has been openly promoted by the Health Dept.

The only advantage I can see was the border closures which provided time for COVID19 to weaken before it invaded WA,. That would have occurred quicker without vaccination according to Geert vanden Bosshe, the epidemiologist I've been following since the pandemic began, and herd immunity would likely have been gained by now. Lockdowns haven't worked, social distancing hasn't worked, masks haven't worked and vaccinations don't prevent either transmission or disease.

Due to the lockdowns (and vaccination mandates and other factors), we are faced with supply issues, businesses are going under, people have lost employment and their homes and one and a half billion people are facing starvation. Food riots have begun in various overseas nations. In the last 18 days, three small children have died from vaccine injuries (see the TGA data) and sudden death is evidenced across the world. Unreported vaccine injuries are common knowledge in our own communities.

The mandates are falling but not fast enough. I request the Council seriously consider their stance to another situation like the one we've faced for the last two years. I believe this issue, like climate change, is about control, not the health of our nation or indeed the world. Please check out the World Economic Forum for an illustration of the agenda of world elites.

Thank you.

Catherine Kelly

Shire of Lake Grace

Ordinary Council Meeting

Minutes

23 March 2022

Meeting Commencing at 3:30 pm

Disclaimer

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SHIRE OF LAKE GRACE

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

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

2.0 CONSTITUTIONAL MATTERS

2.1 DISCLAIMER READING AND ACKNOWLEDGEMENT OF COUNTRY

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Acknowledgement of Country

I begin today by acknowledging the Ballardong people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander peoples here today

Before the record of attendance/apologies/leave of absence were read, having been informed by the Chief Executive Officer that Cr Debrah Clarke had requested to join the meeting via Zoom Videoconference, the Shire President presented the following motion to the Councillors and was resolved:

RESOLUTION 13546

Moved: Cr Chappell

Seconded: Cr Lloyd

That Cr Debrah Clarke be allowed to join the Council meeting via Zoom Videoconference in accordance with the requirements of the Local Government (Administration) Regulation 14A.

CARRIED: 8/0

After the voting, the Shire President read the list of names to confirm the attendance.

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 SD Carruthers	
Cr DS Clarke	Via Zoom Videoconference
Cr SG Hunt	
Cr BJ Hyde	
Cr AJ Kuchling	
Cr RA Lloyd	
Cr JV McKenzie	

3.2 APOLOGIES

3.3 IN ATTENDANCE

Mr A George	Chief Executive Officer
Mr C Paget	Deputy Chief Executive Officer
Mrs T Hall	Manager Corporate Services
Mr C Elefsen	Manager Infrastructure Services
Mr M Castaldini	Community & Emergency Services Manager
Mrs R Rose	Executive Assistant (for the Minutes)

3.4 OBSERVERS / VISITORS

Nil

3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Nil

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Nil

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7.0 NOTATIONS OF INTEREST

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

Nil

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

Nil

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

Nil

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – 16 FEBRUARY 2022

RESOLUTION 13547

Moved: Cr Chappell

Seconded: Cr Hyde

That the Minutes of the Ordinary Council Meeting held on 16 February 2022 be confirmed as a true and accurate record of the meeting.

CARRIED BY MAJORITY: 8/1

Cr Debra Clarke voted against the motion and requested this be recorded.

10.2 SPECIAL COUNCIL MEETING

The Shire of Lake Grace is holding a Special Council Meeting on Thursday 24 March 2022 at 11:00am, Council Chambers – 1 Bishop Street, Lake Grace WA.

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

Infrastructure Services presented a Late Item 14.1.1 – Speed Limit Reduction Collie Lake King Road (Stubbs Street).

13.0 REPORTS OF COMMITTEES

13.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – 10 FEBRUARY 2022

RESOLUTION 13548

Moved: Cr Chappell

Seconded: Cr Carruthers

That the Minutes of the Local Emergency Management Committee Meeting held on 10 February 2022 be accepted as a record of the meeting.

CARRIED: 9/0

**13.2 SHIRE OF LAKE GRACE TOURISM ADVISORY COMMITTEE (SOLGTAC) – 21
FEBRUARY 2022**

RESOLUTION 13549

Moved: Cr Carruthers

Seconded: Cr Clarke

That the Minutes of the Shire of Lake Grace Tourism Advisory Committee 21 February 2022 be accepted as a record of the meeting.

CARRIED: 9/0

**13.3 LAKE GRACE LIBRARY/CRC MANAGEMENT COMMITTEE MEETING – 15 MARCH
2022**

RESOLUTION 13550

Moved: Cr Clarke

Seconded: Cr Chappell

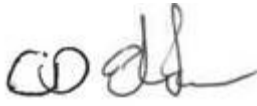

That the Minutes of the Lake Grace Library / Community Resource Centre Management Committee Meeting held on 15 March 2022 be accepted as a record of the meeting.

CARRIED: 9/0

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

14.1.1 SPEED LIMIT REDUCTION COLLIE LAKE KING ROAD (STUBBS STREET)

Applicant:	Manager Infrastructure Services
File No.:	TBA
Attachments:	1) Letter from Roadwise Secretary 2) Map of Area of Concern
Author:	 Mr Craig Elefsen Manager Infrastructure Services
Disclosure of Interest:	Nil
Date of Report:	22/03/2022
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

For council to support the speed limit reduction on the Collie Lake King Road (Commonly known as Stubbs Street) from the current posted speed limit of 50kmph to a proposed speed limit of 40kmph between SLK 274.26 & SLK 274.71 (between Mather Street and Lawson Street in Lake Grace)

Background

During the November 2021 Roadwise meeting in the general business part of the meeting the issue of pedestrian safety on Stubbs street (Collie Lake King Road) was raised by concerned members of the public. As the shire is the overarching body of the community Roadwise has approached the Shire to contact Main Roads to see if the speed limit can be reduced in the area of concern.

Comment

On the 17th March 2022 the Shire received a letter from the Lake Grace Roadwise Secretary requesting the Shire to contact Main Roads WA to see if the speed limit could be lowered on a section of Stubbs Street Lake Grace. The Manager Infrastructure Services has since contacted Main Roads WA and they are seeking official Shire support/comment as the overarching representative of the community.

The Manager Infrastructure Services has inspected the area of concern and has deemed it necessary to expand the area initially mentioned by the Roadwise letter. Due to the increase in

pedestrians and vehicles in the mentioned area I believe it is the Shires best interest to support the speed limit reduction to improve the safety of all pedestrians and road users.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal	Mr Alan George - Chief Executive Officer Mr Jason Lip - Technical Officer
External	Ms Suzanne Reeves - Secretary Roadwise Committee Mr Gren Putland - Main Roads WA

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Environment 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

Voting Requirements

Simple majority required.

RESOLUTION 13551

Moved: Cr Hunt
Seconded: Cr Chappell

That Council:


1. Support the reduction of the current 50km per hour posted speed limit to 40km per hour between SLK 274.26 and SLK 274.71 Collie Lake King Road.
2. Authorise administration to provide Council's comment/s to Main Roads WA regarding this issue.

CARRIED: 9/0



14.2 PLANNING

14.2.1 DEVELOPMENT APPLICATION – PROPOSED SEA CONTAINER ON LOT 5 (NO.26) STUBBS STREET, LAKE GRACE

Applicant:	Mr Andrew Keays under authority from Mr Paul Wheeler & Ms Michelle Donegan (Landowners)
File No.:	TBA
Attachments:	Development Application - Documentation and Plans
Author:	Mr Joe Douglas – Town Planner
Disclosure of Interest:	Nil
Date of Report:	11 March 2022
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

This report recommends that Council **grant conditional approval** to a development application received from Mr Andrew Keays under the authority of Mr Paul Wheeler and Ms Michelle Donegan (Landowners) to place a second-hand 20-foot-long sea container on Lot 5 (No.26) Stubbs Street, Lake Grace for incidental storage purposes.

Background

Mr Andrew Keays has submitted a development application requesting Council's approval for the proposed placement of a second-hand 20-foot-long sea container at the rear of an existing approved commercial building on Lot 5 (No.26) Stubbs Street, Lake Grace for general storage purposes.

The existing commercial building on Lot 5 is currently being used for the purposes of a *'restaurant/cafe'* and *'reception centre'*. It is understood Mr Keays has secured a lease to operate the existing approved business on the land and requires some additional storage space in close proximity to the existing commercial building to support the approved business activities.

A full copy of the application received is provided in Attachment 1.

Lot 5 (No. 26) is located centrally in the Lake Grace townsite's designated commercial precinct and comprises a total site area of approximately 1,060m².

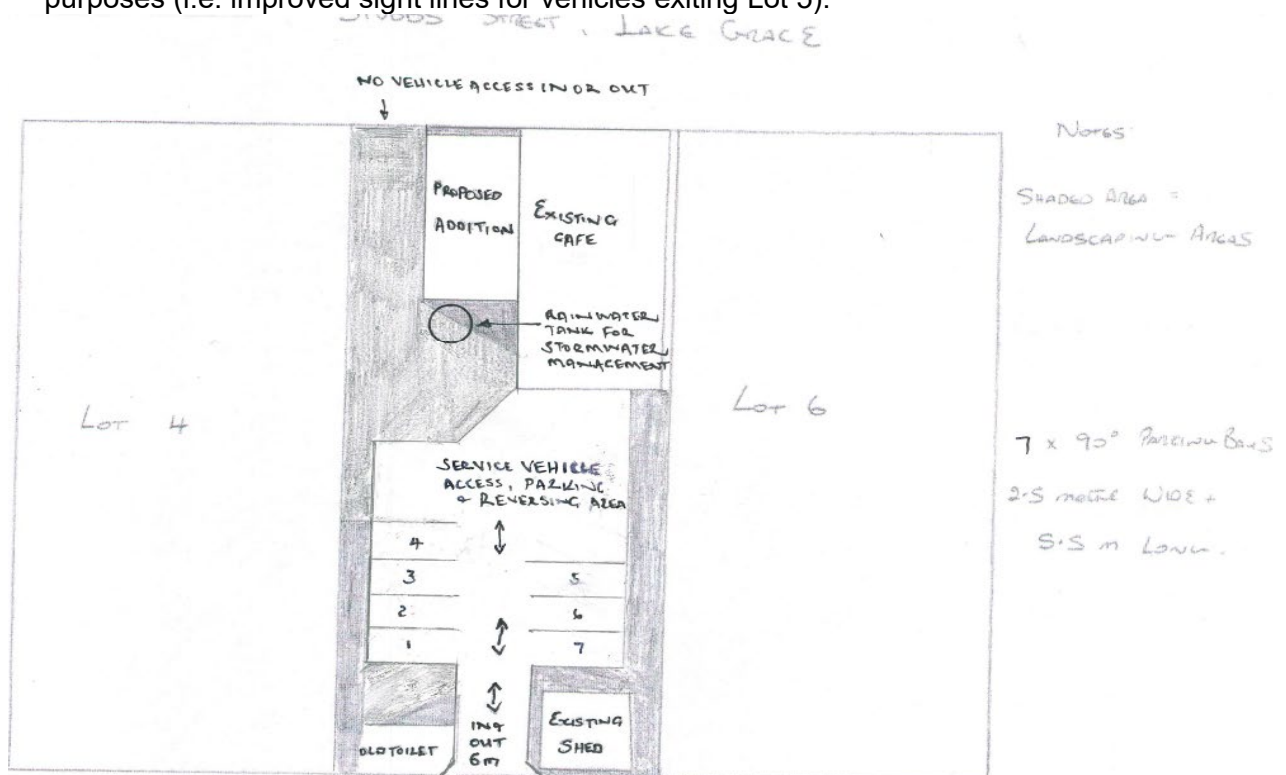
Lot 5 has direct frontage and access to Stubbs Street along its northern front boundary and a constructed right-of-way along its southern rear boundary. The property has historically been developed and used for both *'shop'* and *'restaurant/cafe'* purposes (i.e. Rosie's Cafe) and contains a single storey commercial building originally constructed in 1918 and two associated outbuildings at the rear.

Council should note that whilst the single storey commercial building on Lot 5 is included in the Shire's Heritage List due to it being identified and classified as a place of considerable cultural

heritage significance, the proposed development, the subject of this report, will have no direct impact on the building or compromise its heritage character or value.

In December 2017, Council granted conditional development approval for the following:

- i) Construction of a new 72m² addition to the western side of the existing commercial building on Lot 5;
- ii) Use of the proposed new 72m² addition for the purposes of an expanded 'restaurant / cafe';
- iii) Use of the entire premises, including the proposed addition, for the purposes of a 'reception centre';
- iv) Construction of a new vehicle access and parking area at the rear of the property with direct access to/from an existing constructed right-of-way along the land's rear boundary;
- v) The installation of new guttering on the existing building and proposed addition and a rainwater storage tank of sufficient capacity at the rear of the addition to capture, store and provide for the re-use of all storm water collected from the roof catchment;
- vi) The provision of landscaping in select locations including the retention of all existing eucalypt trees at the rear of the property with the exception of one smaller sized tree that has been subject to previous lopping works and required removal to provide safe and convenient vehicle access via the adjoining right-of-way; and
- vii) Removal of an existing corrugated iron storage shed at the rear of the property for vehicle safety purposes (i.e. improved sight lines for vehicles exiting Lot 5).



Council Approved Site Development Plan (December 2017)

It is noted Lot 5 has not been developed in accordance with the previous development approval granted by Council in December 2017, with a number of proposed improvements yet to be completed (e.g. vehicle access and parking, stormwater drainage, landscaping and removal of old shed). As this is a compliance related matter, Council cannot withhold any further development approvals due to this non-compliance or impose further conditions requiring the land to be developed in accordance

with any previous approvals granted. The onus is on the current landowners to comply with all previous approvals, with the Shire responsible for compliance and enforcement if the works are not completed as required.

Comment

Lot 5 is classified 'Commercial' zone under the Shire of Lake Grace Local Planning Scheme No.4 (LPS4).

Under the terms of LPS4 the use class 'restaurant / cafe' is listed as being a permitted (i.e. 'P') use on any land classified 'Commercial' zone. The use class 'reception centre' is listed as being a discretionary (i.e. 'D') use on any land classified 'Commercial' zone, with Council having previously granted development approval to use Lot 5 for this purpose.

As the proposed sea container will be incidental to and support the current permitted and approved use of Lot 5 for 'restaurant / cafe' and 'reception centre' purposes, Council has sufficient discretion to grant development approval in this particular instance, if it satisfied the proposed development meets the objectives, standards and requirements of the Shire's local planning framework.

The application has been assessed with due regard for all relevant objectives, standards and requirements prescribed in LPS4, clause 67 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015* and Council's policy manual. This assessment has confirmed the proposal is compliant, or capable of compliance, with the following requirements:

- Land use compatibility;
- Siting, design and lot boundary setbacks;
- Maximum permitted building height;
- Environmental protection and conservation;
- Visual character and amenity;
- Heritage conservation and protection;
- Vehicle access, parking, loading / unloading; and
- Stormwater drainage and bushfire risk management.

To ensure the proposed sea container does not have a detrimental impact on the visual amenity of the immediate locality when viewed from the public realm, it is recommended Council impose a condition on any development approval that may ultimately be granted requiring the applicant to paint the western and southern walls of the sea container in a colour that matches or complements the external appearance of the existing commercial building on the property.

It is also recommended Council impose a condition requiring all stormwater drainage from the proposed sea container to be managed and disposed of on-site in a manner that does not compromise the integrity of any existing improvements on the land or the sea container itself.

In light of all of the above, it is concluded the proposal for Lot 5 (No.26) Stubbs Street, Lake Grace is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be supported and approved by Council subject to the imposition of a number of conditions to ensure the development proceeds in a proper and orderly

manner. As such, it is recommended Council exercise its 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

Nil

Consultation

Not required or deemed necessary.

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 partially offset by the development application fee paid by the applicant. All costs associated with the proposed development will be met by the applicant.

It is significant to note should the applicant / landowners be aggrieved by Council’s final decision in this matter, they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered highly 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

The proposed development is consistent with the following strategic planning documents:

- Shire of Lake Grace Local Planning Strategy 2007 as it applies to supporting business development and growth and improving the general appearance, character and amenity of the Shire’s main settlements; and

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

Economic Objective		A prosperous agricultural-based economy, supporting diversification of industry
Outcome	1.2.2	Support local business and promote further investment in the district.
Environment Objective		Protect and enhance our natural and built environment
Outcome	3.1.1	Maintain the integrity of heritage buildings and places

Voting Requirements

Simple majority required.

RESOLUTION 13552

Moved: Cr Chappell

Seconded: Cr Hyde

That the development application submitted by Mr Andrew Keays to place a second-hand 20-foot-long sea container on Lot 5 (No.26) Stubbs Street, Lake Grace for incidental storage purposes associated with the current approved uses on the land 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 Council.
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 Council.
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 this approval shall lapse and be of no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
4. The western, northern and southern facing walls of the proposed sea container shall be painted in a colour that matches or complements the external appearance of the existing commercial building on the property within ninety (90) days of the date of this approval unless otherwise approved by the Shire's Chief Executive Officer.
5. All stormwater drainage from the proposed sea container shall be contained and disposed of on-site in a manner that does not compromise the integrity of any existing improvements on the land or the sea container itself.
6. The proposed sea container shall only be used for incidental storage purposes associated with the current approved uses on the land unless otherwise approved by Council.

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 Shire 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 Shire'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 is reminded of their obligation to ensure compliance with the following requirements:
 - i) The Shire of Lake Grace Annual Fire Management Notice as it applies specifically to all townsite 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>); and

- ii) The terms and conditions of the development approval granted for the land in December 2017 as it applies to the maximum number of people permitted to be accommodated within the commercial building, heavy vehicle access, parking and loading/unloading, waste management and disposal, and the screening of any open storage and/or drying areas.
4. In accordance with the *Building Act 2011* and *Building Regulations 2012*, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any earthworks or placement of the proposed sea container on the land.
5. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.
6. 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.
7. If the applicant / landowners are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination.

CARRIED: 9/0

Cr Hunt asked as to what happened to the original development conditions that were imposed on the former owners, whether or not they have been done:



Reply from the CEO was, now that the Shire's Planner Joe Douglas is back, this will be looked at by the administration.

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 LAKE GRACE MEDICAL CENTRE CONTRACT UPDATE

Applicant:	Chief Executive Officer
File No.:	0159
Attachments:	Nil
Author:	 Mr Alan George Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	14 March 2022
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

For Council to confirm the change of term of the General Practice Agreement with Drs Olowu and Omoniyi (Olkowu and Omoniyi Pty Ltd).

Background/Comment

The General Practice Agreement with the doctors expired on 28 February 2022. Administration and Councillors entered into discussions with the doctors for the renewal of the contract and as a result at the 16 February 2022 Ordinary Council meeting, it was resolved to offer a three (3) year contract extension to expire 28 February 2025.

The doctors have subsequently come back and advised that a 2-year contract under the approved conditions is now what they want. All councillors were contacted and all confirmed agreeance to the change of term of the contract.

This item is to confirm the prior approval by the Councillors.

Legal Implications

The new General Practice Agreement has been executed by all parties.

Policy Implications

Nil

Consultation

All Councillors of the Shire of Lake Grace.

Financial Implications

No change to the contract price.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

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

Outcomes: 2.2 A healthy and safe community

 2.2.2 Provide and advocate for medical and health services

Voting Requirements

Simple majority required.

RESOLUTION 13553



Moved: Cr Carruthers

Seconded: Cr Lloyd

That Council confirms its agreeance to the change of term of the General Practice Agreement with Doctors Olowu and Omoniyi (Olowu and Omoniyi Pty Ltd) to a two (2) year term.

CARRIED 9/0

14.4.2 BUSHFIRE RISK MANAGEMENT PLAN 2022-2027 - DRAFT

Applicant:	Chief Executive Officer
File No.:	0159
Attachments:	All the working copies of the following documents: <ul style="list-style-type: none"> • Shire of Lake Grace BRM Plan • BRM Plan – Communication Strategy • BRM Plan – Local Government Wide Controls
Author:	 Mr Alan George Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	16 March 2022
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

For Council to review and comment on the Draft Shire of Lake Grace Bushfire Risk Management Plan 2022-2027

Background

The Bushfire Risk Management Planning (BRMP) program is a state-wide government initiative in WA that has been established to assist in the mitigation of bushfire risk. The program supports Local Governments in developing and implementing whole of Shire, tenure-blind Bushfire Risk Management Plans (BRM Plans) so that community assets are identified, risks are assessed and appropriate mitigation activities are assigned.

To support Local Government in undertaking the identified mitigation activities, the Western Australia government has established the Mitigation Activity Fund Grants Program (MAFGP) to treat extreme, very high or high bushfire risks.

The Mitigation Activity Fund Grants Program is restricted to eligible Local Governments only.

Eligible local governments are those that have an Office of Bushfire Risk Management (OBRM) endorsed Bushfire Risk Management Plan (Please note that OBRM must be given a minimum of four weeks to endorse a plan).

Comment

The draft document has been prepared by the Bushfire risk Management Coordinator based at the Shire of Narrogin and is attached for comment from Council. Comment will also be sought from

CBFCO, BFAC and CESM and interested parties prior to being finalised and adopted by Council prior to being forwarded to the OBRM for endorsement.

Please note that this is only a draft and some minor wording requires attention, however, the gist of the document is there.

Legal Implications

The following Acts and Legislation apply:

- Aboriginal Heritage Act 1972
- Building Act 2011
- Bush Fires Act 1954
- Bush Fires Regulations 1954
- Conservation and Land Management Act 1984
- Country Areas Water Supply Act 1947
- Emergency Management Act 2005
- Emergency Management Regulations 2006
- Environmental Protection Act 1986
- Environmental Protection and Biodiversity Conservation Act 1999
- Fire and Emergency Service Act 1998
- Fire Brigades Act 1942
- Metropolitan Water Supply, Sewerage and Drainage Act 1909
- Planning and Development (Local Planning Scheme) Regulations 2015
- Wildlife Conservation Act 1950

Policy Implications

Shire of Lake Grace Fire Management Notice 2021/2022
State Planning Policy 3.7 – Planning for Bushfire Prone Areas
Numerous other State Policies

Consultation

Department of Fire and Emergency Services
Shire of Lake Grace Community Emergency Services Manager
Shire of Lake Grace Bushfire Advisory Committee
Chief Bushfire Control Officer

Financial Implications

There is funding available annually through the Mitigation Activity funding (MAF) However, it must be noted that the funding available is for the initial treatment only to reduce the fire risk and thereafter it will be the responsibility of the Shire for the ongoing maintenance of the firebreaks.

Further funding may be sourced after initial works have been completed. Bushfire can pose a serious risk to communities and the receipt of mitigation funding will help offset ongoing costs and treatments into the future.

Strategic Implications

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
	1.1.1	Enhance and maintain transport network
	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
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
	3.1.1	Maintain, rationalise, improve or renew buildings and community infrastructure
	3.1.2	Maintain the integrity of heritage buildings and places
Outcome	3.2	A natural environment for the benefit and enjoyment of current and future generations
	3.2.1	Manage and preserve the natural environment
	3.2.2	Support pest and weed control within the district
Social Objective		A valued, healthy and inclusive community and life-style
Outcome	2.2	A health and safe community
	2.2.3	Support provision of emergency serviced and encourage community volunteers



Voting Requirements

Nil

NO VOTING REQUIRED

For information purposes only at this stage.

14.4.3 ACCESS AGREEMENT TO WILLIAMS LOCATION 10224

Applicant:	Chief Executive Officer
File No.:	0159
Attachments:	Agreement to Williams Location and Plan Location 10224 – Lake Grace Kulin Road
Author:	 Mr Alan George Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	16 March 2022
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

For Council to **approve** the fixing of the Shire of Lake Grace Common Seal to an access agreement to portion of Williams Location 10224 with the owners Morris and Vicki Smith for the purpose of access to water.

Background

Vesting of Reserve 18067 on which North Lake Grace Dam is located was transferred from the Water Corporation to the Shire of Lake Grace in 2021.

Comment

Administration has been working with DWER for several years in order to increase dam water supplies for drought mitigation purposes.

Last year, the federal government announced the National Water Grid Connections Fund to help identify and improve water storage and drought mitigation processes. The State government followed this up with some additional funding. DWER identified North Lake Grace Dam as a project and are in the process of gaining approval for funding to install a tank, standpipe and pipeline from the dam to a suitable area. The area for the tank will be located on the reserve to the west of the dam in an old gravel pit area. Access to the tank and standpipe will be through land owned by the Smiths and there are already access roads in place which will require some minor grading to bring up to standard.

This agreement is to formalise the access to the land with the owners and set out the conditions of the access.

Legal Implications

The Smiths have requested that the condition be put into the agreement that they will **not be liable** for any incident/accidents on any part of their property whilst being accessed for water.
Local Government Act 1995 section 9.49(A)

Policy Implications

Policy 1.1 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.

Consultation

External Department of Water and Environmental Regulation – Rural Water Planning
Landowners M L and V N Smith

Internal Mr Craig Elefsen - Manager Infrastructure Services

Financial Implications

Initial works will be funded by the National Water Grid Connections Fund.

The Shire of Lake Grace will be liable for future maintenance from time to time as needed.

Strategic Implications

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
	1.1.3 Support and promote the agricultural productivity of the district
	1.1.4 Maintain and provide water infrastructure and lobby to support drought-proofing and water-harvesting initiatives
	1.1.5 Liaise with key stakeholders for the improvement of the agricultural industry

Voting Requirements

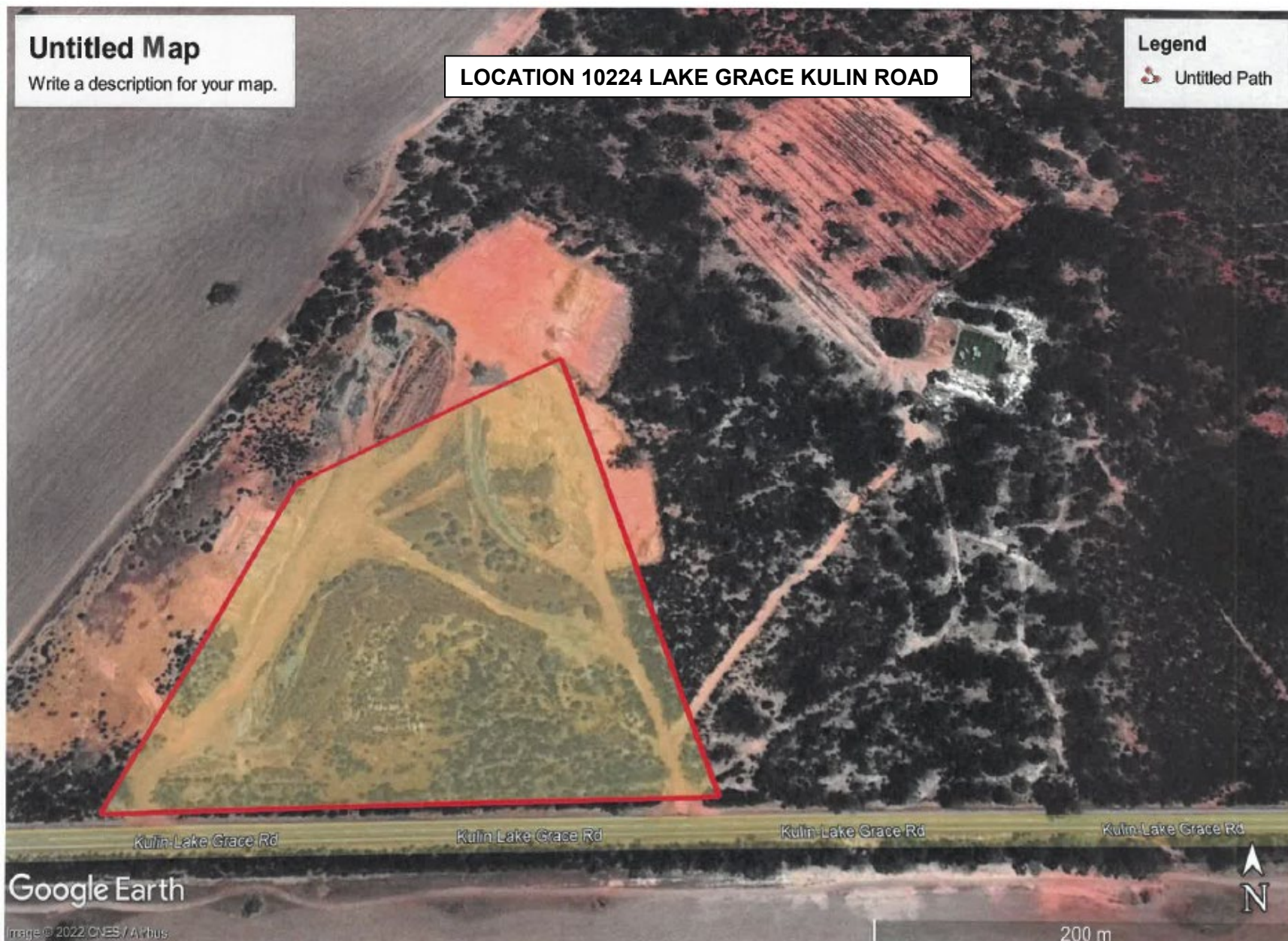
Simple majority required.

RESOLUTION 13554



Moved: Cr Chappell
Seconded: Cr McKenzie

That Council approves the fixing of the Shire of Lake Grace Common Seal to the Access Agreement between M L and V N Smith and the Shire of Lake Grace for portion of Williams Location 10224.

CARRIED: 9/0



14.4.4 ADOPTION OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 2022-2027

Applicant:	Mr. Alan George Chief Executive Officer
File No.:	TBA
Attachments:	Draft Shire of Lake Grace Local Emergency Management Arrangements (LEMA) 2022-2027
Author:	 Mr Chris Paget Deputy Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	16 March 2022
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

The purpose of this report is for the Council to consider the review of the Local Emergency Management Arrangements and the associated recommendation from the 10 February 2022 Shire of Lake Grace LEMC meeting.

Background

Under the *Emergency Management Act 2005* ('the EM Act'), local governments are required to have local emergency management arrangements. Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Effective local emergency management arrangements enhance the community's resilience and preparedness for emergencies through strategies that apply prevention/mitigation, preparedness, response and recovery measures.

In addition to ensuring that effective local emergency management arrangements are prepared and maintained and managing recovery following an emergency in its district, each local government is required to establish and maintain a local emergency management committee (LEMC). The functions of the Shire of Lake Grace LEMC are documented in the EM Act under section 39:

- a) to advise and assist the local government in ensuring that the local emergency management arrangements are established for its districts;
- 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.

Comment

The minutes of the 10 February 2022 LEMC meeting are attached with a recommendation to Council to endorse the Local Emergency Management Arrangements (LEMA) and associated plans for the Shire of Lake Grace.

In accordance with relevant legislation the plans have been reviewed by the LEMC and this report seeks Council's endorsement. Adoption of the plans will ensure the Shire remains compliant with legislative responsibilities in accordance with the EM Act 2005 and relevant State Emergency Management plans and policies.

Once adopted by Council, the LEMA document must be submitted to the State Emergency Management Committee (SEMC) via the District EMC in order to complete the approval process.

Statutory Environment

Emergency Management Act 2005 sections 41 to 43.

Policy Implications

Nil

Financial Implications

Nil

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil statutory, regulatory or compliance requirements
- Inadequate document management processes
- Inadequate engagement practices

Risk mitigation includes the well managed operations of the LEMC and ensuring all relevant plans are current and reviewed as required.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	3.2	A healthy and safe community
Outcome	4.1	A strategically focused, unified Council functioning efficiently
	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
	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

Consultation

External	Department of Fire & Emergency Services Department of Communities Western Australian Local Government Association
Internal	Mr Matt Castaldini – Community & Emergency Services Manager, Shire of Lake Grace Shire of Lake Grace – Local Emergency Management Committee

Voting Requirements

Simple majority required..

RESOLUTION 13555

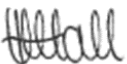

Moved: Cr Hyde
Seconded: Cr Hunt

That Council lays this item on the table to allow further amendments and corrections to be made.

CARRIED: 9/0

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – JANUARY 2022

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	 Ms Tegan Hall Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	16 March 2022
Senior Officer	 Mr Alan George Chief Executive Officer

Summary

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

Background

List of payments for the month of January 2022 through the Municipal account 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 January 2022 from the Municipal and Trust Accounts total is \$8882,065.35.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

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

Voting Requirements

Simple majority required.

RESOLUTION 13556

Moved: Cr Carruthers
Seconded: Cr Hunt

That Council ratify the list of payments totalling \$882,065.35 as presented for the month of January 2022 incorporating:

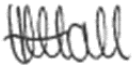

Payment Method	Cheque/EFT/DD Number	Amount
Trust Account	1541	\$51.00
Electronic Funds Transfers	EFT22982 - EFT23207	\$849,912.93
Municipal Account Cheques	36973 – 36976	\$2,326.08
Direct Debits	DD9828.1 – DD9870.3	\$29,775.34
	TOTAL	\$882,065.35

to the Municipal account, totalling \$882,065.35 which were submitted to each member of the Council on 23 March 2022, have been checked and fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as the prices, computations, and costings and the amounts show are due for payment.

Alan George
CHIEF EXECUTIVE OFFICER

CARRIED: 9/0

14.5.2 ACCOUNTS FOR PAYMENT – FEBRUARY 2022

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	 Ms Tegan Hall Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	16 March 2022
Senior Officer	 Mr Alan George Chief Executive Officer

Summary

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

Background

List of payments for the month of February 2022 through the Municipal account 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 February 2022 from the Municipal and Trust Accounts total is \$597,130.40.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

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

Voting Requirements

Simple majority required.

RESOLUTION 13557

Moved: Cr McKenzie

Seconded: Cr Lloyd

That Council ratify the list of payments totalling \$597,130.40 as presented for the month of February 2022 incorporating:



Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT23208 - EFT23324	\$546,012.25
Municipal Account Cheques	36977 – 36982	\$16,099.57
Direct Debits	DD9869.1 – DD9900.1	\$35,018.58
	TOTAL	\$597,130.40

to the Municipal account, totalling \$597,130.40 which were submitted to each member of the Council on 23 March 2022, have been checked and fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as the prices, computations, and costings and the amounts show are due for payment.

Alan George
CHIEF EXECUTIVE OFFICER

CARRIED: 9/0

14.5.3 FINANCIAL REPORTS – 31 JANUARY 2022

Applicant:	Internal Report
File No.	0275
Attachments:	<ul style="list-style-type: none"> • Monthly Financial Reports • Bank Reconciliations – January 2022
Author:	 Mrs Victoria Fasano Finance Officer – Reporting and Investments
Disclosure of Interest	Nil
Date of Report	16 March 2022
Senior Officer	 Mr Alan George Chief Executive Officer

Summary

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

Background

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

Comment

As at 31 January 2022, operating revenue over target by \$52,562 (0.84%) mostly due to Rates and Operating grants received earlier than budgeted. Interest earnings below target due to low interest rates. Fees and Charges are below budget as well along with other revenue.

Operating expenditure is under YTD budget by \$1,123,072 (17.61%) mainly due to Materials and contracts, employee and overhead costs down along with utility charges. Insurance and depreciation expenses on the other hand are slightly over the budget target.

The capital program is below the target by \$1,828,877. Capital grants and contributions are down due to some 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 slow-down in capital projects. This leads to Capital grants income decrease being offset by the reduction in payments for property, plant and equipment.

Cash at bank is similar to the corresponding period last year, an investment agreement for 3 term deposits with Bankwest is in place (total of \$9,502,735).

Outstanding rates is tracking well and have recovered 94.6% to date.

General debtor is \$61,680 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 January 2022. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated regulations.

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

Legal Implications

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

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

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

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

Voting Requirement

Simple majority required.

RESOLUTION 13558

Moved: Cr Chappell



Seconded: Cr Hyde

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

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

CARRIED: 9/0

14.5.4 FINANCIAL REPORTS – 28 FEBRUARY 2022

Applicant:	Internal Report
File No.	0275
Attachments:	<ul style="list-style-type: none"> • Monthly Financial Reports • Bank Reconciliations – February 2022
Author:	 Mrs Victoria Fasano Finance Officer – Reporting and Investments
Disclosure of Interest	Nil
Date of Report	16 March 2022
Senior Officer	 Mr Alan George Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 28 February 2022 and Bank Reconciliations for the month ending 28 February 2022.

Background

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

Comment

As at 28 February 2022, operating revenue over target by \$80,890 (1.21%) mostly due to Rates and Operating grants received earlier than budgeted. Interest earnings below target due to low interest rates. Fees and Charges are below budget as well along with other revenue.

Operating expenditure is under YTD budget by \$1,406,392 (19.27%) mainly due to Materials and contracts, employee and overhead costs down along with utility charges. Insurance and depreciation expenses on the other hand are slightly over the budget target.

The capital program is below the target by \$2,355,802 (62.98%). Capital grants and contributions are down due to some 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 slow-down in capital projects. This leads to Capital grants income decrease being offset by the reduction in payments for property, plant and equipment.

Cash at bank is similar to the corresponding period last year, an investment agreement for 3 term deposits with Bankwest is in place (total of \$9,505,180).

Outstanding rates is tracking well and have recovered 95.4% to date.

General debtor is \$37,536 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 28 February 2022. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated regulations.

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

Legal Implications

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

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

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

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

Voting Requirement

Simple majority required.

RESOLUTION 13559

Moved: Cr Carruthers
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 28 February 2022 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 28 February 2022.

CARRIED: 9/0


14.6 COMMUNITY SERVICES

Nil

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN – MARCH 2022

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin
Author:	<i>RRRose</i> Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	16 March 2022
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

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.

Comment

This month's Information Bulletin Report was emailed to Councillors.

The February 2022 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report – March 2022
- Lake Grace Library Report and Statistics – March 2022
- Lake King Library Report and Statistics – March 2022
- Newdegate Library Report and Statistics – March 2022

Circulars, Media Releases, Newsletters, Letters:

- 4WDL Telstra Mobile Connectivity & Reliability
- Central Country Zone – Minutes of Meeting – 18 February 2022
- WALGA – State Council Full Minutes – Special Meeting – 23 February 2022
- WALGA – State Council Agenda – 2 March 2022
- Western Australian Community Resource Network (WACRN) Customer Research (DPIRD)
- Western Australian Community Resource Network (WACRN) Stakeholder Research (DPIRD)
- SHICC Public Health Bulletin No. 12 – 10 February 2022
- SHICC Public Health Bulletin No. 13 – 15 February 2022
- SHICC Public Health Bulletin No. 13 – 23 February 2022
- SHICC Public Health Bulletin No. 14 – 02 March 2022
- SHICC Public Health Bulletin No. 15 – 10 March 2022
- SHICC Public Health Bulletin No. 16 – 17 March 2022

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

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
	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
	4.2	An efficient and effective organisation
	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority required.

RESOLUTION 13560

Moved: Cr Chappell

Seconded: Cr Hyde

That Council accepts the Information Bulletin Report for March 2022.

CARRIED: 9/0

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

Nil.

18.0 DATE OF NEXT MEETING – 27 APRIL 2022

The next Ordinary meeting of Council is scheduled to take place on Wednesday 27 April 2022 commencing at 3:30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

There being no further business, the Shire President closed the meeting at 4:13pm.

20.0 CERTIFICATION

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

Signature

Date

Shire of Lake Grace Special Council Meeting 24 March 2022

Shire of Lake Grace

Special Council Meeting

MINUTES

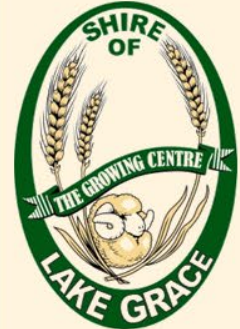
24 March 2022

Meeting Commencing at 11:00 AM

Disclaimer

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SHIRE OF LAKE GRACE

Minutes of the Special Meeting of Council held at Council Chambers, 1 Bishop Street, Lake Grace, WA 6353 on 24 March 2022 at 11:00am.

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 11:01 am and advised that today's special meeting has been convened to consider the following matters:

- 2020/2021 - Shire of Lake Grace Annual Financial Report and Auditors Report
- 2021 Annual General Meeting of Electors
- Shire of Lake Grace Compliance Audit Return 2021

2.0 DISCLAIMER READING

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Acknowledgement of Country to be read by the Shire President

I begin today by acknowledging the Ballardong people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

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

3.1 PRESENT

Cr LW Armstrong	Shire President
Cr RC Chappell	Deputy Shire President
Cr SD Carruthers	
Cr DS Clarke	
Cr RA Lloyd	
Cr SG Hunt	
Cr JV McKenzie	

In Attendance

Mr A George	Chief Executive Officer
Mr C Paget	Deputy Chief Executive Officer via video conference
Mr C Elefsen	Manager Infrastructure Services
Mrs R Rose	Executive Assistant (for the Minutes)

3.2 APOLOGIES

Cr Ben Hyde	
Cr Anton Kuchling	
Mrs Megan Hall	Manager Corporate Services

3.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Nil

4.0 PUBLIC QUESTION TIME

Nil

5.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

6.0 NOTATIONS OF INTEREST

Nil

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

Nil

6.2 DECLARATIONS OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B

Nil

6.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C

Nil

7.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil



8.0 REPORTS OF COMMITTEES

Nil

9.0 REPORTS OF OFFICERS

10.0 ADMINISTRATION

10.1 2020/21 ANNUAL FINANCIAL REPORT AND AUDITORS REPORT

Applicant:	Internal Report
File No.	0274
Attachments:	<ul style="list-style-type: none">• 2020/21 Annual Financial Statements• OAG Audit Opinion/Report
Author:	 Mr Chris Paget Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	21/03/22
Senior Officer	 Mr Alan George Chief Executive Officer

Summary

The purpose of this item is for Council to receive and consider the Audit Committee recommendation to accept the Annual Report for the year ended 30 June 2021.

Background

The draft Annual Financial Report for the year ended 30 June 2021 was presented to the Shire of Lake Grace's auditor AMD on 27 August 2021. The auditors undertook the annual site visit to Lake Grace between 4 and 5 October, with follow up work completed electronically and meetings at their offices in Bunbury throughout November and early December. Following significant delays from the Office of the Auditor General, the exit meeting was held on 17 February 2022 with the audit opinion finally being signed off on 18 March 2022.

Section 5.54 of the *Local Government Act 1995 'Acceptance of Annual Reports'* requires an Annual Financial Statement to be accepted by Council by 31 December in each year, unless the Auditors Report is not available in time. The *Local Government Act 1995* Section 5.54(2) requires that if the Annual Report is not accepted by the Local Government by 31 December, then it must be presented within two (2) months of the Auditors report becoming available.

As per usual practice it is intended that the advertisement advising of the Annual Electors Meeting and the availability of the 2020/21 Annual Report will be placed in the *Lakes Link* and *Gatepost*, as well as the West Australian newspaper. Notices will be also placed on our notice boards and the Shire's website and Facebook page.

Comment

The completion of the audit report confirms all figures for the 2020/21 year including the carried forward position as at 30 June 2021.

The audit management report has made three moderate findings and recommendations as detailed below:

- 12 instances of minor purchasing transactions did not have documented evidence of quotations being sought – management will refine existing procedures to ensure all staff follow and document purchasing processes.
- 2 instances of purchase orders being raised after supplier invoices were received – as above, existing procedures will be updated and implemented with staff educated accordingly.
- The Shire does not currently have an approved IT Disaster Recovery Plan in place, and backups of the IT system are not stored off site – development of the Shire's plan is currently underway (including offsite storage), and anticipate presentation to Council by end April 2022.
- Two other matters relating to IT Usage and Related Party Disclosures policies had already been adopted by Council and implemented in June and October 2021 respectively.

It is pleasing to note the significant matter raised in the 2020 financial year audit that the Shire's asset renewal ratio (ARR) being below the Department of Local Government, Sport and Cultural Industries standard for two financial years (0.33 whereas the Department standard is between 0.75 and 0.95) is now rectified. For the 2021 year the ARR was 0.96 which exceeds the DLGSC standard range – this is largely attributed to the very significant capital works program the Shire is undertaking with Commonwealth funding for the Drought Communities Program and the Regional & Local Community Infrastructure Program.

Statutory Implications

Local Government Act 1995

Section 5.53 Annual Reports;

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) deleted]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report prepared under section 7.9(1) or 7.12AD (1) for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require;and
 - (i) such other information as may be prescribed.

Section 5.54 Acceptance of Annual Reports;

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

** Absolute majority required.*

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Section 5.55 Notice of Annual Reports;

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Section 5.55A. Publication of Annual Reports;

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

Policy Implications

Nil

Consultation

Internal Mr Alan George, Chief Executive Officer
 Mr Chris Paget, Deputy CEO
 Mrs Tegan Hall, Manager Corporate Services
 Shire finance and administration staff

External AMD (Contractors Auditors appointed by OAG)
Office of Auditor General

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 – 2027

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

Voting Requirement

Absolute majority required.

RESOLUTION 13200

Moved: Cr Carruthers


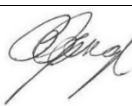
Seconded: Cr Clarke

That Council:

1. In accordance with Sections 5.53 and 5.54 of the *Local Government Act 1995*, Council accepts the Annual Financial Report for the 2020/2021 financial year and;
2. In accordance with Section 5.55 of the *Local Government Act 1995*, Council authorise the Chief Executive Officer to give local public notice of the availability of the Shire of Lake Grace 2020/21 Annual Report from Friday 8 April 2022.

CARRIED BY ABSOLUTE MAJORITY: 7/0

10.2 ANNUAL GENERAL MEETING OF ELECTORS

Applicant:	Internal Report
File No.	Nil
Attachments:	Nil
Author:	 Mr Chris Paget Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	22 March 2022
Senior Officer	 Mr Alan George Chief Executive Officer

Summary

For Council to consider and endorse the date for the Annual General Meeting of Electors.

Background / Comment

In accordance with section 5.27 of the *Local Government Act 1995* the Annual Electors' General Meeting is to be held within 56 days of the local government accepting the annual report for the previous financial year. A requirement of setting the date is that 14 days local public notice is required for advertising the meeting. Providing the annual report is endorsed at the Special Council meeting held on Thursday 24 March 2022, it is recommended that this be held at 6.30pm Wednesday 13 April 2022 at the Lake King Pavilion. It is intended that public notice will be published in the local community newsletters and *The West Australian* newspaper; this advice will also be placed on our Notice Boards and the Shire of Lake Grace website and Facebook page.

Statutory Implications

Local Government Act 1995 Section 5.27 - Electors' General Meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

Local Government (Administration) Regulation No. 15

Matters for discussion at general electors' meetings (Act s.5.27(3))

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

Local Government Act 1995 Section 5.29 - Convening Electors' Meetings

- (1) The CEO is to convene an electors' meeting by giving —
- (a) at least 14 days' local public notice;
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

Policy Implications

Nil

Consultation

Internal - Mr Alan George, Chief Executive Officer

Financial Implications

Minor expenses will be incurred with the required advertising.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

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

Voting Requirements

Simple majority required.

RESOLUTION 13201



Moved: Cr Hunt

Seconded: Cr Lloyd

That Council hold the Annual General Meeting of Electors on Wednesday 13 April 2022 at 6.30 pm at the Lake King Hall.

CARRIED: 7/0

10.3 SHIRE OF LAKE GRACE COMPLIANCE AUDIT RETURN 2021

Applicant:	Internal Report
File No.	0528
Attachments:	<ul style="list-style-type: none"> Completed 2021 Compliance Audit Return
Author:	 Mr Chris Paget Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	21 March 2022
Senior Officer	 Mr Alan George Chief Executive Officer

Summary

The purpose of this report is for Council to consider the Audit Committee recommendation to adopt the statutory Local Government Compliance Audit Return (CAR) for the year ending 31 December 2021.

Background

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January 2021 to 31 December 2021. Once received and endorsed by Council, the certified return then needs to be submitted to the Director General, Department of Local Government, Sports and Cultural Industries by 31 March 2022.

The Compliance Audit Return must be:

1. reviewed by the Audit Committee;
2. presented to Council at a meeting of the Council;
3. adopted by the Council and certified by the President and CEO, then
4. recorded in the minutes of the meeting at which it is adopted.

The Compliance Audit Return is intended to assist Council in monitoring its organisational functions and provides an additional element of accountability through a check on internal management systems, procedures and record keeping. This in turn demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice methods. Council is required to note any areas of non-compliance and endorse remedial action. The Audit is provided by the Department of Local Government through their secure website platform named Smart Hub, and is required to be completed by every local government in Western Australia.

Comment

The Shire's Audit Committee met prior to this meeting on Thursday 24 March 2022 to review the CAR along with this report in order to recommend its adoption by Council.

There were four items of non-compliance noted out of the total 98 items (9 of these being optional disclosures) included in the Shire of Lake Grace 2021 CAR, and this equates to an achievement rate of 95.92% which is better than the 2020 result of 91.18%.

Additionally, one question in the Finance topic section was answered as 'no' for non-compliance: page 7 No.3 LG Act s7.9(1) *Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?* This occurred due to no fault of the Shire and has not been counted as our non-compliance, as the Office of the Auditor General wrote to the Shire President on 23 December stating our audit would be delayed due to their workloads and COVID-19 measures resulting in significant labour shortages for the audit profession.

The non-compliant matters identified for each CAR topic area are as follows:

Delegation of Power/Duty

(Page 2 No.13) LG Act s5.46(2): Whilst a full review of the delegations register was undertaken and accepted by Council in December 2021, this was not within the 2020/2021 financial year as specified in the CAR question.

Integrated Planning and Reporting

(Page 8 No.1) Admin Reg 19C: The Shire of Lake Grace Strategic Community Plan was adopted by absolute majority of Council on 28 June 2017 and thus was due for major review in 2021; this did not occur within that calendar year.

Tenders for Providing Goods and Services

(Page 11 No.1) F&G Reg 11A(1) and (3): The annual financial audit identified 12 instances of minor purchasing transactions that did not have documented evidence of verbal or written quotations being sought in line with Council's purchasing policy.

(Page 11 No.7) F&G Reg 17: Whilst the tender register was available for public inspection at the Shire office, it was not published on the Shire website.

Statutory / Legal Implications

Local Government Act 1995 section 7.13(i)

Local Government (Administration) Regulations 1996 - Regs 13, 14 & 15

Local Government (Audit) Regulations 1996

Local Government (Elections) Regulations 1997

Local Government (Functions and General) Regulations 1996

Local Government (Rules of Conduct) Regulations 2007

Policy Implications

Nil

Consultation

Internal: Mr Alan George - Chief Executive Officer
Mr Chris Paget – Deputy CEO
Mrs Tegan Hall - Manager Corporate Services
Mr Craig Elefsen – Manager Infrastructure Services
Shire Administration, Infrastructure & Finance staff

Financial Implications

Nil

Strategic Implications

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
	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
	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements
	4.2.3	Provide a positive and safe workplace

Voting Requirements

Simple majority required.

RESOLUTION 13202

Moved: Cr Carruthers

Seconded: Cr Hunt

That Council:

1. Adopts the Local Government Statutory Compliance Audit Return for the period 1 January 2021 to 31 December 2021 for the Shire of Lake Grace; and
2. Instructs the CEO to submit the certified 2021 Compliance Audit Return to the Department of Local Government, Sport & Cultural Industries by 31 March 2022.

CARRIED:7/0

11.0 CLOSURE

There being no further business, the Shire President closed the meeting at 11:10 am.

12.0 CERTIFICATION

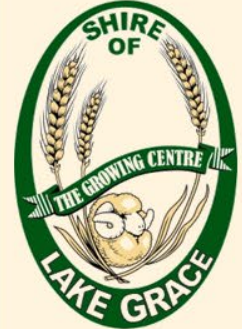
I, Leonard William Armstrong certify that the Minutes of the Special Council Meeting held on 24 March 2022 as shown were confirmed as a true record of the meeting.

Signature

Date

Shire of Lake Grace

Annual General Meeting of Electors



NOTICE PAPER

To the Electors

In accordance with the provisions of Section 5.29 of the Local Government Act 1995, you are hereby notified that an Annual General Meeting of Electors has been convened:

Date: Wednesday 13 April 2022

At: Lake King Hall, Lake King WA

Commencing: 6.30pm

To discuss the items of business in the agenda as set out on the following pages.

A handwritten signature in black ink, appearing to read "Alan George".

Alan George
Chief Executive Officer

8 April 2022
Date

Shire of Lake Grace

Annual Meeting of Electors

AGENDA

13 April 2022

Meeting Commencing at 6.30 pm

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Acknowledgement of Country

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

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

All our towns where we would have public events or meetings are in the Ballardong area.



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SHIRE OF LAKE GRACE

Agenda for the Shire of Lake Grace Annual General Meeting of Electors to be held at Lake King Hall, Lake King WA on Wednesday 13 April 2022 from 6:30pm

1.0 DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at ____pm

2.0 RECORD OF ATTENDANCE/APOLOGIES

Present

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

Apologies

Mrs T Hall	Manager Corporate Services
Mr C Elefsen	Manager Infrastructure Services

In Attendance

Mr A George	Chief Executive Officer
Mr C Paget	Deputy Chief Executive Officer
Mrs R Rose	Executive Assistant (for the Minutes)

Visitors/Observers:

3.0 MINUTES OF PREVIOUS ANNUAL MEETING OF ELECTORS – 10 FEBRUARY 2021

RECOMMENDATION / RESOLUTION

That the Minutes of the Annual Electors Meeting held on 10 February 2021 be confirmed as a true and accurate record of the meeting.

CARRIED:

4.0 2020/2021 ANNUAL REPORT – PRESIDENT’S REPORT – 30 JUNE 2021

Shire President, Cr Leonard William Armstrong is to present the President’s Report.

RECOMMENDATION / RESOLUTION

That the President's Report, for the year ended 30 June 2021 as presented, be received.

5.0 2020/2021 ANNUAL REPORT – CHIEF EXECUTIVE OFFICER'S REPORT – 30 JUNE 2021

Chief Executive Officer, Mr Alan George is to present the Chief Executive Officer's Report.

RECOMMENDATION / RESOLUTION

That the Chief Executive Officer's Report, for the year ended 30 June 2021 as presented, be received.

6.0 2020/2021 ANNUAL REPORT – FINANCIAL STATEMENTS – 30 JUNE 2021

RECOMMENDATION / RESOLUTION

That the Shire of Lake Grace Annual Financial Statements for the year ended 30 June 2021, as presented, be received.

7.0 2020/2021 ANNUAL REPORT – AUDITOR'S REPORT – 30 JUNE 2021

RECOMMENDATION / RESOLUTION

That the Shire of Lake Grace Auditor's Report for the year ended 30 June 2021 be received and accepted.

8.0 OTHER INFORMATION AND QUESTION TIME

9.0 GENERAL BUSINESS

10.0 CLOSURE

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

Shire of Lake Grace

Lake Grace Library Resource &
Community Resource Centre
Management Committee

Minutes

15 March 2022

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**4.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE
MANAGEMENT COMMITTEE MEETING 3**

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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 Tuesday 15 March 2022.

1.0 DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

The Meeting opened at 11:08 am.

2.0 ELECTION OF CHAIRPERSON

Deputy Chief Executive Office, Chris Paget, took the chair and asked for nominations for Chairperson.

Ollie Farrelly nominated Principal Jedda Trueman

Debrah Clarke nominated John O'Neill - Declined

Jedda Trueman was duly elected.

3.0 RECORD OF ATTENDANCE / APOLOGIES

3.1 PRESENT

Jedda Trueman	Chairperson, 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
Ollie Farrelly	Community Representative
Suzanne Reeves	Manager, Lake Grace Community Resource Centre
John O'Neill	Lake Grace Community Resource Centre Representative
Lois Dickins	Library Co-ordinator

In Attendance

3.2 APOLOGIES

NIL

4.0 CONFIRMATION OF PREVIOUS MEETINGS

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

Recommendation / Resolution

That the minutes of the Lake Grace Library Resource Centre and Community Resource Centre Management Committee Meeting held on 23 October 2021 be confirmed as a true and accurate record.

RESOLUTION 20221

Moved: Debrah Clarke Seconded: Ollie Farrelly

That the minutes of the Lake Grace Library Resource and Community Resource Centre Management Committee Meeting held on 26 October 2021 be confirmed as a true and accurate record.

CARRIED 6/0

5.0 MEMBERS REPORTS

5.1 LAKE GRACE LIBRARY REPORT

Book exchange and VDX are all up to date.

I am still on trial with our new library system, Oliverv5. I am hoping to be connected to the new system in the near future, our Deputy Principal has left and now Principal Jedda Trueman is going to contact SoftLink. I had two hour Webex online training yesterday, Tuesday, and was the only one not live/using Oliver v5 and the only school to have only one person learning.

I have got a new shelf for Graphic novels. These novels are very popular and great for the children that struggle with reading.

Side student Neha Dwarakanath is back using the Library office to do her Year 12 studies..

Statistics since the last report:

December 21	Issues & Renewals	143	Borrower Visits	129
January 22	Issues & Renewals	168	“ “	46
February 22	Issues & Renewals	604	“ “	293

5.2 LAKE GRACE COMMUNITY RESOURCE CENTRE REPORT

Like most local businesses we have been run off our feet. The Harvest Festival went well at the end of the year, wonderful to get funding from Lotterywest for this event. We're back into producing the Lakes Link.

Staffing has been up and down, Elizabeth Castaldini has just started with us which will be of huge benefit, she will work on the opposite days of Leanne Young.

We hosted a Farm Safety workshop with Rural Edge last month which was well attended; we are currently hosting forklift training and assessment. Next week we have a run of HR training and assessments and the following week we have HC and MC training and assessments. These have all been well supported.

All is going steadily with our partnerships:

- Trees have been ordered for the Bushcare project with the LCDC and the first of the project reports has been submitted.
- Men's Shed were successful in accessing funding from FRRR for their shed extension; we're currently on the lookout for more funding to help with the project. The shed has been ordered. Have also applied for another grant for more equipment.
- Roadwise – had the Driver Reviver open for Christmas, sixteen volunteers kept the van open for 32 hours with 108 motorists stopping in. We will definitely look at having it open a week prior to Christmas again. We haven't yet had a Roadwise meeting this year, need to have it in the next few weeks.
- Community Bus. All is going well.
- Lake Grace Seniors. Just had their AGM.
- RSL. Have received grant funding for the ANZAC service.

The CRC also received a \$26,683 grant for outdoor exercise equipment, this is yet to be ordered.

We have purchased one new staff computer and have ordered a new photocopier.

5.3 LAKE GRACE COMMUNITY RESOURCE CENTRE SEMINAR ROOM FINANCIAL REPORT

26/10/2021—9/03/2022

Seminar Room Hire Account Reconciliation:

Balance of Seminar Room Account 26/10/2021		\$1,937.99
05/01/22	Venue Hire (Sep-Dec)	\$388.64
		<u>\$2,326.63</u>

Seminar Room Bank Account Statement Reconciliation:

Balance of February 28th Bank Statement		\$2,326.63
Less Unpresented payments	\$0	\$2,326.63
Plus Unrecorded deposits	\$0	<u>\$2,326.63</u>

6.0 MATTERS FOR CONSIDERATION

6.1 BUILDING GARDENS - WATERING

The School is waiting on a water usage report from the contract plumbers.
A school Board Member is going to sort out the CRC/Library/Pre Primary reticulation.
Shire is going to do a three month water/effluent water trial.

6.2 RODENT CONTROL

Michelle going to put in a report to get the Library/CRC building baited for rodents and sprayed for spiders.

7.0 OTHER BUSINESS

8.0 DATE OF THE NEXT MEETING

8.1 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 17 May 2022, commencing at 11.00am at the Lake Grace Community Library, School Place, Lake Grace WA.

9.0 CLOSURE

There being no further business to discuss, the Chairperson closed the meeting at 11.35 am.

10.0 CERTIFICATION

I, Jedda Trueman certify that the minutes of the meeting held on the 26 October 2021 as shown were confirmed as a true record at the meeting held on 15 March 2022.

Presiding Member

Date

Shire of Lake Grace

Audit Committee Meeting

MINUTES

24 March 2022

Meeting Commencing at 10:00 am



Disclaimer

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SHIRE OF LAKE GRACE

Minutes of the Audit Committee Meeting held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Thursday 24 March 2022.

The Local Government Act 1995 section 5.8 provides that Council can establish committees of three (3) or more persons and an Absolute Majority decision is required.

Councillor Peter Stoffberg was the former Chairperson of the Audit Committee and is no longer a Councillor for the Shire of Lake Grace. As such and in accordance with Section 5.12, the members of the committee are to elect a presiding member from amongst themselves.

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chief Executive Officer opened the meeting at 10:02am and advised that today's Audit Committee Meeting will consider the election of the Presiding Member.

The CEO is to preside at the meeting until the office is filled and will then hand over the meeting to the Chairperson.

1.1 ELECTION OF PRESIDING MEMBER

Section 5.12 of the Local Government Act 1995 states that the members of the committee are to elect a Presiding Member from amongst themselves.

The Chief Executive Officer called for nominations for the role of Chairperson. Mr Ollie Farrelly nominated Cr Steve Hunt; and that there being no further nominations received, the CEO declared Cr Hunt elected unopposed as Chair of the Audit Committee.

The Chief Executive Officer handed over to the Chair to continue with the meeting.

2.0 DISCLAIMER READING AND ACKNOWLEDGEMENT OF COUNTRY

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Acknowledgement of Country

I begin today by acknowledging the Ballardong people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

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

Present

Cr S Hunt	Chairperson
Cr L Armstrong	
Cr S Carruthers	
Cr D Clarke	
Mr O Farrelly	

In Attendance

Mr A George	Chief Executive Officer
Mr C Elefsen	Manager Infrastructure Services
Mr C Paget	Deputy Chief Executive Officer (via video conference)
Mrs T Hall	Manager Corporate Services (via video conference)
Mrs R Rose	Executive Assistant (for the Minutes)

Observers/Visitors

Mr M Fiorucci	Office of the Auditor General (via video conference)
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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 PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B

Nil

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

Nil

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.0 CONFIRMATION OF MINUTES

10.1 AUDIT COMMITTEE MEETING – 21 JULY 2021

RESOLUTION 0168



Moved: Cr Armstrong
Seconded: Mr Farrelly

That the minutes of the Audit Committee Meeting of Council held on 21 July 2021 be confirmed as a true and accurate record.

CARRIED: 5/0

11.0 REPORTS OF OFFICERS

11.1 SHIRE OF LAKE GRACE 2020/2021 ANNUAL FINANCIAL STATEMENTS – AUDIT

Applicant:	Internal Report
File No.	0274
Attachments:	<ul style="list-style-type: none"> • 2020/21 Annual Financial Statements • OAG Audit Opinion/Report
Author:	 Mr Chris Paget Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	21 March 2022
Senior Officer	 Mr Alan George Chief Executive Officer

Summary

The purpose of this item is for the Audit Committee to consider and recommend to Council receive the 2020/21 Annual Financial Statements and associated Auditor’s Report.

Background

The draft Annual Financial Report for the year ended 30 June 2020 was presented to the Shire of Lake Grace’s auditor AMD on 27 August 2021. The auditors undertook the annual site visit to Lake Grace between 4 and 5 October, with follow up work completed electronically and meetings at their offices in Bunbury throughout November and early December. Following significant delays from the Office of the Auditor General, the exit meeting was held on 17 February 2022 with the audit opinion finally being signed off on 18 March 2022.

Section 5.54 of the *Local Government Act 1995 ‘Acceptance of Annual Reports’* requires an Annual Financial Statement to be accepted by Council by 31 December in each year, unless the Auditors Report is not available in time. The *Local Government Act 1995* Section 5.54(2) requires that if the Annual Report is not accepted by the Local Government by 31 December, then it must be presented within two (2) months of the Auditors report becoming available.

As per usual practice it is intended that the advertisement advising of the Annual Electors Meeting and the availability of the 2020/21 Annual Report will be placed in the *Lakes Link* and *Gatepost*, as well as the West Australian newspaper. Notices will be also placed on our notice boards and the Shire’s website and Facebook page.

Comment

The completion of the audit report confirms all figures for the 2020/21 year including the carried forward position as at 30 June 2021.

The audit management report has made three moderate findings and recommendations as detailed below:

- 12 instances of minor purchasing transactions did not have documented evidence of quotations being sought – management will refine existing procedures to ensure all staff follow and document purchasing processes.
- 2 instances of purchase orders being raised after supplier invoices were received – as above, existing procedures will be updated and implemented with staff educated accordingly.
- The Shire does not currently have an approved IT Disaster Recovery Plan in place, and backups of the IT system are not stored off site – development of the Shire’s plan is currently underway (including offsite storage), and anticipate presentation to Council by end April 2022.
- Two other matters relating to IT Usage and Related Party Disclosures policies had already been adopted by Council and implemented in June and October 2021 respectively.

It is pleasing to note the significant matter raised in the 2020 financial year audit that the Shire’s asset renewal ratio (ARR) being below the Department of Local Government, Sport and Cultural Industries standard for two financial years (0.33 whereas the Department standard is between 0.75 and 0.95) is now rectified. For the 2021 year the ARR was 0.96 which exceeds the DLGSC standard range – this is largely attributed to the very significant capital works program the Shire is undertaking with Commonwealth funding for the Drought Communities Program and the Regional & Local Community Infrastructure Program.

Statutory Implications

Local Government Act 1995

Section 5.53 Annual Reports;

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) deleted]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor’s report prepared under section 7.9(1) or 7.12AD (1) for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and

- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require;
- and
- (i) such other information as may be prescribed.

Section 5.54 Acceptance of Annual Reports;

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

** Absolute majority required.*

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Section 5.55 Notice of Annual Reports;

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Section 5.55A. Publication of Annual Reports;

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

Policy Implications

Nil

Consultation

Internal Mr Alan George, Chief Executive Officer
 Mr Chris Paget, Deputy CEO
 Mrs Tegan Hall, Manager Corporate Services
 Shire of Lake Grace finance and administration staff

External AMD (Contractors Auditors appointed by OAG)
 Office of Auditor General

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

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

Voting Requirements

Simple majority required.

RESOLUTION 0169

Moved: Cr Armstrong

Seconded: Cr Carruthers

That the Audit Committee recommend that:

1. In accordance with Sections 5.53 and 5.54 of the *Local Government Act 1995*, Council accepts the Annual Financial Report for the 2020/2021 financial year and;
2. In accordance with Section 5.55 of the *Local Government Act 1995*, Council authorise the Chief Executive Officer to give local public notice of the availability of the Shire of Lake Grace 2020/21 Annual Report from Friday 8 April 2022.

CARRIED: 5/0

Cr Clarke queried the following:

1. Back-up storage.

The consistent response from both the CEO/DCEO was, back-up is stored in the cloud via Market Creations and a copy is delivered offsite (Post Office).

2. Asset Renewal Ratio



Response from OAG Mickey Fiorucci - asset renewal ratio increased above the Department of Local Government threshold and there has been no adverse trends reported. Currently, there is no available information yet but OAG will advise all local governments as soon as information is released by the Department regarding amendments to the required reporting ratios.

Cr Carruthers queried the findings regarding the purchase orders, he stated that sometimes it is impractical to ask for quotes especially if there are no local suppliers within the area.

Both the CEO and the DCEO responded that this policy and process change has already been completed and adopted by Council during the Ordinary Council Meeting of 29 September 2021 under Resolution No. 13469.

Response from OAG – it is recommended that the Shire of Lake Grace review/update/streamline the purchasing policy accordingly particularly those high valued transactions to eliminate problems during discovery.

11.2 COMPLIANCE AUDIT RETURN 2021

Applicant:	Internal Report
File No.	0528
Attachments:	Completed 2021 Compliance Audit Return
Author:	 Mr Chris Paget Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	21 March 2022
Senior Officer	 Mr Alan George Chief Executive Officer

Summary

The purpose of this report is for the Audit Committee to recommend that Council adopt the statutory Local Government Compliance Audit Return (CAR) for the year ending 31 December 2021.

Background

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January 2021 to 31 December 2021. Once received and endorsed by Council, the certified return then needs to be submitted to the Director General, Department of Local Government, Sports and Cultural Industries by 31 March 2022.

The Compliance Audit Return must be:

1. reviewed by the Audit Committee;
2. presented to Council at a meeting of the Council;
3. adopted by the Council and certified by the President and CEO, then
4. recorded in the minutes of the meeting at which it is adopted.

The Compliance Audit Return is intended to assist Council in monitoring its organisational functions and provides an additional element of accountability through a check on internal management systems, procedures and record keeping. This in turn demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice methods. Council is required to note any areas of non-compliance and endorse remedial action. The Audit is provided

by the Department of Local Government through their secure website platform named Smart Hub, and is required to be completed by every local government in Western Australia.

Comment

There were four items of non-compliance noted out of the total 98 items (9 of these being optional disclosures) included in the Shire of Lake Grace 2021 CAR, and this equates to an achievement rate of 95.92% which is better than the 2020 result of 91.18%.

Additionally, one question in the Finance topic section was answered as 'no' for non-compliance: page 7 No.3 LG Act s7.9(1) *Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?* This occurred due to no fault of the Shire and has not been counted as our non-compliance, as the Office of the Auditor General wrote to the Shire President on 23 December stating our audit would be delayed due to their workloads and COVID-19 measures resulting in significant labour shortages for the audit profession.

The non-compliant matters identified for each CAR topic area are as follows:

Delegation of Power/Duty

(Page 2 No.13) LG Act s5.46(2): Whilst a full review of the delegations register was undertaken and accepted by Council in December 2021, this was not within the 2020/2021 financial year as specified in the CAR question.

Integrated Planning and Reporting

(Page 8 No.1) Admin Reg 19C: The Shire of Lake Grace Strategic Community Plan was adopted by absolute majority of Council on 28 June 2017 and thus was due for major review in 2021; this did not occur within that calendar year.

Tenders for Providing Goods and Services

(Page 11 No.1) F&G Reg 11A(1) and (3): The annual financial audit identified 12 instances of minor purchasing transactions that did not have documented evidence of verbal or written quotations being sought in line with Council's purchasing policy.

(Page 11 No.7) F&G Reg 17: Whilst the tender register was available for public inspection at the Shire office, it was not published on the Shire website.

Statutory / Legal Implications

Local Government Act 1995 section 7.13(i)

Local Government (Administration) Regulations 1996 - Regs 13, 14 & 15

Local Government (Audit) Regulations 1996

Local Government (Elections) Regulations 1997

Local Government (Functions and General) Regulations 1996

Local Government (Rules of Conduct) Regulations 2007

Policy Implications

Nil

Consultation

Internal: Mr Alan George - Chief Executive Officer
Mr Chris Paget – Deputy CEO

Mrs Tegan Hall - Manager Corporate Services
Mr Craig Elefsen – Manager Infrastructure Services
Shire Administration, Infrastructure & Finance staff

Financial Implications

Nil

Strategic Implications

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
	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
	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements
	4.2.3	Provide a positive and safe workplace

Voting Requirements

Simple majority required.

RESOLUTION 0170

Moved: Cr Clarke
Seconded: Mr Farrelly

That the Audit Committee recommends to Council that it:

1. Adopts the Local Government Statutory Compliance Audit Return for the period 1 January 2021 to 31 December 2021 for the Shire of Lake Grace; and
2. Instructs the Chief Executive Officer to submit the certified 2021 Compliance Audit Return to the Department of Local Government, Sport & Cultural Industries by 31 March 2022.

CARRIED: 5/0

12.0 CLOSURE

There being no further business, the Presiding Member closed the meeting at 10:18 am.

13.0 CERTIFICATION

I, Stephen Hunt certify that the Minutes of Meeting held on 24 March 2022 as shown were confirmed as a true record of the meeting.

Chairperson

_____/_____/_____
Date

Shire of Lake Grace

Bushfire Advisory Committee

Minutes

30 March 2022

Meeting Commencing at 4.00pm



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Minutes for the Bush Fire Advisory Committee Meeting held at the Newdegate Recreation Centre, Waddell Street, Newdegate, on 30 March 2022 at 4.00pm.

1 OPENING & ANNOUNCEMENT OF VISITORS

The Chairman, Cr Ross Chappell, declared the meeting opened at 4:02 pm.

2 ACKNOWLEDGEMENT OF COUNTRY

Presiding member to read:

I begin today by acknowledging the Ballardong people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

3 RECORD OF ATTENDANCE

Members	Delegate	Y/N	Deputy	Y/N
Councillor	Cr Ross Chappell	Y	Cr Anton Kuchling	Y
CESM	Mr Matt Castaldini	Y	Nil	
CBFCO	Mr Brad Watson	Y	Nil	
DCBFCO	Mr Wes Hall	Y	Nil	
DCBFCO	Mr Doug Dunham	Y	Nil	
DCBFCO	Mr Hugh Roberts	Y	Nil	
Lake Grace North BFB - FCO x1	Mr Greg Carruthers		Mr Evan Wyatt	
Lake Grace South BFB - FCO x1	Mr Scott Strevett	A	Mr Kevin Naisbitt	Y
Newdegate North BFB - FCO x1	Mr Bill Lloyd		Mr Tim Lloyd	
Newdegate South BFB - FCO x1	Mr Geoff Richardson	Y	Mr Syd Walker	
Lake King / Varley BFB - FCO x1	Mr Jorg Brinkman	Y	Mr Craig Newman	
Mt Madden / Dunn Rock BFB - FCO x1	Mr Bernie Giles	Y	Mr Anthony Teale	Y

Other Attendees:

Alan George – CEO SoLG
 Craig Elefsen – MIS SoLG
 Ben Hyde – FCO Varley
 David Roberts – FCO Mount Madden
 Lindsay Brownley – FCO Mount Madden
 Tyson De Landgraft – FCO Dunn Rock
 Rhys De Landgraft – FCO Dunn Rock
 Cal Tonkin – A/Captain Newdegate Town BFB

Apologies:

Mitch Davies – DBCA Regional Operations Manager
 Grant Hansen – DFES AO Narrogin East
 Scott Strevett – FCO Lake Grace South
 Barry Ness – FCO Newdegate North

4 MINUTES OF PREVIOUS MEETINGS

BFAC Resolution 01/2022:

That the minutes of the Bush Fire Advisory Committee meeting held on 16 September 2021 be confirmed as a true and accurate record.

Moved: Brad Watson

Seconded: Geoff Richardson

Voting Requirements

Simple majority required. - **CARRIED**

4.1 BUSINESS ARISING FROM THE MINUTES

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

Meeting Date	Brigade / Report Title	Details of Required Action	Resp Officer	Current Status	Action Completed
17/10/2019	Service Medals	Medals to ordered for 3 members. Ceremony to be organised.	Doug Dunham, Brad Watson and Cr Chappell to coordinate the event with the CEO.	With DFES (see below)	Ongoing
02/07/2020	Radio communication issues	Workshop in to be arranged with stakeholders to define the issues and the specific areas where problems are occurring and plan a way towards a joint solution	CESM DFES GS/ Operational Communica tions	With DFES Op. Comms & GS (See below)	Ongoing
14/10/2020	BFB Training	Bush fire training to suit seasonal workers needs to be developed. CESM to discuss with DFES.	CESM	Rural Fire Awareness course is available to be delivered now.	Complete
30/03/2021	Minimum Training requirements	BFAC to request Council to consider minimum training requirements	CESM	See Agenda Item.	Ongoing
30/03/2021	Collocation of LG Town BFB & LG VFRS	Working Group to be convened with relevant stakeholders to discuss	CESM	CESM to provide update to Mar 2022 BFAC	Ongoing

Service Medals – UPDATE (29/03/2022)

DFES contacted me (CESM – Matt) and advised that all the medals the Suzan applied for have now been processed. Due to the time between application and processing they understand that there will be people who may now be eligible for medals that were previously missed. We will run a follow-up report and apply for any subsequent medals in May so we are ready to host an event when the Covid situation settles down.

Radio communication issues – UPDATE (28/03/2022)

Traditional Owners have been involved in locating a site which works for DFES comms. Funding has been allocated to be spent by 30 June 2022, which will be carried forward. Next Steps, DFES to Apply through DBCA to Indigenous corporation for lease to proposed site for Tower. The plan is currently that this new tower would be linked to 245 & 244 Lake Grace command channels. Next Meeting 29/03/2022.

Collocation of LG Town BFB & LG VFRS – UPDATE (16/03/2022)

A working group meeting was held on Tuesday 15/03/2022 at the Shire office. DFES are unable to commit to collocation currently. Looking to the future, we will plan to build a Fire Station at the block next to the Ambulance station which can cater for the LG VFRS to collocate to at a later date. (Different building standard to BFB). We will develop a plan for a BFB station while concurrently applying for a 4.4 Rural or Broadacre fire appliance for Lake Grace/ Zone 1 & 2.

Questions: Location of Tower? A: Ongoing.

5 REPORTS

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

5.1 CHIEF BUSHFIRE CONTROL OFFICER

The fire season started nervously last year with an extremely high fuel loads from such an awesome wet winter.

Harvest went off without too much of a hitch with the exception of a couple early callouts in Mount Madden due to low comb height, it seems that we didn't have any more dramas than a normal year.

Towards the end of January, we had a large influx of pole top fires throughout the Shire and also neighbouring shires as well, seems that even new poles were burning.

February saw the resumption of pole top fires and dry lightning fires. 12th of February was a busy one for most people that were available.

Those events brought out a couple of concerning issues which I would like to touch on without pointing fingers.

FCO's at a fire of any significance need to lead by example.

Every FCO should implement LACES as a minimum standard. I'm fairly sure that some FCO's are not even aware of the acronym, this will need to change.

- Lookouts
- Awareness
- Communications
- Escape Routes
- Safety Zone(s)

Great to see Lake King and Mount Madden have started the rollout of the Rural Fire Awareness course which nearly did all the landholders it can be done in 4 hours.

They held 2 courses over the day with Matt and Blake who came from Narrogin to help.

We are scheduling Lake Grace to be done towards the end of June. Just need some feedback from Newdegate and Varley on times from then.

The new Lake King fire truck to arrive this year which will be a great long-overdue as the loan trucks don't seem to be reliable. We had our first meeting in the Lake Grace about a fortnight ago to start the process of trying to relocate the VFRS and local Brigades in one building.

This looks like it's not going to happen in the near future. We can still apply for a truck and a building, but the VFRS will need to stay put in the old building for now. The plan is for the new building to be in between the Sportsman's club and ambulance building to house a truck and our fire brigades both Lake Grace South, Lake Grace North, and the town brigade.

I think we will be a while waiting but if we can get a truck in the meantime, it can be housed in the shire depot.

Looks like we will have some scrub rolling approved for dragon rocks, not sure when or how much has been approved but time will tell.

Also, we are hearing a (Radio) Comms Tower may be in the pipeline for the eastern area. This also has not been confirmed but Matt will know some more details as they come to hand.

The money we have been offer back from the ESL this year is \$56,620, with all the extra requirements that are being forced on us over OH&S is leaving us well short of resources.

The current budget that has been drawn up comes to \$290,996, a difference of - \$234,376.

Don't hold your breath waiting for the money but Matt has done a terrific job putting this together, he can touch on this in his report.

I'm stepping down this time, its going to happen, I will not get a weak moment and stand again. Its time for fresh blood and new ideas. I'm tired and for my own health. I need to go. I've had a big learning curve in what I have done as Chief.

Personally, I would like to thank all who have helped me in some way through when things have been tough and not going to plan. In my journey I've seen 3 CEO's, 4 CESM's and numerous pieces of legislation to try and help training to improve our volunteer's safety without any more financial assistance.

I would like to see Matt and his young family stay with us for as long as we can make him feel welcome. His workload will increase in the second half of this year with Dumbleyung Joining our ranks. Thank you, Matt, for a very professional approach to everything you have taken on with us.

I would like to thank Alan, CEO and Craig, Works and Infrastructure Manager and the Councillors for supporting our volunteers. I think we've all had a good working relationship over the past years.

I'd like to thank all dedicated FCOs for the outstanding job you guys have all done n the last 12 months, keep it up.

To finish up, I'd like to welcome the new chief going forward and knowing what's its like, I'll be giving him my 100% support.

Thank you
Brad Watson
Outgoing Chief Bushfire Control Officer

Comments:

Cr Chappell: On behalf of Shire of Lake Grace, and all FCO's, thanks for all your support and efforts over your years of service to the Shire.

5.2 DEPUTY CHIEF BUSHFIRE CONTROL OFFICER(S)

Hugh Roberts: Nil

Doug Dunham: Thank you to Brad for your efforts.

5.3 BRIGADE CAPTAINS

5.3.1 Lake Grace North BFB (Farm Response)

As per CBFCO report, Happy with response and turnouts, Please keep getting people to call 000 and report fires.

5.3.2 Lake Grace South BFB (Farm Response)

Kevin – Nil

5.3.3 Lake Grace Town BFB

Nil

5.3.4 Newdegate North BFB (Farm Response)

Nil

5.3.5 Newdegate South BFB (Farm Response)

South: Quiet – 2x header fires, out within an hour, quick response, good efforts. Dry spell over December.

5.3.6 Newdegate Town BFB

Thanks to Brad for his efforts

5.3.7 Varley BFB

Training to come after seeding

5.3.8 Lake King Town BFB

Jason Sugg - Thanks for providing training in Lake King, it was received well. Keep reporting fires

5.3.9 Mount Madden/ Dunn Rock BFB (Farm Response)

Anthony Teale - Busy start to harvest roughly 6 fires, most people hadn't fought a stubble fire, first was chaotic then got more streamlined. Everyone really started working in well together.

Big thanks to Brad.

5.4 DEPARTMENT OF FIRE AND EMERGENCY SERVICES

Nil

5.5 DBCA PARKS & WILDLIFE SERVICE



Department of Biodiversity,
Conservation and Attractions



Report for Lake Grace Shire BFAC Meeting March 2022

Bushfires

We have had 23 bushfire incidents in the DBCA Wheatbelt Region burning a total of 63,925 hectares. 4 of these bushfires have started on DBCA managed lands burning 1,062 hectares. 2 fires on Other Crown Land and the remaining 17 on private property.

5 of the fires were caused by lightning, 8 from headers, 3 power line, 2 escaped private burns and the other 5 accidental or suspicious.

Two main fires DBCA attended in Lake Grace Shire were at One Mile Rocks and Breakaway Ridge.

The total number of fires is somewhat increased due to the presence of water bombers in the region during harvest, meaning they were called upon more than they normally would have been.

Bushfire Mitigation

Dragon Rocks

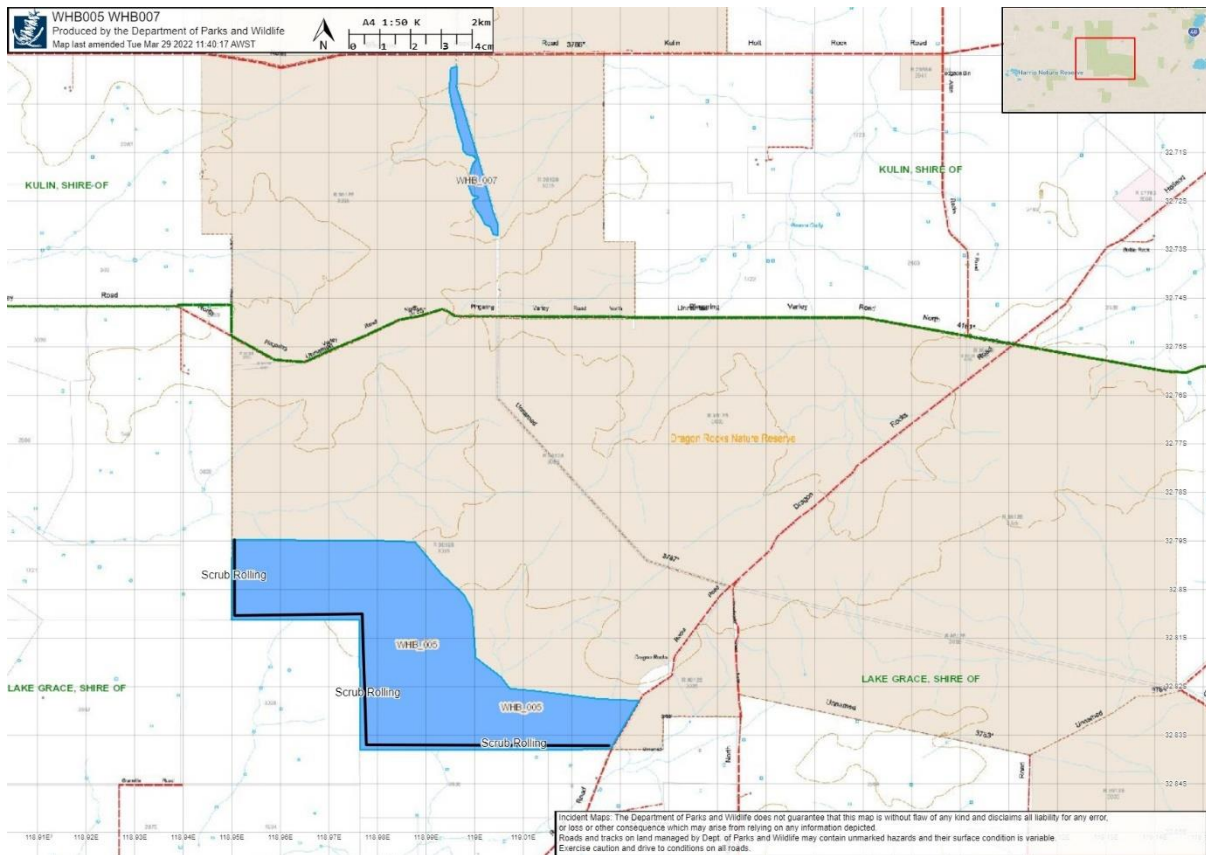
We are doing fire break maintenance at Dragon Rocks shortly to improve access for fox baiting and bushfires.

Prescribed Burn Dragon Rocks

There are still two prescribed burns planned at Dragon Rocks.

The burn in the most SW corner of the reserve, we are now looking at scrub rolling the vegetation and then burning it with the wind to create a fuel reduced buffer. This will make it easier to undertake, rather than trying to burn standing vegetation. Scrub rolling to occur in a couple of weeks and then burning in early May. See map attached.

Apologies I can't be there today, but I am happy to come and meet with people at a later date to discuss some of the reserves people are concerned about such as Silver Wattle.



5.6 COMMUNITY EMERGENCY SERVICES MANAGER

With our local bushfire season winding down it has been good to reflect on the season to see how we are going and start to ramp up our training and determine mitigation priorities. From what I can gather we have had an average to quiet year, with most fires being extinguished quickly, and no significant incidents within any reserves, which is a great result.

On behalf of the Shire, I would like to extend our thanks for your support and assistance with response and management of fires over the summer. Please also pass our thanks and gratitude to your families who you leave behind to come support the community, without their support I understand you would not be able to do what you do.

Also, a big thank you to Brad for your support for me and the Community. You have a level-head and lead the group well. You will be missed.

The incidents reported to date is currently at 52, up from 26 reported last year. We need to continue our community engagement to get everyone to call 000 to report all fires, no matter how small. These incident statistics help the Shire to demonstrate our bushfire risk based on the occurrences of fire in the district, which helps with applying for resources and grants.

The implementation of the new *WHS Act 2020*, has generated some work in having to consider actions that we will need to commence to work towards compliance. There is an item in the agenda later to discuss this specifically.

While this will be challenging in terms of the change to how we do business, it is important for me to help build capability and capacity into you as FCOs and the Members, so if I am unavailable to assist at an escalating incident you can be confident in running it, you can implement the AIIMS structure and know how to integrate with DFES as it gets bigger. It helps us make sure everyone is looked after and goes home well at the end.

There is some work being done at DFES in Narrogin about the engagement of machinery at incidents to help us all know what the rules are to make sure we don't have headaches later with disputed invoices or unexpected costs. When this is ready for circulation, I will send it out.

We have submitted our annual Operating Grant and Capital grant for the Local Government Grant Scheme, which is how we get our main funding for running the brigades. I have added an item in General Business to give some details on our operating grant. With respect to our capital grant, we have applied for a 4.4 Rural or Broadacre tanker for the Lake Grace and a 12.2 bulk water tanker to be based centrally in Newdegate, with some additional fast fill trailers.

The 12.2 bulk water tanker would be considered a shared resource if we were awarded it and it would likely be requested to assist at least within our DFES region and potentially beyond.

The Shire is working on a Bushfire Risk Management Plan which looks at all land tenures across the Shire and assesses the Bushfire Risk based on a state standard. Once our plan is endorsed by the Office of Bushfire Risk Management (OBRM) we are eligible to apply for money to do mitigation activities on Shire vested lands, such as forestry mulching, weed spraying, fire break installation, prescribed burning etc. The plan is expected to be completed soon, and we may be eligible to apply for the second grant round this year.

In addition, Mitigation of UCL/UMR lands in gazetted townsites is a DFES responsibility, which they have just completed training on, so it is hopeful things like Lake King will get some attention. Management of UCL/UMR outside of gazetted townsites is a DBCA responsibility.

5.7 REGIONAL OPERATIONS ADVISORY COMMITTEE

ROAC has been delayed due to COVID planning and will be held on 31 March 2022 both in person and on-line.

5.8 COMMENTS ON REPORTS

Brad Watson – CBFCO – Expressed his strong disappointment that DFES did not table a report or send a delegate, especially with the significant fires that have occurred within our DFES region.

Cr Ross Chappell – I would also like to extend Thanks on behalf of the Shire for the volunteers who went to assist at Wickopin. Your service was greatly appreciated

Cr Ross Chappell – I have heard reports that the sessions held at the CBH bin meetings were well received and I would like to see them happen again moving forward to help with our engagement of the community on volunteer fire response and safety matters.

6 NOMINATIONS FOR ROLES

Prior to vacating all roles and calling for nominations, it is important to understand that as we move forward, especially considering the new *WHS Act 2020*, there will be increased requirements on FCO's specifically relating to Training and Leading our Firefighters and communities at incidents. This expectation is both from the Shire and the Firefighters as we progress through their Rural Fire Awareness training. While I understand this may be daunting, I encourage you all to remain involved as this will build capability into our Shire for you to manage incidents effectively, even when they start escalating.

If needed we can pause and jump to Agenda Item 8 on WHS and Training, then return for nomination of roles.

CESM: Meeting Jumped to Agenda item 8 for discussion and returned for nomination of role.

We now declare all roles vacant and proceed to nominations for roles.

6.1 NOMINATION FOR AND ELECTION OF PRESIDING MEMBER

As per the Terms of reference, BFAC members are to appoint a presiding member. The presiding member can be any of the members of the committee.

Presiding Member	
Nominee:	Ross Chappell

Moved: Geoff Richardson

Seconded: Doc Roberts

Voting Requirements:

Simple majority required. **CARRIED**

6.2 NOMINATIONS FOR FIRE CONTROL OFFICERS

6.2.1 NOMINATIONS FOR FCO

Legal Implications

S.38. Local government may appoint bush fire control officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

The presiding member to call for nominees to the role of Bush Fire Control Officer.

Fire Control Officers		
District:	Name:	Call Sign:
Lake Grace North	Doug Dunham	
	Evan Wyatt	
	Brad Watson	
	Greg Carruthers	
	Ross Chappell	
Lake Grace South	Kevin Naisbitt	
	Scott Strevett	
Lake Grace Town	Chad Stanton	
Newdegate North	Bill Lloyd	
	Tim Lloyd	
	Ian Lloyd	
	Barry Ness	
	Aaron Guelfi	
	Gary Guelfi	
	Dean Rintoul	
	Ron Shalders	
	Craig Shalders	
	Pete Walker	
Newdegate South	Geoff Richardson	
	Syd Walker	
	Wes Hall	
	Peter Kennedy	
Newdegate Town	Callun Tonkin	
Varley	Steven Davies	
	Jorg Brinkmann	
	Ben Hyde	
	Craig Newman	
Lake King Town	Jason Sugg	
	Hugh Roberts	
Varley Town	John Zurnamer	
Mt Madden/Dunn Rock	David Roberts	

	Lindsay Brownley	
	Anthony Teale	
	Tyson De Landgraftt	
	Rhys De Landgraftt	
	Amanda Giles	
Shire of Lake Grace		

It was requested and accepted that a letter would be sent to all FCO nominees of the requirement to achieve the

Voting Requirements for acceptance of nominations:
Simple majority required. - **CARRIED**

6.2.2 NOMINATIONS FOR CBFCO & DCBFCO

Legal Implications

S.38. Local government may appoint bush fire control officer

- (1) A local government... shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

The presiding member to call for nominees to the role of Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO).

Chief & Deputy Bush Fire Control Officers		
Role	Nominee	Callsign
CBFCO	David Roberts	Lake Grace Chief / LG Chief
DCBFCO	Brad Watson	Lake Grace Deputy / LG Deputy

CBFCO Moved: Brad Watson Seconded: Anthony Teale
DBFCO Moved: David Roberts Seconded: Doug Dunham

Voting Requirements for acceptance of nominations:
Simple majority required. - **CARRIED**

6.2.3 NOMINATIONS FOR SENIOR FCO

The presiding member to call for nominees to the role of Senior Bush Fire Control Officer.

Senior Bush Fire Control Officers	
Senior Fire Control Officer - West	Kevin Naisbitt
Senior Fire Control Officer - Central	Pete Walker, if not accepted, Wes Hall

Senior Fire Control Officer - East

Doc Roberts

Voting Requirements for acceptance of nominations:

Simple majority required. - **CARRIED**

6.2.4 NOMINATION OF FIRE WEATHER OFFICERS

Legal Implications

A Fire Weather Officer may authorise a person who holds a permit to burn, to carry out that burn if the fire danger forecast is “catastrophic”, “extreme”, “severe” or “very high”.

38. Local government may appoint bush fire control officer

- (8) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.
- (17) A fire weather officer of an approved local government ..., may authorise a person who has received a permit under section 18(6)(a), to burn the bush ... notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is “catastrophic”, “extreme”, “severe” or “very high”, and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.

Fire Weather Officers & Deputies

Fire Weather Officer:

- | |
|---|
| <ul style="list-style-type: none">• Chief Bush Fire Control Officer |
|---|

Deputy Fire Weather Officers:

- | |
|---|
| <ul style="list-style-type: none">• Deputy Chief Bush Fire Control Officer(s) |
|---|

Voting Requirements for acceptance of nominations:

Simple majority required.

6.2.5 FCO's - Acceptance and Resolution

BFAC Resolution 03/2022:

That the Bush Fire Advisory Committee nominates to the CEO, for the 2022/2023 bush fire season, the persons listed as successful nominees in the Minutes of this meeting to be appointed to the positions of:

- Fire Control Officers**
- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- Senior FCO's
- Fire Weather Officers

** Letter to be sent to FCO's prior to appointment regarding training requirements.

Moved: Hugh Roberts

Seconded: Brad Watson

Voting Requirements

Simple majority required. **CARRIED**

6.3 NOMINATION OF AUTHORISED OFFICERS

6.3.1 Officers Authorised to issue Clover and Proclaimed Plant Burning Permits

Authorise the following persons, under s.24 of the Act, to issue clover and proclaimed plant burning permits during the 2022/2023 season in conjunction with the closest available Fire Control Officer to the person making the application:

Officers Authorised to issue Clover and Proclaimed Plant Burning Permits
Chief Bush Fire Control Officer
Deputy Chief Bush Fire Control Officer
Chief Executive Officer
Community Emergency Services Manager

Voting Requirements:

Simple majority required. - **CARRIED**

6.3.2 Bush Fire Control Officers Authorised to issue Harvest & Vehicle Movement Bans

Authorise the following bush fire control officers, under r.38A of the Bush Fire Regulations 1954, to prohibit the or operation of any engines, vehicles, plant or machinery during the prohibited burning times or restricted burning times, or both, where the operation of such machinery is, in the opinion of the officer, likely to cause a bush fire, or would be conducive to the spread of a bush fire:

FCOs Authorised to issue Harvest & Vehicle Movement Bans
Chief Bush Fire Control Officer
Deputy Chief Bush Fire Control Officer
Chief Executive Officer
Community Emergency Services Manager

Voting Requirements:

Simple majority required. - **CARRIED**

6.3.3 Authorised Officers - Acceptance and Resolution

BFAC Resolution 04/2022:

That the Bush Fire Advisory Committee nominates to the CEO that the roles listed in the Minutes of this meeting to be appointed to the positions of:

- Clover and Proclaimed Plant Burning Permits Authorised Officers; and
- Harvest & Vehicle Movement Ban authorised officers.

Moved: Wes Hall

Seconded: Jason Sugg

Voting Requirements

Simple majority required. **CARRIED**

6.4 CBH Liaison Officers

The following bush fire control officers are authorised to liaise with CBH regarding ceasing of operations when a Harvest & Vehicle Movement Ban has been declared for the relevant district:

Harvest Ban – CBH Advisory Officers	
Mt Madden	Lindsay Brownley
Lake King	Jason Sugg
Varley	John Zurnamer
Newdegate	Ian Lloyd
Lake Grace	Scott Strevett
Dunn Rock	Rhys De Landgraftt
Shire of Lake Grace	CESM/CEO

Voting Requirements

Simple majority required. - **CARRIED**

7 CESM – Update BFAC Terms of Reference

The BFAC Terms of Reference need to be updated to the current practises.

A summary of changes is below.

2.1.1 Membership

Remove section.

Create appendix 1 for current membership, referenced under 2.1.3.6.

2.1.3.6 Membership:

Add Lake Grace Town BFB & Newdegate Town BFB as members.

Add Varley BFB as a member.

Rename Lake King/ Varley to Lake King BFB.

Remove 2x DCBFCO's

Add Senior FCO x3

2.1.3.12 Voting:

Remove wording under *LG Act 1995* s.5.21 reference. "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." Change to show of hands

BFAC Resolution 05/2022:

That the Bush Fire Advisory Committee endorse the changes proposed to the Terms of Reference to be submitted to Council for adoption.

Moved: Matt Castaldini

Seconded: Geoff Richardson

Voting Requirements

Simple majority required. **CARRIED**

8 CESM - WHS Act 2020

The *WHS Act 2020* was delayed from commencing in January 2022, until March 2022. Due to the increased awareness last year of the impending implementation we need to ensure that with any activities we undertake, we must consider and act, taking regard for safe work practices.

The previous act implied coverage of volunteers, including BFB's, however the new act takes it a step further for the protection of volunteers by being explicitly listed.

The new *WHS Act 2020* includes 'Positive Due Diligence' which is an ongoing action of reviewing and maintaining our practises to 'best practise'. It also sets the requirement for consultation prior to the enactment of any decisions relating to WHS matters and the people it impacts.

Important Sections:

- s.7 Meaning of worker.
- s.16 More than 1 person can have a duty.
- s.19 Primary duty of care.
- s.28 Duties of workers.
- s.47 Duty to consult workers.

8.1 PPC/E

While the minimum standards are long sleeves, long pants of a natural fibre, we need to work towards getting everyone kitted out in full PPC/E. It is a requirement of the WHS Act 2020 to provide the appropriate level of protective clothing and equipment. While I understand that the full allocation of gear has not been the local norm, we are obligated as a Shire to be providing the gear and promoting/encouraging its use for personal protection.

Under the new law, you as a volunteer are considered the same as a staff member of the Shire in respect to health and safety.

As you can imagine this will present a large cost on the Shire, which we acknowledge we will be unable to remediate straight away but will plan to achieve this in the coming years.

8.2 Training Requirements

The Shire of Lake Grace acknowledges the *WHS Act 2020* and the requirement to protect our volunteers. Specifically ensuring that our volunteers are suitably trained and equipped to be undertaking their role(s).

We are proposing that the Shire of Lake Grace adopt the below training program. The proposed training program covers a range of roles across our organisation and has been carefully considered to cover the competencies required for the provision of service to the community.

We understand that this intent will take some time to implement, however we would like to accelerate some areas where possible to bring benefit to our volunteers and the community we serve.



Bush Fire Service Training Program

Shire of Lake Grace



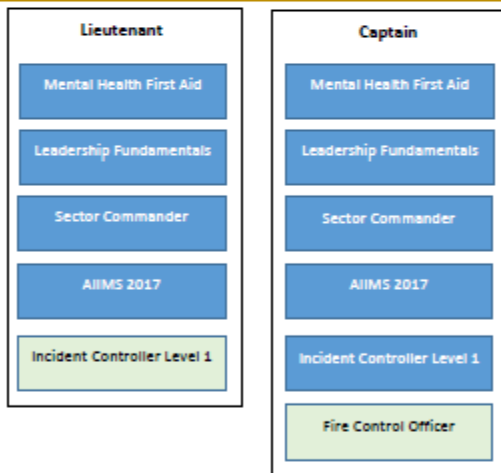
BFS Bush Firefighter

- Bushfire Safety Awareness
- Firefighting Skills
- AIIMS Awareness (Online)

BFS Advanced Firefighter

- Emergency Driver Training
- Advanced Bush Firefighting/ Crew Leader
- Pump Operator
- Off Road Driving
- Sector Commander
- Structural Firefighting (External)

BFS Leadership



BFS Specialist

- | | | |
|-----------------------------------|--|------------------------------|
| AHIMS (WebEOC) Awareness | Provide First Aid | Assist with Planned Burning |
| Machine Supervision for Bushfires | WAERN Radio (Basic & Advanced) | Conduct Simple Planned Burns |
| Ground Controller | Incident Reporting System (IRS) Essentials | Workplace Trainer Assessor |

FARMER RESPONSE - Firefighter

- Rural Fire Awareness (4 Hr)
- AIIMS Awareness (Online) (2 Hr)
- Fireline Construction**
- Machine Supervision for Bushfire (4 Hr)

**For farmers and other suppliers of machinery (Hil/Dozer/Loader/Trag/Speed Tiler)

FARMER RESPONSE - FCO / Captain



FARMER RESPONSE - CBF/CO/ DCB/CO/ Senior FCO



- Mental Health First Aid
- Leadership Fundamentals

Required Course Recommended Course

Comments:

FR Firefighter – Include AIIMS Awareness as Face-to-Face delivery in conjunction with Rural Fire Awareness in one hit.

FR FCO/Captain – Change Ground Controller to optional.

FR CBFCO/DCBFCO/Snr FCO – Accepted

Remove “Farmer Response” from names to avoid confusion. Better depict Town Brigade (Town Truck) training vs. Farm Response training requirements.

BFAC Resolution 02/2022:

That the Bush Fire Advisory Committee advises Council of its endorsement of the tabled Shire of Lake Grace Bush Fire Service Training Program, with modifications made as noted about, and requests that Council adopts the Shire of Lake Grace Bush Fire Service Training Program as a minimum standard for our brigade members.

- Farm Response to be completed within 1 year
- FCOs to be trained over 3 years.

Moved: Brad Watson

Seconded: Hugh Roberts

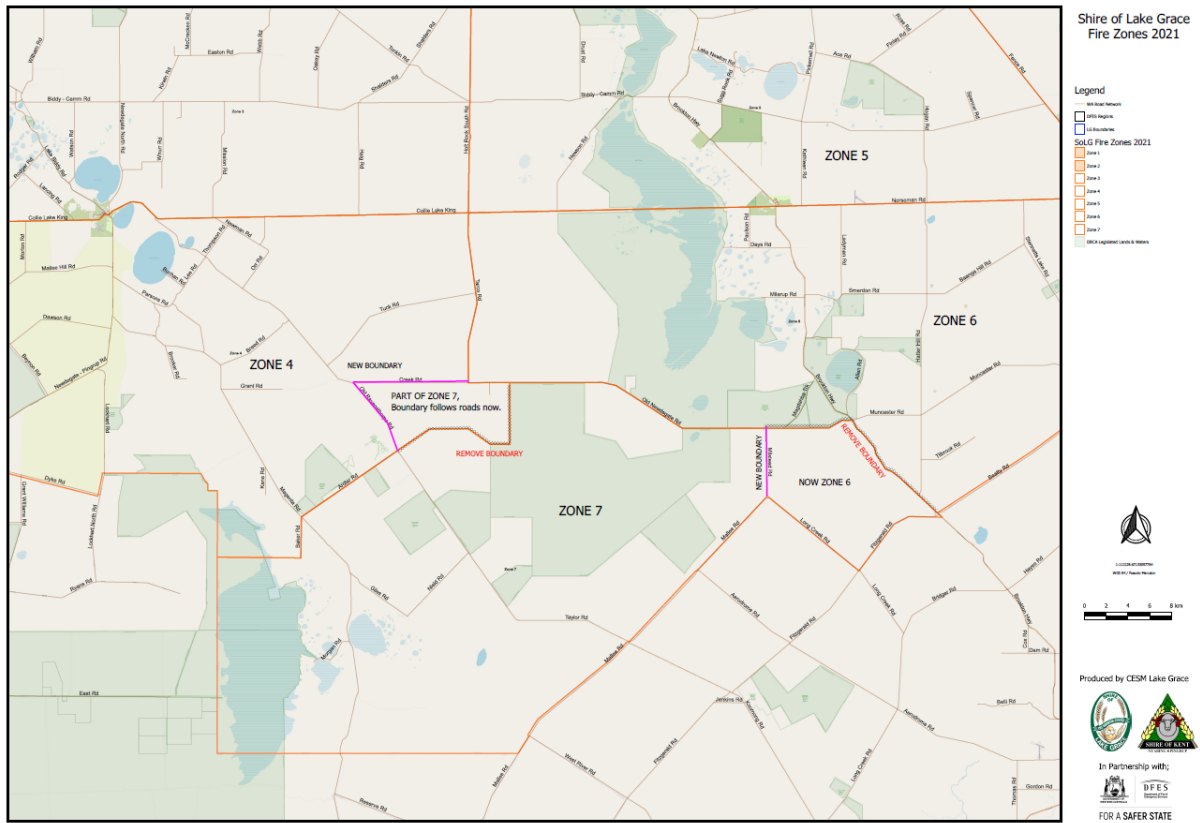
Voting Requirements

Simple majority required. - **CARRIED**

9 Zone Boundary Changes

There have been a few times over the last season that Zone boundary lines have been questioned to provide a better representation of the observed weather patterns.

The main area of discussion is the Zone 4, 6 & 7 intersection, to a more definable area, with similar weather observations.



The Shire of Lake Grace and Koori do not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequences which may arise from relying on any information depicted. Roads and tracks may contain unmarked hazards and their surface condition is variable. Exercise extreme caution and drive to conditions on all roads.

BFAC Resolution 06/2022:

That the Bush Fire Advisory Committee advises Council of its endorsement of the amended Zone boundaries for the Shire of Lake Grace.

Moved: Anthony Teale

Seconded: Wes Hall

Voting Requirements

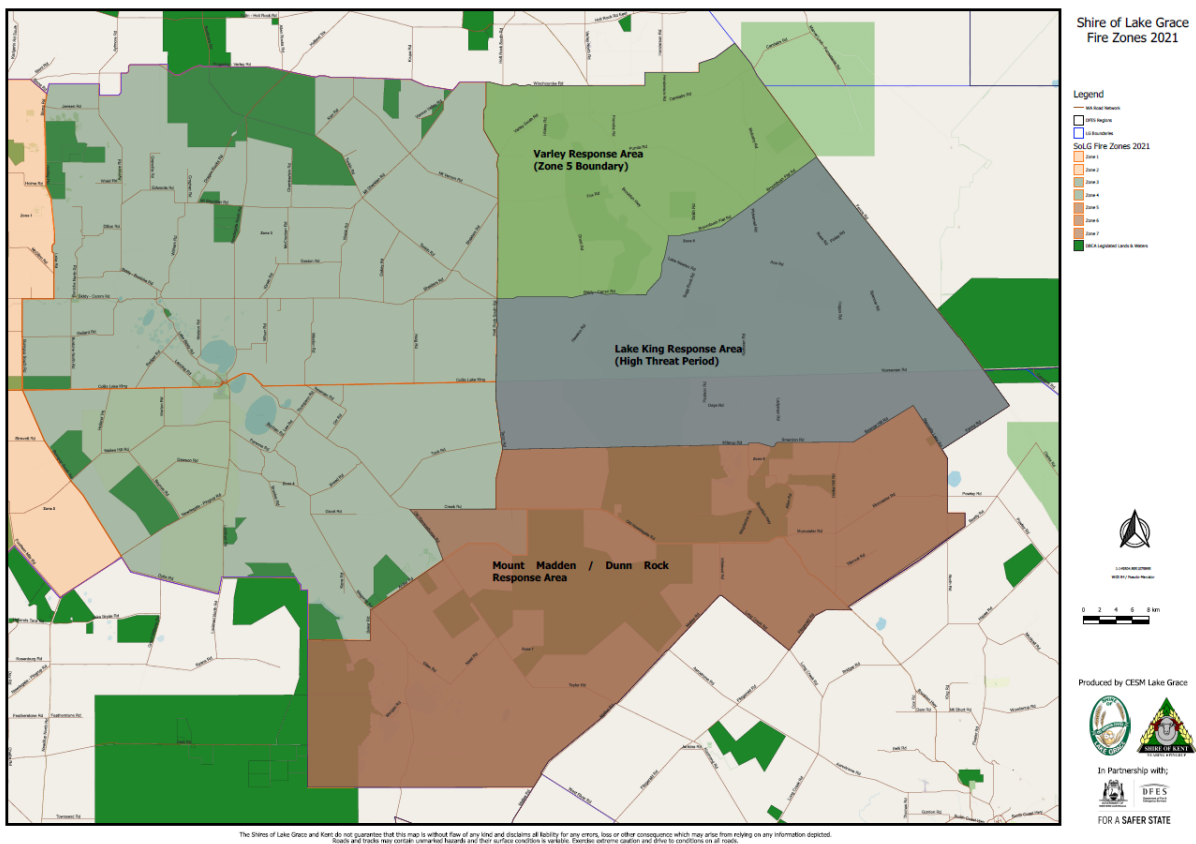
Simple majority required. - **CARRIED**

10 Brigade Response Areas

We currently have 7 Zones and 9 brigades. To keep things simple, we need to confirm the agreed 'standard' response areas for each brigade to assist with mobilisation when working with DFES communication centre.

- Lake Grace North = Zone 1
- Lake Grace Town – Nil at this stage
- Lake Grace South = Zone 2
- Newdegate North = Zone 3
- Newdegate Town = Support Zone 3 & 4
- Newdegate South = Zone 4

Varley/Lake King/Mount Madden-Dunn Rock on the map below.



BFAC Resolution 07/2022:

That the Bush Fire Advisory Committee endorsed the agreed brigade primary response area boundaries for the Shire of Lake Grace.

Moved: David Roberts

Seconded: Anthony Teale

Voting Requirements

Simple majority required. **CARRIED**

11 CESM: Mid-band Repeaters

As a legacy from when DFES introduced the Yellow WAERN radios, the old radio repeater infrastructure has been left in place on the radio towers and linked to our new channels. As far as I am aware, no one has radios which utilise these frequencies any more.

These mid-band channels were the cause of some radio interference over the fire season, with some traffic caused by atmospheric ducting of the radio waves to a repeater of the same frequency located in Wooroloo, in the Shire of Mundaring.

We use Ch 245 & 244 now; the old channels were Ch 30 & 34. The radios used for the old channels were a rectangular black until with the buttons on the control head, and a simple mic.

The Shire of Lake Grace pay annual license fees to keep the frequencies licensed. If the infrastructure is no longer in use, the Shire does not need to pay renewals and the equipment can be decommissioned when DFES radio technicians next attend our repeater sites.

BFAC Resolution 08/2022:

That the Bush Fire Advisory Committee endorses decommissioning of the legacy mid-band infrastructure that is no longer in use.

Moved: Matt Castaldini

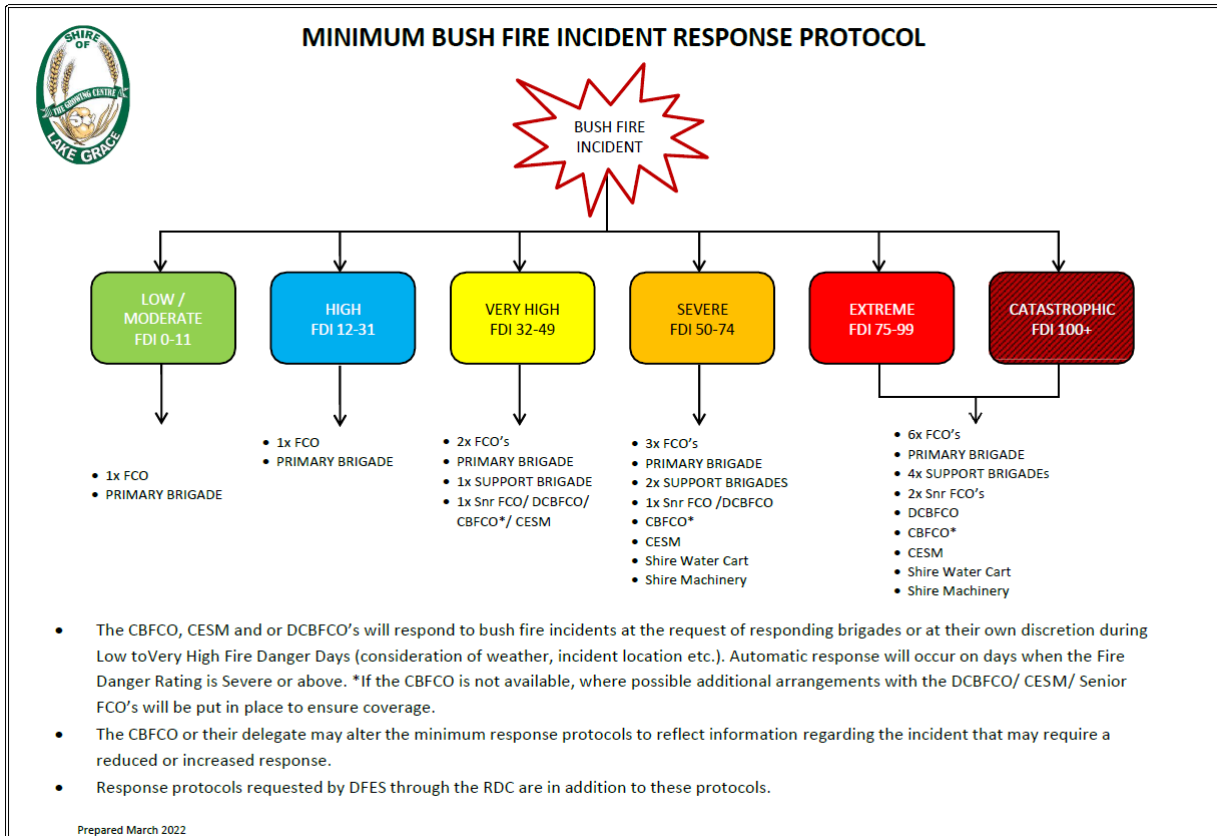
Seconded: David Roberts

Voting Requirements

Simple majority required. **CARRIED**

12 CESM: Mobilisation Plan

To assist FCO's with coordinating response to incidents, I am proposing the following response plan to be endorsed to support the Shire in the responsibility to manage the outbreak of fire within our district.



BFAC Resolution 09/2022:

That the Bush Fire Advisory Committee endorses the Minimum Bush Fire Incident Response Protocol as the Shire of Lake Grace Mobilisation Plan (With below changes).

- VH FDR add Shire machinery and 3 FCOs
- Severe FDR – add 4x FCOs

Moved: Matt Castaldini

Seconded: Doug Dunham

Voting Requirements

Simple majority required. **CARRIED**

13 CESM: Farm Fire Response Capacity – Section 33 Notice

At the Narrogin East Bushfire debrief, there was some discussion regarding the use of Farm Fire Units at the incident.

The representatives from the Shire of Wickepin advised that in the last few years, due to the growth of farms and the reduction of people, it was becoming more critical to have greater than 600 litres of water in any given paddock while operating machinery/ harvesting. They advised that they changed their minimum requirement to 1200 litres, comprising of either a small truck with 1200+ litres or a pair of Utes with 600 litres each, or a Ute and a trailer. They observed that at the recent fire, that their changes resulting in having more suitable equipment available to assist combatting the fire. Additionally, the people who had purchased trucks were blown away with the effectiveness compared to utes and/or trailers.

Additionally, the Shire of Narrogin representatives stressed the issues that occurred with trailers at the incident, with an unconfirmed report that a member possibly losing a finger/ thumb, along with several near misses being recorded relating to the operation trailers at the fire. They held strong views as to the use of trailed fire units at fires. They did offer one concession, which was for use mopping up in open paddocks with minimal smoke/ visibility issues.

At the last BFAC meeting we discussed trailers, Health and Safety and looking to the future. We did not come to an agreement for a specific recommendation, however, with times changing and the increased awareness on the safety of responders, I propose we endorse some local guidelines or a Shire policy around trailers to discourage their use at fire incidents.

Comments:

Hugh Roberts: With 1200L people will put it on 1 ute, which is overweight. Proposed that people have sufficient water on farm. Can't say no to people bringing a trailer. Need to be placed in strategic location. (Low risk activity)

Brad Watson: Min 600 on vehicle, and some spare in paddock. Especially when operating with seed destructors. FCO group to promote and educate improvements to farm firefighting capacity/ capability.

Doug Dunham: No point having a trailer in a paddock if it isn't hooked up.

Ross Chappell: Some people are using water tanks and pumps on chaser bins now.

Consensus: If we stipulate more water then most people will overload utes. We don't want to push people towards trailers. FCOs to recommend and suggest people away from trailers for future firefighting investments, not mandated. Change wording to recommend higher capacity, with the minimum remaining at 600L at this stage. Maybe review in a few years to increase.

BFAC Resolution 10/2022:

That the Bush Fire Advisory Committee recommends to Council that the Shire of Lake Grace administration amend the Section 33 notice to encourage farmers to increase firefighting water capacity. Retaining minimum requirement of 600L, recommending 1200L.

- (Where possible, to note that 'Trailers are to be hooked up' not left in the corner of paddocks.)

Moved: Brad Watson

Seconded: Doug Dunham

Voting Requirements

Simple majority required. **CARRIED**

14 GENERAL BUSINESS

14.1 CESM: Emergency Register & Resource List

We have started developing an emergency register and resource list for the Shire as a supporting document for the FCO's. *The document is a Shire document, only for distribution to FCO's for use at incidents.*

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

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

I would appreciate your support with collecting this information, once complete we will distribute along with your FCO ID Cards for the new season, and any other materials required.

14.2 COVID-19 Vaccination Mandate

As per the WA State Government Mandate, all registered volunteer firefighters are required, at this time, to be vaccinated.

The mandate specifies that only vaccinated persons (both registered members or community) are to attend incidents.

Please submit your vaccination details to the CESM - Matt ASAP.

14.3 COVID-19 Close Contact/ Positive

To try maintaining a coordinated response, we are requesting that if you are a close contact or are positive and are isolating, to please let the Chief or the CESM know. This is to help ensure we have sufficient response capacity across the Shire, and we can coordinate support from neighbouring zones if a given zone is has reduced capacity, OR from out of Shire if required. Similarly, we may be requested to assist over our borders if neighbouring areas are having similar response capacity issues.

14.4 Farm Responders to be Registered Please

We have worked through our membership lists for Lake Grace North, Varley, Lake King and Mount Madden/Dunn Rock. We have found that the Newdegate North, South and Town Lists need some attention to register the farmers and full-time workers in the area to better reflect the current capacity and enable them to be added to the SMS notifications when we have fires.

14.5 Guidelines for Operation of Private Machinery at Incidents

A new guideline has been developed by DFES, replacing a 2011 publication. The content is fairly aligned with the Rural Fire Awareness course. There are also some new checklists at the rear of the book that would be good to use a process to register farm responder vehicles with the triangle stickers.

The book is also a good reminder of the Rural Fire awareness course. I have ordered a number of these books to be distributed at upcoming courses if they arrive in time. We will arrange for the LK & MM/DR members to get their copies when they arrive.

14.6 Membership Check

- Brigade lists will be on a table to be reviewed after the meeting.
- If anyone has moved on and needs to be removed, please let the CESM know.
- If you have suggestions for new members, please include contact details so they can be contacted to register OR please take some forms to pass on to them.

14.7 Shire SMS System/ List

We have ~840 contacts on the Shire SMS system and we are not sure if they are all still valid.

We are looking at an internal process at the Shire to be able to temporarily register transient workers for groups such as CBH construction teams who only need the notifications for ~3 months while working.

Any feedback welcome.

Brad Watson: Push people to WhatsApp?

Alan George: Staff have previously called contacts and removed people

Brad Watson: The list has grown over the last few years, it used to be ~500

Ross Chappell: groups have been amalgamated.

Shire will investigate.

14.8 ICV – Incident Control Vehicle

With the training getting rolled out, it highlights the importance of checking in before starting to undertake firefighting activities. In the Metro we have access to an Incident Control Vehicle, which carries incident management supplies and acts as the check in point.

The Incident controller is based at the ICV, where they can task incoming crews, and have them recorded as in attendance. (helps with catering and safety). Another benefit of an ICV is that it becomes a catering point, where food is sent to.

In the Shire of Mundaring, before we received a DFES ICV, the brigades sourced an old bus and refitted the interior with equipment that is beneficial for incident management. We had functions like a computer and printer to be able to print maps/ weather forecasts/ IAPS etc, a generator to keep it all running 'off grid'. We had 2x yellow radios installed at 2 stations so the radio traffic could be monitored and assist the IC, so they weren't tied to a radio.

The crew/ responder attendance tracking was done on a whiteboard on the side of the bus to make it simple, following the AIIMS structure.

This role was provided by more senior members of the community who can man the bus and drive it out to provide support at incidents. An idea could be to ask the Shire if they would be interested in buying/ retaining the community bus when it is up for renewal and we as the volunteer fire brigade group either seek other small grants from external bodies or donate labour and materials to strip and build a new interior in the back like a small portable office to be able to do incident management more effectively onsite at an incident.

14.9 Volunteer Training

- Rural Fire Awareness – Need to Book it in, please coordinate with your zones for good dates.
- Training for FCO's – Please reach out and we can plan it in.

14.10 Local Government Grant Scheme (LGGS) Grant

Informative.

Each year the Shire is offered an operating grant from the State to assist with the costs of operating our Bush Fire Brigades. For your awareness, this year we were offered \$56,620 to run our 9 Brigades, with 244 Members, 3 Appliances and Stations.

Our first expense is our insurance, which is forecast to be \$31,475, followed by Station maintenance at a budgeted \$20,000, not really leaving much allowance for purchasing PPC/E, funding training, or any improvements etc.

We have submitted a counteroffer for \$290,996 with the budget tabled.

As you can see it costs a fair amount to operate the Brigades, on behalf of the Shire, I would appreciate your support to ensure we manage our costs as effectively as possible with the limited grant money we receive.

14.11 Shire of Lake Grace – Bush Fire Service – Life Membership

As we are looking at reducing our number of FCO's, do the FCO's present feel it would be worth investigating a Shire of Lake Grace Bush Fire Service life membership award and set up some conditions for how it is awarded/ eligibility etc.

Yes.

Discussion:

Suggestion to form group of interested parties to coordinate/ contribute.

Brad Watson: We will need to determine a start date, so we don't have people coming out of the woodwork for recognition

Doug Dunham: (Quickly) "Some can't get out of the woodwork..."

Ross Chappell: Interested people to contact Matt to sort something out.

14.12 General Business from the Floor

Hugh Roberts: Fire weather district, we are lakes, it is too big east to west.

Brad Watson: Main impact is with implementation of TFB's, and Very High FDR for permits.

Matt Castaldini: Unfortunately, I believe it is now too late to action this. The AFDRS project has progressed along.

Brad Watson: This item can Go to ROAC. *Recommended our Fire Weather district is reviewed.

Brad Watson: Fire truck servicing send to Collie.

Matt Castaldini: As per a suggestion last year at ROAC, and with the implementation of the new *WHS Act 2020*, I was thinking it would be a good idea to send our fire trucks off to Collie to either South West Fire Units or Frontline Fire and Rescue Equipment to give the trucks a thorough service and provide a report. They will check that all of the ancillary equipment is present and serviceable, the lights and sirens, emergency striping stickers are in good condition, service the truck, service the pump and all required equipment.

Alan George: So long as there is some accountability in the work being done, not just finding work to be able to do it.

Brad Watson: If there was an independent inspection process then you can assess what needs to be done?

Matt Castaldini: It is much the same as taking your car to a mechanic for a service, these guys specialise in building and servicing fire trucks, so they know what to look for that previously may have not been looked at. From what I understand we get a report, where we can choose what we want repaired.

David Roberts: Propose we change to CB5. Most other Shires around us use CB 5, and it is the designated CB emergency channel.

Brad Watson: We tried this in Lake Grace North and South and it didn't work, people didn't adopt it. Often people don't change channels. We would need to make the change now, not later if we wanted to implement it for the coming season, so there is time to communicate it.

Matt Castaldini: We would need to do some targeted community engagement and possibly do stickers like Dumbleyung

Consensus: Agreement on stickers and community engagement

David Roberts: People will see when they do their Rural Fire Awareness training how we can use the radio channels to work better at a fire.

BFAC Resolution 11/2022:

That the Bush Fire Advisory Committee endorsed the proposed change of emergency channel to CB 5 to be in line with surrounding areas.

- Request the Shire produce and issue stickers to community members.
- Request assistance from the Shire with community engagement.

Moved: David Roberts

Seconded: Anthony Teale

Voting Requirements

Simple majority required. **CARRIED**

David Roberts: We need to get the Brigades running better; Ideally everyone should know who other responders in your area are, all members should know who the Captain is, as a point of contact for all members in that area/ Zone. It would be good to have more meetings together, do some prescribed burns in reserves to gain more experience, participate in local or formal training activities.

15 MEETING CLOSED

Thanks to Matt for bringing these items to our attention and Brad for your extended support to the Shire as Chief.

Suggestion to start earlier next year if we have a big agenda.

Presiding Member, Cr Ross Chappell, closed the meeting at 7:15pm.

16 CERTIFICATION

I, _____ certify that the Minutes of the meeting held on 30 March 2022 as shown were confirmed as a true record at the meeting held on the 14 September 2022.

Presiding Member

Date



**Lot 13598 Dumbleyung Lake Grace
Road, Lake Grace**

Stage 2 Detailed Site Investigation

Prepared for
Shire of Lake Grace

April 2022

● people ● planet ● professional

Document Reference	Revision	Prepared by	Reviewed by	Admin Review	Submitted to Client	
					Copies	Date
4526AB_Rev0	Internal Draft	RB	CD	-	-	07/04/2022
4526AB_Rev1	Client Draft	RB	CD	LI	1x Electronic	08/04/2022

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Executive Summary

Background

360 Environmental Pty Ltd (360 Environmental) part of SLR Consulting (SLR) were commissioned by the Shire of Lake Grace to complete a Stage 2 Detailed Site Investigation (DSI) of a suspected former landfill site at Lot 13598 Dumbleyung Lake Grace Road, Lake Grace WA 6353. It is understood the Shire of Lake Grace are considering constructing a boardwalk and lookout on the northeast corner of the site to view Lake Grace.

The site was reported to be used as a landfill between 1936 and 1941 however there are no available records presenting any details on the use of the site for this purpose and therefore the existence and by association nature and extent of the landfill are not known.

Based on the above the site was reported to the Department of Water and Environmental Regulation (DWER) which was subsequently classified as Possibly contaminated-investigation required (PC-IR) on 7 October 2019 with DWER outlining a number of actions were required including investigations to be undertaken to confirm the historical use of the site and potential sources of contamination. In this regard a Stage 1 DSI was undertaken in 2021 comprising soil and groundwater investigation. The Stage 1 DSI was provided to DWER for review however DWER considered further investigation was required.

360 Environmental considers the overarching project objective for the Stage 2 DSI is to address DWER actions required and investigate and establish lines of evidence regarding the absence/presence of a historical source of contamination (former landfill) at the site

The scope of work undertaken to meet the project objectives included conducting a site survey via ground penetrating radar (GPR), installation of an offsite monitoring well, completion of an additional groundwater monitoring event and the preparation of this report.

Groundwater Penetrating Radar Survey

The GPR survey did not reveal any buried cells of landfill material within the investigation area. It is expected that where present mixed landfill material including organics and non-metallic debris would correspond to a detectable and significant increase in the Electro-Magnetic (EM) quadrature response. For the Lake Grace site, areas of increased EM quadrature response are interpreted to be related to variations in ground salinity, in particular within the flood plain and adjacent to the western shore of Lake Grace North.

An increase in the horizontal derivative of the EM in-phase response were also interpreted to be related to potential surface or shallow buried metallic material. Areas within the Lake Grace site with a response greater than 1200 ppm/metre may either be related to large isolated metallic targets such as vehicle parts or from areas with an overall increase in metallic content such as construction waste. It is noted that a number of these features, in particular within the eastern portion of the site, correspond to surface metallic debris observed on-site.

Groundwater Monitoring Event

All monitoring wells reported strongly acidic to acidic groundwater conditions with salinity concentrations reflective of brine conditions. Groundwater results also showed the following:

- Nutrient and dissolved metals detected above relevant 95% protection assessment criteria
- Concentrations of acetic acid and formic acid detected above limits of reporting
- Concentrations of PFOS above limits of reporting but below 95% assessment criteria.

Conclusions

360 Environmental make the following conclusions based on the findings of this investigation:

- The GPR survey found no evidence supporting the presence of a historical landfill beneath the site. In this regard the human health risk associated with direct contact (dermal, accidental ingestion and inhalation) of subsurface landfill material is considered negligible.
- Based on groundwater flow direction to the northeast and southwest groundwater quality entering the site at MW03 is considered indicative of background water quality in the area.
- The site is mapped within an area of high potential aquatic GDE and moderate potential terrestrial GDE with the adjacent Lake Grace mapped as a high potential aquatic GDE.
- A review of Stage 1 data found concentrations of chemicals of potential concern were comparable.
- Nutrient and metals are ubiquitous and considered indicative of natural groundwater conditions at the site. Furthermore, the detections of both dissolved metals and nutrients in groundwater generally are reflective of the heavy metals and nutrients detected in soils during the Stage 1 DSI.
- Further to the above the presence of formic and acetic acid in several monitoring wells at the site are considered likely to be associated with the decomposition of organic matter at the site.
- The detections of PFOS at two locations were reported marginally above the LOR and are considered minor in nature. Potentially these detections could be attributed to the presence of fly tipped material however it is well known that PFAS compounds are widespread within the environment and as such ambient background concentrations may be expected at most locations. In addition, impacts have not migrated further down hydraulic gradient to MW01 and MW02 indicating the source is likely to be relatively minor.

Based on the above it is considered groundwater quality at the site reflects natural conditions to which both the terrestrial and aquatic GDEs, vegetation and native fauna are adapted to. In this regard the 95% protection exceedances detected in groundwater are not considered likely

2.1 Bush Fire Advisory Committee

2.1.2 Terms of Reference

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 and Deputy 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 a show of hands on the Election of Positions to be recommended to the CEO.

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.

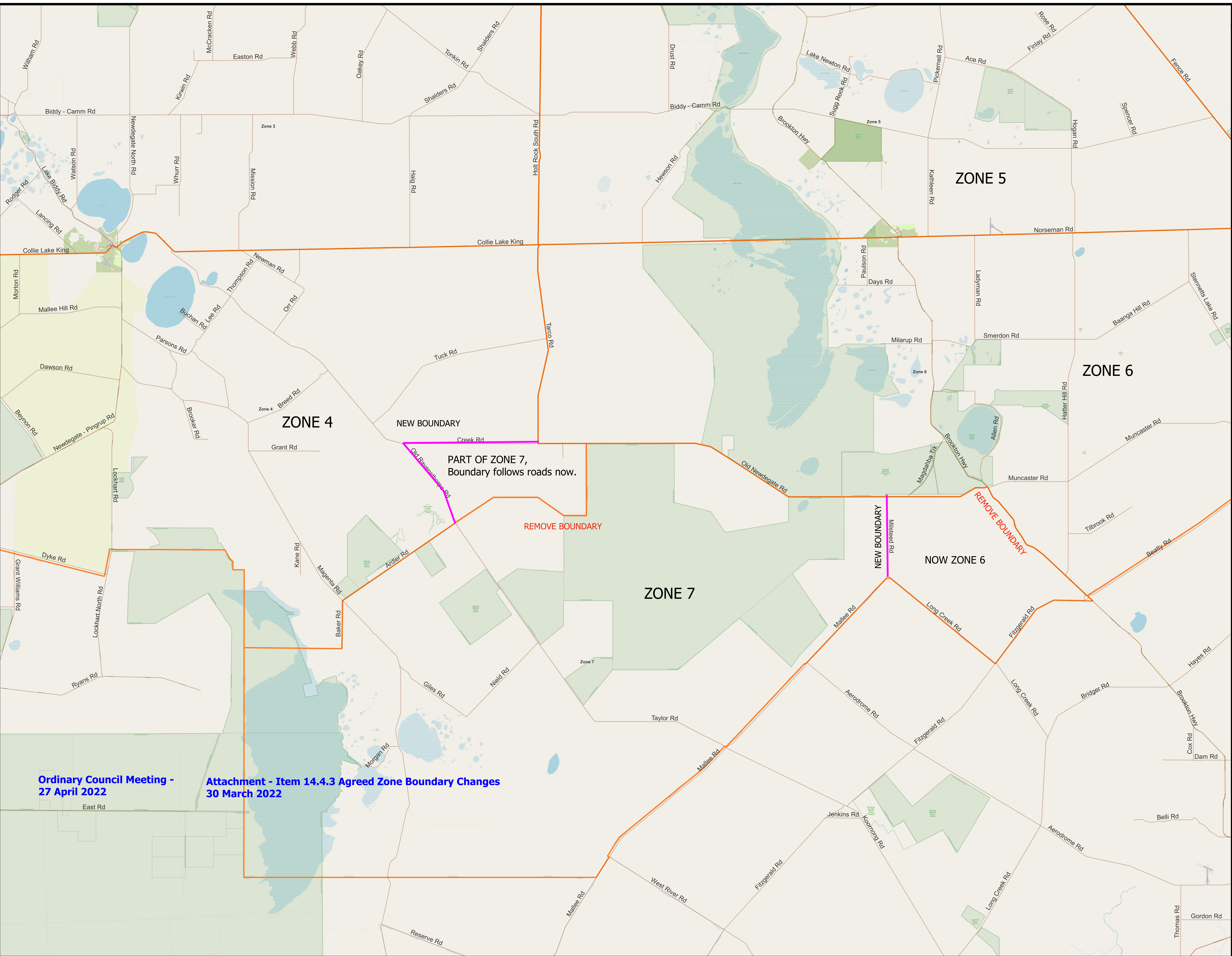
Power of the Council

Nothing herein contained shall restrict the powers of Council.

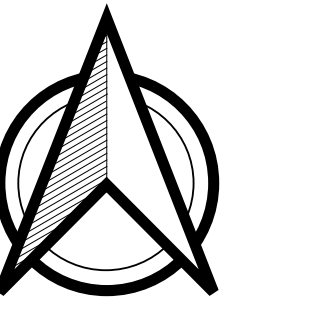
Shire of Lake Grace Fire Zones 2021

Legend

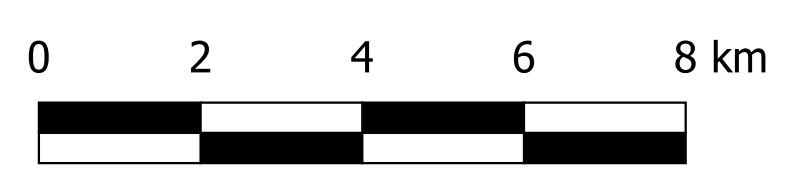
- WA Road Network
- DFES Regions
- LG Boundaries
- SoLG Fire Zones 2021**
- Zone 1
- Zone 2
- Zone 3
- Zone 4
- Zone 5
- Zone 6
- Zone 7
- DBCA Legislated Lands & Waters



Ordinary Council Meeting - 27 April 2022
Attachment - Item 14.4.3 Agreed Zone Boundary Changes 30 March 2022



1:112128.67133057764
 WGS 84 / Pseudo-Mercator



Produced by CESM Lake Grace



In Partnership with;



FOR A SAFER STATE

The Shires of Lake Grace and Kent do not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted. Roads and tracks may contain unmarked hazards and their surface condition is variable. Exercise extreme caution and drive to conditions on all roads.



Local Emergency Management Arrangements

SHIRE OF LAKE GRACE

Version 6.0.0
April 2022

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Lake Grace Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

.....
 Chairperson
 Lake Grace LEMC

.....
 Date

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Shire of Lake Grace				4	
WA Police – Lake Grace				1	
Lake Grace Volunteer Fire & Rescue				1	
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Chief Bush Fire Control Officer – Shire of Lake Grace	1
St John Ambulance WA Ltd – (Lake Grace, Lake King, Newdegate, Varley & Community Paramedic)	5
Lake Grace District Hospital	1
Department of Communities – Northam Office	1
Department of Primary Industry and Regional Development – Narrogin	1
Co-operative Bulk Handling (CBH) - Lake Grace	1
DFES Office Narrogin	1
District Emergency Management Advisor	1
Department of Biodiversity, Conservation and Attractions - Narrogin	1
Western Power	1
Water Corporation	1
Main Roads Western Australia	1
Department of Education (Lake Grace High School, Newdegate Primary School and Lake King Primary School)	3
Great Southern DEMC	1
Upper Great Southern DEMC	1
Shire web site	1 electronic version
Neighbouring Shires (Dumbleyung, Kulin, Kondinin, Esperance, Ravensthorpe and Kent)	1 each

AMENDMENT RECORD

No.	Date	Amendment Details	By
1	August 2010	Complete Re-write	LEMC
2	January 2014	Minor updates – contact details & name changes	M Owen Executive Officer
3	February 2016	Minor updates – contact details & name changes	P Roadley, Executive Officer
4	May 2018	Minor updates – contact details & name changes, Maps	CESM M Barnes, Executive Officer
5	October 2020 V 5	Corrected formatting issues. Major re-write. Move Glossary to appendix 15 Added the definitions of ‘incident’ and ‘emergency’ to the Scope. Added location of copy of Existing Plans & Arrangements to Table 1.1 Updated the name and location of relevant State Hazard Plans in Table 1.2. Updated 3.1 Emergencies Likely to occur with reference to new State Hazard Plans. Updated Department of Parks and Wildlife to Department of Biosecurity, Conservation & Attractions throughout the document. Updated 2.8 Emergency Risk Management to reflect the last risk assessment project carried out in November 2018. Updated demographic data to 2016 Census data. Removed 2006 Risk Matrix and replaced with 2018 Risk Register – risks requiring treatment. Moved the ECC information from 3.5 to appendix 11. Updated 3.7.1 Public Information & Warning Systems. Moved Part 7 Critical Contact List to Appendix 5. Updated Groups at Risk listing and moved to Appendix 3 Update Community Evacuation information Removed map of Australia and map of local government districts from Appendix 13. Added school bus route information.	S Lees LEMC Executive Officer
6	February 2022	Minor updates – contact details & name changes Updated heading formatting and linking Updated information highlighted in review process.	M. Castaldini, Executive Officer

The master copy of this document will be held by the Shire. Copies will be distributed to agencies listed in the distribution list and the Shire will ensure the most up-to-date copy of the plan is available on its website www.lakegrace.wa.gov.au. No other copies are to be made of this document.

When an amendment is made, the Shire will ensure that:

- the amendment is recorded in the ‘amendment record’ of the master document; and
- copies of such amendments are distributed to those as listed in the distribution list.

It is the responsibility of each agency or individual provided with a copy of this plan to keep it up to date and available to others within the agency.

1 Introduction

1.1 Incident or Emergency?

The term 'incident' is defined as 'the occurrence or imminent occurrence of a hazard' in the State EM Glossary. An incident is generally managed by Hazard Management Agencies (HMAs) and Combat Agencies as part of their day-to-day business. However, an incident may escalate and lead to an emergency.

The term 'emergency' is defined as 'the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response' (s.3 Emergency Management Act 2005).

1.2 Authority

The Arrangements have been prepared in accordance with s.41(1) of the *Emergency Management Act 2005* and endorsed by the Lake Grace Local Emergency Management Committee and approved by the Shire of Lake Grace.

1.3 Community Consultation

The Arrangements have been developed in consultation with the Local Emergency Management Committee (LEMC) as a representative body of the community of Lake Grace.

1.4 Document Availability

A copy of this document is available via the Shire of Grace website (www.lakegrace.wa.gov.au) or in hard copy for the Shire Office.

1.5 Aim

The Arrangements describe the local roles, responsibilities and actions required as part of planning and preparation for, responding to, and recovering from an emergency impacting on the communities within the Lake Grace shire.

1.6 Purpose

The purpose of these emergency management arrangements is to set out:

- a) The shire's roles and responsibilities under the State Emergency Management Framework;
- b) the roles and responsibilities of public authorities and other persons (emergency management agencies) involved in the management of the emergencies likely to impact the local government district;
- c) the Shire's policies for emergency management;
- d) information about the coordination of emergency operations and activities performed by emergency management agencies;
- e) a description of emergencies that are likely to occur in the local government district;
- f) strategies and priorities for emergency management in the local government district (based on assessment of risk);
- g) other matters about emergency management in the local government district prescribed by the regulations; and
- h) other matters about emergency management in the local government district the local government considers appropriate". (s.41(2) of the Act).

1.7 Scope

These Arrangements details the plans that are in place to deal with local emergencies, consistent with State emergency management legislation, policies, procedures and guidelines.

This document:

- a) applies to the local government district of the Shire of Lake Grace (the Shire);
- b) provides an overview of the relationship between state and local emergency management arrangements;
- c) covers arrangements where the Shire is the Combat Agency/Controlling Agency for an emergency;
- d) covers arrangements where the Shire provides support to Hazard Management Agencies or Combat Agencies in the event of an emergency;
- e) details the Shire's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- f) provides details of the Shire's responsibility in relation to recovery management.

1.8 Area Covered (Context)

The Shire of Lake Grace (*the Shire*) is located 354 km from Perth in the southern wheatbelt. The Shire has a population of 1,456 people, consists of five towns (Lake Grace, Newdegate, Lake King, Varley and part of Pingaring) and covers 11,885 km². Newdegate is 52 km east of Lake Grace and Lake King and Varley are 115 and 120 km respectively from Lake Grace.

The town of Lake Grace is the Shire's regional service centre and gathering place for the surrounding smaller communities.

Access to these towns is mainly by road; however, there is an airstrip at Lake Grace and authorised landing areas at Newdegate, Lake King and Varley. The Lake Grace-Newdegate and Lake Grace-Hyden railway lines are used primarily for the transportation of grain.

The Shire owns and manages a number of public facilities such as halls, libraries, swimming pools, public toilets, and sporting and recreation grounds and is responsible for the provision of sewerage and waste disposal services within the municipality.

Tourists regularly use the main roads through the Shire along with heavy vehicles carrying goods to and from Esperance. With the First Quantum Minerals mine site expanding at Ravensthorpe, larger than normal loads are transported through the towns of Lake Grace, Newdegate and Lake King with some loads carrying dangerous goods.

During harvesting season grain carting vehicles frequently use the road and, when combined with the tourist traffic, these roads can become hazardous.

The ABS amalgamates the Gross Value of Agricultural Production (GVAP) for the statistical area of Kulin, which includes the Shires of Lake Grace, Dumbleyung, Kondinin, Wickepin and Kulin. The GVAP for this area for the period of 2010-11 was estimated to be \$283 million. It is estimated that 62% of this value is generated from broad acre crops with the remaining \$105 million being generated from livestock products, primarily sheep with the beef industry being a minor component.

Based on the area of land used by agriculture across the statistical area, it is estimated that 41% (\$116 million) of the GVAP is attributable to the Shire of Lake Grace.

1.9 Special Considerations

During various times of the year the following may have effect on the availability of resources, volunteers or the number of people in a township.

- School Holidays
- Bush Fire Season – September - April
- Seeding – April - July
- Harvest – mid-October - December
- Newdegate Field Days – 1st Wednesday and Thursday in September
- Lake King Kart Club Annual Open Event – August

Specific details can be recorded in Appendix 7 as required.

2 Emergency Management Framework

2.1 State Emergency Management Principles

The State Emergency Management Committee's (SEMC) Emergency Management Framework is underpinned by the [SEMC Emergency Management Principles](#).

2.1.1 Risk Management Approach:

Applying a consistent and comprehensive approach to emergency management (EM) across the state aids effective decision making, facilitates appropriate resource allocation and allows for a proactive approach towards EM.

2.1.2 Shared Responsibility for Resilience

Increasing resilience to emergencies is the collective responsibility of all sectors of society, including all levels of government, business, the non-government sector and individuals. Given the increasing severity and occurrence of natural hazards, all these sectors need to be empowered and work together with a united focus and a shared sense of responsibility to keep hazards from becoming emergencies.

2.1.3 All Hazards Approach

The 'all hazards' approach assumes the functions and activities applicable to one hazard are often applicable to a range of hazards. The all hazards approach increases efficiency by recognising and integrating common emergency management elements across all hazard types. It does not, however, prevent the development of specific plans and arrangements for hazards that require a specialised approach.

2.1.4 Graduated Approach

The 'graduated' approach is based on decisions being made at the lowest appropriate level (existing command, control and coordination arrangements apply); and where emergency management activities exceed the capability of the local community, support may be obtained from the district, state, interstate, national or international levels, as appropriate.

2.1.5 All Agencies Coordinated and Integrated Approach

The 'all agencies coordinated and integrated' approach recognises that no one agency can address all of the impacts of a particular hazard. It is necessary for a lead agency to coordinate the activities of the large number of organisations and agencies that are involved. These can be drawn from across all levels of government, non-government, volunteer organisations and the private sector.

2.1.6 Continuous Improvement

Continuous improvement, including incremental and transformational change, is undertaken systematically as an integral part of emergency management measures and practices to improve outcomes.

2.1.7 Community Engagement

Effective and timely communication and engagement with the community is a critical and continuous process before, during and after an emergency.

2.1.8 Integrated Information Management

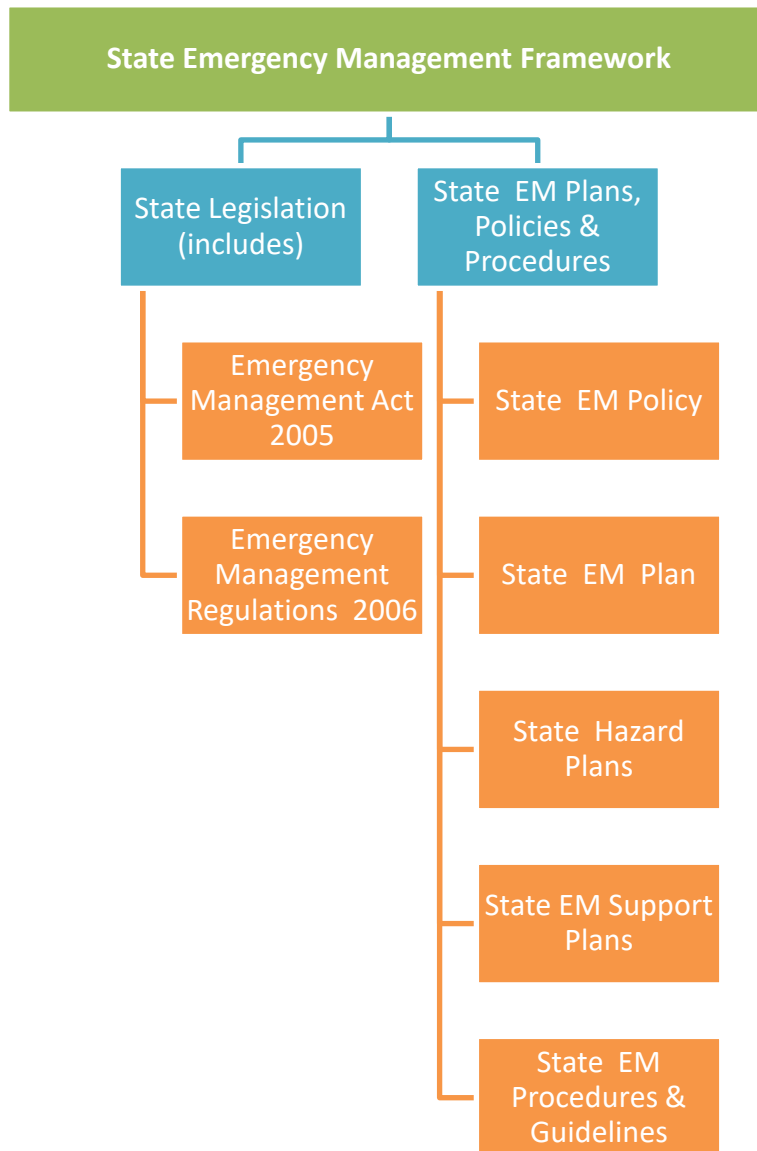
Information is critical to emergency management. The collation, assessment, verification and dissemination of relevant and appropriate information must be underpinned by integrated information management systems that adhere to governance and accountability standards.

2.2 State Emergency Management Framework

The State Emergency Management Committee (SEMC) is responsible for preparing state emergency management (EM) policies that provides Western Australia with a strategic framework for emergency management.

WA state legislation and SEMC EM plans, policies, procedures and guidelines define the roles and responsibilities of emergency agencies, including local government, across the emergency management spectrum of Prevention, Preparedness, Response and Recovery (PPRR).

This diagram shows relevant state EM legislation and plans:



2.2.1 State Emergency Management Legislation

The *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, is the overarching State EM legislation, which provides for prompt and coordinated organisation of EM in this State.

It formally establishes the SEMC and other bodies (such as the State Emergency Coordination Group and the SEMC subcommittees), and details roles and responsibilities at a State, district and local level in relation to the four aspects of emergency management: Prevention, Preparedness, Response and Recovery (PPRR). It also provides for additional powers to be available during emergencies.

In addition to the *EM Act* and *EM Regulations*, there is a range of additional legislation and codes relevant to hazard prevention and mitigation. A guide is available on the [SEMC website](#).

More details of regarding legislation, see the [Legislation WA](#) website.

2.2.2 State Emergency Management Plan

This [State EM Plan](#) details the arrangements across PPRR for all-hazards.

The SEMC Business Unit (that sits within DFES) is responsible for the development, maintenance and review of this Plan, in consultation with relevant stakeholders.

2.2.3 State Hazard Plans (Westplans)

Each defined and prescribed hazard has a dedicated State Hazard Plan (Westplan) that outlines the arrangements for the management of that hazard across PPRR.

A list of State Hazard Plans (and links to individual plans) relevant to hazards that may occur within the Shire of Lake Grace are contained in Appendix 2.

Local government has roles and responsibilities allocated to it under these plans. For a summary of the Shire's responsibilities (for hazards that are likely to occur in the district), refer to Appendix 2.

2.2.4 State Support Plans

There is a range of support functions and services that support EM agencies across all-hazards. This includes emergency public information, welfare and health support. These services may be required regardless of the type of hazard that occurs. Refer to Appendix 3 for a list of State Support Plans.

The support plans allocate roles and responsibilities to local government. For a summary of the Shire's responsibilities, refer to Appendix 3.

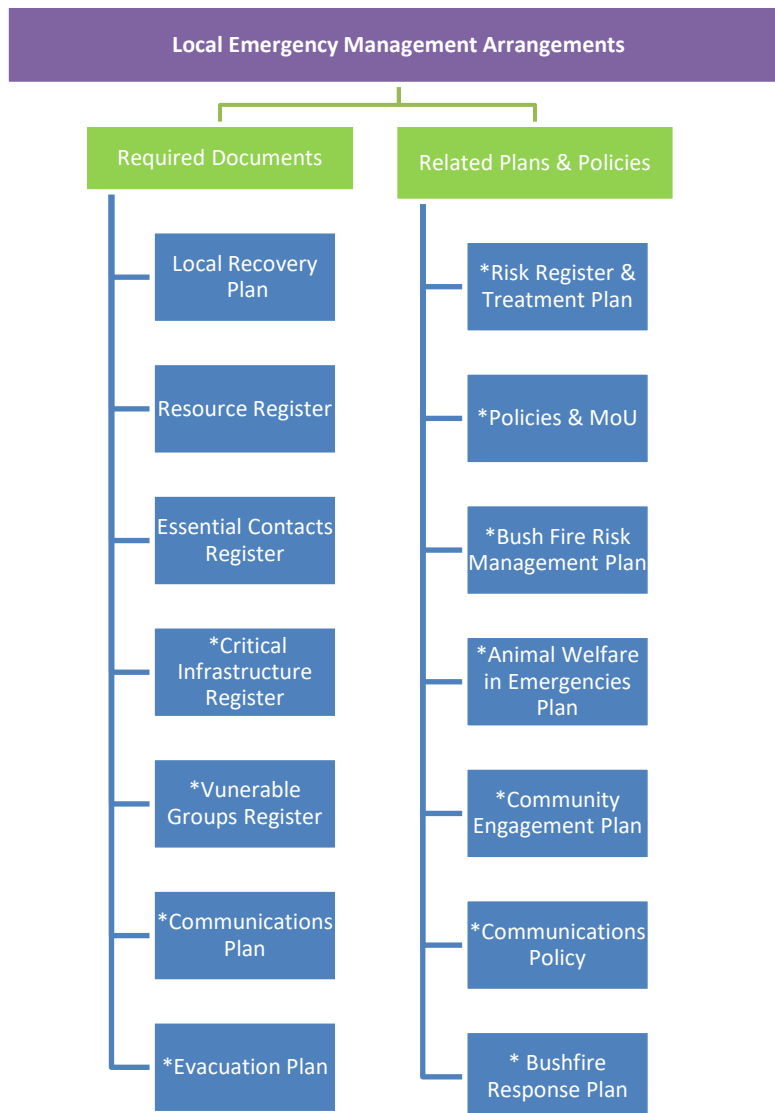
2.3 LOCAL GOVERNMENT EM FRAMEWORK

Local governments are required, under the EM Act, to:

1. ensure that effective local emergency management arrangements (LEMA) are prepared and maintained for its district;
2. establish one or more local emergency management committees (LEMC) for the local government's district;
3. manage recovery following an emergency affecting the community in its district; and
4. perform other functions given to local government under the EM Act [s.36(c)] as outlined in [State Emergency Policy - Appendix A](#); and
5. under section 20(4) of the EM Act carry out other EM activities as directed by the SEMC or prescribed in the EM Regulations.

2.4 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

The Local Emergency Management Arrangements is a series of documents that may comprise the following: (* to be developed for Shire of Lake Grace):



2.4.1 Local EM Plans & Policies

The Shire may have related plans and policies in place that should be read in conjunction with this document. Please refer to Appendix 4 for details.

3 PREVENTION & PREPAREDNESS

“Measures identified and implemented to eliminate or reduce the incidence or severity of emergencies.”

“Preparation for response to an emergency.”

3.1 LOCAL GOVERNMENT PREVENTION RESPONSIBILITIES

Local government, under the provisions of the State EM Plan, is responsible for the following:

- Identify the sources of risk that may impact upon the district of the local government through the emergency risk-management process.
- Establish, administer and maintain a Local Emergency Management Committee (LEMC).
- Develop, maintain, review and test the LEMA and local recovery plan.
- Identify buildings owned and operated by the local government suitable for the purpose of community evacuation during an emergency event.
- Administer legislative requirements under the *Bush Fires Act 1954* and Regulations relating to the management of bushfire preparedness and response including:
 - issuing fire break notices;
 - fuel load management;
 - issuing permits to burn the bush;
 - review of restricted and prohibited burning times; and
 - issuing and observing harvest and vehicle movement bans.
- Develop and maintain Emergency Risk Management (ERM) plans for hazards relevant to their locality. The ERM plans are to be developed at a local scale on a prioritised basis as lead and administered by the local governments and Local Emergency Management Committee (LEMC). (*State EM Procedure 1*)

3.2 EMERGENCY RISK MANAGEMENT

Risk can be described as the chance of something happening that will have of harmful consequences, arising from the interaction of hazards, communities and the environment.

Risk is measured or rated in terms of the consequences that may arise if the risk occurs and the likelihood of the risk occurring.

Emergency risk management a systematic process that considers the likely effects of hazardous events and the controls by which they can be minimised.

3.2.1 Shire of Lake Grace Emergency Risk Management Plan

The Shire carried out an emergency risk management assessment process in November 2018. The hazards that were considered as likely to occur and risk assessed were:

- Animal or plant pests or disease
- Fire
- Flood
- Storm
- HAZMAT
- Crash (Rail and Road)

The risks associated with the above hazards that were rated ‘extreme’ or ‘high’ and for which a treatment plan should be considered are listed in Appendix 12. The treatment plan for those risks is to be developed by the Shire with the assistance of the LEMC.

3.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE

The Shire's Local Emergency Management Committee (LEMC) primarily has planning function. Its functions are defined under section 39 of the EM Act:

- advise and assist the local government in ensuring LEMA are established for its district;
- liaise with public authorities and other persons in the development, review and testing (through exercise or activation) of LEMA; and
- carry out other EM activities as directed by the SEMC or prescribed in the EM Regulations

The Shire of Lake Grace LEMC operates in accordance with:

- [State EM Policy 2.5 'Emergency Management in Local Government Districts'](#) and
- [State EM Procedure 7 Local Emergency Management Committee](#).

The LEMC aims to meet quarterly or more frequently if required. Meetings are scheduled for the second Thursday of February, May, August and November.

The LEMC will comply with the annual reporting requirements contained in [State EM Preparedness procedures 17 Annual Reporting](#)

3.3.1 LEMC Roles

Key LEMC roles include:

- Chair (elected member of the Shire of Lake Grace Council)
- Deputy Chair (Local Emergency Coordinator - OIC of Lake Grace Police Station)
- Executive Officer (Shire of Lake Grace officer)

3.3.2 LEMC Executive Officer:

Provide executive support to the LEMC by ensuring the provision of secretariat support including:

- a) Meeting agenda;
- b) Minutes and action lists; correspondence;
- c) Maintain committee membership contact register;
- d) Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;
- e) Annual Report; Annual Business Plan;
- f) Maintenance of Local Emergency Management Arrangement;
- g) Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and
- h) Participate as a member of sub committees and working groups as required;

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

3.3.3 LEMC Membership

The Shire, in consultation with LEMC member agencies, may determine the term and composition of LEMC membership.

The LEMC is made up of representatives from the local community and local agencies with emergency management and support responsibilities including:

- Department of Fire and Emergency Services (DFES)
- WA Police Force

- Shire of Lake Grace officers engaged in key roles and functions affecting EM (e.g. community services, engineering services, corporate services or planning)
- Department of Communities
- WA Country Health Service - Lake Grace
- St John Ambulance WA Ltd
- Department of Primary Industries and Regional Development
- Department of Biosecurity, Conservation & Attractions
- Department of Education
- Main Roads WA
- Western Power
- Water Corporation

A full LEMC membership list contact details can be found in Appendix 6 – LEMC Membership.

4 RESPONSE

‘Combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery’ (definition of ‘EM’, s. 3 EM Act).

The State EM Plan, State Hazard Plans and State Support Plans establish the roles and responsibilities for the response to an emergency.

Public authorities with assigned response roles under the State’s EM framework must support the HMA in response to an emergency

4.1 LOCAL GOVERNMENT RESPONSE RESPONSIBILITIES

Local government, under the provisions of the State EM Plan, is responsible for the following:

- Assist and support to the HMA, combat agencies and Support Organisations during the response phase of an emergency.
- Actively participate in ISG meetings and provide advice to the HMA and Support Organisations relating to the LEMA.
- As a Combat Agency for fire, carry out the activities of fire suppression on lands vested in the local government.

4.1.1 Integrated Approach

During an emergency event, no single agency can manage all the impacts of a particular hazard. Therefore, the SEMC EM Policy calls for an *‘all-agencies coordinated, integrated and graduated approach’* to emergency management.

Emergency agencies’ responsibilities for responding to emergency events are defined in the *EM Regulations 2006* and include Hazard Management Agencies, Combat Agencies and Support Organisations.

4.1.2 Hazard Management Agency (HMA)

A Hazard Management Agency (HMA) is responsible for the management of emergencies that are caused by its prescribed hazard(s). Hazards are allocated to HMAs under Part 3 of the *Emergency Management Regulations 2006* (the EM Regulations).

HMAs may be responsible for one or more hazards. For example, the Department of Fire and Emergency Services is the HMA for many types of hazards including fire, storm, flood and cyclone.

The functions of the HMAs in an emergency are to:

- Undertake responsibilities that are allocated to it under the Regulations
- Appoint Hazard Management
- Declare / Revoke Emergency Situation
- Coordinate the development of state emergency plans their prescribed hazard(s)
- Ensure effective transition to local government from response to recovery.

4.1.3 Combat Agency

A combat agency responds to an emergency and the HMA and Combat Agency may be the same. However, the Combat Agencies for bushfire are DBCA where an incident occurs on land owned or managed by DBCA and local government where the fire occurs on any other land within its municipality (except if within a gazetted fire and rescue district).

Combat Agencies are prescribed in Part 5 of the *EM Regulations*.

4.1.4 **Controlling Agency**

The Controlling Agency is responsible for command and control of response activities and the HMA and Controlling Agency may be but is not always, the same. For example, the Controlling Agency for bushfire may be the DBCA if an incident has occurred on land owned or managed by DBCA or local government where a local government bush fire brigade has responded to a fire within its municipality.

The Controlling Agency may request that control of an incident be handed over to the HMA or another Combat Agency if required, usually relating to complexity. (See Bush Fires Act 1954, s.13)

4.1.5 **Incident Controller**

The Controlling Agency must appoint an Incident Controller (IC). The IC is responsible for:

- the overall control of an incident;
- Leading the Incident Management Team (IMT);
- Assessing the incident;
- Ensuring the accuracy of the emergency public information, approving its release in coordination with all relevant agencies and terminating its broadcast;
- In consultation with the HMA, ensuring effective strategies for evacuation are implemented; and
- Management of traffic during an emergency response.

If it is not clear who the Controlling Agency should be under existing law or agency responsibilities, and a satisfactory agreement cannot be reached, then the WA Police shall assume control of the incident until such time as the appropriate Controlling Agency can be determined.

4.1.6 **Support Organisation**

A support organisation a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency. Examples include Department of Communities having responsibility for establishing a welfare centre.

It is necessary for a lead agency to coordinate the activities of the large number of organisations and agencies that are involved. These can be drawn from across all levels of government, non-government, volunteer organisations and the private sector.

4.2 OVERVIEW OF LOCAL ROLES & RESPONSIBILITIES

4.2.1 Local Emergency Coordinator

The local emergency coordinator for a local government district has the following functions [s.37(4) of the Act]:

- a) to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

4.3 INCIDENT SUPPORT GROUP (ISG)

The role of the Incident Support Group (ISG) is to provide support to the Controlling Agency.

The ISG is convened by the Incident Controller or the Local Emergency Coordinator in consultation with the Controlling Agency to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

4.4 TRIGGERS FOR THE ACTIVATION OF AN ISG

The triggers for an Incident Support Group, defined in State EM Policy 5.2.2 Incident Management systems, are:

- If a Level 2 incident is declared, the Controlling Agency must consider the establishment of an Incident Support Group (ISG).
- If a Level 3 incident is declared, the Controlling Agency must establish an ISG.
- ISG is activated by the IC.

4.5 MEMBERSHIP OF AN ISG

The ISG is made up of representatives of agencies that provide support to the Controlling Agency. As a rule, the Local Recovery Coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change frequently, depending upon the nature of the incident, agencies involved and the consequences caused by the incident. Agencies supplying staff for the ISG must ensure that their representative has the authority to commit resources and/or direct tasks.

Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

4.6 FREQUENCY OF MEETINGS

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. There should be at least one meeting per incident.

4.7 EMERGENCY COORDINATION CENTRE (ECC) INFORMATION

The Emergency Coordination Centre (ECC) is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach.

Please see the table in Appendix 11 for suitable locations:

4.8 PUBLIC INFORMATION AND MEDIA MANAGEMENT

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be

aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the HMA's responsibility. All public messages are to be approved by the Incident Controller before being released.

Individual agencies may want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages.

Animal welfare issues and information should be included in any public information bulletins, as appropriate.

4.8.1 Public Information and Warning Systems

One of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner.

In WA, the emergency warning system comprises three levels, as displayed on the diagram below.

Warnings are disseminated via the DFES Emergency Information Line (recorded information dial 13 33 37) and placed on the Emergency WA website at www.emergency.wa.gov.au.

DFES managed incidents and local government managed fires within the district may utilise DFES Media & Public Affairs, including the hotline to inform people of current incident. Please refer to Appendix 5 – Critical Contacts for current DFES contacts.

ABC Radio is the official emergency broadcaster, but other media outlets may also broadcast emergency warnings and messages.

The ABC broadcast on 558AM and 720AM

Please refer to Appendix 5 – Critical Contacts for current media contacts.

For more information see [State Support Plan – Emergency Public Information](#).



4.8.2 LOCAL SYSTEMS

The Shire of Lake Grace manages a SMS system that may be a useful tool for getting information into the community. Messages are sent to people who have subscribed to the service.

Access to this system can be arranged by contacting Shire of Lake Grace. Please refer to Appendix 5 – Critical Contacts for current Shire contacts.

Shire of Lake Grace staff must adhere to the any public communication policies and procedures in place.

4.9 Impacts from Utility Outages

Impacts may also present from Utility Outages to Mains supplied water / electricity / communication networks within the local area. Each provider has business continuity plans in place to provide redundancies for service coverage. Where not possible to provide a redundancy, there are plans to

provide alternate sources. E.g. Water impacts are supported by trucking in water and supply of bottled drinking water.

4.10 FINANCIAL ARRANGEMENTS - RESPONSE

The Shire of Lake Grace recognises State Emergency Management Policy 5.12 “Funding for Emergencies Responses”, which outlines the responsibilities for funding during a multi-agency emergency.

The Shire of Lake Grace is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately during an emergency event requiring resources.

It is recognized that the HMAs and Combat Agencies may require use of the Shire’s resources and assistance in an emergency situation. The Shire of Lake Grace is committed to providing this assistance and support if the required resources are available.

4.11 Community Evacuation

Evacuation is the immediate and urgent movement of people away from a threat or actual occurrence of a hazard or emergency to a place of safety. Evacuating people and/or animals from an area threatened or affected by a hazard is a strategy that may be used to mitigate the potential loss of, or harm to, life.

The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the resources available.

Experience has shown that the evacuation of residents may not always be the optimum solution to managing the risk. Therefore, alternative strategies such as shelter in place, quarantine and/or the control or restriction of movement should be considered where appropriate.

The evacuation process comprises five stages:



4.12 DECISION TO EVACUATE

The Controlling Agency (where authorised by the HMA) has overall responsibility for the management of evacuation during an incident and will determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

During an emergency event or state of emergency (declared under the EM Act 2005), the Controlling Agency must comply with the directions of the relevant HMA and the State Emergency Coordinator (SEC).

An Incident Controller who is not an HMO, Authorised Officer or Police Officer DOES NOT HAVE the power to make a **directed evacuation** during an emergency or declared state of emergency.

A **directed** evacuation may only be made by:

- Hazard Management Officers (i.e. officers or employees of the HMA, authorised under s.55 of the EM Act 2005, to act as hazard management officers during an emergency situation declared by that HMA)
- an Authorised Officer (under legislation other than the EM Act, such as s.14 of the Bush Fires Act 1954); or
- a police officer.

When considering evacuation, the Department of Communities (herein Communities) must be consulted during the planning stages. When the IC has decided that an evacuation of people or animals is necessary, a Welfare Centre must be established.

For details, please refer to the Department of Communities *Local Emergency Welfare Plan for the Shire of Lake Grace*.

4.13 EVACUATION WARNINGS

The IC is to provide community warnings and timely advice on the likely threat of an emergency to assist community members in recognising the threat and being able to make an informed decision as to whether to move to another location. Community warnings should detail the actions required to be taken by the community.

This information should include:

- The areas under threat.
- If it is safe to leave or shelter in place.
- If it safe to leave, the direction people should leave in.
- Details of any road closures.
- Location of welfare centre(s).
- Information for animal owners (e.g. can animals be brought to a welfare centre).

When considered necessary the Controlling Agency may request, through the HMA, the use of warning systems such as the SEWS or the Emergency Alert Telephone Warning System (emergency alert).

For more information see section 4.8 Public Information And Media Management.

4.14 Withdrawal

4.14.1 Self-Evacuation

Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. As far as is practicable, the IC should provide sufficient, timely and relevant information to assist community members in making an informed decision to self-evacuate.

4.14.2 Evacuation

For either a recommended or directed evacuation, the Controlling Agency or person carrying out the evacuation will advise community members of the most suitable location that they should evacuate to, based on the prevailing situation.

Recommended Evacuation (Voluntary)

A recommended (voluntary) evacuation will be made by the Controlling Agency or other authorised officer when there is a possible threat to lives or property, but it is not believed to be imminent or significant and the community is considered to have the capacity and capability to make an informed decision.

Once a decision has been made to evacuate an area, the IC in consultation with the HMA, must ensure that effective communication strategies are implemented and maintained for the duration of the emergency. **See section 4.8 Public Information And Media Management for more information.**

Directed Evacuation (Compulsory)

A directed evacuation may only be made by an HMO, Authorised Officer or police officer during an emergency situation or state of emergency using powers under the EM Act (or other relevant legislation).

A directed evacuation is most likely to occur where members of the community at extreme risk do not

have the capacity to make an informed decision or when injury or loss of life is imminent.

The Controlling Agency is to provide clear instruction to persons conducting the evacuation with respect to what action should be taken where a person refuses to evacuate. The Controlling Agency is to ensure, as far as practical, that those who refuse to evacuate understand the risks of staying and can make an informed decision.

See section 4.8 Public Information And Media Management for more information.

4.15 Shelter

Shelter is the provision of temporary respite for evacuees and includes immediate sheltering, temporary sheltering and temporary housing.

When considering appropriate alternatives for shelter, the Controlling Agency should consider, as far as practicable, the most appropriate types of shelter for a specific incident. This may include:

- shelter in place - where this is the safest or most appropriate option for the hazard, with consideration for advising additional action to increase personal safety;
- with family, friends or other accommodation outside the affected area if it is safe to leave (many members of the community will choose to do this if they have the option to do so);
- assembly area - either for a known short-term evacuation or as a temporary stopping point before moving on to an evacuation centre;
- evacuation centre - selected from suitable locations detailed in Appendix 11 – Welfare Centres;
- specialist facility - for evacuees with additional care needs (such as a hospital or aged-care facility);
- refuge - if available in the affected area and appropriate to withstand the hazard;
- place of last resort - a place that may provide some protection but with no guarantee of safety, and that will not be staffed by agency personnel.

4.16 Return

The IC, in consultation with the HMA, is responsible for the provision of timely and accurate situational information to the displaced community (e.g. current activities being undertaken, timeframe for return of community and assistance available to evacuees) and should ensure there is an effective plan in place for returning the displaced community, including provision for at risk persons.

The return phase of evacuation may be executed in stages and should be subject to planning. This should include issues such as community safety, restoration of essential services and provision of welfare support services.

The Controlling Agency should manage any risk from other (non-prescribed) hazards (e.g. structural integrity, site contamination, hazardous materials and health threats) arising from the emergency, before returning a community following evacuation.

4.17 EVACUATION PLANNING

4.17.1 Pre-evacuation Planning

Planning an evacuation is dependent on many factors, including the nature and extent of the hazard, the predicted speed of onset, the number and category of people at risk from the hazard, possible safe evacuation routes and the resources available.

Some of these factors will be unknown and cannot be planned for in advance of an emergency. However, identifying resources, persons and communities at risk, critical contacts and resources can assist the Controlling Agency to develop effective operational evacuation plans.

For more information, refer to Appendix 9 - Pre-Event Evacuation Planning.

4.17.2 Evacuation Planning - Operational

Under the *Emergency Management Act 2005*, for a recommended evacuation, the IC will generally develop the operational evacuation plan.

For a directed evacuation, the operational evacuation plan will generally be completed by the Hazard Management Officer (authorised by the HMA) or Authorised Officer (authorised by the SEC).

For more information, refer to Appendix 10 - Operational Evacuation Planning

There are no animal management facilities available in the Shire of Lake Grace. While assistance animals are allowed to accompany their human into a welfare centre, alternative arrangements will need to be made for domestic pets and larger animals. The Shire has developed a plan for animal welfare in emergencies to aid in the support of domestic pets and larger animals.

4.18 WELFARE

The Department of Communities (Communities) has the role of managing welfare under State Support Plan Emergency Welfare. The Department is responsible for the provision of six key functions;

- 1) Emergency Accommodation
- 2) Emergency Catering
- 3) Emergency Clothing & Personal Prerequisites
- 4) Personal Services
- 5) Registration & Enquiry
- 6) Financial Assistance

This list should be read in conjunction with [State Support Plan - Emergency Welfare](#) and the *Local Emergency Welfare Plan – Shire Grace*.

4.19 ACTIVATION OF WELFARE ARRANGEMENTS

If welfare centres or welfare services are needed for an incident, the Controlling Agency must notify and consult with the Department of Communities on:

- 9621 0400 or 0429 102 614 (during office hours) or
- 1800 199 008 (after hours – Crisis Care).

Please note Communities will not be responsible for managing costs associated with a welfare response if they have not been activated through the correct channel.

4.20 LOCAL WELFARE COORDINATOR / DISTRICT EMERGENCY SERVICES OFFICER

The Local Welfare Coordinator for the Shire of Lake Grace is the Department of Communities' District Emergency Services Officer, Department of Communities in Northam. Please refer to Appendix 5 - Critical Contacts for current Communities' contacts.

4.21 LOCAL WELFARE LIAISON OFFICER

The Local Welfare Liaison Officer is a Shire employee who is responsible for coordinating the Shire's welfare response, including the management of emergency welfare centres such as building opening, closing, security and maintenance and liaising with the Local Welfare Coordinator.

It is important to acknowledge that it may take some time for Communities' staff to arrive so Local Welfare Liaison Officer may be responsible for the initial set-up of the welfare centre must be prepared to respond appropriately.

The Local Welfare Liaison Officer's contact details are contained in Appendix 5 – Critical Contacts.

4.22 STATE & NATIONAL REGISTRATION & ENQUIRY

Under the State Emergency management arrangements Communities has the delegated responsibility for registration and reunification. In a large event where people are evacuated, displaced or separated, the National Registration and Inquiry System is activated to assist in locating impacted people, reuniting families and answering inquiries from family and friend. Communities has reciprocal arrangements with the Australian Red Cross to assist with both the registration and inquiry processes. Please note that there is no Red Cross available in the Shire of Lake Grace.

4.23 WELFARE CENTRES

Please refer to Appendix 11 for the location of suitable venues that can be established as Welfare Centres.

4.24 MANAGING VOLUNTEERS AND OFFERS OF SUPPORT

Public generosity and care during and following an emergency plays a significant role in individual and community recovery. It reflects broader community sentiment and helps those affected to feel supported and more positive about the rebuilding task ahead. The Shire encourages the donation of money to approved fundraising agencies because it provides flexibility and choice to meet immediate needs. It also circulates in the affected community stimulating faster recovery for the local economy.

Donations can be accepted and managed through local community support groups, or wider state bodies depending on the scale of the situation.g Lord Mayors Disaster Relief Fund, Blaze Aid etc.

Community support in the aspect of volunteering comes to life during and after an emergency situation. The Shire acknowledges that this support is essential to a smooth and effective recovery. Volunteers will be supported and assisted with coordination where possible to achieve the best outcomes for the community and those impacted.

4.25 MANAGING DONATIONS

Information regarding the management of public fundraising and donations, volunteering and emergency management funding (WANDRRA) is found in Part Five of the State EM Recovery Procedures.

5 RECOVERY

Please refer to the Shire of Lake Grace Local Recovery Management Plan which is a separate sub plan of these Arrangements.

5.1 LOCAL GOVERNMENT RECOVERY RESPONSIBILITIES

- Accept and approve an Impact Statement for the emergency from the Controlling Agency, in conjunction with the State Recovery Coordinator.
- Nominate a local recovery coordinator, with more than one person appointed and trained.
- Lead and manage the community recovery process through the Local Recovery Coordination Group in concert with other agencies identified in the local recovery plan.
- Develop an operational recovery plan, in conjunction with the Local Recovery Coordination Group.

6 PART 7 - EXERCISING & REVIEWING

6.1 EXERCISING

6.1.1 AIM

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

6.1.2 FREQUENCY

State Emergency Management Policy (SEMP) section 4.8 requires all local governments and LEMCs to exercise local level arrangements annually and to share information on planned exercises with the DEMC.

6.1.3 TYPES

Some examples of exercises types include:

- a) Desktop/Discussion
- b) A phone tree recall exercise
- c) Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- d) Operating procedures of an Emergency Coordination Centre
- e) Locating and activating resources on the Emergency Resources Register

6.1.4 REPORTING OF EXERCISES

State EM Policy s4.11 provides LEMCs must provide a copy of their post exercise report to the DEMC Chair for referral to the SEMC for noting in their annual report. The exercise documentation and reporting should be consistent with State EM Preparedness Procedure 19: Exercise Management.

6.2 REVIEW

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with State EM Preparedness Procedures 8 – Local Emergency Management Arrangements and replaced whenever the local government considers it appropriate (S.42 of the EM Act).

The local government must ensure the review of the LEMA on the following basis:

- a) Contact lists are reviewed and updated quarterly;
- b) After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination;
- c) every five years; and
- d) whenever the local government considers it appropriate.
- e) If a major review takes place, a full approval process is required. If the amendments
- f) are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the Office of Emergency Management.

7 Appendices

7.1 Appendix 1 - Agency Responsibilities by Hazard

The following table lists the emergencies that are likely to occur within the Shire of Lake Grace (in alphabetical order) and the agencies responsible:

	Hazard	Hazard Management Agency	Organisation / Controlling Agency	Local Combat	Local Support
1	Air Crash	Commissioner of Police	WA Police Force	Lake Grace VFRS	St John WA
2	Animal or plant: pests or diseases	Agriculture Director General	Department of Primary Industries and Regional Development	DPIRD Narrogin	
3	Injury or threat to life of persons trapped by the collapse of a structure or landform (collapse)	Fire and Emergency Services Commissioner	Department of Fire and Emergency Services (DFES)		SES (Wagin/ Gnowangerup)
4	Cyclone	Fire and Emergency Services Commissioner	DFES		SES (Wagin/ Gnowangerup)
5	Earthquake	Fire and Emergency Services Commissioner	DFES		SES (Wagin/ Gnowangerup)
6	Loss of or interruption to the supply of electricity that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (electricity supply disruption)	Coordinator of Energy	Energy Policy WA <i>(Note: Infrastructure Operators are considered the Controlling Agencies for physical restoration of supply.)</i>	Western Power	

7	Fire	Fire and Emergency Services Commissioner	<ul style="list-style-type: none"> • DFES within gazetted fire districts or where DFES brigade or unit established; • Department of Biosecurity, Conservation and Attractions (DBCA) on land it manages outside gazetted fire districts; and • Local government in local government districts outside of gazetted fire districts and DBCA land. 	Shire of Lake Grace (BFS) Lake Grace VFRS	Neighbouring Shires BFS DFES VFRS, VFES DFES Regional Office
8	Flood	Fire and Emergency Services Commissioner	DFES		SES (Wagin/ Gnowangerup)
10	Actual or impending spillage, release or escape of a biological substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment.	Chief Executive Officer, Department of Health	Department of Health	Lake Grace Health Service (WACHS)	
11/ 12/ 13	Actual or impending spillage, release or escape of a (a) chemical, (b) radiological or (c) other substance (HAZMAT) that is capable of causing loss of life, injury to a person or damage to the health of a	Fire and Emergency Services Commissioner	DFES	Lake Grace VFRS	Shire of Lake Grace

	person, property or the environment				
14	Heatwave	Chief Executive Officer, Department of Health	Department of Health	Lake Grace Health Service (WACHS)	St John WA
15	Hostile Act	Commissioner of Police	WA Police Force		
16	Human Epidemic	Chief Executive Officer, Department of Health	Department of Health	Lake Grace Health Service (WACHS)	St John WA
17	Land Search – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force		SES (Wagin/ Gnowangerup)
23	Rail Crash	PTA Network - Public Transport Authority (PTA)	<ul style="list-style-type: none"> • PTA; or • WA Police Force or DFES, by agreement, following the declaration of an emergency situation or state of emergency or circumstance where the demands of the situation are deemed to exceed the capacity or capability of the PTA. 	WA Police Force Lake Grace VFERS	DFES
		Arc Infrastructure Pty Ltd	<ul style="list-style-type: none"> • Arc Infrastructure Pty Ltd; or • WA Police Force or DFES, by agreement, following the declaration of an emergency situation or state of emergency or circumstance where the demands of the situation are deemed to exceed 	WA Police Force Lake Grace VFERS	DFES

			the capacity or capability of Arc Infrastructure.		
24	Road Crash	Commissioner of Police	WA Police Force	Lake Grace VFRS	DFES
25	Space Re-entry Debris	Commissioner of Police	WA Police Force	Lake Grace VFRS Shire of Lake Grace BFS	SES (Wagin/ Gnowangerup)
26	Storm	Fire and Emergency Services Commissioner	DFES		SES (Wagin/ Gnowangerup)
27	Terrorist Act	Commissioner of Police	WA Police Force		

7.1.1 Support Plans

There is a range of support functions and services that are not hazard specific but support EM arrangements across all-hazards, for example, emergency public information, welfare and health support. These services may be required regardless of the type of hazard that occurs.

Support Function	Responsible Agency	Local Support	State Support Plan
Emergency Welfare	Department of Communities		Emergency Welfare (Interim)
Emergency Public Information	DFES		Emergency Public Information (SSP – Public Information)
Animal Welfare in Emergencies	DPIRD		Animal Welfare in Emergencies

7.2 Appendix 2 – State Hazard Plans – Local Government Responsibilities (for emergencies likely to impact LGA)

The State Hazard Plans detail the responsibilities of local government under each plan. The following is a summary only. For details, please refer to the [SEMC website State Hazard Plans](#).

7.2.1 Animal and Plant Biosecurity

- Provide Liaison Officer/s and other trained staff as required and appropriate.
- Provide and/or assist in the acquisition of resources and engineering services including earth moving machinery and operators.
- Provide information on local legislation, conditions and hazards, environmental and water issues associated with waste disposal.
- Assistance with quarantine and movement control as required.
- Assist with local communication.
- Identify and/or make available suitable facilities for use as Control Centres.
- Management of the local recovery process.

7.2.2 Westplan - Collapse

To assist the HMA at collapse emergencies with advice and resources to deal with the emergency and coordination of community recovery at a local level.

- Provide liaison officer with DFES;
- Act in accordance with the Local Emergency Management Arrangements in support of DFES;
- Provide advice on Local Authority drains, water and sewerage systems;
- Provide resources support;
- Provide advice by making the local Environmental Health Officer and Engineer available for collapse emergencies;
- Provide a written report and/or participate in post operation debriefs on the emergency, as may be required, by the HMA;
- Ensure management of risks process is applied to collapse in accordance with State EM Policy Section 3.2 and State EM Prevention Procedure 1
- Provide Recovery Coordinator to coordinate long term community recovery, in accordance with the Local Recovery Plan, as required; and
- Assist with the long term clean up, when required.

7.2.3 Crash Emergency

- Assist the HMA/Controlling Agency in determining traffic management requirements.
- Assist in the provision of resources for traffic management for local roads.
- Manage the community recovery process, if required.
- Undertake community recovery activities, as required

7.2.4 Westplan - Earthquake

- Participate in community awareness programs on earthquake risks.
- Provide resources to assist DFES when requested.

- Make available suitable local government buildings to be used as welfare centres.
- Issue closure notices for airports and airfields when necessary.
- Close and open roads within their jurisdiction, when requested by DFES.
- Provide details on road conditions to DFES.
- Initiate and lead the local community through the recovery process.
- Inspect and declare earthquake affected properties fit for habitation

7.2.5 State Hazard Plan – Energy Supply Disruption

- Participate in community awareness programs on energy supply disruption risks.
- Assist in communicating messages to the public during an energy supply disruption emergency.
- Provide resources to assist Energy Policy WA when requested.
- In consultation with the Department of Communities, identify venues that may be used as evacuation centres.
- Close and open roads within their jurisdiction, when requested by Energy Policy WA.
- Provide details on road condition to Energy Policy WA.
- Undertake recovery activities, as required.
- Assist in the identification and support of at-risk communities.
- Provide a representative to the OASG, if required.

7.2.6 Westplan - Flood

- Provide an appropriate representative on the Flood Warning Consultative Committee (FWCC).
- Provide resources to assist DFES when requested.
- Make available suitable local government buildings to be used as evacuation shelters.
- Issue closure notices for airports and airfields when necessary.
- Close and open roads within their jurisdiction, when requested by the appropriate authority.
- Provide details on road conditions to DFES.
- Lead the community recovery process.
- Participate in improving flood warning systems to communities (as required).
- Inspect flood affected properties and ascertain fitness for habitation.

7.2.7 State Hazard Plan – Fire

- Response to all bushfires on lands including UMR and UCL outside:
 - Gazetted Fire Districts declared under the FB Act or where a Fire and Emergency Service brigade is established under the FES Act;
 - Those areas where PWS has jurisdictional responsibility, and the Perth metropolitan area; and
- Provide equipment and personnel to DFES and/or PWS where they have the operational capacity to do so.
- Assume the role of Controlling Agency where required in accordance with this plan;

- Where appropriate and resources permit, participate in State Bushfire Pre-Formed Incident Management Teams in accordance with agreed management guidelines and business rules.
- Where LG is in control of the incident they should:
 - Nominate an IC
 - Maintain control of defined area of operations.
 - Determine the requirement for evacuation or shelter-in-place, and implement as necessary;
 - Request, task and coordinate assistance from participating combat and supporting agencies (i.e. DFES);
 - Maintain a record of activities;
 - Ensure the preparation and approval of media releases;
 - Arrange participant debriefing immediately following an emergency;
 - If required, conduct post incident analysis and/or a post operation report in accordance with State EM Policy section 5.11 and State EM Plan section 5.7; and
 - Assist the WA Police Force and other relevant agencies [e.g. Department of Mines, Industry Regulation and Safety (Dangerous Goods Branch and Worksafe)] in determining the origin and cause of the fire.

7.2.8 State Hazard Plan – Heatwave

- Assist in communicating messages to the public:
 - before a heatwave, to assist the development of community resilience; and
 - during a heatwave emergency to protect the community.
- In consultation with Department of Communities, identify venues that can be utilised as welfare facilities for at risk populations in the community (e.g. local libraries, community recreation facilities, respite areas).
- Provide resources to assist the WA health system when requested.
- Undertake community recovery activities, as required.
- Participate in ISG, OASG and SECG meetings as requested.
- Provide a liaison officer to the State Health Incident Coordination Centre (SHICC) if required.

7.2.9 State Hazard Plan – Hazardous Materials Emergencies (HAZMAT)

- To ensure recovery from HAZMAT emergencies.
- To assist at HAZMAT emergencies, with advice and resources.
- The capability and commitment of each LG to undertake the tasks and meet the responsibilities identified in the State EM Plan should be confirmed by the HMA and detailed in the Local Emergency Management Plan (LEMP). This will ensure the varying capabilities of individual LG's are recognised and agreed to by all parties.

7.2.10 State Hazard Plan – Human Biosecurity

- Provide Environmental Health Officers to Metropolitan and Regional Human Epidemic Coordination Centre (HECCs), as required.
- Assist with the investigation of human epidemics.
- Assist with monitoring of food safety.

- Assist with the safe disposal of contaminated waste.
- Assist with the control of vermin or insect infestations.
- Provide support with other local resources as requested by the HMA or local State, Metropolitan or Regional HECCs.
- The capability and commitment of each Local Government to undertake the tasks and meet the responsibilities identified in the State EM Plan should be confirmed by the HMA and detailed in the Local Emergency Management Arrangements (LEMA). This will ensure the varying capabilities of individual Local Governments are recognised and agreed to by all parties.

7.2.11 State Hazard Plan - Search and Rescue Emergency

- Provide advice based on local knowledge and other support on request.

7.2.12 Westplan - Storm

- Participate in community awareness programs on storm risks.
- Provide resources to assist DFES when requested.
- Make available suitable local government buildings to be used as welfare shelters.
- Issue closure notices for airports and airfields when necessary.
- Close and open roads within their jurisdiction, when requested by DFES.
- Provide details on road conditions to DFES.
- Initiate and lead the local community through the recovery process.
- Inspect and declare storm affected properties fit for habitation.

7.3 Appendix 3 – State Support Plans - Local Government Responsibilities

The State Hazard Plans detail the responsibilities of local government under each plan. The following is a summary only. For details, please refer to the [SEMC website State Support Plans](#).

7.3.1 State Support Plan – Emergency Welfare (Interim)

- provide the initial welfare response to evacuating community members;
- identify and open a pre-determined welfare centre to ensure that evacuees have a safe location to which to relocate;
- provide basic needs and services (may include refreshments, registration, basic information, and personal support) until Department of Communities can arrive to take on the coordination role of the welfare centre;
- provide a handover to the designated Communities Welfare Coordinator; and
- take on the LG Welfare Liaison Officer role as a support to Communities.

7.3.2 State Support Plan – Public Information

- Where required, provide an appropriate representative for Public Information Team meetings.
- Undertake community recovery activities, including public information activities, as required.

7.3.3 State Support Plan – Animal Welfare in Emergencies

- Activate the Local Government emergency animal welfare plan or contingency arrangements where identified within LEMA; and
- Liaise with DPIRD to provide a coordinated approach to animal welfare response actions, where relevant.

7.4 Appendix 4 - Local EM Plans & Policies

The following plans and policies are related to and should be read in conjunction with this document:

Document	Owner	Location
Risk Register	Shire of Lake Grace	Shire of Lake Grace F:\2 EXECUTIVE SERVICES\Council Matters\Committees of Council\4 LEMC\LEM Plans & Welfare Plan\Risk Register & Treatment Plan\ Lake Grace Risk Register 8.11.18
Local Emergency Management Plan for the Provision of Welfare Support for the Shire of Lake Grace	Department of Communities	Department of Communities – Northam F:\2 EXECUTIVE SERVICES\Council Matters\Committees of Council\4 LEMC\LEM Plans & Welfare Plan\Welfare Plan
Plan for Animal Welfare in Emergencies	Shire of Lake Grace	Under development
Business Continuity Plan	Shire of Lake Grace	Under development

7.4.1 Agreements, Understandings & Commitments

Parties to the Agreement	Summary of the Agreement	Special Considerations
Nil		

7.4.2 Additional Support

Organisation	Description	Comments	Contacts
Nil			

7.5 Appendix 5 - Critical Contacts List

(This directory is not for publication – for all life-threatening emergencies dial 000)

Organisation	Contact Position	Contact Person	Phone	Email
Shire of Lake Grace	CEO	Alan George	0460 416 959	ceo@lakegrace.wa.gov.au
	Local Recovery Coordinator (Deputy CEO)	Chris Paget	0400 631 052	dceo@lakegrace.wa.gov.au
	Community Emergency Services Manager	Matt Castaldini	0436 668 242	cesm@lakegrace.wa.gov.au
	Local Welfare Liaison Officer (Manager Corporate Services)	Tegan Hall	0466 778 057	mcs@lakegrace.wa.gov.au
	Manager Infrastructure Services	Craig Elefsen	0455 551 709	mis@lakegrace.wa.gov.au
	Shire Administration Office		9890 2500	shire@lakegrace.wa.gov.au
	Harvest & Vehicle Movement Ban Hotline	Recorded message	9487 7191	
WA Police	Local Emergency Coordinator (OIC Lake Grace Police)	Joshua Egan-Reid	9890 2000	
DFES	Regional Duty Coordinator (RDC) – UGS	Duty officer	1800 865 103	
	DFES Narrogin Office		6832 3110	narroginreception@dfes.wa.gov.au
	ComCen		1800 198 140 9395 9202	
	Media & Corporate Coms – alerts and warnings		9395 9543 (BH) 0427 479 499 (AH)	
	Activate Telephone Warning System (DOSS)		1300 566 588	
	TFB Hotline		1800 709 355	
	Information Line	Recorded message	13 33 37	emergency.wa.gov.au
Parks & Wildlife	Regional Duty Officer (RDO) - Narrogin		9881 9200	
Dept of Communities – Wheatbelt	District Emergency Services Officer	Jo Spadaccini	0429 102 614 9621 0400	Joanne.spadaccini@communities.wa.gov.au

	Crisis Care (after hours)		1800 199 008	
Department of Education	Lake Grace DHS – 9865 1207	Jedda Trueman		Jedda.trueman2@education.wa.edu.au
	Newdegate PS – 9871 1600	Judy Garlick		
	Lake King PS – 9874 4018	Kaye Brownley		
School Bus Services	School Bus Routes	Jason Lip	0410 787 520	to@lakegrace.wa.gov.au
DPIRD	Animal Welfare in Emergencies		9368 3688	For emergencies only
	Regional Office – Narrogin	Alison Lacey	0429 084 421	alison.lacey@dpird.wa.gov.au
Western Power			13 13 51	
Main Roads			138 138	
SES			132 500	
Arc Infrastructure	Northam Office		9622 4632	arcinfra.com
Media Contacts – Authorised Staff Only				
ABC Radio	Great Southern (Albany)		9842 4011	
	Bunbury		9792 2711	
	Perth		139 994	
GWN7 TV (Bunbury)			9792 2857	gwn7.newseditor@gwn7.com.au
WIN (Perth)			9892 2857	6216 5220 (fax)

7.6 Appendix 6 - LEMC Membership (Not for Publication)

Local Emergency Management Committee - 1 January 2022						
ORGANISATION	NAME (Member)	EMAIL	MOBILE	NAME (Deputy)	EMAIL	MOBILE
Shire of Lake Grace - LEMC Chair	Cr Len Armstrong	cramstrong@lakegrace.wa.gov.au	0429 843 785			
Shire of Lake Grace - CEO	Alan George	ceo@lakegrace.wa.gov.au	0417 621 708			
Shire of Lake Grace - Executive Officer	Matt Castaldini	cesm@lakegrace.wa.gov.au	0436 668 242			
Shire of Lake Grace - Bush Fire Service - CBFCO	Brad Watson	baneen@bigpond.com	0427 906 441			
West Australian Police Force	Josh Egan-Reid	travis.taylor@police.wa.gov.au	0438 483 569	Scott Oatridge	scott.oatridge@police.wa.gov.au	0436 848 035
Department of Fire and Emergency Services	Grant Hansen	grant.hansen@dfes.wa.gov.au	0427 012 948			
DFES - Emergency Management	Adam Smith	adam.smith@dfes.wa.gov.au	0427 129 948			
DFES - Volunteer Fire & Rescue	Chad Stanton	sc.stanton@bigpond.com	0459 110 805			
Department of Communities Emergency Coordinator	Joanne Spadaccini	Joanne.Spadaccini@communities.wa.gov.au	0429 102 614			
Department of Primary Industries and Regional Development				Alison Lacey	alison.lacey@dpiird.wa.gov.au	0429 084 421
Community Resource Centre	Suzanne Reeves	lakegracecrc@westnet.com.au	9865 1470			
CBH	Chris Poot	chris.poot@cbh.com.au	0427 190 827			
Department of Education LG District High School	Jedda Trueman	jedda.trueman2@education.wa.edu.au	0402 109 616			
Department of Education Newdegate Primary School	Judy Garlick	judy.garlick@education.wa.edu.au	08 9871 1600			
Department of Education LK Primary School	Kaye Brownley	kaye.brownley@education.wa.edu.au	08 9874 4018			
Lake Grace District Health Service	Lisa Pearce	LisaAnne.Pearce@health.wa.gov.au				
Main Roads WA	Cathy Morey	cathy.morey@mainroads.wa.gov.au	0428 912 799			
DBCA - Park & Wildlife	Mitch Davies	mitchell.davies@dbca.wa.gov.au	0427 193 556	Ethan		
St John Ambulance Community Paramedic	Barry Grady	Barry.Grady@stjohnwa.com.au				
St John Ambulance - Lake Grace	Ross Chappell	rcchappell@bigpond.com	0428 654 058			
St John Ambulance - Newdegate	Gary Guelfi	alfranco@bigpond.com	0427 712 014			
St John Ambulance - Lake King	Kylie Sugg	kisugg@hotmail.com	0428 744 022			
St John Ambulance - Varley	Naomi Cornwall	reddam@activ8.net.au	08 9875 2056			
Water Corporation	Tony Peplow	tony.peplow@watercorporation.com.au	0488 900 452			
Western Power	Glen Lloyd	glen.lloyd@westernpower.com.au	0439 958 115			
Western Power	Kim Cooper	kim.cooper@westernpower.com.au	0427 449 299			

Original Document Location:

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7.7 Appendix 7 – Special Considerations

7.7.1 School Bus Routes

Route name	Contract name	Contractor Contact	Phone	Mobile
For map of bus routes go to: https://tris.transperth.wa.gov.au/mapping/trismapping/trismap.cfm?appid=2 User Name: jlip Password: LEMAbus2020				
Lake Grace Pingaring	Colin HAYES & Donna HAYES	Colin HAYES & Donna HAYES	9645 1078	0428 451 078
Lake Grace South	Brent BARRETT-LENNARD & Jillian BARRETT-LENNARD	Brent BARRETT-LENNARD & Jillian BARRETT-LENNARD	9530 1993	0429 366 042
Lake Grace Tarin Rock	Brent BARRETT-LENNARD & Jillian BARRETT-LENNARD	Brent BARRETT-LENNARD & Jillian BARRETT-LENNARD	9530 1993	0429 366 042
Lake Grace North	Brent BARRETT-LENNARD & Jillian BARRETT-LENNARD	Brent BARRETT-LENNARD & Jillian BARRETT-LENNARD	9530 1993	0429 366 042
Newdegate South West	Yvonne HARVEY	Yvonne HARVEY	9871 1554	0427 711 554
Newdegate Lake Bidy	Yvonne HARVEY	Yvonne HARVEY	9871 1554	0427 711 554
Newdegate East	Peter and Terrie Ness	Peter and Terrie Ness	9871 1778	0427 997 940
Lake King / Mount Madden	Joynes Contractors Pty Ltd	George Joynes	9259 0442	0409 382 939
Lake King North	Joynes Contractors Pty Ltd	George Joynes	9259 0442	0409 382 939
Lake King Central	Tamray Holdings	Tamara & Murray RAMSDEN	9304 0893	0427 757 094

7.7.2 Events

Name	Description	Address	When	No People
Newdegate Machinery Field Day	Agricultural Show	Newdegate Recreation Precinct	September Each Year	4500-6000 (Per Day)

7.7.3 Groups

Name	Description	Address	Contact	No People
Lake Grace District School	School –Year 10	1 School Place, Lake Grace	Jedda Trueman 9865 1207	Up to 160 students
Lake Grace Day Care Centre	Monday, Tuesday & Wednesday	Corner of Absolon & Griffiths St	Vicki Reynolds 9865 2568	Licensed for 27 children Ave no. 14 – 16 4 – 5 staff
Lake Grace Seniors Village	Retirement Village	Corner of Bishop & Bennett St	Shire of Lake Grace 9890 2500	7 Units
Lake Grace Independent Units		5 Bennett St	Shire of Lake Grace 9890 2500	3 Units
Lake Grace Independent Units		49 Bennett St	Shire of Lake Grace 9890 2500	3 Units
Lake Grace District Hospital	District Hospital	Memorial Drive, Lake Grace	Lisa Ann Pearce 9890 2222	Up to 6 permanent patients Week Staff: 9 daytime staff 2 night staff W/E Staff: 4 Daytime Staff 2 Night Staff
Lake King Primary School	Primary School	Newdegate/ Lake King Rd Lake King	Kaye Brownley 9874 4018	Up to 50 students 9 staff
Newdegate Primary School	Primary School	Corner of Mitchell & Collier St	Judy Garlick 9871 1600	Up to 55 students 14 staff
Newdegate Day Care	Recreation Centre Thursday only	Newdegate Pavilion	Rebecca Leyte 9871 1505	Licensed for 19 children 4 staff

7.7.4 Animals

(E.G high-intensity farming, pony clubs, piggeries, horse studs)

(This section to be updated when confirmed information comes to hand)

Name	Description	Address	Contact	No Animals
Springfield Farms	Cattle Feed Lot	Mallee Hill Rd Newdegate	Beau Waddell	
Arizona Farms	Cattle Feed Lot	Mallee Hill Rd South Lake Grace	Karen Bairstow	~400

7.8 Appendix 8 – Resource Register

7.8.1 Emergency Coordination Centre – suitable locations

Facility	Address	Contact 1	Contact 2
Shire of Lake Grace Administration Centre	1 Bishop Street Lake Grace WA 6353	Chief Executive Officer 0417 621 708	Manager Infrastructure Services 0455 551 709
S Johns Ambulance Lake Grace	Stubb St Lake Grace WA 6353	Debbie Carruthers	Barry Grady
Lake Grace CRC	Absolon Street Lake Grace WA 6353	Suzanne Reeves	
Newdegate CRC	Collier St (adjacent to school), Newdegate, WA 6355	Stevie Hermans 08 9871 1791 0433 788 150	Rachael McClean 08 9871 1791 0419 918 382
Lake King Library	Lake King Newdegate Rd (adjacent to school), Lake King, WA	Rachael Winyard	

Note: These venues currently do not have backup power supplies.

7.8.2 Plant and Equipment

Location:	Lake Grace Shire Depot	
Contact/s	Manager Infrastructure Services	0448 089 092
Type	Details/ Description	Quantity
Graders	1x Cat, 1x John Deere	2
Loaders	Volvo L90F	2
Loader	Volvo L60E	1
Water Cart	28,000L Semi Trailer w/Pump	1
Skid Steer		1
Prime Mover	2x Mack's 1x Western Star	3
Trailer	Low-Loader (Float Machinery)	
Trailer	Side Tipper	3
Backhoe		1

Local Contractors		
	Fyfe Transport	0428 651 129
	Stevemacs	0429 120 018
	Lake Grace Earth Moving -Simon Trevenen	0427 651 389
	RJD Contracting	

Item description - Contractors	Number of items
Grader (G Hobbs, Lake King)	1
Grader (B Kennedy)	2
Loaders, trucks, water trucks (Wagin Earthmoving)	2
Water tank (semi-trailer) Fyfe	2
Water tank (semi-trailer) Stevemac	1
Backhoe, Bobcat, tip truck (S Trevenen)	2

7.8.3 Review Of Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting or as information comes to hand.

7.9 Appendix 9 - Pre-Event Evacuation Planning

7.9.1 At Risk Persons

Please see **Appendix 7 - Special Considerations** for details of those persons who may need special consideration during an evacuation.

7.9.2 High Risk Settlements

The following settlements may be exposed to high level of emergency risk within the local government district.

Area/Settlement	Hazard	Description
Lake Grace	Flood	Community may be isolated in major flood event. Major road connections have low-lying flood ways.
	Fire	Community may be isolated in a major bush fire event. Bush fires offer also impact services such as power and water. Extended power outages can impact sanitation and communications.
Newdegate	Flood	Community may be isolated in major flood event. Major road connections have low-lying flood ways.
	Fire	Community may be isolated in a major bush fire event. Bush fires offer also impact services such as power and water. Extended power outages can impact sanitation and communications.
Lake King	Flood	Community may be isolated in major flood event. Major road connections have low-lying flood ways.
	Fire	Community may be isolated in a major bush fire event. Bush fires offer also impact services such as power and water. Extended power outages can impact communications and fuel supply.
Varley	Flood	Community may be isolated in major flood event. Major road connections have low-lying flood ways.
	Fire	Community may be isolated in a major bush fire event. Bush fires offer also impact services such as power and water. Extended power outages can impact communications.

7.9.3 Identification of Welfare Centres

Please see Appendix 11 – Welfare Centres, for details of the locations of available welfare centres and the facilities available at each centre.

7.9.4 Isolation and Quarantine

For issues regarding isolation and quarantine at Welfare Centres, the current Department of Communities advice will be adhered to, where possible.

7.9.5 Resources

For resources, including for transport, please refer to **Appendix 8 – Resource Register**.

7.9.6 Traffic Considerations

The Shire may develop plans to assist with evacuation planning that consider:

- any pinch points – such as, one road in-one road out;
- load limits on bridges;
- suitable access/egress routes for the expected type/volume of traffic, including alternatives by or air when suitable roads are inaccessible, insufficient or inappropriate;
- possible locations for vehicle control points to assist with traffic management (i.e. where traffic can be easily re-routed, and communications should be reliable).

7.9.7 Major Events

Please refer to **Appendix 7 – Special Considerations** for details of special events or seasonal activities that may impact on availability of resources, volunteers or the number of people in a township during an emergency event.

7.9.8 Animals

The owner or carer of an animal is responsible for the safety and welfare their animal(s) at all times, including during emergency events.

There are no commercial animal boarding facilities available in the shire. The Council Dog Pounds are not suitable to hold dogs in an emergency.

Refer to **Appendix 11 – Welfare Centres** for information about facilities for animals at Welfare Centres.

7.10 Appendix 10 - Operational Evacuation Plan Planning

7.10.1 Emergency Evacuation Planning Map

An online mapping system, such as FESMaps (DFES) will generally be used by the IC or delegate to plan evacuations.

Refer also to **Appendix 7.15 – Maps of District**.

7.10.2 Operational Evacuation Plan Template

Under the *Emergency Management Act 2005*, for a recommended evacuation, developing an evacuation plan or undertaking activities to support the plan, will generally be completed by the Incident Controller (appointed by the Controlling Agency). In the case of a directed evacuation, this will generally be completed by the Hazard Management Officer (authorised by the HMA) or Authorised Officer (authorised by the SEC).

This template on the following pages can be used to develop a plan or document decisions and strategies from another agency where time permits – or as an aide-memoire where needs to be taken urgently.

The template is also available for download on the [SEMC website](#).

7.11 Appendix 11 - Welfare Centres

7.11.1 Lake Grace Sports Pavilion

Lake Grace Sports Pavilion		
Address	Bishop St, Lake Grace The Lake Grace Sports Precinct has good access and ample parking. This modern building consists of a large room with toilets, including disabled access, and kitchen facilities. Low flood and bush fire risk location.	
Telephone No:	Via Shire (08) 9829 1051	
Shire of Lake Grace	CEO	9890 2500
	CESM	0436 668 242
Access Details		
Keys	Available from Shire	
Alarm	No	
Security	No	
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	153 (COVID-19 Restrictions)	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	1	One large space
Toilets/Showers	Yes	Universal access toilet
Laundry Facilities	No	
Baby Changing Facilities	Yes	
Kitchen facilities	Yes	Well-equipped commercial kitchen
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining facilities	Yes	
Cutlery and Crockery	Some	
Generator Port	No	
Fire Equipment	Yes	Fire extinguishers
Air Conditioning	Yes	

Heating	Yes	
Ceiling Fans	No	
Lighting (internal & external)	Yes	
Telephone Lines	No	
Mobile Phone Coverage	Yes	
Internet Access	No	
Bins	Yes	
Amenities/Facilities - External		
Undercover Areas	Yes	
Outside Children's Play Area	Yes	
BBQs	No	
Oval	Yes	Two large ovals
Power Outlets	Yes	
Water	Yes	
Parking	Yes	Ample parking
Area for Tents	Yes	On ovals
External Toilets	Yes	Toilets can be accessed from outside
Caravan/Articulated Vehicles	Yes	
Amenities for pets and animals	No	Space for portable yards.

- a) Main power board location - To be Confirmed
- b) Water stop cock location – To be confirmed

7.11.2 Lake Grace Town Hall

Lake Grace Town Hall		
Address	Corner of McMahon and Bennet Streets, Lake Grace	
	Large hall room with a stage at one end, a foyer / formal entrance, public toilets with disabled access, a lesser hall/supper room and a large but dated kitchen. Low bush fire risk, low flood risk. Facilities older than Lake Grace Pavilion but could be used if that facility unavailable.	
Telephone No:	9890 2500	
Shire of Lake Grace	CEO	9890 2500
	MIS	0448 089 092
	CESM	0436 668 242
Access Details		
Keys	Available from Shire	
Alarm	No	
Security	No	
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	Standing 350	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	2	Main hall and 'supper room'
Toilets/Showers	Yes	Universal access, no showers
Laundry Facilities	No	
Baby Changing Facilities	No	There is a long bench which could be used
Kitchen facilities	Yes	
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining facilities	Yes	120 Chairs, 13 Round/9 Trestle Tables
Cutlery and Crockery	Yes	
Generator Port	No	
Fire Equipment	Yes	Fire extinguishers
Air Conditioning	Yes	In lesser hall only
Heating	No	
Ceiling Fans	No	

Lighting (internal & external)	Yes	
Telephone Lines	No	
Mobile Phone Coverage	Yes	
Internet Access	No	
Bins	No	
Amenities/Facilities - External		
Enclosed Covered Areas	No	
Outside Children's Play Area	No	
BBQs	No	
Power Outlets	Yes	
Water	Yes	
Parking	Yes	Limited parking, but street parking available
Area for Tents	No	
External Toilets	Yes	
Deep Sewer/Septic	Yes	
Caravan/Articulated Vehicles	No	
Amenities for pets and animals	No	

- a) Main power board location - Foyer
- b) Water stop cock location – To be confirmed

7.11.3 Newdegate Pavilion

Newdegate Pavilion		
Address	Waddell Drive Newdegate Centre has toilet/change rooms, meeting room, utility room, spacious open meeting/function area, large kitchen with adjoining walk-in cool room and bar area. Access is through a bush lined drive that may pose a bush fire risk. Low flood risk.	
Telephone No:	9890 2500	
Shire of Lake Grace	CEO	9890 2500
	MIS	0448 089 092
	CESM	0436 668 242
Access Details		
Keys (N1)	Available from Shire & Bridget Michell (0429 937 733)	
Alarm	No	
Security	No	
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	300 (COVID-19 Restrictions)	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	5	Large sports hall, lower bar area, offices
Toilets/Showers	Yes	Toilets and showers
Laundry Facilities	No	
Baby Changing Facilities	Yes	
Kitchen facilities	Yes	One commercial kitchen. Second kitchen with two large indoor BBQs.
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining facilities	Yes	
Cutlery and Crockery	Yes	
Generator Port	Yes	
Fire Equipment	Yes	
Air Conditioning	Yes	

Heating	Yes	
Lighting (internal & external)	Yes	
Mobile Phone Coverage	Yes	
Internet Access	Yes	NBN Satellite 'STAND' installed.
Hot Water System	Yes	
Bins	Yes	
Amenities/Facilities - External		
Under Cover Areas	Yes	
Outside Children's Play Area	Yes	
BBQs	Yes	
Swimming Pool	No	
Oval	Yes	Football oval, hockey oval
Power Outlets	Yes	
Water	Yes	
Parking	Yes	Ample paved parking
Area for Tents	Yes	On oval
External Toilets	Yes	
Caravan/Articulated Vehicles	Yes	
Amenities for pets and animals	No	Space for temporary yards.

- a) Main power board location - To be confirmed
- b) Water stop cock location – To be confirmed

7.11.4 Lake King Hall

Lake King Hall		
Address	Newdegate- Lake King Road, Lake King. Situated close to Lake King School, Lake King Hall and the Lake King Pavilion.	
Telephone No:	9890 2500	
Shire of Lake Grace	CEO	9890 2500
	MIS	0448 089 092
	CESM	0436 668 242
Access Details		
Keys	Available from Shire OR Anna Scheeber (0439 937 733)	
Alarm	No	
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	80 (COVID-19 Restrictions)	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	2	Main hall area with stage, smaller 'supper room'.
Toilets/Showers	Yes	Disabled access, no showers
Laundry Facilities	No	
Baby Changing Facilities	Yes	
Kitchen facilities	Yes	Well-equipped commercial kitchen
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining facilities	Yes	
Cutlery and Crockery	Yes	
Generator Port	??	
Fire Equipment	Yes	
Air Conditioning	Yes	
Heating	Yes	
Lighting (internal & external)	Yes	
Mobile Phone Coverage	Yes	
Internet Access	Yes	
Bins	Yes	

Amenities/Facilities - External		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	Well equipped playground
BBQs	No	
Oval	Yes	
Power Outlets	Yes	
Water	Yes	
Parking	Yes	Ample paved parking
Area for Tents	Yes	On oval
External Toilets	No	
Caravan/Articulated Vehicles	Yes	
Amenities for pets and animals		Space for animals on oval

- c) Main power board location - To be confirmed
- d) Water stop cock location – To be confirmed

7.11.5 Lake King Pavilion

Lake King Pavilion		
Address	Newdegate- Lake King Road, Lake King. Situated close to Lake King School and the Lake King Hall.	
Telephone No:	9890 2500	
Shire of Lake Grace	CEO	9890 2500
	MIS	0448 089 092
	CESM	0436 668 242
Access Details		
Keys	Available from David Roberts	
Alarm	No	
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	60 (COVID-19 Restrictions)	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	1	1 large room
Toilets/Showers	Yes	
Laundry Facilities	No	
Baby Changing Facilities	No	
Kitchen facilities	Yes	Small commercial kitchen
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining facilities	Yes	Tables and Chairs, Indoor & Outdoor
Cutlery and Crockery		
Generator Port		
Fire Equipment	Yes	Fire Extinguishers
Air Conditioning	Yes	
Heating	Yes	
Lighting (internal & external)	Yes	
Mobile Phone Coverage	Yes	
Internet Access	Yes	No WiFi
Bins	Yes	
Amenities/Facilities - External		

Undercover Areas	Yes	
Outside Children's Play Area	Yes	Well-equipped playground
BBQs	No	
Oval	Yes	
Power Outlets	Yes	
Water	Yes	
Parking	Yes	Ample paved parking
Area for Tents	Yes	On oval
External Toilets	Yes	Normally locked, or some within walking distance.
Caravan/Articulated Vehicles	Yes	
Amenities for pets and animals	Yes	Space for animals on oval

- a) Main power board location - To be confirmed
- b) Water stop cock location – To be confirmed

7.11.6 Varley Sports Pavilion

Varley Sports Pavilion		
Address	Carstairs Road, Varley The air-conditioned pavilion has a bar and spacious kitchen facilities, toilets with disabled access. Access via bush lined driveway.	
Telephone No:	9890 2500	
Shire of Lake Grace	CEO	9890 2500
	CESM	0436 668 242
Access Details		
Keys	Available from Shire	
Alarm		
Security		
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	40 (COVID-19 Restrictions)	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	2	Main hall and smaller room.
Toilets/Showers	Yes	
Laundry Facilities	No	
Baby Changing Facilities	Yes	
Kitchen facilities	Yes	Commercial kitchen
Refrigeration	Yes	
Dining facilities	Yes	
Cutlery and Crockery	Yes	
Generator Port	No	
Fire Equipment	Yes	Fire Extinguishers
Air Conditioning	Yes	
Heating	Yes	
Ceiling Fans	No	
Lighting (internal & external)	Yes	
Mobile Phone Coverage	Yes	
Internet Access	Yes	No WiFi
Bins	Yes	
Amenities/Facilities - External		

Undercover Areas	Yes	
Outside Children's Play Area	Yes	
BBQs	Yes	Indoor BBQ
Oval	Yes	
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
External Toilets	No	
Deep Sewer/Septic	Yes	
Caravan/Articulated Vehicles	Yes	
Amenities for pets and animals	Yes	Space for temporary yards.

- a) Main power board location - In main Hall/ Room
- b) Water stop cock location – To be confirmed

7.11.7 Varley Hall

Varley Hall		
Address	Pitts Road, Varley Comprises a large hall room with a stage at one end, toilets with disabled access, a lesser hall/supper room and kitchen facilities.	
Telephone No:	9890 2500	
Shire of Lake Grace	CEO	9890 2500
	MIS	0448 089 092
	CESM	0436 668 242
Access Details		
Keys	Available from Shire	
Alarm		
Security		
Universal Access		
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	80 (COVID-19 Restrictions)	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	2	
Toilets/Showers	Yes	Only Toilets/ no showers
Laundry Facilities	No	
Baby Changing Facilities	Yes	In Ladies toilet
Kitchen facilities	Yes	Well-equipped kitchen
Refrigeration	Yes	
Dining facilities	Yes	
Cutlery and Crockery	Yes	
Generator Port	No	
Fire Equipment	Yes	Fire extinguishers
Air Conditioning	Part	In supper room
Heating	Part	In supper room
Ceiling Fans	Part	In supper room
Lighting (internal & external)	Yes	
Mobile Phone Coverage	Yes	
Internet Access	Yes	No WiFi

Bins	Yes	
Amenities/Facilities - External		
Undercover Areas	Yes	
Outside Children's Play Area	No	
Recreation Room	No	
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	No	
External Toilets	No	
Deep Sewer/Septic	Yes	
Caravan/Articulated Vehicles	No	
Amenities for pets and animals	No	

- a) Main power board location - At entrance to Projector Room
- b) Water stop cock location – Left of memorial wall.

7.12 Appendix 12 – Risk Register (November 2018)

ID	Risk Statement	Hazard	Impact Area	Existing Controls		Max Consequence	% likelihood	Confidence Level	Auto generated likelihood	Auto generated risk level	Auto generated priority	Treatment Action	Treatment Strategies	Risk/Treatment Owner	Treatment tracking comments
	EXAMPLE There is the potential that a slow moving storm will cross the coast at Carnarvon and will cause significant soil erosion to flood plain areas	Storm	Environment	control 1 (PP)	control 2 (RR)	Major	100%	High	Rare	High	3	Treat (Recommended action)			
256	will impact the health of people and cause death(s).	Animal or plant: pests or diseases	People			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	5		
257	will impact the health of people and cause injury and/or serious illness.	Animal or plant: pests or diseases	People			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	6		
259	will impact the health of people and causing long term sickness (mental and/or physical) and/or recovery.	Animal or plant: pests or diseases	People			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	7		
260	will impact the health of residents in the area and impact the wellbeing of the community.	Animal or plant: pests or diseases	People			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	8		
261	will impact private businesses, resulting in financial losses.	Animal or plant: pests or diseases	Economy			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	9		
262	will impact commercial businesses and services, resulting in financial losses.	Animal or plant: pests or diseases	Economy			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	10		
268	will impact agricultural industry, resulting in recovery costs and/or financial losses.	Animal or plant: pests or diseases	Economy			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	11		
282	will cause displacement, death or injury to animals, impacting the wellbeing of the community.	Animal or plant: pests or diseases	Social Setting			Catastrophic	100%	high	Unlikely	Extreme	2	Treat (Recommended action)	12		
288	will result in a loss of income/employment, impacting the community wellbeing.	Animal or plant: pests or diseases	Social Setting			Catastrophic	100%	high	Unlikely	Extreme	2	Treat (Recommended action)	13		
289	will result in the breakdown of existing family and support networks (including social community networks), impacting the community wellbeing.	Animal or plant: pests or diseases	Social Setting			Catastrophic	100%	high	Unlikely	Extreme	2	Treat (Recommended action)	14		
280	will impact government offices, works depots and facilities, impacting the ability to maintain core services.	Animal or plant: pests or diseases	Public Administration			Major	100%	low	Unlikely	High	1	Treat (Recommended action)	15		
266	will impact tourism (and aspects that support tourism such as camp sites, facilities, places of interest etc.), resulting in financial losses.	Animal or plant: pests or diseases	Economy			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	61		
267	will result in disruption to major events, resulting in financial losses.	Animal or plant: pests or diseases	Economy			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	62		

279	will require response by State Agencies (not previously mentioned) at the local level, impacting on their ability to maintain core services.	Animal or plant: pests or diseases	Public Administration		Major	100%	high	Unlikely	High	2	Treat (Recommended action)	63		
22	will cause an increased demand (surge) on Bush fire services at the local level, impacting their ability to maintain core services.	Fire	Public Administration		Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	1		
30	will impact mobile and landline communication infrastructure, impacting the ability of telecommunication companies to maintain core services.	Fire	Public Administration		Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	2		
1	will impact the health of people and cause death(s).	Fire	People		Catastrophic	10%	High	Rare	High	2	Treat (Recommended action)	16		
2	will impact the health of people and cause injury and/or serious illness.	Fire	People		Catastrophic	20%	High	Rare	High	2	Treat (Recommended action)	17		
3	will impact the health of people and causing long term sickness (mental and/or physical) and/or recovery.	Fire	People		Catastrophic	50%	High	Rare	High	2	Treat (Recommended action)	18		
4	will impact the health of residents in the area and impact the wellbeing of the community.	Fire	People		Catastrophic	10%	Moderate	Rare	High	2	Treat (Recommended action)	19		
13	will impact on crops/cropping/plantations (and consequently expected harvests), resulting in financial losses.	Fire	Economy		Major	70%	High	Unlikely	High	2	Treat (Recommended action)	20		
23	will cause an increased demand (surge) on St John Ambulance services at the local level, impacting their ability to maintain core services.	Fire	Public Administration		Major	100%	High	Unlikely	High	2	Treat (Recommended action)	21		
24	will cause an increased demand (surge) on WA Police services at the local level, impacting their ability to maintain core services.	Fire	Public Administration		Major	100%	High	Unlikely	High	2	Treat (Recommended action)	22		
6	will impact commercial buildings, contents and services, resulting in financial losses.	Fire	Economy		Major	50%	High	Rare	High	3	Treat (Recommended action)	64		
203	will impact main road transport routes, resulting in repair costs and/or financial losses. (WANDRRA Claims)	Flood	Economy		Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	55		
214	will impact on livestock (e.g. through death/injury/lack of pasture), resulting in financial losses.	Flood	Economy		Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	56		
215	will impact on crops/cropping/plantations (and consequently expected harvests), resulting in financial losses.	Flood	Economy		Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	57		

216	will disrupt business activities, resulting in financial losses.	Flood	Economy			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	58		
222	will result in soil erosion in flood plains and river catchment areas.	Flood	Environment			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	59		
239	will impact mobile and landline communication infrastructure, impacting the ability of telecommunication companies to maintain core services.	Flood	Public Administration			Catastrophic	100%	high	Rare	High	2	Treat (Recommended action)	60		
198	will impact the health of people due to stagnant water and water-borne diseases and cause serious illness.	Flood	People			Major	70%	High	Rare	High	3	Treat (Recommended action)	87		
204	will disrupt major freight routes, resulting in financial losses. (Road Freight)	Flood	Economy			Major	100%	High	Rare	High	3	Treat (Recommended action)	88		
205	will impact bridges, or approaches to bridges, resulting in repair costs. (Scour out Causeway)	Flood	Economy			Major	100%	High	Rare	High	3	Treat (Recommended action)	89		
206	will impact train lines, resulting in repair costs and/or financial losses. (Rail Freight)	Flood	Economy			Major	100%	High	Rare	High	3	Treat (Recommended action)	90		
210	will result in recovery activities, resulting in costs to local government.	Flood	Economy			Major	100%	High	Rare	High	3	Treat (Recommended action)	91		
213	will impact agricultural industry infrastructure (e.g. fencing, machinery, grain stores etc.), resulting in recovery costs and/or financial losses.	Flood	Economy			Catastrophic	100%	Highest	Rare	High	3	Treat (Recommended action)	92		
225	will require recovery works to be undertaken by local government(s), impacting on their ability to maintain core services.	Flood	Public Administration			Major	100%	high	Rare	High	3	Treat (Recommended action)	93		
242	will impact the health of residents in the area and cause death or serious injury/illness, impacting the wellbeing of the community.	Flood	Social Setting			Major	100%	high	Rare	High	3	Treat (Recommended action)	94		
243	will cause displacement, death or injury to animals, impacting the wellbeing of the community.	Flood	Social Setting			Major	100%	high	Rare	High	3	Treat (Recommended action)	95		
252	will result in a loss of income/employment, impacting the community wellbeing.	Flood	Social Setting			Major	80%	high	Rare	High	3	Treat (Recommended action)	96		
96	will impact the health of people and cause death(s).	Other substances - HAZMAT	People			Catastrophic	80%	High	Rare	High	2	Treat (Recommended action)	32		
97	will impact the health of people and cause injury and/or serious illness.	Other substances - HAZMAT	People			Catastrophic	80%	High	Rare	High	2	Treat (Recommended action)	33		
99	will cause emergency services (including ambulance and medical transport services such as RFD/SA) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	Other substances - HAZMAT	People			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	34		

100	will cause health services (e.g. ICU units, hospitals, remote nursing posts, small country hospitals, clinics) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	Other substances - HAZMAT	People			Catastrophic	80%	High	Rare	High	2	Treat (Recommended action)	35		
105	will impact private buildings and contents, resulting in financial losses.	Other substances - HAZMAT	Economy			Catastrophic	50%	High	Rare	High	2	Treat (Recommended action)	36		
106	will impact commercial buildings, contents and services, resulting in financial losses.	Other substances - HAZMAT	Economy			Catastrophic	50%	High	Rare	High	2	Treat (Recommended action)	37		
108	will disrupt major freight routes, resulting in financial losses.	Other substances - HAZMAT	Economy			Catastrophic	80%	High	Rare	High	2	Treat (Recommended action)	38		
124	will cause contamination to the surrounding environment from the release of toxic substances (e.g. of non-natural materials).	Other substances - HAZMAT	Environment			Major	100%	Low	Rare	High	2	Treat (Recommended action)	39		
129	will cause an increased demand (surge) on DFES services at the local level, impacting their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	40		

130	will cause an increased demand (surge) on St John Ambulance services at the local level, impacting their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	41		
131	will cause an increased demand (surge) on WA Police services at the local level, impacting their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	42		
132	will cause an increased demand (surge) on WA health services (including remote health services such as nursing posts and smaller hospitals/clinics) at the local level, impacting their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	43		
143	will impact the health of residents in the area and cause death or serious injury/illness, impacting the wellbeing of the community.	Other substances - HAZMAT	Public Administration			Catastrophic	90%	High	Rare	High	2	Treat (Recommended action)	44		
147	will result in long term (> 14 days) displacement due to evacuation away from people's homes and work places, impacting the community wellbeing.	Other substances - HAZMAT	Public Administration			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	45		
149	will result in a loss of income/employment, impacting the community wellbeing.	Other substances - HAZMAT	Public Administration			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	46		
107	will impact main road transport routes, resulting in repair costs and/or financial losses.	Other substances - HAZMAT	Economy			Major	50%	High	Rare	High	3	Treat (Recommended action)	74		
109	will impact train lines, resulting in repair costs and/or financial losses.	Other substances - HAZMAT	Economy			Major	80%	High	Rare	High	3	Treat (Recommended action)	75		
119	will disrupt business activities, resulting in financial losses.	Other substances - HAZMAT	Economy			Major	50%	High	Rare	High	3	Treat (Recommended action)	76		

133	will cause an increased demand (surge) on Main Roads WA services at the local level, impacting their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Major	50%	High	Rare	High	3	Treat (Recommended action)	77		
135	will cause an increased demand (surge) on Department of Child Protection and Family Support services at the local level, impacting their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Major	80%	High	Rare	High	3	Treat (Recommended action)	78		
136	will require response by State Agencies (not previously mentioned) at the local level, impacting on their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Major	60%	High	Rare	High	3	Treat (Recommended action)	79		
138	will impact emergency service response buildings and facilities, impacting the ability to maintain core services.	Other substances - HAZMAT	Public Administration			Major	90%	High	Rare	High	3	Treat (Recommended action)	80		
139	will impact government offices, works depots and facilities, impacting the ability to maintain core services.	Other substances - HAZMAT	Public Administration			Major	80%	High	Rare	High	3	Treat (Recommended action)	81		
142	will impact on home-based services and service providers (such as NGOs, meals on wheels, silver chain, WACHS, home care provisions), impacting on their ability to maintain core functions.	Other substances - HAZMAT	Public Administration			Major	80%	High	Rare	High	3	Treat (Recommended action)	82		
144	will impact main roads and transport routes, resulting in a reduced supply of essential supplies to the area, impacting community services and wellbeing.	Other substances - HAZMAT	Public Administration			Major	80%	High	Rare	High	3	Treat (Recommended action)	83		
145	will affect the day to day functionality of educational facilities, impacting community services and wellbeing.	Other substances - HAZMAT	Public Administration			Major	100%	High	Rare	High	3	Treat (Recommended action)	84		

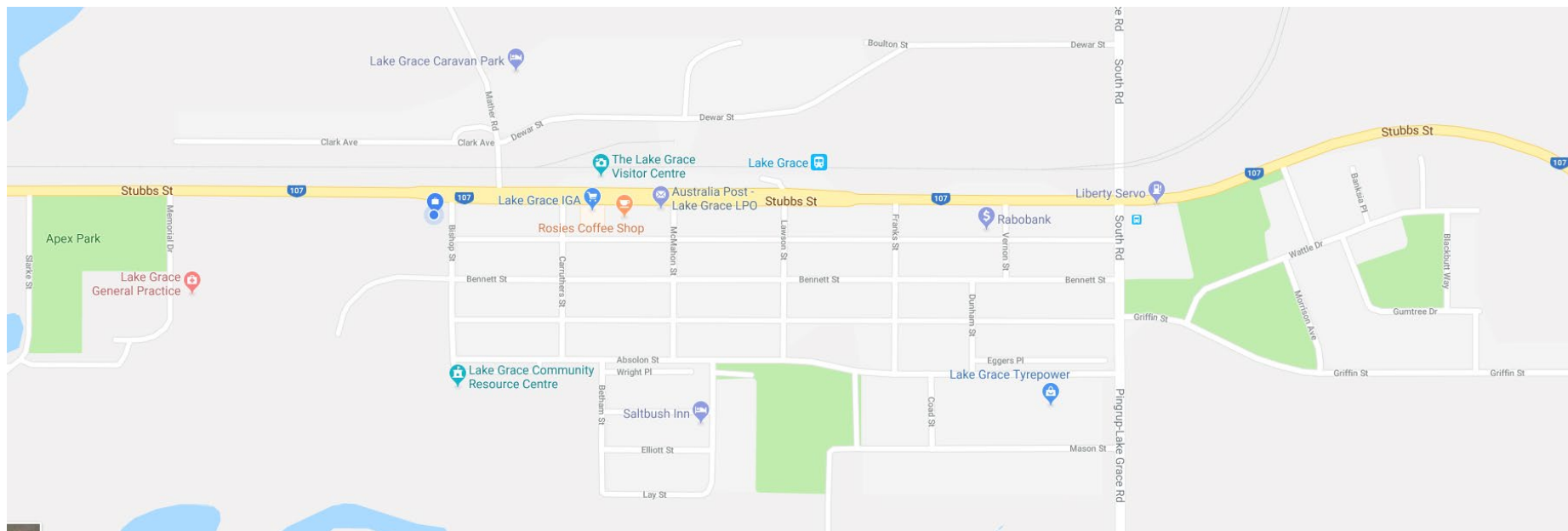
146	will result in short term (< 14 days) displacement due to evacuation away from people's homes and work places, impacting the community wellbeing.	Other substances - HAZMAT	Public Administration			Major	100%	High	Rare	High	3	Treat (Recommended action)	85		
148	will impact tourism in the area, affecting the community wellbeing.	Other substances - HAZMAT	Public Administration			Major	80%	High	Rare	High	3	Treat (Recommended action)	86		
44	will impact the health of people and cause death(s).	Rail crash	People			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	23		
45	will impact the health of people and cause injury and/or serious illness.	Rail crash	People			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	24		
50	will disrupt major freight routes, resulting in financial losses.	Rail crash	Economy			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	25		
46	will cause emergency services (including ambulance and medical transport services such as RFDSWA) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	Rail crash	People			Major	100%	High	Rare	High	3	Treat (Recommended action)	65		

48	will impact the health of people and causing long term sickness (mental and/or physical) and/or recovery.	Rail crash	People			Major	80%	High	Rare	High	3	Treat (Recommended action)	66		
49	will impact commercial buildings, contents and services, resulting in financial losses.	Rail crash	Economy			Major	100%	High	Rare	High	3	Treat (Recommended action)	67		
51	will impact train lines, resulting in repair costs and/or financial losses.	Rail crash	Economy			Major	100%	High	Rare	High	3	Treat (Recommended action)	68		
57	will disrupt business activities, resulting in financial losses.	Rail crash	Economy			Major	80%	High	Rare	High	3	Treat (Recommended action)	69		
63	will cause an increased demand (surge) on DFES services at the local level, impacting their ability to maintain core services.	Rail crash	Public Administration			Major	100%	High	Rare	High	3	Treat (Recommended action)	70		
65	will cause an increased demand (surge) on WA Police services at the local level, impacting their ability to maintain core services.	Rail crash	Public Administration			Major	100%	High	Rare	High	3	Treat (Recommended action)	71		
72	will impact the health of people and cause injury and/or serious illness.	Road crash	People			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	26		
73	will impact the health of people and causing long term sickness (mental and/or physical) and/or recovery.	Road crash	People			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	27		
87	will cause an increased demand (surge) on DFES services at the local level, impacting their ability to maintain core services.	Road crash	Public Administration			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	28		
88	will cause an increased demand (surge) on St John Ambulance services at the local level, impacting their ability to maintain core services.	Road crash	Public Administration			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	29		
89	will cause an increased demand (surge) on WA Police services at the local level, impacting their ability to maintain core services.	Road crash	Public Administration			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	30		
90	will cause an increased demand (surge) on WA health services (including remote health services such as nursing posts and smaller hospitals/clinics) at the local level, impacting their ability to maintain core services.	Road crash	Public Administration			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	31		
71	will impact the health of people and cause death(s).	Road crash	People			Major	80%	High	Rare	High	3	Treat (Recommended action)	72		
78	will disrupt major freight routes, resulting in financial losses.	Road crash	Economy			Major	75%	High	Rare	High	3	Treat (Recommended action)	73		

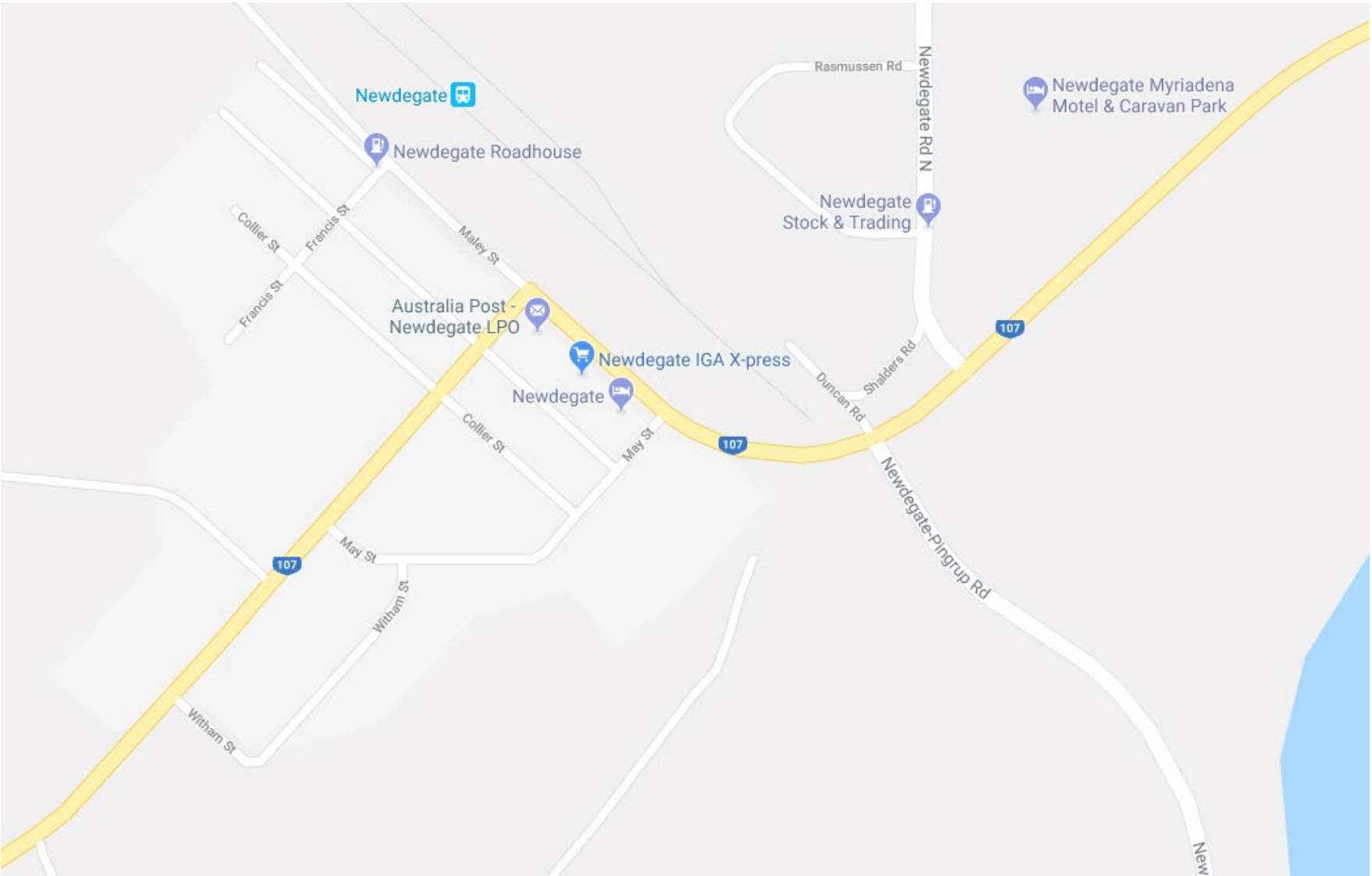
154	will impact private buildings and contents, resulting in financial losses.	Storm	Economy			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	3		
155	will impact commercial buildings, contents and services, resulting in financial losses.	Storm	Economy			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	4		
151	will impact the health of people and cause injury and/or serious illness.	Storm	People			Major	70%	High	Unlikely	High	2	Treat (Recommended action)	47		
159	will result in recovery activities, resulting in costs to local government.	Storm	Economy			Major	80%	High	Unlikely	High	2	Treat (Recommended action)	48		
164	will disrupt business activities, resulting in financial losses.	Storm	Economy			Major	60%	High	Unlikely	High	2	Treat (Recommended action)	49		
171	will require recovery works to be undertaken by local government(s), impacting on their ability to maintain core services.	Storm	Public Administration			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	50		
182	will impact power infrastructure, impacting the power company's ability to maintain core services.	Storm	Public Administration			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	51		
185	will impact the health of residents in the area and cause death or serious injury/illness, impacting the wellbeing of the community.	Storm	Social Setting			Major	80%	High	Unlikely	High	2	Treat (Recommended action)	52		
186	will impact residential dwellings and contents, impacting the wellbeing of the community.	Storm	Social Setting			Major	80%	High	Unlikely	High	2	Treat (Recommended action)	53		
187	will impact on the availability of basic commercial products and services, impacting community services and wellbeing.	Storm	Social Setting			Major	80%	High	Unlikely	High	2	Treat (Recommended action)	54		

7.13 Appendix 13 – Maps of The District

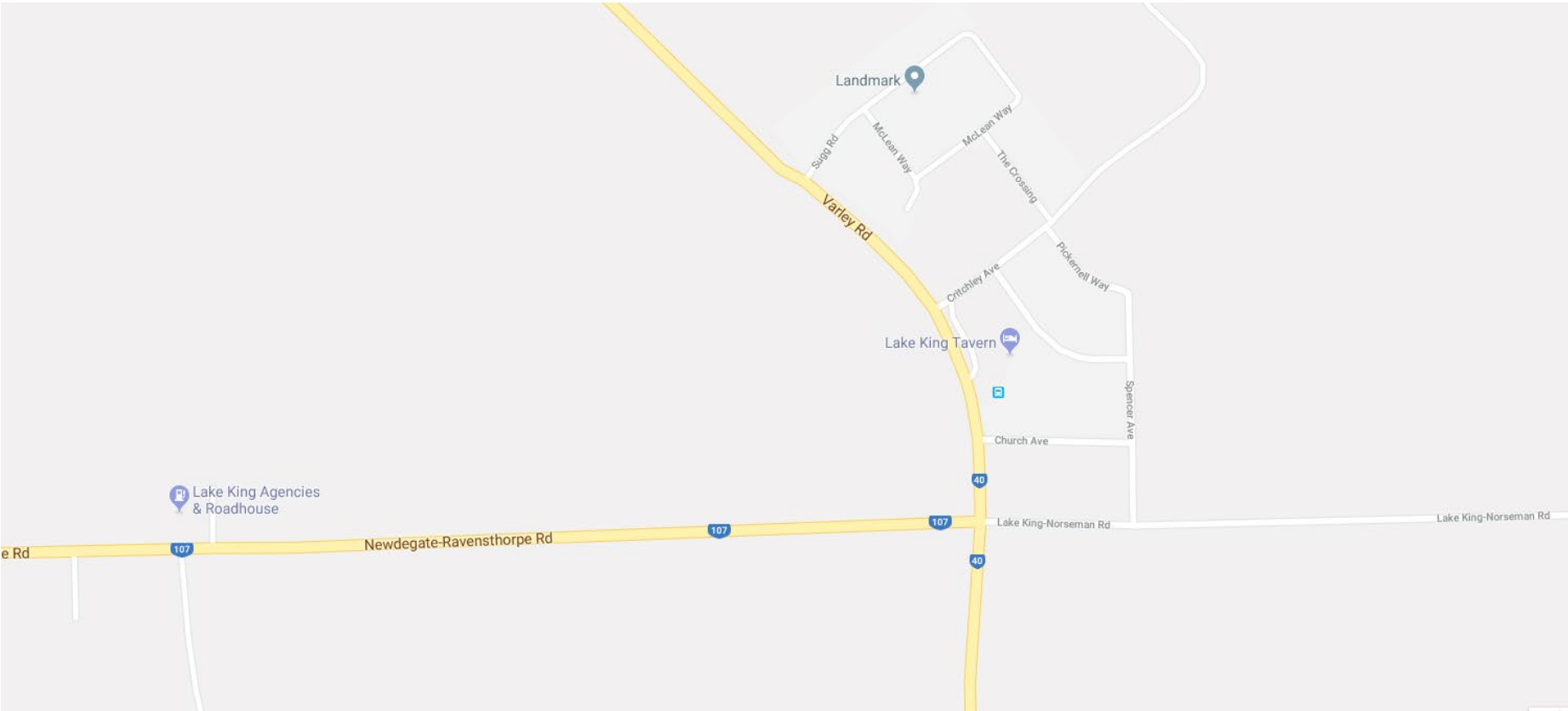
7.13.1 Lake Grace Town



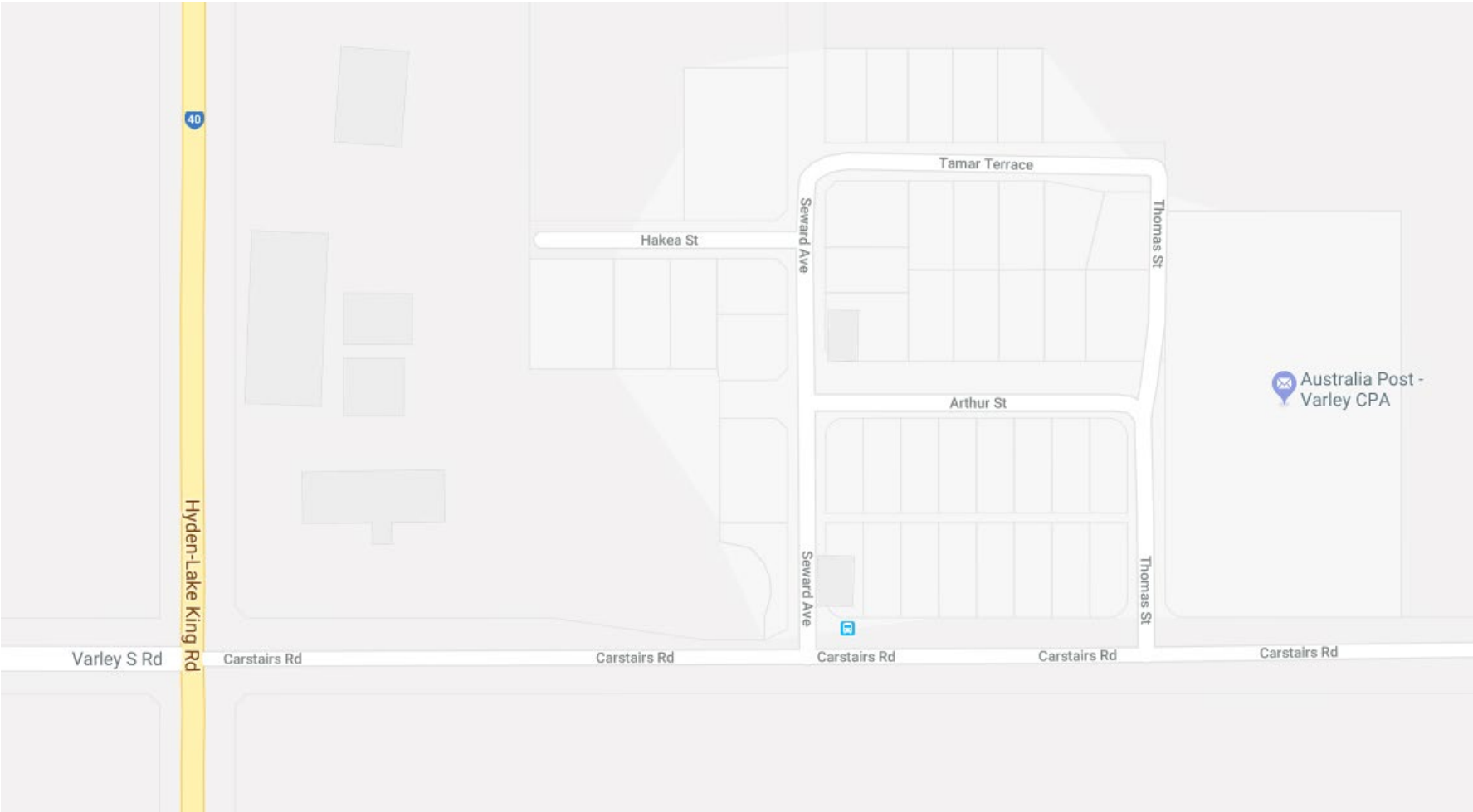
7.13.2 Newdegate Town



7.13.3 Lake King Town



7.13.4 Varley Town



7.14 Appendix 14 – Demographics

Source: Aust. Bureau of Statistics 2016 (<https://itt.abs.gov.au/itt/r.jsp?databyregion#/>)

Shire of Lake Grace	Number	% of Population
Total persons (excluding overseas visitors)	1,282	100
Males	643	50.16
Females	639	49.84
Age groups:		
0-4 years	105	8.19
5-14 years	223	17.39
15-24 years	58	4.52
25-54 years	502	39.16
55-64 years	199	15.52
65 years and over	195	15.21
Indigenous persons (comprises Aboriginal and Torres Strait Islander)	Not available	2.3
Persons requiring assistance with core activities	Not available	2.4
Persons receiving pension	102	7.96
Economy & Industry (2019)		
(2019)		
Number of businesses	316	
Main industry	Agriculture (185)	

Population by Town Centre

Locality	Total Population
Lake Grace	507
Newdegate	167
Lake King	219
Varley	50

7.15 Appendix 15 – Glossary Of Terms

For additional information in regards to the Glossary of Terms, refer to the Emergency Management Western Australia Glossary 2009

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalise a coordinated approach to emergency incident management

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

AWEG - Animal Welfare Emergency Group is a multi-organisation liaison group formed to assist DPIRD in coordinating animal welfare services during an emergency. It consists of organisations from the CAWE, and other organisations or agencies DPIRD deems relevant for animal welfare services in an emergency.

BFB – Bush Fire Brigade, established by a local government under the Bush Fires Act 1954.

BIOSECURITY - the management of the risk of animal and plant pests and diseases entering, emerging, establishing or spreading in Western Australia, to protect our economy, environment and the community.

CAWE – Committee for Animal Welfare in Emergencies, established by DPIRD to collaborate on how the animal welfare considerations outlined in the *State Support Plan – Animal Welfare* can be practically implemented into emergency management throughout the WA.

COMBAT -Take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCIES - A combat agency as prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency (*EMWA Glossary Version:2011*)

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. *See also* **COMMAND** and **COORDINATION**.

CONTROL – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. *See also* **COMMAND** and **COORDINATION**.

CONTROLLING AGENCY – A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the

threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. *See also CONTROL and COMMAND.*

DFES – Department of Fire & Emergency Services, WA

DISTRICT – Means the municipality of the Shire of Lake Grace

EMERGENCY the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

- a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- b) Preparedness – preparation for response to an emergency.
- c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery.
- d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

HAZARD

- a) cyclone, earthquake, flood, storm, tsunami or other natural event;
- b) a fire;
- c) a road, rail or air crash;
- d) a plague or an epidemic;
- e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth;
- f) any other event, situation or condition that is capable of causing or resulting in:
 - i. loss of life, prejudice to the safety, or harm to the health, of persons or animals; or
 - ii. destruction of, or damage to, property or any part of the environment, and is prescribed by the regulations;

HAZARD MANAGEMENT AGENCY (HMA) – A hazard management agency is ‘to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.’ [EM Act 2005 s4]

The HMA’s are prescribed in the Emergency Management Regulations 2006. Their function is to:

- Undertake responsibilities where prescribed for these aspects [EM Regulations]
- Appointment of Hazard Management Officers [s55 Act]
- Declare / Revoke Emergency Situation [s 50 & 53 Act]

- Coordinate the development of the State Hazard Plan for that hazard [SEMP 2.2]
- Ensure effective transition to recovery by Local Government

INCIDENT the occurrence or imminent occurrence of a hazard.

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions under the AIIMS Structure. The team headed by the incident controller which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LG – Local Government meaning the Shire of Lake Grace & Shire of Lake Grace Council.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – The Shire of Lake Grace has established a Local Emergency Management Committee (LEMC) under section 38(1) of the Emergency Management Act 2005 to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

MUNICIPALITY – Means the district of the Shire of Lake Grace.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See **also EMERGENCY OPERATION**.

OPERATIONAL AREA (OA) – The area defined by the Operational Area Manager for which they

have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* **COMPREHENSIVE APPROACH**.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH**.

PUBLIC AUTHORITIES - A public Authority is established under section 3 of the Act. Under s35 the SEMC may specify (s35(6) both an area of the State and a public authority to exercise the functions of local government detailed under section 36 of the Act To date, the Rottneest Island Authority is the only agency that has been classed as a 'public authority'.

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* **COMPREHENSIVE APPROACH**.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

A measure of harm, taking into account the consequences of an event and its likelihood, for example, it may be expressed as the likelihood of death to an exposed individual over a given period

Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk

RISK REGISTER – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk

SES –State Emergency Service

SUPPORT ORGANISATION – A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (EMWA Glossary Version: 2011)

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic

means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimise the potential harm to the community.

VFRS –Volunteer Fire & Rescue Service

VMR –Volunteer Marine Rescue

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards. The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss)

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

MUNICIPAL FUND				
Chq/EFT	Date	Description	Amount	Amount
EFT23325	10/03/2022	35 Degrees South		-\$ 13,277.00
	03/03/2022	Pegging & Surveying Work - Mallee Hill Rd/Alymore Rd/Industrial Subdivision	\$ 13,277.00	
EFT23326	10/03/2022	4 Rivers Plumbing Gas & Civil Contracting		-\$ 1,309.00
	24/02/2022	Pump out of Biomax system at the Lake King Public Toilets	\$ 1,309.00	
EFT23327	10/03/2022	AFGRI Equipment Australia		-\$ 3,069.08
	28/02/2022	Maintenance - John Deere Grader LG 041	\$ 3,069.08	
EFT23328	10/03/2022	AMD Audit & Assurance Pty Ltd		-\$ 946.00
	31/01/2022	Completion of the Drought Communities Program audit for the year ended 30 June 2021	\$ 946.00	
EFT23329	10/03/2022	ATB WA		-\$ 880.00
	21/02/2022	Audit For Lake Grace Visitor Centre	\$ 880.00	
EFT23330	10/03/2022	Albany Irrigation & Drilling		-\$ 849.00
	22/02/2022	NGT Rec Grounds: New water pump	\$ 849.00	
EFT23331	10/03/2022	Anna Scheepers		-\$ 200.00
	26/02/2022	Cleaning of Varley Hall 2 hours per week. Contract. 14-25/02/22	\$ 200.00	
EFT23332	10/03/2022	Australia Post		-\$ 235.89
	03/03/2022	Postage & Freight	\$ 235.89	
EFT23333	10/03/2022	BOC Gases Australia Limited		-\$ 11.69
	26/02/2022	Container Service: LG Pool	\$ 11.69	
EFT23334	10/03/2022	CB Traffic Solutions Pty Ltd		-\$ 4,136.00
	19/12/2021	Lake Night Shopping Road Closure	\$ 4,136.00	
EFT23335	10/03/2022	CHILD SUPPORT AGENCY		-\$ 158.49
	02/03/2022	Payroll deductions	\$ 158.49	
EFT23336	10/03/2022	Chatfield's Tree Nursery		-\$ 862.40
	07/03/2022	Trees for Biddy Camm Subdivision - Deposit	\$ 862.40	
EFT23337	10/03/2022	Cloud Collections Pty Ltd		-\$ 2,618.00
	01/03/2022	Rates Collection Fees Feb 22	\$ 2,618.00	
EFT23338	10/03/2022	Cr Anton Joseph Kuchling		-\$ 500.00
	28/02/2022	Councillor's Meeting Fees & IT Allowance	\$ 500.00	
EFT23339	10/03/2022	Cr Benjamin John Hyde		-\$ 1,263.19
	28/02/2022	Councillor's Meeting Fees, Travel & IT Allowance	\$ 1,263.19	
EFT23340	10/03/2022	Cr Debrah Susan Clarke		-\$ 500.00
	28/02/2022	Councillor's Meeting Fees & IT Allowance	\$ 500.00	
EFT23341	10/03/2022	Cr Jeffrey Vincent McKenzie		-\$ 500.00
	28/02/2022	Councillor's Meeting Fees & IT Allowance	\$ 500.00	
EFT23342	10/03/2022	Cr Leonard William Armstrong		-\$ 2,505.26
	28/02/2022	President's Meeting Fees & IT Allowance	\$ 2,505.26	
EFT23343	10/03/2022	Cr Rosalind Alice Lloyd		-\$ 615.60
	28/02/2022	Councillor's Meeting Fees, Travel & IT Allowance	\$ 615.60	
EFT23344	10/03/2022	Cr Ross Chappell		-\$ 918.00
	28/02/2022	Deputy President's Meeting Fees & IT Allowances	\$ 918.00	
EFT23345	10/03/2022	Cr Shane David Carruthers		-\$ 500.00
	28/02/2022	Councillor's Meeting Fees & IT Allowance	\$ 500.00	
EFT23346	10/03/2022	Cr Stephen Gordon Hunt		-\$ 500.00
	28/02/2022	Councillor's Meeting Fees & IT Allowance	\$ 500.00	
EFT23347	10/03/2022	Daniela Varone		-\$ 320.00
	31/01/2022	Update Caravanning Australia advertisements - Summer edition 2022	\$ 320.00	
EFT23348	10/03/2022	Department of Fire and Emergency Services		-\$ 27,994.07
	21/02/2022	ESL Quarter 3 Contribution	\$ 27,994.07	
EFT23349	10/03/2022	Department of Primary Industries and Regional Development		-\$ 204.48
	28/02/2022	Recoups - NGT Research Facility - water a/c 2/12/21-28/2/22	\$ 204.48	
EFT23350	10/03/2022	Exurban Pty Ltd		-\$ 1,742.37
	03/03/2022	Town Planning Services - February 2022	\$ 1,742.37	
EFT23351	10/03/2022	GS Hobbs Contracting Pty Ltd		-\$ 5,362.50
	02/03/2022	Gravel Pushing Taylor Road	\$ 5,362.50	
EFT23352	10/03/2022	Great Southern Fuel Supplies		-\$ 3,453.75
	28/02/2022	Fuel Card Purchase	\$ 3,453.75	
EFT23353	10/03/2022	House of Sharday		-\$ 19.96
	01/03/2022	January Consignments LG Visitor Centre	\$ 19.96	

EFT23354	10/03/2022	Integrated ICT		-\$	2,400.44
	27/02/2022	IT Support - February 2022	\$	1,958.55	
	28/02/2022	Office 365 Licenses - February 2022	\$	441.89	
EFT23355	10/03/2022	Katanning Furnishings		-\$	17,810.00
	26/02/2022	LG Med Centre: Removal of existing flooring, grind down base and install commercial vinyl	\$	17,810.00	
EFT23356	10/03/2022	Kelvin John Holmes		-\$	14,008.92
	04/03/2022	Rates refund for assessment A6503 LOT 12511 LAKE GRACE PINGRUP ROAD SOUTH LAKE GRACE 6353	\$	778.50	
	04/03/2022	Rates refund for assessment A6561 LOT 12289 LAKE GRACE PINGRUP ROAD SOUTH LAKE GRACE 6353	\$	13,230.42	
EFT23357	10/03/2022	LGISWA		-\$	300.00
	01/03/2022	MV Claim Excess	\$	300.00	
EFT23358	10/03/2022	LOGO Appointments		-\$	2,603.24
	01/03/2022	Labour Hire - Maintenance Grader Operator - week ending 26/02/22	\$	2,603.24	
EFT23359	10/03/2022	Lake Grace CWA		-\$	18.00
	31/01/2022	Lake Grace Visitor Centre: January Consignments	\$	18.00	
EFT23360	10/03/2022	Lake Grace District High School		-\$	3,533.39
	25/02/2022	33% Electricity, 33% Water, 33% Cleaning At Lake Grace Community Library/Resource Centre, 25% Library Co-Ordinator Wage	\$	3,533.39	
EFT23361	10/03/2022	Lake Grace Engineering		-\$	226.60
	28/02/2022	Hydraulic Fittings	\$	226.60	
EFT23362	10/03/2022	Lake Grace Meat Supply		-\$	350.61
	09/02/2022	Meat for Staff BBQ	\$	350.61	
EFT23363	10/03/2022	Lake Grace Plaza		-\$	344.41
	09/02/2022	Food for Staff BBQ	\$	39.98	
	18/02/2022	Food supplied for Astrotourism Community Event 18/02/2022	\$	134.02	
	25/02/2022	Replenish drinks in the Council Fridge	\$	121.81	
	28/02/2022	Newspapers Subscription	\$	48.60	
EFT23364	10/03/2022	Lake Grace Plumbing		-\$	4,345.22
	17/07/2021	Service Sewerage Manholes LG	\$	4,345.22	
EFT23365	10/03/2022	Lake Grace Regional Artspace		-\$	1,200.00
	28/02/2022	Shire contribution - Evan Ayres and the Swing Kings Event at Walkers Winery	\$	1,200.00	
EFT23366	10/03/2022	Lake Grace-Pingrup Football Club		-\$	100.00
	02/03/2022	Number Plate Donation - 2006LG	\$	100.00	
EFT23367	10/03/2022	Lake King Tavern/Motel		-\$	340.00
	25/02/2022	Food orders for 23 and 24 Feb 2022 - Lake King Progress Association meeting and Varley Progress Association meeting	\$	340.00	
EFT23368	10/03/2022	Landgate		-\$	70.40
	24/02/2022	Valuations Chargeable	\$	70.40	
EFT23369	10/03/2022	Lions Club of Lake Grace		-\$	1,000.00
	02/03/2022	Australia Day 2022 Contribution	\$	1,000.00	
EFT23370	10/03/2022	Local Government NSW		-\$	550.00
	28/10/2021	Careers at Council subscription	\$	550.00	
EFT23371	10/03/2022	Marshall Mowers		-\$	1,085.80
	24/02/2022	Service and repair of 2012 Hustler Slasher ride-on mower	\$	1,085.80	
EFT23372	10/03/2022	Moore Australia (WA) Pty Ltd		-\$	1,672.00
	25/01/2022	2022 Budget Workshop - 25 Feb 22 Attend for FO & MCS	\$	1,672.00	
EFT23373	10/03/2022	Narrogin Carpets & Curtains		-\$	2,147.00
	17/12/2021	3 Clark Ave - 1 roller blind and 3 vertical blinds	\$	2,057.00	
	09/02/2022	5 Banksia Place: Repair 3 x Blinds	\$	90.00	
EFT23374	10/03/2022	Narrogin Chamber of Commerce		-\$	285.00
	01/03/2022	Annual Membership - 22/23	\$	285.00	
EFT23375	10/03/2022	NewGround Water Services		-\$	4,730.00
	27/02/2022	Hydrolink Advance 200L x 3 for LG, NGT and LK Rec Ground	\$	4,730.00	
EFT23376	10/03/2022	Newdegate Stock & Trading		-\$	20,697.99
	06/01/2022	Supplies for NGT Parks & Gardens Maintenance	\$	530.86	
	21/01/2022	Supplies for NGT Parks & Gardens Maintenance	\$	52.36	
	24/02/2022	Diesel for Shire Depot Tank	\$	20,114.77	
EFT23377	10/03/2022	Nutrien Ag Solutions Limited		-\$	715.00
	03/02/2022	Wetter for LG Oval	\$	286.00	

	08/02/2022	Lake King Rec Ground - Wetter	\$	143.00	
	23/02/2022	Lake King Rec Ground - Wetter	\$	143.00	
	24/02/2022	Wetter for Lake Grace Rec Ground	\$	143.00	
EFT23378	10/03/2022	Outback TV			-\$ 844.98
	02/03/2022	Installation of new 15A power point at Shire depot	\$	844.98	
EFT23379	10/03/2022	Pauley & Co			-\$ 1,376.98
	24/02/2022	LK Rec Ground: Install 24hr Timer. Fault find on Barbecue	\$	1,376.98	
EFT23380	10/03/2022	Peter Hudson's Tyre & Mechanical Services Pty Ltd			-\$ 3,467.00
	18/02/2022	Service on Dolly Trailer LG 10040	\$	3,467.00	
EFT23381	10/03/2022	Pink Gecko Web & Print			-\$ 100.75
	28/02/2022	250 Business Cards for Manager Infrastructure Services	\$	100.75	
EFT23382	10/03/2022	Prompt Safety Solutions			-\$ 1,210.00
	28/02/2022	Prepare for & conduct Works OSH Refresher Induction	\$	1,210.00	
EFT23383	10/03/2022	Q1 Franchise Management			-\$ 1,080.00
	25/02/2022	Accommodation for ISO during the TRELIS Training 20-26 Feb 22	\$	1,080.00	
EFT23384	10/03/2022	RDP Sales Pty Ltd			-\$ 2,956.80
	02/03/2022	Solar Batten Lights for LK Toilet, Driver Reviver & Jam Patch	\$	2,956.80	
EFT23385	10/03/2022	S & L Trevenen			-\$ 51,915.00
	01/03/2022	Maintenance Grading Newdegate - February 2022	\$	20,768.00	
	01/03/2022	Maintenance Grading Lake King & Varley - February 2022	\$	23,848.00	
	01/03/2022	Newdegate Grave	\$	2,250.00	
	08/03/2022	Earthworks for Ngt Jumping Pillow	\$	5,049.00	
EFT23386	10/03/2022	Telstra Corporation Limited			-\$ 56.55
	27/01/2022	LLAG Broadband	\$	56.55	
EFT23387	10/03/2022	The Trustee for Coloured Creations Family Trust			-\$ 21,813.00
	08/03/2022	Clean, Sand & Paint LG Pavilion	\$	21,813.00	
EFT23388	10/03/2022	Truck Centre WA			-\$ 797.56
	24/02/2022	2016 Mack Truck - rear drive axle mudflaps x 2	\$	237.01	
	28/02/2022	Mirror head and bonnet latch parts for 2016 Mack Truck	\$	560.55	
EFT23389	10/03/2022	Valma May Carter			-\$ 29.70
	28/02/2022	January Consignments LGVC	\$	29.70	
EFT23390	10/03/2022	Varley Ag Solutions			-\$ 1,073.27
	27/01/2022	Repair and Service 2013 John Deere Ride on Mower	\$	1,073.27	
EFT23391	10/03/2022	WA Association of Caravan Clubs Inc			-\$ 900.00
	01/03/2022	LG Visitor Centre Advertising	\$	900.00	
EFT23392	10/03/2022	WA Contract Ranger Services			-\$ 1,309.00
	23/12/2021	Ranger Services 14/12/2021	\$	467.50	
	24/02/2022	Contract Ranger Services 9-24/2/22	\$	841.50	
EFT23393	10/03/2022	WALGA			-\$ 891.00
	03/03/2022	Rapid Antigen Tests	\$	891.00	
EFT23394	10/03/2022	WEST COAST DENTAL DEPOT			-\$ 8,020.61
	25/02/2022	Supply of Cattani AC100 Air Compressor with humid filter	\$	8,020.61	
EFT23395	10/03/2022	WW & Co. Candles			-\$ 14.00
	02/03/2022	LG Visitor Centre Stock	\$	14.00	
EFT23396	10/03/2022	Warren Blackwood Waste			-\$ 8,224.00
	05/03/2022	Recycling Pickups - February 2022	\$	4,364.80	
	05/03/2022	Waste Pickups - February 2022	\$	3,859.20	
EFT23397	10/03/2022	Wazzas Complete Sheep Management			-\$ 6,930.00
	04/03/2022	NGT Town Maintenance And Gardening 1-28/02/22	\$	6,930.00	
EFT23398	10/03/2022	William Andrew Trevenen			-\$ 116.00
	28/02/2022	Stock purchase for LG Visitor Centre - September, November and December sales	\$	116.00	
EFT23399	14/03/2022	Safe Roads WA Division of R&J Haulage Pty Ltd			-\$ 216,205.00
	28/02/2022	Supply various bitumen works to North Lake Grace- Karlgarin Rd, Edge Repairs and Alymore Rd	\$	216,205.00	
EFT23400	16/03/2022	J W Naisbitt & Co			-\$ 2,677.80
	16/03/2022	Refund Licensing Payment	\$	2,677.80	
EFT23401	24/03/2022	Air Response Pty Ltd			-\$ 5,609.29
	28/12/2021	Service Air Conditioners	\$	5,609.29	
EFT23402	24/03/2022	Allan Keith Duckworth			-\$ 13,162.50
	14/03/2022	Lakes Local Action Group - Skeleton Weed Search	\$	13,162.50	
EFT23403	24/03/2022	Anna Scheepers			-\$ 200.00
	12/03/2022	Varley Hall Cleaning 28/02/2022 - 11/03/2022	\$	200.00	
EFT23404	24/03/2022	Annabel Trends PTY LTD			-\$ 454.25
	18/03/2022	LG Visitor Centre Stock	\$	454.25	

EFT23405	24/03/2022	Astro Synthetic Surfaces Pty Ltd		-\$	35,200.00
	04/03/2022	Supply & Install Rubber Softfall at Ngt Adult Gym	\$ 35,200.00		
EFT23406	24/03/2022	BEST PRACTICE SOFTWARE PTY LTD		-\$	491.14
	21/03/2022	Software for Part Time Doctor	\$ 491.14		
EFT23407	24/03/2022	BGC Cement		-\$	2,640.00
	09/03/2022	Cement for Alymore Rd	\$ 2,640.00		
EFT23408	24/03/2022	CCL Hardware		-\$	434.63
	28/02/2022	Hardware Supplies - February	\$ 434.63		
EFT23409	24/03/2022	CHILD SUPPORT AGENCY		-\$	158.49
	16/03/2022	Payroll deductions	\$ 158.49		
EFT23410	24/03/2022	CJD Equipment Pty Ltd		-\$	150.88
	14/03/2022	Knob for Loader	\$ 150.88		
EFT23411	24/03/2022	Daves Tree Service		-\$	12,276.00
	19/03/2022	Mulching & Slashing of Doornock Rd	\$ 12,276.00		
EFT23412	24/03/2022	Dumbleyung Community Resource Centre		-\$	35.00
	06/10/2021	Lakes Local Action Group Advertising	\$ 15.00		
	10/11/2021	Lakes Local Action Group Advertising	\$ 20.00		
EFT23413	24/03/2022	Emu Essence Distributors Pty Ltd		-\$	45.50
	04/03/2022	LG Visitor Centre Stock	\$ 45.50		
EFT23414	24/03/2022	Finishing WA		-\$	192.50
	14/03/2022	Council Minutes Binding	\$ 192.50		
EFT23415	24/03/2022	GS Mobile Mechanical Services		-\$	882.86
	09/03/2022	Licence Inspections	\$ 882.86		
EFT23416	24/03/2022	Great Southern Fuel Supplies		-\$	491.59
	28/02/2022	Lakes Local Action Group Fuel February 2022	\$ 491.59		
EFT23417	24/03/2022	Hyden Sheds and Garages		-\$	4,044.39
	21/12/2021	Shed for Ngt Jumping Pillow	\$ 4,044.39		
EFT23418	24/03/2022	Interfire Agencies		-\$	4,606.35
	15/03/2022	Foam for Bushfire Brigades	\$ 4,606.35		
EFT23419	24/03/2022	Ipec Pty Ltd		-\$	71.14
	20/02/2022	Freight 11/02/2022 & 14/02/2022	\$ 33.59		
	27/02/2022	Freight 23/02/2022	\$ 13.44		
	06/03/2022	Freight 23/12/21 & 24/02/22	\$ 24.11		
EFT23420	24/03/2022	Ironstone Fabrications Pty Ltd		-\$	4,545.37
	08/03/2022	Ngt Sign Posts	\$ 4,545.37		
EFT23421	24/03/2022	L S Rintoul & Co		-\$	39,600.00
	17/03/2022	Gravel for Haig & Biddy Camm Roads	\$ 39,600.00		
EFT23422	24/03/2022	LOGO Appointments		-\$	4,564.15
	08/03/2022	Contract Grader Operator week ending 5 March 2022	\$ 2,839.91		
	15/03/2022	Contract Maintenance Grader Operator week ending 12 Mar 2022	\$ 1,724.24		
EFT23423	24/03/2022	Lake Grace District High School Parents And Citizens Association		-\$	100.00
	15/03/2022	Number Plate Donation 079LG	\$ 100.00		
EFT23424	24/03/2022	Lake Grace Leading Appliances		-\$	1,628.00
	21/03/2022	Vacuum Cleaners for Varley Hall & Admin Office	\$ 1,628.00		
EFT23425	24/03/2022	Lake Grace Meat Supply		-\$	111.24
	18/02/2022	Meat Supplies for Ngt Astro tourism Event	\$ 111.24		
EFT23426	24/03/2022	Lake Grace Roadhouse		-\$	720.00
	24/02/2022	Accommodation for Maintenance Grader	\$ 720.00		
EFT23427	24/03/2022	Lake Grace Rural Supplies		-\$	69.60
	16/03/2022	Joiner for LK Pavilion Septic	\$ 69.60		
EFT23428	24/03/2022	Lake Grace Sub Centre St John Ambulance Western Australia Ltd.		-\$	100.00
	10/03/2022	Plate Donation 683LG	\$ 100.00		
EFT23429	24/03/2022	Lake Grace Transport		-\$	76.92
	11/03/2022	Freight 07/12/2021	\$ 76.92		
EFT23430	24/03/2022	Lakes Plumbing & Gas		-\$	5,316.57
	15/03/2022	Repair Water Leak at Ngt Pavilion	\$ 550.56		
	15/03/2022	Repair Blocked Sewerage Tank	\$ 1,210.00		
	15/03/2022	Sewer Maintenance February 2022	\$ 990.00		
	15/03/2022	Repairs to Varley Sportsclub & LK Public Toilets	\$ 880.04		
	15/03/2022	Town sewer audit/inspection	\$ 275.00		
	15/03/2022	Ngt Hockey Toilet Pre Lay	\$ 547.70		
	15/03/2022	LK Public Toilets Pre Lay	\$ 863.27		

EFT23431	24/03/2022	Lucinda's Everlastings		-\$	213.00
	15/03/2022	LG Visitor Centre Stock	\$ 213.00		
EFT23432	24/03/2022	Lucky Bay Hire		-\$	638.00
	24/02/2022	Heavy Vehicle Accreditation Audit	\$ 638.00		
EFT23433	24/03/2022	M & L Australasia PTY LTD		-\$	799.90
	15/03/2022	Blank Name Badges	\$ 799.90		
EFT23434	24/03/2022	McLeods		-\$	1,403.85
	16/03/2022	Fees for Sale of 2 Quondong Court LG	\$ 1,403.85		
EFT23435	24/03/2022	Michelle Slarke		-\$	5,082.00
	14/03/2022	Community Walk Trail Interpretive Signage & Brochure - 40% on Completion	\$ 5,082.00		
EFT23436	24/03/2022	Mrs G's Catering		-\$	900.00
	16/03/2022	Catering for Roe Tourism AGM	\$ 900.00		
EFT23437	24/03/2022	Nature Playgrounds		-\$	110,045.00
	09/03/2022	Play Equipment for LG All Abilities Playground - 50% Deposit	\$ 110,045.00		
EFT23438	24/03/2022	Neu-Tech Auto Electrics		-\$	49.73
	18/02/2022	Supply & Replace Trailer Plug on Skid Steer Trailer	\$ 49.73		
EFT23439	24/03/2022	Newdegate Grocer And Cafe		-\$	205.70
	14/03/2022	Supplies for Ngt Public Toilets	\$ 205.70		
EFT23440	24/03/2022	Newdegate Stock & Trading		-\$	432.85
	04/02/2022	Diesel for Ngt Oval Mower	\$ 72.66		
	07/02/2022	Fuel for Ngt BFB	\$ 152.37		
	11/02/2022	Fuel for Ngt BFB	\$ 191.21		
	23/02/2022	Hardware Supplies for Ngt Rec Ground & Jumping Pillow	\$ 16.61		
EFT23441	24/03/2022	Olowu and Omoniyi Pty Ltd		-\$	110,000.00
	15/03/2022	LG Medical Centre Support Payment	\$ 110,000.00		
EFT23442	24/03/2022	Outback TV		-\$	3,230.50
	09/03/2022	Locate & Disconnect Power Supply to Ngt Toilet Block	\$ 467.50		
	09/03/2022	Electrical Supply for Ngt Jumping Pillow	\$ 1,792.13		
	09/03/2022	Repairs to Ngt Sports Dam Pump	\$ 970.87		
EFT23443	24/03/2022	Pauley & Co		-\$	202,816.56
	14/03/2022	Additional Lighting to Ngt Hockey Oval - 50% Deposit	\$ 19,260.37		
	14/03/2022	LG Football Lights - 40%	\$ 70,901.89		
	14/03/2022	LG Hockey Oval Lighting - 30%	\$ 112,654.30		
EFT23444	24/03/2022	Pennant House		-\$	308.00
	10/03/2022	Shire of LG Flag	\$ 308.00		
EFT23445	24/03/2022	Prompt Safety Solutions		-\$	1,210.00
	04/03/2022	Annual Rigging Inspection & Tagging	\$ 1,210.00		
EFT23446	24/03/2022	Protector Fire Services Pty Ltd		-\$	4,126.10
	28/02/2022	Service of Fire Extinguishers	\$ 4,126.10		
EFT23447	24/03/2022	Ravensthorpe Regional Arts Council		-\$	1,500.00
	17/03/2022	Shows on the Go Concert	\$ 1,500.00		
EFT23448	24/03/2022	Roamin Enterprises		-\$	29,397.50
	15/03/2022	Drainage Works to Aylmore Rd	\$ 29,397.50		
EFT23449	24/03/2022	Rosemary Alice Bywaters		-\$	1,200.00
	18/03/2022	Rates refund for assessment A3556 8 BANKSIA PLACE LAKE GRACE WA 6353	\$ 1,200.00		
EFT23450	24/03/2022	S & L Trevenen		-\$	319,261.50
	11/03/2022	Earthworks Prep for Mallee Hill Rd Bitumen Extension	\$ 14,511.75		
	15/03/2022	Gravel Sheet Haig Rd	\$ 179,225.00		
	17/03/2022	Gravel Sheet Biddy Camm Rd	\$ 125,524.75		
EFT23451	24/03/2022	Shire of Corrigin		-\$	10,148.60
	17/03/2022	EHO Services February 2022	\$ 10,148.60		
EFT23452	24/03/2022	Silverstreak Electrics (WA)		-\$	404.70
	15/03/2022	Variable Speed Blower for Ngt Jumping Pillow	\$ 404.70		
EFT23453	24/03/2022	Stargazers Club WA		-\$	3,300.00
	02/03/2022	Astro Camp 18/02/2022	\$ 3,300.00		
EFT23454	24/03/2022	Synergy Electricity Generation and Retail Corp		-\$	17,637.39
	11/03/2022	264043790 Varley Hall Lot 8 Pitt St	\$ 148.38		
		253091930 NGT Public Hall Lot 33 Maley St NGT	\$ 141.03		
		163376940 Medical Centre UA Lot 33 Maley St NGT	\$ 214.06		
		783748990 LG Oval Lot 75 Bishop St LG	\$ 525.71		
		587508750 LG Oval - Loc 12722 Elliott Rd, South LG	\$ 369.78		
		336652990 Street Lighting Vrl 3.8%	\$ 165.82		
		720436540 Park Lot 9 Maley St, NGT	\$ 129.05		
		463275870 LG Sports Pavilion Bishop St LG	\$ 1,194.52		

		839490030 Shire Depot Lot 252 Absolon St LG	\$	278.31	
		697266750 Lakes Village Hall 2 Bennett St LG	\$	235.08	
		732925950 NGT TV Transmitter Lot149 Waddell St NGT	\$	290.29	
		995371470 Lake Grace Oval Lot 1 South Rd LG	\$	121.88	
		935556670 Information Bay Stubbs St LG	\$	118.25	
		129094750 Vrl Rec Grnd/Oval LOC 1166 UA Carstairs Rd	\$	114.50	
		201879730 Public Toilets Lot 2699 Maley St NGT	\$	193.61	
		912435390 Lake Grace Hall McMahon St LG	\$	254.20	
		237378050 Hainsworth Building Lot 60 Collier St NGT	\$	126.90	
		797296030 NGT Fire Station Lot 196 May St NGT	\$	277.39	
		343939530 LG Oval retic Mason St LG	\$	120.13	
		837171710 Ping Sports Pav-n Loc 2266 Pingaring-Vrl Rd	\$	183.81	
		595320510 LG Pumping Station Lot 275 Mason St LG	\$	343.74	
		450222670 Old Doctor's Surgery 31 Bennett St LG	\$	177.67	
		327733870 LG Oval-Basketball Court Lot 75 Bishop St	\$	118.25	
		632457350 LG TV Tower Lot 359 Dewar St LG	\$	249.99	
		491541070 LG sewerage Stubbs St LG	\$	138.70	
		901681390 Public Toilets Lot 59 Seward Ave Vrl	\$	240.10	
		946946910 LG Airstrip LOC 19914 Dumblebung-LG Rd	\$	130.35	
		968110430 Town Clock Stubbs St LG	\$	126.67	
		893222990 LG Swimming Pool Lot 75 Stubbs St LG	\$	1,253.40	
		791802670 Vrly Pavilion Loc 1166 Carstairs Rd Vrl	\$	481.99	
		365354210 Staff Housing Lot 2016 Blackbutt Way LG	\$	301.16	
		608222350 Station Masters House Visitor Cntr-Stubbs St	\$	226.67	
		794657310 NGT Oval Lot 149P Waddell St NGT	\$	313.20	
		693350310 Lakes Village Grnds Retic U2 Bennett St LG	\$	180.47	
		511332320 Shire Office Lot 75 Stubbs St LG	\$	700.27	
		336652990 Street Lighting LG 67.2%	\$	2,932.43	
		336652990 Street Lighting NGT 23.1%	\$	1,008.02	
		336652990 Street Lighting LK 5.9%	\$	257.46	
		359079340 Staff Housing 33B Absolon Street LG	\$	72.70	
		360158570 Staff Housing 33A Absolon Street LG	\$	87.63	
		317611200 Staff Housing 36 Bennett St LG	\$	107.10	
		330919390 Staff Housing U2 54B Bennett St LG	\$	131.05	
		250352580 RSL Hall - 24 Stubbs St LG	\$	134.16	
		355686650 Staff Housing 1 Quondong Crt LG	\$	146.31	
		129110870 Kindergarten Lot 233 Absolon St LG	\$	162.94	
		138007430 Day Care Centre 2 Griffiths St LG	\$	166.44	
		134311810 Railway Station Lot 362 Stubbs St LG	\$	544.70	
		127078400 Medical Centre Lot 116 Memorial Dr LG	\$	765.06	
		156576110 NGT Oval Lot 149 Waddell St NGT	\$	936.06	
EFT23455	24/03/2022	Telford Industries			-\$ 1,081.74
	11/03/2022	Ngt Pool Supplies	\$	1,081.74	
EFT23456	24/03/2022	Telstra Corporation Limited			-\$ 5,119.38
	04/03/2022	Mobile Phone Charges 0407034641-Sewerage-Fail Safe	\$	0.39	
		0407148677 - DFES I-Pad	\$	447.43	
		0407384735-Sewerage-Fail Safe	\$	1.68	
		0418621708-CEO Mobile	\$	30.28	
		0427651127 Supervisor Mobile	\$	501.96	
		0428711190-Newdegate Fire Truck	\$	0.11	
		0429571975-Sewerage	\$	43.25	
		0436668242-CESM Mobile	\$	263.14	
		0448089092-MIS Mobile	\$	203.82	
		0475898471-Councillors WI-FI	\$	40.00	
		0476806205-Councillors Air Card	\$	44.99	
		Rounding	-\$	0.01	
		0455915715-IPad for OSH	\$	23.87	
		0458004636 - Trail Camera	\$	227.09	
		0487223282 - LG Sports Pav Solar backup battery storage	\$	367.90	
		0487225597 - Vrly Sports Pav Solar backup battery storage	\$	470.10	
		0487234395 - LG Medical Centre Solar backup battery storage	\$	109.79	
	10/03/2022	Emergency Services SMS	\$	571.87	
	12/03/2022	Landline Charges Depot - 9865 1067	\$	34.95	
		Lake Grace Pool - 9865 1144	\$	35.10	
		Lake Grace Library - 9865 1185	\$	96.97	
		Lake Grace Medical Centre - 9865 1208	\$	119.90	

		Lake Grace Medical Centre Fax - 9865 1362	\$	45.63	
		Lake Grace Medical Centre - 9865 1388	\$	49.48	
		Depot - 9865 1493	\$	34.95	
		AIM - 9865 1646	\$	35.10	
		Lake Grace Airstrip - 9865 1656	\$	34.95	
		338 Memorial Drive - 9865 1978	\$	90.99	
		Depot - 9865 1985	\$	34.95	
		Depot - 9865 1986	\$	34.95	
		Lake Grace Visitor Centre - 9865 2140	\$	40.18	
		Lake Grace Visitor Centre Fax - 9865 2141	\$	34.95	
		Licensing Office - 9865 2275	\$	34.95	
		Newdegate Medical Centre - 9871 1105	\$	35.40	
		Newdegate Medical Centre - 9871 1341	\$	35.10	
		Newdegate Medical Centre - 9871 1528	\$	62.99	
		Lake King Library - 9874 4147	\$	35.10	
		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	
		0407148677 CESM I-Pad internet	\$	52.57	
		0455915715-IPad for OSH	\$	9.54	
		Fire Ban Hotline - 9487 7191	\$	6.00	
		Administration Office - 9880 2500	\$	387.41	
		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	-\$	85.09	
		Rounding	-\$	0.09	
	20/03/2022	Satellite phones BFB Satellite phone-Lake King BFB	\$	45.00	
		Satellite phone - Newdegate BFB	\$	45.00	
		Satellite phone - Varley BFB	\$	45.00	
		Satellite phone - stored at the Lake King Fire Shed.	\$	45.00	
		Satellite phone - stored at the Lake King Fire Shed.	\$	45.00	
EFT23457	24/03/2022	Tutt Bryant Equipment			-\$ 179.83
	14/03/2022	Filters for Bomag Roller	\$	179.83	
EFT23458	24/03/2022	WW & Co. Candles			-\$ 21.00
	10/03/2022	LG Visitor Centre Stock	\$	21.00	
EFT23459	24/03/2022	Wendy Binks			-\$ 612.55
	14/03/2022	LG Visitor Centre Stock	\$	612.55	
EFT23460	24/03/2022	Winc Australia			-\$ 30.22
	01/03/2022	Coloured Paper for Seniors Activities	\$	30.22	
		TOTAL EFT			-\$ 1,457,328.71
36983	14/03/2022	Water Corporation			-\$ 44.95
	02/03/2022	33 Absolon St LG Lot 56L-Demolished Feb18	\$	44.95	
36984		Cancelled			
36985		Cancelled			
36986	24/03/2022	Pivotel Satellite Pty Limited			-\$ 93.00
	15/03/2022	Satellite Tracking 15/03/2022 - 14/04/2022	\$	93.00	
36987	24/03/2022	Royal Flying Doctor Service Of Australia (Western Australian Section)			-\$ 100.00
	15/03/2022	Plate Donation 002LG	\$	100.00	
36988	24/03/2022	Shire of Lake Grace (Petty Cash)			-\$ 157.65
	08/03/2022	Petty Cash Recoup Jan/Feb 2022	\$	157.65	
36989	24/03/2022	Water Corporation			-\$ 573.12
	10/02/2022	Water Usage Shire Depot	\$	54.58	
	18/03/2022	Water Usage Standpipe Gimbel Rd	\$	47.77	
	18/03/2022	Water Usage Standpipe Mordetta Rd	\$	470.77	
		TOTAL CHEQUES			-\$ 968.72
DD9911.1	02/03/2022	The SD & LM Carruthers Superannuation Fund			-\$ 240.00
	02/03/2022	Superannuation contributions	\$	240.00	
DD9911.2	02/03/2022	Australian Super Administration			-\$ 709.18
	02/03/2022	Payroll deductions	\$	70.31	
	02/03/2022	Superannuation contributions	\$	638.87	
DD9911.3	02/03/2022	Aware Super			-\$ 7,171.40
	02/03/2022	Payroll deductions	\$	395.12	

	02/03/2022	Payroll deductions	\$	442.49		
	02/03/2022	Superannuation contributions	\$	6,333.79		
DD9911.4	02/03/2022	REST Superannuation			-\$	326.42
	02/03/2022	Payroll deductions	\$	46.68		
	02/03/2022	Superannuation contributions	\$	279.74		
DD9911.5	02/03/2022	COLONIAL FIRST STATE FIRST CHOICE PERSONAL SUPER			-\$	577.38
	02/03/2022	Payroll deductions	\$	230.95		
	02/03/2022	Superannuation contributions	\$	346.43		
DD9911.6	02/03/2022	North Personal Superannuation			-\$	129.28
	02/03/2022	Payroll deductions	\$	32.32		
	02/03/2022	Superannuation contributions	\$	96.96		
DD9911.7	02/03/2022	Prime Super			-\$	489.55
	02/03/2022	Superannuation contributions	\$	489.55		
DD9911.8	02/03/2022	Hostplus			-\$	255.89
	02/03/2022	Superannuation contributions	\$	255.89		
DD9911.9	02/03/2022	Panorama Super			-\$	79.33
	02/03/2022	Superannuation contributions	\$	79.33		
DD9916.1	01/03/2022	Exetel Pty Ltd			-\$	1,375.00
	01/03/2022	Corporate Internet - Monthly Charge On Plan TMLL100 R2 Unlimited 1375	\$	1,375.00		
DD9916.2	01/03/2022	Westnet Pty Ltd			-\$	279.85
	01/03/2022	Internet Charges	\$	279.85		
DD9916.3	01/03/2022	WA Treasury Corporation			-\$	27,996.91
	01/03/2022	Loan 181 - Office Renovations	\$	15,603.64		
	01/03/2022	Loan 182 - LG Sporting Precinct Upgrade (SAR)	\$	12,393.27		
DD9928.1	15/03/2022	WA Treasury Corporation			-\$	8,459.58
	15/03/2022	Loan 173 - Refurbishment of Lake Grace Swimming Pool	\$	8,459.58		
DD9930.1	16/03/2022	The SD & LM Carruthers Superannuation Fund			-\$	240.00
	16/03/2022	Superannuation contributions	\$	240.00		
DD9930.2	16/03/2022	Australian Super Administration			-\$	709.18
	16/03/2022	Payroll deductions	\$	70.31		
	16/03/2022	Superannuation contributions	\$	638.87		
DD9930.3	16/03/2022	Aware Super			-\$	7,184.48
	16/03/2022	Payroll deductions	\$	409.86		
	16/03/2022	Payroll deductions	\$	54.25		
	16/03/2022	Payroll deductions	\$	442.49		
	16/03/2022	Superannuation contributions	\$	6,277.88		
DD9930.4	16/03/2022	REST Superannuation			-\$	237.34
	16/03/2022	Payroll deductions	\$	23.34		
	16/03/2022	Superannuation contributions	\$	214.00		
DD9930.5	16/03/2022	COLONIAL FIRST STATE FIRST CHOICE PERSONAL SUPER			-\$	575.62
	16/03/2022	Payroll deductions	\$	230.25		
	16/03/2022	Superannuation contributions	\$	345.37		
DD9930.6	16/03/2022	North Personal Superannuation			-\$	141.04
	16/03/2022	Payroll deductions	\$	35.26		
	16/03/2022	Superannuation contributions	\$	105.78		
DD9930.7	16/03/2022	Prime Super			-\$	457.99
	16/03/2022	Superannuation contributions	\$	457.99		
DD9930.8	16/03/2022	Hostplus			-\$	255.89
	16/03/2022	Superannuation contributions	\$	255.89		
DD9930.9	16/03/2022	Panorama Super			-\$	146.91
	16/03/2022	Superannuation contributions	\$	146.91		
DD9948.1	21/03/2022	Shire of Lake Grace Credit Card			-\$	4,933.09
	21/03/2022	19/02/22 Zoom Subscription from 19 Dec-18 Jan 2021 for Council Zoom Video ZOOM Receipt #INV133978275	\$	23.09		
		14/02/22 Fuel for CEO vehicle - LG001 Puma Energy - Glenfield Receipt #000100688766	\$	175.72		
		19/02/22 Foreign transaction fee ZOOM Receipt #N/A	\$	0.68		
		11/02/22 Fuel for our water truck Newdegate Stock and Training Receipt #N/A	\$	400.00		
		15/02/22 Drinks for staff function - new staff welcome Lake Grace Sports Receipt #407760	\$	168.00		
		15/02/22 Domain Listing - Basic - Renewal - lakegracevisitorcentre.com.au Crazy domains hosting Receipt #48720837	\$	40.70		

	15/02/22 Foreign transaction fee Crazy domains hosting Receipt #N/A	\$ 1.20	
	16/02/22 Acrobat Pro DC Adobe systems Receipt #2107633331	\$ 3,898.70	
	25/02/22 Accreditation to use trucks as a long vehicle (road train) Main Roads WA Receipt #N/A	\$ 56.25	
	25/02/22 Accreditation to use trucks as a long vehicle (road train) Main Roads WA Receipt #N/A	\$ 56.25	
	25/02/22 Accreditation to use trucks as a long vehicle (road train) Main Roads WA Receipt #N/A	\$ 56.25	
	25/02/22 Accreditation to use trucks as a long vehicle (road train) Main Roads WA Receipt #N/A	\$ 56.25	
DD9951.1	30/03/2022 BT Super Fund		-\$ 72.00
	30/03/2022 Superannuation contributions	\$ 72.00	
DD9951.2	30/03/2022 North Personal Superannuation		-\$ 141.04
	30/03/2022 Superannuation contributions	\$ 105.78	
	30/03/2022 Payroll deductions	\$ 35.26	
DD9951.3	30/03/2022 Australian Super Administration		-\$ 686.11
	30/03/2022 Payroll deductions	\$ 70.31	
	30/03/2022 Superannuation contributions	\$ 615.80	
DD9951.4	30/03/2022 Aware Super		-\$ 6,923.62
	30/03/2022 Payroll deductions	\$ 366.26	
	30/03/2022 Payroll deductions	\$ 54.39	
	30/03/2022 Payroll deductions	\$ 442.49	
	30/03/2022 Superannuation contributions	\$ 6,060.48	
DD9951.5	30/03/2022 REST Superannuation		-\$ 432.14
	30/03/2022 Payroll deductions	\$ 70.01	
	30/03/2022 Superannuation contributions	\$ 362.13	
DD9951.6	30/03/2022 COLONIAL FIRST STATE FIRST CHOICE PERSONAL SUPER		-\$ 577.38
	30/03/2022 Payroll deductions	\$ 230.95	
	30/03/2022 Superannuation contributions	\$ 346.43	
DD9951.7	30/03/2022 The SD & LM Carruthers Superannuation Fund		-\$ 240.00
	30/03/2022 Superannuation contributions	\$ 240.00	
DD9951.8	30/03/2022 Prime Super		-\$ 476.02
	30/03/2022 Superannuation contributions	\$ 476.02	
DD9951.9	30/03/2022 Hostplus		-\$ 255.89
	30/03/2022 Superannuation contributions	\$ 255.89	
DD9951.10	30/03/2022 Panorama Super		-\$ 111.65
	30/03/2022 Superannuation contributions	\$ 111.65	
	TOTAL DIRECT DEBITS		<u>-\$ 72,887.16</u>
	TOTAL MUNICIPAL FUND		<u>-\$ 1,531,184.59</u>

SHIRE OF LAKE GRACE

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 March 2022

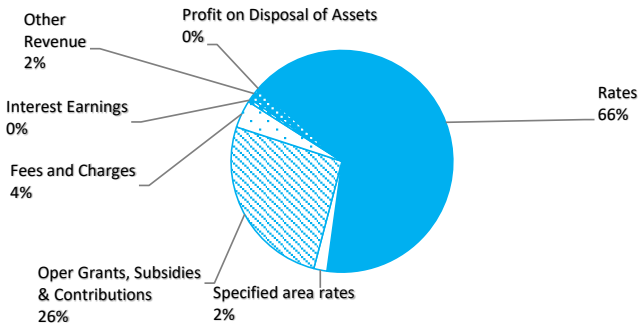
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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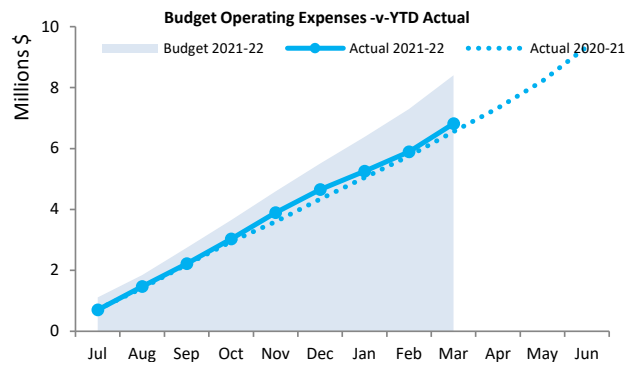
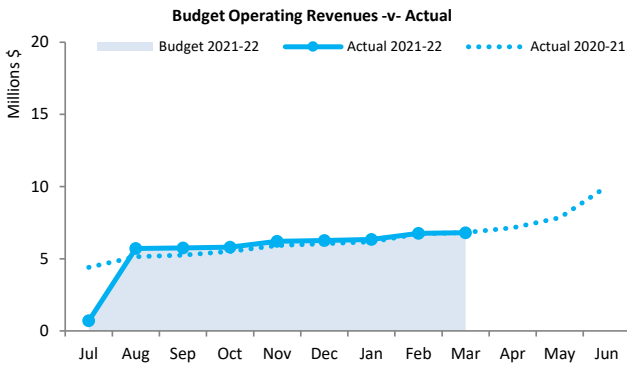
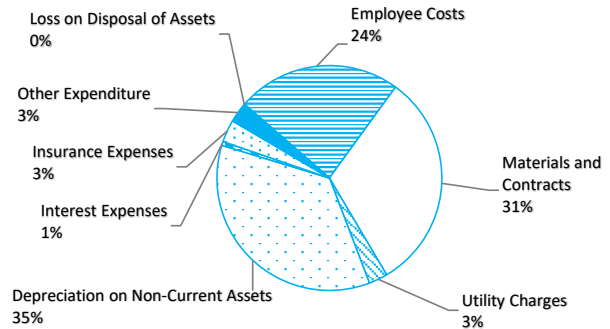
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OPERATING ACTIVITIES

OPERATING REVENUE

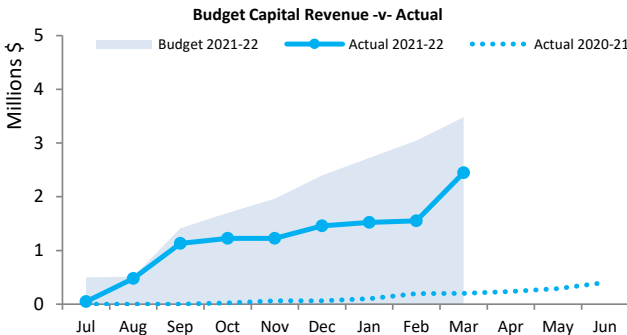


OPERATING EXPENSES

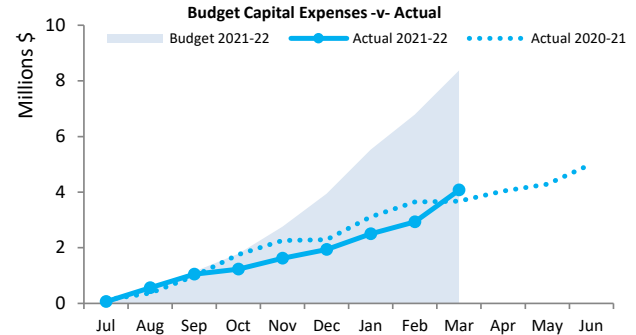


INVESTING ACTIVITIES

CAPITAL REVENUE



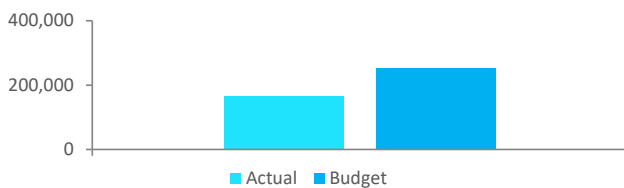
CAPITAL EXPENSES



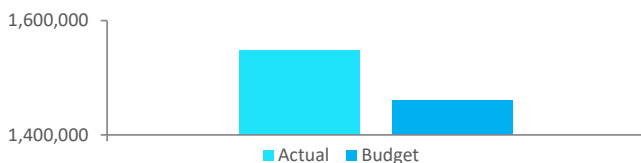
FINANCING ACTIVITIES

BORROWINGS

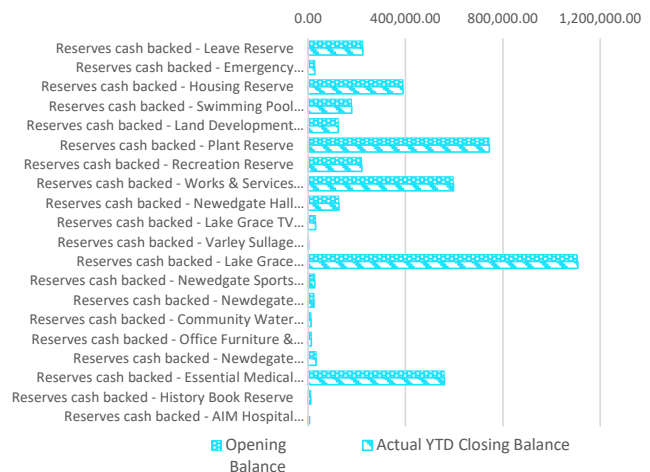
Principal Repayments



Principal Outstanding



RESERVES



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$5.59 M	\$5.59 M	\$5.59 M	\$0.00 M
Closing	\$0.02 M	\$1.25 M	\$6.17 M	\$4.92 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$3.83 M	33.8%
Restricted Cash	\$7.51 M	66.2%
Total	\$11.34 M	

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.56 M	
0 to 30 Days		98.4%
30 to 90 Days		1.6%
Over 90 Days		0.1%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.08 M	98.2%
Trade Receivable	\$0.12 M	
30 to 90 Days		0.4%
Over 90 Days		0%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.63 M)	\$0.68 M	\$2.35 M	\$1.66 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$4.61 M	
YTD Budget	\$4.55 M	1.2%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$1.76 M	
YTD Budget	\$1.61 M	9.8%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.27 M	
YTD Budget	\$0.34 M	(19.3%)

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)
(\$3.92 M)	(\$4.89 M)	(\$1.59 M)	\$3.31 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.04 M	
Adopted Budget	\$0.16 M	(77.1%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$4.07 M	
Adopted Budget	\$10.48 M	(61.2%)

Refer to Note 8 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$2.45 M	
Adopted Budget	\$6.40 M	(61.8%)

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.02 M)	(\$0.13 M)	(\$0.18 M)	(\$0.05 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.17 M
Interest expense	\$0.04 M
Principal due	\$1.55 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$4.46 M
Interest earned	\$0.01 M

Refer to Note 10 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MARCH 2022**

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**PROGRAM NAME AND OBJECTIVES
GOVERNANCE**

To provide a decision making process for the efficient allocation of scarce resources

ACTIVITIES

Includes the activities of Council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific local government services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services

Rates, general purpose government grants and interest revenue

LAW, ORDER, PUBLIC SAFETY

To provide bushfire prevention services and animal control services

Supervision, enforcement of various local laws, fire prevention, emergency services animal control and other aspects of public safety

HEALTH

To provide for an operational framework for good community health in conjunction with the Health Department of WA

Health inspection services in relation to food outlets and their control, pest and noise control and waste disposal compliance and the provision of a Doctor, dental and medical surgeries

EDUCATION AND WELFARE

To provide services for the elderly, children and youth

Maintenance of playgroups and daycare centres. Provision of elderly and youth services

HOUSING

To ensure that adequate housing is available to staff and community

Provision and maintenance of staff housing, aged persons units and community accommodation (Joint Venture and LOGCHOP) units

COMMUNITY AMENITIES

To provide services and infrastructure as required by the community

Rubbish collection services, operation of refuse disposal sites and the Lake Grace sewerage scheme. Administration of the Local Planning Scheme, maintenance of cemeteries and public conveniences

RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which will help with the social wellbeing of the community

The provision and maintenance of public halls, sports pavilions, recreation grounds Lake Grace swimming pool, parks, gardens and playgrounds. The operation of public libraries in conjunction with the Education Department and other cultural and heritage facilities

TRANSPORT

To provide safe, effective and efficient transport infrastructure to the community

Construction and maintenance of streets, roads, drainage, footpaths and aerodromes
Cleaning of streets, maintenance of street trees, street lighting and works depot.
Provision of Department of Transport licensing services

ECONOMIC SERVICES

To help promote the Shire and improve its economic wellbeing

The regulation and provision of tourism, area promotion, building control, noxious weeds, saleyards and the provision of emergency water supplies

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts

Private works operations, plant repair and operating costs, engineering operating costs

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	5,588,987	5,588,987	5,588,987	0	0.00%	
Revenue from operating activities							
Governance		17,550	16,890	4,420	(12,470)	(73.83%)	▼
General purpose funding - general rates	6	4,423,026	4,422,773	4,476,496	53,723	1.21%	
General purpose funding - other		1,463,088	1,098,292	1,196,532	98,240	8.94%	
Law, order and public safety		157,772	94,253	95,704	1,451	1.54%	
Health		11,960	7,422	6,235	(1,187)	(15.99%)	
Education and welfare		2,000	0	0	0	0.00%	
Housing		18,000	13,494	13,650	156	1.16%	
Community amenities		285,238	277,636	265,511	(12,125)	(4.37%)	
Recreation and culture		59,100	49,241	38,125	(11,116)	(22.57%)	▼
Transport		396,712	362,865	361,190	(1,675)	(0.46%)	
Economic services		387,840	319,342	266,272	(53,070)	(16.62%)	▼
Other property and services		89,500	67,107	81,226	14,119	21.04%	▲
		7,311,786	6,729,315	6,805,361	76,046		
Expenditure from operating activities							
Governance		(435,733)	(375,526)	(267,582)	107,944	28.74%	▲
General purpose funding		(152,041)	(105,533)	(111,747)	(6,214)	(5.89%)	
Law, order and public safety		(399,853)	(304,465)	(269,474)	34,991	11.49%	▲
Health		(415,716)	(338,577)	(281,483)	57,094	16.86%	▲
Education and welfare		(68,843)	(52,063)	(43,744)	8,319	15.98%	▲
Housing		(234,273)	(178,592)	(109,949)	68,643	38.44%	▲
Community amenities		(1,309,395)	(995,249)	(701,189)	294,060	29.55%	▲
Recreation and culture		(2,691,571)	(2,061,101)	(1,534,810)	526,291	25.53%	▲
Transport		(4,195,131)	(3,157,008)	(2,817,148)	339,860	10.77%	▲
Economic services		(1,054,501)	(753,095)	(630,982)	122,113	16.21%	▲
Other property and services		(79,256)	(83,019)	(47,771)	35,248	42.46%	▲
		(11,036,313)	(8,404,228)	(6,815,879)	1,588,349		
Non-cash amounts excluded from operating activities	1(a)	3,098,135	2,359,317	2,356,643	(2,674)	(0.11%)	
Amount attributable to operating activities		(626,392)	684,404	2,346,125	1,661,721		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	6,398,737	3,480,006	2,447,112	(1,032,894)	(29.68%)	▼
Proceeds from disposal of assets	7	164,000	0	37,500	37,500	0.00%	▲
Payments for property, plant and equipment and infrastructure	8	(10,483,582)	(8,374,425)	(4,072,277)	4,302,148	51.37%	▲
Amount attributable to investing activities		(3,920,845)	(4,894,419)	(1,587,665)	3,306,754		
Financing Activities							
Transfer from reserves	10	52,500	52,500	0	(52,500)	(100.00%)	▼
Repayment of debentures	9	(253,822)	(166,525)	(166,525)	0	0.00%	
Transfer to reserves	10	(815,855)	(14,771)	(14,771)	0	0.00%	
Amount attributable to financing activities		(1,017,177)	(128,796)	(181,296)	(52,500)		
Closing funding surplus / (deficit)	1(c)	24,573	1,250,176	6,166,151			

KEY INFORMATION

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

Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$5,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MARCH 2022

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	5,588,987	5,588,987	5,588,987	0	0.00%	
Revenue from operating activities							
Rates	6	4,423,026	4,422,773	4,476,496	53,723	1.21%	
Specified area rates	6	130,938	130,938	130,986	48	0.04%	
Operating grants, subsidies and contributions	12	1,960,523	1,606,867	1,763,922	157,055	9.77%	
Fees and charges		397,540	340,132	274,396	(65,736)	(19.33%)	▼
Interest earnings		118,000	88,497	33,088	(55,409)	(62.61%)	▼
Other revenue		256,547	140,108	126,473	(13,635)	(9.73%)	
Profit on disposal of assets	7	25,212	0	0	0	0.00%	
		7,311,786	6,729,315	6,805,361	76,046		
Expenditure from operating activities							
Employee costs		(2,409,319)	(1,853,766)	(1,609,916)	243,850	13.15%	▲
Materials and contracts		(4,644,754)	(3,492,172)	(2,146,920)	1,345,252	38.52%	▲
Utility charges		(344,950)	(258,381)	(184,149)	74,232	28.73%	▲
Depreciation on non-current assets		(3,089,216)	(2,316,786)	(2,418,286)	(101,500)	(4.38%)	
Interest expenses		(61,418)	(39,173)	(38,515)	658	1.68%	
Insurance expenses		(209,984)	(201,102)	(219,562)	(18,460)	(9.18%)	
Other expenditure		(234,141)	(200,317)	(191,031)	9,286	4.64%	
Loss on disposal of assets	7	(42,531)	(42,531)	(7,500)	35,031	82.37%	▲
		(11,036,313)	(8,404,228)	(6,815,879)	1,588,349		
Non-cash amounts excluded from operating activities	1(a)	3,098,135	2,359,317	2,356,643	(2,674)	(0.11%)	
Amount attributable to operating activities		(626,392)	684,404	2,346,125	1,661,721		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	6,398,737	3,480,006	2,447,112	(1,032,894)	(29.68%)	▼
Proceeds from disposal of assets	7	164,000	0	37,500	37,500	0.00%	▲
Payments for property, plant and equipment	8	(10,483,582)	(8,374,425)	(4,072,277)	4,302,148	51.37%	▲
		(3,920,845)	(4,894,419)	(1,587,665)	3,306,754		
Amount attributable to investing activities		(3,920,845)	(4,894,419)	(1,587,665)	3,306,754		
Financing Activities							
Transfer from reserves	10	52,500	52,500	0	(52,500)	(100.00%)	▼
Repayment of debentures	9	(253,822)	(166,525)	(166,525)	0	0.00%	
Transfer to reserves	10	(815,855)	(14,771)	(14,771)	0	0.00%	
Amount attributable to financing activities		(1,017,177)	(128,796)	(181,296)	(52,500)		
Closing funding surplus / (deficit)	1(c)	24,573	1,250,176	6,166,151			

KEY INFORMATION

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

Refer to Note 16 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

The estimates and associated assumptions are based on historical experience and various other factors that are 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.

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 March 2021

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(25,212)	0	0
Less: Non-cash grants and contributions for assets				3,238
Less: Movement in liabilities associated with restricted cash				(102)
Movement in employee benefit provisions (non-current)				(72,279)
Add: Loss on asset disposals	7	42,531	42,531	7,500
Add: Depreciation on assets		3,089,216	2,316,786	2,418,286
Total non-cash items excluded from operating activities		3,106,535	2,359,317	2,356,643

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

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

		Last Year Closing 30 June 2021	This Time Last Year 31 March 2021	Year to Date 31 March 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(4,443,827)	(5,707,365)	(4,458,598)
Less: Municipal restricted cash		(50,072)	(50,072)	(50,072)
Less: Movement in provisions				(90,638.00)
Less: Trust - restricted cash		(10,373)		
Add: Borrowings	9	229,865	195,242	63,340
Add: Provisions - employee	11	248,014	231,480	266,374
Total adjustments to net current assets		(4,026,393)	(5,330,715)	(4,269,594)

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

Current assets				
Cash and cash equivalents	2	12,383,592	10,249,081	11,338,522
Rates receivables	3	49,489	4,334,989	82,929
Receivables	3	202,260	173,929	116,463
Other current assets	4	81,729	516	21,040
Less: Current liabilities				
Payables	5	(564,665)	(155,853)	(651,713)
Borrowings	9	(229,865)	(195,242)	(63,340)
Contract liabilities	11	(1,968,507)	(447,955)	(141,782)
Provisions	11	(338,653)	(231,480)	(266,374)
Less: Total adjustments to net current assets	1(b)	(4,026,393)	(5,330,715)	(4,269,594)
Closing funding surplus / (deficit)		5,588,987	8,393,966	6,166,151

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Cash on hand								
Municipal Bank account	Cash and cash equivalents	3,829,152		3,829,152		Bankwest	0.10%	Nil
Term deposit - Municipal Bank account	Cash and cash equivalents	0	3,000,000	3,000,000		Bankwest	0.25%	28/04/2022
Petty Cash and Floats	Cash and cash equivalents	700		700		Cash on Hand	Nil	Nil
Reserve Bank Account	Cash and cash equivalents	0	950,393	950,393		Bankwest	0.10%	Nil
Term deposit - Reserve Bank Account	Cash and cash equivalents	0	3,508,205	3,508,205		Bankwest	0.25%	16/05/2022
Restricted LOGCHOP Housing	Cash and cash equivalents	0	44,669	44,669		Bankwest	0.10%	Nil
Rural Town Salinity Program	Cash and cash equivalents	0	5,403	5,403		Bankwest	0.10%	Nil
Trust Fund Cash at Bank	Cash and cash equivalents	0			10,475	Bankwest	N/A	Nil
Total		3,829,852	7,508,670	11,338,522	10,475			
Comprising								
Cash and cash equivalents		3,829,852	7,508,670	11,338,522	10,475			
		3,829,852	7,508,670	11,338,522	10,475			

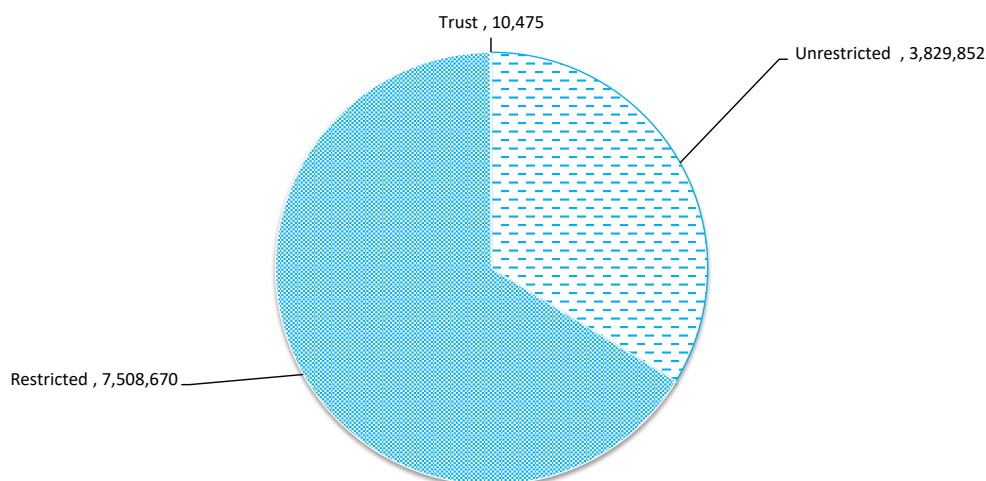
KEY INFORMATION

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 and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

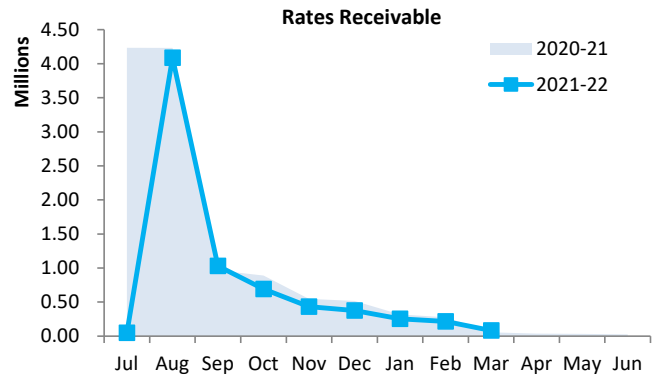
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 June 2021	31 Mar 2022
	\$	\$
Opening arrears previous years	56,644	49,489
Levied this year	4,249,126	4,607,482
Less - collections to date	(4,256,281)	(4,574,042)
Equals current outstanding	49,489	82,929
Net rates collectable	49,489	82,929
% Collected	98.9%	98.2%



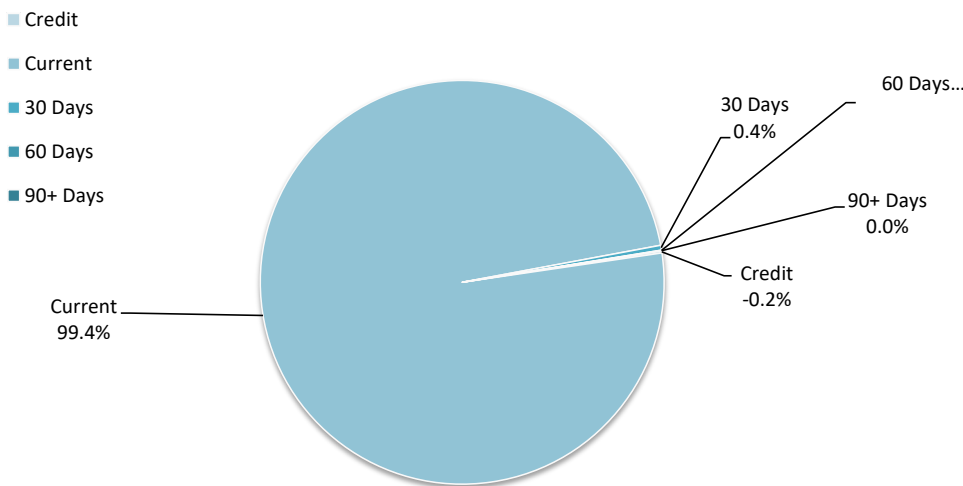
Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(202)	113,499	442	55	0	113,794
Percentage	(0.2%)	99.7%	0.4%	0%	0%	
Balance per trial balance						
Sundry receivable	(202)	113,499	442	55	0	113,794
ESL Control		2,669				2,669
Total receivables general outstanding						116,463

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.

Accounts Receivable (non-rates)



	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 March 2022
	\$	\$	\$	\$
Other current assets				
Inventory				
Stock on Hand	15,745	5,295		21,040
Other current assets				
Accrued income	65,984		(65,984)	0
Total other current assets	81,729	5,295	(65,984)	21,040
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

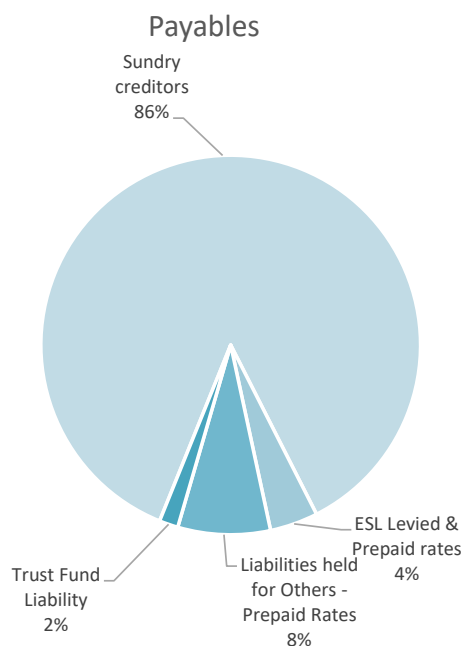
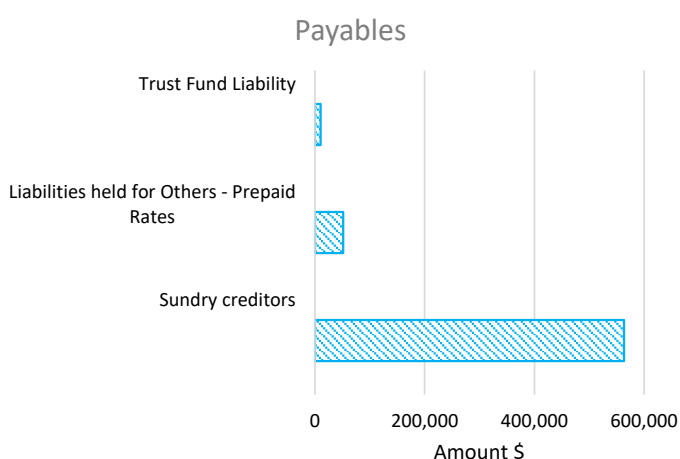
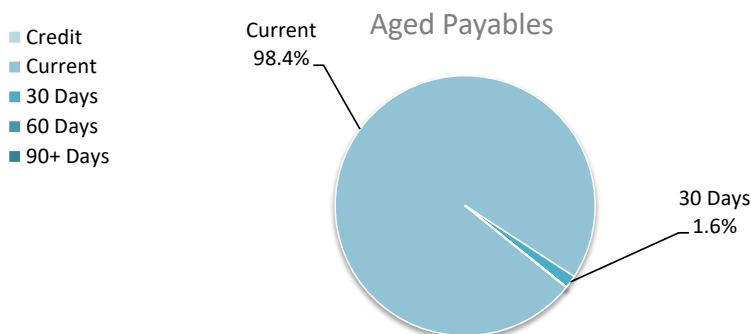
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	541,149.97	8,707.04	82.33	280.88	550,220
Percentage	0%	98.4%	1.6%	0%	0.1%	
Balance per trial balance						
Sundry creditors	0	554,123	8,707	82	281	563,194
ESL Levied & Prepaid rates		26,692				26,692
Liabilities held for Others - Prepaid Rates		51,352				51,352
Trust Fund Liability		10,475				10,475
Total payables general outstanding						651,713

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire 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.



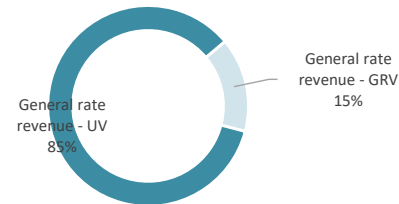
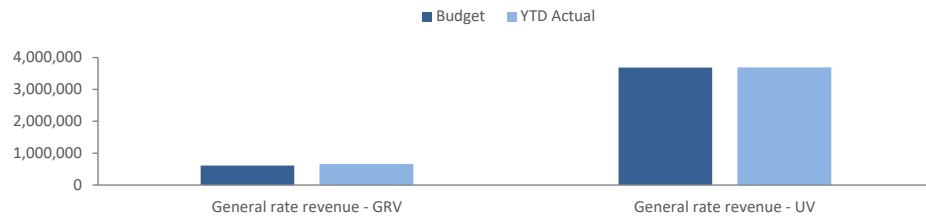
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

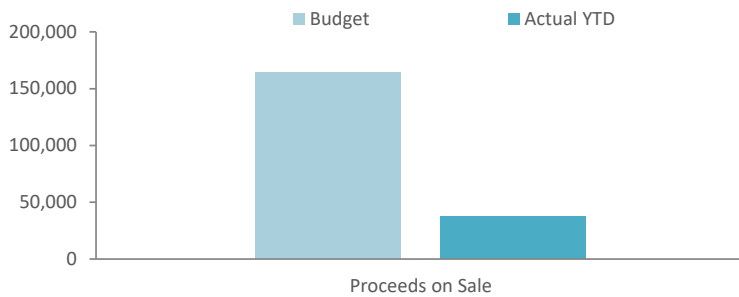
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
General rate revenue - GRV	0.1364	388	4,464,943	609,183	500		609,683	611,170	50,104		661,274
Unimproved value											
General rate revenue - UV	0.0112	557	330,367,521	3,688,223	500		3,688,723	3,689,286	801		3,690,087
Sub-Total		945	334,832,464	4,297,406	1,000	0	4,298,406	4,300,456	50,904	0.00	4,351,361
Minimum payment	Minimum \$										
Gross rental value											
General rate revenue - GRV	505	35		17,675			17,675	17,675			17,675
Unimproved value											
General rate revenue - UV	515	72		37,080			37,080	37,595			37,595
Sub-total		107	0	54,755	0	0	54,755	55,270	0	0	55,270
Amount from general rates							4,353,161				4,406,631
Ex-gratia rates							69,865				69,865
Total general rates							4,423,026				4,476,496
Specified area rates	Rate in \$ (cents)										
Sewerage - GRV	0.045256		2,893,280	130,938			130,938	130,986			130,986
Total specified area rates			2,893,280	130,938	0	0	130,938	130,986	0	0	130,986
Total							4,553,964				4,607,482

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 2020 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.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
1395	Road Verge Slasher (PLM05)	5,109	2,000	0	(3,109)			0	0
123	Mitsubishi Fuso Canter (PTCK 19)	43,887	65,000	21,113	0			0	0
146	Western Star Prime Mover (PTCK 20)	80,764	55,000	0	(25,764)			0	0
1407	Ford Ranger Dual Cab (PLVU 30)	12,901	15,000	2,099	0			0	0
1405	John Deere Z-Track Mower (PJDM01)	5,258	2,000	0	(3,258)			0	0
1230	HINO Tip Truck (PTCK03)	15,400	5,000	0	(10,400)			0	0
1,449	Mitsubishi Pajero Sport (PLVU38)	18,000	20,000	2,000	0			0	0
	Land - Freehold								
	Economic services								
5002	2 Quondong Ct [LOT 211 on plan 75988] LAKE GRACE 6353 Lnd - 1			0	0	45,000	37,500	0	(7,500)
		181,319	164,000	25,212	(42,531)	45,000	37,500	0	(7,500)



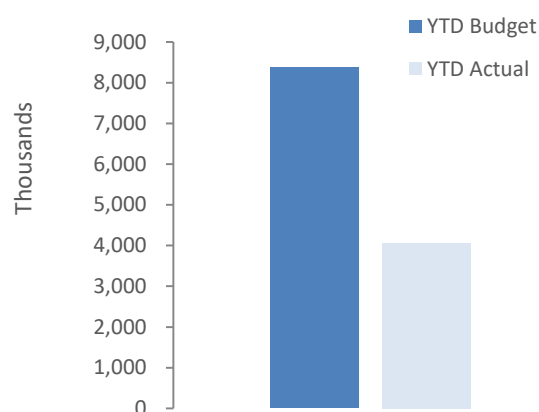
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	410,000	260,000	17,446	(242,554)
Buildings - non-specialised	99,840	72,570	18,283	(54,287)
Buildings - specialised	2,212,735	1,547,853	910,360	(637,493)
Furniture and equipment	46,300	46,300	0	(46,300)
Plant and equipment	845,100	560,100	399,762	(160,338)
Infrastructure - roads	4,013,569	3,633,477	1,676,847	(1,956,630)
Infrastructure - parks, gardens, recreation facilities	2,531,038	1,959,131	897,017	(1,062,114)
Infrastructure - sewerage	75,000	75,000	57,635	(17,365)
Infrastructure - urban infrastructure	250,000	219,994	94,927	(125,067)
Payments for Capital Acquisitions	10,483,582	8,374,425	4,072,277	(4,302,148)
Total Capital Acquisitions	10,483,582	8,374,425	4,072,277	(4,302,148)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	6,398,737	3,480,006	2,447,112	(1,032,894)
Other (disposals & C/Fwd)	164,000	0	37,500	37,500
Cash backed reserves				
Reserves cash backed - Essential Medical Reserve	52,500		0	0
Contribution - operations	3,868,345	4,894,419	1,587,665	(3,306,754)
Capital funding total	10,483,582	8,374,425	4,072,277	(4,302,148)

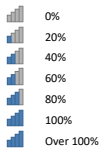
SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



Capital expenditure total

Level of completion indicators



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

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

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
Land					
E137350	Lake Grace Industrial Land	410,000	260,000	17,446	(242,554)
Buildings - Non Specialised					0
E091960 (7750034)	6 Blackbutt Way (Doctor) - Cap Exp	12,000	8,994	899	(8,095)
E091960 (9196034)	5 Banksia Pl Capital	53,081	39,789	0	(39,789)
E091960 (9196084)	54B Bennett St Capital	9,759	7,299	3,355	(3,944)
E091960 (9196114)	3 Clark Ave Capital	12,000	8,994	8,052	(942)
E091970 (9197134)	10B Gumtree Dr Capital	5,000	3,747	3,073	(674)
E092006 (9200014)	14 Blackbutt Way Capital Exp	5,000	3,747	2,904	(843)
E091910	CEO House Patio Extensions	3,000	0	0	0
Buildings - Specialised					0
E051172 (51171)	Lake King Fire Shed Upgrade	45,000	22,500	0	(22,500)
E077503 (B25CAP)	Lake Grace Medical Centre	76,263	57,180	70,238	13,058
E083101 (8300101)	Lake Grace Day Care Building Upgrade	23,428	17,550	3,592	(13,958)
E107102 (1071024)	Varley Public Toilets - Cap Exp	22,000	11,001	0	(11,001)
E107102 (NGPPTCAP)	Newdegate Public Toilets Cap Exp	7,615	3,810	7,680	3,870
E111007 (LGPHCAP)	Lake Grace Public Hall	38,314	28,713	0	(28,713)
E111007 (LKPHCAP)	Lake King Public Hall	7,000	5,247	1,487	(3,760)
E111007 (NGPHCAP)	Refurbish Newdegate Hall	100,000	100,000	0	(100,000)
E111007 (VARHCAP)	Varley Town Hall Roof Restoration	30,000	30,000	0	(30,000)
E111007 (VLPHCAP)	Varley Hall - Cap Exp	35,000	35,000	0	(35,000)
E113152 (113014)	Lake King Sports Pavilion Cap Exp	42,287	31,689	0	(31,689)
E113152 (113042)	Unisex Toilets at sporting precincts	88,900	66,672	28,529	(38,143)
E113152 (113054)	Battery Storage Newdegate & LG Rec Centres	30,000	30,000	32,455	2,455
E113152 (B63CAP)	Newdegate Recreation Centre	60,000	30,000	0	(30,000)
E113152 (CA06)	Newdegate Country Club	942,000	706,503	719,279	12,776
E113152 (CA08)	Painting Lake Grace Pavilion	25,000	24,996	19,830	(5,166)
E116103 (LKDP)	Lake King Rv Dump Point	100,000	50,001	0	(50,001)
E116103 (LKT1)	Lake King Toilet	20,000	9,999	0	(9,999)
E113154 (1131541)	Lg Sportsman Club Roof Replacement Cap Exp	25,000	24,996	4,956	(20,040)
E113154 (1131542)	Newdegate Hockey Shed Replacement Cap Exp	60,000	60,000	17,378	(42,622)
E117041 (1170014)	AIM Building Capital	60,347	60,342	1,700	(58,642)
E117042 (1170084)	RSL Hall	80,000	79,998	0	(79,998)
E121502 (121304)	Lake Grace Depot - Cap Exp	40,998	40,986	3,235	(37,751)
E126206 (1260061)	LG Airstrip Building upgrade	13,583	6,924	0	(6,924)
E132500 (1325014)	Visitor Centre Improvements	20,000	13,746	0	(13,746)
E137572 (137001)	Purchase Newdegate Depot Land & Buildings	220,000	0	0	0
Furniture & Equipment					
E042561	Implementation Altus Payroll	46,300	46,300	0	(46,300)
Plant & Equipment					
E123059 (PL17CAP)	Isuzu Crew Cab	95,000	95,000	0	(95,000)
E123059 (PL18CAP)	Western Star Prime Mover	266,000	0	0	0
E123059 (PL19CAP)	Ford Ranger Dual Cab	43,000	43,000	42,812	(188)
E123059 (PL20CAP)	Volvo L60E Loader	297,000	297,000	297,000	0
E123059 (PL21CAP)	John Deere Z-Track Mower	19,000	0	0	0
E123059 (PL22CAP)	Wilson Road Verge Slasher	5,100	5,100	5,060	(40)
E123059 (PL23CAP)	Hino 616 Gardeners Truck	55,000	55,000	54,890	(110)
E077054 (1825CAP)	Doctors Vehicle	65,000	65,000	0	(65,000)
Infrastructure - Roads					
E121200	Roadworks Capital Renewal 21/22	3,613,569	3,283,476	1,568,560	(1,714,916)
E121300	Roadworks - Capital Upgrade 21/22	100,000	50,001	108,143	58,142
E121314	Town Street (Boulton St)	300,000	300,000	144	(299,856)
Parks, Gardens, Recreat					
113045					
E107259 (113062)	Newdegate Cemetery shade & seating	20,000	20,000	7,786	(12,214)
E112525 (SGPLCAP)	Solar panels,battery& fence Lake Grace Swimming Pool	70,000	46,666	44,027	(2,639)
E113175 (113035)	Lighting For Lake Grace Hockey Field Cap Exp	501,000	417,500	239,699	(177,801)
E113175 (113036)	Lighting For Newdegate Hockey Field Cap Exp	40,000	39,996	17,509	(22,487)
E113175 (113037)	Lake Grace Football Field Lighting Upgrade Cap Exp	100,000	99,996	64,456	(35,540)
E113175 (113039)	Solar for Rec Centres & Community Buildings	84,000	63,000	70,909	7,909
E113175 (113043)	Lake King Pavilion Septic Upgrade	30,000	30,000	3,781	(26,219)
E113175 (113044)	Lake Grace Hockey/Cricket Dugouts	15,000	15,000	0	(15,000)
E113175 (113045)	Varley Town Entry Statement	15,000	11,253	10,192	(1,061)
E113175 (113046)	Newdegate Jumping Pillow Cap Exp	58,900	44,172	39,850	(4,322)
E113175 (113047)	Community Walk Trails - Lake Grace Cap Exp	30,000	30,000	30,482	482
E113175 (113048)	Lake Grace Sporting Complex Entry	100,000	99,996	2,047	(97,949)
E113175 (113051)	Newdegate Adult Gym	30,000	30,000	32,000	2,000
E113175 (113052)	Upgrade Newdegate Walk Trail	50,000	49,998	6,649	(43,349)
E113175 (113053)	Upgrade Lake King Walk Trail	50,000	49,998	3,266	(46,732)
E113175 (113055)	Jam Patch toilet	64,000	33,996	8,088	(25,908)
E113175 (113059)	Varley Hall paving	10,000	10,000	0	(10,000)
E113175 (113063)	Lg Sports Pavilion Carpark Sealing Cap Exp	180,000	90,000	0	(90,000)
E113175 (113064)	Ngt Recreation Centre Carpark Sealing Cap Exp	230,000	114,999	0	(114,999)
E113175 (1132935)	UAT Lake Grace All Abilities Playground	23,000	23,000	24,630	1,630
E113183 (1131002)	Lake King Sports Dam & Catchment	15,000	15,000	0	(15,000)
E113293 (113201)	Construction Lg Community All Ages Playground	556,138	365,565	102,630	(262,935)
E113293 (113202)	Lg All Ages Playground Fence	45,000	45,000	0	(45,000)
E121501 (1215011)	Detention Basin/Flood Mitigation Lot 101 Biddy Camm Road	46,000	45,996	34,000	(11,996)
E132503 (113057)	Install shade & Seating Newdegate Silos	30,000	30,000	26,725	(3,275)
E132503 (DRU1)	Driver Reviver Upgrade	138,000	138,000	128,292	(9,708)
Sewerage					
E103163 (1012011)	Sewerage Reuse Lake Grace	75,000	75,000	57,635	(17,365)
Urban Infrastructure					
E104501 (1040501)	Urban Stormwater Drainage Renewal	40,000	40,000	0	(40,000)
E121312 (121302)	Lake Grace Footpaths Cap Exp	100,000	99,996	91,175	(8,821)
E121312 (121303)	Newdegate Footpath Cap Exp	50,000	49,998	0	(49,998)
E136500 (136006)	Lake Biddy Dam Catchment	60,000	30,000	3,751	(26,249)
		10,483,582	8,374,425	4,072,276	(4,302,149)

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance										
Office Refurbishment	L181	234,521			17,907.05	17,907	216,614	216,614	10,460	14,954
Housing										
Loan 204 Staff Housing & CEO's Residen	L204	476,044			36,135.17	48,234	439,909	427,810	5,730	7,403
Recreation and culture										
Lake Grace Pool	L173	31,588			15,347.16	15,347	16,241	16,241	1,261	1,784
LG Sports Pavillion	L182	122,156			17,323.94	17,324	104,832	104,832	5,794	8,358
Newdegate Bowling Club	L193	5,758			5,757.77	5,758	0	0	144	262
LG Precinct	L198	69,546			10,958.64	22,163	58,587	47,383	1,837	3,420
LK Court Resurfacing	L202	9,519			4,732.64	9,519	4,787	0	169	241
Transport										
Roadworks & Plant	L196	102,916			25,005.33	50,487	77,911	52,429	2,532	4,357
Economic services										
LG Residential Land	L189	118,008			5,030.89	10,214	112,977	107,794	4,386	7,817
Purchase & Develop Industrial Land	L203	543,980			28,327.83	56,870	515,652	487,110	6,201	11,822
		1,714,036	0	0	166,525	253,822	1,547,510	1,460,214	38,515	60,418
Total		1,714,036	0	0	166,525	253,822	1,547,510	1,460,214	38,515	60,418
Current borrowings		253,822					63,340			
Non-current borrowings		1,460,214					1,484,170			
		1,714,036					1,547,510			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

OPERATING ACTIVITIES

NOTE 10

CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves cash backed - Leave Reserve	224,214.00	1,678	449	110,000				335,892	224,663
Reserves cash backed - Emergency Services Reserve	27,295.00	204	55					27,499	27,350
Reserves cash backed - Housing Reserve	389,490.00	3,068	781	200,000				592,558	390,271
Reserves cash backed - Swimming Pool Reserve	178,222.00	51,706	357					229,928	178,579
Reserves cash backed - Land Development Reserve	123,494.00	924	248					124,418	123,742
Reserves cash backed - Plant Reserve	743,297.00	10,026	1,490	350,000				1,103,323	744,787
Reserves cash backed - Recreation Reserve	219,976.00	1,638	441					221,614	220,417
Reserves cash backed - Works & Services Reserve	596,065.00	4,458	1,195					600,523	597,260
Reserves cash backed - Newedgate Hall Reserve	125,879.00	942	252					126,821	126,131
Reserves cash backed - Lake Grace TV Reserve	30,273.00	247	61					30,520	30,334
Reserves cash backed - Varley Sullage Reserve	1,675.00	13	3					1,688	1,678
Reserves cash backed - Lake Grace Sewerage Reserve	1,105,465.00	8,614	2,216	60,000				1,174,079	1,107,681
Reserves cash backed - Newedgate Sports Dam Reserve	26,896.00	201	54					27,097	26,950
Reserves cash backed - Newdegate Stadium Floor Reserve	24,267.00	182	49					24,449	24,316
Reserves cash backed - Community Water Supplies Reserve	12,043.00	90	24					12,133	12,067
Reserves cash backed - Office Furniture & Equipment Reserve	13,381.00	100	27					13,481	13,408
Reserves cash backed - Newdegate Centenary Reserve	32,321.00	242	65					32,563	32,386
Reserves cash backed - Essential Medical Reserve	559,058.00	5,589	1,121			(52,500)		512,147	560,179
Reserves cash backed - History Book Reserve	10,516.00	78	21					10,594	10,537
Reserves cash backed - AIM Hospital Museum Reserve	0.00	0	7	5,855	5,855			5,855	5,862
	4,443,827	90,000	8,916	725,855	5,855	(52,500)	0	5,207,182	4,458,598

KEY INFORMATION

	Note	Opening Balance 1 July 2021	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 March 2022
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		1,954,792	0	234,102.00	(2,047,112.00)	141,782
- Income Received in Advance		13,715	0		(13,715)	0
Total other liabilities		1,968,507	0	234,102	(2,060,827)	141,782
Provisions						
Provision for annual leave		221,178			(51,732)	169,446
Provision for long service leave		117,475	0		(20,547)	96,928
Total Provisions		338,653	0	0	(72,279)	266,374
Total other current liabilities		2,307,160	0	234,102	(2,133,106)	408,156
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

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

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD
	1 July 2021		(As revenue)	31 Mar 2022	31 Mar 2022	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Grants Commission - General				0		729,422	547,068	651,200
Grants Commission - Roads				0		598,361	448,770	494,096
Law, order, public safety								
Grant - DFES LGGs Operating				0		58,840	44,130	41,144
Education and welfare								
Grants - Senior Activities				0		1,000	0	0
Grants - Youth Activities				0		1,000	0	0
Transport								
Direct Grant - MRWA				0		339,000	339,000	339,138
Economic services								
Skeleton Weed Programm Grant				0		205,000	205,000	205,000
Australia Day Grant				0		0	0	13,763
	0	0	0	0	0	1,932,623	1,583,968	1,744,341
Operating contributions								
General purpose funding								
ESL Administration Fee				0		4,000	4,000	4,000
Recreation and culture								
Lake Grace Rec Council Affiliation Fees				0		13,000	13,000	8,220
Contributions - Other Culture				0		1,000	0	0
Lake King Pavilion / Oval - Hire Fees				0		500	500	0
Transport								
Contributions - Street Lighting				0		8,000	3,999	0
Economic services								
AIM Contributions				0		1,400	1,400	7,361
	0	0	0	0	0	27,900	22,899	19,581
TOTALS	0	0	0	0	0	1,960,523	1,606,867	1,763,922

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD
	1 July 2021		(As revenue)	31 Mar 2022	31 Mar 2022	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Law, order, public safety								
Grant - DFES Cap Exp				0		25,000	25,000	0
Community amenities								
Drought & Community	65,083		(56,735)	8,348	8,348	90,000	60,000	56,735
Local Roads & Community Program	10,000		(7,786)	2,214	2,214	20,000	9,999	7,786
Recreation and culture								
Drought & Community	680,325		(507,111)	173,214	173,214	764,896	701,180	507,111
Local Roads & Community Program	471,916		(534,566)	(62,650)	(62,650)	2,139,038	875,925	534,566
Transport								
RADS Grant - Lake Grace Airstrip Light Upgrade				0	0	61,500	30,750	0
Roads to Recovery	574,715	84,102	(651,625)	7,192	7,192	1,488,303	864,152	651,625
Regional Road Group		150,000	(134,273)	15,727	15,727	492,000	369,000	134,273
Local Roads & Community Program			0	0	0	750,000	0	0
Economic services								
Local Roads & Community Grant	15,000		(26,725)	(11,725)	(11,725)	30,000	30,000	26,725
Driver Reviver Upgrade Grant	137,754		(128,291)	9,463	9,463	138,000	114,000	128,291
	1,954,792	234,102	(2,047,112)	141,782	141,782	5,998,737	3,080,006	2,047,112
Non-operating contributions								
Recreation and culture								
Newdegate Community Contribution				0		400,000	400,000	400,000
	0	0	0	0	0	400,000	400,000	400,000
TOTALS	1,954,792	234,102	(2,047,112)	141,782	141,782	6,398,737	3,480,006	2,447,112

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**NOTE 14
TRUST FUND**

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 31 Mar 2022
	\$	\$	\$	\$
Standpipe bonds	10,373	306	(204)	10,475
	10,373	306	(204)	10,475

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**NOTE 15
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
							\$
	Budget adoption		Opening surplus				23,983
I138100	Grants & Subsidies	N/A	Operating Revenue			(205,000)	(181,017)
I131230	Grant - Skeleton Weed Programm	N/A	Operating Revenue		205,000		23,983
1012011	Sewerage Reuse Lake Grace	N/A	Capital Expenses			(15,000)	8,983
113045	Varley Entry Statement Cap Exp	N/A	Capital Expenses		15,000		23,983
I139101	Merchandise Sales MUN	13451	Operating Revenue		14,000		37,983
I139104	AIM Contributions	13451	Operating Revenue		1,400		39,383
E139110	Stock Purchases	13451	Operating Expenses			(11,000)	28,383
E139112	Stationery and Consumables	13451	Operating Expenses			(1,000)	27,383
E139114	Volunteer Functions	13451	Operating Expenses			(2,000)	25,383
E139115	AIM Souvenirs	13451	Operating Expenses			(1,400)	23,983
95001	Lakes Village Garden Maintenance	13479	Operating Expenses			(4,396)	19,587
113003	Lake Grace Rec Ground Maintenance	13479	Operating Expenses		4,396		23,983
1040101	Urban Stormwater Drainage	13481	Operating Expenses			(70,000)	(46,017)
122505	Drainage	13481	Operating Expenses		70,000		23,983
B25CAP	Lake Grace Medical Centre	13482	Capital Expenses			(7,500)	16,483
	Transfer from from the Essential Medical Services Reserve	13482			7,500		23,983
E042286	Newdegate Centenary Celebrations	13489	Operating Expenses			(32,343)	(8,360)
	Transfer from from the Newdegate 100 Year Centenary Reserve	13489			32,343		23,983
E146010	Gross Salaries & Wages MUN	13518	Operating Expenses			(20,000)	3,983
PL23CAP	Purchase of new Hino 616	13518	Capital Expenses		20,000		23,983
113005	Lake Grace Playground Mtc	13529	Operating Expenses			(4,545)	19,438
E116054	Annual Community Requests MUN	13529	Operating Expenses		4,545		23,983
	Adjustment to year end surplus as per Auditors request	13540 Budg Rev			66,090		90,073
1131541	LG Sportsman Club Roof Upgrade	13540 Budg Rev	Capital Expenses			(100,000)	(9,927)
113063	LG Recreation Carpark Upgrade	13540 Budg Rev	Capital Expenses			(180,000)	(189,927)
113064	NGT recreation Carpark Upgrade	13540 Budg Rev	Capital Expenses			(230,000)	(419,927)
1213040	Alymore Road Stage 1 - Upgrade	13540 Budg Rev	Capital Expenses			(100,000)	(519,927)
1210495	Alymore Road Stage 2 - Renewal	13540 Budg Rev	Capital Expenses			(380,000)	(899,927)
1210496	Alymore Road Stage 3 - Renewal	13540 Budg Rev	Capital Expenses			(270,000)	(1,169,927)
113055	Upgrade Jam Patch Facilities Cap Exp	13540 Budg Rev	Capital Expenses			(60,000)	(1,229,927)
113201	LG All abilities playground	13540 Budg Rev	Capital Expenses			(381,138)	(1,611,065)
1131542	Newdegate Hockey Shed Upgrade	13540 Budg Rev	Capital Expenses			(20,000)	(1,631,065)
111414	Local Roads & Community Program Phase 3 (Rec & Cul	13540 Budg Rev	Capital Revenue		971,138		(659,927)
1121782	Local Roads & Community Program (Transport)	13540 Budg Rev	Capital Revenue		750,000		90,073
E042541	Upgrade Council Chambers	13540 Budg Rev	Capital Expenses		20,000		110,073
1071024	Varley Public toilets	13540 Budg Rev	Capital Expenses		10,000		120,073
1260061	LG Airstrip Building upgrade	13540 Budg Rev	Capital Expenses			(5,000)	115,073
1325014	Visitor Centre Improvement	13540 Budg Rev	Capital Expenses			(3,000)	112,073
PL18CAP	Western Star Prime Mover	13540 Budg Rev	Capital Expenses		30,000		142,073
PL19CAP	Ford Ranger Dual Cab Ute	13540 Budg Rev	Capital Expenses		23,000		165,073
PL20CAP	Volvo L60E Loader	13540 Budg Rev	Capital Expenses		33,000		198,073
PL22CAP	Road Verge Slasher (Wilson Road Mower)	13540 Budg Rev	Capital Expenses		1,900		199,973
PL21CAP	John Deere Z-Track Mower (PL21 Mower Toro)	13540 Budg Rev	Capital Expenses			(12,000)	187,973
PL23CAP	Hino 616 Gardeners Truck	13540 Budg Rev	Capital Expenses			(35,000)	152,973
1E1239200	Loss On Sale Of Assets - Hino 616 Gardeners Truck trade	13540 Budg Rev	Operating Expenses			(10,400)	142,573
11231150.210	Proceeds Sale Of Vehicles Cap Inc - Hino 616 Gardeners Truck	13540 Budg Rev	Capital Revenue		5,000		147,573
11239200.230	Realisation Of Assets Cap Inc - Hino 616 Gardeners Truck	13540 Budg Rev	Capital Revenue		(5,000)		142,573
E077019	Medical Centre - Receptionist Support	13540 Budg Rev	Operating Expenses			(20,000)	122,573
1825CAP	New Prado Medical centre	13540 Budg Rev	Capital Expenses			(65,000)	57,573
A001101	Essential Medical Services Reserve Bank - Transfer from F	13540 Budg Rev			45,000		102,573
110779100	Profit On Sale Of Assets MUN - Sale of Pajero Sport	13540 Budg Rev	Operating Revenue		2,000		104,573
11231150.210	Proceeds Sale Of Vehicles Cap Inc - Sale of Pajero Sport	13540 Budg Rev	Capital Revenue		20,000		124,573
11239200.230	Realisation Of Assets Cap Inc - Sale of Pajero Sport	13540 Budg Rev	Capital Revenue		(20,000)		104,573
E105010	Natural Resource Management Contribution	13540 Budg Rev	Operating Expenses		50,000		154,573
E091910	CEO House Patio Extensions	13540 Budg Rev	Capital Expenses			(3,000)	151,573
E136050	Additional repairs to the Shire Standpipes	13540 Budg Rev	Operating Expenses			(30,000)	121,573
PL17CAP	Mitsubishi Fuso Canter Crew Cab	13540 Budg Rev	Capital Expenses		45,000		166,573
113005	Lake Grace Playground Mtc	13540 Budg Rev	Operating Expenses		15,000		181,573
8300042	Lake Grace Playgroup - Playground Mtc	13540 Budg Rev	Operating Expenses		10,000		191,573
122602	Footpath Maintenance	13540 Budg Rev	Operating Expenses		30,000		221,573
122501	Maintenance Grading - Lake Grace	13540 Budg Rev	Operating Expenses		23,000		244,573
137001	Purchase Newdegate Depot Land & Buildings	13540 Budg Rev	Capital Expenses			(220,000)	24,573
				0	2,499,312	(2,498,722)	590

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**NOTE 16
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 2021-22 year is \$5,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Governance	(12,470)	(73.83%)	▼		Reimbursements (GST Incl) below budget	
Recreation and culture	(11,116)	(22.57%)	▼		Hall And Equipment Hire Fees are below budget	Affiliation Fees below budget
Economic services	(53,070)	(16.62%)	▼			Sale Of Standpipe Water below budget due to demand decrease
Other property and services	14,119	21.04%	▲	Private Works - Income exceed budget	Reimb Workers Comp Insurance Income below budget	
Expenditure from operating activities						
Governance	107,944	28.74%	▲	Admin staff Salaries & Wages, Consultancy charges, Legal Expenses and Newdegate Centenary Celebrations are down Election Expenses under the target		Computer Operating Expenses over the budget
Law, order and public safety	34,991	11.49%	▲	Bushfire Meeting, Clothing & Accessories below budget along with Maintenance Of Bushfire Land & Buildgs and Plant&Equipm		Bushfire Insurances over the budget
Health	57,094	16.86%	▲	Contract Environmental Health Officer, Doctors Residence and Medical centres Building Mtc under budget		
Education and welfare	8,319	15.98%	▲	Lake Grace Playgroup - Building Mtc and Youth Activities below budget		Removal of dangerous trees at LG Daycare - not budgeted for
Housing	68,643	38.44%	▲	Staff Housing Mtc is under budget		
Community amenities	294,060	29.55%	▲	Asbestos Removal Project, LG Sewerage and Cemeteries Maintenance under budget, along with Refuse site	Town Planner - Consult Fees down due to less demand in town planning.	
Recreation and culture	526,291	25.53%	▲	Building Maintenance of majority Cultural Buildings down, Depreciation Of Assets and Salaries & Wages LG Pool under budget		Varley Parks & Gardens over budget
Transport	339,860	10.77%	▲	Rural Roads and Town Street Mtc is under budget		
Economic services	122,113	16.21%	▲	Standpipe, Tourism Promotion & Skelton Weed Project Exp are down	Contract Building Surveyor Exp down due to reduce in demand	
Other property and services	35,248	42.46%	▲	Superannuation - Council Contribution & Sick/Holiday Pay - Outside Staff below budget along with Plant - Parts And Repairs		Plant Insurances & Licenses and Plant Internal Repair Wages over budget
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(1,032,894)	(29.68%)	▼			Bulk of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in financial year
Proceeds from disposal of assets	37,500	0.00%	▲	Sale of 2 Quondong Ct Vacant Land - was not budgeted for		
Payments for property, plant and equipment and infrastructure	4,302,148	51.37%	▲	Some of the projects have not been initiated as yet (38%), others running behind the schedule or early stage of compilation		
Financing activities						
Transfer from reserves	(52,500)	(100.00%)	▼			To be transferred on completion of works

Municipal Bank Statement

Summary:

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

Statement No 40
Statement Date 31/03/2022

Opening Balance	8,251,434.57
Deposits	\$368,625.01
Payments	-1,531,184.59
Fees	-75,246.71
Adjustments	-184,476.06
Closing Balance	6,829,152.22

Opening Balance	8,237,690.72
<u>Reconciled Items</u>	
Deposits	379,607.26
Payments	-1,521,368.74
Fees	-75,246.71
Adjustments	-183,576.06
Closing Balance	6,837,106.47

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	2,161.60
Payments	-10,115.85
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-7,954.25
Total - To agree with GL	6,829,152.22

Municipal Account - Reconciliation to 31/03/2022

G/L Account (as at Month End):

Fees:

Dept of Transport	\$75,390.30
Bank Fees	\$265.26
LESS: Interest Received	-\$408.85
	<u>\$75,246.71</u>

Adjustments

Payroll	-\$183,576.06	
Payroll Rent Deduction	-\$900.00	Included only in GL Account Adjustments (left part), shown as Payments in the Statement (right part)
	<u>-\$184,476.06</u>	

<u>Unreconciled Items:</u>	<u>\$7,954.25</u>
-----------------------------------	-------------------

Outstanding Deposits

Cash/Chq 30/03/2022	-\$2,161.60
	<u>-\$2,161.60</u>

Outstanding Payments

Chq 36970	\$100.00
Chq 36971	\$100.00
Superannuation payment	\$9,915.85
	<u>\$10,115.85</u>

ENTERED

By Victoria Fasano - FO at 1:39 pm, Apr 04, 2022

APPROVED

By Tegan Hall - MCS at 2:11 pm, Apr 04, 2022

Trust Bank Statement

Summary:

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

Statement No 40
 Statement Date 31/03/2022

Opening Balance	10,474.90
Deposits	\$0.00
Payments	0.00
Fees	0.00
Adjustments	0.00
Closing Balance	10,474.90

Opening Balance	10,525.90
<u>Reconciled Items</u>	
Deposits	0.00
Payments	-51.00
Fees	0.00
Adjustments	0.00
Closing Balance	10,474.90

Unreconciled Items

Deposits	0.00
Payments	0.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	0.00
Total - To agree with GL	10,474.90

The Bank Statement balances to the General Ledger

ENTERED

By Victoria Fasano - FO at 9:21 am, Apr 01, 2022

APPROVED

By Tegan Hall - MCS at 9:43 am, Apr 01, 2022

Shire of Lake Grace



Reserve Bank Statement

Reserve No	Reserve Account Name		Balance
11	Emergency Services Reserve Bank	\$	27,349.42
12	Housing Reserve Bank	\$	390,270.49
13	Swimming Pool (Lake Grace) Reserve Bank	\$	178,578.89
14	Land Development Reserve Bank	\$	123,741.17
15	Leave Reserve Bank	\$	224,663.10
16	Plant Replacement Reserve Bank	\$	744,787.39
17	Recreation Reserve Bank	\$	220,416.56
18	Works & Services Reserve Bank	\$	597,259.99
19	Newdegate Hall Reserve Bank	\$	126,131.03
20	Lake Grace TV Reserve Bank	\$	30,333.73
23	Varley Sullage Reserve Bank	\$	1,677.83
31	Lake Grace Sewerage Scheme Reserve Bank	\$	1,107,681.72
35	Newdegate Sports Dam Reserve Bank	\$	26,949.61
36	Newdegate Stadium Floor Reserve Bank	\$	24,315.49
37	Community Water Supply Reserve Bank	\$	12,067.81
40	Office Furniture & Equipment Reserve Bank	\$	13,407.36
41	Newdegate 100 Year Centenary Reserve Bank	\$	32,386.73
42	History Book Reserve Bank	\$	10,537.78
43	Essential Medical Services Reserve Bank	\$	560,179.14
44	AIM Hospital Museum Reserve	\$	5,862.92
			<u>\$ 4,458,598.16</u>

Bank Balance

31/03/2022

Term Deposit	\$3,508,205.02
Reserve Acc	\$950,393.14
	<u>\$4,458,598.16</u>

ENTERED

By Victoria Fasano - FO at 10:51 am, Apr 01, 2022

Variance \$0.00

APPROVED

By Tegan Hall - MCS at 8:27 am, Apr 04, 2022

Reserves Fund Statement



NEWDEGATE
MACHINERY
FIELD DAYS

2022 SPONSORSHIP AGREEMENT

between

Newdegate Machinery Field Days Inc.

and

Shire of Lake Grace



**Major sponsorship of \$2,500 (plus GST) which includes \$1,500 for the Art Acquisition Prize.
Works component sponsorship of \$12,500. Total sponsorship \$15,000.**

I hereby acknowledge that the following opportunities have been negotiated between the **Shire of Lake Grace** and **Newdegate Machinery Field Days Inc.** for the 2019 Newdegate Machinery Field Days ("2022 Field Days"):

General

1. The Shire of Lake Grace agrees to continue as a "Major Sponsor" of the 2022 Field Days to the amount of **\$12,500 (plus GST)**. Of this cash component, \$1,500 is for the **Shire of Lake Grace Acquisition Prize, in the Art Exhibition and Competition**.
2. The Shire of Lake Grace shall provide the contracted rubbish removal as per directives on attached "Rubbish Collection Arrangement"
3. The Shire of Lake Grace shall provide the water truck to damp down the laneways from Tuesday afternoon to Thursday afternoon (weather depending).
4. The Shire of Lake Grace shall provide the necessary maintenance required to gardens, entry statements, the airstrip, the Field Days site and any other town facilities in the lead up to the 2022 Field Days, to ensure they are in the best possible condition for the event.
5. The Field Days Committee will utilise the Shire of Lake Grace's **SMS Messaging service** to contact committee members advising them of monthly or special meetings.





6. The Shire of Lake Grace to have a direct link to the Field Days website from the Shire of Lake Grace webpage.
7. The sponsorship term will be from 1 July 2022 until 30 June 2023, inclusive (“Sponsorship Term”).

Relationship Development

8. The Shire of Lake Grace has the opportunity to continue the sponsorship for future field days.

Hospitality

9. A representative from the Shire to be invited to officiate at prize presentation functions or official opening where applicable.

Product Display, PR and Publicity

10. The Shire of Lake Grace to arrange booking and payment for Billboard advertising with WA Billboards, on a single side of the Billboard located at the southern entrance to Newdegate, from the period of August – September 2022.
11. The Shire of Lake Grace will receive **Site 36** in the Family Interest Display Pavilion (6m x 3m) with a 20% discount of the advertised application fee.
12. The Shire of Lake Grace logo is to appear on advertisements (press, radio and television) and any other promotional materials organised by the Field Days.
13. The Shire of Lake Grace will receive logo acknowledgement on the website with a link back to the Shire of Lake Grace webpage.
14. The Shire of Lake Grace will receive logo acknowledgement in the Newdegate Machinery Field Days Official Program.
15. The Shire of Lake Grace has the opportunity to display promotional handouts, brochures and banners, where relevant, from their site in the Family Interest Display Pavilion.
16. The Shire of Lake Grace is to receive free announcements over the Adasound PA and ‘*Agrowplow 93.1FM*’ Radio during the Field Days. The Shire of Lake Grace is to supply a 30 second script to the Sponsorship and Promotions Officer.
17. The Shire of Lake Grace is welcome to discuss the possibility of media interviews and media releases to promote their support with the Sponsorship and Promotions Officer.





Recipient Management of Sponsorship

18. A nominated representative from the Shire of Lake Grace will continually liaise with the Sponsorship and Promotions Officer of Newdegate Machinery Field Days Inc. to ensure that sponsorship benefits are met.
19. The Sponsorship and Promotions Coordinator will manage and deliver all the negotiated benefits.

Contributions by Sponsor

20. The Shire of Lake Grace will provide funding for the Newdegate Machinery Field Days for 2022 to the value of **\$2,500 (plus GST)** and works as per Numbers 2, 3, 4 and 5 in the General Section on page 1 of this 2022 Sponsorship Agreement.
21. Newdegate Machinery Field Days Inc. will meet all other associated costs.
22. Newdegate Machinery Field Days Inc. is to provide the Shire of Lake Grace with a Tax Invoice for payment.

Logo Sign Off

23. The Shire of Lake Grace logo will be the logo used on all promotion material and communications promoting the Newdegate Machinery Field Days 2022.

Shire of Lake Grace
Alan George
Chief Executive Officer

Newdegate Machinery Field Days Inc.
Greta Wolzak
Sponsorship and Promotions Coordinator

Signature:

Signature:

Date:

Date:





RUBBISH COLLECTION ARRANGEMENTS 2022

1. A Warren Blackwood Waste compactor rubbish truck shall be stationed at the Recreation Centre car park from Wednesday 7th September until Friday 9th September to receive rubbish.
2. The compactor rubbish truck shall empty all bins around the entire Field Days site on Wednesday at 7.00am and 5.00pm, on Thursday at 7.00am and 5.00pm, and on Friday at 1.00pm. If further rubbish collection is required on the Monday after Field Days, the Field Days committee will contact the Shire to arrange.
3. The compactor rubbish truck is not permitted to drive through the Field Days grounds between 8am and 5pm on Wednesday and Thursday.
4. Shire staff will be responsible for collecting full rubbish bins and ferrying them in a suitable vehicle to the compactor rubbish truck at regular intervals throughout Wednesday and Thursday as required, with a focus on all kitchen areas by 2pm. As full bins are removed, an empty bin will be substituted to maintain a consistent waste management service.
5. Shire staff to insert bin liners in bins located at the main food areas, liners to be supplied by the Field Days Committee, to minimise contamination and odour.
6. Two x 3m³ Warren Blackwood Waste recycling skip bins are supplied to the Field Days site from 8.00am on Monday 30th August until 3.00pm on Friday 3rd September (5 days); one to be located behind the Family Interest Pavilion and the other next to the Cattle display on site 166.
7. The contents of the bins in the “fireworks zone” are to be removed before 8.00am on Thursday 8th September.





Shire of Lake Grace

27 April 2022 Ordinary Council Meeting

INFORMATION BULLETIN

ITEM 16.1 - ATTACHMENTS

TABLE OF CONTENTS

REPORTS:

Title of Report	No of Pages
Infrastructure Services Report – April 2022	
Lake Grace Visitor Centre – Jan-March 2022	11
Environmental Health Officer's Report – Jan-April 2022	
Lake Grace Library Report and Statistics – April 2022	
Lake King Library Report and Statistics – April 2022	1
Newdegate Library Report and Statistics – Nil	

EXTERNAL ORGANISATIONS

Central Country Zone (CCA) Agenda and Attachments for 22 April 2022 meeting at the Shire of Wickepin	54
Digital Farm Grants Program (DFGP) Updates	1

CIRCULARS, MEDIA RELEASES & NEWSLETTERS:

Title of Attachment	No of Pages
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