



MINUTES

ORDINARY MEETING OF COUNCIL

18 June 2025

Commencing at 3:30pm

**Shire of Gnowangerup Council Chambers
28 Yougenup Rd, Gnowangerup WA 6335**

COUNCIL'S VISION

Gnowangerup Shire – A progressive, inclusive and prosperous community built on opportunity

Shire of Gnowangerup

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 18 June 2025, Shire of Gnowangerup Council Chambers, 28 Yougenup Road, Gnowangerup, WA 6335 commencing at 3:30pm.



Signed: _____

David Nicholson

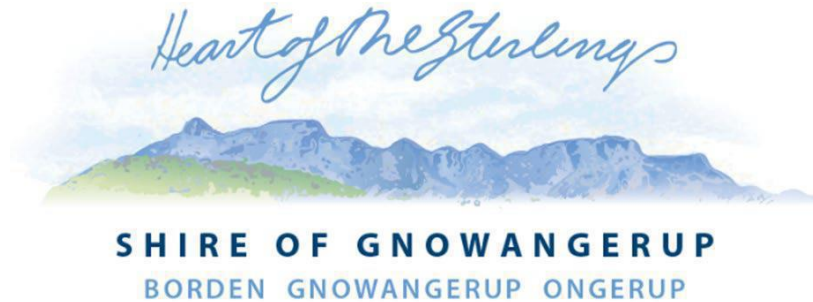
CHIEF EXECUTIVE OFFICER

Meaning of and CAUTION concerning Council's "In Principle" support:

When Council uses this expression, it means that:

- (a) Council is generally in favor of the proposal BUT is not yet willing to give its consent; and*
- (b) Importantly, Council reserves the right to (and may well) either decide against the proposal or to formally support it but with restrictive conditions or modifications.*

Therefore, whilst you can take some comfort from Council's "support" you are clearly at risk if you act upon it before Council makes its actual (and binding) decision and communicates that to you in writing.



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Gnowangerup for any act, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Gnowangerup disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

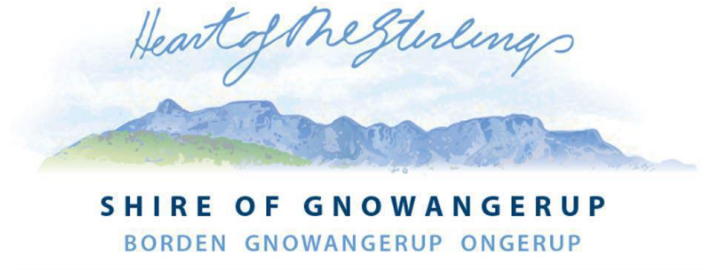
In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation of approval made by any member or officer of the Shire of Gnowangerup during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Gnowangerup.

The Shire of Gnowangerup advises that anyone who has any application lodged with the Shire of Gnowangerup shall obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Gnowangerup in respect of the application.

These minutes are not a verbatim record but include the contents pursuant to Regulation 11 of Local Government (Administration) Regulations 1996.

Signed: 

David Nicholson
CHIEF EXECUTIVE OFFICER



DECLARATION OF INTEREST FORM

To: Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
GNOWANGERUP WA 6335

I, (1) _____ wish to declare an interest in the following item to be considered by Council at its meeting to be held on (2) _____

Agenda Item (3) _____

The **type** of Interest I wish to declare is (4).

- Financial pursuant to Section 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to the Code of Conduct for Council Members, Committee Members and Candidates

The **nature** of my interest is(5) _____

The **extent** of my interest is(6) _____

I understand that the above information will be recorded in the minutes of the meeting and placed in the Disclosure of Financial and Impartiality of Interest Register.

Yours sincerely

Signed

Date

Notes:

1. Insert your name (print).
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 and 5.69 of the Act)..

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE)

A Member, who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting that will be attended by the Member, must disclose the nature of the interest:

- a) In a written notice given to the Chief Executive Officer before the Meeting or;
- b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- a) Preside at the part of the Meeting, relating to the matter or;
- b) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)

The following notes are a basic guide for Councilor's when they are considering whether they have a **Financial Interest** in a matter. These notes will be included in each agenda for the time being so that Councilor's may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc.), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. **If in doubt declare.**
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:
 - 6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
 - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY

DEFINITION:

- a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- b) includes an interest arising from kinship, friendship or membership of an association.

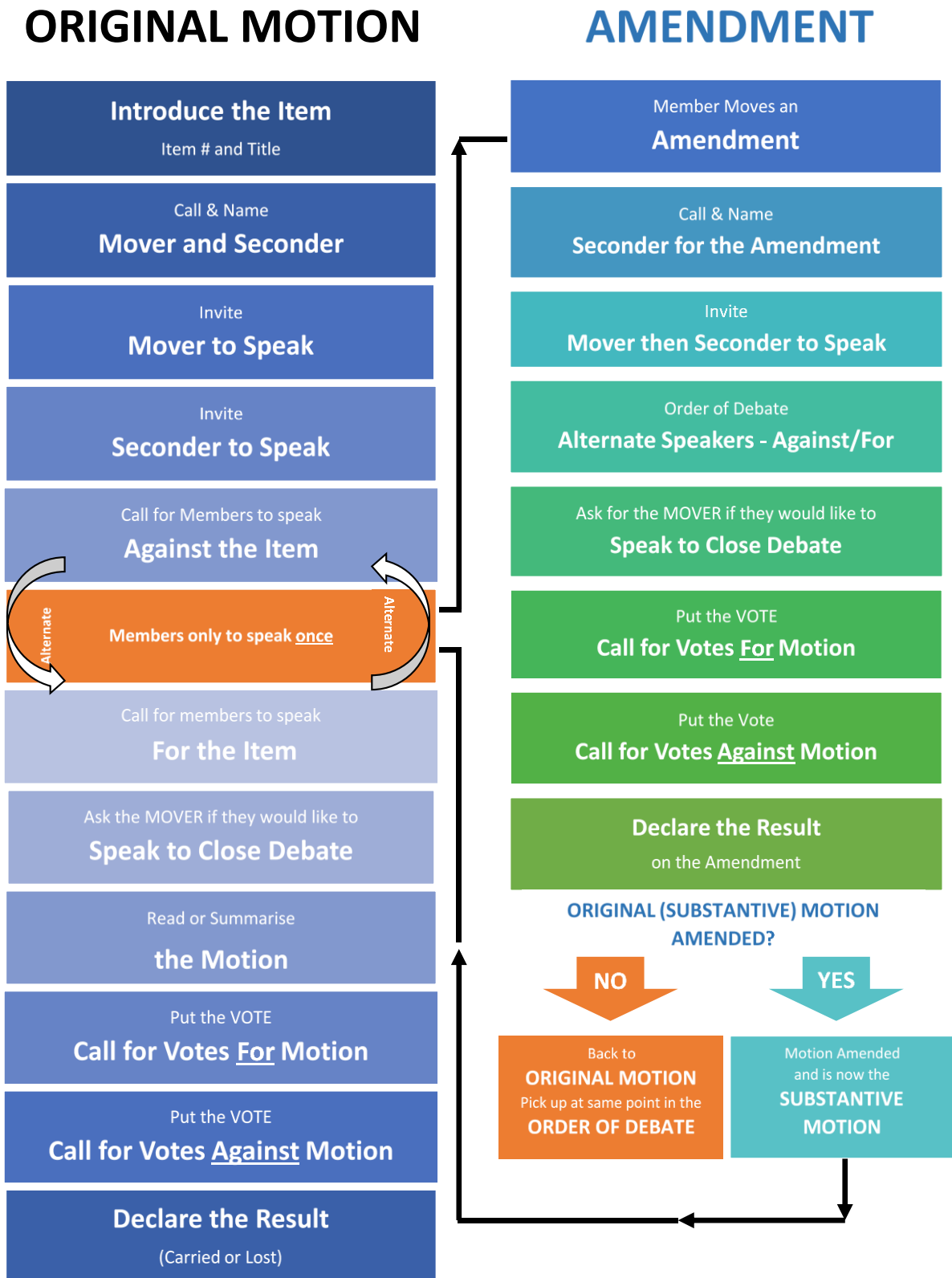
A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of their interest.

- (a) in a written notice given to the Chief Executive Officer before the meeting; or
- (b) at the meeting, immediately before the matter is discussed.

IMPACT OF AN IMPARTIALITY DISCLOSURE

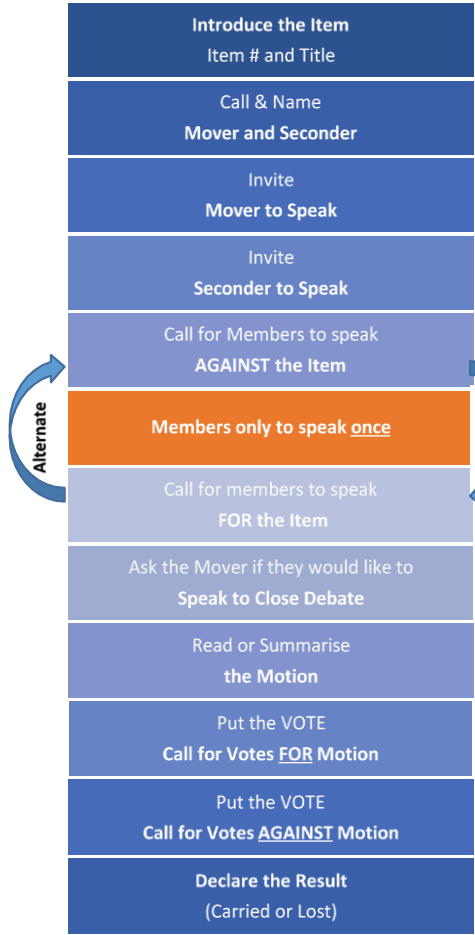
There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

Process of Motions



Slight clarification of wording of motion: A minor amendment of the motion can be done at any time through the President with the approval of the Mover and the Seconder. The Minor amendment must be minuted.

Substantive Motion

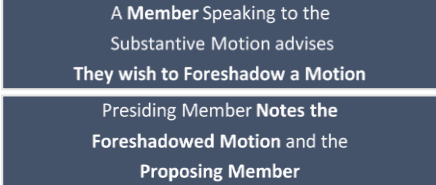


Alternate

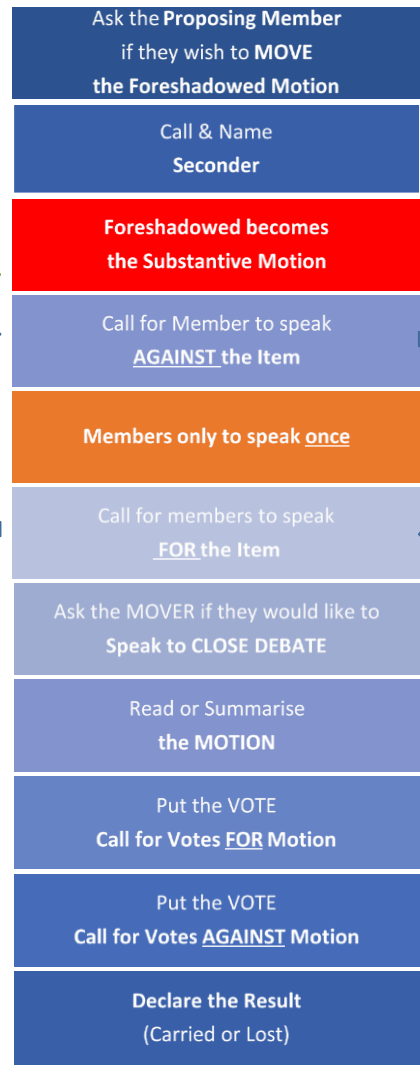
Alternate

During Debate of Substantive Motion
Debate of the Substantive Motion continues

E.g. If the substantive motion is lost then I wish to foreshadow an alternative motion



Foreshadowed Motion



Alternate

Alternate

Substantive Motion LOST

CARRIED

Foreshadowed Motion Lapses

Note:

- Deferring an item wording:
 - “Deferred for consideration at on..... and resubmitting to Council.
- “Laying an item on the table” is similar to “deferring” but used when item will be re-considered later in the same meeting.
- Questions can be asked at any time, BUT cannot be debated.

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OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

Shire President Kate O’Keeffe welcomed Councillors, staff and visitors and opened the meeting at 3:30pm

2. ACKNOWLEDGEMENT OF COUNTRY

The Shire of Gnowangerup would like to acknowledge the Goreng people who are the Traditional Custodians of this land. The Shire of Gnowangerup would also like to pay respect to the Elders both past and present of the Noongar Nation and extend that respect to other Aboriginals present.

3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

3.1 ATTENDANCE

| | |
|----------------------|------------------------|
| Cr Kate O’Keeffe | Shire President |
| Cr Rebecca O’Meehan | Deputy Shire President |
| Cr Mick Creagh | |
| Cr Rebecca Kiddle | |
| Cr Robert Minter OAM | |
| Cr Shelley Hmeljak | |
| Cr Peter Callaghan | |

| | |
|------------------|--|
| David Nicholson | Chief Executive Officer |
| Chiara Galbraith | Deputy Chief Executive Officer |
| Rick Miller | Executive Manager of Infrastructure and Assets |
| Ciara Nalty | HR & Contracts Manager |
| Melanie Wilson | Executive Assistant |

MEMBERS OF THE PUBLIC

Edith Robertson

3.2 APOLOGIES

| | |
|------------|------------------------------------|
| Anita Finn | Senior Governance and Risk Officer |
|------------|------------------------------------|

3.3 APPROVED LEAVE OF ABSENCE

Cr Lex Martin

4. APPLICATION FOR LEAVE OF ABSENCE - NIL

5. RESPONSE TO QUESTIONS TAKEN ON NOTICE - NIL

6. PUBLIC QUESTION TIME

7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY - NIL

8.PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1PETITIONS

NIL

8.2 DEPUTATIONS

NIL

8.3 PRESENTATIONS

NIL

9.CONFIRMATION OF PREVIOUS MEETING MINUTES

9.1 ORDINARY MEETING OFCOUNCIL MINUTES 28 MAY 2025

COUNCIL RESOLUTION

MOVED: Cr P Callaghan

SECONDED: Cr R Kiddle

0625.01 That the minutes of the Ordinary Council Meeting held on 28 May 2025 be confirmed as a true record of proceedings.

UNANIMOUSLY CARRIED BY: 7/0

**FOR: Cr K O’Keeffe, Cr R O’Meehan, Cr M Creagh, Cr S Hmeljak
Cr R Kiddle, Cr R Minitier, Cr P Callaghan**

AGAINST: NIL

10.1**ELECTED MEMBERS****ACTIVITY REPORT****Date of Report: June 2025****Councillors: Various**

Cr K O'Keeffe

28 May Moore Presenting 2025/2026 Budget
28 May Information Briefing
28 May Ordinary Council Meeting
10 June VROC - Transition advocate Chris Rodwell
11 June JP Roster
11 June Presentation by Glen Wilson - Vestas Windfarm
11 June Agenda Briefing Session
11 June Councillor and Executive Workshop
18 June Information Briefing
18 June Ordinary Council Meeting
23 June - 27 June ALGA 2025 National General Assembly in Canberra

Cr R O'Meehan:

28 May Moore Presenting 2025/2026 Budget
28 May Information Briefing
28 May Ordinary Council Meeting
4 June Meet with Auditor General - Albany
11 June Presentation by Glen Wilson - Vestas Windfarm
11 June Agenda Briefing Session
11 June Councillor and Executive Workshop
18 June Borden Reserve Meeting
18 June Information Briefing
18 June Ordinary Council Meeting
23 June - 27 June ALGA 2025 National General Assembly in Canberra

Cr R Miniters:

28 May Moore Presenting 2025/2026 Budget
28 May Information Briefing
28 May Ordinary Council Meeting
11 June Presentation by Glen Wilson - Vestas Windfarm
11 June Agenda Briefing Session
11 June Councillor and Executive Workshop
18 June Information Briefing
18 June Ordinary Council Meeting
23 June - 27 June ALGA 2025 National General Assembly in Canberra

Cr L Martin:

2 May 2025 Great Southern Regional Road Group
28 May Moore Presenting 2025/2026 Budget
28 May Information Briefing
28 May Ordinary Council Meeting

Cr M Creagh:

28 May Moore Presenting 2025/2026 Budget
28 May Information Briefing
28 May Ordinary Council Meeting
11 June Presentation by Glen Wilson - Vestas Windfarm
11 June Agenda Briefing Session
11 June Councillor and Executive Workshop
17 June Ongerup Complex Meeting
18 June Information Briefing
18 June Ordinary Council Meeting

Cr R Kiddle:

28 May Moore Presenting 2025/2026 Budget
28 May Information Briefing
28 May Ordinary Council Meeting
18 June Information Briefing
18 June Ordinary Council Meeting

Cr P Callaghan:

28 May Moore Presenting 2025/2026 Budget
28 May Information Briefing
28 May Ordinary Council Meeting
11 June Presentation by Glen Wilson - Vestas Windfarm
11 June Agenda Briefing Session
11 June Councillor and Executive Workshop
18 June Information Briefing
18 June Ordinary Council Meeting
23 June - 27 June ALGA 2025 National General Assembly in Canberra

Cr S Hmeljak

14 May Agenda Briefing Session
14 May Councillor and Executive Workshop
18 June Information Briefing
18 June Ordinary Council Meeting

| | |
|--------------------------------|--|
| 11.1 | REVIEW OF DELEGATIONS OF COUNCILS POWERS |
| Location: | N/A |
| Proponent: | N/A |
| Date of Report: | 3 June 2025 |
| Business Unit: | Strategy & Governance |
| Responsible Officer: | David Nicholson – Chief Executive Officer |
| Author: | Anita Finn – Senior Governance & Risk Management Officer |
| Disclosure of Interest: | Nil |

ATTACHMENTS

- Draft reviewed Delegation Register 2025
- Overview of amendments Delegation Review 2024/2025

PURPOSE OF THE REPORT

Council’s annual review of its Delegations of Powers as required by Section 5.18 of the Local Government Act 1995.

BACKGROUND

Sections 5.18 and 5.46 of the Local Government Act 1995 require the Shire to maintain a register of delegations made under that Act, which includes delegations from:

- Council to Committees and the CEO; and
- CEO to employees.

The delegations are to be reviewed at least once every financial year.

The document before Council is typical of the delegations to staff in local government so that the Council is not dealing with a multitude of reports on matters which can be best dealt with in a swift and responsible use of delegation. Council can choose to withdraw a delegation which would require any exercise of that power to come to Council for a decision and Council can place conditions on the exercise of a delegation to ensure that they are in the manner in which Council would want.

Sub-delegation from the CEO (s. 5.44 of the Local Government Act) do not need to be provided to Council, as they are not a matter for Council decision and do not require Council endorsement.

COMMENTS

Senior staff have reviewed the adopted version of 2024 and made the changes as outlined in the attached Overview of amendments Delegation Review 2024/2025.

All changes to the previous Delegation Register are highlighted in the attached draft. The Delegation Register will be cleared of markups after the endorsement by Council.

CONSULTATION

The matters highlighted in this report was discussed at the Councillor Agenda Briefing Session on the 11 June 2025.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 Sections 5.18 and 5.46, Sections 5.16 and 5.17 Delegations to Committees, 5.41, 5.42, 5.43 Delegations to the CEO, 5.44, 5.45, 5.46 Sub-delegations to employees and register of exercise of delegations.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

| | |
|---------------------------|--|
| Theme | Our Organisation |
| Community Priority | 5.2. Shire communication is consistent, engaging and inclusive |

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

This item has been evaluated against the current Council approved Risk Management Register.

| | |
|---|--|
| Risk description | Not to adopt the reviewed Delegation Register |
| Primary Strategic Risk Category | Adverse Regulatory Change |
| Primary Strategic Risk Category Description | Potential changes to the regulatory landscape that will have an adverse effect on the Shire's ability to maintain compliance |
| Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic) | Catastrophic |
| Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare) | Possible |

IMPACT ON CAPACITY

The proper and considered delegation of powers enables the smooth delivery of service to the community.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may wish to amend or revoke any of its delegations but would also need to be mindful of the impacts of those changes on its ability to exercise those powers through Council decision making.

CONCLUSION

This review is a legislated requirement of the local government's powers through delegation, as discussed at the Councillor Agenda Briefing Session on the 11 June 2025.

VOTING REQUIREMENTS

Absolute majority

ORIGINAL MOTION

MOVED: Cr M Creagh

SECONDED: Cr R Miniter

That Council:

Adopts the delegation of some of its powers to the Audit and Risk Committee, and to the CEO as outlined in the Delegation Register attached to this report which provides a written record of Council's delegations as required by the Local Government Act (1995).

AMENDMENT

MOVED: Cr R O'Meehan

SECONDED: Cr S Hemljak

That Council:

- 1. Adopts the delegation of some of its powers to the Audit and Risk Committee and to the CEO as outlined in the Delegation Register attached to this report which provides a written record of Council's delegations as required by the Local Government Act (1995) subject to the changes detailed in parts 2 and 3 to the Officer Recommendation.**
- 2. Amends Delegation 2.3.2 Cat Act 2011 – Registrations by deleting the following Clauses:
 - 1. Grant the registration of a cat [s.9(1)(a)].**
 - 2. Renew or refuse to renew the registration of a cat [s.9(1)(b)].**
 - 3. Require an applicant to provide any document or information required to determine an application for registration [s.9(5)].****

4. Refuse to consider an application, where an applicant has not complied with a request for information [s.9(6)].
 5. Cancel the registration of a cat [s.10].
 6. Give notice of decisions [s.13].
 7. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].
 8. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Gnowangerup's District [s.26].
 9. Refuse to grant the registration of a cat [s.9(1)(a)]
3. Amends Delegation 2.3.2 Cat Act 2011 – Registrations by adding the following Clauses:
1. Grant or renew the registration of a cat [s.9(1)(a) & (b)].
 2. Require an applicant to provide any document or information required to determine an application for registration [s.9(5)].
 3. Refuse to consider an application, where an applicant has not complied with a request for information [s.9(6)].
 4. Cancel the registration of a cat [s.10].
 5. Give notice of decisions [s.13].
 6. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].
 7. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept
 8. Refuse to grant or renew the registration of a cat [s.9(1)(a) & (b)].

COUNCIL RESOLUTION

MOVED: Cr M Creagh

SECONDED: Cr R Minter

0625.02 That Council:

1. Adopts the delegation of some of its powers to the Audit and Risk Committee and to the CEO as outlined in the Delegation Register attached to this report which provides a written record of Council's delegations as required by the Local Government Act (1995) subject to the changes detailed in parts 2 and 3 to the Officer Recommendation.
2. Amends Delegation 2.3.2 Cat Act 2011 – Registrations by deleting the following Clauses:
 1. Grant the registration of a cat [s.9(1)(a)].
 2. Renew or refuse to renew the registration of a cat [s.9(1)(b)].
 3. Require an applicant to provide any document or information required to determine an application for registration [s.9(5)].
 4. Refuse to consider an application, where an applicant has not complied with a request for information [s.9(6)].

5. Cancel the registration of a cat [s.10].
 6. Give notice of decisions [s.13].
 7. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].
 8. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Gnowangerup's District [s.26].
 9. Refuse to grant the registration of a cat [s.9(1)(a)]
3. Amends Delegation 2.3.2 Cat Act 2011 – Registrations by adding the following Clauses:
1. Grant or renew the registration of a cat [s.9(1)(a) & (b)].
 2. Require an applicant to provide any document or information required to determine an application for registration [s.9(5)].
 3. Refuse to consider an application, where an applicant has not complied with a request for information [s.9(6)].
 4. Cancel the registration of a cat [s.10].
 5. Give notice of decisions [s.13].
 6. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].
 7. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept
 8. Refuse to grant or renew the registration of a cat [s.9(1)(a) & (b)].

UNANIMOUSLY CARRIED BY: 7/0

**FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr P Callaghan, Cr S Hmeljak, Cr R Kiddle,
Cr M Creagh, Cr R Minitier**



SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP

DELEGATION REGISTER 2025

Approved by Council: 11 December 2024

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Introduction

FORMAT OF REGISTER

This Register includes:

- Delegations from the Council to the Chief Executive Officer, and where appropriate to other employees or other persons; and
- Sub delegations from the Chief Executive Officer to other employees or persons
- Authorisations made by the Council or the CEO
- Appointments made by the Council or the CEO, or as of right by virtue of legislation

The Register includes some instruments of sub-delegation, authorisation and appointment by the CEO which do not need to be adopted/approved by Council.

The Chief Executive Officer is the only employee authorised to commence (or authorise the commencement of) legal proceedings.

TERMINOLOGY AND ACRONYMS

- *Clause* – of the Shire of Gnowangerup Town Planning Scheme No 2 referenced by 'cl', as in cl8.2.1.
- *Employee* – refers to an employee of the Shire of Gnowangerup. It should be noted although the Chief Executive Officer may generally only delegate a function or duty to an employee (S5.44 Local Government Act 1995 and others), any 'person' may be appointed an Authorised Person (although some Acts, such as the Building Act 2011 require only employees or certain qualified employees to be 'authorised' or 'appointed'). Thus, care needs to be taken to ensure that contractors are not 'delegated' functions or duties, although they may be appointed as Authorised Persons.
- *Regulation* – subordinate legislation, referenced by 'r', as in r22.
- *Schedule* – to an Act, referenced as 'Sch', as in Sch 3.2.
- *Section* - of an Act, referenced by 's', as in s5.42.
- *Sub delegation* – the terms 'sub delegate' and 'sub delegation' are used as a style preference, rather than 'on delegate' or 'on delegation'.

DELEGATIONS AND SUB DELEGATIONS

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision making and is consistent with the Shire's Strategic Community Plan and commitment to a strong customer service focus.

The use of delegated and sub-delegated authority does not undermine the roles and responsibilities of elected members constituting the Council as the peak local decision-making body of the community. Rather they free up the Council from some matters to better able to deal with the strategic issues and in the knowledge that decision making on the former will be made by employees consistent with Council Policy and precedents.

The Council (and the Chief Executive Officer in the case of most sub-delegations) will only delegate matters where the relevant employees (or other persons) have the appropriate skills and expertise to implement the delegation/sub-delegation or authorisation within the Shire's decision-making frameworks. At the same time the exercise of all delegated and sub-delegated authority, as well as authorisations is subject to complying with relevant Policies of the Shire.

An important safeguard is also the principle that nothing prevents the delegating body or person from taking back a delegation or sub delegation or making the relevant decision on an issue.

This Register describes:

- the Head of Power for the exercise of delegation to an elected member, employee, Committee, or person

- the Head of Power for sub-delegation (where such authority exists under the relevant legislation)
- the precise authority being delegated, including any limits, restrictions, or conditions
- relevant Shire policies applicable to the execution of the delegation or sub-delegation
- the statutory requirements for the Council to review all delegations, and others to review sub delegations.

In general, for all matters, whether made under the Local Government Act 1995 or otherwise, the requirement of the Local Government Act 1995 to review the Register at least once every financial year will be followed, except where delegations under other Acts have different requirements. Where there is no statutory requirement for review, the provisions of the Local Government Act will be applied to ensure uniformity of approach and outcome.

AUTHORISATIONS

This Register includes authorisations under the Local Government Act 1995 and other legislation. In most cases authorisations are made by the Chief Executive Officer under s9.10 of the LGA 1995, in other cases via delegated authority. In some cases, authorisations are made by the Council itself because the relevant statute requires.

Some legislation provides for authorisation of Local Government officers to have powers as are necessary for them to perform their required duties as a specific function of the local government. These duties are carried out as *acting through* functions under s5.45(2) of the Local Government Act 1995.

LOCAL GOVERNMENT ACT 1995

Most delegations and sub-delegations described in this Register originate under the Local Government Act 1995 which permits a local government (by absolute majority decision under s5.42(1)) to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in s5.43, which are:

- any power or duty that requires a decision of an absolute majority or special majority of the local government
- accepting a tender which exceeds an amount determined by the local government
- appointing an auditor
- acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government
- any of the local government's powers under s5.98, 5.98A, s5.99, s5.99A and s5.100 of the Act
- borrowing money on behalf of the local government
- hearing or determining an objection of a kind referred to in s9.5 of the Act
- the power under s9.49A(4) of the Act to authorise a person to sign documents on behalf of the local government
- any power or duty that requires the approval of the Minister or the Governor.

In addition, there are several other matters which cannot be delegated to the CEO:

- under r18G of the Local Government (Administration) Regulations 1996 s7.12a, 7.12A(3)(a) and s7.12(4), which relate to meetings with auditors
- under r16 of the Local Government (Financial Management) Regulations which prevent the delegation of matters relating to internal audit to an employee who has been delegated the duty of maintaining the day-to-day accounts or financial management operations.

The delegation powers under the Local Government Act 1995 relate to the Act itself, Regulations made under the Act and Local Laws made under the Act.

OTHER LEGISLATION

Legislation other than the Local Government Act 1995, its Regulations and the Shire's Local Laws created under the Act where delegations, authorisations or appointments may occur (and which are relevant to the Shire of Gnowangerup) include:

Animal Welfare Act 2002
Australian Citizenship Act 2007
Building Act 2011 and Building Regulations 2012
Bush Fires Act 1954, regulations and local laws created under that Act
Cat Act 2011 and Regulations
Caravan Parks and Camping Grounds Act 1995
Control of Vehicles (Off-Road Areas) Act 1978 and Regulations
Dog Act 1976 and Regulations
Equal Employment Opportunity Act 1984
Environmental Protection Act 1986
Food Act 2008
Freedom of Information Act 1992
Graffiti Vandalism Act 2016
Health (Miscellaneous Provisions) Act 1911, Regulations and local laws created under that Act
Health (Asbestos) Regulations 1992
Land Administration Act 1997 and Regulations
Litter Act 1979 and Regulations
Local Government (Miscellaneous Provisions) Act 1960
Parks and Reserves Act 1895
Planning and Development Act 2005 including Regulations, policies, and the Town Planning Scheme
Public Interest Disclosure Act 2003
Public Health Act 2016
Rates and Charges (Rebates and Deferments) Act 1982
Road Traffic Act 1974
Strata Titles Act 1985

SUB DELEGATION BY THE CHIEF EXECUTIVE OFFICER

The Local Government Act 1995 allows the Chief Executive Officer to delegate any of the powers delegated to the office of Chief Executive Officer to another employee (s5.44(1)) in writing (s5.44(2)) and may include conditions (s5.44(4)).

Other legislation permits sub delegation by the CEO either as of right, or with the express authority of the Council (Dog Act).

The Bush Fires Act prohibits sub-delegation by the CEO.

The Shire of Gnowangerup Town Planning Scheme No 2 permits sub-delegation by the CEO.

REVIEW OF DELEGATIONS

The Register of Delegations relevant to the Chief Executive Officer and other employees or other persons will be reviewed at least once every financial year (in accordance with the provisions of s5.46(1)(2)).

As a matter of principle, the Shire will review all delegations, authorisations, and appointments at least once in every financial year, whether under the Local Government Act 1995 or another Act. This is despite the varying requirements for review:

- Building Act 2011 - no requirement
- Bush Fires Act 1954 - no requirement
- Cat Act 2011 - annual review requirement
- Dog Act 1976 - annual review requirement
- Food Act 2008 - no requirement
- Graffiti Vandalism Act 2016 - no requirement
- Public Health Act 2016 - no requirement
- Planning and Development Act 2005 - annual review requirement

This will include the Chief Executive Officer reviewing all sub-delegations, authorisations and appointments made by them.

RECORD OF ACTIONS AND DECISIONS

If a person is exercising a power or duty that has been delegated (including sub-delegated), the Local Government Act requires that records be kept whenever the delegated authority is utilised (s5.46(3)).

The record is to contain information on:

- how the person exercised the power or discharged the duty
- when the person exercised the power or discharged the duty
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty (r19 Local Government (Administration) Regulations 1996).

Departments/Sections responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

The CEO has determined that in relation to all record keeping of the exercise of delegated authority under legislation other than the Local Government Act 1995 that the provisions of the latter will apply and the same record keeping approach as required under the Local Government Act will be applied. These requirements will be applied as an administrative instruction from the CEO.

PRIMARY/ANNUAL RETURNS

A person to whom a duty or power is delegated under the Local Government Act 1995 is a Designated Employee under s5.74(b) of the Act and is required to:

- disclose relevant interests s5.70 LGA
- complete a Primary Return s5.75 LGA
- complete Annual Returns s5.76 LGA

Although these requirements relate only to delegations under the Local Government Act 1995 and not any other Acts, the Council and the CEO have taken the decision to require compliance with those provisions even when made under other Acts, to ensure all employees are treated equally in such disclosures.

ACTING THROUGH ANOTHER PERSON

The Local Government Act recognises that employees do not always need delegations (or sub-delegations) to carry out their tasks and functions on behalf of the Shire. s5.45 (2) of the Act states: Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

- a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or
- a Chief Executive Officer from performing any of their functions by acting through another person.

The key difference between a delegation and *acting through* is that a delegate exercises the delegated decision-making function in their own right. Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to *act through* another employee.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the *acting through* concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For further information, see Department of Local Government and Communities Guideline No 17 - Delegations.

1. Local Government Act 1995 Delegations

1.1. Delegations from Council to Committees

1.1.1 Audit and Risk Committee – Meeting with Auditor

| | |
|----------------------------|---|
| Date Adopted: | 22 nd June 2005 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|------------------|-----------------|
| Delegate: | Audit Committee |
|------------------|-----------------|

| |
|--|
| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> NIL - Prohibited by Local Government Act 1995, section 7.1B Delegation of some powers and duties to audit committees |
|--|

| |
|--|
| <p>Power Delegated:</p> <ul style="list-style-type: none"> Local Government Act 1995, Section 7.12A(2) and (3) |
|--|

Description of Functions Delegated

Council delegates its authority and power to the Audit Committee:

1. To meet with the Shire's Auditor at least once every year [s.7.12A(2)]; and
2. To examine the report of the auditor and to determine if any matters raised by the report require action to be taken by the Shire and to ensure that appropriate action is taken in respect of those matters. [s.7.12A(3)].
3. Authority to review and endorse the Shire's report on any actions taken in response to the Auditor's report prior to it being forwarded to the Minister [s.7.12A(4)].

| | |
|---------------------------------|---|
| Sub delegation permitted | NO – Local Government Act 1995, s.7.1B |
|---------------------------------|---|

1.2. Delegations from Council to CEO

1.2.1 Temporary Road Closures

| | |
|----------------------------|---|
| Date Adopted: | 22 nd June 1998 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government Act 1995, sections
 - 3.50 Closing certain thoroughfares to vehicles
 - 3.50A Partial closure of thoroughfare for repairs or maintenance
 - 3.51 Affected owners to be notified of certain proposals

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to:

- Determine to temporarily close a thoroughfare, wholly or partially, to vehicles or particular classes of vehicles [s.3.50(1), (1a) and (2)], including for the purposes of but not limited to:
 - Repairs and maintenance.
 - In cases of emergency.
 - Where, in the opinion of the CEO that due to heavy rain, a thoroughfare is likely to be damaged by the passage of vehicles of a particular class, or by the passage of vehicles generally.
 - For the conduct of an Event in accordance with the *Road Traffic (Events on Roads) Regulations 1991* and the authority provided to the Shire by the Commissioner of Main Roads.
- Revoke an order to temporarily close a thoroughfare [s.3.50(6)].
- Give notice to the public and the Commissioner of Main Roads and consider any resulting submissions received relevant to road closures for a period exceeding 4-weeks [s.3.50(4), (5) and (8)].

Subject to:

- Compliance with the procedural requirements of Sections 3.50, 3.50A and 3.51 of the *Local Government Act 1995*, and Regulations 4, 5 and 6 of the *Local Government (Functions and General) Regulations 1996*.

| | |
|------------------------|--|
| Sub-delegate/s: | DCEO Executive Manager Infrastructure and Assets |
|------------------------|--|

CEO Conditions on Sub-Delegation

- ~~Keep a local government record as per the State Records Act 2000~~

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.2 Altering Thoroughfare Level or Alignments

| | | | |
|----------------------------|------------------------------|--------------------------|-------------------------|
| Date Adopted: | 27 th May 2015 | Delegate: | Chief Executive Officer |
| Date Last Reviewed: | 26 June 2024 XX June 2025 | Policy Reference: | Nil |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government Act 1995, Section 3.51(3) Affected owners to be notified of certain proposals

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to:

- Before doing anything in regard to a proposal, give notice to each person having an interest and where required local public notice, seeking submissions regarding any proposal to:
 - Fix or alter the level of, or the alignment of, a public thoroughfare; or
 - Drain water from a public thoroughfare or other public place onto adjoining land [s.3.51(1)(a)].

Subject to:

- The notice being in accordance with Section 3.51(4) of the *Local Government Act 1995*.
- Consideration of any submissions made [s.3.51(3)(b)].

| | |
|------------------------|---|
| Sub-delegate/s: | Executive Manager Infrastructure and Assets |
|------------------------|---|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.3 Reserves under Control of Local Governments

| | |
|----------------------------|------------------------------|
| Date Adopted: | 27 th May 2015 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil |

| |
|---|
| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, sections <ul style="list-style-type: none"> 5.42 Delegation of some powers or duties to the CEO 5.43 Limitations on delegations to the CEO <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees |
|---|

| |
|---|
| <p>Power Delegated:</p> <p>Local Government Act 1995, Sections</p> <ul style="list-style-type: none"> 3.54 Reserves under control of local government |
|---|

Description of Functions Delegated

- Council delegates its authority and power to do anything permitted under section 5 of the *Parks and Reserves Act 1895*, for the purposes of controlling and managing land reserved under the *Land Administration Act 1997* that is vested in or placed under the control and management of the Shire of Gnowangerup. [s.3.54]

Subject to:

- Any express provision to the contrary made by an order under the *Land Administration Act 1997* in respect of the land.
- Limited to the maintenance or repair of existing infrastructure, where a sufficient and relevant allocation is provided in the adopted Annual Budget.
- For proposals for new infrastructure or services, or where the budget allocation is insufficient for required maintenance or repairs, a report must be referred to Council for decision.

| | |
|------------------------|---|
| Sub-delegate/s: | DCEO Executive Manager Infrastructure and Assets |
|------------------------|---|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.4 Expressions of Interest and Tenders for Goods & Services

| | |
|----------------------------|------------------------------|
| Date Adopted: | 18 th June 1997 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | 4.1 |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limits on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government Act 1995, s.3.57 Tenders for providing goods or services
- Local Government (Functions and General) Regulations 1996, Regulations:
 - 11 When tenders have to be publicly invited
 - 13 Requirements when local government invites tenders though not required to do so
 - 14 Publicly inviting tenders, requirements for
 - 18 Rejecting and accepting tenders
 - 20 Variation of requirements before entry into contract
 - 21A Varying a contract for the supply of goods or services
 - 21 Limiting who can tender, procedure for
 - 23 Rejecting and accepting expressions of interest to be acceptable tenderer

Description of Functions Delegated

1. Call For and Determine Expressions of Interest for Goods and Services:

Council delegates its authority and power to the Chief Executive Officer to:

- 1.1 Determine when to seek and to invite expressions of interest with respect to the supply of the goods or services before entering the tender process, on the basis that a preliminary selection from amongst prospective tenderers due to:
- the nature of the goods or services; or
 - the cost of preparing plans, specifications or other information for the purpose of adequately describing the goods or services required,

would be advantageous to the local government if tenders were invited only from persons it considers to be capable of satisfactorily supplying the goods or services [F&G r.21(1) & (2)].

- 1.2 Determine, in writing, the criteria for the preliminary selection of prospective tenderers [F&G r.21(4)].

Subject to:

Compliance with Regulation 21(1) of the Local Government (Functions and General) Regulations 1996;

- The goods or services being listed in the Shire's Adopted Annual Budget;
- The criteria, once determined, are to be incorporated in the expression of interest documentation.

- 1.3 Consider any submissions of expression of interest that have not been rejected and decide which, if any, are capable of satisfactorily supplying the goods or services [F&G r.23].

Subject to:

- Compliance with Regulation 23(3) of the Local Government (Functions and General)

Regulations 1996; and

(b) Compliance with Regulations 14(2), 15(2), 17(2)(c) and 18(3) of the Local Government (Functions and General) Regulations 1996.

2. Call For and Determine Tenders for Goods and Services:

Council delegates its authority and power to the Chief Executive Officer to:

- 2.1 Call tenders for goods or services with others in respect to supply of goods or services exceeding \$250,000 [F&G r.11(1)]. up to max \$600,000.
- 2.2 Determine to call tenders for the provision of goods or services although not required to do so, and to determine to accept the most advantageous tender or reject a tender or to decline to accept any tender, where the value does not exceed \$250,000 [F&G r.13 and r.18(2), (4) and (5)].
- 2.3 Determine in writing the criteria for deciding which tender should be accepted with this criteria being included in the invitation to tender or submit expression of interest [F&G r.14(2a)].
- 2.4 Vary tender information, after public notice of invitation to tender and before the close of tenders [F&G r.14(5)].
- 2.5 Seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].
- 2.6 Determine, that because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier and not publicly invite tenders before the Shire enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$250,000 [F&G r.11(f)].
- 2.7 Authority to accept any tender [F&G r.18(5)] up to max \$600,000.
- 2.8 Authority to decline any tender [F&G r.18(5)].
- 2.9 Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)].
- 2.7 10 After a successful tenderer has been selected, determine only as necessary, minor variation to the goods or services required before the contract has been entered into, limited to an order of magnitude of +/- 10% [F&G r.20(1)].

Subject to:

- (a) the tenderer agreeing to the minor variations; and
 - (b) the variation is minor having regard to the total goods or services that tenderers were invited to supply (deliverables and price).
- 2.8 11 After a contract has been entered into, determine contract variations only where necessary in order for the goods or services to be supplied and the variation does not change the scope of the contract [F&G r.21A(a)].
 - 2.9 12 Select the next most advantageous tender if the successful tenderer does not want to accept the contract with the variation, or the local government and the tenderer cannot reach agreement [F&G r.20(2)].

2.40 13 Exercise a contract renewal or extension only where the term of the original contract contained a provision for the renewal or extension and the renewal or extension clause was noted by Council at the time of resolving to accept the tender [F&G r.21A(b)].

Generally Subject to:

- (a) Compliance with Council's Purchasing Policy.
- (b) The goods or services being listed in the Shire's Adopted Annual Budget.

Note - s.3.57 tender requirements do not apply to disposal of confiscated or uncollected goods (refer to delegation 1.2.27)

| | |
|------------------------|------|
| Sub-delegate/s: | DCEO |
|------------------------|------|

CEO Conditions on Sub-Delegation

~~1. Keep a local government record as per the State Records Act 2000~~

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.5 Disposal of Property

| | |
|----------------------------|------------------------------|
| Date Adopted: | 27 th May 2015 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government Act 1995, Section 3.58 Disposing of property
- Local Government (Functions and General) Regulations 1996, Regulation 30 Dispositions of property excluded from Act s.3.58

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to:

1. Dispose of local government property **land & buildings** by way of lease, including the renewal of existing leases, where the renewal option is detailed in the original lease agreement.

Subject to:

- (a) ~~New leases may only be established where, the lessor's operations are consistent with community development or commercial objectives specified in the Shire's Corporate Business Plan.~~
 - (b) Proposals for disposal by lease of newly acquired infrastructure or property must be determined by Council in the first instance.
 - (c) The lease fee not exceeding \$20,000 for the term of the lease.
 - (d) The lease term not exceeding a five-year period.
 - (e) Compliance with the requirements of Section 3.58 of the Local Government Act 1995 and Regulation 30 of the *Local Government (Functions and General) Regulations* 1996.
2. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58 Local Government (Functions and General) Regulations 1996, Regulation 30 Dispositions of property excluded from Act s.3.58.

2. Dispose of assets, which have a residual value on the Shire's Asset Register and are required to be disposed of to facilitate capital works.

Subject to:

- (a) Limited to a maximum value of less than \$100,000 for any single **capital works project asset**.
3. Dispose of surplus property, other than **land/buildings** including equipment, furniture, consumable materials and tools, with a market value of less than \$20,000 by:
 1. Publicly advertising a request for proposals; or
 2. Publicly advertising a surplus goods sale at the Council depot, where pricing of goods has been pre-determined under this delegation; or
 3. Any other fair means, that provides public accountability and transparency as to the method of disposal and equitable access to the disposal process.
 4. In any case, the method of disposal is to ensure that best value return is achieved for the Shire.

5. Where the property is determined as having nil material market value, then the disposal must be environmentally responsible.

Subject to:

- (a) The items not being listed on or not being erroneously omitted from Council's Asset Register.
- (b) The items being either; surplus to the Shire's needs and / or no longer fit for purpose.
- (c) A record being retained of the method of disposal and the goods disposed of.

4. Disposal of property (other than land / buildings) with a market value of \$20,000 and over,

1. Authority to dispose of property to:

- (a) the highest bidder at public auction [s.3.58(2)(a)].
- (b) the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)]

2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].

3. Disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice [F&G.r.30(2A)]

4. The entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000 [F&G.r.30(3)(b)]

| | |
|------------------------|------|
| Sub-delegate/s: | DCEO |
|------------------------|------|

CEO Conditions on Sub-Delegation

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.6 Payments From Municipal Fund and Trust Fund

| | |
|----------------------------|----------------------------------|
| Date Adopted: | 16 th April 1997 |
| Date Last Reviewed: | 11 December 2025 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government (Financial Management) Regulations 1996, Regulation 12(1)(~~b~~) (a)

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to:

1. Authorise and make payments ~~by cheque or electronic funds transfer (EFT) from Shire of Gnowangerup's bank accounts the Municipal Fund or the Trust Fund~~ [FM r.12(1)(~~b~~) (a)]

Subject to:

- (a) The payment(s) only being for items of expenditure:
 - (i) detailed in the adopted annual budget, or
 - (ii) for payments that have been authorised by a resolution of Council in advance, or
 - (iii) authorised in advance by the president in an emergency; and
 - (b) Compliance with the requirements of Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.
2. Allocate and make payments for the annual donations budget for cultural, event and corporate sponsorship.

Subject to:

- (a) The maximum value of any one sponsorship is not to exceed \$2,000; and
- (b) The total value of donations granted is not exceeding the allocation approved in the Adopted Budget;

| | |
|------------------------|---|
| Sub-delegate/s: | Deputy CEO Executive Manager Infrastructure and Assets Asset and Waste Management Coordinator Chief Finance officer HR & Emergency Management Officer |
|------------------------|---|

CEO Conditions on Sub-Delegation

- (a) ~~Payments must be jointly exercised by any combination of at least two delegates or sub-delegates i.e., two signatories to cheques or two separate and individual authorisations for EFT payments.~~
- (b) ~~Decisions for the allocation of annual donations is not sub-delegated.~~

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.7 Waiving and Granting of Concessions and Write-Off of Debts other than Rates & Service Charges

| | |
|----------------------------|---|
| Date Adopted: | 25 th May 2005 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil. |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government Act 1995, Sections 6.12

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to approve or refuse to approve applications or requests for:

- A waiver of a debt other than rates or a service charge.
- The granting of a concession in relation to a debt other than rates or service charge.
- The write-off of a debt other than rates or a service charge.

Subject to:

- the amount of the request or application not exceeding \$1,000.
- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.8 Investment of Surplus Funds

| | |
|----------------------------|------------------------------|
| Date Adopted: | 25 th May 2005 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | 4.3 |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government Act 1995, Section 6.14 Power to invest
- Local Government (Financial Management Regulations) 1996, Regulation 19 Investments, control procedures for

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer:

- To invest money held in the municipal or trust fund that is not, for the time being, required for any other purpose, in accordance with Part III of the Trustees Act 1962 [s.6.14(1)].

Subject to:

- Compliance with the Shire's documented internal control procedures established in accordance with Regulation 19 of the Local Government (Financial Management) Regulations 1996; and
- Compliance with Council Policy 4.3

- ~~To establish and amend, as necessary, documented internal control procedures to be followed by employees that ensure control over investments and which enable the identification of the nature and location of all investments and the transactions related to each investment [FM r.19].~~

Subject to:

- Keep a local government record as per the State Records Act 2000

| | |
|------------------------|------|
| Sub-delegate/s: | DCEO |
|------------------------|------|

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.9 Amending the Rate Record

| | |
|----------------------------|----------------------------------|
| Date Adopted: | 27 th May 2015 |
| Date Last Reviewed: | 11 December 2025 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government Act 1995, Section 6.39(2)(b) Rate Record

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to determine whether to amend the rate record for the preceding five years.

Subject to:

- (a) Compliance with the requirements of Section 6.39 & 6.40 of the *Local Government Act 1995*.

| | |
|------------------------|--|
| Sub-delegate/s: | DCEO HR & Emergency Management Officer Chief Finance Officer |
|------------------------|--|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|---|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|---|

1.2.10 Agreement as to Payment of Rates and Service Charges

| | |
|----------------------------|------------------------------|
| Date Adopted: | 22 nd June 1998 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government Act 1995, s.6.49 Agreement as to payment of rates and services charges

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to make an agreement with a person for the payment of rates and service charges.

Subject to:

- (a) Having regard for the requirements of Council's Recovery of Rates policy; and
- (b) The arrangements agreed to being on the basis that the total debt outstanding will be extinguished by 30 June next following.

| | |
|------------------------|------|
| Sub-delegate/s: | DCEO |
|------------------------|------|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

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|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.11 Due Date for Payment of Rates and Service Charges

| | |
|----------------------------|------------------------------|
| Date Adopted: | 22 nd June 1998 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil. |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government Act 1995, s.6.50(1) (2) Rates or Service charges due and payable

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to determine the date a rate or service charge becomes due and payable.

Subject to:

- (a) the date to be determined is not to be earlier than 35 days after the date of issue on the rate notice.

| | |
|------------------------|------|
| Sub-delegate/s: | DCEO |
|------------------------|------|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.12 Recovery of Unpaid Rates or Service Charges

| | | | |
|----------------------------|------------------------------|--------------------------|-------------------------|
| Date Adopted: | 27 th May 2015 | Delegate: | Chief Executive Officer |
| Date Last Reviewed: | 26 June 2024 XX June 2025 | Policy Reference: | |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government Act 1995, Sections:
 - 6.56(1) Rates or services charges recoverable in court
 - s.6.64(3) Actions to be taken
 - 6.60(2) and (4) Local government may require lessee to pay rent

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to determine:

- When court action should be taken to recover an unpaid rate or service charge that is due and payable [s.6.56(1)].

Subject to:

- Recovery action having been taken in accordance with Council's Collection of outstanding Rates Procedure and Collection of outstanding Debt Policy and Procedure.

- Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].
- Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
- When a notice should be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge [s.6.60(2)].
- To recover the amount of the rates or service charges as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].

| | |
|------------------------|------|
| Sub-delegate/s: | DCEO |
|------------------------|------|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.13 Objection to Rate Record – Extension of Time

| | |
|----------------------------|------------------------------|
| Date Adopted: | 27 th May 2015 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government Act 1995, section 6.76(4) and (5) Grounds of objection

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to:

- Determine applications by a person for an extension of time to make an objection to the rate record [s.6.76(4)].

Subject to:

- Any extension granted being no longer than 30 days.

- Consider any objection to the rate record and either disallow it or allow it, wholly or in part [s.6.76(5)].

Subject to:

- Giving written notice of the decision made under (2) above in accordance with Section 6.76(6) of the *Local Government Act 1995*.

| | |
|------------------------|------|
| Sub-delegate/s: | DCEO |
|------------------------|------|

CEO Conditions on Sub-Delegation

- ~~Keep a local government record as per the State Records Act 2000~~

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

| | |
|----------------------------|-------------------------------|
| Date Adopted: | 30 th October 2013 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government (Uniform Provisions) Regulations:
 - 12(1) Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2)
 - 13(1) Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3)

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to:

- Approve or refuse an application from an owner of land, to construct a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, and impose conditions in respect to the approval [ULP r.12(1)].

Subject to:

- The requirements of Regulation 14(2) of the *Local Government (Uniform Provisions) Regulations 1996*.

- Issue a notice to the owner or occupier of private land requiring the owner or occupier to construct or repair a crossing from a public thoroughfare to the land, or a private thoroughfare serving the land [ULP r.13(1)].

Subject to:

- The requirements of Regulation 14(2) of the *Local Government (Uniform Provisions) Regulations 1996*.

- If the person fails to comply with the notice, determine to construct or repair the crossing as the notice required and recover 50% of the cost of doing so, as a debt due from the person [ULP r.13(2)].

| | |
|------------------------|---|
| Sub-delegate/s: | DCEO Executive Manager Infrastructure and Assets |
|------------------------|---|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.15 Private Works On, Over or Under Public Places

| | |
|----------------------------|------------------------------|
| Date Adopted: | 18 th June 1997 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government (Uniform Provisions) Regulations 1996, r.17 Private works on, over, or under public places — Sch. 9.1 cl. 8

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to:

- Grant permission to a person to construct anything on, over, or under a public thoroughfare or other public place that is Local Government property and impose conditions in respect to the permission [ULP r.17(3) and (5)].

Subject to:

- The requirements of Regulation 17 of the *Local Government (Uniform Provisions) Regulations 1996*; and
- Determining a sufficient bond being imposed, as listed in Council's Schedule of Fees and Charges; and
- Owners and Occupiers of adjoining properties being advised of the works and provided sufficient time to make submissions regarding the proposed works. If any reasonable objection is made known, prior to works commencing, the determination of the application for permission is to be referred to Council.

| | |
|------------------------|---|
| Sub-delegate/s: | DCEO Executive Manager Infrastructure and Assets |
|------------------------|---|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|---|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|---|

1.2.16 Excavation on Public Thoroughfares

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|----------------------------|------------------------------|
| Date Adopted: | 27 th May 2015 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government (Uniform Provisions) Regulations, r.11 Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6

Description of Functions Delegated

Council delegates its authority and power to:

- Determine if an excavation in a public thoroughfare or land adjoining a public thoroughfare is dangerous and determine to fill in or fence the excavation or, in writing, request the owner or occupier of the land to fill in or securely fence the excavation [ULP r.11(1)].
- Grant permission to a person to make or make and leave, an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare and impose conditions in respect to the permission [ULP r.11(4) and (6)].

Subject to:

- The requirements of Regulation 11 of the *Local Government (Uniform Provisions) Regulations 1996*.

| | |
|------------------------|---|
| Sub-delegate/s: | DCEO Executive Manager Infrastructure and Assets |
|------------------------|---|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.17 Obstruction of Public Thoroughfare by Things Placed and Left – Grant Permission

| | |
|----------------------------|------------------------------|
| Date Adopted: | 22 nd March 2017 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government (Uniform Provisions) Regulations, r.6 Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl.3.(1)(a)

Description of Functions Delegated

Council delegates its authority and power to:

- Grant permission to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare [ULP r.6(2)].
- Determine to impose conditions on granting permission to place one or more specified things that may obstruct a public thoroughfare [ULP r.6(4)].

Note:

It is the CEO's function to determine:

- In accordance with Regulation 6(4)(d), the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from granting permission to place specified things on a public thoroughfare.
- In accordance with Regulation 6(5)(b), the protective structures necessary for public safety.
- In accordance with Regulation 6(5)(d), satisfaction with the repair of damage to a public thoroughfare resulting from granting permission to obstruct or place things on a public thoroughfare.

| | |
|------------------------|---|
| Sub-delegate/s: | DCEO Executive Manager Infrastructure and Assets |
|------------------------|---|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.18 Gates and Other Devices Across Thoroughfares (38)

| | |
|----------------------------|------------------------------|
| Date Adopted: | 27 th May 2015 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government (Uniform Provisions) Regulations 1996, r.9 Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)

Description of Functions Delegated

Council delegates its authority and power to:

- Grant permission to a person to have a gate or other device across a public thoroughfare under the care, control and management of the Shire, and impose conditions in respect to the permission [ULP r.11(1) and (4)].

Subject to:

- The requirements of Regulation 9 of the *Local Government (Uniform Provisions) Regulations 1996*; and
- A register of gates and other devices being kept in accordance with Clause 9(8) of the *Local Government (Uniform Provisions) Regulations 1996*.

- Before dealing with an application, determine when an applicant is required to give public notice of the application and in what manner the notice is required [ULP r.11(2)].
- Determine renewal of permissions for a gate or other device across a public thoroughfare and, vary any condition imposed on the original permission [ULP r.11(5)].
- Determine to cancel permission by written notice and request the person responsible for the gate or device to remove it within a time specified in the request [ULPr.11(6)].

| | |
|------------------------|---|
| Sub-delegate/s: | DCEO Executive Manager Infrastructure and Assets |
|------------------------|---|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.19 Performing Functions Outside Own District

| | |
|----------------------------|------------------------------|
| Date Adopted: | 27 th May 2015 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government Act 1995, Section 3.20 Performing functions outside district

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to determine whether things done by the Shire in performing its executive function will be done outside the Shire of Gnowangerup District.

Subject to:

- Compliance with the requirements of Section 3.20 of the Local Government Act 1995; and
- Details of the actions taken are to be recorded on the appropriate file and a report on the actions taken is to be presented to Council at its next ordinary meeting.

| | |
|------------------------|---|
| Sub-delegate/s: | Executive Manager Infrastructure and Assets |
|------------------------|---|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.20 Disposal of Sick or Injured Animals

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|----------------------------|------------------------------|
| Date Adopted: | 26 th May 2021 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

Local Government Act 1995:

- s.3.47A Sick or injured animals, disposal of
- s.3.48 Impounding expenses, recovery of

Description of Functions Delegated

- Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].
- Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].

| | |
|------------------------|---|
| Sub-delegate/s: | DCEO Executive Manager Infrastructure and Assets |
|------------------------|---|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|---|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|---|

1.2.21 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

| | | | |
|----------------------------|------------------------------|--------------------------|-------------------------|
| Date Adopted: | 26 th May 2021 | Delegate: | Chief Executive Officer |
| Date Last Reviewed: | 26 June 2024 XX June 2025 | Policy Reference: | |

Power Enabling Delegation:

- Local Government Act 1995, sections
 - 5.42 Delegation of some powers or duties to the CEO
 - 5.43 Limitations on delegations to the CEO

Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

Local Government (Uniform Local Provisions) 1996:

- r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12

Description of Functions Delegated

Authority to give notice to a landowner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)]

| | |
|------------------------|---|
| Sub-delegate/s: | DCEO Executive Manager Infrastructure and Assets |
|------------------------|---|

CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
|---------------------------------|--|

1.2.22 Application of Regional Price Preference Policy

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|----------------------------|------------------|
| Date Adopted: | 11 December 2024 |
| Date Last Reviewed: | XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

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|---|
| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, sections <ul style="list-style-type: none"> 5.42 Delegation of some powers or duties to the CEO 5.43 Limitations on delegations to the CEO <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees |
|---|

| |
|---|
| <p>Power Delegated:</p> <p>Local Government (Functions and General) Regulations 1996::</p> <ul style="list-style-type: none"> r.24G Adopted regional price preference policy, effect of |
|---|

Description of Functions Delegated

Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].

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| Sub-delegate/s: | DCEO |
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CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

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| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
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1.2.23 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995

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| Date Adopted: | NEW |
| Date Last Reviewed: | N/A |

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| Delegate: Chief Executive Officer |
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| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, sections <ul style="list-style-type: none"> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees |
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| <p>Power Delegated:</p> <p>Local Government Act 1995:</p> <ul style="list-style-type: none"> s.3.24 Authorising persons under this Subdivision s.3.31(2) General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.24(1)(c) and (2)(b) Prosecutions, commencing <p>Local Government (Miscellaneous Provisions) Act 1960</p> <ul style="list-style-type: none"> s.449 Pounds, establishing; poundkeepers and rangers, appointing |
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Description of Functions Delegated

- Authority to authorise persons for the purposes of Part 3, Division 3, Subdivision 2 – Certain provisions about land - to exercise the Local Government’s powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be done by owner or occupier of land [s.3.24]
- Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)]
- Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)].
- Authority to authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 [s.9.24(1)(c) and (2)(b)].
- Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)].
- Authority to appoint fit and proper persons as poundkeepers or rangers [Misc.Prov.s.449].

Council Conditions on this Delegation

- A register of Authorisations is to be maintained as a Local Government Record
- Only persons who are appropriately qualified and trained may be authorised to perform relevant functions.
- Authorisations are to be provided in writing by issuing a Certificate of Authorisation.

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| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
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1.2.24 Compensation - Damage Incurred when Performing Executive Functions

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| Date Adopted: | NEW |
| Date Last Reviewed: | N/A |

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| Delegate: Chief Executive Officer |
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| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> • Local Government Act 1995, sections <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO • s.5.43 Limitations on delegations to the CEO <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> • Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees |
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| <p>Power Delegated:</p> <p>Local Government Act 1995:</p> <ul style="list-style-type: none"> • s.3.22(1) Compensation • s.3.23 Arbitration |
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Description of Functions Delegated

1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)] up to \$1,000.00
2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
3. All instances to be reported to Council.

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| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
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1.2.25 Powers of Entry

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|----------------------------|------------|
| Date Adopted: | NEW |
| Date Last Reviewed: | N/A |

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| Delegate: Chief Executive Officer |
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| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, sections <ul style="list-style-type: none"> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees |
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| <p>Power Delegated:</p> <p>Local Government Act 1995:</p> <ul style="list-style-type: none"> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences |
|--|

Description of Functions Delegated

- Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28].
- Authority to give notice of entry [s.3.32].
- Authority to seek and execute an entry under warrant [s.3.33].
- Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].
- Authority to give notice and effect entry by opening a fence [s.3.36].

Council Conditions on this Delegation

- Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
- When exercising authority to authorise persons under s.3.31(2):
 - A register of Authorisations is to be maintained as a Local Government Record.
 - Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
 - Authorisations are to be provided in writing by issuing a Certificate of Authorisation.

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| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
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1.2.26 Declare Vehicle is Abandoned Vehicle Wreck

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|----------------------------|------------|
| Date Adopted: | NEW |
| Date Last Reviewed: | N/A |

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| Delegate: Chief Executive Officer |
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| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, sections <ul style="list-style-type: none"> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees |
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| <p>Power Delegated:</p> <p>Local Government Act 1995:</p> <ul style="list-style-type: none"> s.3.40A(4) Abandoned vehicle wreck may be taken |
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Description of Functions Delegated

1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].

Council Conditions on this Delegation

1. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.27 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
2. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated refer Delegated Authority 1.2.23 Authorise Persons to Perform Specified Functions.

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| Sub delegation permitted | <p>Yes –</p> <p>Local Government Act 1995, s.5.44</p> |
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1.2.27 Confiscated or Uncollected Goods

| | |
|----------------------------|------------|
| Date Adopted: | NEW |
| Date Last Reviewed: | N/A |

Delegate: Chief Executive Officer

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| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, sections <ul style="list-style-type: none"> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees |
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| <p>Power Delegated:</p> <p>Local Government Act 1995:</p> <ul style="list-style-type: none"> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of |
|---|

Description of Functions Delegated

1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]
2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].
3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].

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| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
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Note - that s.3.57 tender requirements do not apply to disposal of confiscated or uncollected goods OR Disposal of Property under s.3.58. (s.3.57 applies only to “contracts... under which another person is to supply goods or service).

1.3 Delegations from CEO to Employees

1.3.1 Appoint Authorised Persons

| | |
|----------------------------|------------------------------|
| Date Adopted: | 26 th May 2021 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegator | Chief Executive Officer |
| Policy Reference: | |

- Local Government Act 1995,
- s.5.44 CEO may delegate some powers and duties to other employees

Power Delegated:

- Local Government Act 1995
 - s.3.24 Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2 – Certain provisions about land)
 - 9.10 Appointment of Authorised Persons [s.9.10(2)]

Description of Functions Delegated

1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:
 - (a) [Local Government Act 1995](#) and its subsidiary legislation, including Local Government Act Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the Local Government Act.
 - (b) *Caravan Parks and Camping Grounds Act 1995*;
 - (c) *Cat Act 2011*;
 - (d) *Cemeteries Act 1986*;
 - (e) *Control of Vehicles (Off-road Areas) Act 1978*;
 - (f) *Dog Act 1976*;
 - (g) [Graffiti Vandalism Act 2016](#) – refer s.15; and
 - (e) any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995*.
2. Authority to appoint authorised persons for the purposes of section 9.16 of the Local Government Act 1995, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the Criminal Procedure Act 2004.

Subject to:

- (a) A register of Authorised Persons is to be maintained as a Local Government Record.
- b) At least once each financial year, the CEO is required to circulate to Councillors a copy of the Shire of Gnowangerup's Schedule of Authorisations.
- c) Keep a local government record as per the State Records Act 2000

1.3.2 Determine if an Emergency for Emergency Powers of Entry

NEW

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|----------------------------|------------|
| Date Adopted: | NEW |
| Date Last Reviewed: | NEW |

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|--------------------------|-------------------------|
| Delegator | Chief Executive Officer |
| Policy Reference: | |

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| <ul style="list-style-type: none">Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees |
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| Power Delegated: <ul style="list-style-type: none">Local Government Act 1995 s.3.34(2) Entry in emergency |
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Description of Functions Delegated

Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].

Local Government Act 1995, s.3.34(2) Entry in emergency

For the purposes of this section, an emergency exists where the local government or its CEO is of the opinion that the circumstances are such that compliance with the requirements for obtaining entry other than under this section would be impractical or unreasonable because of, or because of the imminent risk of —

- (a) injury or illness to any person; or
- (b) a natural or other disaster or emergency; or
- (c) such other occurrence as is prescribed for the purposes of this section.

1.4 Local Law Delegations

1.4.1 Dogs Local Law 2016 24

| | |
|----------------------------|------------------------------|
| Date Adopted: | 24 th May 2017 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil. |

Power Enabling Delegation:

- Dog Act 1976, section 10AA(1) Delegation of local government powers and duties

Power Enabling Sub-Delegation:

- Dog Act 1976, section 10AA(3) Delegation of local government powers and duties

Power Delegated:

Dogs Local Law 2016 2024, clauses:

- 4.1 (a) and (b)
- 4.2 (3)
- 4.4 (c)
- 4.7(1) and (2)
- 4.9
- 4.11(1) and (2)
- 4.12(1)(a) and (3)
- 4.2(d) and (f)
- 4.3(3)
- 4.5(e)
- 4.8 (1) and (2)
- 4.10
- 4.12(1) and (2)
- 4.13(1)(a)
- 4.13(3)

Description of Functions Delegated

Council delegates its authority and power to:

1. Approved Kennel Establishments

- 1.1. Determine the code of practice applicable to the keeping of dogs [cl 4.2(d)]. [cl 4.1(a)].
- 1.2. Request such other information as required in respect of an application for a licence for an approved kennel [cl 4.2(f)] [cl 4.1(b)].
- 1.3. Refuse to determine an application for an approved kennel licence until all notices are given in accordance with directions [cl 4.3(3)-cl 4.2(3)].
- 1.4. Consider any written submission received within the time specified on the proposed use of the premises [cl 4.5(e) cl 4.4 (c)].
- 1.5. Subject to having consideration of the matters prescribed in clause 4.6, approve an application for a licence inclusive of conditions [cl 4.8 7(1) and (2)].
- 1.6. Determine the form of the licence [cl 4.10 9].
- 1.7. Vary the conditions of a licence [cl 4.12 11(1)].
- 1.8. Cancel a licence [cl 4.12 11 (2)].
- 1.9. Determine the form of an application for the transfer of a valid licence [cl 4.13 12 (1)(a)].
- 1.10. Approve or refuse to approve an application for the transfer of a valid licence [cl 4.13 12 (3)].

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| Sub-delegate/s: | N/A |
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| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
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1.4.2 Local Government Property Local Law 2016

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|----------------------------|------------------------------|
| Date Adopted: | 24 th May 2017 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil |

Power Enabling Delegation:

- Local Government Act 1995, section 5.42 Delegation of some powers or duties to the CEO and section 5.43 Limitations on delegations to the CEO.

Power Enabling Sub-Delegation:

- Local Government Act 1995, section 5.44 CEO may delegate some powers and duties to other employees.

Power Delegated:

- Local Government Property Local Law 2016, clauses:
 - 2.3
 - 3.2(2-5)
 - 3.3(1,2,4)
 - 3.3(4)
 - 3.9(2)
 - 3.11(1)
 - 3.12 (2) and (3)
 - 5.3
 - 6.1(2)
 - 8.3
 - 8.4
 - 9.2

Description of Functions Delegated

Council delegates its authority and power to:

2. Determinations in Respect of Local Government Property

- 1.11. Erect a sign on local government property to give notice of the effect of a determination which applies to that property [cl 2.3].

2. Permits

- 2.1 Determine the form of an application for a permit under this local law [cl 3.2(2)].
- 2.2 Require an applicant to provide additional information before determining an application for a permit [cl 3.2(3)].
- 2.3 Require an applicant to give local public notice of the application for a permit [cl 3.2(4)].
- 2.4 Refuse to consider an application for a permit [cl 3.2(5)].
- 2.5 Approve an application for a permit unconditionally or subject to conditions as considered appropriate, or refuse to approve an application for a permit [cl 3.3(1)].
- 2.6 Determine the form of a permit, and issue a permit to the applicant [cl 3.3(2)].
- 2.7 Amend a condition of approval and provide written notice to the permit holder [cl 3.3(4)].
- 2.8 Approve or refuse to approve an application for the transfer of a permit, subject to any conditions considered appropriate [cl 3.9(2)].
- 2.9 Cancel a permit [c 3.11(1)].

2.10 Exempt a person or property from the list of activities requiring a permit in clause 3.12(1) [cl 3.12(2) and (3)].

3. Matters Relating to Particular Local Government Property

3.1 Authorise entry to a fenced off or closed local government property [cl 5.3].

4. Fees for Entry on to Local Government Property

4.1 Exempt a person from having to pay an admission fee for entry to a function on local government property [cl 6.1(2)].

5. Miscellaneous

5.1 Dispose of any article left on any local government property if not claimed within 3 months [cl 8.3].

5.2 Require a person who has unlawfully damaged local government property to replace the property or reinstate it to its pre-damaged state and, where the request has not been complied with, recover the costs as a local government debt [cl 8.4].

6. Enforcement

6.1 Authorise any action which was requested in a notice under this local law but not complied with to be done and the costs recovered from the person to whom the notice was given [cl 9.2].

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| Sub-delegate/s: | N/A |
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| Sub delegation permitted | Yes – Local Government Act 1995, s.5.44 |
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1.4.3 Animals, Environment and Nuisance Local Law 2016

| | |
|----------------------------|------------------------------|
| Date Adopted: | 24 th May 2017 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil |

Power Enabling Delegation:

- Local Government Act 1995, section 5.42 Delegation of some powers or duties to the CEO and section 5.43 Limitations on delegations to the CEO
- Cat Act 2011, section 44 Delegation by local government
- Health (Miscellaneous Provisions) Act 1911, Section 13A CEO and Chief Health Officer may delegate

Power Enabling Sub-Delegation:

- Local Government Act 1995, section 5.44 CEO may delegate some powers and duties to other employees
- Cat Act 2011, section 45 Delegation by CEO of local government

Power Delegated:

- Animals, Environment and Nuisance Local Law 2016, clauses:
 - 2.4(1)
 - 2.4(5)
 - 2.4(7)(a) and (b)
 - 2.4(8)
 - 2.5(a)
 - 2.7, 2.9 and 2.12
 - 2.14(2)(a)
 - 2.14(3)
 - 2.15(3)
 - 2.20
 - 2.21(1) and (3)
 - 2.23(1) and (2)
 - 2.27(1) and (3)
 - 3.3(1) and (2)
 - 3.4(2) and (4)
 - 3.5
 - 3.8(1), (2) and (3)
 - 4.3(1)
 - 4.4(1)
 - 4.7
 - 4.12
 - 4.14(1)
 - 6.3(2) and (3)

Description of Functions Delegated

Council delegates its authority and power to:

3. Animals

- 1.12. Authorise, and provide in writing, an exemption to keep more than 3 cats over the age of 6 months on premises on any land within the district [cl 2.4(1)].
- 1.13. Require the recipient of an exemption to house, or keep cats in such a manner as directed by an EHO [cl 2.4(5)].
- 1.14. Approve the establishment of a cattery [cl 2.4(7)(a)] and issue a certificate of registration [cl 2.4(8)].
- 1.15. Approve the form of an application for registration of a cattery [cl 2.4(7)(b)].
- 1.16. Approve the form of a certificate of registration of a cattery [cl 2.4(8)(a)].
- 1.17. Approve the keeping of more than 12, and up to 20, poultry on premises in a residential zone [cl 2.5(a)].

- 1.18. Provide written permission for an owner or occupier to keep roosters, geese, turkeys or peafowls on land of less than 1 hectare in area [cl 2.7].
- 1.19. Order an owner or occupier of a house on or in which pigeons regularly nest or perch to take adequate steps to prevent them from continuing to do so [cl 2.9].
- 1.20. Approve the keeping of farm animals outside a rural zone [cl 2.12].
- 1.21. Approve the keeping of more than 1 miniature horse on land zoned residential or special rural [cl 2.14(2)(a)].
- 1.22. Prohibit or set conditions on the keeping of a miniature horse on any land [cl 2.14(3)].
- 1.23. Prohibit or set conditions on the keeping of a miniature pig on any land [cl 2.15(3)].
- 1.24. Approve the form of an application for a permit to become a beekeeper [cl 2.20].
- 1.25. Approve or refuse an application for a permit to become a beekeeper [cl 2.21(1)].
- 1.26. Approve the form of a permit to become a beekeeper [cl 2.21(3)].
- 1.27. Cancel or vary the conditions of a permit to become a beekeeper after it has been issued [cl 2.23(1) and (2)].
- 1.28. Give a notice to a beekeeper permit holder, land owner or occupier of land to remove bees and/or beehives from the land [cl 2.27(1)].
- 1.29. Dispose of the bees and/or beehives described in clause 2.27(1) if the recipient of the notice has failed to comply, and recover the costs of doing so from the notice recipient [cl 2.27(3)].

7. Building, Development and Land Care

- 7.1 Provide written approval to store construction materials on a property other than a building or development site [cl 3.3(1)].
- 7.2 Provide written approval to store construction materials on any road verge [cl 3.3(2)].
- 7.3 Serve the owner or occupier of land where dust has not been stabilised or liquid waste contained with a notice to remedy the situation [cl 3.4(2)].
- 7.4 Give the owner or occupier of land a notice with conditions to control activities which may result in the release or escape of dust or liquid waste [cl 3.4(4)].
- 7.5 Authorise the on-site burning of vegetation or other material cleared from a building or development site [cl 3.5], subject to compliance with the *Bush Fires Act 1954*.
- 7.6 Give notice to the owner or occupier of land to make safe by removing, cutting, moving or otherwise dealing with a tree that endangers any person or thing on adjoining land [cl.3.8(1)].
- 7.7 Take remedial action to make a tree which presents a serious and imminent danger safe, without giving a notice to the owner or occupier of land [cl.3.8(2)].

7.8 Determine when, and if to, recover any costs incurred in taking remedial action required by clause 3.8(2) [cl.3.8(3)].

8. Nuisances and Dangerous Things

8.1 Give notice to direct a land owner or occupier to take specified action to prevent emission or reflection of light onto other premises or which might be a nuisance to nearby road users [cl 4.3(1)].

8.2 Provide written approval to set fire to rubbish, refuse or other materials on rural residential zoned properties with an area of 2,000 square metres or less [cl 4.4(1)]], subject to compliance with the *Bush Fires Act 1954*.

8.3 Provide written consent to start or drive a truck on land zoned, approved or used for residential purposes between the hours of midnight and 5.00am [cl 4.7].

8.4 Authorise a person to provide or conduct any amusement on land so as to create or be a nuisance to any owner or occupier of land in the district [cl 4.12].

8.5 Authorise a person to place or affix any letter, figure, device, poster sign or advertisement on any buildings, fences or posts [cl 4.14(1)], subject to compliance with Local Planning Scheme and *Building Act 2011* requirements.

9. Enforcement

9.1 Determine to do anything considered necessary to achieve, so far as practicable, the purposes of a notice given under the *Animals, Environment and Nuisance Local Law 2016* [cl.6.3(2)].

9.2 Determine to recover the cost of anything done to achieve the purposes of a notice, as a debt due from the person who failed to comply with the notice [cl.6.3(3)].

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| Sub-delegate/s: | N/A |
|------------------------|------------|

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|---------------------------------|---|
| Sub delegation permitted | <p>Yes –</p> <p>Local Government Act 1995, s.5.44</p> <p>Cat Act 2011, section 45 Delegation by CEO of local government</p> |
|---------------------------------|---|

1.4.4 Bush Fire Brigades Local Law 2019

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|----------------------------|------------------------------|--------------------------|-------------------------|
| Date Adopted: | 24 th May 2017 | Delegate: | Chief Executive Officer |
| Date Last Reviewed: | 26 June 2024 XX June 2025 | Policy Reference: | Nil. |

Power Enabling Delegation:

- Local Government Act 1995, section 5.42 Delegation of some powers or duties to the CEO and section 5.43 Limitations on delegations to the CEO
- Bush Fires Act 1954, section 48 Delegation by local government

Power Enabling Sub-Delegation:

- Local Government Act 1995, section 5.44 CEO may delegate some powers and duties to other employees
- Bush Fires Act 1954, nil – sub-delegation prohibited by section 48(3)

Power Delegated:

- Bush Fire Brigades Local Law 2019, clauses:
 - 2.2(5)
 - 8.2(1)

Description of Functions Delegated

Council delegates its authority and power to:

4. Establishment of Bush Fire Brigade

- 1.30. Appoint a person as an officer of a bush fire brigade if the position becomes vacant prior to the conclusion of the first annual general meeting [cl 2.2(5)].

10. Notices and Proxies

- 10.1 Determine the form of the notice required to allow a proxy to vote at a meeting [cl 8.2(1)].

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| Sub-delegate/s: | N/A |
|------------------------|-----|

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| Sub delegation permitted | N/A |
|---------------------------------|-----|

2 Other Legislation

2.1 Building Act 2011

2.1.1 Building Act 2011 – Functions

| | |
|----------------------------|------------------------------|
| Date Adopted: | 27 th May 2015 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil |

Power Enabling Delegation:

- Building Act 2011, section 127 Delegation: special permit authorities and local governments

Power Enabling Sub-Delegation:

- Building Act 2011, section 127(6A) Delegation: special permit authorities and local governments (*powers of sub-delegation limited to CEO*)

- Power Delegated:
- Building Act 2011, sections:
- 20 Grant of Building Permit
- 21 Grant of demolition permit
- 22 Further grounds for not granting an application
- 27 (1) and (3) Impose Conditions on Permit
- 55 Further Information
- 58 Grant of Occupancy permit, building approval certificate
- 62 Conditions imposed by permit authority
- 65(4) Extension of period of duration
- 96(3) Authorised persons
- 110(1) A permit authority (local government) may make a building order
- 111(1) Notice of proposed building order other than building order (emergency)
- 117(1) and (2) A permit authority (local government) may revoke a building order or notify that it remains in effect
- 118(2) and (3) Permit authority may give effect to building order if non-compliance
- 131(2) Inspection, copies of building records
- 133(1) A permit authority may commence prosecution for an offence against this Act.
- Building Regulations 2012
- 55 Terms Used (Smoke Alarms)
- 61 Local Government approval of battery powered smoke alarms

Description of Functions Delegated

Council delegates its authority and power to:

1. Permits, Approvals, Certificates
 - 1.1. Grant or refuse a building permit [s.20(1) and (2) and s.22].
 - 1.2. Grant or refuse a demolition permit [s.21(1) and (2) and s.22].
 - 1.3. Impose conditions on the grant of a building permit or demolition permit [s.27(1) and (3)].
 - 1.4. Determine approved alternative building solution to meet performance requirement in the Building Code relating to fire detection and early warning [Building r.55].
 - 1.5. Grant or modify the occupancy permit or grant the building approval certificate [s.58] and

determine to impose, add, vary or revoke conditions [s.62(1) and (3)].

- 1.6. Require an applicant for an occupancy permit or building approval certificate to provide any documentation or information required in order to determine an application [s.55].
- 1.7. Approve or refuse to approve applications for extension of period of duration for an occupancy permit or modification of the building approval certificate [s.65(4)].
- 1.8. Determine the application form for, and approve or refuse to approve a battery powered smoke alarm [Building r.61].

2. Designate Authorised Persons

- 2.1. Designate employees as authorised persons for the purposes of the *Building Act 2011* in relation to buildings and incidental structures within the district of the Shire of Gnowangerup [s.96(3)].

3. Building Orders

- 3.1. Make a building order, under section 110 of the *Building Act 2011*, in respect of one or more of the following-
 - (a) Particular building work;
 - (b) Particular demolition work; or
 - (c) A particular building or incidental structure.
- 3.2. Give notice of a proposed building order other than a building order (emergency) and consider submissions received in response and determine actions [s. 111(1)].
- 3.3. Revoke a building order [s.117(1)] by serving written notice to each person to whom the order is directed.
- 3.4. If there is non-compliance with a building order, cause an authorised person to:
 - (a) take any action specified in the order, or
 - (b) commence or complete any work specified in the order; or
 - (c) if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease. [s.118(2)].
- 3.5. Take court action to recover as a debt, reasonable costs and expenses incurred in doing anything in regard to non-compliance with a building order [s.118(3)].
- 3.6. Initiate a prosecution for an offence under the *Building Act 2011* [s.133(1)].

4. Inspection and Copies of Building Records

- 4.1. Determine an application from an interested person to inspect and copy a building record [s131(2)].

The CEO can only exercise any of the above delegations after considering a report from the Shire's Building Surveyor and/or the Environmental Health Officer, their recommendations, any precedents or policies set by Council, and where the CEO does not agree with the recommendation from the Building Surveyor and/or the Environmental Health Officer, either seek further clarification before making a decision or refer the matter to Council.

| | |
|------------------------|---------------------------|
| Sub-delegate/s: | DCEO Building Surveyor |
|------------------------|---------------------------|

CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|---|
| Sub delegation permitted | Yes – Building Act 2011, section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) |
|---------------------------------|---|

2.2 Bush Fires Act 1954

2.2.1 Bush Fires Act 1954 – Authorise and Appoint Officers

| | |
|----------------------------|------------------------------|
| Date Adopted: | 22 March 2017 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil |

| | |
|---|--|
| Power Enabling Delegation: | |
| <ul style="list-style-type: none"> Bushfires Act 1954, Section 48 Delegation by local government | |
| Power Enabling Sub-Delegation: | |
| <ul style="list-style-type: none"> NIL - sub-delegation prohibited by s.48(3) | |

| | |
|--|--|
| Power Delegated: | |
| <ol style="list-style-type: none"> Bush Fires Act 1954 – specified powers as detailed herein. | |

Description of Functions Delegated

Council delegates its authority and power to determine to:

- Request the DFES Commissioner to authorise the designated Bush Fire Liaison Officer to take control of a bush fire burning in the Shire's District [s.13(4)].
- Appoint such persons as necessary to be Bush Fire Control Officer and of those officers, appoint two as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer and determine the respective seniority of the other Bush Fire Control Officers so appointed [s.38(1)].
- Appoint local government officers as authorised officers, to fulfil the duties and function of authorised officers in granting under the Bush Fires Act 1954 [r.24].
- Where the local government is an **approved local government** by the DFES Commissioner, appoint:
 - a person to the officer of Fire Weather Officer such number of senior bush fire control officers as considered necessary [s.38(7)].
 - one or more persons, as necessary to be deputy/ies of a Fire Weather Officer and determine the order of seniority where two or more appointed [s.38(10)].

Subject to:

- All such appointments being recorded in the Shire's Register of Authorised Persons.
- Compliance with relevant procedures described within the Bush Fires Act 1954 and Bush Fires Regulations 1954.
- Keep a local government record as per the State Records Act 2000

2.2.2 Bush Fires Act 1954 – Issue and Administer Permits, Approvals and Prohibitions

| | |
|----------------------------|------------------------------|
| Date Adopted: | 22 March 2017 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

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|--|
| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> Bushfires Act 1954, Section 48 Delegation by local government <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> NIL - sub-delegation prohibited by s.48(3) |
|--|

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|---|
| <p>Power Delegated:</p> <ol style="list-style-type: none"> Bush Fires Act 1954 – specified powers as detailed herein. |
|---|

Description of Functions Delegated

Council delegates its authority and power to determine to:

- Vary the prohibited burning times, following consultation with an authorised DPaW Act officer [s.17(8)].
- Where seasonal conditions warrant and after consultation with an authorised DPaW Act officer, determine to vary the restricted burning times [s.18(5)].
- Approve or refuse to approve, with conditions as prescribed and as determined, applications for permission to set fire to the bush, in accordance with the resolved declaration of Council for burning only on such dates and by such persons and scheduled times [s.18(10B) and (10C)].
 - Recoup bush fire brigade expenses arising from preventing the extension of, or extinguishing, an out of control approved burn within restricted burning times [s.18(11)].
- Prohibit burning of the bush on Sundays and / or public holidays during restricted burning times by giving notice and determine to revoke such notice [r.15C].
- Declare during restricted burning times, that the use of harvesting machinery on land under crop, during the whole or part of any Sunday or public holiday, in the whole or part of the Shire's District, is prohibited unless with the written consent of the Bush Fire Control Officer [r.38C].
- Determine and advise the Bush Fire Control Officer of directions considered necessary, if any, during restricted or prohibited burning times for the prevention of fire on land where:
 - it is proposed to be used as a landing ground for aeroplanes used for agricultural purposes [r.39B(3)].
 - welding apparatus or power operated abrasive cutting discs are being or proposed to be operated [r.39C(3)].
 - a bee smoker device is being or proposed to be operated [r.39CA(5)].
 - explosives are being or proposed to be used [r.39D(2)].
 - fireworks are being or proposed to be used [r.39E(3)].
- Give permission for an incinerator to be used to burn garden refuse, where the incinerator is situated within 2m of a building or fence [s.24F(2)(b)(ii)].
- Prohibit or impose restrictions on the burning of garden refuse within the Shire's District, that would otherwise be permitted under section 24F by giving notice in the Government Gazette

and in a newspaper circulating in the District and determine to vary or cancel a notice, by giving a subsequent notice [s.24G(2) and (5)].

9. Approve or refuse to approve, lighting a camp or cooking fire during a period where the fire danger forecast is "catastrophic", "extreme", "severe" or "very high" [s.25(1)(a)].
10. Approve or refuse to approve, lighting a fire for the conversion of bush into charcoal or in a lime kiln, subject to directions given or specified by a Bush Fire Control Officer or Authorised CALM Act officer [s.25(1)(b)].
11. Where appropriate, set aside an area of land under the Shire's care, control and management, for the purposes of using a gas appliance for camping or cooking [s.25(1aa)].
12. Prohibit the lighting of fires in the open in the Shire's District for the purposes of camping or cooking for such period during the prohibited burning times, by giving notice in the Government Gazette and in a newspaper circulating in the District [s.25(1a)]. Vary or cancel such notice by giving a subsequent notice [s.25(1b)].
13. Prohibit a person, who has been granted a Ministerial exemption for compliance with restriction on fires in the open during restricted burning times, from lighting a fire to which the exemption relates for such period as is specified in the notice to that person [s.25A(5)].
14. Issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plant refuse are to be issued in the Shire's District [r.27(3)].
15. Give notice to an authorised officer, of objections to the issuing of a permit for the burning of a proclaimed plant on any land situated within Shire District [r.34].
16. Permit the use of tractors in orchards, where the tractor exhaust pipe is not vertical, during restricted or prohibited burning times, in accordance with the requirements of s.27 [s.27(2)].
17. Prohibit the operation of any tractor or self-propelled harvester other than a tractor or self-propelled harvester that is equipped with a fire extinguisher, by giving notice in a newspaper circulating in the District, broadcast from a radio station with coverage throughout the district and displaying the notice in prominent positions throughout the district [s.27(3)].
18. Issue directions, as appropriate for the control of depositing incendiary material on any land [s.27D(3)]. **Incendiary material** means hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning.
19. Where an occupier of land has failed to take appropriate measures to extinguish a fire they have lit or caused to be lit or not, recoup expenses incurred by the Shire, its Bush Fire Control Officer, to extinguish the fire [s.28(4)] and where necessary, determine to recoup such expenses in a court of competent jurisdiction [s.28(5)].
20. Where a Bush Fire Brigade is established, determine whether to apply to the Minister for the District to be declared an approved area [s.52(1)]. Note: An approved area facilitates provision of a reduction in insurance premiums on crops - refer s.53.

Generally subject to:

- (a) Compliance with relevant procedures described within the Bush Fires Act 1954 and Bush Fires Regulations 1954.
- (b) Keep a local government record as per the State Records Act 2000

2.2.3 Prohibited and Restricted Burning Times Variation (22)

| | |
|----------------------------|------------------------------|
| Date Adopted: | 27 th May 2015 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|---|
| Delegate: | CEO and Chief Bush Fire Control Officer (Jointly) |
| Policy Reference: | |

Power Enabling Delegation:

- Bushfires Act 1954:
 - S.48 Delegation by local government
 - S.17(10) Prohibited burning times may be declared by Minister
 - S.17(5C) Restricted burning times may be declared by DFES

Power Enabling Sub-Delegation:

- NIL - sub-delegation prohibited by s.48(3)

Power Delegated:

- Bushfires Act 1954:
 - S.17(7) and (8) Prohibited burning times may be declared by Minister
 - S.18(5) Restricted burning times may be declared by DFES Commissioner

Description of Functions Delegated

Council delegates its authority and power to determine to:

1. Vary restricted and prohibited burning times within the District of the Shire of Gnowangerup, by:
 - (a) shortening, extending, suspending, or reimposing a period of restricted or prohibited burning times; or
 - (b) imposing a further period of restricted or prohibited burning times.

Subject to:

- (a) Compliance with notice and procedural requirements as prescribed in Sections 17 and 18 of the *Bush Fires Act 1954*.
- (b) Decisions must be made jointly between the Chief Bush Fire Control Officer and the CEO. Where agreement cannot be reached, then the matter shall be presented to Council for determination.
- (c) Keeping a local government record as per the State Records Act 2000

2.2.4 Bush Fires Act 1954 – Fire Breaks, Fire Break Notices and Bush Fire Control

| | |
|----------------------------|------------------------------|
| Date Adopted: | |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

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| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> Bushfires Act 1954, Section 48 Delegation by local government <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> NIL - sub-delegation prohibited by s.48(3) |
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| <p>Power Delegated:</p> <ol style="list-style-type: none"> Bush Fires Act 1954 – specified powers as detailed herein. |
|---|

Description of Functions Delegated

Council delegates its authority and power to determine to:

1. Make arrangements, as appropriate, for cooperation between the occupier of exempt land and the Bush Fire Brigade to cooperate in burning fire breaks on the respective land [s.22(6)].
2. Require adjoining exempt land occupier to clear fire breaks parallel to and at a specified distance to the common boundary [s.22(7)].
3. Determine satisfaction with a fire break constructed around land proposed to be used as a landing ground for an aeroplane that is being used in connection with crop dusting, spraying, spreading fertiliser or other agricultural purposes [r.39B(2)].
4. Give written notice to an owner or occupier of land, or publish notice in the Government Gazette and in a newspaper circulating in the Shire's District, requiring within a specified time to plough or clear fire breaks and / or act upon anything upon the land which is considered conducive to outbreak or spread of a bush fire [s.33(1)].
5. Direct the Bush Fire Control Officer or any other local government officer to enter upon land to carry out the requirements of a 'Fire Break Notice' which have not been complied with [s.33(4)].
6. Fix the amount of any costs and expenses incurred by the Bush Fire Control Officer or other local government officer in doing the things necessary to carry out the requirements of a 'Fire Break Notice' and where necessary, determine to recoup such costs and expenses in a court of competent jurisdiction [s.33(5)].
7. Where requested by an owner or occupier, determine to carry out on land at the expense of the owner or occupier, any works for the removal or abatement of a fire danger and if not paid on demand, recover the expenses from the owner or occupier in a court of competent jurisdiction [s.33(6)].
8. Issue directions to a Bush Fire Control Officer or officer of a Bush Fire Brigade, to burn bush on or at the margins of streets, roads and ways under the care, control and management of the local government [s.385A)].

Generally subject to:

- (a) Compliance with relevant procedures described within the Bush Fires Act 1954 and Bush Fires Regulations 1954.
- (b) Keep a local government record as per the State Records Act 2000

2.2.5 Bush Fires Act 1954 – Enforcement

| | |
|----------------------------|------------------------------|
| Date Adopted: | |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | Nil |

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|--|
| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> Bushfires Act 1954, Section 48 Delegation by local government <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> NIL - sub-delegation prohibited by s.48(3) |
|--|

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|---|
| <p>Power Delegated:</p> <ol style="list-style-type: none"> Bush Fires Act 1954 – sections 58 and 59 |
|---|

Description of Functions Delegated

Council delegates its authority and power to determine to:

- Determine to recover from the person committing an offence, expenses incurred by the Bush Fire Control Officer, any officer or member of a Bush Fire Brigade or any other person acting under the provisions of the *Bush Fires Act 1954* in the performance of a duty or the doing of anything they are empowered or required to do. Recovery may be as a debt due in a court of competent jurisdiction, apply for court order for payment, or issue a certificate that the expense was incurred. [s.58]
- Institute and carry on proceedings against a person for an offence alleged to be committed against the *Bush Fires Act 1954* [s.59].

Generally subject to:

- Compliance with relevant procedures described within the Bush Fires Act 1954 and Bush Fires Regulations 1954.
- Keep a local government record as per the State Records Act 2000

2.3 Cat Act 2011

2.3.1 Cat Act 2011 – Appoint Authorised Persons

| | |
|----------------------------|------------------------------|
| Date Adopted: | 26 th August 2015 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

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|---|
| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> Cat Act 2011, section 44 Delegation by local government. <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> Cat Act 2011, section 45 Delegation by CEO of local government |
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| <p>Power Delegated:</p> <ul style="list-style-type: none"> Cat Act 2011, section 48 Authorised persons |
|--|

Description of Functions Delegated

Council delegates its authority and power to:

1. Appoint persons or classes of persons to be authorised for the purposes of performing particular functions under this Act [s.48(1)].
2. Determine conditions on any authorisation [s.48(3)].
3. Cancel or vary an authorisation or a condition on an authorisation [s.48(4)].

Generally subject to:

- (a) At least once each financial year, the CEO is required to circulate to Councillors a copy of the Shire of Gnowangerup's Schedule of Authorisations.

| | |
|------------------------|-----|
| Sub-delegate/s: | Nil |
|------------------------|-----|

~~CEO Conditions on Sub-Delegation~~

- ~~1. Keep a local government record as per the State Records Act 2000~~

| | |
|---------------------------------|--|
| Sub delegation permitted | YES– Cat Act 2011: s.45 Delegation by CEO of local government |
|---------------------------------|--|

2.3.2 Cat Act 2011 – Registrations

| | |
|----------------------------|---|
| Date Adopted: | 26 th August 2015 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Cat Act 2011, section 44 Delegation by local government.

Power Enabling Sub-Delegation:

- Cat Act 2011, section 45 Delegation by CEO of local government

Power Delegated:

- Cat Act 2011:
 - S.9 Registration
 - S.10 Cancellation of registration
 - S.11 Registration numbers, certificates and tags
 - S.13 Notice to be given of certain decisions made under this Subdivision
 - S.26 Cat control notice may be given to cat owner
- Cat Regulations 2012
 - Schedule 3, cl.1(4) Fees Payable

Description of Functions Delegated

Council delegates its authority and power to:

1. Grant the registration of a cat [s.9(1)(a)].
2. Renew or refuse to renew the registration of a cat [s.9(1)(b)].
3. Require an applicant to provide any document or information required to determine an application for registration [s.9(5)].
4. Refuse to consider an application, where an applicant has not complied with a request for information [s.9(6)].
5. Cancel the registration of a cat [s.10].
6. Give notice of decisions [s.13].
7. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].
8. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Gnowangerup's District [s.26].
9. Refuse to grant the registration of a cat [s.9(1)(a)].

| | |
|------------------------|---|
| Sub-delegate/s: | DCEO Customers Servicer Officer: only 1 to 7 Records & Research Officer Community Development Officer: only 1 to 7 |
|------------------------|---|

CEO Conditions on Sub-Delegation

- ~~Keep a local government record as per the State Records Act 2000~~

| | |
|---------------------------------|--|
| Sub delegation permitted | YES- Cat Act 2011: s.45 Delegation by CEO of local government |
|---------------------------------|--|

2.4 Dog Act 1976

2.4.1 Dog Act 1976 – Functions of Local Government

| | |
|----------------------------|------------------------------|
| Date Adopted: | 27 th May 2015 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

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|---|
| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> • Dog Act 1976, Section 10AA <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> • 10AA (3) |
|---|

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|--|
| <p>Power Delegated:</p> <ul style="list-style-type: none"> • Dog Act 1976, <ul style="list-style-type: none"> • Sections 11, 12, 29 and 44(2) • Section 26(3) • Dog Regulations 2013 |
|--|

Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to perform all the functions and duties of the local government under the Dog Act 1976.

| | |
|------------------------|-----|
| Sub-delegate/s: | N/A |
|------------------------|-----|

CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

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|---------------------------------|---|
| Sub delegation permitted | <p>YES–</p> <ul style="list-style-type: none"> • Dog Act 1976, Section 10AA (3) |
|---------------------------------|---|

2.5 Food Act 2008

2.5.1 Food Act 2008 – Appoint Authorised Officers

| | |
|----------------------------|------------------------------|
| Date Adopted: | 22 nd Dec 2010 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
 - S.118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
 - S.118(4) Sub-delegation only permissible if expressly provided in regulations

Power Enabling Sub-Delegation:

- Nil. Food Act / Regulations do not provide for sub-delegation.

Power Delegated:

- Food Act 2008, Sections:
 - S.122(1) Appointment of authorised officers
 - S.126(13) Infringement notices

Description of Functions Delegated

Council delegates authority and power to appoint persons to be:

1. An Authorised Officer for the purposes of the Food Act 2008 [122(1)].
2. A Designated Officer for the purposes of the *Food Act 2008* [126(13)].

Generally subject to:

- (a) At least once each financial year, the CEO is required to circulate to Councillors a copy of the Shire of Gnowangerup's Schedule of Authorisations.
- (b) Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Nil. Food Act / Regulations do not provide for sub-delegation. |
|---------------------------------|--|

2.5.2 Food Act 2008 – Food Business Registrations

| | |
|----------------------------|------------------------------|
| Date Adopted: | 22 nd Dec 2010 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
 - S.118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
 - S.118(4) Sub-delegation only permissible if expressly provided in regulations

Power Enabling Sub-Delegation:

- Nil. Food Act / Regulations do not provide for sub-delegation.

Power Delegated:

- Food Act 2008, sections:
 - S.110(1) and (5) Registration of food business
 - S.112 Variation of conditions or cancellation of registration of food businesses.

Description of Functions Delegated

Council delegates its authority and power to:

1. Register a food business in respect of any premises for the purposes of Part 9 of the *Food Act 2008* and issue a certificate of registration, if approved [s.110(1)].
2. After considering an application, grant (with or without conditions) or refuse the application [s110(5)].
3. Vary the conditions imposed on Food Business Registration or cancel a Food Business Registration under Part 9 of the Food Act 2008 [s.112(1)].

Subject to:

- (a) Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Nil. Food Act / Regulations do not provide for sub-delegation. |
|---------------------------------|--|

2.5.3 Food Act 2008 – Prohibition Orders

| | |
|----------------------------|------------------------------|
| Date Adopted: | 22 nd March 2017 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
 - 118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
 - 118(4) Sub-delegation only permissible if expressly provided in regulations

Power Enabling Sub-Delegation:

- Nil. Food Act / Regulations do not provide for sub-delegation.

Power Delegated:

- Food Act 2008, sections:
 - 65(1) Prohibition Order
 - 66 Certificate of Clearance
 - 67(4) Request for Re-Inspection

Description of Functions Delegated

Council delegates its authority and power to:

1. Serve a Prohibition Order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65].
2. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices [s.66].
3. Give written notice to proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].

Subject to:

- (a) Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Nil. Food Act / Regulations do not provide for sub-delegation. |
|---------------------------------|--|

2.5.4 Food Act 2008 – Prosecutions

| | |
|----------------------------|------------------------------|
| Date Adopted: | 27 th May 2015 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
 - S.118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
 - S.118(4) Sub-delegation only permissible if expressly provided in regulations

Power Enabling Sub-Delegation:

- Nil. Food Act / Regulations do not provide for sub-delegation.
-

Power Delegated:

- Food Act 2008:
 - S.125 Institution of proceeding

Description of Functions Delegated

Council delegates its authority and power to:

1. Institute proceedings for an offence under the *Food Act 2008* [s.125].

Subject to:

- (a) Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|--|
| Sub delegation permitted | Nil. Food Act / Regulations do not provide for sub-delegation. |
|---------------------------------|--|

2.6 Graffiti Vandalism Act 2016

2.6.1 Graffiti Vandalism Act 2016 – Giving Notices, Obliterating Graffiti and Entry onto Land

| | |
|----------------------------|------------------------------|
| Date Adopted: | 22 March 2017 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Graffiti Vandalism Act 2016,
 - S.16 Delegation by local Government

Power Enabling Sub-Delegation:

- 17(3) Delegation by CEO of local government
-

Power Delegated:

- Graffiti Vandalism Act 2016:
 - S.18(2)
 - S.19(3) & (4)
 - S.22(3)
 - S.24(1)(b) & (3)
 - S.25 Local government graffiti powers on land not local government property
 - S.27 General procedure for entering property
 - S.28 Notice of entry
 - S.29 Entry under warrant

Description of Functions Delegated

Council delegates its authority and power to:

1. Give notice requiring a person who is an owner or occupier of a place, requiring the person to ensure the graffiti is obliterated in a manner acceptable to the local government within a time set out in the notice [s.18(2)].
 - 1.1. Where a person fails to comply with a notice, determine to do anything considered necessary to obliterate the graffiti in a manner acceptable to the local government [s.19(3)].
 - 1.2. Take action to recover costs, as a debt due from the person who failed to comply with the notice [s.19(4)].
2. Authority to deal with an objection to a notice [s.22(3)].
 - 2.3 Where an objection has been lodged (resulting in the suspension of the notice), consider if there are urgent reasons or reasonably likelihood of danger to the safety or any person or property or likelihood of creating a serious public nuisance, determine and take action to give effect to a notice and advice of such decision to affected persons [s.24(1)(b) and (3)].

Subject to:

- (a) Compliance with Part 3, Division 3 Objection to a notice, requirements, including advising the recipient of a notice and prescribe affected persons of the notice and review and objection rights.

Note:

An affected person may apply to the State Administrative Tribunal for a review of a decision to give a notice.

- 3.4 Obliterate graffiti that is visible from a public place and that has been applied without the consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent to do it [s.25].
- 4.5 Give notice, to an owner or occupier, of a proposed entry onto land, premises or thing for the purpose of performing any function of a local government under the *Graffiti Vandalism Act 2016* [s.27].
- 5.6 Obtain a warrant to authorise entry onto land, premises or thing for the purposes of any function of a local government under the *Graffiti Vandalism Act 2016* [s.29].
- 7 Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28].

| | |
|------------------------|---|
| Sub-delegate/s: | DCEO Executive Manager Infrastructure and Assets |
|------------------------|---|

CEO Conditions on Sub-Delegation

- ii. Keep a local government record as per the State Records Act 2000

| | |
|---------------------------------|---|
| Sub delegation permitted | YES Graffiti Vandalism Act 2016 17(3) Delegation by CEO of local government |
|---------------------------------|---|

2.7 Planning and Development Act 2005

2.7.1 Planning & Development Act 2005 – Illegal Development

| | |
|----------------------------|-------------------------------|
| Date Adopted: | 30 th October 2013 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

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|--|
| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> Local Government Act 1995, section 5.42 Delegation of some powers and duties to CEO <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> Nil. |
|--|

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|---|
| <p>Power Delegated:</p> <ul style="list-style-type: none"> Planning & Development Act 2005, Section 214(2), (3) and (5) Illegal development, responsible authority's powers as to |
|---|

Description of Functions Delegated

Council delegates its authority and power to:

1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements.
2. Give a written direction to the owner or any other person who undertook an unauthorised development:
 - (a) to remove, pull down, take up, or alter the development; and
 - (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.
3. Give a written direction to the person, whose duty it is to execute work to execute that work, where it appears that delay in the execution of the work, to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.

Subject to:

- iii. Keep a local government record as per the State Records Act 2000

2.8 Local Planning Scheme

2.8.1 Local Planning Scheme – Planning Functions

| | |
|----------------------------|------------------------------|
| Date Adopted: | 22 nd June 1998 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

Power Enabling Delegation:

- Local Government Act 1995, Section 5.42.

Power Enabling Sub-Delegation:

- Shire of Gnowangerup Town Planning Scheme No 2 (11.3.1)(11.3.2)

Power Delegated:

- Planning & Development Act 2005
- Schedule 2 - Planning & Development Act 2005
- Planning and Development Amendment Act 2023 supported by amendments to Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations
- Planning and Development Regulations 2009 cl 52

Description of Functions Delegated

Council delegates its authority and power to:

- 1.0 Initiate the advertising notice process under c 9.4 of the Scheme for 'A' advertised planning applications prior to determination by the Council. The CEO may, without referral to Council, approve the application including the placement of conditions on the approval following the closure of the advertising period subject to no proper objection(s) being received. Any decision to refuse an application shall be referred to Council.
- 2.0 Initiate the advertising notice process under c.9.4 of the Scheme for a 'Use Not Listed' under c.4.4.2 prior to determination by the Council. The CEO may without referral to Council, approve the application including the placements of conditions on the approval following the closure of the advertising period subject to no proper objection(s) being received. Any decision to refuse an application shall be referred to Council.
- 3.0 Approve all 'P' permitted planning applications including the placement of conditions on the approval where the use and development complies with the standards prescribed by the Scheme and any relevant Local Planning Policies.
- 3.1 Excluded from Delegations: Development of Single Houses
As per Planning and Development Amendment Act 2023 supported by amendments to Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations, the determination of development applications for single houses or any development associated with a single house, excluding development of or associated with a heritage protected place, must be done by the CEO of the local government or employees authorised by the CEO.
- 4.0 Approve all 'D' discretionary planning applications including the placement of conditions on the approval, subject to-
 - (a) The use and development complying with objectives for the zone;
 - (b) The use and development complying with the standards prescribed by the Scheme; and
 - (c) Complying with any relevant Local Planning Policies.
 In exercising this power, the CEO may require an application to be advertised under c.9.4 if considered necessary prior to determining the application. Any decision to refuse an application shall be referred to Council.
- 5.0 Approve planning applications in a Local Scheme Reserve where the proposed use is consistent with the ultimate purpose intended for the reserve under the Scheme.

- 6.0 Approve and accept tree planting and landscaping plans required for subdivisional approval or to satisfy a condition of planning approval where the plans involve the use of local native plant and tree species or other appropriate species.
- 7.0 Provide responses to mobile phone carriers in accordance with the Telecommunications Act in respect the installation of low impact facilities.
- 8.0 Approve requests for boundary setback variations required by the Residential Design Codes, the Scheme and relevant Local Planning Policies (where there is power to vary the standard) and where the variation will not adversely impact on the amenity of adjoining residence and adjoining owners support has been received, if deemed necessary.
- 9.0 Approve applications for advertisements that comply with the requirements of the Scheme and any relevant Local Planning Policies.
- 10.0 Subdivision / Amalgamation Application
 - 10.1 Recommend support to the Western Australian Planning Commission where the proposal complies with Local Planning Scheme No. 2 and any relevant Local Planning Policy. This delegation allows the CEO to ensure appropriate relevant conditions are requested to be placed on any approval granted for the application by the Western Australian Planning Commission
 - 10.2 Endorse clearance of Freehold title and Strata title subdivisions on Deposited Plans or Plans of Strata/Survey Strata and Strata documents when compliant with all conditions imposed by Council have been satisfactorily met.
- 11.0 Scheme Amendments and Structure Plans
 - 11.1 Require proponents to provide relevant supporting studies and modify Local Planning Scheme Amendments and Structure Plans and/or documents prior to them being considered by the Council.
 - 11.2 Make inconsequential text and grammatical modifications to Local Planning Scheme Amendments and Structure Plans and/or documents at any stage of the process.
 - 11.3 Accept and make modifications to Local Planning Scheme Amendments and Structure Plans and/or document as required by the Minister for Planning unless they are in direct conflict with Council's intentions following the consideration of submissions. In this event the CEO shall refer the Minister's decision to Council for consideration. This delegation does allow the CEO to accept the Minister's decision not to require modifications which were requested by the Council following consideration of submissions.
- 12.0 Appeals

Provide responses to the State Administrative Tribunal in respect to application for a review lodged by a proponent against a refusal of planning approval, unacceptable conditions imposed on an approval of planning approval or supporting statements for the Western Australian Planning Commission in respect to a subdivision application decision made by the Commission. The delegation includes advising the Tribunal if mediation is an option to consider for the appeal process.

13.0 Legal Proceeding

Authorised to appoint persons/companies to serve directions notices, initiate prosecutions and legal proceedings for breaches of the Scheme in accordance with the Planning and Development Act 2005 for and on behalf of the Shire of Gnowangerup.

14.0 Agreements

- 14.1 Undertake the preparation and endorsement in conjunction with the Shire President of agreements made under section c11.1.2 Powers of the Local Government' of the Scheme.
- 14.2 Appoint officers as authorised to undertake those compliance activities defined in c11.1.2 'Powers of the Local Government 'of the Scheme.
- 14.3 Accept performance bonds and/or cash-in-lieu payments for works required to be undertaken as a condition of subdivision or planning approval. The monies shall be held in trust and returned to the payee when the condition imposed has been satisfactorily completed.

15.0 Retrospective Development Applications for existing Feedlots or Piggeries

Approve applications for retrospective development approval under the planning scheme and Health Local Law for existing feedlots or piggeries. This includes the placement of conditions and advice notes on the approval and waiving of penalty fees, subject to:

- (a) The use and development complying with the requirements of Local Planning Scheme No. 2; and
- (b) The proposal complying with the standards prescribed in the Health Local Law 2016.

Any application that does not comply with (a) and (b) above or any application that warrants a refusal shall be referred to Council.

16.0 Local Development Plans

Approves development applications including the placement of conditions on the approval where the use and development complies with the standards prescribed by an adopted Local Development Plan.

17.0 Waive or refund of fee

Approves waiving or refunding, in whole or in part, payment of a fee for a planning service (Planning and Development Regulations 2009 cl 52)

Subject to:

the amount of the request or application not exceeding \$1,000

Conditions on Delegations

The CEO can only exercise any of the above delegations after considering a report from the Shire's Planning Officer and/or the Environmental Health Officer and/or Building Surveyor, their recommendations, any precedents or policies set by Council, and where the CEO does not agree with the recommendation from the above Officers, either seek further clarification before making a decision or refer the matter to Council.

CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

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|---------------------------------|--|
| Sub delegation permitted | YES – Shire of Gnowangerup Town Planning Scheme No 2 (11.3.1)(11.3.2) |
|---------------------------------|--|

DRAFT

2.9 Public Health Act 2016

2.9.1 Public Health Act 2016 – Designate Authorised Officers

| | |
|----------------------------|------------------------------|
| Date Adopted: | 22 nd March 2017 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

| |
|--|
| <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> Public Health Act 2016: <ul style="list-style-type: none"> s.21 Enforcement agency may delegate <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> Nil power of sub-delegation – to be review on Gazettal of the Public Health Regulations. |
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|---|
| <p>Power Delegated:</p> <ul style="list-style-type: none"> Public Health Act 2016: <ul style="list-style-type: none"> s.24 Designation of authorised officers |
|---|

Description of Functions Delegated

Council delegates its authority and power to:

1. Designate a person or class of persons as authorised officers:
 - (1) for the purposes of the *Public Health Act 2016* or another specified Act; or
 - (2) for the purposes of the specified provisions of this Act or another specified Act; or
 - (3) for the purposes of the provisions of the *Public Health Act 2016* or another specified Act other than the specified provision of that Act [s.24(1)].

Subject to:

- (a) The requirements of s.24(3), being that designated authorised officers may be either:
 - (i) an environmental health officer or environmental health officers as a class; or
 - (ii) a person who is not an environmental health officer or a class of persons who are not environmental health officers; or
 - (iii) a mixture of the two.
- (b) Compliance with any relevant conditions established by the Chief Health Officer under s.20 of the *Public Health Act 2016*.

Subject to:

- (a) Keep a local government record as per the State Records Act 2000

2.9.2 Public Health Act 2016 & Health (Miscellaneous Provisions) Act 1911– Designate Authorised Officers

| | |
|----------------------------|------------------------------|
| Date Adopted: | 22 nd June 2022 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

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|---|
| <p>Legislative Power</p> <ul style="list-style-type: none"> Public Health Act 2016: s.312 Health (Miscellaneous Provisions) Act 1911 |
|---|

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|---|
| <p>Power Delegated:</p> <ul style="list-style-type: none"> Public Health Act 2016: <ul style="list-style-type: none"> Section 21(1)(b)(i) Health (Miscellaneous Provisions) Act 1911 <ul style="list-style-type: none"> Section 26 |
|---|

Description of Functions Delegated

Council delegates its authority and power to:

The Council delegates its authority and power pursuant to Section 21(1)(b)(i) of the *Public Health Act 2016* and Section 26 of the *Health (Miscellaneous Provisions) Act 1911* to the Chief Executive Officer to appoint authorized officers to exercise and discharge all or any of the powers and functions of the local government.

Subject to:

- (b) Keep a local government record as per the State Records Act 2000

2.9.3 Health (Asbestos) Regulations 1992– Appoint Authorised Officer

| | |
|----------------------------|------------------------------|
| Date Adopted: | 24 August 2022 |
| Date Last Reviewed: | 26 June 2024 XX June 2025 |

| | |
|--------------------------|-------------------------|
| Delegate: | Chief Executive Officer |
| Policy Reference: | |

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|--|
| <p>Legislative Power</p> <ul style="list-style-type: none"> Health (Asbestos) Regulations 1992: r.15D(5) & 15D(7) Infringement Notices Criminal Procedure Act 2004 Part 2 |
|--|

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|---|
| <p>Power Delegated:</p> <ul style="list-style-type: none"> Health (Asbestos) Regulations 1992: r.15D(5) & 15D(7) Infringement Notices |
|---|

Description of Functions Delegated

Council delegates authority and power to appoint persons to be an authorised officer or approved officer for the purposes of the *Criminal Procedure Act 2004 Part 2 [r.15D(5)]*.

Subject to:

- (a) Keep a local government record as per the State Records Act 2000
- (b) Each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].

3. Authorities Assigned from State Government Agencies to Local Government

3.1 Environmental Protection Act 1986

3.1.1 Environmental Protection Act 1986 – Noise Control – Serve Environmental Protection Notices [s.65(1)]

Published in Government Gazette No.47, 19 March 2004

EV401

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

**3.1.2 Environmental Protection Act 1986 – Noise Control – Keeping of Log Books,
Noise Control Notices, Calibration and Approval of Non-Complying Events
[Reg.16]**

Published in Government Gazette No.232, 20 December 2013

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to –

- (a) waste collection and other works noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(e)(vi);
- (c) community activities noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation –
- (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(c) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by –

JOHN DAY, Acting Minister for Environment, Heritage.

Published in Government Gazette No.71 – 16 May 2014

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of—

(a) Chief Executive Officer under the *Local Government Act 1995*; and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Approved by—

Hon ALBERT JACOBS JP MLA, Minister for Environment, Heritage.

3.2 Planning and Development Act 2005

3.2.1 Western Australian Planning Commission – Section 25 of Strata Titles Act 1985

Published in the Government Gazette No.98 dated 9 June 2009 (pages 1936-1937)

PI409*

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

DEL 2009/03 POWERS OF LOCAL GOVERNMENTS

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 25 of the Strata Titles Act 1985

Preamble

Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the Government Gazette, delegate any function under the Act or any other written law to a local government, a committee established under the Local Government Act 1995 or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 26 May 2009, pursuant to section 16 of the Act, the WAPC RESOLVED—

A TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 25 of the Strata Titles Act 1985 as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.

TONY EVANS, Western Australian Planning Commission

SCHEDULE 1

1. Applications made under section 25 of the Strata Titles Act 1985

Power to determine applications for the issuing of a certificate of approval under section 25 of the Strata Titles Act 1985 for a plan of subdivision, re-subdivision or consolidation, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - (i) a type of development; and/or
 - (ii) land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Reporting requirements

A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.

4. Table of Amendments & Reviews

From 2019/2020

| Date | Decision reference | Amendment / Review |
|------------|--------------------------------------|---|
| 12/2/2020 | Ordinary Council Meeting 0220.06 | Annual Review 19/20 |
| 28/10/2020 | Ordinary Council Meeting 1020.121 | Amendment 1.2.5 Expressions of Interest and Tenders for Goods & Services |
| 26/5/2021 | Ordinary Council Meeting 0521.59 | Annual Review 20/21 |
| 22/6/2022 | Ordinary Council Meeting 0622.55 | Annual Review 20/22 |
| 24/8/2022 | Ordinary Council Meeting 0822.96 | Amendment 2.5.1 Food Act 2008 – Appoint Authorised Officers New delegation 2.9.3 Health (Asbestos) Regulations 1992 – Appoint Authorised Officer |
| 26/7/2023 | Ordinary Council Meeting 0723.5 | Annual Review 22/23 |
| 26/06/2024 | Ordinary Council Meeting 0624.43 | Annual Review 23/24 |
| 11/12/2024 | Ordinary Council Meeting 1224.109 | Amendment 1.2.6 Payments from Municipal Fund and Trust Fund 1.2.9 Amending the Rate Records New delegation 1.2.22 Application of Regional Price Preference Policies |
| | | |

AMENDMENTS DELEGATION REGISTER REVIEW 2024/2025

| DELEGATION | DELEGATION REGISTER 2024 | DELEGATION REGISTER 2025 | DETAILS |
|--|--|--|--|
| Policy References | Links to policies | Deleted | References to policies deleted – more flexibility when changes |
| | Sub-delegates were provided for Council decision | Deleted Sub-delegates will be appointed by CEO. The Register for Council approval will identify the delegator, the power to delegate, the delegate, condition on delegation and the express power to sub-delegate but not the position of the subdelegates | These sub-delegation rows do not need to be provided to Council, as they are not a matter for Council decision and do not require Council endorsement. |
| 1.1.1 Audit and Risk Committee – Meeting with Auditor | | Added 's 7.1B of LG Act' | Reference to this section of LG Act was missing in Delegation Register 2024 |
| 1.2.4 Expressions of Interest and Tenders for Goods & Services | | Added 'for Goods and Services' in heading | Added in headline to make it clear that is not for e.g. tender for property |
| | | Added description 2.7 Authority to accept any tender [F&G r.18(5)] up to max \$600,000. 2.8 Authority to decline any tender [F&G r.18(5)]. 2.9 Authority to accept the next most advantageous tender if, within 6-months of | These power of rejecting and accepting tenders according to Local Government (Functions and General) Regulations 1996. Regulation was already delegated. The added descriptions are for clarity and transparency |

| DELEGATION | DELEGATION REGISTER 2024 | DELEGATION REGISTER 2025 | DETAILS |
|----------------------------|--------------------------------------|--|---|
| | | accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. | |
| | | Added 'Note - s.3.57 tender requirements <u>do not apply</u> to disposal of confiscated or uncollected goods (refer to delegation 1.2.27)' | For clarification and information |
| 1.2.5 Disposal of Property | | Added 'land and or building' | For specifying the kind of property |
| | Referring to Corporate Business Plan | Deleted | |
| | | <p>Added description</p> <p>2. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58 Local Government (Functions and General) Regulations 1996, Regulation 30 Dispositions of property excluded from Act s.3.58.</p> <p>4 Disposal of property (other than land/buildings) with a market value of \$20,000 and over.</p> | These powers under LG Act S. 3.58 were already delegated. The added descriptions are for clarity and transparency |

| DELEGATION | DELEGATION REGISTER 2024 | DELEGATION REGISTER 2025 | DETAILS |
|--|---|--|---|
| | Term 'capital works project' | Changed to 'asset' | |
| 1.2.6 Payments from Municipal Fund and Trust Fund (10) | Authorise and make payments by cheque or electronic funds transfer (EFT) from the Municipal Fund or the Trust Fund [FM r.12(1)(b)] | Changed Authorise and make payments <i>from Shire of Gnowangerup's bank accounts</i> | |
| | Local Government (Financial Management) Regulations 1996, Regulation 12(1)(b) | Amendment Local Government (Financial Management) Regulations 1996, Regulation 12(1) (a) | Correction of link to legislation from 12(1)(b) to 12 (1) (a) |
| 1.2.8 Investment of Surplus Funds | Compliance with the Shire's documented internal control procedures established in accordance with Regulation 19 of the Local Government (Financial Management) Regulations 1996 | Deleted <i>'with the Shire's documented internal control procedures established in accordance'</i> | Council's Investment policy |
| | To establish and amend, as necessary, documented internal control procedures to be followed by employees that ensure control over investments, and which enable the identification of the nature and location of all investments and the transactions related to each investment [FM r.19]. | Deleted | Council's Investment policy |
| 1.2.9 Amending the Rate Record | Compliance with the requirements of Section | Added s.6.39 | Reference to this section of LG Act was missing in Delegation Register 2024 |

| DELEGATION | DELEGATION REGISTER 2024 | DELEGATION REGISTER 2025 | DETAILS |
|---|---|--|---|
| | 6.40 of the <i>Local Government Act 1995</i> . 6.40 | | |
| 1.2.10 Agreement as to Payment of Rates and Service Charges | Subject to: (a) Having regard for the requirements of Council’s Recovery of Rates policy; and (b) The arrangements agreed to being on the basis that the total debt outstanding will be extinguished by 30 June next following. | Deleted | Deleted – policy to do be developed to details |
| 1.2.12 Recovery of Unpaid Rates or Service Charges | | Added <i>s.6.64(3) Actions to be taken</i> | Reference to this section of LG Act was missing in Delegation Register 2024 |
| | 1. When court action should be taken to recover an unpaid rate or service charge that is due and payable [s.6.56(1)]. | Changed to <i>Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].</i> | Changed wording to align with LG Act: <i>s.6.56 (1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction</i> |
| | Subject to: (a) Recovery action having been taken in accordance with Council’s Collection of outstanding Rates Procedure and Collection of | Deleted | Deleted – policies and procedures to be developed |

| DELEGATION | DELEGATION REGISTER 2024 | DELEGATION REGISTER 2025 | DETAILS |
|---|--|---|---|
| | outstanding Debt Policy and Procedure. | | |
| | | Added 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. | Simplifies and makes administration part easier to act in a timely matter |
| 1.2.23 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995 | N/A | New Delegation | |
| 1.2.24 Compensation - Damage Incurred when Performing Executive Functions | N/A | New Delegation | |
| 1.2.25 Powers of Entry | N/A | New Delegation | |
| 1.2.26 Declare Vehicle is Abandoned Vehicle Wreck | N/A | New Delegation | |
| 1.2.27 Confiscated or Uncollected Goods | N/A | New Delegation | |
| 1.3.2 Determine if an Emergency for Emergency Powers of Entry | N/A | New Delegation | |
| 1.4.1 Dogs Local Law 2024 | Clauses referring to Dogs Local Law 2016 | Amended Clauses referring to Dogs Local Law 2024 | Clauses No amended according to the new Dogs Local Law 2024 |
| 2.6.1 Graffiti Vandalism Act 2016 – Giving Notices, Obliterating Graffiti and Entry onto Land | | Added 2. Authority to deal with an objection to a notice [s.22(3)]. | Delegations were missing in Delegation Register 2024 |

| DELEGATION | DELEGATION REGISTER 2024 | DELEGATION REGISTER 2025 | DETAILS |
|--|-----------------------------|---|--|
| | | 7. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. | |
| 2.8.1 Local Planning Scheme – Planning Functions | N/A | <p>Added</p> <p>17.0 Waive or refund of fee Approves waiving or refunding, in whole or in part, payment of a fee for a planning service (Planning and Development Regulations 2009 cl 52)</p> <p><u>Subject to:</u> the amount of the request or application not exceeding \$1,000</p> | Delegations were missing in Delegation Register 2024 – <u>subject to</u> – maximum of \$1,000 is in accordance with delegation 1.2.7 ‘Waiving and Granting of Concessions and Write-Off of Debts other than Rates & Service Charges’ |
| 3. Authorities Assigned from State Government Agencies to Local Government | | Deleted of Council delegation register | These delegations are ministerial delegations to the CEO and don’t need Council approval |
| 4. Table of Amendments & Reviews | | Added | |

| | |
|--------------------------------|--|
| 11.2 | SHIRE OF GNOWANGERUP DISABILITY ACCESS AND INCLUSION PLAN 2021-2026 – PROGRESS REPORT |
| Date of Report: | 30 May 2025 |
| Business Unit: | Strategy and Governance |
| Responsible Officer: | David Nicholson – Chief Executive Officer |
| Author: | Anita Finn – Senior Governance and Risk Management Officer |
| Disclosure of Interest: | Nil |

ATTACHMENTS

- The Shire of the updated Gnowangerup Disability Access and Inclusion Plan 2021-2026.

PURPOSE OF THE REPORT

To advise Council of the outcomes of the Disability Access Inclusion Plan 2021 – 2026 (DAIP) achieved during the 2024-2025 financial year.

BACKGROUND

The development of a Disability Access and Inclusion Plan (DAIP) is a statutory requirement for all local government authorities and identified state government agencies in accordance with the Western Australian Disability Services Act 1993.

The purpose of a DAIP is to ensure that people with a disability can access services provided by public authorities in Western Australia, and to participate/be included in their community.

COMMENTS

The Shire of Gnowangerup’s Disability Access Inclusion Plan demonstrates Council’s commitment to ensuring the Shire is welcoming and inclusive of all people. The outcome is to reduce the barriers for people with a disability.

CONSULTATION

In 2021, officers underwent community consultation via the distribution of survey across the community. Face to face consultation also took place and community members were encouraged to provide feedback about Disability Access and Inclusion across the Shire. The outcome of this consultation is a series of recommended actions to be implemented by the Shire over the next 5 years.

The outcomes from the 2024-2025 financial year were addressed at Councillor Agenda Briefing Meeting on 11 June 2025.

Executive staff meet bi-annually to discuss the outcomes achieved within our organisation for the financial year.

LEGAL AND STATUTORY REQUIREMENTS

Disability Services Act 1993, The Commonwealth Disability Discrimination Act 1992 WA Equal Opportunity Act (1984) Disability (Access to Premises – Buildings) Standard 2010.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

| | |
|---------------------------|--|
| Theme | Our Community |
| Community Priority | Access to services and facilities for people with disabilities |

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

This item has been evaluated against the current Council approved Risk Management Register.

| | |
|---|---|
| Risk description | Decline the outcomes of the Disability Access and Inclusion Plan outcomes for the 2024-2025 financial year |
| Primary Strategic Risk Category | Community distribution Compliance risk |
| Primary Strategic Risk Category Description | <ul style="list-style-type: none"> • Inability to perform core services to the community • Failure to adhere by statutory requirements in accordance with the Western Australian Disability Services Act 1993 |
| Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic) | Moderate |
| Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare) | Likely |

IMPACT ON CAPACITY

Outcomes detailed in the plan have been or will be integrated into the existing operational activities of the Shire.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

An alternative option would be to decline the outcomes for the 2024-2025 financial year. This would result in an incorrect reporting requirement to the Department of Communities.

CONCLUSION

The purpose of the DAIP is to assist people with disability to have the same opportunities as others to access the Shire's services, events, buildings, facilities and to gain employment opportunities.

It is recommended that Council endorses this report which outlines the 2024-2025 outcomes of the Disability Access and Inclusion Plan 2021-2026.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

MOVED: Cr R O'Meehan

SECONDED: Cr R Kiddle

0625.03 That Council:

- 1. Endorses the outcomes of the Shire of Gnowangerup Disability Access and Inclusion Plan 2021 – 2026 (DAIP) for the 2024 – 2025 financial year.**
- 2. Directs the CEO to lodge the Disability Access and Inclusion Plan Progress Report with the Department of Communities by 31 July 2025 as stipulated under the Disability Services Act 1993.**

UNANIMOUSLY CARRIED BY: 7/0

**FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh, Cr S Hmeljak
Cr R Kiddle, Cr R Minitier, Cr P Callaghan**

AGAINST: NIL

APPENDIX 1 – IMPLEMENTATION PLAN 2021-2026

DAIP OUTCOME 1: People with disabilities have the same opportunities as other people to access the services of and any events organised by, a public authority.

| Strategy | Responsible | Update |
|---|-------------|---|
| <p>1.1 Ensure that people with disability are provided with an opportunity to comment on access to services.</p> | <p>CDC</p> | <p>Current: 2024/25 Front office staff will assist with physical customer form completion as required. Snap, Send, Solve is frequently advertised to allow another avenue for commenting on access. Community strategic planning surveys are available in DAIP approved formats online and as a physical copy. Face to face workshops are also DAIP aware.</p> <p>Past: 2023/24 We have customer forms available and inclusively assessable on our website and as a hardcopy at our office. Community can also call and/or email to create comments to the Shire.</p> |
| <p>1.2 Incorporate the objectives of the DAIP into the Shire’s Strategic Community Plan, Corporate Business Plan, Asset Management Plan, budgeting processes and other relevant plans and strategies.</p> | <p>DCEO</p> | <p>Current: 2024/25 The front door to the Shire’s main administration building upgraded to auto open.</p> <p>Past: 2023/24 Funding will be allocated in the 24/25 budget to undertake an audit of the Shire footpath network, provide a staged plan for implementation, and commence repairs and upgrades.</p> |
| <p>1.3 Ensure that events are organized so that they are accessible to people with disability.</p> | <p>CDC</p> | <p>Current: 2024/25 Shire events are only held where disabled toilets are accessible. Presentation slides are available to those that require information in print format. Wild Gravel 2024 included disabled portable toilets, and a disabled facilities chalet was set aside for wheelchair participants. All social media and marketing are DAIP compliant.</p> <p>Past: 2023/24 We have disability outdoor games which we take to Shire events All venues that events are being held have disabled access. Youth week held in April 2024 was all inclusive and had activities for all ages and abilities.</p> |

DAIP OUTCOME 1: People with disabilities have the same opportunities as other people to access the services of and any events organised by, a public authority.

| Strategy | Responsible | Update |
|---|-------------|--|
| | | <p>2022/23 Events usually held at the complex which has wheelchair access.</p> |
| 1.4 Promote Shire-run community services to people with disability. | CDC | <p>Current: 2024/25 The Shire has a dedicated Communications Manager who ensures promotion is DAIP accessible.</p> <p>Past: 2023/24 Shire run community services are promoted to all members of our community including those with disabilities. We promote our services on several community run platforms that are accessed by those with disabilities.</p> <p>2022/23 We invite all community members.</p> |

DAIP OUTCOME 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of a public authority.

| Strategy | Responsible | Update |
|---|-------------|--|
| 2.1 Ensure that all buildings and facilities are physically accessible to people with disability by completing a buildings audit. | EMIA | <p>Current: 2024/25 Shire Administration building main public entry door has been upgraded to auto opening and compliance with disability access requirements. Building audit incomplete and will be undertaken 2025/26.</p> <p>Past: 2023/24 Complete the audit of Shire buildings to identify and undertake upgrades to enable improved accessibility for people with disabilities. Investigate the engagement of an external consultant to perform the audit.</p> <p>2022/23 Buildings are in the process of being assessed.</p> |
| 2.2 Ensure that all premises leased by the Shire in the future are accessible. | EMIA | <p>Current: 2024/25 Shire Building Surveyor to audit buildings intended for Shire use to determine disability access requirements.</p> <p>Past: 2023/24 Ensure all buildings leased from external parties for Shire use are compliant with disability access requirements prior to tenancy.</p> <p>2022/23 This should apply to newly build infrastructure as old buildings may not be able to be made compliant.</p> |
| 2.3 Ensure that all new premises and other infrastructure are accessible. | EMIA | <p>Current: 2024/25 Shire Building Surveyor to audit buildings intended for Shire use to determine disability access requirements.</p> <p>Past: 2023/24 It is ensured through our procurement policy that all new Shire buildings, (either built or purchased) will comply with disability access building codes.</p> |

DAIP OUTCOME 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of a public authority.

| Strategy | Responsible | Update |
|---|-------------|---|
| 2.4 Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location | EMIA | <p>Current: 2024/25 ACROD bay and ramp installed at Gnowangerup post office. Other parking areas to assessed.</p> <p>Past: 2023/24 Commence a detailed review of current ACROD parking allocations and provide a staged plan to achieve compliancy. Allocate funds in the 24/25 budget to begin stage 1 works.</p> <p>2022/23 A low-level audit of signage, line marking, parking bay specification etc. has indicated a high incidence of non-compliance.</p> |
| 2.5 Complete an initial footpath audit to identify repairs and additional footpaths required throughout the Shire. Include in Long Term Financial Plan. | EMIA | <p>Current: 2024/25 Audit of footpaths in Gnowangerup undertaken and repairs carried out. Pram ramps in Gnowangerup main street (Yougenup Road) upgraded to comply with disability requirements.</p> <p>Past: 2023/24 Commence a detailed audit of the Shires footpath network and provide a staged plan of upgrades and repairs to make compliant with current technical specifications. Allocate funds in the 24/25 budget to begin stage 1 works.</p> <p>2022/23 A low-level inspection of footpaths has highlighted the following issues and work is required: 1) Uneven surface. 2) Cracked or missing pavers. 3) footpaths width is not compliant with Australian Standards. 4) Pedestrian ramps have lips on them that are a trip hazard. 5) Pedestrian ramps are not aligned with each other. 6) Pedestrian ramps are not wide enough and have no taper on them. 7) Pedestrian ramps have no side wings.</p> |
| 2.6 Complete annual footpath audit throughout the Shire. | EMIA | <p>Current: 2024/25 Audit of footpaths in Gnowangerup undertaken and repairs carried out. Pram ramps in Gnowangerup main street (Yougenup Road) upgraded to comply with disability requirements. Audit of Borden and Ongerup incomplete and to be finalised in 2025/26 to detail upgrade priorities and costings.</p> |

DAIP OUTCOME 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of a public authority.

| Strategy | Responsible | Update |
|----------|-------------|---|
| | | <p>Past: 2023/24 Commence a detailed audit of the Shire’s footpath network and provide a staged plan of upgrades and repairs to make compliant with current technical specifications. Allocate funds in the 24/25 budget to begin stage 1 works.</p> <p>2022/23 A low-level inspection was completed.</p> |

DAIP OUTCOME 3: People with disabilities receive information from a public authority in a format that will enable them to access information as readily as other people are able to access it.

| Strategy | Responsible | Update |
|--|-------------|--|
| <p>3.1 Improve current staff awareness of accessible information needs and how to obtain information in other formats.</p> | <p>CDC</p> | <p>Current: 2024/25 The Shire’s Community Development Officers have been upskilled in the use of resources for culturally and linguistically diverse (CALD) communities. Leaders of our CALD communities have been issued with these resources in their preferred language.</p> <p>Past: 2023/24 Include information and resources at public functions to create awareness around information formatting. Ongoing research into staff awareness training and ensuring new employees are briefed on DAIP strategies.</p> <p>2022/23 In place.</p> |
| <p>3.2 Increase awareness about the Shire’s website and Facebook page to improve communications and methods of accessing Shire information for people with a disability.</p> | <p>CDC</p> | <p>Current: 2024/25 The Shire has had an increased presence at local events. By using our marquee and trade booth of information we have improved how we deliver information to everyone. The Shire President shares information through the Shire’s social media via the use of reels, information posts and interviews.</p> <p>Past: 2023/24 Include information and resources at public functions to create awareness around information formatting. Ongoing research into staff awareness training and ensuring new employees are briefed on DAIP strategies.</p> <p>2022/23 Google translate to be added to website.</p> |
| <p>3.3 Provide documentation regarding services, facilities and customer feedback in an appropriate format and using clear and concise language.</p> | <p>CDC</p> | <p>Current: 2024/25 The Shire’s 2023/2024 Annual Report and Community Welcome Pack are DAIP compliant.</p> <p>Past: 2023/24</p> |

DAIP OUTCOME 3: People with disabilities receive information from a public authority in a format that will enable them to access information as readily as other people are able to access it.

| Strategy | Responsible | Update |
|--|-------------|---|
| | | <p>A quick link has been added to create ease of customer feedback. All forms use clear language and are in large writing. Our 2022/23 Annual Report was formatted to be DAIP compliant so that information could be shared with all community members.</p> <p>2022/23 Forms on website and in office are easy to understand.</p> |
| <p>3.4 Ensure that the Shire’s website meets contemporary good practice.</p> | <p>CDC</p> | <p>Current: 2024/25 The Shire website refresh will be completed by June 2025. The modernisation of the Shire logo will improve visibility and recognition. To be completed by June 2025.</p> <p>Past: 2023/24 The website had been designed with good practice in mind. The Shire is looking into a redesign of the website next year. This cost will be added into the 24/25 budget.</p> <p>2022/23 The website had been designed with good practice in mind.</p> |

DAIP OUTCOME 4: People with disabilities receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

| Strategy | Responsible | Update |
|--|-------------|---|
| 4.1 Continue to improve staff awareness of disability and access issues and improve skills to provide a good service to people with disabilities | DCEO | <p>Current: 2024/25 The position of HR and Contracts Manager has been created to help improve staff training and skills.</p> <p>Past: 2023/24 Managerial staff will continue to research appropriate training courses for the 24/25 budget for customer service officers. All new employees are provided information about disability and access strategies, via the staff induction process.</p> |
| 4.2 Source funding and partner with local organisations / service providers to deliver Disability Access and Inclusion training to Shire and other service providers' staff. | DCEO | <p>Current: 2024/25 The position of HR and Contracts Manager has been created to help improve DAIP training.</p> <p>Past: 2023/24 We will explore state government programs and add the expected fees in the 24/25 budget. A needs analysis across other local organisations and service providers, will be undertaken to ensure there is a training gap we can partner on.</p> |

DAIP OUTCOME 5: People with disabilities have the same opportunities as other people to make complaints to a public authority.

| Strategy | Responsible | Update |
|---|-------------|--|
| 5.1 Evaluate current grievance mechanisms to make sure they are accessible to people with disability. | DCEO | <p>Current: 2024/25 The position of Community and Economic Development Manager has been created to improve community communication and engagement.</p> <p>Past: 2023/24 We currently have a Customer Complaint form and associated strategy in place. This document has been designed with disability accessible formatting and is available on the 'easy access' toolbar of our website. We will always accept disability advocacy, in the situation that self-advocacy is difficult. We have recently started using the 'Snap, Send, Solve' app. This allows those with a smartphone to easily alert staff to an issue they notice in our community, without the need to call, come to the office or complete paperwork.</p> <p>2022/23 In place.</p> |
| 5.2 Improve staff knowledge so they can facilitate the receipt of complaints from people with disability. | CDC | <p>Current: 2024/25 Front counter staff are customer service trained.</p> <p>Past: 2023/24 Managerial staff will continue to research appropriate training courses for the 24/25 budget for customer service officers.</p> <p>2022/23 In place.</p> |
| 5.3 Ensure that grievance mechanism processes and outcome satisfaction survey forms are available in formats to meet the needs of people with disability. | CDC | <p>Current: 2024/25 The 2025-2035 Integrated Strategic Plan survey was DAIP compliant and was made available in multiple mediums including on-line and hard copy which was posted to residents.</p> <p>Past: 2023/24 The Shire has a Customer Complaints form that is DAIP compliant. We will endeavour to distribute feedback satisfaction</p> |

DAIP OUTCOME 5: People with disabilities have the same opportunities as other people to make complaints to a public authority.

| Strategy | | Responsible | Update |
|----------|--|-------------|--|
| | | | surveys in a format suitable to those with a disability. |

DAIP OUTCOME 6: People with disability have the same opportunities as other people to participate in public consultation by a public authority.

| Strategy | Responsible | Update |
|---|-------------|--|
| 6.1 Improve community awareness about consultation processes in place. | CDC | <p>Current: 2024/25 The Shire’s CEO continues weekly outreach meetings with the community. The Shire’s newsletter is published monthly which includes a message from the Shire President and CEO.</p> <p>Past: 2023/24 We advertise our CEO’s monthly Community Consultation Meetings in several formats (digitally and in print) so that accessibility is inclusive. All buildings for community consultation meetings have disability access.</p> <p>2022/23 Working towards.</p> |
| 6.2 Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes. | CDC | <p>Current: 2024/25 Progress against DAIP is an agenda item on the management team’s monthly meeting.</p> <p>Past: 2023/24 Discussed by management every 6 months.</p> <p>2022/23 Discussed by management every quarter.</p> |
| 6.3 Improve access for people with disability to the established consultative processes of the Shire i.e. Strategic Community Plan, Infrastructure projects, etc. | CDC | <p>Current: 2024/25 Development of the Shire’s 2025-2035 Strategic Community Plan included in-person and on-line collection of information. All meetings were held in facilities that allowed disabled access.</p> <p>Past: 2023/24 The Shire ensures that all our community consultations and engagements are hosted in buildings where disability access is available.</p> |

DAIP OUTCOME 6: People with disability have the same opportunities as other people to participate in public consultation by a public authority.

| Strategy | Responsible | Update |
|---|-------------|--|
| 6.4 Ensure a broad range of views on disability and access issues are collected from the community. | CDC | <p>Current: 2024/25 Development of the Shire's 2025-2035 Strategic Community Plan included in-person and on-line collection of information. All meetings were held in facilities that allowed disabled access.</p> <p>Past: 2022/23 We will disperse a survey to the broader community to collect views of disabled, elderly and people with prams over the next 6 months.</p> |

DAIP OUTCOME 7: People with disabilities have the same opportunities as other people to obtain and maintain employment with a public authority.

| Strategy | Responsible | Update |
|---|-------------|--|
| <p>7.1 Commit to using inclusive recruitment practices when advertising new positions.</p> | <p>DCEO</p> | <p>Current: 2024/25 Vacant positions are advertised via SEEK, the Shire’s web site and newspapers as appropriate.</p> <p>Past: 2023/24 We are inclusive with our employment advertising and encourage everyone to apply. We advertise on multiple platforms to ensure ease of accessibility. Our employment adverts posted to our website, have features for vision and hearing impaired to enhance user access.</p> |
| <p>7.2 Ensure policies and procedures are regularly reviewed</p> | <p>DCEO</p> | <p>Current: 2024/25 All Shire Policies are reviewed annually.</p> <p>Past: 2023/24 Our policies were reviewed in October 2023 and our procedures are regularly reviewed amongst managerial staff.</p> |

11.3 GREAT SOUTHERN VOLUNTARY REGIONAL ORGANISATION OF COUNCILS

| | |
|--------------------------------|-------------------------|
| Location: | Shire of Gnowangerup |
| Proponent: | N/A |
| Date of Report: | 18 June 2025 |
| Business Unit: | Chief Executive Officer |
| Responsible Officer: | David Nicholson – CEO |
| Author: | David Nicholson – CEO |
| Disclosure of Interest: | Nil |

ATTACHMENTS

- Memorandum of Understanding 2025-2029; Great Southern Voluntary Regional Organisation of Councils **(Draft)**.
- Southern Link Voluntary Regional Organisation of Councils Partnering Agreement.

PURPOSE OF THE REPORT

Council is requested to approve the signing of the Great Southern Voluntary Regional Organisation of Councils (VROC) Memorandum of Understanding 2025-2029 and note that any costs associated with VROC will be included in the Shire's budget and Long-Term Financial Plan as appropriate.

BACKGROUND

In January 2020 the Shire of Gnowangerup was invited to become an observer / participant of the Southern Link Voluntary Region of Councils (VROC). This arrangement was formalised to full membership in December the same year.

Membership was voluntary and no financial contribution was required.

In its original form VROC comprised the Shires of Broomhill-Tambellup, Cranbrook, Kojonup and Plantagenet, being expanded to include the Shires of Gnowangerup and Katanning.

The purpose of VROC is for like-minded local governments to collaborate to create value. Collaboration can be in the form of pooling internal resources or funds.

While VROC has been in existence for some time and up to 2020 delivered some good initiatives (regional archive repository in Broomhill; waste transfer stations; stormwater harvesting; wastewater reuse; independent living units), in recent years with a change of State and Federal Government priorities, fewer tangible projects have emerged.

With this in mind and the fact that the VROC agreement has not been updated since 2009, it is appropriate that the agreement is redrafted, and the governance structure reworked.

This has resulted in two meetings in recent months attended by the Shire Presidents and CEOs from Katanning, Gnowangerup, Cranbrook, Plantagenet, Kent, Broomhill-Tambellup, Kojonup

and Woodanilling, where these issues have been discussed with the view of ratifying a new agreement (the attached VROC MOU) and strategic plan.

COMMENTS

The draft VROC MOU has been developed collaboratively by the Shire CEOs with oversight by the Shire Presidents of the proposed new VROC comprising the Shires of Katanning, Gnowangerup, Cranbrook, Plantagenet, Kent, Broomhill-Tambellup, Kojonup and Woodanilling.

The MOU notes the objectives of VROC are to enhance and assist in the advancement of the region and encourage cooperation and resource sharing on a regional basis. Each participating local government is to appoint one of its councillors as a voting Member and up to two additional councillors as Deputy Members. The CEO of the Member Council will also attend.

VROC will have a Chair and Deputy Chair elected at the first VROC meeting after Council elections. Term of tenure of Chair and Deputy Chair is four years.

VROC will also have the ability to employ an Executive Officer. This is an important change to VROC, in the past all work being undertaken by the respective Members. Cost of this position is still being determined but will be tiered based on the size of the local government. An amount of \$10,562 has been included in the 2025/26 draft budget to cover this cost.

The agreement includes a process for a Member of local government to withdraw from the arrangement.

The agreement will expire 31 October 2029 and there are mechanisms to allow for the distribution of assets and liabilities should the agreement not be extended.

CONSULTATION

- The Shire President and Deputy President.
- This report was discussed at Council Agenda Briefing 11 June 2025.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 Section 5.10.

FINANCIAL IMPLICATIONS

Costs associated with participating in the VROC are detailed in the agreement under the heading Financial Contributions.

Participating Local Governments may be required to make an annual financial contribution towards the operations of Great Southern VROC, subject to a determination of Members. The contribution from a Band 3 Participating Local Government may be different to a Participating Band 4 Local Government.

In addition, Participating Local Governments may also be requested to contribute to Great Southern VROC special projects or initiatives.

Special project implementation is to be supported by a Project Plan and Life of Project Budget. Participating Local Governments may opt in to the funding of a special project but

once opted in cannot withdraw until the Project is wound up by an absolute majority decision of the Great Southern VROC.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

| | |
|---------------------------|---|
| Theme | Our Organisation |
| Community Priority | Forward planning and implementation of plans to achieve strategic priorities. |

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

This item has been evaluated against the current Council approved Risk Management Register.

| | |
|---|--|
| Risk description | Not to participate in the VROC |
| Primary Strategic Risk Category | Leadership |
| Primary Strategic Risk Category Description | Risk of ineffective strategic leadership |
| Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic) | Major |
| Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare) | Possible |

IMPACT ON CAPACITY

By design a VROC creates economies of scale and synergies and from these should result in a reduction in costs and / or improvement in results.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may choose not to participate in the VROC though this would adversely impact our ability to collaborate with near-neighbour local governments on projects of a strategic nature.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

MOVED: Cr P Callaghan

SECONDED: Cr R Kiddle

0625.04 That Council

- 1. Notes the draft Great Southern Voluntary Regional Organisation of Councils Memorandum of Understanding 2025-2029 which with not significant**

amendment will come into effect from the last signature on the signing page.

2. Notes that the Memorandum of Understanding 2025-2029 will terminate on 31 October 2029.
3. Approves the inclusion of costs associated with participation in this Memorandum of Understanding 2025-2029 in the Shire's 2025/26 budget and long-term financial plan.
4. Appoints the Shire President Kate O'Keeffe as the Shire of Gnowangerup voting member of the Great Southern VROC until Council elections October 2025.
5. Appoints the Deputy Shire President Rebecca O'Meehan as a Shire of Gnowangerup non-voting member and proxy in the absence of the Shire President to the Great Southern VROC until Council elections October 2025.
6. Appoints Councillor Peter Callaghan as a Shire of Gnowangerup non-voting member and proxy in the absence of the Shire President or Deputy Shire President to the Great Southern VROC until Council elections October 2025.
7. Authorises the Shire President and CEO to endorse the Memorandum of Understanding 2025-2029 once this is finalised.

ABSOLUTELY CARRIED BY: 7/0

**FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh, Cr S Hmeljak
Cr R Kiddle, Cr R Minitier, Cr P Callaghan**

AGAINST: NIL

Great Southern Voluntary Regional Organisation of Councils

Memorandum of Understanding

2025 - 2029

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AGREEMENT

This agreement is between the following Participating Local Governments.

Member 1

Member 2

Member 3

Member 4

Member 6

Member 7

Member 8

Enter into a memorandum of understanding dated2025 to recognise the cooperation and shared goals of the member councils.

NAME

The name of this voluntary regional organisation is the Great Southern Voluntary Regional Organisation of Councils (Great Southern VROC)

PURPOSE

The purpose for which Great Southern VROC is established is to collaborate to create value.

OBJECTIVES

The Great Southern VROC's objectives are to;

- a. enhance and assist in the advancement of the Region;
- b. encourage cooperation and resource sharing on a regional basis;

ORGANISATION

Appointment of Members

- a. A Participating Local Government is to appoint one of its councillors to be the voting Member of the Great Southern VROC.
- b. A Participating Local Government may appoint up to an additional two of its councillors as Deputy Members who may attend and contribute to each meeting but who will not have a voting right unless the appointed Member is absent.
- c. A Participating Local Government has one vote.

Observers

The CEO of a Participating Local Government is expected to attend and contribute to Great Southern VROC meetings but does not get a vote.

Tenure of Members of Great Southern VROC

A Member of Great Southern VROC shall hold office until either;

- The Member ceases to be a councillor of the Participating Local Government.
- The Member is removed by the Participating Local Government.

Election of Chairperson and Deputy Chairperson

The Members of the Great Southern VROC shall elect the Chairperson and Deputy Chairperson.

At the first meeting of the Great Southern VROC following a local government election, Members shall elect a Chairperson and Deputy Chairperson, by absolute majority.

If the office of the Chairperson or Deputy Chairperson becomes vacant for any reason the Members of Great Southern VROC shall elect a new Chairperson or Deputy Chairperson as the case requires.

Tenure of Chairperson and Deputy Chairperson

The Chairperson or Deputy Chairperson will hold office until the election of a new Chairperson or Deputy Chairperson.

The Chairperson of Great Southern VROC may hold this position for a maximum of two terms (four years).

Role of Chairperson

The Chairperson:

- a) Presides at Great Southern VROC meetings.
- b) Speaks on behalf of Great Southern VROC.
- c) Liaises with the Executive Officer on Great Southern VROC affairs and the performance of its functions.

Role of Deputy Chairperson

The Deputy Chairperson may perform the functions of the Chairperson if:

- a) The office of the Chairperson is vacant; or
- b) The Chairperson is absent or unable or unwilling to perform the functions of Chairperson.

Meeting Frequency

Unless agreed otherwise, VROC meetings will be convened quarterly.

Role of Great Southern VROC Members

- a. Achievement of the Great Southern VROC purpose;
- b. Setting the strategic direction of the Great Southern VROC and its management;
- c. Work cooperatively with other members;
- d. Support the involvement of CEOs;
- e. Promote the Great Southern VROC;
- f. Represent the interests of the electors and residents of the Region;
- g. Facilitate communication between the community of the Region and Great Southern VROC;
- h. Participate in Great Southern VROC 's decision-making processes;
- i. Represent and undertake authorised actions on behalf of Great Southern VROC.

Role of the Great Southern VROC Executive

The role of the Great Southern Executive (CEOs) is to:

- a. Assist in the achievement of the Great Southern VROC purpose;
- b. Assist in the strategic direction of the Great Southern VROC and its management;
- c. Identify opportunities and advocacy for the Great Southern VROC;
- d. Participate in Great Southern VROC 's decision-making processes at Executive meetings of the Great Southern VROC;
- e. Represent and undertakes actions as directed by the Great Southern VROC;
- f. Assist to ensure the advice and information is available to the Great Southern VROC so that informed decisions can be made;
- g. Perform such other functions as are given by the Great Southern VROC.

Appointment and Role of the Great Southern VROC Executive Officer

By agreement, Members may employ or contract an Executive Officer or instruct the Host Local Government to employ or contract an Executive Officer, to perform the following functions;

- a. Prepare an annual budget and work program for approval by the Members;
- b. Assist in implementing the work program;
- c. Periodically review and refresh the Great Southern VROC Strategic Plan;
- d. Report on implementation of the work program to each Great Southern VROC meeting;
- e. Action Great Southern VROC and Great Southern VROC Executive decisions;
- f. Keep the accounts of the Great Southern VROC in order and receive all monies;
- g. Adhere to all financial and legal responsibilities;
- h. Maintain custody of all books, documents, records and registers of the Great Southern VROC;
- i. Compile agendas, minutes, grant applications, discussion papers, project plans (including implementation)
- j. Foster partnerships;
- k. Undertake regular communication within the Great Southern VROC and with key stakeholders;
- l. Undertake any other function as specified or directed by the Great Southern VROC Council, Chairperson or Host Local Government CEO.
- m. Undertake activities, as specified, through Agreements, Memorandums of Association or Contracts entered by the Great Southern VROC or the Host Local Government representative.

If an Executive Officer is not employed or contracted either by the Members or through the Host Local Government, the Executive Offer functions listed above, will become the responsibility of the Host Local Government CEO.

Host Local Government

The Host Local Government is the local government from which the Chairperson originates.

Host Local Government Obligations

In addition to providing the Executive Officer services, if requested by Members the Host Local Government will also;

- through the Host Local Government CEO, assume line management of an employed or contracted Executive Officer.
- prepare and maintain policies for managing the financial affairs of the Great Southern VROC including banking and audit arrangements.
- apply for an Australian Business Number (ABN) and open a bank account in the Great Southern VROC's name.
- apply for and manage receipt of grant or debt funding to support initiatives of the Great Southern VROC.
- be accountable to the Members and meet all auditing requirements for any money received and paid in relation to the Great Southern VROC.
- not terminate the Executive Officer without the approval of Members. For the purposes of this clause, 'approval' means a majority decision of Great Southern VROC Members.

FINANCIAL CONTRIBUTIONS

Annual Contributions

Participating Local Governments may be required to make an annual financial contribution towards the operations of Great Southern VROC (Annual Operating Contribution), subject to a determination of Members. The contribution from a Band 3 Participating Local Government may be different to a Band 4 local government.

In addition, Participating Local Governments may also be requested to contribute to Great Southern VROC special projects or initiatives.

Special Project implementation is to be supported by a Project Plan and Life of Project Budget.

Participating Local Governments may opt in to the funding of a Special Project but once opted in cannot withdraw until the Project is wound up by an absolute majority decision of the Great Southern VROC.

Financial Management

By agreement of the Members the Great Southern VROC may apply for an Australian Business Number (ABN) and open a bank account to receive membership and special project fees.

Prior to opening a bank account, procedures for how the account will operate, including the requirement for audit, must be agreed by the Members.

The Annual Operating Contribution and any Special Project contributions shall be paid by each Participating Local Government in the manner determined by Great Southern VROC.

Winding Up of Great Southern VROC Project

The Great Southern VROC may resolve to wind up a Project. An absolute majority vote will be required by the Great Southern VROC to resolve to wind up any Project.

Division of Assets

If a Project is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Participants in the proportions referred to in the Project Plan.

This Division of Assets shall not apply where the Project Participant advises the Great Southern VROC that a realisation of the property and assets is not necessary.

Division of Liabilities

If a Project is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project, then the liability or debt is to be met by the Project Participants in the proportions referred to in the Project Plan & Budget.

Indemnification by Project Participants of Great Southern VROC

If a Project is wound up, then the Project Participants shall indemnify Great Southern VROC (in the proportions referred to in the original plan) with respect to that liability or debt.

TERM AND TERMINATION

Winding up by Agreement

The Members may, by agreement, wind up Great Southern VROC.

Extension of Agreement

The Members may, by agreement, extend the term of the Great Southern VROC MOU.

Term of Agreement

Unless otherwise wound up or extended, this Agreement will terminate on 31 October 2029.

Division of assets

If Great Southern VROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of Great Southern VROC then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among each of the Participating Local Governments in proportion to their relative contribution to the assets of the Great Southern VROC.

Division of liabilities

If Great Southern VROC is wound up and there remains any liability or debt in excess of the realised property and assets, then the liability or debt is to be met by each of the Participating Local Governments in proportion to their relative contribution to the assets of the Great Southern VROC.

WITHDRAWAL OF A PARTICIPATING LOCAL GOVERNMENT

Withdrawal

If, during the Term of this Agreement, Members resolve to apply an Annual Operating Contribution and the amount each Participating Local Government will pay, the minimum term of membership will be from the date this Annual Operating Contribution is payable to the expiry of this MOU on 31 October 2029. No withdrawal can take place during this period.

In this scenario, if a Participating Local Government intends to withdraw on 31 October 2029, they must give at least 6 months notice advising the Great Southern VROC of their intent to withdraw from the Great Southern VROC.

If during the Term, Members do not resolve to apply an Annual Operating Contribution, a Participating Local Government may withdraw at any time by giving 6 months notice to the Great Southern VROC.

Member Reinstatement

The Great Southern VROC may reinstate by absolute majority the membership of a former Participating Local Government once they have cleared all debts owed to the Great Southern VROC.

Entitlement or Liability of Withdrawing Participating Local Government

As soon as practicable following withdrawal taking effect, Great Southern VROC shall;

- a) distribute to the withdrawing Participating Local Government an amount equal to the proceeds and any surplus funds which would have been payable to the Participating Local Government if Great Southern VROC was wound up on the withdrawal date; or
- b) be entitled to recover from the withdrawing Local Government an amount equal to the liability or debt which would be payable by the withdrawing Local Government if the Great Southern VROC was wound up on the withdrawal date.

Participants May be Required to Pay Distribution

If the Great Southern VROC is unable to meet the distribution from funds on hand then, unless the Great Southern VROC decides otherwise, the Participants (other than the Participant that has withdrawn) shall pay the distribution in the proportions equal to their respective equities in the Great Southern VROC.

ADMITTING NEW MEMBERS

Prospective new members may be admitted by a decision of the Great Southern VROC and shall be required to contribute to Great Southern VROC a sum determined by the Great Southern VROC that is described as “the entry sum” and in addition a sum equal to the current year’s contribution schedule or such other sum agreed to by the Great Southern VROC.

BORROWINGS

Great Southern VROC is not permitted to borrow funds.

DISPUTE RESOLUTION

Dispute

In the event of any dispute or difference (‘dispute’) arising between a Participating Local Government and Great Southern VROC or any of them at any time as to any matter or thing arising under or in connection with this Memorandum of Understanding, then a Participating Local Government or Great Southern VROC may give to the other Participants and Great Southern VROC (as the case may be) notice in writing (‘dispute notice’) adequately identifying the matters, the subject of the dispute, and the giving of the dispute notice shall be a condition precedent to the commencement by any Participating Local Government or Great Southern VROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

Arbitration

At the expiration of 25 business days from the date of sending the dispute notice, the Participating Local Government or Great Southern VROC giving the dispute notice may

notify the others in writing (‘arbitration notice’) that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

Legal Representation

For the purposes of the Commercial Arbitration Act 1985, the Participating Local Government consent to each other and to Great Southern VROC being legally represented at any such arbitration.

INTERPRETATION

- i. In this Memorandum of Understanding unless the context requires otherwise:
- ii. Words importing the singular include the plural and vice versa;
- iii. Words importing any gender include the other gender;
- iv. References to persons include corporations and bodies politic;
- v. References to a person include the legal personal representatives, successors and assigns of that person;
- vi. A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
- vii. References to this or any other document include the document as varied or replaced, and not withstanding any change in the identity of the parties;
- viii. References to writing include any mode of representing or reproducing words in tangible and permanently visible form, including confirmed facsimile transmission and email with receipt confirmation;
- ix. An obligation of two or more parties shall bind them jointly and severally;
- x. If a word or phrase is defined cognate words and phrases have corresponding definitions;
- xi. An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;
- xii. Reference to anything (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;

AMENDMENT TO MEMORANDUM OF AGREEMENT

The Members may amend this Memorandum of Understanding by absolute majority.

EXECUTED by the Parties on.....

Executed for and on behalf of the Shire of
Pursuant to section 9.49(A) of the *Local Government Act 1995*

President

Chief Executive Officer

Executed for and on behalf of the Shire of
Pursuant to section 9.49(A) of the *Local Government Act 1995*

President

Chief Executive Officer

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Pursuant to section 9.49(A) of the *Local Government Act 1995*

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Executed for and on behalf of the Shire of
Pursuant to section 9.49(A) of the *Local Government Act 1995*

President

Chief Executive Officer

| | |
|--------------------------------|---|
| 11.4 | LIST OF PAYMENTS MADE FROM THE MUNICIPAL FUND AND TRANSACTION CARD ACCOUNTS FOR THE PERIOD 1 TO 31 MAY 2025 |
| Location: | Shire of Gnowangerup |
| Proponent: | N/A |
| Date of Report: | 10 June 2025 |
| Business Unit: | Corporate and Community Services |
| Responsible Officer: | Chiara Galbraith – Deputy Chief Executive Officer |
| Author: | Anrie van Zyl – Human Resource & Emergency Management Officer |
| Disclosure of Interest: | Nil |

ATTACHMENTS

- List of Payments for May 2025

PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of May 2025.

BACKGROUND

Nil

COMMENTS

The List of Payments for May 2025 covering the period 01/05/2025 to 31/05/2025 is as follows:

| FUND | AMOUNT |
|----------------|---------------------|
| Municipal Fund | \$976,525.12 |
| Credit Card | <u>\$ 4,528.03</u> |
| TOTAL | \$981,053.15 |

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making

- (1) *A payment may only be made from the municipal fund or the trust fund —*
- if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - otherwise, if the payment is authorised in advance by a resolution of the council.*

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
- (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*

POLICY IMPLICATIONS

Purchasing Policy 4.1

Corporate Credit Card Policy 4.4

FINANCIAL IMPLICATIONS

All payments are in line with the Adopted Budget or have been approved by Council as a Budget Amendment.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

| | |
|---------------------------|---|
| Theme | Our Organisation |
| Community Priority | Forward planning and implementation of plans to achieve strategic priorities. |

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

This item has been evaluated against the current Council approved Risk Management Register.

| | |
|---|---|
| Risk description | Not to endorse the officer's recommendation |
| Primary Strategic Risk Category | Financial Sustainability |
| Primary Strategic Risk Category Description | Inability to maintain service and infrastructure levels for the Shire |
| Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic) | Catastrophic |
| Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare) | Unlikely |

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

That Council notes the May 2025 List of Payments as per the Officer's Recommendation

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

MOVED: Cr R Kiddle

SECONDED: Cr M Creagh

0625.05 That Council:

Notes the payment of accounts for May 2025 consisting of:

EFT22379– EFT22500 totalling \$821,756.08;

Superannuation and Direct Deposits totalling \$154,769.04; and

Corporate Credit Card totalling \$4,528.03

UNANIMOUSLY CARRIED BY: 7/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh, Cr S Hmeljak

Cr R Kiddle, Cr R Minitier, Cr P Callaghan

AGAINST: NIL

SHIRE OF GNOWANGERUP
LIST OF PAYMENTS - MAY 2025

| Chq/EFT | Name | Date | Amount |
|-----------|--|------------|--------------|
| EFT22382 | 35 DEGREES SOUTH | 08/05/2025 | \$ 3,190.00 |
| DD7451.1 | 3E Advantage | 16/05/2025 | \$ 418.00 |
| DD7418.17 | ACCLAIM WEALTH | 07/05/2025 | \$ 151.59 |
| DD7447.15 | ACCLAIM WEALTH | 21/05/2025 | \$ 174.80 |
| EFT22383 | ADAM TAYLOR ELECTRICAL | 08/05/2025 | \$ 387.11 |
| EFT22379 | ADMIN SOCIAL CLUB | 08/05/2025 | \$ 210.00 |
| EFT22459 | ADMIN SOCIAL CLUB | 22/05/2025 | \$ 100.00 |
| EFT22384 | AFGRI EQUIPMENT AUSTRALIA PTY LTD | 08/05/2025 | \$ 352.70 |
| EFT22420 | AFGRI EQUIPMENT AUSTRALIA PTY LTD | 15/05/2025 | \$ 49.68 |
| EFT22462 | AFGRI EQUIPMENT AUSTRALIA PTY LTD | 29/05/2025 | \$ 1,763.52 |
| DD7429.1 | AIR LIQUIDE | 13/05/2025 | \$ 127.52 |
| EFT22385 | AIRPORT LIGHTING SPECIALISTS PT | 08/05/2025 | \$ 3,118.50 |
| EFT22463 | ALBANY LOCK & SECURITY | 29/05/2025 | \$ 452.36 |
| EFT22464 | ALBANY STATIONERS | 29/05/2025 | \$ 86.00 |
| DD7418.4 | AMP LTD T/A SIGNATURE SUPER | 07/05/2025 | \$ 21.45 |
| DD7418.14 | ANZ SMART CHOICE SUPER | 07/05/2025 | \$ 667.82 |
| DD7447.12 | ANZ SMART CHOICE SUPER | 21/05/2025 | \$ 588.38 |
| EFT22421 | AUSTRALIA POST | 15/05/2025 | \$ 302.18 |
| EFT22465 | AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION | 29/05/2025 | \$ 3,774.00 |
| DD7418.16 | AUSTRALIAN RETIREMENT TRUST | 07/05/2025 | \$ 294.42 |
| DD7447.14 | AUSTRALIAN RETIREMENT TRUST | 21/05/2025 | \$ 276.23 |
| DD7418.9 | AUSTRALIAN SUPER | 07/05/2025 | \$ 2,181.45 |
| DD7447.8 | AUSTRALIAN SUPER | 21/05/2025 | \$ 2,172.70 |
| EFT22458 | AUSTRALIAN TAXATION OFFICE | 22/05/2025 | \$ 14,167.00 |
| EFT22386 | AUTOSMART (WA) SOUTH WEST & GREAT SOUTHERN | 08/05/2025 | \$ 45.90 |
| DD7418.1 | AWARE SUPER | 07/05/2025 | \$ 7,869.12 |
| DD7447.1 | AWARE SUPER | 21/05/2025 | \$ 8,220.11 |
| EFT22422 | B P HARRIS & SON | 15/05/2025 | \$ 233.09 |
| DD7407.1 | BENDIGO COMMUNITY BANK | 01/05/2025 | \$ 1,449.69 |
| DD7423.1 | BENDIGO COMMUNITY BANK | 05/05/2025 | \$ 947.47 |
| DD7455.1 | BENDIGO COMMUNITY BANK | 14/05/2025 | \$ 2,156.52 |
| DD* | BENDIGO COMMUNITY BANK | 01/05/2025 | \$ 49.50 |
| EFT22387 | BEST OFFICE SYSTEMS | 08/05/2025 | \$ 1,195.58 |
| EFT22466 | BEST OFFICE SYSTEMS | 29/05/2025 | \$ 1,905.65 |
| 14 | BF - ACCOUNT KEEPING FEES | 29/05/2025 | \$ 5.85 |
| 14 | BF - ACCOUNT KEEPING FEES | 28/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 27/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 23/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 22/05/2025 | \$ 0.60 |
| 14 | BF - ACCOUNT KEEPING FEES | 22/05/2025 | \$ 6.30 |

| Chq/EFT | Name | Date | Amount |
|-----------|--|------------|--------------|
| 14 | BF - ACCOUNT KEEPING FEES | 22/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 19/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 16/05/2025 | \$ 5.55 |
| 14 | BF - ACCOUNT KEEPING FEES | 16/05/2025 | \$ 0.15 |
| 14 | BF - ACCOUNT KEEPING FEES | 16/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 15/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 13/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 12/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 09/05/2025 | \$ 6.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 08/05/2025 | \$ 6.45 |
| 14 | BF - ACCOUNT KEEPING FEES | 08/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 07/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 07/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 07/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 05/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 02/05/2025 | \$ 4.00 |
| 14 | BF - ACCOUNT KEEPING FEES | 01/05/2025 | \$ 2.73 |
| EFT22388 | BGL SOLUTIONS | 08/05/2025 | \$ 21,239.91 |
| EFT22467 | BGL SOLUTIONS | 29/05/2025 | \$ 7,972.10 |
| EFT22380 | BLACK AND GOLD SOCIAL CLUB | 08/05/2025 | \$ 150.00 |
| EFT22460 | BLACK AND GOLD SOCIAL CLUB | 22/05/2025 | \$ 80.00 |
| EFT22423 | BOOEASY AUSTRALIA PTY LTD | 15/05/2025 | \$ 377.24 |
| EFT22389 | BUILDING AND ENERGY DIVISION DEPT MINES, INDUSTRY REGULATION AND SAFETY | 08/05/2025 | \$ 169.95 |
| DD7418.11 | CARE SUPER | 07/05/2025 | \$ 1,408.95 |
| DD7447.9 | CARE SUPER | 21/05/2025 | \$ 724.99 |
| DD7418.8 | CBUS | 07/05/2025 | \$ 244.72 |
| DD7447.6 | CBUS | 21/05/2025 | \$ 305.90 |
| EFT22424 | CLEMINTINE ROSETTE ILLY | 15/05/2025 | \$ 228.80 |
| EFT22425 | CORSIGN WA | 15/05/2025 | \$ 3,238.40 |
| EFT22426 | D.J. SMITH PHOTOGRAPHY | 15/05/2025 | \$ 400.00 |
| EFT22427 | DAVID ELLIS T/A BLUE HEELER SAFETY | 15/05/2025 | \$ 2,025.00 |
| EFT22468 | DAVID ELLIS T/A BLUE HEELER SAFETY | 29/05/2025 | \$ 3,150.00 |
| EFT22390 | DEPARTMENT OF PREMIER AND CABINET | 08/05/2025 | \$ 2,341.92 |
| EFT22391 | DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION | 08/05/2025 | \$ 44.00 |
| 14 | DoH - HOUSING AUTHORITY - CFO RENT | 01/05/2025 | \$ 2,412.80 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 30/05/2025 | \$ 1,212.20 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 29/05/2025 | \$ 1,050.05 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 28/05/2025 | \$ 1,155.10 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 26/05/2025 | \$ 2,479.95 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 23/05/2025 | \$ 11,094.70 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 22/05/2025 | \$ 25,972.35 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 21/05/2025 | \$ 1,284.45 |

| Chq/EFT | Name | Date | Amount |
|------------|---|------------|--------------|
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 20/05/2025 | \$ 3,984.75 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 19/05/2025 | \$ 947.45 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 16/05/2025 | \$ 978.50 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 15/05/2025 | \$ 653.50 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 14/05/2025 | \$ 315.10 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 13/05/2025 | \$ 7,272.55 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 12/05/2025 | \$ 24,996.50 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 09/05/2025 | \$ 675.85 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 08/05/2025 | \$ 279.05 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 07/05/2025 | \$ 272.50 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 06/05/2025 | \$ 469.65 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 05/05/2025 | \$ 4,525.65 |
| 14 | DOT - DEPT TRANSPORT DIRECT DEBIT | 02/05/2025 | \$ 2,216.75 |
| EFT22428 | E.A DIXON & R.J DIXON | 15/05/2025 | \$ 26,400.00 |
| EFT22392 | EDWARDS ISUZU UTE (NARROGIN) | 08/05/2025 | \$ 37,143.00 |
| EFT22429 | FOOT PRINT (WA) PTY LTD | 15/05/2025 | \$ 661.76 |
| DD7418.13 | FORMULAE 1 PTY LTD ATF THE ISALAH4110 SUPERANNUATION FUND | 07/05/2025 | \$ 338.63 |
| DD7447.11 | FORMULAE 1 PTY LTD ATF THE ISALAH4110 SUPERANNUATION FUND | 21/05/2025 | \$ 274.67 |
| EFT22393 | FRONTLINE FIRE & RESCUE EQUIPMENT | 08/05/2025 | \$ 346.50 |
| EFT22469 | FULTON HOGAN INDUSTRIES | 29/05/2025 | \$ 62,526.98 |
| EFT22430 | G&K TRUCK & 4X 4 PTY LTD | 15/05/2025 | \$ 396.00 |
| EFT22470 | GATEWAY PRINTING | 29/05/2025 | \$ 686.73 |
| EFT22394 | GEORGINA WEBB | 08/05/2025 | \$ 2,475.00 |
| EFT22471 | GEORGINA WEBB | 29/05/2025 | \$ 1,200.00 |
| EFT22431 | GHD PTY LTD | 15/05/2025 | \$ 13,996.95 |
| EFT22395 | GLOBAL SAFETY INDUSTRIES PTY LTD | 08/05/2025 | \$ 13,321.00 |
| EFT22432 | GNOWANGERUP COMMUNITY RESOURCE CENTRE | 15/05/2025 | \$ 1,637.36 |
| EFT22433** | GNOWANGERUP FUEL SUPPLIES | 15/05/2025 | \$ 34,182.43 |
| EFT22434 | GNOWANGERUP IGA | 15/05/2025 | \$ 792.90 |
| EFT22435 | GNOWANGERUP SPORTING COMPLEX | 15/05/2025 | \$ 250.00 |
| EFT22396 | GNOWANGERUP TYRE SERVICE | 08/05/2025 | \$ 2,581.25 |
| EFT22472 | GNOWANGERUP TYRE SERVICE | 29/05/2025 | \$ 2,770.00 |
| EFT22397 | GNP HARDWARE | 08/05/2025 | \$ 698.87 |
| EFT22436 | GNP HARDWARE | 15/05/2025 | \$ 1,238.00 |
| EFT22473 | GNP HARDWARE | 29/05/2025 | \$ 2,791.78 |
| EFT22437 | HARVEY NORMAN - THE TRUSTEE FOR ALBANY SUPACENTA PTY LTD | 15/05/2025 | \$ 1,248.00 |
| EFT22398 | HILAM ARCHITECTS PTY LTD | 08/05/2025 | \$ 15,950.00 |
| EFT22474 | HILAM ARCHITECTS PTY LTD | 29/05/2025 | \$ 4,400.00 |
| DD7418.5 | HOST PLUS SUPERANNUATION FUND | 07/05/2025 | \$ 298.83 |
| DD7447.4 | HOST PLUS SUPERANNUATION FUND | 21/05/2025 | \$ 299.54 |
| DD7411.1 | HOUSING AUTHORITY | 02/05/2025 | \$ 610.00 |

| Chq/EFT | Name | Date | Amount |
|-----------|---|------------|--------------|
| DD7422.1 | HOUSING AUTHORITY | 09/05/2025 | \$ 210.00 |
| DD7451.2 | HOUSING AUTHORITY | 16/05/2025 | \$ 610.00 |
| DD7459.1 | HOUSING AUTHORITY | 30/05/2025 | \$ 610.00 |
| DD7465.1 | HOUSING AUTHORITY | 23/05/2025 | \$ 210.00 |
| DD7418.3 | HUB 24 SUPER FUND | 07/05/2025 | \$ 489.72 |
| DD7447.3 | HUB 24 SUPER FUND | 21/05/2025 | \$ 415.51 |
| EFT22475 | IMPRINT PLASTICS | 29/05/2025 | \$ 57.75 |
| EFT22476 | IT VISION SOFTWARE PTY LTD T/A READY TECH | 29/05/2025 | \$ 9,840.60 |
| EFT22477 | J. BLACKWOOD & SON PTY LIMITED | 29/05/2025 | \$ 1,001.79 |
| EFT22399 | JANINE MAREE THORNTON - THE SOUL VAN | 08/05/2025 | \$ 710.00 |
| EFT22478 | JANINE MAREE THORNTON - THE SOUL VAN | 29/05/2025 | \$ 332.00 |
| EFT22400 | JERRAMUNGUP ELECTRICAL SERVICE | 08/05/2025 | \$ 9,580.12 |
| EFT22479 | JERRAMUNGUP ELECTRICAL SERVICE | 29/05/2025 | \$ 1,200.00 |
| EFT22438 | JOHN GORDON OWENS | 15/05/2025 | \$ 352.75 |
| EFT22401 | KATANNING FURNISHINGS | 08/05/2025 | \$ 3,352.00 |
| EFT22480 | KEILOR CONTRACTING PTY LIMITED | 29/05/2025 | \$ 21,846.00 |
| EFT22402 | KIDSAFE WESTERN AUSTRALIA (INC) | 08/05/2025 | \$ 2,475.00 |
| EFT22439 | LANDGATE | 15/05/2025 | \$ 8,396.01 |
| EFT22403 | LG CONSULTING SOLUTIONS | 08/05/2025 | \$ 2,023.49 |
| EFT22381 | LGRCEU | 08/05/2025 | \$ 264.00 |
| EFT22461 | LGRCEU | 22/05/2025 | \$ 132.00 |
| EFT22440 | LIVINGSTON MEDICAL | 15/05/2025 | \$ 22,916.66 |
| EFT22404 | LO-GO APPOINTMENTS | 08/05/2025 | \$ 17,931.30 |
| EFT22441 | LO-GO APPOINTMENTS | 15/05/2025 | \$ 4,243.80 |
| EFT22481 | LO-GO APPOINTMENTS | 29/05/2025 | \$ 4,243.80 |
| EFT22405 | MCLEODS LAWYERS PTY LTD | 08/05/2025 | \$ 525.91 |
| DD7418.7 | MERCER SUPER FUND | 07/05/2025 | \$ 431.25 |
| DD7447.5 | MERCER SUPER FUND | 21/05/2025 | \$ 353.63 |
| EFT22406 | MESSAGEMEDIA | 08/05/2025 | \$ 686.00 |
| EFT22457 | MINTER ELLISON | 20/05/2025 | \$ 4,210.58 |
| EFT22407 | MOORE AUSTRALIA (WA) PTY LTD | 08/05/2025 | \$ 2,750.00 |
| EFT22442 | MOORE AUSTRALIA (WA) PTY LTD | 15/05/2025 | \$ 29,591.75 |
| EFT22408 | OFFICEWORKS | 08/05/2025 | \$ 358.89 |
| EFT22443 | OFFICEWORKS | 15/05/2025 | \$ 271.70 |
| EFT22482 | ONGERUP FARM SUPPLIES | 29/05/2025 | \$ 193.20 |
| EFT22409 | ONGERUP TYRES & AUTOMOTIVE | 08/05/2025 | \$ 53.00 |
| EFT22444 | ONGERUP TYRES & AUTOMOTIVE | 15/05/2025 | \$ 200.00 |
| EFT22483 | ONGERUP TYRES & AUTOMOTIVE | 29/05/2025 | \$ 210.00 |
| EFT22419 | OWEN KELVIN WOODS | 15/05/2025 | \$ 4,000.00 |
| DD7418.6 | PANORAMA SUPERANNUATION FUND | 07/05/2025 | \$ 845.70 |
| EFT22445 | QHSE INTEGRATED SOLUTIONS PTY LTD | 15/05/2025 | \$ 603.90 |
| DD7418.15 | REST SUPERANNUATION | 07/05/2025 | \$ 75.79 |
| DD7447.13 | REST SUPERANNUATION | 21/05/2025 | \$ 83.37 |
| EFT22484 | RETRAVISION ALBANY | 29/05/2025 | \$ 660.00 |

| Chq/EFT | Name | Date | Amount |
|-----------|--|------------|--------------|
| EFT22485 | ROXAINE O'TOOLE | 29/05/2025 | \$ 330.00 |
| EFT22410 | SHANE WALLWORK | 08/05/2025 | \$ 400.00 |
| EFT22486 | SHANE WALLWORK | 29/05/2025 | \$ 700.00 |
| EFT22446 | SHIRE OF BROOMEHILL-TAMBELLUP | 15/05/2025 | \$ 900.00 |
| EFT22487 | SHIRE OF CRANBROOK | 29/05/2025 | \$ 5,641.89 |
| EFT22411 | SHIRE OF JERRAMUNGUP | 08/05/2025 | \$ 250.00 |
| EFT22447 | SHIRE OF JERRAMUNGUP | 15/05/2025 | \$ 6,693.15 |
| EFT22488 | SHIRE OF JERRAMUNGUP | 29/05/2025 | \$ 250.00 |
| EFT22489 | SJR CIVIL CONSULTING PTY LTD | 29/05/2025 | \$ 1,540.00 |
| EFT22412 | SOAPS ON STONE | 08/05/2025 | \$ 288.00 |
| EFT22448 | SOAPS ON STONE | 15/05/2025 | \$ 288.00 |
| EFT22490 | SOAPS ON STONE | 29/05/2025 | \$ 288.00 |
| EFT22413 | SOLUTIONS IT | 08/05/2025 | \$ 5,310.38 |
| EFT22449 | SOLUTIONS IT | 15/05/2025 | \$ 6,576.52 |
| EFT22491 | SOLUTIONS IT | 29/05/2025 | \$ 1,955.80 |
| EFT22492 | STAR SALES & SERVICE | 29/05/2025 | \$ 3,074.00 |
| EFT22414 | STATION MOTORS VEHICLE GROUP | 08/05/2025 | \$ 5,588.00 |
| EFT22493 | STATION MOTORS VEHICLE GROUP | 29/05/2025 | \$ 1,060.17 |
| EFT22494 | STEWART AND HEATON CLOTHING PTY LTD | 29/05/2025 | \$ 2,901.58 |
| DD7411.2 | SYNERGY | 02/05/2025 | \$ 1,541.37 |
| DD7435.2 | SYNERGY | 13/05/2025 | \$ 360.35 |
| DD7453.2 | SYNERGY | 29/05/2025 | \$ 464.15 |
| EFT22450 | T & T WA PTY LTD | 15/05/2025 | \$ 1,250.00 |
| EFT22495 | TEAM GLOBAL EXPRESS PTY LTD | 29/05/2025 | \$ 954.08 |
| DD7416.1 | TELSTRA | 08/05/2025 | \$ 1,038.39 |
| DD7429.2 | TELSTRA | 14/05/2025 | \$ 302.49 |
| DD7453.1 | TELSTRA | 29/05/2025 | \$ 1,069.29 |
| EFT22451 | THE WEST AUSTRALIAN | 15/05/2025 | \$ 250.80 |
| EFT22415 | THINK WATER GREAT SOUTHERN | 08/05/2025 | \$ 24,694.38 |
| EFT22416 | TRAFFIC FORCE | 08/05/2025 | \$ 1,658.80 |
| EFT22452 | TREVOR ANTHONY ARCHER TA T&L PAINTING SERVICES | 15/05/2025 | \$ 970.00 |
| EFT22496 | TROPICAL SHADE N SAILS | 29/05/2025 | \$ 3,003.00 |
| DD7418.2 | UNISUPER | 07/05/2025 | \$ 112.88 |
| DD7447.2 | UNISUPER | 21/05/2025 | \$ 701.45 |
| EFT22453 | VEOLIA WATER OPERATIONS PTY LTD | 15/05/2025 | \$ 14,547.50 |
| EFT22417 | WA CONTRACT RANGER SERVICES | 08/05/2025 | \$ 1,617.00 |
| EFT22454 | WA CONTRACT RANGER SERVICES | 15/05/2025 | \$ 2,079.00 |
| EFT22497 | WA CONTRACT RANGER SERVICES | 29/05/2025 | \$ 2,310.00 |
| EFT22418 | WA HINO SALES & SERVICE | 08/05/2025 | \$ 665.16 |
| DD7458.1 | WA TREASURY CORPORATION | 18/05/2025 | \$ 12,903.65 |
| DD7418.10 | WALGS PLAN | 07/05/2025 | \$ 46.26 |
| DD7447.7 | WALGS PLAN | 21/05/2025 | \$ 30.84 |

| Chq/EFT | Name | Date | Amount |
|-----------|---|------------|-------------------|
| EFT22455 | WARREN BLACKWOOD WASTE | 15/05/2025 | \$ 9,000.75 |
| DD7427.1 | WATER CORPORATION | 08/05/2025 | \$ 546.66 |
| DD7435.1 | WATER CORPORATION | 13/05/2025 | \$ 705.36 |
| DD7418.12 | WEALTH PERSONAL SUPERANNUATION AND PENSION FUND | 07/05/2025 | \$ 2,057.12 |
| DD7447.10 | WEALTH PERSONAL SUPERANNUATION AND PENSION FUND | 21/05/2025 | \$ 1,937.78 |
| EFT22498 | WESTRAC EQUIPMENT PTY LTD | 29/05/2025 | \$256,252.24 |
| EFT22499 | WILSONS SIGN SOLUTIONS | 29/05/2025 | \$ 66.00 |
| EFT22500 | WURTH AUSTRALIA PTY LTD | 29/05/2025 | \$ 1,074.95 |
| EFT22456 | ZIPFORM | 15/05/2025 | \$ 1,667.83 |
| | | | |
| | | | 976,525.12 |

BREAKDOWN OF CREDIT CARD EXPENDITURE

| | | |
|-------------------------------------|------------|--------------------|
| LETS TALK FLOW1 - KATANNING | 01/05/2025 | \$ 100.00 |
| SHIRE OF GNOWANGERUP | 01/05/2025 | \$ 31.10 |
| DAN MURPHY'S ONLINE | 01/05/2025 | \$ 391.90 |
| QANTAS NSW - TRAVEL CREDIT | 01/05/2025 | -\$ 1,449.69 |
| QANTAS NSW | 02/05/2025 | \$ 1,359.10 |
| QANTAS NSW | 02/05/2025 | \$ 1,359.10 |
| QANTAS NSW | 02/05/2025 | \$ 99.00 |
| QANTAS NSW | 03/05/2025 | \$ 1,449.69 |
| BP WILLIAMS | 03/05/2025 | \$ 81.48 |
| KANTH TRADING PTY LTD - DENMARK AUS | 03/05/2025 | \$ 18.00 |
| SP 166 RAILWAY PARADE | 06/05/2025 | \$ 13.00 |
| AMPOL FORRESTDALE | 07/05/2025 | \$ 65.35 |
| STARLINK INTERNET | 10/05/2025 | \$ 139.00 |
| EG GROUP KATANNING | 10/05/2025 | \$ 92.07 |
| PICKLE AND O - NANNUP | 13/05/2025 | \$ 11.00 |
| PICKLE AND O - NANNUP | 13/05/2025 | \$ 22.50 |
| PICKLE AND O - NANNUP | 13/05/2025 | \$ 60.00 |
| ONGERUP LUNCH BAY | 16/05/2025 | \$ 99.04 |
| SHIRE OF GNOWANGERUP | 16/05/2025 | \$ 109.15 |
| SHIRE OF GNOWANGERUP | 17/05/2025 | \$ 62.50 |
| OPENAI*CHATGPT | 19/05/2025 | \$ 31.32 |
| INTERNATIONAL TRANSACTION FEE | 19/05/2025 | \$ 0.94 |
| SHIRE OF GNOWANGERUP | 20/05/2025 | \$ 86.80 |
| LITTLE GROVES CAFÉ | 21/05/2025 | \$ 16.50 |
| STARLINK INTERNET | 25/05/2025 | \$ 139.00 |
| SHIRE OF GNOWANGERUP | 28/05/2025 | \$ 50.15 |
| AMPOL FORRESTDALE | 29/05/2025 | \$ 82.03 |
| CARD FEE | 30/05/2025 | \$ 8.00 |
| | | \$ 4,528.03 |

| PORTION OF EFT22433** | GNOWANGERUP FUEL SUPPLIES: BREAKDOWN OF CARD USAGE | | |
|-----------------------|--|--------------|--------------------|
| Card 118 – GN.00 | CHIEF EXECUTIVE OFFICER | | \$ 257.35 |
| Card 119 – GN.001 | DEPUTY CHIEF EXECUTIVE OFFICER | | \$ - |
| Card 120 – GN.002 | POOL VEHICLE | | \$ 359.06 |
| Card 120 - GN.006 | DR VEHICLE | | \$ - |
| Card 121 – BFB1 | BUSHFIRE BRIGADE | | \$ - |
| Card 122 – BFB2 | BUSHFIRE BRIGADE | | \$ - |
| Card 123 – P6000 | DEPOT - SMALL PLANT | | \$ 237.37 |
| Card 124 – A6000 | ADMIN OFFICE ADDITIONAL CARD - USED FOR BFB HIGH SEASON LOAN VEHICLE | | |
| Card 410 - Depot | DEPOT ADDITIONAL CARD | | \$ - |
| | | | |
| | | | |
| Card 67 - GNOSES | TRUCK | | \$ 195.69 |
| Card 68 - GNOSES | UTE | | \$ 171.77 |
| Card 69 - GNOSES | ULP | | \$ 61.19 |
| | | TOTAL | \$ 1,282.43 |

EFT22433**

Please note that the balance of Gnowangerup Fuel Supplies payment was for bulk fuel purchase and only fuel card purchases are shown as per the Regulations.

| | |
|-------------------------|---|
| 11.5 | MAY 2025 MONTHLY FINANCIAL STATEMENTS |
| Location: | Shire of Gnowangerup |
| Proponent: | N/A |
| Date of Report: | 9 June 2025 |
| Business Unit: | Corporate and Community Services |
| Responsible Officer: | Chiara Galbraith – Deputy Chief Executive Officer |
| Author: | Kerry Fisher – CFO |
| Disclosure of Interest: | Nil |

ATTACHMENTS

May Monthly Financial Report ending 31 May 2025

PURPOSE OF THE REPORT

For Council to receive the May Monthly Financial Report for the period of 01/05/2025 to 31/05/2025.

BACKGROUND

Regulation 34 & 35 of the *Local Government (Financial Management) Regulations 1996* require a monthly statement of financial activity, monthly statement of financial position and explanation of material variance to be presented to Council.

The report must be presented at an ordinary meeting of council within two months after the end of the month to which the statement relates. Regulations prescribe the information to be contained in the report.

The Monthly Financial Report has been compiled to comply with the *Local Government (Financial Management) Regulations 1995*, associated regulations, and to the extent they are not inconsistent with the *Local Government (Financial Management) Regulations 1995* and the Australian Accounting Standards.

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, Council has adopted on 14th August 2024 the annual material variance threshold of \$10,000 or 10% for reporting budget variances within monthly financial reporting for the 2024/25 financial year.

COMMENTS

The Monthly Financial Report for the period ending 31 May 2025 is attached to include the following as required by legislation:

- Statement of Financial Activity
- Statement of Financial Position

- Note 1 – Basis for Preparation and Significant Accounting Policies
- Note 2 - Statement of Financial Activity Information; and
- Note 3 – Explanation of Material Variances.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

Financial activity statement required each month (Act s.6.4)

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the relevant month in the following detail –
 - (a) Annual budget estimates, considering any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) Budget estimates to the end of the relevant month; and
 - (c) Actual amounts of expenditure, revenue, and income to the end of the relevant month; and
 - (d) Material variance between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) The net current assets at the end of the relevant month and a note containing a summary explaining composition of the net current assets.
- (4) A statement of financial activity, and any accompanying documents referred to in sub regulation (2), are to be –
 - (a) presented at an ordinary meeting of council within 2 months after the end of the relevant month; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS, to be used in statements of financial activity for reporting material variances.

35 Financial position statement required each month

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month and –
 - (a) The financial position of the local government as at the last day of the previous financial year; or
 - (b) If the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- (2) A statement of financial position must be –

- (a) Presented at an ordinary meeting of council within 2 months of the end of the previous month; and
- (b) Recorded in the minutes of meeting at which it is presented.

POLICY IMPLICATIONS

There is no known policy implications associated with this item.

FINANCIAL IMPLICATIONS

The presentation of these monthly financial reports provides Council with regular updates regarding the status of the financial position and assists to comply with the *Local Government Act 1995* and associated regulations.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Organisation

Community Priority:

Forward planning and implementation of plans to achieve strategic priorities.

Action: Performance against commitments made.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

This item has been evaluated against the current Council approved Risk Management Register.

| | |
|---|---|
| Risk description | Not to endorse the officer’s recommendation |
| Primary Strategic Risk Category | Financial Sustainability |
| Primary Strategic Risk Category Description | Inability to maintain service and infrastructure levels for the Shire |
| Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic) | Catastrophic |
| Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare) | Unlikely |

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The presentation of the Monthly Financial Statements is a legislative requirement that is presented as a standard item in the Ordinary Council Meeting (OCM) Agenda.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

MOVED: Cr R O'Meehan

SECONDED: Cr M Creagh

0625.06 That Council:

- 1. Receives the Monthly Financial Statements for the month of May 2025.**

UNANIMOUSLY CARRIED BY: 7/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh, Cr S Hmeljak

Cr R Kiddle, Cr R Miniter, Cr P Callaghan

AGAINST: NIL

12 June 2025

Mr David Nicholson
Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
GNOWANGERUP WA 6335

Dear David

COMPILATION REPORT TO SHIRE OF GNOWANGERUP

We have compiled the accompanying special purpose financial report of Shire of Gnowangerup which comprise the statement of financial position as at 31 May 2025, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information of Shire of Gnowangerup as at 31 May 2025 and for the period then ended based on the records of the Shire of Gnowangerup.

THE RESPONSIBILITY OF SHIRE OF GNOWANGERUP

The CEO of Shire of Gnowangerup is solely responsible for information contained in the special purpose financial report and supplementary information, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial report was prepared.

OUR RESPONSIBILITY

On the basis of information provided by Shire of Gnowangerup we have compiled the accompanying special purpose financial report in accordance with the requirements of *APES 315 Compilation of Financial Information* and the *Local Government Act 1995*, associated regulations and to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial report except for the matters of non-compliance with the basis of preparation identified with Note 1 of the financial report. We have complied with the relevant ethical requirements of *APES 110 Code of Ethics for Professional Accountants*.

Supplementary information attached to the financial report has been extracted from the records of Shire of Gnowangerup and information presented in the special purpose financial report.

ASSURANCE DISCLAIMER

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial report was compiled exclusively for the benefit of Shire of Gnowangerup who are responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, the special purpose financial report may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial report.



Russell Barnes
Director
Moore Australia (WA) Pty Ltd

SHIRE OF GNOWANGERUP

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 May 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

| | Amended Budget Estimates | YTD Budget Estimates | YTD Actual | Variance* \$ | Variance* % | Var. |
|--|--------------------------------|----------------------------|--------------------|--------------------|-----------------|------|
| Note | (a) | (b) | (c) | (c) - (b) | ((c) - (b))/(b) | |
| | \$ | \$ | \$ | \$ | % | |
| OPERATING ACTIVITIES | | | | | | |
| Revenue from operating activities | | | | | | |
| General rates | 4,899,706 | 4,899,706 | 4,901,399 | 1,693 | 0.03% | |
| Grants, subsidies and contributions | 910,308 | 801,947 | 799,484 | (2,463) | (0.31%) | |
| Fees and charges | 454,019 | 415,965 | 449,095 | 33,130 | 7.96% | |
| Interest revenue | 146,568 | 134,332 | 189,854 | 55,522 | 41.33% | ▲ |
| Other revenue | 163,568 | 149,875 | 235,186 | 85,311 | 56.92% | ▲ |
| Profit on asset disposals | 9,934 | 9,934 | 111,947 | 102,013 | 1026.91% | ▲ |
| | 6,584,103 | 6,411,759 | 6,686,965 | 275,206 | 4.29% | |
| Expenditure from operating activities | | | | | | |
| Employee costs | (3,265,964) | (2,972,340) | (2,571,936) | 400,404 | 13.47% | ▲ |
| Materials and contracts | (3,802,637) | (3,447,823) | (2,344,840) | 1,102,983 | 31.99% | ▲ |
| Utility charges | (197,335) | (180,693) | (129,240) | 51,453 | 28.48% | ▲ |
| Depreciation | (4,082,649) | (3,742,105) | (3,933,609) | (191,504) | (5.12%) | |
| Finance costs | (10,398) | (9,504) | (10,161) | (657) | (6.91%) | |
| Insurance | (245,274) | (223,954) | (245,986) | (22,032) | (9.84%) | |
| Other expenditure | (373,285) | (342,111) | (238,442) | 103,669 | 30.30% | ▲ |
| Loss on asset disposals | (9,500) | (9,500) | (9,500) | 0 | 0.00% | |
| | (11,987,042) | (10,928,030) | (9,483,714) | 1,444,316 | 13.22% | |
| Non cash amounts excluded from operating activities | 2(c) 4,161,668 | 3,741,709 | 3,831,162 | 89,453 | 2.39% | |
| Amount attributable to operating activities | (1,241,271) | (774,562) | 1,034,413 | 1,808,975 | 233.55% | |
| INVESTING ACTIVITIES | | | | | | |
| Inflows from investing activities | | | | | | |
| Proceeds from capital grants, subsidies and contributions | 2,384,586 | 2,242,301 | 114,949 | (2,127,352) | (94.87%) | ▼ |
| Proceeds from disposal of assets | 446,800 | 263,409 | 263,409 | 0 | 0.00% | |
| Proceeds from financial assets at amortised cost - self supporting loans | 14,998 | 14,998 | 14,999 | 1 | 0.01% | |
| | 2,846,384 | 2,520,708 | 393,357 | (2,127,351) | (84.39%) | |
| Outflows from investing activities | | | | | | |
| Payments for property, plant and equipment | (2,406,729) | (2,221,504) | (1,711,498) | 510,006 | 22.96% | ▲ |
| Payments for construction of infrastructure | (2,936,760) | (2,830,696) | (454,885) | 2,375,811 | 83.93% | ▲ |
| | (5,343,489) | (5,052,200) | (2,166,383) | 2,885,817 | 57.12% | |
| Amount attributable to investing activities | (2,497,105) | (2,531,492) | (1,773,026) | 758,466 | 29.96% | |
| FINANCING ACTIVITIES | | | | | | |
| Inflows from financing activities | | | | | | |
| Transfer from reserves | 445,800 | 0 | 0 | 0 | 0.00% | |
| | 445,800 | 0 | 0 | 0 | 0.00% | |
| Outflows from financing activities | | | | | | |
| Payments for principal portion of lease liabilities | (4,476) | (4,069) | (4,069) | 0 | 0.00% | |
| Repayment of borrowings | (98,952) | (88,497) | (88,497) | 0 | 0.00% | |
| Transfer to reserves | (437,334) | (22,451) | (22,451) | 0 | 0.00% | |
| | (540,762) | (115,017) | (115,017) | 0 | 0.00% | |
| Amount attributable to financing activities | (94,962) | (115,017) | (115,017) | 0 | 0.00% | |
| MOVEMENT IN SURPLUS OR DEFICIT | | | | | | |
| Surplus or deficit at the start of the financial year | 2(a) 3,833,338 | 3,833,338 | 3,833,338 | 0 | 0.00% | |
| Amount attributable to operating activities | (1,241,271) | (774,562) | 1,034,413 | 1,808,975 | 233.55% | ▲ |
| Amount attributable to investing activities | (2,497,105) | (2,531,492) | (1,773,026) | 758,466 | 29.96% | ▲ |
| Amount attributable to financing activities | (94,962) | (115,017) | (115,017) | 0 | 0.00% | |
| Surplus or deficit after imposition of general rates | 0 | 412,267 | 2,979,708 | 2,567,441 | 622.76% | ▲ |

KEY INFORMATION

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

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2025

| | Actual 30 June 2024 | Actual as at 31 May 2025 |
|--------------------------------------|------------------------|-----------------------------|
| | \$ | \$ |
| CURRENT ASSETS | | |
| Cash and cash equivalents | 7,420,687 | 7,124,015 |
| Trade and other receivables | 340,583 | 658,467 |
| Other financial assets | 14,999 | 0 |
| Inventories | 42,349 | 35,973 |
| Contract assets | 343,766 | 0 |
| Other assets | 9,941 | 0 |
| TOTAL CURRENT ASSETS | 8,172,325 | 7,818,455 |
| NON-CURRENT ASSETS | | |
| Trade and other receivables | 125,267 | 125,267 |
| Other financial assets | 106,015 | 106,015 |
| Property, plant and equipment | 32,858,500 | 33,335,407 |
| Infrastructure | 138,954,993 | 136,549,898 |
| TOTAL NON-CURRENT ASSETS | 172,044,775 | 170,116,587 |
| TOTAL ASSETS | 180,217,100 | 177,935,042 |
| CURRENT LIABILITIES | | |
| Trade and other payables | 438,473 | 255,219 |
| Other liabilities | 581,666 | 1,252,440 |
| Lease liabilities | 4,476 | 407 |
| Borrowings | 98,952 | 10,455 |
| Employee related provisions | 373,759 | 378,547 |
| TOTAL CURRENT LIABILITIES | 1,497,326 | 1,897,068 |
| NON-CURRENT LIABILITIES | | |
| Lease liabilities | 379 | 379 |
| Borrowings | 324,687 | 324,687 |
| Employee related provisions | 23,545 | 23,545 |
| TOTAL NON-CURRENT LIABILITIES | 348,611 | 348,611 |
| TOTAL LIABILITIES | 1,845,937 | 2,245,679 |
| NET ASSETS | 178,371,163 | 175,689,363 |
| EQUITY | | |
| Retained surplus | 44,636,263 | 41,932,012 |
| Reserve accounts | 2,930,090 | 2,952,541 |
| Revaluation surplus | 130,804,810 | 130,804,810 |
| TOTAL EQUITY | 178,371,163 | 175,689,363 |

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF GNOWANGERUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 11 June 2025

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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

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

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease

SHIRE OF GNOWANGERUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

2 NET CURRENT ASSETS INFORMATION

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

| | Amended Budget Opening 1 July 2024 | Actual as at 30 June 2024 | Actual as at 31 May 2025 |
|---|---|--|---|
| Note | \$ | \$ | \$ |
| Current assets | | | |
| Cash and cash equivalents | 3,290,647 | 7,420,687 | 7,124,015 |
| Trade and other receivables | 326,271 | 340,583 | 658,467 |
| Other financial assets | 0 | 14,999 | 0 |
| Inventories | 42,378 | 42,349 | 35,973 |
| Contract assets | 0 | 343,766 | 0 |
| Other assets | 0 | 9,941 | 0 |
| | 3,659,296 | 8,172,325 | 7,818,455 |
| Less: current liabilities | | | |
| Trade and other payables | (343,769) | (438,473) | (255,219) |
| Other liabilities | 0 | (581,666) | (1,252,440) |
| Lease liabilities | (379) | (4,476) | (407) |
| Borrowings | (102,088) | (98,952) | (10,455) |
| Employee related provisions | (378,720) | (373,759) | (378,547) |
| | (824,956) | (1,497,326) | (1,897,068) |
| Net current assets | 2,834,340 | 6,674,999 | 5,921,387 |
| Less: Total adjustments to net current assets | 2(b) (2,834,340) | (2,841,661) | (2,941,679) |
| Closing funding surplus / (deficit) | 0 | 3,833,338 | 2,979,708 |

(b) Current assets and liabilities excluded from budgeted deficiency

| | | | |
|--|-------------------------|--------------------|--------------------|
| Adjustments to net current assets | | | |
| Less: Reserve accounts | (2,921,624) | (2,930,090) | (2,952,541) |
| Less: Financial assets at amortised cost - self supporting loans | (15,183) | (14,999) | 0 |
| Add: Current liabilities not expected to be cleared at the end of the year | | | |
| - Current portion of lease liabilities | 379 | 4,476 | 407 |
| - Current portion of borrowings | 102,088 | 98,952 | 10,455 |
| Total adjustments to net current assets | 2(a) (2,834,340) | (2,841,661) | (2,941,679) |

(c) Non-cash amounts excluded from operating activities

| | Amended Budget Estimates 30 June 2025 | YTD Budget Estimates 31 May 2025 | YTD Actual 31 May 2025 |
|--|--|---|---------------------------------------|
| | \$ | \$ | \$ |
| Adjustments to operating activities | | | |
| Less: Profit on asset disposals | (9,934) | (9,097) | (111,947) |
| Add: Loss on asset disposals | 9,500 | 8,701 | 9,500 |
| Add: Depreciation | 4,082,649 | 3,742,105 | 3,933,609 |
| Movement in current contract liabilities associated with restricted cash | 79,453 | 0 | 0 |
| Total non-cash amounts excluded from operating activities | 4,161,668 | 3,741,709 | 3,831,162 |

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 local governments' operational cycle.

SHIRE OF GNOWANGERUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2024-25 year is \$10,000 and 10.00% whichever is the greater.

| Description | Var. \$ | Var. % | |
|---|-------------|-----------|---|
| | \$ | % | |
| Revenue from operating activities | | | |
| Interest revenue | 55,522 | 41.33% | ▲ |
| Interest earned on unrestricted investments higher than budget. | | Permanent | |
| Interest earnings on reserve funds lower than expected. | | Timing | |
| Other revenue | 85,311 | 56.92% | ▲ |
| Reimbursements income higher than budget. | | Permanent | |
| Proceeds on plant disposals shown as other revenue until the associated profit or loss process is completed. | | Timing | |
| Profit on asset disposals | 102,013 | 1026.91% | ▲ |
| Vibrating Roller and Loader. | | | |
| Expenditure from operating activities | | | |
| Employee costs | 400,404 | 13.47% | ▲ |
| Some employment positions are vacant. | | | |
| Materials and contracts | 1,102,983 | 31.99% | ▲ |
| Strategy & Governance, hazard reductions, road maintenance, accounting & finance support, consulting expenses, human resources expenditure lower than budget. | | Timing | |
| Supervision & Administration expenditure higher than budget. | | Permanent | |
| Utility charges | 51,453 | 28.48% | ▲ |
| Swimming Pool, street lighting and standpipe expenditure lower than budget. | | Timing | |
| Other expenditure | 103,669 | 30.30% | ▲ |
| Conference, members allowance expenditure lower than budget. | | Timing | |
| Cemeteries administration higher than budget. | | Permanent | |
| Inflows from investing activities | | | |
| Proceeds from capital grants, subsidies and contributions | (2,127,352) | (94.87%) | ▼ |
| Wheatbelt Secondary freight route funding not yet received. | | Timing | |
| Roads to Recovery and GNP Aerodrome grants received lower than YTD budget. LRCI and RRG grant funding as contract liability until expenditure obligations are met. | | Timing | |
| Outflows from investing activities | | | |
| Payments for property, plant and equipment | 510,006 | 22.96% | ▲ |
| YTD timing of projects have been profiled as 11/12th of the budget. YTD timing of budgets are to be reviewed as some building projects have not yet started and some plant purchases are completed. | | Timing | |
| Payments for construction of infrastructure | 2,375,811 | 83.93% | ▲ |
| Footpath and some Road infrastructure works not yet started. Other major projects for recreation & sport, Park Road footbridge and Magitup Dam not yet started. | | Timing | |
| Surplus or deficit after imposition of general rates | 2,567,441 | 622.76% | ▲ |

SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF GNOWANGERUP
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MAY 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

| Funding surplus / (deficit) | | | | |
|-----------------------------|----------------|----------------|----------------|-----------------|
| | Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| Opening | \$3.83 M | \$3.83 M | \$3.83 M | \$0.00 M |
| Closing | \$0.00 M | \$0.41 M | \$2.98 M | \$2.57 M |

Refer to Statement of Financial Activity

| Cash and cash equivalents | | |
|---------------------------|----------|------------|
| | \$7.12 M | % of total |
| Unrestricted Cash | \$4.17 M | 58.6% |
| Restricted Cash | \$2.95 M | 41.4% |

Refer to 3 - Cash and Financial Assets

| Payables | |
|----------------|------------------------|
| | \$0.26 M % Outstanding |
| Trade Payables | \$0.09 M |
| 0 to 30 Days | 100.0% |
| Over 30 Days | 0.0% |
| Over 90 Days | 0.0% |

Refer to 9 - Payables

| Receivables | | |
|------------------|----------|---------------|
| | \$0.19 M | % Collected |
| Rates Receivable | \$0.47 M | 90.3% |
| Trade Receivable | \$0.19 M | % Outstanding |
| Over 30 Days | | 20.8% |
| Over 90 Days | | 3.1% |

Refer to 7 - Receivables

Key Operating Activities

| Amount attributable to operating activities | | | |
|---|----------------|----------------|-----------------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| (\$1.24 M) | (\$0.77 M) | \$1.03 M | \$1.81 M |

Refer to Statement of Financial Activity

| Rates Revenue | | |
|---------------|----------|------------|
| YTD Actual | \$4.90 M | % Variance |
| YTD Budget | \$4.90 M | 0.0% |

| Grants and Contributions | | |
|--------------------------|----------|------------|
| YTD Actual | \$0.80 M | % Variance |
| YTD Budget | \$0.80 M | (0.3%) |

Refer to 13 - Grants and Contributions

| Fees and Charges | | |
|------------------|----------|------------|
| YTD Actual | \$0.45 M | % Variance |
| YTD Budget | \$0.42 M | 8.0% |

Refer to Statement of Financial Activity

Key Investing Activities

| Amount attributable to investing activities | | | |
|---|----------------|----------------|-----------------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| (\$2.50 M) | (\$2.53 M) | (\$1.77 M) | \$0.76 M |

Refer to Statement of Financial Activity

| Proceeds on sale | | |
|------------------|----------|---------|
| YTD Actual | \$0.26 M | % |
| Amended Budget | \$0.45 M | (41.0%) |

Refer to 6 - Disposal of Assets

| Asset Acquisition | | |
|-------------------|----------|---------|
| YTD Actual | \$0.45 M | % Spent |
| Amended Budget | \$2.94 M | (84.5%) |

Refer to 5 - Capital Acquisitions

| Capital Grants | | |
|----------------|----------|------------|
| YTD Actual | \$0.11 M | % Received |
| Amended Budget | \$2.38 M | (95.2%) |

Refer to 5 - Capital Acquisitions

Key Financing Activities

| Amount attributable to financing activities | | | |
|---|----------------|----------------|-----------------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| (\$0.09 M) | (\$0.12 M) | (\$0.12 M) | \$0.00 M |

Refer to Statement of Financial Activity

| Borrowings | |
|----------------------|------------|
| Principal repayments | (\$0.09 M) |
| Interest expense | (\$0.01 M) |
| Principal due | \$0.34 M |

Refer to 10 - Borrowings

| Reserves | |
|------------------|----------|
| Reserves balance | \$2.95 M |
| Net Movement | \$0.02 M |

Refer to 4 - Cash Reserves

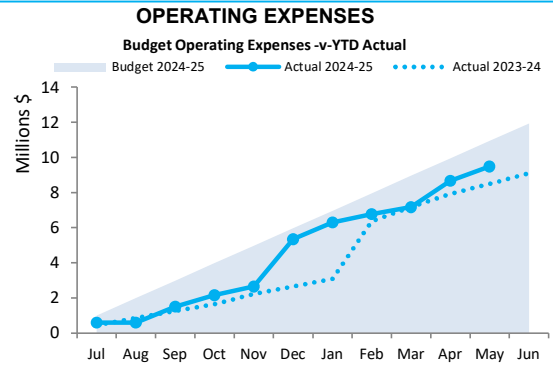
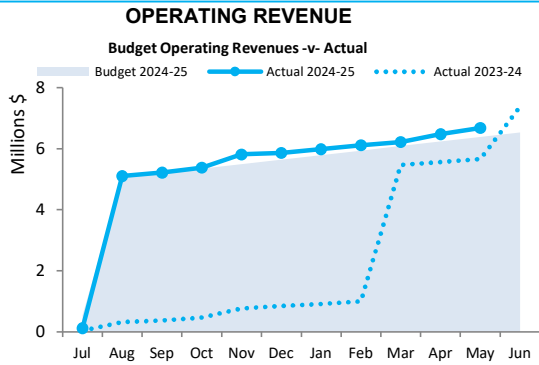
| Lease Liability | |
|----------------------|------------|
| Principal repayments | (\$0.00 M) |
| Interest expense | (\$0.00 M) |
| Principal due | \$0.00 M |

Refer to Note 11 - Lease Liabilities

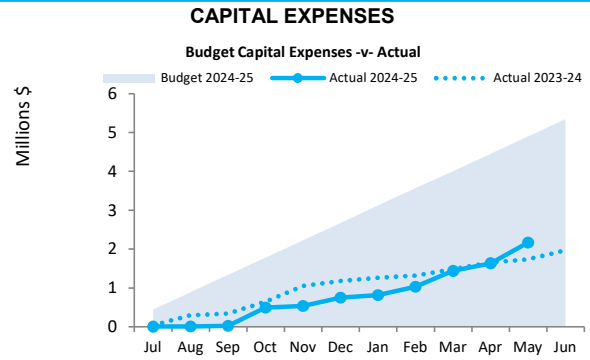
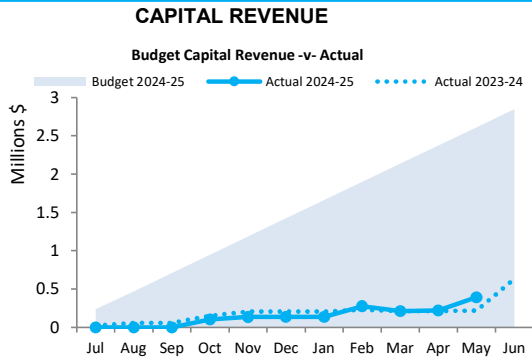
This information is to be read in conjunction with the accompanying Financial Statements and notes.

2 KEY INFORMATION - GRAPHICAL

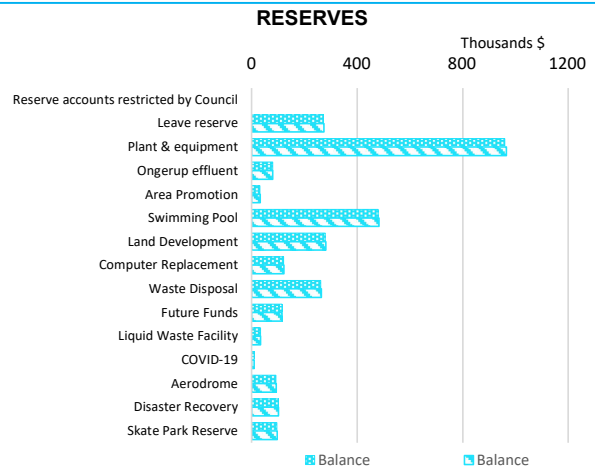
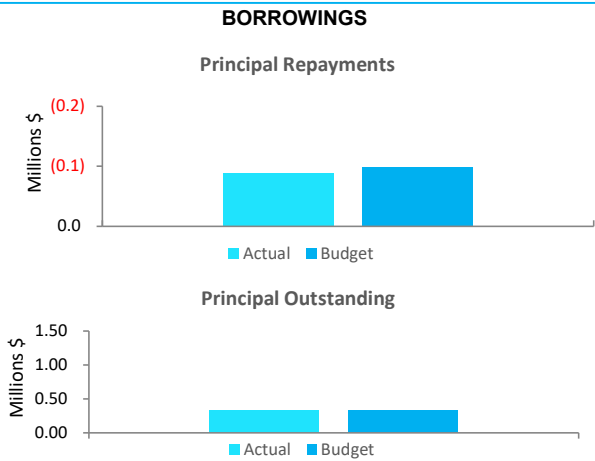
OPERATING ACTIVITIES



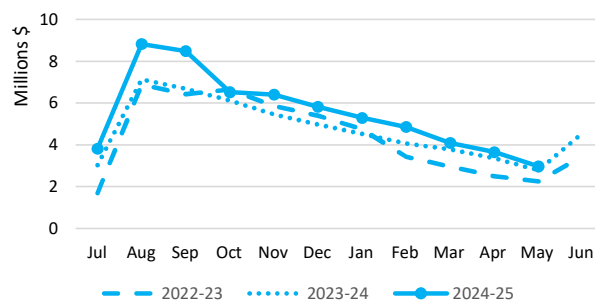
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

| Description | Classification | Unrestricted | Reserve Accounts | Total | Institution | Interest Rate | Maturity Date |
|------------------------------------|------------------------------------|------------------|------------------|------------------|--------------|---------------|---------------|
| | | \$ | \$ | \$ | | | |
| Municipal Fund Bank - Bendigo | Cash and cash equivalents | 1,170,574 | 0 | 1,170,574 | Bendigo | Variable | NA |
| Petty Cash | Cash and cash equivalents | 900 | 0 | 900 | Cash on hand | NA | NA |
| Reserve Fund Bank | Financial assets at amortised cost | 0 | 2,000,000 | 2,000,000 | Bendigo | 4.65% | Oct-25 |
| Municipal Fund Bank - Investments | Financial assets at amortised cost | 1,000,000 | 0 | 1,000,000 | Bendigo | 4.75% | Jun-25 |
| Municipal Fund Bank - Investments | Cash and cash equivalents | 1,000,000 | 0 | 1,000,000 | Bendigo | 4.60% | Jul-25 |
| Municipal Fund Bank - Investments | Cash and cash equivalents | 500,000 | 0 | 500,000 | Bendigo | 4.10% | Jun-25 |
| Municipal Fund Bank - Investments | Cash and cash equivalents | 500,000 | 0 | 500,000 | Bendigo | 4.00% | Jun-25 |
| Reserve Fund Bank | Cash and cash equivalents | 0 | 952,541 | 952,541 | Bendigo | Variable | NA |
| Total | | 4,171,474 | 2,952,541 | 7,124,015 | | | |
| Comprising | | | | | | | |
| Cash and cash equivalents | | 3,171,474 | 952,541 | 4,124,015 | | | |
| Financial assets at amortised cost | | 1,000,000 | 2,000,000 | 3,000,000 | | | |
| | | 4,171,474 | 2,952,541 | 7,124,015 | | | |

KEY INFORMATION

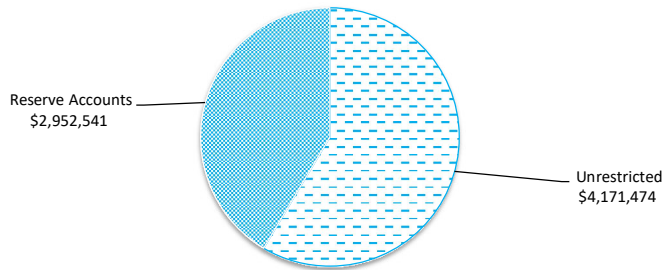
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



**SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025**

4 RESERVE ACCOUNTS

| Reserve account name | Budget | | | | Actual | | | |
|---|------------------|------------------|-------------------|------------------|------------------|------------------|-------------------|------------------|
| | Opening Balance | Transfers In (+) | Transfers Out (-) | Closing Balance | Opening Balance | Transfers In (+) | Transfers Out (-) | Closing Balance |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Reserve accounts restricted by Council | | | | | | | | |
| Leave reserve | 271,803 | 51,855 | 0 | 323,658 | 271,803 | 2,083 | 0 | 273,886 |
| Plant & equipment | 958,572 | 156,542 | (385,000) | 730,114 | 958,572 | 7,345 | 0 | 965,917 |
| Ongerup effluent | 79,880 | 10,545 | 0 | 90,425 | 79,880 | 612 | 0 | 80,492 |
| Area Promotion | 32,016 | 219 | 0 | 32,235 | 32,016 | 245 | 0 | 32,261 |
| Swimming Pool | 478,664 | 59,266 | 0 | 537,930 | 478,664 | 3,668 | 0 | 482,332 |
| Land Development | 279,023 | 25,895 | 0 | 304,918 | 279,023 | 2,138 | 0 | 281,161 |
| Computer Replacement | 121,283 | 30,828 | 0 | 152,111 | 121,283 | 929 | 0 | 122,212 |
| Waste Disposal | 262,029 | 1,789 | 0 | 263,818 | 262,029 | 2,008 | 0 | 264,037 |
| Future Funds | 114,511 | 48,126 | (20,800) | 141,837 | 114,511 | 877 | 0 | 115,388 |
| Liquid Waste Facility | 33,243 | 227 | 0 | 33,470 | 33,243 | 255 | 0 | 33,498 |
| COVID-19 | 9,859 | 67 | 0 | 9,926 | 9,859 | 75 | 0 | 9,934 |
| Aerodrome | 92,409 | 631 | 0 | 93,040 | 92,409 | 708 | 0 | 93,117 |
| Disaster Recovery | 100,746 | 50,688 | 0 | 151,434 | 100,746 | 772 | 0 | 101,518 |
| Skate Park Reserve | 96,052 | 656 | (40,000) | 56,708 | 96,052 | 736 | 0 | 96,788 |
| | 2,930,090 | 437,334 | (445,800) | 2,921,624 | 2,930,090 | 22,451 | 0 | 2,952,541 |

5 CAPITAL ACQUISITIONS

| Capital acquisitions | Amended | | YTD Actual | YTD Variance |
|---|------------------|------------------|------------------|--------------------|
| | Budget | YTD Budget | | |
| | \$ | \$ | \$ | \$ |
| Land | 198,929 | 195,592 | 136,647 | (58,945) |
| Buildings | 816,476 | 657,257 | 238,981 | (418,276) |
| Furniture & Equipment | 30,000 | 20,000 | 10,874 | (9,126) |
| Plant & Equipment | 1,361,324 | 1,348,655 | 1,324,996 | (23,659) |
| Acquisition of property, plant and equipment | 2,406,729 | 2,221,504 | 1,711,498 | (510,006) |
| Roads | 2,370,281 | 2,270,281 | 361,076 | (1,909,205) |
| Parks & Ovals | 25,185 | 25,185 | 25,185 | 0 |
| Footpaths | 224,708 | 224,708 | 4,115 | (220,593) |
| Sewerage Assets | 10,000 | 9,163 | 2,167 | (6,996) |
| Infrastructure - Aerodrome | 62,097 | 61,870 | 41,364 | (20,506) |
| Infrastructure - Other | 244,489 | 239,489 | 20,978 | (218,511) |
| Acquisition of infrastructure | 2,936,760 | 2,830,696 | 454,885 | (2,375,811) |
| Total capital acquisitions | 5,343,489 | 5,052,200 | 2,166,383 | (2,885,817) |
| Capital Acquisitions Funded By: | | | | |
| Capital grants and contributions | 2,384,586 | 2,242,301 | 114,949 | (2,127,352) |
| Other (disposals & C/Fwd) | 446,800 | 263,409 | 263,409 | 0 |
| Reserve accounts | | | | |
| Plant & equipment | 385,000 | 0 | 0 | 0 |
| Future Funds | 20,800 | 0 | 0 | 0 |
| Skate Park Reserve | 40,000 | 0 | 0 | 0 |
| Contribution - operations | 2,066,303 | 2,546,490 | 1,788,025 | (758,465) |
| Capital funding total | 5,343,489 | 5,052,200 | 2,166,383 | (2,885,817) |

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

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

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

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

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

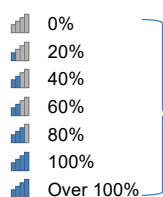
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators



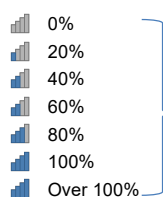
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

| Account Description | | Amended | | Year to Date Actual | Variance (Under)/Over | |
|----------------------------|--|--|---------------------|---------------------|-----------------------|------------------|
| | | Current Budget | Year to Date Budget | | | |
| Capital Expenditure | | | | | | |
| Land | | | | | | |
| | 23064 | Quinn St Precinct Development (Capital)(Land) | 198,929 | 195,592 | 136,647 | (58,945) |
| | Land Total | | 198,929 | 195,592 | 136,647 | (58,945) |
| Buildings | | | | | | |
| | 05044 | ONG Fire Station (Capital)(Buildings - SP) | 155,250 | 0 | 409 | 409 |
| | 07034 | SES Shed (Capital)(Buildings - SP) | 68,238 | 68,063 | 54,165 | (13,898) |
| | 14024 | 32 McDonald Street (Capital)(Build - Non-Sp) | 30,000 | 30,000 | 0 | (30,000) |
| | 23094 | 25 McDonald St - Doctors House (Capital)(Build - Non-Sp) | 153,809 | 153,487 | 68,251 | (85,236) |
| | 31014 | Ongerup Hall (Capital)(Buildings - SP) | 40,000 | 40,000 | 0 | (40,000) |
| | 31024 | GNP Town Hall (Capital)(Buildings - SP) | 205,000 | 205,000 | 3,138 | (201,862) |
| | 32004 | Swimming Pool Improvements (Capital)(Buildings - SP) | 76,043 | 75,946 | 71,774 | (4,172) |
| | 39004 | GNP Depot (Capital)(Buildings - SP) | 40,500 | 37,125 | 22,036 | (15,089) |
| | 46004 | GNP Caravan Park Chalets (Capital)(Buildings - SP) | 7,636 | 7,636 | 7,786 | 150 |
| | 59040 | Administration Centre (Capital)(Buildings - SP) | 15,000 | 15,000 | 11,422 | (3,578) |
| | 30014 | Borden Public Toilets (Capital)(Buildings - SP) | 25,000 | 25,000 | 0 | (25,000) |
| | Buildings Total | | 816,476 | 657,257 | 238,981 | (418,277) |
| Furniture & Equipment | | | | | | |
| | 03004 | Recording Equipment (Capital)(F&E) | 20,000 | 20,000 | 10,874 | (9,126) |
| | 59050 | Administration F&E (Capital)(F&E) | 10,000 | 0 | 0 | 0 |
| | Furniture & Equipment Total | | 30,000 | 20,000 | 10,874 | (9,126) |
| Plant & Equipment | | | | | | |
| | 07062 | SES Plant Purchases (Capital)(P&E) | 18,854 | 18,854 | 15,305 | (3,549) |
| | 32204 | Swimming Pool Plant & Equip (Capital)(P&E) | 20,000 | 18,326 | 16,915 | (1,411) |
| | 40034 | Replace Ute GN0046 (Capital)(P&E) | 47,792 | 43,802 | 47,792 | 3,990 |
| | 40154 | DCEO Vehicle GN001 (Capital)(P&E) | 3,000 | 2,750 | 0 | (2,750) |
| | 40174 | Replace Ute GN0028 (Capital)(P&E) | 47,792 | 47,792 | 47,792 | 0 |
| | 40294 | Replace Vibe Roller GN0051 (Capital)(P&E) | 132,200 | 132,200 | 132,200 | 0 |
| | 40354 | Replace Ute GN003 (Capital)(P&E) | 43,737 | 43,737 | 49,272 | 5,535 |
| | 40364 | Replace Truck GN007 (Capital)(P&E) | 65,000 | 65,000 | 0 | (65,000) |
| | 40484 | VMS Trailer Sign (Capital)(P&E) | 28,000 | 28,000 | 23,090 | (4,910) |
| | 40584 | Replace Ute Maint Officer (Capital)(P&E) | 37,148 | 37,148 | 37,148 | 0 |
| | 40634 | Replace Grader GN0021 (Capital)(P&E) | 535,851 | 535,851 | 535,851 | 0 |
| | 40644 | Replace Loader GN035 (Capital)(P&E) | 240,000 | 240,000 | 342,867 | 102,867 |
| | 40684 | Skid Steer Trailer (Capital)(P&E) | 45,000 | 45,000 | 0 | (45,000) |
| | 40714 | Mechanic Diagnostic Tool (Capital)(P&E) | 16,000 | 16,000 | 0 | (16,000) |
| | 40014 | PURCHASE OF CEO VEHICLE - GN00 | 80,000 | 73,326 | 76,764 | 3,438 |
| | 40084 | Other Plant Purchases (Capital)(P&E) | 950 | 869 | 0 | (869) |

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators

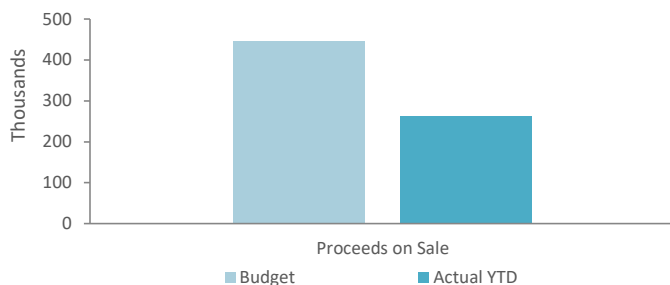


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

| Account Description | | Amended | | Year to Date Actual | Variance (Under)/Over |
|---|--|------------------|---------------------|---------------------|-----------------------|
| | | Current Budget | Year to Date Budget | | |
| Plant & Equipment Total | | 1,361,324 | 1,348,655 | 1,324,996 | (23,658) |
| Roads | | | | | |
| 38004 | RRG - Project Grant Works (Capital)(Inf Rds) | 934,763 | 934,763 | 40,639 | (894,124) |
| 38014 | R2R Grant Works (Capital)(Inf Rds) | 753,953 | 753,953 | 31,917 | (722,036) |
| 38094 | Council Funded Roads Program (Capital)(Inf Rds) | 282,489 | 282,489 | 18,385 | (264,104) |
| 38104 | Council Funded - Road Works (Capital)(Inf Rds) | 299,076 | 299,076 | 265,285 | (33,791) |
| 38124 | Secondary Freight Network Program (Capital)(Inf Rds) | 100,000 | 0 | 4,850 | 4,850 |
| Roads Total | | 2,370,281 | 2,270,281 | 361,076 | (1,909,206) |
| Parks & Ovals | | | | | |
| 33004 | Reticulation of Ovals (Capital)(Inf-Parks) | 25,185 | 25,185 | 25,185 | 0 |
| Parks & Ovals Total | | 25,185 | 25,185 | 25,185 | 0 |
| Footpaths | | | | | |
| 38304 | Footpath Construction (Capital)(Inf Footpaths) | 224,708 | 224,708 | 4,115 | (220,593) |
| Footpaths Total | | 224,708 | 224,708 | 4,115 | (220,593) |
| Sewerage Assets | | | | | |
| 26014 | ONG Waste Water Ponds (Capital)(Inf Sew) | 10,000 | 9,163 | 2,167 | (6,996) |
| Sewerage Assets Total | | 10,000 | 9,163 | 2,167 | (6,996) |
| Infrastructure - Aerodrome | | | | | |
| 43034 | Airstrip Water Infrastructure (Capital)(Inf - Aerodrome) | 62,097 | 61,870 | 41,364 | (20,506) |
| Infrastructure - Aerodrome Total | | 62,097 | 61,870 | 41,364 | (20,506) |
| Infrastructure - Other | | | | | |
| 33804 | Other Rec & Sport (Capital)(Oth Inf) | 20,000 | 20,000 | 17,978 | (2,022) |
| 38604 | Park Rd Footbridge (Capital)(Inf Oth) | 60,000 | 55,000 | 3,000 | (52,000) |
| 43904 | Airport Dam Pipeline (Capital)(Inf - Oth) | 11,774 | 11,774 | 0 | (11,774) |
| 51084 | MAGITUP DAM OTHER INFRASTRUCTURE CAPITAL | 152,715 | 152,715 | 0 | (152,715) |
| 51044 | Formby Road Bore (Capital)(Inf-Oth) | 0 | 0 | 0 | 0 |
| Infrastructure - Other Total | | 244,489 | 239,489 | 20,978 | (218,511) |
| Grand Total | | 5,343,489 | 5,052,200 | 2,166,383 | (2,885,817) |

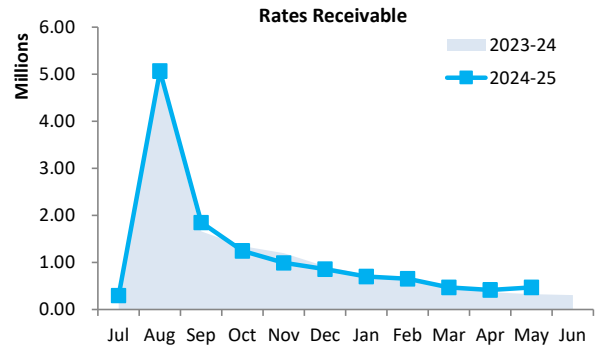
6 DISPOSAL OF ASSETS

| Asset Ref. | Asset description | Budget | | | | YTD Actual | | | |
|------------|----------------------------|----------|----------------|--------------|----------------|----------------|----------------|----------------|----------------|
| | | Net Book | | Profit | (Loss) | Net Book | | Profit | (Loss) |
| | | Value | Proceeds | | | Value | Proceeds | | |
| \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | | |
| | Land | | | | | | | | |
| | 75 Lamont Street | 0 | 90,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Plant and equipment | | | | | | | | |
| 42016 | Komatsu 2013 Motor Grader | 0 | 107,800 | 0 | (9,500) | 107,500 | 98,000 | 0 | (9,500) |
| 50072 | Rear Mounted Free Roller | 0 | 0 | 4,182 | 0 | 0 | 4,182 | 4,182 | 0 |
| | Ute GN003 | 0 | 17,000 | 5,752 | 0 | 0 | 0 | 0 | 0 |
| | Ute GN0046 | 0 | 20,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Doctor Vehicle GN006 | 0 | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Ute GN0028 | 0 | 20,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 42022 | Loader | 0 | 60,000 | 0 | 0 | 36,936 | 112,500 | 75,564 | 0 |
| 42046 | Vibrating Roller | 0 | 45,000 | 0 | 0 | 0 | 30,000 | 30,000 | 0 |
| | Truck GN003 | 0 | 20,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Ute GN007 | 0 | 20,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 43500 | Ute GN372 | 0 | 22,000 | 0 | 0 | 16,526 | 18,727 | 2,201 | 0 |
| | | 0 | 446,800 | 9,934 | (9,500) | 160,962 | 263,409 | 111,947 | (9,500) |



7 RECEIVABLES

| Rates receivable | 30 June 2024 | 31 May 2025 |
|--|----------------|----------------|
| | \$ | \$ |
| Opening arrears previous year | 429,171 | 305,434 |
| Levied this year | 4,622,911 | 4,901,399 |
| Less - collections to date | (4,714,143) | (4,701,679) |
| Gross rates collectable | 337,939 | 505,154 |
| Allowance for impairment of rates receivable | (32,505) | (32,505) |
| Net rates collectable | 305,434 | 472,649 |
| % Collected | 93.3% | 90.3% |



| Receivables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|--|--------|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Receivables - general | (406) | 86,941 | 2,055 | 17,195 | 3,329 | 109,114 |
| Percentage | (0.4%) | 79.7% | 1.9% | 15.8% | 3.1% | |
| Balance per trial balance | | | | | | |
| Trade receivables | | | | | | 109,114 |
| Other receivables | | | | | | 2,700 |
| GST receivable | | | | | | 74,004 |
| Total receivables general outstanding | | | | | | 185,818 |

Amounts shown above include GST (where applicable)

KEY INFORMATION

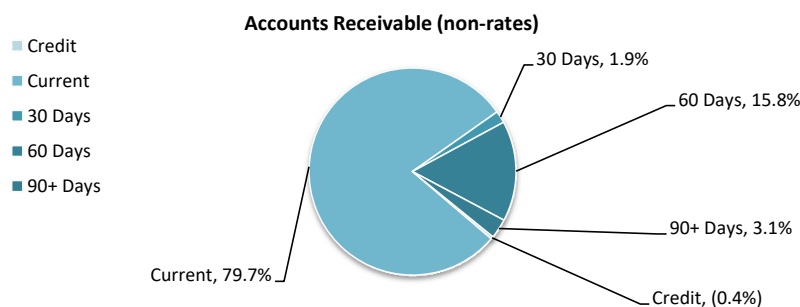
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



8 OTHER CURRENT ASSETS

| Other current assets | Opening Balance 1 July 2024 | Asset Increase | Asset Reduction | Closing Balance 31 May 2025 |
|--|-----------------------------------|-------------------|--------------------|-----------------------------------|
| | \$ | \$ | \$ | \$ |
| Other financial assets at amortised cost | | | | |
| Financial assets at amortised cost - self supporting loans | 14,999 | 0 | (14,999) | 0 |
| Inventory | | | | |
| Fuel, Oil & Materials | 42,349 | 196,130 | (202,506) | 35,973 |
| Other assets | | | | |
| Accrued income | 9,941 | 0 | (9,941) | 0 |
| Contract assets | | | | |
| Contract assets | 343,766 | 0 | (343,766) | 0 |
| Total other current assets | 411,055 | 196,130 | (571,212) | 35,973 |

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire 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.

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.

Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

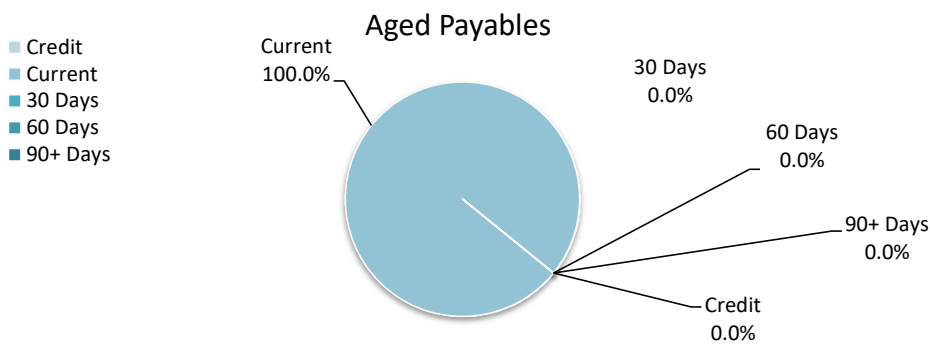
9 PAYABLES

| Payables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|---|--------|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Payables - general | 0 | 86,103 | 0 | 0 | 0 | 86,103 |
| Percentage | 0.0% | 100.0% | 0.0% | 0.0% | 0.0% | |
| Balance per trial balance | | | | | | |
| Sundry creditors | | | | | | 86,103 |
| ATO liabilities | | | | | | 26,157 |
| Bonds and deposits held | | | | | | 9,874 |
| Prepaid rates | | | | | | 126,789 |
| Accrued interest on loans | | | | | | 1,710 |
| ESL payable | | | | | | 4,586 |
| Total payables general outstanding | | | | | | 255,219 |

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



10 BORROWINGS

Repayments - borrowings

| Information on borrowings Particulars | Loan No. | New Loans | | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|--|----------|----------------|----------|----------|----------------------|-----------------|-----------------------|----------------|---------------------|-----------------|
| | | 1 July 2024 | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Staff Housing | 281 | 249,702 | 0 | 0 | (40,057) | (40,057) | 209,645 | 209,645 | (4,487) | (3,644) |
| Gnowangerup Community Centre | 273 | 47,860 | 0 | 0 | (23,203) | (23,202) | 24,657 | 24,658 | (2,816) | (2,605) |
| Gnowangerup Synthetic Surface | 279 | 88,235 | 0 | 0 | (10,238) | (20,695) | 77,997 | 67,540 | (2,205) | (3,516) |
| | | 385,797 | 0 | 0 | (73,498) | (83,954) | 312,299 | 301,843 | (9,508) | (9,765) |
| Self supporting loans | | | | | | | | | | |
| Ongerup Bowls Club | | 37,842 | 0 | 0 | (14,999) | (14,998) | 22,843 | 22,844 | (542) | (418) |
| | | 37,842 | 0 | 0 | (14,999) | (14,998) | 22,843 | 22,844 | (542) | (418) |
| Total | | 423,639 | 0 | 0 | (88,497) | (98,952) | 335,142 | 324,687 | (10,050) | (10,183) |
| Current borrowings | | 98,952 | | | | | 10,455 | | | |
| Non-current borrowings | | 324,687 | | | | | 324,687 | | | |
| | | 423,639 | | | | | 335,142 | | | |

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

11 LEASE LIABILITIES

Movement in carrying amounts

| Information on leases Particulars | Lease No. | 1 July 2024 | New Leases | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|--------------------------------------|-----------|--------------|------------|----------|----------------------|----------------|-----------------------|------------|---------------------|--------------|
| | | | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| Photocopier Lease | 02 | \$ 4,855 | \$ 0 | \$ 0 | \$ (4,069) | \$ (4,476) | \$ 786 | \$ 379 | \$ (111) | \$ (215) |
| Total | | 4,855 | 0 | 0 | (4,069) | (4,476) | 786 | 379 | (111) | (215) |
| Current lease liabilities | | 4,476 | | | | | 407 | | | |
| Non-current lease liabilities | | 379 | | | | | 379 | | | |
| | | 4,855 | | | | | 786 | | | |

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

12 OTHER CURRENT LIABILITIES

| | Note | Opening Balance 1 July 2024 | Liability transferred from/(to) non current | Liability Increase | Liability Reduction | Closing Balance 31 May 2025 |
|---|------|-----------------------------------|--|-----------------------|------------------------|-----------------------------------|
| | | \$ | \$ | \$ | \$ | \$ |
| Other current liabilities | | | | | | |
| Other liabilities | | | | | | |
| Contract liabilities | | 37,422 | 0 | 157,236 | (39,680) | 154,978 |
| Capital grant/contributions liabilities | | 544,244 | 0 | 580,000 | (26,782) | 1,097,462 |
| Total other liabilities | | 581,666 | 0 | 737,236 | (66,462) | 1,252,440 |
| Employee Related Provisions | | | | | | |
| Provision for annual leave | | 135,462 | 0 | 0 | 0 | 135,462 |
| Provision for long service leave | | 183,376 | 0 | 4,788 | 0 | 188,164 |
| Other employee leave provisions | | 16,095 | 0 | 0 | 0 | 16,095 |
| Employment on-costs | | 38,826 | 0 | 0 | 0 | 38,826 |
| Total Provisions | | 373,759 | 0 | 4,788 | 0 | 378,547 |
| Total other current liabilities | | 955,425 | 0 | 742,024 | (66,462) | 1,630,987 |

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

| Provider | Unspent grant, subsidies and contributions liability | | | | | Grants, subsidies and contributions revenue | | |
|---|--|----------------|-----------------|----------------|----------------|---|----------------|----------------|
| | Liability | Increase in | Decrease in | Liability | Current | Amended | YTD | YTD |
| | 1 July 2024 | Liability | Liability | 31 May 2025 | Liability | Budget | Budget | Revenue |
| | \$ | \$ | (As revenue) | \$ | \$ | \$ | \$ | \$ |
| Grants and subsidies | | | | | | | | |
| WA Local Government Grants Commission - General | 0 | 0 | 0 | 0 | 0 | 142,080 | 106,560 | 142,080 |
| WA Local Government Grants Commission - Roads | 0 | 0 | 0 | 0 | 0 | 77,757 | 58,317 | 77,757 |
| Other Governance | 1,719 | 0 | (1,719) | 0 | 0 | 3,000 | 2,750 | 1,719 |
| DFES - Local Government Grants - BushFire Brigades | 0 | 0 | 0 | 0 | 0 | 90,605 | 83,050 | 90,605 |
| Other Fire Prevention | 19,250 | 110,728 | 0 | 129,978 | 129,978 | 150,000 | 137,500 | 0 |
| AWARE Grant Revenue | 0 | 0 | 0 | 0 | 0 | 10,650 | 9,757 | 10,650 |
| DFES - Local Government Grants - Emergency Services | 0 | 0 | 0 | 0 | 0 | 42,867 | 39,292 | 42,867 |
| Other Rec & Sport | 0 | 0 | 0 | 0 | 0 | 98,520 | 90,310 | 99,657 |
| GRANTS FOR COMMUNITY | 0 | 0 | 0 | 0 | 0 | 50,000 | 50,000 | 50,000 |
| GNP Library Income | 0 | 0 | 0 | 0 | 0 | 920 | 836 | 0 |
| Main Roads Direct Grant | 0 | 0 | 0 | 0 | 0 | 243,909 | 223,575 | 243,909 |
| Operating grants | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,000 |
| Gnowangerup Family Support | 16,453 | 46,508 | (37,961) | 25,000 | 25,000 | 0 | 0 | 0 |
| | 37,422 | 157,236 | (39,680) | 154,978 | 154,978 | 910,308 | 801,947 | 762,244 |
| Contributions | | | | | | | | |
| LONG TABLE LUNCH INCOME | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 31,102 |
| REIMBURSEMENTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,911 |
| Swimming Pool Other Grants Or Subsidies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 227 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 37,240 |
| TOTALS | 37,422 | 157,236 | (39,680) | 154,978 | 154,978 | 910,308 | 801,947 | 799,484 |

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

| Provider | Capital grant/contribution liabilities | | | | | Capital grants, subsidies and contributions revenue | | |
|---|--|--------------------------|--|--------------------------|-------------------------------------|---|------------------|--------------------------|
| | Liability 1 July 2024 | Increase in Liability | Decrease in Liability (As revenue) | Liability 31 May 2025 | Current Liability 31 May 2025 | Amended Budget Revenue | YTD Budget | YTD Revenue Actual |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Capital grants and subsidies | | | | | | | | |
| Fire Prevention | 0 | 0 | 0 | 0 | 0 | 155,250 | 142,307 | 15,633 |
| Other Law Order | 0 | 0 | 0 | 0 | 0 | 85,179 | 78,078 | 59,697 |
| TOOMPUP/MAGITUP DAM GRANT INCOME | 0 | 0 | 0 | 0 | 0 | 86,980 | 79,728 | 8,698 |
| Regional Road Group | 110,918 | 580,000 | 0 | 690,918 | 690,918 | 536,110 | 491,425 | 0 |
| Roads to Recovery | 26,782 | 0 | (26,782) | 0 | 0 | 701,564 | 643,093 | 26,782 |
| Local Roads & Community Infrastructure - (LRCI) | 406,544 | 0 | 0 | 406,544 | 406,544 | 677,573 | 677,573 | 0 |
| Wheatbelt Secondary Freight Route | 0 | 0 | 0 | 0 | 0 | 100,000 | 91,663 | 0 |
| GNP Aerodrome Income | 0 | 0 | 0 | 0 | 0 | 41,930 | 38,434 | 4,139 |
| | 544,244 | 580,000 | (26,782) | 1,097,462 | 1,097,462 | 2,384,586 | 2,242,301 | 114,949 |

SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

15 BUDGET AMENDMENTS

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

| Description | Council Resolution | Classification | Non Cash | Increase in | Decrease in | Amended |
|---|----------------------|--------------------------|------------|------------------|--------------------|------------------------|
| | | | Adjustment | Available Cash | Available Cash | Budget Running Balance |
| | | | \$ | \$ | \$ | \$ |
| Budget adoption | | | | | | 0 |
| Grants, subsidies and contributions | 27/11/2024 item 11.4 | Operating revenue | 0 | 10,650 | 0 | 10,650 |
| Materials and contracts | 27/11/2024 item 11.4 | Operating expenses | 0 | 0 | (3,300) | 7,350 |
| Materials and contracts | 30/10/2024 item 11.7 | Operating expenses | 0 | 0 | (20,800) | (13,450) |
| Materials and contracts | 11/12/2024 item 11.5 | Operating expenses | 0 | 0 | (60,000) | (73,450) |
| Transfer from reserves | 30/10/2024 item 11.7 | Capital revenue | 0 | 20,800 | 0 | (52,650) |
| Transfer to reserves | 30/10/2024 item 11.7 | Capital expenses | 0 | 0 | (20,800) | (73,450) |
| General rates | 19/02/2025 item 11.9 | Operating revenue | 0 | 0 | (5,245) | (78,695) |
| Grants, subsidies and contributions | 19/02/2025 item 11.9 | Operating revenue | 0 | 203,805 | 0 | 125,110 |
| Fees and charges | 19/02/2025 item 11.9 | Operating revenue | 0 | 0 | (22,786) | 102,324 |
| Interest revenue | 19/02/2025 item 11.9 | Operating revenue | 0 | 74,960 | 0 | 177,284 |
| Other revenue | 19/02/2025 item 11.9 | Operating revenue | 0 | 95,092 | 0 | 272,376 |
| Profit on asset disposals | 19/02/2025 item 11.9 | Non cash item | 9,934 | 0 | 0 | 272,376 |
| Employee costs | 19/02/2025 item 11.9 | Operating expenses | 0 | 20,829 | 0 | 293,205 |
| Materials and contracts | 19/02/2025 item 11.9 | Operating expenses | 0 | 0 | (218,061) | 75,144 |
| Insurance | 19/02/2025 item 11.9 | Operating expenses | 0 | 22,933 | 0 | 98,077 |
| Other expenditure | 19/02/2025 item 11.9 | Operating expenses | 0 | 112,103 | 0 | 210,180 |
| Loss on asset disposal | 19/02/2025 item 11.9 | Non cash item | (9,500) | 0 | 0 | 210,180 |
| Capital grants, subsidies and contributions | 19/02/2025 item 11.9 | Capital revenue | 0 | 0 | (1,313,020) | (1,102,840) |
| Land and buildings | 19/02/2025 item 11.9 | Capital expenses | 0 | 0 | (116,135) | (1,218,975) |
| Plant and equipment | 19/02/2025 item 11.9 | Capital expenses | 0 | 16,339 | 0 | (1,202,636) |
| Infrastructure roads | 19/02/2025 item 11.9 | Capital expenses | 0 | 1,400,000 | 0 | 197,364 |
| Infrastructure other | 19/02/2025 item 11.9 | Capital expenses | 0 | 0 | (4,158) | 193,206 |
| Transfer to reserves | 19/02/2025 item 11.9 | Capital expenses | 0 | 0 | (26,544) | 166,662 |
| Surplus or deficit at the start of the financial year | 19/02/2025 item 11.9 | Opening surplus(deficit) | 0 | 0 | (166,662) | 0 |
| Grants, subsidies and contributions | 23/04/2025 | Operating revenue | 0 | 50,000 | 0 | 50,000 |
| Materials and contracts | 23/04/2025 | Operating expenses | 0 | 0 | (50,000) | 0 |
| Grants, subsidies and contributions | 23/04/2025 item 11.2 | Operating revenue | 0 | 4,000 | 0 | 4,000 |
| Materials and contracts | 23/04/2025 item 11.2 | Operating expenses | 0 | 0 | (11,000) | (7,000) |
| Materials and contracts | 23/04/2025 item 11.2 | Operating expenses | 0 | 7,000 | 0 | 0 |
| | | | | 2,038,511 | (2,038,511) | 0 |

OTHER BUSINESS AND CLOSING PROCEDURES

13. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL

14. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

15. DATE OF NEXT MEETING

The next Ordinary Council Meeting will be held on the 23 July 2025.

16. CLOSURE

The Shire President thanked Council, visitors and staff for their time and declared the meeting closed at 3:54pm.