



# Shire of Lake Grace

27 October 2021 Ordinary Council Meeting

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Shire of Lake Grace

Ordinary Council Meeting

# Minutes

29 September 2021

Meeting Commencing at 3:30 pm

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## 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 29 September 2021.

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

The Shire President opened the meeting at 3:30 pm.

### **1.1 Constitutional Matters**

### **2.0 DISCLAIMER**

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

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### **Acknowledgement of Country to be read by the Shire President**

*The Shire of Lake Grace acknowledges and pays respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander people.*

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

**3.1 PRESENT**

Cr LW Armstrong	Shire President
Cr R Chappell	Deputy Shire President
Cr DS Clarke	
Cr B Hyde	
Cr RA Lloyd	
Cr AD Marshall	
Cr PS Stoffberg	

**Apologies**

**In Attendance**

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

**Observers/Visitors**

Mr Jeff McKenzie – Councillor Elect  
Ms Amber McPherson – Acting CSO Shire of Lake Grace

**3.2 APOLOGIES**

**3.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED**

Cr Shane Carruthers – Leave of Absence from 27 September to 03 October 2021.

**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**

Nil

**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**

Cr Roz Lloyd submitted a Disclosure of Interest Affecting Impartiality for Item 14.1.1 Newdegate Town Hall as a Committee person on the Hainsworth (Historical) Committee.

**8.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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

Late Item 14.4.5 – Superannuation for Elected Members will be presented to the meeting by the Shire President.

**10.0 CONFIRMATION OF MINUTES**

**10.1 ORDINARY COUNCIL MEETING – 25 AUGUST 2021**

**RESOLUTION 13459**

**Moved** Cr Chappell  
**Seconded** Cr Stoffberg

That the Minutes of the Ordinary Council Meeting held on 25 August 2021 be confirmed as a true and accurate record of the meeting.

**CARRIED: 7/0**

## 10.2 SPECIAL COUNCIL MEETING – 08 SEPTEMBER 2021

### RESOLUTION 13460

**Moved** Cr Chappell

**Seconded** Cr Hyde

That the Minutes of the Special Council meeting held on 08 September 2021 be confirmed as a true and accurate record of the meeting.

**CARRIED: 7/0**

## 10.3 ANNUAL MEETING OF ELECTORS

Nil

## 11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

## 13.0 REPORTS OF COMMITTEES

### 13.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – 31 AUGUST 2021

### RESOLUTION 13461

**Moved** Cr Clarke

**Seconded** Cr Chappell

That the Minutes of the Local Emergency Management Committee meeting held on 31 August 2021 be received.

**CARRIED: 7/0**



**13.2 SHIRE OF LAKE GRACE TOURISM ADVISORY COMMITTEE (SOLGTAC) – 15 SEPTEMBER 2021**

**RESOLUTION 13462**

**Moved** Cr Marshall

**Seconded** Cr Stoffberg

That the Minutes of the Shire of Lake Grace Tourism Advisory Committee meeting held on 15 September 2021 be received.

**CARRIED: 7/0**

**13.3 BUSH FIRE ADVISORY COMMITTEE MEETING (BFAC) – 16 SEPTEMBER 2021**

**RESOLUTION 13463**

**Moved** Cr Clarke

**Seconded** Cr Hyde

That the Minutes of the Bush Fire Advisory Committee meeting held on 16 September 2021 be received.



**CARRIED: 7/0**

## 14.0 REPORTS OF OFFICERS

### 14.1 INFRASTRUCTURE SERVICES

At the commencement of the meeting, Cr Roz Lloyd submitted a Disclosure of Interest Affecting Impartiality for this item being a committee person on the Hainsworth (Historical) Committee.

#### 14.1.1 NEWDEGATE TOWN HALL

<b>Applicant:</b>	Internal Report
<b>File No.:</b>	0533
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>a) Building Audit and Report Newdegate Town Hall, prepared by Robert Petruisch</li> <li>b) Structural inspection report Newdegate Town Hall, Prepared by Jason Nguyen</li> <li>c) Email from Admin Support Trainee</li> </ul>
<b>Author:</b>	 Mr Craig Elefsen Manager Infrastructure Services
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	20 September 2021
<b>Senior Officer:</b>	 Mr Alan George Chief Executive Officer

#### Summary

For Council to authorise the reduction of the maximum occupancy to Newdegate Town Hall to a maximum number of 150, and to authorise building works to bring it up to standards for the Newdegate centenary event scheduled for 2022.

#### Background

The Newdegate Town Hall was built in 1967 and to date the only major works carried out has been the upgrade to the lesser hall. The building appears to have been forgotten about over the years and minimal maintenance and general upkeep has not been carried out.

According to the shire booking register between the dates of 20 July 2016 and 3 July 2019, the Newdegate Town Hall was predominantly used on a weekly basis by the Newdegate Gymnastics Club for the majority of months in the year, and on a weekly basis by the Newdegate Netball Club for fitness classes for a period between March 2018 and August 2018. There have also been one-off external meetings held in October 2017 and September 2018.

## Comment

In May 2019 the Shire of Lake Grace submitted an insurance claim to LGIS whom the Shire insures buildings and assets through, for water damage to the lesser hall.

In November 2020 after numerous attempts to find contractors it was agreed between the Shire and the insurance company that the best way out was to pay out the claim and leave it up to the Shire to complete the works when contractors become available. In Phase 2 of the Local Roads and Community infrastructure council agreed to allocate some money towards the Newdegate town hall repairs/maintenance.

With how old the building is it appears to be in reasonable condition for its age, there are many old and decaying parts to the building embedded within its foundations such that it will require more and more invasive maintenance work going forward. However replacing or demolishing the hall would be a major cost to the whole shire how far do we go. There is also the matter of whether the Newdegate community is in favour of replacing or demolishing the hall, or if they would rather perform a thorough refurbishment.

For now, it is recommended to repair and upgrade the town hall to standards so that it can be used by the Newdegate community (and further afield) for the time being, while plans are drawn for the eventual replacement or refurbishment. The types of upgrades required are to do with disability access in recent Australian Standards and Building Code of Australia revisions.

Additionally it was observed that the Newdegate Public Hall does not fulfil the available toilet requirements to have 300 persons max occupancy. According to the current building requirements from the National Construction Code, the max occupancy is to be downgraded to 150 persons.

The Shire does not have quotes to carry out the building works as specified in the February 2021 report supplied by Mr Robert Petrusich so the final cost of it is not known. There is currently \$100,000 held in Job NGPHCAP "Newdegate Public Hall" for capital works on the hall, but there could be a chance we require more. Therefore we will draw from the Newdegate Hall Reserve if required, which has a balance of \$125,789.

## Legal Implications

*Disability Discrimination Act 1992*  
*Health (Miscellaneous Provisions) Act 1991*

## Policy Implications

Nil

## Consultation

Internal: Shire of Lake Grace Admin Staff

External: Mr Jason Nguyen, Structural Engineer  
Mr Robert Petrusich, Building Surveyor

### Financial Implications

All spending to bring the Newdegate Town Hall to a usable level will be incurred under Job NGPHCAP which has \$100,000 allocated to it in the 2021/22 Annual Budget. If required the Shire may transfer money out of the Newdegate Hall Reserve which holds a balance of \$125,879.

### Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

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

Outcomes 2.1 An engaged, supportive and inclusive community

2.1.1 Community services and infrastructure meeting the needs of the district

2.1.2 Maintain and support the growth of education, childcare, youth and aged services

2.2 A healthy and safe community

2.2.1 Maintain and enhance sport and recreation facilities

Environment Objective – Protect and enhance our natural and built environment

Outcomes 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

Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values

Outcome 4.2 An efficient and effective organisation

4.2.2 Comply with statutory and legislative requirements

*Cr Roz Lloyd submitted a Disclosure of Interest Affecting Impartiality for this item being a committee person on the Hainsworth (Historical) Committee.*

Standing Order - the following Recommendation / Resolution was presented to the Council:

#### **RESOLUTION 13464**

**Moved** Cr Stoffberg

**Seconded** Cr Marshall

That Cr Roz Lloyd remain in the room, be included in the discussion and allowed to vote on Item 14.1.1 – Newdegate Town Hall.

**CARRIED: 6/0**

### **RESOLUTION 13477**

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

That Council suspend Standing Orders to allow discussions

**CARRIED: 7/0**

Discussions took place regarding the recommended points with several changes determined.

### **RESOLUTION 13466**

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

That Council resume Standing Order to discuss as per Agenda.

**CARRIED: 7/0**

### **RESOLUTION 13465**

**Moved** Cr Stoffberg  
**Seconded** Cr Hyde

That Council:

- 1) authorise the reduction of the maximum number of persons attending the Newdegate Town Hall to a maximum of 150 people down from the original maximum of 300 persons;
- 2) authorise the following works on the Newdegate Town Hall –
  - a) Install hand rails on all external stair cases,
  - b) Install a disabled access ramp to the front of the hall with a maximum gradient of 1:14;
  - c) Remove complete flooring in the Lesser Hall and replace with suitable subflooring and install vinyl plans on top
  - d) Replace all gutters and downpipes
  - e) Paint all external asbestos cladding, window frames, facia, timber doors
  - f) Remove staircase to upper level to prevent access
  - g) Complete all other works required to bring it up to a usable standard for the Newdegate centenary event
- 3) authorise the CEO to transfer money out of reserve Newdegate Hall Reserve to Job NGPHCAP “Newdegate Public Hall” if required.

*Before the voting, the following changes were made on the above and below became part of the substantive motion:*

- (e) paint / seal all external asbestos cladding, window frames, fascia, timber doors*
- (f) isolate staircase to upper level to prevent access and keep the door locked*
- (g) capital works to be limited to \$100,000. Any expenditure required above this amount must be taken to Council for approval.*

*Number 3 above to be replaced by:*

- (3) Community consultation to be undertaken for the future of the Newdegate Town Hall following the Newdegate Centenary celebrations.*

**CARRIED: 7/0**

#### Voting Requirements

Simple majority required.



**14.2 PLANNING**

Nil

**14.3 HEALTH AND BUILDING**

Nil

**14.4 ADMINISTRATION****14.4.1 SOUTHWEST NATIVE TITLE SETTLEMENT**

<b>Applicant:</b>	Department of Planning Lands and Heritage
<b>File No.:</b>	0306 / 0809
<b>Attachments:</b>	South West Native Title Settlement Map
<b>Author:</b>	 Mr Alan George Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	16 September 2021
<b>Senior Officer:</b>	 Mr Alan George Chief Executive Officer

Summary

For Council to provide comment on the lands identified for possible transfer and inclusion in the Noongar Land Estate.

Background

The South West Native Title Settlement (Settlement) is a landmark native title agreement reached between the State Government (State) and the six Noongar Agreement Groups. The six (6) requisite Indigenous Land Use Agreements (ILUAs) were conclusively registered, leading to the Settlement commencing on 25 February 2021 after some years of delay. The Settlement recognises the Agreement Groups as the Traditional Owners of the south west of Western Australia, while resolving native title in exchange for a negotiated package of benefits. The area subject to the Settlement is depicted in the attached map.

A key negotiated benefit is the delivery of a 320,000-hectare Noongar Land Estate, in accordance with the Noongar Land Base Strategy (Annexure J to the ILUAs). The Noongar Land Estate will contain up to 300,000 hectares of land transferred in reserve or leasehold, and up to 20,000 hectares of land transferred in freehold. The Landholding Body for all land transferred is the Noongar Boodja Land Sub Pty Ltd, which will hold and manage the land in the Noongar Land

Estate in consultation with the soon to be established Noongar Regional Corporations. All land will be used and managed in line with Noongar cultural, social and economic aspirations for the benefit of generations to come.

Over the next five years, the Department of Planning, Lands and Heritage (Department) will progress selected land parcels through to transfer under the Settlement, subject to all necessary consultation and approvals with stakeholders. Land eligible for inclusion in the Noongar Land Estate includes:

- unallocated Crown land;
- unmanaged reserves;
- land owned or held by the Aboriginal Lands Trust / Aboriginal Affairs Planning Authority; and
- land owned or held by State agencies or Local Government Authorities, at the discretion of the State agency or Local Government Authority.

### Comment

A key part of the process being followed by the Department involves the referral of land under consideration for inclusion in the Noongar Land Estate to relevant State agencies and Local Government Authorities.

Council is requested to provide comment on two (2) parcels of land, being:

1. on the southern boundary of the shire being Reserve 36444, Certificate of Title 3066/271 comprising 422.26ha (see attachment 2). The land in question is on the far eastern end of Lake Magenta Nature reserve on the north side of Mallee Rd which is the border with Ravensthorpe Shire. The responsible government agency is DPLH
2. Reserve 19202, C/T 3065/837 comprising 15.99ha located on Bidy-Camm Rd approximately 500m west of Burngup South Rd. This reserve is the responsibility of DWER.

Comments are being sought on;

1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
2. Does the Shire have any interest in the land?
3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
4. Is the land parcel subject to any mandatory connection to services?
5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?
6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?



8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

It is Administration's belief that comment only need to be made on questions 1 & 2 given the nature and location of the land in question.

These requests are just the start of more anticipated to follow over the next five years. It is worthwhile noting that whilst these are in remote locations with little or no interest to the Shire that some other shires have had requests regarding UCL in townsites.

#### Legal Implications

South West Native Title Settlement

#### Policy Implications

Nil

#### Consultation

Nil

#### Financial Implications

Nil

#### Strategic Implications

Nil

### **RESOLUTION 13467**

**Moved** Cr Stoffberg

**Seconded** Cr Lloyd

That Council authorises Administration to provide comment on the consideration for inclusion in the Noongar Land Estate of:

1. Reserve 36444 being Certificate of Title 3066/271, and
2. Reserve 19202 being Certificate of Title 3065/837

Comments to read as follows:

- |   |     |
|---|-----|
| 1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement? | Yes |
| 2. Does the Shire have any interest in the land?  | No  |



- 3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained. No
- 4. Is the land parcel subject to any mandatory connection to services? No
- 5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe? No
- 6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe? No
- 7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect? Nil
- 8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints). None that the Shire is aware of
- 9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

**CARRIED: 7/0**

Voting Requirements

Simple majority required.

**14.4.2 AA DAM – 438 LAKE MAGENTA**

<b>Applicant:</b>	Shire of Lake Grace
<b>File No.:</b>	0504
<b>Attachments:</b>	1. Dam Location 2. Dam Photo
<b>Author:</b>	 Mr Alan George Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	23/9/21
<b>Senior Officer:</b>	 Mr Alan George Chief Executive Officer

Summary

Shire of Lake Grace to take control of AA Dam 438 Lake Magenta from the Water Corporation once the dam and catchment have been cleaned up through funding under the National Water Grid Connections fund (NWGCf).

Background

AA Dam 438 is located on Magenta Road approximately 3.5km south of Ardlar Road and was originally offered to the Shire several years ago by the Water Corporation who advised that it was not required and that it would not be carrying out any maintenance on the dam. Upon viewing the dam, it was decided that the dam needed a lot of work on the catchment and dam itself and that the Shire was not interested in taking it over due to the cost to rectify the problems. At this time the Shire was offered several other dams, some of which it was agreed to take over whilst the others were rejected. Those dams agreed to take over were all located to the north of the Lake Grace / Lake King road as those offered to the south of the road were not viable prospects

Comment

Through the National Water Grid Connections fund (NWGCf), which is a joint funding arrangement between the state and federal governments, several sites within the Shire of Lake Grace have been identified by the Department of Water as being recipients of the funding to upgrade or replace water supplies and catchments. These sites include dams and catchments at Purnta Rock, Lake Grace North, Burngup Railway Bore, Varley North Community Dam and AA Dam 438 Lake Magenta (north). There is a possibility that this funding will also extend to a new dam at the Lake King airstrip.

As this dam is a Water Corporation dam and they refuse to keep it maintained, the Department of Water is requesting Council to take over the dam once the proposed works are carried out. This area is not connected to the water grid so the opportunity to have another dam upgraded in the area at no cost to the council is considered too good an opportunity to pass up. Once the upgrade is completed only regular minor maintenance will be required to maintain it.

Legal Implications

Nil

Policy Implications

Nil

Consultation

External            Ms Sandy Turton- Parkinson - Department of Water

Financial Implications

Nil initially but minor cost for the upkeep in 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
  - 1.1.3    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

**RESOLUTION 13468**

**Moved** Cr Stoffberg

**Seconded** Cr Lloyd



That Council advises the Water Corporation that it will accept the takeover of AA Dam 438 Lake Magenta once the upgrades to be carried out under the National Water Grid Connections fund (NWGCf) by the Department of Water are completed.

**CARRIED: 7/0**

Voting Requirements

Simple majority

<b>14.4.3 REVIEW OF PURCHASING POLICY</b>
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<b>Applicant:</b>	Shire of Lake Grace
<b>File No.:</b>	0050
<b>Attachments:</b>	Proposed Shire of Lake Grace Policy 3.7 – Purchasing
<b>Author:</b>	 Mr Chris Paget Deputy Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	24 September 2021
<b>Senior Officer:</b>	 Mr Alan George Chief Executive Officer

### Summary

For Council to consider the review of Shire of Lake Grace Policy 3.7 – Purchasing, in order to improve the effectiveness, efficiency and clarity of the policy to staff, elected members, suppliers and our community.

### Background / Comment

In May 2020 amendments to the Shire of Lake Grace purchasing policy were made to reflect the new Covid-19 induced thresholds for public tender requirements which were increased from \$150,000 to \$250,000. Other general purchasing thresholds were also amended as per guidelines provided by WALGA in their model template.

As part of the ongoing overall policy manual review and update process, evaluation of the purchasing policy has recently been undertaken by the executive management team in order to update recent legislative changes and to identify any possible discrepancies or administratively inefficient processes within it.

One major difficulty identified involves the requirement to obtain number of written quotes required for each proposed purchase within certain value ranges; in many instances staff have advised that this is simply not possible as potential suppliers are either not available due to their specialist nature/only locally based source, or because of Covid-19 demands they do not have the time or future availability to do so, or simply not prepared to quote (in some cases unless they are paid to do so). Consequently, the proposal is to amend the policy wording to read “seek” (using all best efforts) a specified number of written quotes, and make record of the potential suppliers contacted and reason/s for being unable to meet the prescribed amount.

Furthermore, the wording used in the existing policy did not clearly detail the quotation requirements for when purchasing from a WALGA Preferred Supplier Arrangements (PSA), a

WA State Government Common Use Agreements (CUA), or any other tender exempt arrangement. It is proposed to amend this to seeking and obtaining 1 written quotation from suppliers who are qualified and registered under these systems. The rationale for this being that the WALGA PSA, State CUA and other tender exempt arrangements have already been through a rigorous procurement evaluation, which address all regulatory purchasing requirements and value for money assessment and thus do not require the Shire to duplicate the same processes.

As a further part of the review, it was also considered prudent to reduce the number of purchasing thresholds categories by amending the purchase value ranges within each category, in order to make the policy more compatible with current purchasing practices and requirements

### Legal Implications

#### *Local Government Act 1995*

##### 3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

**Local Government (Functions and General) Regulations 1996**, Part 4Reg 11. When tenders have to be publicly invited

#### (1A) In this regulation —

state of emergency declaration has the meaning given in the Emergency Management Act 2005 section 3.

Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.

#### 11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
  - (a) the form of quotations acceptable; and
  - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
  - (b) the recording and retention of written information, or documents, in respect of —
    - (i) all quotations received; and
    - (ii) all purchases made.

### Policy Implications

Updated policies are intended to provide the Shire with clearer direction to guide the CEO/administration in the execution of decisions of Council, achieve the strategic direction of the Shire of Lake Grace and maintain legislative compliance.

### Consultation

Internal – Mr Alan George - Chief Executive Officer  
Mr Craig Elefsen - Manager Infrastructure Services  
Shire of Lake Grace Finance & Technical Admin staff

External – WALGA Governance & Procurement teams  
Department of Local Government, Sports & Cultural Industries  
Office of the Auditor General (Local Government Procurement Better Practice Guide)  
Neighbouring Local Governments

### Financial Implications

There are no direct financial implications of adopting the proposed changes to the purchasing policy, however the proposed changes are aimed at ensuring that the Shire of Lake Grace obtains value for money in its purchasing in a legally and ethically compliant manner.

### Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

Leadership – Strong governance and leadership, demonstrating fair and equitable community values

Outcome 4.1 A strategically focused, unified Council functioning efficiently

4.1.1 Provide informed leadership on behalf of the community

4.1.3 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

**RESOLUTION 13469**

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

That Council adopt the modified and updated purchasing policy as presented.

### SECTION 3 FINANCE / ACCOUNTING

#### POLICY 3.7 PURCHASING POLICY

**POLICY** The Shire of Lake Grace (the "**Shire**") is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire strategic and operational objectives.

This policy complies with the Local Government (Functions and General) Regulations 1996 ('the Regulations').

#### 1.1 OBJECTIVES

- The Shire's purchasing activities will achieve:
- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;
- Risks identified and managed within the Shire's Risk Management framework;
- Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire's Record Keeping Plan;
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

#### 1.2 ETHICS & INTEGRITY

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

#### 1.3 VALUE FOR MONEY

Value for money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantage.



### **1.3.1 Assessing Value for Money**

Assessment of value for money will consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

## **1.4 PURCHASING THRESHOLDS AND PRACTICES**

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

### **1.4.1. Policy Purchasing Value Definition**

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and
- Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works. OR
- Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three-year period. This period may be extended to a maximum of 5 years only where the supply category has a high risk of change i.e. to technology, specification,

availability or the Shire's requirements (Regulation 12).  
The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

#### 1.4.2. Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

#### 1.4.3 Purchasing Officers – Financial Limits

All orders with the exception of petty cash outlays require the issue of a Purchase Order.

All officers are permitted to obtain verbal or written quotations for goods and services for the Shire, however the following officers are permitted to issue purchase orders on behalf of the Shire of Lake Grace within the financial limits specified:

Officer	Purchase Order Value
Chief Executive Officer	Unlimited (within adopted budget and guidelines)
Deputy Chief Executive Officer	\$50,000
Manager Infrastructure Services	\$50,000
Manager Corporate Services	\$50,000

#### 1.4.4 Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities:

#### 1.4.4 Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the Applicable purchasing practices which apply to the Shire's purchasing activities:

Purchase Value Threshold (ex GST)	Purchasing Practice Required
Up to \$1,000 (ex GST)	<p>Purchase directly from supplier using a Purchase Order or Corporate Credit Card issued by the Shire of Lake Grace.</p> <p>The preference is to purchase from a Shire based business if such suitable supplier can be sourced.</p> <p>Alternative suppliers are encouraged to be used if possible to ensure best value for money and adequate market share.</p>
From \$1,001 up to \$10,000 (ex GST)	<p>Purchase directly from a supplier using a Purchase Order or Corporate Credit Card issued by the Shire of Lake Grace, seek at least one (1) verbal or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> <li>an existing panel of pre-qualified suppliers administered by the Shire of Lake Grace; or</li> <li>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use</li> </ul>

Purchase Value Threshold (ex GST)	Purchasing Practice Required
	<p>Arrangement (CUA); or</p> <ul style="list-style-type: none"> <li>from the open market.</li> </ul>
<p>From \$10,001 up to \$50,000 (exc GST)</p>	<p>Seek at least one (1) written quotation from a suitable supplier on the open market.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then one (1) quote must be sought from either:</p> <ul style="list-style-type: none"> <li>a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>other suppliers that are accessible accessible under a State Government Common Use Arrangement (CUA).</li> </ul> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>a brief outline of the specified requirement for the goods; services or works required; and</li> <li>value for money criteria, not necessarily the lowest price.</li> </ul> <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>
<p>From \$50,001 up to \$100,000 (exc GST)</p>	<p>Seek at least two (2) written quotations, if practical, from suitable suppliers on the open market.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p>
	<p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then one (1) quote must be sought from either:</p> <ul style="list-style-type: none"> <li>a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>other suppliers that are accessible under a State Government Common Use Arrangement (CUA).</li> <li>the open market.</li> </ul>
	<p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation is to be sought, where a suitable supplier is available, from:</p> <ul style="list-style-type: none"> <li>a WA Disability Enterprise; and / or</li> <li>an Aboriginal Owned Business; and / or</li> <li>a Local Supplier.</li> </ul>
	<p>The purchasing decision is to be based upon assessment of the suppliers response to:</p>

Purchase Value Threshold (ex GST)	Purchasing Practice Required
	<ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• value for money criteria, not necessarily the lowest price. The procurement decision is to be represented using the Brief Evaluation Report Template.</li> </ul>
<p>From \$100,001 up to \$249,999 (exc GST)</p>	<p>Seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then at least one (1) quote must be sought from either:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>• other suppliers that are accessible under a State Government Common Use Arrangement (CUA).</li> </ul> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation of the three (3) quotations is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> <li>• a WA Disability Enterprise; and / or</li> <li>• an Aboriginal Owned Business; and / or</li> <li>• a Local Supplier.</li> </ul> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be represented using an Evaluation Report template.</p>
<p>Over \$250,000 (exc GST)</p>	<p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements. If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then either:</p> <ul style="list-style-type: none"> <li>• Seek at least three (3) written quotations from a supplier included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement;</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and</li> </ul>

Purchase Value Threshold (ex GST)	Purchasing Practice Required
	<p>relevant Shire Policy requirements.</p> <p>The purchasing decision is to be based upon the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be represented using the Evaluation Report template.</p>
Emergency Purchases (Within Budget)	Must be approved by the President or by the Chief Executive Officer under delegation and reported to the next available Council Meeting
Emergency Purchases (Not Included in Budget)	<p>Only applicable where, authorised in advance by the President in accordance with s.6.8 of the Local Government Act 1995 and reported to the next available Council Meeting. Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply must be obtained from the Panel suppliers.</p> <p>If, however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from WALGA Preferred Supplier Arrangement is available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best and sustainable consideration.</p>
LGIS WA Services	The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the Act and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-based service and is not defined as a purchasing activity subject to this Policy. Should quotations for insurance services be sought from alternative insurance suppliers, compliance with this Policy is required.

#### 1.4.5 Exemptions

An exemption from the requirement to publicly invite tenders may apply when the purchase is:

- obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement.
- from a pre-qualified supplier under a Panel established by the Shire;
- from a Regional Local Government or another Local Government;
- acquired from a person/organisation registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less (exc GST) and represents value for money;
- acquired from an Australian Disability Enterprise and represents value for money;

- the purchase is authorised under auction by Council under delegated authority;
- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- the purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

The following exemptions where the Shire is not required to undertake a competitive purchasing process (as detailed in section 3.3 of this Policy) and where the total value of the purchase does not exceed \$250,000 (inclusive of GST) include:

- Services / Memberships of WALGA, Local Government Insurance Services WA (LGIS WA), 4WDL, VROCs and other cooperative local government groupings the Shire is involved with;
- Aboriginal Corporations registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation;
- Advertising – Newspapers and publications (for example: local papers, The West Australian, State Government Gazette);
- Annual Memberships / Subscriptions;
- Annual Service / Software Maintenance / Support Fees; • Fuels and oils for shire vehicles, plant and equipment; • Provision of utility services (where only sole provider exists); and
- Purchases for maintenance of equipment from Original Equipment Manufacturer (OEMs) and where warranty provisions may be void.
- Where for various reasons it is considered in the best interest of the Shire to undertake procurement activities which are not provided for by this policy, an officer may:
  - Recommend to the CEO reasons to undertake unique or urgent expenditure up to a value of \$10,000;
  - CEO to evaluate the recommendation of unique and urgent expenditure for approval or refusal;
  - Copy of any approval to be attached to the purchase order.

#### **1.4.6 Inviting Tenders Under the Tender Threshold**

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 threshold.

This decision will be made after considering:

- Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and
- Any value for money benefits, timeliness, risks; and
- Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire's tendering procedures must be followed in full.

#### **1.4.7 Other Procurement Processes**

##### **1.4.7.1 Expressions of Interest**

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value, or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers. In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and another non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

##### **1.4.7.2 Request for Proposal**

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request For Proposal would still be conducted under the same rules as for a Request For Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

#### **1.4.8 Emergency Purchases**

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act and including natural disasters such as fire and flood. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

#### **1.4.9 Sole Source of Supply**

A sole source of supply arrangement may only be approved where the:

- Purchasing value is estimated to be over \$10,000; and
- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

#### **1.4.10 Anti-Avoidance**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire administration will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 1.4.3 above.

## **2 SUSTAINABLE PROCUREMENT**

### **2.1. LOCAL ECONOMIC BENEFIT**

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;



- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy. This criterion will relate to local economic benefits that result from Tender processes.

## **2.2. PURCHASING FROM DISABILITY ENTERPRISES**

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

## **2.3. PURCHASING FROM ABORIGINAL BUSINESSES**

A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth \$250,000 or less, and
- a best and sustainable value assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

## **2.4. PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES**

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to suppliers which:

- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment

- are manufactured, purchased, packaged, delivered, used, and disposed; and
- encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

### **3 PANELS OF PRE-QUALIFIED SUPPLIERS**

#### **3.1. OBJECTIVES**

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

#### **3.2. ESTABLISHING AND MANAGING A PANEL**

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are

achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

### **3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS**

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 1.4.3 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

### **3.4. PURCHASING FROM THE PANEL**

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications can be made through eQuotes (or other nominated electronic quotation facility).

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

#### **4. PURCHASING POLICY NON-COMPLIANCE**

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994;
- misconduct in accordance with the Corruption, Crime and Misconduct Act 2003.

#### **5. RECORD KEEPING**

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire of Lake Grace Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

For the quotation process, this includes:

- Quotation documentation
- File notes for verbal quotes
- Internal documentation
- Purchase orders or requisitions
- Any other relevant correspondence.
- A copy of the Record of Quotations Obtained for Purchase document to be completed and attached to the Purchase Order.

For the tendering process, this includes:

- Advertising
- Tender documentation

- Evaluation documentation
- Enquiry and response documentation; and
- Notification and award documentation

Where a verbal quotation is required under this policy then the following information must be noted on the Record of Quotations Obtained for Purchase document and attached to the Purchase Order.

- Details of goods and services required;
- The name of any supplier who was requested to provide a quotation and the date on which it was requested; and
- The name of any supplier who submitted the quotation, the amount of the quotation and the date on which it was received

Where a written quotation is required under this policy then the written request for quotation, the amount of the quotation and the date on which it was received.

**HISTORY** Resolution 13469, 29 September 2021  
Review, 23 June 2021 – Resolution 13425  
Amended 20 May 2020 Motion 13243  
Amended 17 April 2019 Motion 12976  
Amended 20 February 2019 Motion 12915  
Amended 22 June 2016 Motion 12312  
Amended 24 June 2015 Motion 12059

Motion 11479 25 July 2012 – amended with regard to accessing preferred suppliers and officers able to purchase on the Shire's behalf

Motion 10951 24 February 2010 – amended to streamline requirements for written quotations where value is minimal and availability limited, and incorporate local price preferencing.

Motion 10602 April 2008 – amended by deletion of the administrative process for the calling of tenders which are regulated.

**REVIEW** Chief Executive Officer / Deputy Chief Executive Officer


September 2021

**CARRIED: 7/0**

### Voting Requirements

Simple majority required.

**14.4.4 APPOINTMENT OF FIRE CONTROL OFFICERS – SHIRE OF LAKE GRACE**

<b>Applicant:</b>	Shire of Lake Grace
<b>File No.:</b>	0177
<b>Attachments:</b>	Nil
<b>Author:</b>	<i>M Castaldini</i>  Mr Matt Castaldini Community Emergency Services Manager
<b>Disclosure of Interest:</b>	Nil.
<b>Date of Report:</b>	24/09/2021
<b>Senior Officer:</b>	  Mr Alan George Chief Executive Officer

Summary

This report is to advise Council that persons have been noted as a dual Fire Control Officers (FCO) from a neighbouring Local Government and the appointment of a Deputy Chief Bush Fire Control Officer (DCBFCO) for the Shire of Lake Grace.

Background

The Bushfires Act 1954 gives the provision to appoint Fire Control Officers within the Local Government area for aiding with the control of fire and coordination of voluntary firefighters.

The Shire of Lake Grace have traditionally appointed nominated community members from BFAC, neighbouring Local Governments and staff as applicable to the role.

Comment

The Shire of Lake Grace (SoLG) received a request from the Shire of Dumbleyung (SoD) for two of their FCO's, Mr Ross Davidson and Mr Mark Pearce, to be appointed as dual Fire Control Officers. These nominated persons, pursuant to S.39A (1), (2) of the Bush Fires Act 1954, are not required to be appointed as FCO's in the SoLG. These gentlemen have authority as FCO's within the SoLG in the absence of a SoLG FCO as they have been appointed as an FCO for the SoD.

Following the appointment of Mr Matt Castaldini to the role of Community Emergency Services Manager (CESM), he has been appointed as a DCBFCO for the execution of his duties.

## Legal Implications

### Bush Fires Act 1954

#### **S.39A. Duties of bush fire authorities on outbreak of fire**

- (1) On the outbreak of a bush fire at a place within or adjacent to the district of a local government, the bush fire control officers, bush fire brigade officers, or bush fire brigade members, of the local government, or as many of them as may be available may, subject to this Act, take charge of the operations for controlling and extinguishing the bush fire or for preventing the spread or extension of the fire.
- (2) Where a bush fire to which this section applies occurs, if a bush fire control officer, bush fire brigade officer, or member of a bush fire brigade, of the local government in whose district the bush fire is burning is not present at the fire, a bush fire control officer, a bush fire brigade officer, or member of a bush fire brigade, of a local government whose district is adjoining or adjacent, may exercise in respect of the bush fire, all powers and authorities of a bush fire control officer of the local government in whose district the fire is burning.
- (3) This section applies only to bush fires which —
  - (a) have been lit or are maintained unlawfully; or
  - (b) have occurred accidentally; or
  - (c) have ceased to be under control or are not adequately controlled; or
  - (d) are declared in the regulations to be bush fires to which this section applies.

#### **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.
- (2E) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the FES Commissioner, by the FES Commissioner.
- (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
  - (a) carrying out normal brigade activities;

- (e) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
- (f) procuring the due observance by all persons of the provisions of Part III.

### Policy Implications

Nil

### Consultation

Internal            Mr Brad Watson (CBFCO)  
External           Ms Kristina Papprell (Shire of Dumbleyung)

### Financial Implications

Costs associated with publication of the appointment in a local newspaper.

### 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

                    2.2.3 Support provision of emergency services and encourage community volunteers

Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values.

Outcomes 4.2    An efficient and effective organisation

                    4.2.2 Comply with statutory and legislative requirements

## **RESOLUTION 13470**

**Moved** Cr Clarke

**Seconded** Cr Chappell

That Council acknowledge that persons have been noted as a dual Fire Control Officers (FCO) from a neighbouring Local Government without appointment and the appointment of the CESM, Mr Matthew Castaldini, as a Deputy Chief Bush Fire Control Officer (DCBFCO) for the Shire of Lake Grace.



**CARRIED:            7/0**

Voting Requirements

Absolute majority required.



<b>14.4.5 SUPERANNUATION FOR ELECTED MEMBERS</b>
--

<b>Applicant:</b>	WALGA
<b>File No.:</b>	Nil
<b>Attachments:</b>	Draft Policy Proposal
<b>Author:</b>	 Mr Alan George Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	28 September 2021
<b>Senior Officer:</b>	 Mr Alan George Chief Executive Officer

Summary

For Council to view the draft policy proposal for payment of superannuation to elected members as proposed by WALGA and to provide any comments for forwarding to WALGA prior to 22 October 2021.

Background

Under current arrangements, Elected Members can voluntarily decide to have all or a portion of their allowances paid into a superannuation fund.

In addition, under the Superannuation Guarantee (Administration) Act 1992 (Cth), Local Governments can unanimously resolve to be considered an *eligible* local governing body' through the Taxation Administration Act 1953 (Cth).

As a consequence of such a resolution, Elected Members would then be treated similarly to employees and the Local Government would be required to make superannuation contributions in addition to payment of allowances. However, a resolution of this nature also has significant implications:

- pay as you go (PAYG) tax would be required to be withheld for remission to the Australian Taxation Office (ATO), and
- Fringe Benefit Tax (FBT) would be applicable to all benefits provided to Elected Members. For these reasons, Local Governments in Australia typically do not pursue this course of action.

Comment

The recommended advocacy approach is to propose that the Local Government Act 1995 be amended to facilitate the payment of superannuation to Elected Members in addition to

fees and allowances.

A fundamental question relates to whether the proposed amendment to the Local Government Act should require Local Governments to pay superannuation, or whether the decision to pay superannuation should be a decision of Council.

Under the principle of general competence, Local Governments should be empowered to manage their own affairs and the case could be made that this ought to extend to the payment of superannuation to Elected Members. However, as the superannuation system is underpinned by its universality, and there is potential for payment of superannuation to become a political debate around the Council table, a strong case can be made for the payment of superannuation to Elected Members to be a legislative requirement.

On balance, it is posited that, to achieve the objectives of the superannuation system and to avoid politicisation of the decision at a local level, payment of superannuation should be a universal entitlement for Elected Members and therefore a requirement of Local Governments contained in the Local Government Act.

#### Legal Implications

The Local Government Act 1995 would need to be amended to allow the suggested changes to payment of superannuation.

#### Policy Implications

Nil at this stage.

#### Consultation

External            WALGA

#### Financial Implications

There will be costs involved associated with the payment of superannuation to elected members. An example of the costs for a Band 4 council with the maximum number of elected members being paid the maximum allowance is \$13,965 at the current superannuation rate of 10%

#### Strategic Implications



Nil

That Council considers the proposal by WALGA for the payment of superannuation to elected members and to provide any feedback to Administration by 15 October 2021 to allow a response to be forwarded to WALGA for State Council consideration.

#### Voting Requirements

For information only - no voting required

**14.5 FINANCE****14.5.1 ACCOUNTS FOR PAYMENT – AUGUST 2021**

<b>Applicant</b>	Internal Report
<b>File No</b>	0277
<b>Attachments</b>	List of Accounts Payable
<b>Author</b>	 Ms Rebecca Clark Finance Officer – Rates & Creditors
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	17 September 2021
<b>Senior Officer</b>	 Mr Chris Paget Deputy Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of August 2021.

Background

List of payments for the month of August 2021 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

N/A

Financial Implications

The list of creditors paid for the month of August 2021 from the Municipal and Trust Accounts total is \$504,043.71.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027  
 Leadership – Strong governance and leadership, demonstrating fair and equitable community values.

Outcomes 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

**RESOLUTION 13472**

**Moved** Cr Marshall  
**Seconded** Cr Hyde

That Council ratify the list of payments totalling \$504,043.71 as presented for the month of August 2021 incorporating:

<b>Payment Method</b>	<b>Cheque/EFT/DD Number</b>	<b>Amount</b>
Trust Account	1539	\$51.00
Electronic Funds Transfers	EFT22523 - EFT22619	\$451,449.13
Municipal Account Cheques	36948 – 36952	\$14,067.65
Direct Debits	DD9628.1 – DD9665.1	\$38,475.93
	<b>TOTAL</b>	<b>\$504,043.71</b>

to the Municipal account, totalling \$504,043.71 which were submitted to each member of the Council on 29 September 2021, 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: 7/0**

Voting Requirements

Simple majority required.

**14.5.2 FINANCIAL REPORTS – AUGUST 2021**

<b>Applicant</b>	Internal Report
<b>File No</b>	0275
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Monthly Financial Reports</li> <li>• Bank reconciliations – June 2021</li> </ul>
<b>Author</b>	 Ms Victoria Fasano Finance Officer – Reporting and Investments
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	16 September 2021
<b>Senior Officer</b>	 Mr Chris Paget Deputy Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 31 August 2021 and Bank Reconciliations for the month ending 31 August 2021.

Background

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

Comment

As at 31 August 2021, operating revenue over target by 1.39% (\$77,972) mostly due to Operating grants received earlier than budgeted and Advanced Housing Rates Contribution was not budgeted for. Interest earnings below target due to low interest rates.

Operating expenditure is under YTD budget by \$371,406 (20.18%) mainly due to Materials and contracts, employee and overhead cost down, but it is still only second month into new financial year and is expected.

The capital program is within budget threshold and tracking well with minor variances in Grants and Contributions (-6.38%) and Payments for property, plant and equipment (+4.71%).

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 \$5,500,000).

Outstanding rates is at the level expected considering the rates notices had been sent on 06 August 2021 and due on 10 September 2021. Collected to date is 12.2%.

General debtor is \$311,968 with no major outstanding debts to follow up.

The monthly financial reports include the accompanying Local Government special purpose financial statements for the Shire of Lake Grace which comprises the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 August 2021. 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 – 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

**RESOLUTION 13472**

**Moved** Cr Stoffberg  
**Seconded** Cr Chappell

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


1. Statements of Financial activity for the period ended 31 August 2021
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 August 2021

**CARRIED: 7/0**

Voting requirements

Simple majority required.

**14.6 COMMUNITY SERVICES****15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN****16.0 INFORMATION BULLETIN – SEPTEMBER 2021**

<b>Applicant:</b>	Internal Report
<b>File No.</b>	Nil
<b>Attachments:</b>	Information Bulletin
<b>Author:</b>	<i>RRRose</i> Mrs Racelis Rose Executive Assistant
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	27 SEPTEMBER 2021
<b>Senior Officer:</b>	 Mr Chris Paget Deputy Chief Executive Officer

Summary

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

Background

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 September 2021 Information Bulletin attachment include:

### Reports:

- Infrastructure Services Report – August 2021
- Environmental Health Officer Report – Nil
- Lake Grace Visitor Centre Report – Nil
- Lake Grace Library Report and Statistics – Nil
- Lake King Library Report and Statistics – September 2021
- Newdegate Library Report and Statistics – September 2021

### Circulars, Media Releases, Newsletters, Letters:

- PHEOC Bulletin No. 76
- PHEOC Bulletin No. 77
- PHEOC Bulletin No. 78
- PHEOC Bulletin No. 79
- MINUTES - Roe Tourism General Meeting – 10 August 2021
- MINUTES – 4WDL Meeting – 10 August 2021
- MINUTES – Central Country Zone (CCZ) – 20 August 2021
- WALGA – State Council Full Minutes – September 2021
- WALGA – 2020/2021 Annual Report
- WALGA – Draft Native Vegetation Policy for WA – Draft WALGA submission for Sector Consultation

### Legal Implications

Nil

### Policy Implications

Nil

### Consultation

Nil

### Financial Implications

Nil

### Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 – 2027

Leadership – Strong governance and leadership, demonstrating fair and equitable community values.



- Outcome 4.1 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
- 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

### **RESOLUTION 13473**

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

That Council accepts the Information Bulletin Report for September 2021.

**CARRIED: 7/0**

#### Voting Requirements

Simple majority required.

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

### **RESOLUTION 13474**

**Moved** Cr Lloyd  
**Seconded** Cr Marshall

That Council meet behind closed doors at 4:19 pm to consider the confidential Item(s) in accordance with Section 3.7 of the Shire of Lake Grace Standing Orders Local Law 2015.

- Item 17.1.1 Authorisation to enter Contract for Plumbing Services
- Item 17.1.2 Lake Grace Hockey Lighting Awarding of Tender

This item and any attachments are confidential in accordance with Section 5.23(2)(a) of the Local Government Act 1995.

**CARRIED: 7/0**

**RESOLUTION 13475**

**Moved** Cr Stoffberg  
**Seconded** Cr Marshall

That Council accept the recommendations contained in Confidential Items:

- Item 17.1.1 Authorisation to enter Contract for Plumbing Services
- Item 17.1.2 Lake Grace Hockey Lighting Awarding of Tender

**CARRIED: 7/0**

**RESOLUTION 13476**

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

That Council move from behind closed doors at 4:24 pm.

**CARRIED: 7/0**

**18.0 DATE OF NEXT MEETING – 27 OCTOBER 2021**

The next Ordinary meeting of Council is scheduled to take place on Wednesday 27 October 2021 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 4:30 pm.

**20.0 CERTIFICATION**

I, Leonard William Armstrong certify that the Minutes of Meeting held on 29 September 2021 as shown were confirmed as a true record of that meeting.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



LAKE GRACE BASKETBALL ASSOCIATION

Mr Craig Elefsen  
Shire of Lake Grace  
Lake Grace WA 6353

Dear Craig

As the Basketball season commenced earlier than usual and the current backboards and rings have deteriorated over time, the Basketball Club purchased some new fibreglass Boards and rings for the season and into the future. These have kindly been installed as we are in week three this week.

We would like to ask if the Shire would consider reimbursing the Basketball Club for the cost of the new boards and rings (\$4800.00). We are attaching the invoice for the boards and rings.

Any queries please do not hesitate to contact me.

Kind regards

Jack Carruthers

Secretary

Lake Grace Basketball Association

0447 087 734

## Newdegate Country Club Program

### June: 10%

- 10% instalment of Newdegate Country Club refurbishment

### July: 10%

- Bricked up all openings
- Removed ceiling
- Removed brick pillar and installed steel pillar
- Demolished kitchen
- Demolished bathrooms - Installed 50% timber frame out flooring

### August: 20%

- Plumbing pre lay ready for concrete slab
- Purchase all plumbing materials (to avoid current price rises)
- Purchase and make up all window frames in workshop
- Remove all electrical wiring
- Disconnect and remove cool room motors
- Connected and installed septic tank

### September: 5%

- Timber frame preparation works
- Asbestos removal cladding

### October: 15%

- Finish pad preparation
- Slab poured
- Timber framing
- Cladding
- Electrical
  - Power board installation
  - Trench in and install underground power
  - Prewire
- Ceiling frame out ready for gyprocking

### November: 20%

- Lining of walls and ceiling
- Tiling
- Finish off plumbing tube out prior to wall linings installed
- Finish off electrical wiring

### December: 20%

- Kitchen installed
- Painting
- Paving
- Project completion & final inspections



# **COUNCIL COMMITTEES AND ADVISORY GROUPS GUIDE**

## **SEPTEMBER 2021**

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## **INTRODUCTION**

This guide contains details of:

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

## **SUMMARY OF SHIRE OF LAKE GRACE COUNCIL COMMITTEES:**

1. Audit Committee (SOLGAC)
2. Newdegate Rejuvenation Committee (SOLGNRC)
3. Integrated Planning Asset Management Committee (IPAM)
4. Local Emergency Management Committee (LEMC)
5. Bushfire Advisory Committee (BFAC)
6. Lake Grace Library Resource & Community Resource Management Committee (LGLRCRCMC)
7. Newdegate Library & Community Resource Centre Management Committee (NLRRCRCMC)
8. Newdegate Swimming Pool Management Committee (NSPMC)
9. Shire of Lake Grace Tourism Advisory Committee (SoLGTAC)

**PART 1 – COUNCIL COMMITTEES**

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

**1.1 Types of Committees**

Section 5.9 provides that a committee can comprise:

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

**1.2 Appointment of Committee Members**

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

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

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

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

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

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

**1.3 Tenure of Committee Membership**

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

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



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

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

#### **1.4 Elected members obligation when appointed by Council**

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

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

#### **1.5 Election of Presiding Member and Deputies**

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

#### **1.6 Quorum**

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

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

#### **1.7 Presiding at Committee meetings**

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

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

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

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

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

#### **1.8 Delegation of some powers and duties to certain committees**

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

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

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

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

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

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

The Council can delegate:

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

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

### **1.10 Statutory compliance**

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

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

## 1.11 Audit Committee

### 1.11.1 Membership

As at 25 March 2021:

Members	Name
Councillor	Cr Len Armstrong
Councillor	Cr Ben Hyde
Councillor	Cr Allan Marshall
Councillor	Cr Peter Stoffberg
Other Person	Mr Ollie Farrelly

Quorum: 3 Members

### 1.11.2 Terms of Reference

Adopted by Council on 21 October 2015.

### 1.11.3 Function

#### 1.11.3.1 NAME

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

#### 1.11.3.2 DISTRICT

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

#### 1.11.3.3 GUIDING PRINCIPLES

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

#### 1.11.3.4 ESTABLISHMENT

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

#### 1.11.3.5 OBJECTIVES

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

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

The committee is to facilitate:

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

#### 1.11.3.6 **POWERS OF THE AUDIT COMMITTEE**

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

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

#### 1.11.3.7 **MEMBERSHIP**

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

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

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

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

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

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

#### 1.11.3.8 **REPORTING**

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

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

#### 1.11.3.9 **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the SOLGAC will be to –

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

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

1.11.3.10 **TENURE OF MEMBERSHIP**

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

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

1.11.3.11 **DELEGATED AUTHORITY**

Nil

1.11.3.12 **COMMITTEE**

Chairperson

The members shall appoint the Chairperson of the SOLGAC.

Secretary

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

Standing Ex-Officio Members

Nil

1.11.3.13 **MEETINGS**

Committee Meetings

The committee shall meet at least quarterly.

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

Quorum

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

Voting

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

### **5.21 Voting**

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

### Minutes

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

### **5.22 Minutes of council and committee meetings**

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

### Who acts if no presiding member?

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

### **5.14 Who acts if no presiding member**

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

### Meetings

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

### Members interests to be disclosed

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

## 1.12 Newdegate Rejuvenation Committee

### 1.12.1 *Membership*

As at 25 March 2021:

Members	Names
Councillor	Cr Shane Carruthers
Councillor	Cr Roz Lloyd
Councillor	Cr Ross Chappell
Councillor	Cr Len Armstrong
Newdegate Community Representative	
Newdegate Community Representative	
Newdegate Community Development Association	
Newdegate Community Development Association	

Quorum: 4 Members

### 1.12.2 *Terms of Reference*

Adopted by Council on 24 November 2010.

### 1.12.3 *Function*

#### 1.12.3.1 **NAME**

The name of the Committee shall be the Shire of Lake Grace Newdegate Rejuvenation Committee hereinafter referred to in its abbreviated form as SOLGNRC.

#### 1.12.3.2 **DISTRICT**

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

#### 1.12.3.3 **GUIDING PRINCIPLES**

Nil

#### 1.12.3.4 **ESTABLISHMENT**

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

#### 1.12.3.5 **OBJECTIVES**

The primary objective of the Newdegate Rejuvenation Committee is to consult on the status of the Newdegate Town Centre Rejuvenation Project and where appropriate make recommendations to Council.

#### 1.12.3.6 **POWERS OF THE NEWDEGATE REJUVENATION COMMITTEE**

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



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

**1.12.3.7 MEMBERSHIP**

The committee will consist of seven members with three elected and four external persons. All members shall have full voting rights.

External persons appointed to the committee will be two (2) members of the Newdegate Community Development Association and two (2) community representatives.

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

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

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

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

**1.12.3.8 REPORTING**

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

**1.12.3.9 DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the SOLGNRC will be to –

- a) Consult and recommend to Council –
  - (i) Stage One: Proposals for the design, construction and fit out of the Newdegate Medical Centre;
  - (ii) Stage Two: Proposals for the Newdegate Town Hall additions or modifications; and
  - (iii) Stage Three: Proposals for the design, construction and fit out of the Newdegate Aged accommodation units.
- b) Give consideration to reports submitted by Shire officers to the committee.
- c) Participate in workshops that may be required to assist with the evaluation of concept plans, construction types, and fit out requirements and their suitability.
- d) Engage with the Newdegate Community according to the Shire's Community Engagement Policy on the concept plans or other proposals.

1.12.3.10 **TENURE OF MEMBERSHIP**

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

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

1.12.3.11 **DELEGATED AUTHORITY**

Nil

1.12.3.12 **COMMITTEE**

Chairperson

The members shall appoint the Chairperson of the SOLGNRC.

Secretary

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

Standing Ex-Officio Members

Nil

1.12.3.13 **MEETINGS**

Committee Meetings

The committee shall meet at least quarterly.

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

Quorum

The quorum at any meeting shall be half plus one of the number of offices.

Therefore the number for a quorum shall be four (4) voting members.

### Voting

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

#### **5.21 Voting**

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

### Minutes

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

#### **5.22 Minutes of council and committee meetings**

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

### Who acts if no presiding member?

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

#### **5.14 Who acts if no presiding member**

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

### Meetings

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

### Members interests to be disclosed

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

## PART 2 – OTHER COMMITTEES

### 2.1 Bush Fire Advisory Committee

#### 2.1.1 Membership

As at 28 October 2019:

Members	Delegate	Deputy
Councillor	Cr Ross Chappell	
Community Emergency Services Manager	Mr Matt Castaldini	Nil
Chief Bush Fire Control Officer	Mr Brad Watson	Nil
Deputy Chief Bush Fire Control Officer	Mr Wes Hall	Nil
Deputy Chief Bush Fire Control Officer	Mr Doug Dunham	Nil
Deputy Chief Bush Fire Control Officer	Mr Hugh Roberts	Nil
North Lake Grace Brigade Bush Fire Control Officer x 1	Mr Greg Carruthers	Mr Evan Wyatt
South Lake Grace Brigade Bush Fire Control Officer x 1	Mr Scott Strevett	Mr Kevin Naisbitt
North Newdegate Brigade Bush Fire Control Officer x 1	Mr Bill Lloyd	Mr Tim Lloyd
South Newdegate Brigade Bush Fire Control Officer x 1	Mr Geoff Richardson	Mr Syd Walker
Lake King / Varley Brigade Bush Fire Control Officer x 1	Mr Jorg Brinkman	Mr Craig Newman
Mt Madden / Dunn Rock Brigade Bush Fire Control Officer x 1	Mr Bernie Giles	Mr Anthony Teale

Quorum: At least 50% of the members of the 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) Three (3) Deputy Chief Bush Fire Control Officers
- (e) One (1) North Lake Grace Bush Fire Control Officer as a member and one (1) as a deputy
- (f) One (1) South Lake Grace Bush Fire Control Officer as a member and one (1) as a deputy
- (g) One (1) North Newdegate Bush Fire Control Officer as a member and one (1) as a deputy
- (h) One (1) South Newdegate Bush Fire Control Officer as a member and one (1) as a deputy
- (i) One (1) Lake King / Varley Bush Fire Control Officer as a member and one (1) as a deputy
- (j) One (1) Mt Madden / Dunn Rock Bush Fire Control Officer as a member and one (1) as a deputy

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

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

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

#### 2.1.3.7

##### **ATTENDANCE BY GOVERNMENT AGENCIES**

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

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

#### 2.1.3.8

##### **REPORTING**

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

2.1.3.9 **TENURE OF MEMBERSHIP**

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

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

2.1.3.10 **DELEGATED AUTHORITY**

Nil

2.1.3.11 **COMMITTEE**

Chairperson

The members shall appoint the Chairperson of the BFAC.

Secretary

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

Standing Ex-Officio Members

Nil

2.1.3.12 **MEETINGS**

Annual General Meeting

Nil

Committee Meetings

The committee shall meet at least biannual.

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

Quorum

At least 50% of the members of the Committee.

Voting

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

### **5.21 Voting**

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

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

### **Minutes**

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

### **5.22 Minutes of council and committee meetings**

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

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

### **Who acts if no presiding member?**

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

### **5.14 Who acts if no presiding member**

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

### **Meetings**

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

### **Members interests to be disclosed**

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

Chief Bushfire Control Officer, Brigade and other reports

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

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

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

Working groups

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

Deputations

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

Power of the Council

Nothing herein contained shall restrict the powers of Council.



## 2.2 Local Emergency Management Committee

### 2.2.1 Membership

As at 28 October 2019:

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

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

### 2.2.2 Terms of Reference

Adopted by Council on 21 October 2015

### 2.2.3 Function

#### 2.2.3.1 NAME

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

2.2.3.2 **DISTRICT**

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

2.2.3.3 **GUIDING PRINCIPLES**

Nil

2.2.3.4 **ESTABLISHMENT**

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

2.2.3.5 **OBJECTIVES**

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

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

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

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

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

2.2.3.6 **MEMBERSHIP**

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

**Chair:** Shire of Lake Grace President

**Deputy Chair:** Shire of Lake Grace Local Emergency Coordinator

**Executive Officer:** Community Emergency Services Manager

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

Shire of Lake Grace Chief Bush Fire Control Officer

Lake Grace District Health Service

Lake Grace Fire & Rescue - Captain

St John Ambulance – Lake Grace

St John Ambulance – Newdegate

St John Ambulance – Lake King

St John Ambulance – Varley

Lake Grace District High School

CBH Group – Lake Grace

Department of Biodiversity, Conservation and Attractions

Department of Communities - Katanning

Department of Fire & Emergency Services - Narrogin

Department of Primary Industries & Regional Development - Narrogin

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

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

2.2.3.7 **ATTENDANCE BY GOVERNMENT AGENCIES**

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

2.2.3.8 **REPORTING**

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

2.2.3.9 **TENURE OF MEMBERSHIP**

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

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

2.2.3.10 **DELEGATED AUTHORITY**

Nil

2.2.3.11 **COMMITTEE**

Chairperson

Shire of Lake Grace President

Secretary

The Executive Office will fulfil the role of Secretary.

Standing Ex-Officio Members

Nil

2.2.3.12

**MEETINGS**

Annual General Meeting

Nil

Committee Meetings

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

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

Quorum

At least 50% of the members of the Committee.

Voting

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

**5.21 Voting**

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

Minutes

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

**5.22 Minutes of council and committee meetings**

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

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

Who acts if no presiding member?

The Local Emergency Coordinator should be appointed Deputy Chair.

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

#### **5.14 Who acts if no presiding member**

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

#### Meetings

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

#### Members interests to be disclosed

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

#### Working groups

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

#### Deputations

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

#### Power of the Council

Nothing herein contained shall restrict the powers of Council.

## 2.3 Lake Grace Library Resource and Community Resource Centre Management Committee

### 2.3.1 *Membership*

As at 28 October 2019:

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

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

### 2.3.2 *Terms of Reference*

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

### 2.3.3 *Function*

#### 2.3.3.1 **NAME**

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

#### 2.3.3.2 **DISTRICT**

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

#### 2.3.3.3 **GUIDING PRINCIPLES**

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

#### 2.3.3.4 **ESTABLISHMENT**

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

#### 2.3.3.5 **OBJECTIVES**

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

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

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

#### 2.3.3.6 MEMBERSHIP

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

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

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

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

#### 2.3.3.7 REPORTING

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

#### 2.3.3.8 TENURE OF MEMBERSHIP

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

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

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

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

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

2.3.3.9 **DELEGATED AUTHORITY**

Nil

2.3.3.10 **COMMITTEE**

Chairperson

Shall be appointed by the committee annually

Deputy Chairperson

Shall be appointed by the committee annually

Executive Officer

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

Standing Ex-Officio Members

Nil

Procedures

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

Powers

The committee may;

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



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

2.3.3.11

**MEETINGS**

Annual General Meeting

Nil

Committee Meetings

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

Quorum

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

Voting

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

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

Minutes

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

**5.22 Minutes of council and committee meetings**

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

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

Who acts if no presiding member?

The Deputy Chairperson presides in the absence of the Chairperson.

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

**5.14 Who acts if no presiding member**

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

Meetings

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

Members interests to be disclosed

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

Power of the Council

Nothing herein contained shall restrict the powers of Council.

## 2.4 Newdegate Community Library Management Committee

### 2.4.1 Membership

As at 28 October 2019:

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

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

### 2.4.2 Terms of Reference

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

### 2.4.3 Function

#### 2.4.3.1

#### **NAME**

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

#### 2.4.3.2

#### **DISTRICT**

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

#### 2.4.3.3

#### **GUIDING PRINCIPLES**

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

#### 2.4.3.4

#### **ESTABLISHMENT**

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

#### 2.4.3.5

#### **OBJECTIVES**

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

- 1) to ensure that the Facilities are administered efficiently and in accordance with principles and procedures set down in the Agreement.
- 2) to maintain policy and guidelines which shape the day-to-day operation of the Facilities;
- 3) to annually review matters relating to fees and charges, access and service delivery;

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

#### 2.4.3.6 **MEMBERSHIP**

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

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

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

#### 2.4.3.7 **REPORTING**

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

#### 2.4.3.8 **TENURE OF MEMBERSHIP**

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

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

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

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

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

2.4.3.9 **DELEGATED AUTHORITY**  
Nil

2.4.3.10 **COMMITTEE**  
Chairperson  
Shall be appointed by the committee annually  
Deputy Chairperson  
Shall be appointed by the committee annually  
Secretary  
The committee shall appoint a secretary  
Standing Ex-Officio Members  
Nil

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

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

2.4.3.11 **MEETINGS**  
Annual General Meeting  
Nil

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

### Quorum

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

### Voting

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

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

### Minutes

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

#### **5.22 Minutes of council and committee meetings**

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

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

### Who acts if no presiding member?

The Deputy Chairperson presides in the absence of the Chairperson.

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

#### **5.14 Who acts if no presiding member**

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

### Meetings

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

### Members interests to be disclosed

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

### Power of the Council

Nothing herein contained shall restrict the powers of Council.

## 2.5 Newdegate Swimming Pool Management Committee

### 2.5.1 *Membership*

As at 25 March 2021:

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

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

### 2.5.2 *Terms of Reference*

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

### 2.5.3 *Function*

#### 2.5.3.1 **NAME**

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

#### 2.5.3.2 **DISTRICT**

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

#### 2.5.3.3 **GUIDING PRINCIPLES**

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

#### 2.5.3.4 **ESTABLISHMENT**

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

#### 2.5.3.5 **OBJECTIVES**

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

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

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

2.5.3.6 **MEMBERSHIP**

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

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

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

2.5.3.7 **REPORTING**

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

2.5.3.8 **TENURE OF MEMBERSHIP**

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

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

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

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

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

2.5.3.9 **DELEGATED AUTHORITY**

Nil



#### 2.5.3.10 **COMMITTEE**

##### Chairperson

Shall be appointed by the committee

##### Deputy Chairperson

Shall be appointed by the committee

##### Secretary

The committee shall appoint a secretary

##### Standing Ex-Officio Members

Nil

##### Procedures

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

##### Powers

The committee shall not;

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

#### 2.5.3.11 **MEETINGS**

##### Annual General Meeting

Nil

##### Committee Meetings

The committee shall meet at least once per semester.

##### Quorum

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

##### Voting

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

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

##### Minutes

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

##### **5.22 Minutes of council and committee meetings**

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

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

Who acts if no presiding member?

The Deputy Chairperson presides in the absence of the Chairperson.

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

**5.14 Who acts if no presiding member**

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

Meetings

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

Members interests to be disclosed

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

Power of the Council

Nothing herein contained shall restrict the powers of Council.

## 2.6 SHIRE OF LAKE GRACE TOURISM ADVISORY COMMITTEE

### 2.6.1 *Membership*

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

As of 24 March 2021:

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

### 2.6.2 *Terms of Reference*

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

### 2.6.3 *Function*

#### 2.6.3.1 **NAME**

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

#### 2.6.3.2 **DISTRICT**

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

#### 2.6.3.3 **GUIDING PRINCIPLES**

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

#### 2.6.3.4 **ESTABLISHMENT**

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

#### 2.6.3.5 **OBJECTIVES**

To advise the Council on:

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

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

#### 2.6.3.6 MEMBERSHIP

The Committee membership comprise eight (3) persons as follows:

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

#### 2.6.3.7 REPORTING

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

#### 2.6.3.8 TENURE OF MEMBERSHIP

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

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

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

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

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

#### 2.6.3.9 DELEGATED AUTHORITY

Nil

## PART 3 – ADVISORY GROUPS

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

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

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

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

### 3.1 Advisory Group Membership and Objectives

#### 3.1.1 Shire of Lake Grace Integrated Planning & Asset Management Group

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

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

##### 3.1.1.1 Membership

As at 25 March 2021

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

Members	Name
Councillor	Cr Len Armstrong
Councillor	Cr Ross Chappell
Councillor	Cr Peter Stoffberg
Councillor	Cr Allan Marshall
Councillor	Cr Debrah Clarke
Chief Executive Officer	Mr Alan George
Deputy Chief Executive Officer	Mr Chris Paget
Manager Infrastructure Services	Mr Craig Elefsen

##### Quorum

4 members (comprising of 2 Councillors and 2 Officers)

##### 3.1.1.2 Objectives

- To review Shire Policy, management plans and strategies;

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

### 3.1.1.3 **Meeting Times**

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

## 3.2 **Advisory Groups Terms of Reference**

### 3.2.1 **Name**

The names of the Advisory Groups shall be as follows:

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

### 3.2.2 **Responsible Officer**

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

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

### 3.2.3 **District**

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

### 3.2.4 **Objectives**

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

### 3.2.5 **Membership**

#### General

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

Community representation may also be appointed to the Group.

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

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

### Tenure of Membership

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

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

### **3.2.6 Delegate Authority**

Nil

### **3.2.7 Advisory Group**

#### Chairperson

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

#### Secretary

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

#### Standing Ex-Officio Members

Nil

### **3.2.8 Meetings**

#### Advisory Group Meetings

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

#### Quorum

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

#### Voting

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

#### Minutes

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

#### Who acts if no presiding member?

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

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

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

Meetings

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

Members interests to be disclosed

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



## PART 4 – COUNCIL REPRESENTATION ON EXTERNAL ORGANISATIONS

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

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

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

Organisation	Position	Membership	Meeting Frequency
4WDL Regional Organisation of Councils	Delegate	Cr L Armstrong	Bi-monthly
	Deputy	Cr R Chappell	
	Staff	Chief Executive Officer	
Central Country Zone - WALGA	Delegate	Cr L Armstrong	Bi-monthly
	Delegate	Cr R Chappell	
	Deputy	Chief Executive Officer	
Eastern Wheatbelt Biosecurity Group	Delegate	Cr L Armstrong	Biannual
	Deputy		
Lake Grace District High School Board	Delegate	Cr D Clarke	Bi-monthly
	Deputy	Cr R Chappell	
Lake Grace Roadwise	Delegate	Cr D Clarke	Bi-monthly
	Deputy	Cr P Stoffberg	
	Staff	Manager Infrastructure Services	
Lake Grace Visitor Centre Committee	Delegate	Cr D Clarke	Monthly
	Deputy	Cr P Stoffberg	
Newdegate Recreation Council	Delegate	Cr R Lloyd	Bi-monthly
	Deputy	Cr L Armstrong	
	Staff	Deputy CEO	
Roe Tourism	Delegate	Cr A Marshall	Bi-monthly
	Delegate	Cr R Lloyd	
	Deputy	Chief Executive Officer	
Roe Regional Organisation of Councils Roe Health	Delegate	Cr L Armstrong	Bi-monthly
	Deputy	Cr R Chappell	
	Staff	Chief Executive Officer	
Rural Water Council	Delegate	Cr R Chappell	Biannual
	Delegate	Cr L Armstrong	
Wheatbelt South Regional Road Group - Lakes Sub Group	Delegate	Cr L Armstrong	As Required (determined annually)
	Deputy	Cr P Stoffberg	
	Staff	Chief Executive Officer	

<b>Organisation</b>	<b>Position</b>	<b>Membership</b>	<b>Meeting Frequency</b>
Wheatbelt South Regional Road Group	Delegate	Cr L Armstrong	As Required (determined annually)
	Deputy	Cr P Stoffberg	
	Staff	Chief Executive Officer	
Wheatbelt Development Assessment Panel	Members	Cr R Chappell	As Required
		Cr D Clarke	
	Alternate Members	Cr P Stoffberg	
		Cr	
Wheatbelt Natural Resource Management	Delegate	Cr R Lloyd	As Required (Annually but can call meetings)
	Deputy	Cr L Armstrong	



Government of Western Australia  
 Department of Mines, Industry Regulation and Safety  
 Consumer Protection

23 September 2021

Our Ref: 14995

Enquiries: Geoff Hales

*RECEIVED*

Chief Executive Officer  
 Shire of Lake Grace  
 PO Box 50  
 LAKE GRACE WA 6353

Shire of Lake Grace
File No: <u>0498</u>
<b>30 SEP 2021</b>
Xref: _____
Records #: <u>1613135</u>
Officer: <u>EA</u>

*FOR OCTOBER AGENDA PLEASE*

Dear Sir or Madam,

**2021-22 CHRISTMAS/ NEW YEAR RETAIL TRADING EXTENSIONS**

The Department of Mines, Industry Regulation and Safety – Consumer Protection Division (Consumer Protection) invites you to consider applying for retail trading extensions within your locality, over the 2021-22 Christmas/New Year period.

Regional Local Governments that are yet to consider this issue are encouraged to do so at the earliest opportunity and where appropriate, formulate a Christmas trading proposal in accordance with local community needs.

Local Government's that wish to apply for an extension of retail trading hours over the 2020-21 Christmas/New Year period, should complete and submit the enclosed application form.

To enable sufficient time for processing please ensure your application is made before Friday 29 October 2021.

Should you have further queries in relation to this advice, please contact this office on (08) 6251 2466 or by email to [geoff.hales@dmirs.wa.gov.au](mailto:geoff.hales@dmirs.wa.gov.au).

Yours sincerely

Geoff Hales  
**A/PRINCIPAL COMPLIANCE OFFICER RETAIL TRADING  
 AUTOMOTIVE, MARINE AND TRADING HOURS BRANCH**



**NON METROPOLITAN LOCAL GOVERNMENT  
APPLICATION FOR EXTENDED TRADING HOURS**

**TEMPORARY / SHORT TERM ADJUSTMENTS**

---

**1. Lodged by:**

SHIRE OF LAKE GRACE

---

*Sponsoring Local Government*

P O BOX 50

---

*Postal Address*

LAKE GRACE WA

6353

---

*Suburb / Town*

MR CHRIS PAGET - DEPUTY CHIEF EXECUTIVE OFFICER

---

*Post Code*

---

*Contact Person*

9890 2500

9890 2599

---

*Telephone*

*Facsimile*

It is important to note that submissions made under these terms will not be considered within 12 months of a previous application which was defeated / not approved due to insufficient retailer and / or community support.

**2. Dates and / or Times required:**

Monday to Friday - 8:00 am to 9:00 pm

---

Saturday - 8:00 am to 5:00 pm

Sunday & Public Holiday - 11:00 am to 5:00 pm

---

Christmas Day CLOSED

---

*If space here is insufficient, please continue on a separate sheet.*

**3. Location:**

LAKE GRACE, WESTERN AUSTRALIA

---

*Please specify the exact area the proposed trading extension will apply to eg. Local Government boundaries, town boundaries, individual buildings or streets etc.*

**4. Reason for submission:**

The above hours are suitable for the community leading up to Christmas / New Year holidays

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**5. Undertaking:**

**SUPPORT AND TRADERS' OPENING DISCRETION**

"I confirm the proposed trading extension is supported by -  
Businesses within the Lake Grace and surrounding areas

---

*(name of the local trader organisation consulted eg. Local Chamber of Commerce)*

the majority of local community members and retailers and the clear majority of local Councillors.

I further confirm that, should approval be granted, all traders will be advised of their rights to exercise individual discretion whether to open or not during the proposed trading extension."

27 OCTOBER 2021

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*Signature*

*Date*

CHRIS PAGET - DEPUTY CHIEF EXECUTIVE OFFICER

---

*Name / Position:*

**6. Lodgement of applications:**

Please forward completed applications at least **TWO WEEKS** prior to the planned activity to:

**Automotive, Marine and Trading Hours Branch  
Department of Mines, Industry Regulation and Safety  
Locked Bag 100  
EAST PERTH WA 6892 or by fax to: (08) 6251 2818**

If you have any enquiries regarding your application please contact the Automotive Marine and Trading Hours Branch on **(08) 6251 1406**.



Ordinary Council Meeting -  
27 October 2021

Attachment - Item 14.4.3 - Council Meeting  
Dates - February to December 2022

## Shire of Lake Grace PUBLIC NOTICE

# 2022 COUNCIL MEETINGS

In accordance with Section 5.25(g) of the Local Government Act 1995, residents of the Shire of Lake Grace are advised of the following Council Meeting arrangements for 2022:

Date	Time	Place
Wednesday, 16 February 2022	3:30pm	Council Chambers, Lake Grace
Wednesday, 23 March 2022	3:30pm	Council Chambers, Lake Grace
Wednesday, 27 April 2022	3:30pm	Council Chambers, Lake Grace
Wednesday, 25 May 2022	3:30pm	Council Chambers, Lake Grace
Wednesday, 22 June 2022	3:30pm	Council Chambers, Lake Grace
Wednesday, 27 July 2022	3:30pm	Council Chambers, Lake Grace
Wednesday, 24 August 2022	3:30pm	Council Chambers, Lake Grace
Wednesday, 28 September 2022	3:30pm	Council Chambers, Lake Grace
Wednesday, 26 October 2022	3:30pm	Council Chambers, Lake Grace
Wednesday 23 November 2022	3:30pm	Council Chambers, Lake Grace
Wednesday 21 December 2022	3:30pm	Council Chambers, Lake Grace

Council meetings are open to the public and members of the community are encouraged to attend to ask questions and make comment relating to Shire activities.

A minimum of fifteen (15) minutes is allowed at the beginning of each meeting for questions from the public.

The Council Agenda is available prior to the meeting and can be viewed on the Shire website at [www.lakegrace.wa.gov.au](http://www.lakegrace.wa.gov.au).

Minutes of Council Meetings are available at the Shire office upon request and can be viewed on the Shire website at [www.lakegrace.wa.gov.au](http://www.lakegrace.wa.gov.au).

For more information, please contact Mrs Racelis Rose – Executive Assistant on 9890-2500 or [shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au).

**Alan George**  
**CHIEF EXECUTIVE OFFICER**

## SECTION 3 – FINANCE / ACCOUNTING

### POLICY 3.15 RELATED PARTY DISCLOSURE POLICY

#### OBJECTIVES

To ensure that the Shire of Lake Grace Financial Statements contain disclosures necessary to comply with the Australian Accounting Standard AASB 124 Related Party Disclosures, which draws attention to the possibility that the Shire's financial position and profit or loss may have been affected by the existence of transactions with a related party and any outstanding balances and commitments with such parties.

#### STATEMENT

- The scope of AASB 124 Related Party Disclosures was extended in July 2015 to include application by not-for-profit entities, including Local Governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This policy outlines required mechanisms to meet the disclosure requirements of AASB 124.
- The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire is to make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.
- The purpose of this policy is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

#### GUIDELINES

##### Identification of Related Parties

AASB 124 provides that the Shire is required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances. Related parties include a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person. KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*:

- An elected Council member;
- Key management personnel being a person employed under section 5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer or Senior Employee;

- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner;
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire is therefore required to assess all transactions made with these persons or entities.

#### Identification of Related Party Transactions

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged. For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criterion:

- Paying rates;
- Fines;
- Use of Shire owned facilities such as Recreation Pavilions and Grounds, Halls, Libraries, parks, ovals and other public open spaces (whether charged a fee or not)];
- Attending Council functions that are open to the public;
- Employee compensation whether it is for KMP or close family members of KMP;
- Application fees paid to the Shire for licenses, approvals or permits;
- Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent);
- Lease agreements for commercial properties;
- Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement);
- Sale or purchase of any property owned by the Shire, to a person identified above;
- Sale or purchase of any property owned by a person identified above, to the Shire;
- Loan Arrangements;
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report is required.

#### Disclosure Requirements

For the purposes of determining relevant transaction in point 2 above, elected Council members and key management personnel as identified above are required to complete a *Related Parties Declaration* form for submission to the Administration.

#### Ordinary Citizen Transactions (OCTs)

The following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public



service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the annually *Related Party Disclosures - Declaration* form is required.

- Paying rates;
- Fines;
- Use of Shire owned facilities such as Recreation Pavilions and Grounds, Halls, Libraries, parks, ovals and other public open spaces (whether charged a fee or not);
- Attending council functions that are open to the public.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP are required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

#### All other transactions

For all other transactions listed in point 2 above, elected Council members and KMP is required to make a declaration in the *Related Party Disclosures - Declaration* form.

#### Frequency of disclosures

- Elected Council members and KMP are required to complete a *Related Party Disclosures -Declaration* form annually.
- Disclosures are to be made by all elected Council members immediately prior to any ordinary or extraordinary election.

Disclosures are to be made immediately prior to the termination of employment of/by a KMP.

#### Confidentiality

All information contained in a disclosure return, is to be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

#### Materiality

Management should apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management is to consider both the size and nature of the transaction, individually and collectively.

#### Relevant Legislation

AASB 124 Related Party Disclosures

*Local Government Act 1995*

Local Government (Financial Management) Regulations 1996

HISTORY      Resolution XXXX – Ordinary Council Meeting – 27 October 2021

REVIEW        Chief Executive Officer / Deputy Chief Executive Officer

<b>MUNICIPAL FUND</b>			
<b>Chq/EFT</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
EFT22620	03/09/2021	Solar Naturally	<b>-\$ 131,200.00</b>
	19/08/2021	Supply & Installation of Solar panels at LG Medical Centre	\$ 12,000.00
	19/08/2021	Supply & Installation of battery pack at LG Sports Pavilion	\$ 26,825.00
	19/08/2021	Supply & Installation of battery storage pack at LG Medical Centre	\$ 11,000.00
	19/08/2021	Supply & Installation of battery pack at NGT Rec Centre	\$ 8,875.00
	19/08/2021	Supply & Installation of Solar panels at NGT Rec Centre & TV Transmission Tower	\$ 15,500.00
	19/08/2021	Supply & Installation of Solar panels at LG Main Pump Station	\$ 5,000.00
	19/08/2021	Supply & Installation of Solar panels at Vrly Rec Centre	\$ 6,500.00
	19/08/2021	Supply & Installation of battery storage pack at Vrly Rec Centre	\$ 6,500.00
	19/08/2021	Supply & Installation of Solar panels at Shire Office	\$ 19,500.00
	19/08/2021	Supply & Installation of Solar panels at LG Sports Pavilion	\$ 19,500.00
EFT22621	03/09/2021	Trevenen Building & Glass Pty Ltd	<b>-\$ 155,912.00</b>
	01/09/2021	NGT Country Club Refurbishment - August instalment	\$ 155,912.00
EFT22622	15/09/2021	AFGRI Equipment Australia	<b>-\$ 436.39</b>
	24/08/2021	Blades for zero-turn mower	\$ 436.39
EFT22623	15/09/2021	Anna Scheepers	<b>-\$ 400.00</b>
	28/08/2021	Cleaning of Varley Hall 16-27/08/2021	\$ 200.00
	13/09/2021	Cleaning of Varley Hall 30/08-10/09/2021	\$ 200.00
EFT22624	15/09/2021	Australia Post	<b>-\$ 818.90</b>
	03/09/2021	Postage & Freight Aug 21	\$ 818.90
EFT22625	15/09/2021	Australia's Golden Outback	<b>-\$ 330.00</b>
	20/08/2021	2021/22 GOLD Membership of Australia's Golden Outback Period : 1 July 2021 - June 2022	\$ 330.00
EFT22626	15/09/2021	BOC Gases Australia Limited	<b>-\$ 12.54</b>
	29/08/2021	Container Service: LG Pool	\$ 12.54
EFT22627	15/09/2021	Best Office Systems	<b>-\$ 1,271.82</b>
	26/08/2021	Photocopier Charges Aug 21	\$ 1,271.82
EFT22628	15/09/2021	Building and Energy Division Department of Mines, Industry Regulation and Safety	<b>-\$ 56.65</b>
	31/08/2021	BSL LG2122001 - Jaime Eggers - 3 Elliott Street Lake Grace	\$ 56.65
EFT22629	15/09/2021	CCL Hardware	<b>-\$ 919.30</b>
	28/08/2021	Building Mtc materials for August	\$ 919.30
EFT22630	15/09/2021	CHILD SUPPORT AGENCY	<b>-\$ 158.49</b>
	01/09/2021	Payroll deductions	\$ 158.49
EFT22631	15/09/2021	CJD Equipment Pty Ltd	<b>-\$ 737.04</b>
	31/08/2021	Filters for PLOD05 Volvo L60E Loader	\$ 737.04
EFT22632	15/09/2021	Cr Allan Douglas Marshall	<b>-\$ 487.76</b>
	31/08/2021	Councillor's Meeting Fees, Travel & IT Allowance	\$ 487.76
EFT22633	15/09/2021	Cr Benjamin John Hyde	<b>-\$ 709.81</b>
	31/08/2021	Councillor's Meeting Fees, Travel & IT Allowance	\$ 709.81
EFT22634	15/09/2021	Cr Debrah Susan Clarke	<b>-\$ 500.00</b>
	31/08/2021	Councillor's Meeting Fees & IT Allowance	\$ 500.00
EFT22635	15/09/2021	Cr Leonard William Armstrong	<b>-\$ 2,505.26</b>
	31/08/2021	President's Meeting Fees & IT Allowance	\$ 2,505.26
EFT22636	15/09/2021	Cr Rosalind Alice Lloyd	<b>-\$ 583.08</b>
	31/08/2021	Councillor's Meeting Fees, Travel & IT Allowance	\$ 583.08
EFT22637	15/09/2021	Cr Ross Chappell	<b>-\$ 918.00</b>
	31/08/2021	Deputy President's Meeting Fees, Travel & IT Allowances	\$ 918.00
EFT22638	15/09/2021	Cr Salomon Petrus Stoffberg	<b>-\$ 500.00</b>
	31/08/2021	Councillor's Meeting Fees & IT Allowance	\$ 500.00
EFT22639	15/09/2021	Cr Shane David Carruthers	<b>-\$ 500.00</b>
	31/08/2021	Councillor's Meeting Fees & IT Allowance	\$ 500.00

EFT22640	15/09/2021	Davmin Holdings Pty Ltd		<b>-\$ 17,446.00</b>
	07/09/2021	Push up gravel for Tarco Road	\$ 17,446.00	
EFT22641	15/09/2021	Department of Primary Industries and Regional Development		<b>-\$ 1,251.77</b>
	02/09/2021	Recoups - NGT Research Facility - water a/c	\$ 1,251.77	
EFT22642	15/09/2021	Drone Shop Perth		<b>-\$ 150.00</b>
	20/08/2021	Freight portion of drone overnight delivery	\$ 150.00	
EFT22643	15/09/2021	Exurban Pty Ltd		<b>-\$ 3,406.30</b>
	04/09/2021	August General Town Planning Consulting Services	\$ 3,406.30	
EFT22644	15/09/2021	Farmers Centre (1978) Pty Ltd		<b>-\$ 1,332.30</b>
	30/08/2021	Repairs to PTOR06 Case Tractor (LK Tractor)	\$ 1,332.30	
EFT22645	15/09/2021	Georgia Reid		<b>-\$ 525.00</b>
	14/09/2021	Bond Refund: Lake Grace Pavilion Hire 11/08/2021	\$ 500.00	
	14/09/2021	Key Bond Refund - Lake Grace Pavilion Hire 11/08/2021	\$ 25.00	
EFT22646	15/09/2021	Great Southern Fuel Supplies		<b>-\$ 17,361.98</b>
	13/08/2021	Diesel to Shire Depot Fuel Tank	\$ 14,192.64	
	31/08/2021	Fuel Card Purchases Aug 21	\$ 3,169.34	
EFT22647	15/09/2021	IT Vision Pty Ltd		<b>-\$ 2,558.19</b>
	30/06/2021	Jun 2021 - Provision of Rates Services	\$ 2,558.19	
EFT22648	15/09/2021	Integrated ICT		<b>-\$ 4,403.03</b>
	31/08/2021	IT Support Aug 21	\$ 1,870.55	
	31/08/2021	Office 365 - Licenses Aug 21	\$ 375.76	
	31/08/2021	3 year subscription of backup software	\$ 2,156.72	
EFT22649	15/09/2021	Lake Grace CWA		<b>-\$ 481.16</b>
	24/08/2021	Water reimbursement - Policy 2.2 & donation toward 2021/22 rates for 32 Bennett Street Lake Grace A3784	\$ 481.16	
EFT22650	15/09/2021	Lake Grace Community Resource Centre		<b>-\$ 213.50</b>
	31/08/2021	Preparation, attendance and minute writing for 17 August 2021 Roadwise Meeting	\$ 213.50	
EFT22651	15/09/2021	Lake Grace Plaza		<b>-\$ 52.00</b>
	26/08/2021	Newspapers Subscription Aug 21	\$ 52.00	
EFT22652	15/09/2021	Lake Grace Regional Artspace		<b>-\$ 5,000.00</b>
	08/09/2021	Annual Community - Creative Kids Program	\$ 5,000.00	
EFT22653	15/09/2021	Lakes Plumbing & Gas		<b>-\$ 3,383.62</b>
	26/08/2021	Replacement of burst flexi hose in LG Medical Centre male toilets	\$ 197.30	
	07/09/2021	Repair water leak at NGT Rec Centre	\$ 402.64	
	07/09/2021	Installation of new electric pump hot water system at 10B Gumtree Drive	\$ 2,783.68	
EFT22654	15/09/2021	Landgate		<b>-\$ 74.65</b>
	19/08/2021	Gross Rental Valuations Chargeable 26/06-23/07/2021	\$ 74.65	
EFT22655	15/09/2021	Lisa Marie Shalders		<b>-\$ 2,617.04</b>
	08/09/2021	Rates refund for assessment A3664 6 WRIGHT PLACE LAKE GRACE WA 6353	\$ 2,617.04	
EFT22656	15/09/2021	Marketforce Productions		<b>-\$ 5,650.79</b>
	25/08/2021	Lake Grace Visitors Centre - Australia's Golden Outback Wildflower feature in The West Australian	\$ 1,380.50	
	25/08/2021	Advertisement - Manager Corporate Services position	\$ 2,391.60	
	25/08/2021	Advertisement - Request for Tender - 2022-02 Newdegate Townsite Gardening	\$ 1,004.84	
	25/08/2021	Advertisement - Request for Tender - 2022-03 Lake Grace Hockey Lighting Upgrade	\$ 1,166.57	
EFT22657	15/09/2021	McLeods		<b>-\$ 3,643.10</b>
	30/08/2021	Lease - Automatic Weather Station - Matter 44576	\$ 497.43	
	30/08/2021	Professional fees relating to CWA lease	\$ 3,145.67	

EFT22658	15/09/2021	Mrs G's Catering		<b>-\$ 592.50</b>
	31/08/2021	Catering for Ordinary Council Meeting - 25 August 2021	\$ 330.00	
	31/08/2021	Catering for LEMC Meeting - 31 August 2021	\$ 262.50	
EFT22659	15/09/2021	Narrogin Carpets & Curtains		<b>-\$ 3,388.00</b>
	25/08/2021	Supply & install blinds at 65A & 65B Bennett Street	\$ 3,388.00	
EFT22660	15/09/2021	Narrogin Toyota		<b>-\$ 356.57</b>
	25/08/2021	10,000km service on PLVU51 2021 Toyota Prado	\$ 356.57	
EFT22661	15/09/2021	Newdegate Newsagency & PO		<b>-\$ 61.85</b>
	27/08/2021	Postage of inter-library books Aug 21	\$ 61.85	
EFT22662	15/09/2021	Newdegate Primary School		<b>-\$ 197.89</b>
	24/08/2021	Reimbursement of Electricity Usage 50% for NGT Library/CRC	\$ 197.89	
EFT22663	15/09/2021	Newdegate Stock & Trading		<b>-\$ 16.50</b>
	06/08/2021	Retic drippers for NGT Parks & Gardens	\$ 16.50	
EFT22664	15/09/2021	Pingaring Progress Association		<b>-\$ 4,000.00</b>
	23/08/2021	Annual contribution to Pingaring Progress Association	\$ 4,000.00	
EFT22665	15/09/2021	S & L Trevenen		<b>-\$ 188,023.00</b>
	01/09/2021	Carting gravel for road re-sheets on Witham Rd & Buniche North Rd/Biddy Camm Rd	\$ 38,016.00	
	03/09/2021	Grade and roll Newdegate airstrip	\$ 5,742.00	
	09/09/2021	Gravel resheet of Tarco Road SLK 0.00 to 4.30	\$ 144,265.00	
EFT22666	15/09/2021	Shire of Brookton		<b>-\$ 100.00</b>
	13/08/2021	1/18 Annual Honorarium 2021/2022 Wheatbelt South Regional Road Group	\$ 100.00	
EFT22667	15/09/2021	Shire of Lake Grace		<b>-\$ 425.53</b>
	06/08/2021	2021-22 Rates	\$ 264.00	
	01/09/2021	Payroll deductions	\$ 161.53	
EFT22668	15/09/2021	Varley Ag Solutions		<b>-\$ 410.36</b>
	24/08/2021	Parts & oil for mower service	\$ 410.36	
EFT22669	15/09/2021	WA Contract Ranger Services		<b>-\$ 935.00</b>
	27/08/2021	Contract Ranger Services 10-24/08/2021	\$ 935.00	
EFT22670	15/09/2021	Warren Blackwood Waste		<b>-\$ 10,855.36</b>
	07/09/2021	Recycling Pickup Aug 21	\$ 6,031.36	
	07/09/2021	Residential & Street Bins Pick Ups Aug 21	\$ 4,824.00	
EFT22671	15/09/2021	Wazzas Complete Sheep Management		<b>-\$ 7,925.50</b>
	30/08/2021	NGT Town Maintenance And Gardening 02/08/21 - 31/08/21	\$ 7,925.50	
EFT22672	17/09/2021	Air Response Pty Ltd		<b>-\$ 725.45</b>
	08/09/2021	Repairs to Administration Office aircon	\$ 725.45	
EFT22673	17/09/2021	CHILD SUPPORT AGENCY		<b>-\$ 158.49</b>
	15/09/2021	Payroll deductions	\$ 158.49	
EFT22674	17/09/2021	Christine Louise Fyfe		<b>-\$ 126.00</b>
	15/09/2021	Bond Refund: Lake Grace Lesser Hall Hire 30/08/2021	\$ 100.00	
	15/09/2021	Key Bond Refund - Lake Grace Lesser Hall Hire 30/08/2021	\$ 26.00	
EFT22675	17/09/2021	Energy & Water Ombudsman (WA) Ltd		<b>-\$ 48.13</b>
	30/06/2021	Reconciliation of Annual Levy for the year ended 30th June 2021	-\$ 3.87	
	08/09/2021	Annual Levy 2021/2022	\$ 52.00	
EFT22676	17/09/2021	Hersey's Safety Pty Ltd		<b>-\$ 1,694.77</b>
	05/09/2021	Consumable supplies for depot	\$ 1,694.77	
EFT22677	17/09/2021	Judith Elizabeth Walker		<b>-\$ 50.00</b>
	15/09/2021	Animal Trap Bond 15/09/2021	\$ 50.00	
EFT22678	17/09/2021	Katanning Glass Supplies		<b>-\$ 745.53</b>
	08/09/2021	Supply of glass to repair broken windows at NGT Rec Centre, Dunn Rock Tennis Club & Pingaring Sport complex	\$ 745.53	

EFT22679	17/09/2021	LGISWA		<b>-\$ 4,994.21</b>
	01/09/2021	LGIS Property Adjustment for the 2020/2021 Period	\$ 357.81	
	07/09/2021	2020-2021 Motor Vehicle Contribution Adjustment	\$ 4,636.40	
EFT22680	17/09/2021	Lake Grace Community Resource Centre		<b>-\$ 37.50</b>
	30/07/2021	Lakes Local Action Group - Full page advert in the Lakes Link News	\$ 37.50	
EFT22681	17/09/2021	Lake Grace District High School		<b>-\$ 305.17</b>
	14/09/2021	33% Electricity & Water at Lake Grace Community Library/Resource Centre	\$ 305.17	
EFT22682	17/09/2021	Lake King Progress Association		<b>-\$ 507.00</b>
	01/07/2021	Lake King Heritage Display at Lake Grace Regional Artspace June / July 2021	\$ 507.00	
EFT22683	17/09/2021	Lakes Plumbing & Gas		<b>-\$ 404.80</b>
	15/09/2021	Unblocking blocked toilet blocks at LK Toilets & LG Pavilion	\$ 404.80	
EFT22684	17/09/2021	Modus Australia		<b>-\$ 7,374.40</b>
	16/09/2021	Universal Access Toilet to be put at the Old Ambulance building Lake King	\$ 7,374.40	
EFT22685	17/09/2021	Outback TV		<b>-\$ 1,287.22</b>
	09/09/2021	Repair lights and fan at LK Public Toilets	\$ 715.22	
	09/09/2021	Repair electrical fault at NGT Fire Shed	\$ 572.00	
EFT22686	17/09/2021	Peter Hudson's Tyre & Mechanical Services Pty Ltd		<b>-\$ 67.00</b>
	14/07/2021	Lakes Local Action Group - Tyre puncture repair	\$ 67.00	
EFT22687	17/09/2021	Protector Fire Services Pty Ltd		<b>-\$ 8,995.80</b>
	31/07/2021	6 monthly fire extinguisher service	\$ 8,995.80	
EFT22688	17/09/2021	S & L Trevenen		<b>-\$ 69,360.50</b>
	06/09/2021	Maintenance Grading: Lake King/Vrly 01-31/08/2021	\$ 29,414.00	
	06/09/2021	Maintenance Grading: Newdegate 01-27/08/2021	\$ 39,946.50	
EFT22689	17/09/2021	Specialized Cleaning Group Pty Ltd		<b>-\$ 12,933.80</b>
	30/08/2021	Street sweeping of all towns	\$ 12,933.80	
EFT22690	17/09/2021	Synergy Electricity Generation and Retail Corp		<b>-\$ 21,381.46</b>
	10/09/2021	127078400 Medical Centre Lot 116 Memorial Dr LG	\$ 1,843.39	
	10/09/2021	129110870 Kindergarten Lot 233 Absolon St LG	\$ 412.52	
	10/09/2021	134311810 Railway Station Lot 362 Stubbs St LG	\$ 339.33	
	10/09/2021	138007430 Day Care Centre 2 Griffiths St LG	\$ 135.49	
	10/09/2021	330844770 Staff housing U1 10 Gumtree Dr LG	\$ 65.76	
	10/09/2021	156576110 NGT Oval Lot 149 Waddell St NGT	\$ 1,796.33	
	10/09/2021	250352580 RSL Hall - 24 Stubbs St LG	\$ 119.19	
	10/09/2021	697266750 Lakes Village Hall 2 Bennett St LG	\$ 290.42	
	10/09/2021	732925950 NGT TV Transmitter Lot149 Waddell St NGT	\$ 191.91	
	10/09/2021	995371470 Lake Grace Oval Lot 1 South Rd LG	\$ 533.28	
	10/09/2021	935556670 Information Bay Stubbs St LG	\$ 108.42	
	10/09/2021	129094750 Vrl Rec Grnd/Oval LOC 1166 UA Carstairs Rd	\$ 95.72	
	10/09/2021	201879730 Public Toilets Lot 2699 Maley St NGT	\$ 206.15	
	10/09/2021	912435390 Lake Grace Hall McMahon St LG	\$ 183.49	
	10/09/2021	237378050 Hainsworth Building Lot 60 Collier St NGT	\$ 137.43	
	10/09/2021	797296030 NGT Fire Station Lot 196 May St NGT	\$ 166.89	
	10/09/2021	343939530 LG Oval retic Mason St LG	\$ 112.20	
	10/09/2021	837171710 Ping Sports Pav-n Loc 2266 Pingaring-Vrl Rd	\$ 120.63	
	10/09/2021	595320510 LG Pumping Station Lot 275 Mason St LG	\$ 475.66	
	10/09/2021	450222670 Old Doctor's Surgery 31 Bennett St LG	\$ 191.36	
	10/09/2021	327733870 LG Oval-Basketball Court Lot 75 Bishop St	\$ 234.14	
	10/09/2021	632457350 LG TV Tower Lot 359 Dewar St LG	\$ 170.67	
	10/09/2021	491541070 LG sewerage Stubbs St LG	\$ 122.67	
	10/09/2021	901681390 Public Toilets Lot 59 Seward Ave Vrl	\$ 253.41	
	10/09/2021	946946910 LG Airstrip LOC 19914 Dumbleyung-LG Rd	\$ 112.83	
	10/09/2021	968110430 Town Clock Stubbs St LG	\$ 127.67	
	10/09/2021	893222990 LG Swimming Pool Lot 75 Stubbs St LG	\$ 637.73	
	10/09/2021	791802670 Vrlly Pavilion Loc 1166 Carstairs Rd Vrl	\$ 489.76	

10/09/2021	365354210	Staff Housing Lot 2016 Blackbutt Way LG	\$	1,285.33
10/09/2021	608222350	Station Masters House Visitor Cntr-Stubbs St	\$	507.58
10/09/2021	794657310	NGT Oval Lot 149P Waddell St NGT	\$	109.87
10/09/2021	693350310	Lakes Village Grnds Retic U2 Bennett St LG	\$	171.57
10/09/2021	511332320	Shire Office Lot 75 Stubbs St LG	\$	1,706.88
10/09/2021	336652990	Street Lighting LG 67.2%	\$	2,981.23
10/09/2021	336652990	Street Lighting NGT 23.1%	\$	1,024.80
10/09/2021	336652990	Street Lighting LK 5.9%	\$	261.75
10/09/2021	336652990	Street Lighting Vrl 3.8%	\$	168.58
10/09/2021	839490030	Shire Depot Lot 252 Absolon St LG	\$	251.01
10/09/2021	463275870	LG Sports Pavilion Bishop St LG	\$	2,122.44
10/09/2021	720436540	Park Lot 9 Maley St, NGT	\$	111.91
10/09/2021	587508750	LG Oval - Loc 12722 Elliott Rd, South LG	\$	140.35
10/09/2021	783748990	LG Oval Lot 75 Bishop St LG	\$	112.50
10/09/2021	163376940	Medical Centre UA Lot 33 Maley St NGT	\$	223.31
10/09/2021	253091930	NGT Public Hall Lot 33 Maley St NGT	\$	129.66
10/09/2021	264043790	Varley Hall Lot 8 Pitt St	\$	194.30
10/09/2021	373461490	Staff Housing 3 Clarke Ave LG	\$	73.61
10/09/2021	355686650	Staff Housing 1 Quondong Crt LG	\$	201.34
10/09/2021	359079340	Staff Housing 33B Absolon Street LG	\$	68.98
10/09/2021	076250900	LK TV Transmitter Lot 158 Church Ave LK	\$	142.13
10/09/2021	076250900	LK TV Transmitter Lot 158 Church Ave LK	-\$	215.88
10/09/2021	076250900	LK TV Transmitter Lot 158 Church Ave LK	\$	165.79
10/09/2021	076250900	LK TV Transmitter Lot 158 Church Ave LK	-\$	202.99
10/09/2021	076250900	LK TV Transmitter Lot 158 Church Ave LK	\$	155.96
10/09/2021	076250900	LK TV Transmitter Lot 158 Church Ave LK	-\$	185.00
EFT22691	17/09/2021	Telstra Corporation Limited	-\$	3,345.56
	27/08/2021	Bus Mobile Broadband - Lakes Local Action Group	\$	97.98
	04/09/2021	0407384735-Sewerage-Fail Safe	\$	0.98
	04/09/2021	0408411920-Sewerage-Fail Safe	\$	0.06
	04/09/2021	0418621708-CEO Mobile	\$	30.55
	04/09/2021	0417914083-Speed Trailer	\$	5.50
	04/09/2021	0418326588-LG Pool Manager	\$	0.22
	04/09/2021	0428711190-Newdegate Fire Truck	\$	0.06
	04/09/2021	0429571975-Sewerage	\$	36.25
	04/09/2021	0429651112-Parks & Gardens Mobile	\$	0.06
	04/09/2021	0436668242-CESM Mobile	\$	150.05
	04/09/2021	0448089092-MIS Mobile	\$	264.49
	04/09/2021	0475898471-Councillors WI-FI	\$	40.00
	04/09/2021	0476806205-Councillors Air Card	\$	44.99
	04/09/2021	Rounding	-\$	0.03
	10/09/2021	SMS Service - Emergency Services	\$	960.56
	12/09/2021	Landline Charges Depot - 9865 1067	\$	34.95
	12/09/2021	Lake Grace Pool - 9865 1144	\$	34.95
	12/09/2021	Lake Grace Library - 9865 1185	\$	96.50
	12/09/2021	Lake Grace Medical Centre - 9865 1208	\$	102.06
	12/09/2021	Lake Grace Medical Centre Fax - 9865 1362	\$	52.51
	12/09/2021	Lake Grace Medical Centre - 9865 1388	\$	43.82
	12/09/2021	Depot - 9865 1493	\$	34.95
	12/09/2021	AIM - 9865 1646	\$	34.95
	12/09/2021	Lake Grace Airstrip - 9865 1656	\$	34.95
	12/09/2021	338 Memorial Drive - 9865 1978	\$	95.00
	12/09/2021	Depot - 9865 1985	\$	34.95
	12/09/2021	Depot - 9865 1986	\$	34.95
	12/09/2021	Lake Grace Visitor Centre - 9865 2140	\$	41.49
	12/09/2021	Lake Grace Visitor Centre Fax - 9865 2141	\$	34.95
	12/09/2021	Licensing Office - 9865 2275	\$	34.95
	12/09/2021	Newdegate Medical Centre - 9871 1105	\$	39.30

	12/09/2021	Newdegate Medical Centre - 9871 1341	\$	37.30
	12/09/2021	Newdegate Medical Centre - 9871 1528	\$	61.44
	12/09/2021	Lake King Library - 9874 4147	\$	37.05
	12/09/2021	Lake King Fire Station - 9874 4196	\$	34.95
	12/09/2021	Lake King Fire Station Fax - 9874 4201	\$	34.95
	12/09/2021	Lake King Library Internet - 9874 4234	\$	34.95
	12/09/2021	0427651127- TO Mobile	\$	99.00
	12/09/2021	0455915715-IPad for OSH	\$	29.00
	12/09/2021	Fire Ban Hotline - 9487 7191	\$	6.00
	12/09/2021	Administration Office - 9880 2500	\$	388.71
	12/09/2021	Lake Grace Medical Centre Internet - N9502816R	\$	59.99
	12/09/2021	Newdegate Medical Centre Internet - N9502816R	\$	50.00
	12/09/2021	Newdegate Fire Station - 9781 1228	\$	34.95
	12/09/2021	Group Plan Discount	-\$	87.43
	12/09/2021	Rounding	-\$	0.01
	12/09/2021	0457999713 - Trail Camera	\$	15.00
	12/09/2021	0458004636 - Trail Camera	\$	15.00
	12/09/2021	0487193712 - NGT Rec Centre Solar backup battery storage	\$	19.44
	12/09/2021	0487223282 - LG Sports Pav Solar backup battery storage	\$	19.44
	12/09/2021	0487225597 - LG Sports Pav Solar backup battery storage	\$	19.44
	12/09/2021	0487234395 - LG Sports Pav Solar backup battery storage	\$	19.44
EFT22692	17/09/2021	Warren Blackwood Waste	-\$	<b>4,445.60</b>
	14/09/2021	Newdegate Machinery Field Days waste services	\$	4,445.60
EFT22693	30/09/2021	Best Office Systems	-\$	<b>242.50</b>
	22/09/2021	Photocopier Charges Sep 21	\$	242.50
EFT22694	30/09/2021	Cutting Edges Equipment Parts Pty Ltd	-\$	<b>3,571.70</b>
	28/09/2021	Supply of grader blades and bolts + nuts for 2020 CAT Grader	\$	3,571.70
EFT22695	30/09/2021	David Wills & Associates	-\$	<b>6,836.50</b>
	21/09/2021	Provision of Consulting Engineering Services for Boulton Street Lake Grace	\$	6,836.50
EFT22696	30/09/2021	Dunkeld & Co	-\$	<b>9,075.00</b>
	14/09/2021	Purchase of gravel for Witham Road	\$	9,075.00
EFT22697	30/09/2021	Great Southern Fuel Supplies	-\$	<b>508.97</b>
	31/08/2021	Fuel Card Purchases - Lakes Local Action Group	\$	508.97
EFT22698	30/09/2021	Hopetoun Plumbing & Gas	-\$	<b>4,862.00</b>
	20/09/2021	Septic pump outs of NGT machinery field days tanks	\$	4,862.00
EFT22699	30/09/2021	Hudson Sewage Services	-\$	<b>206.10</b>
	17/09/2021	Lake King Toilet Biomax: July 2021 - September 2021 service	\$	206.10
EFT22700	30/09/2021	Ironstone Fabrications Pty Ltd	-\$	<b>2,251.70</b>
	22/09/2021	Steel works for LG sporting precinct entry	\$	2,251.70
EFT22701	30/09/2021	Jason Signmakers	-\$	<b>5,090.84</b>
	11/08/2021	Updating of signs on Stubbs Street - Public Toilet, Shire Logo & Story trail signs	\$	827.11
	13/09/2021	Signage for the Lake King walking trail	\$	3,575.61
	13/09/2021	Signage for NGT & LK Airstrips	\$	597.87
	13/09/2021	Street signage	\$	90.25
EFT22702	30/09/2021	Kevin Wilson	-\$	<b>1,000.00</b>
	30/09/2021	Housing Bond - Kevin Wilson 54B Bennett Street lake Grace	\$	1,000.00
EFT22703	30/09/2021	Lake Grace District High School	-\$	<b>420.00</b>
	09/09/2021	Catering for Seniors Afternoon Tea 16/09/2021	\$	420.00
EFT22704	30/09/2021	Lake Grace Meat Supply	-\$	<b>153.22</b>
	16/09/2021	Supply of BBQ meat for Bush Fire Advisory Committee Meeting 16/09/2021	\$	153.22
EFT22705	30/09/2021	Lake Grace Plaza	-\$	<b>32.05</b>
	16/09/2021	Supplies for Bush Fire Control Meeting September 2021	\$	32.05

EFT22706	30/09/2021	Lake Grace Saltbush Inn		-\$	110.00
	21/09/2021	Accommodation for EHO 20/09/2021	\$	110.00	
EFT22707	30/09/2021	Lake Grace Transport		-\$	19.78
	22/09/2021	Freight of hand sanitiser for Jam Patch toilet	\$	19.78	
EFT22708	30/09/2021	Lake King Agencies		-\$	260.76
	17/08/2021	Diesel for LKg Tractor	\$	80.46	
	14/09/2021	Cleaning supplies LG Public Toilets	\$	180.30	
EFT22709	30/09/2021	Lake King Tavern/Motel		-\$	120.00
	21/09/2021	Accommodation & Breakfast for EHO 08/09/2021	\$	120.00	
EFT22710	30/09/2021	M & L Australasia PTY LTD		-\$	9.85
	16/09/2021	Supply & Postage of name badge for ASO	\$	9.85	
EFT22711	30/09/2021	M.E Pump Wizards		-\$	8,715.30
	17/09/2021	Inspection of sewerage pump station	\$	8,715.30	
EFT22712	30/09/2021	Newdegate Grocer And Cafe		-\$	816.10
	15/09/2021	Supply of cleaning products for NGT Public Toilets, NGT Rec Centre, LG Public Toilets & LG Pavilion	\$	816.10	
EFT22713	30/09/2021	Newdegate Primary School P&C Association		-\$	150.00
	24/09/2021	Advertising in the Newdegate Primary School Annual Publication	\$	95.00	
	24/09/2021	Visitors Centre - Advertisement in Newdegate Annual publication	\$	55.00	
EFT22714	30/09/2021	Newdegate Stock & Trading		-\$	397.53
	01/09/2021	Supply of diesel for mower & fogger	\$	211.09	
	03/09/2021	Supply of diesel & unleaded for NGT Parks & Gardens	\$	186.44	
EFT22715	30/09/2021	Pitstop Mechanical & Tyre Services		-\$	554.65
	18/08/2021	Service of Newdegate Community Bus	\$	554.65	
EFT22716	30/09/2021	Reinforced Concrete Pipes Australia (WA) Pty Ltd		-\$	9,347.18
	15/09/2021	Supply & delivery of concrete pipes and baseplates	\$	9,347.18	
EFT22717	30/09/2021	STS Health		-\$	2,693.35
	17/09/2021	Annual servicing and certification of dental autoclave	\$	2,693.35	
EFT22718	30/09/2021	Scintex Pty Ltd		-\$	6,498.00
	24/09/2021	Supply of vehicle mounted fogger for mosquito control	\$	6,498.00	
EFT22719	30/09/2021	Sigma Chemicals		-\$	1,507.00
	09/09/2021	Supply of sodium hypochlorite for sewerage reuse site	\$	1,507.00	
EFT22720	30/09/2021	Telford Industries		-\$	1,010.24
	15/09/2021	Supply of chemical for NGT Pool	\$	1,010.24	
EFT22721	30/09/2021	Telstra Corporation Limited		-\$	225.00
	20/09/2021	Satellite phones BFB Satellite phone-Lake King BFB	\$	45.00	
	20/09/2021	Satellite phone - Newdegate BFB	\$	45.00	
	20/09/2021	Satellite phone - Varley BFB	\$	45.00	
	20/09/2021	Satellite phone - stored at the Lake King Fire Shed.	\$	45.00	
	20/09/2021	Satellite phone - stored at the Lake King Fire Shed.	\$	45.00	
EFT22722	30/09/2021	WA Contract Ranger Services		-\$	701.25
	17/09/2021	Contract Ranger Services September 2021	\$	701.25	
EFT22723	30/09/2021	Wattleup Tractors		-\$	211.78
	24/09/2021	Supply of slasher beams for PLM05 2013 Wilsons Road Verge Slasher	\$	211.78	
		<b>TOTAL EFT</b>			<b><u><u>-\$ 792,382.27</u></u></b>
36953	01/09/2021	Shire of Lake Grace (Petty Cash)		-\$	100.00
	01/09/2021	21/22 Initial Visitors Centre Float due to changeover	\$	100.00	
36954	15/09/2021	Shire of Lake Grace (Petty Cash)		-\$	135.80
	06/09/2021	Petty Cash August 2021	\$	135.80	
36955	15/09/2021	Water Corporation		-\$	44.95
	02/09/2021		\$	44.95	
36956	30/09/2021	Pivotel Satellite Pty Limited		-\$	93.00
	15/09/2021	Satellite tracking - 3 x Isolated Worker Safety Solution (per month)	\$	93.00	



36957	30/09/2021	Water Corporation		<b>-\$ 270.27</b>
	20/09/2021	Sports Ground at Pingaring-Varley Rd Kulin Lot 2059(24691)	\$ 30.09	
	20/09/2021	9007807318 Standpipe #7 Gimbel Rd	\$ 72.33	
	20/09/2021	9015200049 Standpipe #10 Mordetta Rd Dicko's Corner	\$ 167.85	
		<b>TOTAL CHEQUES</b>		<b>-\$ 644.02</b>
DD9663.1	01/09/2021	The SD & LM Carruthers Superannuation Fund		<b>-\$ 240.00</b>
	01/09/2021	Superannuation contributions	\$ 240.00	
DD9663.2	01/09/2021	Aware Super		<b>-\$ 7,914.71</b>
	01/09/2021	Payroll deductions	\$ 500.01	
	01/09/2021	Payroll deductions	\$ 442.49	
	01/09/2021	Superannuation contributions	\$ 6,972.21	
DD9663.3	01/09/2021	REST Superannuation		<b>-\$ 1,551.38</b>
	01/09/2021	Payroll deductions	\$ 371.73	
	01/09/2021	Superannuation contributions	\$ 1,179.65	
DD9663.4	01/09/2021	WALGSP Plan		<b>-\$ 174.72</b>
	01/09/2021	Payroll deductions	\$ 174.72	
DD9663.5	01/09/2021	North Personal Superannuation		<b>-\$ 141.04</b>
	01/09/2021	Payroll deductions	\$ 35.26	
	01/09/2021	Superannuation contributions	\$ 105.78	
DD9663.6	01/09/2021	Australian Super Administration		<b>-\$ 492.19</b>
	01/09/2021	Superannuation contributions	\$ 421.88	
	01/09/2021	Payroll deductions	\$ 70.31	
DD9663.7	01/09/2021	Panorama Super		<b>-\$ 70.52</b>
	01/09/2021	Superannuation contributions	\$ 70.52	
DD9663.8	01/09/2021	Prime Super		<b>-\$ 214.13</b>
	01/09/2021	Superannuation contributions	\$ 214.13	
DD9663.9	01/09/2021	Hostplus		<b>-\$ 238.32</b>
	01/09/2021	Superannuation contributions	\$ 238.32	
DD9674.1	01/09/2021	WA Treasury Corporation		<b>-\$ 27,996.91</b>
	01/09/2021	Principal & interest repayment loan 181 - Office Renovations	\$ 15,603.64	
	01/09/2021	Principal & interest repayment loan 182 - LG Sporting Precinct Upgrade (SAR)	\$ 12,393.27	
DD9674.2	01/09/2021	Exetel Pty Ltd		<b>-\$ 1,375.00</b>
	01/09/2021	Corporate Internet - Monthly Charge On Plan TMLL100 R2 Unlimited 1375	\$ 1,375.00	
DD9674.3	01/09/2021	Westnet Pty Ltd		<b>-\$ 285.35</b>
	01/09/2021	Internet Charges	\$ 285.35	
DD9690.1	15/09/2021	The SD & LM Carruthers Superannuation Fund		<b>-\$ 240.00</b>
	15/09/2021	Superannuation contributions	\$ 240.00	
DD9690.2	15/09/2021	Aware Super		<b>-\$ 7,600.10</b>
	15/09/2021	Payroll deductions	\$ 481.04	
	15/09/2021	Payroll deductions	\$ 442.49	
	15/09/2021	Superannuation contributions	\$ 6,676.57	
DD9690.3	15/09/2021	REST Superannuation		<b>-\$ 813.18</b>
	15/09/2021	Payroll deductions	\$ 186.77	
	15/09/2021	Superannuation contributions	\$ 626.41	
DD9690.4	15/09/2021	North Personal Superannuation		<b>-\$ 141.04</b>
	15/09/2021	Payroll deductions	\$ 35.26	
	15/09/2021	Superannuation contributions	\$ 105.78	
DD9690.5	15/09/2021	Australian Super Administration		<b>-\$ 492.19</b>
	15/09/2021	Superannuation contributions	\$ 421.88	
	15/09/2021	Payroll deductions	\$ 70.31	
DD9690.6	15/09/2021	Panorama Super		<b>-\$ 152.79</b>
	15/09/2021	Superannuation contributions	\$ 152.79	
DD9690.7	15/09/2021	Prime Super		<b>-\$ 298.65</b>
	15/09/2021	Superannuation contributions	\$ 298.65	

DD9690.8	15/09/2021	Hostplus		<b>-\$ 237.58</b>
	15/09/2021	Superannuation contributions	\$ 237.58	
DD9692.1	15/09/2021	WA Treasury Corporation		<b>-\$ 8,455.80</b>
	15/09/2021	Principal & interest repayment loan 173 - Refurbishment of Lake Grace Swimming Pool	\$ 8,455.80	
DD9700.1	29/09/2021	The SD & LM Carruthers Superannuation Fund		<b>-\$ 240.00</b>
	29/09/2021	Superannuation contributions	\$ 240.00	
DD9700.2	29/09/2021	Aware Super		<b>-\$ 7,162.34</b>
	29/09/2021	Payroll deductions	\$ 487.18	
	29/09/2021	Payroll deductions	\$ 442.49	
	29/09/2021	Superannuation contributions	\$ 6,232.67	
DD9700.3	29/09/2021	REST Superannuation		<b>-\$ 879.08</b>
	29/09/2021	Payroll deductions	\$ 183.70	
	29/09/2021	Superannuation contributions	\$ 695.38	
DD9700.4	29/09/2021	North Personal Superannuation		<b>-\$ 141.04</b>
	29/09/2021	Payroll deductions	\$ 35.26	
	29/09/2021	Superannuation contributions	\$ 105.78	
DD9700.5	29/09/2021	Australian Super Administration		<b>-\$ 492.19</b>
	29/09/2021	Superannuation contributions	\$ 421.88	
	29/09/2021	Payroll deductions	\$ 70.31	
DD9700.6	29/09/2021	Panorama Super		<b>-\$ 111.65</b>
	29/09/2021	Superannuation contributions	\$ 111.65	
DD9700.7	29/09/2021	Prime Super		<b>-\$ 254.11</b>
	29/09/2021	Superannuation contributions	\$ 254.11	
DD9700.8	29/09/2021	Hostplus		<b>-\$ 238.99</b>
	29/09/2021	Superannuation contributions	\$ 238.99	
DD9705.1	29/09/2021	Australia and New Zealand Banking Group Limited		<b>-\$ 1,192.54</b>
	29/09/2021	LLAG - Vehicle Loan Repayment - September	\$ 1,192.54	
DD9706.1	21/09/2021	Shire of Lake Grace Credit Card		<b>-\$ 1,036.02</b>
	21/09/2021	19/08/21 Zoom Subscription from 19 August-18 September 2021 for Council Zoom Video Communications Inc Receipt #INV103130930	\$ 23.09	
	21/09/2021	19/08/21 Foreign Transaction Fee for Zoom Subscription Foreign Transaction Fee	\$ 0.68	
	21/09/2021	11/08/21 Accommodation for MIS for Local Government Supervisors Association conference Joondalup Resort Receipt #000807183	\$ 195.00	
	21/09/2021	13/08/21 Annual subscription for GoPro 08/12/2021-08/11/2022 GoPro Inc. Receipt #INV14686892	\$ 69.99	
	21/09/2021	13/08/21 Foreign Transaction Fee for GoPro annual subscription FOREIGN TRANSACTION FEE	\$ 2.06	
	21/09/2021	16/08/21 Purchase of GoPro for road condition recording GoPro Inc. Receipt #CS-4969529	\$ 723.85	
	21/09/2021	16/06/21 Foreign Transaction Fee for purchase of GoPro FOREIGN TRANSACTION FEE	\$ 21.35	
<b>TOTAL DIRECT DEBIT</b>				<b>-\$ 70,873.56</b>
<b>TOTAL MUNICIPAL FUNDS</b>				<b>-\$ 863,899.85</b>

**SHIRE OF LAKE GRACE**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 30 September 2021**

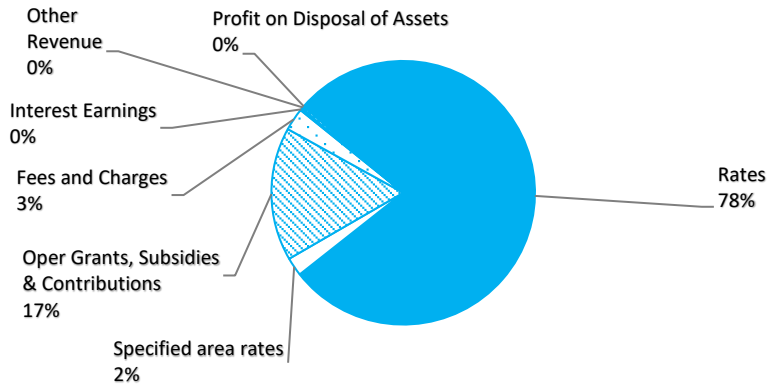
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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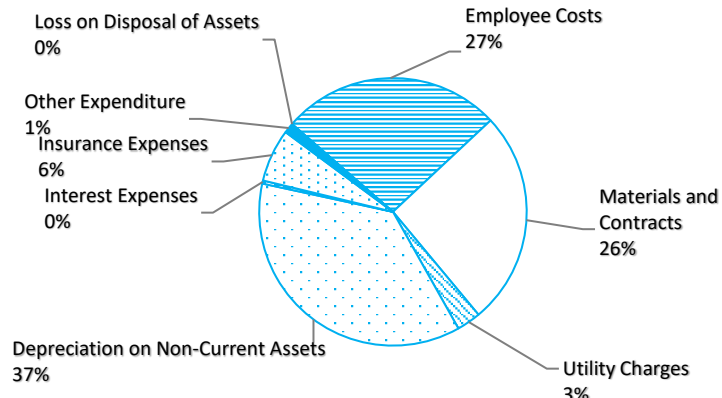
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**OPERATING ACTIVITIES**

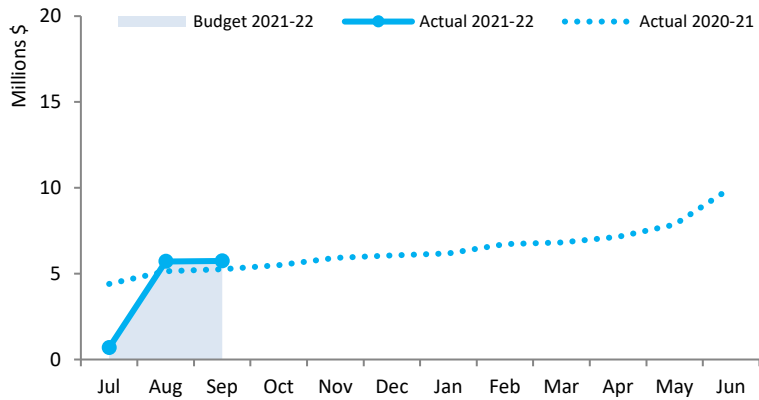
**OPERATING REVENUE**



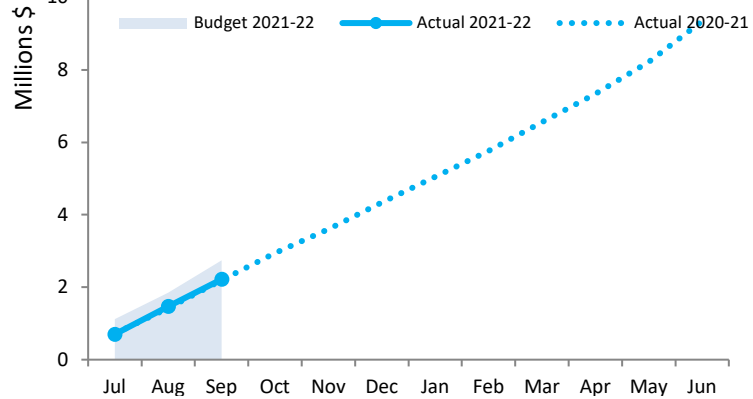
**OPERATING EXPENSES**



**Budget Operating Revenues -v- Actual**

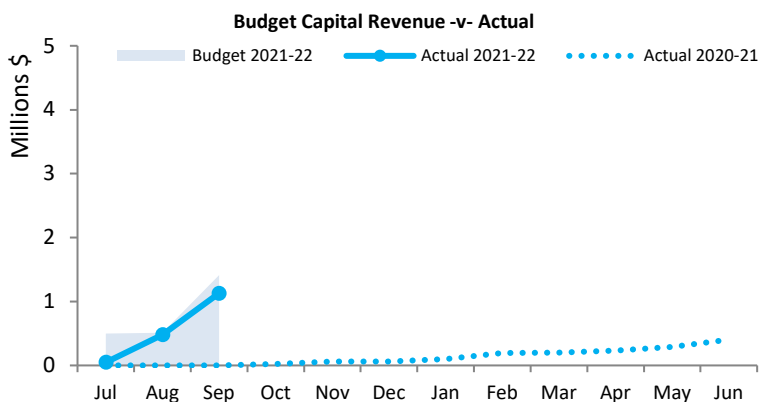


**Budget Operating Expenses -v-YTD Actual**

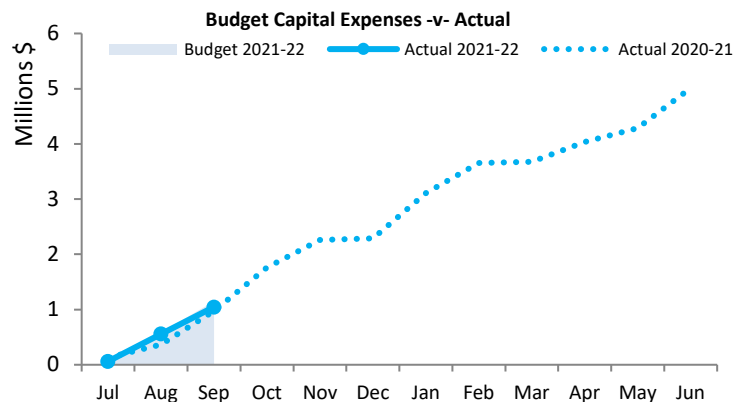


**INVESTING ACTIVITIES**

**CAPITAL REVENUE**



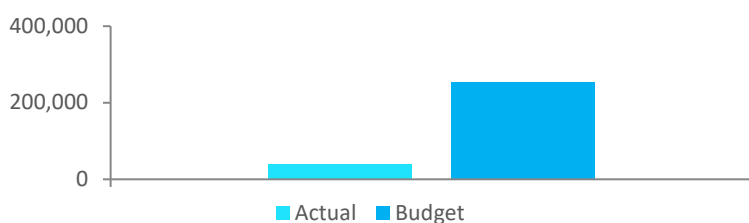
**CAPITAL EXPENSES**



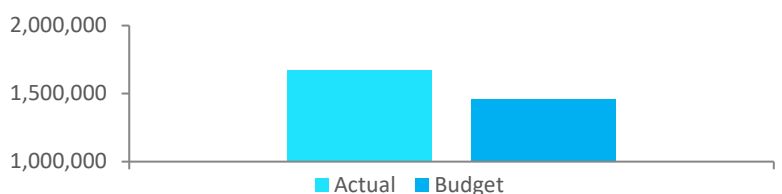
**FINANCING ACTIVITIES**

**BORROWINGS**

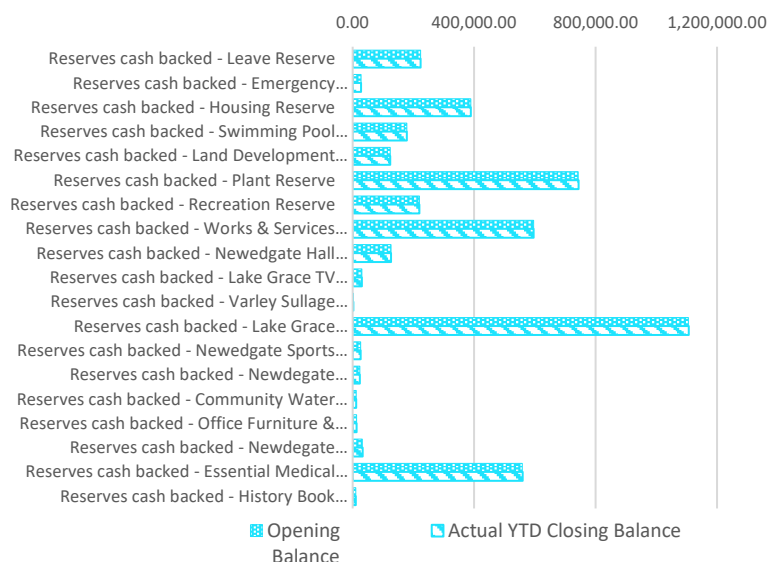
**Principal Repayments**



**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	\$5.52 M	\$5.52 M	\$5.68 M	\$0.16 M
Closing	\$0.02 M	\$9.44 M	\$10.02 M	\$0.59 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
<b>Unrestricted Cash</b>	<b>\$8.85 M</b>	<b>57.7%</b>
<b>Restricted Cash</b>	<b>\$6.50 M</b>	<b>42.3%</b>

Refer to Note 2 - Cash and Financial Assets

Payables	
	% Outstanding
<b>Trade Payables</b>	<b>\$0.41 M</b>
0 to 30 Days	93.4%
30 to 90 Days	6.6%
Over 90 Days	0%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
<b>Rates Receivable</b>	<b>\$1.03 M</b>	<b>77.9%</b>
<b>Trade Receivable</b>	<b>\$0.06 M</b>	<b>% Outstanding</b>
30 to 90 Days		6.0%
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)
(\$0.70 M)	\$3.69 M	\$4.30 M	\$0.61 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
<b>YTD Actual</b>	<b>\$4.61 M</b>	
<b>YTD Budget</b>	<b>\$4.55 M</b>	<b>1.2%</b>

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
<b>YTD Actual</b>	<b>\$0.94 M</b>	
<b>YTD Budget</b>	<b>\$0.89 M</b>	<b>5.5%</b>

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
<b>YTD Actual</b>	<b>\$0.16 M</b>	
<b>YTD Budget</b>	<b>\$0.17 M</b>	<b>(4.1%)</b>

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)
(\$3.73 M)	\$0.26 M	\$0.08 M	(\$0.18 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
<b>YTD Actual</b>	<b>\$0.00 M</b>	
<b>Adopted Budget</b>	<b>\$0.14 M</b>	<b>(100.0%)</b>

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
<b>YTD Actual</b>	<b>\$1.05 M</b>	
<b>Adopted Budget</b>	<b>\$8.55 M</b>	<b>(87.8%)</b>

Refer to Note 8 - Capital Acquisitions

Capital Grants		
	\$	% Received
<b>YTD Actual</b>	<b>\$1.13 M</b>	
<b>Adopted Budget</b>	<b>\$4.68 M</b>	<b>(75.8%)</b>

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)
(\$1.06 M)	(\$0.04 M)	(\$0.04 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
<b>Principal repayments</b>	<b>\$0.04 M</b>
<b>Interest expense</b>	<b>\$0.01 M</b>
<b>Principal due</b>	<b>\$1.67 M</b>

Refer to Note 9 - Borrowings

Reserves	
<b>Reserves balance</b>	<b>\$4.45 M</b>
<b>Interest earned</b>	<b>\$0.00 M</b>

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 30 SEPTEMBER 2021

## 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 30 SEPTEMBER 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	5,522,897	5,522,897	<b>5,679,624</b>	156,727	2.84%	
<b>Revenue from operating activities</b>							
Governance		17,550	630	<b>2,512</b>	1,882	298.73%	
General purpose funding - general rates	6	4,423,026	4,422,524	<b>4,476,084</b>	53,560	1.21%	
General purpose funding - other		1,463,088	364,764	<b>401,048</b>	36,284	9.95%	
Law, order and public safety		157,772	15,379	<b>15,182</b>	(197)	(1.28%)	
Health		9,960	2,474	<b>6,135</b>	3,661	147.98%	
Education and welfare		2,000	0	<b>0</b>	0	0.00%	
Housing		18,000	4,498	<b>4,600</b>	102	2.27%	
Community amenities		285,238	262,504	<b>257,627</b>	(4,877)	(1.86%)	
Recreation and culture		59,100	6,386	<b>761</b>	(5,625)	(88.08%)	▼
Transport		396,712	345,622	<b>346,007</b>	385	0.11%	
Economic services		387,840	212,848	<b>211,965</b>	(883)	(0.41%)	
Other property and services		89,500	22,369	<b>18,024</b>	(4,345)	(19.42%)	
		<b>7,309,786</b>	<b>5,659,998</b>	<b>5,739,945</b>	79,947		
<b>Expenditure from operating activities</b>							
Governance		(441,588)	(108,982)	<b>(104,915)</b>	4,067	3.73%	
General purpose funding		(152,041)	(37,995)	<b>(36,081)</b>	1,914	5.04%	
Law, order and public safety		(399,853)	(114,195)	<b>(104,683)</b>	9,512	8.33%	
Health		(395,716)	(85,075)	<b>(62,396)</b>	22,679	26.66%	▲
Education and welfare		(78,843)	(21,242)	<b>(25,045)</b>	(3,803)	(17.90%)	
Housing		(238,669)	(69,843)	<b>(36,836)</b>	33,007	47.26%	▲
Community amenities		(1,429,395)	(320,534)	<b>(233,683)</b>	86,851	27.10%	▲
Recreation and culture		(2,702,175)	(704,575)	<b>(524,149)</b>	180,426	25.61%	▲
Transport		(4,167,731)	(1,035,567)	<b>(904,142)</b>	131,425	12.69%	▲
Economic services		(1,024,501)	(224,174)	<b>(174,747)</b>	49,427	22.05%	▲
Other property and services		(79,256)	(19,402)	<b>(11,905)</b>	7,497	38.64%	▲
		<b>(11,109,768)</b>	<b>(2,741,584)</b>	<b>(2,218,582)</b>	523,002		
Non-cash amounts excluded from operating activities	1(a)	3,098,135	772,262	<b>779,513</b>	7,251	0.94%	
<b>Amount attributable to operating activities</b>		<b>(701,847)</b>	<b>3,690,676</b>	<b>4,300,876</b>	610,200		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	4,677,599	1,412,691	<b>1,129,993</b>	(282,698)	(20.01%)	▼
Proceeds from disposal of assets	7	139,000	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(8,549,844)	(1,148,123)	<b>(1,047,307)</b>	100,816	8.78%	
		<b>(3,733,245)</b>	<b>264,568</b>	<b>82,686</b>	(181,882)		
<b>Amount attributable to investing activities</b>		<b>(3,733,245)</b>	<b>264,568</b>	<b>82,686</b>	(181,882)		
<b>Financing Activities</b>							
Repayment of debentures	9	(253,822)	(39,780)	<b>(39,780)</b>	0	0.00%	
Transfer to reserves	10	(810,000)	(2,973)	<b>(2,973)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(1,063,822)</b>	<b>(42,753)</b>	<b>(42,753)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>23,983</b>	<b>9,435,388</b>	<b>10,020,434</b>			

**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 30 SEPTEMBER 2021

#### 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.

## NATURE OR TYPE DESCRIPTIONS

#### 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 30 SEPTEMBER 2021**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	5,522,897	5,522,897	<b>5,679,624</b>	156,727	2.84%	
<b>Revenue from operating activities</b>							
Rates	6	4,423,026	4,422,524	<b>4,476,084</b>	53,560	1.21%	
Specified area rates	6	130,938	130,938	<b>130,986</b>	48	0.04%	
Operating grants, subsidies and contributions	12	1,960,523	890,656	<b>939,715</b>	49,059	5.51%	
Fees and charges		397,540	165,383	<b>158,587</b>	(6,796)	(4.11%)	
Interest earnings		118,000	29,499	<b>13,856</b>	(15,643)	(53.03%)	▼
Other revenue		256,547	20,998	<b>20,717</b>	(281)	(1.34%)	
Profit on disposal of assets	7	23,212	0	<b>0</b>	0	0.00%	
		<b>7,309,786</b>	<b>5,659,998</b>	<b>5,739,945</b>	79,947		
<b>Expenditure from operating activities</b>							
Employee costs		(2,757,466)	(652,282)	<b>(590,950)</b>	61,332	9.40%	
Materials and contracts		(4,401,456)	(1,008,540)	<b>(575,296)</b>	433,244	42.96%	▲
Utility charges		(344,950)	(72,135)	<b>(64,466)</b>	7,669	10.63%	▲
Depreciation on non-current assets		(3,089,216)	(772,262)	<b>(810,542)</b>	(38,280)	(4.96%)	
Interest expenses		(60,418)	(18,601)	<b>(8,290)</b>	10,311	55.43%	▲
Insurance expenses		(209,984)	(184,252)	<b>(141,825)</b>	42,427	23.03%	▲
Other expenditure		(214,147)	(33,512)	<b>(27,213)</b>	6,299	18.80%	▲
Loss on disposal of assets	7	(32,131)	0	<b>0</b>	0	0.00%	
		<b>(11,109,768)</b>	<b>(2,741,584)</b>	<b>(2,218,582)</b>	523,002		
Non-cash amounts excluded from operating activities	1(a)	3,098,135	772,262	<b>779,513</b>	7,251	0.94%	
<b>Amount attributable to operating activities</b>		<b>(701,847)</b>	<b>3,690,676</b>	<b>4,300,876</b>	610,200		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	4,677,599	1,412,691	<b>1,129,993</b>	(282,698)	(20.01%)	▼
Proceeds from disposal of assets	7	139,000	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment	8	(8,549,844)	(1,148,123)	<b>(1,047,307)</b>	100,816	8.78%	
		<b>(3,733,245)</b>	<b>264,568</b>	<b>82,686</b>	(181,882)		
<b>Amount attributable to investing activities</b>		<b>(3,733,245)</b>	<b>264,568</b>	<b>82,686</b>	(181,882)		
<b>Financing Activities</b>							
Repayment of debentures	9	(253,822)	(39,780)	<b>(39,780)</b>	0	0.00%	
Transfer to reserves	10	(810,000)	(2,973)	<b>(2,973)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(1,063,822)</b>	<b>(42,753)</b>	<b>(42,753)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>23,983</b>	<b>9,435,388</b>	<b>10,020,434</b>			

**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 30 September 2020

(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)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(23,212)	0	0
Less: Movement in liabilities associated with restricted cash				102
Movement in employee benefit provisions (non-current)				(31,131)
Add: Loss on asset disposals	7	32,131	0	0
Add: Depreciation on assets		3,089,216	772,262	810,542
<b>Total non-cash items excluded from operating activities</b>		<b>3,098,135</b>	<b>772,262</b>	<b>779,513</b>

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

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

		Last Year Closing 30 June 2021	This Time Last Year 30 September 2020	Year to Date 30 September 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(4,443,828)	(5,707,365)	(4,446,801)
Less: Municipal restricted cash		(50,073)	(50,072)	(50,072)
Less: Trust - restricted cash		(10,373)		
Add: Borrowings	9	229,865	195,242	190,085
Add: Provisions - employee	11	338,653	231,480	307,522
<b>Total adjustments to net current assets</b>		<b>(3,935,756)</b>	<b>(5,330,715)</b>	<b>(3,999,266)</b>

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

**Current assets**

Cash and cash equivalents	2	12,383,592	10,249,081	15,342,957
Rates receivables	3	49,489	4,334,989	1,029,269
Receivables	3	202,260	173,929	55,774
Other current assets	4	81,729	516	1,357
<b>Less: Current liabilities</b>				
Payables	5	(564,665)	(155,853)	(537,252)
Borrowings	9	(229,865)	(195,242)	(190,085)
Contract liabilities	11	(1,968,507)	(447,955)	(1,374,799)
Provisions	11	(338,653)	(231,480)	(307,522)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(3,935,756)</b>	<b>(5,330,715)</b>	<b>(3,999,266)</b>
<b>Closing funding surplus / (deficit)</b>		<b>5,679,624</b>	<b>8,393,966</b>	<b>10,020,433</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Municipal Bank account	Cash and cash equivalents	8,845,585		8,845,585		Bankwest	0.10%	Nil
Term deposit - Municipal Bank account	Cash and cash equivalents	0	1,000,000	1,000,000		Bankwest	0.33%	26/11/2021
Term deposit - Municipal Bank account	Cash and cash equivalents	0	1,000,000	1,000,000		Bankwest	0.37%	28/02/2022
Petty Cash and Floats	Cash and cash equivalents	500		500		Cash on Hand	Nil	Nil
Reserve Bank Account	Cash and cash equivalents	0	944,065	944,065		Bankwest	0.10%	Nil
Term deposit - Reserve Bank Account	Cash and cash equivalents	0	3,502,735	3,502,735		Bankwest	0.31%	14/12/2021
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			10,271	Bankwest	N/A	Nil
<b>Total</b>		<b>8,846,085</b>	<b>6,496,872</b>	<b>15,342,957</b>	<b>10,271</b>			
<b>Comprising</b>								
Cash and cash equivalents		8,846,085	6,496,872	15,342,957	10,271			
		<b>8,846,085</b>	<b>6,496,872</b>	<b>15,342,957</b>	<b>10,271</b>			

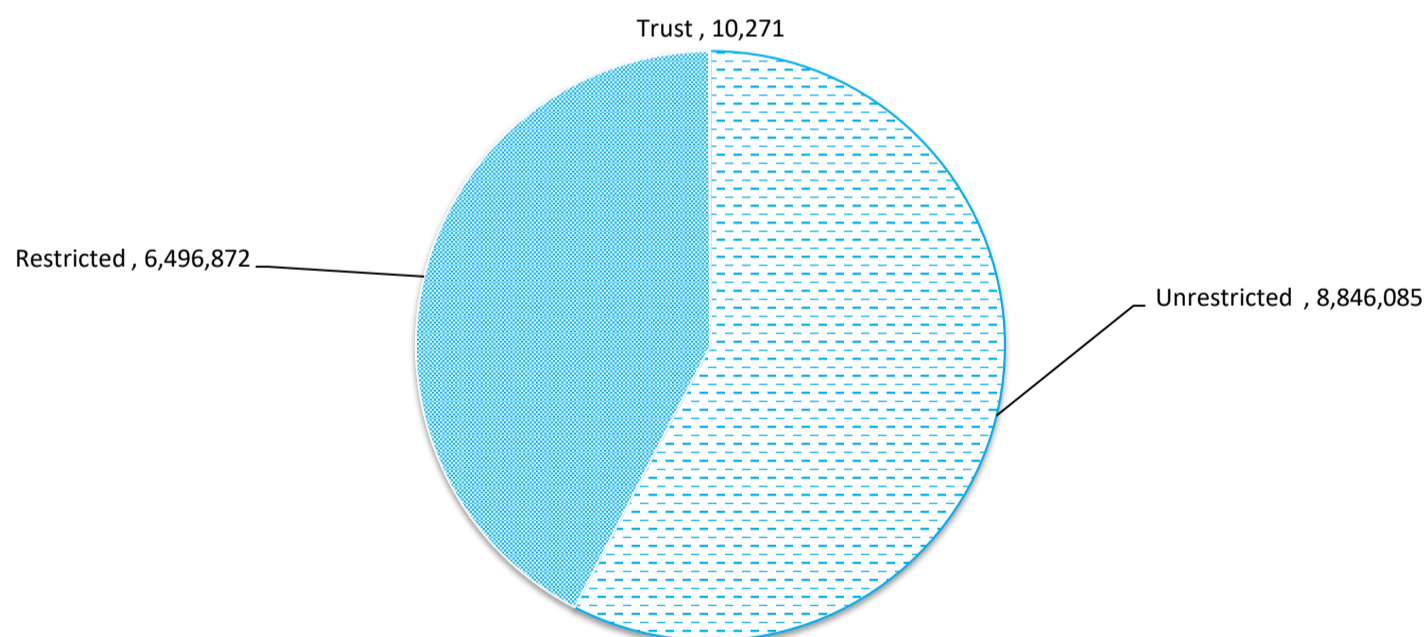
**KEY INFORMATION**

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

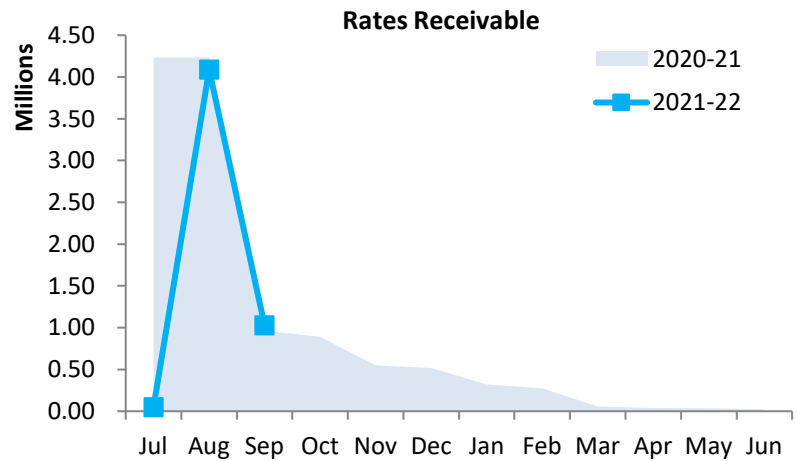
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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 Jun 2021	30 Sep 2021
	\$	\$
Opening arrears previous years	56,644	49,489
Levied this year	4,249,126	4,607,070
Less - collections to date	(4,256,281)	(3,627,290)
Equals current outstanding	<b>49,489</b>	<b>1,029,269</b>
<b>Net rates collectable</b>	<b>49,489</b>	<b>1,029,269</b>
% Collected	98.9%	77.9%



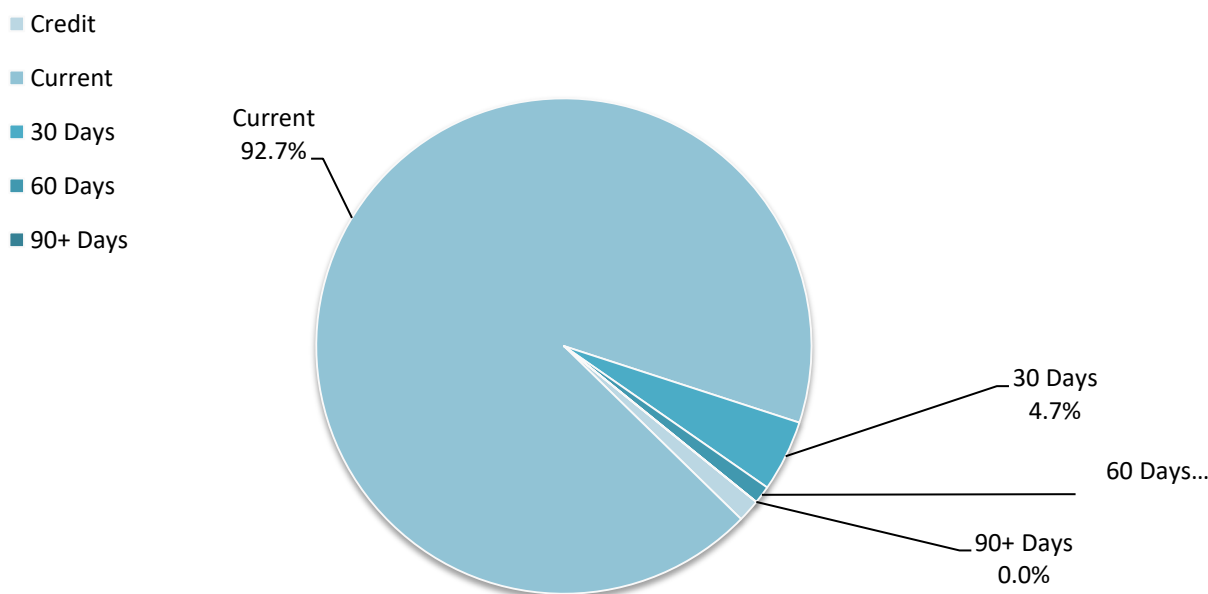
Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(523)	32,898	1,657	412	(0)	34,443
Percentage	(1.5%)	95.5%	4.8%	1.2%	0%	
<b>Balance per trial balance</b>						
Sundry receivable	(523)	32,898	1,657	412	(0)	34,443
ESL Control		21,331				21,331
<b>Total receivables general outstanding</b>						<b>55,774</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. 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 30 September 2021
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Inventory</b>				
Stock on Hand	15,745		(14,388)	1,357
<b>Other current assets</b>				
Accrued income	65,984		(65,984)	0
<b>Total other current assets</b>	<b>81,729</b>	<b>0</b>	<b>(80,372)</b>	<b>1,357</b>
<b>Amounts shown above include GST (where applicable)</b>				

KEY INFORMATION

**Inventory**

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

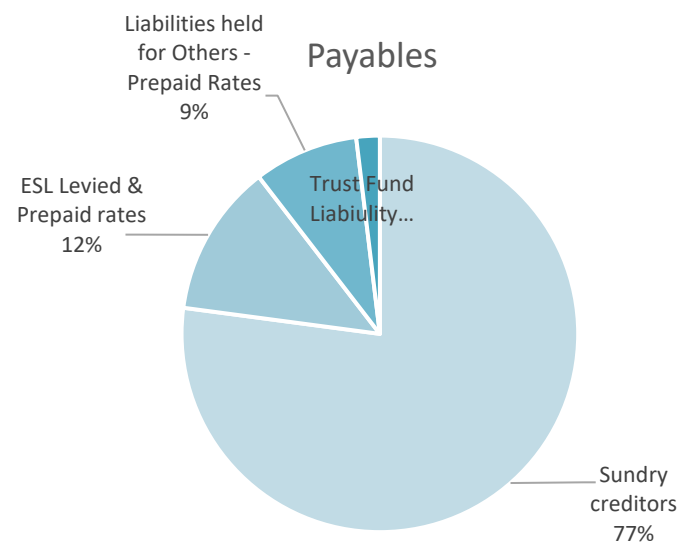
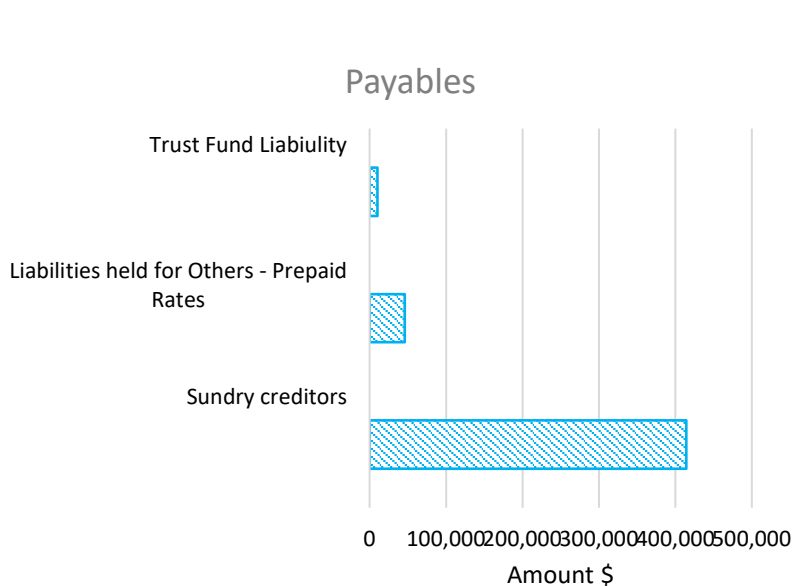
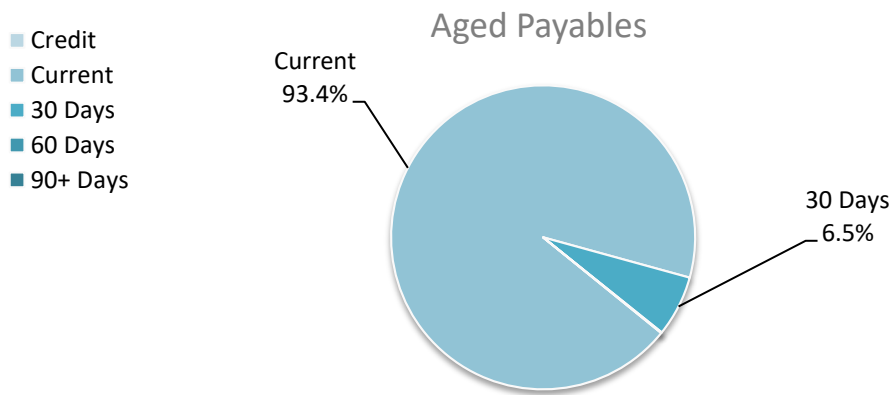
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	386,708	26,838	313	0	413,858
Percentage	0%	93.4%	6.5%	0.1%	0%	
<b>Balance per trial balance</b>						
Sundry creditors	0	387,096	26,838	313	0	414,246
ESL Levied & Prepaid rates		66,860				66,860
Liabilities held for Others - Prepaid Rates		45,875				45,875
Trust Fund Liability		10,271				10,271
<b>Total payables general outstanding</b>						<b>537,252</b>

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.



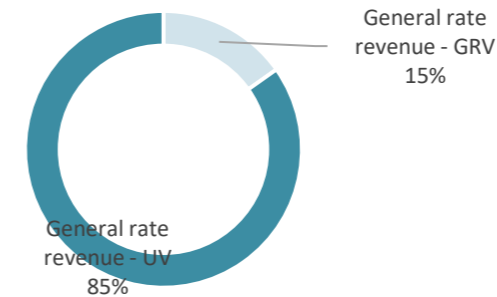
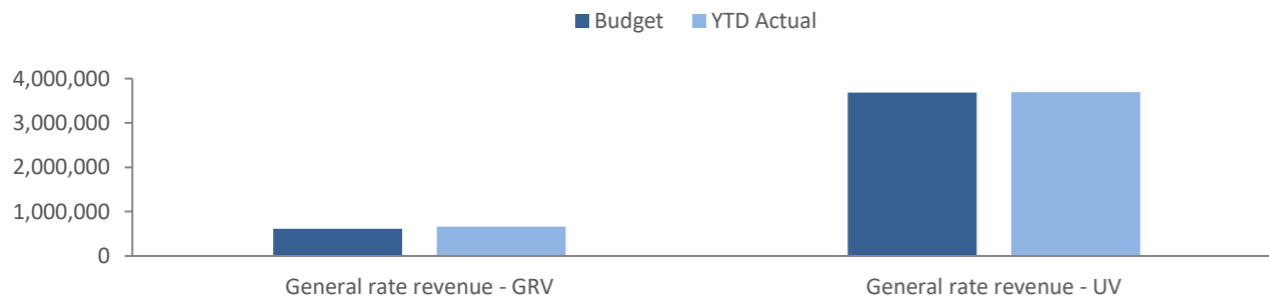
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021

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
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
General rate revenue - GRV	0.1364	388	4,464,943	609,183	500		609,683	611,170	50,259		661,429
<b>Unimproved value</b>											
General rate revenue - UV	0.0112	557	330,367,521	3,688,223	500		3,688,723	3,689,286	234		3,689,520
<b>Sub-Total</b>		<b>945</b>	<b>334,832,464</b>	<b>4,297,406</b>	<b>1,000</b>	<b>0</b>	<b>4,298,406</b>	<b>4,300,456</b>	<b>50,493</b>	<b>0.00</b>	<b>4,350,949</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
General rate revenue - GRV	505	35		17,675			17,675	17,675			17,675
<b>Unimproved value</b>											
General rate revenue - UV	515	72		37,080			37,080	37,595			37,595
<b>Sub-total</b>		<b>107</b>	<b>0</b>	<b>54,755</b>	<b>0</b>	<b>0</b>	<b>54,755</b>	<b>55,270</b>	<b>0</b>	<b>0</b>	<b>55,270</b>
<b>Amount from general rates</b>							<b>4,353,161</b>				<b>4,406,219</b>
Ex-gratia rates							69,865				69,865
<b>Total general rates</b>							<b>4,423,026</b>				<b>4,476,084</b>
<b>Specified area rates</b>	<b>Rate in \$ (cents)</b>										
Sewergae - GRV	0.045256		2,893,280	130,938			130,938	130,986			130,986
<b>Total specified area rates</b>			<b>2,893,280</b>	<b>130,938</b>	<b>0</b>	<b>0</b>	<b>130,938</b>	<b>130,986</b>	<b>0</b>	<b>0</b>	<b>130,986</b>
<b>Total</b>							<b>4,553,964</b>				<b>4,607,070</b>

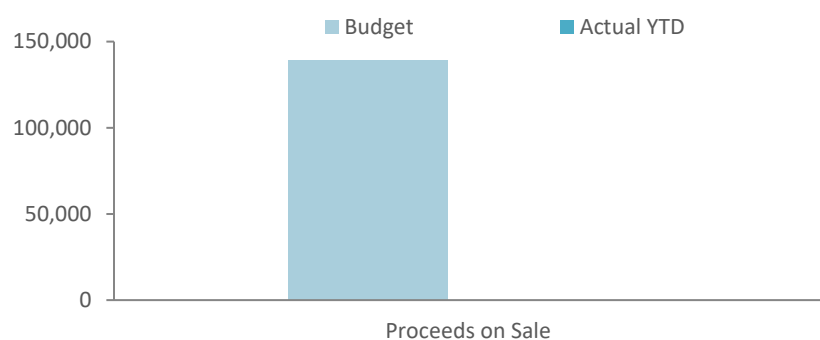
KEY INFORMATION

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)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Governance</b>								
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
		<b>147,919</b>	<b>139,000</b>	<b>23,212</b>	<b>(32,131)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



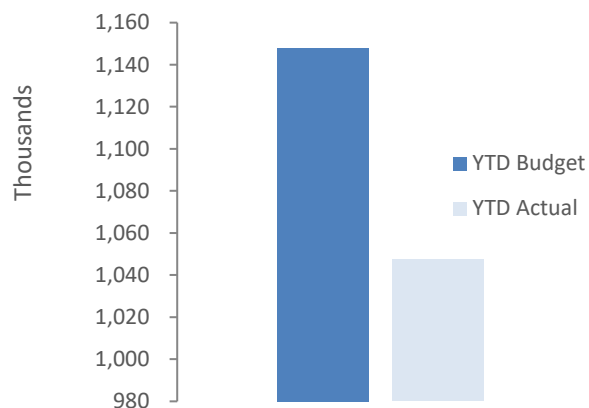
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	410,000	0	8,220	8,220
Buildings - non-specialised	96,840	24,190	3,073	(21,117)
Buildings - specialised	1,867,235	524,027	369,932	(154,095)
Furniture and equipment	66,300	46,300	0	(46,300)
Plant and equipment	846,000	0	0	0
Infrastructure - roads	3,258,569	344,974	463,295	118,321
Infrastructure - parks, gardens, recreation facilities	1,679,900	183,632	165,249	(18,383)
Infrastructure - sewerage	75,000	25,000	23,896	(1,104)
Infrastructure - urban infrastructure	250,000	0	13,643	13,643
<b>Payments for Capital Acquisitions</b>	<b>8,549,844</b>	<b>1,148,123</b>	<b>1,047,307</b>	<b>(100,816)</b>
<b>Total Capital Acquisitions</b>	<b>8,549,844</b>	<b>1,148,123</b>	<b>1,047,307</b>	<b>(100,816)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	4,677,599	1,412,691	1,129,993	(282,698)
Other (disposals & C/Fwd)	139,000	0	0	0
Contribution - operations	3,733,245	(264,568)	(82,686)	181,882
<b>Capital funding total</b>	<b>8,549,844</b>	<b>1,148,123</b>	<b>1,047,307</b>	<b>(100,816)</b>

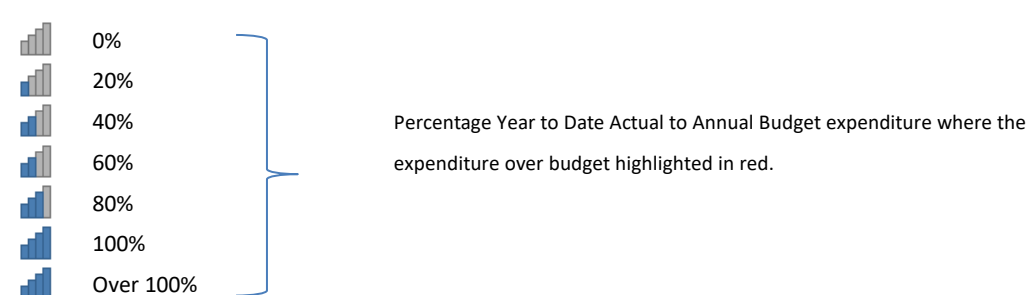
**SIGNIFICANT ACCOUNTING POLICIES**

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



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

Adopted

Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Land</b>				
E137350 Lake Grace Industrial Land	410,000	0	8,220	8,220
<b>Buildings - Non Specialised</b>				
E091960 (7750034) 6 Blackbutt Way (Doctor) - Cap Exp	12,000	2,998	0	(2,998)
E091960 (9196034) 5 Banksia Pl Capital	53,081	13,263	0	(13,263)
E091960 (9196084) 54B Bennett St Capital	9,759	2,433	0	(2,433)
E091960 (9196114) 3 Clark Ave Capital	12,000	2,998	0	(2,998)
E091970 (9197134) 10B Gumtree Dr Capital	5,000	1,249	3,073	1,824
E092006 (9200014) 14 Blackbutt Way Capital Exp	5,000	1,249	0	(1,249)
<b>Buildings - Specialised</b>				
E051172 (51171) Lake King Fire Shed Upgrade	45,000	0	0	0
E077503 (B25CAP) Lake Grace Medical Centre	68,763	683	15,909	15,226
E083101 (8300101) Lake Grace Day Care Building Upgrade	23,428	5,850	0	(5,850)
E107102 (1071024) Varley Public Toilets - Cap Exp	32,000	0	0	0
E107102 (NGPTCAP) Newdegate Public Toilets Cap Ex	7,615	0	0	0
E111007 (LGPHCAP) Lake Grace Public Hall	38,314	9,571	0	(9,571)
E111007 (LKPHCAP) Lake King Public Hall	7,000	1,749	1,487	(262)
E111007 (NGPHCAP) Refurbish Newdegate Hall	100,000	0	0	0
E111007 (VARHCAP) Varley Town Hall Roof Restoration	30,000	0	0	0
E111007 (VLPHCAP) Varley Hall - Cap Exp	35,000	0	0	0
E113152 (113014) Lake King Sports Pavilion Cap Ex	42,287	10,563	0	(10,563)
E113152 (113042) Unisex Toilets at sporting precincts	88,900	22,224	0	(22,224)
E113152 (113054) Battery Storage Newdegate & LG Rec Centres	30,000	30,000	32,455	2,455
E113152 (B63CAP) Newdegate Recreation Centre	60,000	0	0	0
E113152 (CA06) Newdegate Country Club	942,000	427,000	313,377	(113,623)
E113152 (CA08) Painting Lake Grace Pavilion	25,000	0	0	0
E116103 (LKDP) Lake King Rv Dump Point	25,000	0	0	0
E116103 (LKT1) Lake King Toilet	60,000	10,000	6,704	(3,296)
E117041 (1170014) AIM Building Capital	60,347	0	0	0
E117042 (1170084) RSL Hall	80,000	0	0	0
E121502 (121304) Lake Grace Depot - Cap Exp	40,998	0	0	0
E126206 (1260061) LG Airstrip Building upgrade	8,583	2,140	0	(2,140)
E132500 (1325014) Visitor Centre Improvements	17,000	4,247	0	(4,247)
<b>Furniture &amp; Equipment</b>				
E042541 Upgrade Council Chambers Furniture (table)	20,000	0	0	0
E042561 Implementation Altus Payroll	46,300	46,300	0	(46,300)
<b>Plant &amp; Equipment</b>				
E123059 (PL17CAP) Isuzu Crew Cab	140,000	0	0	0
E123059 (PL18CAP) Western Star Prime Mover	296,000	0	0	0
E123059 (PL19CAP) Ford Ranger Dual Cab	66,000	0	0	0
E123059 (PL20CAP) Volvo L60E Loader	330,000	0	0	0
E123059 (PL21CAP) John Deere Z-Track Mower	7,000	0	0	0
E123059 (PL22CAP) Wilson Road Verge Slasher	7,000	0	0	0
<b>Infrastructure - Roads</b>				
E121200 Roadworks Capital Renewal 20/21	2,958,569	344,974	463,150	118,176
E121314 Town Street (Boulton St)	300,000	0	144	144
<b>Parks, Gardens, Recreation</b>				
E107259 (113062) Newdegate cemetery shade & seating	20,000	5,000	5,120	120
E112525 (SGPLCAP) Solar panels, battery & fence Lake Grace Swimming Pool	70,000	0	0	0
E113175 (113035) Lighting For Lake Grace Hockey Field Cap Exp	501,000	0	0	0
E113175 (113036) Lighting For Newdegate Hockey Field Cap Exp	40,000	0	0	0
E113175 (113037) Lake Grace Football Field Lighting Upgrade Cap Exp	100,000	0	0	0
E113175 (113039) Solar for Rec Centres & Community Buildings	84,000	84,000	70,909	(13,091)
E113175 (113043) Lake King Pavilion Septic Upgrade	30,000	0	0	0
E113175 (113044) Lake Grace Hockey/Cricket Dugouts	15,000	0	0	0
E113175 (113045) Lake Grace Hockey/Cricket Dugouts	15,000	0	0	0
E113175 (113046) Newdegate Jumping Pillow Cap Exp	58,900	19,632	13,841	(5,791)
E113175 (113047) Community Walk Trails - Lake Grace Cap Exp	30,000	0	0	0
E113175 (113048) Lake Grace Sporting Complex Entry	100,000	0	2,047	2,047
E113175 (113051) Newdegate Adult Gym	30,000	0	0	0
E113175 (113052) Upgrade Newdegate Walk Trail	50,000	0	0	0
E113175 (113053) Upgrade Lake King Walk Trail	50,000	0	3,266	3,266
E113175 (113055) Jam Patch toilet	4,000	0	371	371
E113175 (113059) Varley Hall paving	10,000	0	0	0
E113175 (1132935) UAT Lake Grace All Abilities Playground	23,000	0	1,219	1,219
E113183 (1131002) Lake King Sports Dam & Catchment	15,000	0	0	0
E113293 (113201) Construction Lg Community All Ages Playground	175,000	0	0	0
E113293 (113202) Lg All Ages Playground Fence	45,000	0	0	0
E121501 (1215011) Detention Basin/Flood Mitigation Lot 101 Biddy Camm Road	46,000	0	0	0
E132503 (113057) Install shade & Seating Newdegate Silos	30,000	15,000	14,486	(514)
E132503 (DRU1) Driver Reviver Upgrade	138,000	60,000	53,990	(6,011)
<b>Sewerage</b>				
E103163 (1012011) Sewerage Reuse Lake Grace	75,000	25,000	23,896	(1,104)
<b>Urban Infrastructure</b>				
E104501 (1040501) Urban Stormwater Drainage Renewal	40,000	0	0	0
E121312 (121302) Lake Grace Footpaths Cap Exp	100,000	0	12,724	12,724
E121312 (121303) Newdegate Footpath Cap Exp	50,000	0	0	0
E136500 (136006) Lake Biddy Dam Catchment	60,000	0	919	919
	<b>8,549,844</b>	<b>1,148,123</b>	<b>1,047,306</b>	<b>(100,817)</b>

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
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>										
Office Refurbishment	L181	234,521			8,826	17,907	225,695	216,614	3,117	14,954
<b>Housing</b>										
Loan 204 Staff Housing & CEO's Resider	L204	476,044			12,018	48,234	464,026	427,810	2,057	7,403
<b>Recreation and culture</b>										
Lake Grace Pool	L173	31,588			7,565	15,347	24,023	16,241	488	1,784
LG Sports Pavillion	L182	122,156			8,527	17,324	113,629	104,832	1,759	8,358
Newdegate Bowling Club	L193	5,758			2,845	5,758	2,913	0	51	262
LG Precinct	L198	69,546			0	22,163	69,546	47,383	18	3,420
LK Court Resurfacing	L202	9,519			0	9,519	9,519	0	29	241
<b>Transport</b>										
Roadworks & Plant	L196	102,916			0	50,487	102,916	52,429	149	4,357
<b>Economic services</b>										
LG Residential Land	L189	118,008			0	10,214	118,008	107,794	405	7,817
Purchase & Develop Industrial Land	L203	543,980			0	56,870	543,980	487,110	216	11,822
		1,714,036	0	0	39,780	253,822	1,674,255	1,460,214	8,290	60,418
<b>Total</b>		1,714,036	0	0	39,780	253,822	1,674,255	1,460,214	8,290	60,418
Current borrowings		253,822					190,085			
Non-current borrowings		1,460,214					1,484,170			
		1,714,036					1,674,255			

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 30 SEPTEMBER 2021**

**OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES**

**Cash backed reserve**

<b>Reserve name</b>	<b>Opening Balance</b>	<b>Budget Interest Earned</b>	<b>Actual Interest Earned</b>	<b>Budget Transfers In (+)</b>	<b>Actual Transfers In (+)</b>	<b>Budget Transfers Out (-)</b>	<b>Actual Transfers Out (-)</b>	<b>Budget Closing Balance</b>	<b>Actual YTD Closing Balance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Reserves cash backed - Leave Reserve	224,214.00	1,678	150	110,000				335,892	224,364
Reserves cash backed - Emergency Services Reserve	27,295.00	204	18					27,499	27,313
Reserves cash backed - Housing Reserve	389,490.00	3,068	261	200,000				592,558	389,751
Reserves cash backed - Swimming Pool Reserve	178,222.00	51,706	119					229,928	178,341
Reserves cash backed - Land Development Reserve	123,493.00	924	83					124,417	123,576
Reserves cash backed - Plant Reserve	743,297.00	10,026	497	350,000				1,103,323	743,794
Reserves cash backed - Recreation Reserve	219,975.00	1,638	147					221,613	220,122
Reserves cash backed - Works & Services Reserve	596,065.00	4,458	399					600,523	596,464
Reserves cash backed - Newdegate Hall Reserve	125,879.00	942	84					126,821	125,963
Reserves cash backed - Lake Grace TV Reserve	30,273.00	247	20					30,520	30,293
Reserves cash backed - Varley Sullage Reserve	1,674.00	13	1					1,687	1,675
Reserves cash backed - Lake Grace Sewerage Reserve	1,105,466.00	8,614	740	60,000				1,174,080	1,106,206
Reserves cash backed - Newdegate Sports Dam Reserve	26,896.00	201	18					27,097	26,914
Reserves cash backed - Newdegate Stadium Floor Reserve	24,267.00	182	16					24,449	24,283
Reserves cash backed - Community Water Supplies Reserve	12,044.00	90	8					12,134	12,052
Reserves cash backed - Office Furniture & Equipment Reserve	13,381.00	100	9					13,481	13,390
Reserves cash backed - Newdegate Centenary Reserve	32,322.00	242	22					32,564	32,344
Reserves cash backed - Essential Medical Reserve	559,058.00	5,589	374					564,647	559,432
Reserves cash backed - History Book Reserve	10,517.00	78	7					10,595	10,524
	<b>4,443,828</b>	<b>90,000</b>	<b>2,973</b>	<b>720,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,253,828</b>	<b>4,446,801</b>

**KEY INFORMATION**

	Note	Opening Balance 1 July 2021	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 September 2021
		\$		\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
- Contract liabilities		1,954,792	0	150,000.00	(729,993.00)	1,374,799
- Income Received in Advance		13,715	0		(13,715)	0
<b>Total other liabilities</b>		1,968,507	0	150,000	(743,708)	1,374,799
<b>Provisions</b>						
Provision for annual leave		221,178			(23,862)	197,316
Provision for long service leave		117,475	0		(7,269)	110,206
<b>Total Provisions</b>		338,653	0	0	(31,131)	307,522
<b>Total other current liabilities</b>		<b>2,307,160</b>	<b>0</b>	<b>150,000</b>	<b>(774,839)</b>	<b>1,682,321</b>
<b>Amounts shown above include GST (where applicable)</b>						

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 Revenue	YTD Budget	YTD Revenue
	1 July 2021		(As revenue)	30 Sep 2021	30 Sep 2021			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Grants Commisiion - General				0		729,422	182,356	217,067
Grants Commission Roads				0		598,361	149,590	164,699
<b>Law, order, public safety</b>								
Grant - DFES LGGGS Operating				0		58,840	14,710	13,715
<b>Transport</b>								
Direct Grant - MRWA				0		339,000	339,000	339,138
<b>Economic services</b>								
Skeleton Weed Programm Grant				0		205,000	205,000	205,000
	0	0	0	0	0	1,930,623	890,656	939,618
<b>Operating contributions</b>								
<b>General purpose funding</b>								
ESL Administration Fee				0		4,000	0	0
<b>Education and welfare</b>								
Grants - Senior Activities				0		1,000	0	0
Grants - Youth Activities				0		1,000	0	0
<b>Recreation and culture</b>								
Lake Grace Rec Council Affiliation Fees				0		13,000	0	0
Contributions - Other Culture				0		1,000	0	0
Lake King Pavilion / Oval - Hire Fees				0		500	0	0
<b>Transport</b>								
Contributions - Street Lighting				0		8,000	0	0
<b>Economic services</b>								
AIM Contributions				0		1,400		97
	0	0	0	0	0	29,900	0	97
<b>TOTALS</b>	0	0	0	0	0	1,960,523	890,656	939,715

Unspent non operating grants, subsidies and contributions liability

Non operating grants, subsidies and contributions revenue

Provider	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2021	Liability	Liability	30 Sep 2021	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Law, order, public safety</b>								
Grant - DFES Cap Exp				0		25,000	25,000	0
<b>Community amenities</b>								
Drought & Community	65,083		(22,996)	42,087	42,087	90,000	0	22,996
Local Roads & Community Program	10,000		(5,120)	4,880	4,880	20,000	0	5,120
<b>Recreation and culture</b>								
Drought & Community	680,325		(319,236)	361,089	361,089	764,896	383,716	319,236
Local Roads & Community Program	471,916		(75,257)	396,658	396,658	1,167,900	291,975	75,257
<b>Transport</b>								
RADS Grant - Lake Grace Airstrip Light Upgrade				0	0	61,500	0	0
Roads to Recovery	574,715		(238,909)	335,806	335,806	1,488,303	120,000	238,909
Regional Road Group		150,000	0	150,000	150,000	492,000	123,000	0
<b>Economic services</b>								
Local Roads & Community Grant	15,000		(14,486)	514	514	30,000	15,000	14,486
Driver Reviver Upgrade Grant	137,754		(53,990)	83,765	83,765	138,000	54,000	53,990
	<b>1,954,792</b>	<b>150,000</b>	<b>(729,993)</b>	<b>1,374,799</b>	<b>1,374,799</b>	<b>4,277,599</b>	<b>1,012,691</b>	<b>729,993</b>
<b>Non-operating contributions</b>								
<b>Recreation and culture</b>								
Newdegate Community Contribution				0		400,000	400,000	400,000
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>TOTALS</b>	<b>1,954,792</b>	<b>150,000</b>	<b>(729,993)</b>	<b>1,374,799</b>	<b>1,374,799</b>	<b>4,677,599</b>	<b>1,412,691</b>	<b>1,129,993</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**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 30 Sep 2021
	\$	\$	\$	\$
Standpipe bonds	10,373		(102)	<b>10,271</b>
	<b>10,373</b>	<b>0</b>	<b>(102)</b>	<b>10,271</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**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
				\$	\$	\$	\$
	<b>Budget adoption</b>		Opening surplus				23,983
I138100	Grants & Subsidies	N/A	Operating Revenue			(205,000)	(181,017)
I131230	Grant - Skeleton Weed Programme	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
				<b>0</b>	<b>235,400</b>	<b>(235,400)</b>	<b>0</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**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
	\$	%				
<b>Revenue from operating activities</b>						
Recreation and culture	(5,625)	(88.08%) ▼				Newdegate Rec Council - User Fees and Hall And Equipment Hire Fees are below budget
<b>Expenditure from operating activities</b>						
Health	22,679	26.66% ▲				Contract Environmental Health Officer & Doctors Residence - Building Mtc under budget
Housing	33,007	47.26% ▲				Staff Housing Mtc is under budget
Community amenities	86,851	27.10% ▲				Urban Stormwater Drainage, LG Sewerage and Cemeteries Maintenance under budget
Recreation and culture	180,426	25.61% ▲				Building Maintenance of majority Cultural Buildings down due to beginning of the year
Transport	131,425	12.69% ▲				Rural Roads and Town Street Mtc is under budget
Economic services	49,427	22.05% ▲				Skelton Weed Project Expenses, Standpipe Expenses & Tourism Promotion are down
Other property and services	7,497	38.64% ▲				Superannuation - Council Contribution & Staff Training - Outside Staff below budget
<b>Investing activities</b>						
Proceeds from non-operating grants, subsidies and contributions	(282,698)	(20.01%) ▼				Bulk of Local Roads & Community and Drought & Community projects are not yet initiated/finalised, funds will be recognised later in financial year

# Municipal Bank Statement

**Summary:**

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

Statement No 34  
Statement Date 30/09/2021

Opening Balance	8,026,092.55
Deposits	\$3,909,361.20
Payments	-863,899.85
Fees	-40,509.02
Adjustments	-185,460.01
Closing Balance	<b>10,845,584.87</b>

Opening Balance	8,023,715.58
<u>Reconciled Items</u>	
Deposits	3,910,885.42
Payments	-863,636.58
Fees	-40,509.02
Adjustments	-184,710.01
Closing Balance	10,845,745.39

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	202.75
Payments	-363.27
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-160.52
Total - To agree with GL	<b>10,845,584.87</b>

**Municipal Account - Reconciliation to 30/09/2021**

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

Fees:

Dept of Transport	-\$40,489.15
Bank Fees	-\$664.38
LESS: Interest Received	\$644.51
	<u>-\$40,509.02</u>

Adjustments

Rates - Transfer Excess / Amalgamation	
Payroll	-\$185,710.01
Payroll Rent Deduction	-\$750.00
Bond payment returned back	\$1,000.00
	<u>-\$185,460.01</u>

**Unreconciled Items:**

	<u>\$160.52</u>
--	-----------------

Outstanding Deposits

Cash/Chq 30/09/2021	-\$202.75
Chq 36956	\$93.00
Chq 36957	\$270.27
	<u>\$160.52</u>

**ENTERED**  
By Victoria Fasano - FO at 9:03 am, Oct 06, 2021

**APPROVED**  
By CEO - Alan George at 12:03 pm, Oct 06, 2021

Included only in GL Account Adjustments (left part), shown as Payments in the Statement (right part)

# Trust Bank Statement

**Summary:**

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

Statement No 34  
Statement Date 30/09/2021

Opening Balance	10,270.90
Deposits	\$0.00
Payments	0.00
Fees	0.00
Adjustments	0.00
Closing Balance	<b>10,270.90</b>

Opening Balance	10,372.90
<u>Reconciled Items</u>	
Deposits	0.00
Payments	-51.00
Fees	0.00
Adjustments	0.00
Closing Balance	10,321.90

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	0.00
Payments	-51.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-51.00
Total - To agree with GL	<b>10,270.90</b>

**ENTERED**

*By Victoria Fasano - FO at 1:09 pm, Oct 05, 2021*

**Unreconciled Items:**

Type	Date	Reference	Amount	Description
CSH	25/08/2021	1539	51.00	JDC Drilling Pty
<b>Total:</b>			<b>51.00</b>	

**APPROVED**

*By CEO - Alan George at 2:30 pm, Oct 05, 2021*

# Shire of Lake Grace



## Reserve Bank Statement

Reserve No	Reserve Account Name		Balance
11	Emergency Services Reserve Bank	\$	27,312.93
12	Housing Reserve Bank	\$	389,750.29
13	Swimming Pool (Lake Grace) Reserve Bank	\$	178,340.85
14	Land Development Reserve Bank	\$	123,576.24
15	Leave Reserve Bank	\$	224,363.63
16	Plant Replacement Reserve Bank	\$	743,794.59
17	Recreation Reserve Bank	\$	220,122.75
18	Works & Services Reserve Bank	\$	596,463.86
19	Newdegate Hall Reserve Bank	\$	125,962.92
20	Lake Grace TV Reserve Bank	\$	30,293.29
23	Varley Sullage Reserve Bank	\$	1,675.59
31	Lake Grace Sewerage Scheme Reserve Bank	\$	1,106,205.20
35	Newdegate Sports Dam Reserve Bank	\$	26,913.69
36	Newdegate Stadium Floor Reserve Bank	\$	24,283.08
37	Community Water Supply Reserve Bank	\$	12,051.72
40	Office Furniture & Equipment Reserve Bank	\$	13,389.50
41	Newdegate 100 Year Centenary Reserve Bank	\$	32,343.56
42	History Book Reserve Bank	\$	10,523.72
43	Essential Medical Services Reserve Bank	\$	559,432.41
0		0	\$ 4,446,799.82
			<b><u>\$4,446,799.82</u></b>

**ENTERED**

By Victoria Fasano - FO at 11:21 am, Oct 12, 2021

Bank Balance

30/09/2021

Term Deposit	\$3,502,734.80
Reserve Acc	\$944,065.02
	<b><u>\$4,446,799.82</u></b>

Variance \$0.00

**APPROVED**

By CEO - Alan George at 11:32 am, Oct 12, 2021

# Reserves Fund Statement