



MINUTES

ORDINARY MEETING OF COUNCIL

21 March 2025
Commencing at
3:30pm

Borden Pavillion
Stone Street, Borden WA 6338

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 Friday 21 March 2025, at the Borden Pavillion, Stone Street, Borden WA 6338, commencing at 3:30pm.

Signed:  _____

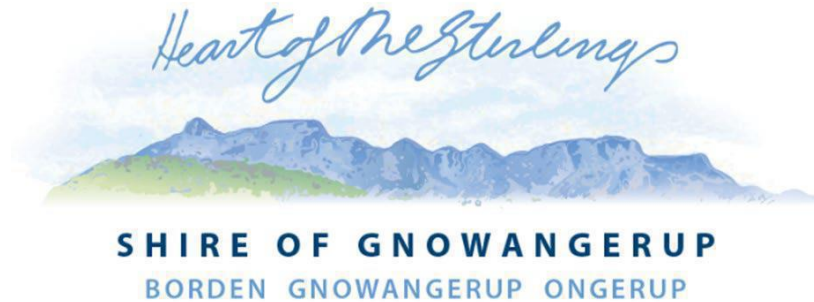
David Nicholson
CHIEF EXECUTIVE OFFICER

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 licence, 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.

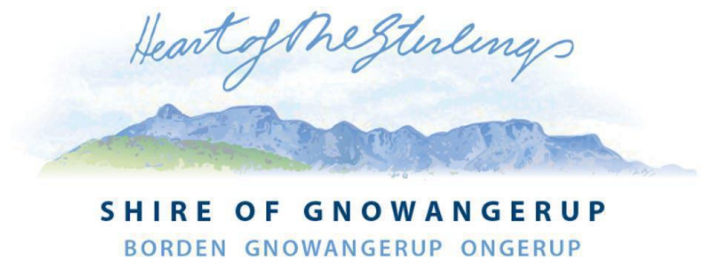
The Shire of Gnowangerup advises that anyone who has any application lodged with the Shire of Gnowangerup shall obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Gnowangerup in respect of the application.

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 Councillors 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 Councillors 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 the interest.

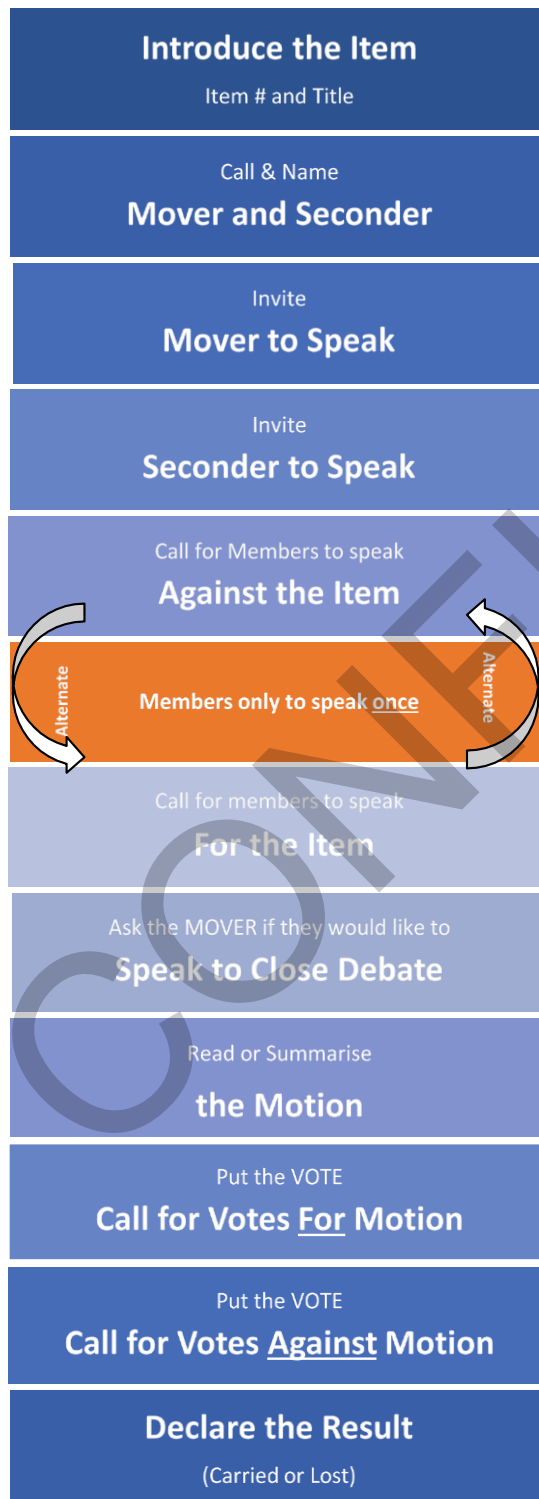
- (a) in a written notice given to the Chief Executive Officer before the meeting; or
- (b) at the meeting, immediately before the matter is discussed.

IMPACT OF AN IMPARTIALITY DISCLOSURE

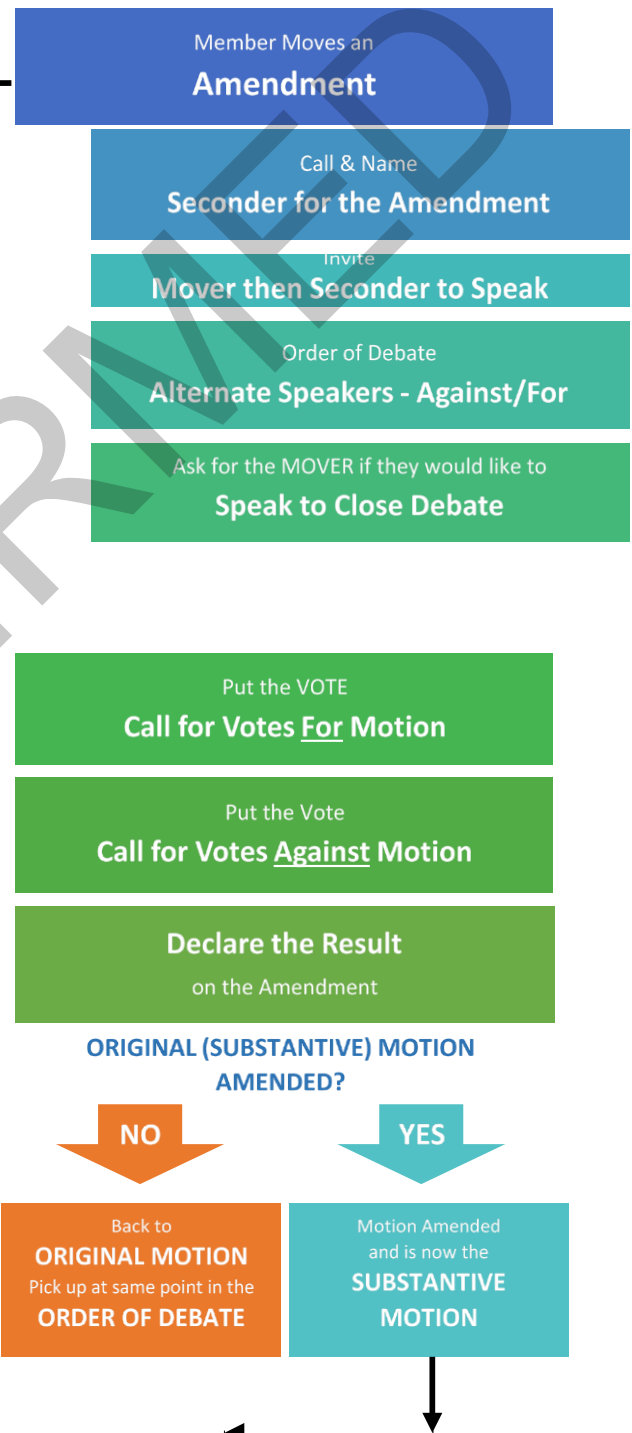
There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member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

Process of Motions

ORIGINAL MOTION

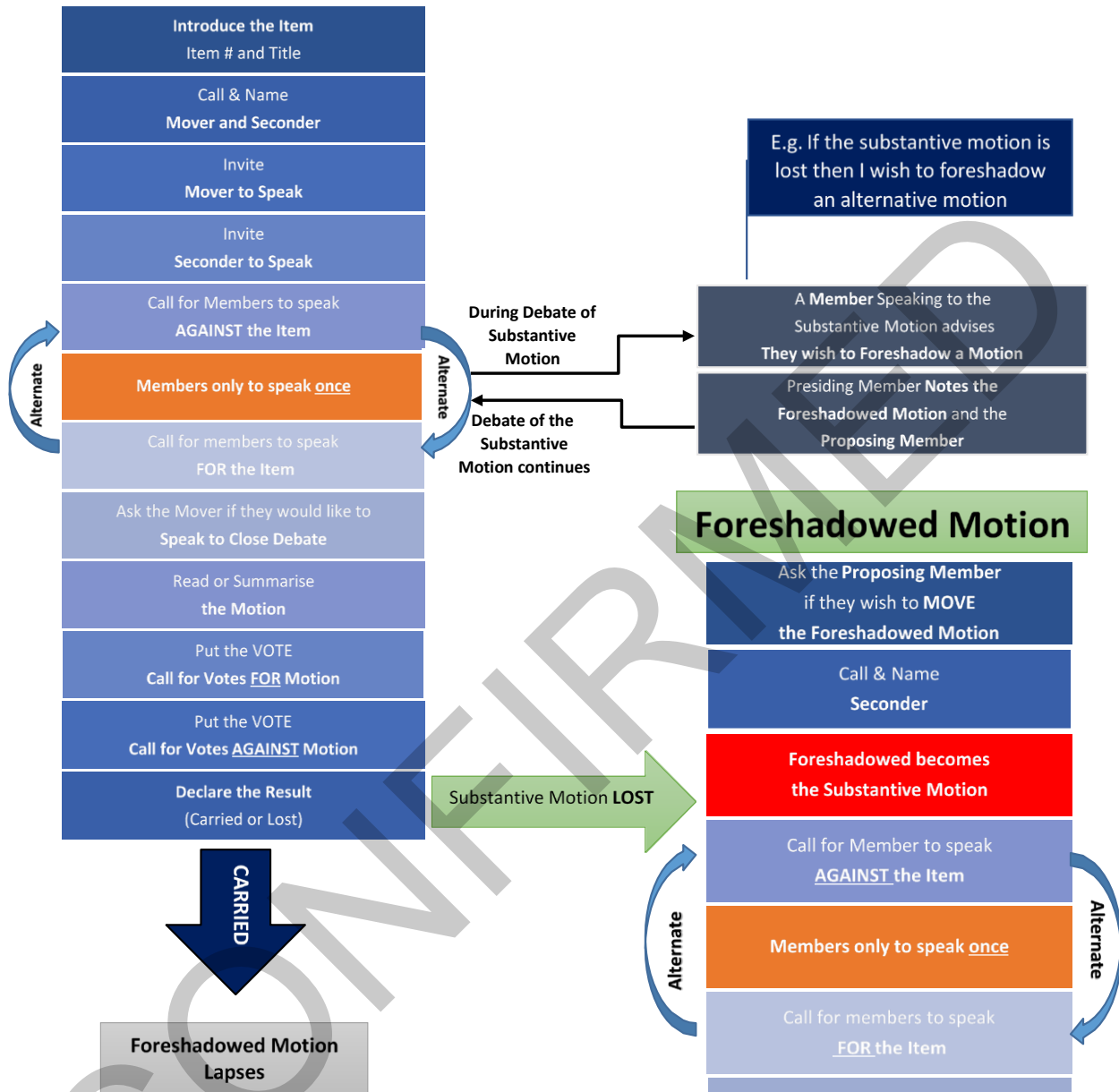


AMENDMENT



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



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.

TABLE OF CONTENTS

OPENING PROCEDURES

1.	OPENING ANDANNOUNCEMENT OF VISITORS	1
2.	ACKNOWLEDGEMENT OF COUNTRY	1
3.	ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	1
3.1.	ATTENDANCE	1
3.2.	APOLOGIES	1
3 3.	APPROVED LEAVE OF ABSENCE	1
4.	APPLICATION FOR LEAVEOF ABSENCE	1
5.	RESPONSE TO QUESTIONS TAKEN ON NOTICE	1
6.	PUBLIC QUESTION TIME	1
7.	DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY	1
8.	PETITIONS / DEPUTATIONS/ PRESENTATIONS	1
8.1.	PETITIONS	1
8.2.	DEPUTATIONS	1
8.3.	PRESENTATIONS	1
9.	CONFIRMATION OFPREVIOUS MEETING MINUTES	1
91.	ORDINARY MEETING OF COUNCIL MINUTES 19 February 2025	1
10.	ANNOUNCEMENTS BY ELECTED MEMBERS WITHOUT DISCUSSION	2
101.	ELECTED MEMBERSACTIVITY REPORTS	2

REPORTS FOR DECISION

11.	REPORTS FOR DECISION	3
11.1	AMENDMENTS TO LOCAL PLANNING POLICY(GNOWANGERUP AIRPORT)	7
11.2	CLOSURE OF UNCONSTRUCTED ROAD RESERVES	20
11.3	LOCAL PLANNING POLICY: RENEWABLE ENERGY FACILITIES	36
11.4	SALE OF LOT 75 LAMONT STREET BYPUBLIC TENDER	41
11.5	DOGS LOCAL LAW 2024	45
11.6	SHIRE OF GNOWANGERUP POLICY FORTEMPORARYACCOMMODATION APPROVALS	72
11.7	CROPPING LEASESTOCOMMUNITY GROUPS	86
11.8	MINUTES OF RISK AND AUDIT COMMITTEE MEETING (INCL. 2023/2024 FINA LAUDIT MANAGEMENT REPORT	106
11.9	2024 COMPLIANCE AUDIT RETURN	148
11.10	FINANCE PAYMENTS FOR FEBRUARY 2025	162
11.11	FINANCIAL STATEMENTS JANUARY 2025	170
11.12	LOCAL EMERGENCY MANAGEMENTCOMMITTEE (LEMC) MEETING MINUTES	199
11.13	CLIMATE CHANGE DECLARATION	206
11.14	GRANT APPLICATION FOR GNOWANGERUP SC CRICKET NETS TO BE REPLACED	213
12.	REPORT FOR DECISION-CONFIDENTIAL ITEMS	243

OTHER BUSINESS AND CLOSING PROCEDURES

13.	URGENT BUSINESS INTRODUCED BYDECISIONOF COUNCIL	243
14.	MOTION OF WHICH PREVIOUS NOTICEHASBEEN GIVEN	243
15.	DATE OF NEXTMEETING	243
16.	CLOSURE	243

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 JP
Cr Rebecca O'Meehan
Cr Mick Creagh
Cr Lex Martin
Cr Rebecca Kiddle
Cr Robert Minter OAM

Shire President
Deputy Shire President

David Nicholson
Chiara Galbraith
Mikel Haramboure
Anita Finn
Melanie Wilson

Chief Executive Officer
Deputy Chief Executive Officer
Executive Manager of Infrastructure and Assets
Senior Governance and Risk Officer
Executive Assistant

MEMBERS OF THE PUBLIC:

Adam Covell
Susan Moir

3.2 APOLOGIES

Cr Shelley Hmeljak
Cr Peter Callaghan

3.3 APPROVED LEAVE OF ABSENCE

Nil

4. APPLICATION FOR LEAVE OF ABSENCE

Nil

5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

Nil

6. PUBLIC QUESTION TIME

Nil

7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

Cr Rebecca O'Meehan
Penny Wells

Item 11.3
Item 11.14

Potential Financial Interest
Impartial Interest

CONFIRMED

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1 PETITIONS

Nil

8.2 DEPUTATIONS

Nil

8.3 PRESENTATIONS

Nil

9. CONFIRMATION OF PREVIOUS MEETING MINUTES

9.1 ORDINARY MEETING OF COUNCIL MINUTES 19 FEBRUARY 2025

COUNCIL RESOLUTION

MOVED: Cr L Martin SECONDED: Cr R Kiddle

0325.01 That the minutes of the Ordinary Council Meeting held on 19 February 2025 be confirmed as a true record of proceedings.

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh, Cr L Martin, Cr R Kiddle, Cr R Miniter

AGAINST: NIL

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1 ELECTED MEMBERS ACTIVITY REPORT

Date of Report: 21 March 2025

Councillors: Various

Attended the following meetings/events

Cr K O'Keeffe

- 12 February Councillor & Executive Workshop
- 19 February Community Engagement Survey discussion with Jess Spark
- 19 February Information Briefing Session
- 19 February Ordinary Meeting of Council
- 26 February JP roster
- 21 February Fields and Fortunes – Gnowangerup Sporting Club
- 27 February VROC Presidents and CEO's meeting in Cranbrook
- 4 March VROC and Climate Alliance meeting in Cranbrook
- 10 March Community Engagement Session in Borden
- 11 March Community Engagement Session in Ongerup
- 12 March Meeting with Russell Barnes, Director Moore Australia
- 12 March OAG representative
- 12 March Audit & Risk Committee
- 12 March Councillor & Executive Workshop
- 13 March Community Engagement Session in Gnowangerup
- 15 March Fly In Fly Out Fair

Cr R O'Meehan:

- 12 February Councillor & Executive Workshop
- 19 February Community Engagement Survey discussion with Jess Spark
- 19 February Information Briefing Session
- 19 February Ordinary Meeting of Council
- 21 February Fields and Fortunes – Gnowangerup Sporting Club
- 6 March Borden Pavillion meeting
- 10 March Community Engagement Session in Borden
- 11 March Community Engagement Session in Ongerup
- 12 March Meeting with Russell Barnes, Director Moore Australia
- 12 March OAG representative
- 12 March Audit & Risk Committee
- 12 March Councillor & Executive Workshop
- 13 March Community Engagement Session in Gnowangerup

Cr R Minter:

- 12 February Councillor & Executive Workshop
- 19 February Community Engagement Survey discussion with Jess Spark
- 19 February Information Briefing Session
- 19 February Ordinary Meeting of Council
- 21 February Fields and Fortunes – Gnowangerup Sporting Club
- Great Southern Development Committee

Cr L Martin:

- 12 February Councillor & Executive Workshop
- 19 February Community Engagement Survey discussion with Jess Spark
- 19 February Information Briefing Session
- 19 February Ordinary Meeting of Council
- 21 February Fields and Fortunes – Gnowangerup Sporting Club
- 10 March Community Engagement Session in Borden
- 11 March Community Engagement Session in Ongerup
- 12 March Meeting with Russell Barnes, Director Moore Australia
- 12 March OAG representative
- 12 March Audit & Risk Committee
- 12 March Councillor & Executive Workshop
- 13 March Community Engagement Session in Gnowangerup

Cr M Creagh:

- 12 February Councillor & Executive Workshop
- 19 February Community Engagement Survey discussion with Jess Spark
- 19 February Information Briefing Session
- 19 February Ordinary Meeting of Council
- 12 March Meeting with Russell Barnes, Director Moore Australia
- 12 March OAG representative
- 12 March Audit & Risk Committee
- 12 March Councillor & Executive Workshop

Cr R Kiddle:

- 12 February Councillor & Executive Workshop
- 19 February Community Engagement Survey discussion with Jess Spark
- 19 February Information Briefing Session
- 19 February Ordinary Meeting of Council
- 21 February Fields and Fortunes – Gnowangerup Sporting Club
- 12 March Meeting with Russell Barnes, Director Moore Australia
- 12 March OAG representative
- 12 March Audit & Risk Committee
- 12 March Councillor & Executive Workshop
- 13 March Community Engagement Session in Gnowangerup
- 15 March Fly In Fly Out Fair

Cr P Callaghan:

- 12 February Councillor & Executive Workshop
- 19 February Community Engagement Survey discussion with Jess Spark
- 19 February Information Briefing Session
- 19 February Ordinary Meeting of Council
- 21 February Fields and Fortunes – Gnowangerup Sporting Club
- 27 February Great Southern Recreational Advisory Group Meeting
- 10 March Community Engagement Session in Borden
- 11 March Community Engagement Session in Ongerup
- 12 March Meeting with Russell Barnes, Director Moore Australia
- 12 March OAG representative
- 12 March Audit & Risk Committee
- 12 March Councillor & Executive Workshop
- 13 March Community Engagement Session at Noongar Centre in Gnowangerup
- 13 March Community Engagement Session in Gnowangerup

Cr S Hmeljak

- 12 February Councillor & Executive Workshop
- 19 February Community Engagement Survey discussion with Jess Spark
- 19 February Information Briefing Session
- 19 February Ordinary Meeting of Council
- 21 February Fields and Fortunes – Gnowangerup Sporting Club
- 12 March Meeting with Russell Barnes, Director Moore Australia
- 12 March OAG representative
- 12 March Audit & Risk Committee
- 12 March Councillor & Executive Workshop
- 13 March Community Engagement Session in Gnowangerup

CONFIRMED

11.1	AMENDMENTS TO LOCAL PLANNING POLICY (Gnowangerup Airport)
Location:	Shire of Gnowangerup
Proponent:	Shire of Gnowangerup
Date of Report:	17 March 2025
Business Unit:	Planning
Responsible Officer:	David Nicholson - Chief Executive Officer
Author:	Adrian Nicoll – Project Planner
Disclosure of Interest:	Nil

ATTACHMENTS

1. Track-change Gnowangerup Airport Local Planning Policy
2. Updated - Gnowangerup Airport Local Planning Policy

PURPOSE OF THE REPORT

To seek Council's agreement to advertise the Updated - Gnowangerup Airport Local Planning Policy.

The Updated - Gnowangerup Airport Local Planning Policy, includes the following additional matters, for use in assessing new land-use and development proposals at the Gnowangerup Airport:

- Consultation with the Aboriginal community
- Suitable provision of power supply and vehicle access
- Management of stormwater
- Appropriate storage of fuels and chemicals
- Lease arrangements
- Appropriate location of hanger developments

The Council is requested to consider any additional necessary modifications and agree to advertise the Updated - Gnowangerup Airport Local Planning Policy.

BACKGROUND

The current Gnowangerup Airport Local Planning Policy, defines where aeroplane hangars should be developed. The policy also defines standards for development and standards for the leasing of land at the airport.

In 2024, the Shire of Gnowangerup received an aeroplane hanger development application, which sought to vary from the Shire's Gnowangerup Airport Local Planning Policy. The application sought to develop in an area outside of a nominated building envelope.

In consideration of the application, the Shire accounted for environmental matters and including opportunities for access, car parking and stormwater management. The Shire supported the proposal and introduced new standards, not currently outlined in the Gnowangerup Airport Local Planning Policy.

The outcome to vary from the Gnowangerup Airport Local Planning Policy and to introduce new standards, prompted the Shire to undertake a review of the Policy and to present an updated Policy to

COMMENTS

The review of the current Policy has involved including new development and leasing standards and expanding the area that may be considered for aeroplane hangar developments.

The new standards ensure that:

- Consultation is undertaken with the Wagyl Kaip Southern Noongar Aboriginal Corporation and the local Aboriginal community
- Power, stormwater and access is provided
- Fuels and chemicals are appropriately stored and managed
- Leasing arrangements are appropriately administered

The new proposed boundaries for hangar development consider:

- A satisfactory area to enable other hanger development proposals
- Shared access to the runway
- Management of stormwater
- Utilising a degraded area, previously used for gravel extraction
- Protecting good condition vegetation located adjacent to the runway

A track-change Updated - Gnowangerup Airport Local Planning Policy has been included to outline the new proposed standards and the change from the existing nominated development area to the new proposed development area.

Council is requested to review the changes proposed, to consider whether any additional changes should be made and to agree to advertise the Policy, with or without changes.

Post advertising, Council will be requested to consider submissions and to make a final decision on the Policy.

CONSULTATION

This report is requesting agreement from Council to advertise the Updated - Gnowangerup Airport Local Planning Policy to allow the consultation process to commence.

Consultation is to be undertaken for a minimum period of 21 days.

Advertising is expected to include a notice on the Shire's website and the local newsletters, inviting landholders and the public to make comment. An officer will be available to answer any queries.

LEGAL AND STATUTORY REQUIREMENTS

In accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, consideration of a local planning policy involves two decisions:

- 1) An agreement of Council to prepare/advertise the policy; and
- 2) An agreement of Council to finally adopt, considerate of any comments received during advertising.

Should Council resolve to adopt a Local Planning Policy, a notice of the Policy must be published in accordance with clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The *Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Deemed provisions for local planning schemes, Part 2 Local planning framework cl. 3*, states:

- A Local Planning Policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the Policy applies.
- The period for making submissions must not be less than the period of 21 days.
- After the expiry of the period within which submissions may be made, the local government must.
 - Review the proposed Policy in the light of any submissions made; and
 - Resolve to proceed with the Policy without modification, or proceed with the Policy with modification, or not to proceed with the Policy.

POLICY IMPLICATIONS

There are no policy implications relating to an agreement of Council to advertise the Updated - Gnowangerup Airport Local Planning Policy.

A Local Planning Policy gives a planning authority an opportunity to state how decisions should or will be exercised under the planning scheme. It can help applicants, and the community understand how a proposal will be considered and what will influence decision-making.

FINANCIAL IMPLICATIONS

There are no financial implications to advertising the Updated - Gnowangerup Airport Local Planning Policy.

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council has the following options in relation to this item:

- Not to amend the existing Policy though this may lead to impaired decisions.
- To resolve to proceed with the policy, with additional modifications.

CONCLUSION

The Shire has developed an Updated – Gnowangerup Airport Local Planning Policy, which is expected to:

- Provide essential information to assist the Council in making an informed decision regarding proposed developments at the Gnowangerup Airport

- Outline key expectations for developers regarding the necessary requirements to be included in a development application.
- Foster community confidence by ensuring a transparent and thorough decision-making process.

This item is requesting that the Council review the Updated – Gnowangerup Airport Local Planning Policy, consider any necessary additional modifications and agree to advertise the Policy to the community.

Post advertising, the Council will be requested to consider any submissions on the updated Policy and to agree to finally adopt the Policy with or without modifications.

VOTING REQUIREMENTS

Absolute majority

COUNCIL RESOLUTION

MOVED: Cr R O'Meehan SECONDED: Cr M Creagh

0325.02 That Council

AGREES to the advertising of the updated – Gnowangerup Airport Local Planning Policy pursuant to the *Planning and Development (Local Planning Schemes) Regulations 20*

CARRIED BY ABSOLUTE MAJORITY: 6/0

**FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh,
Cr L Martin, Cr R Kiddle, Cr R Miniter**

AGAINST: NIL

5.3 GNOWANGERUP AIRPORT LOCAL PLANNING POLICY

Policy Type:	Infrastructure, Environment & Asset Management
Date Adopted:	22 April 2015 XX XXX 2025

Policy No:	5.3
Date Last Reviewed:	31 May 2019 24 February 2025

Legal (Parent):
1. Local Planning Scheme No 2.

Legal (Subsidiary):
1. Land Administration Act
2. Crown Land Title Management Order

Delegation of Authority Applicable	No
Delegation Number	N/A

Staff Procedure Applicable	No
Staff Procedure Number	N/A

ADOPTED POLICY	
Title:	GNOWANGERUP AIRPORT LOCAL PLANNING POLICY
Objective:	To: <ul style="list-style-type: none"> • protect the primary purpose of the Airport for aviation related activities; • encourage further development of aviation facilities and activities at the Airport and allow complementary activities and uses which facilitate ongoing and increased use of the Airport; • provide planning controls to ensure that all uses and/or development on the Airport are consistent with the Crown Land Title requirements for the reserve; and • preclude any uses and/or development which would conflict with or jeopardise the continued function of the Airport.

1.0 Policy Area

This Local Planning Policy applies to the Gnowangerup Airport on Reserve 31666 (Lot 9318 on DP 92334) Airport Road, Pallinup (see Image 1 below).



2.0 Planning Approval Required

The Gnowangerup Airport is situated on a Local Reserve for Public Purposes and designated as an Aerial Landing Ground under Local Planning Scheme No. 2.

The Gnowangerup Airport is contained on Crown Land Title (Volume LR3106 Folio 473) for the purpose of aerial landing ground and recreation and a Management Order exists that enables the Shire with power to lease portions of the land for a period not exceeding 21-years.

In accordance with Local Planning Scheme No. 2, a person must not use a Local Reserve or commence or carry out development on a Local Reserve, without first having obtained planning approval from the Shire. As such, all use and/or development on the Gnowangerup Airport requires planning approval from the Shire prior to any works commencing. All applications shall comply with relevant Civil Authority Safety Authority (CASA) guidelines.

In determining an application for planning approval, the Shire shall have due regard to the matters set out in clause 10.2 of Local Planning Scheme No. 2; and the ultimate purpose intended for the Reserve.

3.0 Consultation

In preparing an application for development approval, the proponent must undertake consultation with the Wagyl Kaip Southern Noongar Aboriginal Corporation, to determine the necessity for involvement with local Elders and the development of a heritage survey.

Once an application for development approval has been lodged, the Shire may engage with other lease holders within the subject Reserve 31666.

4.0 Compatible Land Use Activities

The Shire considers the following land use activities to be consistent with the purposes for the Gnowangerup Airport Reserve:

- (a) Airport (including use by helicopters, gliders etc.);
- (b) Aircraft Hangars;
- (c) Aircraft Sales/Servicing/Hire;
- (d) Air Shows;
- (e) Aerial Spraying Operations;
- (f) Flight School;
- (g) Use by Emergency Service Organisations (including ambulance depot, fire suppression activities etc.);
- (h) Service Industry (must be aircraft related); and
- (i) Other incidental or aviation allied activities considered appropriate by the Shire.

5.0 Development Standards

A hangar is a closed building structure to provide protection for an aircraft. Most hangars are built of metal, but other materials such as wood and concrete are also used. Hangars are expected to be used for protecting the aircraft from the weather, aircraft maintenance, repair, re-fueling,

- (a) Hangar buildings shall be located within the nominated Hangar Area shown in Image 2 - Nominated Hangar Development Area.
- (b) Prior to occupation of use, the hangar development is to be connected to a power source, at the cost of the proponent, to the satisfaction of the Shire. In order to accommodate additional power users (e.g. Aircraft Hanger outlets), the underground powerline within the aerodrome may need upgrading and a transferrer installed to boost the power into the Aerodrome from the Western Power network.
- (c) Prior to occupation of use, stormwater associated with development is to be managed at the cost of the proponent, to the satisfaction of the Shire.
- (d) As a component of a hangar development, suitable access to the existing Airport Taxiway (bitumen area) is to be established at the cost of the proponent, to the satisfaction of the Shire.
- (e) Separation distances between buildings shall be in accordance with the Building Code of Australia, CASA guidelines or as otherwise determined by the Shire;
- (f) Any buildings developed on the Airport Reserve shall be constructed in accordance with the Building Code of Australia. Prior to development a certified building permit must be obtained and lodged with the Shire.
- (g) Any vehicles associated with the use of the hangar shall be parked off any adjoining taxiway and within the lease area or hangar;
- (h) Any advertising sign shall be erected on the hangar building and requires a separate planning approval from the Shire;
- (i) Where a hangar building includes amenities such as an office, toilet, shower, sink, kitchen area etc., they shall be connected to an approved supply of water (from roof catchment and storage tank) and on-site effluent disposal system to the satisfaction of the Shire's Environmental Health Officer;
- (j) All rubbish and waste material shall be stored in the hangar building in suitable rubbish receptacles and disposed of in accordance with regulatory authority requirements. No oil, fuel or similar products are permitted to be disposed of on or into the ground. Fuel and chemical storage should be undertaken to the satisfaction of the Department of Energy, Mines, Industry Regulation and Safety.
- (k) The owner of the hangar shall ensure that adequate fire control measures are in place at all times.

6.0 Leases

The Shire requires that prior to development of any building on the Airport Reserve the proponent shall enter into a lease for the land for a period not exceeding 21-years. The Shire shall prepare the lease at the proponent's cost.

In relation to the drafting of a lease agreement, consideration should be given to:

- (a) Conditions of development approval
- (b) Development of a Survey Plan for the nominated building envelope, undertaken at the cost of the

- (c) A Rental Evaluation Assessment, undertaken at the cost of the proponent
- (d) The demolition of development and rehabilitation of land should a lease agreement terminate.

Image 2 – Nominated Hangar Development Area



5.3 GNOWANGERUP AIRPORT LOCAL PLANNING POLICY

Policy Type:	Infrastructure, Environment & Asset Management
Date Adopted:	XX XXX 2025

Policy No:	5.3
Date Last Reviewed:	24 February 2025

Legal (Parent):
1. Local Planning Scheme No 2.

Legal (Subsidiary):
1. Land Administration Act
2. Crown Land Title Management Order

Delegation of Authority Applicable	No
Delegation Number	N/A

Staff Procedure Applicable	No
Staff Procedure Number	N/A

ADOPTED POLICY	
Title:	GNOWANGERUP AIRPORT LOCAL PLANNING POLICY
Objective:	<p>To:</p> <ul style="list-style-type: none"> • protect the primary purpose of the Airport for aviation related activities; • encourage further development of aviation facilities and activities at the Airport and allow complementary activities and uses which facilitate ongoing and increased use of the Airport; • provide planning controls to ensure that all uses and/or development on the Airport are consistent with the Crown Land Title requirements for the reserve; and • preclude any uses and/or development which would conflict with or jeopardise the continued function of the Airport.

1.0 Policy Area

This Local Planning Policy applies to the Gnowangerup Airport on Reserve 31666 (Lot 9318 on DP 92334) Airport Road, Pallinup (see Image 1 below).



Image 1 Gnowangerup Airport Reserve

2.0 Planning Approval Required

The Gnowangerup Airport is situated on a Local Reserve for Public Purposes and designated as an Aerial Landing Ground under Local Planning Scheme No. 2.

The Gnowangerup Airport is contained on Crown Land Title (Volume LR3106 Folio 473) for the purpose of aerial landing ground and recreation and a Management Order exists that enables the Shire with power to lease portions of the land for a period not exceeding 21-years.

In accordance with Local Planning Scheme No. 2, a person must not use a Local Reserve or commence or carry out development on a Local Reserve, without first having obtained planning approval from the Shire. As such, all use and/or development on the Gnowangerup Airport require planning approval from the Shire prior to any works commencing. All applications shall comply with relevant Civil Authority Safety Authority (CASA) guidelines.

In determining an application for planning approval, the Shire shall have due regard to the matters set out in clause 10.2 of Local Planning Scheme No. 2; and the ultimate purpose intended for the Reserve.

3.0 Consultation

In preparing an application for development approval, the proponent must undertake consultation with the Wagyl Kaip Southern Noongar Aboriginal Corporation, to determine the necessity for involvement with local Elders and the development of a heritage survey.

Once an application for development approval has been lodged, the Shire may engage with other lease holders within the subject Reserve 31666.

4.0 Compatible Land Use Activities

The Shire considers the following land use activities to be consistent with the purposes for the Gnowangerup Airport Reserve:

- (a) Airport (including use by helicopters, gliders etc.);
- (b) Aircraft Hangars;
- (c) Aircraft Sales/Service/Hire;
- (d) Air Shows;
- (e) Aerial Spraying Operations;
- (f) Flight School;
- (g) Use by Emergency Service Organisations (including ambulance depot, fire suppression activities etc.);
- (h) Service Industry (must be aircraft related); and
- (i) Other incidental or aviation allied activities considered appropriate by the Shire.

5.0 Development Standards

A hangar is a closed building structure to provide protection for an aircraft. Most hangars are built of metal, but other materials such as wood and concrete are also used. Hangars are expected to be used for protecting the aircraft from the weather, aircraft maintenance, repair, re-fueling,

- (a) Hangar buildings shall be located within the nominated Hangar Area shown in Image 2
- (b) Nominated Hangar Development Area .
- (c) Prior to occupation of use, the hangar development is to be connected to a power source, at the cost of the proponent, to the satisfaction of the Shire. In order to accommodate additional power users (e.g. Aircraft Hanger outlets), the underground powerline within the aerodrome may need upgrading and a transferring to boost the power into the Aerodrome from the Western Power network.
- (d) Prior to occupation of use, stormwater associated with development is to be managed at the cost of the proponent, to the satisfaction of the Shire.
- (e) As a component of a hangar development, suitable access to the existing Airport Taxiway (bitumen area) is to be established at the cost of the proponent, to the satisfaction of the Shire.
- (b) Separation distances between buildings shall be in accordance with the Building Code of Australia, CASA guidelines or as otherwise determined by the Shire;
- (c) Any buildings developed on the Airport Reserve shall be constructed in accordance with the Building Code of Australia. Prior to development, a certified building permit must be obtained and lodged with the Shire.
- (d) Any vehicles associated with the use of the hangar shall be parked off any adjoining taxiway and within the lease area or hangar;
- (e) Any advertising sign shall be erected on the hangar building and requires a separate planning approval from the Shire;
- (f) Where a hangar building includes amenities such as an office, toilet, shower, sink, kitchen area etc., they shall be connected to an approved supply of water (from roof catchment and storage tank) and on-site effluent disposal system to the satisfaction of the Shire's Environmental Health Officer;
- (g) All rubbish and waste material shall be stored in the hangar building in suitable rubbish receptacles and disposed of in accordance with regulatory authority requirements. No oil, fuel or similar products are permitted to be disposed of on or into the ground. Fuel and chemical storage should be undertaken to the satisfaction of the Department of Energy, Mines, Industry Regulation and Safety.
- (h) The owner of the hangar shall ensure that adequate fire control measures are in place at all times.

6.0 Leases

The Shire requires that prior to development of any building on the Airport Reserve the proponent shall enter into a lease for the land for a period not exceeding 21 years. The Shire shall prepare the lease at the proponent's cost.

- (a) Conditions of development approval
- (b) Development of a Survey Plan for the nominated building envelope, undertaken at the cost of the proponent
- (c) A Rental Evaluation Assessment, undertaken at the cost of the proponent
- (d) The demolition of development and rehabilitation of land, should a lease agreement terminate.

Image 2 – Nominated Hangar Development Area



11.2	<u>CLOSURE OF UNCONSTRUCTED ROAD RESERVES</u>
Location:	Gnowangerup
Proponent:	Department of Planning, Lands and Heritage and Department of Biodiversity, Conservation and Attractions
Date of Report:	17 March 2025
Business Unit:	Planning
Responsible Officer:	David Nicholson - Chief Executive Officer
Author:	Adrian Nicoll – Project Planner
Disclosure of Interest:	Nil

ATTACHMENTS

Attachment 1- email dated 29 January 2025 from the Department of Planning, Lands and Heritage

PURPOSE OF THE REPORT

The purpose of this report is to seek Council's in principle support and any advice on a request from the Department of Biodiversity, Conservation and Attractions (DBCA) to close road reserves, which are located in the Reserve 10129.

The Reserve 10129 is located on the boundary between the Shire's of Gnowangerup and Kent and is vested with the Water Authority of WA for the purpose of 'Water and Conservation of Flora and Fauna'.

There is unconstructed road reserves located in the Reserve 10129, which contain remnant vegetation and which may be better utilised for environmental conservation.

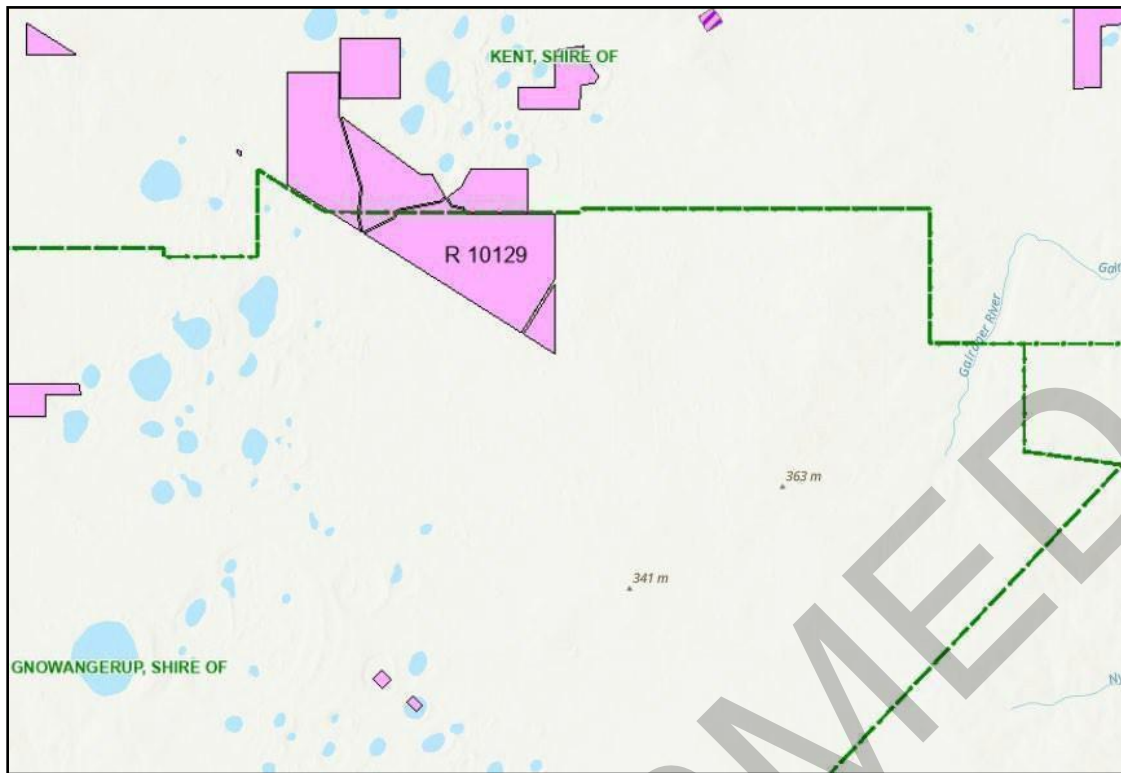
BACKGROUND

The Water Authority of WA have submitted a request to DBCA to revoke their management order over the Reserve 10129. DBCA have agreed to accept management of the Reserve and have requested the reservation purpose to be amended to "Conservation of Flora and Fauna".

DBCA have identified road reserves within the Reserve 10129 which have no evidence of being used as a road and which may be better utilised for conservation. DBCA have requested that the road reserves are closed and reserved for conservation.

The Department of Planning, Lands and Heritage (DPLH) have contacted the Shires of Kent and Gnowangerup on behalf of DBCA and have requested in-principle support for the closure of the unmade road reserves. The Shire of Kent resolved at its February Council meeting to grant in principle support to the closure of unmade and unused road reserves within the portion of Reserve 10129 which are located within its municipality.

The following figure illustrates the location of the Reserve 10129, which straddles the Shire's of Kent and Gnowangerup.



The following figure illustrates the road reserve areas proposed for closure (red lines) within the municipality of Gnowangerup.



COMMENTS

A road closure process requires a formal agreement of the local government and the Minister. Prior to undertaking a formal process to close the road reserves DBCA has requested that the Shire of Gnowangerup outline whether or not they are supportive of the idea to close the road reserves and to indicate any cost implications associated with the undertaking of a process to close the subject road reserves.

This report item is recommending that the Council provide a positive response to DBCA indicating in-principle support for the closure of unconstructed road reserves in the Reserve 10129, for the following reasons:

- Aerial imagery indicates that the road reserves proposed for closure are not developed as roads. DBCA have indicated that they are only interested in closing road reserves that have not previously been constructed or used as roads.
- The nominated road reserve areas are predominantly vegetated. The proposal to close the road reserves and to amalgamate into the reserve for the purpose of conservation is considered to be a positive environmental outcome.
- The Shire of Gnowangerup does not have plans to develop roads in the subject road reserves (Shire of Gnowangerup Roads Strategy April 2017). Closure of the road reserves is not expected to impact on access throughout the area and in particular to private property. There are other constructed roads available for vehicle access throughout the area.

As no roads have been constructed within the road reserves should a formal process be undertaken to close the subject road reserves the process for closing the roads does not require advertising (as per the Land Administration Amendment Regulations 2024). However, the Shire would be required to perform the actions specified within section 58 of the Land Administration Act 1997 which requires a further report to Council. If the Shire still wishes to undertake public consultation on the closures, it can do-so.

The Shire of Gnowangerup 'Fees and Charges 2024/2025' identifies an application fee of \$1,500 to undertake a road closure process. This does not include advertising fees (at cost + 15%).

Based on the above factors, it is recommended that the Council agree to provide the Department of Biodiversity, Conservation and Attractions with the following information:

- *The Shire of Gnowangerup has no in-principle objection to the closure of the subject road reserves (as indicated by the Attachment 1-Road Reserves Proposed for Closure);*
- *A proposal to close the subject road reserves may be streamlined, in that advertising is not required where roads have not been constructed in the road reserves; and*
- *The cost to the applicant for the Shire to undertake a process to close the road reserves may be in the order of \$1,500.*

Once DBCA has the required information, they can confirm if they wish to proceed with the proposed road closure and inclusion into Reserve 10129. Should DBCA not proceed with the road closures, it is still proposed that DBCA would accept management of Reserve 10129 with

no road closures and amalgamations. DBCA would be required to do surveys of the road reserves to satisfy Landgate requirements of their processes (at their own cost).

Closure of the road reserves is not expected to impact on the social, economic or infrastructure dynamics of the Shire. Closure of the road reserves is expected to contribute to the environmental attributes of the Shire.

CONSULTATION

A desk-top review has confirmed that the subject road reserves have not been developed as roads. There is also no intention or need to develop roads in the road reserves. On this basis and in accordance with Land Administration Act 1997, consultation is not considered necessary.

LEGAL AND STATUTORY REQUIREMENTS

In accordance with section 58 of the Land Administration Act 1997, if a local government considers that a road in its district should be closed permanently the local government may, in accordance with the regulations, request the Minister to close the road.

The Regulation 9A of the Land Administration Amendment Regulations 2024 streamlines road closure in that advertising may not be required where a road has not been developed within the road reserve.

POLICY IMPLICATIONS

There are no policy implications relating to the proposal to close the subject road reserves.

FINANCIAL IMPLICATIONS

There are no financial implications relating to granting in-principle support to the subject closure of the road reserves.

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council can agree to advise the Department of Biodiversity, Conservation and Attractions that it does not support the idea of closing the subject road reserves.

CONCLUSION

Considering the road reserves are not needed for vehicle access and considering the positive environmental outcome, closing the road reserves and vesting for conservation purposes is supported by Administration.

It is recommended that the Council agree to provide supportive feedback to the Department of Biodiversity, Conservation and Attractions on the idea of closing the road reserves.

VOTING REQUIREMENTS

Simple majority

COUNCIL RESOLUTION

MOVED: Cr M Creagh SECONDED: Cr L Martin

0325.03 That Council

Agrees to provide the following advice to the Department of Biodiversity, Conservation and Attractions:

- ***The Shire of Gnowangerup has no in-principle objection to the closure of the subject road reserves (as indicated by the Attachment 1-Road Reserves Proposed for Closure);***
- ***A proposal to close the subject road reserves may be streamlined, in that advertising is not required where roads have not been constructed in the road reserves; and***
- ***The cost to the applicant for the Shire to undertake a process to close the road reserves may be in the order of \$1,500.***

UNANIMOUSLY CARRIED BY: 6/0

**FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh,
Cr L Martin, Cr R Kiddle, Cr R Miniter**

AGAINST: NIL

David Nicholson

From: david.nicholson@gnowangerup.wa.gov.au
Subject: FW: Response required within 35 days - Class A Reserve 10129 - Shires of Gnowangerup and Kent - Change of Management and possible road closures
Attachments: 20210817 Deposited Plan 217737 - Lot 748 on DP 217737 - road closures.pdf; 20241205 Roads Shire of Gnowangerup - Reserve 10129.docx

From: Tina Mead <Tina.Mead@dplh.wa.gov.au>
Sent: Wednesday, January 29, 2025 3:56 PM
To: GNP Shire <gnpshire@gnowangerup.wa.gov.au>
Subject: Response required within 35 days - Class A Reserve 10129 - Shires of Gnowangerup and Kent - Change of Management and possible road closures

You don't often get email from tina.mead@dplh.wa.gov.au. [Learn why this is important](#)

OFFICIAL

Case 2101981
File 01517-1961

Dear Sir/Madam

The Department of Planning, Lands and Heritage (DPLH) received a request from Water Authority of WA (WC) to revoke their management order over Class A Reserve 10129 for the purpose of "Water and Conservation of Flora and Fauna". The Department of Biodiversity, Conservation and Attractions (DBCA) has agreed to accept management over Reserve 10129 and requested the purpose be amended to "Conservation of flora and fauna" pursuant to the requirements of Section 42(4) of the *Land Administration Act 1997*.

Class A Reserve 10129 is the subject of several parcels of land known as Lot 748 on DP 217737 used for the purpose of "Water and conservation of Flora and Fauna" with a Management Order to the WC. This reserve straddles the boundaries of the Shire of Gnowangerup and the Shire of Kent.

Within both Shires are roads depicted on plans that appear to be unconstructed and unused. DBCA have advised the closure of these roads and inclusion into A Class Reserve 10129 are suggested to ensure that there is a more consistent management boundary. Attached are plans identifying the subject roads within the Shire of Gnowangerup with approximate areas (subject to survey, DBCA are responsible for survey costs).

Please note that DBCA's intent is to only close roads which have no evidence of being used as a road and is thus consistent with the surrounding vegetation.

Can the Shire of Gnowangerup please advise within **35 days** that they provide in principle support for the proposed road closures (no formal sec. 58 of the *Land Administration Act 1997* (LAA) actions are required at this time) and provide an estimate of costs that may be applicable if the Shire undertakes the required sec. 58 LAA actions i.e. advertising, administration costs etc.

Once DBCA are aware of potential local government costs and the Shire of Gnowangerup's indicative support, DBCA will confirm if they wish to proceed with proposed road closure and inclusions into A Class Reserve 10129.

If DBCA does not proceed with road closure and inclusion actions, the proposal will be outlined in the above first paragraph only.

Kind regards Tina



Aerial Map - Change of Management Order Over Class A Reserve 10129 (Outlined Red)

Local Government Area Boundaries (Outlined Green)

0 1.56
1: 72,224
at A4

Tina Mead

Project Officer | Land Management Metropolitan and South

Department of Planning, Lands and Heritage

140 William Street, Perth WA 6000

W: wa.gov.au/dplh | P: (08) 6551 9516



Now it's easier to leave feedback on projects that may affect you. Visit haveyoursay.dplh.wa.gov.au today.

The Department of Planning, Land and Heritage acknowledges Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, ^{vi} and community. We acknowledge those who continue to share knowledge, their traditions and culture to support our journey of reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people. Learn more about our [Reconciliation Action Plan](#).

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This notice should not be removed.

CONFIRMED

Green line is boundary with Shire of Kent.

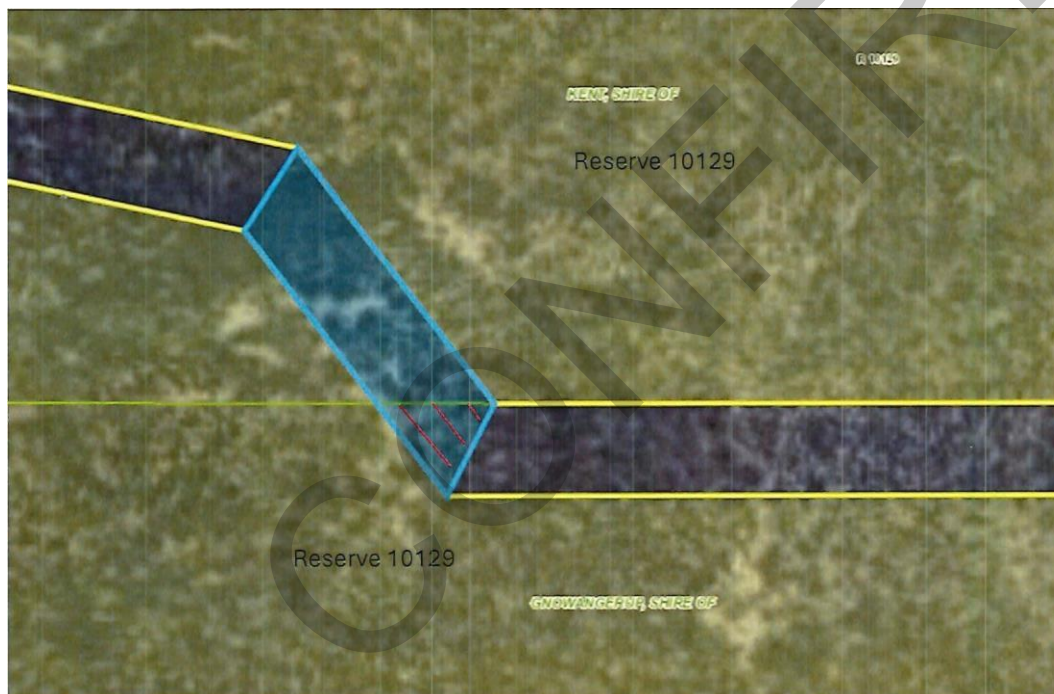
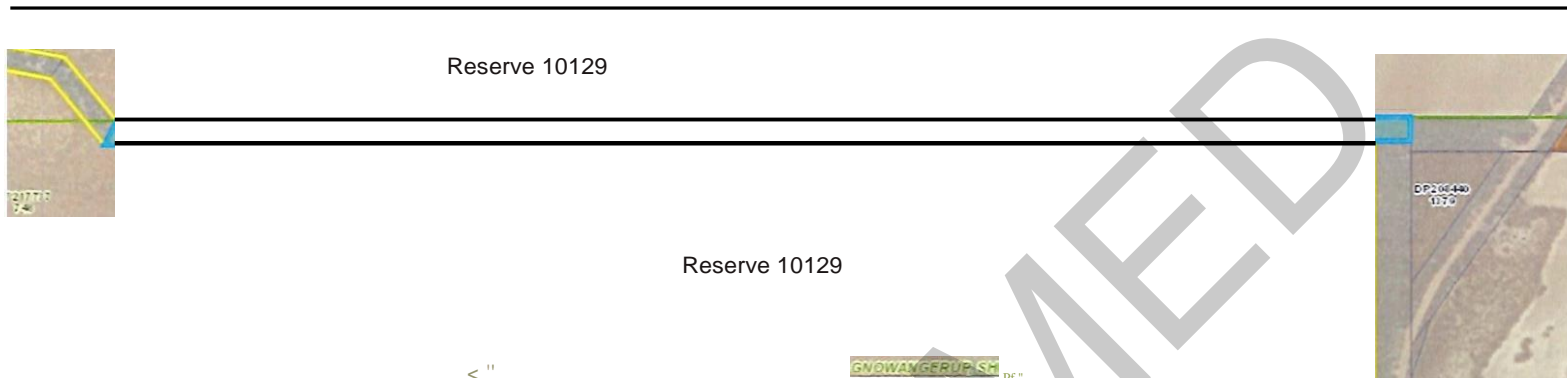
Reserve 10129

near Cowcher Road

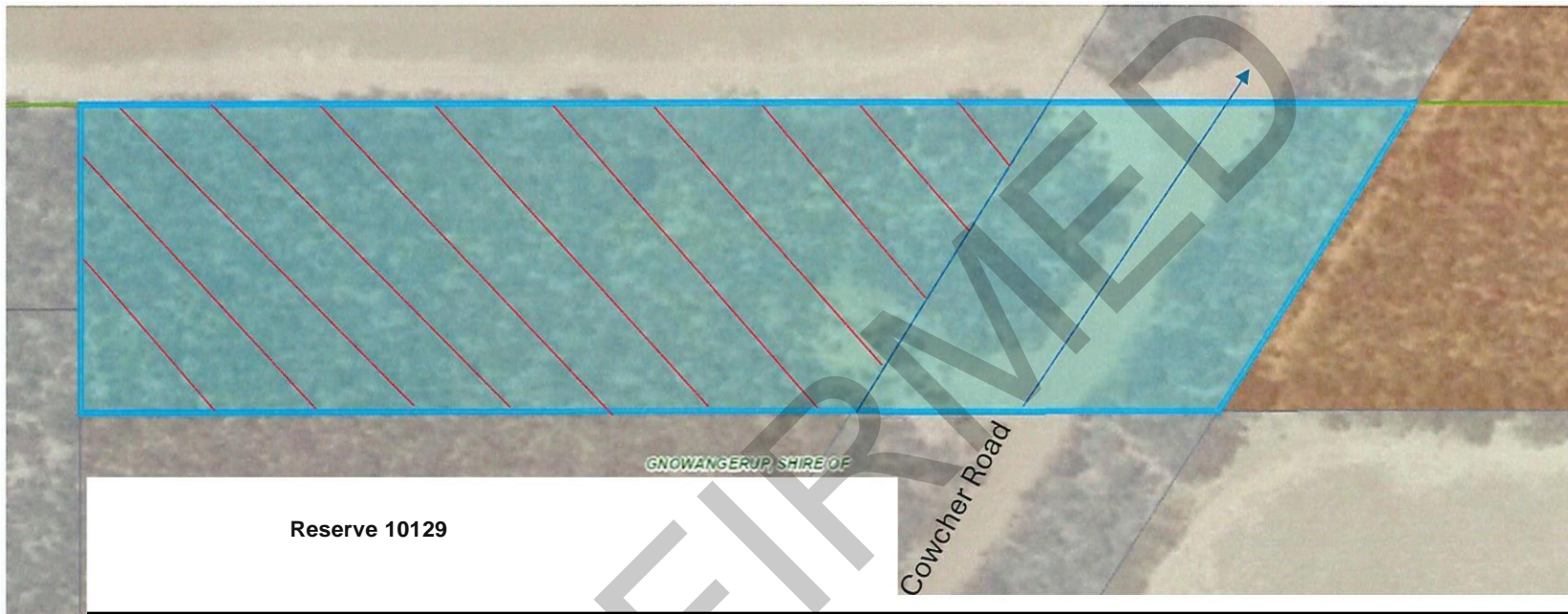
200m

Landata / CID / © Marmar, Australian Land Information Authority / Landata

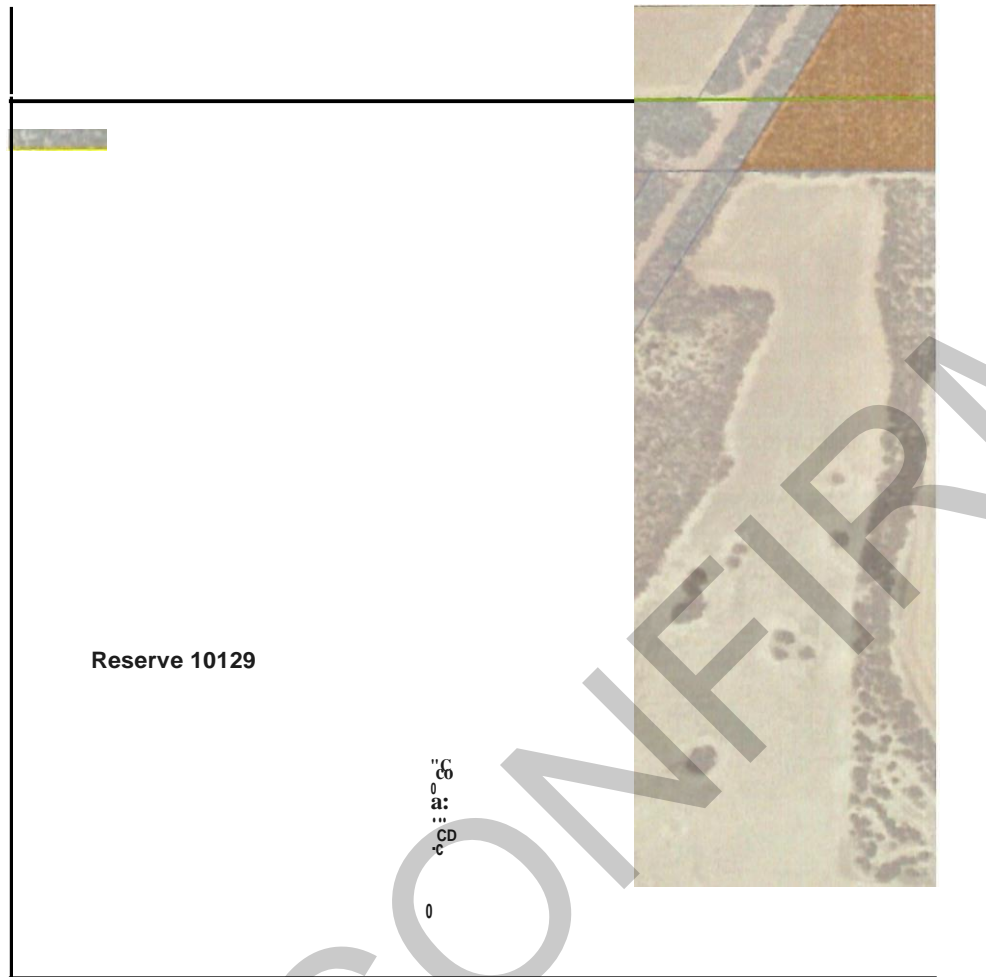




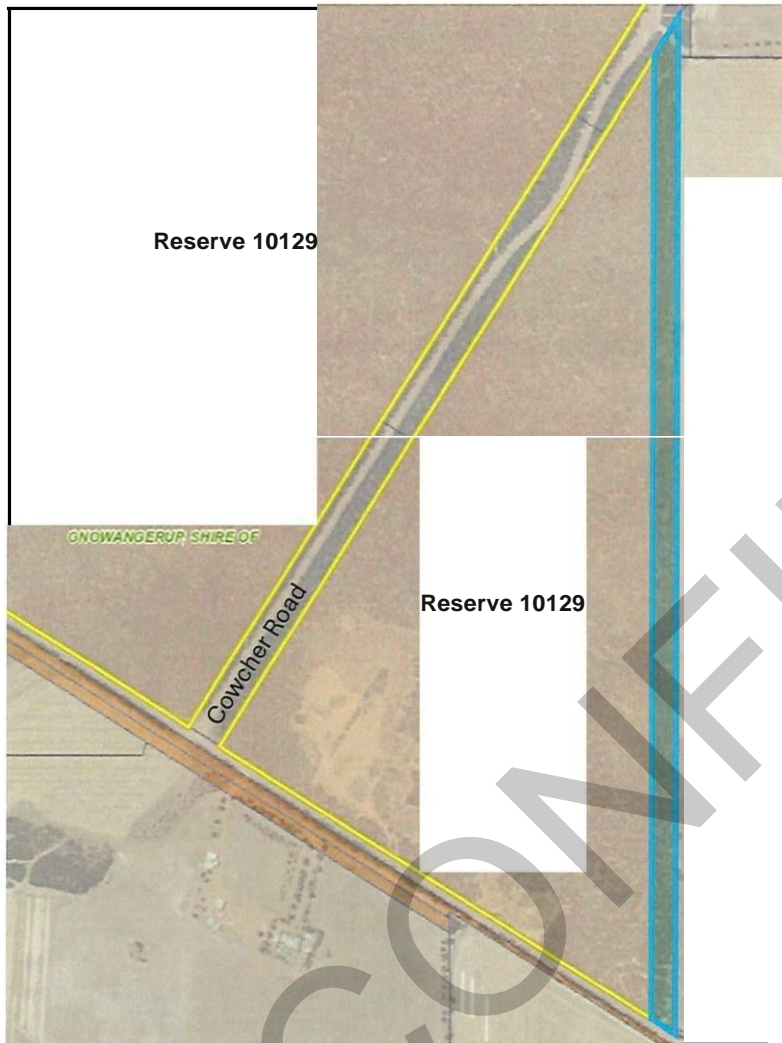
Close portion of unconstructed unnamed road
PIN 1364956 approximately 979sqm (subject to
survey)



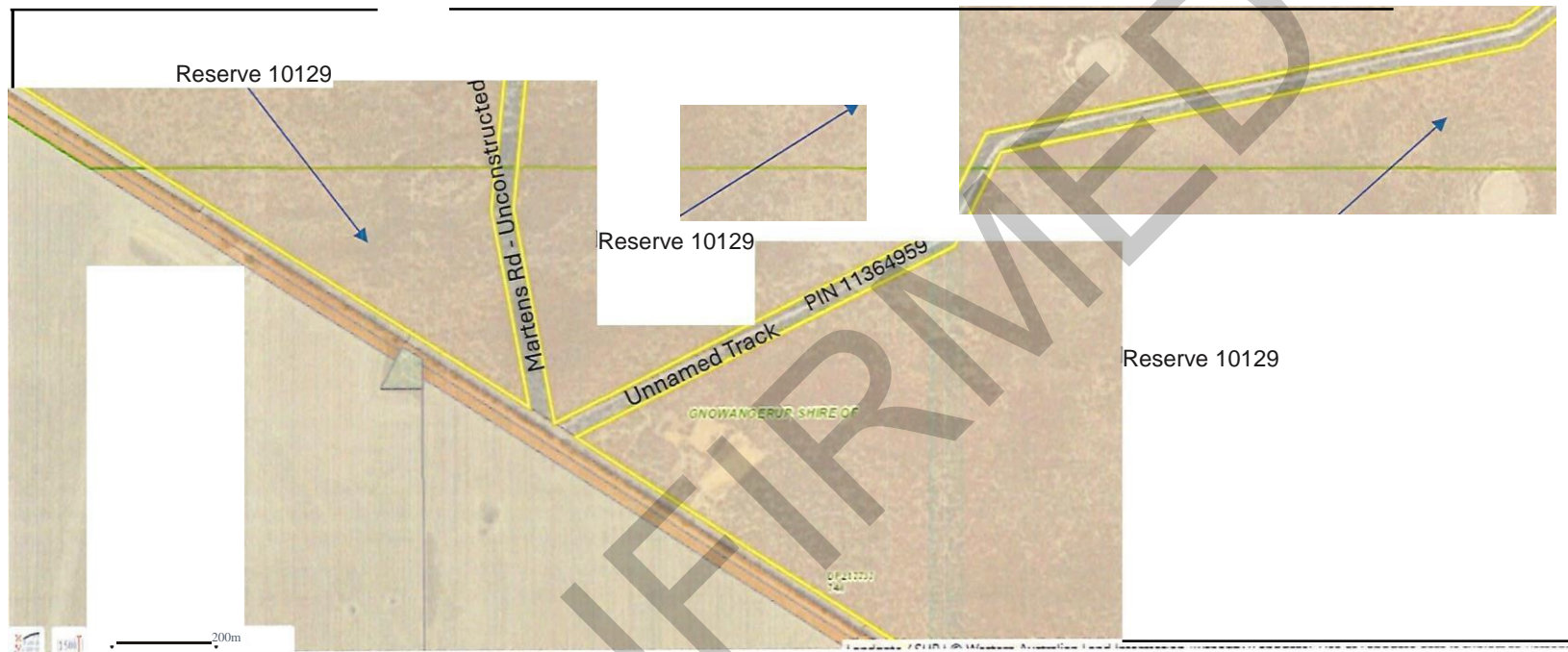
Close portion of unconstructed unnamed road PIN 11364958 - approximately 10,199sqm (subject to survey)



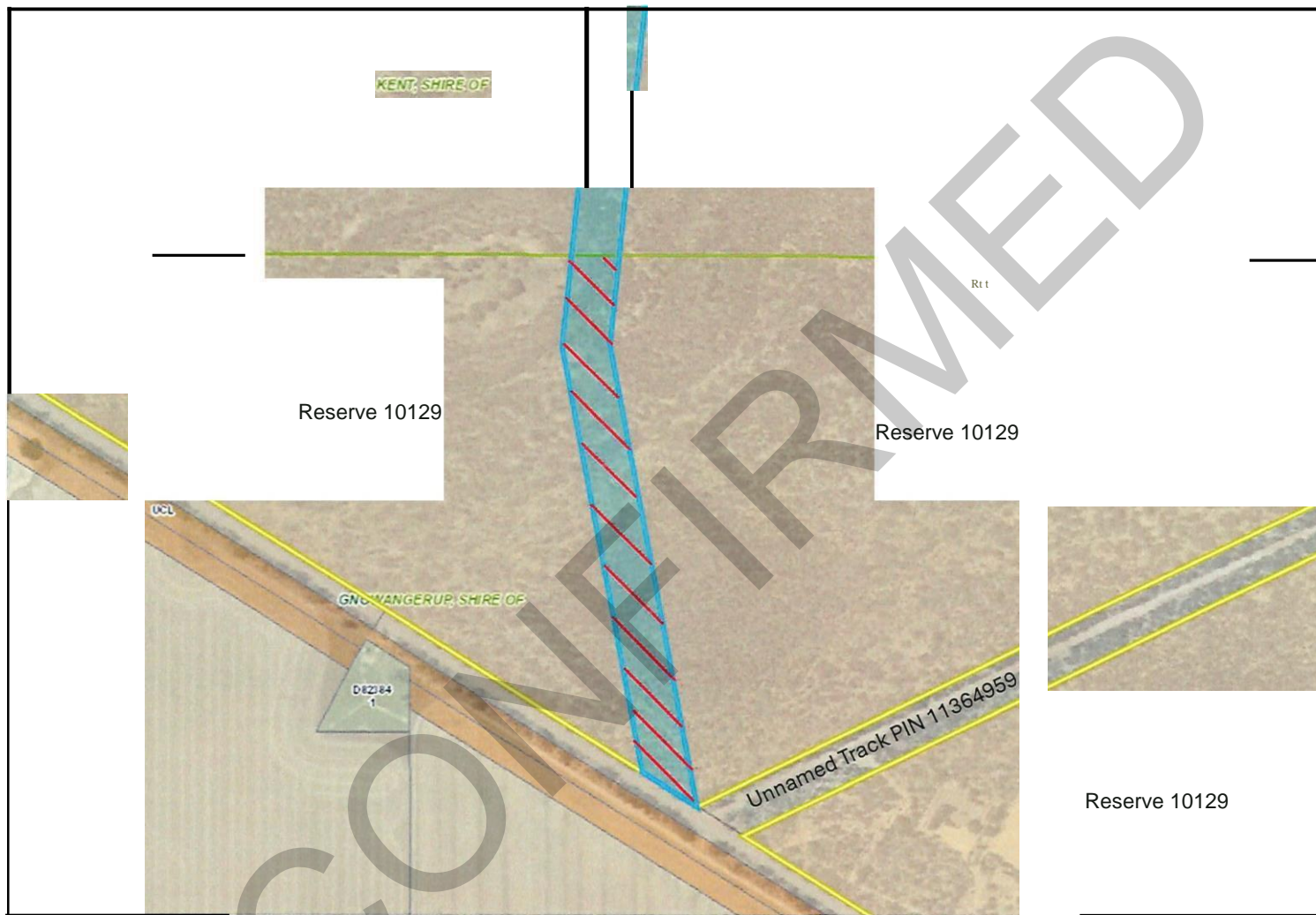
Close portion of Cowcher Road PIN 11364953 - approximately 19,336sqm (subject to survey)



Unconstructed unnamed road PIN 643902 (outlined blue) is shown as Closed Road already - 66,372sqm



PIN 11364959 (Unnamed Track shown above) appears to be currently utilised as a road/track, traversing from Rabbit Proof Fence, Shire of Gnowangerup through to Shire of Kent and therefore may not be available for closure and amalgamation into Reserve 10129. Shire of Confirm.



Close portion of Martens Road PIN 11634098 that appears unconstructed and unused - approximately 18,240sqm (subject to survey).

Cr R O'Meehan declared a potential financial interest in item 11.3 - Financial pursuant to Section 5.60A of the Local Government Act 1995.

CR R O'Meehan left the room at 3:47pm

11.3	DRAFT LOCAL PLANNING POLICY (RENEWABLE ENERGY FACILITIES)
Location:	Shire of Gnowangerup
Proponent:	Shire of Gnowangerup
Date of Report:	17 March 2025
Business Unit:	Planning
Responsible Officer:	David Nicholson - Chief Executive Officer
Author:	Adrian Nicoll – Project Planner
Disclosure of Interest:	Cr Rebecca O'Meehan

ATTACHMENTS

Draft Local Planning Policy - Renewable Energy Facilities.

PURPOSE OF THE REPORT

To seek Council's agreement to advertise a draft Local Planning Policy, that guides how Renewable Energy Facilities (wind turbines or solar systems) should be considered for development within the Shire of Gnowangerup.

The Council is requested to review the proposed Renewable Energy Facilities policy, consider any necessary modifications, and agree to advertise the draft Policy.

BACKGROUND

The Shire of Gnowangerup has granted approval for the construction of a wind monitoring mast (107.5m in height) in Ongerup. The mast collects data to determine the suitability of the area for a wind farm.

Vestas Pty Limited (wind turbine installer) and Fortescue Future Industries (global green energy company) have approached landholders within the Shire of Gnowangerup about the possibility of installing wind turbines on their properties.

Prior to developing renewable energy facilities on private property, development approval is required. A Renewable Energy Facility is a premises used to generate energy from a renewable energy source. Renewable energy facilities in Western Australia are principally wind turbine and solar array systems.

The placement and management of renewable energy facilities have become contentious issues in local communities across Western Australia. Concerns have been raised regarding the location of these facilities on agricultural land, their proximity to rural boundaries and residences, and their potential impact on right-to-farm practices such as aerial spraying activities.

The Shire of Gnowangerup does not have a policy position on how a Renewable Energy Facility should be considered for development within the Shire of Gnowangerup.

COMMENTS

The Shire of Gnowangerup has now developed a draft Renewable Energy Facilities policy (see attachment).

The Council is requested to agree to advertise the policy.

Post advertising, the Council will be requested to consider submissions and to make a final decision on the policy.

As mentioned in the background section of this report, renewable energy facilities, have become contentious issues in local communities across Western Australia. Communities fear they are being left out of key elements of the decision-making process.

The draft Shire of Gnowangerup Renewable Energy Facilities policy seeks to ensure that developers engage with the community and take on-board any concerns, before applying for development approval. The draft policy seeks to ensure that the natural, economic and social elements of the Shire are not compromised. For example, the visual elements associated with the Stirling Ranges (nature), the functioning of agricultural practices (economic), and the amenity enjoyed by residents living in the Shire (social). These policy objectives are reinforced by the Shire's Local Planning Scheme, which requires the:

- Sustainable use of rural land for agricultural purposes; and
- Protection and enhancement of the character and amenity of the built and natural environment of the Shire.

Note: amenity means all those factors which combine to form the character of an area and shall include the present and likely future amenity.

The draft policy also includes a list of information required to be submitted by the developer. The type of information to be submitted includes:

- Design details of the renewable energy facility (height, size, colour, materials).
- Details on community engagement.
- An assessment of environmental factors, including flora and fauna, visual amenity and any potential noise issues.
- An assessment to determine if there are any potential cultural issues.
- Procedures for construction and ongoing management.
- Any impacts associated with transport of infrastructure and the maintenance of roads.
- Any bushfire hazards and measures for mitigating risk and managing a fire outbreak.
- Any potential conflicts with other land uses (e.g. farming and including aviation).
- Any shadowing, reflection or flickering of wind turbines on neighboring buildings and roads.
- A decommissioning plan outlining the removal of all renewable energy facilities and rehabilitation of the affected land at the end of the development's life.

The policy provides essential information to assist the Council in making an informed decision regarding the approval of renewable energy facilities. It outlines key expectations for developers regarding the necessary requirements to be included in a development

application. Additionally, the policy aims to foster community confidence by ensuring a transparent and thorough decision-making process.

CONSULTATION

This Council report requests an agreement from the Shire to advertise the draft Renewable Energy Facilities Local Planning Policy.

Advertising is expected to include a notice on the Shire's website and the local newsletters, inviting landholders and the public to make comment. An officer will be available to answer any queries.

LEGAL AND STATUTORY REQUIREMENTS

In accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, consideration of a new local planning policy involves two decisions:

- 1) An agreement of Council to prepare/advertise the policy; and
- 2) An agreement of Council to finally adopt, considerate of any comments received during advertising.

Should Council resolve to adopt a new local planning policy, a notice of the policy must be published in accordance with clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The *Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Deemed provisions for local planning schemes, Part 2 Local planning framework cl. 3*, states:

- A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.
- The period for making submissions...must not be less than the period of 21 days.
- After the expiry of the period within which submissions may be made, the local government must;
 - Review the proposed policy in the light of any submissions made; and
 - Resolve to proceed with the policy without modification; or proceed with the policy with modification; or not to proceed with the policy.

POLICY IMPLICATIONS

There are no policy implications relating to an agreement of Council to advertise the draft renewable energy facilities policy.

A local planning policy gives a planning authority an opportunity to state how decisions should or will be exercised under the planning scheme. It can help applicants, and the community understand how a proposal will be considered and what will influence decision-making.

FINANCIAL IMPLICATIONS

There are no financial implications to advertising the draft renewable energy facilities policy.

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council has the following alternate options in relation to this item, which are:

- To resolve to proceed with the policy with modifications.
- To resolve not to proceed with the policy.

CONCLUSION

The possibility of installing wind turbines on private properties in Gnowangerup is being investigated by green energy companies.

The Shire has developed a draft Renewable Energy Facilities policy, which is expected to:

- Provide essential information to assist the Council in making an informed decision regarding the approval of renewable energy facilities.
- Outline key expectations for developers regarding the necessary requirements to be included in a development application.
- Foster community confidence by ensuring a transparent and thorough decision-making process.

This item is requesting that the Council review the draft policy, consider any necessary modifications, and agree to advertise the policy to the community.

Post advertising, the Council will be requested to consider any submissions on the draft policy and to agree to finally adopt the policy, with or without modifications.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

MOVED: Cr L Martin

SECONDED: Cr R Miniter

0325.04 That Council

AGREES to the advertising of the draft Local Planning Policy – Renewable Energy Facilities, being the version attached to this agenda LOCAL PLANNING POLICY – RENEWABLE ENERGY FACILITIES, pursuant to Schedule 2, clause 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

CARRIED BY ABSOLUTE MAJORITY: 5/0

**FOR: Cr K O’Keeffe, Cr M Creagh, Cr L Martin,
Cr R Kiddle, Cr R Miniter**

AGAINST: NIL

CONFIRMED

CR R O'Meehan rejoined the meeting at 3:49pm

11.4	SALE OF LOT 75 LAMONT STREET BY PUBLIC TENDER
Location:	Ongerup
Proponent:	Ongerup Community
Date of Report:	4 March 2025
Business Unit:	Assets and Infrastructure
Responsible Officer:	David Nicholson – Chief Executive Officer
Author:	Anita Finn – Senior Governance and Risk Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

Nil

PURPOSE OF THE REPORT

For Council to approve to 'sale by public tender' as method for the disposal of Lot 75 Lamont Street, Ongerup and the criteria that determines the most acceptable tender.

BACKGROUND

At the Ordinary Council meeting held on 27 November 2024 Council resolved to

Moved: Cr P Callaghan

Seconded: Cr M Creagh

1124.102 That Council

- 1 Authorises the Chief Executive Officer to appoint a Real Estate Agent to sell Lot 75 Lamont Street, Ongerup in accordance with Section 3.58 of the Local Government Act at the most favorable price.**
- 2 Directs the Chief Executive Officer to ensure the conditions of sale as noted in the Contract of Sale (Caveat on land sale) prepared by McLeods Lawyers are disclosed as part of the sale process.**
- 3 Directs the CEO to notify Nutrien Harcourts that the Shire of Gnowangerup is terminating its service agreement with them.**

CARRIED BY ABSOLUTE MAJORITY: 8/0

FOR: Cr KO'Keeffe, Cr RO'Meehan, Cr M Creagh, Cr SHmeljak, Cr L Martin, Cr P Callaghan, Cr R Kiddle, Cr R Miniter

AGAINST: Nil

Following the above resolution, the Shire has engaged Elders Katanning to conduct the sale of Lot 75 Lamont Street, Ongerup. The proposed method of disposal is sale by public tender (Local Government Act s3.58 (2)(b)).

COMMENTS

The Chief Executive was authorised by Council 'to sell Lot 75 Lamont Street, Ongerup in accordance with Section 3.58 of the Local Government Act at the most favorable price'.

We since have received additional advice that the Council resolution should clearly note the method and the methodology of the disposal.

A Council resolution is required to approve both the method of disposal and disposal methodology, and we require a decision by Council to approve disposing of the property via public tender and to authorise the CEO to dispose of the property to the most acceptable tenderer based on certain criteria.

We propose the following assessment criteria and weighing to determine the most acceptable tenderer:

CRITERIA	WEIGHTING
1. Price offered	70%
2. Terms of tender's offer E.g. <ul style="list-style-type: none">• Financial terms (cash, subject to bankfinance)• Deposit• Settlement date• Other conditions requested by the tenderer	30%

The invitation for the public tender will be advertised in the Great Southern Herald, Newsletter in the Shire, Shire's website, Facebook and notice boards as well as real estate websites for a period of not less than four weeks.

Upon closing date, a panel will evaluate the submitted tenders according to the assessment criteria.

CONSULTATION

- WALGA Governance Specialist
- This matter was discussed by Councillors at the Councillor & Executive Workshop held on 12 March 2025.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 – Section 3.58 Disposing of Property.

3.58. Disposing of property

- (1) *In this section —*
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not.
property includes the whole or any part of the interest of a local government in property but does not include money.

- (2) *Except as stated in this section, a local government can only dispose of property to —*
- (a) *the highest bidder at public auction; or*
- (b) ***the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether it is the highest tender.***

POLICY IMPLICATIONS

There are no foreseen policy implications with this report.

FINANCIAL IMPLICATIONS

The sale will provide additional cash that can be used for other Shire initiatives.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	3. Our Economy
Community Priority	Local Businesses and the Shire have access to Diverse skills and experience – Housing and rental stock assists in attraction and retention of local workforce

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk description	Not approve to sell Lot 75 Lamont Street, Ongerup by tender
Primary Strategic Risk Category	Population Decline
Primary Strategic Risk Category Description	Inability to control or stem a decline in Shire's population <ul style="list-style-type: none"> • Lack of affordable or quality homes • Retail/ Commercial enterprises close (or relocate)
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council could choose not to sell the property or not sell the property by tender.

CONCLUSION

This property is prime for development and once renovated or replaced will help alleviate some of the accommodation problems in Ongerup. The sale will also provide the Shire with additional funds for future projects.

VOTING REQUIREMENTS

Absolute Majority

0325.05 COUNCIL RESOLUTION

MOVED: Cr M Creagh SECONDED: Cr R O'Meehan

- 1 Approves the Sale by public tender in accordance with Section 3.58 (2)(a) of the Local Government Act as method for the disposal of Lot 75 Lamont Street, Ongerup.**
- 2 Approves the assessment criteria by which the successful will be selected (most acceptable tender') as outlined in this report.**
- 3 Authorises the Chief Executive Officer to define the tender process prior to calling for tenders.**
- 4 Authorises the Chief Executive Officer to accept the most acceptable tender.**

CARRIED BY ABSOLUTE MAJORITY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh,

Cr L Martin, Cr R Kiddle, Cr R Miniter

AGAINST: Nil

11.5	DOGS LOCAL LAW 2024
Location:	N/A
Proponent:	N/A
Date of Report:	3 March 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

Submission from Department of Local Government dated 15 January 2025

- Draft Dogs Local Law 2024

PURPOSE OF THE REPORT

The purpose of this report is for Council to complete the local law-making process for the Dogs Local Law 2024 in accordance with the Local Government Act 1995.

BACKGROUND

At the Ordinary Council meeting held on 25 September 2024, Council resolved to

Moved: Cr P Callaghan

Seconded: Cr L Martin

0924.79

That Council:

- 1. Notes that nil submissions were received from the public relating to the proposed review of the Shire of Gnowangerup Health Act Local Law 2016 and Dogs Local Law 2016; and***
- 2. Notes the completion of a periodic review of the Shire of Gnowangerup Health Act Local Laws 2016 in accordance with the Local Government Act 1995 section 3.16 with NIL amendments; and***
- 3. Notes the review undertaken by the Shire of Gnowangerup in relation to the Shire of Gnowangerup Dogs Local Law 2016 in accordance with the Local Government Act 1995 section 3.16***
- 4. Pursuant to section 3.12(2) and (3) of the Local Government Act 1995, and all other legislation enabling it, gives local public notice, inviting submissions during a minimum 6-week time frame, that Council proposes to make the following new local law as detailed in the attachment:***

a) Shire of Gnowangerup Dogs Local Law 2024

- 5. Notes that the purposes and effects of Shire of Gnowangerup Dogs Local Law 2024:***

- The purpose of this local law is to:
Make provisions about the impounding of dogs, to control the***

Agenda

number of dogs that can be kept on premises and the manner of keeping those dogs and to prescribe areas in which dogs are prohibited and dog exercise areas.

- *The effect of this local law is to provide for:
Extend the controls over dogs, which exist under the Dog Act 1976*

6. *Provides copies, in accordance with section 3.12(3) of the Local Government Act 1995, to the Minister for Local Government, and any other person requesting copies of the proposed Shire of Gnowangerup Dogs Local Law 2024.*

CARRIED BY ABSOLUTE MAJORITY: 7/0

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

AGAINST: Nil

Following the above resolution, the Shire of Gnowangerup advertised the Dogs Local Law 2024 in the Great Southern Herald, on 10 October 2024 as well as on the Shire website and Facebook page on 10 October 2024 and displayed the Public Notice on the noticeboards at the Shire administration office and the public libraries on 10 October 2024. The closing date for submissions was 12 November 2024.

No comments were received from the public.

A copy of the Dogs Local Law was also sent to the Minister in accordance with s3.12(3)(b). The Department of Local Government Sport and Cultural Industries responded on the 15 January 2025 with one comment to the Local Law. A copy of the e-mail from the Department is provided as an attachment with the amendment as suggested by the Department.

The submission said:

It is suggested that the letter "r" in the word "givers" in Part 1-Preliminary, 1.5 Definitions be removed (see below).

PART 1 – PRELIMINARY

*1.5 Definitions nuisance
means —*

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the sort of public or private nuisance at law.*

As this was only a general typographical change, the intent of the local law did not change and nothing of a significant nature was needed that would require re-advertising of the Dog Local Law.

COMMENTS

Pursuant to Section 3.16 of the Local Government Act 1995 a comprehensive review of the Shire of Gnowangerup Dogs Local Laws was conducted with the assistance of a consultant.

The proposed Dogs Local Law was presented to Council at the Councillor & Executive Workshop on the 11 September 2024 in preparation for the presentation to Council at the September 2024 Ordinary Council meeting.

Once formally adopted by Council, the:

- Local law is to be published in the Government Gazette.
- A copy of the Local Law to be sent to the Departmental CEO
- Local public notice given of adoption of the local laws
- Copies sent to Joint Standing Committee on Delegated Legislation (JSCDL) within 10 days of publication in the Government Gazette.

Please note:

- Disallowance of the local law may be made by JSCDL and could take some time depending on the sitting days.
- If a provision is not considered to be critical, the JSCDL may require an undertaking from Council to make an amendment.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 (s3.12 to s3.15)

Local Government (Functions & General) Regulations 1996 (Reg.3)

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic objectives.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk description	Not to adopt the Dog Local Law 2025
Primary Strategic Risk Category	Adverse Regulatory change
Primary Strategic Risk Category Description	<ul style="list-style-type: none">• Investigation of Council for non-compliance• Reputational damage.
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council could decide to retain the existing Shire of Gnowangerup Dog Local Law 2016, the implication being maintenance of the status quo.

Council may make amendments to the proposed local law. If the requested changes are considered significant the public consultation period must recommence.

VOTING REQUIREMENTS

Absolute majority

COUNCIL RESOLUTION

MOVED: Cr R Kiddle

SECONDED: Cr R Minter

0325.06 That Council:

Adopts the Dogs Local Law 2024 and completes the local law-making process in accordance with the Local Government Act 1995.

- 1. Notes that no significant suggested drafting changes were required from the Department of Local Government, Sport and Cultural Industries.**
- 2. Determine that there are no proposed changes outlined in the report and included in the Dogs Local Law 2024 and that it is not significantly different to that which was originally advertised.**
- 3. Notes that the purposes and effects of Shire of Gnowangerup Dogs Local Law 2024:**
 - a. The purpose of this local law is to:**
Make provisions about the impounding of dogs, to control the number of dogs that can be kept on premises and the manner of keeping those dogs and to prescribe areas in which dogs are prohibited and dog exercise areas.
 - b. The effect of this local law is to provide for:**

Extend the controls over dogs, which exist under the Dog Act 1976

- 4. Authorises the Chief Executive Officer to**
 - a. Publish the Dogs Local Law 2024 in the Government Gazette; and**
 - b. provide copies of the local law to the Departmental CEO; and**
 - c. give local public notice after gazettal of the local law advising the date of which the local law commences; and**
 - d. submit a copy of the gazetted local law, explanatory memorandum and associated documentation to the Joint Standing Committee on Delegated Legislation for review.**
- 5. Authorises the Shire President and the Chief Executive Officer to affix the Common Seal to the Dogs Local Law 2024.**

CARRIED BY ABSOLUTE MAJORITY: 6/0

**FOR: Cr K O’Keeffe, Cr R O’Meehan, Cr M Creagh, Cr L Martin,
Cr R Kiddle, Cr R Miniter**

AGAINST: Nil

From: [David Nicholson](#)
To: [Legislation](#)
Cc: [Anita Finn](#)
Subject: RE: Proposed Shire of Gnowangerup Dog Local Law 2024
Date: Wednesday, 15 January 2025 8:58:46 AM
Attachments: [image001.jpg](#)
[image002.png](#)

Thank you and noted.

From: Legislation <legislation@dlgsc.wa.gov.au>
Sent: Wednesday, January 15, 2025 8:21 AM
To: David Nicholson<david.nicholson@gnowangerup.wa.gov.au>
Subject: RE: Proposed Shire of Gnowangerup Dog Local Law 2024

Good morning David,

This email is regarding the Shire's proposed Dog Local Law 2024. The Department has one comment on the local law.

It is suggested that the letter "r" in the word "givers" in Part 1-Preliminary, 1.5 Definitions be removed (see below).

PART 1 – PRELIMINARY

1.5 Definitions

nuisance means —

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;

Minister's Directions – pursuant to s 3.12(7) of the Local Government Act 1995

Please note: once the Shire has published a local law in the *Government Gazette*, the Shire must comply with the requirements of the Minister's *Local Laws Explanatory Memoranda Directions 2010*. The Shire must, forward the signed Explanatory Memoranda material to the Committee at the current address below:

Committee Clerk
Joint Standing Committee on Delegated Legislation
Legislative Council Committee Office
GPO Box A11
PERTH WA6837
Email: delleg@parliament.wa.gov.au
Tel: 9222 7404
Fax: 9222 7805

A copy of the Explanatory Memoranda forms can be downloaded from the Department of Local Government, Sport and Cultural Industries website at www.dlgsc.wa.gov.au. A copy of the Directions is also available at the Committee's webpage at the Parliament WA

website. Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- have been provided to assist the Shire with drafting matters in relation to the local law;
- do not constitute legal advice;
- have been provided in good faith for the Shire's consideration; and
- should not be taken as an approval of content.

The Shire should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the Shire's policies and objectives.

Regards,

legislation

DLGSC logo



DLGSC
PO Box 8349, Perth Business Centre WA 6849

legislation@dlgsc.wa.gov.au
www.dlgsc.wa.gov.au

The Department of Local Government, Sport and Cultural Industries acknowledges Aboriginal people throughout Western Australia as the Traditional Owners and Custodians of the lands, waters, and communities in which we operate.

We pay our respects to all Aboriginal people and their cultures, and to Elders past and present.

From: David Nicholson <david.nicholson@gnowangerup.wa.gov.au>

Sent: Wednesday, 18 December 2024 3:25 PM

To: Legislation <legislation@dlgsc.wa.gov.au>

Subject: RE: Proposed Shire of Gnowangerup Dog Local Law 2024

Good afternoon,

The Shire won't be seeking to review or comment.

Kind regards,

David

From: Legislation <legislation@dlgsc.wa.gov.au>

Sent: Wednesday, December 18, 2024 3:11 PM

To: David Nicholson <david.nicholson@gnowangerup.wa.gov.au>

Subject: RE: Proposed Shire of Gnowangerup Dog Local Law 2024

You don't often get email from legislation@dlgsc.wa.gov.au. [Learn why this is important](#)

Good afternoon,

Further to my email below.

Please accept my apologies for the delay in the process of your request.

Noting the closing date of 25 November 2024 for submissions, could you please confirm if the Shire is still seeking review and comments in regard to the proposed local law?

Kind regards

Elaine

legislation

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From: Legislation

Sent: Monday, 21 October 2024 1:46 PM

To: david.nicholson@gnowangerup.wa.gov.au

Subject: Proposed Shire of Gnowangerup Dog Local Law 2024

Good afternoon,

The Department of Local Government Sport and Cultural Industries acknowledges receipt the Shire's proposed Dog Local Law 2024 for comments.

Kind regards

Elaine

legislation

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CONFIRMED

LOCAL GOVERNMENT ACT 1995

DOG ACT 1976

SHIRE OF GNOWANGERUP

DOGS LOCAL LAW 2024

TABLE OF CONTENT

PART 1—PRELIMINARY

- 1.1 Citation
- 1.2 Commencement
- 1.3 Application
- 1.4 Repeal
- 1.5 Definitions

PART 2—IMPOUNDING OF DOGS

- 2.1 Fees and charges
- 2.2 Attendance of authorised person at dog management facility
- 2.3 Release of impounded dog
- 2.4 Unauthorised release

PART 3—KEEPING OF DOGS

- 3.1 Dogs to be confined
- 3.2 Limitation on the number of dogs
- 3.3 Application to keep additional dog or dogs
- 3.4 Determination of application
- 3.5 Where application cannot be approved
- 3.6 Conditions of approval
- 3.7 Revocation of licence to keep additional dogs

PART 4—APPROVED KENNEL ESTABLISHMENTS

- 4.1 Application for licence for approved kennel establishment
- 4.2 Notice of proposed use
- 4.3 Exemption from notice requirements
- 4.4 When application can be determined
- 4.5 Determination of application
- 4.6 Where application cannot be approved
- 4.7 Conditions of approval
- 4.8 Fees
- 4.9 Form of licence
- 4.10 Period of licence
- 4.11 Variation or cancellation of licence
- 4.12 Transfer
- 4.13 Notification
- 4.14 Inspection of kennel

PART 5—DOGS IN PUBLIC PLACES

- 5.1 Places where dogs are prohibited absolutely
- 5.2 Places which are dog exercise areas

PART 6— MISCELLANEOUS

- 6.1 Fees and charges
- 6.2 Offence to excrete
- 6.3 False or misleading statements
- 6.4 Objections and appeals

PART 7— ENFORCEMENT

- 7.1 Offences
- 7.2 General penalty
- 7.3 Modified penalties
- 7.4 Issue of infringement notice
- 7.5 Failure to pay modified penalty
- 7.6 Payment of modified penalty
- 7.7 Withdrawal of infringement notice
- 7.8 Service of notices

SCHEDULE 1 - INFORMATION REQUIRED FOR APPLICATION FOR A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

SCHEDULE 2 - CONDITIONS OF A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

SCHEDULE 3 – PRESCRIBED OFFENCES

LOCAL GOVERNMENT ACT 1995

DOG ACT 1976

SHIRE OF GNOWANGERUP

DOGS LOCAL LAW 2024

Under the powers conferred by the *Dog Act 1976*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Gnowangerup resolved on XXXX to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Gnowangerup Dogs Local Law 2024*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

This local law repeals the *Shire of Gnowangerup Dogs Local Law 2016* published in the *Government Gazette* on 16 November 2016.

1.5 Definitions

In this local law unless the context otherwise requires—

Act means the *Dog Act 1976*;

adjoining includes land or premises which have a portion of a common boundary with a lot or is separated from that lot by a public reserve, road, right-of-way, pedestrian access way, access leg of a battle-axe lot or the equivalent not more than 6 metres in width;

authorised person means a person appointed by the local government to perform all or any of the functions conferred on an authorised person under this local law;

CEO means the Chief Executive Officer of the local government;

dangerous dog has the meaning given to it by section 3(1) of the Act and includes a kennel establishment.

district means the district of the Shire of Gnowangerup;

dog management facility has the meaning given to it in section 3(1) of the Act;

infringement notice means the notice referred to in clause 7.4;

kennel establishment means any premises where more than the number of dogs under clause 3.2(2) over the age of three months are kept, boarded, trained or bred temporarily, usually for profit and where the occupier of the premises is not the ordinary keeper of the dogs;

licence means a licence to keep an approved kennel establishment on premises granted under clause 4.7;

licensee means the holder of a licence granted under clause 4.7;

local government means the Shire of Gnowangerup;

local planning scheme means a planning scheme of the local government made under the *Planning and Development Act 2005*;

notice of withdrawal means the notice referred to in clause 7.7(1);

nuisance means –

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
- (b) an unreasonable interference with the use and enjoyment of a person's ownership or occupation of land; or
- (c) interference which causes material damage to land or other property on the land affected by the interference;

owner, in relation to a dog, has the same meaning as in section 3(1) and (2) of the Act;

person liable for the control of the dog has the same meaning as in section 3(1) of the Act;

premises in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence made under clause 4.1;

public place has the meaning given to it by section 3(1) of the Act;

Regulations means the *Dog Regulations 2013*;

Schedule means a schedule to this local law;

set fee means a fee or charge made by the local government in accordance with clause 2.1 or clause 4.8;

thoroughfare has the meaning given to it in section 1.4 of the *Local Government Act 1995*;

Townsite means the following townsites constituted under section 26(2) of the *Land Administration Act 1997*–

- (a) Borden;
- (b) Gnowangerup;
- (c) Ongerup;

transferee means a person who applies for the transfer of a licence to themselves under clause 4.12.

PART 2—IMPOUNDING OF DOGS

2.1 Fees and charges

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*—

- (a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
- (b) the additional set fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
- (c) application for additional costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

2.2 Attendance of authorised person at dog management facility

An authorised person is to be in attendance at the dog management facility for the release of dogs at the times and on the days of the week as determined by the CEO.

2.3 Release of impounded dog

- (1) A claim for the release of a dog seized and impounded is to be made to an authorised person.
- (2) An authorised person is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of an authorised person, evidence—
 - (a) of their ownership of the dog or of their authority to take delivery of it; or
 - (b) that they are the person identified as the owner on a microchip implanted in the dog.

2.4 Unauthorised release

Unauthorised release of dogs is dealt with by section 43 of the Act.

PART 3—KEEPING OF DOGS

3.1 Dogs to be confined

- (1) An occupier of premises on which a dog is kept must—
 - (a) cause a portion of the premises on which the dog is kept being fenced in a manner capable of confining the dog;
 - (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
 - (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises (unless the gate is temporarily opened in a manner that ensures that the dog remains confined) and is fitted with a proper latch or other means of fastening it;
 - (d) maintain the fence and all gates and doors in the fence in good order and condition; and

- (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.
- (2) Where an occupier fails to comply with subclause (1), they commit an offence.
- (3) Notwithstanding subclause (1) and (2), the confinement of dangerous dogs is dealt with in the Act and the Regulations.

3.2 Limitation on the number of dogs

- (1) This clause does not apply to premises which have been—
 - (a) licensed under Part 4 of this local law as an approved kennel establishment; or
 - (b) granted an exemption under section 26(3) of the Act.
- (2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act—
 - (a) Two dogs over the age of 3 months and the young of those dogs under that age if the premises are within a townsite, or zoned “rural residential” under a local planning scheme; or
 - (b) Six dogs over the age of 3 months and the young of those dogs under that age if the land is zoned “General Agriculture” under a local planning scheme.

3.3 Application to keep additional dog or dogs

- (1) Subject to clause 3.5, the local government may consider an application to keep an additional dog or dogs where—
 - (a) the property is deemed suitable by an authorized person—
 - (i) having sufficient space capable of confining all dogs;
 - (ii) noise, odours, fleas, flies and other vectors of disease will be effectively controlled; and
 - (iii) the care and welfare of the dogs is considered adequate.
 - (b) the details of every dog proposed to be kept on the premises are provided including name, age, colour/description, breed, registration number and microchip details; and
 - (c) sufficient reason has been provided, including—
 - (i) to replace an elderly or sick dog not expected to live;
 - (ii) a family emergency resulting in the dog being inherited;
 - (iii) merging of two households.
 - (iv) where the applicants have had approval to keep an additional dog or dogs in another local authority; or
 - (v) on premises zoned as rural or rural residential under a local planning scheme, the dog or dogs are required for stock management or to be on the premises temporarily for the purposes of training for stock management.

(d) in the case of a tenanted property provide written consent by either the landowner or their appointed property owner.

3.4 Determination of application

In determining an application for a licence, the local government is to have regard to—

- (a) the matters referred to in clause 3.3;
- (b) the effect which approval of the proposed may have on the environment or amenity of the neighbourhood;
- (c) whether approval of the application will create a nuisance for the owners and occupiers of adjoining premises.

3.5 Where application cannot be approved

The local government will not approve an application to keep an additional dog or dogs where it exceeds the limit (6) referred to in the Act.

3.6 Conditions of approval

- (1) The local government may approve an application to keep an additional dog or dogs subject to any conditions as considered appropriate.
- (2) Approval of an application is not transferable to successive owners or occupiers of the premises.
- (3) A person who fails to comply with a condition imposed under subclause (1) commits an offence.

3.7 Revocation of licence to keep additional dogs

Where a person does not comply with the conditions of approval to keep an additional dog or dogs under clause 3.6 the local government may revoke the approval to keep an additional dog or dogs.

PART 4—APPROVED KENNEL ESTABLISHMENTS

4.1 Application for licence for approved kennel establishment

An application for a licence must be lodged with the local government together with—

- (a) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government;
- (b) any other information reasonably required by the local government; and
- (c) the set fee for the application for a licence referred to in clause 4.8(1).

4.2 Notice of proposed use

- (1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged—
 - (a) once in a newspaper circulating in the district; and
 - (b) to the owners and occupiers of any premises adjoining the premises.
- (2) The notices in subclause (1) must specify that—
 - (a) any written submissions as to the proposed use are to be lodged with the local government within 14 days of the date the notice is given; and
 - (b) the application plans and specifications may be inspected at the offices of the local government.
- (3) The local government may refuse to determine the application for a licence until the notice or notices, as the case may be, is given in accordance with its directions where—
 - (a) a notice given under subclause (1) does not clearly identify the premises; or
 - (b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises.

4.3 Exemption from notice requirements

The requirements of clause 4.2 do not apply in respect of the application for a licence where under a local planning scheme an application for a licence is made in respect of premises on which an approved kennel establishment is either a—

- (a) permitted use; or
- (b) use which the local government may approve subject to compliance with specified notice requirements.

4.4 When application can be determined

An application for a licence is not to be determined by the local government until—

- (a) the applicant has complied with clause 4.2;
- (b) the applicant submits proof that the notices referred to in clause 4.2(1) have been given in accordance with that clause; and
- (c) the local government has considered any written submissions received within the time specified in clause 4.2(2)(a) on the proposed use of the premises.

4.5 Determination of application

In determining an application for a licence, the local government is to have regard to—

- (a) the matters referred to in clause 4.6;
- (b) any written submissions received within the time specified in clause 4.2(2)(a) on the proposed use of the premises;

- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

4.6 Where application cannot be approved

The local government cannot approve an application for a licence where—

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a local planning scheme; or
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

4.7 Conditions of approval

- (1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.
- (2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.
- (3) A person who fails to comply with a condition imposed under subclause (1) commits an offence.

4.8 Fees

- (1) On lodging an application for a licence, the applicant is to pay a set fee to the local government.
- (2) On the issue or renewal of a licence, the licensee is to pay a set fee to the local government.
- (3) On lodging an application for the transfer of a valid licence, the transferee is to pay a set fee to the local government.
- (4) The set fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

4.9 Form of licence

The licence is to be in the form determined by the local government from time to time and is to be issued to the licensee.

4.10 Period of licence

- (1) The period of effect of a licence is set out in section 27(5) of the Act.
- (2) A licence is to be renewed if the set fee referred to in clause 4.8(2) is paid to the local government prior to the expiry of the licence.
- (3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

4.11 Variation or cancellation of licence

- (1) The local government may vary the conditions of a licence.
- (2) The local government may cancel a licence—
 - (a) on the request of the licensee;
 - (b) following a breach of the Act, the Regulations or this local law; or
 - (c) if the licensee is not a fit and proper person.
- (3) The date a licence is cancelled is to be, in the case of—
 - (a) subclause (2)(a), the date requested by the licensee; or
 - (b) subclause (2)(b) or (c), the date determined under section 27(6) of the Act.
- (4) If a licence is cancelled the set fee paid for that licence is not refundable for the term of the licence that has not yet expired.

4.12 Transfer

- (1) A written application for the transfer of a valid licence from the licensee to another person must be—
 - (a) made by the transferee;
 - (b) made with the written consent of the licensee; and
 - (c) lodged with the local government together with—
 - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence;
 - (ii) the set fee for the application for the transfer of a licence referred to in clause 4.8(3); and
 - (iii) any other relevant information required. any other relevant information required.
- (2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).

- (3) The local government may approve, whether or not subject to such conditions as it considers appropriate or refuse to approve an application for the transfer of a valid licence.
- (4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 4.13(b), the transferee becomes the licensee of the licence for the purposes of this local law.

4.13 Notification

The local government is to give written notice to—

- a) an applicant for a licence of the local government's decision on their application;
- b) a transferee of the local government's decision on their application for the transfer of a valid licence;
- c) a licensee of any variation made under clause 4.11(1);
- d) a licensee when their licence is due for renewal and the manner in which it may be renewed;
- e) a licensee when their licence is renewed;
- f) a licensee of the cancellation of a licence under clause 4.11(2)(a); and
- g) a licensee of the cancellation of a licence under clause 4.11(2)(b) or (c), which notice is to be given in accordance with section 27(6) of the Act.

4.14 Inspection of kennel

With the consent of the occupier, an authorised person may inspect an approved kennel establishment at any time.

PART 5—DOGS IN PUBLIC PLACES

5.1 Places where dogs are prohibited absolutely

Designation of places where dogs are prohibited absolutely is dealt with in the Act.

5.2 Places which are dog exercise areas

Designation of places which are dog exercise areas is dealt with in the Act.

PART 6— MISCELLANEOUS

6.1 Fees and charges

Set fees and charges are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

6.2 Offence to excrete

- (1) A dog must not excrete on—
 - (a) any thoroughfare or other public place; or
 - (b) any land which is not a public place without the consent of the occupier.
- (2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.
- (3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.
- (4) Notwithstanding clause 7.2, the maximum penalty for an offence under subclause (1) is \$1000.

6.3 False or misleading statements

A person shall not make a false or misleading statement in connection with an application in respect of a licence under this local law

6.4 Objections and appeals

Any person who is aggrieved by the conditions imposed in relation to a licence, the revocation of a licence, or by the refusal of the local government to grant a licence may object to or appeal against the decision under Division 1 Part 9 of the *Local Government Act 1995*.

PART 7— ENFORCEMENT

7.1 Offences

A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

7.2 General penalty

A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000 and if the offence is of a continuing nature, to an additional penalty not exceeding \$100 for each day or part of the day during which the offence has continued.

7.3 Modified penalties

- (1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.

- (2) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is not a dangerous dog.
- (3) The amount appearing in the fifth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

7.4 Issue of infringement notice

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, they may issue to that person a notice in the form of Form 2 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

7.5 Failure to pay modified penalty

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by an authorised person, they are deemed to have declined to have the offence dealt with by way of a modified penalty.

7.6 Payment of modified penalty

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by an authorised person, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

7.7 Withdrawal of infringement notice

- (1) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice in the form of Form 3 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.
- (2) A person authorised to issue an infringement notice under clause 7.4 cannot sign or send a notice of withdrawal.

7.8 Service of notices

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to their address as ascertained by them, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

**SCHEDULE 1 - INFORMATION REQUIRED FOR APPLICATION FOR A LICENCE FOR AN
APPROVED KENNEL ESTABLISHMENT**

[cl. 4.1]

1. Details of applicants—
 - (a) Full name/s of applicant/s;
 - (b) Postal address;
 - (c) Telephone number;
 - (d) Mobile number;
 - (e) Fax number; and
 - (f) E-mail address.
2. Address of proposed premises.
3. Dogs to be kept—
 - (a) Number; and
 - (b) Breed.
4. Either—
 - (a) Person residing on the premises—
 - (i) Name;
 - (ii) As from; and
 - (iii) Mobile phone number, or
 - (b) Person sufficiently close to the premises so as to control the dogs and ensure their health and welfare—
 - (i) Name;
 - (ii) Address;
 - (iii) As from; and
 - (iv) Mobile phone number.
5. To be included—
 - (a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
 - (b) plans and specifications of the proposed kennel establishment;
 - (c) copy of notice of proposed use to appear in newspaper and to be given to adjoining premises under clause 4.2;
 - (d) written evidence that a person will reside—
 - (i) at the premises; or
 - (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
 - (e) if the person in item (d) is not the applicant, written evidence that the person is a person in charge of the dogs.
6. Signature of applicant/s.
7. Date.

SCHEDULE 2 - CONDITIONS OF A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

[cl. 4.7]

An application for a licence for an approved kennel establishment may be approved subject to the following conditions—

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than—
 - (i) 25 metres from the front boundary of the premises and 5 metres from any other boundary of the premises;
 - (ii) 10 metres from any dwelling; and
 - (iii) 25 metres from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be—
 - (i) at least 100 millimetres above the surface of the surrounding ground;
 - (ii) smooth so as to facilitate cleaning;
 - (iii) rigid;
 - (iv) durable;
 - (v) slip resistant;
 - (vi) resistant to corrosion;
 - (vii) non-toxic;
 - (viii) impervious;
 - (ix) free from cracks, crevices and other defects; and
 - (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
- (h) the kennel floor must have a durable up-stand rising 75 millimetres above the floor level from the junction of the floor and external and internal walls, or internal walls

must be so constructed as to have a minimum clearance of 50 millimetres from the underside of the bottom plate to the floor;

- (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
- (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of—
 - (i) 2000 millimetres; or
 - (ii) four times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;
- (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheathed internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
- (l) all external surfaces of each kennel must be kept in good condition;
- (m) the roof of each kennel must be constructed of impervious material;
- (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorised person;
- (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
- (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
- (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and
- (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside—
 - (i) at the premises; or
 - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.

SCHEDULE 3 – PRESCRIBED OFFENCES

[cl. 7.3(1)]

Item	Clause	Nature of offence	Modified penalty \$	Dangerous Dog Modified Penalty \$
1	3.1	Failing to provide means for effectively confining a dog	200	As per Regulations
2	3.6	Failure to comply with conditions of approval to keep additional dog or dogs	200	500
3	4.7	Failure to comply with the conditions of a licence	200	200
4	6.2	Dog excreting in prohibited place	100	100
5	6.3	Making a false or misleading statement	300	300

Dated _____

The Common Seal of the Shire of Gnowangerup was affixed by authority of a resolution of the Council in the presence of

Kate O'Keeffe JP
Shire President

David Nicholson
Chief Executive Officer

11.6 Shire of Gnowangerup Policy for Temporary Accommodation

Location:	N/A
Proponent:	N/A
Date of Report:	25 February 2025
Business Unit:	Health
Responsible Office:	David Nicholson - Chief Executive Officer
Author:	Michele Illy - Contracts & Admin Co-Ord
Disclosure of Interest:	Nil

ATTACHMENTS

Draft Shire of Gnowangerup Policy for Temporary Accommodation Approvals

- Email from Department of Local Government, Sport and Cultural Industries – notifying changes under the WA’s Caravan Parks and Camping Regulations
- Fact sheet: Temporary Accommodation and Camping Outside of Caravan Parks

PURPOSE OF THE REPORT

For Council to approve the Policy for Temporary Accommodation and Camping Outside of Caravan Parks.

BACKGROUND

As of 1 September 2024, changes to extend local government approval powers under WA’s Caravan Parks and Camping Regulations came into effect. The reforms streamline the application process for temporary accommodation approvals on private property, cut red tape and offer more flexibility for local governments.

Benefits of the new process include:

- local governments can now approve all applications for up to 24 months for caravans, tiny homes on wheels, or other proposed temporary accommodation arrangements
- no approval required if a person intends to camp on private property for 5 days or less
- applications for longer periods can seek approval from the relevant local government rather than the Minister for Local Government
- applicants may re-apply to the local government on expiry of an approval
- Local governments can revoke approvals if an applicant fails to meet the conditions of approval.

Previously, local governments could only provide approvals for a maximum of 3 months, or up to 12 months if the proposed arrangement was in a caravan and the person had a building or demolition permit.

Given our community currently has an accommodation shortfall for workers, it may increase applications from employers looking to set up temporary accommodation to accommodate seasonal or permanent workers.

In addition, this could encourage developing homes as it now allows a reasonable time frame to occupy temporary accommodation on private land during the building process. In turn the flow on affect from this will increase revenue to the Shire from application fees and potentially rates, whilst the local economy can benefit from increased demand for commodities and services.

COMMENTS

The proposed policy has been drafted to reflect Legislative changes to the Caravan Parks and Camping Grounds Regulations 1997.

CONSULTATION

Consultation with the Shire's Environmental Health Officer, Building Surveyor and Planner was undertaken to draft this, Policy. The Shire compared this draft Policy with draft policies developed by the Shire of Donnybrook and City of Karratha.

LEGAL AND STATUTORY REQUIREMENTS

Caravan Parks and Camping Grounds Act 1995 Caravan
Parks and Camping Grounds Regulations 1997

Caravan Parks and Camping Grounds Amendment Regulations 2024 11.A

11A. Camping on private land with local government approval

(1) A person may apply in writing to a local government for approval to camp on land The person owns or has a legal right to occupy if the land is in the local government's district.

(2) The local government may approve the person camping on the land for a period specified in the approval not exceeding 24 consecutive months.

(3) The approval is subject to the following conditions—

(a) that any caravan or camp in which the person is camping on the land is maintained in such a condition that it is not a hazard to safety or health.

(b) that the land is maintained in such a condition that it is suitable for camping, particularly in relation to —

(i) safety and health; and

(ii) access to services.

(c) any other conditions specified by the local government in the approval.

(4) The local government is taken to have refused the application if the local government does not give the approval within 63 days of the application.

(5) The local government may revoke an approval given by the local government, by written notice to the holder of the approval, if the local government is satisfied that the condition of the approval has been breached.

(6) Before revoking the approval, the local government must —

(a) give written notice to the holder of the local government's intention to revoke the approval unless, within 35 days after the notice is given, the holder shows cause why the approval should not be revoked; and

(b) consider any written response to the notice received from the holder during that period.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our community
Community Priority	Priority 2.3: Housing and rental stock assists in attraction and retention of the local workforce. Progress towards residential land expansion and lifestyle promotion.
Our Economy	Priority 2.1: Support businesses and business growth across the Shire 2.1.1 Support local business groups to assist in business development and job growth within the Shire

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk description	Council do not endorse the policy inclusion into our Local Planning Policy Manual.
Primary Strategic Risk Category	Economic development
Primary Strategic Risk Category Description	Legislative changes
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Moderate
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Likely

IMPACT ON CAPACITY

Nil.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council decline to adopt the policy or opt to suggest changes and inclusions, which would delay its implementation.

CONCLUSION

The change in Legislation has been designed to cut red tape and introduce greater flexibility for local Governments. Approving this policy could support local businesses and the farming community with increased flexibility in accommodation options.

VOTING REQUIREMENTS

Absolute majority.

COUNCIL RESOLUTION

MOVED: Cr R O'Meehan SECONDED: Cr R Kiddle

0325.07 That Council:

- 1 Adopts the Policy for Temporary Accommodation and Camping Outside of Caravan Parks.**
- 2 Directs the CEO to publish the Policy on the Shire's webpage.**

CARRIED BY ABSOLUTE MAJORITY: 6/0

**FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh,
Cr L Martin, Cr R Kiddle, Cr R Miniter**

AGAINST: Nil

TEMPORARY ACCOMMODATION APPROVALS POLICY

Objective

- Provide safe, regulated temporary accommodation solutions through the responsible use of caravans or other temporary accommodation arrangements on private land to help alleviate housing pressures.
- Establish and implement clear requirements for sanitation, utility connections and structural safety of the temporary accommodations to promote proper living conditions and protecting public health and welfare within the community.
- Preserve community standards by setting location, duration, and amenity requirements that minimize potential disruptions, such as noise or overcrowding, in residential neighbourhoods.

1. Purpose

To establish clear guidelines of the use and placement of caravans and temporary camping accommodations on residential, rural, and other designated lands within the Shire of Gnowangerup, in accordance with the *Caravan Parks and Camping Ground Regulations 1997 (Regulation 11A)* and any associated planning, building, and environmental health requirements.

2. Definitions

Temporary Accommodation – for the purposes of this Policy temporary accommodation refers to a caravan or other temporary accommodation arrangements. Caravans or tiny homes on wheels must be maintained in such a condition that it is able to be moved under its own power or by being towed at all times.

3. Application and Conditions

3.1 Application

- Permitted Use by Zoning:
 - Residential Areas are permitted for use of caravans or other temporary accommodation arrangements for temporary camping subject to this policy conditions.
 - Rural and Industrial Zones may require a Development Application (DA).
- Delegation of applications shall be designated to the Chief Executive Officer unless there is a requirement for a DA.

-
- Circumstances that would be considered for temporary accommodation
 - Camping on private land is permissible for owner-builders during construction of a primary residence or for temporary, approved personal use.
 - temporary housing following a natural disaster
 - for seasonal worker housing
 - to support someone ageing-in-place
 - other personal circumstances
 - Applicant must provide evidence of legal right to occupy the land (lease agreement or owner's consent if not the landowner).
 - A plan detailing the proposed location of the caravan or other temporary accommodation arrangements on the site, including distances from boundaries and other structures, is required.

3.2 Approval Conditions

- Tents are not permitted.
- The caravan or other temporary accommodation arrangements must be located behind the front setback line on the site.
- Only non-rigid annexes are permitted.
- An application fee will apply as set out on the Shire's annual Fees and Charges. Fee adjustments will be reviewed as necessary.
- Utilities and Sanitary Requirements are
 - The accommodation must be connected to an approved water source and sewer/septic system. Self-contained waste disposal via dump point is not permitted.
 - When not connected to the public sewer, a plumber's report must confirm that the on-site system has sufficient capacity for the additional wastewater.
 - Must be connected to power. If using an extension cord, it must be either overhead (minimum height of 2 meters), buried underground *or be* covered with a cable protector or like eliminate trip hazards.
 - Must include or have access to a shower, toilet, hand basin, washing machine, and kitchen sink with hot and cold water. These facilities may be located either within the temporary accommodation or in a separate building on the same property.
- Building Requirements
 - Caravans are deemed vehicles; therefore, a building permit is not required for their placement.
 - Cyclone tie-downs, if required, must be designed and certified by a structural engineer.
- Camping Duration and Social Considerations:

- Camping permits are valid for a maximum period of 24 months. After this period, caravans must be removed, and all connections to water, power, sewer, or septic systems capped. Applications for longer periods can be sought from the Shire and will be assessed on an individual basis.
- Approval will be provided based on addressing potential social impacts such as noise, overcrowding, and the renting of caravans, which may result in substandard living conditions.
- The Shire can revoke an approval if an applicant fails to meet the conditions of approval.

COMPLIANCE REQUIREMENTS

Legislation	<ul style="list-style-type: none"> • Caravan Parks and Camping Grounds Act 1995 • Caravan Parks and Camping Grounds Regulations 1997 • Caravan Parks and Camping Grounds Amendment Regulations 2024 11.A
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DOCUMENT CONTROL

INFRASTRUCTURE, ENVIRONMENT & ASSET MANAGEMENT

Policy Number	11.0
Responsible Officer	Environmental Health Officer
Initial Council Adoption	21 March 2025
Review Dates	N/A – new policy
Next Review Due	21 August 2027 This policy will be reviewed every two years or more often where circumstances require.

Subject: Simplified temporary accommodation approvals for caravans and camping

0 --

Simplified temporary accommodation approvals for caravans and camping

Changes to extend local government approval powers under WA's Caravan Parks and Camping Regulations will come into effect on 1 September 2024.

The reforms streamline the application process for temporary accommodation approvals on private property, cut red tape and offer more flexibility for local governments.

Benefits of the new process include:

- local governments can now approve all applications for up to 24 months for caravans, tiny homes on wheels, or other proposed temporary accommodation arrangements
- no approval required if a person intends to camp on private property for 5 days or less
- applications for longer periods can seek approval from the relevant local government rather than the Minister for Local Government
- applicants may re-apply to the local government on expiry of an approval
- local governments can revoke approvals if an applicant fails to meet the conditions of approval.

Previously, local governments could only provide approvals maximum of 3 months, or up to 12 months if the proposed arrangement was in a caravan and the person had a building or demolition permit.

Standard camping approvals for longer than 3 months required a separate application to the Minister for Local Government.

”

Applicants still need to satisfy the existing conditions for these approvals, including meeting health and safety requirements set out in the Caravan Parks and Camping Grounds Regulations 1997,

Special approval from the Minister for Local Government will still be required if more than one caravan or tiny home on wheels is proposed to be placed on a private lot.

The Minister for Local Government will retain the power to consider camping approvals in instances where a local government does not provide an approval or revokes an approval.

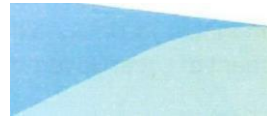
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Fact sheet: Temporary accommodation and camping outside of caravan parks

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August 2024

What is temporary accommodation?

Under the Caravan Parks and Camping Grounds Regulations 1997, local government can consider applications to occupy a caravan or camp on private land.

Usually, a caravan or tiny home on wheels is the easiest form of temporary accommodation to place on the land under these approvals. Caravans or tiny homes on wheels are easily removable if need be.

The construction of a building or permanent structure on the land is generally subject to planning or building approval and cannot be approved under these regulations.

Reasons for use

Caravans and tiny homes on wheels are used by many people in WA for a variety of reasons including:

- temporary housing following a natural disaster
- staying in a caravan or tiny home on wheels while building or renovating a permanent home
- for seasonal worker housing
- to support someone ageing-in-place
- for holiday-makers
- other personal circumstances.

It is important that caravans and tiny homes on wheels are used in a safe and healthy manner. That's why generally restricts the use of caravans to licensed caravan parks, where a certain level of services and utilities must be supplied.

If a person uses a caravan or tiny home on wheels outside a licensed park without approval or exemption, they risk committing an offence, regardless of whether the land is private or public.

What are the exemptions?

Approved short-term stay

- up to 5 nights approval required from the property owner
- up to 24 months approval required from the property owner and the local government
- re-applying after 24 months - approval required from the property owner and the local government.

If the applicant is seeking to camp on a state or federal reserve, approval may also be required from the authority who manages that land.

Roadside emergency

A person may use a caravan on a roadside if their vehicle has broken down or they are unable to drive safely.

For this exemption to apply:

- there must be a legitimate emergency
- the vehicle must not cause a road hazard
- the vehicle must be moved as soon as it is safe to do so (if it is immobile, it should be towed away).

Overnight rest stop

Many local governments and state highways provide clearly marked overnight rest stops for convenience and public safety.

No approval is required to use these rest stops for up to 24 consecutive hours only.

Approval conditions

If a local government grants approval to camp, they may make it subject to health and safety conditions. For example, the local government may require the applicant to have sufficient power, water, sewage, and cooking facilities.

The duties, approvals and exemptions that may apply are outlined in the [Caravan Parks and Camping Grounds Regulation 1997](#).

The Minister for Local Government has the power to consider camping approvals in instances where a local government does not provide approval or revokes an approval. If the Minister provides an approval to camp, this cannot be revoked by the local government.



Department of Local
Government, Sport and Cultural
Industries
PO BOX8349
Perth Business Centre WA 6849
Phone: 6552 1530
Email : legislation@dlgsc.wa.gov.au
Website: www.dlgsc.wa.gov.au

11.7

CROPPING LEASES TO COMMUNITY GROUPS

Location: N/A
Proponent: N/A
Date of Report: 18 February 2025
Business Unit: Community
Responsible Officer: David Nicholson – Chief Executive Officer
Author: Michele Illy – Contracts Administration Co- Ordinator
Disclosure of Interest: Nil

ATTACHMENTS

- Letter of Expression of Interest from GNP360 Co-operative Ltd.
- Draft Lease for Virginia Land Estate.
- Draft Lease of portions of Reserves 11486 and 28654.

PURPOSE OF THE REPORT

For Council to approve the award of the Leases for Virginia Land Estate and Portions of Crown Reserves 11486 & 28654 to GNP360 Co-operative Ltd, for cropping purposes.

BACKGROUND

Over several years, the Shire has, via an expression of interest (EOI) process, leased portions of land to community groups for cropping purposes. This has enabled the successful groups to produce additional much needed revenue to contribute to the costs of their services and facilities and investment in the community.

In addition to the above it also transfers the fire hazard risk reduction responsibility to the lessees, which would be the responsibility of the Shire, if the land was not leased to community groups.

Expressions of interest for lease of the land as described were publicly advertised on 19 November 2024 (with a closing date of 17th January 2025) by way of advertising in the three local newsletters, Shire Facebook page, Shire website and on noticeboards across the Shire.

COMMENTS

At the closing date only one submission of EOI was received, that of GNP360 Co-operative Ltd. The GNP360 Co-operative Ltd group has been the lessees of the land as described for the previous 6 years. GNP360 Co-operative Ltd has offered to pay Shire an amount of \$11,000 (incl GST) per year for the three portions of land for the next three years.

CONSULTATION

The advertised material supplied significant information to potentially interested community groups.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

s3.58 Disposing of Property

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given.

and

(b) It considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

and Regulation 30 (2)(b)(i) Local (Functions and General) Regulations 1996

(b) the land is disposed of to a body, whether incorporated or not —

(i) The objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Income from these leases have been included in Council budgets so there will be no material financial implications.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our community
Community Priority	Priority 1.3: Strengthen the sense of place and culture and belonging through inclusive community interaction and participation.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk description	Not to award the lease to GNP 360 Co-operative Ltd
Primary Strategic Risk Category	Community Disruption

Primary Strategic Risk Category Description	Reputational Damage
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Minor
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Likely

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not leasing the land as described and lose the income derived from leasing the three portions of land and transfer the fire hazard risk reduction responsibility back onto the shire, which will incur additional cost, due to chemical spraying or other methods used for fire risk reduction.

CONCLUSION

Awarding the leases over the land described to GNP360 Co-operative Ltd will provide them with an alternative source of revenue which they endeavor to invest back into the community as per their attached letter of offer. GNP360 Co-operative Ltd was also the only community group who submitted an EOI to lease the three portions of land.

VOTING REQUIREMENTS

Simple majority

COUNCIL RESOLUTION

MOVED: Cr L Martin **SECONDED:** Cr R Miniter

0325.08 That Council:

- 1. Award the lease of Virginia Land Estate and Portion of Crown Reserve 11486 & Portion of Crown Reserve 28654 as per the attached draft Lease Agreements to GNP360 Co- operative Ltd for a term of 3 years at \$11,000 (incl GST) per year, for cropping purposes.**
- 2. Approves the signing under Common Seal the lease agreement for portion of Crown Reserve 11486 and portion of Crown Reserve 28654 for cropping purposes between the Shire of Gnowangerup and GNP Co-operative Ltd.**
- 3. Approved the signing under Common Seal the lease agreement for portion of Virginia Land Estate for Cropping purposes between the Shire of Gnowangerup and GNP Co-operative Ltd.**

UNANIMOUSLY CARRIED: 6/0

FOR: Cr K O’Keeffe, Cr R O’Meehan, Cr M Creagh,
Cr L Martin, Cr R Kiddle, Cr R Minitier

AGAINST: Nil

CONFIRMED



SHIRE OF GNOWANGERUP

- LEASE AGREEMENT -

FOR

**“PORTION OF CROWN RESERVE 11486 & PORTION OF
CROWN RESERVE 28654 FOR CROPPING PURPOSES”**

BETWEEN

SHIRE OF GNOWANGERUP

28 Yougenup Road Gnowangerup WA 6335

AND

GNP 360 CO-OPERATIVE LTD

Gnowangerup WA 6336

LEASE

DEED Dated 1st April 2025

BETWEEN **SHIRE OF GNOWANGERUP** of 28 Yougenup Road, Gnowangerup, Western Australia ('Lessor')

AND **GNP 360 CO-OPERATIVE LTD** of PO Box 40, of Gnowangerup WA 6335 ('Lessee')

RECITALS

- (a) The Lessor is the registered proprietor of the Land.
- (b) The Lessor has agreed to lease the land to the Lessee at the Rent and upon the terms and conditions contained in this Lease.

OPERATIVE PART

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Deed, unless the contrary intention appears, the following words have the following meanings:

'Commencement Date' means the Commencement Date specified in the Schedule;

'Expiration Date' means the Expiration Date specified in the Schedule;

'Land' means the Property referred to in the Schedule;

'Lessee' means the Lessee referred to in the Schedule;

'Lessee's Covenants' means terms and covenants and conditions contained in this Lease and on the part of the Lessee to be observed and performed;

'Permitted Use' means the permitted use specified in the Schedule;

'Rent' means the rent specified in the Schedule and the rent payable under this Lease from time to time;

'Term' means the term of this Lease specified in the Schedule commencing on the Commencement Date and terminating on the Expiration Date;

'The Shire' means the Shire of Gnowangerup; and

'This Lease' means this lease and any variations to it agreed in writing between the parties.

1.2 Interpretation

When two or more Lessees are parties to this Lease the covenants and agreements on their part shall bind them and any two or greater number of them jointly and severally.

2. LEASE

The Lessor LEASES the property to the Lessee for the Term at the Rent and otherwise upon the terms and conditions contained in this Lease.

3. RENT

The rent for the lease of the property as specified in Item 4 of the Schedule.

4. LESSEE'S COVENANTS

The Lessee COVENANTS with the Lessor as follows:

4.1 Compliance with Statutes and Licenses

- (a) At its own expense to comply with, carry out and perform the requirements of the *Local Government Act*, the *Health Act* and all other Acts, town planning schemes, local laws or regulations or any requisitions or orders under them applicable to the land or the use or occupation of the land.
- (b) To take out and keep current any licenses required in connection with any activities carried on the land.

4.2 Permitted Use

To use the land solely for the Permitted Use. No residential (temporary or permanent) use of the land is permitted.

4.3 Restorations and Improvements

Not without the prior written consent of the Lessor to erect or suffer to be erected any building or structure on the land.

4.4 Assignment or Subletting

- (a) The Lessee must not assign or sub-let and acknowledge that this Lease does not confer upon the Lessee any estate or interest in the Land or any part of the Land and the legal possession and control of the Land remains vested in the Shire at all times.
- (b) The following sections of the Property Law Act 1969 (WA) do not apply to this Lease:
 - (i) Section 80; and
 - (ii) Section 82.

4.5 Fire

To use and adopt all proper measures and precautions against the outbreak or spread of fire upon from or to the land and to comply with the *Bushfires Act 1965* and with all by-laws, orders, regulations, requisitions, orders and notices made or given thereunder or pursuant thereto.

Firebreaks of not less than **3 meters** must be constructed along and within 20 meters of all external boundaries of the leased land. Firebreaks to the aforementioned requirements must also be constructed along boundaries adjoining a public road or creek line.

4.6 Maintenance

Maintain the property in a neat and tidy condition at all times during the lease.

4.7 Indemnity

The Lessee must indemnify and keep indemnified the Minister of Lands and the Shire from and against all actions, claims, demands, notices, losses, damages, costs and expenses to which the Minister of Lands and the Shire shall or may be or become liable in respect of or incidental to the Lessee's use or occupation of the land including but not limited to:

- (a) any loss or damage to property, or death or injury of whatsoever nature or kind and howsoever or wherever sustained, caused or contributed to by the use of the Lessee or by any person authorised by it relating to the Lessee's use of the land except to the extent that the same is caused by the negligence, act, default or omission of the Minister of Lands and the Shire, its servants, agents or workmen;
- (b) resulting from any acts of default or omission by the Lessee hereunder; and
- (c) resulting from any notice claim or demand to pay do or perform any act matter or thing to be paid done or performed by the Lessee under this Lease except however to the extent that the Minister of Lands and the Shire shall be obliged hereunder to pay for or contribute to the cost of the same.

5. LESSOR'S COVENANT – QUIET POSSESSION

The Lessor COVENANTS with the Lessee that the Lessee paying the rental reserved by this Lease and observing and performing the covenants expressed and implied by this Lease and on the Lessee's part to be observed and performed shall during the Term and any extension of the Term quietly enjoy the use and occupation of the Premises without interruption by the Lessor or any person lawfully claiming through or under the Lessor.

6. MUTUAL AGREEMENTS

IT IS MUTUALLY AGREED as follows:

6.1 Default by Lessee If:

- (a) the Lessee breaches any of the Lessee's Covenants and the breach continues for fourteen (14) days after notice has been served on the Lessee by the Lessor; or
 - (b) the Lessee goes into liquidation or ceases to be an incorporated body whether compulsory or voluntary (except for the purpose of amalgamation or reconstruction) or a receiver or manager is appointed; or
 - (c) the Lessee abandons or vacates the land;
- then and in any of such cases (but subject to the *Bankruptcy Act 1966*) the Lessor may at its option at any time after that event and without any notice or demand enter and repossess the property and as a result of that the Term and the estate and interest of the Lessee in the property will immediately determine but without prejudice to any other of the rights and remedies of the Lessor under this Lease and without releasing the Lessee from liability in respect of the Lessee's Covenants.

6.2 Service of Notices

That all notices, consents and approvals or any demand to be given to or made upon the Lessee shall be in writing and may be signed by the Lessor or its solicitors or agents and all such notices or demands shall be considered as having been properly served upon the Lessee if delivered to the Lessee or posted to the Lessee by prepaid registered post addressed to the property or to the address of the Lessee and if served by post shall be conclusively deemed to be served upon and be received by the Lessee at the expiration of the next day following the day when the same shall be posted.

6.3 Early Termination

If by reason of any change of regulation or by-law, the Lessee is prevented from undertaking their activities on the land, then the Lessee has the option to terminate the lease.

CONFIRMED

SCHEDULE

Item 1 The Lessee

GNP 360 CO-OPERATIVE LTD of Po Box 40, Gnowangerup WA 6335

Item 2 Properties

PROPERTY 1 – 85 YUGENUP ROAD, GNOWANGERUP

Portion of Reserve 11486, being part of Lot 410 on Deposited Plan 164006 and being part of the land contained in Crown Land Title LR3092/565. The land in question is identified in the aerial photographs below. The size of this property is 10.71 ha in total.



PROPERTY 2 – QUINN STREET, GNOWANGERUP

Portion of Reserve 28654, being part of Lot 347 on Deposited Plan 210108 and being part of the land contained in Crown Land Title LR3038/396. The land in question is identified in the aerial photographs below. The size of this property is 6.04ha in total.



Item 3 Terms

Three (3) years

Commencement Date: **1st April 2025**

Expiration Date: Upon the final crop being harvested, no later than **31st January 2028**, at which time the land is to be returned to the Lessor in the same condition that it was received.

Item 4 Rent

The combined rent for the two properties as described in Item 2 of this Schedule is three (3) annual payments of **\$2,310** (including GST), each payment is to be paid in advance prior to the following dates:

- 1st April 2025
- 1st April 2026
- 1st April 2027

Item 5 Permitted Use

Use by GNP 360 Co-operative Ltd for cropping purposes only.

EXECUTED as a Deed

GNP 360 Co-operative Ltd.

Date

THE COMMON SEAL of the SHIRE OF)
GNOWANGERUP was affixed by the)
authority of the Council in presence of:)

ID No. _____

Shire President
Kate O'Keeffe

Date

Chief Executive Officer
David Nicholson

Date



SHIRE OF GNOWANGERUP

- LEASE AGREEMENT -

FOR

“VIRGINIA LAND ESTATE FOR CROPPING PURPOSES”

BETWEEN

SHIRE OF GNOWANGERUP

28 Yougenup Road Gnowangerup WA 6335

AND

GNP 360 CO-OPERATIVE LTD

Gnowangerup WA 6336

LEASE

DEED Dated 1st April 2025

BETWEEN **SHIRE OF GNOWANGERUP** of 28 Yougenup Road, Gnowangerup, Western Australia ('Lessor')

AND **GNP 360 CO-OPERATIVE LTD** of PO Box 40, of Gnowangerup WA 6335 ('Lessee')

RECITALS

- (a) The Lessor is the registered proprietor of the Land.
- (b) The Lessor has agreed to lease the land to the Lessee at the Rent and upon the terms and conditions contained in this Lease.

OPERATIVE PART

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Deed, unless the contrary intention appears, the following words have the following meanings:

'Commencement Date' means the Commencement Date specified in the Schedule;

'Expiration Date' means the Expiration Date specified in the Schedule;

'Land' means the Property referred to in the Schedule;

'Lessee' means the Lessee referred to in the Schedule;

'Lessee's Covenants' means terms and covenants and conditions contained in this Lease and on the part of the Lessee to be observed and performed;

'Permitted Use' means the permitted use specified in the Schedule;

'Rent' means the rent specified in the Schedule and the rent payable under this Lease from time to time;

'Term' means the term of this Lease specified in the Schedule commencing on the Commencement Date and terminating on the Expiration Date;

'The Shire' means the Shire of Gnowangerup; and

'This Lease' means this lease and any variations to it agreed in writing between the parties.

1.2 Interpretation

When two or more Lessees are parties to this Lease the covenants and agreements on their part shall bind them and any two or greater number of them jointly and severally.

2. LEASE

The Lessor LEASES the property to the Lessee for the Term at the Rent and otherwise upon the terms and conditions contained in this Lease.

3. RENT

The rent for the lease of the property as specified in Item 4 of the Schedule.

4. LESSEE'S COVENANTS

The Lessee COVENANTS with the Lessor as follows:

4.1 Compliance with Statutes and Licenses

- (a) At its own expense to comply with, carry out and perform the requirements of the *Local Government Act*, the *Health Act* and all other Acts, town planning schemes, local laws or regulations or any requisitions or orders under them applicable to the land or the use or occupation of the land.
- (b) To take out and keep current any licenses required in connection with any activities carried on the land.

4.2 Permitted Use

To use the land solely for the Permitted Use. No residential (temporary or permanent) use of the land is permitted.

4.3 Restorations and Improvements

Not without the prior written consent of the Lessor to erect or suffer to be erected any building or structure on the land.

4.4 Assignment or Subletting

- (a) The Lessee must not assign or sub-let and acknowledge that this Lease does not confer upon the Lessee any estate or interest in the Land or any part of the Land and the legal possession and control of the Land remains vested in the Shire at all times.
- (b) The following sections of the Property Law Act 1969 (WA) do not apply to this Lease:
 - (i) Section 80; and
 - (ii) Section 82.

4.5 Fire

To use and adopt all proper measures and precautions against the outbreak or spread of fire upon from or to the land and to comply with the *Bushfires Act 1965* and with all by-laws, orders, regulations, requisitions, orders and notices made or given thereunder or pursuant thereto.

Firebreaks of not less than **3 meters** must be constructed along and within 20 meters of all external boundaries of the leased land. Firebreaks to the aforementioned requirements must also be constructed along boundaries adjoining a public road or creek line.

4.6 Maintenance

Maintain the property in a neat and tidy condition at all times during the lease.

4.7 Indemnity

The Lessee must indemnify and keep indemnified the Shire from and against all actions, claims, demands, notices, losses, damages, costs and expenses to which the Shire shall or may be or become liable in respect of or incidental to the Lessee's use or occupation of the land including but not limited to:

- (a) any loss or damage to property, or death or injury of whatsoever nature or kind and howsoever or wherever sustained, caused or contributed to by the use of the Lessee or by any person authorised by it relating to the Lessee's use of the land except to the extent that the same is caused by the negligence, act, default or omission of the Shire, its servants, agents or workmen;
- (b) resulting from any acts of default or omission by the Lessee hereunder; and
- (c) resulting from any notice claim or demand to pay do or perform any act matter or thing to be paid done or performed by the Lessee under this Lease except however to the extent that the Shire shall be obliged hereunder to pay for or contribute to the cost of the same.

5. LESSOR'S COVENANT – QUIET POSSESSION

The Lessor COVENANTS with the Lessee that the Lessee paying the rental reserved by this Lease and observing and performing the covenants expressed and implied by this Lease and on the Lessee's part to be observed and performed shall during the Term and any extension of the Term quietly enjoy the use and occupation of the Premises without interruption by the Lessor or any person lawfully claiming through or under the Lessor.

6. MUTUAL AGREEMENTS

IT IS MUTUALLY AGREED as follows:

6.1 Default by Lessee If:

- (a) the Lessee breaches any of the Lessee's Covenants and the breach continues for fourteen (14) days after notice has been served on the Lessee by the Lessor; or
 - (b) the Lessee goes into liquidation or ceases to be an incorporated body whether compulsory or voluntary (except for the purpose of amalgamation or reconstruction) or a receiver or manager is appointed; or
 - (c) the Lessee abandons or vacates the land;
- then and in any of such cases (but subject to the *Bankruptcy Act 1966*) the Lessor may at its option at any time after that event and without any notice or demand enter and repossess the property and as a result of that the Term and the estate and interest of the Lessee in the property will immediately determine but without prejudice to any other of the rights and remedies of the Lessor under this Lease and without releasing the Lessee from liability in respect of the Lessee's Covenants.

6.2 Service of Notices

That all notices, consents and approvals or any demand to be given to or made upon the Lessee shall be in writing and may be signed by the Lessor or its solicitors or agents and all such notices or demands shall be considered as having been properly served upon the Lessee if delivered to the Lessee or posted to the Lessee by prepaid registered post addressed to the property or to the address of the Lessee and if served by post shall be conclusively deemed to be served upon and be received by the Lessee at the expiration of the next day following the day when the same shall be posted.

6.3 Early Termination

If by reason of any change of regulation or by-law, the Lessee is prevented from undertaking their activities on the land, then the Lessee has the option to terminate the lease.

CONFIRMED

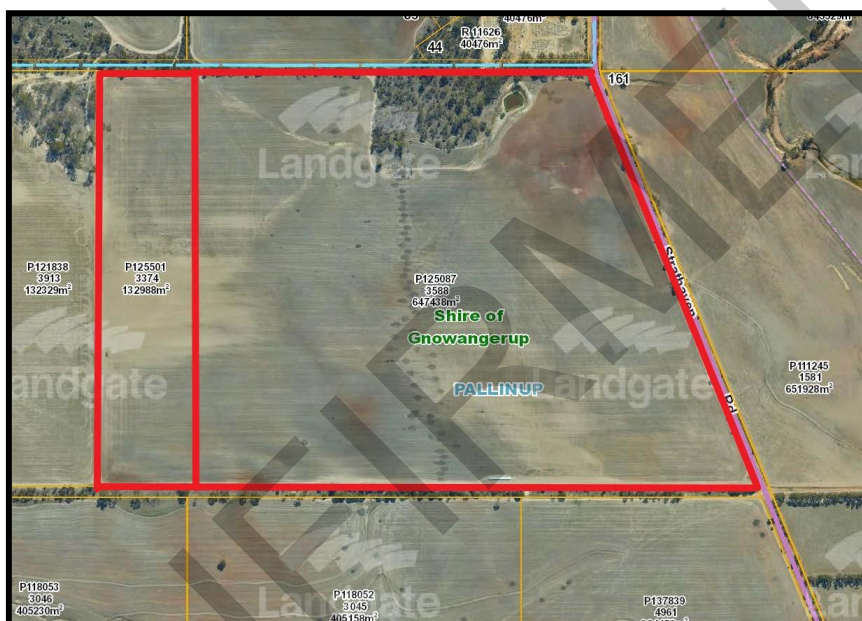
SCHEDULE

Item 1 The Lessee

GNP 360 CO-OPERATIVE LTD of Po Box 40, Gnowangerup WA 6335

Item 2 Property

Kojonup Location 3374 on Crown Diagram 25501, being the whole of the land contained in Certificate of Title Volume 2210 Folio 460, and Kojonup Location 3588 on Crown Diagram 25087, being the whole of the land contained in Certificate of Title Volume 2210 Folio 461 (see image below). The size of this property is 78ha in total.



Item 3 Terms

Three (3) years

Commencement Date:

1st April 2025

Expiration Date:

Upon the final crop being harvested, no later than **31st January 2028**, at which time the land is to be returned to the Lessor in the same condition that it was received.

Item 4 Rent

The rent for the property is three (3) annual payments of **\$8,690** (including GST), each payment is to be paid in advance prior to the following dates:

- 1st April 2025
- 1st April 2026
- 1st April 2027

Item 5 Permitted Use

Use by GNP 360 Co-operative Ltd for cropping purposes only.

EXECUTED as a Deed

GNP 360 Co-operative Ltd.

Date

THE COMMON SEAL of the SHIRE OF)
GNOWANGERUP was affixed by the)
authority of the Council in presence of:)

ID No. _____

Shire President
Kate O'Keeffe

Date

Chief Executive Officer
David Nicholson

Date



Investing in our future by considering the "Whole Picture"

10 December 2024

David Nicholson
CEO
Shire of Gnowangerup
Yougenup Road
Gnowangerup WA 6335

Dear David

Re: Lease of Portion of Reserve 11486 (85 Yougenup Road, Gnowangerup) & Portion of Reserve 28654 (Quinn Street, Gnowangerup) & "Virginia Land Estate" Strathaven Road, Gnowangerup

I am writing on behalf of the GNP360 Community Cooperative. We wish to submit an expression of interest to obtain the cropping lease as per the above and that was recently advertised. Our previous lease will soon expire, and we would like the opportunity to continue for another 3-year period.

Our Directors represent a wide section of the Gnowangerup Community, who have made personal investments toward a community project to secure our town's retail future. Our cooperative is committed to discovering ways we can invigorate and nurture business opportunities within Gnowangerup to encourage vibrancy within our town.

Our Directors have agreed to apply for the opportunity to lease the above land to supplement funds already raised by the community to ensure our future projects which benefit the community will go ahead. We feel continuity is important at this strategic time. We are prepared to offer a set rental rate of \$11,000 per year for 3 years including GST for the three portions. If there are considerations that need to occur with other competing community groups, we would appreciate the opportunity to negotiate the terms.

Looking forward to your response.

Sincerely

Richard House
GNP360 Cooperative Chairperson

gnp.360@outlook.com



PO Box 886, Albany WA 6330

Vision: "To help build a strong and vibrant atmosphere through incubating, nurturing and supporting sustainable new business and community ventures in Gnowangerup."

11.8	MINUTES OF RISK AND AUDIT COMMITTEE MEETING 12 MARCH 2025 (INCL. 2023/2024 FINAL AUDIT MANAGEMENT REPORT)
Location:	N/A
Proponent:	N/A
Date of Report:	14 March 2025
Business Unit:	Corporate and Community Services
Responsible Officer:	Chiara Galbraith – Deputy Chief Executive Officer
Author:	Anita Finn – Senior Governance & Risk Management Officer
Disclosure of Interest:	Nil

ATTACHMENT

- Unconfirmed Minutes of the Risk and Audit Committee Meeting held on 12 March 2025
(Tabled separately)

PURPOSE OF THE REPORT

To advise Council of the Risk and Audit Committee Meeting held on 12 March 2025 and to note the unconfirmed Minutes as well as to endorse the Risk and Audit Committee's recommendations regarding the Audit for the period ending 30 June 2024.

BACKGROUND

The Risk and Audit Committee met on 12 March 2025 and made the following recommendation to Council:

Moved: Cr R Kiddle

Seconded: Cr R O'Meehan

AC0325.02 That the Risk and Audit Committee

Notes the results of the 2023/2024 Final Audit and recommends that Council endorses the Audit Report for the period ending 30 June 2024 from the Office of the Auditor General and notes the final Audit Management Letter with Management C

Comments included.

Unanimously Carried 8/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh, Cr L Martin, Cr P Callaghan,
Cr R Kiddle

AGAINST: Nil

COMMENTS

AMD Chartered Accountants undertook the 2023/2024 Final Audit on behalf of the OAG in October 2024. Details of the findings and subsequent responses from management can be found in the attached Final Audit Management Report (confidential).

The Shire of Gnowangerup received an unqualified clear Opinion for the 2023/2024 Financial Reports.

CONSULTATION

Risk and Audit Committee at the Risk and Audit Committee Meeting on 12 March 2025

LEGAL AND STATUTORY REQUIREMENTS

- Local Government Act 1995
- Local Government Regulations (Audit) 1996
- Local Government (Functions and General) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic objectives

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk description	Not to endorse the Audit Report and Management comments
Primary Strategic Risk Category	Adverse Regulatory Change
Primary Strategic Risk Category Description	<ul style="list-style-type: none">• Investigation of Council for non-compliance• Litigation• Reputational damage
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The recommendation has been made to ensure compliance with the Local Government Act and Regulations.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

MOVED: Cr R O'Meehan

Seconded: Cr L Martin

0325.09 That Council:

- 1. Receives and notes the unconfirmed Minutes of the Risk and Audit Committee held on 12 March 2025.**
- 2. Notes the results of the 2023/2024 Final Audit and recommends that Council endorses the Audit Report for the period ending 30 June 2024 from the Office of the Auditor General and notes the final Audit Management Letter with Management Comments included.**

UNANIMOUSLY CARRIED BY: 6/0

**FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh,
Cr L Martin, Cr R Kiddle, Cr R Minitier**

AGAINST: Nil

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



MINUTES

Risk and Audit Committee Meeting

12 March 2025

Commencing at 2:15pm

Council Chambers

Yougenup Road, Gnowangerup WA 6335

COUNCIL'S VISION

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

RISK AND AUDIT COMMITTEE TERMS OF REFERENCE

Objectives of the Risk and Audit Committee

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

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

The committee is to facilitate:

- The Risk and Audit committee assists the accountable authority in fulfilling their oversight responsibilities in relation to systems of risk management and internal control, the entity's processes for monitoring compliance with laws and regulations, including the code of conduct, financial and performance reporting and external and internal audit. The Risk and Audit committee is not responsible for the management of these functions.
- the enhancement of the credibility and objectivity of external financial reporting;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- the provision of an effective means of communication between the external auditor, the CEO and the Council.

Powers of the Risk and Audit Committee

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

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

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

The committee will consist of all elected members of Council. All members shall have full voting rights. The CEO and employees are not members of the committee.

The Deputy CEO will attend meetings, not as a member but to assist the Committee with any queries or requests for information.

The Senior Governance and Risk Management Officer or another nominated staff member will attend meetings to take the minutes.

The Presiding Member and Deputy Presiding Member must be elected in accordance with section 5.12 and Schedule 2.3 of the Act.

Meetings

The committee shall meet at least quarterly.

Additional meetings shall be convened at the discretion of the Presiding Member.

Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council and must be moved by the Presiding Member, or in his/her absence the Deputy Presiding Member, or in both their absences, any other member of the committee.

Functions of the Risk and Audit Committee

Pursuant to Reg. 16 of the *Local Government (Audit) Regulations 1996* an audit committee has the following functions

- a) to guide and assist the local government in carrying out its functions:
 - i. under Part 6 (Financial Management) of the Act; and
 - ii. relating to other audits and other matters related to financial management;
- b) guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 (Audit) of the Act;
- c) review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to:
 - i. report to the council the results of that review; and
 - ii. give a copy of the CEO's report to the council;
- d) monitor and advise the CEO when the CEO is carrying out functions in relation to a review under
 - i. regulation 17(1); and
 - ii. the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- e) support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- f) oversee the implementation of any action that the local government:
 - i. is required to take by section 7.12A(3) of the Act; and
 - ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a) of the Act; and
 - iii. has accepted should be taken following receipt of a report of a review conducted

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- under regulation 17(1); and
- iv. has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
 - g) perform any other function conferred on the audit committee by these regulations or another written law.

In accordance with Reg. 14 (3A) of the *Local Government (Audit) Regulations 1996*:

- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*

Shire of Gnowangerup**NOTICE OF A COMMITTEE MEETING OF COUNCIL**

Dear Committee Member

A meeting of the Risk and Audit Committee of the Shire of Gnowangerup will be held on Wednesday, 12 March 2025 at the Council Chambers, Yougenup Road, Gnowangerup WA 6335 commencing at 2:15pm.

Signed



Chiara Galbraith
DEPUTY 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 favour 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 licence, 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.

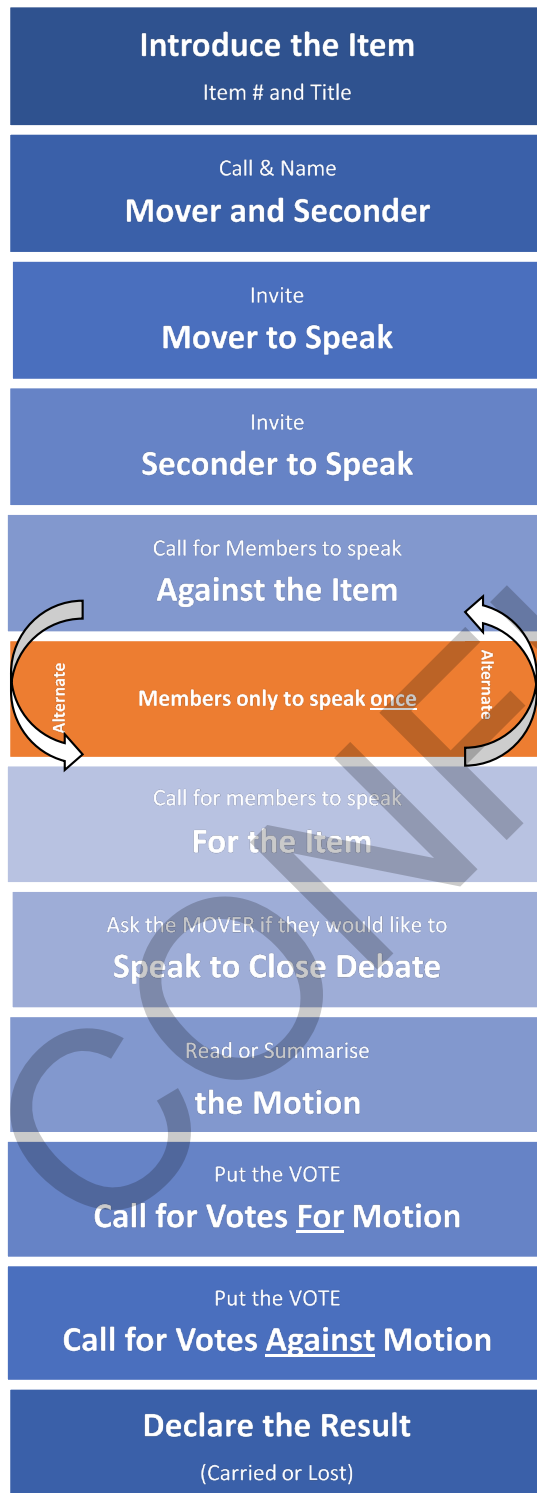
These minutes are not a verbatim record but include the contents pursuant to Regulation 11 of Local Government (Administration) Regulations 1996.

Signed _____

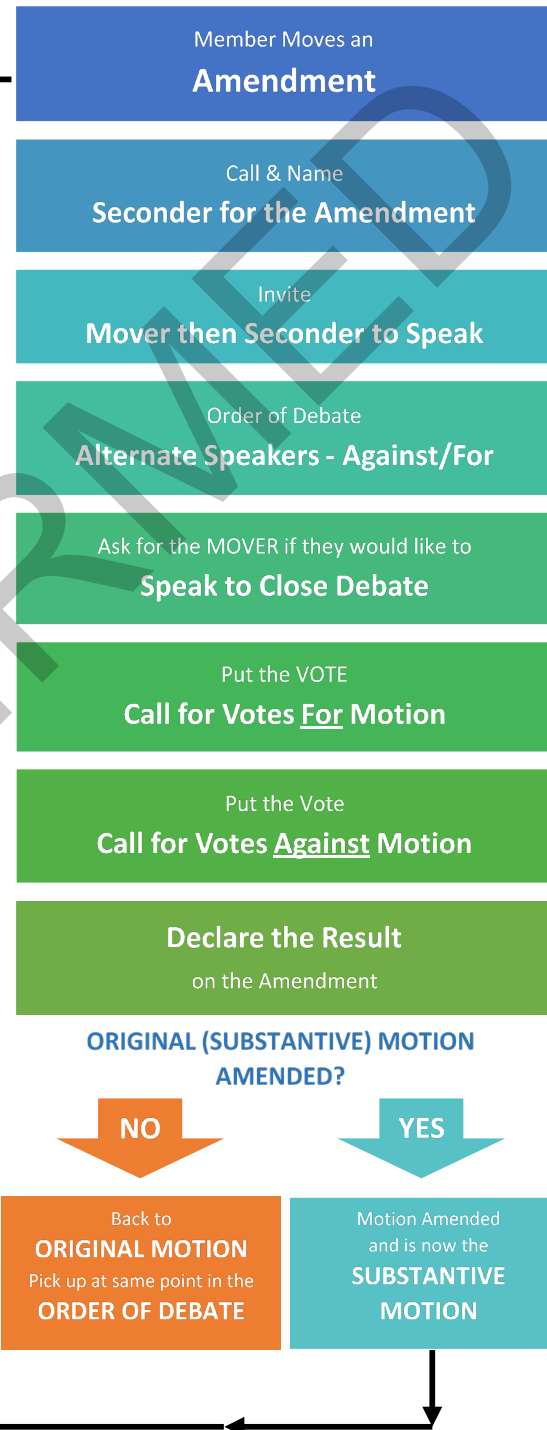
Chiara Galbraith
DEPUTY CHIEF EXECUTIVE OFFICER

Process of Motions

ORIGINAL MOTION



AMENDMENT



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 Secnder. The Minor amendment must be minuted.

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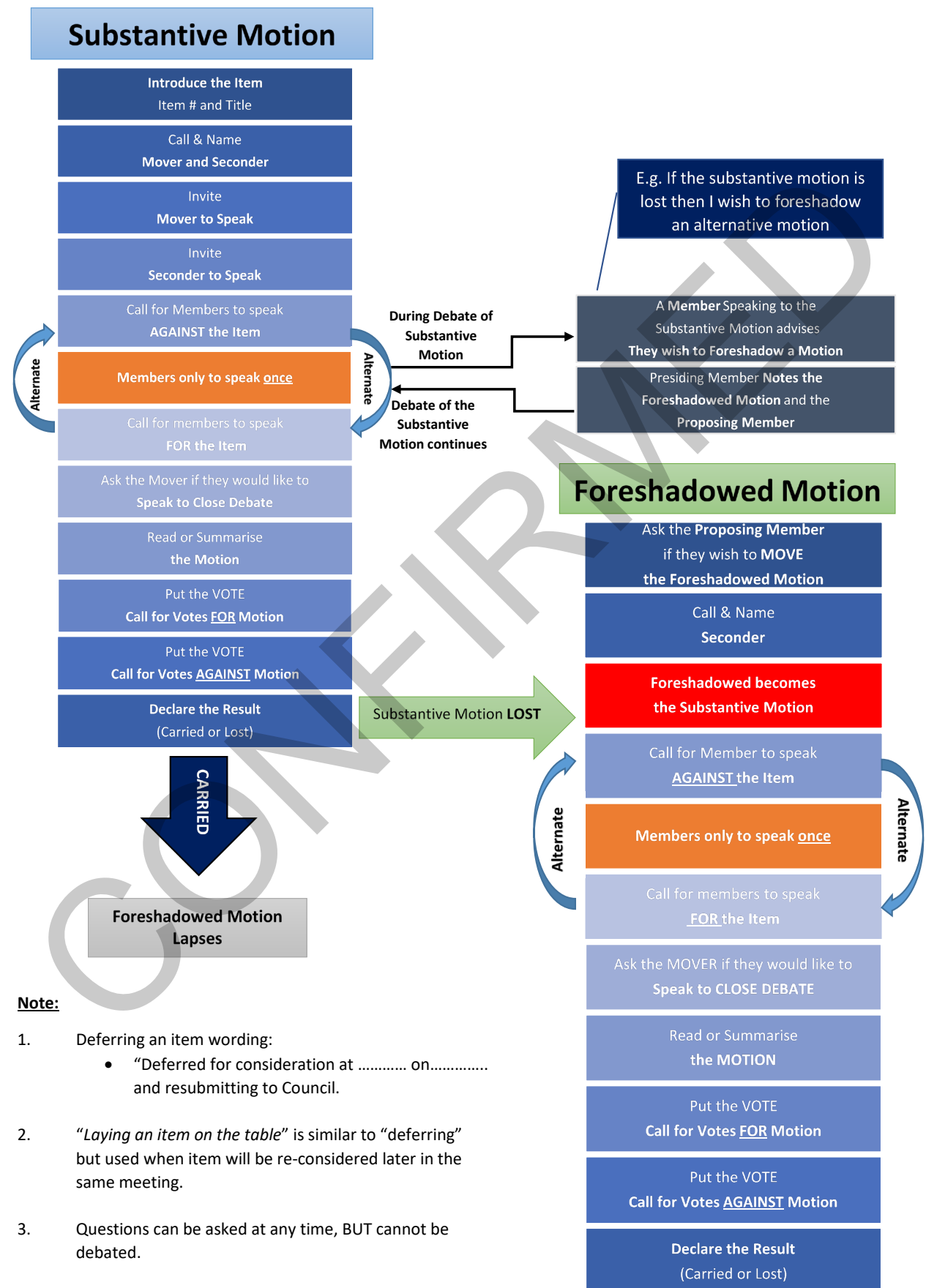


TABLE OF CONTENTS

OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS	1
2. ACKNOWLEDGEMENT OF COUNTRY	1
3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	1
3.1. ATTENDANCE	1
3.2. APOLOGIES	1
3.3. APPROVED LEAVE OF ABSENCE	1
4. CONFIRMATION OF PREVIOUS MEETING MINUTES	1
4.1. RISK AND AUDIT COMMITTEE MEETING MINUTES 16 OCTOBER 2024	1
5. OFFICER ITEMS	2
5.1. 2023/2024 FINAL AUDIT MANAGEMENT REPORT	2
5.2. AUDIT FINDINGS REGISTER	8
5.3. NON-COMPLIANCE REGISTER REPORT	12
5.4. COMPLIANCE AUDIT RETURN 2024	16
6. CLOSURE	30

OPENING PROCEDURES**1. OPENING AND ANNOUNCEMENT OF VISITORS**

Presiding Member, Cr Kate O’Keeffe welcomed committee members and staff and opened the meeting at 2:16pm.

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 JP

Presiding Member

Cr Rebecca O’Meehan

Deputy Presiding Member

Cr Mick Creagh

Cr Lex Martin

Cr Rebecca Kiddle

Cr Peter Callaghan

Chiara Galbraith

Deputy Chief Executive Officer

David Nicholson

Chief Executive Officer

3.2 APOLOGIES

Cr Robert Minitier

Cr Shelley Hmeljak

3.2 APPROVED LEAVE OF ABSENCE

Nil

4. CONFIRMATION OF PREVIOUS MEETING MINUTES**4.1 RISK AND AUDIT COMMITTEE MEETING MINUTES 16 OCTOBER 2024****OFFICERS RECOMMENDATION**

That the minutes of the Risk and Audit Committee Meeting held on 16 October 2024 be confirmed as a true record of proceedings.

The minutes of the 16 October 2024 will be confirmed at the next Risk and Audit Committee meeting.

5. OFFICER ITEMS

5.1	2023/2024 FINAL AUDIT MANAGEMENT REPORT
Location:	N/A
Proponent:	N/A
Date of Report:	4 March 2025
Business Unit:	Governance & Strategy
Responsible Officer:	Chiara Galbraith – Deputy Chief Executive Officer
Author:	Anita Finn – Senior Governance & Risk Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Office of the Auditor General (OAG) Final Audit Report FYE 30 June 2024
- Management Letter (**Confidential**)

PURPOSE OF THE REPORT

For the Audit Committee to note the results of the 2023/2024 Audit Report (Opinion) dated 15 November 2024 and recommend that Council endorses the Audit Management Report and the responses of management.

BACKGROUND

The *Local Government Act 1995* (LGA) requires the accounts and annual financial report of a local government for each financial year to be audited by an auditor appointed by the Office of the Auditor General (OAG). The annual audit is conducted in two parts – an interim audit and final audit which is undertaken on the completion of the draft annual financial statement.

The Interim Audit Report was presented to the Risk and Audit Committee on the 16 October 2024.

COMMENTS

AMD Chartered Accountants undertook the 2023/2024 Final Audit on behalf of the OAG in October 2024. Details of the findings and subsequent responses from management can be found in the attached Final Audit Management Report (confidential).

The Shire of Gnowangerup received an unqualified clear Opinion for the 2023/2024 Financial Reports.

CONSULTATION

Nil

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LEGAL AND STATUTORY REQUIREMENTS*Local Government Act 1995*

Section 7.2. Audit

POLICY IMPLICATIONS

Policy 2.13 Internal Control Policy

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic objectives

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk description	Not to note the Final Audit Report and Management comments and not to recommend the endorsement by Council
Primary Strategic Risk Category	Adverse Regulatory Change
Primary Strategic Risk Category Description	<ul style="list-style-type: none"> Investigation of Council for non-compliance Litigation Reputational damage
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY

Nil

Gnowangerup Shire – A progressive, inclusive and prosperous community built on opportunityALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The recommendation has been made to ensure compliance with the LG Act and Regulations.

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RESOLUTION

Moved: Cr R Kiddle

Seconded: Cr R O'Meehan

AC0325.02 That the Risk and Audit Committee

Notes the results of the 2023/2024 Final Audit and recommends that Council endorses the Audit Report for the period ending 30 June 2024 from the Office of the Auditor General and notes the final Audit Management Letter with Management Comments included.

UNANIMOUSLY CARRIED 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh, Cr L Martin, Cr P Callaghan, Cr R Kiddle

AGAINST: Nil



Auditor General

INDEPENDENT AUDITOR'S REPORT

2024

Shire of Gnowangerup

To the Council of the Shire of Gnowangerup

Opinion

I have audited the financial report of the Shire of Gnowangerup (Shire) which comprises:

- the statement of financial position as at 30 June 2024, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of financial activity for the year then ended
- notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2024 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2024, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality management relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Gnowangerup for the year ended 30 June 2024 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Carly Meagher
Acting Senior Director Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
15 November 2024

CONFIRMED

5.2 AUDIT FINDINGS REGISTER

Location:	N/A
Proponent:	N/A
Date of Report:	04 March 2025
Business Unit:	Corporate and Community Services
Responsible Officer:	Chiara Galbraith – Deputy Chief Executive Officer
Author:	Anita Finn – Senior Governance & Risk Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Audit Findings Register (**Confidential**)

PURPOSE OF THE REPORT

For Council's Audit Committee to receive and note the updated Audit Findings Register.

BACKGROUND

The Audit Committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

The Audit Findings Register is designed to assist the Audit Committee monitor the implementation of recommendations from internal and external audits and reviews, including consultant and regulator reports.

The register is based on the Western Australian Public Sector Audit Committees – Better Practice Guide template, published by the Office of the Auditor General (OAG) Western Australia and contains the following Audit Findings/Recommendations:

- Interim & Final Audit 2022/2023 by OAG
- Regulation 17 Review - AMD Chartered Accountants (January 2022)
- Regulation 5 (2) (c) - Financial Management Review - Avant Edge Consulting (November 2021)
- Interim Audit 2023/2024 by OAG (Audit undertaken by AMD Chartered Accountants)
- Final Audit 2023/2024 by OAG (Audit undertaken by AMD Chartered Accountants)

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COMMENTS

The Audit Findings Register provides the Audit Committee with a progress report at every Audit Committee meeting on actions taken by management and officers to implement audit recommendations. The information is to help the Audit Committee to monitor the timeliness of agreed actions and understand the reasons for any delay.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

Local Government Regulations (Audit) 1996

Local Government (Functions and General) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic objectives

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STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk description	Not to note the Audit Findings Register draft
Primary Strategic Risk Category	Adverse Regulatory Change
Primary Strategic Risk Category Description	<ul style="list-style-type: none"> • Investigation of Council for non-compliance • Litigation • Reputational damage
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY

Moderate: Updating & ensuring progress is made requires responsible, generally senior staff, to action items in a timely manner.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The Audit Findings Register is a useful tool to assist the Audit Committee meeting their oversight obligations.

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RESOLUTION

Moved: Cr P Callaghan

Seconded: Cr M Creagh

AC0325.03 That the Risk and Audit Committee

Notes the updated Audit Findings Register.

UNANIMOUSLY CARRIED 6/0

FOR: Cr K O’Keeffe, Cr R O’Meehan, Cr M Creagh, Cr L Martin, Cr P Callaghan,
Cr R Kiddle

AGAINST: Nil

5.3 NON-COMPLIANCE REGISTER REPORT

Location:	N/A
Proponent:	N/A
Date of Report:	5 March 2025
Business Unit:	Strategy & Governance
Responsible Officer:	Chiara Galbraith – Deputy Chief Executive Officer
Author:	Anita Finn – Senior Governance & Risk Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Non-Compliance Register (October 2024 to February 2025) (*confidential*)

PURPOSE OF THE REPORT

To highlight non-compliance and/or emerging trends. Purchase Order non-compliance includes but not limited to instances like insufficient quotes, retrospective purchase orders, inconsistencies between purchase orders and invoices or the omission of purchase orders for invoices.

BACKGROUND

Butler Settineri (Dry Kirkness) undertook the 2021/2022 Interim Audit on behalf of the OAG in May 2022 and "Inadequate Procurement Practices" was identified as one of 3 moderate risk findings during the audit.

COMMENTS

As a result of the above finding the "Non-Compliance Purchase Order Register" was set up in August 2022. The register is used to track instances of non-compliance items providing name of supplier, date of EFT transfer, EFT number, the invoice amount, the date the purchase was order created, the responsible officer and reason why the instance occurred.

Since the creation of the register it has been noted that the Shire's current purchasing policy and procedure is in need of updating to include exemptions for instances where the issue of a purchase order is not possible, i.e. utility accounts, service provision items like media messaging services, postal services, Toll freight charges, etc. that greatly varies month to month, pending on usage.

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The Shire's current procedure states that a *"Shire Purchase Order must be used for all purchases except for purchases made by Credit Card or petty cash."*

This non-compliance register has in recent times been expanded to include other non-compliances, and reflect non-compliances.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 3.57

Local Government (Functions and General) Regulations – Regulation
11A State Record Act 2000

Shire of Gnowangerup Code of Conduct

Shire of Gnowangerup Purchasing Policy 4.1

Shire of Gnowangerup Purchasing Procedure 4.8

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, and associated purchasing procedures and policies.

POLICY IMPLICATIONS

Shire of Gnowangerup Purchasing Policy 4.1 and Purchasing Procedure 4.8 sets out the process and thresholds to be adhered to. Not following these processes reduces the likelihood the Shire will get value for money and increases the potential for misappropriation of funds.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic objectives

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STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk description	Not to note the Non-Compliance Purchase Order Register Report
Primary Strategic Risk Category	Adverse Regulatory Change
Primary Strategic Risk Category Description	<ul style="list-style-type: none"> Investigation of Council for non-compliance Litigation Reputational damage
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The Non-Compliance Register was created to track and address instances of non-compliance to help ensure compliance with the Regulations and the Shire's purchasing policy and procedure.

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RESOLUTION

Moved: Cr R O’Meehan

Seconded: Cr M Creagh

AC0325.04 That the Risk and Audit Committee

Notes the Non-Compliance Register Report for the period (October 2024 to February 2025).

UNANIMOUSLY CARRIED 6/0

**FOR: Cr K O’Keeffe, Cr R O’Meehan, Cr M Creagh, Cr L Martin, Cr P Callaghan,
Cr R Kiddle**

AGAINST: Nil

5.4	2024 Compliance Annual Return
Location:	N/A
Proponent:	N/A
Date of Report:	4 March 2025
Business Unit:	Governance & Strategy
Responsible Officer:	Chiara Galbraith – Deputy Chief Executive Officer
Author:	Anita Finn – Senior Governance & Risk Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- 2024 Compliance Audit Return

PURPOSE OF THE REPORT

Council's Audit Committee is required to review the 2024 Compliance Audit Return and report the results to Council.

BACKGROUND

The Local Government (Audit) Regulations 1996 require that each local government is to carry out a compliance audit for the period 1st January to 31st December each year.

The Compliance Audit Return is a useful tool in prompting and assisting both Councillors and staff to comply with the legislative requirements of local government. It also provides a snapshot to Council of how the organisation is functioning.

It is a requirement that the completed return is presented to the Audit Committee for review. It is then referred to Council for adoption.

COMMENTS

The 2024 Compliance Audit Return was completed by senior staff during January and February 2025.

The findings of this Audit will be integrated into the Audit Finding Register which will be presented to Audit Committee at the next Audit Committee Meeting.

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil

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LEGAL AND STATUTORY REQUIREMENTS

Local Government (Audit) Regulations 1996

Regulation 14. Compliance audits by local governments

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic objectives

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

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Risk description	Not to accept the Compliance Annual Return 2024
Primary Strategic Risk Category	Adverse Regulatory Change
Primary Strategic Risk Category Description	<ul style="list-style-type: none"> Investigation of Council for non-compliance Litigation Reputational damage
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

It is recommended that the Audit Committee accept the 2024 Compliance Audit Return and recommend adoption by Council.

VOTING REQUIREMENTS

Simple majority

COMMITTEE RESOLUTION

Moved: Cr R Kiddle

Seconded: Cr L Martin

AC0325.05 That the Risk and Audit Committee

Accepts the Compliance Audit Return for the period 1st January 2024 to 31st December 2024 and recommends adoption by Council.

UNANIMOUSLY CARRIED 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh, Cr L Martin, Cr P Callaghan, Cr R Kiddle

AGAINST: Nil



Department of
**Local Government, Sport
and Cultural Industries**

Gnowangerup – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Yes	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	Reviewed and approved by Council 26 June 2024
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	



Department of
**Local Government, Sport
and Cultural Industries**

7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	Reviewed and approved by Council 26 June 2024
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	No	Delegation Register is recorded. Supporting documents might not be. Procedures will be introduced to ensure correct recording.

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	



Department of
**Local Government, Sport
and Cultural Industries**

6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	No	An officer who changed from employee to contractor lodged his return voluntary. All returns are now removed.
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	



Department of
**Local Government, Sport
and Cultural Industries**

16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	Provisions for dealing with alleged breaches
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	N/A	Nil properties were disposed under section s3.58(3)
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A	Nil properties were disposed under section s3.58(3)



Department of
**Local Government, Sport
and Cultural Industries**

Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	Nil disclosures of gifts received for Extraordinary Election in 2024
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	Ordinary Council Meeting 11 December 2024



Department of
**Local Government, Sport
and Cultural Industries**

4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	The matters raised in the auditor's report will be raised in the Audit and Risk committee in March 2025 and presented to Council in the same month.
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees

No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	



Department of
**Local Government, Sport
and Cultural Industries**

Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	Deputy Chief Executive Officer
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	Nil complaint reported
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	



Department of
**Local Government, Sport
and Cultural Industries**

4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	No	Tenderer were notified, but not all notifications were signed by CEO
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	



Department of
**Local Government, Sport
and Cultural Industries**

14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	No	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	No	The existing regional price preference did not comply with the requirements. An amended policy was adopted by Council in December 2024.



Department of
**Local Government, Sport
and Cultural Industries**

Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	22/11/2023 Adopted by Council 25/8/2021 Major review has already commenced in 2025
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	22/11/2023 Adopted by Council 25/8/2021 Major review has already commenced in 2025
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	25/06/2025 The last review was FY 2021/2022. The review has been conducted in the first half of FY 2024/2025. Final audit report expected in April/May 2025. The report will be presented to Council in June 2025 for endorsement.
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	25/06/2025 The last review was FY 2021/2022. The review has been conducted in the first half of FY 2024/2025. Final audit report expected in April/May 2025. The report will be presented to Council in June 2025 for endorsement.
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	Yes	



Department of
**Local Government, Sport
and Cultural Industries**

		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government's official website by 31 July 2024?	Yes	
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	No	An extension of time to 18th October 2024 was approved by DLGSC.
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date

6. CLOSURE

There being no further business, Presiding Member Kate O’Keeffe thanked committee members and staff and closed the meeting at 2:38pm.

CONFIRMED

11.9	2024 COMPLIANCE AUDIT RETURN
Location:	N/A
Proponent:	N/A
Date of Report:	14 March 2025
Business Unit:	Corporate and Community Services
Responsible Officer:	Chiara Galbraith – Deputy Chief Executive Officer
Author:	Anita Finn – Senior Governance & Risk Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- 2024 Compliance Audit Return

PURPOSE OF THE REPORT

For Council to accept the recommendation of the Risk and Audit Committee Meeting held on 12 March 2025 to adopt the 2024 Compliance Audit Return.

BACKGROUND

The Risk and Audit Committee met on 12 March 2025 and made the following recommendation to Council;

Moved: Cr R Kiddle

Seconded: Cr L Martin

AC0325.05 That the Risk and Audit Committee

Accepts the Compliance Audit Return for the period 1st January 2024 to 31st December 2024 and recommends adoption by Council.

UNANIMOUSLY CARRIED 6/0

FOR: Cr K O’Keeffe, Cr R O’Meehan, Cr M Creagh, Cr L Martin, Cr P Callaghan, Cr R Kiddle

AGAINST: Nil

COMMENTS

The 2024 Compliance Audit Return was completed by senior staff during January and February 2025.

The findings of this Audit will be integrated into the Audit Finding Register which will be presented to Audit Committee at the next Audit Committee Meeting.

CONSULTATION

Risk and Audit Committee at the Risk and Audit Committee Meeting on 12 March 2025.

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Audit) Regulations 1996

Regulation 14. Compliance audits by local governments

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic objectives

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk description	Not to accept the Compliance Annual Return
Primary Strategic Risk Category	Adverse Regulatory Change
Primary Strategic Risk Category Description	<ul style="list-style-type: none">• Investigation of Council for non-compliance• Litigation• Reputational damage
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic

Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible
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IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

CONCLUSION

The recommendation has been made to ensure compliance with the Local Government Act and Regulations.

COUNCIL RESOLUTION

Moved: Cr L Martin

SECONDED: Cr R Kiddle

0325.10 That Council:

- 1. Notes the Compliance Audit Return for the period 1 January 2024 to 31 December 2024, and**
- 2. Authorises the CEO and/or delegated officer to submit the Compliance Audit Return to the Department of Local Government, Sport and Cultural Industries.**

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh, Cr L Martin, Cr R Kiddle, Cr R Miniter

AGAINST: Nil

Gnowangerup – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Yes	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	Reviewed and approved by Council 26 June 2024
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	

7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	Reviewed and approved by Council 26 June 2024
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	No	Delegation Register is recorded. Supporting documents might not be. Procedures will be introduced to ensure correct recording.

Disclosure of Interest

No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	

6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	No	An officer who changed from employee to contractor lodged his return voluntary. All returns are now removed.
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	

16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	Provisions for dealing with alleged breaches
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	N/A	Nil properties were disposed under section s3.58(3)
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A	Nil properties were disposed under section s3.58(3)

Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	Nil disclosures of gifts received for Extraordinary Election in 2024
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	Ordinary Council Meeting 11 December 2024

4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	The matters raised in the auditor's report will be raised in the Audit and Risk committee in March 2025 and presented to Council in the same month.
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees

No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	Deputy Chief Executive Officer
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which recorded all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	Nil complaint reported
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	

4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	No	Tenderer were notified, but not all notifications were signed by CEO
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	

14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	No	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	No	The existing regional price preference did not comply with the requirements. An amended policy was adopted by Council in December 2024.

Integrated Planning and Reporting

No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	22/11/2023 Adopted by Council 25/8/2021 Major review has already commenced in 2025
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	22/11/2023 Adopted by Council 25/8/2021 Major review has already commenced in 2025
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions

No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	25/06/2025 The last review was FY 2021/2022. The review has been conducted in the first half of FY 2024/2025. Final audit report expected in April/May 2025. The report will be presented to Council in June 2025 for endorsement.
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	25/06/2025 The last review was FY 2021/2022. The review has been conducted in the first half of FY 2024/2025. Final audit report expected in April/May 2025. The report will be presented to Council in June 2025 for endorsement.
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	Yes	

		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government's official website by 31 July 2024?	Yes	
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	No	An extension of time to 18th October 2024 was approved by DLGSC.
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date

11.10 LIST OF PAYMENTS MADE FROM THE MUNICIPAL FUND AND TRANSACTION CARD ACCOUNTS FOR THE PERIOD 1 TO 28 FEBRUARY 2025

Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	12 March 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 February 2025

PURPOSE OF THE REPORT

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

BACKGROUND

Nil

COMMENTS

The List of Payments for February 2025 covering the period 01/02/2025 to 28/02/2025 is as follows:

FUND	AMOUNT
Municipal Fund	\$468,514.23
Credit Card	\$ 4,267.75
TOTAL	\$472,781.98

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

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

- (1) Payment may only be made from the municipal fund or the trust fund—

- (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
- (b) *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 February 2025 List of Payments as per the Officer's Recommendation

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

MOVED: Cr M Creagh

SECONDED: Cr R O'Meehan

0325.11 That Council:

Notes the payment of accounts for February 2025

consisting of: EFT22058– EFT22148 totaling

\$331,812.17;

Superannuation and Direct Deposits totaling

\$136,702.06; and Corporate Credit Card totaling

\$4,267.75

UNANIMOUSLY CARRIED BY: 6/0

**FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh,
Cr L Martin, Cr R Kiddle, Cr R Minter**

AGAINST: Nil

SHIRE OF GNOWANGERUP
LIST OF PAYMENTS - FEBRUARY 2025

Chq/EFT	Name	Date	Amount
EFT22061	35 DEGREES SOUTH	06/02/2025	5170.00
DD7271.1	3E Advantage	18/02/2025	418.00
EFT22117	ABA SECURITY	20/02/2025	436.50
EFT22062	ABBOTTS LIQUID SALVAGE	06/02/2025	2695.00
DD7267.15	ACCLAIM WEALTH	12/02/2025	213.02
DD7277.16	ACCLAIM WEALTH	26/02/2025	360.50
EFT22118	ACORN TREES AND STUMPS	20/02/2025	4290.00
EFT22058	ADMIN SOCIAL CLUB	06/02/2025	120.00
EFT22146	ADMIN SOCIAL CLUB	27/02/2025	240.00
EFT22063	AFGRI EQUIPMENT AUSTRALIA PTY LTD	06/02/2025	472.92
EFT22119	AFGRI EQUIPMENT AUSTRALIA PTY LTD	20/02/2025	100.40
EFT22120	AIR LIQUIDE	20/02/2025	131.76
EFT22064	ALBANY CITY MOTORS	06/02/2025	387.78
DD7277.5	AMP LTD T/A SIGNATURE SUPER	26/02/2025	23.59
EFT22108	AMY DWYER	06/02/2025	454.69
EFT22065	ANITA FINN	06/02/2025	131.53
DD7267.11	ANZ SMART CHOICE SUPER	12/02/2025	585.77
DD7277.12	ANZ SMART CHOICE SUPER	26/02/2025	589.53
DD7267.14	AUSTRALIAN RETIREMENT TRUST	12/02/2025	315.19
DD7277.15	AUSTRALIAN RETIREMENT TRUST	26/02/2025	276.53
DD7267.8	AUSTRALIAN SUPER	12/02/2025	1500.63
DD7277.9	AUSTRALIAN SUPER	26/02/2025	1649.92
EFT22066	AVANTGARDE TECHNOLOGIES PTY LTD	06/02/2025	9240.00
DD7267.1	AWARE SUPER	12/02/2025	8495.74
DD7277.1	AWARE SUPER	26/02/2025	8177.03
EFT22121	B P HARRIS & SON	20/02/2025	11.72
EFT22067	BELINDA KNIGHT	06/02/2025	12160.00
DD7231.4	BENDIGO COMMUNITY BANK	03/02/2025	421.14
DD7234.1	BENDIGO COMMUNITY BANK	01/02/2025	104.78
DD7287.1	BENDIGO COMMUNITY BANK	14/02/2025	4889.62
EFT22068	BEST OFFICE SYSTEMS	06/02/2025	5197.50
14	BF - ACCOUNT KEEPING FEES	27/02/2025	6.79
14	BF - ACCOUNT KEEPING FEES	27/02/2025	4.00
14	BF - ACCOUNT KEEPING FEES	26/02/2025	0.15
14	BF - ACCOUNT KEEPING FEES	24/02/2025	4.20
14	BF - ACCOUNT KEEPING FEES	19/02/2025	4.00
14	BF - ACCOUNT KEEPING FEES	17/02/2025	4.00
14	BF - ACCOUNT KEEPING FEES	14/02/2025	4.00
14	BF - ACCOUNT KEEPING FEES	13/02/2025	6.30
14	BF - ACCOUNT KEEPING FEES	12/02/2025	4.00
14	BF - ACCOUNT KEEPING FEES	11/02/2025	0.15
14	BF - ACCOUNT KEEPING FEES	11/02/2025	0.15
14	BF - ACCOUNT KEEPING FEES	07/02/2025	0.30

14	BF - ACCOUNT KEEPING FEES	06/02/2025	8.25
14	BF - ACCOUNT KEEPING FEES	06/02/2025	4.00
14	BF - ACCOUNT KEEPING FEES	05/02/2025	4.00
14	BF - ACCOUNT KEEPING FEES	04/02/2025	4.00
14	BF - ACCOUNT KEEPING FEES	03/02/2025	4.00
14	BF - ACCOUNT KEEPING FEES	03/02/2025	2.88
EFT22069	BGL SOLUTIONS	06/02/2025	23954.17
EFT22059	BLACK AND GOLD SOCIAL CLUB	06/02/2025	60.00
EFT22147	BLACK AND GOLD SOCIAL CLUB	27/02/2025	130.00
DD7245.2	BOC GASES	07/02/2025	226.92
EFT22070	BOOEASY AUSTRALIA PTY LTD	06/02/2025	351.02
EFT22115	BUILDING AND ENERGY DIVISION DEPT MINES,	11/02/2025	204.95
EFT22122	BUNNINGS GROUP LTD T/AS TOOL KIT DEPOT	20/02/2025	1861.95
DD7267.9	CARE SUPER	12/02/2025	1479.40
DD7277.10	CARE SUPER	26/02/2025	1479.40
EFT22071	CBCA WA BRANCH (INC)	06/02/2025	75.00
EFT22072	CORSIGN WA	06/02/2025	1408.00
EFT22073	DA & KJ MURRAY	06/02/2025	450.00
EFT22074	DAVID ELLIS T/A BLUE HEELER SAFETY	06/02/2025	1687.50
EFT22123	DIRT 2 DUST MECHANICAL	20/02/2025	9659.43
EFT22075	DJ LEMIN PAINTING SERVICES	06/02/2025	220.00
14	DOT - DEPT TRANSPORT DIRECT DEBIT	28/02/2025	2627.10
14	DOT - DEPT TRANSPORT DIRECT DEBIT	26/02/2025	174.95
14	DOT - DEPT TRANSPORT DIRECT DEBIT	25/02/2025	246.80
14	DOT - DEPT TRANSPORT DIRECT DEBIT	24/02/2025	654.75
14	DOT - DEPT TRANSPORT DIRECT DEBIT	21/02/2025	328.70
14	DOT - DEPT TRANSPORT DIRECT DEBIT	20/02/2025	161.50
14	DOT - DEPT TRANSPORT DIRECT DEBIT	19/02/2025	737.10
14	DOT - DEPT TRANSPORT DIRECT DEBIT	18/02/2025	367.10
14	DOT - DEPT TRANSPORT DIRECT DEBIT	17/02/2025	14979.15
14	DOT - DEPT TRANSPORT DIRECT DEBIT	14/02/2025	2999.00
14	DOT - DEPT TRANSPORT DIRECT DEBIT	13/02/2025	6854.75
14	DOT - DEPT TRANSPORT DIRECT DEBIT	12/02/2025	1038.85
14	DOT - DEPT TRANSPORT DIRECT DEBIT	10/02/2025	928.20
14	DOT - DEPT TRANSPORT DIRECT DEBIT	07/02/2025	3070.20
14	DOT - DEPT TRANSPORT DIRECT DEBIT	06/02/2025	3837.15
14	DOT - DEPT TRANSPORT DIRECT DEBIT	05/02/2025	33715.90
14	DOT - DEPT TRANSPORT DIRECT DEBIT	04/02/2025	192.90
14	DOT - DEPT TRANSPORT DIRECT DEBIT	03/02/2025	1772.75
EFT22076	DRY KIRKNESS (AUDIT) PTY LTD	06/02/2025	1650.00
DD7267.2	FORMULAE 1 PTY LTD ATF THE ISAIAH4110	12/02/2025	312.30
DD7277.2	FORMULAE 1 PTY LTD ATF THE ISAIAH4110	26/02/2025	338.63
EFT22124	G&K TRUCK & 4X 4 PTY LTD	20/02/2025	156.00
EFT22077	GEORGINA WEBB	06/02/2025	1762.50
EFT22078	GNOWANGERUP COMMUNITY RESOURCE	06/02/2025	2282.78
EFT22079**	GNOWANGERUP FUEL SUPPLIES	06/02/2025	682.89
EFT22125	GNOWANGERUP FUEL SUPPLIES	20/02/2025	35800.00
EFT22080	GNOWANGERUP PHARMACY AMCAL	06/02/2025	53.73

EFT22081	GNOWANGERUP TYRE SERVICE	06/02/2025	56.00
EFT22126	GNOWANGERUP TYRE SERVICE	20/02/2025	1247.00
EFT22082	GNP HARDWARE	06/02/2025	239.19
EFT22127	GNP HARDWARE	20/02/2025	421.15
DD7267.5	HOST PLUS SUPERANNUATION FUND	12/02/2025	299.54
DD7277.6	HOST PLUS SUPERANNUATION FUND	26/02/2025	299.54
DD7231.2	HOUSING AUTHORITY	03/02/2025	420.00
DD7263.1	HOUSING AUTHORITY	10/02/2025	420.00
DD7273.1	HOUSING AUTHORITY	17/02/2025	420.00
DD7282.1	HOUSING AUTHORITY	24/02/2025	420.00
EFT22145	HR SETTLEMENTS	26/02/2025	812.44
DD7267.4	HUB 24 SUPER FUND	12/02/2025	420.46
DD7277.4	HUB 24 SUPER FUND	26/02/2025	420.46
EFT22083	ILLION AUSTRALIA PTY LTD T/A TENDERLINK	06/02/2025	190.30
EFT22113	IMPRINT PLASTICS	07/02/2025	92.99
EFT22128	ITR PACIFIC PTY LTD	20/02/2025	417.06
EFT22084	JAMES MCGOVERN	06/02/2025	1302.00
EFT22114	JANINE MAREE THORNTON - THE SOUL VAN	07/02/2025	600.00
EFT22085	JERRAMUNGUP ELECTRICAL SERVICE	06/02/2025	4049.10
EFT22086	KATANNING BETTA HOME LIVING	06/02/2025	1297.00
EFT22109	KERRY FISHER	06/02/2025	699.00
EFT22129	KINGSPAN WATER & ENERGY PTY LTD	20/02/2025	2742.03
EFT22130	LAURIE WILLIAM HULL	20/02/2025	460.00
EFT22060	LGRCEU	06/02/2025	132.00
EFT22148	LGRCEU	27/02/2025	264.00
EFT22131	LITTLE GROVES CAFE & WARES	20/02/2025	61.00
EFT22110	LIVINGSTON MEDICAL	06/02/2025	11458.33
EFT22087	LO-GO APPOINTMENTS	06/02/2025	1813.68
EFT22132	MCINTOSH & SON - PERTH	20/02/2025	846.70
EFT22088	MCLEODS LAWYERS PTY LTD	06/02/2025	1271.54
EFT22089	MESSAGEMEDIA	06/02/2025	1847.74
EFT22090	METROCOUNT	06/02/2025	742.50
EFT22133	MIDLAND BRICK	20/02/2025	1528.79
EFT22091	MOORE AUSTRALIA (WA) PTY LTD	06/02/2025	5225.00
EFT22134	NEAH STEWART	20/02/2025	108.43
EFT22092	OFFICEWORKS	06/02/2025	142.16
EFT22093	ONGERUP TYRES & AUTOMOTIVE	06/02/2025	7241.00
EFT22135	ONGERUP TYRES & AUTOMOTIVE	20/02/2025	85.50
DD7267.6	PANORAMA SUPERANNUATION FUND	12/02/2025	1532.38
DD7277.7	PANORAMA SUPERANNUATION FUND	26/02/2025	838.47
EFT22136	PENNY MAREE WELLS	20/02/2025	26.84
EFT22116	PUREWATER POOL SERVICES PTY LTD	11/02/2025	14978.83
EFT22111	QHSE INTEGRATED SOLUTIONS PTY LTD	06/02/2025	603.90
DD7267.13	REST SUPERANNUATION	12/02/2025	83.37
DD7277.14	REST SUPERANNUATION	26/02/2025	83.37
EFT22094	RM CONTRACTING & CIVIL	06/02/2025	42664.60
EFT22137	SAVANA ENVIRONMENTAL AUSTRALIA PTY LTD	20/02/2025	62870.78
EFT22095	SHIRE OF BROOMEHILL-TAMBELLUP	06/02/2025	76.74

EFT22112	SHIRE OF JERRAMUNGUP	06/02/2025	250.00
EFT22138	SIGMA CHEMICALS	20/02/2025	2382.03
EFT22096	SOAPS ON STONE	06/02/2025	312.00
EFT22139	SOAPS ON STONE	20/02/2025	288.00
EFT22097	SOLUTIONS IT	06/02/2025	761.96
EFT22098	ST JOHN AMBULANCE GNOWANGERUP	06/02/2025	1500.00
EFT22140	STATION MOTORS HOLDEN	20/02/2025	240.33
DD7231.3	SYNERGY	03/02/2025	390.24
DD7236.1	SYNERGY	05/02/2025	119.01
DD7240.1	SYNERGY	05/02/2025	450.93
DD7249.1	SYNERGY	04/02/2025	715.19
DD7251.1	SYNERGY	06/02/2025	662.59
DD7255.2	SYNERGY	07/02/2025	3767.24
DD7265.1	SYNERGY	11/02/2025	853.83
DD7281.1	SYNERGY	25/02/2025	964.08
EFT22099	TEAM GLOBAL EXPRESS PTY LTD	06/02/2025	448.20
DD7236.2	TELSTRA	06/02/2025	966.00
DD7245.1	TELSTRA	07/02/2025	237.49
DD7267.12	THE TRUSTEE FOR MLC SUPER FUND	12/02/2025	60.00
DD7277.13	THE TRUSTEE FOR MLC SUPER FUND	26/02/2025	60.00
EFT22141	THINK WATER GREAT SOUTHERN	20/02/2025	5987.51
EFT22100	TOPAZ GLOBAL	06/02/2025	245.00
EFT22142	TOPAZ GLOBAL	20/02/2025	188.88
EFT22101	TRACEY SCHEPIS T/as Four Little Wishes Baking	06/02/2025	600.00
EFT22143	TRAFFIC FORCE	20/02/2025	2807.20
EFT22102	TREVOR ANTHONY ARCHER TA T&L PAINTING	06/02/2025	285.00
EFT22144	TRUCK CENTRE WA PTY. LTD.	20/02/2025	655.69
DD7267.3	UNISUPER	12/02/2025	354.75
DD7277.3	UNISUPER	26/02/2025	306.38
EFT22103	WA CONTRACT RANGER SERVICES	06/02/2025	2079.00
DD7267.7	WALGS PLAN	12/02/2025	201.89
DD7277.8	WALGS PLAN	26/02/2025	212.61
EFT22104	WARREN BLACKWOOD WASTE	06/02/2025	12209.55
DD7231.1	WATER CORPORATION	03/02/2025	2778.33
DD7255.1	WATER CORPORATION	07/02/2025	7276.56
DD7267.10	WEALTH PERSONAL SUPERANNUATION AND	12/02/2025	2078.80
DD7277.11	WEALTH PERSONAL SUPERANNUATION AND	26/02/2025	1978.81
EFT22105	WESTRAC EQUIPMENT PTY LTD	06/02/2025	3141.47
EFT22106	WITHERS & ASSOCIATES PTY LTD	06/02/2025	4932.12
EFT22107	WOODLANDS DISTRIBUTORS PTY LTD	06/02/2025	193.16
			\$ 468,514.23

BREAKDOWN OF CREDIT CARD EXPENDITURE

SP 166 RAILWAY P. WEST LEEDERVILLE	01/02/2025	\$	8.00
CPP CONVENTION CENTRTE PERTH	02/02/2025	\$	14.13
AMPOL FORRESTDALE	04/02/2025	\$	69.33
TEMPLE & WEBSTER - RETAIL RETURN	07/02/2025	-\$	125.24

KATE'S PLACE - ALBANY	08/02/2025	\$	107.00
BUNNINGS - LANGE	10/02/2025	\$	51.00
STARLINK INTERNET	10/02/2025	\$	139.00
TRIPSAFE.COM.AU	15/02/2025	\$	163.69
QUEST INNALOO	16/02/2025	\$	1,412.75
PATHWEST LABORATORY	17/02/2025	\$	49.50
SHELL KATANNING	17/02/2025	\$	96.14
CLICK BUSINESS	19/02/2025	\$	73.95
OPEN AI*CHATGPT*	19/02/2025	\$	31.55
INTERNATIONAL TRANSACTION FEE	19/02/2025	\$	0.95
WOOLWORTHS ONLINE	20/02/2025	\$	367.80
SHIRE OF GNOWANGERUP	21/02/2025	\$	194.50
LITTLE GROVES CAFÉ	21/02/2025	\$	46.00
KMART MULGRAVE	21/02/2025	\$	849.25
PREMIER MILL HOTEL - KATANNING	22/02/2025	\$	700.00
GNOWANGERUP HARDWARE	23/02/2025	\$	10.45
CARD FEE	27/02/2025	\$	8.00

\$ **4,267.75**

EFT22079**	BREAKDOWN OF CARD USAGE		
Card 118 – GN.00	CHIEF EXECUTIVE OFFICER	\$	310.17
Card 119 – GN.001	DEPUTY CHIEF EXECUTIVE OFFICER	\$	55.71
Card 120 – GN.002	POOL VEHICLE	\$	88.41
Card 120 – GN.006	DR VEHICLE	\$	37.42
Card 121 – BFB1	BUSHFIRE BRIGADE	\$	79.10
Card 122 – BFB2	BUSHFIRE BRIGADE	\$	-
Card 123 – P6000	DEPOT - SMALL PLANT	\$	112.08
Card 124 – A6000	ADMIN OFFICE ADDITIONAL CARD - USED FOR	\$	-
Card 410 - Depot	DEPOT ADDITIONAL CARD	\$	-
Card 67 - GNOSES	TRUCK	\$	-
Card 68 - GNOSES	TROOPY	\$	-
Card 69 - GNOSES	ULP	\$	-

TOTAL \$ **682.89**

11.11	JANUARY 2025 MONTHLY FINANCIAL STATEMENTS
Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	6 February 2025
Business Unit:	Corporate and Community Services
Officer:	Kerry Fisher – CFO
Disclosure of Interest:	Nil

ATTACHMENTS:

- January Monthly Financial Report ending 31 January 2025.

PURPOSE OF THE REPORT

For Council to receive the January Monthly Financial Report for the period of 01/01/2025 to 31/01/2025.

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 January 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, 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 Kiddle

SECONDED: Cr R O'Meehan

0325.12 That Council:

Receives the Monthly Financial Statements for the month of January 2025.

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O’Keeffe, Cr R O’Meehan, Cr M Creagh, Cr LMartin,
Cr R Kiddle, Cr R Miniter

AGAINST: Nil

CONFIRMED

12 March 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 January 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 January 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 January 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Net Current Assets Information	5
Note 3 Explanation of Material Variances	6

SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

Note	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	4,904,951	4,904,951	4,899,706	(5,245)	(0.11%)	
Grants, subsidies and contributions	652,503	575,873	559,836	(16,037)	(2.78%)	
Fees and charges	476,805	315,965	312,213	(3,752)	(1.19%)	
Interest revenue	71,608	49,513	81,372	31,859	64.34%	p
Other revenue	68,476	43,186	123,483	80,297	185.93%	p
Profit on asset disposals	0	0	4,182	4,182	0.00%	
	6,174,343	5,889,488	5,980,792	91,304	1.55%	
Expenditure from operating activities						
Employee costs	(3,286,793)	(1,902,230)	(1,705,439)	196,791	10.35%	p
Materials and contracts	(3,530,576)	(2,106,617)	(1,563,730)	542,887	25.77%	p
Utility charges	(197,335)	(114,017)	(72,706)	41,311	36.23%	p
Depreciation	(4,082,649)	(2,381,450)	(2,515,251)	(133,801)	(5.62%)	
Finance costs	(10,398)	(7,488)	(7,086)	402	5.37%	
Insurance	(268,206)	(267,456)	(245,274)	22,182	8.29%	
Other expenditure	(485,388)	(285,382)	(175,893)	109,489	38.37%	p
Loss on asset disposals	0	0	(9,500)	(9,500)	0.00%	
	(11,861,345)	(7,064,640)	(6,294,879)	769,761	10.90%	
Non cash amounts excluded from operating activities	2(c) 4,162,102	2,381,450	2,520,569	139,119	5.84%	
Amount attributable to operating activities	(1,524,900)	1,206,298	2,206,482	1,000,184	82.91%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	3,697,606	396,687	30,921	(365,766)	(92.21%)	q
Proceeds from disposal of assets	446,800	107,800	102,182	(5,618)	(5.21%)	
Proceeds from financial assets at amortised cost - self supporting loans	14,998	7,522	7,522	0	0.00%	
	4,159,404	512,009	140,625	(371,384)	(72.53%)	
Outflows from investing activities						
Payments for property, plant and equipment	(2,331,934)	(429,575)	(772,830)	(343,255)	(79.91%)	q
Payments for construction of infrastructure	(4,307,602)	(1,917,998)	(41,374)	1,876,624	97.84%	p
	(6,639,536)	(2,347,573)	(814,204)	1,533,369	65.32%	
Amount attributable to investing activities	(2,480,132)	(1,835,564)	(673,579)	1,161,985	63.30%	
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)	(2,566)	(2,566)	0	0.00%	
Repayment of borrowings	(98,952)	(49,138)	(49,138)	0	0.00%	
Transfer to reserves	(410,790)	(18,053)	(18,053)	0	0.00%	
	(514,218)	(69,757)	(69,757)	0	0.00%	
Amount attributable to financing activities	(68,418)	(69,757)	(69,757)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 4,000,000	4,000,000	3,833,338	(166,662)	(4.17%)	
Amount attributable to operating activities	(1,524,900)	1,206,298	2,206,482	1,000,184	82.91%	p
Amount attributable to investing activities	(2,480,132)	(1,835,564)	(673,579)	1,161,985	63.30%	p
Amount attributable to financing activities	(68,418)	(69,757)	(69,757)	0	0.00%	
Surplus or deficit after imposition of general rates	(73,450)	3,300,977	5,296,484	1,995,507	60.45%	p

KEY INFORMATION

pq Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

p Indicates a variance with a positive impact on the financial position.

q 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.

	Actual 30 June 2024	Actual as at 31 January 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	7,420,687	8,754,085
Trade and other receivables	340,583	765,112
Other financial assets	14,999	7,477
Inventories	42,349	27,591
Contract assets	343,766	0
Other assets	9,941	0
TOTAL CURRENT ASSETS	8,172,325	9,554,265
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	32,844,925
Infrastructure	138,954,993	137,160,021
TOTAL NON-CURRENT ASSETS	172,044,775	170,236,228
TOTAL ASSETS	180,217,100	179,790,493
CURRENT LIABILITIES		
Trade and other payables	438,473	273,175
Other liabilities	581,666	650,439
Lease liabilities	4,476	1,910
Borrowings	98,952	49,814
Employee related provisions	373,759	378,547
TOTAL CURRENT LIABILITIES	1,497,326	1,353,885
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	1,702,496
NET ASSETS	178,371,163	178,087,997
EQUITY		
Retained surplus	44,636,263	44,335,044
Reserve accounts	2,930,090	2,948,143
Revaluation surplus	130,804,810	130,804,810
TOTAL EQUITY	178,371,163	178,087,997

This statement is to be read in conjunction with the accompanying notes.

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 20 February 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 POLICIES

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
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

2 NET CURRENT ASSETS INFORMATION

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

Current assets

Cash and cash equivalents
Trade and other receivables
Other financial assets
Inventories
Contract assets
Other assets

Note	Amended Budget Opening 1 July 2024 \$	Actual as at 30 June 2024 \$	Actual as at 31 January 2025 \$
	7,420,787	7,420,687	8,754,085
	341,271	340,583	765,112
	14,998	14,999	7,477
	42,378	42,349	27,591
	429,708	343,766	0
	0	9,941	0
	8,249,142	8,172,325	9,554,265
	(343,768)	(438,473)	(273,175)
	(581,566)	(581,666)	(650,439)
	(4,476)	(4,476)	(1,910)
	(98,952)	(98,952)	(49,814)
	(378,720)	(373,759)	(378,547)
	(1,407,482)	(1,497,326)	(1,353,885)
	6,841,660	6,674,999	8,200,380
	(2,841,660)	(2,841,661)	(2,903,896)
	4,000,000	3,833,338	5,296,484

Less: current liabilities

Trade and other payables
Other liabilities
Lease liabilities
Borrowings
Employee related provisions

Net current assets

Less: Total adjustments to net current assets

Closing funding surplus / (deficit)

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts
Less: Financial assets at amortised cost - self supporting loans
Add: Current liabilities not expected to be cleared at the end of the year
- Current portion of lease liabilities
- Current portion of borrowings
- Current portion of employee benefit provisions held in reserve

Total adjustments to net current assets

(2,930,090)	(2,930,090)	(2,948,143)
(14,998)	(14,999)	(7,477)
4,476	4,476	
98,952	98,952	49,814
0	0	(0)
(2,841,660)	(2,841,661)	(2,903,896)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Less: Profit on asset disposals
Add: Loss on asset disposals
Add: Depreciation
Movement in current contract liabilities associated with restricted cash

Total non-cash amounts excluded from operating activities

Amended Budget Estimates 30 June 2025 \$	YTD Budget Estimates 31 January 2025 \$	YTD Actual 31 January 2025 \$
0	0	(4,182)
0	0	9,500
4,082,649	2,381,450	2,515,251
79,453	0	0
4,162,102	2,381,450	2,520,569

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.

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	31,859	64.34%	p
Penalty interest and interest earned on investments higher than expected.		Permanent	
Other revenue	80,297	185.93%	p
Reimbursement income received higher than budget for workers compensation, reimbursements general and PPL.		Permanent	
No revenue received for drum muster and oil collections.		Timing	
Expenditure from operating activities			
Employee costs	196,791	10.35%	p
Some employment positions vacant.		Timing	
Workers compensation, C&C leave, CD superannuation and C&CS salaries higher than budget.		Permanent	
Materials and contracts	542,887	25.77%	p
Hazard reductions, road maintenance and IT support expenditure lower than budget.		Timing	
Strategy and governance YTD actual higher than YTD budget.		Timing	
Utility charges	41,311	36.23%	p
Swimming Pool, street lighting and standpipe expenditure lower than budget.		Timing	
Other expenditure	109,489	38.37%	p
Conference, donations and SES expenditure lower than budget.		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(365,766)	(92.21%)	q
RRG funding not yet received.		Timing	
Roads to Recovery and GNP Aerodrome grants received lower than YTD budget.		Timing	
Outflows from investing activities			
Payments for property, plant and equipment	(343,255)	(79.91%)	q
YTD budget timing of projects to be reviewed as some have not yet started or are completed.		Timing	
Payments for construction of infrastructure	1,876,624	97.84%	p
Road infrastructure works not yet started.		Timing	
Surplus or deficit after imposition of general rates	1,995,507	60.45%	p

SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Key Information	2
2	Key Information - Graphical	3
3	Cash and Financial Assets	4
4	Reserve Accounts	5
5	Capital Acquisitions	6
6	Disposal of Assets	9
7	Receivables	10
8	Other Current Assets	11
9	Payables	12
10	Borrowings	13
11	Lease Liabilities	14
12	Other Current Liabilities	15
13	Grants and contributions	16
14	Capital grants and contributions	17
15	Budget Amendments	18

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.

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$4.00 M	\$4.00 M	\$3.83 M	(\$0.17 M)
Closing	(\$0.07 M)	\$3.30 M	\$5.30 M	\$2.00 M
Refer to Statement of Financial Activity				
Cash and cash equivalents			Payables	
	\$8.75 M	% of total	\$0.27 M	% Outstanding
Unrestricted Cash	\$5.81 M	66.3%	Trade Payables	\$0.18 M
Restricted Cash	\$2.95 M	33.7%	0 to 30 Days	91.7%
			Over 30 Days	8.3%
			Over 90 Days	0.0%
Refer to 3 - Cash and Financial Assets			Refer to 9 - Payables	
			Receivables	
			\$0.06 M	% Collected
			Rates Receivable	\$0.70 M 85.9%
			Trade Receivable	\$0.06 M % Outstanding
			Over 30 Days	59.7%
			Over 90 Days	32.9%
Refer to 7 - Receivables				

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget	YTD Actual	Var. \$
	(a)	(b)	(b)-(a)
(\$1.52 M)	\$1.21 M	\$2.21 M	\$1.00 M
Refer to Statement of Financial Activity			

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$4.90 M	% Variance	YTD Actual	\$0.56 M	% Variance	YTD Actual	\$0.31 M	% Variance
YTD Budget	\$4.90 M	(0.1%)	YTD Budget	\$0.58 M	(2.8%)	YTD Budget	\$0.32 M	(1.2%)
Refer to 13 - Grants and Contributions						Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget	YTD Actual	Var. \$
	(a)	(b)	(b)-(a)
(\$2.48 M)	(\$1.84 M)	(\$0.67 M)	\$1.16 M
Refer to Statement of Financial Activity			

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.10 M	%	YTD Actual	\$0.04 M	% Spent	YTD Actual	\$0.03 M	% Received
Amended Budget	\$0.45 M	(77.1%)	Amended Budget	\$4.31 M	(99.0%)	Amended Budget	\$3.70 M	(99.2%)
Refer to 6 - Disposal of Assets			Refer to 5 - Capital Acquisitions			Refer to 5 - Capital Acquisitions		

Key Financing Activities

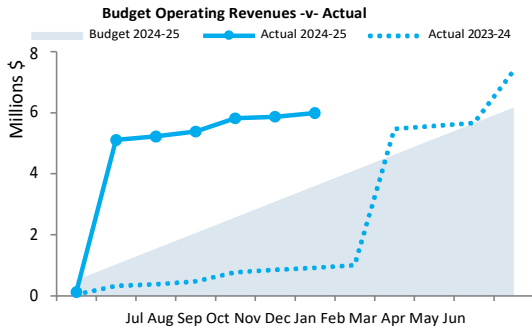
Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.07 M)	(\$0.07 M)	(\$0.07 M)	\$0.00 M
Refer to Statement of Financial Activity			
Borrowings		Reserves	
Principal repayments	(\$0.05 M)	Reserves balance	\$2.95 M
Interest expense	(\$0.01 M)	Net Movement	\$0.02 M
Principal due	\$0.37 M	Lease Liability	
Refer to 10 - Borrowings		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.

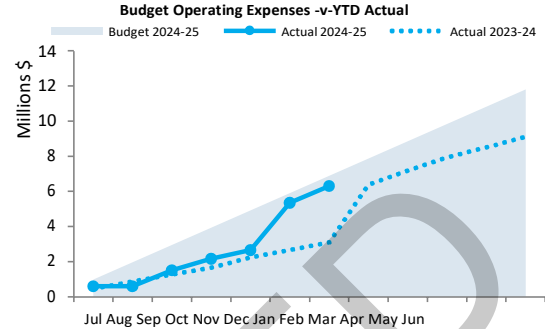
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

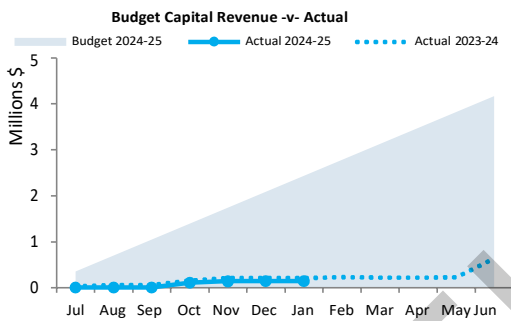


OPERATING EXPENSES

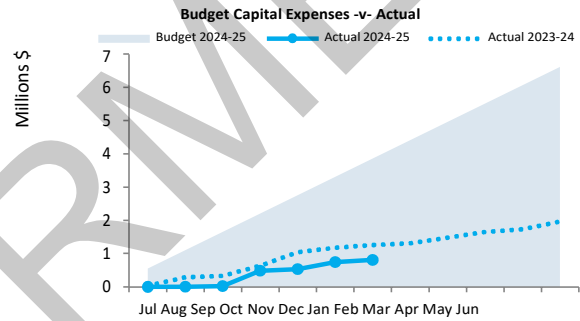


INVESTING ACTIVITIES

CAPITAL REVENUE

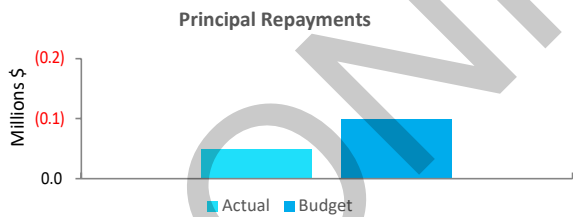


CAPITAL EXPENSES

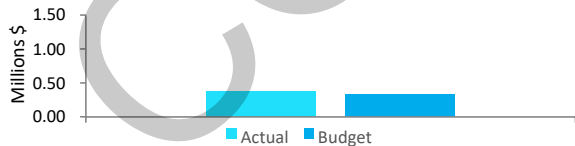


FINANCING ACTIVITIES

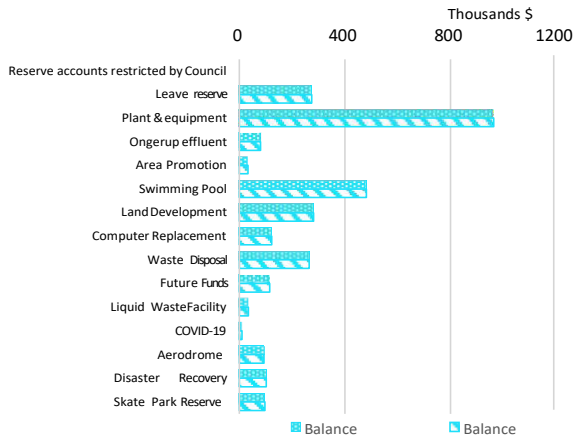
BORROWINGS



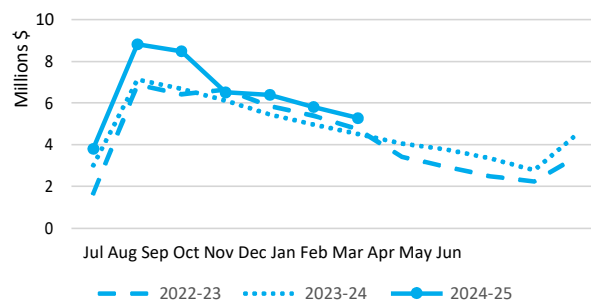
Principal Outstanding



RESERVES



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	1,805,042	0	1,805,042	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	4.98%	Apr-25
Municipal Fund Bank - Investments	Cash and cash equivalents	1,000,000	0	1,000,000	Bendigo	4.20%	Feb-25
Municipal Fund Bank - Investments	Cash and cash equivalents	1,000,000	0	1,000,000	Bendigo	4.40%	Mar-25
Municipal Fund Bank - Investments	Cash and cash equivalents	1,000,000	0	1,000,000	Bendigo	4.80%	Apr-25
Municipal Fund Bank - Investments	Cash and cash equivalents	1,000,000	0	1,000,000	Bendigo	4.90%	May-25
Reserve Fund Bank	Cash and cash equivalents	0	948,143	948,143	Bendigo	Variable	NA
Total		5,805,942	2,948,143	8,754,085			
Comprising							
Cash and cash equivalents		5,805,942	948,143	6,754,085			
Financial assets at amortised cost - Term Deposits		0	2,000,000	2,000,000			
		5,805,942	2,948,143	8,754,085			

KEY INFORMATION

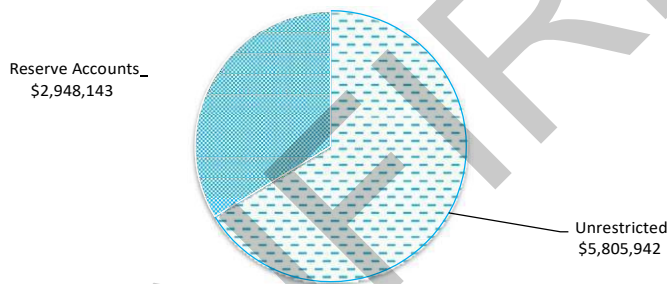
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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.



**SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2025**

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Leave reserve	271,803	51,855	0	323,658	271,803	1,675	0	273,478
Plant & equipment	958,572	156,542	(385,000)	730,114	958,572	5,906	0	964,478
Ongerup effluent	79,880	10,545	0	90,425	79,880	492	0	80,372
Area Promotion	32,016	219	0	32,235	32,016	197	0	32,213
Swimming Pool	478,664	59,266	0	537,930	478,664	2,949	0	481,613
Land Development	279,023	25,895	0	304,918	279,023	1,719	0	280,742
Computer Replacement	121,283	30,828	0	152,111	121,283	747	0	122,030
Waste Disposal	262,029	1,789	0	263,818	262,029	1,614	0	263,643
Future Funds	114,511	21,582	(20,800)	115,293	114,511	706	0	115,217
Liquid Waste Facility	33,243	227	0	33,470	33,243	205	0	33,448
COVID-19	9,859	67	0	9,926	9,859	61	0	9,920
Aerodrome	92,409	631	0	93,040	92,409	569	0	92,978
Disaster Recovery	100,746	50,688	0	151,434	100,746	621	0	101,367
Skate Park Reserve	96,052	656	(40,000)	56,708	96,052	592	0	96,644
	2,930,090	410,790	(445,800)	2,895,080	2,930,090	18,053	0	2,948,143

Capital acquisitions	Budget	Amended YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Land	147,000	52,000	76,040	24,040
Buildings	777,270	334,575	139,174	(195,401)
Furniture & Equipment	30,000	20,000	0	(20,000)
Plant & Equipment	1,377,664	23,000	557,616	534,616
Acquisition of property, plant and equipment	2,331,934	429,575	772,830	343,255
Roads	3,770,281	1,645,253	1,275	(1,643,978)
Parks & Ovals	60,000	60,000	25,185	(34,815)
Footpaths	289,708	96,569	173	(96,396)
Sewerage Assets	20,000	0	2,167	2,167
Infrastructure - Aerodrome	59,494	19,831	12,574	(7,257)
Infrastructure - Other	108,119	96,345	0	(96,345)
Acquisition of infrastructure	4,307,602	1,917,998	41,374	(1,876,624)
Total capital acquisitions	6,639,536	2,347,573	814,204	(1,533,369)
Capital Acquisitions Funded By:				
Capital grants and contributions	3,697,606	396,687	30,921	(365,766)
Other (disposals & C/Fwd)	446,800	107,800	102,182	(5,618)
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	2,049,330	1,843,086	681,101	(1,161,985)
Capital funding total	6,639,536	2,347,573	814,204	(1,533,369)

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 larger 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.

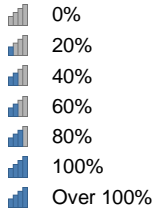
Reportable Value

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.

Capital expenditure total

Level of completion indicators

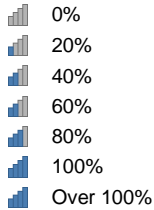


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Amended		Year to Date Actual	Variance (Under)/Over
Account Description		Current Budget	Year to Date Budget		
Capital Expenditure					
Land					
23064	Quinn St Precinct Development (Capital)(Land)	147,000	52,000	76,040	24,040
Land Total		147,000	52,000	76,040	24,040
Buildings					
05044	ONG Fire Station (Capital)(Buildings - SP)	155,250	155,250	409	(154,841)
07034	SES Shed (Capital)(Buildings - SP)	66,325	66,325	14,245	(52,080)
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)	150,000	0	52,258	52,258
31014	Ongerup Hall (Capital)(Buildings - SP)	70,000	0	0	0
31024	GNP Town Hall (Capital)(Buildings - SP)	140,000	0	1,755	1,755
32004	Swimming Pool Improvements (Capital)(Buildings - SP)	75,000	75,000	52,054	(22,946)
33604	ONG Sports Pavillion (Capital)(Buildings - SP)	12,195	0	55	55
39004	GNP Depot (Capital)(Buildings - SP)	40,500	0	10,829	10,829
46004	GNP Caravan Park Chalets (Capital)(Buildings - SP)	8,000	8,000	7,569	(431)
59040	Administration Centre (Capital)(Buildings - SP)	30,000	0	0	0
Buildings Total		777,270	334,575	139,174	(195,401)
Furniture & Equipment					
03004	Recording Equipment (Capital)(F&E)	20,000	20,000	0	(20,000)
59050	Administration F&E (Capital)(F&E)	10,000	0	0	0
Furniture & Equipment Total		30,000	20,000	0	(20,000)
Plant & Equipment					
07062	SES Plant Purchases (Capital)(P&E)	18,854	0	4,850	4,850
32204	Swimming Pool Plant & Equip (Capital)(P&E)	20,000	20,000	16,915	(3,085)
40034	Replace Ute GN0046 (Capital)(P&E)	45,000	0	0	0
40154	DCEO Vehicle GN001 (Capital)(P&E)	3,000	3,000	0	(3,000)
40174	Replace Ute GN0028 (Capital)(P&E)	45,000	0	0	0
40184	Replace Drainage Truck GN0037 (Capital)(P&E)	55,000	0	0	0
40294	Replace Vibe Roller GN0051 (Capital)(P&E)	170,000	0	0	0
40354	Replace Ute GN003 (Capital)(P&E)	45,000	0	0	0
40364	Replace Truck GN007 (Capital)(P&E)	65,000	0	0	0
40484	VMS Trailer Sign (Capital)(P&E)	28,000	0	0	0
40584	Replace Ute Maint Officer (Capital)(P&E)	45,000	0	0	0
40634	Replace Grader GN0021 (Capital)(P&E)	536,810	0	535,851	535,851
40644	Replace Loader GN035 (Capital)(P&E)	240,000	0	0	0
40684	Skid Steer Trailer (Capital)(P&E)	45,000	0	0	0
40714	Mechanic Diagnostic Tool (Capital)(P&E)	16,000	0	0	0
Plant & Equipment Total		1,377,664	23,000	557,616	534,617

Capital expenditure total

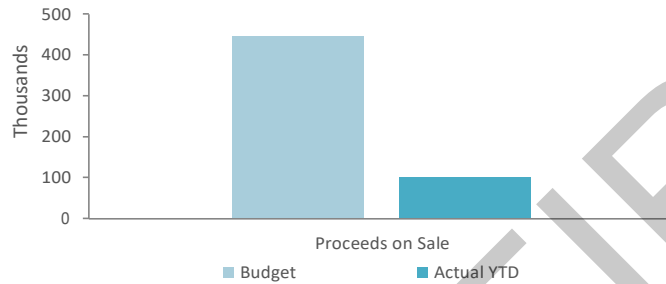
Level of completion indicators



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

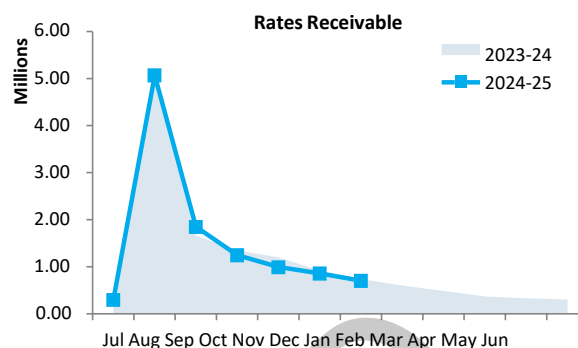
		Amended		Year to Date Actual	Variance (Under)/Over
Account Description		Current Budget	Year to Date Budget		
	Roads				
	38004 RRG - Project Grant Works (Capital)(Inf Rds)	934,763	487,067	0	(487,067)
	38014 R2R Grant Works (Capital)(Inf Rds)	753,953	188,488	602	(187,887)
	38094 Council Funded Roads Program (Capital)(Inf Rds)	282,489	70,622	0	(70,622)
	38104 Council Funded - Road Works (Capital)(Inf Rds)	299,076	299,076	673	(298,403)
	38124 Secondary Freight Network Program (Capital)(InfRds)	1,500,000	600,000	0	(600,000)
	Roads Total	3,770,281	1,645,253	1,275	(1,643,979)
	Parks & Ovals				
	33004 Reticulation of Ovals (Capital)(Inf-Parks)	60,000	60,000	25,185	(34,815)
	Parks & Ovals Total	60,000	60,000	25,185	(34,815)
	Footpaths				
	38304 Footpath Construction (Capital)(Inf Footpaths)	289,708	96,569	173	(96,396)
	Footpaths Total	289,708	96,569	173	(96,396)
	Sewerage Assets				
	26014 ONG Waste Water Ponds (Capital)(Inf Sew)	20,000	0	2,167	2,167
	Sewerage Assets Total	20,000	0	2,167	2,167
	Infrastructure - Aerodrome				
	43034 Airstrip Water Infrastructure (Capital)(Inf - Aerodrome)	59,494	19,831	12,574	(7,258)
	Infrastructure - Aerodrome Total	59,494	19,831	12,574	(7,258)
	Infrastructure - Other				
	25004 Ongerup Drum Compound (Capital)(Inf -Oth)	8,845	8,845	0	(8,845)
	33804 Other Rec & Sport (Capital)(Oth Inf)	7,500	7,500	0	(7,500)
	38604 Park Rd Footbridge (Capital)(Inf Oth)	80,000	80,000	0	(80,000)
	43904 Airport Dam Pipeline (Capital)(Inf - Oth)	11,774	0	0	0
	Infrastructure - Other Total	108,119	96,345	0	(96,345)
	Grand Total	6,639,536	2,347,573	814,204	(1,533,369)

		Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
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	0	107,500	98,000	0	(9,500)
50072	Rear Mounted Free Roller	0	0	0	0	0	4,182	4,182	0
	Ute GN003	0	17,000	0	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
	Loader	0	60,000	0	0	0	0	0	0
	Vibrating Roller	0	45,000	0	0	0	0	0	0
	Truck GN003	0	20,000	0	0	0	0	0	0
	Ute GN007	0	20,000	0	0	0	0	0	0
	Ute GN372	0	22,000	0	0	0	0	0	0
		0	446,800	0	0	107,500	102,182	4,182	(9,500)



Rates receivable

	30 June 2024	31 Jan 2025
	\$	\$
Opening arrears previous year	429,171	305,434
Levied this year	4,622,911	4,899,706
Less - collections to date	(4,714,143)	(4,472,375)
Gross rates collectable	337,939	732,765
Allowance for impairment of rates receivable	(32,505)	(32,505)
Net rates collectable	305,434	700,260
% Collected	93.3%	85.9%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(608)	10,815	6,804	0	8,333	25,344
Percentage	(2.4%)	42.7%	26.8%	0.0%	32.9%	
Balance per trial balance						
Trade receivables						25,344
Other receivables						1,220
GST receivable						38,288
Total receivables general outstanding						64,852

Amounts shown above include GST (where applicable)

KEY INFORMATION

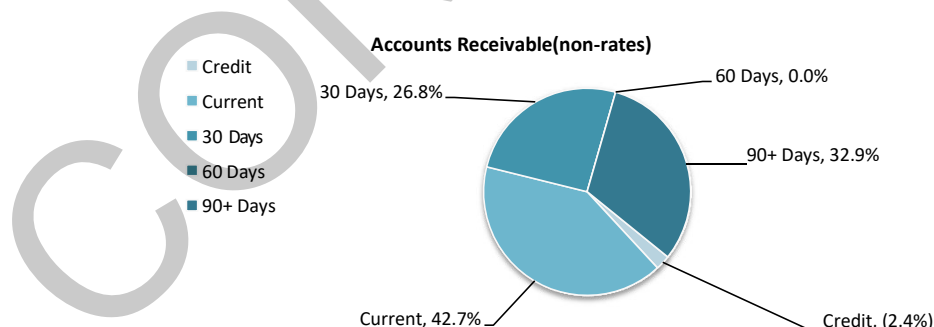
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 January 2025
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	14,999	0	(7,522)	7,477
Inventory				
Fuel, Oil & Materials	42,349	22,417	(37,175)	27,591
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	22,417	(398,404)	35,068

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.

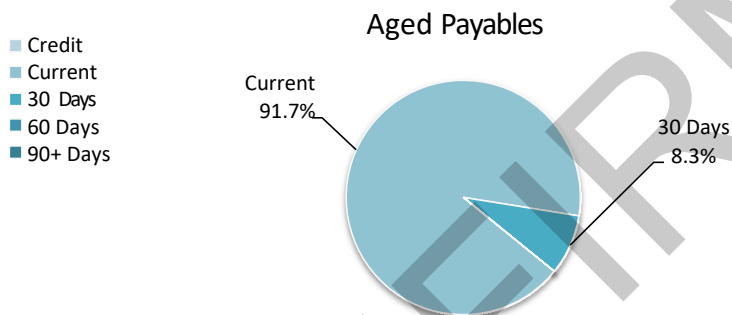
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	166,052	15,035	0	0	181,087
Percentage	0.0%	91.7%	8.3%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						181,087
ATO liabilities						15,924
Bonds and deposits held						9,810
Prepaid rates						32,001
Accrued interest on loans						1,710
ESL payable						32,643
Total payables general outstanding						273,175

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.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Staff Housing	281	249,702	0	0	(19,953)	(40,057)	229,749	209,645	(2,742)	(3,644)
Gnowangerup Community Centre	273	47,860	0	0	(11,425)	(23,202)	36,435	24,658	(1,690)	(2,605)
Gnowangerup Synthetic Surface	279	88,235	0	0	(10,238)	(20,695)	77,997	67,540	(2,204)	(3,516)
		385,797	0	0	(41,616)	(83,954)	344,181	301,843	(6,636)	(9,765)
Self supporting loans										
Ongerup Bowls Club		37,842	0	0	(7,522)	(14,998)	30,320	22,844	(356)	(418)
		37,842	0	0	(7,522)	(14,998)	30,320	22,844	(356)	(418)
Total		423,639	0	0	(49,138)	(98,952)	374,501	324,687	(6,992)	(10,183)
Current borrowings		98,952					49,814			
Non-current borrowings		324,687					324,687			
		423,639					374,501			

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	\$ (2,566)	\$ (4,476)	\$ 2,289	\$ 379	\$ (94)	\$ (215)
Total		4,855	0	0	(2,566)	(4,476)	2,289	379	(94)	(215)
							1,910			
							379			
							2,289			

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 January 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		37,422	0	110,728	(15,173)	650,439
Capital grant/contributions liabilities		544,244	0	0	(26,782)	0
Total other liabilities		581,666	0	110,728	(41,955)	650,439
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	115,516	(41,955)	1,028,986

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 Liability	Decrease in Liability	Liability	Current Liability	Amended Budget Revenue	YTD Budget	YTD Revenue
	1 July 2024		(As revenue)	31 Jan 2025	31 Jan 2025			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
WA Local Government Grants Commission - General	0	0	0	0	0	3,639	1,820	71,040
WA Local Government Grants Commission - Roads	0	0	0	0	0	76,886	38,443	38,879
Other Governance	1,719	0	0	1,719	1,719	3,000	0	0
DFES - Local Government Grants - BushFire Brigades	0	0	0	0	0	90,605	67,954	45,303
Other Fire Prevention	19,250	110,728	0	129,978	129,978	150,000	150,000	0
AWARE Grant Revenue	0	0	0	0	0	10,650	10,650	10,650
DFES - Local Government Grants - Emergency Services	0	0	0	0	0	42,867	32,150	21,434
Other Rec & Sport	0	0	0	0	0	74,500	74,500	94,520
GNP Library Income	0	0	0	0	0	920	920	0
Main Roads Direct Grant	0	0	0	0	0	199,436	199,436	243,908
Operating grants	0	0	0	0	0	0	0	3,000
Gnowangerup Family Support	16,453	0	(15,173)	1,280	1,280	0	0	0
	37,422	110,728	(15,173)	132,977	132,977	652,503	575,873	528,734
Contributions								
LONG TABLE LUNCH INCOME	0	0	0	0	0	0	0	31,102
	0	0	0	0	0	0	0	31,102
TOTALS	37,422	110,728	(15,173)	132,977	132,977	652,503	575,873	559,836

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 Jan 2025	Current Liability 31 Jan 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Fire Prevention	0	0	0	0	0	155,250	0	0
Other Law Order	0	0	0	0	0	85,179	0	0
Regional Road Group	110,918	0	0	110,918	110,918	536,110	214,444	0
Roads to Recovery	26,782	0	(26,782)	0	0	701,564	140,313	26,782
Local Roads & Community Infrastructure - (LRCI)	406,544	0	0	406,544	406,544	677,573	0	0
Wheatbelt Secondary Freight Route	0	0	0	0	0	1,500,000	0	0
GNP Aerodrome Income	0	0	0	0	0	41,930	41,930	4,139
	544,244	0	(26,782)	517,462	517,462	3,697,606	396,687	30,921

15 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended 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)
				31,450	(104,900)	(73,450)

Location: Shire of Gnowangerup
 Proponent: N/A
 Date of Report: 10 March 2025
 Business Unit: Corporate and Community Services
 Author: Shane Harris – Community Emergency Services Manager (CESM)
 Disclosure of Interest: NIL

ATTACHMENTS

- Unconfirmed Minutes for the Ordinary LEMC meeting held on the 6th December 2024.

PURPOSE OF THE REPORT

For Council to receive and note the minutes of the LEMC meeting held on the 6th December 2024.

BACKGROUND

The Shire of Gnowangerup LEMC meets on a quarterly basis and minutes of the meeting are provided to Council for its information.

COMMENTS

Nil

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

It is a requirement under Section 38 of the *Emergency Management Act 2005* that all Local Governments establish a local emergency management committee for the local government's district.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gnowangerup Strategic Community Plan 2021 – 2031

Theme: Our Community

Community Priority 1.5: Support emergency services planning risk mitigation, response and recovery.

Action 1.5.1: Work with the LEMC to continually improve emergency response planning and delivery

RISK MANAGEMENT CONSIDERATIONS:

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

LEMC is a committee of Council and Council is required to receive and note the unconfirmed minutes from the meeting held on the 6th December 2024.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

MOVED: Cr R O'Meehan

SECONDED: Cr L Martin

0325.13 That Council

- **Receives and notes the unconfirmed minutes of the Local Emergency Management Committee (LEMC) meeting held on the 6th December 2024.**

UNANIMOUSLY CARRIED BY: 6/0

**FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr M Creagh,
Cr L Martin, Cr R Kiddle, Cr R Miniter**

AGAINST: NIL



SHIRE OF GNOWANGERUP

BORDEN GNOWANGERUP ONGERUP

SHIRE OF GNOWANGERUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES

THURSDAY 6TH DECEMBER 2024 COMMENCED AT 4:30PM

SHIRE OF GNOWANGERUP COUNCIL CHAMBERS – YOUGENUP ROAD GNOWANGERUP

1. OPENING

The Chair, CEO, David Nicholson declared the meeting open at 16:31pm and welcomed everyone to the first LEMC meeting of 2024.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ATTENDANCE

David Nicholson	Shire of Gnowangerup Chief Executive Officer
Anrie van Zyl	Shire of Gnowangerup HR & Emergency Management Officer
Todd D'Souza	OIC, Gnowangerup Police
Mel Haymont	Community Preparedness Advisor, Department of Fire and Emergency Services
Vivien Gardiner	Regional Preparedness and Coordination, Emergency Relief and Support Department of Communities
Lindsay Baker	District Fire Coordinator Department of Biodiversity, Conservation and Attractions (DBCA)
Ewan Foot	District Fire Coordinator Department of Biodiversity, Conservation and Attractions (DBCA)
Mandy Hanna	Unit Manager SES Gnowangerup
Peter Blows	Training officer SES Gnowangerup
Dan Biddulph	SOG/SOJ Bushfire Mitigation Coordinator
Derek Jones	District Officer, Department of Fire and Emergency Services
John Paul Collins	DPIRD Department Primary Industries and Regional Development

4. APOLOGIES

Cr Kate O'Keeffe	Shire of Gnowangerup President
Cr Rebecca O'Meehan	Shire of Gnowangerup Shire Deputy President
Cr Lex Martin	Shire of Gnowangerup Councillor & Deputy Recovery Coordinator
Chiara Galbraith	Shire of Gnowangerup Deputy Chief Executive Officer
Barry Gibbs	Shire of Gnowangerup Acting Manager of Works
Charlotte Powis	District Emergency Services Officer, Great Southern – Department of Communities
Todd D'Souza	OIC/Sergeant Gnowangerup Police
Travis Hawkers	Volunteer St John Ambulance
Andrew Brooker	Community Paramedic, St John Ambulance
Ian Bailey	Principal, Gnowangerup District High School
Wayne Davis	Captain/FCO Borden Fire Brigade
Mike Richardson	Works Manager, Shire of Gnowangerup
Deborah Greenwood	Principal, Borden Primary School
Donna Jarvinen	Principal, Ongerup Primary School
Ivanna Flanigan	Clinical Nurse Manager, WA Country Health Service Great Southern, Gnowangerup Health Services

5. CONFIRMATION OF PREVIOUS MINUTES

That the minutes of the Local Emergency Management Committee meeting held on **Thursday 26th September 2024** be confirmed as a true and accurate record of proceedings.

Moved: Mandy Hanna

Seconded: Peter Blows
Carried

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Date Raised	Subject	Action	Assigned	Status	Due Date
7/12/2023	LEMA-Major Review due June 2024	<ul style="list-style-type: none"> The Local Emergency Management Arrangement and Recovery Plan are due for a major review. Anrie is hoping to work closely with the new CESM to get a first draft ready by March 2024 and have it ready for tabling and adoption by June 2024. 	CESM, Anrie	Ongoing	30/03/25

7/12/2023	Find my Farm" Project	<ul style="list-style-type: none"> • "Jim's place" and provide a farm name without a specific address. This makes it very hard to locate the property and direct the brigades to the correct location. • The aim of this project is to build a register/database to connect a farm name with property owner name and rural address with each other. This will simplify the process of locating the address and directing emergency services. • Tom Grieve explained the use of the "Emergency Plus" App. • The app uses a mobile phone's GPS functionality and what3words, so callers can provide emergency call-takers with their location information as determined by their smart phone. With what3words available within the Emergency+ app, Triple Zero (000) callers can confirm their exact location quickly and accurately. • The Shire could do a promotion of the Emergency Plus App to make people aware of its features. 	David/Development team	Ongoing	30/9/25
7/12/2023	Crime	<ul style="list-style-type: none"> • Crime around sporting club • List all CCTV cameras in the shire of Gnowangerup 	T. D' Souza David	Ongoing 07/03/2024	30/04/25

7. EMERGENCY CONTACTS UPDATE

- Update Department of communities from Sharon to Vivien Gardiner

8. CORRESPONDENCE

INWARDS:

- LEMA review (Lewis Winter)
- SJA contact updates

OUTWARDS

- Sent out LEMC Invites
- Volunteer letters

9. GENERAL BUSINESS

-

10. REPORTS FROM MEMBERS:

- David Nicholson – CEO Shire of Gnowangerup
 - Dept short staffed trying to replace asap
 - 15th March Fly in Fly Out fair held at aerodrome
 - 29-30th March Drag racing at aerodrome
 - Wild Gravel 11th Oct twice as many participation
- Charlotte Powis - District Emergency Services Officer, Great Southern - Department of Communities
 - Attached
- Viv Gardiner – Department of communities
 - Attached
- Andrew Brooker - Community Paramedic, St John Ambulance
 - Nil
- Mel Haymont - Community Preparedness Advisor, Department of Fire and Emergency Services
 - Attached
- Mike Richardson – Shire of Gnowangerup Acting Manager of Works
 - Nil
- Todd D'Souza - OIC, Gnowangerup Police
 - Nil
- Travis Hawkers - Volunteer St John Ambulance
 - Nil
- Mandy Hanna - Unit Manager SES Gnowangerup
 - Attached
- Ian Bailey - Principal, Gnowangerup District High School

- Nil
- **Chiara Galbraith - Shire of Gnowangerup Deputy Chief Executive Officer**
 - Nil
- **Anrie van Zyl - Shire of Gnowangerup HR & Emergency Management Officer**
- **Lindsay Baker, Department of Biodiversity, Conservation and Attractions (DBCA)**
 - Attached
- **Cr Lex Martin - Shire of Gnowangerup Councillor & Deputy Recovery Coordinator**
 - Nil
- **Wayne Davis – Captain/FCO Borden Fire Brigade**
 - Nil
- **Darren Baum – Chief Bush fire control officer SOG**
 - Nil
- **Derek Jone - District Officer, Department of Fire and Emergency Services**
 - Attached
- **Shane Harris – CESM Gnowangerup**
 - High season Lt & Heavy will be delivered shortly
 - Vehicles are all serviced and ready for the season
 - Volunteer training is all complete for 2024
 - Brigades have been supporting neighbouring shires
 - LEMC training exercise to look at Road Crash exercise (Truck v Bus)
 - Merry Christmas and Happy new year to all.
- **Dan Biddulph - SOG/SOJ Bushfire Mitigation Coordinator**
 - 23/24 round has been acquitted
 - Tenders go out in the new year for works

11. CLOSING

CEO, David Nicholson declared the meeting closed at 17:16pm.

12. DATE OF NEXT MEETING

Next meeting will take place on Thursday the March 6th 2025 at 4:30pm

11.13 CLIMATE CHANGE DECLARATION

Location: Shire of Gnowangerup
Proponent: Shire of Gnowangerup
Date of Report: 17 March 2025
Business Unit: Planning
Responsible Officer: David Nicholson - Chief Executive Officer
Author: Adrian Nicoll – Project Planner
Disclosure of Interest: NIL

ATTACHMENTS

Shire of Gnowangerup Climate Change Declaration.

PURPOSE OF THE REPORT

The purpose of this report is to request the Council to agree to become a signatory to the Western Australian Local Government Association's Climate Change Declaration by authorising the Shire President to sign the attached 'Shire of Gnowangerup Climate Change Declaration' for co-signing by the President of WALGA.

The declaration is an acknowledgment to the Western Australian Local Government Association, that the Shire of Gnowangerup is committed to monitoring the impacts of climate change on the community and where feasible, implementing initiatives to address challenges generated by our changing climate.

BACKGROUND

Scientific evidence indicates that the Earth's climate is changing, and human activities are seen as the primary driver. Rising temperatures and changing weather patterns will impact the Shire of Gnowangerup assets and services, generate unbudgeted financial impacts and affect the wellbeing of the community.

The Shire of Gnowangerup has developed the attached 'Shire of Gnowangerup Climate Change Declaration', to demonstrate its acknowledgment of the impacts of climate change and commitment to developing locally appropriate mitigation and adaptation strategies to manage climate change.

The Declaration provides a clear statement that the Shire of Gnowangerup:

- *Recognises that climate change is occurring, and that climate change will continue to have a significant effect on the Western Australia environment, society and economy;*
- *Acknowledges the central role of Local Government in driving a successful climate response. Hence, declares commitment to the implementation of mitigation and adaptation strategies to minimize the effects on our community, environment and economy; and*
- *Seeks to implement the overall objectives of:*
 - *Demonstrating climate leadership; and*
 - *Building the resilience of our Shire to the effects of climate change by partnering with neighbouring Shires to lever scale and accelerate the planning and implementation of relevant initiatives.*

COMMENTS

Signing a climate change declaration demonstrates a local government's acknowledgment of the impacts of climate change and their commitment to developing locally appropriate mitigation and adaptation strategies.

Adaptation strategies focus on adjusting to the impacts of climate change that are already happening or expected (e.g. more frequent bushfires), while mitigation strategies aim to reduce greenhouse gas emissions and limit future climate change (e.g. the use of electric vehicles).

To date, 51 Local Governments have signed the Climate Change Declaration, representing over 85% of Western Australia's population. WALGA encourages all Local Governments to become signatories of the Declaration, which will further support WALGA to advocate for the appropriate funding and development of legislative mechanisms to support Local Government climate change management.

One of the major commitments to becoming involved in becoming a signatory to WALGA's Climate Change Declaration is the development of Action Plans and having staff responsible for the annual reporting on actions.

Action Plans involve following a procedure to act out an adaptation or mitigation strategy, as follows:



The following is an example of how an action plan is used for an adaptation or mitigation plan:

Action Plan	Category	Action Area	Outcomes of evaluation	Current status	Action
Corporate Adaptation	Biodiversity	Planting and landscape renewal plans that consider species hardiness and adaptability to climatic changes.	<ul style="list-style-type: none">• Proceed; or• Underway; or• On hold; or• Do not proceed	<ul style="list-style-type: none">• Feasibility stage; or• Planning stage; or• Implementation stage; or• Underway	
Corporate Mitigation	Waste	Single-use plastic ban	<ul style="list-style-type: none">• Proceed; or• Underway; or• On hold; or• Do not proceed	<ul style="list-style-type: none">• Feasibility stage; or• Planning stage; or• Implementation stage; or• Underway	

The Shire of Gnowangerup is vulnerable to the impacts of climate change including heat waves and more intense storms, both of which are likely to adversely affect the Gnowangerup natural and human environment.

Council is encouraged to declare its support by becoming a signatory to the Western Australian Local Government Association's Climate Change Declaration and agreeing to adjust the impact of climate change and mitigating against further climate change.

POLICY IMPLICATIONS

When reviewing the Council Policy, consideration should be given to defining measures that can be used to contribute to reducing climate change.

Council will need to regularly review its policies where their content may be affected by climate change to ensure that they remain current as the science of climate change develops.

FINANCIAL IMPLICATIONS

Any actions that result from the commitments in the Climate Declaration which incur a direct cost to the Shire can be undertaken within existing budget and/or external grant funding sought or prioritised through future budgets.

WALGA has several Climate Action Plan Templates that can be utilised which can be tailored to suit the needs of the local government and to align with any existing work already undertaken or underway. WALGA has a dedicated Environment Team who would assist staff members at the Shire in the preparation of Plans and associated reporting.

STRATEGIC IMPLICATIONS

Council's Integrated Strategic Plan seeks to implement climate change mitigation and adaptation plans by:

- Building community partnerships that help protect and preserve our natural assets.
- Undertaking efficient resource consumption including water, energy and non-renewable resources.

Council will need to ensure that actions, decisions and policy response to climate change remain current and reflect Council's operational capacity, community expectations and changes in climate change scenarios.

RISK MANAGEMENT

The Shire will need to complement, collaborate with, and establish strong partnerships with, the community, key stakeholders, other local councils and other tiers of government to strengthen Council's adaptive capacity in response to climate change.

IMPACT ON CAPACITY

Council needs to consider the imposition on staff who will need to develop Climate Change Action Plans in response to a Climate Change Declaration.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The Shire can decide not to declare its allegiance to climate change and continue its business without incorporating climate adaptation and mitigation plans. This option is not recommended given the commitment of the State and other local governments to sign-up to WALGA's Climate Change Declaration and the potential impact of climate change on the Shire's economic, social

CONCLUSION

The ongoing profitability and sustainability of agriculture is key to the economic prosperity of the Great Southern region, which includes the Shire of Gnowangerup. A decline in rainfall across the region is challenging to the agricultural industry and the community it supports.

With further declines in rainfall and increases in temperatures predicted, the incidence of climate related events is likely to increase. This will expose the region to more frequent drought, fire and extreme weather events such as frost and heat waves.

We know that the impact of these events stretches beyond the agricultural industry and can bring uncertainty and strain to local communities, Shire administration and servicing and the broader economy. It is for this reason it is recommended that the Shire of Gnowangerup becomes a signatory to WALGA's Climate Change Declaration, which means:

- Recognising that climate change is occurring.
- Declaring commitment to the implementation of mitigation and adaptation strategies.
- Implementing key climate change objectives such as: demonstrating climate leadership'; and 'building the resilience of the Shire to the effects of climate change.

VOTING REQUIREMENTS

Absolute majority

COUNCIL RESOLUTION

MOVED: Cr R Miniter

SECONDED: Cr R Kiddle

0325.14 That Council

Agree to become a signatory to the Western Australian Local Government Association's Climate Change Declaration by authorising the Shire President to sign the attached 'Shire of Gnowangerup Climate Change Declaration' for co-signing by the President of WALGA.

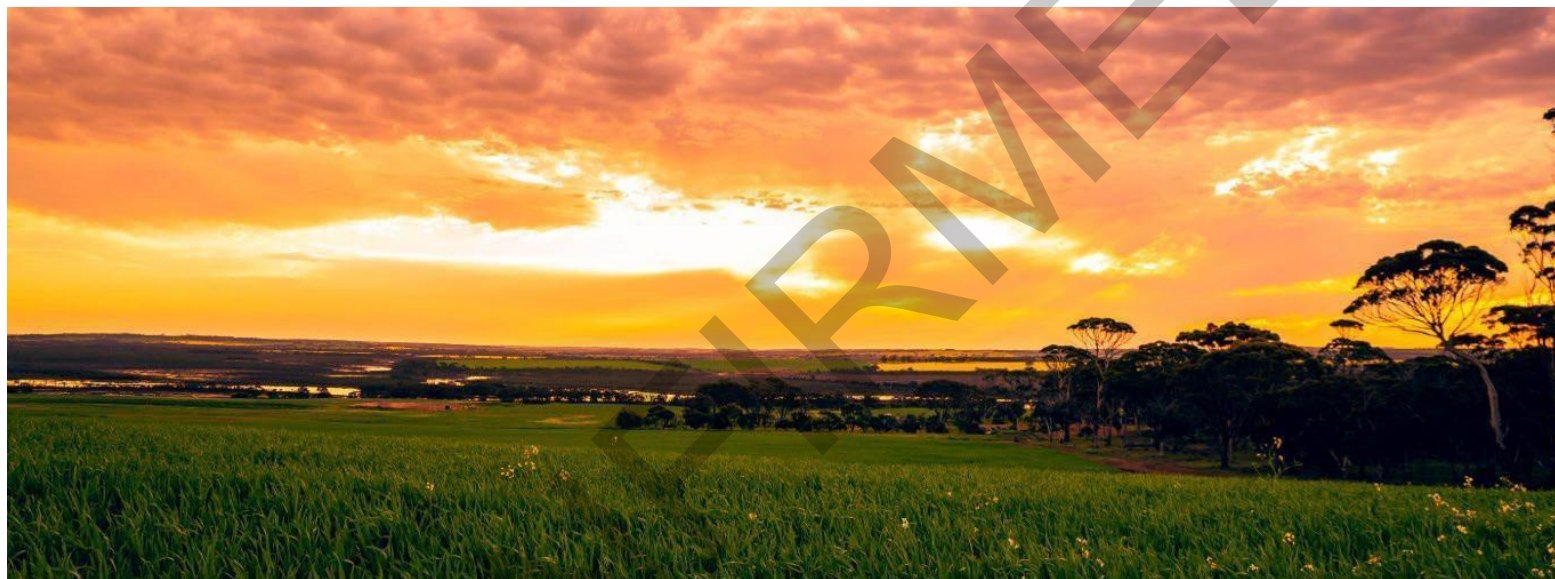
CARRIED BY ABSOLUTE MAJORITY: 5/1

**FOR: Cr K O'Keeffe, Cr R O'Meehan,
Cr L Martin, Cr R Kiddle, Cr R Miniter**

AGAINST: Cr Creagh

Shire of Gnowangerup

Climate Change Declaration



Introduction

Climate change is having, and will continue to have, significant effects on the Western Australian environment, society and economy, with impacts felt at the Local Government level. The Shire of Gnowangerup acknowledges that the climate is changing evidenced by lower rainfall, hotter days and drying bushland and that as a Local Government it is part of our role to mitigate and manage these impacts on our community.

This Declaration establishes our position on climate change and outlines our commitments to addressing climate change.

The Shire of Gnowangerup supports the environmental, social and economic benefits of addressing climate change immediately. We see an opportunity for Local Government to demonstrate leadership in climate change management at a community level and support the development of equitable

and implementable State and Commonwealth strategies for climate change management.

Declaration

The Shire of Gnowangerup:

- Recognises that climate change is occurring, and that climate change will continue to have a significant effect on the Western Australia environment, society and economy.
- Acknowledges the central role of Local Government in driving a successful climate response. Hence, declares commitment to the implementation of mitigation and adaptation strategies to minimise the effects on our community, environment and economy.
- Seeks to implement the overall objectives of:
 - demonstrating climate leadership; and
 - building the resilience of our Shire to the effects of climate change by partnering with neighbouring Shires to lever scale and accelerate the planning and implementation of relevant initiatives.

Background

International scientific consensus is that climate change is occurring and in the Shire of Gnowangerup this is resulting in the following effects;

- increase in temperatures, with more extremely hot days and fewer extremely cool days;
- heat waves that are longer and hotter;
- A decrease in cool-season rainfall across southern Australia, including the Great Southern region of WA;
- More frequent, longer and more intense droughts across southern Australia, including the Great Southern region of WA;
- An increase in the number of high fire weather danger days and a longer fire season; and
- Through a combination of many of these impacts, changes to biodiversity including increased species extinction.

These changes have the potential to impact our environment, assets and infrastructure within our Shire, and the health, safety and wellbeing of our people. We therefore need to plan for and adapt to, these changes to ensure our Shire remains a resilient and vibrant area.

Role of Government

As a signatory to the Paris Agreement under the United Nations Framework Convention on Climate Change and the United Nations Sustainable

Development Goals, Australia has committed to taking action on climate change.

The Paris Agreement recognises the importance of engagement at all levels of government. As such, the management of climate-change risks in Australia is spread across the three tiers of government: Commonwealth, State and Territory and Local.

The responsibility for Local Governments' to mitigate the impacts of climate change is reflected in the *Local Government Act 1995* (WA):

“In carrying out its functions a Local Government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity. (Section 1.3(3))”.

As a Local Government our key responsibilities include administering relevant legislation to promote adaptation, mitigating climate risks and impacts to our community and assets as well as the delivery of our services to our community, collaborating with other Local Governments and with State and Territory Governments to manage regional impacts and the facilitation of resilience building and adaptative capability in our local community.

Next Steps

In order to respond to the impacts of climate change, the Shire of Gnowangerup is committed to monitoring the impacts of climate change on our community and where feasible to implementing initiatives to address the challenges generated by our changing climate.

Signatures

Signed:

President - Shire of Gnowangerup

Date:

Signed:

President - Western Australian Local Government Association

Date:

Penny Wells declared impartiality in item 11.14, due to position as the Manager of the Gnowangerup Sporting Complex - Impartiality pursuant to the Code of Conduct for Employees & Volunteers.

Penny Wells was not in attendance at the meeting.

11.14	Grant application to the Department of Sport and Cultural, Community Recreation Facilities Fund to replace cricket practice nets and pitch.
Location:	Gnowangerup Sporting Complex
Proponent:	Gnowangerup Sporting Complex
Date of Report:	10 March 2025
Business Unit:	Community Development
Responsible Officer:	Neah Stewart – Community Development Manager
Author:	Penny Wells – Communications and Events Coordinator
Disclosure of Interest:	Penny Wells

ATTACHMENTS

- Attachment 1 - CSRFF Grant application
- Attachment 2 - Cricket WA Application
- Attachment 3 - Photos of current practice nets
- Attachment 4 - Quotes for net and pitch
- Attachment 5 - Cricket WA letter of support.

PURPOSE OF THE REPORT

To seek council support for the Gnowangerup Sporting Complex Management Committee application for funding from the Department of Local Government, Sport and Cultural Industries (DLGSC) Community Sport and Recreation Facilities Fund (CSRFF) to replace the Gnowangerup Sporting Complex cricket practice nets.

BACKGROUND

There is significant deterioration of the cricket nets located at the Gnowangerup Sporting Complex. Issues include holes in the transverse netting, no overhead netting (causing balls to go out into the pool car park) and the pitch size no longer meeting standards. Additionally, the pitch has a large hole worn in one side making it unsafe for use.

With the increase in junior cricket participation the Gnowangerup Cricket Club (GCC) applied for a community financial assistance grant from the Shire in 2023. Unfortunately, the Shire's grant of \$10k was insufficient to cover all costs, so GCC approached the Gnowangerup Sporting Complex to assist in applying for funds from Cricket WA totaling \$15k. This was submitted in December 2024 and the outcome is pending.

Quotes to rectify all the current issues total \$36,284.50 so the Gnowangerup Sporting Complex are applying to the DLGSC for the remaining \$11,284.50. The DLGSC application requires Council endorsement.

COMMENTS

While the name of the applicant for the grant is the Gnowangerup Sporting Complex Management Committee, DLGSC requires a local government's endorsement of funding application.

WA Cricket have written a letter of support to outline the safety concerns of the current nets and pitch.

CONSULTATION

The Gnowangerup Sporting Complex Management Committee have met with the DLGSC to discuss the application. The Gnowangerup Junior Cricket club will work closely with Gnowangerup Sporting Complex throughout the entirety of this project.

LEGAL AND STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

As per Integrated Strategic Plan

Theme	Our infrastructure
Community Priority	3.1 Parks and gardens, streetscapes, recreational and social spaces are safe and encourage active and healthy lifestyles 3.2 We prepare and maintain our assets for current and future community use.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

The risk of not receiving the funding is low and if this happens the Gnowangerup Sporting Complex will reassess income strategies. This may include using complex or junior cricket reserves or a combination of both.

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not supporting this grant application may result in the practice nets becoming unsafe and unusable.

CONCLUSION

The proposed upgrade of the current cricket nets and pitch will improve outcomes for the club and the safety of the players. Council endorsement of the grant application will assist the complex in receiving funds to carry out the work.

VOTING REQUIREMENTS

Simple majority

COUNCIL RESOLUTION

MOVED: Cr R Kiddle

SECONDED: Cr M Creagh

0325.15 That Council

Resolves to endorse the Gnowangerup Sporting Complex Management Committee Community Sporting and Recreation Facilities Fund grant application with the Department of Local Government, Sport and Cultural Industries for a grant of \$11,284.50 to repair the cricket practice nets at the Gnowangerup Sporting Complex.

UNANIMOUSLY CARRIED BY: 6/0

**FOR: Cr K O’Keeffe, Cr R O’Meehan, Cr M Creagh,
Cr L Martin, Cr R Kiddle, Cr R Miniter**

AGAINST: Nil



COMMUNITY SPORTING AND RECREATION FACILITIES FUND

2025-2026 February Small Grants Application Form

For projects up to \$500,000 to be acquitted by 15 June 2026

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Mel Eastough, Kylie Severin, Julia Scriven

Date: 03/3/25

Office: Albany

Applicant's Details:

Organisation Name:	Gnowangerup Sporting Complex Management Committee				
Postal Address:	Yougenup road				
Suburb:	Gnowangerup	State:WA		Postcode:	6335
Street Address:	Yougenup road				
Suburb:	Gnowangerup	State:WA		Postcode:	6335

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Penny Wells		Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Gnowangerup Sporting Complex Manager			
Business Phone:		Facsimile:		
Mobile Phone:	0427 072 393	Email:	gnpscmanager@gmail.com	

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 72865066951	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0710104A	
Bank details:	Bank: ANZ	BSB: 016 660	A/c: 291303713

Local Government Authority Details:

LGA:	Shire of Gnowangerup			
Contact:	Penny Wells		Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/>
Position Held:	Events and Communications Coordinator – Community Development Team			
Business Phone:	08 9827 1007	Facsimile:		
Mobile Phone:	0427 072 393	Email:	Penny.wells@gnowangerup.wa.gov.au	

PROJECT DETAILS

Project Title (brief and specific): Cricket practice nets refurbishment

Project Description:

The current cricket practice nets at the Gnowangerup Sporting Complex are in poor condition, with large holes in the fencing, no overhead canopy and a worn-out pitch surface, making them unsafe and unsuitable for training. This project will deliver a full refurbishment of the cricket nets utilising the existing concrete which is sound. The works will include replacing the netting, installing overhead netting for ball containment to stop balls going out and hitting people/cars etc. resurfacing the pitch, and ensuring the facility meets modern safety and usability standards. The improved nets will provide a safe, high-quality training space for local players, encouraging participation and supporting the growth of cricket in the community.

How did you establish a need for your project? Through a recent uptake of the sport in Gnowangerup by junior cricketers the nets are getting more and more use, at first the club 'made do' however as the years are going by the sport is still gaining momentum and the practice nets are being used regularly. The parents of the cricketers using it the most have requested safer practice nets for the kids. Additionally during recent months we have had some dust storms roll through and this has further damaged the surface by dust blowing into the holes and creating an uneven, unsafe pitch. The pitch is also located beside the Gnowangerup Community Swimming Pool car park, the nets currently do not cover the roof so balls are being hit by the cricketers out into the car park, making it unsafe for the general public accessing the pool. Gnowangerup is a regional Shire with 1200 people. Organised sport can only happen through passionate local people dedicating time and effort to coordinate the activities. Gnowangerup Junior Cricket has seen fluctuations over the years and now we are seeing some consistency in having a good solid fixture with neighbouring towns. The sport has been very open to all ages, abilities and genders. Last year the Gnowangerup Cricket team had 4 girls playing, pulled kids up from the blasters program when they needed fill ins and provided sport to kids who came from very challenging backgrounds and didn't have support from the home to participate, this keeps these kids physically active in positive activities leading to better physical and mental health.

What alternatives were considered and why were they rejected (eg: cost, suitability, feasibility)?

Minor upgrades were considered, for example re using the netting that was pulled of the tennis courts when it was replaced, however this was deemed time consuming and wouldn't solve the problem, it would look unsightly and wear very quickly. It was considered to move the practice nets to the school and work together with them on funding to put in new nets, but this was a complex option due to the public use of the nets, and we would have to start from scratch whereas at the complex it is an ideal location and the concrete is still sound. Additionally, being at the complex ensures better supervision of children as the supervision at school after hours cannot be guaranteed by education staff and parents and adults in the community will congregate more at the complex after school hours.

How will your project increase physical activity?

- A higher up-take of structured cricket by encouraging new players to join and retain the blasters cricketers coming through the grades by using safe and high-quality facilities.
- Increased community use for all ages (the nets are available to be used by anyone, often after school when tennis coaching is happening on the turf right beside the nets or kids are at the pool, they'll often move to the cricket nets to just throw a ball to their peers)
- Better incentive for the senior cricket club to re-ignite.

Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created? If applicable, has child safeguarding been considered in the facility design?

The life expectancy of the nets and pitch to be installed is 20 years minimum, with minimal maintenance that requires just labour that will be provided free of charge by members.

The Urban Test Pitch has a 7 year warranty and approx. 15 year life span. Maintenance is minimal and manageable by club volunteers.

The Gnowangerup Sporting Complex Management Committee have an overarching asset replacement schedule that includes all of the sport playing surfaces at the complex, once installed the Gnowangerup Cricket Club will work together with the Complex Management Committee to add the new cricket practice nets to the replacement schedule

and the complex affiliation fees for the Gnowangerup Cricket Club will be adjusted accordingly. Additionally the Gnowangerup Cricket Club currently have a very active committee who are reliable fundraisers when the need arises.

The Gnowangerup Junior Cricket club appointed a Child Safe Officer on 17/10/24 at the AGM, and re-endorsed the policies, code of behavior and commitment to safe guarding children. The Child Safe Officer has discussed the scope of works with the Complex and the Club and found the following conclusion;

- The location is in good visibility ensuring children are seen and well supervised
- The netting is black, making better visibility within the nets
- The club complies with the National Principles for Child Safe Organisations by providing a safe physical environment for children.

Project location:	Gnowangerup Sporting Complex		
Land ownership:	Who owns the land on which your facility will be located? Shire of Gnowangerup Lease Expiry (if applicable): 30/6/2030		
Planning approvals		If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA) N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Aboriginal Heritage Act? N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River) N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Native Vegetation Clearing Permit? N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Please list any other approvals that are required? N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: Gnowangerup Cricket Club, Gnowangerup Junior Cricket Club, Broomehill/Tambellup Cricket Club, Kojonup Cricket Club, Katanning Cricket Club, Gnowangerup Tennis Club,			

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal) which must total 100%.

Sport/community organisation	% use of the facility	Hours per week
Gnowangerup Junior Cricket Club	90%	4
General public	10%	2
TOTAL	100%	

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2022/23	24	2023/24	33	2024/25	37
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
WA Cricket	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Jarrod Hansen	Date of contact: Multiple times thorough Feb/March

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	26/3/25
Preparation of tender/quotes for the major works contract	July 2025
Issuing of tender for major works	July 2025
Signing of major works contract	July 2025
Site works commence	
Construction of project starts	August 2025
Project 50% complete	August 2025
Project Completed	August/Sept 2025
Project hand over and acquittal	October 2025

Are there any operational constraints that would impact the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Penny Wells

Position Held: Gnownagerup Sporting Complex Manager

Signature:

Date:

- Applications including all attachments are to be received electronically and officially submitted to the CSRFF [webpage](#) by the cut of time and date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-of date to ensure inclusion at the relevant Council meeting.

The following documentation **must** be included with your application. Applicants may wish to supply additional RELEVANT information.

<input type="checkbox"/>	Completed application form.
<input type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	Confirmation of Public Liability Insurance cover to \$10 million
<input type="checkbox"/>	Two written quotes. Quantity Surveyor costings will be accepted, however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant, based on submitted Quantity Surveyor costs.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	Income and expenditure statement for the current year and budget for the next financial year. (LGAs exempted).
<input type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of Council minutes or extract from endorsed Council budget . If a club is contributing financially, then evidence of their cash at hand must be provided.
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For projects involving floodlighting, a lighting design plan must be supplied showing lux, configuration and confirmation of sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on DLGSC staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF or CNLP grant in the past and have not satisfactorily acquitted that grant. In some cases, this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in April and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project elements to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote used (list company name and quote number)
Taking up of old turf and replacing with test pitch 3.5mx24m 3.6mx24m		\$19130	Katanning Furnishings
Fencing nets		\$17154	John Brynes
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total		36284	
Cost escalation			Please explain amount used
a) Totalproject expenditure		36284	

- At least **two written quotes or QS estimate** required for each component.
- If your project includes a floodlighting installation or upgrades, please ensure that the power supply is sufficient, and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting design plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	10000	GST Free	LGA cash and in-kind	Y	Granted to Gnowangerup Junior cricket
Applicant cash			Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – maximum \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding		15000		N	Applied
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request		11284	Up to ½ project cost but capped at \$200,000	N	
b) Total project funding		36284	<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

Gnowangerup Junior Cricket Club have funds saved that can be used if necessary. Support letter attached.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note, depending upon the value of the project and/or grant, the ATO may require the organisation is registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

LOCAL GOVERNMENT PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project endorsement/approval.

Name of Local Government Authority:
Name of Applicant:

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of applications received	of CSRFF applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

Please complete the following questions. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

<p>1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?</p>
<p>2. A) <i>If a community group application:</i> Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?</p> <p>B) <i>If a council application:</i> Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?</p>
<p>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</p>

Signed

Position

Date

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **5pm on 31 March 2025**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
GPO Box 8349
Perth Business Centre WA6849
Tel: (08) 9492 9700
CSRFF@dlgsc.wa.gov.au

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100
midwest@dlgsc.wa.gov.au

PILBARA

Karratha Leisureplex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel:(08) 9182 2100
pilbara@dlgsc.wa.gov.au

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Gascoyne@dlgsc.wa.gov.au

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Mobile 0438 916 185
kimberley@dlgsc.wa.gov.au

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel:(08) 9792 6900
southwest@dlgsc.wa.gov.au

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
goldfields@dlgsc.wa.gov.au

KIMBERLEY – Kununurra

Telephone 08 9195 5750
Mobile 0427 357 774
kimberley@dlgsc.wa.gov.au

WHEATBELT - Northam

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel:(08) 9690 2400
wheatbelt@dlgsc.wa.gov.au

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
greatsouthern@dlgsc.wa.gov.au

PEEL

Suite 94,16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
peel@dlgsc.wa.gov.au

Title

Gnowangerup Sporting Complex Management Committee
by **Penny Wells** in **Australian Cricket Infrastructure Fund 24/25 - WA CricketMinor**
gnpscmanager@gmail.com

12/18/2024
id. 49125386

OriginalSubmission

12/18/2024

Section 1	AUSTRALIAN CRICKET INFRASTRUCTURE FUND (ACIF) Cricket Australia, in partnership with State and Territory Associations, is committed to developing quality facilities that provide a welcoming environment for all participants, officials, volunteers and spectators. The Australian Cricket Infrastructure Fund (ACIF) provides funding for community cricket facility projects, with a focus on growing participation, promoting accessibility and inclusivity and delivering upon Australian Cricket’s strategic priorities. The ACIF will contribute approximately \$5 million in 2024/25 into community facility projects, representing Cricket’s continued commitment to infrastructure funding. The ACIF is open to all clubs, associations, schools, councils and cricket facility managers, acknowledging the important role that these partners play in providing facilities for community cricket across Australia.
Before you start your application form, please confirm the following:	<p>You are applying for minor funding (\$1,000-\$15,000)</p> <p>You are aware that the maximum amount of funding awarded through the ACIF is up to 50% of the total project cost</p> <p>You have reviewed the below GST Guidance Note and understand that ACIF funding is subject to GST</p> <p>You have reviewed the below 2024-25 ACIF Funding Guidelines and related funding conditions to ensure your club/organisation and project is eligible for funding</p> <p>Your proposed project aligns with Cricket Australia’s Community Cricket Facility Guidelines and the Western Australian Cricket Infrastructure Strategy (links to each provided below)</p> <p>You are aware that prior to submitting your application, your club/the tenant club(s) linked to this funding application will need to have adopted, and at a minimum completed Step 1 of Australian Cricket’s Child Safety Framework (further information provided below).</p>

BEFORE YOU GET STARTED

Collaborative Draft Function

Should you wish for Brodie Green (Infrastructure & Local Government Relations Manager) from WA Cricket to be able to view and provide feedback on your application prior to submitting, please select the 'Invite Collaborators' icon at the top right-hand side of the application form and where prompted insert the below email address:
Brodie.Green@wacricicket.com.au Please note: If you would like to include additional 'collaborators' (e.g other club committee members), please add their email address into the 'collaborators' section now.

Section 2	Applicant Information
Applicant Organisation Name:	Gnowangerup Sporting Complex Management Committee
Organisation Type:	Other
Cricket Association:	Great Southern Cricket Association
Cricket Region:	Great Southern
Primary Organisation Contact Person:	Penny Wells
Position at Organisation:	Complex manager
Email Address:	gnpscmanager@gmail.com
Phone Number:	+61427072393
Secondary Organisation Contact Person:	Tom McInerney
Secondary Contact Phone Number:	+61429876016
Secondary Email Address:	tom.mcinerney@bigpond.com
Is your Club/Organisation registered for GST?	Yes- If your application is successful you will be paid the grant amount plus GST. Please consider this when preparing your application/project budget
Local Government Area (LGA):	Gnowangerup
LGA Contact Person:	Donna Rodney
LGA Contact Phone Number:	+61898271007
LGA Contact Email Address:	Donna.rodney@gnowangerup.wa.gov.au

Australian Business Number (ABN): 72865066951

Section 3 Facility & Project Information

Site/Reserve Name: Gnowangerup Sports & Recreational Complex, Gnowangerup, WA

Site Address: Strathaven Rd
Gnowangerup
WA
6335
AU
-34.0037666
118.1352744

Select the main current or future user
Cricket Club/Organisation: Great Southern Cricket Association

Other User Groups: Gnowangerup Tennis Club
Gnowangerup District High School
One School Global
Gnowangerup Football Club Gnowangerup
Ladies Hockey Association Gnowangerup
Netball Club
Gnowangerup Baptist Church/Youth Group
Gnowangerup Active Farmers
Gnowangerup Playgroup

Please tick each of the below boxes to confirm you have read and understood the following:

Player and/or umpire change rooms and supporting amenity upgrades must be gender inclusive

If seeking funding for any lighting related project (indoor or outdoor facilities), it must align with Australian Standard 2560.2. Please review CA's Community Cricket Facility Guidelines for further information (see below)

If applying for turf centre block or turf training pitch/es installation, extension or rejuvenation works, please consult the Turf Pitch Checklist and respond to the dot points in a blank document. Upon completion, please upload this into the 'Supporting Documentation' section.

Centre synthetic pitch replacements must meet CA's Community Cricket Facility Guidelines with a minimum width of 2.4m and length of 25m (see below)

New/upgraded synthetic pitches (including centre pitches and training net pitches) must include junior cricket pitch markings. Please refer to CA's Community Cricket Facility Guidelines for further information (see below)

Supporting infrastructure such as scoreboards and storage facilities are considered secondary projects, with the primary focus of the ACIF being on playing and training facilities (e.g. centre pitches, training facilities, playing field, lighting, pavilion/change room upgrades)

Project Type: Refurbish existing facility

Facility Type:	Practice Facility: Synthetic (Outdoor)
Project Quantity:	2
Project Name:	Replacement of practice nets and pitch
Describe your project:	<p>The current cricket practice nets at the Gnowangerup Sporting Complex are in poor condition, with large holes in the fencing and a worn-out pitch surface, making them unsafe and unsuitable for training.</p> <p>This project will deliver a full upgrade of the cricket nets, including replacing the fencing, resurfacing the pitch, and ensuring the facility meets modern safety and usability standards. The improved nets will provide a safe, high-quality training space for local players, encouraging participation and supporting the growth of cricket in the community.</p>
Please detail the estimated commencement date for your project:	5/1/2025
Please detail the estimated completion date for your project:	5/31/2025
Have you discussed your project with a representative of your State/Territory Cricket Association?	Yes
If yes, please list the name of the representative below:	Brodie Green & Jarrod Hansen
Section 4	Budget & Funding
Amount you are applying for from the Australian Cricket Infrastructure Fund:	15000
What is the total cost to deliver your project?	36284.50
Budget Tables	<p>Please ensure the below budget tables are fully completed and aligned with the amounts listed in: Funding Overview (Income Sources) Attached Quotations (Expenditure Sources) Please click below for a completed example of each of the ACIF Budget Tables: Income Budget Table Expenditure Budget Table</p>

Income Budget Table

ACIF Budget Table (Income).xlsx

Expenditure Budget Table

ACIF Budget Table (Expenditure).xlsx

Contingency	All Projects must contain a 5% contingency amount reflected in both the Income & Expenditure Budget Tables Adopting a contingency to cover any potential events that are not included within your project budget is a common project risk mitigation strategy and is required under the ACIF Funding Guidelines. Unexpected events or costs may typically include cost increases to materials or labour, variations to project scope or unforeseen works during construction. Planning for these potential costs in advance helps to ensure your project is still delivered within budget parameters. It also helps ensure you are not trying to secure additional budget or funding during or post construction, risking delays or ongoing financial implications. All applicants must ensure a contingency sum is factored into the project budget and is available to be utilised if required.
Please confirm that the Income & Expenditure Budget Tables are aligned and balanced	checked
Does your project contain In-Kind or Donated Support?	Yes
In-kind Contributions	The Australian Cricket Infrastructure Fund (ACIF) allows in-kind contribution and voluntary support to be included as part of your project budget. What is in-kind and voluntary support? In-kind and voluntary support are contributions to a project other than money. Projects may be assisted through voluntary labour and/or donated materials. What percentage of the project budget can consist of in-kind contributions? While there is no limit to the amount of in-kind support that you can provide to a project, a maximum of 20% in-kind will be considered as part of your total budget. For example, if your total project cost is \$50,000, the maximum in-kind contribution of \$10,000 could be included in your project budget, even if the in-kind contribution is more than this amount. How to detail the value of in-kind contributions? Outline the in-kind contribution being provided, who is making the contribution and how you have calculated the value, based on what it would cost if you had to pay for materials and/or labour. Please enter this information into table below. Please Note: If your project includes in-kind contributions it is also recommended to consider a Risk Management Plan, inclusive of relevant safe work practices be developed for any volunteer manual labour in-kind project support

In-Kind Contributions:

ACIF In-Kind Contributions.xlsx

Donated Materials:

ACIF Donated Materials.xlsx

Total Amount of In-Kind Contributions & Donated Materials:	3000
Section 5	Funding Overview
	Please ensure the below budget amounts are aligned with the amounts entered in the budget table in Section 4
Federal Government Contribution:	No
State Government Contribution:	No
Local Government Contribution:	Yes
Local Government Funding Program/Source	Community Grant Program
Local Government Contribution:	10000
Funding Status	Confirmed
Club Contribution:	8284.50
In-Kind Contribution:	3000
Other Funding Contribution/s:	No
Section 6	Participation Information
Participation Summary:	
	8d89a2f5-40ff-4ac4-9884-47541b1c84f5.xlsx
Which Australian Cricket program and initiatives is your club/organisation involved in?	Adoption of Australian Cricket policy for safeguarding children and young people Junior Playing Formats Woolworths Cricket Blast
Select the participation segments that will benefit from this project:	Junior Senior Male Female All Abilities Multicultural Indigenous

Please tell us anything about your participants/members that directly influences this application:

Our cricket practice nets are located at the local Gnowangerup Sporting Complex, it is outside and in an area that is easily accessible and visible to the public therefore we would like them to be inviting and visually appealing, attracting anyone to come and use them anytime. There are many other sporting groups who use the Sporting complex as documented above which gives members a chance to play multiple sports. With the local swimming pool just meters away you will often find children out in the nets having a bash when they've had enough swimming. Unfortunately, the Cricket nets have become quite worn out and are in desperate need of a refurbishment which will no doubt attract more cricketers to use the facility. The current nets are also a little dangerous with no matting at the bowling end of the pitch and big wear holes in the matting at the batting end of the pitch.

Section 7

Application Questions

Q1. Why is this project important for your club/organisation? What will this project achieve? What impact will this project have on the local cricket community?

This project is essential to build capacity for our club and support the growing number of members. Upgrading the cricket practice nets will enhance skill development opportunities, allowing players of all levels to train in a safe and high-quality environment. The improved facilities will also help meet the demands of increased membership and attract new participants by providing an inclusive, well-maintained space.

By creating an appealing and accessible facility, this project will strengthen the local cricket community, encourage greater participation, and support the long-term development of sport in our area

Q2. Please outline how this project will increase participation. Will it increase participation growth and/or retention of participants aged 5-12?

This project will significantly enhance participation by providing safe, high-quality facilities where children aged 5-12 can train and develop their skills. Additionally in recent years Gnowangeup has experienced a 'baby boom' featured in the Great Southern Herald on 8/4/2021. This influx of babies in 2021 will soon be entering our junior sports programs making them livelier than ever, so we want to be ready to welcome them with quality facilities.

Q3. How are project partners contributing to the project?

Gnowangerup Junior Cricket Club are playing vital role in assisting with grant applications, obtaining quotes for the project, providing in kind support as well as financial contribution. The Gnowangerup cricket club also has some very good sponsors which help to provide new uniforms and keep costs down for the members of the club.

Q4. How will your project be delivered?

1. Meet with Complex, Cricket Club and Shire to determine scope of work
2. Confirm in kind support and arrange time to complete the works
3. Hold until the outcome of grant application has been advised.
4. Advise relevant stakeholders of the works to take place
5. Book contractors and installers to complete the work
6. Oversee works
7. Grand re opening
8. Acquit any grant funding with relevant organisations

Q5. How does this project align to the Western Australian Cricket Infrastructure Strategy?	<p>This project directly supports the Western Australian Cricket Infrastructure Strategy through the following actions:</p> <p>Building the capacity of existing facilities: The cricket nets upgrade maximizes the use of current infrastructure by modernising and improving its quality to meet the needs of members and players.</p> <p>Expanding the facility footprint: The upgrades cater to the growing local population and the increased demand for cricket participation, ensuring the precinct remains relevant and accessible.</p> <p>Delivering flexible and inclusive facilities: The project creates a safe and welcoming space for players of all ages, genders, and abilities, encouraging greater community involvement.</p> <p>Collaborating with key partners: This initiative brings together stakeholders, including the local cricket community, schools, and governing bodies, to share the benefits of improved infrastructure and promote cricket's growth. By addressing these priorities, the project supports participation growth, retention, and community engagement in cricket.</p>
Q6. How has this project included Environmentally Sustainable Design considerations?	<p>This project has included environmentally sustainable design considerations by recycling the old concrete pad for the nets. The concrete has been inspected and is still in very good condition. The project design is also recycling existing net posts which are also still in sound condition leaving just the wire and matting as the items in need of replacement.</p>
Section 8	Supporting Documentation
Attachments	<p>Please attach any documentation relevant to your project. The level of documentation that is expected to be included with your minor application is outlined below: Australian Cricket Infrastructure Fund - Minor: Cost estimates/quotes Photos of the existing facility Consent from the local council/land manager Schedule of project delivery (If Appropriate)</p> <p>Applications without the required attachments will not be considered</p>
Plan/Design Documentation	
	Cricket_Net_Plan.pdf
Final Cost Estimate/Quote (please attach preferred supplier(s) quote(s) here)	
	7142A_-_GNOWANGERUP_CRICKET_CLUB.pdf
	Cricket_Net_Fencing_Quote_QU0009.pdf
Other Quotes/Cost estimate (Please attach quotes from any other non-preferred suppliers here)	
Photos of Existing Facility	
	Net_pic_1.jpg
	Net_pic_2.jpg
	Net_pic_3.jpg

Land owner/manager consent

[Letter_of_Support_from_SOG.pdf](#)

Letters of Support &
Confirmation of
Funding Sources

Project Delivery Schedule

[Cricket_Net_Project_Delivery_Schedule.pdf](#)

Please confirm the name of your club/tenant clubs
Child Safety Officer: Penny Wells

Section 9 Before You Submit

Prior to submitting your application, please complete the following checklist:

You have attached all required supporting documentation to your application (e.g. quotes, land owner consent etc)
Your proposed project aligns with Cricket Australia's Community Cricket Facility Guidelines**
Your club/the tenant club(s) linked to this funding application have adopted, and at a minimum completed Step 1 of Australian Cricket's Child Safety Framework
If successful, you and your organisation are willing to be nominated for the Community Cricket Infrastructure Project of the Year
You understand that once submitted, your application is final. If you wish to make an amendment to your application, you will need to contact Brodie Green from WA Cricket (Brodie.Green@wacricicket.com.au) who will be able to reopen your application for editing

Section 10 Declaration

I have read and agree to the Australian Cricket Privacy Policy and Collection Statement checked

The information provided in this application is true and accurate at the time of submission checked







19th November 2024

REF: 7142A

Gnowangerup Cricket Club
C/- Post Office
GNOWANGERUP WA 6335

Dear Sir/Madam

Following your enquiry for new pitch turf, I wish to quote as follows:

- Test Pitch 9mm turf laid in training nets
3.5m x 24m
3.6m x 24m **\$ 16,130.**
- Taking up of old turf and prepare concrete approximately **\$ 3,000.**
(To be done by Gnowangerup Junior Cricket Club)

Unless specified, any required floor preparation, removal of furniture or the removal of existing floor coverings will be charged at the rate of \$ 90.00 per man hour. Any floor preparation materials used will be charged accordingly. Any door trims that may be needed are \$ 20.00 per metre and cutting down doors, if required, is an extra \$ 60.00 per door. All work carried out carries a two-year warranty on workmanship.

Confirmation of floor coverings or window treatments requires a deposit of 50% prior to any goods being ordered. This quotation is valid for 30 days. All quotes are GST inclusive.

Thank you for your valued enquiry. Should you require any further information, please do not hesitate in contacting me.

Yours sincerely

Ian McFarland

Bank Details – Katanning Furnishings
BSB 016 730 A/C 642 671 682

Please use name or reference number for all payments.

QUOTE

tom.mcinerney@bigpond.com

Date
6 Nov 2024

Expiry
30 Jun 2025

Quote Number
QU-0009

ABN
96699471674

JP & MJ Byrne

Mt Trio 4850 Salt River

Road

AMELUP WA 6338

Description	Quantity	Unit Price	GST	Amount AUD
Fencing Gnowangerup Cricket Nets Takedown and dispose of old wirenetting 3 wicketnets. Clean up around the wickets. Supply and erect 80 meters of black pvc coated, 50mm diamond, 3.15 thick wire, 3 meters high chainmesh and overhead netting using black pvc coated, 50mm diamond, 2.5 thick wire with support poles.	1.00	15,595.00	10%	15,595.00
Subtotal				15,595.00
TOTAL GST 10%				1,559.50
TOTAL AUD				17,154.50

Terms

Includes all materials and labour

Letter of Support - Gnowangerup Sports & Recreation Complex

To whom it may concern

This is a letter of support for Gnowangerup Sports & Recreation Complex's application to the Community Sporting and Recreation Facilities Fund 2025 round

The cricket nets in Gnowangerup, while useable, are in a very poor condition and are now posing safety concerns for those that use them. These facilities are mainly used by the junior cricket club based in Gnowangerup, while also being used by members of the community and senior cricketers from time to time

The holes in the fencing nets (with some fencing missing completely, combined with the lack of synthetic turf laid out on a majority of the concrete surface, pose very strong safety concerns for anyone who uses these facilities. Funds to go towards repairing these facilities would bring the nets up to safety standards and allow for better longevity of the facility

Cricket participation in Gnowangerup has remained steady over the past couple of seasons, with a full breakdown of numbers by season in the table below. This shows that these facilities are regularly used, and an upgrade could also allow for further growth in the future

	Season 2022/23	Season 2023/24	Season 2024/25
Woolworths Cricket Blast	12	18	23
Gnowangerup Junior Cricket Club	12	15	14

An upgrade to replace the existing netting, as well as replacing the existing synthetic turf and covering the entire concrete pad would bring these nets in line with the current Cricket Australia guidelines for nets to be considered safe for use

If there are any other questions regarding this project, please feel free to contact me

Regards

Jarrold Hansen

Cricket Manager - Great Southern & Esperance

0436 925 160 | jarrod.hansen@wacricicket.com.au

OTHER BUSINESS AND CLOSING PROCEDURES

12. REPORT FOR DECISION – CONFIDENTIAL ITEMS

NIL

13. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

14. DATE OF NEXT MEETING

The next Ordinary Council Meeting will be held on the 23 April 2025.

15. CLOSURE

The Shire President thanked Council, visitors and staff for their time and declared the meeting closed at 4:13pm.