



## **MINUTES**

### **ORDINARY MEETING OF COUNCIL**

**22 October 2025**  
**Commencing at 3:30pm**

**Council Chambers**  
**Yougenup Road, Gnowangerup WA 6335**

**Shire of Gnowangerup**

**NOTICE OF AN ORDINARY MEETING OF COUNCIL**

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 22 October 2025, Shire of Gnowangerup Council Chambers, 28 Yougenup Road, Gnowangerup, WA 6335 commencing at 3:30pm.



Signed: \_\_\_\_\_

**David Nicholson**  
**CHIEF EXECUTIVE OFFICER**

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

*When Council uses this expression, it means that:*

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

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



## DISCLAIMER

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

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

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

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

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

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

Signed: 

**David Nicholson**

**CHIEF EXECUTIVE OFFICER**



### DECLARATION OF INTEREST FORM

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

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

Agenda Item (3) \_\_\_\_\_

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

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

The **nature** of my interest is(5) \_\_\_\_\_

\_\_\_\_\_

The **extent** of my interest is(6) \_\_\_\_\_

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

Yours sincerely

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Notes:

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

## **DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE)**

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

- a) In a written notice given to the Chief Executive Officer before the Meeting;
- 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 Councillor's when they are considering whether they have a **Financial Interest** in a matter. These notes will be included in each agenda for the time being so that Councillor's may refresh their memory.

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

## **INTERESTS AFFECTING IMPARTIALITY**

### **DEFINITION:**

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

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

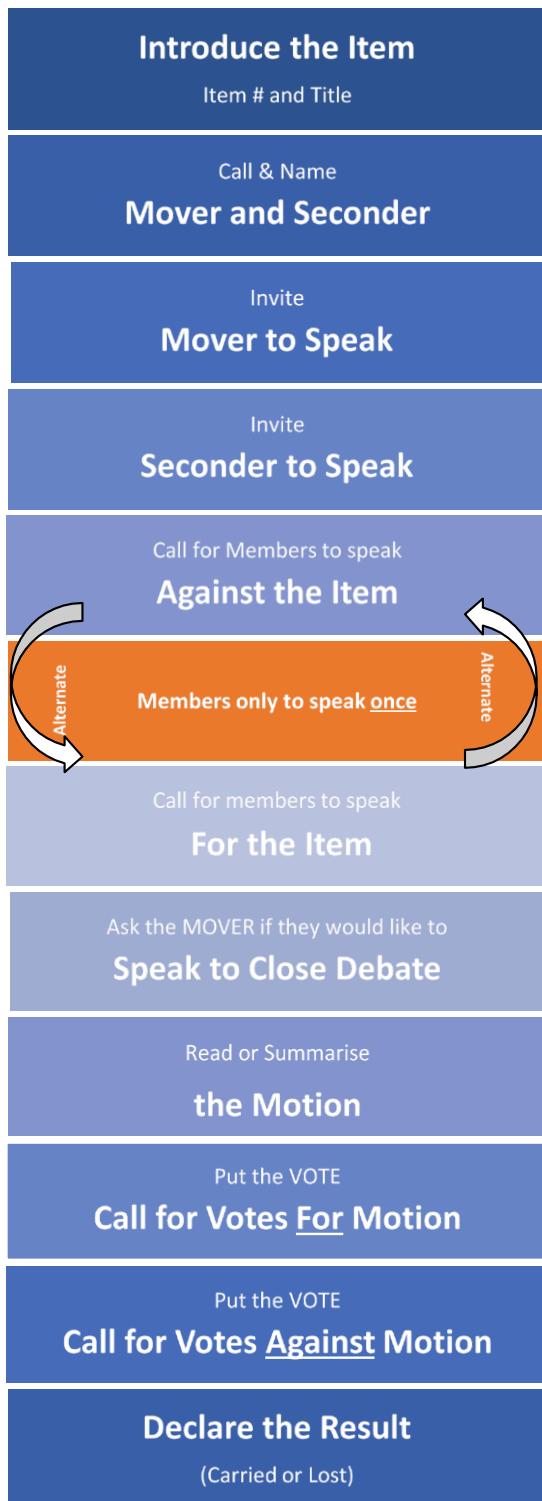
- (a) in a written notice given to the Chief Executive Officer before the meeting; or
- (b) at the meeting, immediately before the matter is discussed.

## **IMPACT OF AN IMPARTIALITY DISCLOSURE**

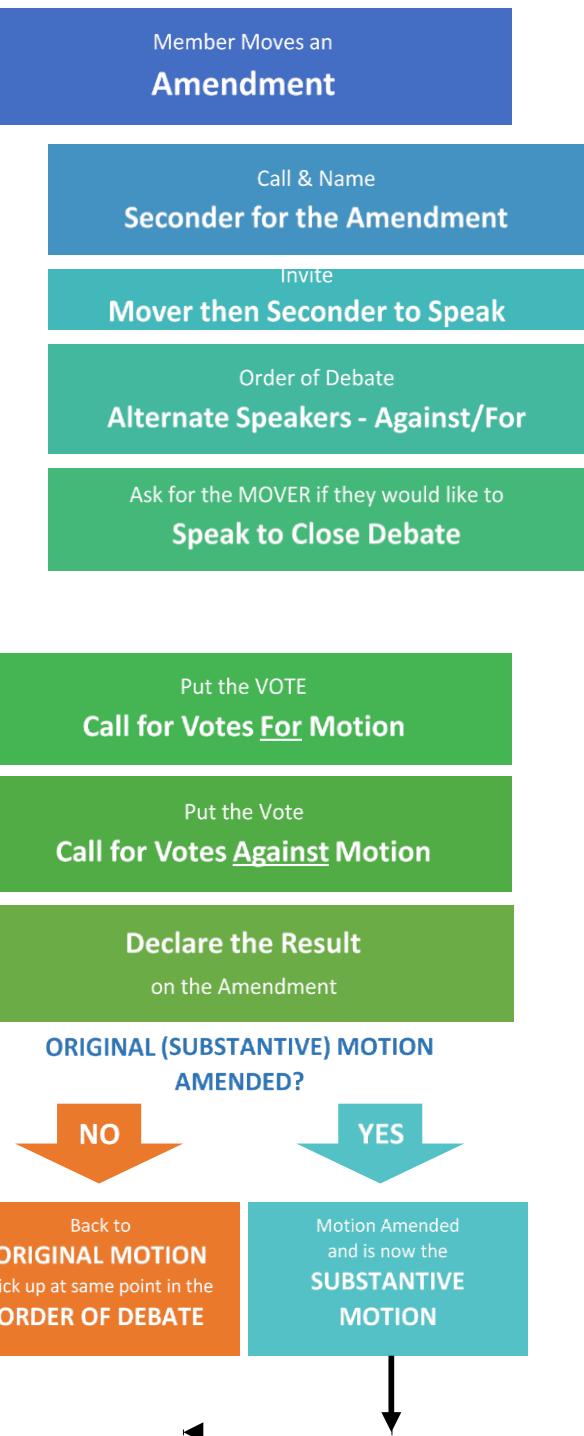
There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member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

# Process of Motions

## ORIGINAL MOTION

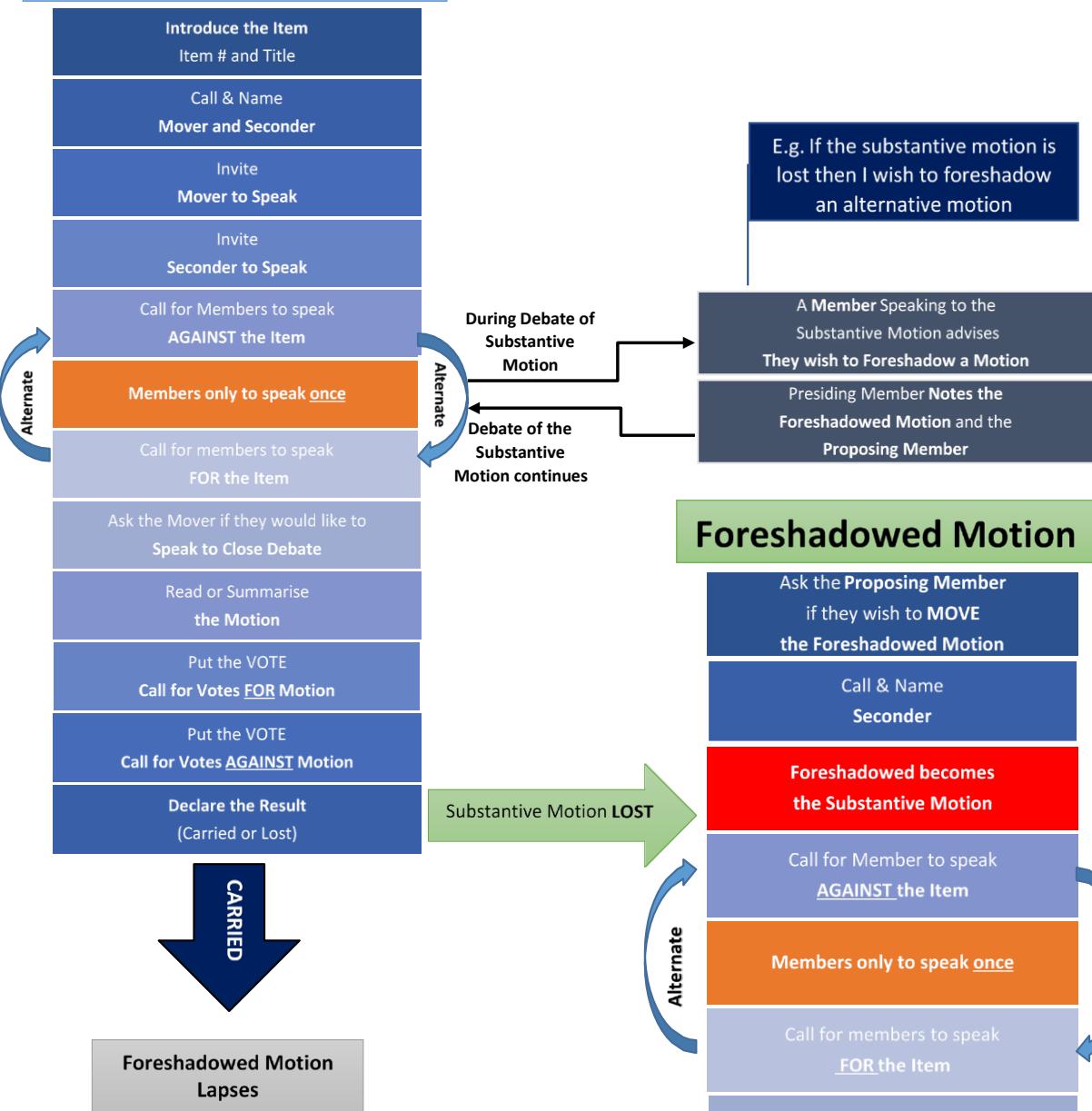


## AMENDMENT



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:**

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

## Foreshadowed Motion



## TABLE OF CONTENTS

<b>OPENING PROCEDURES</b>	
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. APPLICATION FOR LEAVE OF ABSENCE .....	1
5. RESPONSE TO QUESTIONS TAKENON NOTICE .....	1
6. PUBLIC QUESTION TIME .....	6
7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY .....	6
8. PETITIONS / DEPUTATIONS/ PRESENTATIONS .....	6
8.1. PETITIONS .....	6
8.2. DEPUTATIONS .....	6
8.3. PRESENTATIONS .....	6
9. CONFIRMATION OF PREVIOUS MEETING MINUTES .....	6
9.1. ORDINARY MEETING OF COUNCIL 18 JUNE 2025 MINUTES .....	6
10. ANNOUNCEMENTS BY ELECTED MEMBERS WITHOUT DISCUSSION .....	7
10.1 ELECTED MEMBERS' ACTIVITY REPORTS .....	7
 <b>REPORTS FOR DECISION</b>	
11. REPORTS FOR DECISION	
11.1 FINAL ADOPTION AMENDMENT NO.16 TO LOCAL PLANNING SCHEME NO.2 – QUINN STREET .....	9
11.2 COUNCIL APPROVAL TO CALL FOR TENDERS – GARDENING SERVICES .....	37
11.3 BUDGET AMENDMENT – INFRASTRUCTURE AND PLANT .....	40
11.4 APPOINTMENT OF WALGA ZONE DELEGATES 2025 – GREAT SOUTHERN COUNTRY ZONE .....	44
11.5 APPOINTMENT OF DELEGATES AND REPRESENTATIVES TO VARIOUS COMMUNITY & REGIONAL COMMITTEES .....	54
11.6 APPOINTMENT OF MEMBERS INCLUDING PRESIDING AND DEPUTY PRESIDING MEMBER TO THE AUDIT RISK AND IMPROVEMENT COMMITTEE .....	65
11.7 APPOINTMENT OF MEMBERS & PRESIDING AND DEPUTY PRESIDING MEMBER OF CEO REVIEW COMMITTEE .....	74
11.8 ADMINISTRATION OFFICE CHRISTMAS CLOSURE .....	81
11.9 COUNCIL MEETING DATES 2026 .....	83
11.10 LIST OF PAYMENTS FROM THE MUNICIPAL FUND AND TRANSACTIONCARD ACCOUNTS FOR THE PERIOD 1 TO 30 SEPTEMBER 2025 .....	87
11.11 SEPTEMBER 2025 MONTHLY FINANCIAL STATEMENTS .....	95
12. REPORT FOR DECISION -CONFIDENTIAL ITEMS	
12.1 AWARD TENDER RFT 2025-9-1 DELIVERY OF UNSEALED ROADS RESHEET PROGRAM .....	124
12.2 CEO REVIEW COMMITTEE MEETING MINUTES 8 OCTOBER 2025: CEO PERFORMANCE CRITERIA AND REMUNERATION .....	128
 <b>OTHER BUSINESS AND CLOSING PROCEDURES</b>	
13. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL .....	234
14. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	234
15. DATE OF NEXT MEETING .....	234
16. CLOSURE .....	234

## 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 Rebecca Kiddle  
Cr Robert Miniter OAM  
Cr M Creagh  
Cr Peter Callaghan

Shire President  
Deputy Shire President

David Nicholson  
Tom Gorman  
Rick Miller  
Anita Finn  
Melanie Wilson  
Clementine Illy

Chief Executive Officer  
Deputy Chief Executive Officer  
Executive Manager of Infrastructure & Assets  
Senior Governance & Risk Management Officer  
Executive Officer  
Council Support

#### 3.2 APOLOGIES - NIL

#### 3.3 APPROVED LEAVE OF ABSENCE - NIL

### 4. APPLICATION FOR LEAVE OF ABSENCE - NIL

### 5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

**Question 1.** From Edith Robertson, Ordinary Council Meeting September 2025 – requesting third flagpole to be installed at the Gnowangerup War Memorial to fly the NZ flag

**Response from CEO –**

Anzac Day flag protocols require:

1. The Australian National Flag must be flown at half-mast from dawn until noon, then raised to full for the remainder of the day
2. Other flags can accompany the Australian National Flag but there is no obligation.

These can include:

Australian Aboriginal Flag  
Torres Strait Islander Flag  
Australian Defence Force Ensign  
Royal Australian Navy Ensign  
Royal Australian Air Force Ensign  
Flags of Allied nations (e.g. New Zealand, United Kingdom, United States)  
State flag (e.g. Western Australia's flag)

The Shire will investigate installing a third flagpole as part of the 2026/27 budget process.

**Question 2. From Adam Covell, Ordinary Council Meeting 30 September 2025 –**

Adam Covell presented a comprehensive list of questions on behalf of the Borden community regarding renewable energy projects and wind farm developments, covering topics such as landowner agreements with wind farm developers, councils official position, policy robustness, community consultation, funding, conflicts of interest and environmental protection.

**List of questions and responses from CEO below:**

	<b>Question</b>	<b>Response</b>
1	Within the Shire of Gnowangerup, how many landowners have signed up with wind farm developers and what total land area does this represent?	The Shire of Gnowangerup has no role in negotiations between landowners and developers. Accordingly, the Shire has no visibility of arrangements until a development application is submitted.
2	What's the council's official position on wind farm development within the shire? Do they represent the views of the residents, as clearly set out in the 2025 council plan community survey (where renewable energy initiatives scored as extremely unimportant and with extreme dissatisfaction), or do they have an open door to multi-billion dollar companies looking to exploit our communities and turn our beautiful rural landscapes into ugly and dangerous industrial power plants?	<p>The Shire has a Renewable Energy Facilities Local Planning Policy which was approved by Council 28 May 2025. This document can be found on the Shire's web page.</p> <p>Councillors are required amongst other things to represent the interests of the electors, ratepayers and residents of the district and take into account the interests of other persons who work in, or visit, the district (Refer sections 2.7 and 2.10 of the Local Government Act 1995).</p> <p>Councillors are required to sign a Code of Conduct which can also be found on the Shire's web site.</p>
3	Does the council acknowledge that their Renewable Energy Facilities policy has some serious shortcomings that leave the shire and community unprotected against experienced developers? Will the council allow the community to offer amendments that make the policy much more robust, and/or assign budget to attain the necessary legal and regulatory advice to do so? Does the council acknowledge that the timing, duration and promotion of the previous public review period fell short of the standard that the average person might reasonably expect for such an important policy?	<p>The Shire's Renewable Energy Facilities Local Planning Policy was developed using all relevant information that was available at the time. Should the situation change, the Policy will be reviewed. As part of normal good governance practices, the Policy is scheduled for review 28 May 2027.</p> <p>At the time of drafting the Policy was advertised for the statutory period of 21 days. This was advertised in the following media:</p> <ul style="list-style-type: none"> <li>• Shire of Gnowangerup Website</li> <li>• Shire of Gnowangerup Facebook</li> <li>• Local Notice Boards</li> <li>• Ongerup newsletter ('Ongerup Grapevine')</li> <li>• Gnowangerup Newsletter ('In the Gnow')</li> </ul> <p>No comments on this draft were received.</p>
4	Is it merely a coincidence that the new Economic Development role at the Shire is a 5 year contract that aligns with Vestas' timeline to deliver phase 1 of the Warperup Creek Wind Farm? What proportion of Stuart Drummond's work will be wind farm and renewable energy related?	The Community and Economic Development Manager is full time permanent employee. To date the incumbent has spent no time working on renewable energy projects and future work will be dependent on requirements.

	<b>Question</b>	<b>Response</b>
5	Will the Shire Council make a firm commitment to always act to represent the views and best interests of the local community, even when that is in conflict with the aims and policies of the state and/or federal governments?	Councillors are required to represent the interests of its community as outlined in Sections 2.7 and 2.10 of the Local Government Act 1995. In addition, Councillors are required to commit to a Code of Conduct. The Code of Conduct can be found on the Shire's web page.
6	Will the Shire commit to hosting open and impartial community engagement sessions regarding renewable energy facilities and allow factual and accurate information regarding the negative impacts to be presented?	Refer response to question 5.
7	Will the Shire explicitly ask the community whether they believe their rates should be used to combat any harmful wind farm developments by legal and regulatory means?	Refer response to question 5.
8	Will the council please provide their understanding of how detrimental a controversial wind farm development is to local community cohesion, having reviewed the impacts on similar communities further along in the process.	Refer response to questions 3 and 5.
9	What funding has the Shire received from renewable energy entities? Is any such funding expected in the next five years? Please provide details.	<p>The Shire was paid \$419.20 as part of a development application and \$865.67 for a building permit application from Vestas to erect a wind monitoring tower in October 2024. This charge was in accordance with the Shire's Fees and Charges. The Shire has not budgeted to receive any funds over the next five years.</p> <p>The Shire indirectly received support from Warperup Creek Wind Farm who donated bicycle parts to a 3<sup>rd</sup> party that was subsequently used as a prize for Wild Gravel 2024. This was valued at \$1599.</p>
10	Does anyone at the Shire have a declared conflict of interest related to renewable energy? If so, provide details of the conflict of interest.	Please refer to the Shire's Declaration of Interest Register published on our website.
11	Is the Shire Council aware that they are the fortunate to have Western Australia's premier mountain range within their	Refer response to question 5.

	<b>Question</b>	<b>Response</b>
	boundaries? Will they commit to doing everything possible to protect the delicate natural environment in and around the Stirling Range National Park, including defending against wind farm proposals within visible range?	
12	What is the status of any development applications and approvals related to renewable energy facilities?	There are no pending development applications relating to renewable energy facilities with the Shire at the time of this response.
13	Please share the stakeholder consultation register for renewable energy projects.	The Shire does not maintain a stakeholder consultation register as this is not a requirement under the Local Government Act 1995.
14	Has the state government threatened to overrule you if you reject a renewable energy project?	No
15	Has the shire sought legal advice regarding the renewable energy facilities policy?	Refer response to question 3.
16	What is the shire's understanding of the Warperup Creek Wind Farm proposal?	The Shire has no more insight into these projects than what is publicly available.
17	What funding has the shire received from, or related to, renewable energy sources?	Refer response to question 9.
18	Is the shire undertaking or planning any road projects that will directly or indirectly facilitate renewable energy projects?	All road work is determined as part of the annual budget process.
19	Has consideration been given to the water supply required for wind farm construction?	Council will consider aspects of this nature should and when a development application is received.
20	What Indigenous communities engagement has been undertaken regarding wind farm developments?	<p>The Shire's Renewable Energy Facilities Local Planning Policy requires developers to undertake cultural heritage surveys, engage with local elders and consult with Wagyl Kaip.</p> <p>At the time of preparing this response there have been no wind farm development applications within the Shire.</p>

**6. PUBLIC QUESTION TIME - NIL**

**7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY**

Cr Robert Miniter                    Item 12.1                    Financial Interest

**8. PETITIONS / DEPUTATIONS / PRESENTATIONS**

**8.1 PETITIONS**

**8.2 DEPUTATIONS**

**8.3 PRESENTATIONS**

**9. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**9.1 ORDINARY MEETING OF COUNCIL MINUTES 30 SEPTEMBER 2025**

**COUNCIL RESOLUTION**

**MOVED: Cr R Kiddie**

**SECONDED: Cr M Creagh**

**1025.01 That the minutes of the Ordinary Council Meeting held on 30 September 2025  
be confirmed as a true record of proceedings.**

**UNANIMOUSLY CARRIED BY: 6 / 0**

**FOR: Cr K O'Keeffe, Cr R Miniter, Cr P Callaghan, Cr M Creagh, Cr R O'Meehan, Cr R Kiddie**

**AGAINST: NIL**

## 10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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### 10.1 ELECTED MEMBERS ACTIVITY REPORT

Date of Report: October 2025

Councillors: Various

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#### Attended the following meetings/events

##### Cr K O'Keeffe

30 September	Ordinary Council Meeting
30 September	Information Briefing Session
02 October	Meeting with Min Emma McBride to discuss Medical Alliance matters
06 October	Meeting with WACHS
8 October	Interviews for Indep Members for Audit, Risk & Improvement Committee
8 October	CEO Performance Review
8 October	Agenda Briefing
8 October	Councillor & Executive Workshop
8 October	Farewell dinner for outgoing councillors
10 October	Wild Gravel Community Event
11 October	Wild Gravel Event
13 October	Interviews for Indep Members for Audit, Risk & Improvement Committee
15 October	NSPNR AGM as presiding member
17 October	Borden Centenary Celebration

##### Cr R O'Meehan:

8 October	Interviews for Indep Members for Audit, Risk & Improvement Committee
8 October	CEO Performance Review
8 October	Agenda Briefing
8 October	Councillor & Executive Workshop
8 October	Farewell dinner for outgoing councillors
10 October	Wild Gravel Community Event
11 October	Wild Gravel Event
13 October	Interviews for Indep Members for Audit, Risk & Improvement Committee
17 October	BPS Centenary Event

##### Cr R Miniter:

30 September	Ordinary Council Meeting
30 September	Information Briefing Session
8 October	Interviews for Indep Members for Audit, Risk & Improvement Committee
8 October	CEO Performance Review
8 October	Agenda Briefing
8 October	Councillor & Executive Workshop
8 October	Farewell dinner for outgoing councillors
10 October	Wild Gravel Community Event
11 October	Wild Gravel Event
13 October	Interviews for Indep Members for Audit, Risk & Improvement Committee

**Cr M Creagh:**

30 September	Ordinary Council Meeting
30 September	Information Briefing Session
6 October	Borden Pavillion Committee meeting
8 October	Interviews for Indep Members for Audit, Risk & Improvement Committee
8 October	CEO Performance Review
8 October	Agenda Briefing
8 October	Councillor & Executive Workshop
8 October	Farewell dinner for outgoing councillors

**Cr R Kiddle:**

30 September	Ordinary Council Meeting
30 September	Information Briefing Session
8 October	Interviews for Indep Members for Audit, Risk & Improvement Committee
8 October	CEO Performance Review
8 October	Agenda Briefing
8 October	Councillor & Executive Workshop
8 October	Farewell dinner for outgoing councillors
10 October	Wild Gravel Community Event
11 October	Wild Gravel Event
13 October	Interviews for Indep Members for Audit, Risk & Improvement Committee

**Cr P Callaghan:**

30 September	Ordinary Council Meeting
30 September	Information Briefing Session
8 October	Interviews for Indep Members for Audit, Risk & Improvement Committee
8 October	CEO Performance Review
8 October	Agenda Briefing
8 October	Councillor & Executive Workshop
8 October	Farewell dinner for outgoing councillors
11 October	Wild Gravel Event
13 October	Interviews – AR&I committee members
15 October	Culturally Appropriate Framework review, Albany
15 October	NSP-NRM AGM, Borden
16 October	Yongernow AGM, Ongerup
21 October	Fields and Fortunes – a planning meeting

<b>11.1</b>	<b>FINAL ADOPTION AMENDMENT NO. 16 TO LOCAL PLANNING SCHEME NO.2 – QUINN STREET</b>
<b>Location:</b>	Lots 272 and 273 Quinn Street, Gnowangerup
<b>Proponent:</b>	Shire of Gnowangerup
<b>Date of Report:</b>	5 September 2025
<b>Business Unit:</b>	Planning
<b>Responsible Officer:</b>	David Nicholson - Chief Executive Officer
<b>Author:</b>	Adrian Nicoll – Town Planner
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

1. Amendment No.16 Document
2. Schedule of Submissions
3. Submissions

#### PURPOSE OF THE REPORT

Council is requested to approve the rezoning of Lots 272 and 273 Quinn Street Gnowangerup, from the 'Residential zone with a residential density code of R25', to the 'Residential zone with a residential density code of R35'.

Fig 1 - Property location – Lots 272 and 273 Quinn Street.



#### BACKGROUND

The Lots 272 and 273 Quinn Street, are owned by the Shire of Gnowangerup. The subject properties are currently zoned 'Residential - R25'.

At the 8 May 2025 Council meeting, the Shire of Gnowangerup resolved to initiate the scheme amendment for advertising.

The scheme amendment was subsequently advertised to agencies and members of the public for a minimum 42 days. Post advertising, the Shire received seven (7) submissions from government agencies and zero (0) submissions from neighbouring landholders.

The submissions are attached for Council to review.

#### COMMENTS

The scheme amendment seeks to rezone the Lots 272 and 273 Quinn Street from the 'Residential R25' density to the 'Residential R35' density under the Shire of Gnowangerup Local Planning Scheme No. 2.

The purpose of the scheme amendment is to increase the number of houses that may be considered for development at the subject lots.

During the advertising process, the Shire received comments from government agencies, none of which raised any concerns regarding the proposed scheme amendment.

#### CONSULTATION

The Scheme Amendment No.16 was advertised to government agencies, to adjacent landholders and to the general community, in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

#### LEGAL AND STATUTORY REQUIREMENTS

A local planning scheme is a statutory document that defines the way land can be used and developed. A local planning scheme amendment seeks to modify the scheme text and/or map.

The key elements of the statutory environment in relation to the proposed Scheme Amendments are set out in the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*. The proposed scheme amendment has been prepared having regard to the Act, the Regulations and Model Scheme Text and Deemed Provisions contained therein.

Before the end of the consideration period for a proposed standard amendment to a local planning scheme, or a later date approved by the Commission, the local government must pass a resolution —

- a) to support the proposed amendment without modification; or
- b) to support the proposed amendment with proposed modifications to address issues raised in the submissions; or
- c) not to support the proposed amendment.

In accordance with Clause 53(1) of the Regulations, after passing a resolution under regulation 50(3) the local government must provide the advertised proposed standard amendment to the Commission together with the following:

- a) a schedule of submissions made on the proposed amendment;
- b) the response of the local government in respect of the submissions;
- c) particulars of any modifications to the proposed amendment proposed by the local government in response to the submissions

## POLICY IMPLICATIONS

There are no policy implications relating to this item.

## FINANCIAL IMPLICATIONS

There are no financial implications to the adoption of the scheme amendment.

## STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	4. Our Economy
2. Our Economy	2.3. Local businesses and the Shire have access to diverse skills and experiences. Local Businesses and the Shire have access to Diverse skills and experience – Housing and rental stock assists in attraction and retention of local workforce.

## RISK MANAGEMENT

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

<b>Risk description</b>	Council does not support the adoption of the amendment.
Primary Strategic Risk Category	Business sector growth, meaning new employees looking for housing.
Primary Strategic Risk Category Description	Lack of affordable land for future workers within the town and shire.
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

## IMPACT ON CAPACITY

Nil

## ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The Council may choose to support the amendment subject to modifications or not to support the adoption of the amendment. Should the Council decide not to support the amendment, the Council should give a reason(s) for their decision.

## CONCLUSION

Pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council is now requested to support the proposed amendment, with no modifications, and to then forward the advertised version of the amendment to the Minister, seeking final endorsement.

The scheme amendment allows for a greater number of houses to be developed, to accommodate housing demand, considerate of economies of scale.

VOTING REQUIREMENTS

Simple majority

COUNCIL RESOLUTION

MOVED: Cr R O'Meehan

SECONDED: Cr P Callaghan

1025.02      That Council:

1. That pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, Regulation 50(2) and 50(3)(b), support the proposed amendment (as follows), with no modifications.

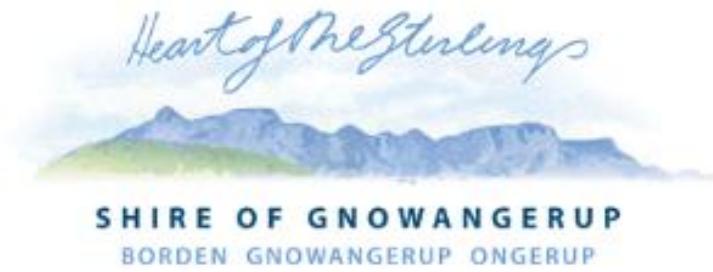
*Rezone Lots 272 and 273 Quinn Street, Gnowangerup from the 'Residential zone with a residential density code of R25', to the 'Residential zone with a residential density code of R35'.*

2. That pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, Regulation 53(1) Council agree to provide the advertised proposed standard amendment to the Commission together with the schedule of submissions made on the proposed amendment, which includes response of the local government in respect of the submissions.

UNANIMOUSLY CARRIED BY: 6 / 0

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

AGAINST: NIL



## Shire of Gnowangerup

### Local Planning Scheme No. 2

#### Amendment No. 16

##### *Summary of Amendment Details*

***Standard Amendment, Rezoning Land from the “Residential zone with a residential density code of R25”, to the “Residential zone with a residential density code of R35”.***

***The increase in density allows for an economically viable development of ‘Group Dwellings’.***



## **Planning and Development Act 2005**

### **RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME**

**Shire of Gnowangerup  
Local Planning Scheme No. 2  
Amendment No. 16**

**Resolved that the local government, pursuant to section 75 of the *Planning and Development Act 2005* amend Local Planning Scheme No. 2 as follows:**

1. Rezone Lots 272 and 273 Quinn Street, Gnowangerup from the 'Residential zone with a residential density code of R25', to the 'Residential zone with a residential density code of R35'.
2. Pursuant to r. 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, that the amendment is 'standard' in accordance with regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as it satisfies the following criteria:
  - (e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
  - (f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
  - (g) it is not considered a complex or basic amendment.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

---

**(Chief Executive Officer)**

## EXECUTIVE SUMMARY

This document is the Shire of Gnowangerup Local Planning Scheme No.2, Amendment No.16 document, which provides the rationale for the rezoning of Lots 272 and 273 Quinn Street, Gnowangerup from the “Residential zone with a residential density code of R25”, to the “Residential zone with a residential density code of R35”.

Note: The zoning of the subject lots will continue to be Residential, but the residential density code is being increased from R25 to R35.

The subject Lots are vacant and owned by the Shire of Gnowangerup. The Lots amount to a total area of 3796m<sup>2</sup>.

In accordance with the R25 Density defined by the Residential Design Codes, 10 grouped dwellings may be considered for development at the subject site.

In-order to enable a higher number of grouped dwellings, the Local Planning Scheme density classification for the subject land needs to be changed from the ‘R25’ density to the ‘R35’ density. The R35 density would allow for 13 grouped dwellings.

## 1.0 INTRODUCTION

The subject lots are located in the centre of the Gnowangerup townsite and alongside land currently zoned and used for residential purposes.

Figure 1: Property location and land use

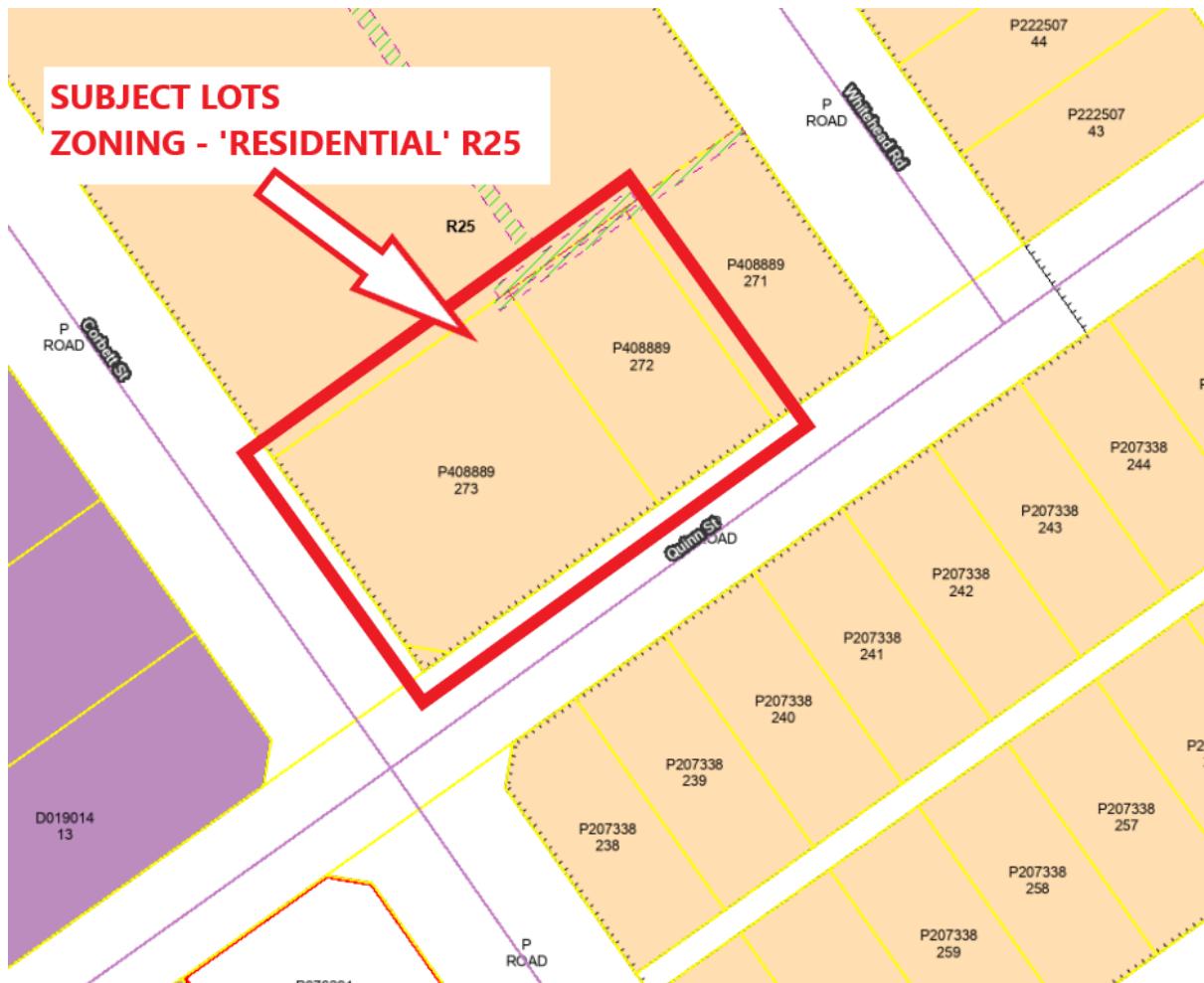


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The subject land (X2 lots) is 3796m<sup>2</sup> in area and is currently owned by the Shire of Gnowangerup. The land is flat and is not subject to any environmental constraints:

- The land is not located within the bushfire prone area
- The land is not subject to any water inundation
- The land is not contaminated
- The land is majority cleared of remnant vegetation.

Figure 2: Zoning



## 2.0 LOCAL PLANNING CONTEXT

### STATE & REGIONAL PLANNING CONTEXT

The proposal to allocate the subject properties within a higher residential density classification, allows for the development of grouped dwellings in-line with a high housing demand coupled with a limited supply.

WA is on the cusp of experiencing substantial population growth and demographic change whereby the number of persons aged 65 and over will dramatically increase. As a result of these challenges the mandate of the state and regions is to make available land for housing.

## STATE PLANNING POLICIES

The ***State Planning Policy 3.0 – Urban Growth and Settlement ('SPP 3.0')*** is a broad sector policy that sets out the principles and considerations which apply to planning for urban growth and settlement in Western Australia.

The proposal to allow for a higher density of housing is in-line with the SPP3, the purpose of which is to build on existing communities in response to the social and economic needs of the community.

The ***State Planning Policy 7.0 – Design of the Built Environment ('SPP 7.0')*** is a broad sector policy relevant to all local governments. The policy sets out the objectives, measures, principles and processes that apply to the design and assessment of built environment proposals through the planning system.

The proposed density increase is in-line with the SPP 7.0, which seeks to ensure the context and character, landscape quality, built form and scale, functionality and build quality, sustainability; amenity, legibility, safety, community and aesthetics is considered and protected.

Volume 1 of ***State Planning Policy 7.3 – Residential Design Codes ('SPP 7.3')*** provides design elements for single, grouped and multiple dwellings based on the designated residential density coding under the planning framework.

In this regard, the proposed scheme amendment includes the designation of the residential density code of R35. The 'R35' classification allows for an average of one dwelling for every 260m<sup>2</sup> of land area. The subject property is 3796m<sup>2</sup> in land area, which means 13 dwellings could be considered for development at the subject property.

## LOCAL PLANNING STRATEGY

The Shire of Gnowangerup does not have a Local Planning Strategy specific to the subject area.

## LOCAL PLANNING POLICIES

There are no planning policies specific to the subject area.

## 3.0 PROPOSAL

### PLANNING JUSTIFICATION

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In accordance with the Shire's Local Planning Scheme No.2 (scheme), the subject property is 'zoned' for 'Residential R25'.

The Shire has resolved to undertake a process to increase the scheme density classification to allow for much needed housing development to occur considerate of economies of scale.

The following is a preliminary design to show the potential for 13 houses encompassing both lots (Density 34.2 dwellings per hectare). The type of housing includes 2Bedroom, 3Bedroom and 4Bedroom dwellings (town-houses and single storey)

The density is maximised to encourage diversity of resident demographic and efficiency of construction by grouping dwellings together (townhouse type product).

Development is configured for modular or standard construction and to protect existing trees along Quinn St.

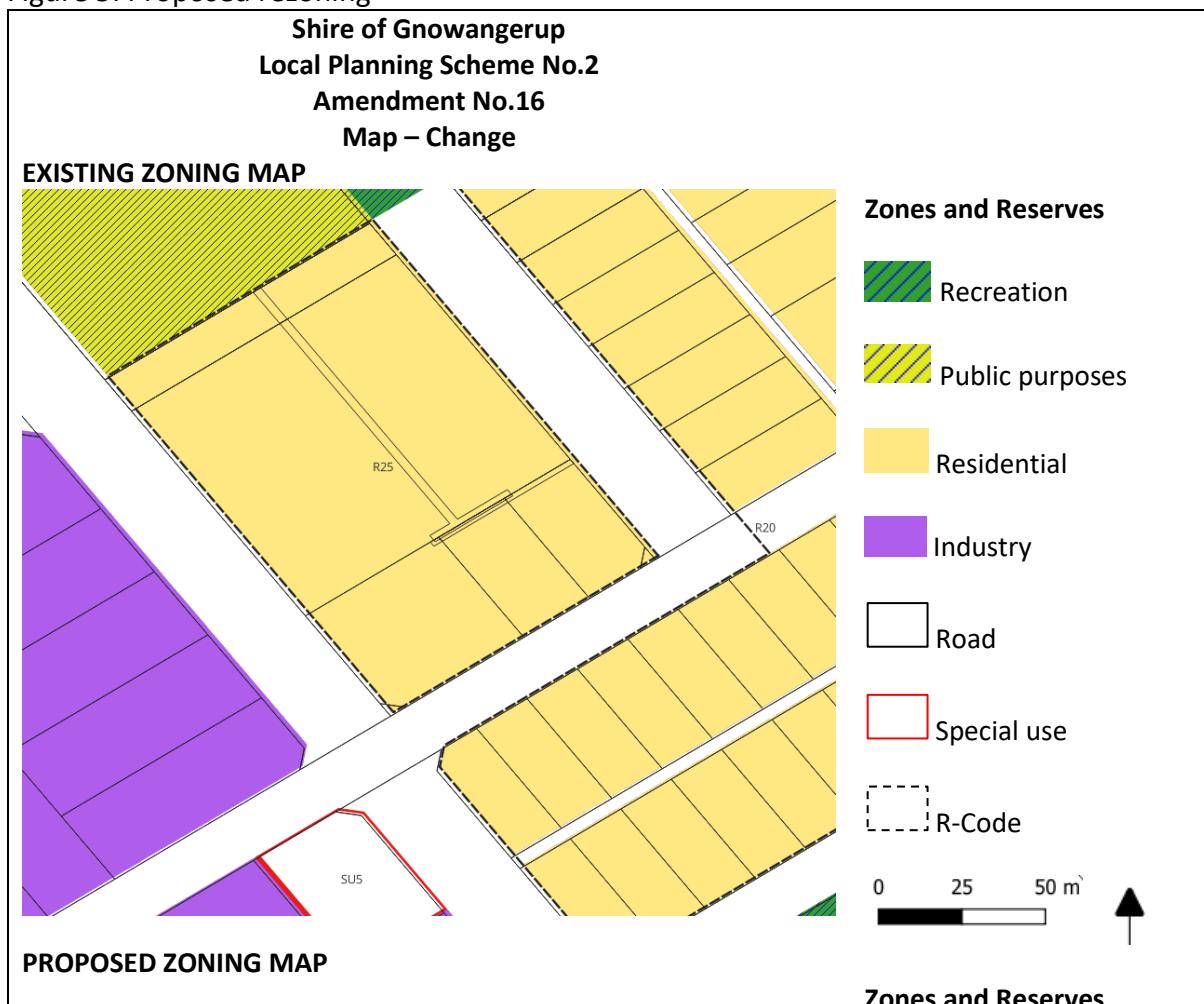
Figures 3 & 4: Indicative housing design and floor layout

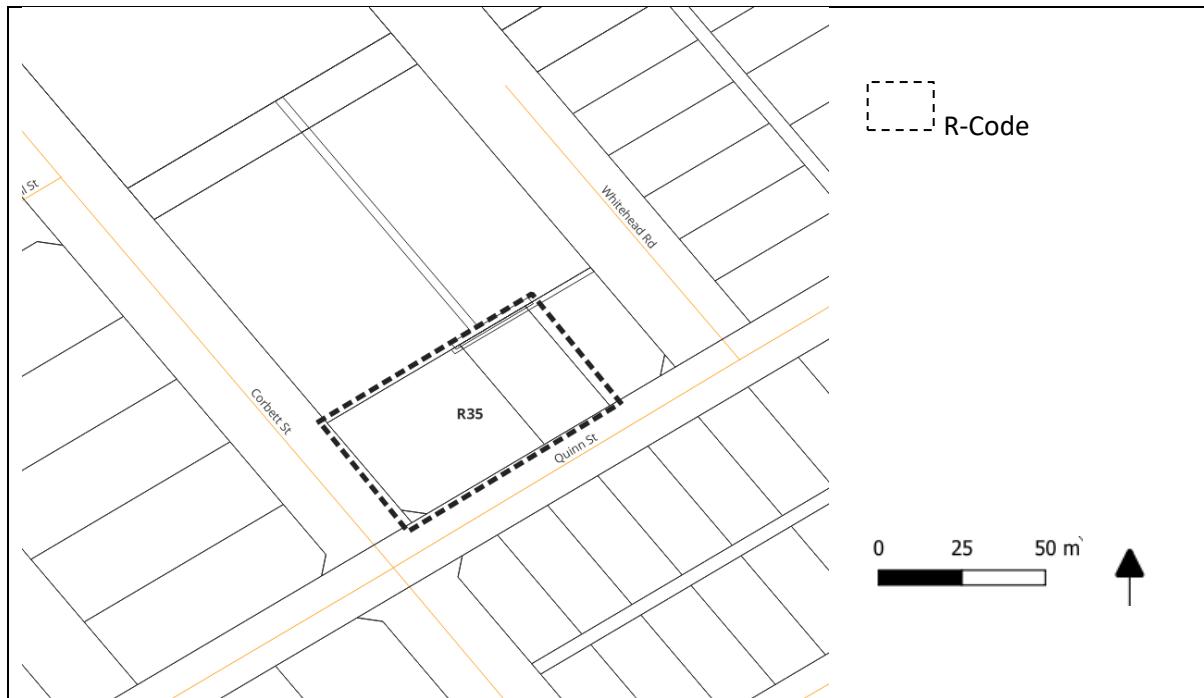


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Figure 5: Proposed rezoning





The land adjacent (Lot 9000) to the Lots 272 and 273 Quinn Street is zoned 'Residential R25' and is owned by the WA Land Authority. The purpose of a higher density classification for the Lots 272 and 273 Quinn Street, is to provide for residential development at an efficient scale and with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes.

The 'R35' classification allows for an average of one dwelling for every 260m<sup>2</sup> of land area. The subject property is 3796m<sup>2</sup> in land area, which means 13 dwellings could be considered for development at the subject property.

The Water Corporation's water and sewer infrastructure and Western Power's electricity infrastructure run past the subject property, meaning future development is capable of being connected to services.

The property is ideally located within walking distance to the centre of town, which includes commercial, recreational and social services.

The transfer to a higher density classification will help the efficient development of the property and will ensure a range of housing can be developed.

## 4.0 CONCLUSION

This scheme amendment request seeks to rezone the subject land from **the 'Residential R25' density to the 'Residential R35' density** under the *Shire of Gnowangerup Local Planning Scheme No. 2*.

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This request is being made in accordance with Section 75 of the *Planning and Development Act 2005* to facilitate the efficient implementation of housing on the subject land.

In this regard, we respectfully request that the Shire of Gnowangerup and the Minister, adopt the proposed amendment to the *Shire of Gnowangerup Local Planning Scheme No. 2*.

**Planning and Development Act 2005**

**RESOLUTION TO AMEND LOCAL PLANNING SCHEME  
Local Planning Scheme No. 2**

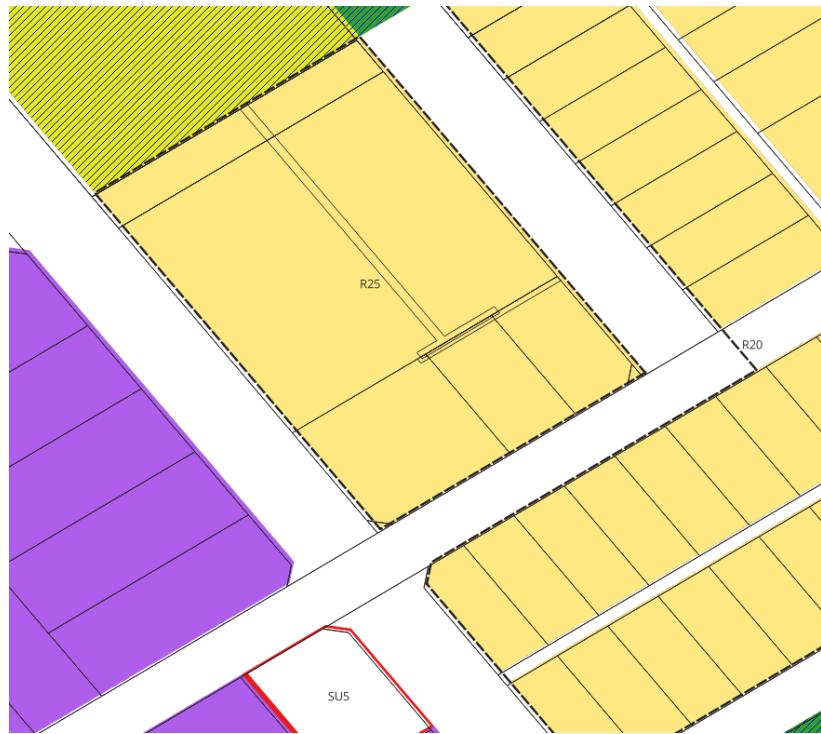
**Amendment No. 16**

**Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:**

1. **Rezone Lots 272 and 273 Quinn Street, Gnowangerup from the 'Residential zone with a residential density code of R25', to the 'Residential zone with a residential density code of R35'.**
  
1. **Pursuant to r. 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, that the amendment is 'standard' in accordance with regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as it satisfies the following criteria:**
  - (e) **an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;**
  - (f) **an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;**
  - (g) **it is not considered a complex or basic amendment.**

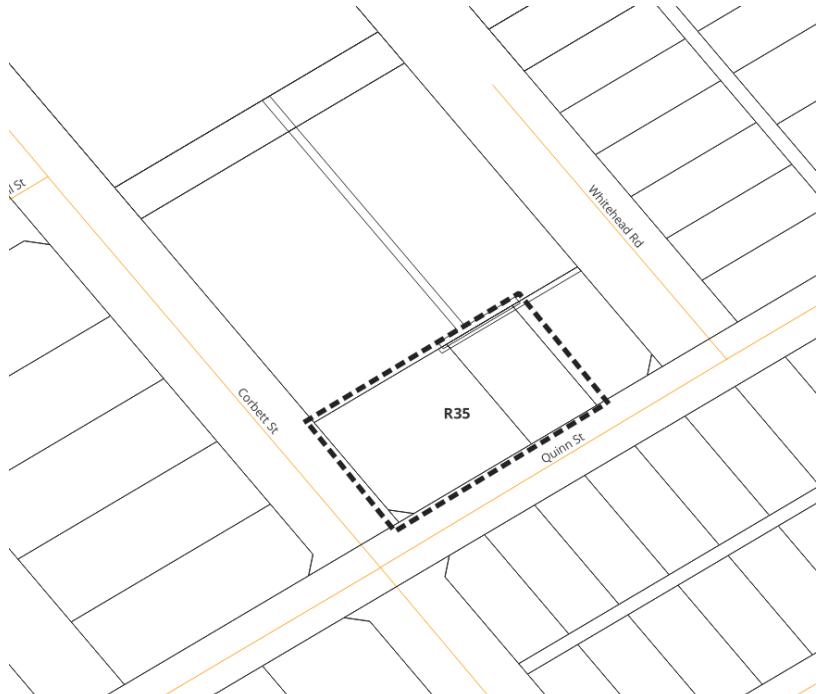
## AMENDMENT MAP

**Shire of Gnowangerup**  
**Local Planning Scheme No.2**  
**Amendment No.16**  
**Map – Change**

**EXISTING ZONING MAP****Zones and Reserves**

- Recreation
- Public purposes
- Residential
- Industry
- Road
- Special use
- R-Code

0 25 50 m

**PROPOSED ZONING MAP****Zones and Reserves**

- R-Code

0 25 50 m



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FORM 6A

**COUNCIL RESOLUTION TO PREPARE AND ADVERTISE**

This standard Amendment was initiated by resolution of the Council of the Shire of Gnowangerup at the Ordinary Meeting of the Council held on the \_\_\_\_\_ day of \_\_\_\_\_ 2024.

.....  
**MAYOR/SHIRE PRESIDENT**

.....  
**CHIEF EXECUTIVE OFFICER**

**COUNCIL FINAL RECOMMENDATION**

This Amendment is recommended for support by resolution of the Shire of Gnowangerup at the Ordinary Meeting of the Council held on the \_\_\_\_\_ day of \_\_\_\_\_ 2024 and the Common Seal of the Shire of Gnowangerup was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....  
**MAYOR/SHIRE PRESIDENT**

.....  
**CHIEF EXECUTIVE OFFICER**

**WAPC ENDORSEMENT (r.63)**

.....  
**DELEGATED UNDER S.16 OF**

**THE P&D ACT 2005**

**DATE.....**

**APPROVAL GRANTED**

.....  
**MINISTER FOR PLANNING**

**DATE.....**

## SCHEDULE OF SUBMISSIONS AND RECOMMENDED MODIFICATIONS – AMENDMENT 16 – QUINN STREET

No.	Address	Submission	Shire Comment and Recommendation
1.	<p>Department of Fire and Emergency Services (DFES)</p> <p>Michael Ball Senior Land Use Planning Officer 20 Stockton Bend, Cockburn Central, Perth WA 6164 T: 08 9395 9819 <a href="mailto:advice@dfes.wa.gov.au">advice@dfes.wa.gov.au</a></p>	<p>The Department of Fire &amp; Emergency Services (DFES) provides the following comments pursuant to State Planning Policy 3.7 Bushfire (SPP 3.7) and the Planning for Bushfire Guidelines (Guidelines):</p> <p>The proposed Scheme Amendment does not fall into an area designated as bushfire prone pursuant to the Fire and Emergency Services Act 1998 (as amended) as identified on the Map of Bush Fire Prone Areas.</p>	<p>The DFES commented that the proposed Scheme Amendment does not fall into an area designated as bushfire.</p> <p><b>Comment NOTED</b></p> <p><b>No modifications recommended.</b></p>
2.	<p>Department of Education (DoE)</p> <p>Matt Turnbull Manager Land and Planning Mr Ikmal Ahmad, Principal Consultant – Land Planning on (08) 9264 4435 or email at <a href="mailto:Ikmal.ahmad@education.wa.edu.au">Ikmal.ahmad@education.wa.edu.au</a></p>	<p>Every new residential development or intensification of residential density create demand for, or on, public schools. This requires careful planning consideration to ensure that the anticipated student demand balances with the provision of public schools in the locality. In this instance, the proposed rezoning and anticipated resultant student yield would not have significant impact on the student enrolment demand and capacity, and amenity of the nearby Gnowangerup District High School.</p> <p>The Department will continue to monitor the student enrolment demand as development progresses within the locality and future augmentation or expansion of the school site (e.g. off-site early childhood facility) may be required. In addition, it should be highlighted that any requirement for primary school developer contributions will be assessed and may be applied at the subdivision stage.</p> <p>In view of the above, the Department has no in-principle objection to the proposed LPS Amendment. Notwithstanding this, any further residential development, changes to the zoning, residential density coding and/or dwelling numbers which may result in a significant increase to the student yield in the locality will require prior consultation with the Department</p>	<p>The DoE commented that the proposed rezoning and anticipated resultant student yield would not have significant impact on the student enrolment demand and capacity, and amenity of the nearby Gnowangerup District High School.</p> <p><b>Comment NOTED</b></p> <p><b>No modifications recommended.</b></p>
3.	<p>Department of Health (DoH)</p> <p>Dr Michael Lindsay EXECUTIVE DIRECTOR ENVIRONMENTAL HEALTH DIRECTORATE 9222 2000 or <a href="mailto:eh.eSubmissions@health.wa.gov.au">eh.eSubmissions@health.wa.gov.au</a></p>	<p><u>Water supply and wastewater disposal</u></p> <p>In relation to drinking water supply, the DoH has no objection subject to connection to drinking water. All drinking water provided on site must meet the health-related requirements of the Australian Drinking Water Quality Guidelines 2011.</p> <p>In relation to wastewater disposal, the DoH has no objection subject to sewerage services being provided by a licensed service provider. Disposal of wastewater generated on site is required to comply with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 and the Government Sewerage Policy 2019.</p> <p><u>Amenity (medical entomology)</u></p> <p>To protect the health and lifestyle of communities, land use planning decisions must include consideration of mosquitoes and whether mosquito management, if required, will be: effective, appropriately resourced; and approved by the relevant environmental agencies.</p> <p>Mosquito breeding sites can include natural wetlands, constructed water bodies and man-made and natural container and water-holding environments. For this reason, careful planning and consideration must be given to the design and location of 'liveable communities' and social</p>	<p>The WC has no objection and commented that:</p> <ul style="list-style-type: none"> <li>• At subdivision, the site should be connection to reticulates water and sewer.</li> <li>• There should be a suitable buffer between water bodies and developments that reflect mosquito dispersal distances.</li> <li>• Prior to development, the proponent should obtain a Basic Summary of Records (BSR) relating to the land and its surroundings to determine potential contamination.</li> </ul> <p><b>Comment NOTED</b></p> <p><b>No modifications recommended.</b></p>

	<p>infrastructure, such that there are buffer zones between water bodies and developments that reflect mosquito dispersal distances.</p> <p><u>Contaminated sites</u></p> <p>The site has not been classified as a contaminated site. However, it may be subject to other important classifications not recorded on that database. Prior to any proposed development, the proponent should obtain a Basic Summary of Records (BSR) relating to the land and its surroundings to complete their assessment of the site's suitability for a more sensitive land use.</p> <p>Please use the following form to obtain a BSR: Form 2 - Request for a summary of records in respect of land. A guide to contaminated sites is available here: Guideline: Identification, reporting and classification of contaminated sites.</p>		
4.	<p>Department of Mines, Petroleum and Exploration (DMPE)</p> <p>Steven Batty — 9222 3104</p> <p>Steven.BATTY@dmpe.wa.gov.au</p>	<p>The Department of Mines, Petroleum and Exploration (DMPE) has determined that this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.</p> <p>DMPE lodges no objections to the above Local Planning Scheme amendment.</p>	<p>The DMPE lodges no objections to the above Local Planning Scheme amendment.</p> <p><b>Comment NOTED</b></p> <p><b>No modifications recommended.</b></p>
5.	<p>Public Transport Authority (PTA)</p> <p>Connor Kiss (They/Them)</p> <p>Transport and Land Use Planner</p> <p>Infrastructure Planning and Land Services</p> <p>Public Transport Centre, West Parade, Perth, 6000</p> <p>PO Box 8125, Perth Business Centre, WA, 6849</p> <p>Tel (08) 9326 5845   Web: <a href="http://www.pta.wa.gov.au">www.pta.wa.gov.au</a></p>	<p>The PTA has no objection to the LPS amendment.</p>	<p>The PTA has no objection to the LPS amendment.</p> <p><b>Comment NOTED</b></p> <p><b>No modifications recommended.</b></p>
6.	<p>Water Corporation (WC)</p> <p>Julie Doessel</p> <p>Direct Tel: 0894203303</p> <p>Email: <a href="mailto:land.planning@watercorporation.com.au">land.planning@watercorporation.com.au</a></p>	<p><u>Water</u></p> <p>Reticulated water is available to the subject lot. And has the capacity in the scheme for the zoning change.</p> <p><u>Wastewater</u></p> <p>Reticulated sewerage is available to the subject lot. And has the capacity in the scheme for the zoning change.</p> <p><u>Approval for works</u></p> <p>Any works carried out in proximity to our Assets must receive prior approval by applying for an Asset Protection Risk Assessment (APRA).</p>	<p>Any works carried out in proximity to our the WC assets must receive prior approval by applying for an Asset Protection Risk Assessment.</p> <p><b>Comment NOTED</b></p> <p><b>No modifications recommended.</b></p>
7.	<p>Western Power (WP)</p> <p>Doreen Rowley</p> <p>Land Use Planning Specialist</p> <p>A 570 Wellington Street Perth 6000</p> <p><a href="mailto:Doreen.Rowley@westernpower.com.au">Doreen.Rowley@westernpower.com.au</a></p>	<p>Western Power does not oppose the proposed Amendment 16 to Local Planning Scheme No. 2 in relation to the re-zoning of Lots 272 and 273 Quinn Street from Residential R25 to R35. Existing Western Power assets and distribution lines are adjacent to the subject lots and it is recommended that a safe clearance assessment is undertaken on any proposed future development.</p>	<p>Existing Western Power assets and distribution lines are adjacent to the subject lots and it is recommended that a safe clearance assessment is undertaken on any proposed future development.</p> <p><b>Comment NOTED</b></p>

	<p>Western Power recommends the following standard Advice Notes prior to development or subdivision for the provision of an easement on the subject site, pursuant to Section 167 of the Planning and Development Act 2005:</p> <p>Advice Notes</p> <ul style="list-style-type: none"> <li>(i) The development shall be designed and constructed to protect Western Power infrastructure and interests from potential land use conflict.</li> <li>(ii) No development (including drainage, fill, fencing, storage or parking) will be permitted within Western Power line and cable easements or safe clearance zones without the prior written approval of Western Power.</li> <li>(iii) The applicant should formally progress the Western Power network connection arrangements with Western Power.</li> <li>(iv) Arrangements being made to the specifications of Western Power for the provision of necessary electricity easements as and where required.</li> </ul>	<p><b>No modifications recommended.</b></p>
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DFES Ref: D40020

Dear Sir/Madam,

The Department of Fire & Emergency Services (DFES) provides the following comments pursuant to *State Planning Policy 3.7 Bushfire* (SPP 3.7) and the *Planning for Bushfire Guidelines* (Guidelines):-

- i. The proposed Scheme Amendment does not fall into an area designated as bushfire prone pursuant to the *Fire and Emergency Services Act 1998 (as amended)* as identified on the *Map of Bush Fire Prone Areas* (see *snip below* – 12/8/2025)).

Kind regards

**Michael Ball**

**Senior Land Use Planning Officer**

20 Stockton Bend, Cockburn Central, Perth WA 6164

**T:** 08 9395 9819 | **E:** [advice@dfes.wa.gov.au](mailto:advice@dfes.wa.gov.au) | **W:** [dfes.wa.gov.au](http://dfes.wa.gov.au)



Chief Executive Officer  
Shire of Gnowangerup

Email: [adrian.nicoll@gnowangerup.wa.gov.au](mailto:adrian.nicoll@gnowangerup.wa.gov.au)

Attention: Adrian Nicoll

Dear Sir / Madam

**Amendment No. 16 to Shire of Gnowangerup Local Planning Scheme No. 2  
Rezoning Lots 272 and 273 Quinn Street, Gnowangerup from Residential zone of R25 to  
Residential zone of R35**

Thank you for your email dated 22 July 2025 providing the Department of Education (the Department) with the opportunity to comment on the abovementioned Local Planning Scheme (LPS) Amendment.

Every new residential development or intensification of residential density create demand for, or on, public schools. This requires careful planning consideration to ensure that the anticipated student demand balances with the provision of public schools in the locality. In this instance, the proposed rezoning and anticipated resultant student yield would not have significant impact on the student enrolment demand and capacity, and amenity of the nearby Gnowangerup District High School.

The Department will continue to monitor the student enrolment demand as development progresses within the locality and future augmentation or expansion of the school site (e.g. off-site early childhood facility) may be required. In addition, it should be highlighted that any requirement for primary school developer contributions will be assessed and may be applied at the subdivision stage.

In view of the above, the Department has no in-principle objection to the proposed LPS Amendment. Notwithstanding this, any further residential development, changes to the zoning, residential density coding and/or dwelling numbers which may result in a significant increase to the student yield in the locality will require prior consultation with the Department.

Should you have any questions in relation to the above, please do not hesitate to contact Mr Ikmal Ahmad, Principal Consultant – Land Planning on (08) 9264 4435 or email at [Ikmal.ahmad@education.wa.edu.au](mailto:Ikmal.ahmad@education.wa.edu.au)

Yours sincerely

Matt Turnbull  
Manager Land and Planning

3 September 2025



Your Ref: Gnowangerup – Scheme Amendment 16 (OPA582)  
Our Ref: F-AA-90459-4  
Contact: Bethany Angus (9222 2000)

Mr David Nicholson  
Chief Executive Officer  
Shire of Gnowangerup  
28 Yougenup Road  
GNOWANGERUP WA 6335

Attention: Adrian Nicoll

Via email: [adrian.nicoll@gnowangerup.wa.gov.au](mailto:adrian.nicoll@gnowangerup.wa.gov.au)

Dear Mr Nicholson

## **PROPOSED LOCAL PLANNING SCHEME AMENDMENT NO. 16 – LOTS 272 AND 273 QUINN STREET, GNOWANGERUP**

Thank you for your letter dated 22 July 2025, requesting comment from the Department of Health (DoH) on the above proposal.

### **DoH position**

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- No objection – no comments or advice to provide.
- No objection – with comments and/or recommended conditions and advice notes provided below.
- Do not support – reasons provided below, i.e. additional reports, studies, plans or other information that should be provided to determine public health risk / legislative compliance.

### **DoH comments**

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#### **1. Water supply and wastewater disposal**

In relation to drinking water supply, the DoH has no objection subject to connection to drinking water. All drinking water provided on site must meet the health-related requirements of the Australian Drinking Water Quality Guidelines 2011.

In relation to wastewater disposal, the DoH has no objection subject to sewerage services being provided by a licensed service provider. Disposal of wastewater generated on site is required to comply with the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* and the Government Sewerage Policy 2019.

## 2. Amenity (medical entomology)

To protect the health and lifestyle of communities, land use planning decisions must include consideration of mosquitoes and whether mosquito management, if required, will be:

- effective,
- appropriately resourced; and
- approved by the relevant environmental agencies.

Mosquito breeding sites can include natural wetlands, constructed water bodies and man-made and natural container and water-holding environments. For this reason, careful planning and consideration must be given to the design and location of 'liveable communities' and social infrastructure, such that there are buffer zones between water bodies and developments that reflect mosquito dispersal distances.

## 3. Contaminated sites

The site has not been classified as C-RR<sup>[1]</sup>, C-RU<sup>[2]</sup>, or RRU<sup>[3]</sup> as recorded on the Department of Water and Environmental Regulation's contaminated sites database (*Contaminated Sites Act 2003*). However, it may be subject to other important classifications not recorded on that database. Prior to any proposed development, the proponent should obtain a Basic Summary of Records (BSR) relating to the land and its surroundings to complete their assessment of the site's suitability for a more sensitive land use.

Please use the following form to obtain a BSR: [Form 2 - Request for a summary of records in respect of land](#). A guide to contaminated sites is available here: [Guideline: Identification, reporting and classification of contaminated sites](#).

Footnote:

[1] C-RR: Contaminated – Remediation Required

[2] C-RU: Contaminated – Restricted Use

[3] RRU: Remediated for Restricted Use

Should you have any queries or require further information, please contact System Performance on 9222 2000 or [eh.eSubmissions@health.wa.gov.au](mailto:eh.eSubmissions@health.wa.gov.au).

Yours sincerely



Dr Michael Lindsay  
**EXECUTIVE DIRECTOR**  
**ENVIRONMENTAL HEALTH DIRECTORATE**

07 August 2025

G O V E R N M E N T   O F   W E S T E R N   A U S T R A L I A



**Department of Mines,  
Petroleum and Exploration**

Your ref Gnowangerup - Scheme Amendment 16  
Our ref A0159/202201  
Enquiries Steven Batty — 9222 3104  
Steven.BATTY@dmpe.wa.gov.au

David Nicholson  
Chief Executive Officer  
Shire of Gnowangerup  
Sent by Email — adrian.nicoll@gnowangerup.wa.gov.au  
Shire of Gnowangerup 28 Yougenup Road, Gnowangerup, WA 6335

Attention Adrian Nicoll

Dear David Nicholson

**SHIRE OF GNOWANGERUP - LPS AMENDMENT NO 16 - STANDARD  
AMENDMENT LPS NO 2 - REZONING LOT 272 273 QUINN STREET**

Thank you for your letter dated 22 July 2025 inviting comment on the Local Planning Scheme (LPS) No 2, Amendment No 16 to Rezone Lot 272 and 273 Quinn Street, Gnowangerup in the Shire of Gnowangerup.

The Department of Mines, Petroleum and Exploration (DMPE) has determined that this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.

DMPE lodges no objections to the above Local Planning Scheme amendment.

Yours sincerely

---

**Steven Batty** | Senior Geologist  
Resource Security Directorate  
18 August 2025

**Gnowangerup - Scheme Amendment 16, Planning and Development Act 2005**

Hello Adrian,

Thank you for your letter dated 22 July 2025 to the Public Transport Authority (PTA) for the Local Planning Scheme (LPS) Amendment No. 16 for rezoning Lots 272 and 273 Quinn Street, Gnowangerup from the 'Residential zone with a residential density code of R25', to the 'Residential zone with a residential density code of R35'.

The PTA has no objection to the LPS amendment.

Kind regards,

**Connor Kiss** (They/Them)

**Transport and Land Use Planner | Infrastructure Planning and Land Services**

Public Transport Authority of Western Australia  
Public Transport Centre, West Parade, Perth, 6000  
PO Box 8125, Perth Business Centre, WA, 6849  
Tel (08) 9326 5845 | Web: [www.pta.wa.gov.au](http://www.pta.wa.gov.au)

Your Ref: Gnowangerup – Scheme Amendment 16  
Our Ref: 198260732 - TPS424626  
Enquiries: Julie Doessel  
Direct Tel: 0894203303  
Email: land.planning@watercorporation.com.au

21 August 2025

Shire Of Gnowangerup  
28 Yougenup Rd  
GNOWANGERUP WA 6335

Attention of: David Nicholson

**Re: Amendment 16 - Lots 272 & 273 Quinn St, Gnowangerup**

Thank you for your letter dated 22<sup>nd</sup> July 2025. Water Corporation offers the following comments in support of this proposal:

**Water**

Reticulated water is available to the subject lot. And has the capacity in the scheme for the zoning change.

**Wastewater**

Reticulated sewerage is available to the subject lot. And has the capacity in the scheme for the zoning change.

**Approval for works**

Any works carried out in proximity to our Assets must receive prior approval by applying for an [Asset Protection Risk Assessment](#) (APRA) To assess whether the proposed development will require and APRA details of the Prescribed Proximities and relevant legislation are available in our [guidelines](#).

The information provided above is subject to review and may change. If the proposal has not proceeded within the next 6 months, please contact us to confirm that this information is still valid.

Please provide the above comments to the landowner, developer and/or their representative. Should you have any queries or require further clarification on any of the above issues, please do not hesitate to contact me.

Kind Regards

*Julie Doessel*

Julie Doessel  
Advisor - Land Use Planning  
Development Services

Dear Shire of Gnowangerup,

Thank you for the opportunity to provide comment in respect to the Shire's request for preliminary input into **Proposed Local Planning Scheme No. 2, Amendment 16 - Rezoning Lots 272 and 273 Quinn Street from Residential R25 to R35.**

Western Power does not oppose the proposed Amendment 16 to Local Planning Scheme No. 2 in relation to the re-zoning of Lots 272 and 273 Quinn Street from Residential R25 to R35. Existing Western Power assets and distribution lines are adjacent to the subject lots and it is recommended that a safe clearance assessment is undertaken on any proposed future development.

The following is an overview of Western Power's network and recommendations relevant to the subsequent strategic and statutory planning processes:

With any new and infill urban development, it is important that the electrical transmission infrastructure is located such that the electrical supply to these areas are optimised. This infrastructure should be embedded within new and reinforced within infill areas, whilst also ensuring that off-site impacts often arising are adequately managed.

Should the site require the upgrading and provision of additional electrical infrastructure as part of any future development, the proponents are to engage directly with Western Power to inform specific development requirements. Works of this nature are customer funded, as part of the subdivision and development process.

#### **Easements and Safe Clearance**

Where Western Power does not have easements on freehold land, it relies on safe clearances to ensure appropriate development occurs in the vicinity of its assets. This includes appropriate setbacks of buildings, vegetation and use of land in the vicinity of power line assets:

**Table 1: Safe Clearance**

	Clearance (horizontal and vertical from centre of line)
<b>Transmission</b>	
66 kV	8.0m
132 kV	10.0m
220 kV	30.0m
330 kV	35.0m
<b>Distribution</b>	
≤ 33 kV	3.0m

Any development application will need to be referred to Western Power prior to the approval of any development or works located within proximity to Western Power infrastructure. Written advice is to be obtained from Western Power and is to be given due regard when determining any development application.

Western Power recommends the following standard Advice Notes prior to development or subdivision for the provision of a easement on the subject site, pursuant to Section 167 of the Planning and Development Act 2005:

### Advice Notes

- (i) The development shall be designed and constructed to protect Western Power infrastructure and interests from potential land use conflict.*
- (ii) No development (including drainage, fill, fencing, storage or parking) will be permitted within Western Power line and cable easements or safe clearance zones without the prior written approval of Western Power.*
- (iii) The applicant should formally progress the Western Power network connection arrangements with Western Power.*
- (iv) Arrangements being made to the specifications of Western Power for the provision of necessary electricity easements as and where required.*

Should you wish to discuss the above further, please contact Doreen Rowley on [Doreen.Rowley@westernpower.com.au](mailto:Doreen.Rowley@westernpower.com.au).

Kind regards,

### **Doreen Rowley**

#### **Land Use Planning Specialist**

**A** 570 Wellington Street Perth 6000 |  
**E** [Doreen.Rowley@westernpower.com.au](mailto:Doreen.Rowley@westernpower.com.au)

**Available** – Monday to Friday 8:30am – 5pm | **WFH** Monday and Thursday  
[westernpower.com.au](http://westernpower.com.au)

### **Ngala kaaditj Noongar moort keyen kaadak nidja boodja.**

Western Power acknowledges the Traditional Owners of the lands on which we operate, and recognises their continuing connection to lands, waters and communities.

## 11.2 COUNCIL APPROVAL TO CALL FOR TENDERS – GARDENING SERVICES

**Location:** N/A

**Proponent:** N/A

**Date of Report:** 22 October 2025

**Business Unit:** Infrastructure and Assets

**Responsible Officer:** Rick Miller – Executive Manager Infrastructure and Assets

Author: Rick Miller - EMIA

**Disclosure of Interest:** Nil

## ATTACHMENTS

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Nil

## PURPOSE OF THE REPORT

For Council to approve calling for tenders for multi-year Gardening Services for the Shire of Gnowangerup

## BACKGROUND

At the 18 June 2025 ordinary meeting, Council resolved as follows:

**COUNCIL RESOLUTION (extract – deleted points 2 and 3)**

MOVED: *Cr M Creagh* SECONDED: *Cr R Miniter*  
0625.02 That Council:

- 1. Adopts the delegation of some of its powers to the Audit and Risk Committee and to the CEO as outlined in the Delegation Register attached to this report which provides a written record of Council's delegations as required by the Local Government Act (1995) subject to the changes detailed in parts 2 and 3 to the Officer Recommendation.*

UNANIMOUSLY CARRIED BY: 7/0

In the adopted Shire of Gnowangerup Delegations Register, s1.2.4 Expressions of Interest and Tenders for Goods and Services, paragraph 2.1 states:

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

2.1 Call tenders for goods or services with others in respect to supply of goods or services exceeding \$250,000 [F&G r.11(1)] up to max \$600,000.

Therefore, if a tender is likely to exceed \$600,000 in total value, Council is required to approve the call for tenders.

## COMMENTS

Council is requested to approve calling for tenders for Gardening Services to provide the expertise and necessary support to shire staff.

The gardening services is proposed to be a multi-year contract with yearly costs allocated annually in future budgets. A multi-year contract provides certainty to the contractors and allows for a higher level of quality service and machinery and should incorporate value for money costings.

- Gardening Services – Various Locations in Shire

The gardening services contract has been in place for a number of years and awarded every 3 years to maintain a high level of parks, gardens and ovals to meet expectations of the community. The current contract expired 30 June 2025, and a short-term contract is in place to provide services to the end of December 2025. This is to allow time for a new tender process to be advertised and awarded before Christmas.

By approving this administrative function in the procurement process it will avoid any future potential delays of bringing items to Council for advertising at a later date. The dates for actual advertising will occur as tender documentation is finalised. Once submissions have been received and evaluated for the various tendered projects, reports will be presented to Council for consideration of awarding.

## CONSULTATION

2025/26 Budget Workshops with councillors and staff to prepare the Shire budget  
Internal consultation amongst staff for the preparation of the tender specifications.

## LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 s5.42 and s5.43

Local Government Act 1995 Pt 3, Div 5

Local Government (Functions and General) Regulations 1996 Pt 1B

## POLICY IMPLICATIONS

Shire of Gnowangerup Delegation Register

4.1 Purchasing Policy

## FINANCIAL IMPLICATIONS

To obtain value for money and cost efficiencies the contract would be expected to be for 3 year locked in with 2 x 1 year options for a total contract life of up to 5 years. Over the 5 year projection the cost may be above the provision to call for tender's threshold of \$600,000 as per the Shire' Delegations Register (s1.2.5 Expressions of Interest and Tenders for Goods and Services, paragraph 2.1). The 2025/26 adopted budget includes allocations for the annualised cost for the multi-year services contract.

## STRATEGIC IMPLICATIONS

As per Council Plan 2025-2035

<b>Theme</b>	Our Environment
<b>Strategy</b>	2.2 Infrastructure is well planned to support our community
<b>Activity</b>	2.2.1 Plan maintain and manage community assets through effective asset management

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

<b>Risk description</b>	<b>Council does not approve the call for tenders.</b>
<b>Primary Strategic Risk Category</b>	Asset Management
<b>Primary Strategic Risk Category Description</b>	Failure or redirection in service of infrastructure assets, plant, equipment or machinery. This includes fleet, buildings, roads and playgrounds.
<b>Consequence:</b> (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
<b>Likelihood:</b> (Almost Certain, Likely, Possible, Unlikely, Rare)	Likely

### IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

By not having contract support shire staff would not have the capacity to maintain the locations and ovals to the current level of service.

### CONCLUSION

It is recommended that Council approves the call for tenders inviting submissions for Gardening Services.

### VOTING REQUIREMENTS

Absolute Majority

### COUNCIL RESOLUTION

**MOVED: Cr R Kiddle**

**SECONDED: Cr R Miniter**

**1025.03 That Council:**

**Approves the proposal to call for tenders for Gardening Services – Various Locations in Shire.**

**CARRIED BY ABSOLUTE MAJORITY: 6 / 0**

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

**AGAINST: NIL**

<b>11.3</b>	<b>BUDGET AMENDMENT – INFRASTRUCTURE AND PLANT</b>
<b>Location:</b>	<b>N/A</b>
<b>Proponent:</b>	<b>N/A</b>
<b>Date of Report:</b>	<b>22 October 2025</b>
<b>Business Unit:</b>	<b>Infrastructure and Assets</b>
<b>Responsible Officer</b>	<b>Rick Miller – EMIA</b>
<b>Author:</b>	<b>Barry Gibbs – APM</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

#### ATTACHMENTS

1. – Cost Details

#### PURPOSE OF THE REPORT

To seek Council approval for amendment to the 2025-26 Annual Budget.

#### BACKGROUND

Several capital expenditure items were inadvertently omitted during the preparation of the 2025/26 budget. These are detailed in attachment 1 and comprise projects that were commenced in 2024/25.

#### COMMENTS

Two of these projects are partly funded and have signed agreement for completion. One is partly constructed and waiting for installation on-site and the vehicle has an approved agreement for purchase and trade.

Shire officers are requesting that an amount of \$180,030 be reallocated from Capital Expenditure GL 39004 - GNP Depot Office extension (original budget \$315,000) to the projects listed that are not currently budgeted for in 2025-26. In regards to the vehicle purchase, there may be net savings from other plant purchases to offset the amount required.

#### CONSULTATION

Acting DCEO Amenda Alderson

#### LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 s6.8(1).

#### POLICY IMPLICATIONS

Nil.

#### FINANCIAL IMPLICATIONS

Nil effect on the budget as the amount will be funded from an existing project that can be staged over a two-year period which will allow for greater consultation for design.

## STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

<b>Theme</b>	Leadership and Governance
<b>Community Priority</b>	An efficient and effective organisation, providing appropriate services to our community.
<b>Activity</b>	Ensure strong financial management through effective planning.

## STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

<b>Risk description</b>	<b>Council does not approve the budget amendments.</b>
<b>Primary Strategic Risk Category</b>	<b>Financial sustainability</b>
<b>Primary Strategic Risk Category Description</b>	Inability to maintain service and infrastructure levels for the Shire.
<b>Consequence:</b> (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
<b>Likelihood:</b> (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

## IMPACT ON CAPACITY

Nil

## ALTERNATE OPTIONS AND THEIR IMPLICATIONS

These were existing projects in the 24/25 budget but due to oversights, were not carried over as they should have been. Controls will be put in place to avoid recurrence.

## CONCLUSION

That the council approve the budget amendments to allow for reallocation of capital expenditure within the existing capital expenditure accounts.

## VOTING REQUIREMENTS

Absolute majority.

**COUNCIL RESOLUTION**

**MOVED: Cr M Creagh**

**SECONDED: Cr R Kiddie**

**1025.04 That Council:**

**Approves a budget amendment to the 2025/26 Annual Budget through the transfer \$180,030 from GL 39004 - GNP Depot Office Extension and reallocation as follows:**

- 1. \$26,298 to GL 38104 Corbett Street – Road Widening - completion of road project**
- 2. \$42,000 to GL 38604 Footbridge – Park Road - completion of project.**
- 3. \$65,732 to GL 33624 Magitup Dam Renewal – renewal of dam infrastructure.**
- 4. \$46,000 to GL 40364 replace truck, registration #GN.007.**

**CARRIED BY ABSOLUTE MAJORITY: 6 / 0**

**FOR: Cr K O'Keeffe, Cr R Miniter, Cr P Callaghan, Cr M Creagh, Cr R O'Meehan, Cr R Kiddie**

**AGAINST: NIL**

## ATTACHMENT 1. - BUDGET AMENDMENT – INFRASTRUCTURE AND PLANT – COST DETAILS

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	
Project Name	24/25/26 Total Project Budget Cost (C4+C5)	24/25/26 Total Shire Muni Cost (C4+C6)	24/25 Budget	24/25 Actual Expenditure	25-26 Proposed Budget (C6+C7)	25/26 Shire Amount Budget Reallocation	External Grant Amount	Notes
Widening of Richardson St & Corbett Street intersection	52,860	39,158	34,913	12,860	40,000	26,298	13,702	Grant LRCIP Phase 4 agreement in place. Private Works crossover income will reduce net cost.
Park Street Pedestrian Bridge Replacement	n/a	70,094	80,000	28,094	42,000	42,000	nil	Bridge unit built and paid. Footing and install required.
Magitup Dam- renewal work	152,712	65,732	152,712	0	152,712	65,732	86,980	Grant CWSP approved. 70/30 fund split
Purchase of replacement truck GN.007 & sale of existing truck	n/a	46,000	45,000 (net)	0	46,000 (net)	46,000	nil	Vehicle awarded in 24/25 but cost not carried over. Details are net cost after trade.
Totals	\$330,572	\$150,890	\$312,625	\$40,954	\$280,712	\$180,030	\$100,682	
Project Name	25-26 Budget		25-26 Budget		25-26 Proposed Amended Budget	25-26 Amount Reallocated	External Grant Amount	Notes
GNP Depot Office Extension	315,000	n/a	315,000	n/a	134,970	-180,030	n/a	Spread project over 2 years and reallocate part funding to non-budgeted projects.

Net Budget Impact: \$0 (Reallocation only)

<b>11.4</b>	<b>APPOINTMENT OF WALGA ZONE DELEGATES 2025 – GREAT SOUTHERN COUNTRY ZONE</b>
<b>Location:</b>	<b>N/A</b>
<b>Proponent:</b>	<b>N/A</b>
<b>Date of Report:</b>	<b>24 September 2025</b>
<b>Business Unit:</b>	<b>Strategy &amp; Governance</b>
<b>Responsible Officer:</b>	<b>David Nicholson Chief Executive Officer</b>
<b>Author:</b>	<b>Melanie Wilson</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

#### ATTACHMENTS

- Elected Member Prospectus

#### PURPOSE OF THE REPORT

To appoint new Delegate and Deputy Delegate to represent the Shire of Gnowangerup at the Great Southern Country Zone.

#### BACKGROUND

The tenure of members of Council Committees and WALGA Great Southern Zone Region expired on the date of the Local Government elections, 18 October 2025.

#### COMMENTS

The WA Local Government Association (WALGA) is an independent, member-based, not-for-profit organisation representing and supporting the WA Local Government sector. WALGA advocates on behalf of WA's 139 Local Governments and negotiates service agreements for the sector. WALGA is not a government department or agency.

WALGA's Governance structure is comprised of the following bodies:

#### State Council

State Council is the decision-making representative body of WALGA, responsible for sector-wide policy making and strategic planning on behalf of Local Government.

#### Zones

Zones are groups of geographically aligned Member Local Governments, responsible for direct elections of State Councillors, providing input into policy formulation and providing advice on various matters.

<b>WALGA GREAT SOUTHERN ZONE REGION</b>	
<b>Required Councillors</b>	Shire President + 1 Councillor + up to 2 Proxies
<b>Meeting Frequency</b>	Quarterly
<b>Responsible Officer</b>	Chief Executive Officer

#### CONSULTATION

NIL

## LEGAL AND STATUTORY REQUIREMENTS

*Local Government Act 1995*

- *Section 5.8 Establishment of committees*
- *Section 5.9 Committees, types of*
- *Section 5.10 Committee members, appointment of*

## POLICY IMPLICATIONS

NIL

## FINANCIAL IMPLICATIONS

Financial reimbursement of mileage for Councillor attendance is payable and has been included in the 2025/26 Budget.

## STRATEGIC IMPLICATIONS

Alignment with our Strategic Community Plan.

<b>Theme</b>	Leadership and Governance.
<b>Strategy</b>	4.1 Effectively represent, promote and advocate for the benefit of our community and district
<b>Activity</b>	4.1.1 Provide strategic leadership and advocate on behalf of the community.

## STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

<b>Risk description</b>	Risk of ineffective strategic leadership of Council
<b>Primary Strategic Risk Category</b>	Leadership
<b>Primary Strategic Risk Category Description</b>	Risk of ineffective strategic leadership of Council
<b>Consequence:</b> (Insignificant, Minor, Moderate, Major, Catastrophic)	Low
<b>Likelihood:</b> (Almost Certain, Likely, Possible, Unlikely, Rare)	Unlikely

## IMPACT ON CAPACITY

NIL

## ALTERNATE OPTIONS AND THEIR IMPLICATIONS

NIL

## CONCLUSION

The relationship between State Council and Zones is critical as it underpins WALGA's advocacy on behalf of Local Government at the State and Federal Government levels. Zones have an integral role in shaping the political and strategic direction of WALGA.

Delegates are appointed to represent the Shire of Gnowangerup and are responsible for electing a Zone Chair and Deputy Chair.

## VOTING REQUIREMENTS

Absolute Majority

## COUNCIL RESOLUTION

**MOVED: Cr P Callaghan**

**SECONDED: Cr M Creagh**

**1025.05      That Council:**

**Appoints the Shire President and the Deputy President as Council delegates to the WALGA *GREAT SOUTHERN ZONE REGION*, and Councillors Rebecca Kiddle & Peter Callaghan as Proxy delegates.**

**CARRIED BY ABSOLUTE MAJORITY:    6 / 0**

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

**AGAINST: NIL**

# ELECTED MEMBER PROSPECTUS



**Guide to becoming a Zone Delegate  
or WALGA State Councillor – 2025**



# THE VOICE OF WA LOCAL GOVERNMENT

The Western Australian Local Government Association (WALGA) is an independent, member-based, not-for-profit organisation representing and supporting the WA Local Government sector. Our membership includes all 139 Local Governments in the State.

Consider nominating for a position on the Zone or State Council and play a role in shaping policy and advocacy on behalf of Local Government in Western Australia.

## OUR FOCUS AREAS



Climate resilience



Disaster readiness



Low carbon



High quality  
Infrastructure



Diversity, equity  
and inclusion



Appropriately resourced and  
flexible Local Government

## WHAT DOES WALGA DO?

### Influence

- **Advocacy:** Lead advocacy and engagement on issues important to Local Government.
- WALGA acts as a single point of contact for the Local Government sector.
- WALGA facilitates connections with Local Government leaders and stakeholders from all regions across WA.
- WALGA represents every Local Government across WA to ensure local communities are heard and considered in policy-making processes.
- **Events:** WALGA events provide a platform to engage with Local Government representatives, industry stakeholders, and experts to discuss key issues, share knowledge, and foster collaboration.

### Support

- **Specialist Support Services:** Providing vital support to Local Government in areas such as governance, employee relations and procurement.
- **Training:** WALGA is a Registered Training Organisation (RTO) offering a range of professional development courses that provide the essential knowledge and skills the Local Government sector requires.
- **Collaboration:** Facilitating partnerships and knowledge-sharing among Local Governments to promote best practice and innovative solutions.
- **Preferred Supplier Program:** Offering access to prequalified suppliers, simplifying procurement for Local Government.

### Expertise

- **Policy development:** WALGA has one of the largest policy teams outside of Government, with expertise across planning, environment and waste, economics, community and social policy, emergency management, and governance.
- Our collaborative, evidence-based policy positions aim to deliver positive outcomes that meet community needs.
- **Data and insights:** WALGA collects data covering various aspects of Local Government operations, which can provide valuable insights and analysis to inform policy development and program planning.
- **Program support:** WALGA has a long history in the delivery and administration of grant programs on behalf of Government to ensure the smooth delivery of priority programs and initiatives at a community level.

## HOW IS WALGA FUNDED?

A number of components contribute to the WALGA operational budget.

As with most member-based organisations, WALGA has an annual membership fee paid by all Member Local Governments.

WALGA secures additional funding through charges to State and Federal departments and agencies for the administration of grants, fee-for-services selected for use by Members, and returns from supplier contracts as part of group buying arrangement that guarantees lowest market rates for Members.

# ZONES

The relationship between State Council and Zones is critical as it underpins WALGA's advocacy on behalf of Local Government at the State and Federal Government levels. Zones have an integral role in shaping the political and strategic direction of WALGA.

Not only are Zones responsible for bringing relevant local and regional issues to the State Council table, but they are also a key player in developing policy and legislative initiatives for Local Government in WA.



## ROLE OF ZONES

### **The key functions of Zones are to:**

- elect one or more State Councillor;
- consider the State Council Agenda; and
- provide direction and feedback to their State Councillor.

### **Additional activities undertaken by Zones may include:**

- developing and advocating positions on regional issues affecting Local Government;
- progressing regional Local Government initiatives;
- initiating regional projects relating to the Zone;
- identifying relevant issues for action by WALGA;
- networking and information sharing; and
- contributing to policy development through policy forums and other channels.

### **Zones provide input into State Council's policy and advocacy efforts in two critical ways:**

1. passing resolutions on items contained in the State Council Agenda; and
2. passing resolutions requesting that WALGA act on a particular state-wide issue.

## ROLE OF A ZONE DELEGATE

Zone Delegates are appointed to represent their Local Government on the Zone and make decisions at the regional level. Each Zone is an autonomous body with the functions set out in WALGA's Constitution. Zones are responsible for deciding how many Delegates will represent each member Local Government, and for electing a Zone Chair and Deputy Chair.

As their Local Government's representative, a Zone Delegate should give regard to their Council's positions on policy issues. There is also an expectation that Zone Delegates will report decisions made by the Zone back to their Local Government.

Zones generally meet five times per year in February, April, June, August and November. The day and time of meetings are determined by the Zone. The length of meetings differs between Zones but generally take two to four hours.

Approximate time commitment per year (excluding travel time):

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<b>MEETINGS</b>	10 - 20 hours
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<b>PREPARATION</b>	Five hours
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# ZONE MAP 1

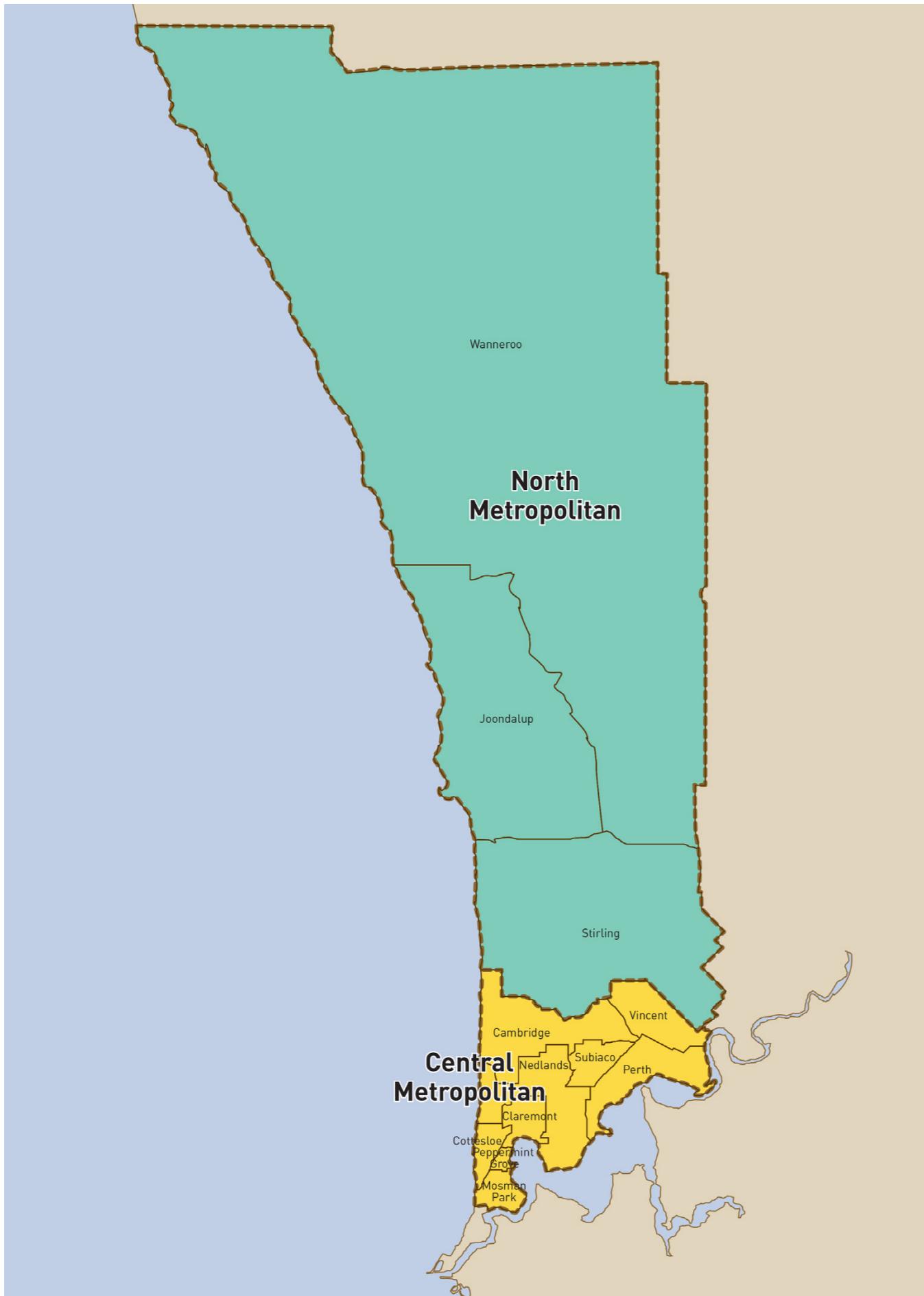
Zone maps are available on  
[walga.asn.au/who-we-are/corporate-governance/zones](http://walga.asn.au/who-we-are/corporate-governance/zones)



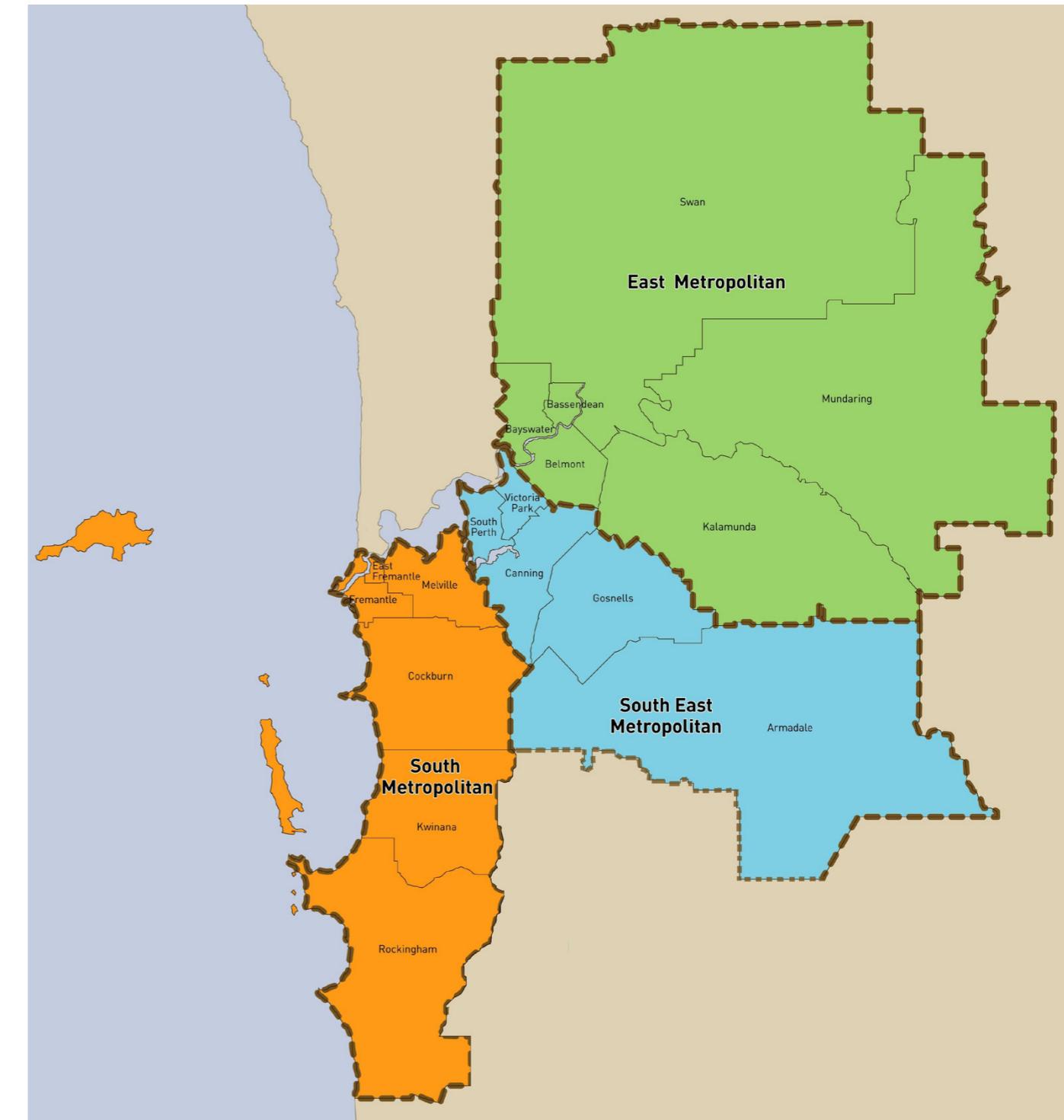
# ZONE MAP 2



# ZONE MAP 3



# ZONE MAP 4



# STATE COUNCIL

WALGA's State Council is the decision-making representative body of all 139 Member Local Governments and is responsible for sector-wide policy making and strategic planning.

WALGA is governed by a President and State Council, consisting of 24 State Councillors – 12 from Country constituencies and 12 from Metropolitan constituencies.

Each State Councillor is elected by and from a Zone.



## ROLE OF STATE COUNCIL

State Council's primary role is to govern the successful operation of WALGA and broadly includes:

- strategy formulation and policy-making;
- development, evaluation and succession of the CEO;
- monitoring financial management and performance, including the annual budget;
- monitoring and controlling compliance and organisational performance;
- ensuring effective identification, assessment and management of risk;
- promoting ethical and responsible decision-making;
- ensuring effective communication and liaison with Members and stakeholders; and
- ensuring an effective governance framework.

## ROLE OF A STATE COUNCILLOR

State Councillors have ultimate responsibility for the overall successful operations of WALGA.

The principal roles of State Councillors relate to:

- policy positions and issues;
- the strategic direction of WALGA; and
- financial operations and solvency.

State Councillors, as Directors of a Board, are required to act consistently in the best interests of the organisation as a whole.

State Councillors are expected to be champions for WALGA and for the Local Government sector.

There are five ordinary meetings of State Council per year, generally held in March, May, July, September and December.

State Councillors are required to serve on a Policy Team or Committee which meets every one or two months, and are encouraged to attend

WALGA events and functions, to play an active and engaging role in representing WALGA and the Local Government sector.

As State Councillors are elected by their Zone, they are also expected to attend and play a prominent role in Zone meetings, including reporting back to Zone Delegates about State Council decisions and WALGA's recent activities, events and advocacy efforts.

State Councillors are paid an annual sitting fee and all expenses incurred to attend State Council meetings are reimbursable.

Approximate time commitment per year (excluding optional events and travel time):

---

**MEETINGS** 30 - 40 hours plus one full day and one overnight regional visit

---

**PREPARATION** 15 hours

## GET INVOLVED

Involvement with WALGA through representing your Local Government on the Zone or representing your Zone on State Council is an enriching and rewarding experience.

To learn more about nominating for a position on the Zone or State Council and play a role in shaping policy and advocacy on behalf of Local Government in WA, visit the WALGA website.

### Contacts

**Chantelle O'Brien**, Zones Governance Officer  
cobrien@walga.asn.au | (08) 9213 2013

**Habiba Farrag**, State Council Governance Officer  
hfarrag@walga.asn.au | (08) 9213 2050

**Kathy Robertson**, Manager Association and Corporate Governance  
krobertson@walga.asn.au | (08) 9213 2036

**Tony Brown**, Executive Director Member Services  
tbrown@walga.asn.au | (08) 9213 2051

# RESOURCES



## The Western Australian Local Government Directory 2025

Each year, WALGA produces a directory containing contact information and statistics on every WA Local Government. This is a useful resource for our Members, fostering collaboration and efficiency across the sector.



## WALGA Annual Report 2023-24

For more details on how WALGA uses its influence, support and expertise to deliver better outcomes for WA Local Governments and their communities, read our 2023-24 Annual Report.



## WALGA's 2025 State Election Priorities

This resource showcases initiatives and solutions WALGA presented to the incoming State Government, and continues to advocate for, to keep the state running at its best.



**WALGA**

Influence. Support. Expertise.

ONE70  
Level 1, 170 Railway Parade  
West Leederville WA 6007

08 9213 2000  
[info@walga.asn.au](mailto:info@walga.asn.au)

[walga.asn.au](http://walga.asn.au)

<b>11.5</b>	<b>APPOINTMENT OF DELEGATES AND REPRESENTATIVES TO VARIOUS COMMUNITY &amp; REGIONAL COMMITTEES</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	9 October 2025
<b>Business Unit:</b>	Strategy & Governance
<b>Responsible Officer:</b>	David Nicholson – Chief Executive Officer
<b>Author:</b>	Anita Finn – Senior Governance & Risk Management Officer
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

Nil

#### PURPOSE OF THE REPORT

To appoint members/Shire's representatives to the following committees for a term of two years, concluding at the next ordinary local government election:

- Local Emergency Management Committee (LEMC)
- Great Southern Recreation Advisory Group (GSRAG)
- Great Southern Treasures
- Southern Link Voluntary Organisation of Councils (VROC)
- Yongergnow Inc.
- Bushfire Advisory Committee
- Gnowangerup Sporting Management Committee Inc.
- Ongerup Sporting Complex Committee Inc.
- Borden Pavilion Committee
- North Stirling Pallinup Natural Resources Inc. (NSPNR)
- Regional Road Group- -(Great Southern Zone Regional Road Group – GSRRG)
- Gnowangerup Family Support Association Inc
- Southern Agcare Inc
- Ongerup Community Development Inc

#### BACKGROUND

Appointment as a Council representative on committees, planning and working groups ceased at the Ordinary Local Government Elections on 18 October 2025. It is therefore necessary to appoint members to committees for the period ending October 2027.

## COMMENTS

A Councillor appointed as a delegate to an external or advisory committee is required to adhere to the Records Keeping Act 2000. Councillors are required to report to Council according to the Shire's Committee Policy.

## SHIRE COMMITTEES

<b>LOCAL EMERGENCY MANAGEMENT COMMITTEE</b>	
<b>Purpose</b>	<p>LEMC is established in accordance with section 38-40 of the Emergency Management Act 2005 which obligates local governments to establish this committee. The operational requirements for the Local Emergency Management Committee are not prescribed within the legislation and the requirements of the Local Government Act 1995 do not apply. The Shire will therefore manage the operations of the Local Emergency Management Committee in general accordance with the following requirements:</p> <ul style="list-style-type: none"><li>• Meetings to be called and convened by the Shire of Gnowangerup</li><li>• Quorum to be a minimum of 5 members</li><li>• Decisions to be made by simple majority</li><li>• Notices of meeting, agenda and minutes to be distributed in a timely manner to members. There is no requirement for publication in accordance with the local government Act 1995 s5.25, Admin Regulation 13 &amp;14. Declarations of interest to accord with Local Government Act 1995, s5.60-s5.73</li><li>• The Local Emergency Management Committee has no decision making authority and may only make recommendations to Council.</li></ul>
<b>Membership</b>	<ul style="list-style-type: none"><li>• Chairperson (preferable the Shire President as they are also the media contact)</li><li>• 1 Councillor (will not be the proxy for the Chairperson, as this is the DCEO) and proxy</li></ul>
<b>Quorum</b>	Five (5) members of the committee
<b>Other Committee Members</b>	Emergency Services representatives such as SES, WA Police, Fire Brigade rep, State Governments, Department of Child Protection, Executive Manager Infrastructure and Assets
<b>Meeting Frequency</b>	Four times per year in the months of December, March, June and September. Other Meetings as required
<b>Reporting</b>	The committee shall report to the next available Ordinary Meeting of Council with the recommendations arising from the LEMC Meeting for Council consideration.

### **SHIRE BASED ORGANISATIONS**

To appoint members to various advisory groups and committees run or managed by external organisations or organisations where the Shire has a social and economic or financial interest. The Shire is requested to appoint Councillors to represent the Shire on a range of groups and committees run by external organisations. The Shire appoints Councillors as delegates to these

<b>YOUNGERNOW INC.</b>	
<b>Required Councillors</b>	1 Councillor & 1 Proxy
<b>Meeting Frequency</b>	As required
<b>Reporting &amp; Delegation</b>	Brief the CEO and Councillors on the issues discussed at the next Ordinary Council Meeting. The Committee has no delegated authority from Council.
<b>Terms of References</b>	To manage the Council's obligations with respect to the care, management and control of relevant buildings and reserves in accordance with the Lease Agreement.

<b>GNOWANGERUP SPORTING COMPLEX MANAGEMENT COMMITTEE INC.</b>	
<b>Required Councillors</b>	1 Councillor & 1 Proxy
<b>Other Committee Members</b>	Representatives of the various sporting bodies located within the Shire such as the Gnowangerup Football Club, the Gnowangerup Netball Club and so on.
<b>Meeting Frequency</b>	As required
<b>Reporting &amp; Delegation</b>	Brief the CEO and Councillors on the issues discussed at the next Ordinary Council Meeting. The Committee has no delegated authority from Council.
<b>Terms of References</b>	To provide an advisory and liaison link between the Management Committee and Council on matters that affect the Gnowangerup Sporting facility and reserve. To ensure that Council obligations with respect to the care, management and control of the facility and land are in accordance with the principles of the provision of quality recreational programs and facilities and to report to Council activities or programs that could impact on the future activities of the facility and reserve.

<b>ONGERUP SPORTING COMPLEX COMMITTEE INC.</b>	
<b>Required Councillors</b>	1 Councillor & 1 Proxy
<b>Other Committee Members</b>	Representatives of the various sporting bodies located within the Shire such as the Ongerup Bowling Club, the Tennis Club and other associated and affiliated sporting clubs and groups.
<b>Meeting Frequency</b>	As required
<b>Reporting &amp; Delegation</b>	Brief the CEO and Councillors on the issues discussed at the next Ordinary Council Meeting. The Committee has no delegated authority from Council.
<b>Terms of References</b>	To provide an advisory and liaison link between the Complex Committee and Council on matters that affect the Ongerup Sports Complex facility and reserve. To ensure that Council obligations with respect to the care, management and control

	of the facility and land are in accordance with the principles of the provision of quality recreational programs and facilities and to report to Council activities or programs that could impact on the future activities of the facility and reserve.
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<b>BORDEN PAVILION COMMITTEE INC.</b>	
<b>Required Councillors</b>	1 Councillor & 1 Proxy
<b>Other Committee Members</b>	Representatives of the various sporting bodies located within the Shire such as the Borden Football Club, the Bowling Club and other associated recreation clubs and groups.
<b>Meeting Frequency</b>	As required
<b>Reporting &amp; Delegation</b>	Brief the CEO and Councillors on the issues discussed at the next Ordinary Council Meeting. The Committee has no delegated authority from Council.
<b>Terms of References</b>	To provide an advisory and liaison link between the Pavilion Committee and Council on matters that affect the Borden Pavilion facility and reserve. To ensure that Council obligations with respect to the care, management and control of the facility and land are in accordance with the principles of the provision of quality recreational programs and facilities and to report to Council activities or programs that could impact on the future activities of the facility and reserve.

<b>NORTH STIRLING PALLINUP NATURAL RESOURCES INC.</b>	
<b>Required Councillors</b>	1 Councillor & 1 Proxy
<b>Other Committee Members</b>	Representatives of the various land care and environmental groups
<b>Meeting Frequency</b>	As required
<b>Reporting &amp; Delegation</b>	Brief the CEO and Councillors on the issues discussed at the next Ordinary Council Meeting. The Committee has no delegated authority from Council.
<b>Terms of References</b>	The Committee was formerly known as the Land Conservation District Committee. The aim of the group is to inspire current and future generations to undertake sustainable management of the region's natural resources through coordination, education and implementation programs. In addition, the group seeks to encourage the viability of landowners within the Shire by forging connections with other environmentally related fields to benefit the social, economic and environmental status of the North Stirlings Pallinup areas.

<b>BUSHFIRE ADVISORY COMMITTEE</b>	
<b>Required Councillors</b>	1 Councillor & 1 Proxy
<b>Other Committees Members</b>	Volunteer members of the Bush Fire Brigade across the Shire.
<b>Meeting Frequency</b>	As required
<b>Reporting &amp; Delegation</b>	The committee has no delegated authority. To report to the next available Ordinary Council Meeting on the matters referred to the committee from Council and recommendations and any outcomes from the advisory committee
<b>Terms of Reference</b>	To recommend and review Council policies relating to the

	delivery of fire prevention, preparedness, response and recovery. To provide support and guidance to all Bush Fire Brigades within the Shire of Gnowangerup and to assist those brigades to fulfil their objectives. To establish and maintain an operational command and control structure by developing procedures to enhance the ability of the brigades to carry out activities, training and operations in the most efficient and effective way. To advise Council regarding all matters relating to prosecutions for breached of the Bush Fire act 1954 to review the Bush Fire Advisory Charter
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<b>GNOWANGERUP FAMILY ASSOCIATION INC</b>	
<b>Required Councillors</b>	1 Councillor & 1 Proxy
<b>Other Committee Members</b>	Representatives of parents
<b>Meeting Frequency</b>	As required
<b>Reporting &amp; Delegation</b>	Brief the CEO and Councillors on the issues discussed at the next Ordinary Council Meeting. The Committee has no delegated authority from Council.
<b>Purpose</b>	Gnowangerup Family Support Association Inc. is an incorporated Not For Profit body, that aims to provide accessible, affordable, quality care & education to children birth in an occasional care setting

<b>SOUTHERN AGCARE</b>	
<b>Required Councillors</b>	1 Councillor & 1 Proxy
<b>Other Committee Members</b>	Representatives of administration and employees of the organisation
<b>Meeting Frequency</b>	As Required
<b>Reporting &amp; Delegation</b>	Brief the CEO and Councillors on the issues discussed at the next Ordinary Council Meeting. The Committee has no delegated authority from Council.
<b>Purpose</b>	Southern Agcare is an incorporated Not For Profit body, that has been operating for over 30 years in the Great Southern region. Southern Agcare free counselling rural people in the Great Southern, WA

<b>ONGERUP COMMUNITY DEVELOPMENT INC.</b>	
<b>Required Councillors</b>	1 Councillor & 1 Proxy
<b>Other Committee Members</b>	Representatives of the Ongerup Community
<b>Meeting Frequency</b>	As required
<b>Reporting &amp; Delegation</b>	Brief the CEO and Councillors on the issues discussed at the next Ordinary Council Meeting. The Committee has no delegated authority from Council.
<b>Purpose</b>	The Ongerup Community Development Group Inc. is an active non-profit organisation that has successfully completed several community projects in the past, such as housing and accommodation initiatives and revitalising businesses in Ongerup.

## **STATE WIDE OR REGIONAL ORGANISATIONS**

<b>GREAT SOUTHERN RECREATION ADVISORY GROUP (GSRAG)</b>	
<b>Required Councillors</b>	1 Councillor & 1 Proxy
<b>Reporting &amp; Delegation</b>	Brief the CEO and Councillors on the issues discussed at the next Ordinary Council Meeting. The Committee has no delegated authority from Council.
<b>Purpose</b>	<p>The Great Southern Outdoor Recreation Strategy provides an integrated, whole-of-region approach to planning, developing, managing and promoting outdoor recreation in the Great Southern. It aims to:</p> <ul style="list-style-type: none"> <li>• Establish strong partnerships that will guide infrastructure development and management;</li> <li>• Build and manage world-class trails and facilities;</li> <li>• Promote the Great Southern as an adventure tourism destination;</li> <li>• Build capacity and capability amongst outdoor recreation providers;</li> <li>• Ensure all people have more opportunities to participate in outdoor recreation.</li> </ul> <p>The Great Southern Outdoor Recreation Strategy was received and adopted by all local governments in the region in early 2019. Actions and initiatives towards achieving the strategy are monitored by the Great <b>Southern Recreation Advisory Group (GSRAG)</b>.</p>
<b>Meeting Frequency</b>	As requested

<b>GREAT SOUTHERN TREASURES</b>	
<b>Required Councillors</b>	1 Councillor & 1 Proxy
<b>Other Committees Members</b>	Volunteer members of the Bush Fire Brigade across the Shire.
<b>Reporting &amp; Delegation</b>	Brief the CEO and Councillors on the issues discussed at the next Ordinary Council Meeting. The Committee has no delegated authority from Council.
<b>Purpose</b>	Established in 2004, the Great Southern Treasures is a Local Tourism Organisation representing nine Shires in the Upper Great Southern region
<b>Meeting Frequency</b>	As requested

<b>SOUTHERN LINK VOLUNTARY ORGANISATION OF COUNCILS (VROC)</b>	
<b>Required Councillors</b>	Shire President Deputy Shire President 2 Proxies
<b>Reporting &amp; Delegation</b>	Brief the CEO and Councillors on the issues discussed at the next Ordinary Council Meeting.

	The Committee has no delegated authority from Council.
<b>Purpose</b>	<p>The Shire of Gnowangerup is one of eight VROC member Councils (Broomehill-Tambellup, Cranbrook, Gnowangerup, Katanning, Kojonup, Plantagenet, Woodanilling and Kent)</p> <p>The VROC represents independent communities working together to achieve mutually beneficial outcomes. These Councils have achieved a good collaboration on priorities such as the provision of aged housing and independent living facilities, the development of regional records archiving, water recycling and regional road initiatives.</p>
<b>Meeting Frequency</b>	<ul style="list-style-type: none"> <li>• Full VROC meetings (CEO &amp; Shire President &amp; Deputy Shire President) (approx. three meetings p.a.)</li> <li>• CEO VROC Meeting (CEO only) (approx. three meetings p.a.)</li> </ul>

<b>GREAT SOUTHERN REGIONAL ROAD GROUP</b>	
<b>Required Councillors</b>	1 Councillor & 1 Proxy
<b>Other Committees Members</b>	There are 10 Regional Road Groups (RRG) in WA, established under the State Road Funds to Local Government Agreement which is overseen by a State Advisory Committee (SAC). The RRGs make recommendations to SAC in relation to the Annual Local Government Roads Program for their Region and any other relevant issues. The RRGs are comprised of elected representatives from each Local Government within the road group. Most groups are supported by a technical committee comprised of Local Government staff. Administrative support is provided by Main Roads WA.
<b>Reporting &amp; Delegation</b>	<p>Brief the CEO and Councillors on the issues discussed at the next Ordinary Council Meeting.</p> <p>The Committee has no delegated authority from Council.</p>
<b>Meeting Frequency</b>	Two p.a

#### CONSULTATION

Raised with Councillors at the Agenda Briefing Session on the 8 October 2025.

#### LEGAL AND STATUTORY REQUIREMENTS

LEMC: *section 38-40 of the Emergency Management Act 2005*

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Financial remuneration of mileage for Councillor attendance is payable.

## STRATEGIC IMPLICATIONS

As per Council Plan 2025-2035

<b>Theme</b>	Leadership and Governance
<b>Strategy</b>	4.1. Effectively represent, promote and advocate for the benefit of our community and district.

## STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

<b>Risk description</b>	<b>Not to appoint representatives to the committees</b>
<b>Primary Strategic Risk Category</b>	Community disruption
<b>Primary Strategic Risk Category Description</b>	Failure to adequately prepare and respond to events that cause disruption to the local community. Inability to perform core services to the community
<b>Consequence:</b> (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
<b>Likelihood:</b> (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

## IMPACT ON CAPACITY

NIL

## ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Choosing not to formally appoint Council representatives to community groups would mean relying solely on informal engagement or indirect feedback mechanisms. While this approach may reduce administrative burden, it risks weakening the connection between Council and the community. Without direct representation, Council may miss opportunities to build trust, support local initiatives, and stay informed about emerging issues. This could lead to a disconnect between Council priorities and community expectations, ultimately impacting the effectiveness and responsiveness of local governance.

## CONCLUSION

Council representation in community groups is essential to ensure strong, two-way communication between the local government and the community. It enables elected members to stay informed about emerging issues, community priorities, and opportunities for collaboration. Having Council representatives present also fosters transparency, builds trust, and strengthens relationships with stakeholders. Importantly, it allows Council to support and

advocate for initiatives that align with strategic objectives, while ensuring that community voices are reflected in decision-making processes. This proactive engagement contributes to more responsive, inclusive, and effective local governance.

#### VOTING REQUIREMENTS

Absolute Majority

#### ORIGINAL MOTION

**MOVED: Cr R Kiddle**

**SECONDED: Cr M Creagh**

That Council

**Appoints the following Councillors as representatives to the following committees for a term of two years, concluding at the next ordinary local government election:**

1. The Shire President as member of the LOCAL EMERGENCY MANAGEMENT COMMITTEE, and Councillors R Kiddle and P Callaghan as Proxy delegate;
2. Councillor R Miniter as Council delegate to YONGERGNOW INC, and Councillor M Creagh as Proxy delegate;
3. Councillor R O'Meehan as Council delegate to the GNOWANGERUP SPORTING MANAGEMENT COMMITTEE, and Councillor R Miniter as Proxy delegate;
4. Councillor R Kiddle as Council delegate to the ONGERUP SPORTING COMPLEX COMMITTEE, and Councillor M Creagh as Proxy delegate;
5. Councillor M Creagh as Council delegate to the BORDEN PAVILION COMMITTEE, and Councillor K O'Keeffe as Proxy delegate;
6. Councillor R Miniter as Council delegate to the NORTH STIRLING PALLINUP NATURAL RESOURCES INC, and Councillor R Kiddle as Proxy delegate;
7. Councillor M Creagh as Council delegate to the BUSHFIRE ADVISORY COMMITTEE, and Councillor P Callaghan as Proxy delegate;
8. Councillor P Callaghan as Council delegate to the GREAT SOUTHERN RECREATIONAL ADVISORY GROUP, and Councillor R Miniter as Proxy delegate;
9. Councillor R Kiddle as Council delegate to the GREAT SOUTHERN TREASURES, and a Councillor as Proxy delegate, to be determined at a later day;
10. The Shire President and Deputy Shire President as Council delegates to the SOUTHERN LINK VROC, and Councillors P Callaghan and R Kiddle as Proxy delegates;
11. Councillor R Miniter as Council delegate to the REGIONAL ROAD GROUP (Great Southern Regional Road Group), and Councillor R O'Meehan as Proxy delegate;
12. Councillor Kate O'Keeffe as Council delegate to the GNOWANGERUP FAMILY SUPPORT ASSOCIATION INC, and Councillor P Callaghan as Proxy delegate;

13. Councillor P Callaghan as Council delegate to the SOUTHERN AGCARE INC. and a Councillor as Proxy delegate, to be determined at a later day;
14. Councillor P Callaghan as Council delegate to the ONGERUP COMMUNITY DEVELOPMENT INC. and Councillor R O'Meehan as Proxy delegate.

#### AMENDMENT

Moved: Cr R O'Meehan

Seconded: Cr M Creagh

1025.06 That

2. Councillor R Miniter as Council delegate to YONGERGNOW INC, and Councillor M Creagh as Proxy delegate;

Will be amended to

2. Councillor R O'Meehan as Council delegate to YONGERGNOW INC, and Councillor M Creagh as Proxy delegate;

UNANIMOUSLY CARRIED BY: 6 / 0

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

AGAINST: NIL

#### COUNCIL RESOLUTION

1025.07 That Council

Appoints the following Councillors as representatives to the following committees for a term of two years, concluding at the next ordinary local government election:

1. The Shire President as member of the LOCAL EMERGENCY MANAGEMENT COMMITTEE, and Councillors R Kiddle and P Callaghan as Proxy delegate;
2. Councillor R O'Meehan as Council delegate to YONGERGNOW INC, and Councillor M Creagh as Proxy delegate;
3. Councillor R O'Meehan as Council delegate to the GNOWANGERUP SPORTING MANAGEMENT COMMITTEE, and Councillor R Miniter as Proxy delegate;
4. Councillor R Kiddle as Council delegate to the ONGERUP SPORTING COMPLEX COMMITTEE, and Councillor M Creagh as Proxy delegate;

5. Councillor M Creagh as Council delegate to the BORDEN PAVILION COMMITTEE, and Councillor K O'Keeffe as Proxy delegate;
6. Councillor R Miniter as Council delegate to the NORTH STIRLING PALLINUP NATURAL RESOURCES INC, and Councillor R Kiddle as Proxy delegate;
7. Councillor M Creagh as Council delegate to the BUSHFIRE ADVISORY COMMITTEE, and Councillor P Callaghan as Proxy delegate;
8. Councillor P Callaghan as Council delegate to the GREAT SOUTHERN RECREATIONAL ADVISORY GROUP, and Councillor R Miniter as Proxy delegate;
9. Councillor R Kiddle as Council delegate to the GREAT SOUTHERN TREASURES, and a Councillor as Proxy delegate, to be determined at a later day;
10. The Shire President and Deputy Shire President as Council delegates to the SOUTHERN LINK VROC, and Councillors P Callaghan and R Kiddle as Proxy delegates;
11. Councillor R Miniter as Council delegate to the REGIONAL ROAD GROUP (Great Southern Regional Road Group), and Councillor R O'Meehan as Proxy delegate;
12. Councillor Kate O'Keeffe as Council delegate to the GNOWANGERUP FAMILY SUPPORT ASSOCIATION INC, and Councillor P Callaghan as Proxy delegate;
13. Councillor P Callaghan as Council delegate to the SOUTHERN AGCARE INC, and a Councillor as Proxy delegate, to be determined at a later day;
14. Councillor P Callaghan as Council delegate to the ONGERUP COMMUNITY DEVELOPMENT INC, and Councillor R O'Meehan as Proxy delegate.

CARRIED BY ABSOLUTE MAJORITY: 6 / 0

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

AGAINST: NIL

<b>11.6</b>	<b>APPOINTMENT OF MEMBERS INCLUDING PRESIDING AND DEPUTY PRESIDING MEMBER TO THE AUDIT RISK AND IMPROVEMENT COMMITTEE</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	9 October 2025
<b>Business Unit:</b>	Strategy & Governance
<b>Responsible Officer:</b>	David Nicholson – Chief Executive Officer
<b>Author:</b>	Anita Finn – Senior Governance & Risk Management Officer
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

Term of Reference Audit, Risk and Improvement Committee (ARIC)

#### PURPOSE OF THE REPORT

To appoint members, including the Presiding Member and Deputy Presiding Member, to the ARIC.

#### BACKGROUND

The tenure of the ARIC members expired on the date of the Local Government elections, 18 October 2025.

A new provision, section 5.12 of the Local Government Act 1995 – Presiding members and deputies, took effect on 7 December 2024. This provision requires that the Presiding Member and Deputy Presiding Member of all committees be appointed by absolute majority of Council.

#### COMMENTS

In accordance with section 5.8 of the Local Government Act 1995, Council may establish committees comprising three or more persons to assist in exercising its powers and discharging its duties. These committees may also be formed to meet obligations under other legislation relevant to local government operations.

All committee appointments, including the Presiding Member and Deputy Presiding Member, must be made by absolute majority of Council.

<b>AUDIT RISK AND IMPROVEMENT COMMITTEE</b>	
<b>Purpose</b>	A committee appointed to assist Council in fulfilling their oversight responsibilities in relation to systems of risk management and internal control, in accordance with the Local Government Act and any other relevant Acts or Regulations.
<b>Membership</b>	All Councillors plus two Independent Members
<b>Meeting Frequency</b>	At least three times a year.
<b>Reporting</b>	The Audit Committee has delegated authority and power

	under Delegation 1.1.1 to meet with the Local Governments Auditor at least once per year to examine the report of the Auditor and to determine if any matters raised by the report require action to be taken by the Shire and to ensure that appropriate action is taken in respect of those matters.
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## CONSULTATION

Raised with Councillors at the Agenda Briefing Meeting on 8 October 2025.

## LEGAL AND STATUTORY REQUIREMENTS

### **Local Government Act 1995**

#### ***s. 5.8. Establishment of committees***

*A local government may establish\* committees of 3 or more persons to assist the council.*

*\* Absolute majority required.*

#### ***s. 5.10. Appointment of Committee Members***

#### ***s. 5.12. Presiding members and deputies***

*(1) The local government must appoint\* a member of a committee to be the presiding member of the committee.*

*\* Absolute majority required.*

*(2) The local government may appoint\* a member of a committee to be the deputy presiding member of the committee.*

*\* Absolute majority required.*

## **ARIC Terms of Reference**

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

As per Council Plan 2025-2035

<b>Theme</b>	Leadership and Governance
<b>Strategy</b>	4.1. Effectively represent, promote and advocate for the benefit of our community and district.

## STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

<b>Risk description</b>	<b>Not to appoint members including Presiding and Deputy Presiding member to ARIC</b>
<b>Primary Strategic Risk Category</b>	Adverse Regulatory Change
<b>Primary Strategic Risk Category Description</b>	<ul style="list-style-type: none"><li>• Investigation of Council for non-compliance</li><li>• Litigation</li><li>• Reputational damage</li></ul>
<b>Consequence:</b> (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
<b>Likelihood:</b> (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

#### IMPACT ON CAPACITY

Nil

#### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may opt not to reappoint the ARIC at this time. The implications can be non-compliance with the upcoming legislative requirement to establish an ARIC and potential reputational risk and reduced oversight of audit, risk, and improvement functions.

It is a statutory requirement under section 5.12 of the Local Government Act 1995, as amended, that the Presiding Member and Deputy Presiding Member of all committees must be appointed by Council by absolute majority.

#### CONCLUSION

The appointment of members to the Audit, Risk and Improvement Committee is a key governance function that supports Council's oversight of audit, risk management, compliance, and continuous improvement.

#### VOTING REQUIREMENTS

Absolute Majority

#### COUNCIL RESOLUTION

**MOVED: Cr R Kiddle**

**SECONDED: Cr R Miniter**

**1025.08      That Council**

- 1. In accordance with section 5.10 of the Local Government Act 1995 and the committee's Terms of Reference, appoints the following members to Audit, Risk and Improvement Committee:**

**Councillors Peter Callaghan, Michael Creagh, Rebecca Kiddle, Kate O' Keffe,  
Rebecca O'Meehan, Robert Minter**

**2. Appoints the Shire President as Presiding member and the Deputy President as  
Deputy Presiding member of the Audit Risk and Improvement Committee.**

**CARRIED BY ABSOLUTE MAJORITY: 6 / 0**

**FOR: Cr K O'Keffe, Cr R Minter, Cr P Callaghan, Cr M Creagh, Cr R O'Meehan, Cr R Kiddle**

**AGAINST: NIL**

Shire of



# **GNOWANGERUP**

**BORDEN ◆ GNOWANGERUP ◆ ONGERUP**

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*Heart of the Stirlings*

## **AUDIT, RISK AND IMPROVEMENT COMMITTEE**

### **TERMS OF REFERENCE**

## Establishment

The Audit, Risk and Improvement Committee (the Committee') is established by the Shire of Gnowangerup (the Shire') in accordance with the *Local Government Act 1995* (the Act').

## Objectives of the Audit, Risk and Improvement Committee

The audit committee assists Council 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 audit committee is not responsible for the management of these functions.

The Committee will oversee the Shire in carrying out its functions in accordance with the Act and the obligations set out in the subsidiary regulations (Local Government (Audit) Regulations 1996 and the Local Government (Financial Management) Regulations 1996).

## Authority

The Committee has the power to:

- 1) Request the CEO to seek information to obtain advice relating to matters presented to the Committee.
- 2) Report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference.

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.

## Membership

- 1) Members are appointed to the Committee by Council in accordance with the Act.
- 2) The Committee is to consist of three (3) or more members with at least three (3) or the majority of members to be Council members.
- 3) The Committee can include up to two (2) external members ('Independent Member' - a person who is not a council member or an employee as provided by the with relevant legislation).
- 4) Tenure of membership applies until the next local government ordinary election, in accordance with relevant legislation.

- 5) Council may re-appoint external members of the Committee for consecutive terms.
- 6) Members may resign from the Committee by giving the CEO or the Committee's Presiding Member written notice of their resignation, as permitted under the relevant legislation.
- 7) Council may terminate the membership of any member prior to the expiry of their term if the Council determines a member is:
  - (a) In breach of the Act or the Code of Conduct for Council Members, Committee Members and Candidates,
  - (b) Conducting themselves in a manner which brings the Shire into disrepute, or
  - (c) Failing to make a positive contribution to the Committee.

## Meetings

- 1) The quorum for a meeting of the Committee is at least 50% of the number of officers, but in accordance with relevant legislation.
- 2) The appointment of the presiding member and the deputy will be in accordance with relevant legislation.
- 3) Each member of the committee who is present at a meeting is entitled to one vote and must vote, in accordance with relevant legislation.
- 4) If the votes of members present at a meeting are equally divided, the person presiding is to cast a second vote but in accordance with relevant legislation.
- 5) Committee meetings are open to the public in accordance with relevant legislation.
- 6) The Committee shall meet no less than three (3) times a year. The CEO (or their nominee) is to be available to attend meetings. Additional meetings shall be convened at the discretion of the Presiding Member.
- 7) The Committee may meet without management being present.

## Code of Conduct

Committee Members must adhere to the Shire's Code of Conduct for Council Members, Committee Members and Candidates.

## Administrative Matters

- 1) Reports and recommendations of the Committee will be presented to Council at the next available Ordinary Council Meeting.
- 2) CEO or the Deputy CEO are to provide Governance support and a minute taker for each Committee meeting.
- 3) Minutes will be kept in accordance with the Act.
- 4) Committee Members' interests in matters to be discussed at meetings are to be disclosed in accordance with the Act. Committee Members are to conduct themselves in accordance with the Shire's Standing Orders Local Law and the Shire's Code of Conduct for Council Members, Committee Members and Candidates.
- 5) These Terms of Reference are to be reviewed at least once every two (2) years.

## Roles and Responsibilities

The Committee will ensure openness in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems and compliance with legislation. The Committee is not responsible for the management of these functions.

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 is responsible for advising Council on matters to facilitate their oversight responsibilities in relation to systems of risk management and internal control, the Shire's processes for monitoring compliance with laws and regulations, including the code of conduct, financial and performance reporting and external and internal audit, as well as use of best practice guidelines relative to those matters.

Furthermore, the Committee also has oversight of the following:

- 1) External Audit and Financial Reporting
  - a) Oversee the risks and protection of Council assets to protect the Council against fraud.
  - b) Oversee financial management and implementation of new or replacement Business Systems that have potential to affect services provided by the Shire.
  - c) Monitor compliance within relevant statutory obligations.
  - d) Monitor the implementation of audit recommendations accepted by the Shire.
  - e) Monitor the scope, objectivity, performance, and independence of audit functions.
- 2) Compliance
  - a) Review the annual Compliance Audit Return and report the results to Council.

- b) Review the CEO's Triennial Review in regard to risk management, internal control and legislative compliance, and report the results to Council within the statutory timeframe.
- c) Review the effectiveness of systems for monitoring compliance with relevant laws, regulations and associated policies.

3) Risk Management

- a) Review and endorse the Shire's risk appetite.
- b) Assist the Shire in ensuring that the enterprise risk management (ERM) framework is adequate, meets the needs of the Shire, and reflects the Shire's risk appetite.
- c) Consider any emerging risks and report these to Council where appropriate.
- d) Ensure business continuity and disaster recovery plans are adequate and being reviewed and tested.

4) Internal Control Systems

- a) Review the effectiveness of the Shire's internal control framework.
- b) Review how the Shire identifies changes required to the design or implementation of key internal controls.
- c) Receive and consider information and advice on fraud strategies and controls.

<b>11.7</b>	<b>APPOINTMENT OF MEMBERS &amp; PRESIDING AND DEPUTY PRESIDING MEMBER OF CEO REVIEW COMMITTEE</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	9 October 2025
<b>Business Unit:</b>	Strategy & Governance
<b>Responsible Officer:</b>	David Nicholson – Chief Executive Officer
<b>Author:</b>	Anita Finn – Senior Governance & Risk Management Officer
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

Term of Reference CEO Review Committee

#### PURPOSE OF THE REPORT

To appoint members, including the Presiding Member and Deputy Presiding Member, to the CEO Review Committee.

#### BACKGROUND

The tenure of the CEO Review Committee members expired on the date of the Local Government elections, 18 October 2025.

A new provision, section 5.12 of the Local Government Act 1995 – Presiding members and deputies, took effect on 7 December 2024. This provision requires that the Presiding Member and Deputy Presiding Member of all committees be appointed by absolute majority of Council.

#### COMMENTS

In accordance with section 5.8 of the Local Government Act 1995, Council may establish committees comprising three or more persons to assist in exercising its powers and discharging its duties. These committees may also be formed to meet obligations under other legislation relevant to local government operations.

All committee appointments, including the Presiding Member and Deputy Presiding Member, must be made by absolute majority of Council.

<b>CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE</b>	
<b>Purpose</b>	The CEO Review Committee is to annually review the CEO's performance in accordance with the appropriate provisions contained within the CEO's employment contract. In addition the committee is to review the key performance indicators to be met by the CEO, review the CEO remuneration package in accordance with the appropriate provisions within the CEO's employment contract and make recommendations to Council in relation to varying the contract as and when necessary.
<b>Membership</b>	All Councillors

<b>Meeting Frequency</b>	At least once a year
<b>Reporting</b>	The Committee reports as required to a subsequent Ordinary Meeting of Council. There is no delegated authority attached to this committee.

## CONSULTATION

Raised with Councillors at the Agenda Briefing Meeting on 8 October 2025.

## LEGAL AND STATUTORY REQUIREMENTS

### *Local Government Act 1995*

#### ***s. 5.8. Establishment of committees***

*A local government may establish\* committees of 3 or more persons to assist the council.*

*\* Absolute majority required.*

#### ***s. 5.10. Appointment of Committee Members***

#### ***s. 5.12. Presiding members and deputies***

*(1) The local government must appoint\* a member of a committee to be the presiding member of the committee.*

*\* Absolute majority required.*

*(2) The local government may appoint\* a member of a committee to be the deputy presiding member of the committee.*

*\* Absolute majority required.*

## *CEO Review Committee Terms of Reference*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

As per Council Plan 2025-2035

<b>Theme</b>	Leadership and Governance
<b>Strategy</b>	4.1. Effectively represent, promote and advocate for the benefit of our community and district.

## STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

<b>Risk description</b>	<b>Not to appoint members including Presiding and Deputy Presiding member to CEO Review Committee</b>
<b>Primary Strategic Risk Category</b>	Adverse Regulatory Change
<b>Primary Strategic Risk Category Description</b>	<ul style="list-style-type: none"><li>• Investigation of Council for non-compliance</li><li>• Litigation</li><li>• Reputational damage</li></ul>
<b>Consequence:</b> (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
<b>Likelihood:</b> (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

## IMPACT ON CAPACITY

Nil

## ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not to appoint members to the CEO Review Committee may delay the commencement of the CEO performance review process, potentially impacting statutory or contractual timelines.

It is a statutory requirement under section 5.12 of the Local Government Act 1995, as amended, that the Presiding Member and Deputy Presiding Member of all committees must be appointed by Council by absolute majority.

## CONCLUSION

The CEO Review Committee plays a critical role in supporting Council's oversight of the Chief Executive Officer's performance. With the expiry of the previous committee's tenure and the commencement of new legislative requirements under section 5.12 of the Local Government Act 1995, it is necessary for Council to reappoint the committee and formally designate the Presiding Member and Deputy Presiding Member by absolute majority. This will ensure compliance with statutory obligations and enable the timely and effective continuation of the CEO review process.

## VOTING REQUIREMENTS

Absolute Majority

**COUNCIL RESOLUTION**

**MOVED: Cr P Callaghan**

**SECONDED: Cr R O'Meehan**

**1025.09      That Council**

1. In accordance with section 5.10 of the Local Government Act 1995 and the committee's Terms of Reference, appoints the following members to CEO Review Committee:

**Councillors Peter Callaghan, Michael Creagh, Rebecca Kiddle, Kate O' Keeffe, Rebecca O'Meehan, Robert Miniter;**

2. Appoints the Shire President as Presiding member and the Deputy President as Deputy Presiding member of the CEO Review Committee.

**CARRIED BY ABSOLUTE MAJORITY: 6 / 0**

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

**AGAINST: NIL**



# **CEO REVIEW COMMITTEE**

## **TERMS OF REFERENCE**

*September 2020*

## Purpose

The CEO Review Committee (Committee) is responsible for making recommendations to Council on Chief Executive Officer (CEO) appointments, contract reviews/renewals, performance and remuneration reviews and assessments.

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 a delegated power from Council. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

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

## Objectives

The primary objectives of the Committee are to make recommendations to Council on CEO appointments, contract reviews/renewals, performance and remuneration reviews and assessments.

Reports from the Committee will assist Council in discharging its legislative responsibilities of governing the Shire's affairs.

## Duties and Responsibilities

The duties and responsibilities of the Committee members will be to:

1. Make recommendations to Council on CEO performance reviews and assessments;
2. Review and recommend annual goals and targets for the CEO against key performance indicators to Council for consideration.
3. Make recommendations to Council on CEO remuneration reviews and assessments.
4. Make recommendations to Council on CEO appointments.
5. Make recommendations to Council on CEO contract reviews and/or renewals.

## 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 CEO and senior staff, with the approval of the Presiding Member and CEO, may be called to attend meetings to provide advice and guidance to the Committee.

The Executive Assistant will provide administrative support to the Committee by preparing agendas and minutes, and organising meetings.

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 have flexibility in relation to when it needs to meet, but as a minimum, will need to meet at least once a year. It is the responsibility of the Presiding Member to call the meetings of the Committee.

## 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.

<b>11.8</b>	<b>ADMINISTRATION OFFICE CHRISTMAS CLOSURE</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	12 September 2025
<b>Business Unit:</b>	Strategy and Governance
<b>Responsible Officer:</b>	David Nicholson Chief Executive Officer
<b>Author:</b>	Melanie Wilson – Executive Assistant
<b>Disclosure of Interest:</b>	NIL

#### ATTACHMENTS

Nil

#### PURPOSE OF THE REPORT

To seek Council's endorsement for the closing of the Shire Administration Office during the Christmas and New Year break.

#### BACKGROUND

Previously, Council has authorised the closure of the Shire Administration office during the Christmas and New Year period. This is typically a quiet period in the Shire and closing during this period does not cause community unrest.

#### COMMENTS

Christmas Day and Boxing Day public holidays fall on Thursday 25 December and Friday 26 December 2025. New Years Day falls on Thursday 1 January 2026.

It is proposed that the office shuts over the Christmas period from 12:00pm on Wednesday 24 December 2025 and to reopen as usual on Monday 5 January 2026.

Closure would be advertised in the three Local Newsletters, Shire of Gnowangerup website and a message put on the administration answering machine.

#### CONSULTATION

Raised with Councillors at Agenda Briefing on 8 October 2025.

#### LEGAL AND STATUTORY REQUIREMENTS

Nil

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

Nil

#### IMPACT ON CAPACITY

No or minimal work or service delivery would take place between Christmas and New Year. Emergency contacts will be advised in notices and a message put on the Shire's answering

machine.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Council can decline to close the Shire Administration office during Christmas and New Year. The office will need to be staffed by at least two people.

**CONCLUSION**

It is proposed that Council endorses the closing of the Council administration office during the Christmas and new year break. There are few customers during this period, and the community is unlikely to be affected.

Executive staff and rostered staff will be on call in case of emergencies.

**VOTING REQUIREMENTS**

Simple majority

**COUNCIL RESOLUTION**

**MOVED: Cr R Miniter**

**SECONDED: Cr M Creagh**

**1025.10 That Council**

**Endorses the closure of the Shire Administration Office from 12:00pm on Wednesday 24 December 2025 to reopen on Monday 5 January 2026.**

**UNANIMOUSLY CARRIED BY: 6 / 0**

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

**AGAINST: NIL**

<b>COUNCIL MEETING DATES 2026</b>	
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	12 September 2025
<b>Business Unit:</b>	Strategy and Governance
<b>Responsible Officer:</b>	David Nicholson - Chief Executive Officer
<b>Author:</b>	Melanie Wilson - Executive Assistant
<b>Disclosure of Interest:</b>	NIL

#### ATTACHMENTS

- Council Meeting Calendar 2026

#### PURPOSE OF THE REPORT

To consider the dates for Ordinary Council meetings to be held in 2026.

#### BACKGROUND

Council's Ordinary Meeting of Council are typically held on the fourth Wednesday of the month, excluding January, commencing at 3:30pm at the Council Chambers, 28 Yougenup Road, Gnowangerup WA 6335. It is proposed that the March meeting will be held in Borden, and the September meeting will take place in Ongerup.

Exceptions are:

- December meeting: scheduled for the second Wednesday in December

#### COMMENTS

It is the Officer's recommendation that Ordinary Council meetings be held on the fourth Wednesday of the month at 3.30pm in accordance with the following dates: other than the December meeting which will be held in the second Wednesday in December.

Wednesday 25 February 2026  
 Friday 27 March 2026 - Borden  
 Wednesday 22 April 2026  
 Wednesday 27 May 2026  
 Wednesday 24 June 2026  
 Wednesday 22 July 2026  
 Wednesday 26 August 2026  
 Wednesday 23 September 2026 - Ongerup  
 Wednesday 28 October 2026  
 Wednesday 25 November 2026  
 Wednesday 9 December 2026

#### CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

*Local Government (Administration) Regulations 1996*

*Regulation 12 Publication of meeting details (Act s. 5.25(1)(g))*

(1) *In this regulation —*

**meeting details**, for a meeting, means the date and time when, and the place where, the meeting is to be held.

(2) *The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —*

- a) ordinary council meetings;*
- b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.*

(3) *Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**IMPACT ON CAPACITY**

Nil

**RISK MANAGEMENT CONSIDERATIONS**

Nil

**CONCLUSION**

Nil

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**MOVED: Cr R Kiddle**      **SECONDED: Cr R Miniter**

**1025.11      That Council:**

- 1. Sets the Ordinary Council Meeting Dates for 2026 as follows, all commencing at 3:30pm:**

Wednesday 25 February 2026  
Friday 27 March 2026 - Borden  
Wednesday 22 April 2026  
Wednesday 27 May 2026  
Wednesday 24 June 2026  
Wednesday 22 July 2026  
Wednesday 26 August 2026  
Wednesday 23 September 2026 - Ongerup  
Wednesday 28 October 2026  
Wednesday 25 November 2026  
Wednesday 9 December 2026

- 2. Directs the CEO to publish the meeting details on the Shire's website.**

**UNANIMOUSLY CARRIED BY: 6 / 0**

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

**AGAINST: NIL**

# 2026 Calendar for Council Meetings



January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**PUBLIC HOLIDAYS**

**AGENDA BRIEFING & WORKSHOP**

**ORDINARY COUNCIL MEETING**

<b>11.10</b>	<b>LIST OF PAYMENTS MADE FROM THE MUNICIPAL FUND AND TRANSACTION CARD ACCOUNTS FOR THE PERIOD 1 TO 30 SEPTEMBER 2025</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	13 October 2025
<b>Business Unit:</b>	Corporate and Community Services
<b>Responsible Officer:</b>	Chiara Galbraith – Deputy Chief Executive Officer
<b>Author:</b>	Anrie van Zyl – Human Resource & Emergency Management Officer
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

- List of Payments for September 2025

#### PURPOSE OF THE REPORT

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

#### BACKGROUND

Nil

#### COMMENTS

The List of Payments for September 2025 covering the period 01/09/2025 to 30/09/2025 is as follows:

<b>FUND</b>	<b>Amount</b>
Municipal Fund	\$782,899.54
Credit Card	\$4,255.69
<b>TOTAL</b>	<b><u>\$787,155.23</u></b>

#### CONSULTATION

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

*Local Government (Financial Management) Regulations 1996*

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

- (1) *A payment may only be made from the municipal fund or the trust fund —*
  - (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 Council Plan 2025-2035

<b>Theme</b>	4.	Leadership and Governance
<b>Strategy</b>	4.2	An efficient and effective organisation, providing appropriate services to our community
<b>Activity</b>	4.2.2	Ensure strong financial management through effective planning

#### STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

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

#### IMPACT ON CAPACITY

Nil

#### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

#### CONCLUSION

That Council notes the September 2025 List of Payments as per the Officer's Recommendation

#### VOTING REQUIREMENTS

Simple Majority

**COUNCIL RESOLUTION**

**MOVED: Cr R Kiddle**

**SECONDED: Cr M Creagh**

**1025.12 That Council:**

**Notes the payment of accounts for September 2025 consisting of:**

**EFT22832– EFT22937 totalling \$608,125.86;**

**Superannuation and Direct Deposits totalling \$174,773.68; and**

**Corporate Credit Card totalling \$4,255.69**

**UNANIMOUSLY CARRIED BY: 6 / 0**

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

**AGAINST: NIL**

**SHIRE OF GNOWANGERUP**  
**LIST OF PAYMENTS - SEPTEMBER 2025**

Chq/EFT	Name	Date	Amount
EFT22832	A SMART START GREAT SOUTHERN INC.	04/09/2025	\$ 2,200.00
DD7666.16	ACCLAIM WEALTH	10/09/2025	\$ 212.38
DD7689.15	ACCLAIM WEALTH	24/09/2025	\$ 241.88
EFT22887	ADMIN SOCIAL CLUB	11/09/2025	\$ 130.00
EFT22934	ADMIN SOCIAL CLUB	25/09/2025	\$ 130.00
EFT22833	AFGRI EQUIPMENT AUSTRALIA PTY LTD	04/09/2025	\$ 399.02
EFT22876	AFGRI EQUIPMENT AUSTRALIA PTY LTD	04/09/2025	\$ 165.33
EFT22893	AFGRI EQUIPMENT AUSTRALIA PTY LTD	18/09/2025	\$ 760.80
DD7650.1	AIR LIQUIDE	04/09/2025	\$ 131.76
EFT22834	AL CURNOW HYDRAULICS	04/09/2025	\$ 99.48
EFT22894	ALBANY CITY MOTORS	18/09/2025	\$ 504.00
EFT22877	ALBANY PLUMBING & GAS	04/09/2025	\$ 861.30
EFT22895	ALBANY RECORDS MANAGEMENT	18/09/2025	\$ 377.42
DD7666.12	ANZ SMART CHOICE SUPER	10/09/2025	\$ 632.40
DD7689.11	ANZ SMART CHOICE SUPER	24/09/2025	\$ 587.06
EFT22896	ASCENTIVE PTY LTD	18/09/2025	\$ 3,789.36
EFT22897	AUSTRALIA POST	18/09/2025	\$ 1,212.35
DD7666.15	AUSTRALIAN RETIREMENT TRUST	10/09/2025	\$ 344.56
DD7689.14	AUSTRALIAN RETIREMENT TRUST	24/09/2025	\$ 326.03
DD7666.9	AUSTRALIAN SUPER	10/09/2025	\$ 3,909.27
DD7689.8	AUSTRALIAN SUPER	24/09/2025	\$ 4,100.89
EFT22898	AUSTRALIA'S SOUTH WEST	18/09/2025	\$ 800.00
EFT22835	AVDATA PTY LTD	04/09/2025	\$ 1,699.90
DD7666.1	AWARE SUPER	10/09/2025	\$ 10,486.77
DD7689.1	AWARE SUPER	24/09/2025	\$ 9,945.17
DD7643.1	BENDIGO COMMUNITY BANK	01/09/2025	\$ 99.00
DD7644.1	BENDIGO COMMUNITY BANK	02/09/2025	\$ 1,428.22
DD7683.1	BENDIGO COMMUNITY BANK	14/09/2025	\$ 6,195.71
EFT22836	BEST OFFICE SYSTEMS	04/09/2025	\$ 2,048.11
14	BF - ACCOUNT KEEPING FEES	30/09/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	26/09/2025	\$ 0.15
14	BF - ACCOUNT KEEPING FEES	26/09/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	25/09/2025	\$ 0.60
14	BF - ACCOUNT KEEPING FEES	25/09/2025	\$ 6.75
14	BF - ACCOUNT KEEPING FEES	22/09/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	18/09/2025	\$ 6.45
14	BF - ACCOUNT KEEPING FEES	18/09/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	17/09/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	16/09/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	12/09/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	11/09/2025	\$ 7.35
14	BF - ACCOUNT KEEPING FEES	11/09/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	10/09/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	10/09/2025	\$ 0.15
14	BF - ACCOUNT KEEPING FEES	09/09/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	08/09/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	05/09/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	04/09/2025	\$ 8.10
14	BF - ACCOUNT KEEPING FEES	03/09/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	01/09/2025	\$ 4.00

14	BF - ACCOUNT KEEPING FEES	01/09/2025	\$ 2.88
EFT22837	BGL SOLUTIONS	04/09/2025	\$ 22,532.41
EFT22888	BLACK AND GOLD SOCIAL CLUB	11/09/2025	\$ 90.00
EFT22935	BLACK AND GOLD SOCIAL CLUB	25/09/2025	\$ 90.00
EFT22838	BOOKEASY AUSTRALIA PTY LTD	04/09/2025	\$ 380.41
EFT22839	BORDEN DEVELOPEMENT GROUP INC	04/09/2025	\$ 2,000.00
EFT22840	BRETT JAMES ATKINSON	04/09/2025	\$ 5,574.98
EFT22899	BTW CONTRACTING PTY LTD T/A BTW RURAL SUPPLIES	18/09/2025	\$ 685.00
DD7666.10	CARE SUPER	10/09/2025	\$ 942.03
DD7689.9	CARE SUPER	24/09/2025	\$ 973.98
EFT22878	CASSANDRA BEECK	04/09/2025	\$ 1,480.00
DD7666.7	CBUS	10/09/2025	\$ 330.37
DD7689.6	CBUS	24/09/2025	\$ 330.37
EFT22885	CEMETERIES & CREMATORIA ASSOCIATION OF WA	04/09/2025	\$ 130.00
EFT22841	CONVIC PTY LTD	04/09/2025	\$ 5,016.00
EFT22900	CORSIGN WA	18/09/2025	\$ 5,967.50
EFT22842	DAVID CAMPBELL TRANSPORT	04/09/2025	\$ 77.06
EFT22843	DAVID ELLIS T/A BLUE HEELER SAFETY	04/09/2025	\$ 4,425.00
EFT22901	DAVID ELLIS T/A BLUE HEELER SAFETY	18/09/2025	\$ 825.00
EFT22879	DELTA AGRIBUSINESS WA PTY LTD	04/09/2025	\$ 1,600.00
EFT22902	DELTA AGRIBUSINESS WA PTY LTD	18/09/2025	\$ 3,630.00
EFT22844	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	04/09/2025	\$ 29,484.00
EFT22845	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	04/09/2025	\$ 644.61
EFT22846	DIRT 2 DUST MECHANICAL	04/09/2025	\$ 835.34
14	DOT - DEPT TRANSPORT DIRECT DEBIT	30/09/2025	\$ 1,102.30
14	DOT - DEPT TRANSPORT DIRECT DEBIT	30/09/2025	\$ 645.75
14	DOT - DEPT TRANSPORT DIRECT DEBIT	26/09/2025	\$ 33.60
14	DOT - DEPT TRANSPORT DIRECT DEBIT	25/09/2025	\$ 326.15
14	DOT - DEPT TRANSPORT DIRECT DEBIT	24/09/2025	\$ 1,106.55
14	DOT - DEPT TRANSPORT DIRECT DEBIT	23/09/2025	\$ 875.50
14	DOT - DEPT TRANSPORT DIRECT DEBIT	22/09/2025	\$ 1,093.55
14	DOT - DEPT TRANSPORT DIRECT DEBIT	19/09/2025	\$ 35,710.95
14	DOT - DEPT TRANSPORT DIRECT DEBIT	18/09/2025	\$ 2,854.35
14	DOT - DEPT TRANSPORT DIRECT DEBIT	17/09/2025	\$ 238.90
14	DOT - DEPT TRANSPORT DIRECT DEBIT	16/09/2025	\$ 305.75
14	DOT - DEPT TRANSPORT DIRECT DEBIT	15/09/2025	\$ 38,451.00
14	DOT - DEPT TRANSPORT DIRECT DEBIT	12/09/2025	\$ 1,514.75
14	DOT - DEPT TRANSPORT DIRECT DEBIT	10/09/2025	\$ 2,912.20
14	DOT - DEPT TRANSPORT DIRECT DEBIT	10/09/2025	\$ 48.20
14	DOT - DEPT TRANSPORT DIRECT DEBIT	09/09/2025	\$ 1,246.40
14	DOT - DEPT TRANSPORT DIRECT DEBIT	08/09/2025	\$ 1,079.60
14	DOT - DEPT TRANSPORT DIRECT DEBIT	05/09/2025	\$ 1,614.90
14	DOT - DEPT TRANSPORT DIRECT DEBIT	04/09/2025	\$ 1,369.05
14	DOT - DEPT TRANSPORT DIRECT DEBIT	03/09/2025	\$ 439.75
14	DOT - DEPT TRANSPORT DIRECT DEBIT	02/09/2025	\$ 980.50
14	DOT - DEPT TRANSPORT DIRECT DEBIT	01/09/2025	\$ 767.25
EFT22903	E.A DIXON & R.J DIXON	18/09/2025	\$ 22,480.00
EFT22847	EVENT SAFETY MANAGEMENT PTY LTD (ESM TRAFFIC)	04/09/2025	\$ 990.00
DD7666.2	FORMULAE 1 PTY LTD ATF THE ISAIAH4110 SUPERANNUATION FUND	10/09/2025	\$ 377.20
DD7689.2	FORMULAE 1 PTY LTD ATF THE ISAIAH4110 SUPERANNUATION FUND	24/09/2025	\$ 410.20
EFT22848	G&K TRUCK & 4X 4 PTY LTD	04/09/2025	\$ 740.21
EFT22849	GEORGINA WEBB	04/09/2025	\$ 3,000.00
EFT22904	GNOWANGERUP BOWLING CLUB	18/09/2025	\$ 20,000.00
EFT22850	GNOWANGERUP COMMUNITY RESOURCE CENTRE	04/09/2025	\$ 1,760.21
EFT22905	GNOWANGERUP COMMUNITY RESOURCE CENTRE	18/09/2025	\$ 37.50

EFT22906	GNOWANGERUP FAMILY SUPPORT ASSOC INC	18/09/2025	\$ 3,124.00
EFT22851***	GNOWANGERUP FUEL SUPPLIES	04/09/2025	\$ 1,958.84
EFT22852	GNOWANGERUP SPORTING COMPLEX	04/09/2025	\$ 7,810.00
EFT22907	GNOWANGERUP VOLUNTEER SES UNIT INC	18/09/2025	\$ 15,234.26
EFT22853	GNP HARDWARE	04/09/2025	\$ 1,799.80
EFT22880	GNP HARDWARE	04/09/2025	\$ 72.84
EFT22908	GNP HARDWARE	18/09/2025	\$ 722.46
EFT22909	HACER PTY LTD T/A SMITH CONSTRUCTIONS WA	18/09/2025	\$ 9,680.00
EFT22933	HACER PTY LTD T/A SMITH CONSTRUCTIONS WA	25/09/2025	\$ 207,838.63
EFT22910	HIDEWOOD ENTERPRISES PTY LTD T/A HIDEWOOD SIGNS & PRINT	18/09/2025	\$ 88.00
DD7666.5	HOST PLUS SUPERANNUATION FUND	10/09/2025	\$ 327.75
DD7689.4	HOST PLUS SUPERANNUATION FUND	24/09/2025	\$ 361.23
DD7657.1	HOUSING AUTHORITY	05/09/2025	\$ 610.00
DD7674.2	HOUSING AUTHORITY	12/09/2025	\$ 210.00
DD7694.1	HOUSING AUTHORITY	19/09/2025	\$ 610.00
DD7696.1	HOUSING AUTHORITY	26/09/2025	\$ 210.00
DD7666.4	HUB 24 SUPER FUND	10/09/2025	\$ 141.45
DD7689.3	HUB 24 SUPER FUND	24/09/2025	\$ 350.99
EFT22854	IT VISION SOFTWARE PTY LTD T/A READY TECH	04/09/2025	\$ 4,781.70
EFT22911	IT VISION SOFTWARE PTY LTD T/A READY TECH	18/09/2025	\$ 10,450.00
EFT22855	JANINE MAREE THORNTON - THE SOUL VAN	04/09/2025	\$ 450.00
EFT22881	JERRAMUNGUP ELECTRICAL SERVICE	04/09/2025	\$ 3,360.88
EFT22912	JTAGZ	18/09/2025	\$ 174.35
EFT22886	KEILOR CONTRACTING PTY LIMITED	10/09/2025	\$ 23,528.00
EFT22856	LANDGATE	04/09/2025	\$ 51.68
EFT22913	LG CONSULTING SOLUTIONS	18/09/2025	\$ 3,662.12
EFT22889	LGRCEU	11/09/2025	\$ 144.00
EFT22936	LGRCEU	25/09/2025	\$ 144.00
EFT22857	LINKUP PTY LTD	04/09/2025	\$ 4,070.00
EFT22882	LIVINGSTON MEDICAL	04/09/2025	\$ 23,466.67
EFT22858	LO-GO APPOINTMENTS	04/09/2025	\$ 21,209.45
EFT22914	LO-GO APPOINTMENTS	18/09/2025	\$ 21,342.45
EFT22859	MAJOR MOTORS PTY LTD	04/09/2025	\$ 389.53
EFT22915	MAPIEN	18/09/2025	\$ 5,641.35
EFT22860	MCINTOSH & SON	04/09/2025	\$ 1,261.39
EFT22861	MCLEODS LAWYERS PTY LTD	04/09/2025	\$ 191.40
EFT22916	MCLEODS LAWYERS PTY LTD	18/09/2025	\$ 642.40
EFT22862	MESSAGEMEDIA	04/09/2025	\$ 642.79
EFT22917	MOORE AUSTRALIA (WA) PTY LTD	18/09/2025	\$ 21,215.79
EFT22863	NEAH STEWART	04/09/2025	\$ 2,483.63
EFT22918	NEAH STEWART	18/09/2025	\$ 173.00
EFT22864	OFFICEWORKS	04/09/2025	\$ 1,764.72
EFT22919	ONGERUP FARM SUPPLIES	18/09/2025	\$ 33.20
EFT22865	ONGERUP TYRES & AUTOMOTIVE	04/09/2025	\$ 1,592.00
EFT22920	ONGERUP TYRES & AUTOMOTIVE	18/09/2025	\$ 316.00
DD7666.6	PANORAMA SUPERANNUATION FUND	10/09/2025	\$ 1,065.58
DD7689.5	PANORAMA SUPERANNUATION FUND	24/09/2025	\$ 233.10
EFT22890	PETER GERARD CALLAGHAN	18/09/2025	\$ 100.00
EFT22921	QHSE INTEGRATED SOLUTIONS PTY LTD	18/09/2025	\$ 603.90
EFT22891	REBECCA ANNE O'MEEHAN	18/09/2025	\$ 100.00
EFT22892	REBECCA KIDDLE	18/09/2025	\$ 100.00
DD7666.14	REST SUPERANNUATION	10/09/2025	\$ 90.03
DD7689.13	REST SUPERANNUATION	24/09/2025	\$ 90.03
EFT22866	RICKY JON MILLER	04/09/2025	\$ 200.00
EFT22922	ROAST AND BREW	18/09/2025	\$ 156.50

EFT22937	ROBERT CHARLES MINITER	26/09/2025	\$ 1,783.70
EFT22867	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	04/09/2025	\$ 120.00
EFT22923	SHIRE OF BROOMEHILL-TAMBELLUP	18/09/2025	\$ 1,125.00
EFT22883	SHIRE OF JERRAMUNGUP	04/09/2025	\$ 250.00
EFT22924	SHIRE OF JERRAMUNGUP	18/09/2025	\$ 250.00
EFT22868	SOAP ON STONE	04/09/2025	\$ 288.00
EFT22925	SOAP ON STONE	18/09/2025	\$ 288.00
EFT22869	SOCIETY CYCLING PTY LTD T/A SOCIETY	04/09/2025	\$ 2,277.00
EFT22870	SOLUTIONS IT	04/09/2025	\$ 25,310.15
EFT22884	SOLUTIONS IT	04/09/2025	\$ 755.66
EFT22926	SOLUTIONS IT	18/09/2025	\$ 5,537.54
EFT22927	STATE LIBRARY OF WESTERN AUSTRALIA	18/09/2025	\$ 104.50
EFT22871	STUART FRASER DRUMMOND	04/09/2025	\$ 502.17
EFT22928	STUART FRASER DRUMMOND	18/09/2025	\$ 256.96
DD7679.1	SUPAGAS PTY LIMITED	18/09/2025	\$ 99.00
DD7643.2	SYNERGY	01/09/2025	\$ 489.96
DD7650.2	SYNERGY	04/09/2025	\$ 1,059.20
DD7658.1	SYNERGY	03/09/2025	\$ 245.86
DD7662.1	SYNERGY	09/09/2025	\$ 368.48
DD7679.2	SYNERGY	18/09/2025	\$ 333.63
DD7695.1	SYNERGY	24/09/2025	\$ 4,128.30
EFT22872	TEAM GLOBAL EXPRESS PTY LTD	04/09/2025	\$ 801.70
EFT22929	TEAM GLOBAL EXPRESS PTY LTD	18/09/2025	\$ 91.85
DD7650.3	TELSTRA	04/09/2025	\$ 242.50
DD7679.3	TELSTRA	18/09/2025	\$ 50.00
DD7666.13	THE TRUSTEE FOR MLC SUPER FUND	10/09/2025	\$ 60.48
DD7689.12	THE TRUSTEE FOR MLC SUPER FUND	24/09/2025	\$ 74.41
DD7666.3	UNISUPER	10/09/2025	\$ 173.26
EFT22873	WA CONTRACT RANGER SERVICES	04/09/2025	\$ 2,194.50
EFT22930	WA CONTRACT RANGER SERVICES	18/09/2025	\$ 2,079.00
DD7698.1	WA TREASURY CORPORATION	26/09/2025	\$ 21,850.59
DD7666.8	WALGS PLAN	10/09/2025	\$ 151.61
DD7689.7	WALGS PLAN	24/09/2025	\$ 151.61
EFT22931	WARREN BLACKWOOD WASTE	18/09/2025	\$ 9,251.10
DD7674.1	WATER CORPORATION	12/09/2025	\$ 167.53
DD7675.1	WATER CORPORATION	15/09/2025	\$ 52.90
DD7666.11	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	10/09/2025	\$ 1,892.89
DD7689.10	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	24/09/2025	\$ 2,070.68
EFT22874	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	04/09/2025	\$ 385.00
EFT22932	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	18/09/2025	\$ 550.00
EFT22875	YONGERGNOW-ONGERUP COMMUNITY RESOURCE CENTRE	04/09/2025	\$ 1,500.00

**\$ 782,899.54**

**BREAKDOWN OF CREDIT CARD EXPENDITURE**

VIBE SUBIACO	1-Sep	\$ 60.90
FACEBOOK	6-Sep	\$ 19.80
INTERNATIONAL TRANSACTION FEE	6-Sep	\$ 0.59
FACEBOOK	9-Sep	\$ 22.00
INTERNATIONAL TRANSACTION FEE	9-Sep	\$ 0.66
STARLINK	10-Sep	\$ 139.00
SCRIBE	10-Sep	\$ 1,302.35
INTERNATIONAL TRANSACTION FEE	10-Sep	\$ 39.07
BP WILLIAMS	11-Sep	\$ 78.49

FACEBOOK	12-Sep	\$ 24.20
INTERNATIONAL TRANSACTION FEE	12-Sep	\$ 0.73
WANEWSADV, OSBORNE PARK	12-Sep	\$ 180.05
FACEBOOK	14-Sep	\$ 27.50
INTERNATIONAL TRANSACTION FEE	14-Sep	\$ 0.83
SHIRE OF GNOWANGERUP	16-Sep	\$ 137.30
AMPOL FORRESTDALE	17-Sep	\$ 70.88
TENDERLINK	17-Sep	\$ 190.30
FACEBOOK	18-Sep	\$ 27.50
INTERNATIONAL TRANSACTION FEE	18-Sep	\$ 0.83
DMIRS EAST PERTH	19-Sep	\$ 13.60
SHEIN.COM	19-Sep	\$ 46.50
OPENAI*CHATGPT	19-Sep	\$ 30.02
INTERNATIONAL TRANSACTION FEE	19-Sep	\$ 0.90
SHELL KATANNING	21-Sep	\$ 129.08
FACEBOOK	23-Sep	\$ 30.80
INTERNATIONAL TRANSACTION FEE	23-Sep	\$ 0.92
BANNERBUZZ	24-Sep	\$ 1,298.61
CPP CONVENTION CENTRE	24-Sep	\$ 12.62
CPP CONVENTION CENTRE	24-Sep	\$ 12.62
STARLINK	25-Sep	\$ 139.00
CPP CONVENTION CENTRE	26-Sep	\$ 26.25
WOOLWORTHS ONLINE	26-Sep	\$ 149.80
CARD FEE	29-Sep	\$ 8.00
FACEBOOK	30-Sep	\$ 33.00
INTERNATIONAL TRANSACTION FEE	30-Sep	\$ 0.99

**\$ 4,255.69**

EFT22851***	<b>GNOWANGERUP FUEL SUPPLIES: BREAKDOWN OF CARD USAGE</b>		
Card 118 – GN.00	CHIEF EXECUTIVE OFFICER		\$ 78.72
Card 119 – GN.001	DEPUTY CHIEF EXECUTIVE OFFICER		\$ 123.43
Card 120 – GN.002	POOL VEHICLE		\$ 186.27
Card 612 1IHK617	COMMUNITY & ECONOMIC DEVELOPMENT MANAGER		
Card 120 - GN.006	DR VEHICLE		
Card 121 – BFB1	BUSHFIRE BRIGADE		
Card 122 – BFB2	BUSHFIRE BRIGADE		
Card 123 – P6000	DEPOT - SMALL PLANT		\$ 198.32
Card 124 – A6000	ADMIN OFFICE ADDITIONAL CARD		
CARD - PAJERO	COMMUNITY & ECONOMIC DEVELOPMENT MANAGER		\$ 448.14
Card 410 - Depot	DEPOT ADDITIONAL CARD		
Card 67 - GNOSES	TRUCK		
Card 68 - GNOSES	UTE		\$ 287.92
Card 69 - GNOSES	ULP		\$ 143.88

**TOTAL \$ 1,466.68**

INV 28643-2	CORRECTION OF INV 28643 - GNP FUELS INCORRECTLY ALLOCATED A PMT AGAINST THIS INVOICE (BULK FUEL PURCHASE - NOT PURCHASED BY CARD)		\$ 492.16
			<b>\$ 1,958.84</b>

<b>11.11</b>	<b>SEPTEMBER 2025 MONTHLY FINANCIAL STATEMENTS</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	15 October 2025
<b>Business Unit:</b>	Corporate and Community Services
<b>Responsible Officer:</b>	Chiara Galbraith – Deputy Chief Executive Officer
<b>Author:</b>	Stephanie Karafilis - SFO
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

September Monthly Financial Report ending 30 September 2025

#### PURPOSE OF THE REPORT

For Council to receive the September Monthly Financial Report for the period of 01/09/2025 to 30/09/2025.

#### 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 30 July 2025 the annual material variance threshold of \$20,000 or 10% for reporting budget variances within monthly financial reporting for the 2025/26 financial year.

#### COMMENTS

The Monthly Financial Report for the period ending 30 September 2025 is attached to include the following as required by legislation:

- Statement of Financial Activity
- Statement of Financial Position
- Note 1 – Basis for Preparation and Significant Accounting Policies
- Note 2 - Statement of Financial Activity Information; and
- Note 3 – Explanation of Material Variances.

#### CONSULTATION

Nil

## LEGAL AND STATUTORY REQUIREMENTS

*Local Government (Financial Management) Regulations 1996*

Financial activity statement required each month (Act s.6.4)

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the relevant month in the following detail –
  - (a) Annual budget estimates, considering any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) Budget estimates to the end of the relevant month; and
  - (c) Actual amounts of expenditure, revenue, and income to the end of the relevant month; and
  - (d) Material variance between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) The net current assets at the end of the relevant month and a note containing a summary explaining composition of the net current assets.
- (4) A statement of financial activity, and any accompanying documents referred to in sub regulation  
(2), are to be –
  - (a) presented at an ordinary meeting of council within 2 months after the end of the relevant month; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS, to be used in statements of financial activity for reporting material variances.

35 Financial position statement required each month

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month and –
  - (a) The financial position of the local government as at the last day of the previous financial year; or
  - (b) If the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- (2) A statement of financial position must be –
  - (a) Presented at an ordinary meeting of council within 2 months of the end of the previous month; and
  - (b) Recorded in the minutes of meeting at which it is presented.

## POLICY IMPLICATIONS

There is no known policy implications associated with this item.

## FINANCIAL IMPLICATIONS

The presentation of these monthly financial reports provides Council with regular updates regarding the status of the financial position and assists to comply with the *Local Government Act 1995* and associated regulations.

### STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Organisation

Community Priority:

Forward planning and implementation of plans to achieve strategic priorities.

Action: Performance against commitments made.

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

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

<b>Risk description</b>	Not to endorse the officer's recommendation
<b>Primary Strategic Risk Category</b>	Financial Sustainability
<b>Primary Strategic Risk Category Description</b>	Inability to maintain service and infrastructure levels for the Shire
<b>Consequence:</b> (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
<b>Likelihood:</b> (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**

**1025.13 That Council:**

- 1. Receives the Monthly Financial Statements for the month of September 2025.**

**UNANIMOUSLY CARRIED BY: 6 / 0**

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

**AGAINST: NIL**

**12. REPORT FOR DECISION -CONFIDENTIAL ITEMS**

**PROCEDURAL MOTION**

**MOVED: Cr P Callaghan**

**SECONDED: Cr R O'Meehan**

**1025.14 That Council:**

**Closes the meeting to members of the public to discuss items 12.1 and 12.2, as these items are considered confidential pursuant to Section 5.23(2)(c) of the Local Government Act 1995, with a contract to be entered into as a result of these items.**

**UNANIMOUSLY CARRIED BY: 6 / 0**

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

**AGAINST: NIL**

*Cr R Miniter declared a potential financial interest in 12.1 due to being a Subcontractor to one of the tender submission.*

*Cr R Miniter left the room at 4:09pm*

14 October 2025

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 30 September 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 30 September 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.

### **NOTE REGARDING BASIS OF PREPARATION**

We draw attention to Note 1 to the financial report where matters of non-compliance with the basis of preparation have been detailed. Supplementary information is provided for management information purposes and does not comply with the disclosure requirements of the Australian Accounting Standards.



Russell Barnes  
Director  
**Moore Australia (WA) Pty Ltd**

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961.

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Minutes Ordinary Council Meeting 22 October 2025

# SHIRE OF GNOWANGERUP

## MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 September 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 30 SEPTEMBER 2025**

Note	Amended Budget Estimates	YTD Budget Estimates	YTD Actual	Variance*	Variance*	Var.	
	(a) \$	(b) \$	(c) \$	\$ (c) - (b)	% ((c) - (b)) / (b)		
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	5,343,961	5,343,961	<b>5,345,954</b>	1,993	0.04%	▲	
Grants, subsidies and contributions	1,778,687	307,122	<b>332,847</b>	25,725	8.38%	▲	
Fees and charges	499,566	211,244	<b>229,849</b>	18,605	8.81%	▲	
Interest revenue	173,930	43,350	<b>52,422</b>	9,072	20.93%	▲	
Other revenue	64,690	16,161	<b>17,544</b>	1,383	8.56%	▲	
Profit on asset disposals	63,217	0	<b>0</b>	0	0.00%	▲	
	<b>7,924,051</b>	<b>5,921,838</b>	<b>5,978,616</b>	<b>56,778</b>	0.96%		
<b>Expenditure from operating activities</b>							
Employee costs	(4,190,858)	(1,049,594)	<b>(866,193)</b>	183,401	17.47%	▲	
Materials and contracts	(3,960,459)	(1,000,158)	<b>(687,668)</b>	312,490	31.24%	▲	
Utility charges	(182,449)	(45,614)	<b>(30,948)</b>	14,666	32.15%	▲	
Depreciation	(4,248,904)	(1,062,138)	<b>0</b>	1,062,138	100.00%	▲	
Finance costs	(59,340)	(1,594)	<b>(314)</b>	1,280	80.30%	▲	
Insurance	(242,674)	(121,351)	<b>(167,036)</b>	(45,685)	(37.65%)	▼	
Other expenditure	(378,520)	(48,063)	<b>(75,000)</b>	(26,937)	(56.05%)	▼	
Loss on asset disposals	(14,250)	0	<b>0</b>	0	0.00%	▲	
	<b>(13,277,454)</b>	<b>(3,328,512)</b>	<b>(1,827,159)</b>	<b>1,501,353</b>	45.11%		
Non cash amounts excluded from operating activities							
<b>Amount attributable to operating activities</b>	<b>2(c)</b>	<b>4,199,937</b>	<b>1,061,638</b>	<b>0</b>	<b>(1,061,638)</b>	<b>(100.00%)</b>	
		<b>(1,153,466)</b>	<b>3,654,964</b>	<b>4,151,457</b>	<b>496,493</b>	<b>13.58%</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	3,036,410	83,680	<b>37,791</b>	(45,889)	(54.84%)	▼	
Proceeds from disposal of assets	146,100	0	<b>0</b>	0	0.00%	▲	
Proceeds from financial assets at amortised cost - self supporting loans	15,183	0	<b>0</b>	0	0.00%	▲	
	<b>3,197,693</b>	<b>83,680</b>	<b>37,791</b>	<b>(45,889)</b>	(54.84%)		
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	(3,819,382)	(661,937)	<b>(208,870)</b>	453,067	68.45%	▲	
Payments for construction of infrastructure	(3,799,426)	(295,255)	<b>(222,873)</b>	72,382	24.52%	▲	
	<b>(7,618,808)</b>	<b>(957,192)</b>	<b>(431,743)</b>	<b>525,449</b>	54.89%		
<b>Amount attributable to investing activities</b>		<b>(4,421,115)</b>	<b>(873,512)</b>	<b>(393,952)</b>	<b>479,560</b>	54.90%	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new borrowings	2,020,000	0	<b>0</b>	0	0.00%	▲	
Transfer from reserves	180,847	0	<b>0</b>	0	0.00%	▲	
	<b>2,200,847</b>	<b>0</b>	<b>0</b>	<b>0</b>	0.00%		
<b>Outflows from financing activities</b>							
Payments for principal portion of lease liabilities	(409)	(377)	<b>(377)</b>	0	0.00%	▲	
Repayment of borrowings	(133,225)	(20,257)	<b>(20,257)</b>	0	0.00%	▲	
Transfer to reserves	(184,108)	(2,327)	<b>(2,327)</b>	0	0.00%	▲	
	<b>(317,742)</b>	<b>(22,961)</b>	<b>(22,961)</b>	<b>0</b>	0.00%		
<b>Amount attributable to financing activities</b>		<b>1,883,105</b>	<b>(22,961)</b>	<b>(22,961)</b>	<b>0</b>	0.00%	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>							
Amount attributable to operating activities	2(a)	3,691,476	<b>3,691,476</b>	<b>3,115,093</b>	(576,383)	(15.61%)	
Amount attributable to investing activities		(1,153,466)	<b>3,654,964</b>	<b>4,151,457</b>	496,493	13.58%	
Amount attributable to financing activities		(4,421,115)	<b>(873,512)</b>	<b>(393,952)</b>	479,560	54.90%	
<b>Surplus or deficit after imposition of general rates</b>		<b>1,883,105</b>	<b>(22,961)</b>	<b>(22,961)</b>	<b>0</b>	0.00%	
		<b>0</b>	<b>6,449,967</b>	<b>6,849,637</b>	<b>399,670</b>	6.20%	

**KEY INFORMATION**

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

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

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF GNOWANGERUP**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

	<b>Actual 30 June 2025</b>	<b>Actual as at 30 September 2025</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	7,599,442	9,908,556
Trade and other receivables	308,728	1,907,470
Other financial assets	15,184	15,184
Inventories	21,307	15,566
Contract assets	148,133	148,133
<b>TOTAL CURRENT ASSETS</b>	<b>8,092,794</b>	<b>11,994,909</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	135,150	135,150
Other financial assets	87,281	87,281
Property, plant and equipment	32,986,789	33,195,659
Infrastructure	136,985,868	137,208,741
<b>TOTAL NON-CURRENT ASSETS</b>	<b>170,195,088</b>	<b>170,626,831</b>
<b>TOTAL ASSETS</b>	<b>178,287,882</b>	<b>182,621,740</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	440,347	317,130
Other liabilities	1,206,882	1,495,343
Lease liabilities	409	32
Borrowings	102,088	81,831
Employee related provisions	340,544	340,544
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,090,270</b>	<b>2,234,880</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	222,599	222,599
Employee related provisions	44,892	44,892
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>267,491</b>	<b>267,491</b>
<b>TOTAL LIABILITIES</b>	<b>2,357,761</b>	<b>2,502,371</b>
<b>NET ASSETS</b>	<b>175,930,121</b>	<b>180,119,369</b>
<b>EQUITY</b>		
Retained surplus	42,150,568	46,337,489
Reserve accounts	2,974,744	2,977,071
Revaluation surplus	130,804,809	130,804,809
<b>TOTAL EQUITY</b>	<b>175,930,121</b>	<b>180,119,369</b>

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

**SHIRE OF GNOWANGERUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

***Local Government Act 1995 requirements***

*Section 6.4(2) of the Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 13 October 2025

**Matters of non-compliance with Basis of Preparation**

1. Balances as at 30 June 2025 have not been audited and may be subject to change.
2. Depreciation has not been raised during the current financial year.

**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 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

**Critical accounting estimates and judgements**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease

**SHIRE OF GNOWANGERUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**2 NET CURRENT ASSETS INFORMATION**

	Note	Amended	Actual	Actual
		Budget Opening 1 July 2025	as at 30 June 2025	as at 30 September 2025
<b>(a) Net current assets used in the Statement of Financial Activity</b>				
<b>Current assets</b>				
Cash and cash equivalents		\$ 7,599,442	\$ 7,599,442	\$ 9,908,556
Trade and other receivables		700,879	308,728	1,907,470
Other financial assets		15,183	15,184	15,184
Inventories		23,210	21,307	15,566
Contract assets		148,133	148,133	148,133
		8,486,847	8,092,794	11,994,909
<b>Less: current liabilities</b>				
Trade and other payables		(363,389)	(440,347)	(317,130)
Other liabilities		(1,063,508)	(1,206,882)	(1,495,343)
Lease liabilities		(409)	(409)	(32)
Borrowings		(102,089)	(102,088)	(81,831)
Employee related provisions		(323,626)	(340,544)	(340,544)
Other provisions		(54,921)	0	0
		(1,907,942)	(2,090,270)	(2,234,880)
Net current assets		6,578,905	6,002,524	9,760,029
Less: Total adjustments to net current assets	2(b)	(2,887,429)	(2,887,431)	(2,910,392)
<b>Closing funding surplus / (deficit)</b>		<b>3,691,476</b>	<b>3,115,093</b>	<b>6,849,637</b>
<b>(b) Current assets and liabilities excluded from budgeted deficiency</b>				
<b>Adjustments to net current assets</b>				
Less: Reserve accounts		(2,974,744)	(2,974,744)	(2,977,071)
Less: Financial assets at amortised cost - self supporting loans		(15,183)	(15,184)	(15,184)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities		409	409	32
- Current portion of borrowings		102,089	102,088	81,831
<b>Total adjustments to net current assets</b>	2(a)	<b>(2,887,429)</b>	<b>(2,887,431)</b>	<b>(2,910,392)</b>
		Amended	YTD	YTD
		Budget Estimates	Budget Estimates	Actual
		30 June 2026	30 September 2025	30 September 2025
		\$	\$	\$
<b>(c) Non-cash amounts excluded from operating activities</b>				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals		(63,217)	(500)	0
Add: Loss on asset disposals		14,250	0	0
Add: Depreciation		4,248,904	1,062,138	0
<b>Total non-cash amounts excluded from operating activities</b>		<b>4,199,937</b>	<b>1,061,638</b>	<b>0</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**SHIRE OF GNOWANGERUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$20,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	<b>25,725</b>	<b>8.38%</b>	▲
Wild Gravel sponsorships raised.		Timing	
GFSA revenue to be recognised when expenditure occurs.		Timing	
<b>Interest revenue</b>	<b>9,072</b>	<b>20.93%</b>	▲
Interest on rates instalments higher than budget.		Permanent	
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	<b>183,401</b>	<b>17.47%</b>	▲
Some employment positions are vacant.		Timing	
<b>Materials and contracts</b>	<b>312,490</b>	<b>31.24%</b>	▲
Supervision and administration, governance and strategy YTD actual higher than YTD budget.		Timing	
Audit fees not yet received, hazard reductions, recreations programs funded, road maintenance, consulting expenses YTD actual lower than YTD budget.		Timing	
<b>Utility charges</b>	<b>14,666</b>	<b>32.15%</b>	▲
YTD actual higher than YTD budget due to telephone and internet costings.		Timing	
No expenditure for Gnowangerup standpipe.		Timing	
<b>Depreciation</b>	<b>1,062,138</b>	<b>100.00%</b>	▲
When the 2024/25 Annual Financial Report is signed the depreciation for 2025/26 can be run.		Timing	
<b>Finance costs</b>	<b>1,280</b>	<b>80.30%</b>	▲
Guarantee fee and interest payments.		Timing	
<b>Insurance</b>	<b>(45,685)</b>	<b>(37.65%)</b>	▼
Workers compensation premiums misposted to insurance instead of employee costs.		Timing	
<b>Other expenditure</b>	<b>(26,937)</b>	<b>(56.05%)</b>	▼
Conference expenses, donations and community grants YTD actual higher than YTD budget.		Timing	
No expenditure for rates written off.		Timing	
<b>Non cash amounts excluded from operating activities</b>	<b>(1,061,638)</b>	<b>(100.00%)</b>	▼
Fixed asset depreciation not yet run.		Timing	
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	<b>(45,889)</b>	<b>(54.84%)</b>	▼
Proceeds from capital grant relating to Aerodrome received earlier than budgeted.		Timing	
LCI held as capital grant liability and revenue to be recognised when expenditure occurs.		Timing	
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	<b>453,067</b>	<b>68.45%</b>	▲
Most building projects have not yet started, no expenditure has occurred.		Timing	
Ongerup fire station and Quinn Street precinct development YTD actuals lower than YTD budget.		Timing	
<b>Payments for construction of infrastructure</b>	<b>72,382</b>	<b>24.52%</b>	▲
No budget for Council funded road works.		Timing	
R2R road works expenditure lower than YTD budget.		Timing	
<b>Surplus or deficit at the start of the financial year</b>	<b>(576,383)</b>	<b>(15.61%)</b>	▼
The 2024-25 annual financial report is not yet finalised.		Timing	
<b>Surplus or deficit after imposition of general rates</b>	<b>399,670</b>	<b>6.20%</b>	▲
Due to variances described above.		Timing	

# 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.

**SHIRE OF GNOWANGERUP**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

**Funding surplus / (deficit)**

	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.69 M	\$3.69 M	\$3.12 M	(\$0.58 M)
Closing	\$0.00 M	\$6.45 M	\$6.85 M	\$0.40 M

Refer to Statement of Financial Activity

**Cash and cash equivalents**

	\$9.91 M	% total
Unrestricted Cash	\$6.93 M	70.0%
Restricted Cash	\$2.98 M	30.0%

Refer to 3 - Cash and Financial Assets

**Payables**

	\$0.32 M	% Outstanding
Trade Payables	\$0.12 M	
0 to 30 Days		88.7%
Over 30 Days		11.3%
Over 90 Days		4.5%

Refer to 9 - Payables

**Receivables**

	\$0.10 M	% Collected
Rates Receivable	\$1.80 M	63.5%
Trade Receivable	\$0.10 M	% Outstanding
Over 30 Days		18.1%
Over 90 Days		15.2%

Refer to 7 - Receivables

**Key Operating Activities**

**Amount attributable to operating activities**

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.15 M)	\$3.65 M	\$4.15 M	\$0.50 M

Refer to Statement of Financial Activity

**Rates Revenue**

YTD Actual	\$5.35 M	% Variance
YTD Budget	\$5.34 M	0.0%

Refer to 13 - Grants and Contributions

**Grants and Contributions**

YTD Actual	\$0.33 M	% Variance
YTD Budget	\$0.31 M	8.4%

Refer to Statement of Financial Activity

**Fees and Charges**

YTD Actual	\$0.23 M	% Variance
YTD Budget	\$0.21 M	8.8%

**Key Investing Activities**

**Amount attributable to investing activities**

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.42 M)	(\$0.87 M)	(\$0.39 M)	\$0.48 M

Refer to Statement of Financial Activity

**Proceeds on sale**

YTD Actual	\$0.00 M	%
Amended Budget	\$0.15 M	(100.0%)

Refer to 6 - Disposal of Assets

**Asset Acquisition**

YTD Actual	\$0.22 M	% Spent
Amended Budget	\$3.80 M	(94.1%)

Refer to 5 - Capital Acquisitions

**Capital Grants**

YTD Actual	\$0.04 M	% Received
Amended Budget	\$3.04 M	(98.8%)

Refer to 5 - Capital Acquisitions

**Key Financing Activities**

**Amount attributable to financing activities**

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.88 M	(\$0.02 M)	(\$0.02 M)	\$0.00 M

Refer to Statement of Financial Activity

**Borrowings**

Principal repayments	(\$0.02 M)
Interest expense	(\$0.00 M)
Principal due	\$0.30 M

Refer to 10 - Borrowings

**Reserves**

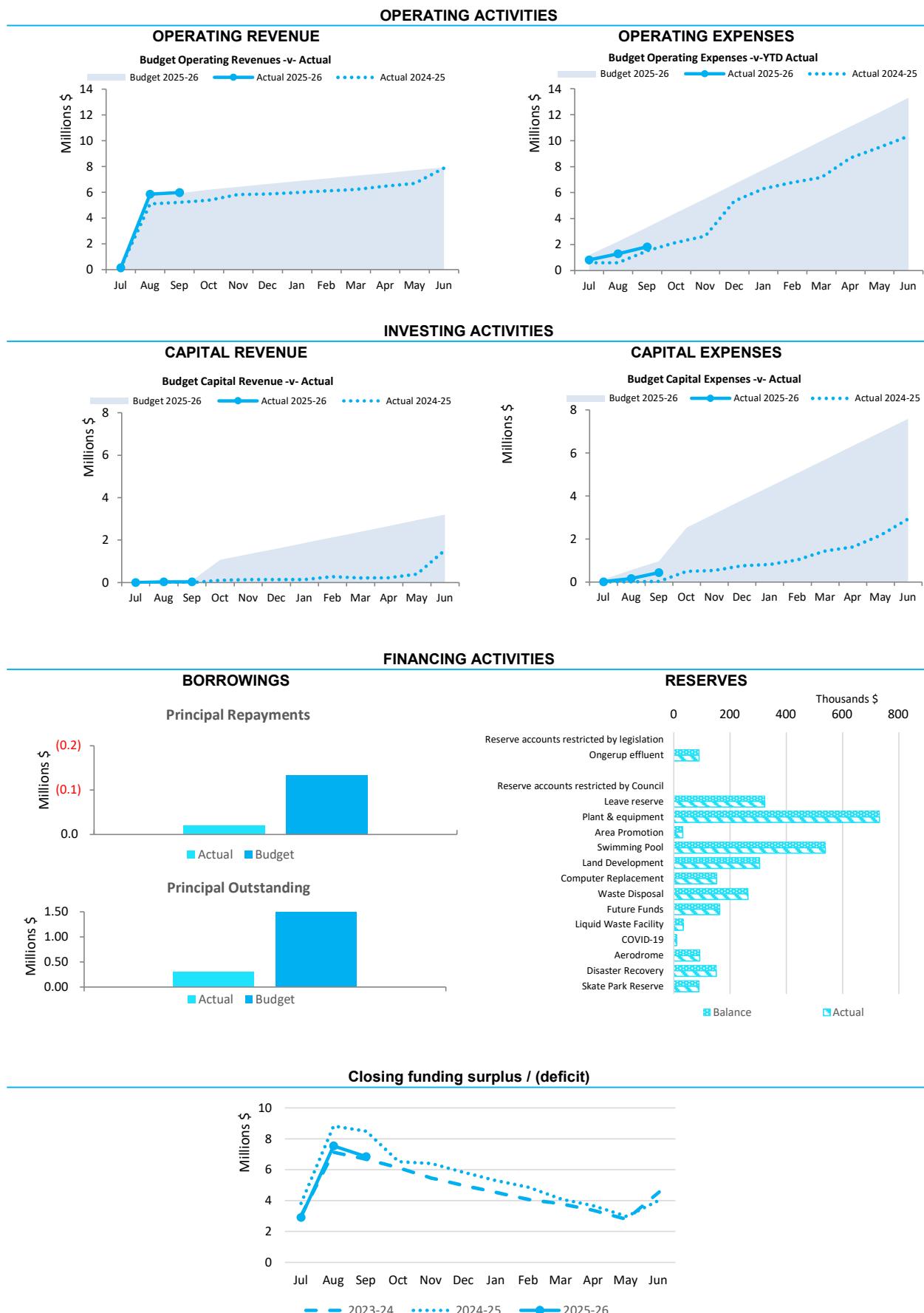
Reserves balance	\$2.98 M
Net Movement	\$0.00 M

Refer to 4 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF GNOWANGERUP  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**2 KEY INFORMATION - GRAPHICAL**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF GNOWANGERUP  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**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	4,930,824	0	4,930,824	Bendigo	Variable	NA
Petty Cash	Cash and cash equivalents	661	0	661	Cash on hand	NA	NA
Reserve Fund Bank	Financial assets at amortised cost	0	2,000,000	2,000,000	Bendigo	4.65%	Oct-25
Municipal Fund Bank - Investments	Cash and cash equivalents	1,000,000	0	1,000,000	Bendigo	4.05%	Oct-25
Municipal Fund Bank - Investments	Cash and cash equivalents	500,000	0	500,000	Bendigo	4.00%	Nov-25
Municipal Fund Bank - Investments	Cash and cash equivalents	500,000	0	500,000	Bendigo	3.50%	Oct-25
Reserve Fund Bank	Cash and cash equivalents	0	977,071	977,071	Bendigo	Variable	NA
<b>Total</b>		<b>6,931,485</b>	<b>2,977,071</b>	<b>9,908,556</b>			
<b>Comprising</b>							
Cash and cash equivalents		6,931,485	977,071	7,908,556			
Financial assets at amortised cost		0	2,000,000	2,000,000			
		<b>6,931,485</b>	<b>2,977,071</b>	<b>9,908,556</b>			

**KEY INFORMATION**

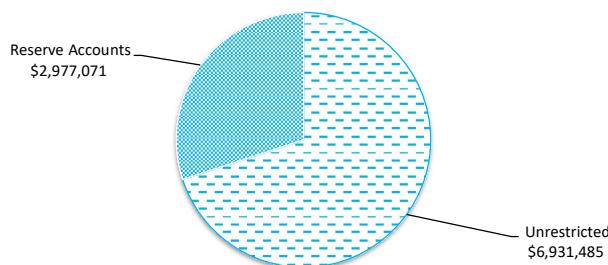
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



**SHIRE OF GNOWANGERUP  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**4 RESERVE ACCOUNTS**

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Reserve accounts restricted by legislation</b>								
Ongerup effluent	90,425	0	(50,000)	40,425	90,425	71	0	90,496
<b>Reserve accounts restricted by Council</b>								
Leave reserve	323,658	0	0	323,658	323,658	253	0	323,911
Plant & equipment	730,114	0	0	730,114	730,114	571	0	730,685
Area Promotion	32,235	9,926	0	42,161	32,235	25	0	32,260
Swimming Pool	537,930	50,000	0	587,930	537,930	421	0	538,351
Land Development	304,918	74,182	0	379,100	304,918	239	0	305,157
Computer Replacement	152,111	50,000	(25,000)	177,111	152,111	119	0	152,230
Waste Disposal	263,818	0	(80,000)	183,818	263,818	206	0	264,024
Future Funds	162,637	0	0	162,637	162,637	127	0	162,764
Liquid Waste Facility	33,470	0	0	33,470	33,470	26	0	33,496
COVID-19	9,926	0	(9,926)	0	9,926	8	0	9,934
Aerodrome	93,040	0	(15,921)	77,119	93,040	73	0	93,113
Disaster Recovery	151,434	0	0	151,434	151,434	118	0	151,552
Skate Park Reserve	89,028	0	0	89,028	89,028	70	0	89,098
	<b>2,974,744</b>	<b>184,108</b>	<b>(180,847)</b>	<b>2,978,005</b>	<b>2,974,744</b>	<b>2,327</b>	<b>0</b>	<b>2,977,071</b>

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended			
	Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Land	110,000	27,498	9,073	(18,425)
Buildings	2,896,597	324,773	199,797	(124,976)
Furniture & Equipment	30,585	0	0	0
Plant & Equipment	782,200	309,666	0	(309,666)
<b>Acquisition of property, plant and equipment</b>	<b>3,819,382</b>	<b>661,937</b>	<b>208,870</b>	<b>(453,067)</b>
Roads	3,461,626	220,438	222,873	2,435
Parks & Ovals	15,000	0	0	0
Sewerage Assets	50,000	50,000	0	(50,000)
Infrastructure - Solid Waste	80,000	0	0	0
Infrastructure - Aerodrome	100,800	8,150	0	(8,150)
Infrastructure - Other	92,000	16,667	0	(16,667)
<b>Acquisition of infrastructure</b>	<b>3,799,426</b>	<b>295,255</b>	<b>222,873</b>	<b>(72,382)</b>
<b>Total capital acquisitions</b>	<b>7,618,808</b>	<b>957,192</b>	<b>431,743</b>	<b>(525,449)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	3,036,410	83,680	37,791	(45,889)
Borrowings	2,020,000	0	0	0
Other (disposals & C/Fwd)	146,100	0	0	0
Reserve accounts				
Ongerup effluent	50,000	0	0	0
Computer Replacement	25,000	0	0	0
Waste Disposal	80,000	0	0	0
Aerodrome	15,921	0	0	0
Contribution - operations	2,245,377	873,512	393,952	(479,560)
<b>Capital funding total</b>	<b>7,618,808</b>	<b>957,192</b>	<b>431,743</b>	<b>(525,449)</b>

**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**

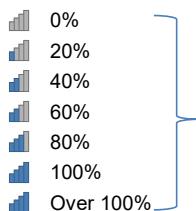
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

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.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators



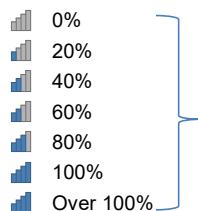
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Account Description	Amended Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
<b>Capital Expenditure</b>				
Land				
23064 Quinn St Precinct Development (Capital)(Land)	110,000	27,498	9,073	(18,425)
<b>Land Total</b>	<b>110,000</b>	<b>27,498</b>	<b>9,073</b>	<b>(18,425)</b>
Buildings				
05044 ONG Fire Station (Capital)(Buildings - SP)	155,250	58,219	2,053	(56,166)
23094 25 McDonald St - Doctors House (Capital)(Build - Non-Sp)	50,000	50,000	0	(50,000)
31024 GNP Town Hall (Capital)(Buildings - SP)	193,847	193,847	197,744	3,897
39004 GNP Depot (Capital)(Buildings - SP)	315,000	0	0	0
46004 GNP Caravan Park Chalets (Capital)(Buildings - SP)	10,000	2,499	0	(2,499)
59040 Administration Centre (Capital)(Buildings - SP)	30,000	7,500	0	(7,500)
23074 Houses Cnr Quinn & Whithead (Capital)(Build - Non-Sp)	10,000	3,333	0	(3,333)
23104 Whitehead Road 3 4x2 (DIDO)	1,800,000	0	0	0
23114 GNP Transportable House at rear of McDonald St	220,000	0	0	0
58004 2 CECIL STREET - CAPITAL WORKS	75,000	0	0	0
50014 Economic Development Strategy	37,500	9,375	0	(9,375)
<b>Buildings Total</b>	<b>2,896,597</b>	<b>324,773</b>	<b>199,797</b>	<b>(124,976)</b>
Furniture & Equipment				
04004 COMPUTER EQUIPMENT & SOFTWARE	30,585	0	0	0
<b>Furniture &amp; Equipment Total</b>	<b>30,585</b>	<b>0</b>	<b>0</b>	<b>0</b>
Plant & Equipment				
07074 Townsite Smiley speed signs	32,000	0	0	0
32054 Pool Heat Pump Replacement	27,500	18,333	0	(18,333)
32064 Pool Vacuum	20,000	13,333	0	(13,333)
32074 Pool Banner Mesh Fence	15,000	10,000	0	(10,000)
39104 Isuzu D-Max Crew Cab Ute (EMIA)	70,000	0	0	0
39114 Isuzu D-Max Space Cab (LH Construction)	52,600	0	0	0
39124 Isuzu D-Max Space Cab (Tech Officer)	52,600	0	0	0
40724 John Deere Backhoe	268,000	268,000	0	(268,000)
40734 Plant Trailer Low Loader	80,000	0	0	0
40744 Water Tank Slip On Unit	80,000	0	0	0
40754 Emulsion Sprayer and Trailer	16,000	0	0	0
40764 Cage Trailer	5,000	0	0	0
40774 Spray Trailer	8,500	0	0	0
50004 Vehicle (Com Econ Dev)	55,000	0	0	0
<b>Plant &amp; Equipment Total</b>	<b>782,200</b>	<b>309,666</b>	<b>0</b>	<b>(309,667)</b>
Roads				
38004 RRG - Project Grant Works (Capital)(Inf Rds)	982,575	0	0	0
38014 R2R Grant Works (Capital)(Inf Rds)	425,438	220,438	20,495	(199,943)
38094 Council Funded Roads Program (Capital)(Inf Rds)	603,613	0	179,069	179,069
38104 Council Funded - Road Works (Capital)(Inf Rds)	0	0	23,309	23,308
38124 Secondary Freight Network Program (Capital)(Inf Rds)	1,450,000	0	0	0
<b>Roads Total</b>	<b>3,461,626</b>	<b>220,438</b>	<b>222,873</b>	<b>2,433</b>
Parks & Ovals				
33154 Weir Park Stage 1 (Capital)(Inf Parks)	15,000	0	0	0
<b>Parks &amp; Ovals Total</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
Sewerage Assets				
26014 ONG Wast Water Ponds (Capital)(Inf Sew)	50,000	50,000	0	(50,000)
<b>Sewerage Assets Total</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>(50,000)</b>
Infrastructure - Solid Waste				
25044 GNP ONP BDN Waste Sites various upgrades	80,000	0	0	0
<b>Infrastructure - Solid Waste Total</b>	<b>80,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators

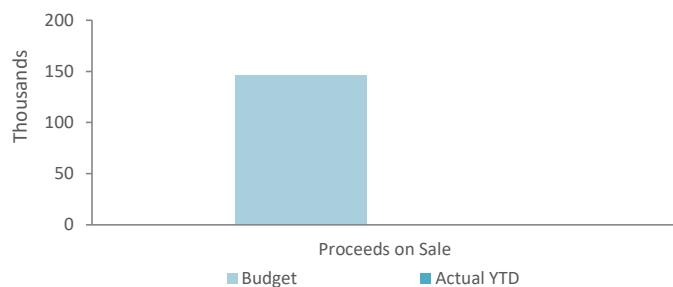


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Account Description	Amended Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Infrastructure - Aerodrome				
43044      Aerodrome - Water Tanks & Control Unit	32,600	8,150	0	(8,150)
43054      Aerodrome - Runway strip drainage	68,200	0	0	0
<b>Infrastructure - Aerodrome Total</b>	<b>100,800</b>	<b>8,150</b>	<b>0</b>	<b>(8,150)</b>
Infrastructure - Other				
38614      GNP Depot yard seal extension and drainage	20,000	0	0	0
38624      GNP Depot Wash Down Bay Improvements	20,000	0	0	0
38634      GNP Depot fuelsmart upgrade	27,000	0	0	0
38644      GNP Depot water standpipe	25,000	16,667	0	(16,667)
<b>Infrastructure - Other Total</b>	<b>92,000</b>	<b>16,667</b>	<b>0</b>	<b>(16,667)</b>
<b>Grand Total</b>	<b>7,618,808</b>	<b>957,192</b>	<b>431,743</b>	<b>(525,451)</b>

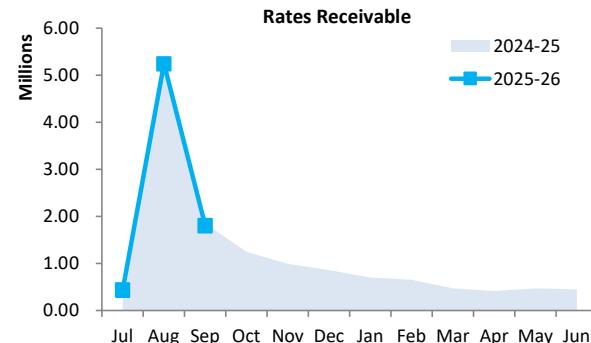
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
<b>Plant and equipment</b>									
43402	Isuzu D-Max 4WD Crew Cab Ute	24,123	32,000	7,877	0	0	0	0	0
43077	Isuzu D-Max 4WD Space Cab	15,594	33,000	17,406	0	0	0	0	0
43501	Isuzu D-Max 4WD Single Cab	10,999	20,600	9,601	0	0	0	0	0
42031	John Deere 315SJ Backhoe	24,005	10,000	0	(14,005)	0	0	0	0
42036	Road Roller Multipack	0	10,000	10,000	0	0	0	0	0
44071	Trailer 2009	0	500	500	0	0	0	0	0
44090	Spray Trailer 2009	500	2,000	1,500	0	0	0	0	0
44091	Emulsion Sprayer & Trailer	5,245	5,000	0	(245)	0	0	0	0
50122	Water tank 10500L	979	3,000	2,021	0	0	0	0	0
43206	Mitsubishi QF Pajero Sports GLX	15,688	30,000	14,312	0	0	0	0	0
		<b>97,133</b>	<b>146,100</b>	<b>63,217</b>	<b>(14,250)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## 7 RECEIVABLES

Rates receivable	30 Jun 2025	30 Sep 2025
Opening arrears previous year	\$ 337,939	\$ 238,927
Levied this year	4,901,399	5,345,954
Less - collections to date	(4,768,339)	(3,548,660)
Gross rates collectable	<b>470,999</b>	<b>2,036,221</b>
Allowance for impairment of rates receivable	(232,072)	(232,072)
<b>Net rates collectable</b>	<b>238,927</b>	<b>1,804,149</b>
% Collected	91.0%	63.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(472)	81,555	2,650	200	15,088	99,021
Percentage	(0.5%)	82.4%	2.7%	0.2%	15.2%	
<b>Balance per trial balance</b>						99,021
Trade receivables						99,021
Other receivables						4,300
<b>Total receivables general outstanding</b>						<b>103,321</b>

Amounts shown above include GST (where applicable)

### KEY INFORMATION

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

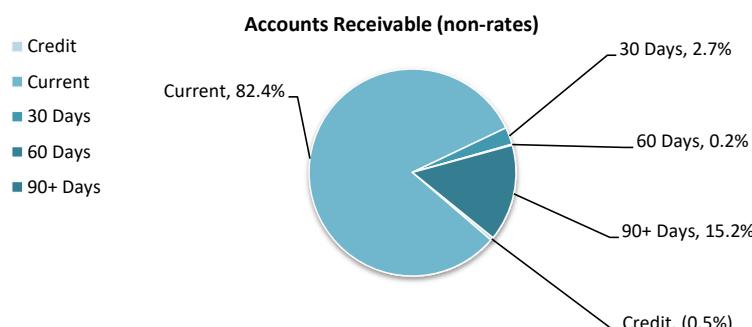
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment).

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 2025	Asset Increase	Asset Reduction	Closing Balance 30 September 2025
<b>Other current assets</b>	\$	\$	\$	\$
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	15,184	0	0	15,184
<b>Inventory</b>				
Fuel, oil & materials	21,307	(5,741)	0	15,566
<b>Contract assets</b>				
Contract assets	148,133	0	0	148,133
<b>Total other current assets</b>	<b>184,624</b>	<b>(5,741)</b>	<b>0</b>	<b>178,883</b>
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.

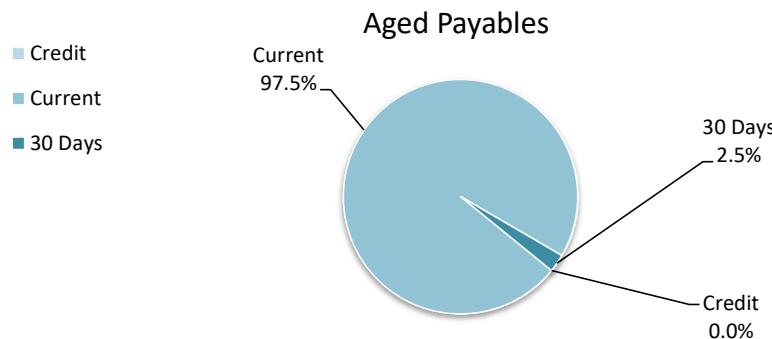
## 9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	109,315	2,751	5,652	5,494	123,212
Percentage	0.0%	88.7%	2.2%	4.6%	4.5%	
<b>Balance per trial balance</b>						
Sundry creditors						123,212
ATO liabilities						5,168
Bonds and deposits held						11,006
Prepaid rates						114,362
ESL payable						63,382
<b>Total payables general outstanding</b>						<b>317,130</b>

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 2025	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Staff Housing	281	209,644	0	0	(20,257)	(40,669)	189,387	168,975	(704)	(3,034)
Gnowangerup Community Centre	273	24,659	0	0	0	(24,659)	24,659	0	0	(1,149)
Gnowangerup Synthetic Surface	279	67,540	0	0	0	(21,578)	67,540	45,962	0	(2,631)
Housing		0	0	1,800,000	0	(26,089)	0	1,773,911	0	(46,890)
Housing		0	0	220,000	0	(5,047)	0	214,953	0	(5,401)
		301,843	0	2,020,000	(20,257)	(118,042)	281,586	2,203,801	(704)	(59,105)
<b>Self supporting loans</b>										
Ongerup Bowls Club	283	22,844	0	0	0	(15,183)	22,844	7,661	0	(234)
		22,844	0	0	0	(15,183)	22,844	7,661	0	(234)
<b>Total</b>		<b>324,687</b>	<b>0</b>	<b>2,020,000</b>	<b>(20,257)</b>	<b>(133,225)</b>	<b>304,430</b>	<b>2,211,462</b>	<b>(704)</b>	<b>(59,339)</b>
Current borrowings		133,225					81,831			
Non-current borrowings		191,462					222,599			
		<b>324,687</b>					<b>304,430</b>			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2025-26

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	\$	Interest Rate	Amount (Used)	Balance Unspent
	\$	\$						%	\$	\$
	\$	\$							\$	\$
Housing	0	1,800,000	WATC	Debenture	20	1,119,158	\$	5.20	0	(1,800,000)
Housing	0	220,000	WATC	Debenture	15	93,443	\$	4.90	0	(220,000)
	<b>0</b>	<b>2,020,000</b>				<b>1,212,601</b>	<b>\$</b>		<b>0</b>	<b>(2,020,000)</b>

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.	New Leases			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Photocopier Lease	02	\$ 409	\$ 0	\$ 0	\$ (377)	\$ (409)	\$ 32	\$ 0	\$ (3)	\$ (1)
<b>Total</b>		<b>409</b>	<b>0</b>	<b>0</b>	<b>(377)</b>	<b>(409)</b>	<b>32</b>	<b>0</b>	<b>(3)</b>	<b>(1)</b>
Current lease liabilities		409					32		32	

All lease repayments were financed by general purpose revenue.

### KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

12 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
		1 July 2025	\$	\$	\$	30 September 2025
<b>Other liabilities</b>						
Contract liabilities		213,908	0	0	(6,690)	207,218
Capital grant/contributions liabilities		992,974	0	295,151	0	1,288,125
<b>Total other liabilities</b>		<b>1,206,882</b>	<b>0</b>	<b>295,151</b>	<b>(6,690)</b>	<b>1,495,343</b>
<b>Employee Related Provisions</b>						
Provision for annual leave		168,257	0	0	0	168,257
Provision for long service leave		122,450	0	0	0	122,450
Other employee leave provisions		16,095	0	0	0	16,095
Employment on-costs		33,742	0	0	0	33,742
<b>Total Provisions</b>		<b>340,544</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>340,544</b>
<b>Total other current liabilities</b>		<b>1,547,426</b>	<b>0</b>	<b>295,151</b>	<b>(6,690)</b>	<b>1,835,887</b>

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
	Increase in Liability	Decrease in Liability	Current Liability			
	1 July 2025	(As revenue)	30 Sep 2025	30 Sep 2025		
	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>						
WA Local Government Grants Commission - FAG - General	0	0	0	0	0	600,000
WA Local Government Grants Commission - FAG - Roads	0	0	0	0	0	480,000
DFES - Local Government Grants - BushFire Brigades	0	0	0	0	0	82,000
Other Fire Prevention - Mitigation Activity	129,978	0	0	129,978	129,978	129,978
DFES - Local Government Grants - Emergency Services	0	0	0	0	0	29,000
Dept of Communities - GFSA grant income	25,000	0	(6,690)	18,310	18,310	25,000
Other Rec & Sport - Wild Gravel	29,136	0	0	29,136	29,136	176,300
Main Roads Direct Grant	0	0	0	0	0	243,909
Operating grants - Fields & Fortunes	0	0	0	0	0	3,000
Jobs and Skills WA Employer Incentive	0	0	0	0	0	0
Grants for community	29,794	0	0	29,794	29,794	0
	<b>213,908</b>	<b>0</b>	<b>(6,690)</b>	<b>207,218</b>	<b>207,218</b>	<b>1,769,187</b>
<b>Contributions</b>						
Other Governance - Grants, Subsidies & Contributions	0	0	0	0	0	3,000
Reimbursements	0	0	0	0	0	6,500
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,500</b>
<b>TOTALS</b>	<b>213,908</b>	<b>0</b>	<b>(6,690)</b>	<b>207,218</b>	<b>207,218</b>	<b>1,778,687</b>
						<b>307,122</b>
						<b>332,847</b>

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities						Capital grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Amended Budget Revenue	YTD Budget	YTD Revenue Actual	
				30 Sep 2025	30 Sep 2025				
<b>Capital grants and subsidies</b>									
Fire Prevention - Ongerup Fire Shed	0	0	0	0	0	155,250	0	0	
Regional Road Group	624,403	295,151	0	919,554	919,554	158,470	0	0	
Roads to Recovery	220,438	0	0	220,438	220,438	849,051	0	0	
Local Roads & Community Infrastructure - (LRCI)	148,133	0	0	148,133	148,133	334,719	83,680	0	
Wheatbelt Secondary Freight Route	0	0	0	0	0	1,450,000	0	0	
Townsite Smiley speed signs	0	0	0	0	0	32,000	0	0	
GNP Aerodrome - CWSP & RADS	0	0	0	0	0	56,920	0	37,791	
	<b>992,974</b>	<b>295,151</b>	<b>0</b>	<b>1,288,125</b>	<b>1,288,125</b>	<b>3,036,410</b>	<b>83,680</b>	<b>37,791</b>	

**SHIRE OF GNOWANGERUP  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**15 BUDGET AMENDMENTS**

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

<b>Description</b>	<b>Council Resolution</b>	<b>Classification</b>	<b>Non Cash Adjustment</b>	<b>Increase in Available Cash</b>	<b>Decrease in Available Cash</b>	<b>Amended Budget Running Balance</b>
			\$	\$	\$	\$
<b>Budget adoption</b>						
Materials and contracts	27/08/2025 - item 11.3	Operating expenses	0	30,585	0	30,585
Plant and equipment	27/08/2025 - item 11.3	Capital expenses	0	0	(30,585)	0
				<b>30,585</b>	<b>(30,585)</b>	<b>0</b>

**12.1 AWARD TENDER RFT 2025-9-1 DELIVERY OF UNSEALED ROADS RESHEET PROGRAM**

<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	22 October 2025
<b>Business Unit:</b>	Infrastructure and Assets
<b>Responsible Officer:</b>	Rick Miller – Executive Manager Infrastructure and Assets
<b>Author:</b>	Rick Miller
<b>Disclosure of Interest:</b>	Nil

**CONFIDENTIAL ATTACHMENT**

1. RFQ 2025-9-1 Confidential Tender Evaluation Report

**PURPOSE OF THE REPORT**

For Council to consider award tender RFT 2025-9-1 Delivery of Unsealed Road Resheet Program.

**BACKGROUND**

At the 27 August 2025 ordinary meeting, Council resolved as follows:

**COUNCIL RESOLUTION**

**Moved: Cr R O'Meehan**

**Seconded: Cr S Hmeljak**

**0825.05      That Council:**

**Approve the proposal to call for tenders for the Delivery of Unsealed Roads Resheet Program as detailed in the 2025/26 Budget adopted 30 July 2025**

**CARRIED BY ABSOLUTE MAJORITY: 7/0**

**COMMENTS**

Following Council endorsement, RFT 2025-9-1 tender documents were uploaded to the Shire of Gnowangerup TenderLink portal on 16 September and advertised in the West Australian newspaper.

Tender notices were also posted on the Shires other media services

The tender period closed 5pm 1 October and nine submissions were received.

All contractors provided compliant submissions and were deemed capable of undertaking the works, however the main point of difference between tenders was the broad range in the prices submitted.

Four tenderers nominated for consideration under the Shires Regional Price Preference Policy and two were found to be compliant. The tenderers bid was discounted accordingly when evaluated as per the Regional Price Preference policy.

The tenderer, recommended by the evaluation panel for this contract, has demonstrated the best value for money according to the “Qualitative” and “Quantitive” criteria specified in the tender document.

Assessment scoring and evaluation details are detailed in the attached confidential Tender Recommendation Report.

#### CONSULTATION

Internal consultation amongst staff for the preparation of the tender specifications and within the evaluation panel.

#### LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 s5.42 and s5.43

#### POLICY IMPLICATIONS

The Shires Procurement Policy and Regional Price Preference Policy are both relevant to this tender.

#### FINANCIAL IMPLICATIONS

The total value of the proposed works to deliver the Unsealed Road Resheet Program may exceed the threshold of \$600,000 as stipulated in the Shire of Gnowangerup Delegations Register (s1.2.5 Expressions of Interest and Tenders for Goods and Services, paragraph 2.1) and requires Council approval to award the tender.

The submitted price by the recommended tenderer is within the Shires budgeted amount.

#### STRATEGIC IMPLICATIONS

As per Council Plan 2025-2035

<b>Theme</b>	Our Environment
<b>Strategy</b>	2.2 Infrastructure is well planned to support our community

#### STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

<b>Risk description</b>	<b>Council does not award the tender</b>
<b>Primary Strategic Risk Category</b>	Community Disruption
<b>Primary Strategic Risk Category Description</b>	<ul style="list-style-type: none"><li>• Degradation of road infrastructure</li><li>• Loss of road funding</li><li>• Severe reputational damage</li></ul>
<b>Consequence:</b> (Insignificant, Minor, Moderate, Major,	Major

Catastrophic)	
<b>Likelihood:</b> (Almost Certain, Likely, Possible, Unlikely, Rare)	Almost Certain

### IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council could resolve to not award the tender and not proceed with road resheeting works. Implications of this option would be an increase in road failures requiring increased repairs and reducing the safety of the road.

### CONCLUSION

It is recommended that Council supports the request to award the tender RFT2025-9-1 Delivery of Unsealed Road Resheeting Program.

### VOTING REQUIREMENTS

Absolute Majority

### COUNCIL RESOLUTION

**MOVED: Cr P Callaghan**

**SECONDED: Cr R Kiddle**

**1025.14 That Council:**

1. **AWARD tender RFT 2025-9-1 Delivery of Unsealed Road Resheet Program to Tender 9 as recommended in RFQ 2025-9-1 Confidential Tender Evaluation Report**
2. **APPROVE delegation to the Chief Executive Officer to negotiate the final contractual arrangements on behalf of Council**
3. **APPROVE the Chief Executive Officer to apply the common seal to the contract between the Shire and successful Contractor.**

**CARRIED BY ABSOLUTE MAJORITY: 5 / 0**

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

**AGAINST: NIL**

*Cr R Miniter rejoined the meeting at 4:12pm*

**PROCEDURAL MOTION**

**MOVED: Cr R O'Meehan**

**SECONDED: Cr R Kiddie**

**1025.15 That Council:**

**Closes the meeting to staff to discuss items 12.2, as these items are considered confidential pursuant to Section 5.23(2)(a) of the Local Government Act 1995 due to the matter affecting an employee.**

**UNANIMOUSLY CARRIED BY: 6 / 0**

**FOR: Cr K O'Keeffe, Cr R Miniter, Cr P Callaghan, Cr M Creagh, Cr R O'Meehan, Cr R Kiddie**

**AGAINST: NIL**

*Staff left the room at 4:13pm.*

<b>12.2</b>	<b>CEO REVIEW COMMITTEE MEETING MINUTES 8 OCTOBER 2025: CEO PERFORMANCE CRITERIA AND REMUNERATION</b>
<b>Location:</b>	<b>N/A</b>
<b>Proponent:</b>	<b>N/A</b>
<b>Date of Report:</b>	<b>10 OCTOBER 2025</b>
<b>Business Unit:</b>	<b>Strategy and Governance</b>
<b>Responsible Officer:</b>	<b>David Nicholson – Chief Executive Officer</b>
<b>Author:</b>	<b>Melanie Wilson – Executive Assistant</b>
<b>Disclosure of Interest:</b>	<b>The CEO has a declared interest in this Performance Criteria and Remuneration</b>

#### ATTACHMENTS

- Unconfirmed Minutes of CEO Review Committee Meeting 8 October 2025.
- Confirmed Minutes of CEO Review Committee Meeting 10 September 2025.

#### PURPOSE OF THE REPORT

For Council to receive and note the minutes of the CEO Review Committee Meeting held on 8 October 2025 and to endorse CEO Review Committee's recommendations.

#### BACKGROUND

A CEO Review Committee Meeting was held on 8 October 2025. At this meeting the committee resolved as follows:

#### 5.1 CEO PERFORMANCE CRITERIA AND REMUNERATION

#### COMMITTEE RESOLUTION:

#### SUBJECT TO:

1. New KPI being "Upgrade and Improve Weir Park."
2. Amend the KPI "Project Manage Admin Office Relocation" to "Investigate Admin Office Relocation including the option of expanding existing building."

MOVED: Cr M Creagh

SECONDED: Cr R Kiddie

#### **CRC1025.04 The CEO Review Committee recommends that Council:**

1. Notes and endorses the CEO Review Committee as the Reviewer of the CEO's performance.
2. Notes the results achieved by the CEO against the Performance Criteria for the period April 2024 to July 2025 (updated).

3. Notes and endorses the Shire of Gnowangerup – CEO Performance Criteria for the period July 2025 to June 2026.
4. Approves the CEO's remuneration for the period 1 July 2025 to 30 June 2026 as detailed in Confidential Attachment 4.

**CARRIED BY ABSOLUTE MAJORITY: 6/0**

**For:** Cr K O'Keeffe, Cr R O'Meehan, Cr P Callaghan, Cr R Kiddle,  
Cr M Creagh, Cr R Miniter

**Against:** Nil

**COMMENTS**

**Performance Criteria**

Attached to this report are the draft Performance Criteria for the period July 2025 to June 2026 prepared by the CEO for consultation and agreement with Council. These criteria are additional to the Functions of the CEO as documented in Section 5.41 of the Local Government Act 1995.

*The CEO's functions are to —*

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day-to-day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

The draft Performance Criteria adopts the same Themes as the Shire's Council Plan 2025-2035 of:

- Our Community
- Our Environment
- Local Economy
- Leadership and Governance

Under each Theme, Strategy, Activities, Actions, Term, Due Date and the Executive Responsible are documented. Noting the Executive Responsible is important as this will

ensure executives have line of sight and the same focus as the CEO, which ultimately is Council's focus.

#### **Reviewer**

The CEO's Employment Contract states that the Reviewer could be the Council, a committee with the delegated power to undertake the performance review, or a person or body authorised by Council to conduct the performance review. The Employment Contract also states that Council is to select the Reviewer in consultation with the CEO, though Council can unilaterally make this decision.

Council has a CEO Review Committee which has the following duties and responsibilities:

1. Make recommendations to Council on CEO performance reviews and assessments;
2. Review and recommend annual goals and targets for the CEO against key performance indicators to Council for consideration;
3. Make recommendation to Council on CEO remuneration reviews and assessments;
4. Make recommendations to Council on CEO appointments;
5. Make recommendations to Council on CEO contract reviews and/or renewals.

Membership of the CEO Review Committee consists of all elected members of Council.

It is suggested that the Reviewer be the CEO Review Committee.

#### **CONSULTATION**

This matter was discussed by Council at their 23 July 2025 meeting.

#### **LEGAL AND STATUTORY REQUIREMENTS**

In accordance with Schedule 2 of the Local Government (Administration) Regulations 1996 Clause 16, the local government and the CEO must agree on:

- (a) the process by which the CEO's performance will be reviewed, and
- (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Increasing the CEO's remuneration will add to Shire costs. The 2025/26 budget includes an increase of 3.5% for the CEO's remuneration.

#### **STRATEGIC IMPLICATIONS**

Not applicable

#### **STRATEGIC RISK MANAGEMENT CONSIDERATIONS**

Primary Strategic Risk Category	Leadership
---------------------------------	------------

Description	Risk of ineffective strategic leadership of Council. This includes the relationship between Council and the CEO.
Residual Risk: (Low, Moderate, High, Extreme)	High
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

#### IMPACT ON CAPACITY

Establishing tangible and realistic goals and priorities in the form of Performance Criteria are important as they ensure clarity for Council and the CEO, and when cascaded to staff will help align the organisation. This will ensure the whole organisation is working towards the same goals and this will optimise the use of resources.

The CEO's remuneration must be competitive and reflect level of responsibility and achievement.

#### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council is required by legislation and the CEO's contract of employment to establish Performance Criteria. A Band 4 Council can pay the CEO within the range \$163,051 to \$250,012.

#### CONCLUSION

The draft Performance Criteria have been developed to support the community priorities identified in the Shire's Council Plan 2025-2035.

It is proposed that the CEO Review Committee take the role of CEO performance Reviewer.

The CEO's remuneration has been set within the boundaries of the SAT determination and reflects market competitiveness and the CEO's achievements.

#### VOTING REQUIREMENTS

Absolute Majority

## **COUNCIL RESOLUTION**

**MOVED: Cr R Kiddle**

**SECONDED: Cr M Creagh**

**1025.16 That Council:**

- 1. Receives and notes the unconfirmed minutes of the CEO Review Committee meeting held on 8 October 2025.**
- 2. Notes and endorses the CEO Review Committee as the Reviewer of the CEO's performance.**
- 3. Notes the results achieved by the CEO against the Performance Criteria for the period April 2024 to July 2025 (updated).**
- 4. Notes and endorses the Shire of Gnowangerup – CEO Performance Criteria for the period July 2025 to June 2026, with the following amendments:**
  - 4.1 New KPI being "Upgrade and Improve Weir Park."**
  - 4.2 Amend the KPI "Project Manage Admin Office Relocation" to "Investigate Admin Office Relocation including the option of expanding existing building."**
- 5. Approves the CEO's remuneration for the period 1 July 2025 to 30 June 2026 as detailed in Confidential Attachment 4.**

**CARRIED BY ABSOLUTE MAJORITY: 6 / 0**

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

**AGAINST: NIL**

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## MINUTES

### CEO REVIEW COMMITTEE MEETING

**10 September 2025  
commencing at 3:30pm**

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

ADDRESS TO SHIRE OF GNOWANGERUP WA • 28 YOGENUP ROAD • GNOWANGERUP • WESTERN AUSTRALIA 6335  
● TELEPHONE (08) 9827 1007 ●  
EMAIL [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au) ● WEBSITE [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au)

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**SHIRE OF GNOWANGERUP**

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**NOTICE OF COMMITTEE MEETING OF COUNCIL**

Dear Committee Member

A meeting of the CEO REVIEW COMMITTEE of the Shire of Gnowangerup will be held on 10 September 2025 at the Shire of Gnowangerup Council Chambers, 28 Yougenup Road, Gnowangerup, commencing at 3.30pm.



Signed: \_\_\_\_\_

Cr K O'Keeffe JP  
**SHIRE PRESIDENT**

## **CEO REVIEW COMMITTEE**

### **TERMS OF REFERENCE**

#### **Purpose**

The CEO Review Committee (Committee) is responsible for making recommendations to Council on Chief Executive Officer (CEO) appointments, contract reviews/renewals, performance and remuneration reviews and assessments.

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 a delegated power from Council. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

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

#### **Objectives**

The primary objectives of the Committee are to make recommendations to Council on CEO appointments, contract reviews/renewals, performance and remuneration reviews and assessments.

Reports from the Committee will assist Council in discharging its legislative responsibilities of governing the Shire's affairs.

#### **Duties and Responsibilities**

The duties and responsibilities of the Committee members will be to:

1. Make recommendations to Council on CEO performance reviews and assessments;
2. Review and recommend annual goals and targets for the CEO against key performance indicators to Council for consideration.
3. Make recommendations to Council on CEO remuneration reviews and assessments.
4. Make recommendations to Council on CEO appointments.
5. Make recommendations to Council on CEO contract reviews and/or renewals.

## 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 CEO and senior staff, with the approval of the Presiding Member and CEO, may be called to attend meetings to provide advice and guidance to the Committee.

The Executive Assistant will provide administrative support to the Committee by preparing agendas and minutes and organising meetings.

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

## Meetings

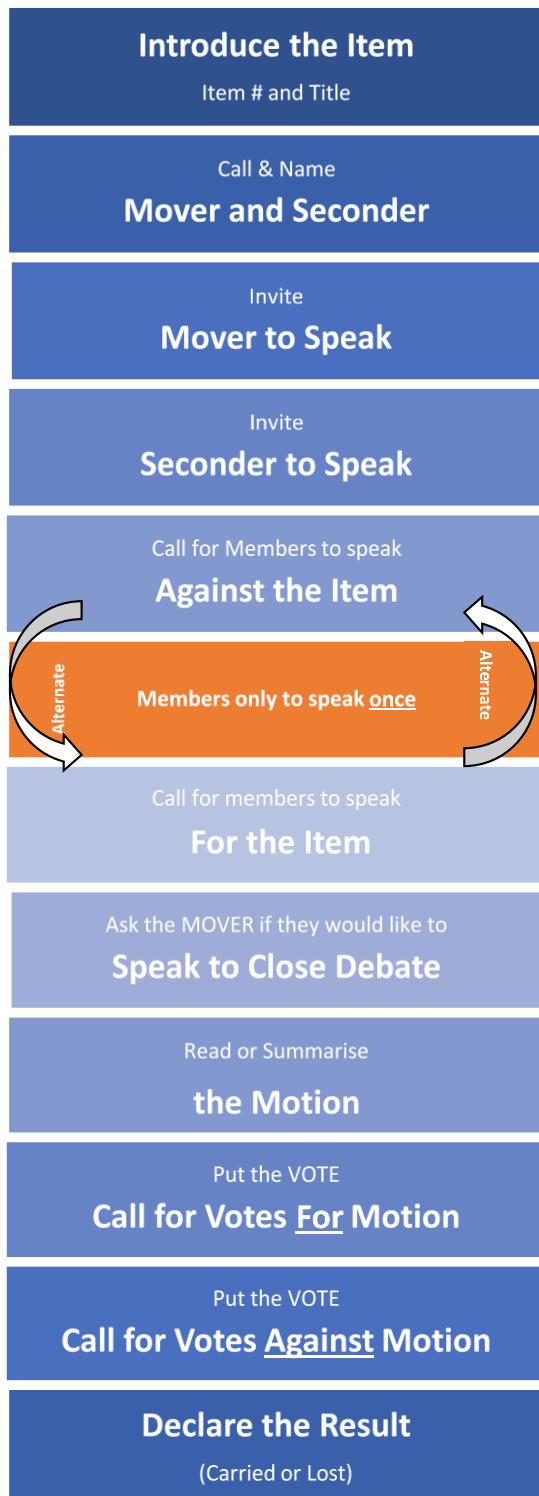
The Committee shall have flexibility in relation to when it needs to meet, but as a minimum, will need to meet at least once a year. It is the responsibility of the Presiding Member to call the meetings of the Committee.

## Reporting

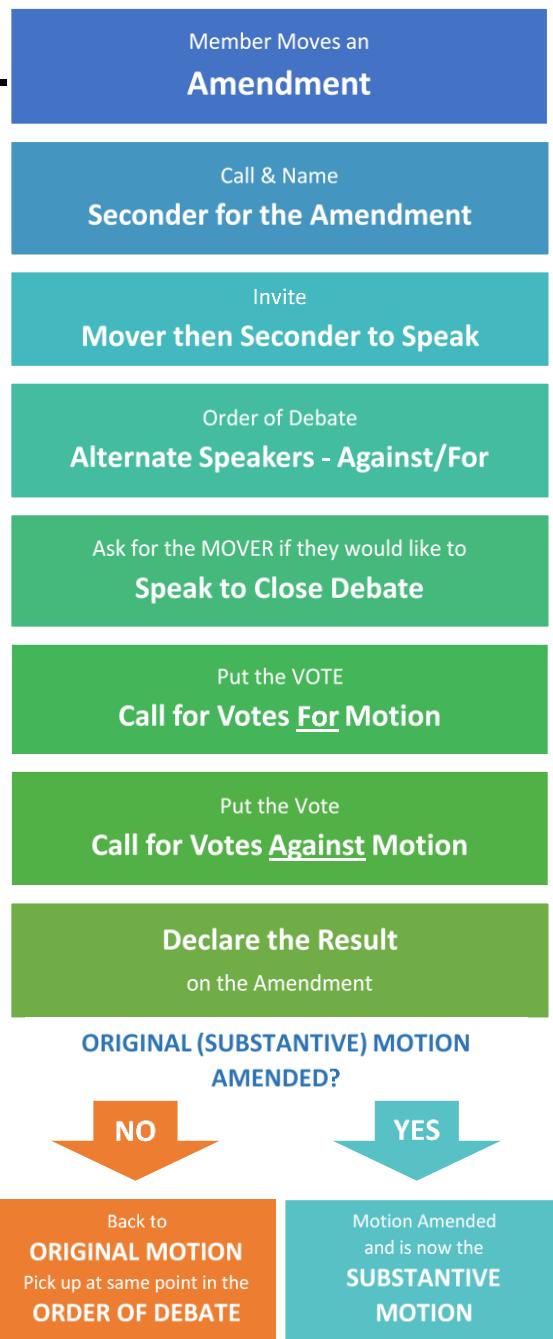
Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council and must be moved by the Presiding Member, or in their absence the Deputy Presiding Member, or in both their absences, any other member of the Committee.

# Process of Motions

## ORIGINAL MOTION

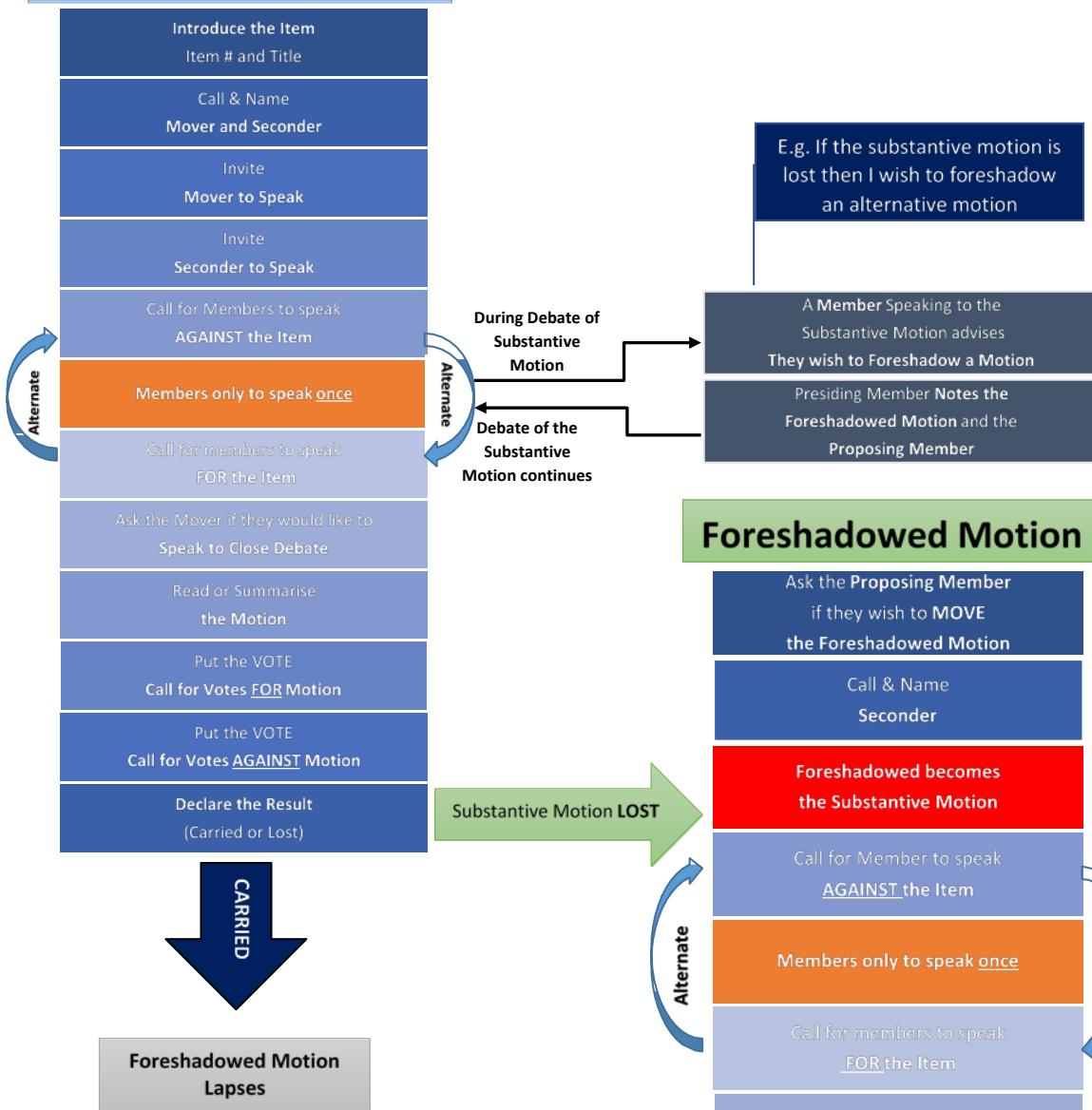


## AMENDMENT

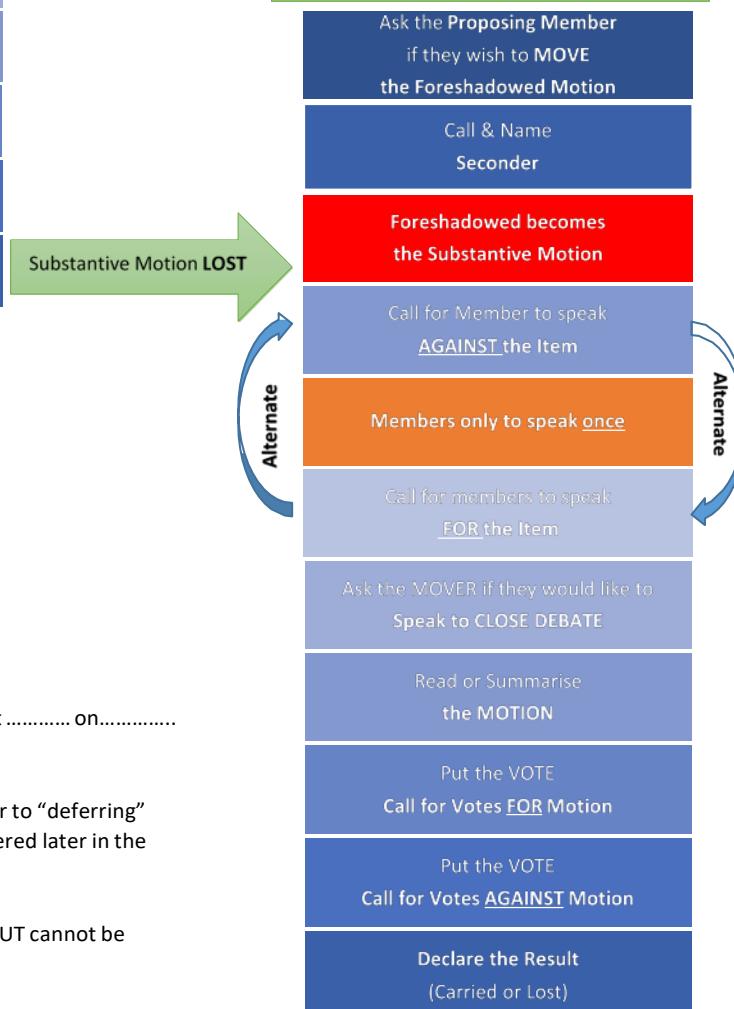


Slight clarification of wording of motion: A minor amendment of the motion can be done at any time through the President with the approval of the Mover and the Seconder. The Minor amendment must be minuted.

## Substantive Motion



## Foreshadowed Motion



### Note:

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

## TABLE OF CONTENTS

<b>1. OPENING AND ANNOUNCEMENT OF VISITORS</b>	<b>1</b>
<b>2. ACKNOWLEDGMENT OF COUNTRY</b>	<b>1</b>
<b>3. ATTENDANCE / APOLOGIES</b>	<b>1</b>
3.1. ATTENDANCE	1
3.2. APOLOGIES	1
<b>4. CONFIRMATION OF PREVIOUS MEETING MINUTES</b>	<b>1</b>
<b>5. GENERAL BUSINESS</b>	<b>2</b>
5.1. CEO PERFORMANCE CRITERIA AND REMUNERATION	3
<b>6. DATE OF NEXT MEETING</b>	<b>45</b>
<b>7. CLOSURE</b>	<b>45</b>

## 1. OPENING AND ANNOUNCEMENT OF VISITORS

The Acting Presiding Member, Cr Peter Callaghan welcomed Committee members and Staff and opened the meeting at 3:32pm.

## 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

### 3.1. ATTENDANCE

Cr Lex Martin

Cr Peter Callaghan

Cr Mick Creagh

Cr Rebecca Kiddle

Cr Shelley Hmeljak

Cr R Miniter OAM

David Nicholson

Chief Executive Officer

Anita Finn

Senior Governance & Risk Management Officer

Melanie Wilson

Executive Assistant

### 3.2. APOLOGIES - President Kate O'Keeffe &

Deputy President Rebecca O'Meehan

## 1. CONFIRMATION OF PREVIOUS MEETING MINUTES

CEO REVIEW COMMITTEE MEETING 9 July 2025

### COMMITTEE RESOLUTION

**MOVED: Cr L Martin**

**SECONDED: Cr R Kiddle**

**CRC0925.01 That the minutes from the CEO Review Committee Meeting held on 9 July 2025 be confirmed as true and correct.**

**UNANIMOUSLY CARRIED: 6/0**

**For: Cr S Hmeljak, Cr P Callaghan, Cr R Kiddle, Cr L Martin, Cr M Creagh, Cr R Miniter**

**Against: Nil**

## 2. GENERAL BUSINESS

### PROCEDURAL MOTION

MOVED: Cr R Kiddie

SECONDED: Cr L Martin

CRC0925.02 That the CEO Review Committee:

Closes the meeting to members of the public in order to discuss item 5.1 which is considered confidential pursuant to Section 5.23(a) of the Local Government Act 1995 due to the matter affecting an employee.

UNANIMOUSLY CARRIED: 6/0

For: Cr S Hmeljak, Cr P Callaghan, Cr R Kiddie, Cr L Martin, Cr M Creagh, Cr R Miniter

Against: Nil

### PROCEDURAL MOTION

A motion was put forward by Cr Lex Martin that the CEO Performance Criteria and Remuneration report be adjourned to October 2025 when the Presiding and Deputy Presiding return from approved leave of absence.

MOVED: Cr L Martin

SECONDED: Cr M Creagh

CRC0925.03 That the CEO Review Committee:

Adjourns the CEO Performance Criteria and Remuneration report to 8 October 2025 when the Presiding and Deputy Presiding return from approved leave of absence.

CARRIED: 5/1

For: Cr P Callaghan, Cr R Kiddie, Cr L Martin, Cr M Creagh, Cr R Miniter

Against: Cr S Hmeljak

CEO David Nicholson declared an interest in Item 5.1 as the report is related to his performance and remuneration.

<b>5.1</b>	<b>CEO Performance Criteria and Remuneration</b>
<b>Location:</b>	<b>N/A</b>
<b>Proponent:</b>	<b>N/A</b>
<b>Date of Report:</b>	<b>10 September 2025</b>
<b>Business Unit:</b>	<b>Strategy and Governance</b>
<b>Officer:</b>	<b>David Nicholson – Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>The CEO has a declared interest in this Performance Criteria and remuneration</b>

#### ATTACHMENTS

- Attachment 1 - Shire of Gnowangerup – Draft CEO Performance Criteria 2025/26.
- Attachment 2 - Shire of Gnowangerup – CEO Performance Criteria for the period April 2024 to July 2025 (updated).
- Attachment 3 - Western Australia Salaries and Allowances Act 1975 Determination of Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members Pursuant to Section 7A and 7B, 4 April 2025.
- Confidential Attachment 4 – Proposed CEO remuneration 2025/26.

#### PURPOSE OF THE REPORT

Schedule 2 of the Local Government (Administration) Regulations 1996 Clause 16, requires the local government and the CEO to agree on:

- (a) the process by which the CEO's performance will be reviewed, and
- (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

In addition, Section 3 of the CEO's Employment Contract requires performance criteria to be determined within three months of the CEOs commencement date, and subclause 4 requires the performance criteria to be reviewed annually and amended from time to time by agreement between the Shire and the CEO.

Progress against the CEO's Performance Criteria for the period April 2024 to June 2025 was presented to Council at its meeting 23 July 2025. At this meeting it was noted that Performance Criteria for the following 12 months was in the process of being prepared and would be presented to the CEO Review Committee 10 September 2025.

This purpose of this report is for the CEO Review Committee:

1. To note the CEO's full year Performance Criteria results for the period April 2024 to July 2025 (updated).
2. Consider the CEO's Performance Criteria for the period August 2025 to July 2025.
3. Consider the CEO's remuneration for the period 1 July 2025 to 30 June 2026.

#### BACKGROUND

Section 5.39B of the Local Government Act 1995, requires local governments to adopt the model standards for CEO recruitment, review of performance and termination of employment.

The Shire of Gnowangerup have adopted these standards which are published on the Shire's web page: *Standards for CEO Recruitment, Performance and Termination*. Division 3 of these standards document the process for the review of the performance of the CEO noting:

- (1) The local government and the CEO must agree on –
  - a. The process by which the CEO's performance will be reviewed (currently through CEO Review Committee Terms of Reference – Appendix 1); and
  - b. Any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

Clause 6 Annual Review of Remuneration Package in the CEO's Employment Contract notes:

- (1) Your Remuneration Package must be reviewed by the Reviewer annually –
  - a. At a time that is no later than twelve months after the anniversary of the commencement date, or
  - b. If otherwise determined by the Council, at a time that enables the review to coincide with other remuneration reviews conducted by the Local Government.

Quantum of a CEO's remuneration is determined by the Salaries and Allowances Tribunal (SAT) who release their determination annually. Effective 1 July 2025 SAT have determined the remuneration of Local Government CEOs is to increase by 3.5%. For Band 4 Local Governments this has increased remuneration from a maximum of \$240,396 to a maximum of \$250,012.

The Shire of Gnowangerup is a Band 4 Local Government.

The CEO's salary was last reviewed by the CEO Review Committee at their meeting 11 September 2024.

## COMMENTS

### **Performance Criteria**

Attached to this report are the draft Performance Criteria for the period July 2025 to June 2026 prepared by the CEO for consultation and agreement with Council. These criteria are additional to the Functions of the CEO as documented in Section 5.41 of the Local Government Act 1995.

*The CEO's functions are to –*

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) *cause council decisions to be implemented; and*
- (d) *manage the day-to-day operations of the local government; and*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- (f) *speak on behalf of the local government if the mayor or president agrees; and*

- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

The draft Performance Criteria adopts the same Themes as the Shire's Council Plan 2025-2035 of:

- Our Community
- Our Environment
- Local Economy
- Leadership and Governance

Under each Theme, Strategy, Activities, Actions, Term, Due Date and the Executive Responsible are documented. Noting the Executive Responsible is important as this will ensure executives have line of sight and the same focus as the CEO, which ultimately is Council's focus.

#### **Reviewer**

The CEO's Employment Contract states that the Reviewer could be the Council, a committee with the delegated power to undertake the performance review, or a person or body authorised by Council to conduct the performance review. The Employment Contract also states that Council is to select the Reviewer in consultation with the CEO, though Council can unilaterally make this decision.

Council has a CEO Review Committee which has the following duties and responsibilities:

1. Make recommendations to Council on CEO performance reviews and assessments;
2. Review and recommend annual goals and targets for the CEO against key performance indicators to Council for consideration;
3. Make recommendation to Council on CEO remuneration reviews and assessments;
4. Make recommendations to Council on CEO appointments;
5. Make recommendations to Council on CEO contract reviews and/or renewals.

Membership of the CEO Review Committee consists of all elected members of Council.

It is suggested that the Reviewer be the CEO Review Committee.

#### **CONSULTATION**

This matter was discussed by Council at their 23 July 2025 meeting.

#### **LEGAL AND STATUTORY REQUIREMENTS**

In accordance with Schedule 2 of the Local Government (Administration) Regulations 1996 Clause 16, the local government and the CEO must agree on:

- (c) the process by which the CEO's performance will be reviewed, and
- (d) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Increasing the CEO's remuneration will add to Shire costs. The 2025/26 budget includes an increase of 3.5% for the CEO's remuneration.

## STRATEGIC IMPLICATIONS

Not applicable

## STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Primary Strategic Risk Category	Leadership
Description	Risk of ineffective strategic leadership of Council. This includes the relationship between Council and the CEO.
Residual Risk: (Low, Moderate, High, Extreme)	High
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

## IMPACT ON CAPACITY

Establishing tangible and realistic goals and priorities in the form of Performance Criteria are important as they ensure clarity for Council and the CEO, and when cascaded to staff will help align the organisation. This will ensure the whole organisation is working towards the same goals and this will optimise the use of resources.

The CEO's remuneration must be competitive and reflect level of responsibility and achievement.

## ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council is required by legislation and the CEO's contract of employment to establish Performance Criteria. A Band 4 Council can pay the CEO within the range \$163,051 to \$250,012.

## CONCLUSION

The draft Performance Criteria have been developed to support the community priorities identified in the Shire's Council Plan 2025-2035.

It is proposed that the CEO Review Committee take the role of CEO performance Reviewer.

The CEO's remuneration has been set within the boundaries of the SAT determination and reflects market competitiveness and the CEO's achievements.

**VOTING REQUIREMENTS**

Absolute Majority

**COMMITTEE RECOMMENDATION:**

**The CEO Review Committee recommends that Council:**

- 1. Notes and endorses the CEO Review Committee as the Reviewer of the CEO's performance.**
- 2. Notes the results achieved by the CEO against the Performance Criteria for the period April 2024 to July 2025 (updated).**
- 3. Notes and endorses the Shire of Gnowangerup – CEO Performance Criteria for the period July 2025 to June 2026.**
- 4. Approves the CEO's remuneration for the period 1 July 2025 to 30 June 2026 as detailed in Confidential Attachment 4.**

**PROCEDURAL MOTION**

**Moved: Cr L Martin**

**Seconded: Cr R Kiddle**

**CRC0925.04 That the CEO Review Committee:  
Reopens the meeting to members of the public.**

**UNANIMOUSLY CARRIED: 6/0**

**For: Cr S Hmeljak, Cr P Callaghan, Cr R Kiddle, Cr L Martin, Cr M Creagh,  
Cr R Miniter**

**Against: Nil**

**Shire of Gnowangerup - CEO DRAFT Performance Criteria - 2025/26 (Council endorsed xxxx 2025)**

	Term	Due date	Responsible Executive	2025/26			
				Result (Aug to Dec)	Comment	Result (Jan to Jun)	Comment
<b>1 Our Community</b>							
Strategy 1.1 Support an active, healthy and inclusive community culture							
1.1.1 Deliver and support community events and activities	2025-2029						
Facilitate Wild Gravel 2025		11-Oct-25	DCEO				
Host Dandjoo Day		01-Mar-26	DCEO				
Support NAIDOC week		01-Jul-26	DCEO				
Support the Bloom opening event in Ongerup		27-Sep-25	DCEO				
Host the Long Table Lunch		01-Nov-25	DCEO				
Facilitate Wild Gravel 2026 (part of world gravel cycling event)		26-Sep-26	DCEO				
1.1.2 Engage with community, seek opportunities to celebrate our diverse culture, aboriginal heritage and promote inclusion and connection across the district.	2025-2029						
Develop a Reconciliation Action Plan (RAP)			DCEO				
Establish the foundations for a youth council			DCEO				
Create a yarning circle			DCEO				
1.1.3 Advocate for and support appropriate health and medical services, community support services, facilities and programmes locally.	2025-2029						
Participate and drive the Rural Health Funding Alliance.		ongoing	CEO				
Work with WACHS to improve health services for the aged		ongoing	CEO				
Advocate for more social housing		ongoing	CEO				
1.1.4 Seek appropriate compensation for health and medical services locally.	2025-2029						
Participate and drive the Rural Health Funding Alliance.		ongoing	CEO				
1.1.5 Work collaboratively to ensure our emergency services and disaster recovery arrangements are appropriate, support and encourage volunteering across the district.	2025-2029						
Strategy 1.2 Accessibility to all community spaces and facilities							
1.2.1 Plan for access and inclusive services and facilities across the district.	2025-2027						
Review and update Disability Parking		30-Jun-26	EMIA				
1.2.2 Undertake appropriate planning to support the health and well-being of our community.	2026-2028						
Review and update the Public Health Plan (PHP)		01-Jun-26	CEO				
<b>2 Our Environment</b>							
Strategy 2.1 Valuing our natural environment and working collaboratively to protect and enhance our natural assets.							
2.1.1 Collaborate for the conservation, management and maintenance of our natural environment.	2025-2029						
Develop an access agreement and management agreement with GAC to preserve Cowalellup Reserve.		01-Jun-26	CEO				
2.1.2 Maintain our public streetscapes, showcasing our beautiful towns.	2025-2029						
2.1.3 Provide waste management services and facilities, meeting the needs of our community and promoting waste reduction and recycling.	2025-2029						
Implement designated recycling areas at each landfill.		30-Jun-26	EMIA				
Develop a waste strategic plan covering waste disposal and sustainable resource recovery opportunities.		01-May-26	EMIA				
Develop post closure rehabilitation plans for each waste site.		30-Jun-26	EMIA				
2.1.4 Plan for water security, drought resilience and climate change risks.	2026-2029						

**Shire of Gnowangerup - CEO DRAFT Performance Criteria - 2025/26 (Council endorsed xxxx 2025)**

	Term	Due date	Responsible Executive	2025/26			
				Result (Aug to Dec)	Comment	Result (Jan to Jun)	Comment
Participate in the VROC / GSDC Regional Drought Resilience Planning project.		01-Mar-26	CEO				
Strategy 2.2 Infrastructure is well planned and maintained to support our community.							
2.2.1 Plan, maintain and manage community assets through effective asset management.	2025-2029						
Develop asset management plan for Shire infrastructure and assets.		01-May-26	EMIA				
2.2.2 Provide appropriate road and transport network and associated infrastructure.	2025-2029						
Refresh, improve and upgrade street signage		30-Jun-26	EMIA				
Develop a strategic gravel sourcing and usage plan		30-Jun-26	EMIA				
Deliver the 2025/26 roads programme		30-Jun-26	EMIA				
2.2.3 Maintain Local Planning Scheme to ensure growth is appropriately planned and enabled.	2026-2027						
Finalise the local planning strategy			CEO				
Finalise the local planning scheme			CEO				
2.2.4 Protect and preserve our heritage assets.	2025-2029						
Finalise refurbish the Gnowangerup town hall as part of the tourism precinct project		31-Mar-27	EMIA				
<b>3 Local Economy</b>							
Strategy 3.1 Attract diverse investment in the district, strengthening local businesses to build a resilient economy							
3.1.1 Promote our region, attracting new business, industry and residents.	2025-2029						
Host Fields & Fortunes 2026		01-Feb-26	DCEO				
Develop Economic Strategic Plan		30-Jun-26	DCEO				
Strategy 3.2 Develop and advocate for essential infrastructure and services to enable and promote growth.							
3.2.1 Advocate for residential and industrial land release, supporting development opportunities.	2025-2027						
Investigate the creation of lifestyle blocks (1-7 hectare blocks) in Virginia Estate		30-Jun-26	CEO				
3.2.2 Advocate for provision of appropriate essential services and infrastructure.	2025-2027						
3.2.3 Establish a tourism and heritage precinct in Gnowangerup.	2025-2027						
Precinct to incorporate the Gnowangerup Hotel refurbishment and upgrade, development of the Yougenup Road recreation precinct, town hall refurbishment, mineral springs signage, and tourist bay upgrade.		31-Mar-27	DCEO				
<b>4 Leadership and Governance</b>							
Strategy 4.1 Effectively represent, promote and advocate for the benefit of our community and district.							
4.1.1 Provide strategic leadership and advocate on behalf of the community.	Ongoing						
Advocate to introduce regional allowance with SAT		ongoing	CEO				
4.1.2 Foster strong community connections through inclusive engagement and meaningful communication.	Ongoing						
Strategy 4.2 An efficient and effective organisation, providing appropriate services to our community.							
4.2.1 Provide services aligned with our community requirements.	Ongoing						
Develop whole of organisation IT Road Map		30-Jun-26	DCEO				
Cybersecurity: review data held and existing controls.		30-Jun-26	DCEO				

**Shire of Gnowangerup - CEO DRAFT Performance Criteria - 2025/26 (Council endorsed xxxx 2025)**

	Term	Due date	Responsible Executive	2025/26			
				Result (Aug to Dec)	Comment	Result (Jan to Jun)	Comment
Replace ageing ERP system		30-Jun-29	DCEO				
4.2.2 Ensure strong financial management through effective planning.	Ongoing						
Prepare the 2025/26 budget mid-year review		28-Feb-26	DCEO				
Prepare the 2026/27 budget		30-Jun-26	DCEO				
Update the ten year LTFP		30-Nov-25	DCEO				
Quantify closure costs of the waste facilities		30-Jun-26	DCEO				
4.2.3 Provide a safe and positive workplace, supporting development and growth.	Ongoing						
Develop cascaded KPIs for all positions		31-Dec-25	DCEO				
Develop all-staff training matrix		31-Dec-25	DCEO				
Fund, procure and build three staff houses and one ancillary house at the rear of the McDonald Street property.		30-Jun-26	EMIA/DCEO				
Finalise the business case for the housing complex in Quinn Street		30-Nov-25	EMIA				
Advocate for grants to execute the Great Southern Worker Housing Strategy 2025		ongoing	CEO				

**Shire of Gnowangerup - CEO Performance Criteria - 2024 (Council endorsed March 2024)**

	Strategic Priority	Due date	Responsible Manager	2024/25							
				Q1 Result (Apr to June)	Comment	Q2 Result (July to Sept)	Comment	Q3 Result (Oct to Dec)	Comment	Q4 Result (Jan to Mar)	Comment
<b>Our Community</b>											
Investigate reopening the Gnowangerup Star	4	31-Oct-24	EMIA	In progress 50%	Star was opened as part of Town Hall Centenary. Have discussed with Jerramungup Electrical and awaiting their input. Star to be opened as part of Bloom Festival.	In progress 50%		In progress 50%	Star opened as part of Bloom festival. Have been endeavouring to coordinate repairs with Jerramungup Electrical.	Completed	No further progress. Approach will be to continue to open the Star when there are complimentary events in Gnowangerup. This building should be preserved and only opened when the opportunity presents.
Project manage the Gravel Cycle event	4	31-Oct-24	CDM	In progress 25%	Progressing in accordance with plan. As at 4 September >175 registered participants.	In progress 50%	Progressing in accordance with plan.	Completed	Event successfully held. Over 300 participants. Planning has commenced for the 2025 event.	Completed	Planning for the 2025 event well advanced. Planning has also commenced for the 2026 event.
Progress Salt River Hall sale		28-Feb-25	CEO	In progress 25%	Valuation of \$110k received from DPLH which is being challenged.	In progress 25%		In progress 50%	Meeting held in Perth 10 Oct with DPLH. Independent valuation of \$10k obtained and submitted to DPLH.	In progress 50%	DPLH contacted June for update. August update: Proponent contacted and awaiting their response.
Develop a Reconciliation Action Plan (RAP)		28-Feb-25	DCEO	In progress 25%	Discussed with RAP Australia and quotes received from consultants.	In progress 25%		In progress 25%	Submissions received from three consulting firms to assist in this task with the view of undertaking in conjunction with producing 2024-2034 ISP. On hold as the project requires further planning.	In progress 25%	No further progress though relationship has been formed with Reconciliation WA. This project has been delayed due to under resourcing. Community and Economic Development Manager has been appointed and this will be their project. August update: item carried forward to 2025/26.
Establish the foundations for a youth council		28-Feb-25	CEO	Not commenced	In discussion with the CDM.	Not commenced		In progress 25%	Youth advisory group has had an initial meeting (Shire, local police and CRC). Opportunity may present as part of the community recreation precinct engagement.	In progress 25%	No further progress. This project has been delayed due to under resourcing. Community and Economic Development Manager has been appointed and this will be their project. August update: item carried forward to 2025/26
Create a yarning circle		28-Feb-25	CEO	Not commenced	In discussion with the CDM.	Not commenced		In progress <25%	EOI grant application with WA Police completed. Grant supports projects and initiatives for closing the gap, and supporting culturally diverse communities. Await outcome.	In progress <25%	Yarning circle being considered as part of the Gnowangerup Recreation Precinct. August update: item carried forward to 2025/26
Work with local police to establish a blue light disco		28-Feb-25	CEO	Not commenced	Discussed with the OIC.	Not commenced		In progress 50%	Meeting with OIC and CDM 29 October to discuss youth engagement initiatives and creating a youth program. Community development have reached out to various community groups (GAC and CRC) to progress. Blue Light Disco planned as part of Youth Week 2025.	Completed	Roller skate disco held 11 April. Focus is now on a Community Youth Engagement Programme through sport, arts and group activities. A grant has been submitted to DLGSC to engage a youth engagement coordinator.
Undertake an SCP refresh (SCP completed 7/2021). Refresh to include consultation with residents, business community and youth groups.		31-May-25	CEO	In progress <25%	Project Mandate discussed at July Council Workshop. Four submissions received from consultants.	In progress <25%	Submissions received from three suppliers.	In progress <25%	Moore Australia engaged to undertake. Community consultation occurring in February.	In progress 75%	Community consultation completed. Draft results presented to Council May. Final report being drafted. August update: completed.
Investigate the creation of lifestyle blocks (50 hectare blocks)	6	31-Aug-25	CEO	In progress <25%	Project allocated to new Town Planner.	In progress <25%		In progress <25%	Ideas taken to Council IBS 27 November. Business Case to be developed.	In progress 25%	Consultant engaged May. Deliverables have been staged commencing with determining market demand. August update: item carried forward to 2025/26
Community park (skate park) at 40 Yougenup Road. Deliverables and deadlines in accordance with Project Mandate.		31-Aug-27	CDM	In progress <25%	PM appointed Feb 2024. Conflicting priorities required new PM to be appointed. This occurred July 2024.	In progress <25%		In progress <25%	Convic engaged to manage the design process. Stakeholder meeting held in December. Currently compiling results for design features. Report to Feb Council meeting to start the process of closing a section of Alymore Street. Convic report will be used to approach Lotteries West.	In progress <25%	Request to close Alymore Street submitted to Minister. Convic report to be further developed and quantity surveyor to be engaged to cost. Project Manager appointed. August update: item carried forward to 2025/26
<b>Our Economy</b>											
Housing - develop Lot 183 Whitehead Road (3x2 staff house). Develop Project Mandate, source funding and build.	1	30-Jun-26	CEO	In progress 25%	Business Case updated awaiting potential grant opportunities. State Govt released potential grants 2 September. Being investigated.	In progress 25%	Funding through the Dept Communities (CFS-LG) program investigated.	In progress 25%		In progress 25%	August update: item carried forward to 2025/26
Housing - lots 272 and Lot 273 Quinn Street. Deliverables and deadlines in accordance with Project Mandate.	1	30-Jun-28	EMIA	In progress <25%	Project Mandate prepared, Project Team assembled, PM appointed, Design Brief and RFT prepared, procurement strategy developed, RFT released to market	In progress <25%	Quotes sought from Architectural firms. Only one received. Hillam Architects appointed 1 November 2024. Funding through the Dept Communities (CFS-LG) program investigated.	In progress <25%	On site meeting held with Hillam 15 November and concept sketches discussed. Architectural sketches to be presented to Council in March.	In progress 25%	Architectural drawings completed and presented to Council. Quantity Survey costs received. Drawings discussed with GROH and WACHs seeking feedback. Some amendments may be required. Investigating sources of funds including Community Equity. August update: item carried forward to 2025/26
<b>Our Infrastructure</b>											
Deliver the budgeted capital works programme		28-Feb-25	EMIA	In progress 25%	Staff shortage has required rethinking business model. Projects to be outsourced until staff can be recruited and reskilled. Project plan being prepared for each capita project which will be presented to councillors 1/4ly.	In progress 25%	Project traker introduced and presented to Council each quarter. Given shortage of staff projects are being outsourced.	In progress 50%	Tenders called for the provision of resheet program, and Kwobrup Road reconstruction and awarded in December.	In progress 75%	Expect to achieve 85% completion by 30 June 2025. Kwobrup Rd reconstruction and Gravel Resheet of 10 roads commenced late May 2025. Kwobrup Rd is 25% complete with Stage 1 - vegetation removal drainage +L18+L22. August update: incomplete projects carried forward to 2025/26
Implement designated recycling areas at each landfill.		28-Feb-25	APM	In progress <25%	PM appointed. Discussions have occurred about e-waste and recycling industrial waste. DWER have indicated e-waste may not need to be separated.			In progress <25%	Plans being developed detailing drop-off areas.	In progress <25%	No further progress. Waste management discussed with Council as part of 2025/26 budget preparation with it being acknowledged additional resources are required to be able to advance waste related projects. August update: item carried forward to 2025/26
Refresh, improve and upgrade street signage: Gnowangerup 2023/24		28-Feb-25	AWMC	Not commenced	Allowance included in 2024/25 budget.	Not commenced	Allowance included in 2024/25 budget.	In progress <25%	Commenced compiling signage list.	In progress <25%	No further progress. This project has been delayed given staff turnover. Signage styles to be finalised and upgrade plan and implementation to commence 2025/26. August update: item carried forward to 2025/26

**Shire of Gnowangerup - CEO Performance Criteria - 2024 (Council endorsed March 2024)**

	Strategic Priority	Due date	Responsible Manager	2024/25							
				Q1 Result (Apr to June)	Comment	Q2 Result (July to Sept)	Comment	Q3 Result (Oct to Dec)	Comment	Q4 Result (Jan to Mar)	Comment
Upgrade footpaths in Gnowangerup		28-Feb-25	AWMC	Not commenced	Allowance included in 2024/25 budget.	Not commenced	Allowance included in 2024/25 budget.	In progress <25%	Street measurements undertaken. Preparing traffic management plan, and tender for brick paving and NBN trip hazards. Aiming to have ramps and kerbing replaced by April.	In progress 75%	Work commenced 9 June and will be completed by 30 June. EMIA to develop a 10 year Asset Renewal and Improvement plan for all townsites in 2025/26.
Upgrade disability parking in Gnowangerup		28-Feb-25	AWMC	Not commenced	Allowance included in 2024/25 budget.	In progress <25%	Parking and ramp upgraded next to Gnowangerup post office.	In progress <25%		In progress <25%	Bay created next to Gnowangerup post office. Other locations and treatments to be costed and developed 2025/26.
Investigate sourcing / accessing gravel resources	5	28-Feb-25	EMIA	In progress 50%	New sources of gravel have been identified and are being stockpiled. This is a strategic issue though and requires more thought. A discussion item with VROC. Issue discussed with local business operator (linkup group) who will be submitting a proposal.	In progress 50%		In progress 25%	New pit established on Tieline Road. Gravel is a major inhibitor to future roadworks and requires a strategic approach. This will be a high priority project for the incoming EMIA.	In progress 50%	Timing of project has been affected by staff turnover. Sufficient gravel has been sourced for current gravel reshelf works. With new staff onboard (April/May) we have been making progress to re-engage with landowners on gravel sources/supply and reviewing aerial data to identify obvious gravel locations in the Shire for current and future works. A comprehensive Strategic Gravel Resource plan will be developed in 2025/26.
Refresh, improve and upgrade street signage: Borden 2024/25		28-Feb-26	AWMC	Not commenced	Allowance included in 2024/25 budget.		Allowance included in 2024/25 budget.	Not commenced		Not commenced	August update: item carried forward to 2025/26
Refresh, improve and upgrade street signage: Ongerup 2025/26		28-Feb-26	AWMC	Not commenced				Not commenced		Not commenced	August update: item carried forward to 2025/26
Develop assets register and assets maintenance plan, systems and processes to support.	2	28-Feb-26	APM	In progress <25%	Allowance included in 2024/25 budget. Meeting held with Moore Australia 26 August. Awaiting quote.	In progress <25%	In discussions with Moore Australia as part of an integrated package on projects.	In progress <25%	Moore Australia engaged 11 November to undertake as part of a suite of deliverables that includes the LTFP, asset management plan, workforce plan, and rating and revenue policies.	In progress <25%	August update: item carried forward to 2025/26
Develop a waste strategic plan covering waste disposal and sustainable resource recovery opportunities.	5	28-Feb-30	APM	In progress <25%	PM appointed. Discussions have occurred about e-waste and recycling industrial waste.			Not commenced		Not commenced	Waste management discussed with Council as part of 2025/26 budget preparation with it being acknowledged additional resources are required to be able to advance waste related projects.
											August update: item carried forward to 2025/26
<b>Our Natural Environment</b>											
Investigate installation of electric vehicle charging stations	5	31-May-24	AWMC	Not commenced		Not commenced		Not commenced	Preliminary information gathered.	Not commenced	An EV charging station to be incorporated into the Gnowangerup Recreation Precinct.
											August update: item carried forward to 2025/26
<b>Our Organisation</b>											
Employ Corporate Services Manager	1	31-Jul-24	DCEO	Not commenced	Included in 2024/25 budget.	In progress <25%	Role rejigged to employing CFO.	Completed	CFO employed November. This position is an upgrade to the SFO position and will replace the Corporate Services Manager position.	Completed	
Rollout new Vision, Mission and Values	1	30-Nov-24	CEO	In progress 50%	Presentation given to Council in April. Further work required.			In progress 50%	On the Council Strategic Planning day agenda 29 Jan 2025.	Completed	
Rework the LTFP	2	28-Feb-25	DCEO	In progress <25%	Discussed with Council as part of preparing the 2024/25 budget. Allowance made in 2024/25 budget. This will be undertaken in conjunction with an asset maintenance plan. Quote received from Moore Australia July but awaiting for this to be updated.	In progress <25%		In progress 25%	Moore Australia engaged 11 November to undertake as part of a suite of deliverables that includes the LTFP, asset management plan, workforce plan, and rating and revenue policies.	In progress 75%	Moore Australia have developed as part of preparing the 2025/26 budget.
Develop whole of organisation IT Road Map	2	28-Feb-25	DCEO	Not commenced		Not commenced		Not commenced	This was identified during the Reg 5 Review. DCEO has committed to develop by July 2026.	Not commenced	August update: item carried forward to 2025/26
Develop cascaded KPIs for all positions	1	28-Feb-25	DCEO	In progress <25%	Incorporated into the 2024 staff performance appraisals. More work required.	In progress <25%	Incorporated into the 2024 staff performance appraisals. More work required.	In progress <25%	KPIs exist for the executive team and some managers. More work required.	In progress <25%	The position of HR and Contracts Manager has been created and an incumbent appointed. Cascading of KPIs will be undertaken as part of the annual staff reviews.
Develop all-staff training matrix	1	28-Feb-25	DCEO	In progress <25%	Incorporated into the 2024 staff performance appraisals. More work required.	In progress <25%	Incorporated into the 2024 staff performance appraisals. More work required.	In progress <25%	Limited progress. This outstanding task is a reflection of an underresourced HR function. This is being addressed as part of the 2024/25 mid-year review.	In progress <25%	The position of HR and Contracts Manager has been created and an incumbent appointed. Developing a training matrix will be one of their priorities.
Cybersecurity: review data held and existing controls.	2	28-Feb-25	DCEO	Not commenced	Included in 2024/25 budget.	Not commenced		Not commenced	This was identified during the Reg 5 Review. DCEO has committed to develop by Sept 2025.	Not commenced	August update: item carried forward to 2025/26
Resolve EHO position	1	28-Feb-25	CEO	In progress 50%	Desktop review of legislation undertaken. Discussed at VROC. Three prospective EHOs interviewed.	Completed	Additional part time / casual EHO hired (Tony Turner).	Completed		Completed	
Diversify income - investigate airport landing fees - investigate pharmacy building purchase	3	28-Feb-25	CEO	In progress <25%	1. Airport landing fees: Discussions undertaken with Avdata. To be trialled over the next three months. 2. Pharmacy building sold to Chemist.			In progress 50%	1. DA received to build hangar at airport. Progressing. 2. Subdividing and developing Virginia estate being investigated. 3. Trialing data collection equipment / services to collate airport movement. This is required to determine viability of charging landing fees.	In progress 50%	1. Approval to build airport hangar well advanced. Awaiting ministerial signoff. 2. Subdividing Virginia Estate market demand analysis has commenced. 3. Airport fees to be introduced as part of developing the 2025/26 budget. 4. As part of developing the 2025/26 budget consideration is being given to increasing waste fees; introduction of a separate rate for Industry; ceasing the Amelup tourist precinct rate discount.
											August update: item carried forward to 2025/26

**SALARIES AND ALLOWANCES ACT 1975****DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL****FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED COUNCIL MEMBERS****TABLE OF CONTENTS**

<b>PREAMBLE .....</b>	<b>3</b>
Statutory context .....	3
Considerations .....	3
Band allocation model .....	3
Christmas and Cocos (Keeling) Islands .....	4
Conclusions .....	4
<b>DETERMINATION .....</b>	<b>6</b>
<b>PART 1 INTRODUCTORY MATTERS .....</b>	<b>6</b>
1.1    Short Title .....	6
1.2    Commencement .....	6
1.3    Content and intent .....	6
1.4    Terms used .....	7
1.5    Pro rata payments .....	8
1.6    Local government band allocations .....	8
<b>PART 2 TOTAL REWARD PACKAGE.....</b>	<b>9</b>
2.1    General .....	9
2.2    Local Government Classification .....	10
Table 1: Local government band classification – Total Reward Package range .....	10
Table 2: Regional local government band classification .....	10
<b>PART 3 REGIONAL/ISOLATION ALLOWANCE.....</b>	<b>11</b>
3.1    General .....	11
3.2    Determining appropriateness and rate of allowance .....	11
3.3    Regional/Isolation Allowance .....	12
Table 3: Regional/Isolation Allowance .....	12
<b>PART 4 HOUSING ALLOWANCE .....</b>	<b>14</b>
4.1    General .....	14
4.2    Applicable housing allowance .....	14
<b>PART 5 MOTOR VEHICLES .....</b>	<b>15</b>
5.1    General .....	15
5.2    Private benefit value .....	15
<b>PART 6 MEETING ATTENDANCE FEES.....</b>	<b>16</b>
6.1    General .....	16
6.2    Council meeting attendance fees – per meeting .....	18
Table 4: Council meeting fees per meeting – local governments .....	18
Table 5: Council meeting fees per meeting – regional local governments .....	18
6.3    Committee meeting and prescribed meeting attendance fees – per meeting .....	18
Table 6: Committee meeting and prescribed meeting fees per meeting – local governments .....	18
Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments .....	19
6.4    Meeting attendance fees for independent committee members – per meeting .....	19
Table 8: Committee meeting and prescribed meeting fees per meeting for independent committee members – local government and regional local governments .....	19
6.5    Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees .....	20
Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments .....	20
Table 10: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local government .....	20

<b>PART 7 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR.....</b>	<b>21</b>
7.1    General .....	21
7.2    Annual allowance for a Mayor, President or Chair .....	22
Table 11: Annual allowance for a mayor or president of a local government .....	22
Table 12: Annual allowance for a chair of a regional local government .....	22
7.3    Annual allowance for a Deputy Mayor, Deputy President or Deputy Chair .....	22
<b>PART 8 EXPENSES TO BE REIMBURSED .....</b>	<b>23</b>
8.1    General .....	23
8.2    Extent of expenses to be reimbursed.....	23
<b>PART 9 ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES.....</b>	<b>26</b>
9.1    General .....	26
9.2    Annual allowances determined instead of reimbursement for particular types of expenses for Elected Council Members .....	27
<b>SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS .....</b>	<b>28</b>

## PREAMBLE

### Statutory context

1. Section 7A of the Salaries and Allowances Act 1975 ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
  - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
  - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
  - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

### Considerations

4. The Tribunal has considered sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers.
5. The Tribunal invited individual local governments, the Department of Local Government, Sport and Cultural Industries, the Western Australian Local Government Association, Local Government Professionals WA and other interested individuals to provide information or submissions regarding developments across the sector.
6. Seven submissions were received, and all were considered within the Tribunal's deliberations.

### Band allocation model

7. The Tribunal continues to apply the four Band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
8. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated Band. The Tribunal will only adjust a Band classification when a local government or regional local government can demonstrate a substantial and sustained increase in functions, roles or scope of the organisation.

## **Christmas and Cocos (Keeling) Islands**

9. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected council members of the Shires of Christmas Island and Cocos (Keeling) Islands.
10. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

## **Conclusions**

11. The Tribunal has determined that CEO remuneration bands be increased by 3.5%. The Tribunal considered this appropriate given the current economic conditions, including WA data on CPI and WPI, and the wider public sector framework. Further, the changes to the Superannuation Guarantee mean that minimum superannuation contributions will increase by 0.5% to 12% on 1 July 2025. In recognition of this, the Tribunal has applied a 0.5% increase to the CEO remuneration bands in addition to the 3.5%. Therefore, the total increase to the **CEO** remuneration bands is **4%**.
12. The Tribunal notes that each local government must set remuneration within the band to which it is allocated. Any increase, within the bands, must be determined by each local government through its own assessment of whether changes are justified.
13. In reviewing the band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change band classification, including those provided in submissions. The Tribunal considers no change is warranted for any local government at this time.
14. However, the Tribunal resolved to conduct a comprehensive survey of the remuneration provided to local government CEOs and the fees and allowances provided to elected council members. As the Tribunal determines the bands for local governments, it is essential that the Tribunal has visibility as to where local governments are placed within these bands in order to ensure the suitability of the band ranges and other allowances.
15. This survey, to be conducted in the second half of this year, will also request information with respect to Regional/Isolation Allowances provided by local governments to CEOs, with the intention of reviewing the allowance to ensure that it is fit for purpose and achieving the desired outcome for those working in regional and isolated locations.
16. The main factor considered by the Tribunal in determining the eligibility and quantum of the Regional/Isolation Allowance has been the *District Allowance (Government Officers) General Agreement 2010* amount and boundaries, together with some other regional factors. Previously, the Tribunal has altered these amounts for certain local governments after consideration of specific regional issues via submissions or discussions.

17. The Tribunal reviewed submissions and determined that no change to the Regional/Isolation Allowance would be applied at present. However, subject to the results of the survey and review thereof, changes to the eligibility and quantum of the allowance may be made, and the submissions made to this inquiry and previous inquiries, will be re-considered.
18. As a result of changes to the *Metropolitan Region Town Planning Scheme Act 1959*, the definition of metropolitan / non-metropolitan region has been redefined, and reference is now made to Schedule 4 of *Planning and Development Act 2005*.
19. The motor vehicle allowance was significantly reviewed last year, and the Tribunal resolved to provide some clarity as to the impact of FBT on the TRP.
20. The Tribunal has determined **elected council member** attendance fees, and annual allowance ranges be increased by **3.5%** (and rounded). The Tribunal considered various submissions calling for increases, with the determined increase reflecting a variety of issues raised in the submissions.
21. The Tribunal maintains that elected council members' fees should be set to compensate costs for the prescribed role of an elected council member. The role of an elected council member was specifically described as not being a full-time occupation in parliamentary debates regarding the *Local Government Amendment Act 2011* and re-iterated again in the Parliament last year through the passing of the *Local Government Amendment Bill 2024*.
22. The Tribunal notes the recent legislative changes which enable superannuation payments to be made to local government elected council members. Any superannuation payments are in addition to the fees and allowances provided to elected council members as determined by the Tribunal.
23. Further, the Tribunal is cognisant of the forthcoming requirement for local governments to appoint an independent Chair for Audit, Risk and Improvement Committees. The Tribunal will determine rates with respect to this at a future date, to coincide with the commencement of these changes.
24. In the meantime, in order for local governments to adequately attract, retain and remunerate suitable people with the relevant skills and expertise to be independent committee members in general, the Tribunal has collapsed the bands into one fee range, and has also provided for the reimbursement of expenses for independent committee members to attend committee meetings.
25. Further amendments to the determination reflect changes to Regional Councils with Tamala Park Regional Council renamed as Catalina Regional Council; Rivers Regional Council becoming Rivers Regional Subsidiary and no longer within the Tribunal's jurisdiction; and Pilbara Regional Council being wound up.
26. All other allowances remain unchanged.

**The Determination will now issue.**

## DETERMINATION

### PART 1 INTRODUCTORY MATTERS

*This Part deals with some matters that are relevant to the determination generally.*

#### 1.1 Short Title

This determination may be cited as the Local Government Chief Executive Officers and Elected Council Members Determination No. 1 of 2025.

#### 1.2 Commencement

This determination comes into operation on **1 July 2025**.

#### 1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to:
  - (a) Chief Executive Officers (CEOs)
  - (b) Acting Chief Executive Officers
  - (c) Elected Council Members.
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995* ('the LG Act') Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.
- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.

- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local governments and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to elected council members.

#### 1.4 Terms used

- (1) In this determination, unless the contrary intention appears:

**Chair** means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

**Committee meeting** means a meeting of a committee of a council where the committee comprises:

- (a) council members only; or
- (b) council members and employees of the local government or regional local government.

**Council**, in relation to:

- (a) a local government, means the council of the local government;
- (b) a regional local government, means the council of the regional local government;

**Elected Council Member**, in relation to:

- (a) a local government –
  - i means a person elected under the LG Act as a member of the council of the local government; and
  - ii includes the mayor or president of the local government;
- (b) a regional local government –
  - i means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
  - ii includes the chair of the regional local government;

**Independent committee member** means a person who is a committee member but who is neither a council member nor an employee.

**LG Regulations** means the *Local Government (Administration) Regulations 1996*;

**Mayor** means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

**Non-Metropolitan region** means a local government defined in Schedule 4 of the *Planning and Development Act 2005*.

**President** means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

#### **1.5 Pro rata payments**

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

#### **1.6 Local government band allocations**

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

## **PART 2 TOTAL REWARD PACKAGE**

*This Part deals with the remuneration payable to Chief Executive Officers.*

### **2.1 General**

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
  - (a) Base salary
  - (b) Annual leave loading
  - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO; FBT for a motor vehicle, even if tool of trade, is to be included in the TRP)
  - (d) Association membership fees
  - (e) Attraction/retention allowance, not being provided under Part 3
  - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination
  - (g) Cash bonus and performance incentives
  - (h) Cash in lieu of a motor vehicle
  - (i) Fitness club fees
  - (j) Grooming/clothing allowance
  - (k) Health insurance
  - (l) School fees and/or child's uniform
  - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions)
  - (n) Travel or any other benefit taken in lieu of salary
  - (o) Travel for spouse or any other member of family
  - (p) Unrestricted entertainment allowance
  - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO).
- (4) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.

(5) The only exclusions from the TRP are:

- (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the provision of a motor vehicle or accommodation are to be included as part of the TRP);
- (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

## 2.2 Local Government Classification

(1) The TRP ranges in table 1 apply where a local government or regional local government has been classified into the relevant band.

*Table 1: Local government band classification – Total Reward Package range*

Band	Total Reward Package
1	\$288,727 - \$439,682
2	\$238,132 - \$370,428
3	\$182,109 - \$300,370
4	\$163,051 - \$250,012

(2) Local governments have been classified in Schedule 1.

(3) Regional local governments have been classified in table 2 below.

*Table 2: Regional local government band classification*

Regional local government	Band
Bunbury-Harvey Regional Council	4
Catalina Regional Council	2
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Resource Recovery Group	2
Western Metropolitan Regional Council	4

## **PART 3 REGIONAL/ISOLATION ALLOWANCE**

*This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.*

### **3.1 General**

- (1) Local governments listed in table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

### **3.2 Determining appropriateness and rate of allowance**

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
  - (a) Remoteness - issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre.
  - (b) Cost of living - the increased cost of living highlighted specifically in the Regional Price Index.
  - (c) Social disadvantage - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.

- (d) Dominant industry - the impact that a dominant industry such as mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- (e) Attraction/retention - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- (f) Community expectations - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

### 3.3 Regional/Isolation Allowance

Local governments eligible for the Regional/Isolation Allowance are listed in table 3.

*Table 3: Regional/Isolation Allowance*

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$55,000
Broome Shire	\$45,000
Carnamah Shire	\$38,600
Carnarvon Shire	\$38,600
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$38,600
Cue Shire	\$50,000
Derby-West Kimberley Shire	\$55,000
Dundas Shire	\$38,600
East Pilbara Shire	\$55,000
Esperance Shire	\$32,200
Exmouth Shire	\$45,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$75,000
Irwin Shire	\$38,600
Jerramungup Shire	\$32,200
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$70,000
Kent Shire	\$12,900
Kondinin Shire	\$12,900

Local Government	Maximum Regional/Isolation Allowance Per Annum
Kulin Shire	\$12,900
Lake Grace Shire	\$12,900
Laverton Shire	\$50,000
Leonora Shire	\$50,000
Meekatharra Shire	\$50,000
Menzies Shire	\$38,600
Merredin Shire	\$12,900
Mingenew Shire	\$38,600
Morawa Shire	\$38,600
Mount Magnet Shire	\$38,600
Mount Marshall Shire	\$12,900
Mukinbudin Shire	\$32,200
Murchison Shire	\$38,600
Narembeen Shire	\$12,900
Ngaanyatjarraku Shire	\$50,000
Northampton Shire	\$38,600
Nungarin Shire	\$12,900
Perenjori Shire	\$38,600
Port Hedland Town	\$70,000
Ravensthorpe Shire	\$38,600
Sandstone Shire	\$38,600
Shark Bay Shire	\$45,000
Three Springs Shire	\$38,600
Upper Gascoyne Shire	\$50,000
Westonia Shire	\$32,200
Wiluna Shire	\$50,000
Wyndham-East Kimberley Shire	\$55,000
Yalgoo Shire	\$38,600
Yilgarn Shire	\$32,200

## **PART 4 HOUSING ALLOWANCE**

*This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.*

### **4.1 General**

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

### **4.2 Applicable housing allowance**

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.
- (5) Where a local government provides a Home Ownership Subsidy to the CEO, this will not be included in the Total Reward Package.
- (6) For reporting purposes, the value of the Home Ownership Subsidy shall be the annual actual costs of the Home Ownership Subsidy.

## **PART 5 MOTOR VEHICLES**

*This Part deals with the provision of motor vehicles to Chief Executive Officers.*

### **5.1 General**

- (1) For local governments generally, except those outlined in (2) below, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination and/or local governments classified as Band 3 or Band 4 located in a non-metropolitan region, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. equipment needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

### **5.2 Private benefit value**

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

## **PART 6 MEETING ATTENDANCE FEES**

*This Part deals with fees payable to council members for attendance at council and other meetings*

### **6.1 General**

- (1) Pursuant to section 5.98(1)(b) of the LG Act, an elected council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, an elected council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Pursuant to section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected council member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (4) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations:
  - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government
  - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government
  - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government
  - (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting

- (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.

(5) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.

(6) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if the:

- (a) person who organises the meeting pays the council member a fee for attending the meeting; or
- (b) council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
- (c) council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.

(7) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including the:

- (a) time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members
- (b) role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation
- (c) particular responsibilities associated with the types of meetings attended;
- (d) responsibilities of a mayor, president or chair to preside over meetings
- (e) relative “size” of the local government as reflected in the Tribunal’s local government banding model.

(8) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

(9) The entitlement of an elected council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

## 6.2 Council meeting attendance fees – per meeting

(1) The ranges of fees in table 4 and table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

*Table 4: Council meeting fees per meeting – local governments*

Elected council member			Elected council member mayor or president	
LG Band	Minimum	Maximum	Minimum	Maximum
1	\$700	\$890	\$700	\$1,215
2	\$420	\$660	\$420	\$880
3	\$225	\$465	\$225	\$710
4	\$105	\$270	\$105	\$550

*Table 5: Council meeting fees per meeting – regional local governments*

Elected council member			Elected council member chair	
Regional LG Band	Minimum	Maximum	Minimum	Maximum
1 – 4	\$105	\$270	\$105	\$550

## 6.3 Committee meeting and prescribed meeting attendance fees – per meeting

(1) The ranges of fees in tables 6 and 7 apply where a local government or regional local government decides to pay an elected council member a fee referred to in sections:

- (a) 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
- (b) 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

*Table 6: Committee meeting and prescribed meeting fees per meeting – local governments*

Elected council member		
LG Band	Minimum	Maximum
1	\$350	\$450
2	\$210	\$330
3	\$110	\$235
4	\$55	\$135

*Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments*

Elected council member		
Regional LG Band	Minimum	Maximum
1 – 4	\$55	\$135

#### **6.4 Meeting attendance fees for independent committee members – per meeting**

- (1) The range of fees in table 8 apply where a local government or regional local government decides to pay an **independent committee member** a fee referred to in:
  - (a) section 5.100(2)(b) of the LG Act for attendance at a committee meeting; or
  - (b) section 5.100(3)(a) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.
- (2) The range is provided to enable local governments to appropriately compensate independent committee members depending on the skills and expertise they bring to the committee.

*Table 8: Committee meeting and prescribed meeting fees per meeting for independent committee members – local government and regional local governments*

Independent Committee Member		
Bands	Minimum	Maximum
1 – 4	\$0	\$450

- (3) In accordance with sections 5.100(4), (5) and (6) of the LG Act, an independent committee member can be reimbursed for attending committee meetings referred to in 6.4(1) above.
- (4) The extent to which an independent committee member can be reimbursed for attending committee meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

**6.5 Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees**

(1) The ranges of fees in table 9 and table 10 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

*Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments*

Elected council member			Elected council member mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$27,560	\$35,480	\$27,560	\$53,215
2	\$16,655	\$26,020	\$16,655	\$34,890
3	\$8,615	\$18,335	\$8,615	\$28,385
4	\$4,020	\$10,650	\$4,020	\$21,880

*Table 10: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local government*

Elected council member			Elected council member mayor or president	
Regional LG Band	Minimum	Maximum	Minimum	Maximum
1 – 4	\$2,015	\$11,830	\$2,215	\$17,740

## **PART 7 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR**

*This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.*

### **7.1 General**

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government council within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following:
  - (a) the leadership role of the mayor, president or chair;
  - (b) the statutory functions for which the mayor, president or chair is accountable;
  - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
  - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
  - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
  - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

## 7.2 Annual allowance for a Mayor, President or Chair

- (1) The ranges of allowances in table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the City of Perth is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$67,201 to \$149,971.

*Table 11: Annual allowance for a mayor or president of a local government*

For a mayor or president		
LG Band	Minimum	Maximum
1	\$57,404	\$100,514
2	\$17,222	\$70,951
3	\$1,152	\$41,388
4	\$575	\$22,470

*Table 12: Annual allowance for a chair of a regional local government*

For a chair		
Regional LG Band	Minimum	Maximum
1 – 4	\$575	\$22,470

## 7.3 Annual allowance for a Deputy Mayor, Deputy President or Deputy Chair

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.
- (2) If the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short-term period of acting becomes a continuous period of acting for four months or more.

## **PART 8 EXPENSES TO BE REIMBURSED**

*This Part deals with expenses for which council members are entitled to be reimbursed.*

### **8.1 General**

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
  - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
  - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement:
  - (a) an expense incurred by an elected council member in performing a function under the express authority of the local government;
  - (b) an expense incurred by an elected council member to whom paragraph (a) applies by reason of the elected council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the elected council member to be accompanied by that other person; and
  - (c) an expense incurred by an elected council member in performing a function in his or her capacity as an elected council member.

### **8.2 Extent of expenses to be reimbursed**

- (1) The extent to which an elected council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the elected council member.

(2) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour up to \$35 per hour. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the elected council member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.

(3) The extent to which an elected council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:

- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
  - i for the person to travel from the person's place of residence or work to the meeting and back; or
  - ii if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

(4) The extent to which an elected council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.

(5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For elected council members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.

- (6) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 32(1) of the LG Regulations is the actual cost per hour up to \$35 per hour. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.
- (7) The extent to which an elected council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which an elected council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

## **PART 9 ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES**

*This Part deals with annual allowances that a local government or regional local government may decide to pay.*

### **9.1 General**

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing elected council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all elected council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay elected council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
  - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
  - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
  - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
  - (d) the varying travel requirements of elected council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.

**9.2 Annual allowances determined instead of reimbursement for particular types of expenses for Elected Council Members**

(1) In this section:

**ICT expenses** means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- (c) any expenses, including the purchase costs, of ICT hardware provided to elected council members.

**Travel and accommodation expenses** means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
- (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.

(2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.

(3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$100.

## SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4
Cunderdin Shire	4

Local Government	Band
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4
Laverton Shire	3
Leonora Shire	3

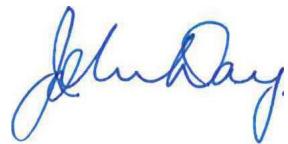
Local Government	Band
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2
Shark Bay Shire	4
South Perth City	2
Stirling City	1

Local Government	Band
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 4 April 2025



E Prof M Seares AO  
CHAIR



Hon. J Day AM  
MEMBER



Dr M Schaper  
MEMBER

**SALARIES AND ALLOWANCES TRIBUNAL**

## 6. DATE OF NEXT MEETING

That the next CEO Review Committee meeting be held 8 October 2025.

## 7. CLOSURE

There being no further business, the Acting Presiding Member Cr P Callaghan thanked Committee members and staff for their time and closed the meeting at 3:42pm.



## MINUTES

### CEO REVIEW COMMITTEE MEETING

**8 October 2025  
commencing at 3:00pm**

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

ADDRESS TO SHIRE OF GNOWANGERUP WA • 28 YOGENUP ROAD • GNOWANGERUP • WESTERN AUSTRALIA 6335  
• TELEPHONE (08) 9827 1007 •  
EMAIL [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au) • WEBSITE [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au)

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**SHIRE OF GNOWANGERUP**

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**NOTICE OF COMMITTEE MEETING OF COUNCIL**

Dear Committee Member

A meeting of the CEO REVIEW COMMITTEE of the Shire of Gnowangerup will be held on 8 October 2025 at the Shire of Gnowangerup Council Chambers, 28 Yougenup Road, Gnowangerup, commencing at 3:00pm.



Signed: \_\_\_\_\_

Cr K O'Keeffe JP  
**SHIRE PRESIDENT**

## **CEO REVIEW COMMITTEE**

### **TERMS OF REFERENCE**

#### **Purpose**

The CEO Review Committee (Committee) is responsible for making recommendations to Council on Chief Executive Officer (CEO) appointments, contract reviews/renewals, performance and remuneration reviews and assessments.

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 a delegated power from Council. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

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

#### **Objectives**

The primary objectives of the Committee are to make recommendations to Council on CEO appointments, contract reviews/renewals, performance and remuneration reviews and assessments.

Reports from the Committee will assist Council in discharging its legislative responsibilities of governing the Shire's affairs.

#### **Duties and Responsibilities**

The duties and responsibilities of the Committee members will be to:

1. Make recommendations to Council on CEO performance reviews and assessments;
2. Review and recommend annual goals and targets for the CEO against key performance indicators to Council for consideration.
3. Make recommendations to Council on CEO remuneration reviews and assessments.
4. Make recommendations to Council on CEO appointments.
5. Make recommendations to Council on CEO contract reviews and/or renewals.

## 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 CEO and senior staff, with the approval of the Presiding Member and CEO, may be called to attend meetings to provide advice and guidance to the Committee.

The Executive Assistant will provide administrative support to the Committee by preparing agendas and minutes and organising meetings.

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

## Meetings

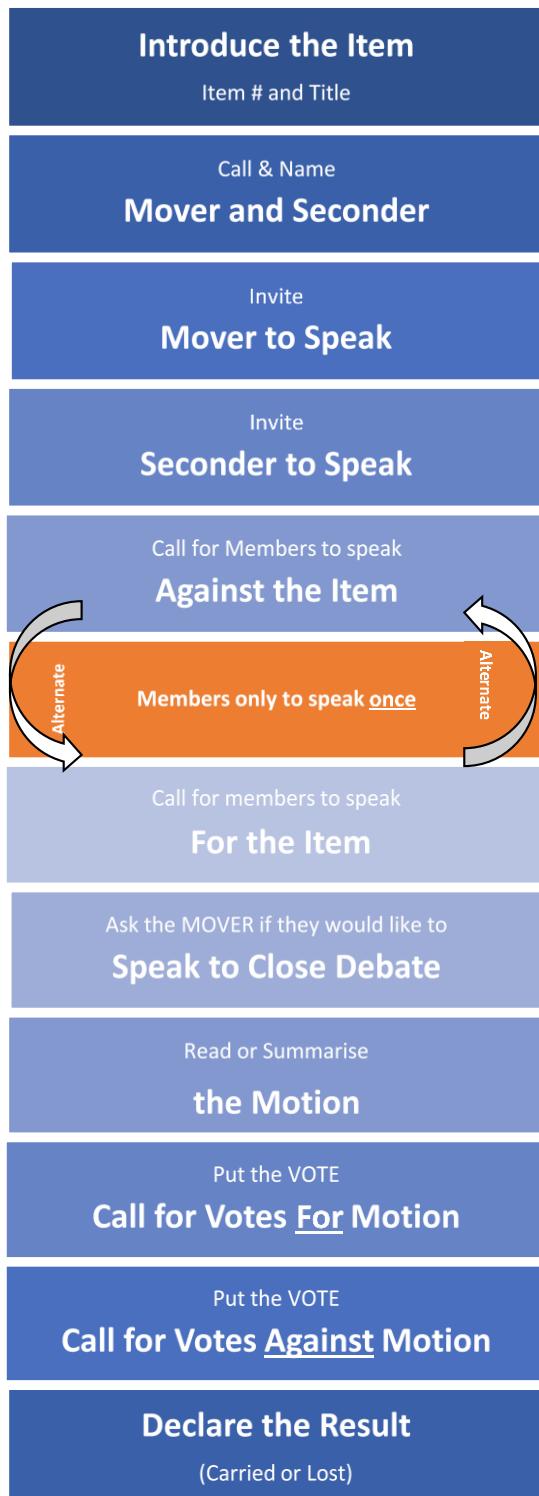
The Committee shall have flexibility in relation to when it needs to meet, but as a minimum, will need to meet at least once a year. It is the responsibility of the Presiding Member to call the meetings of the Committee.

## Reporting

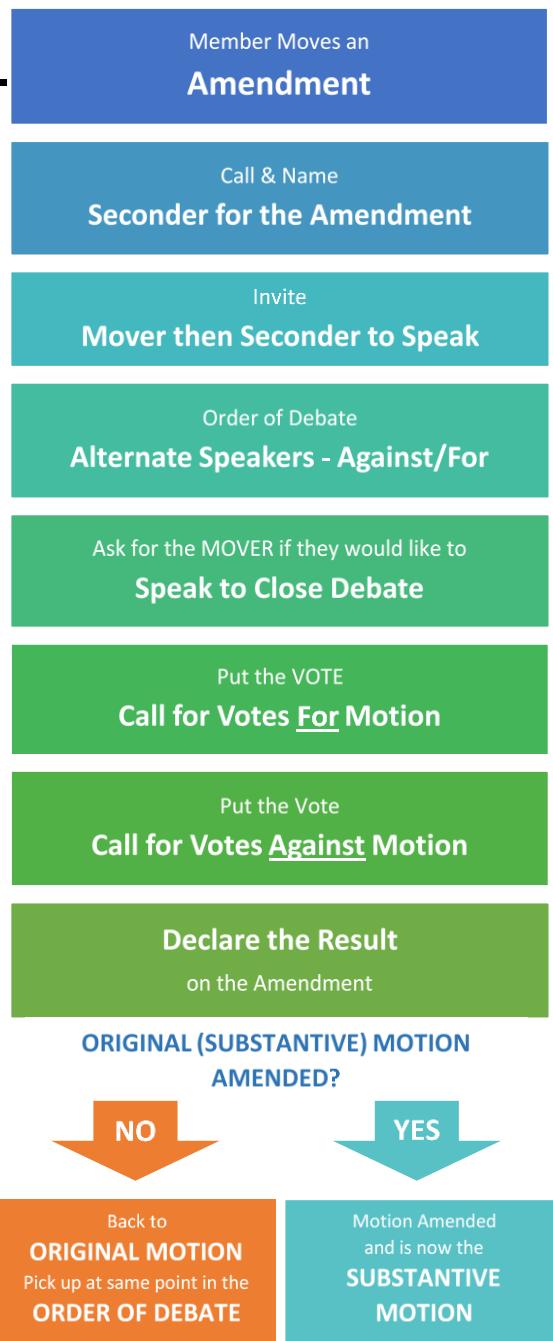
Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council and must be moved by the Presiding Member, or in their absence the Deputy Presiding Member, or in both their absences, any other member of the Committee.

# Process of Motions

## ORIGINAL MOTION

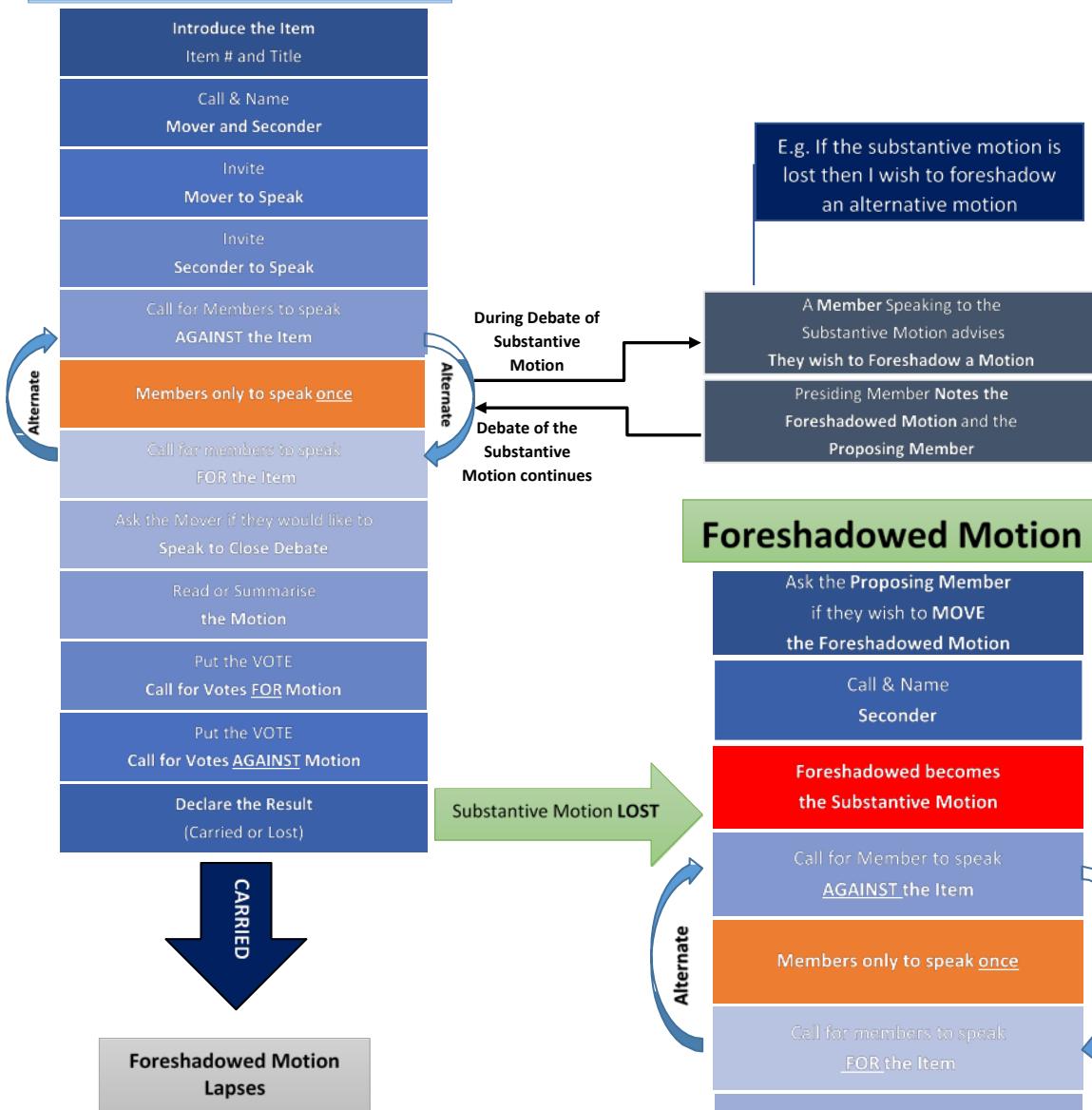


## AMENDMENT



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.

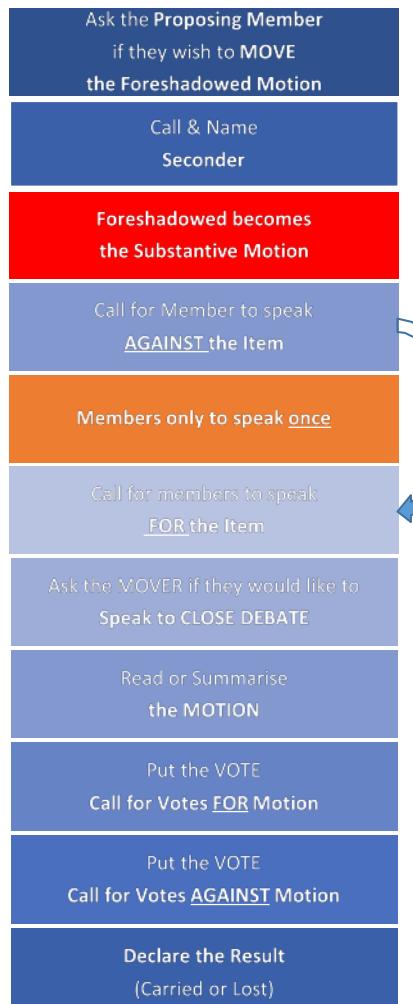
## Substantive Motion



### Note:

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

## Foreshadowed Motion



## TABLE OF CONTENTS

<b>1. OPENING AND ANNOUNCEMENT OF VISITORS</b>	<b>1</b>
<b>2. ACKNOWLEDGMENT OF COUNTRY</b>	<b>1</b>
<b>3. ATTENDANCE / APOLOGIES</b>	<b>1</b>
3.1. ATTENDANCE	1
3.2. APOLOGIES	1
<b>4. CONFIRMATION OF PREVIOUS MEETING MINUTES</b>	<b>1</b>
<b>5. GENERAL BUSINESS</b>	<b>2</b>
5.1. CEO PERFORMANCE CRITERIA AND REMUNERATION	4
<b>6. DATE OF NEXT MEETING</b>	<b>41</b>
<b>7. CLOSURE</b>	<b>41</b>

## 1. OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member Cr Kate O'Keeffe welcomed Committee members and Staff and opened the meeting at 3:00pm.

## 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

### 3.1. ATTENDANCE

Cr Kate O'Keeffe JP	Shire President
Cr Rebecca O'Meehan	Deputy Shire President
Cr Peter Callaghan	
Cr Mick Creagh	
Cr Rebecca Kiddle	
Cr Robert Miniter	
David Nicholson	Chief Executive Officer
Anita Finn	Senior Governance & Risk Management Officer
Melanie Wilson	Executive Officer
Rick Miller	Executive Manager of Infrastructure and Assets

### 3.2. APOLOGIES – Cr Lex Martin & Cr Shelley Hmeljak

## 4. CONFIRMATION OF PREVIOUS MEETING MINUTES

CEO REVIEW COMMITTEE MEETING 10 September 2025

### COMMITTEE RESOLUTION

**MOVED: Cr R Kiddle**

**SECONDED: Cr R Miniter**

**CRC1025.01 That the minutes from the CEO Review Committee Meeting held on 10 September 2025 be confirmed as true and correct.**

**UNANIMOUSLY CARRIED: 6/0**

**For: Cr K O'Keeffe, Cr R O'Meehan, Cr P Callaghan, Cr R Kiddle,  
Cr M Creagh, Cr R Miniter**

**Against: Nil**

## 5. GENERAL BUSINESS

### PROCEDURAL MOTION

**MOVED: Cr P Callaghan**

**SECONDED: Cr R Kiddie**

**CRC1025.02 That the CEO Review Committee:**

**Closes the meeting to members of the public and staff in order to discuss item 5.1 which is considered confidential pursuant to Section 5.23(a) of the Local Government Act 1995 due to the matter affecting an employee.**

**UNANIMOUSLY CARRIED: 6/0**

**For:** Cr K O'Keeffe, Cr R O'Meehan, Cr P Callaghan, Cr R Kiddie,  
Cr M Creagh, Cr R Miniter

**Against:** Nil

*David Nicholson, Anita Finn, Rick Miller and Melanie Wilson left the meeting at 3:03pm.*

### PROCEDURAL MOTION

**Moved: Cr P Callaghan**

**Seconded: Cr R Miniter**

**CRC1025.03 That the CEO Review Committee:**

**Reopens the meeting to members of the public and staff.**

**UNANIMOUSLY CARRIED: 6/0**

**For:** Cr K O'Keeffe, Cr R O'Meehan, Cr R Miniter, Cr P Callaghan,  
Cr R Kiddie, Cr M Creagh

**Against:** Nil

*David Nicholson, Anita Finn, Melanie Wilson and Rick Miller returned to the meeting at 3:20pm.*

**THE PRESIDING MEMBER ANNOUNCED THE RESOLUTION AND RESULT**

**SUBJECT TO:**

1. New KPI being “Upgrade and Improve Weir Park.”
2. Amend the KPI “Project Manage Admin Office Relocation” to “Investigate Admin Office Relocation including the option of expanding existing building.”

**MOVED: Cr M Creagh**

**SECONDED: Cr R Kiddle**

**CRC1025.04 That the CEO Review Committee recommends that**

**Council:**

1. Notes and endorses the CEO Review Committee as the Reviewer of the CEO’s performance.
2. Notes the results achieved by the CEO against the Performance Criteria for the period April 2024 to July 2025 (updated).
3. Notes and endorses the Shire of Gnowangerup – CEO Performance Criteria for the period July 2025 to June 2026.
4. Approves the CEO’s remuneration for the period 1 July 2025 to 30 June 2026 as detailed in Confidential Attachment 4.

**CARRIED BY ABSOLUTE MAJORITY: 6/0**

**For: Cr K O’Keeffe, Cr R O’Meehan, Cr P Callaghan, Cr R Kiddle, Cr M Creagh, Cr R Minter**

**Against: Nil**

**Shire of Gnowangerup - CEO DRAFT Performance Criteria - 2025/26 (Council endorsed xxxx 2025)**

**2025/26**

	<b>Term</b>	<b>Due date</b>	<b>Responsible Executive</b>	<b>2025/26</b>						
				<b>Result (Aug to Dec)</b>	<b>Comment</b>	<b>Result (Jan to Jun)</b>	<b>Comment</b>			
<b>1 Our Community</b>										
<b>Strategy 1.1 Support an active, healthy and inclusive community culture</b>										
1.1.1 Deliver and support community events and activities	2025-2029									
Facilitate Wild Gravel 2025		11-Oct-25	CEO							
Host Dandjoo Day		01-Mar-26	CEO							
Support NAIDOC week		01-Jul-26	CEO							
Support the Bloom opening event in Ongerup		27-Sep-25	CEO							
Host the Long Table Lunch		01-Nov-25	CEO							
Facilitate Wild Gravel 2026 (part of world gravel cycling event)		26-Sep-26	CEO							
1.1.2 Engage with community, seek opportunities to celebrate our diverse culture, aboriginal heritage and promote inclusion and connection across the district.	2025-2029									
Develop a Reconciliation Action Plan (RAP)			CEO							
Establish the foundations for a youth council			CEO							
Create a yarning circle			CEO							
1.1.3 Advocate for and support appropriate health and medical services, community support services, facilities and programmes locally.	2025-2029									
Participate and drive the Rural Health Funding Alliance.		ongoing	CEO							
Work with WACHS to improve health services for the aged		ongoing	CEO							
Advocate for more social housing		ongoing	CEO							
1.1.4 Seek appropriate compensation for health and medical services locally.	2025-2029									
Participate and drive the Rural Health Funding Alliance.		ongoing	CEO							
1.1.5 Work collaboratively to ensure our emergency services and disaster recovery arrangements are appropriate, support and encourage volunteering across the district.	2025-2029									
Proactively drive LEMC meetings		ongoing	CEO							
<b>Strategy 1.2 Accessibility to all community spaces and facilities</b>										
1.2.1 Plan for access and inclusive services and facilities across the district.	2025-2027									
Review and update Disability Parking		30-Jun-26	EMIA							
1.2.2 Undertake appropriate planning to support the health and well-being of our community.	2026-2028									
Review and update the Public Health Plan (PHP)		01-Jun-26	CEO							
<b>2 Our Environment</b>										
<b>Strategy 2.1 Valuing our natural environment and working collaboratively to protect and enhance our natural assets.</b>										
2.1.1 Collaborate for the conservation, management and maintenance of our natural environment.	2025-2029									
Develop an access agreement and management agreement with GAC to preserve Cowalup Reserve.		01-Jun-26	CEO							
2.1.2 Maintain our public streetscapes, showcasing our beautiful towns.	2025-2029									
2.1.3 Provide waste management services and facilities, meeting the needs of our community and promoting waste reduction and recycling.	2025-2029									
Implement designated recycling areas at each landfill.		30-Jun-26	EMIA							
Develop a waste strategic plan covering waste disposal and sustainable resource recovery opportunities.		01-May-26	EMIA							
Develop post closure rehabilitation plans for each waste site.		30-Jun-26	EMIA							
2.1.4 Plan for water security, drought resilience and climate change risks.	2026-2029									
Participate in the VROC / GSDC Regional Drought Resilience Planning project.		01-Mar-26	CEO							
<b>Strategy 2.2 Infrastructure is well planned and maintained to support our community</b>										
2.2.1 Plan, maintain and manage community assets through effective asset management.	2025-2029									

**Shire of Gnowangerup - CEO DRAFT Performance Criteria - 2025/26 (Council endorsed xxxx 2025)**

	<b>Term</b>	<b>Due date</b>	<b>Responsible Executive</b>	<b>2025/26</b>			
				<b>Result (Aug to Dec)</b>	<b>Comment</b>	<b>Result (Jan to Jun)</b>	<b>Comment</b>
Develop asset management plan for Shire infrastructure and assets.		01-May-26	EMIA				
Upgrade and improve Weir Park		01-Mar-28	EMIA				
<b>2.2.2 Provide appropriate road and transport network and associated infrastructure.</b>	<b>2025-2029</b>						
Refresh, improve and upgrade street signage		30-Jun-26	EMIA				
Develop a strategic gravel sourcing and usage plan		30-Jun-26	EMIA				
Deliver the 2025/26 roads programme		30-Jun-26	EMIA				
<b>2.2.3 Maintain Local Planning Scheme to ensure growth is appropriately planned and enabled.</b>	<b>2026-2027</b>						
Finalise the local planning strategy			CEO				
Finalise the local planning scheme			CEO				
<b>2.2.4 Protect and preserve our heritage assets.</b>	<b>2025-2029</b>						
Finalise refurbish the Gnowangerup town hall as part of the tourism precinct project		31-Mar-27	EMIA				
<b>3 Local Economy</b>							
Strategy 3.1 Attract diverse investment in the district, strengthening local businesses to build a resilient economy							
3.1.1 Promote our region, attracting new business, industry and residents.	2025-2029						
Host Fields & Fortunes 2026		01-Feb-26	CEO				
Develop Economic Strategic Plan		30-Jun-26	CEO				
Strategy 3.2 Develop and advocate for essential infrastructure and services to enable and promote growth.							
3.2.1 Advocate for residential and industrial land release, supporting development opportunities.	2025-2027						
Investigate the creation of lifestyle blocks (1-7 hectare blocks) in Virginia Estate		30-Jun-26	CEO				
3.2.2 Advocate for provision of appropriate essential services and infrastructure.	2025-2027						
3.2.3 Establish a tourism and heritage precinct in Gnowangerup.	2025-2027						
Precinct to incorporate the Gnowangerup Hotel refurbishment and upgrade, development of the Yougeup Road recreation precinct, town hall refurbishment, mineral springs signage, and tourist bay upgrade.		31-Mar-27	CEO				
<b>4 Leadership and Governance</b>							
Strategy 4.1 Effectively represent, promote and advocate for the benefit of our community and district.							
4.1.1 Provide strategic leadership and advocate on behalf of the community.	Ongoing						
Advocate to introduce regional allowance with SAT		ongoing	CEO				
4.1.2 Foster strong community connections through inclusive engagement and meaningful communication.	Ongoing						
Strategy 4.2 An efficient and effective organisation, providing appropriate services to our community.							
4.2.1 Provide services aligned with our community requirements.	Ongoing						
Develop whole of organisation IT Road Map		30-Jun-27	DCEO				
Document all internal systems and processes and with executive managers develop directorate operational plans		01-Jun-26	DCEO				
Cybersecurity: review data held and existing controls.		30-Nov-26	DCEO				
Project manage adoption of contemporary IT systems including AI		30-Jun-29	DCEO				
Develop plan for the replacement of ageing ERP system		30-Jun-29	DCEO				
Investigate Admin office relocation including the option of expanding existing building		01-Jun-27	DCEO				
4.2.2 Ensure strong financial management through effective planning.	Ongoing						
Prepare the 2025/26 budget mid-year review		28-Feb-26	DCEO				
Prepare the 2026/27 budget		30-Jun-26	DCEO				

Shire of Gnowangerup - CEO DRAFT Performance Criteria - 2025/26 (Council endorsed xxxx 2025)

2025/26

Term	Due date	Responsible Executive	Result (Aug to Dec)	Comment	Result (Jan to Jun)		Comment
					Result (Jan to Jun)	Comment	
Update the ten year LTFP	30-Nov-25	DCEO					
Quantify closure costs of the waste facilities	30-Jun-26	DCEO					
4.2.3 Provide a safe and positive workplace, supporting development and growth.	Ongoing						
Develop cascaded KPIs for all positions	31-Dec-25	DCEO					
Develop all-staff training matrix	31-Dec-25	DCEO					
Fund, procure and build three staff houses and one ancillary house at the rear of the McDonald Street property.	30-Jun-26	EMIA/DCEO					
Finalise the business case for the housing complex in Quinn Street	30-Nov-25	EMIA					
Advocate for grants to execute the Great Southern Worker Housing Strategy 2025	ongoing	CEO					

**Shire of Gnowangerup - CEO Performance Criteria - 2024 (Council endorsed March 2024)**

	Strategic Priority	Due date	Responsible Manager	2024/25							
				Q1 Result (Apr to June)	Comment	Q2 Result (July to Sept)	Comment	Q3 Result (Oct to Dec)	Comment	Q4 Result (Jan to Mar)	Comment
<b>Our Community</b>											
Investigate reopening the Gnowangerup Star	4	31-Oct-24	EMIA	In progress 50%	Star was opened as part of Town Hall Centenary. Have discussed with Jerramungup Electrical and awaiting their input. Star to be opened as part of Bloom Festival.	In progress 50%		In progress 50%	Star opened as part of Bloom festival. Have been endeavouring to coordinate repairs with Jerramungup Electrical.	Completed	No further progress. Approach will be to continue to open the Star when there are complimentary events in Gnowangerup. This building should be preserved and only opened when the opportunity presents.
Project manage the Gravel Cycle event	4	31-Oct-24	CDM	In progress 25%	Progressing in accordance with plan. As at 4 September >175 registered participants.	In progress 50%	Progressing in accordance with plan.	Completed	Event successfully held. Over 300 participants. Planning has commenced for the 2025 event.	Completed	Planning for the 2025 event well advanced. Planning has also commenced for the 2026 event.
Progress Salt River Hall sale		28-Feb-25	CEO	In progress 25%	Valuation of \$110k received from DPLH which is being challenged.	In progress 25%		In progress 50%	Meeting held in Perth 10 Oct with DPLH. Independent valuation of \$10k obtained and submitted to DPLH.	In progress 50%	DPLH contacted June for update. August update: Proponent contacted and awaiting their response.
Develop a Reconciliation Action Plan (RAP)		28-Feb-25	DCEO	In progress 25%	Discussed with RAP Australia and quotes received from consultants.	In progress 25%		In progress 25%	Submissions received from three consulting firms to assist in this task with the view of undertaking in conjunction with producing 2024-2034 ISP. On hold as the project requires further planning.	In progress 25%	No further progress though relationship has been formed with Reconciliation WA. This project has been delayed due to under resourcing. Community and Economic Development Manager has been appointed and this will be their project. August update: item carried forward to 2025/26.
Establish the foundations for a youth council		28-Feb-25	CEO	Not commenced	In discussion with the CDM.	Not commenced		In progress 25%	Youth advisory group has had an initial meeting (Shire, local police and CRC). Opportunity may present as part of the community recreation precinct engagement.	In progress 25%	No further progress. This project has been delayed due to under resourcing. Community and Economic Development Manager has been appointed and this will be their project. August update: item carried forward to 2025/26
Create a yarning circle		28-Feb-25	CEO	Not commenced	In discussion with the CDM.	Not commenced		In progress <25%	EOI grant application with WA Police completed. Grant supports projects and initiatives for closing the gap, and supporting culturally diverse communities. Await outcome.	In progress <25%	Yarning circle being considered as part of the Gnowangerup Recreation Precinct. August update: item carried forward to 2025/26
Work with local police to establish a blue light disco		28-Feb-25	CEO	Not commenced	Discussed with the OIC.	Not commenced		In progress 50%	Meeting with OIC and CDM 29 October to discuss youth engagement initiatives and creating a youth program. Community development have reached out to various community groups (GAC and CRC) to progress. Blue Light Disco planned as part of Youth Week 2025.	Completed	Roller skate disco held 11 April. Focus is now on a Community Youth Engagement Programme through sport, arts and group activities. A grant has been submitted to DLGSC to engage a youth engagement coordinator.
Undertake an SCP refresh (SCP completed 7/2021). Refresh to include consultation with residents, business community and youth groups.		31-May-25	CEO	In progress <25%	Project Mandate discussed at July Council Workshop. Four submissions received from consultants.	In progress <25%	Submissions received from three suppliers.	In progress <25%	Moore Australia engaged to undertake. Community consultation occurring in February.	In progress 75%	Community consultation completed. Draft results presented to Council May. Final report being drafted. August update: completed.
Investigate the creation of lifestyle blocks (50 hectare blocks)	6	31-Aug-25	CEO	In progress <25%	Project allocated to new Town Planner.	In progress <25%		In progress <25%	Ideas taken to Council IBS 27 November. Business Case to be developed.	In progress 25%	Consultant engaged May. Deliverables have been staged commencing with determining market demand. August update: item carried forward to 2025/26
Community park (skate park) at 40 Yougenup Road. Deliverables and deadlines in accordance with Project Mandate.		31-Aug-27	CDM	In progress <25%	PM appointed Feb 2024. Conflicting priorities required new PM to be appointed. This occurred July 2024.	In progress <25%		In progress <25%	Convic engaged to manage the design process. Stakeholder meeting held in December. Currently compiling results for design features. Report to Feb Council meeting to start the process of closing a section of Alymore Street. Convic report will be used to approach Lotteries West.	In progress <25%	Request to close Alymore Street submitted to Minister. Convic report to be further developed and quantity surveyor to be engaged to cost. Project Manager appointed. August update: item carried forward to 2025/26
<b>Our Economy</b>											
Housing - develop Lot 183 Whitehead Road (3x2 staff house). Develop Project Mandate, source funding and build.	1	30-Jun-26	CEO	In progress 25%	Business Case updated awaiting potential grant opportunities. State Govt released potential grants 2 September. Being investigated.	In progress 25%	Funding through the Dept Communities (CFS-LG) program investigated.	In progress 25%		In progress 25%	August update: item carried forward to 2025/26
Housing - lots 272 and Lot 273 Quinn Street. Deliverables and deadlines in accordance with Project Mandate.	1	30-Jun-28	EMIA	In progress <25%	Project Mandate prepared, Project Team assembled, PM appointed, Design Brief and RFT prepared, procurement strategy developed, RFT released to market	In progress <25%	Quotes sought from Architectural firms. Only one received. Hillam Architects appointed 1 November 2024. Funding through the Dept Communities (CFS-LG) program investigated.	In progress <25%	On site meeting held with Hillam 15 November and concept sketches discussed. Architectural sketches to be presented to Council in March.	In progress 25%	Architectural drawings completed and presented to Council. Quantity Survey costs received. Drawings discussed with GROH and WACHs seeking feedback. Some amendments may be required. Investigating sources of funds including Community Equity. August update: item carried forward to 2025/26
<b>Our Infrastructure</b>											
Deliver the budgeted capital works programme		28-Feb-25	EMIA	In progress 25%	Staff shortage has required rethinking business model. Projects to be outsourced until staff can be recruited and reskilled. Project plan being prepared for each capita project which will be presented to councillors 1/4ly.	In progress 25%	Project traker introduced and presented to Council each quarter. Given shortage of staff projects are being outsourced.	In progress 50%	Tenders called for the provision of resheet program, and Kwobrup Road reconstruction and awarded in December.	In progress 75%	Expect to achieve 85% completion by 30 June 2025. Kwobrup Rd reconstruction and Gravel Resheet of 10 roads commenced late May 2025. Kwobrup Rd is 25% complete with Stage 1 - vegetation removal drainage +L18+L22. August update: incomplete projects carried forward to 2025/26
Implement designated recycling areas at each landfill.		28-Feb-25	APM	In progress <25%	PM appointed. Discussions have occurred about e-waste and recycling industrial waste. DWER have indicated e-waste may not need to be separated.			In progress <25%	Plans being developed detailing drop-off areas.	In progress <25%	No further progress. Waste management discussed with Council as part of 2025/26 budget preparation with it being acknowledged additional resources are required to be able to advance waste related projects. August update: item carried forward to 2025/26
Refresh, improve and upgrade street signage: Gnowangerup 2023/24		28-Feb-25	AWMC	Not commenced	Allowance included in 2024/25 budget.	Not commenced	Allowance included in 2024/25 budget.	In progress <25%	Commenced compiling signage list.	In progress <25%	No further progress. This project has been delayed given staff turnover. Signage styles to be finalised and upgrade plan and implementation to commence 2025/26. August update: item carried forward to 2025/26

**Shire of Gnowangerup - CEO Performance Criteria - 2024 (Council endorsed March 2024)**

	Strategic Priority	Due date	Responsible Manager	2024/25							
				Q1 Result (Apr to June)	Comment	Q2 Result (July to Sept)	Comment	Q3 Result (Oct to Dec)	Comment	Q4 Result (Jan to Mar)	Comment
Upgrade footpaths in Gnowangerup		28-Feb-25	AWMC	Not commenced	Allowance included in 2024/25 budget.	Not commenced	Allowance included in 2024/25 budget.	In progress <25%	Street measurements undertaken. Preparing traffic management plan, and tender for brick paving and NBN trip hazards. Aiming to have ramps and kerbing replaced by April.	In progress 75%	Work commenced 9 June and will be completed by 30 June. EMIA to develop a 10 year Asset Renewal and Improvement plan for all townsites in 2025/26.
Upgrade disability parking in Gnowangerup		28-Feb-25	AWMC	Not commenced	Allowance included in 2024/25 budget.	In progress <25%	Parking and ramp upgraded next to Gnowangerup post office.	In progress <25%		In progress <25%	Bay created next to Gnowangerup post office. Other locations and treatments to be costed and developed 2025/26.
Investigate sourcing / accessing gravel resources	5	28-Feb-25	EMIA	In progress 50%	New sources of gravel have been identified and are being stockpiled. This is a strategic issue though and requires more thought. A discussion item with VROC. Issue discussed with local business operator (linkup group) who will be submitting a proposal.	In progress 50%		In progress 25%	New pit established on Tieline Road. Gravel is a major inhibitor to future roadworks and requires a strategic approach. This will be a high priority project for the incoming EMIA.	In progress 50%	Timing of project has been affected by staff turnover. Sufficient gravel has been sourced for current gravel reshelf works. With new staff onboard (April/May) we have been making progress to re-engage with landowners on gravel sources/supply and reviewing aerial data to identify obvious gravel locations in the Shire for current and future works. A comprehensive Strategic Gravel Resource plan will be developed in 2025/26.
Refresh, improve and upgrade street signage: Borden 2024/25		28-Feb-26	AWMC	Not commenced	Allowance included in 2024/25 budget.		Allowance included in 2024/25 budget.	Not commenced		Not commenced	August update: item carried forward to 2025/26
Refresh, improve and upgrade street signage: Ongerup 2025/26		28-Feb-26	AWMC	Not commenced				Not commenced		Not commenced	August update: item carried forward to 2025/26
Develop assets register and assets maintenance plan, systems and processes to support.	2	28-Feb-26	APM	In progress <25%	Allowance included in 2024/25 budget. Meeting held with Moore Australia 26 August. Awaiting quote.	In progress <25%	In discussions with Moore Australia as part of an integrated package on projects.	In progress <25%	Moore Australia engaged 11 November to undertake as part of a suite of deliverables that includes the LTFP, asset management plan, workforce plan, and rating and revenue policies.	In progress <25%	August update: item carried forward to 2025/26
Develop a waste strategic plan covering waste disposal and sustainable resource recovery opportunities.	5	28-Feb-30	APM	In progress <25%	PM appointed. Discussions have occurred about e-waste and recycling industrial waste.			Not commenced		Not commenced	Waste management discussed with Council as part of 2025/26 budget preparation with it being acknowledged additional resources are required to be able to advance waste related projects.
											August update: item carried forward to 2025/26
<b>Our Natural Environment</b>											
Investigate installation of electric vehicle charging stations	5	31-May-24	AWMC	Not commenced		Not commenced		Not commenced	Preliminary information gathered.	Not commenced	An EV charging station to be incorporated into the Gnowangerup Recreation Precinct.
											August update: item carried forward to 2025/26
<b>Our Organisation</b>											
Employ Corporate Services Manager	1	31-Jul-24	DCEO	Not commenced	Included in 2024/25 budget.	In progress <25%	Role rejigged to employing CFO.	Completed	CFO employed November. This position is an upgrade to the SFO position and will replace the Corporate Services Manager position.	Completed	
Rollout new Vision, Mission and Values	1	30-Nov-24	CEO	In progress 50%	Presentation given to Council in April. Further work required.			In progress 50%	On the Council Strategic Planning day agenda 29 Jan 2025.	Completed	
Rework the LTFP	2	28-Feb-25	DCEO	In progress <25%	Discussed with Council as part of preparing the 2024/25 budget. Allowance made in 2024/25 budget. This will be undertaken in conjunction with an asset maintenance plan. Quote received from Moore Australia July but awaiting for this to be updated.	In progress <25%		In progress 25%	Moore Australia engaged 11 November to undertake as part of a suite of deliverables that includes the LTFP, asset management plan, workforce plan, and rating and revenue policies.	In progress 75%	Moore Australia have developed as part of preparing the 2025/26 budget.
Develop whole of organisation IT Road Map	2	28-Feb-25	DCEO	Not commenced		Not commenced		Not commenced	This was identified during the Reg 5 Review. DCEO has committed to develop by July 2026.	Not commenced	August update: item carried forward to 2025/26
Develop cascaded KPIs for all positions	1	28-Feb-25	DCEO	In progress <25%	Incorporated into the 2024 staff performance appraisals. More work required.	In progress <25%	Incorporated into the 2024 staff performance appraisals. More work required.	In progress <25%	KPIs exist for the executive team and some managers. More work required.	In progress <25%	The position of HR and Contracts Manager has been created and an incumbent appointed. Cascading of KPIs will be undertaken as part of the annual staff reviews.
Develop all-staff training matrix	1	28-Feb-25	DCEO	In progress <25%	Incorporated into the 2024 staff performance appraisals. More work required.	In progress <25%	Incorporated into the 2024 staff performance appraisals. More work required.	In progress <25%	Limited progress. This outstanding task is a reflection of an underresourced HR function. This is being addressed as part of the 2024/25 mid-year review.	In progress <25%	The position of HR and Contracts Manager has been created and an incumbent appointed. Developing a training matrix will be one of their priorities.
Cybersecurity: review data held and existing controls.	2	28-Feb-25	DCEO	Not commenced	Included in 2024/25 budget.	Not commenced		Not commenced	This was identified during the Reg 5 Review. DCEO has committed to develop by Sept 2025.	Not commenced	August update: item carried forward to 2025/26
Resolve EHO position	1	28-Feb-25	CEO	In progress 50%	Desktop review of legislation undertaken. Discussed at VROC. Three prospective EHOs interviewed.	Completed	Additional part time / casual EHO hired (Tony Turner).	Completed		Completed	
Diversify income - investigate airport landing fees - investigate pharmacy building purchase	3	28-Feb-25	CEO	In progress <25%	1. Airport landing fees: Discussions undertaken with Avdata. To be trialled over the next three months. 2. Pharmacy building sold to Chemist.			In progress 50%	1. DA received to build hangar at airport. Progressing. 2. Subdividing and developing Virginia estate being investigated. 3. Trialing data collection equipment / services to collate airport movement. This is required to determine viability of charging landing fees.	In progress 50%	1. Approval to build airport hangar well advanced. Awaiting ministerial signoff. 2. Subdividing Virginia Estate market demand analysis has commenced. 3. Airport fees to be introduced as part of developing the 2025/26 budget. 4. As part of developing the 2025/26 budget consideration is being given to increasing waste fees; introduction of a separate rate for Industry; ceasing the Amelup tourist precinct rate discount.
											August update: item carried forward to 2025/26

**SALARIES AND ALLOWANCES ACT 1975**  
**DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL**  
**FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED COUNCIL MEMBERS**

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**TABLE OF CONTENTS**

<b>PREAMBLE .....</b>	<b>3</b>
Statutory context .....	3
Considerations .....	3
Band allocation model .....	3
Christmas and Cocos (Keeling) Islands .....	4
Conclusions .....	4
<b>DETERMINATION .....</b>	<b>6</b>
<b>PART 1 INTRODUCTORY MATTERS .....</b>	<b>6</b>
1.1    Short Title .....	6
1.2    Commencement .....	6
1.3    Content and intent .....	6
1.4    Terms used .....	7
1.5    Pro rata payments .....	8
1.6    Local government band allocations .....	8
<b>PART 2 TOTAL REWARD PACKAGE.....</b>	<b>9</b>
2.1    General .....	9
2.2    Local Government Classification .....	10
Table 1: Local government band classification – Total Reward Package range .....	10
Table 2: Regional local government band classification .....	10
<b>PART 3 REGIONAL/ISOLATION ALLOWANCE.....</b>	<b>11</b>
3.1    General .....	11
3.2    Determining appropriateness and rate of allowance .....	11
3.3    Regional/Isolation Allowance .....	12
Table 3: Regional/Isolation Allowance .....	12
<b>PART 4 HOUSING ALLOWANCE .....</b>	<b>14</b>
4.1    General .....	14
4.2    Applicable housing allowance .....	14
<b>PART 5 MOTOR VEHICLES .....</b>	<b>15</b>
5.1    General .....	15
5.2    Private benefit value .....	15
<b>PART 6 MEETING ATTENDANCE FEES.....</b>	<b>16</b>
6.1    General .....	16
6.2    Council meeting attendance fees – per meeting .....	18
Table 4: Council meeting fees per meeting – local governments .....	18
Table 5: Council meeting fees per meeting – regional local governments .....	18
6.3    Committee meeting and prescribed meeting attendance fees – per meeting .....	18
Table 6: Committee meeting and prescribed meeting fees per meeting – local governments .....	18
Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments .....	19
6.4    Meeting attendance fees for independent committee members – per meeting .....	19
Table 8: Committee meeting and prescribed meeting fees per meeting for independent committee members – local government and regional local governments .....	19
6.5    Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees .....	20
Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments .....	20
Table 10: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local government .....	20

<b>PART 7 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR.....</b>	<b>21</b>
7.1    General .....	21
7.2    Annual allowance for a Mayor, President or Chair .....	22
Table 11: Annual allowance for a mayor or president of a local government .....	22
Table 12: Annual allowance for a chair of a regional local government .....	22
7.3    Annual allowance for a Deputy Mayor, Deputy President or Deputy Chair .....	22
<b>PART 8 EXPENSES TO BE REIMBURSED .....</b>	<b>23</b>
8.1    General .....	23
8.2    Extent of expenses to be reimbursed.....	23
<b>PART 9 ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES.....</b>	<b>26</b>
9.1    General .....	26
9.2    Annual allowances determined instead of reimbursement for particular types of expenses for Elected Council Members .....	27
<b>SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS .....</b>	<b>28</b>

## PREAMBLE

### Statutory context

1. Section 7A of the Salaries and Allowances Act 1975 ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
  - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
  - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
  - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

### Considerations

4. The Tribunal has considered sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers.
5. The Tribunal invited individual local governments, the Department of Local Government, Sport and Cultural Industries, the Western Australian Local Government Association, Local Government Professionals WA and other interested individuals to provide information or submissions regarding developments across the sector.
6. Seven submissions were received, and all were considered within the Tribunal's deliberations.

### Band allocation model

7. The Tribunal continues to apply the four Band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
8. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated Band. The Tribunal will only adjust a Band classification when a local government or regional local government can demonstrate a substantial and sustained increase in functions, roles or scope of the organisation.

## **Christmas and Cocos (Keeling) Islands**

9. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected council members of the Shires of Christmas Island and Cocos (Keeling) Islands.
10. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

## **Conclusions**

11. The Tribunal has determined that CEO remuneration bands be increased by 3.5%. The Tribunal considered this appropriate given the current economic conditions, including WA data on CPI and WPI, and the wider public sector framework. Further, the changes to the Superannuation Guarantee mean that minimum superannuation contributions will increase by 0.5% to 12% on 1 July 2025. In recognition of this, the Tribunal has applied a 0.5% increase to the CEO remuneration bands in addition to the 3.5%. Therefore, the total increase to the **CEO** remuneration bands is **4%**.
12. The Tribunal notes that each local government must set remuneration within the band to which it is allocated. Any increase, within the bands, must be determined by each local government through its own assessment of whether changes are justified.
13. In reviewing the band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change band classification, including those provided in submissions. The Tribunal considers no change is warranted for any local government at this time.
14. However, the Tribunal resolved to conduct a comprehensive survey of the remuneration provided to local government CEOs and the fees and allowances provided to elected council members. As the Tribunal determines the bands for local governments, it is essential that the Tribunal has visibility as to where local governments are placed within these bands in order to ensure the suitability of the band ranges and other allowances.
15. This survey, to be conducted in the second half of this year, will also request information with respect to Regional/Isolation Allowances provided by local governments to CEOs, with the intention of reviewing the allowance to ensure that it is fit for purpose and achieving the desired outcome for those working in regional and isolated locations.
16. The main factor considered by the Tribunal in determining the eligibility and quantum of the Regional/Isolation Allowance has been the *District Allowance (Government Officers) General Agreement 2010* amount and boundaries, together with some other regional factors. Previously, the Tribunal has altered these amounts for certain local governments after consideration of specific regional issues via submissions or discussions.

17. The Tribunal reviewed submissions and determined that no change to the Regional/Isolation Allowance would be applied at present. However, subject to the results of the survey and review thereof, changes to the eligibility and quantum of the allowance may be made, and the submissions made to this inquiry and previous inquiries, will be re-considered.
18. As a result of changes to the *Metropolitan Region Town Planning Scheme Act 1959*, the definition of metropolitan / non-metropolitan region has been redefined, and reference is now made to Schedule 4 of *Planning and Development Act 2005*.
19. The motor vehicle allowance was significantly reviewed last year, and the Tribunal resolved to provide some clarity as to the impact of FBT on the TRP.
20. The Tribunal has determined **elected council member** attendance fees, and annual allowance ranges be increased by **3.5%** (and rounded). The Tribunal considered various submissions calling for increases, with the determined increase reflecting a variety of issues raised in the submissions.
21. The Tribunal maintains that elected council members' fees should be set to compensate costs for the prescribed role of an elected council member. The role of an elected council member was specifically described as not being a full-time occupation in parliamentary debates regarding the *Local Government Amendment Act 2011* and re-iterated again in the Parliament last year through the passing of the *Local Government Amendment Bill 2024*.
22. The Tribunal notes the recent legislative changes which enable superannuation payments to be made to local government elected council members. Any superannuation payments are in addition to the fees and allowances provided to elected council members as determined by the Tribunal.
23. Further, the Tribunal is cognisant of the forthcoming requirement for local governments to appoint an independent Chair for Audit, Risk and Improvement Committees. The Tribunal will determine rates with respect to this at a future date, to coincide with the commencement of these changes.
24. In the meantime, in order for local governments to adequately attract, retain and remunerate suitable people with the relevant skills and expertise to be independent committee members in general, the Tribunal has collapsed the bands into one fee range, and has also provided for the reimbursement of expenses for independent committee members to attend committee meetings.
25. Further amendments to the determination reflect changes to Regional Councils with Tamala Park Regional Council renamed as Catalina Regional Council; Rivers Regional Council becoming Rivers Regional Subsidiary and no longer within the Tribunal's jurisdiction; and Pilbara Regional Council being wound up.
26. All other allowances remain unchanged.

**The Determination will now issue.**

## DETERMINATION

### PART 1 INTRODUCTORY MATTERS

*This Part deals with some matters that are relevant to the determination generally.*

#### 1.1 Short Title

This determination may be cited as the Local Government Chief Executive Officers and Elected Council Members Determination No. 1 of 2025.

#### 1.2 Commencement

This determination comes into operation on **1 July 2025**.

#### 1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to:
  - (a) Chief Executive Officers (CEOs)
  - (b) Acting Chief Executive Officers
  - (c) Elected Council Members.
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995* ('the LG Act') Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.
- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.

- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local governments and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to elected council members.

#### 1.4 Terms used

- (1) In this determination, unless the contrary intention appears:

**Chair** means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

**Committee meeting** means a meeting of a committee of a council where the committee comprises:

- (a) council members only; or
- (b) council members and employees of the local government or regional local government.

**Council**, in relation to:

- (a) a local government, means the council of the local government;
- (b) a regional local government, means the council of the regional local government;

**Elected Council Member**, in relation to:

- (a) a local government –
  - i means a person elected under the LG Act as a member of the council of the local government; and
  - ii includes the mayor or president of the local government;
- (b) a regional local government –
  - i means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
  - ii includes the chair of the regional local government;

**Independent committee member** means a person who is a committee member but who is neither a council member nor an employee.

**LG Regulations** means the *Local Government (Administration) Regulations 1996*;

**Mayor** means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

**Non-Metropolitan region** means a local government defined in Schedule 4 of the *Planning and Development Act 2005*.

**President** means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

#### **1.5 Pro rata payments**

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

#### **1.6 Local government band allocations**

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

## **PART 2 TOTAL REWARD PACKAGE**

*This Part deals with the remuneration payable to Chief Executive Officers.*

### **2.1 General**

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
  - (a) Base salary
  - (b) Annual leave loading
  - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO; FBT for a motor vehicle, even if tool of trade, is to be included in the TRP)
  - (d) Association membership fees
  - (e) Attraction/retention allowance, not being provided under Part 3
  - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination
  - (g) Cash bonus and performance incentives
  - (h) Cash in lieu of a motor vehicle
  - (i) Fitness club fees
  - (j) Grooming/clothing allowance
  - (k) Health insurance
  - (l) School fees and/or child's uniform
  - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions)
  - (n) Travel or any other benefit taken in lieu of salary
  - (o) Travel for spouse or any other member of family
  - (p) Unrestricted entertainment allowance
  - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO).
- (4) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.

(5) The only exclusions from the TRP are:

- (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the provision of a motor vehicle or accommodation are to be included as part of the TRP);
- (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

## 2.2 Local Government Classification

(1) The TRP ranges in table 1 apply where a local government or regional local government has been classified into the relevant band.

*Table 1: Local government band classification – Total Reward Package range*

Band	Total Reward Package
1	\$288,727 - \$439,682
2	\$238,132 - \$370,428
3	\$182,109 - \$300,370
4	\$163,051 - \$250,012

(2) Local governments have been classified in Schedule 1.

(3) Regional local governments have been classified in table 2 below.

*Table 2: Regional local government band classification*

Regional local government	Band
Bunbury-Harvey Regional Council	4
Catalina Regional Council	2
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Resource Recovery Group	2
Western Metropolitan Regional Council	4

## **PART 3 REGIONAL/ISOLATION ALLOWANCE**

*This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.*

### **3.1 General**

- (1) Local governments listed in table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

### **3.2 Determining appropriateness and rate of allowance**

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
  - (a) Remoteness - issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre.
  - (b) Cost of living - the increased cost of living highlighted specifically in the Regional Price Index.
  - (c) Social disadvantage - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.

- (d) Dominant industry - the impact that a dominant industry such as mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- (e) Attraction/retention - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- (f) Community expectations - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

### 3.3 Regional/Isolation Allowance

Local governments eligible for the Regional/Isolation Allowance are listed in table 3.

*Table 3: Regional/Isolation Allowance*

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$55,000
Broome Shire	\$45,000
Carnamah Shire	\$38,600
Carnarvon Shire	\$38,600
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$38,600
Cue Shire	\$50,000
Derby-West Kimberley Shire	\$55,000
Dundas Shire	\$38,600
East Pilbara Shire	\$55,000
Esperance Shire	\$32,200
Exmouth Shire	\$45,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$75,000
Irwin Shire	\$38,600
Jerramungup Shire	\$32,200
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$70,000
Kent Shire	\$12,900
Kondinin Shire	\$12,900

Local Government	Maximum Regional/Isolation Allowance Per Annum
Kulin Shire	\$12,900
Lake Grace Shire	\$12,900
Laverton Shire	\$50,000
Leonora Shire	\$50,000
Meekatharra Shire	\$50,000
Menzies Shire	\$38,600
Merredin Shire	\$12,900
Mingenew Shire	\$38,600
Morawa Shire	\$38,600
Mount Magnet Shire	\$38,600
Mount Marshall Shire	\$12,900
Mukinbudin Shire	\$32,200
Murchison Shire	\$38,600
Narembeen Shire	\$12,900
Ngaanyatjarraku Shire	\$50,000
Northampton Shire	\$38,600
Nungarin Shire	\$12,900
Perenjori Shire	\$38,600
Port Hedland Town	\$70,000
Ravensthorpe Shire	\$38,600
Sandstone Shire	\$38,600
Shark Bay Shire	\$45,000
Three Springs Shire	\$38,600
Upper Gascoyne Shire	\$50,000
Westonia Shire	\$32,200
Wiluna Shire	\$50,000
Wyndham-East Kimberley Shire	\$55,000
Yalgoo Shire	\$38,600
Yilgarn Shire	\$32,200

## **PART 4 HOUSING ALLOWANCE**

*This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.*

### **4.1 General**

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

### **4.2 Applicable housing allowance**

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.
- (5) Where a local government provides a Home Ownership Subsidy to the CEO, this will not be included in the Total Reward Package.
- (6) For reporting purposes, the value of the Home Ownership Subsidy shall be the annual actual costs of the Home Ownership Subsidy.

## **PART 5      MOTOR VEHICLES**

*This Part deals with the provision of motor vehicles to Chief Executive Officers.*

### **5.1      General**

- (1) For local governments generally, except those outlined in (2) below, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination and/or local governments classified as Band 3 or Band 4 located in a non-metropolitan region, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. equipment needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

### **5.2      Private benefit value**

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

## **PART 6 MEETING ATTENDANCE FEES**

*This Part deals with fees payable to council members for attendance at council and other meetings*

### **6.1 General**

- (1) Pursuant to section 5.98(1)(b) of the LG Act, an elected council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, an elected council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Pursuant to section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected council member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (4) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations:
  - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government
  - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government
  - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government
  - (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting

- (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (5) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.
- (6) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if the:
  - (a) person who organises the meeting pays the council member a fee for attending the meeting; or
  - (b) council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
  - (c) council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (7) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including the:
  - (a) time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members
  - (b) role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation
  - (c) particular responsibilities associated with the types of meetings attended;
  - (d) responsibilities of a mayor, president or chair to preside over meetings
  - (e) relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (8) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.
- (9) The entitlement of an elected council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

## 6.2 Council meeting attendance fees – per meeting

(1) The ranges of fees in table 4 and table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

*Table 4: Council meeting fees per meeting – local governments*

Elected council member			Elected council member mayor or president	
LG Band	Minimum	Maximum	Minimum	Maximum
1	\$700	\$890	\$700	\$1,215
2	\$420	\$660	\$420	\$880
3	\$225	\$465	\$225	\$710
4	\$105	\$270	\$105	\$550

*Table 5: Council meeting fees per meeting – regional local governments*

Elected council member			Elected council member chair	
Regional LG Band	Minimum	Maximum	Minimum	Maximum
1 – 4	\$105	\$270	\$105	\$550

## 6.3 Committee meeting and prescribed meeting attendance fees – per meeting

(1) The ranges of fees in tables 6 and 7 apply where a local government or regional local government decides to pay an elected council member a fee referred to in sections:

- (a) 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
- (b) 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

*Table 6: Committee meeting and prescribed meeting fees per meeting – local governments*

Elected council member		
LG Band	Minimum	Maximum
1	\$350	\$450
2	\$210	\$330
3	\$110	\$235
4	\$55	\$135

*Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments*

Elected council member		
Regional LG Band	Minimum	Maximum
1 – 4	\$55	\$135

#### **6.4 Meeting attendance fees for independent committee members – per meeting**

- (1) The range of fees in table 8 apply where a local government or regional local government decides to pay an **independent committee member** a fee referred to in:
  - (a) section 5.100(2)(b) of the LG Act for attendance at a committee meeting; or
  - (b) section 5.100(3)(a) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.
- (2) The range is provided to enable local governments to appropriately compensate independent committee members depending on the skills and expertise they bring to the committee.

*Table 8: Committee meeting and prescribed meeting fees per meeting for independent committee members – local government and regional local governments*

Independent Committee Member		
Bands	Minimum	Maximum
1 – 4	\$0	\$450

- (3) In accordance with sections 5.100(4), (5) and (6) of the LG Act, an independent committee member can be reimbursed for attending committee meetings referred to in 6.4(1) above.
- (4) The extent to which an independent committee member can be reimbursed for attending committee meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

**6.5 Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees**

(1) The ranges of fees in table 9 and table 10 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

*Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments*

Elected council member			Elected council member mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$27,560	\$35,480	\$27,560	\$53,215
2	\$16,655	\$26,020	\$16,655	\$34,890
3	\$8,615	\$18,335	\$8,615	\$28,385
4	\$4,020	\$10,650	\$4,020	\$21,880

*Table 10: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local government*

Elected council member			Elected council member mayor or president	
Regional LG Band	Minimum	Maximum	Minimum	Maximum
1 – 4	\$2,015	\$11,830	\$2,215	\$17,740

## **PART 7 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR**

*This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.*

### **7.1 General**

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government council within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following:
  - (a) the leadership role of the mayor, president or chair;
  - (b) the statutory functions for which the mayor, president or chair is accountable;
  - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
  - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
  - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
  - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

## 7.2 Annual allowance for a Mayor, President or Chair

- (1) The ranges of allowances in table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the City of Perth is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$67,201 to \$149,971.

*Table 11: Annual allowance for a mayor or president of a local government*

For a mayor or president		
LG Band	Minimum	Maximum
1	\$57,404	\$100,514
2	\$17,222	\$70,951
3	\$1,152	\$41,388
4	\$575	\$22,470

*Table 12: Annual allowance for a chair of a regional local government*

For a chair		
Regional LG Band	Minimum	Maximum
1 – 4	\$575	\$22,470

## 7.3 Annual allowance for a Deputy Mayor, Deputy President or Deputy Chair

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.
- (2) If the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short-term period of acting becomes a continuous period of acting for four months or more.

## **PART 8 EXPENSES TO BE REIMBURSED**

*This Part deals with expenses for which council members are entitled to be reimbursed.*

### **8.1 General**

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
  - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
  - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement:
  - (a) an expense incurred by an elected council member in performing a function under the express authority of the local government;
  - (b) an expense incurred by an elected council member to whom paragraph (a) applies by reason of the elected council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the elected council member to be accompanied by that other person; and
  - (c) an expense incurred by an elected council member in performing a function in his or her capacity as an elected council member.

### **8.2 Extent of expenses to be reimbursed**

- (1) The extent to which an elected council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the elected council member.

(2) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour up to \$35 per hour. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the elected council member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.

(3) The extent to which an elected council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:

- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
  - i for the person to travel from the person's place of residence or work to the meeting and back; or
  - ii if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

(4) The extent to which an elected council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.

(5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For elected council members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.

- (6) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 32(1) of the LG Regulations is the actual cost per hour up to \$35 per hour. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.
- (7) The extent to which an elected council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which an elected council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

## **PART 9 ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES**

*This Part deals with annual allowances that a local government or regional local government may decide to pay.*

### **9.1 General**

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing elected council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all elected council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay elected council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
  - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
  - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
  - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
  - (d) the varying travel requirements of elected council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.

**9.2 Annual allowances determined instead of reimbursement for particular types of expenses for Elected Council Members**

(1) In this section:

**ICT expenses** means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- (c) any expenses, including the purchase costs, of ICT hardware provided to elected council members.

**Travel and accommodation expenses** means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
- (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.

(2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.

(3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$100.

## SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4
Cunderdin Shire	4

Local Government	Band
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4
Laverton Shire	3
Leonora Shire	3

Local Government	Band
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2
Shark Bay Shire	4
South Perth City	2
Stirling City	1

Local Government	Band
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 4 April 2025



E Prof M Seares AO  
CHAIR



Hon. J Day AM  
MEMBER



Dr M Schaper  
MEMBER

**SALARIES AND ALLOWANCES TRIBUNAL**

## 6. DATE OF NEXT MEETING

That the next CEO Review Committee meeting be held **11 March 2026**

## 7. CLOSURE

**The Presiding Member Kate O'Keeffe commended the CEO David Nicholson for his work for the Shire of Gnowangerup.**

There being no further business, the Presiding Member Cr Kate O'Keeffe thanked Committee members and staff for their time and closed the meeting at 3:22pm.

**PROCEDURAL MOTION**

**MOVED: Cr P Callaghan**

**SECONDED: Cr R Miniter**

**1025.17      That Council:**

**Reopens the meeting to members of the staff and public**

**UNANIMOUSLY CARRIED BY: 6 / 0**

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

**AGAINST: NIL**

*Staff returned to the meeting at 4:18pm*

**THE PRESIDING MEMBER ANNOUNCED THE RESOLUTION AND RESULT**

## **OTHER BUSINESS AND CLOSING PROCEDURES**

### **13. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL**

Nil

### **14. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

NIL

### **15. DATE OF NEXT MEETING**

The next Ordinary Council Meeting will be held on the 26 November 2025.

The Shire President acknowledged and thanked the Chief Executive Officer for his ongoing contributions to the Shire. The Shire President also extended congratulations to the returning Council members and re-elected Deputy Shire President.

### **16. CLOSURE**

The Shire President thanked Council, visitors and staff for their time and declared the meeting closed at 4:20pm.