



AGENDA

ORDINARY COUNCIL MEETING

23 September 2026
Commencing at 2:00pm

Town Hall
Eldridge Street, Ongerup 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, 23 September 2026, at the Town Hall, Eldridge Street, Ongerup, commencing at 2:00pm.



David Nicholson
CHIEF EXECUTIVE OFFICER

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

When Council uses this expression, it means that:

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

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



DISCLAIMER

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

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

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk. In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Gnowangerup during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Gnowangerup.

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

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



David Nicholson
CHIEF EXECUTIVE OFFICER



DECLARATION OF INTEREST FORM

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

I, (1) _____ wish to declare an interest in the
following item to be considered by Council at its meeting to be held on (2) _____
Agenda Item (3) _____

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

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

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

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

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

Yours sincerely

Signed

Date

Notes:

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

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE)

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

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

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

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

NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)

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

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995, but they should not be relied on without advice, unless the situation is very clear.

2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc.), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.

3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.

4. If in doubt declare.

5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.

6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:

6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or

6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY

DEFINITION:

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

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

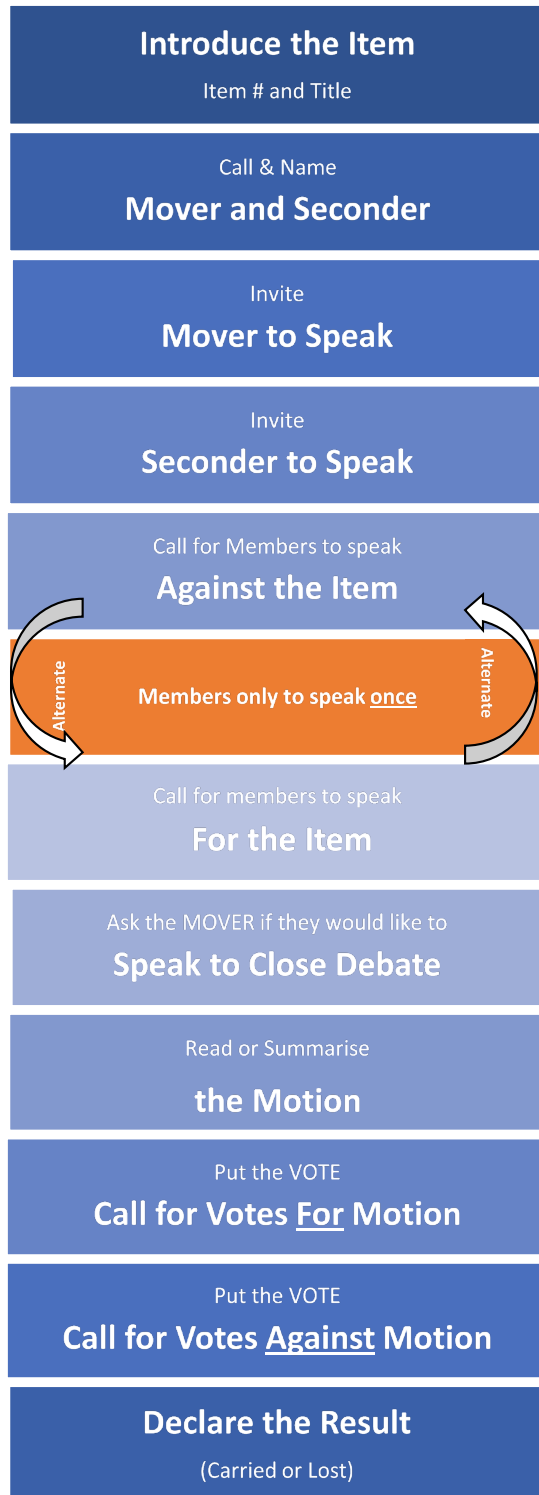
- (a) in a written notice given to the Chief Executive Officer before the meeting; or
- (b) at the meeting, immediately before the matter is discussed.

IMPACT OF AN IMPARTIALITY DISCLOSURE

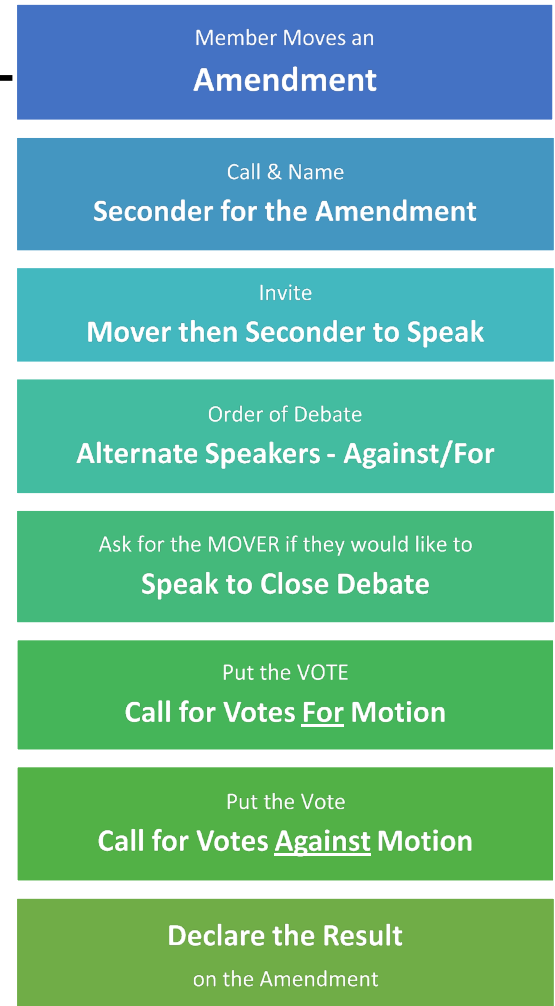
There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member 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



ORIGINAL (SUBSTANTIVE) MOTION AMENDED?

NO

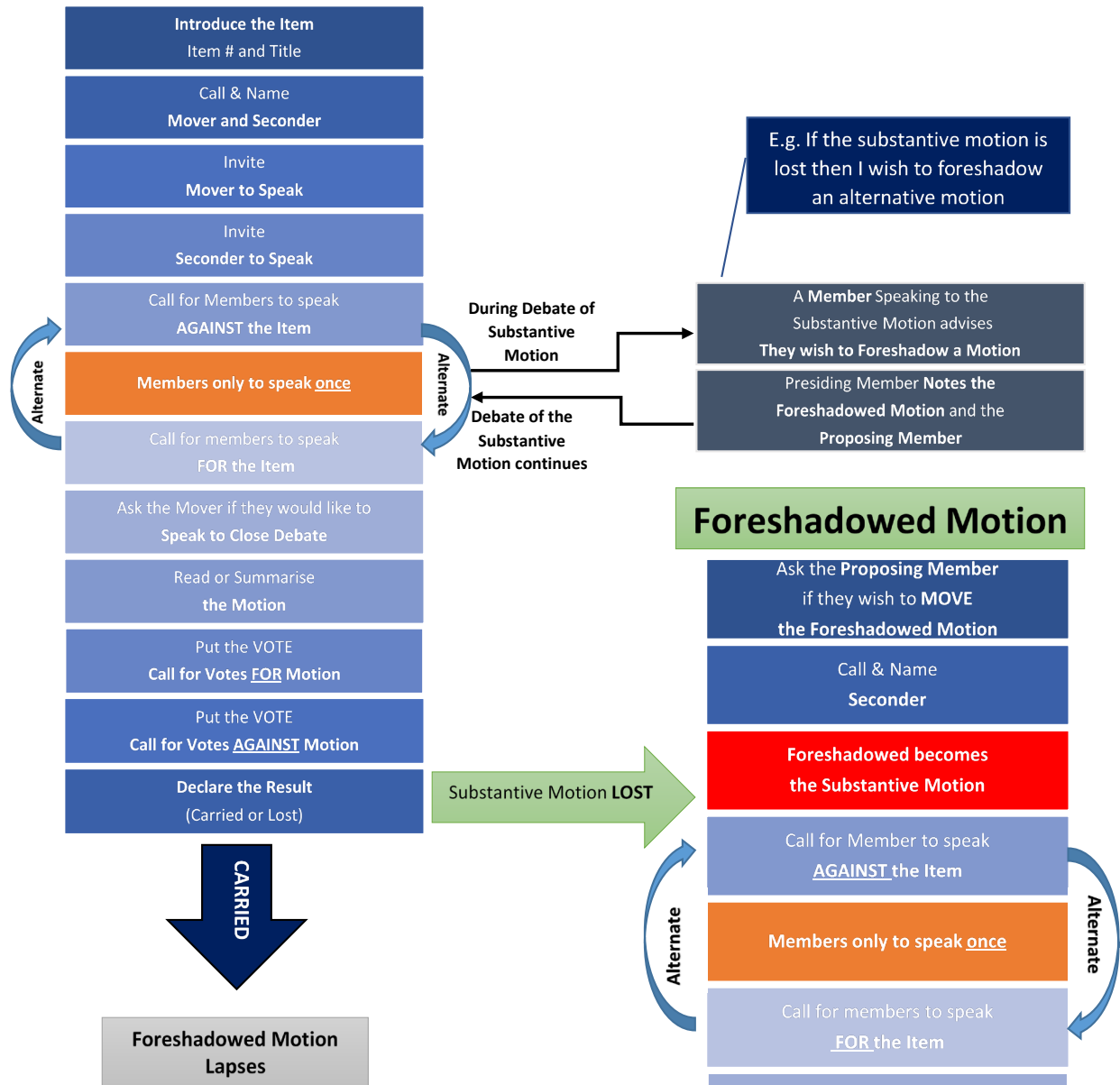
Back to
ORIGINAL MOTION
Pick up at same point in the
ORDER OF DEBATE

YES

Motion Amended
and is now the
SUBSTANTIVE MOTION

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

Substantive Motion



Note:

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

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OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President, Kate O’Keeffe, welcomes Councillors, staff, and visitors, and advises that the meeting will be audio recorded, and declares the meeting open at _____pm.

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 Aboriginal people present.

3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

3.1 ATTENDANCE

3.2 APOLOGIES

3.3 APPROVED LEAVE OF ABSENCE

Nil.

4. APPLICATION FOR LEAVE OF ABSENCE

5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME

7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1 PETITIONS

Nil.

8.2 DEPUTATIONS

Nil.

8.3 PRESENTATIONS

9. CONFIRMATION OF PREVIOUS MEETING MINUTES

9.1 ORDINARY MEETING OF COUNCIL MINUTES 26 AUGUST 2026.

OFFICER RECOMMENDATION

0926. That the minutes of the Ordinary Council Meeting held on 26 August 2026 be confirmed as a true record of proceedings.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1 ELECTED MEMBERS ACTIVITY REPORT

Date of Report: 23 September 2026

Councillors: Various

Attended the following meetings/events

Cr K O'Keeffe:

26 August 2026	Information Briefing Session
26 August 2026	Ordinary Council Meeting
28 August 2026	Presentation to Federal Government Parliamentary Session – Northam
29 August 2026	Ongerup Sport Association Grand Finals
3 September 2026	CEO Performance Review Training
4 September 2026	CEO Recruitment Training
9 September 2026	Council Agenda Briefing
9 September 2026	Councillor & Executive Workshop
16 September 2026	WALGA Convention
17 September 2026	WALGA Convention
18 September 2026	WALGA Convention

Cr R O'Meehan:

26 August 2026	Information Briefing Session
26 August 2026	Ordinary Council Meeting
3 September 2026	CEO Performance Review Training
4 September 2026	CEO Recruitment Training
9 September 2026	Council Agenda Briefing
9 September 2026	Councillor & Executive Workshop
16 September 2026	WALGA Convention
17 September 2026	WALGA Convention
18 September 2026	WALGA Convention

Cr R Minitier:

26 August 2026	Information Briefing Session
26 August 2026	Ordinary Council Meeting
3 September 2026	CEO Performance Review Training
9 September 2026	NAIDOC Event with the school
9 September 2026	Council Agenda Briefing
9 September 2026	Councillor & Executive Workshop

10 September 2026	School Assembly
16 September 2026	WALGA Convention
17 September 2026	WALGA Convention
18 September 2026	WALGA Convention

Cr M Creagh:

26 August 2026	Information Briefing Session
26 August 2026	Ordinary Council Meeting

Cr R Kiddle:

26 August 2026	Information Briefing Session
26 August 2026	Ordinary Council Meeting
3 September 2026	CEO Performance Review Training
4 September 2026	CEO Recruitment Training
16 September 2026	WALGA Convention
17 September 2026	WALGA Convention
18 September 2026	WALGA Convention

Cr P Callaghan:

26 August 2026	Information Briefing Session
26 August 2026	Ordinary Council Meeting
3 September 2026	CEO Performance Review Training
4 September 2026	CEO Recruitment Training
9 September 2026	Council Agenda Briefing
9 September 2026	Councillor & Executive Workshop

Cr J Hemley:

26 August 2026	Information Briefing Session
26 August 2026	Ordinary Council Meeting
3 September 2026	CEO Performance Review Training
4 September 2026	CEO Recruitment Training
9 September 2026	Council Agenda Briefing
9 September 2026	Councillor & Executive Workshop
15 September 2026	Gnowangerup Community Resource Centre - Annual General Meeting
16 September 2026	WALGA Convention
17 September 2026	WALGA Convention
18 September 2026	WALGA Convention

11. REPORTS FOR DECISION

11.1	WORKFORCE PLAN 2026 – 2031 AND EQUAL EMPLOYMENT OPPORTUNITY (EEO) MANAGEMENT PLAN 2026 – 2030
Location:	N/A
Proponent:	N/A
Date of Report:	24 August 2026
Business Unit:	Strategy and Governance
Responsible Officer:	Ciara Wise – HR & Contracts Manager
Author:	Ciara Wise – HR & Contracts Manager
Disclosure of Interest:	Nil

ATTACHMENTS

- Shire of Gnowangerup Workforce Plan 2026-2031.
- Shire of Gnowangerup Equal Employment Opportunity (EEO) Management Plan 2026-2030.

PURPOSE OF THE REPORT

For Council to review and approve the Workforce Plan, developed in collaboration with Moore Australia, as part of the Shire's Long-Term Financial Plan. Once Council has approved and adopted the new Workforce Plan, a subsequent report on performance against the plan will be provided to Council for review. For Council to note the EEO report, which informs part of the Workforce Plan's Objectives and Strategies.

BACKGROUND

Council is required to adopt a Workforce Plan under Section 5.56 of the LG Act 1995 and Section 19DA (3) c of the Local Government (Administration) Regulations 1996.

COMMENTS

The Workforce Plan was prepared by Moore Australia as part of the larger Long-Term Financial Plan. The Workforce Plan utilised data captured by an internal employee survey in 2025, and analysis of workforce demographics. The HR & Contracts Manager has added further points to the Workforce Objectives and Strategies, which will be the core part of the Plan to be reported on and reviewed by Council.

The Equal Employment Opportunity (EEO) Management Plan, covering the period 3 March 2026 to 1 March 2030, has been prepared in accordance with Part IX of the Equal Opportunity Act 1984 and is aligned with the Director of Equal Opportunity in Public Employment's EEO and Diversity Outcome Standards Framework.

The plan sets out the Shire's existing, in-progress and proposed initiatives against four outcome areas:

1. valuing EEO and diversity and maintaining a workplace free from harassment;
2. ensuring employment practices are free from unlawful bias or discrimination;
3. recognising and including strategies for EEO groups (including Aboriginal Australians, people with disability, people from culturally diverse backgrounds and youth) to achieve workforce diversity;
4. and maintaining a relevant and achievable plan through ongoing communication, review and evaluation.

As the plan is a statutory compliance document rather than a policy requiring Council adoption, it is presented to Council for noting.

CONSULTATION

Moore Australia.

LEGAL AND STATUTORY REQUIREMENTS

LG Act 1995 s5.56 and Local Government (Administration) Regulations 1996:

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

The Equal Employment Opportunity Management Plan is prepared in accordance with Part IX of the Equal Opportunity Act 1984.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Council Plan 2025-2035.

Strategic Priority	Our Organisation.
Theme	Forward planning and implementation of plans to achieve strategic priorities.
Action	Performance against commitments made – Shire priorities.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk Description	Inability to maintain service and infrastructure levels for the Shire.
Primary Strategic Risk Category	Financial Sustainability.
Primary Strategic Risk Category Description	Moderate.
Consequence: (<i>Insignificant, Minor, Moderate, Major, Catastrophic</i>)	Major.
Likelihood: (<i>Almost Certain, Likely, Possible, Unlikely, Rare</i>)	Possible.

IMPACT ON CAPACITY

Nil.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

It is a legislative requirement to adopt a Workforce Plan.

CONCLUSION

Adoption of the Workforce Plan 2026-2031 is recommended to ensure statutory compliance and alignment of staffing resources with key strategic goals. The Workforce Plan provides clear actions to ensure the Shire remains an employer of choice, prioritises retention and positive work culture and ultimately is able to meet its community and compliance commitments.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

0926. That Council:

- 1. ADOPTS the Shire of Gnowangerup Workforce Plan 2026-2031.**
- 2. DIRECTS the CEO to place a copy of the Workforce Plan 2026-2031 on the Shire's web page.**
- 3. NOTES the Equal Employment Opportunity Management Plan 03/03/2026 to 01/03/2030.**
- 4. DIRECTS the CEO to place a copy of the Equal Employment Opportunity (EEO) Management Plan 2026-2030 on the Shire's web page.**



Strategic Resource Plan – Workforce Plan

2026-2031

Workforce Planning Overview

The Shire faces a range of workforce opportunities and challenges with a diverse mix of demographics in the workplace.

The Shire continues striving to meet the changing service demands of its community. This requires a skilled, flexible and productive workforce across the organisation to deliver the Shire's Council Plan objectives.

1.1 Workforce Profile

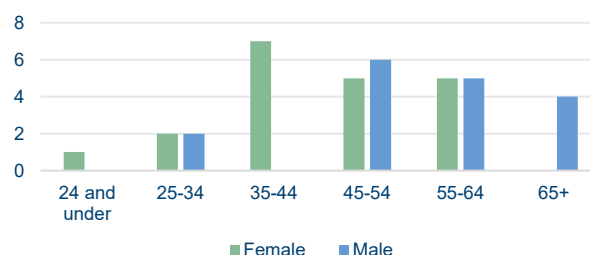
Information	Shire of Gnowangerup - as at March 2025
Number of employees	37 Headcount 33 FTE
Status of employment	15 Full Time 10 Part Time 12 Casual
Gender	54.05% (20) female 45.95% (17) male
Total employee costs ¹	\$3,597,723
Employment type	The Shire employs a mix of full time, part time, fixed term contract and casual staff
Annual/LSL liability ²	Current \$373,759 Non-Current \$23,545
Awards and Agreements	Local Government Officers (Western Australia) Award 2021 Municipal Employees (Western Australia) Award 2021
Age profile	The average age of current employees is 51 years
Years of Service	The average length of service is 4.7 years

1.2 Workforce Demographics

The current age distribution is mostly within the 35-64 age range with four employees under 34 years, as shown in the chart below. This includes full time, part time and casual staff.

1.2.1 Workforce by Age and Gender

Age Distribution March 2025



1.2.2 Turnover Rate

Over the period 2020/21 to 2024/25 the average annual turnover rate is 21%. This includes full time and part time staff. Including casual staff for the same period the turnover rate is 48%.

In light of the regional location and size of the workforce, this rate is not considered to be of significant concern. Ongoing monitoring of this rate will assist the organisation with future planning.

1.3 Workforce Supply Demand Analysis

In meeting future challenges, the Shire continually reviews its core functions in terms of potential outsourcing, insourcing and collaborations. This is further discussed in Appendix D.

¹ Shire of Gnowangerup 2025/26 Adopted Annual Budget

² Shire of Gnowangerup 2023/24 Annual Financial Report

Workforce Planning Overview (Continued)

1.4 Organisation Structure

The organisational structure is a dynamic process and needs to be developed in accordance with changing priorities and considering the difficulty in attracting and retaining suitably qualified employees to the Shire, the current structure is not expected to change significantly during the term of this Plan.

1.6 Planning for the Future

Workforce planning is further detailed in Appendix D, including risk mitigation strategies and future planning. The Shire has a key focus on maintaining and where possible increasing service levels. Due to the significant service provision and major projects planned for the duration of this Plan, and beyond, this planning is key to delivery.

Shire of Gnowangerup

Chief Executive Officer

- Co-ordination of Council activities
- Co-ordination of management functions
- Statutory compliance
- Government and ministerial functions
- Corporate planning, community and economic development
- Oversight of land use planning, environmental health and capital works

Deputy Chief Executive Officer

- Human resources
- Information Technology
- Finance and all corporate functions
- Emergency and risk management
- Contract & leases
- Freedom of Information enquiries

Executive Manager Infrastructure & Assets

- Managing road programs
- Management of Works Crew
- Culverts and drainage
- Management of parks, gardens and reserves
- Footpaths
- Private Works (including Septic Tanks & Grease Traps)
- Road signage
- Standpipes
- All road maintenance issues
- Ranger
- Cemetery works/maintenance
- Bores & Tanks
- Shire water supply dams

1.5 Workforce Risk Assessment

Risk Issues	Likelihood	Strategic Consequences	Operational Consequences	Combined Consequences	Risk Category ³
Knowledge loss due to staff turnover	Likely	Minor	Major	Major	High
Physical and financial constraints limit staff numbers	Likely	Minor	Major	Major	High
Sudden unplanned loss of a high number of key staff	Possible	Major	Major	Major	High
Organisational capacity insufficient to meet future needs	Possible	Major	Major	Major	High
High staff turnover due to organisational cultural issues	Possible	Major	Major	Major	High
Selection, recruitment and training costs increase	Possible	Insignificant	Minor	Minor	Moderate
Operational procedures not followed due to lack of staff training	Unlikely	Minor	Major	Major	Moderate
Long leave absences of key staff due to large accrued leave entitlement	Unlikely	Minor	Minor	Minor	Low

³ Appendix A – Risk Assessment Methodology

Shire of Gnowangerup Analysis

2.1 THE EXTERNAL ENVIRONMENT

There are a range of external trends and challenges that influence and determine the key strategies developed in this Workforce Plan. These key trends include:

2.1.1 SOCIO DEMOGRAPHIC TRENDS

- A multi-generational workforce, each with their own needs, aspirations, and expectations.
- High percentage of 0-14 years olds within the district⁴ (21.5%).
- 55% of the resident population are between 25 and 64 years old.
- Greater work/life balance expectations.
- Regional location; and
- Accommodation shortage.

2.1.2 COMPETITION

- Projected talent and skill shortage.
- Neighbouring local governments.
- Demand for mining workforce competing for talent.

2.1.3 ECONOMIC

- Cost of living and inflationary pressures within WA.
- Global and national economic uncertainty resulting in a reducing availability of external grants and contributions.

2.1.4 POLITICAL

- The implementation of initiatives in relation to the Integrated and Reporting Framework may require additional local resources as well as new capabilities.
- Increasing expectation in relation to corporate governance standards and transparency of decision making, bringing with it a range of workforce considerations.
- Ongoing increasing statutory requirements for local government.

2.1.5 TECHNOLOGY

- The pace of change and emerging technology trends present local governments with both challenges and opportunities in managing information, delivering services, improving processes and decision making.
- Technology provides a range of tools to assist workforce management including communicating with employees, e-learning, employee monitoring and connecting employees across locations.
- Areas such as social media, cloud-based applications, artificial intelligence (AI), robotic automation will be of particular importance and application in the future.

2.1.6 INDUSTRY

- The sustainability of financing asset renewals is increasingly challenging, with ageing community infrastructure being a major factor. There is a heavy reliance on state or federal funding; and
- Significant cost shifting from other levels of government to the local level without the associated resources.

2.1.7 CUSTOMERS

- Many customers are becoming better informed and assertive about their rights.

⁴ Australian Bureau of Statistics Gnowangerup (S) (LGA53640) 2021 Census of Population and Housing, viewed 11 March 2025

Shire of Gnowangerup Analysis (Continued)

2.2 THE EXTERNAL LABOUR MARKET

The external labour market demand indicates difficulties in attracting and retaining skilled staff in key occupations across the State, due mainly to continuing labour demand in the mining, construction and professional services, scientific and technical service, public service, community and health sectors. This is based on the occupations in high and medium demand in the WA State Priorities Occupation List⁵ produced by the Department of Training and Workforce Development. There is also the additional challenge of the regional location that further impact recruitment and retention to the district.

Some of the specific positions that are regarded as being in high demand in Western Australia, which may impact the Shire in regard to recruitment and retention include:

- Chief Executive Officer.
- Environmental Health Officer.
- Accountant / Finance Manager.
- Human Resource Manager.
- Plant Operators.
- Engineers.

It is noted, the external market is somewhat volatile due to changing economic conditions in the mining, manufacturing and construction industries.

The Shire identified the following skills as challenging to source:

- Accounting /Finance.
- Plant Operators / Labourers.
- Grader Operators.
- Multi-skilled local government experienced staff.
- Governance / compliance officers.

Due to the competitive employment environment, it can be challenging to attract and retain skilled staff in all areas. As needs arise, identifying alternative opportunities include potential for shared services, virtual or remote options.

2.3 SHIRE OF GNOWANGERUP INTERNAL OPERATING ENVIRONMENT

2.3.1 SERVICE DELIVERY

The Shire provides a number of services to the community as listed below:

- Co-ordination of Shire activities and functions.
- Co-ordination of management functions.
- Liaison with Government and Ministerial offices.
- Corporate | strategic planning.
- Business | economic development.
- Statutory compliance.
- Executive support to Council.
- Special projects.
- Financial administration.
- Human resources | work, health and safety.
- Information | communication.
- Community development.
- Library | information services.
- DOT licensing services.
- Community resource centre.
- Procurement.
- Asset management.
- Sport | recreation facilities and services.
- Caravan Park.
- Support for volunteers.
- Information | tourism services.
- Event support
- Roads | streets.
- Shire buildings maintenance | heritage assets.
- Parks | gardens | reserves.
- Waste services.
- Cleaning.
- Ranger services.
- Emergency services.
- Cemetery.
- Health administration | inspection services.
- Building | planning services.

⁵Department of Training & Workforce Development: SPOL year: 2023

Shire of Gnowangerup Analysis (Continued)

2.4 ORGANISATION STRUCTURE

The organisational structure is a dynamic process and needs to be developed in accordance with changing priorities and considering the difficulty in attracting and retaining suitably qualified employees to the Shire, however the current structure is not expected to change significantly during the term of this Plan. It is expected that there will be a number of vacancies at any given time due to staff turnover.

Shire of Gnowangerup

Chief Executive Officer

- Co-ordination of Council activities
- Co-ordination of management functions
- Statutory compliance
- Government and ministerial functions
- Corporate planning, community and economic development
- Oversight of land use planning, environmental health and capital works

Deputy Chief Executive Officer

- Human resources
- Information Technology
- Finance and all corporate functions
- Emergency and risk management
- Contract & leases
- Freedom of Information enquiries

Executive Manager Infrastructure & Assets

- Managing road programs
- Management of Works Crew
- Culverts and drainage
- Management of parks, gardens and reserves
- Footpaths
- Private Works (including Septic Tanks & Grease Traps)
- Road signage
- Standpipes
- All road maintenance issues
- Ranger

Shire of Gnowangerup Analysis (Continued)

2.5 WORKFORCE PROFILE

Information	Shire of Gnowangerup - as at March 2025
Number of employees	37 Headcount 33 FTE
Status of employment	15 Full Time 10 Part Time 12 Casual
Gender	54.05% (20) female 45.95% (17) male
Total employee costs ⁶	\$3,286,793
Employment type	There is a range of full time, part time, fixed term contract and casual staff employed
Annual/LSL liability ⁷	Current \$373,759 Non-Current \$23,545
Awards and Agreements	Local Government Officers (Western Australia) Award 2021 Municipal Employees (Western Australia) Award 2021
Age profile	The average age of current employees is 51 years
Years of Service	The average length of service is 4.7 years

2.6 WORKFORCE DEMOGRAPHICS

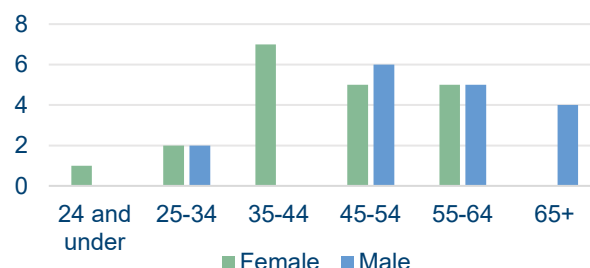
This section contains an analysis of some key workforce metrics such as age, gender and terminations. Included in this analysis are full time, part time and casual staff as well as those on leave, including long service and maternity leave.

The workforce gender balance composition at March 2025 was 54% female and 46% male. As indicated above, this composition includes full time, part time and casual staff.

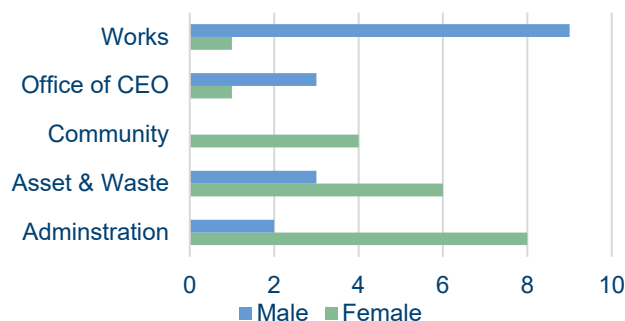
There are currently 25 (of 37) employees aged 45+ and with 38% of employees aged over 55, there are potential issues relating to knowledge retention and business continuity should these staff, often with years of experience, exit the organisation at short notice. Strategies to address this issue include identifying and

training potential successors for business critical jobs. There is also potential to develop a range of strategies to continue to retain mature workers within the Shire (e.g. flexible work arrangements, transition to retirement, etc.).

2.6.1 WORKFORCE BY AGE AND GENDER



The following chart shows employees by gender.



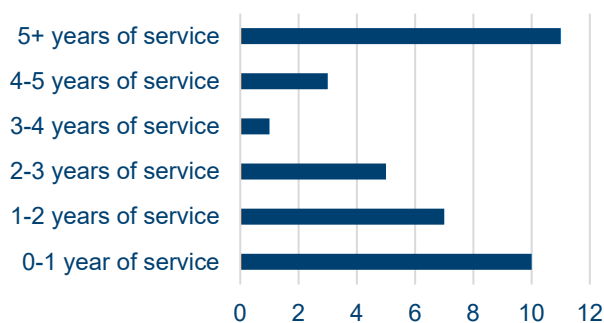
2.6.2 AVERAGE AGE

A considerable proportion (86%) of employees are over 34 years of age. Attracting and retaining younger employees is an important challenge as this cohort are often a source of innovation as well as representing the talent pool for the future.

The Shire's overall average age of employees is 51 years.

2.6.3 LENGTH OF SERVICE

The chart below reflects the length of service of current employees at March 2025.



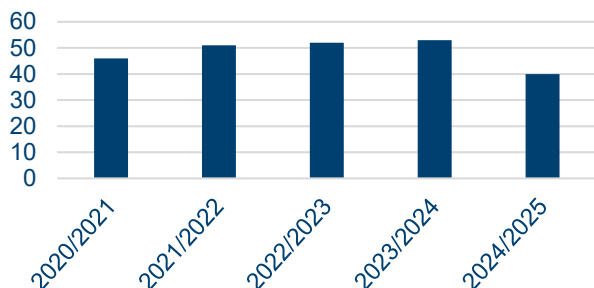
⁶Shire of Gnowangerup 2024/25 Annual Budget

⁷Shire of Gnowangerup 2023/24 Annual Financial Report

Shire of Gnowangerup Analysis (Continued)

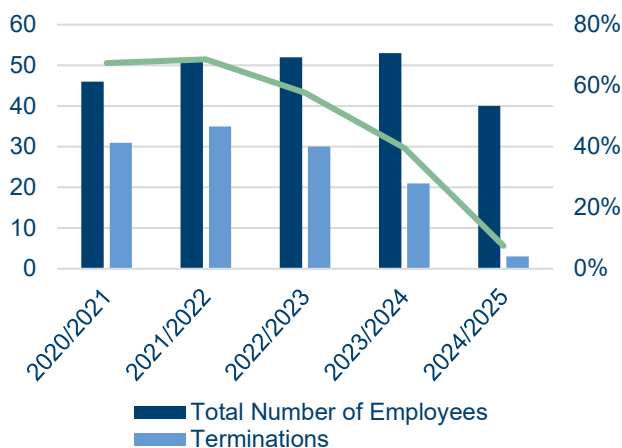
2.7 HISTORICAL EMPLOYEE INFORMATION

Employee levels fluctuate during the year as staff are terminated and recruited, with the total number of employees each financial year decreasing from 46 in 2020/21 to 40 at March 2025, as show in the chart below. Note 2024/25 year data is from July 2024 to March 2025.



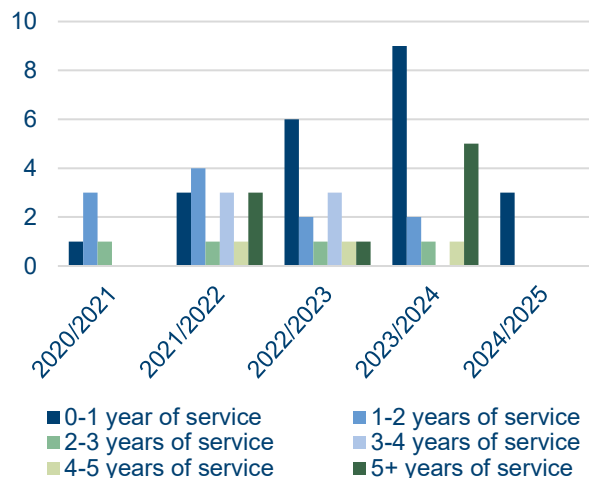
2.7.1 TURNOVER RATE

Below are graphs showing the exit rates for the Shire of Gnowangerup by age and length of service for the period 2020/21 to March 2025. These need to be considered in the context of the size of the workforce and overall length of service. Over this period the average annual turnover rate is 48%.



Whilst noting the regional location and size of the workforce, this rate is significant and ongoing monitoring of this rate is important and will assist the organisation with future planning.

2.7.2 TERMINATION BY YEARS OF SERVICE



Note 2024/25 year data is from July 2024 to March 2025.



Strategic Community Plan Workforce Implications

3.1 Overview

This section addresses:

- The Strategic Community Plan and Corporate Business Plan.
- Key risk areas.
- Future workforce demand and requirements; and
- Workforce Supply Demand Analysis.

3.2 Strategic Community Plan and Corporate Business Plan

During 2025, the Shire reviewed and updated its ten-year Strategic Community Plan. As an integral part of this review process, the community were consulted, and their feedback used to clarify community expectations and guide the strategies detailed in the updated Strategic Community Plan.

The Workforce Plan is part of a broader integrated planning framework aimed at achieving the Shire of Gnowangerup's vision as identified in the Strategic Community Plan. This Plan identifies four core performance areas (key pillars):

- **Our Community:** vibrant, connected community, promoting well-being and inclusion
- **Our Environment:** Healthy natural environment and well maintained infrastructure for current and future generations' enjoyment
- **Local Economy:** An innovative and diverse local economy with a strong agricultural industry
- **Leadership and Governance:** Providing strategic leadership and effective advocacy for the advancement of our district

There are a range of challenges impacting on the Shire and potential strategic shifts in business operations that may occur which will directly impact the way services are delivered and resourced.

3.3 Core Business and Service Delivery

The Shire has experienced a significant increase in the delivery of core and non-core services over the years. This increase has occurred through a variety of means including natural growth, higher ratepayer expectations and significant cost shifting to local government. Not only has this placed pressure on current resources to deliver existing services, it further limits the opportunity to focus resources on emerging areas of strategic importance such as community

development, economic development and increasing an advocacy and strategic leadership and facilitation role.

As part of the overall planning process, elected members and the executive have redefined the range of core and non-core areas that form the basis of service delivery to its community. They have also identified core and non-core services that potentially could be:

- Outsourced to an external provider.
- Sourced from other Shires.
- Open to collaborative opportunities with other local governments to provide services on one another's behalf.

The above strategic issues have significant implications for workforce planning including:

- Reallocation of resources as collaborative, insourcing and outsourcing arrangements are identified and acted upon.
- New or enhanced skill requirements to operate in a more collaborative manner, manage projects and contracts in future insourced or outsourced delivery models.
- Management of staff during associated change processes.

3.4 Key Risk Areas

An analysis of the current workforce identified the following risks areas. These risks have been assessed using the risk based approach as set out in the following section 3.5. A scoring system was used to determine a risk category of extreme, high, moderate, low or very low.

The risk events are scored according to their likelihood, and consequence and risk mitigation strategic actions have been developed.

The result of the assessment is presented in the table below, with the last column being cross referenced to the primary mitigation strategies set out in Appendix D4 of this Plan.

Strategic Community Plan Workforce Implications (Continued)

3.5 Workforce Risk Assessment

Risk Issues	Likelihood	Strategic Consequences	Operational Consequences	Combined Consequences	Risk Category ⁸	Cross Ref: Appendix D4 – 4.8 Workforce Strategies Objectives
Knowledge loss due to staff turnover	Likely	Minor	Major	Major	High	3.2.2
Physical and financial constraints limit staff numbers	Likely	Minor	Major	Major	High	3.1.1 3.1.2
Sudden unplanned loss of a high number of key staff	Possible	Major	Major	Major	High	3.2.2
Organisational capacity insufficient to meet future needs	Possible	Major	Major	Major	High	1.1.1 3.1.1
High staff turnover due to organisational cultural issues	Possible	Major	Major	Major	High	1.3.1 1.5.1 2.2.2 2.3.1
Selection, recruitment and training costs increase	Possible	Insignificant	Minor	Minor	Moderate	1.1.1 1.5.1
Operational procedures not followed due to lack of staff training	Unlikely	Minor	Major	Major	Moderate	1.3.1 2.2.1 3.2.2
Long leave absences of key staff due to large accrued leave entitlement	Unlikely	Minor	Minor	Minor	Low	3.2.1 3.2.2

⁸ Appendix A – Risk Assessment Methodology



Strategies to Meet Future Workforce Needs

4.1 Workforce Supply Demand Analysis

In meeting future challenges, the Shire continually reviews its core functions in terms of potential outsourcing, insourcing and collaborations.

4.1.1 Employee Survey

An organisation survey was undertaken in July 2025, a total of 23 team members participated and provided a response.

Overall, the results from the 2025 survey indicate team members displayed moderate overall satisfaction across all factors, with affect toward managers, safe work environment and work itself emerging as the areas of highest current satisfaction. Satisfaction regarding organisational communications, process and role clarity, recognition of employee efforts and internal growth opportunities emerged with the lowest average scoring.

The results identified a range of challenges that, if addressed, can contribute significantly to staff satisfaction, retention and productivity as outlined in the objectives above. Some of the key areas identified for improving the workplace included:

- Improved communication both internally and with community, supporting health and wellbeing
- Valuing staff, recognising and celebrating and providing opportunity for input
- Training and upskilling

Whilst the results of this survey provided initial matters for discussion, they were invaluable as a starting point to address and measure fundamental employee engagement, health and safety.

Best practice organisations will as a matter of course regularly survey employees and measure progress on a range of measures such as those identified in the survey. They will also use them to inform a range of workforce strategies.

The feedback received is greatly appreciated and has been considered in the development of the actions included within this Plan.

4.1.2 Directorate Responsibilities

Chief Executive Officer

The Chief Executive whilst overall responsible for the organisation, specifically cares for the following areas of the organisation: governance, community relations, council member relations, economic development, planning and health, consultants and project management, and work health and safety. This area is currently

adequately resourced and works collaboratively with other directorates as required.

Due to the operating environment, of note is the breadth of services and facilities the Shire is currently providing, including significant medical service operations that are not standard local government service provisions. Overseeing these operations increases the responsibility of the CEO significantly and support services need to be adequately maintained to continue operating these services

Deputy Chief Executive Officer

The Deputy Chief Executive Officer is responsible for the finance and administration team, community development, economic services, youth and recreation and events.

A desired increase in community events and activation of public spaces will require an increase in resourcing in this area to deliver these projects.

In meeting future challenges, the Shire continually reviews its core functions in terms of potential outsourcing, insourcing and collaborations.

- Maintain internal processes and procedures with the goal of gaining greater transactional efficiencies and strengthening governance practices; and
- Providing strong integrated planning and reporting outcomes and operational advice to the Council Members and the executive.

Infrastructure and Assets Services

The Executive Manager of Infrastructure and Assets is responsible for the works depot, works projects, road works, ranger services, airstrips, bushfire and emergency management services, facilities maintenance and asset management.

These services are stable, with required resource capacity forecast to be adequately maintained, however competition with the mining industry for skilled plant operators creates challenges in recruitment and retention.

Waste operations are undertaken by the Shire, no significant anticipated increase or decrease in staffing levels is envisaged to support services delivery.



Strategies to Meet Future Workforce Needs (Continued)

The lack of residential housing provides challenges in attracting and retaining employees across all areas of the organisation, however this is partly mitigated due to the relatively close proximity to other residential locations including Katanning, Denmark and Albany.

4.2 Strategic Shifts

There has been a significant shift over the last few years in the delivery of core and non-core business of Local Government, due to federal and state government cost shifting and this is being evidenced within the Shire.

As part of the workforce planning process, the Shire has assessed its core and non-core services, this is an ongoing process, with constant review and development required.

Whilst the core businesses of the Shire still take precedence as a fundamental service delivery priority, there has been growth in what has been considered non-core services such as community development, economic development and tourism.

These changes bring with them a significant shift in the role of the Shire - a more facilitative, advocacy, project manager role than a “doer” or direct deliverer of services. This will have significant implications for the Shire in the mid-term. It may result in new or changing job roles, skills and additional allocation of resources to meet some of the changing requirements. Some of the emerging capability requirements will be in areas such as project management, economic development, community development, asset managers and specialised planning.

4.3 Service Delivery Models

Along with the business shifts and growth opportunities identified in the Strategic Community Plan, there is a significant need and opportunity for the Shire to analyse how it delivers services to add to efficiency and effectiveness. This may include the review and updating of processes for greater efficiency, automating, considering alternative delivery models and collaborative approaches. This will have significant implications for the corporate and community services area as they will be required to drive these processes. It will also impact on infrastructure services that have a significant number of projects to deliver.

Some of the strategies to be considered include systematically reviewing job roles and functions to gain greater efficiencies and effectiveness, realigning resources and redesigning jobs and delivery structures.

4.4 Equal Opportunities

As an Equal Opportunity Employer, the Shire is dedicated to eliminating discrimination in employment and promoting equal employment opportunities, supporting diversity in the workplace, providing merit-based employment opportunities on the basis of qualifications, values and business needs.

The Shire maintains an Equal Employment Opportunity (EEO) management plan, outlining the organisation's strategies and actions to ensure equal opportunities in all aspects of employment, including recruitment, training, promotion, and workplace environment. It's designed to eliminate discrimination and promote fairness for all employees. This workforce plan supports the maintenance and delivery of the EEO management plan.

4.5 Succession Management

Currently, succession planning is managed by developing multi-skilled employees to ensure in the event of sudden loss of staff, key positions are covered to limit service delivery impact. Some succession gaps are evident, and a formal succession management process is not currently active. Permanent on the job training and skills development of young staff is required to cover the succession of senior operational staff.

4.5.1 Developing Young Local Talent

The Shire, where possible, identifies and is open to developing local talent. Traineeship opportunities are made available when a suitable opportunity arises.

The Shire has a history of sourcing local talent, representing not only a valuable workforce pool but it also contributes to the economic development of the district. Workforce strategies available to promote this aim include providing student work experience opportunities and offering apprenticeships and traineeships where opportunities arise.

Strategies to Meet Future Workforce Needs (Continued)

4.6 Additional Incentives

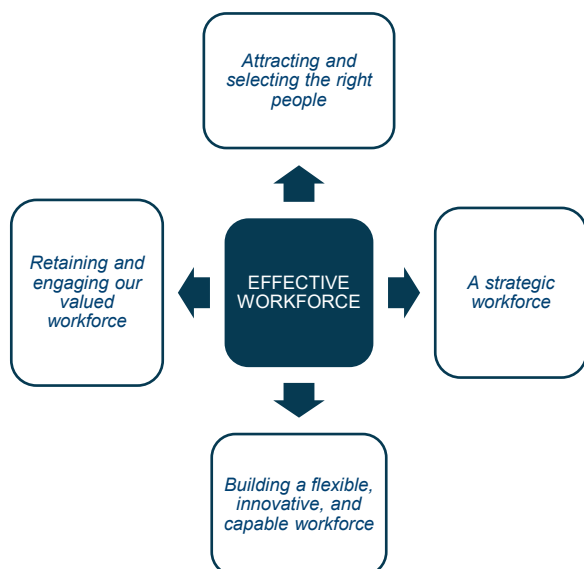
The Shire currently offers additional leave over the Christmas period, up to 5% additional superannuation (salary matched), fuel allowance if living greater than 30kms from work, or use of work vehicles for commuting, rostered days off and, opportunity to work from home/flexible working arrangements.

A relocation allowance is available for certain positions and is negotiated through the recruitment process. The Shire provides access to skin cancer screenings and annual vaccinations. Whilst the Shire is committed to providing these incentives, the challenges in maintaining them should be considered.

4.7 Performance Outcomes and Measures

The following diagram identifies the Shire's strategic objectives and how the Shire intends to assess the effectiveness of the actions.

4.7.1 Diagram: Workforce Plan Performance Measurement



The key strategic objectives identified above drive the core strategies of the Workforce Plan, these are in the tables following.

The prioritisation of the actions is identified in the following tables for the term of Plan:

- existing initiatives in place and ongoing (E)
- initiatives in place that need to be reviewed (R)
- proposed initiatives that are yet to be developed. (P)

Workforce Objectives and Strategies

Objective 1. Attracting and selecting the right people

Attracting and retaining people with the capability and commitment to contribute to the Shire of Gnowangerup

Strategy	Action	Planned Delivery
1.1 Customised recruitment strategies that meet the needs and expectations of the organisation	1.1.1 As vacancies arise consider opportunities within organisation structure and bespoke recruitment to the new role requirements	R
	1.1.2 Review recruitment and selection practices, ensuring provision for equal opportunity and flexibility for all employees and potential employees	R
	1.1.3 Review the selection process to ensure people with the right skillsets and most suitable candidate are selected for the future needs and growth of the Shire, ensuring EEO principles are observed	R
1.2 Identify and market the benefits of working for the Shire of Gnowangerup	1.2.1 Maintain list of financial and non-financial rewards and benefits offered to employees. Compare these rewards and benefits with other Shires' offerings to remain competitive in the employment market.	E
1.3 Ensure an appropriate induction and orientation process	1.3.1 Review the induction and orientation process on an annual basis.	R
	1.3.2 Maintain EEO Management Plan and communicate to all employees	E
1.4 Continue to focus on local employment where opportunities exist	1.4.1 Promote the Shire as an employer to the local community by promoting culture within the organisation.	E



Objective 2. Retaining and engaging our valued workforce

Building and retaining a highly engaged workforce, committed and connected to our Shire and community

Strategy	Action	Planned Delivery
2.1 Support development and upskilling	2.1.1 Identify relevant training needs and opportunities. Training that is applicable to a whole business area (e.g. Depot staff, customer service officers, administration staff) to be prioritised over individual training, to reduce knowledge loss. Training opportunities to be identified in annual reviews, and training undertaken by staff member to align with the goals and development identified in staff members' review.	R
	2.1.2 Collect and monitor workforce demographics, supporting implementation of EEO principles	R
2.2 Provide sufficient job role clarity, work direction, workload management, feedback on performance and support in role	2.2.1 Ensure current job descriptions are in place and provided at commencement in roles	R
	2.2.2 Undertake performance reviews as per policy and employment agreements, providing an opportunity for employees to clarify their role and duties, and identify areas for growth and development	R
	2.2.3 Monitor and assess workplace culture (employee culture survey), ensuring it is inclusive and free from harassment and unlawful discrimination	P
2.3 Regular communication with the workforce	2.3.1 Continue regular meetings between executive, supervisors and staff	E
	2.3.2 Support and promote a positive, inclusive and harassment-free workplace culture	E
	2.3.3 Hold regular "town hall" meetings across different locations to promote the Shire's values, share important updates and foster staff investment in shared goals	E
	2.3.4 Undertake regular employee satisfaction surveys, either informally or administered by an external provider.	R
2.4 Promotion of positive work culture	2.4.1 Encourage administration and works social clubs to hold events for staff members to get to know one another and promote teamwork.	P
	2.4.2 Reward valuable contributions by employees	P
	2.4.3 Regular training for management-level staff on how to manage employees in a way that promotes teamwork, caring for staff welfare, and responds to feedback.	P



Objective 3. A strategic workforce, with the capability and capacity to meet strategic objectives

Building a flexible, innovative, and capable workforce

Strategy	Action	Planned Delivery
3.1 Appropriate organisational structure	3.1.1 Regular assessment of organisation structure, seeking to meet the needs of the organisation whilst recognising the funding restrictions	R
	3.1.2 Continue to seek external funding where possible and look for opportunities for resource sharing where appropriate	E
3.2 Recognised critical positions and critical position management	3.2.1 Recruit skilled personnel as required, recognising opportunities for alternative work arrangements and/or contractors to meet essential skills if appropriate	E
	3.2.2 Ensure appropriate policies and procedures documented to assist in mitigating knowledge loss risk due to staff turnover	E
3.3 Ensure appropriate job descriptions	3.3.1 Job descriptions reviews conducted as part of the induction and performance review process	R



Equal Employment Opportunity (EEO) Management Plan 3/03/2026 to 1/03/2030

Creating a workplace that is equitable and diverse

Authority name	Shire of Gnowangerup
-----------------------	----------------------

EEO outcomes to be achieved during the period of the plan

Tick box indicates my authority has:

- **existing** initiatives in place **(E)**
- initiatives in place that need **to be reviewed (R)**
- **proposed** initiatives that are yet to be developed. **(P)**

Outcome 1: The organisation values EEO and diversity and the work environment is free from sexual and racial harassment

E	R	P	
☒	☐	☐	EEO and diversity principles are incorporated into corporate values, business planning processes and human resource workforce plans.
☒	☐	☐	A positive, inclusive and harassment-free workplace culture is communicated and promoted within the organisation.
☐	☒	☐	Managers and leaders are aware of their EEO responsibilities.
☐	☐	☒	Performance management criteria for managers and leaders include the ability to attract and retain a diverse workforce and promote an inclusive work culture.
☐	☒	☐	Implementation of strategies within this plan occurs throughout the organisation.
☒	☐	☐	There is an effective grievance resolution process where staff are able to raise concerns and issues.
☒	☐	☐	Workplace culture is monitored and assessed to determine that it is inclusive and free from harassment and unlawful discrimination.

Outcome 2: Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees			
E	R	P	
☒	☐	☐	Organisational structure and job design provide career paths for all diversity groups.
☒	☐	☐	Recruitment and selection practices provide equal opportunity and flexibility for all employees and potential employees.
☒	☐	☐	Mechanisms are in place to identify the needs of diversity groups to operate effectively in the workplace. (e.g. diversity surveys, review of exit interview feedback).
☒	☐	☐	Retention practices are in place to identify, develop and retain staff from all diversity groups (e.g. induction processes, training and development opportunities, working hours and conditions, flexible work options and performance management).
☐	☒	☐	The organisation monitors and assesses employment practices to ensure they contribute positively to attracting and retaining a diverse workforce.

Outcome 3:			Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity		
E	R	P			
☒	☐	☐	Demographic data is systematically collected to monitor and report on progress of all diversity groups.		
☐	☒	☐	Diversity objectives are identified to define the workforce profile suited to the agency's business needs.		
☒	☐	☐	Strategies are developed and implemented to attract, retain and provide career development opportunities for the diversity groups:		
			☐ Women in management	☒	People from culturally diverse backgrounds
			☒ Aboriginal Australians	☒	Youth
			☒ People with disability		
			(Different organisations have different priorities according to their existing diversity profile and service delivery. The priorities for the organisation may not necessarily cover all diversity groups).		

Outcome 4: Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.

E	R	P	
☐	☒	☐	The plan and its policies and programs are communicated to all staff.
☐	☐	☒	Each initiative/strategy/task is linked to a measure of success and a timeframe for completion.
☒	☐	☐	The plan is monitored, reviewed and amended to ensure strategies remain relevant to the operations of the organisation.
☐	☒	☐	The plan and its policies and programs are evaluated to determine the effectiveness of the plan.

CEO leadership statement

It is with pleasure I present to you the Shire of Gnowangerup EEO Management Plan.

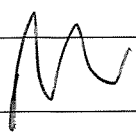
This EEO Management Plan has been developed in accordance with Part IX of the *Equal Opportunity Act 1984* and is aligned with the Director of Equal Opportunity in Public Employment's EEO and Diversity Outcome Standards Framework.

An inclusive and accepting workplace has benefits for all employees. A diverse workforce will attract and retain quality employees, which translates into effective business decisions and effective service delivery.

Our plan is the foundation for a working environment free from harassment and discrimination. Through the implementation of this plan we will strive to build a workforce and supporting organisational culture that reflects the diversity of the greater community. Our plan is a live document that we will continue to develop and build on for our future success.

I encourage all staff to embrace equity and diversity within the organisation. We value EEO/diversity and aim to ensure that the work environment is free from racial and sexual harassment and that employment practices are not biased or discriminate unlawfully against employees or potential employees. Our employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.

I look forward to ongoing commitment and involvement from all staff in implementing this EEO Management Plan.

Leader name	David Nicholson	Signature		Date	9/6/2026
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11.2	POLICIES REVIEW SEPTEMBER 2026
Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	31 August 2026
Business Unit:	Strategy and Governance
Responsible Officer:	David Nicholson – Chief Executive Officer
Author:	Ayrene Bautista – Senior Executive Assistant and Governance Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Draft Customer Service Policy (2.8)
- Draft Caravan Park Long-Term Accommodation and Pet Guidelines Policy (5.6)
- Draft Self-Supporting Loans to Community Organisations Policy (4.7)
- Draft Rates Concessions – New Businesses Policy (4.10)
- Draft Strategic Rating and Revenue Policy (4.14)
- Draft Internal Control Policy (2.13)
- Draft Investment Policy (4.3)
- Draft Personal Mobile Device Policy (2.9)
- Draft Corporate Credit Card Policy (4.4), to be renamed Purchasing Card Policy (4.4)
- Draft Waiver of Rubbish and Recycling Charges Policy (4.6)
- Draft Business Continuity Management Policy (2.7)
- Draft Buy Local / Regional Price Preference Policy (4.9)
- Draft Work, Health and Safety Policy (3.4)
- Existing Work, Health and Safety Policy (3.4)
- Draft Complaints Handling Policy (new) (2.22)
- Draft Collection of Non-Rates Debts Policy (4.2)
- Draft Motor Vehicle Policy (5.2)
- Draft Significant Accounting Policy (4.8)
- Existing Significant Accounting Policy (4.8)
- Draft Records Management Policy (2.4)

PURPOSE OF THE REPORT

For Council to consider and adopt the reviewed policies:

- Draft Customer Service Policy (2.8)
- Draft Caravan Park Long-Term Accommodation and Pet Guidelines Policy (5.6)
- Draft Self-Supporting Loans to Community Organisations Policy (4.7)

- Draft Rates Concessions – New Businesses Policy (4.10)
- Draft Strategic Rating and Revenue Policy (4.14)
- Draft Internal Control Policy (2.13)
- Draft Investment Policy (4.3)
- Draft Personal Mobile Device Policy (2.9)
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- Draft Buy Local / Regional Price Preference Policy (4.9)
- Draft Collection of Non-Rates Debts Policy (4.2)
- Draft Motor Vehicle Policy (5.2)
- Draft Records Management Policy (2.4)

For Council to consider and adopt the new policies:

- Draft Complaints Handling Policy (new) (2.22)
- Draft Work, Health and Safety Policy (3.4)
- Draft Significant Accounting Policy (4.8)

For Council to consider and revoke the old policy:

- Existing Work, Health and Safety Policy (3.4)
- Existing Significant Accounting Policy (4.8)

BACKGROUND

Policies are formal documents that guide staff and Elected Members in the considerations to be applied when dealing with specific matters. They represent the discretionary aspect of a local government's decision-making framework, enabling Council to determine policy-level positions, while implementation and day-to-day operational delivery remain the responsibility of staff. Policies may be amended (modified) or revoked (deleted or replaced) when circumstances require.

There is no statutory requirement for Council to adopt or periodically review its policies unless a specific legislative provision mandates it. It is noted that a proposed section 5.56AA(2) of the Local Government Act 1995 – currently in draft and not yet in force – would require the Rating and Revenue Policy to be adopted annually before 1 March each year. The Strategic Rating and Revenue Policy has been prepared with reference to this proposed requirement in anticipation of its commencement.

COMMENTS

All policies should be reviewed regularly to make sure they remain current and continue to reflect correct legislation, current practice and administrative responsibility.

The following policies have been reviewed accordingly.

Proposed changes to the 'Customer Service Policy (2.8)'

- **Clause 3 Policy Statement** – reworded for clarity and conciseness. The commitment to the Shire's Customer Service Charter remains unchanged in substance.
- **Clause 4 Our Commitment to Customer Service** – minor wording improvements throughout, and removal of a sentence that duplicated the policy's existing complaints-handling commitments.
- **Clause 5 Who are our customers?** – reference to "Council" updated to "the Shire" where it describes who a customer interacts with.
- References to "Council" updated to "the Shire" throughout.
- **Document Control** – Responsible Officer updated from Senior Finance Officer to Chief Executive Officer, reflecting the importance the CEO places on Customer Service.
- **Document Control** – review cycle extended from every three years to every five years; review dates updated to 31 August 2026, with the next review due 31 August 2031.

Proposed changes to the 'Caravan Park Long-Term Accommodation and Pet Guidelines Policy (5.6)'

- No substantive changes are proposed to the policy content.
- **Document Control** – Responsible Officer updated from Chief Executive Officer to Community and Economic Development Manager, reflecting current administrative responsibility for the policy.
- **Document Control** – review date updated to reflect the current review (30 September 2026), with the next review due 30 September 2027.

Proposed changes to the 'Self-Supporting Loans to Community Organisations Policy (4.7)'

- **Clause 3.0 Loan Funding Details** – sub-clause numbering corrected/renumbered (formerly 3.2–3.5, now 3.3–3.6); no change to the substance of these clauses.
- **Clause 4.1(e) Evaluation Process** – loan approval criteria have changed. Quantum of loan will be determined by the process. More importantly, Council will now ensure that the loan supports the goals of the community.
- **Document Control** – review dates updated to reflect the current review (31 August 2026), with the next review due 31 August 2028.

Proposed changes to the 'Rates Concessions – New Businesses Policy (4.10)'

- No substantive changes are proposed to the policy content.
- **Document Control** – review dates updated to reflect the current review (30 September 2026), with the next review due 30 September 2027.

Proposed changes to the 'Strategic Rating and Revenue Policy (4.14)'

- No substantive changes are proposed to the policy content.
- **Document Control** – correction to the Next Review Due date, now recorded as 28 February 2027, aligning with the proposed (currently draft, not yet in force) requirement under section 5.56AA(2) of the Local Government Act 1995 that the Rates and Revenue Policy be adopted annually before 1 March.

Proposed changes to the 'Internal Control Policy (2.13)'

- **Compliance Requirements** – the State Records Act 2020 has been added to the list of relevant legislation.
- **Document Control** – review dates updated to reflect the current review (31 August 2026), with the next review due 31 August 2029.

Proposed changes to the 'Investment Policy (4.3)'

- **Prohibited Investments** – a new prohibited category has been added: "(d) Share portfolios."
- **Clause 8.0 Performance** – a new reporting requirement has been added, requiring investment performance to be reported to the Audit Risk and Improvement Committee at each of its meetings.
- **Performance Benchmarks table** – the "Diversified Funds" benchmark row has been removed.
- **Document Control** – Responsible Officer updated from Senior Finance Officer to Deputy Chief Executive Officer, reflecting current administrative responsibility for the policy.
- **Document Control** – review dates updated to reflect the current review (31 August 2026), with the next review due 31 August 2028.

Proposed changes to the 'Personal Mobile Device Policy (2.9)'

- **New requirement added** – all non-Shire owned devices must be validated by the Shire's ICT managed service provider, with connection protocols installed, before being connected.
- **Indemnity clause** – minor simplification of wording; a qualifying phrase relating to actions, settlements, compromises and statutory infringements has been removed.
- **Document Control** – review dates updated to reflect the current review (31 August 2026), with the next review due 31 August 2028.

Proposed changes to the 'Corporate Credit Card Policy (4.4)', to be renamed 'Purchasing Card Policy (4.4)'

This policy has been substantially rewritten. Beyond the addition of new Clauses 6.7 and 6.8, the review also broadens the scope of the policy from Corporate Credit Cards specifically to Purchasing Cards generally (including debit cards, pre-paid cards and other purchasing cards), and makes several other substantive changes, summarised below:

- Policy title updated from "Corporate Credit Card Policy" to "Purchasing Card Policy", and the Objective broadened to cover the issue, control, use, monitoring and reporting of Corporate Credit Cards, Debit Cards, Pre-Paid Cards and other Purchasing Cards used for official Shire business.
- **Clause 5.8** – misuse reporting requirement updated so that criminal/illegal acts of alleged misuse are reported to the Police and specifically the Corruption and Crime Commission, rather than "other relevant authorities."
- **Clause 6.5** – the Combined Maximum Credit Limit has been increased from \$20,000 to \$25,000. The Maximum Credit Limit per Transaction has also been increased, from \$5,000 to \$8,000, for each of the Chief Executive Officer, Deputy CEO and Executive Manager Infrastructure and Assets.
- **Clause 6.6** – the requirement for authorisation and record-keeping of purchases has been broadened to apply to all purchases, rather than being limited to purchases made by facsimile, telephone or over the internet.
- **New Clause 6.7** – purchases must comply with the Shire's Purchasing Policy.
- **New Clause 6.8** – purchases exceeding the Clause 6.5 limit require prior approval from the CEO.
- **Clause 7.1** – documentation requirements expanded; where a valid tax invoice or receipt is unavailable, the cardholder must provide verifiable evidence of the purchase or complete a Statutory Declaration covering the date, supplier, amount, description, business purpose and reason for the missing documentation.
- **New Clause 8.2** – all Purchasing Cards must be returned to the Deputy CEO on the cardholder's final day of employment.
- **New Clause 9.0 Legislative Reporting Requirements** – requires the Shire to maintain transaction records in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996, and to report payment details to Council monthly in accordance with Regulation 13A.
- **Compliance Requirements** – reference to Regulation 13A added; reference to the (now revoked) Local Government (Rules of Conduct) Regulations 2007 removed.
- **Document Control** – Responsible Officer updated from Senior Finance Officer to Deputy Chief Executive Officer, reflecting current administrative responsibility for the policy.
- **Document Control** – review dates updated to reflect the current review (August 2026), with the next review due 31 August 2027.

Proposed changes to the 'Waiver of Rubbish and Recycling Charges Policy (4.6)'

- The following sentence has been removed: "Any waiver approved by the CEO under Delegation is to be recorded as a donation expense in the financial accounts."
- **Document Control** – review dates updated to reflect the current review (31 August 2026), with the next review due 31 August 2028.

Proposed changes to the 'Business Continuity Management Policy (2.7)'

- **Clause 4.2** – corrected to refer to the "Audit, Risk and Improvement Committee" (previously referred to as the Audit Committee).
- **Document Control** – review dates updated to reflect the current review (30 September 2026), with the next review due 31 August 2029.

Proposed changes to the 'Buy Local / Regional Price Preference Policy (4.9)'

- **Definitions** – minor citation additions confirming the relevant provisions are made under the Local Government (Functions and General) Regulations 1996.
- **Document Control** – Responsible Officer updated from Chief Finance Officer to Deputy Chief Executive Officer, reflecting current administrative responsibility for the policy.
- **Document Control** – review dates updated to reflect the current review (31 August 2026), with the next review due 31 October 2027.

Proposed update to the 'Work, Health and Safety Policy (3.4)'

The Work Health and Safety Policy has been fully rewritten as part of this review. The revised policy does not change the Shire's core commitment to workplace health and safety; instead, it:

- modernises the policy structure;
- improves alignment with contemporary WHS legislation;
- strengthens governance and accountability;
- formalises consultation and risk management processes;
- reinforces training and competency requirements;
- enhances contractor management;
- promotes continual improvement; and
- establishes a stronger organisational safety culture.
- **Document Control** – Responsible Officer updated from Workplace and Health Safety Officer to Safety & Emergency Coordinator, reflecting current administrative responsibility for the policy.

- **Document Control** – review dates updated to reflect the current review (31 August 2026), with the next review due 31 August 2028.
- **Compliance Requirements** – legislation list expanded; the previous version cited only the Work Health and Safety Act 2020, while the reviewed policy also cites the Work Health and Safety (General) Regulations 2022, relevant Codes of Practice, and the Local Government Act 1995.

As the policy has been rewritten in its entirety, it is presented as a clean final version rather than with tracked changes.

New policy 'Complaints Handling Policy (2.22)'

The Shire does not currently have a policy governing the management of complaints. This policy establishes a consistent framework for receiving, assessing and resolving complaints made to the Shire, and is proposed for adoption as a new policy. Key features include:

- Distinguishes between a complaint, a service request and feedback, ensuring each is triaged and managed appropriately.
- Sets out complaints handling principles, including accessibility, fairness, impartiality, timeliness, confidentiality, proportionality, transparency and continuous improvement.
- Clarifies the Shire's role relative to the Local Government Inspector framework under Part 8A of the Local Government Act 1995 and the Local Government (Local Government Inspector) Regulations 2025, including the distinction between general complaints, behavioural breaches, conduct breaches and specified breaches.
- Provides for the management of unreasonable complainant conduct in accordance with regulation 37A of the Local Government (Administration) Regulations 1996, including the CEO's ability to determine a complaint vexatious, misconceived, frivolous or without substance.
- Requires the CEO to report complaints and related actions to Council.
- Sets out responsibilities across Council, the CEO, Managers, employees and a nominated Complaints Officer.

This policy is supported by an operational Complaints Handling Procedure, which sits behind the policy and sets out day-to-day handling steps. As an operational document, it is not included as an attachment to this report.

Proposed changes to the 'Collection of Non-Rates Debts Policy (4.2)'

- **Clause 1.5** – the debt write-off approval process has been amended so that approval is sought from the CEO where the amount falls within their delegation limit, escalating to Council only where it exceeds that limit.
- Compliance Requirements and Document Control sections have been added, reflecting the policy's migration into the Shire's current policy template.
- **Document Control** – review dates updated to reflect the current review (24 August 2026), with the next review due 30 June 2030.

Proposed changes to the 'Motor Vehicle Policy (5.2)'

- **Clause 3.0 Categories of Vehicles** – vehicle categories are now identified by vehicle class (e.g. Light, Small, UV Small, Medium, SUV Medium, People Mover, SUV Large, 2WD Ute, 4WD Ute) with reference to the WALGA Vehicle Values Table 2025/2026, replacing the previous fixed dollar-value limits per category (e.g. "Category One – CEO \$80,000").
- Control of pool vehicles updated from the Works Manager to the Executive Manager Infrastructure and Assets.
- Fuel card provision wording changed from "will supply" to "may supply", and the FBT logbook period changed from three consecutive months every four years to 12 weeks every five years in line with Australian Tax Office requirements.
- New Clauses 8.10–8.13 added, covering Shire logo decals on pool and allocated vehicles, disposal timing based on the CEO's assessment of financial advantage, rotation of vehicles between officers to optimise ownership/changeover costs, and purchasing of vehicles by quotation at Government fleet discount pricing in accordance with the Shire's Purchasing Policy.
- **Document Control** – review dates updated to reflect the current review (21 August 2026), with the next review due 30 July 2027.

New 'Significant Accounting Policy (4.8)', in replacement of the 'Significant Accounting Policies (4.8)'

The existing Significant Accounting Policies (4.8), adopted 16 December 2015, is a lengthy and highly detailed document setting out clause-by-clause accounting treatments. This policy was identified as a problem area in the Shire's Regulation 5/17 review. It is proposed that this policy be rescinded and replaced with a substantially shorter, high-level policy that retains the same core legislative references (Local Government Act 1995, Local Government (Financial Management) Regulations 1996, and Australian Accounting Standards) while removing the detailed prescriptive content.

- The new policy sets out the purpose of the Shire's financial reporting framework and lists its key components (Annual Financial Statements, Annual Financial Budgets and Budget Reviews, Monthly Financial Statements, internal management reports and reports to Council), without prescribing the detailed accounting treatment of individual transactions.
- Responsible Officer retained as Deputy CEO. The Initial Council Adoption date (16 December 2015) is retained for record continuity, notwithstanding the proposed formal rescission and replacement.
- **Document Control** – review dates updated to reflect the current review (24 August 2026), with the next review due 31 March 2027, to align with the annual budget process.

Proposed changes to the 'Records Management Policy (2.4)'

- New Clause 2.7 "Digital Communications and Social Media" added (sub-clauses 2.7.1–2.7.8), covering email, Microsoft Teams/SharePoint/OneDrive and similar collaboration platforms, SMS/MMS and instant messaging apps, social media platforms, personal devices and

personal accounts, digital attachments/images/multimedia, and the security and integrity of digital records. References to the Shire's recordkeeping system (SynergySoft) have been made system-neutral, extending to any successor system approved by the CEO.

- **New "Suspension of Disposal" provision** – records that are subject to, or reasonably anticipated to be subject to, a Freedom of Information request, complaint investigation, audit, inquiry or legal proceedings must not be destroyed, notwithstanding any approved retention and disposal authority.
- New clause confirming that records created, stored or managed within third-party or vendor-hosted systems on behalf of the Shire remain the property of the Shire and must remain accessible, retrievable and able to be disposed of in accordance with approved retention and disposal authorities.
- **Legislation lists simplified** – the previous version separately listed the Evidence Act 1906, Limitation Act 1935, Freedom of Information Act 1992, Local Government Act 1995, Financial Administration and Audit Act 1985, Criminal Code 1913 (s85) and Electronic Transactions Act 2003; the reviewed policy now cites the State Records Act as the primary legislation.
- **Document Control** – Responsible Officer updated from Records & Research Officer to Deputy CEO; review cycle extended from every 2 years to every 4 years; review dates updated to reflect the current review (21 August 2026), with the next review due 30 July 2030.

All changes to the previous policies are highlighted in the attached draft policies. Following endorsement by Council, the policies will be cleared of markups for publication as public policies. Any formatting errors, typographical errors or similar minor drafting issues identified in the attached draft policies will also be corrected prior to publication of the final versions.

CONSULTATION

Council Agenda Briefing on 9 September 2026.

LEGAL AND STATUTORY REQUIREMENTS

Section 2.7(2)(b) of the Local Government Act 1995 requires that Council determines the local government's policies.

2.7. Role of council

2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources;
- and

(b) determine the local government's policies.

It is noted that section 5.56AA(2) of the Local Government Act 1995, which would require the Rates and Revenue Policy to be adopted by Council before 1 March in each financial year, is currently in draft and has not yet come into operation. The Strategic Rating and Revenue Policy has been prepared with reference to this proposed requirement in anticipation of its commencement.

POLICY IMPLICATIONS

The review of Council's policies has resulted in amendments to the policy content, as outlined in the Comments section above.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. However, two policies may have financial implications when applied in practice:

- **Self-Supporting Loans to Community Organisations Policy (4.7) and Rates Concessions – New Businesses Policy (4.10)** – any financial impact is considered and budgeted for at the time individual applications are assessed.
- **Corporate Credit Card Policy (4.4) / Purchasing Card Policy** – the increased credit limits raise the Shire's maximum potential exposure under the policy. This is offset by the additional controls and reporting requirements introduced by the review.

STRATEGIC IMPLICATIONS

As per Council Plan 2025 – 2035.

Theme	Leadership and Governance.
Strategy	4.2 An efficient and effective organisation, providing appropriate services to the community. 4.2.1 Provide services aligned with our community requirements.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk Description	Not to adopt the reviewed policies, the new Complaints Handling Policy, the Welcome to Country and Acknowledgement of Country Policy, or the new Significant Accounting Policy.
Primary Strategic Risk Category	Adverse Regulatory Change.
Primary Strategic Risk Category Description	Potential changes to the regulatory landscape that will have an adverse effect on the Shire's ability to maintain compliance.
Consequence: (<i>Insignificant, Minor, Moderate, Major, Catastrophic</i>)	Moderate.
Likelihood: (<i>Almost Certain, Likely, Possible, Unlikely, Rare</i>)	Possible.

IMPACT ON CAPACITY

Nil.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may choose not to approve the amended policies, the new Complaints Handling Policy, or the new Significant Accounting Policy, which may result in the Shire's policy framework remaining inconsistent with current legislative requirements, administrative practice and governance principles, in the Shire continuing to have no formal policy for managing complaints, and in the current, overly detailed Significant Accounting Policies remaining in effect.

CONCLUSION

The adoption of the amended policies, together with the new Complaints Handling Policy, and the new Significant Accounting Policy, will ensure that the Shire's policy framework remains clear, relevant, and aligned with current legislative and operational requirements. The recommended changes support good governance, improve accountability, minimise the risk of role confusion, and provide greater consistency in organisational processes and decision-making.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

0926. That Council:

- 1. ADOPTS the following revised policies:**
 - **Customer Service Policy (2.8)**
 - **Caravan Park Long-Term Accommodation and Pet Guidelines Policy (5.6)**
 - **Self-Supporting Loans to Community Organisations Policy (4.7)**
 - **Rates Concessions – New Businesses Policy (4.10)**
 - **Strategic Rating and Revenue Policy (4.14)**
 - **Internal Control Policy (2.13)**
 - **Investment Policy (4.3)**
 - **Personal Mobile Device Policy (2.9)**
 - **Corporate Credit Card Policy (4.4), to be renamed Purchasing Card Policy (4.4)**
 - **Waiver of Rubbish and Recycling Charges Policy (4.6)**
 - **Business Continuity Management Policy (2.7)**
 - **Buy Local / Regional Price Preference Policy (4.9)**
 - **Collection of Non-Rates Debts Policy (4.2)**
 - **Motor Vehicle Policy (5.2)**
 - **Records Management Policy (2.4)**
- 2. ADOPTS the new Complaints Handling Policy (2.22)**
- 3. ADOPTS the re-written Work, Health and Safety Policy (3.4)**
- 4. REVOKES the existing Work, Health and Safety Policy (3.4)**
- 5. ADOPTS the new Significant Accounting Policy (4.8)**
- 6. REVOKES the existing Significant Accounting Policies (4.8)**
- 7. AUTHORISES the CEO to place a copy of these amended policies on the Shire's website.**

CUSTOMER SERVICE POLICY

Objective

To provide guidance to staff and customers in relation to the standards of service and the process for making compliments, enquiries and requests, and complaints in relation to Council the Shire's services.

1.0 Purpose

To facilitate consistent standards of service delivery across the Shire and to provide a mechanism whereby compliments and complaints may be received and processed.

2.0 Scope

This policy covers all services provided by the Council Shire to all of its customers.

3.0 Policy Statement

The mission of the Shire of Gnowangerup is to demonstrate leadership in the provision of facilities, infrastructure and services that meets the needs of the community. One method the Shire has employed to do this is through its Customer Service Charter.

The Shire will at all times endeavour to demonstrate leadership in the provision of facilities, infrastructure and services. The Shire's This Customer Service Charter Policy was developed in accordance with the requirements of the Local Government Act 1995 and outlines our commitment to customers in accordance with our mission statement and provides a formalised process for making complaints. It outlines customers' rights, the standards customers can expect when dealing with the Shire and what a customer can do if dissatisfied with Council the Shire's decisions or actions.

4.0 Our Commitment to Customer Service

Our The Shire is committed to the provision of timely, efficient, consistent and quality services provided by polite and helpful officers that meet our customers' expectations.

The Council Shire places great emphasis on the efficient handling of complaints. Our aim at all times is to provide a quality service. Council The Shire may not be able to provide complete satisfaction but will at all times strive always be trying for the best possible solution. To achieve this, customers are encouraged to voice their complaints and from Council's perspective to work toward increasing customer satisfaction and continuously improve our services by responding to customer complaints as efficiently as possible.

5.0 Who are our Customers?

A customer is any person or organisation having dealings with or using the services of Council the Shire.

Policy Manual

COMPLIANCE REQUIREMENTS

Legislation

DOCUMENT CONTROL

STRATEGY & GOVERNANCE

Policy Number	2.8
Responsible Officer	Senior Finance Officer Chief Executive Officer
Initial Council Adoption	16 December 2015
Review Dates	31 May 2019 31 August 2023 (approved by Council 27 September 2023) 31 August 2026
Next Review Due	31 August 2026 31 August 2031 This policy will be reviewed every five three years or more often where circumstances require.

CARAVAN PARK LONG-TERM ACCOMMODATION AND PET GUIDELINES POLICY

Objective

- To define long-term stay parameters for visitors of the Caravan Park.
- To establish guidelines for persons staying with pets in the Caravan Park

The Gnowangerup Caravan Park is owned and operated by the Shire of Gnowangerup.

Gnowangerup Caravan Park Availability

The caravan park, camping sites and self-contained chalets are available for travelling visitors and short stay workers.

The caravan park consists of powered sites, unpowered sites and two chalets.

The powered, unpowered sites and chalets are not available for permanent accommodation.

Long Term Stay

Long term stays of more than 14 days in any 28-day period, is not permitted in the 2-bedroom chalets unless approved in writing by the CEO.

Long term stays of more than 30 days in any 60-day period, is not permitted in the powered & non-powered camp sites unless approved in writing by the CEO.

Discounts & Special Deals

The Shire will not provide discounts for workers, contractors or tourists unless approved in writing by the CEO in accordance with their delegated authority.

Pet Guidelines

Under no circumstances are dogs or cats permitted in the self-contained chalets.

Dogs and cats are permitted at the powered and un-powered sites if kept inside a caravan/tent or on a lead at all times. If a pet kept at the caravan park becomes problematic through excessive noise, lack of hygiene or misbehaviour, the owners and pet/s may be asked to leave by the Shire Contract Ranger.

Under no circumstances are pets to be left unattended outside or inside caravans or tents at any time.

Relevant Documents

- Gnowangerup Fees & Charges

COMPLIANCE REQUIREMENTS

Legislation	• Caravan Parks and Camping Grounds Act 1995
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DOCUMENT CONTROL

Strategy & Governance	
Policy Number	5.6
Responsible Officer	Chief Executive Officer Community and Economic Development Manager
Initial Council Adoption	29 May 2024
Review Dates	• 30th September 2026
Next Review Due	• 30th September 2027 This policy will be reviewed every 12 months or more often where circumstances require.

SELF-SUPPORTING LOANS TO COMMUNITY ORGANISATIONS POLICY

Objective

To assist clubs and community organisations in improving community-based facilities through self-supporting loan facilities.

1.0 Eligible Organisations

Loans will only be considered for applicants that are incorporated bodies occupying land either owned by, or vested in the care, control and management of, a community organisation or the local government.

2.0 Application requirements

2.1 Organisations making application for a self-supporting loan are to provide:

- (a) Three years audited financial statements;
- (b) A business plan for the proposed term of the loan that clearly demonstrates the ability to repay the loan being requested;
- (c) A copy of the organisations constitution;
- (d) Minutes outlining the resolution/agreement to borrow the funds required for the improvement project;
- (e) Any other information that the Council considers relevant to evaluate the application.

3.0 Loan Funding Details

- 3.1 Loan funds will only be provided for capital works on the subject land when ownership of all infrastructure ultimately vests in the community or the Shire (notwithstanding established leasehold arrangements).
- 3.2 The maximum loan amount that will be considered is 50% of the proposed project cost.
- 3.3 Loans will be provided at the applicable WA State Treasury interest rates when the loan is drawn down and will be fixed for the term of the loan.
- 3.4 The term of the loan is not to exceed 10 years.
- 3.5 Loan repayments will be six monthly unless Council agrees to an alternate arrangement.
- 3.6 The applicant will be responsible for meeting any government guarantee fee that may be imposed, which will be payable six monthly at rates that may vary during the term of the loan.

4.0 Evaluation Process

4.1 Council will evaluate an application for a self-supporting loan on the following basis:

- (a) Demonstrated ability of the organisation to repay the loan;
- (b) Stability, sound management, membership base, community accessibility and longevity of applicant organisation;
- (c) Funds being used for capital improvements;
- (d) If considered appropriate security over the organisations assets; and

. That the purpose of the loan aligns with objectives of the Council's Community Plan.

5.0 Approval Conditions

5.1 All applications approved shall be subject to the following conditions:

- (a) The Organisation will be required to enter into a Deed of Agreement to meet annual repayments associated with the Self Supporting Loan;
- (b) The Organisation to pay all costs associated with the preparation of the documents concerning the raising of the loan, including the Deed of Agreement outlined in 5.1(a);
- (c) The Organisation to insure and keep insured the premises, where the premises are used as security for the loan; and
- (d) Any proposal by the Council to borrow and provide a self-supporting loan to a community organisation that has not been included in the Council's annual budget must be advertised for a one-month period, in accordance with Section 6.20(2) of the *Local Government Act 1995*.

6.0 Other Requirements

- 6.1 Loan funds will only be released after proof of committed expenditure is submitted to the CEO.
- 6.2 The Council will seek any remedy available to it under law in terms of the recovery of delinquent loan repayments.

COMPLIANCE REQUIREMENTS

Legislation/Documents	Local Government Act 1995 section 6.20.
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DOCUMENT CONTROL

FINANCE

Policy Number	4.7
Responsible Officer	Senior Finance Officer
Initial Council Adoption	28 October 2015
Review Dates	31 May 2019 31 August 2023 (approved by Council 27 September 2023) 31 August 2026
Next Review Due	31 August 2028 This policy will be reviewed every two years or more often where circumstances require.



- 2019 -

SHIRE OF GNOWANGERUP

and

{INSERT CLUB NAME}

and

{Insert Guarantors Names and Addresses}

**SELF SUPPORTING LOAN AGREEMENT AND
GUARANTEE**

Contents

<u>1.0</u>	<u>REPAYMENT OF PRINCIPAL & INTEREST</u>
<u>2.0</u>	<u>DEFAULT</u>
<u>3.0</u>	<u>GUARANTEE</u>
<u>4.0</u>	<u>JOINT AND SEVERAL LIABILITY</u>
<u>5.0</u>	<u>COSTS</u>

DRAFT

SELF SUPPORTING LOAN AGREEMENT AND GUARANTEE

DEED dated

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

AND **{Insert Club's name and address}**

AND

{Insert Guarantors names and addresses}

('the Guarantors')

RECITALS

- A. By a lease dated _____ ('the Lease') the Shire leased to the {Club name}, Reserves {Reserve #s} situated at Lots {Lot #s and address} ('the Land') for the term, and on the terms and conditions set out in the Lease.
- B. The {Club name} occupies the land in Reserve {Reserve #s} in accordance with the purpose set out in the Lease.
- C. On the _____ the Shire raised loan number {Insert #} in the amount of \${Amount} ('the Loan') for the purpose of assisting the Club with (description of the project).
- D. The Shire has paid to the Club, at the request of the Guarantors, the amount raised by the loan and the Club has agreed to repay to the Shire all instalments of principal and interest payable by the Shire with respect to the loan upon the terms and conditions contained in this Deed.

OPERATIVE PART

1.0 REPAYMENT OF PRINCIPAL & INTEREST

1.1 The Club HEREBY COVENANTS AND AGREES with the Shire as follows:

(a) to pay to the Shire all instalments of principal and interest payable by the Shire with respect to the loan during the _____year term of the loan;

(b) without limiting the generality of paragraph (a) of this clause 1.1, to pay to the Shire the instalments of principal and interest specified in the Schedule on the date set out in the Schedule, as to which time shall be of the essence;

(c) if the amount payable by the Shire with respect to the loan is at any time increased or decreased by reason of any change of the rate of interest payable with respect thereto to pay such increased or decreased amounts as and when they become due by the Shire; and

(d) if any amount payable by the Club under this Deed is not paid to the Shire by the date upon which this amount falls due under the terms of this Deed then the Club shall pay to the Shire interest on that amount calculated from and including the actual date of payment at the rate of interest charged at the due date by the Shire's bankers for overdraft accommodation equal to the amount outstanding.

2.0 DEFAULT

The Shire and the Club MUTUALLY COVENANT AND AGREE as follows:

2.1 Immediate Payment

If the Club fails to perform or observe any of the obligations imposed on it by this Deed the Shire may at its option by written notice to the Club determine this Deed and all instalments of principal and interest specified in the Schedule and any payments to be made pursuant to clause 1.1(d) of this Deed shall become immediately due and payable by the Club.

2.2 Determination of Lease

For the purpose of Clause 5 of the Lease, reference to a default made by the Club in the performance of the covenants or conditions contained in the Lease shall be taken to include any failure by the Club to perform or observe any of the obligations imposed on it by this Deed and the Shire and the Club agree that the Lease is varied accordingly.

2.3 Simultaneous Determination

If the Lease determines or is terminated for any reason whatsoever this Deed shall determine simultaneously and all instalments of principal and interest specified in the Schedule and any payments to be made pursuant to clause 1.1(d) of this Deed shall become immediately due and payable by the Club.

3.0 GUARANTEE

3.1 In consideration of the Shire, at the request of the Guarantors, paying the amount raised by the loan to the Club, the Guarantors HEREBY AGREE WITH AND GUARANTEE to the Shire the due and prompt performance of the covenants and conditions contained in this Deed on the part of the Club to be observed and performed upon and subject to the following conditions:

(a) If the Club shall make default in any payment of the instalments or other sums of money to be made under the loan for the space of two weeks the Guarantors will upon the written request of the Shire pay to the Shire the amount which shall be so in arrears or unpaid.

(b) If the Club shall make default in the performance or observance of any of the obligations of the Club under this Deed the Guarantors will pay to the Shire all losses, damages, expenses and costs which the Shire shall be entitled to recover from the Club from the Guarantors by reason of such default.

(c) This Guarantee shall be a continuing Guarantee and shall not be considered as wholly or partially discharged by the payment at any time or from time to time hereafter of any of the instalments or other sums of money due and payable by the Club to the Shire under this Deed or by any settlement or account or by any other matter or things whatsoever.

(d) This Guarantee shall continue for the duration of this Deed and for any extension or renewal of the term of the loan and shall extend to the acts and defaults of the Club during such duration, extension or renewal.

(e) This Guarantee shall be a principal obligation and shall not be treated as ancillary to or collateral with any other obligation howsoever created or arising to the intent that this Guarantee shall be enforceable unless the same shall have been satisfied according to the terms of this

Guarantee notwithstanding that any other obligation whatever arising between the Shire and the Club shall be in whole or in part unenforceable whether by reason of any statute (including any statute of limitation) or for any other reason whatsoever.

(f) Until the Shire shall have received in full all sums of money due from the Club under this Deed or a further Deed the Guarantors shall be bound by this Guarantee and in the event of the Club becoming bankrupt or entering into any scheme or arrangement in favour of creditors or being a company or a Club entering into liquidation either voluntarily or involuntarily the Guarantors shall not be entitled to prove or claim against the official receiver or liquidator in competition with the Shire so as to diminish any dividend or payment which the Shire may receive but may prove or claim for and on behalf of the Shire if so authorised by the Shire and by such any proof or claim by or on behalf of the Shire shall not prejudice or affect the right of the Shire to recover from the Guarantors any payment of the instalments or other sums of money to be made by the Club to the Shire under this Deed.

(g) This Guarantee is to continue binding upon the Guarantors notwithstanding:

(i) the death, bankruptcy or insolvency or liquidation (as the case may be) of the Club or the Guarantors or any one or more of them;

(ii) any change or alteration in the constitution of the Shire or the Club; or

(iii) the happening of any matter or thing which under the law relating to sureties would but for this provision have the effect of releasing the Guarantors from the Guarantee or discharging the Guarantee.

(h) The liability of the Guarantors shall not be affected by any collateral rights or obligations which may exist between the Guarantor or any two or more of them and the Club and the same shall not be affected by any variation or avoidance of any such collateral rights or obligations.

(I) The Shire may at any time from time to time without the consent of the Guarantors and without discharging, releasing, impairing or otherwise affecting the liability of the Guarantors under this Guarantee grant to the Club or to any person who may be jointly indebted with the Club to the Shire at any time any forbearance, release, concession, indulgence, time or other consideration and may compound with or release the Club and also any such other person or may assent to any assignment to trustees for the benefit of creditors or any scheme or deed of arrangement and whether with or without sequestration of the estate or (in the case of a corporation) to the winding up of the Club or of any such person or to the appointing of a receiver or official manager for them or any one of them and may release or discharge or

otherwise deal with any property whether real or personal comprised in any security which may or might be held by the Shire without discharging or affecting the liability of the Guarantors under this Guarantee.

4.0 JOINT AND SEVERAL LIABILITY

The obligations on the part of the Guarantors contained in clause 3.1 of this Deed bind the Guarantors jointly and severally and the Shire may at any time and from time to time proceed against any or all Guarantors in respect of the Guarantor's obligations as the Shire may choose in its absolute discretion. The Shire is not obliged to make any claim against all of the Guarantors.

5.0 COSTS

5.1 The Club HEREBY AGREES to pay the Shire on demand the costs of and incidental to the negotiations and instructions for and the preparation, execution and stamping of this Deed and all copies of this Deed including stamp duty.

EXECUTED as a Deed ____/____/____

THE COMMON SEAL of **SHIRE OF)**
GNOWANGERUP was here unto affixed in the)
presence of:

{Name}
Shire President

{Name}
Chief Executive Officer

THE COMMON SEAL of {Club name})
was here unto)
affixed by order of the Committee)
in the presence of:

President

Secretary

SIGNED by {Guarantor name})
in the presence of:)

Witness:

Address:

Occupation:

SIGNED by {Guarantor name})
in the presence of:)

Witness:

Address:

Occupation:

RATES CONCESSIONS – NEW BUSINESSES POLICY

Objective

To encourage new start-up businesses to the District and to provide a form of financial assistance during the early stages of their operations.

1.0 Preamble

The Shire of Gnowangerup recognises the importance of attracting and retaining new businesses to the District ensuring the sustainability of its communities. Council wishes to formalise this recognition by way of introducing a New Business Rates Concession Policy.

2.0 Policy Statement

The New Business Rates Concession will:

- Be applied to the first year of Council rates after the business is established;
- Require a written request from the Business proprietor to the Shire prior to the rates becoming due and payable;
- Be equivalent to 100% of the property rates component of the annual Council rates i.e. it is not applicable to the Emergency Services Levy, any Specified Area Rates, Rubbish Collection and Recycling charges, etc.; and
- Be capped to an amount of \$2,000 per application.

3.0 Eligibility Criteria

The New Business Rates Concession is able to be applied:

- Where a business is a new type of business but not where a new owner has taken over an existing business of the same type;
- Only if the relevant rates have not already been paid;
- Only once during the life of each business; and
- In situations where the assessment relates to a property that is the subject of a lease, only if the lease contains a clause making the tenant responsible for the payment of Council rates.

3.1 Examples of Eligible Applications

- An auto electrician purchases a property in the district and opens a business. There is no existing auto electrician in the district;
- An auto electrician purchases a property in the district and opens a business. There is no existing auto electrician in the district, although there has been in the past; and
- An auto electrician leases a property in the district and opens a business. The lease makes the auto electrician responsible for the payment of the Council rates on the leased property. There is no existing auto electrician in the district and there may or may not have been in the past.

3.2 Examples of Ineligible Applications

- An auto electrician purchases a property in the district and opens a business. There is an existing auto electrician in the district;
- An auto electrician leases a property in the district and opens a business. There is no clause in the lease making the auto electrician responsible for the payment of the Council rates on the leased property; and
- An auto electrician leases a property in the district and opens a business. The lease makes the auto electrician responsible for the payment of the Council rates on the leased property. There is an existing auto electrician in the district.

COMPLIANCE REQUIREMENTS

Legislation	• Local Government Act 1995 – Part 6 Financial Management: Division 6 Rates and Service Charges
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DOCUMENT CONTROL

FINANCE

Policy Number	4.10
Responsible Officer	Senior Finance Officer
Initial Council Adoption	28 August 2018
Last Review Date	31 August 2023 (approved by Council 27 September 2023) 30 September 2026
Next Review Due	30 September 2027 This policy will be reviewed annually or more often where circumstances require.

STRATEGIC RATING AND REVENUE POLICY

Objective

To outline the Shire of Gnowangerup Council's principles and methodology when exercising the Council's discretionary powers to determine the level of revenue and structure of rates and other charges levied under the *Local Government Act 1995*. The policy aims to give ratepayers a better understanding of the local government's financial management and assurance of the planning for rates and charges over future years.

1.0 Background

The Shire provides a number of services to the community within the district. To be able to provide these services the Shire must collect revenue to cover the cost of these services both in the short and long term. The level of services provided is guided by the Shire's community based strategic plans as well as regulatory requirements.

This Policy has been developed within the context of the Shire of Gnowangerup Strategic Plans. In setting rates and other charges, the Council considers the long term vision for the Shire, strategic plans and the likely impacts on the community.

Shire revenue may be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads. It is important for Council to be clear about what grants it intends to apply for, and the obligations that grants create in the delivery of services or infrastructure.

1.1 Revenue Sources

Section 6.15 of the *Local Government Act 1995* provides for local government to receive revenue from the following sources:

- rates; or
- service charges; or
- fees and charges; or
- borrowings; or
- investments; or
- any other source,

authorised by or under *this Act* or another written law; or from:

- dealings in property; or
- grants or gifts.

2.0 Definitions

Fees and Charges is an amount imposed under Section 6.16 of the *Local Government Act 1995* for any goods or service the local government provides or proposes to provide, other than a service for which a service charge is imposed.

Gross Rental Value is one basis of rate and is defined in the *Valuation of Land Act 1978*.

Land means lands, tenements and hereditaments, and any improvements to land, and includes any interest in land.

Merged Improvements means any works in the nature of draining, filling, excavation, grading or levelling of the land, retaining walls or other structures or works for that purpose, the removal of rocks, stone or soil, and the clearing of timber, scrub or other vegetation.

Service Charges are amounts imposed under Section 6.38 of the *Local Government Act 1995* to meet the cost to the local government in the provision of a prescribed work, service or facility in relation to the land.

Unimproved Value is one basis of rate and is defined in the *Valuation of Land Act 1978*.

Vacant Land means land on which there are no improvements other than merged improvements.

3.0 Rating and Revenue Policy Statement

The Council believes the rating policy must be underpinned by sound principles, which are well understood, communicated to ratepayers and compliant with current legislation and departmental guidelines.

Council wishes to adopt a balanced budget each year with the amount raised from rates being equal to the budgeted deficiency. Council determines its budgeted deficiency arising from meeting its short and long term financial, strategic, operational and statutory responsibilities for the coming financial year. Rates are to be raised to meet the forecast budgeted deficiency.

The Council aspires to balance service levels in accordance with the needs and expectations of its community and sets rating levels to adequately resource its roles and responsibilities and achieve its strategic objectives. When forming its annual budget, the Council gives primary regard to its strategic plans.

Where the community desire greater levels of service rate increases higher than forecast inflation will be required over the long term to sustain long term asset services and avoid future sudden rate increases.

As far as possible the budget deficiency should be estimated for at least four years to enable rates increases required to meet the budget deficiency to be predictable and consistent. This will avoid the need to excessively increase rates in future years to cover

unavoidable costs, particularly costs associated with provision of asset related services to the community.

The Council will consider the rating principles when developing, maintaining and applying its rating and revenue strategy each year:

The rating principles outlined in the explanatory notes are to apply to all rateable land within the Shire of Gnowangerup.

3.1 Service Charges

Currently regulation 54 of the *Local Government (Financial Management) Regulations 1996* allows for services charges to be raised for the following:

- property surveillance and security;
- television and radio rebroadcasting;
- underground electricity;
- water.

Where any of these services are provided to ratepayers the Shire will seek to recover costs in full by raising service charges on ratepayers directly benefiting from these services.

3.2 Specified Area Rates

Section 6.37 of the *Local Government Act 1995* may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service or facility if the local government considers that the ratepayers or residents within that area —

- have benefited or will benefit from; or
- have access to or will have access to; or
- have contributed or will contribute to the need for, that work, service or facility.

The Shire may consider raising specified area rates where the work, service or facility is considered to primarily benefit the ratepayer on who the specified area rate is raised and of little to no benefit to the broader community.

3.3 Fees and Charges

Fees and charges are amounts charged by the Shire in accordance with Section 6.16 of the *Local Government Act 1995* for any of the following:

- providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- supplying a service or carrying out work at the request of a person;
- subject to section 5.94, providing information from local government records;
- receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;

- supplying goods;
- such other service as may be prescribed.

The provision of infrastructure and other services is central to the Shire's role in supporting the local community. In providing services and assets for community use, council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values. Council must balance the affordability and accessibility of infrastructure and services with its financial capacity and desire to provide services and assets over the long term.

Where higher or lower than overall budget parameter changes are proposed, benchmarking of other local government or competitor fees for the same service may be undertaken for consideration by council members as part of the annual budget process.

Sound financial management of community service delivery requires fees and charges to reflect the cost of providing a service of a particular quality, moderated by considerations of affordability, accessibility and equity, as well as community expectations and values.

3.4 Concessions and Waivers

Circumstances may arise where Council resolves by absolute majority to grant a waiver or concession in relation to rates. Waivers or concessions have the effect of altering the rating principles and safeguards under *the Act*. They should not be used to avoid the regulatory requirements. Where a waiver or concession is granted in any year a review of the rating structure shall be undertaken during the year to avoid the need to continue to grant a concession in subsequent years.

Concessions and waivers of fees and charges should only be provided to community organisations, or where considered appropriate under any Shire financial hardship policy.

EXPLANATORY NOTES:

Rates

Rates are based on property values and are a form of property tax. Under the *Valuation of Land Act 1978*, the Valuer-General must maintain valuation rolls of rateable and taxable land throughout Western Australia. These rolls are periodically provided to the Shire for rating purposes. On behalf of the Valuer-General, Property and Valuations Services, Landgate (the Western Australian Land Information Authority), conducts general valuations (revaluations) and makes interim valuations as required.

Valuations are not the sole factor in determining the rates income of the Shire, and as a result, valuation increases or decreases do not necessarily cause a rate rise or reduction. Council has large discretionary powers when determining the level of rates to be imposed each year.

All land within the Shire is rateable except for land specifically exempt under s6.26 of the *Local Government Act 1995*.

Rating Legislation

The legislative framework set out in Division 6 of the *Local Government Act 1995* defines the powers and responsibilities Council has when setting rates. Part 5 of the *Local Government (Financial Management) Regulations 1996* provides regulatory restrictions in relation to rates and service charges.

Rating Principles

The following fundamental principles are to be considered when the Shire is making any rating related decisions.

Principle	Explanation
Objectivity	As far as possible, the predominant use of land should be reviewed and determined based on an objective assessment of relevant criteria. External parties should be able to understand how and why a determination was made.
Fairness and Equity	Rating principles should be applied fairly and equitably. Each property should make a fair contribution to rates based on a method of valuation appropriately reflecting predominant use.
Consistency	Rating principles should be applied, and determinations should be made, in a consistent manner. Like properties should be treated in a like manner.
Transparency	Systems and procedures for determining the method of valuation of land should be clearly documented and available for the public to inspect. This is fundamental to the “good government” principle upon which the Local Government Act 1995 is based. The right to govern accompanies the obligation to do so openly and fairly.
Administrative Efficiency	Rating principles and procedures should be applied and implemented in an efficient and cost-effective manner.

Basis of Rate

The Minister is required to determine the method of valuation of land to be used by the Shire as the basis for a rate. The following methods of valuation are able to be used:

- Unimproved Value (UV), or
- Gross Rental Value (GRV).

The unimproved value and gross rental value are defined within the *Valuation of Land Act 1978* and have been outlined in the definitions section of this Policy. The

In order for the Minister to ensure the rating principles under the *Local Government Act 1995* (the Act) are applied to any separately identifiable rateable portion of land within the district, the Shire is to maintain systems and procedures to:

- identify and record any changes in land use;
- review the predominant use of land affected by significant land use changes;
- consult with affected parties;
- obtain Council approval to apply to the Minister for a change in method of valuation; and
- ensure timely application to the Minister.

When determining land use for the purpose of determining the basis of rate the purpose for which the land is zoned shall form the initial guide to the predominant use of any land within the district.

An initial guide to the predominant use of land within the district based on the zoning under the Shire of Gnowangerup Local Planning Scheme is detailed in these explanatory notes. Where the current predominant use of the land is different to the initial guide the basis for this determination should be clearly documented.

Initial guide to predominant use of land

Method of Valuation	Zones
Gross Rental Value (GRV) (Non-Rural Land Use)	Residential
	Industry
	Light and Service Industry
	Rural Residential
Unimproved value (UV) (Rural Land Use)	General Agriculture
	Mining
	Exploration
Assessed based on land use	Special Use Zone

Determining the predominant land use

Zones listed as assessed based on land use are to be the subject of detailed examination and consideration as they may require either method of valuation, dependent on the actual land use.

Where the predominant current land use as defined under Shire of Gnowangerup Local Planning Scheme does not align to the zoning land use indicated by the initial guide above, a determination of whether a different basis of rate is more appropriate is required.

Determination of the appropriate basis of rate requires examination of the extent to which the separately identifiable portion of land is being used for an alternative land use. This should be documented and considered using the principles detailed in this policy before commencing the process to make application to the Minister for a change in method of valuation.

Uniform / Differential Rating

A uniform general rate in the dollar may be applied for all GRV and UV valued properties within the district. Council may deem a differential general rate to best meet the five rating principles. Imposition of differential general rate represents a conscious decision by Council to redistribute the rate burden in the district by imposing a higher contribution on some ratepayers and a lower contribution on others to best meet the rating principles.

In accordance with regulatory restrictions Council may choose to impose differential general rates according to any, or a combination, of the following characteristics:

- the purpose for which the land is zoned, under the Shire of Gnowangerup local planning scheme; or
- a purpose for which the land is held or used as determined by the local government; or
- whether or not the land is vacant land.

When imposing a differential general rate, the characteristics of the land to which the differential rate is to be applied along with the objects and reasons for the differential rate must be clearly defined.

The purpose for which the land is zoned is considered the most appropriate basis for determining the characteristics of the land to which the differential general rate applies and most efficient way of defining differential rating categories. In certain instances, a combination of zoning and land use as defined within the Shire of Gnowangerup Local Planning Scheme may be the best way of achieving the rating principles. Where the rating principles are still considered by Council to not be met using the previous methods, the purpose for which the land is held or used and/or whether the land is vacant land shall be used as the basis for determining the differential general rate category. Where land use defines differential rate characteristics the land uses defined within the local planning scheme shall be applied.

Fees and charges

When setting fees and charges factors Council may consider include the user's capacity to pay, equity in the subsidisation of services, community service obligations, statutory or service agreement limitations and results of benchmarking of similar services at nearby local governments.

Fees and charges within two broad categories:

- Limited by legislation
- At the discretion of Council

Regardless of the category, Council is responsible for setting and imposing fees and charges.

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Statutory fees are fees and charges limited by legislation and raised under the direction of legislation or other government directives. Statutory fees are generally set by the relevant state government department responsible for the corresponding services or legislation, and generally the Shire will have limited discretion in applying these fees.

Examples of statutory fees include:

- Planning and subdivision fees
- Building and inspection fees
- Infringements and fines
- Land information certificate fees

When setting fees and charges which are at the discretion of Council, the extent of cost recovery for particular services should be consistent with the level of both individual and collective benefit the services provide and in line with the community's expectations for the level users of cost recovery to be met by users.

Fees and charges for discretionary services are set based on one of the following pricing methods:

- Market price
- Full cost recovery price
- Subsidised price

Market pricing is where Council sets prices based on the benchmarked competitive prices of alternate suppliers. In general market price represents full cost recovery plus a return on investment in the provision of the goods or services. Where other providers of the goods or services exist within the district (even at a different location) market prices or recommended retail prices will be used.

Where the market price is lower than the full cost price, then the market price would represent the Shire subsidising the goods or service. In these circumstances Council will consider the community benefit and desire for the Shire continuing to provide the goods or services.

Full cost recovery price is where Council sets fees and charges aimed at recovering all direct and indirect costs incurred by Council. This pricing is required by legislation in the instances defined in Section 6.17 (3) of the Local Government Act 1995. It should also be used in particular where a service provided by Council benefits individual customers specifically, with little to no benefit to the community as a whole and where the Shire is the sole possible supplier in the district.

In principle, fees and charges should be set at a level to at least recover the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation of the goods or service.

Subsidised pricing is where Council subsidises a service by setting fees or charges at a level which is lower than the full cost of that service onto the customer. Subsidies may range from full subsidies where the goods or services are provided free of charge (such as provision of road

infrastructure services) to partial subsidies, where Council provides the service to the user with a cost lower than the cost of providing the goods or services.

Subsidised pricing may exist where the community benefit does not directly relate to users of the service or even directly to current ratepayers, such as the provision of sports facilities to attract residents to the district. The level of subsidy should be aligned to community demand for the Shire to provide the service at a subsidised fee or charge.

Subsidisation of the goods or services should not occur where there are other current or potential future market participants in the district.

COMPLIANCE REQUIREMENTS

Legislation / Documents	- Local Government Act 1995 - Valuation of Land Act 1978 - Local Government (Financial Management) Regulations 1996
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DOCUMENT CONTROL

FINANCE	
Policy Number	4.14
Responsible Officer	Chief Executive Officer
Initial Council Adoption	23 July 2025
Review Dates	N/A
Next Review Due	31 March 202+ 28 February 2027 <i>Local Government Act 1995, s5.56AA(2)</i> <i>The rates and revenue policy must be adopted every calendar year before 1 March</i> This policy will be reviewed annually as per s5.56AA(2) or more often where circumstances require.

INTERNAL CONTROL POLICY

Objective

This Policy establishes the Shire's internal control framework to support sound governance, effective risk management and compliance with *Local Government Act 1995* and the requirements of Regulation 17 of the *Local Government (Audit) Regulations 1996* relating to the review of the appropriate and effectiveness of internal controls.

1.0 General

Good internal control is based on culture supported systems, policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations. These systems not only relate to accounting and reporting but also include communication and organisational processes both internally and externally, staff management and error handling.

The objectives of this Policy are to:

- Establish a consistent internal control framework.
- Support compliance with legislative and regulatory obligations.
- Safeguard the Shire's assets and resources from fraud, loss and misuse.
- Provide Council with assurance regarding the effectiveness of internal controls.

2.0 Internal Control Framework

2.1 Governance and Accountability

A strong control environment underpins effective internal control. Council, the Chief Executive Officer and Executive Leadership Team are responsible for promoting a culture of integrity, accountability and strong internal controls across the Shire.

Council has overall responsibility for governance and the oversight of the Shire's internal control framework. Council delegates responsibility for the day-to-day management and financial administration of the Shire to the Chief Executive Officer in accordance with sections 5.42 and 5.45 of the Act. The Chief Executive Officer is responsible for ensuring that appropriate internal controls are established and maintained and that their effectiveness is regularly reviewed and reported to

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Audit, Risk and Improvement Committee (ARIC) and Council. ARIC provides independent oversight of the Shire's internal control environment, including reviewing the outcomes of internal audits assurance activities.

2.2 Control Environment

All Council Members, Committee Members and Employees are responsible for complying with this Policy and any associated procedures. The control environment is supported through:

- Codes of Conduct.
- Organisational values.
- Training and development.
- Appropriate use of information systems and technology.

The Internal Control Policy aims to minimise internal risks as outlined in the Shire's Risk Management Policy and identified in the risk register. The CEO has delegated responsibility for operational and financial management, ensuring the establishment and maintenance of effective internal controls.

2.3 Internal controls

The CEO must ensure appropriate and efficient internal controls are in place covering:

- Staffing and segregation of duties.
- Information Technology.
- Documented procedures and processes.
- Monitoring performance.
- Legislative activities.

Effective Internal Control involves:

- Establishing an appropriate control environment
- Emphasise compliance with policies, codes of conduct, directives, procedures and values, supported by adequate training and the use of technology.
- Assessment of risks
- Adopt a proactive risk management approach, regularly reviewing and identifying risks in accordance with the Shire's Risk Management Policy.

2.4 Implementation of Control activities

Implement preventative, detective and directive control measures:

- Training programs.
- The ongoing review of contract terms and conditions.

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- Regular review of policies and procedures.
 - Audits, review and reconciliation processes.
 - Business Continuity Plans, Disaster Recovery Plans, insurance, education and procedures to encourage continuity and mitigation of risk.

2.5 Information and Communication

Ensuring clear communication about internal controls which include documenting procedures, staff training and information updates.

2.6 Monitoring and Review Activities

Monitoring the risk register and undertake risk reviews in accordance with the Shire's Risk Management Policy. Management systems and internal activities will include:

- Annual risk management reviews.
- Maintaining the internal Compliance Calendar.
- Completion of the annual Compliance Audit Return.

3.0 Risk Assessment

The Shire adopts a proactive approach to risk management. Risks arising from the Shire's activities are identified, assessed and reviewed in accordance with the Shire's Risk Management Policy. Identified risks and associated control measures are documented within the Shire's risk register and are monitored and reviewed annually.

4.0 Responsibilities

Audit, Risk and Improvement Committee

- Review the effectiveness of the Shire's internal control framework.
- Review the outcomes of the internal control review and internal audit reports.
- Provide advice to Council on improvements to governance, risk management and internal controls.

Chief Executive Officer

- Establish and maintain effective internal controls.
- Ensure annual review of internal control effectiveness is undertaken.
- Report on outcomes to ARIC and Council.

Employees

- Comply with this Policy and associated procedures.
- Perform duties in a manner that supports effective internal control.
- Report instances where internal controls are ineffective or not being complied with.

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COMPLIANCE REQUIREMENTS

Legislation	- Local Government Act 1995 - Section 6.5 - Local Government Act 1995 Section 7.13 - Local Government (Financial Management) Regulations 1996, Regulation 5 - Local Government (Audit) Regulations 1996, Regulation 17 - State Records Act 2020
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DOCUMENT CONTROL

STRATEGY & GOVERNANCE

Policy Number	2.13
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	28 August 2019
Review Dates	31 August 2023 (approved by Council 27 September 2023) 31 August 2026
Next Review Due	31 August 2026 31 August 2029 This policy will be reviewed every three years or more often where circumstances require.

INVESTMENT POLICY

Objective

To provide a policy framework for the investment of the Shire of Gnowangerup's surplus funds with consideration of risk, return and liquidity requirements.

1.0 Investment Aims

- 1.1 Whilst exercising the power to invest consideration is to be given to the preservation of capital, liquidity and the return on investment.
- 1.2 Preservation of capital is the principal objective of the investment portfolio. Investments are to be managed in a manner that ensures security and safeguarding the investment portfolio. This includes management of credit and interest rate risk.
- 1.3 Investment maturity profile is to ensure there is sufficient liquidity to meet all reasonably anticipated cash-flow requirements as and when they fall due,.
- 1.4 The investment portfolio is expected to achieve a market average rate of return that takes into account the Shire's risk tolerance.

2.0 Prudent Person Standard

Investments are to be managed with the care, diligence and skill that a prudent person would exercise.

3.0 Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Shire's investment portfolio. This policy requires Officers to disclose any conflict of interest to the CEO.

4.0 Approved Investments

Without approval from Council, investments are limited to:

- (a) fixed term deposits with an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5, for a term not exceeding 12 months; or
- (b) fixed term deposits with the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986 for a term not exceeding 12 months; or
- (c) State/Commonwealth Government Bonds with a term of maturity not exceeding three years.

5.0 Prohibited Investments

5.1 This Investment Policy prohibits any investment carried out for speculative purposes including:

- (a) Derivative-based instruments;
- (b) Principal-only investments or securities that provide potentially nil or negative cash flow; and
- (c) Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

5.2 Leveraging (borrowing to invest) of an investment.

5.3 In accordance with the Local Government (Financial Management) Regulations 1996 Regulation 19C, this policy also prohibits the following:

- (a) Deposits with any institution other than an authorised institution;
- (b) Investment in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government; and
- (c) Investment in a foreign currency.
- (d) Share portfolios**

6.0 Ethical Investments

5.1 Preference is to be given to financial institutions that have no current record of funding fossil fuels and do not invest in or finance the fossil fuel industry, subject to all such investments meeting the risk ratings, favourable returns and diversification limits set out in this Policy. The Shire will use resources such as Market Forces in determining fossil-free investments <https://www.marketforces.org.au/info/compare-bank-table>

7.0 Risk Management Guidelines

7.1 Investments obtained are to comply with three key criteria relating to:

- (a) Portfolio Credit Framework Limits: limit overall credit exposure of the portfolio;

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	100%
AA	A-1	100%
A	A-2	100%

- (b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions;

The Shire will invest funds with authorised financial institutions that provide a service to the local community by establishing branches or agencies in the Shire of Gnowangerup. Such institutions must maintain a minimum Standard and Poor's rating of A-2 for short term investments.

- (c) Term to maturity Framework: limits based upon maturity of securities

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limits	
Portfolio% < 1 year	100% Maximum
Portfolio% 1-3 years	60% Maximum

8.0 Performance

The Investment Performance is to be reported to the Audit Risk Improvement Committee at each of their meetings

Performance benchmarks will be as follows:

Investment	Performance Benchmark
Cash	Cash Rate
Fixed term deposits	UBSWA Bank Bill
Diversified Funds	UBSWA Bank Bill less an appropriate margin

COMPLIANCE REQUIREMENTS

Legislation	Local Government Act 1995 Section 6.14.
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DOCUMENT CONTROL

FINANCE

Policy Number	4.3
Responsible Officer	Senior Finance Officer, Deputy Chief Executive Officer
Initial Council Adoption	25 August 2008
Review Dates	31 May 2019 31 August 2023 (approved by Council 27 September 2023) 31 August 2026
Next Review Due	31 August 2025 31 August 2028 This policy will be reviewed every two years or more often where circumstances require.

PERSONAL MOBILE DEVICE POLICY

Objective

- **To provide direction on the deployment, use and maintenance of mobile devices within the Shire of Gnowangerup so that councillors and staff are aware of their individual responsibilities in relation to the use and security of mobile devices for the transmission and storage of information, and access to the Shire of Gnowangerup's systems and infrastructure.**

1.0 Introduction

The Shire of Gnowangerup recognises the need to embrace new and emerging technologies to improve the way business is conducted and contribute to improving the way the Shire meets its business objectives.

Mobile devices are a common and cost-effective tool for information management and communication.

2.0 Scope

This policy applies to all Councillors and staff.

Mobile devices covered by this policy are approved non-Shire owned devices of the following types:

- Laptop computer equipment;
- Smartphones used for data storage, calendars, contacts and task lists;
- Mobile phones where mobile internet technology is used for email correspondence;
- Smartphone devices capable of running third-party or downloadable applications (E.G, iPhone, iPad, Android, and;
- All removable media including USB devices or any other type of removable media.

3.0 Policy Statement

Council members and staff may be permitted to connect non-Shire owned mobile devices to the Shire of Gnowangerup's infrastructure for the express purpose of receiving email, contact and calendar updates.

Permission to connect non-Shire owned mobile devices to the Shire of Gnowangerup's systems and infrastructure for the express purpose of receiving email, contact and calendar updates, can only be completed with express authorisation in writing by the CEO.

In addition to adherence to all other terms of this Policy, the use of non-Shire owned mobile devices connected to the Shire of Gnowangerup's network, requires the user's signed written acceptance and implementation of the following conditions:

Policy Manual

- No Shire data other than mail, contacts and calendar items may be stored in the non-Shire owned devices unless **expressly** authorised in writing by the CEO;
- Non-Shire owned devices will not be supported by the Shire of Gnowangerup with the exception of connectivity to the Shire of Gnowangerup's services;
- The Shire of Gnowangerup will accept no liability for functionality, serviceability or performance associated with the device and any responsibility with regard to warranty will reside solely between the owner/user of the device and the supplier/manufacture; and
- The Shire of Gnowangerup reserves the right to terminate the programs at any time and for any reason.
- **All non-shire devices need to be validated by our ICT service managed provider and connection protocols installed.**

4.0 Indemnity

The Shire bears no responsibility **whatsoever** for any legal action threatened or commenced due to conduct and activities of Councillors and staff in accessing or using these resources or facilities. All Councillors and staff indemnify the Shire against any and all damages, costs and expenses suffered by the Shire arising out of any unlawful or improper conduct and activity, **and in respect of any action, settlement or compromise, or any statutory infringement.**

Legal prosecution following a breach of these conditions may result independently from any action by the Shire.

COMPLIANCE REQUIREMENTS

Legislation	• Nil
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DOCUMENT CONTROL

STRATEGY & GOVERNANCE

Policy Number	2.9
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	21 December 2016
Review Dates	• 31 May 2019 • 31 August 2023 (approved by Council 27 September 2023) • 31 August 2026
Next Review Due	31 August 2026 31 August 2028 This policy will be reviewed every three years or more often where circumstances require.

CORPORATE CREDIT PURCHASING CARD POLICY

Objective

To provide guidance for the **issue, control, use, monitoring and reporting** of Corporate Credit Cards, **Debit Cards, Pre-Paid Cards and other Purchasing Cards ('Purchasing Cards')** used for **official Shire business.**

- 1.0 The use of Corporate **Credit Purchasing** Cards ~~shall~~ **will** only be approved if there is a demonstrated need and advantage to the Shire only be approved if there is a demonstrated need and advantage to the Shire. These include:

These include:

- (i) Elimination or reducing time spent on paper-based ordering and payments;
- (ii) Reduction of administrative costs;
- (iii) Reducing the number of payments per month;
- (iv) Provision of a useful resource in an emergency situation; and
- (v) Reducing the need to carry cash on the premises.

- 2.0 Applications for **Corporate Credit Purchasing** Cards and Approval

All applications for a **Purchasing Corporate Credit** Card ~~shall~~ **must** be approved by the Chief Executive Officer.

In the case of the Chief Executive Officer, the Council shall approve the application and determine the conditions for use and maximum credit limit and credit limit for each individual transaction.

- 3.0 Register

A register shall be maintained by the Deputy CEO of all **Purchasing Credit** Cards issued. The register shall include:

- (i) Date of approval by Chief Executive Officer;
- (ii) Name of card holder;
- (iii) Conditions of use of the card; and
- (iv) A review date for continuing use of the card, not exceeding 24 months.

- 4.0 Issuing of **Purchasing Corporate Credit** Cards to Elected Members

- 4.1 The Local Government Act does not make provision for the issuing of **Purchasing Corporate Credit** Cards to Elected Members (A Local Government can only pay allowances or reimburse expenses to an Elected Member).

- 4.2 Elected Members shall not be issued with a ~~Purchasing Corporate Credit~~ Card as there are no provisions within the Act, which allow an Elected Member to incur a debt.

5.0 Controls for the use of ~~Purchasing Corporate Credit~~ Cards

The following shall be complied with for controlling the use of ~~Purchasing Corporate Credit~~ Cards:

General

- 5.1 An agreement ~~shall be~~ signed by the cardholder which sets out the cardholder's responsibilities and legal obligations when using the ~~Purchasing Corporate Credit~~ Cards;
- 5.2 A register of all current cardholders shall be kept by the Deputy CEO which includes card number, expiry date of the ~~Purchasing Corporate Credit~~ Cards, credit limit and details of goods and services the cardholder has authority to purchase;
- 5.3 All new and existing cardholders shall be provided with a copy of the policies relating to the use of ~~Purchasing Corporate Credit~~ Cards;
- 5.4 When an employee misplaces their ~~Purchasing Corporate Credit~~ Cards, they shall promptly report the matter to Deputy CEO who shall immediately cancel the card;
- 5.5 ~~Purchasing Corporate Credit~~ Cards shall not be transferred to other users;
- 5.6 Use of the reward schemes, such as Fly Buys, ~~is will~~ not be permitted for personal gain;
- 5.7 All surrendered ~~Purchasing Corporate Credit~~ Cards shall be destroyed by the Deputy CEO in the presence of another employee;
- 5.8 In the event that a cardholder fails to comply with the policies requirements, the Chief Executive Officer shall withdraw the use of the ~~Purchasing Corporate Credit~~ Cards and take appropriate disciplinary action. All criminal/illegal acts of alleged misuse shall be reported to the Police and the ~~Corruption and Crime Commission other relevant authorities~~; and
- 5.9 The use of ~~Purchasing Corporate Credit~~ Cards for personal entertainment uses is prohibited.

6.0 Purchasing

- 6.1 ~~Purchasing Corporate Credit~~ Cards shall only be used for purchasing goods and services on behalf of the Shire;
- 6.2 ~~Corporate~~ Credit Cards cannot be used for capital purchases;
- 6.3 Personal expenditure is strictly prohibited;
- 6.4 Cash withdrawals is strictly prohibited;

6.5 Maximum credit limit shall be based on the cardholder's need and approved by the Chief Executive Officer and the following will be used as a guide:

Combined Maximum credit limit is \$25,000 \$20,000 and with transaction limit per **Corporate Credit Card** will be as follows:

Name	Combined Corporate Credit Card Limit \$	Maximum Corporate Credit Card Limit per Transaction \$
Chief Executive Officer		\$5,000 \$8,000
Deputy CEO	\$20,000 \$25,000	\$5,000 \$8,000
Executive Manager Infrastructure and Assets		\$5,000 \$8,000

6.6 All purchases ~~by facsimile, telephone or over the internet~~ shall be authorised by the cardholder and all paperwork must ~~shall~~ be kept and verified.

6.7 The purchases need to comply with the shire's Purchasing Policy

6.8 If there is a purchase greater than the limits set in 6.5 above required to be made, the CEO needs to approve the purchase

7.0 Payments

7.1 The cardholder shall provide appropriate and sufficient documentary evidence of all charges, ~~as required, on a regular basis~~. Where a valid tax invoice or receipt is unavailable, the cardholder must provide verifiable evidence of the purchase or complete a Statutory Declaration which includes:

- date of purchase;
- supplier name;
- amount;
- description of goods or services purchased;
- business purpose of the purchase;
- explanation of why supporting documentation is unavailable.

7.2 Time frames for all payment of accounts shall be monitored by Deputy CEO to ensure that credit charges are minimised and accounts are paid so as not incur a penalty or interest;

- 7.3 Cardholders cannot approve expenditure incurred on their own cards – these will be referred to the Chief Executive Officer for approval. Purchases made by the Chief Executive shall be approved by the Deputy Chief Executive officer.

8.0 Termination of Employment

- 8.1 The Credit Card will be cancelled immediately on termination of employment of the cardholder. The cardholder remains responsible for providing details of any expenditure included on a credit card statement up to and including their final day of employment.

- 8.2 All other Purchasing Cards must be returned to the Deputy Chief Executive Officer on their final day of employment.

9.0 Legislative Reporting Requirements

- 9.1 The Shire shall maintain records of all transactions undertaken using Purchasing Cards in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

- 9.2 In accordance with Regulation 13A of the Local Government (Financial Management) Regulations 1996, details of each payment made using a Purchasing Card shall be reported to Council and recorded in the monthly list of accounts in the prescribed manner. The information reported shall include:

- the name of the payee;
- the amount of the payment;
- the date of the payment; and
- sufficient information to identify the nature and purpose of the payment.

COMPLIANCE REQUIREMENTS

Legislation	• Local Government Act 1995 section 6.5 (a) • Local Government (Financial Management) Regulations 1996 Reg 11.1 (a) and 13A • Local Government (Rules of Conduct) Regulations 2007 Reg 9(1)
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DOCUMENT CONTROL

FINANCE

Policy Number	4.4
Responsible Officer	Senior Finance Officer Deputy Chief Executive Officer
Initial Council Adoption	22 May 2013

Policy Manual

Review Dates	31 May 2019 31 August 2023 (approved by Council 27 September 2023) 9 July 2024 (approved by Council 28 August 2024) - August 2026
Next Review Due	31 August 2025 31 August 2027 This policy will be reviewed annually or more often where circumstances require.

DRAFT

WAIVER OF RUBBISH AND RECYCLING CHARGES POLICY

Objective

To detail the conditions where the Shire will grant a waiver of rubbish and recycling charges for community organisations.

- 1.0 A community organisation that uses and occupies a premise on land under the care, control and management of the Shire of Gnowangerup shall be entitled to a waiver of the applicable rubbish and recycling charges each financial year.
- 2.0 Any waiver approved by the CEO under Delegation is to be recorded as a donation expense in the financial accounts.
- 3.0 All proposed waivers to be granted shall be disclosed in the Annual Budget, in accordance with Regulation 26 of the Local Government (Financial Management) Regulations 1996.
- 4.0 All waivers granted shall be disclosed in the Annual Financial Report, in accordance with Regulation 42 of the Local Government (Financial Management) Regulations 1996.

COMPLIANCE REQUIREMENTS

Legislation	- Section 6.12 Local Government Act 1995 - Regulation 26 of the Local Government (Financial Management) Regulations 1996. - Regulation 42 of the Local Government (Financial Management) Regulations 1996
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DOCUMENT CONTROL

FINANCE

Policy Number	4.6
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	23 May 2007
Review Dates	31 May 2019 31 August 2023 (approved by Council 27 September 2023) 31 August 2025
Next Review Due	31 August 2025 31 August 2028 This policy will be reviewed every two years or more often where circumstances require.

BUSINESS CONTINUITY MANAGEMENT POLICY

Objective

To provide a policy framework to:

- Ensure the continuity of critical business functions;
- Allocate Business Continuity Management (BCM) roles and responsibilities in the event of a critical incident;
- Allocate responsibility for the implementation, monitoring and review of the BCM documentation;
- Provide a consistent approach to BCM that is aligned to the Australian Standards; and
- Integrate BCM within the Shire's Risk Management, Critical Incident Management, Disaster Recovery and Emergency Management frameworks

1.0 Definitions

Acceptable level of performance means the lowest acceptable level of service that can be tolerated during a disruption.

Business continuity means the ability of the Shire to provide service and support for its customers and maintain critical operations before, during and after a significant disruption.

Business continuity management means the process for managing operations during and following a disruption, to ensure that critical functions can be maintained or restored quickly with minimal impact on staff, customers and the community.

Business continuity plan means an approved and tested document with instructions and procedures that provides guidance on the management of operations to minimise the impact of a significant disruption.

Business impact analysis means a detailed risk analysis that examines the nature and extent of possible disruptions and the likelihood of the resulting consequences in order to gather information about critical functions, dependencies and resource requirements.

Significant disruption means a sudden, unplanned event resulting in inconvenience and disruption to operations, which requires non routine management.

2.0 Policy Statement

- 2.1 The objective of business continuity management is to minimise the impact of a disruptive event on operations and the delivery of services to the community by ensuring that the organisation develops an effective Business Continuity Framework and that relevant Business Continuity Plans are in place. Examples of disruptive events include natural disasters, fire or flood damage to Council facilities, IT business systems failure and telecommunications failure.

A key outcome sought from Council's Business Continuity Framework is to identify the minimum level of acceptable performance the organisation wishes to maintain in the event of a disruption and to clearly state the infrastructure and resources required to achieve and sustain critical business objectives.

- 2.2 Business Continuity Plan (BCP) - collates the instructions / actions that underpin the business continuity management strategy for the Shire's critical functions. It is used to manage incidents. The BCP details continuity / interim actions to be immediately implemented to achieve the highest level of operational performance with the resources available taking into account the specifics of the interruption situation.

3.0 Business Continuity Management Principles

- 3.1 Business Continuity Management is an integral element in the Shire's Risk Management processes.
- 3.2 Business continuity will be managed in accord with the procedures set out in the Shire's Business Continuity Management Framework. Those procedures will include the development of a Business Continuity Plan.

4.0 Roles and responsibilities

- 4.1 Council is responsible for overseeing the management and assessment of risk across the Shire.
- 4.2 On the advice of the Audit, **Risk and Improvement** Committee, Council will set the policy for the Shire's business continuity management.
- 4.3 The Deputy Chief Executive Officer is responsible for the implementation of business continuity management including the oversight of appropriate documentation, training, testing and monitoring of the BCM program.
- 4.4 The Chief Executive Officer and Deputy Chief Executive Officer are the Business Continuity Plan Owners with responsibility for ensuring that all critical functions under their responsibility are addressed in the Business Continuity Plan.
- 4.5 All Shire employees and Councillors are expected to recognise the importance of business continuity, to be familiar with the provisions of this policy and to support the processes that will appropriately manage a significant disruption to the Shire's operations and business.

COMPLIANCE REQUIREMENTS

Legislation	- Local Government Act 1995 – Part 5 - AS/NZS 5050:2010 Business Continuity
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DOCUMENT CONTROL

STRATEGY & GOVERNANCE	
Policy Number	2.7
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	28 August 2019
Review Dates	31 August 2023 (approved by Council 27 September 2023) 30 September 2026
Next Review Due	31 August 2026 31 August 2029 This policy will be reviewed every three years or more often where circumstances require.

BUY LOCAL POLICY – REGIONAL PRICE PREFERENCE

Objective

To promote local business partnerships within the Great Southern region and the Shire of Gnowangerup by giving preference to regional suppliers in the procurement of goods or services via tender.

1.0 Policy Statement

A price preference may apply to tenders invited by the Shire of Gnowangerup for the supply of goods and services and constructions (building) services. This will be advertised in the Request for Tender document.

2.0 Definitions

regional price preference, in relation to a tender submitted by a regional tenderer, involves assessing the tender as if the proposed tender price were discounted in accordance with regulation 24D, **Local Government (Functions and General) Regulations 1996**.

regional tenderer means a supplier of goods or services who satisfies the criteria in sub regulation (2) **Local Government (Functions and General) Regulations 1996**.

A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this Part if —

- (a) that supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or*

Tender is defined in Local Government (Functions and General) Regulation 1996 reg 11(1) as being contracts worth more than \$250,000, unless an exemption applies [Local Government (Functions and General) Regulation 1996 reg 11(2)].

Prescribed Area: Shire of Gnowangerup

3.0 Discounts permitted for regional price preferences

[Local Government (Functions and General) Regulation 1996 reg 24D].

(1) A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by —

- (a) up to 10% — where the contract is for goods or services, up to a maximum price reduction of \$50,000; or
- (b) up to 5% — where the contract is for construction (building) services, up to a maximum price reduction of \$50,000; or

- (c) up to 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.
- (2) *Although goods or services that form a part of a tender submitted by a tenderer (who is a regional tenderer by virtue of regulation 24B(2)(b)) may be —*
 - (a) *wholly supplied from regional sources; or*
 - (b) *partly supplied from regional sources, and partly supplied from non-regional sources,**only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender when a regional price preference policy is in operation.*

4.0. Competitive Purchasing

Despite subregulation (1) of the Local Government (Functions and General) Regulation 1996 reg 24D, price is only one of the factors to be assessed when the local government is to decide which of the tenders it thinks would be most advantageous to that local government to accept under Local Government regulation 18(4) [Local Government (Functions and General) Regulation 1996 reg 24D(3)]

Local Government (Functions and General) Regulation 1996 reg 18(4):

- (4) *Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.*

5.0 Proof of Eligibility

Businesses wishing to claim the price preference must complete a preference questionnaire/response form distributed with each tender. Suitable proof of eligibility must be provided.

If, in the opinion of the Shire of Gnowangerup, a supplier has deliberately provided false or misleading information in order to benefit from this policy, their quotation or tender may be considered non-conforming and, as such, may be disqualified.

COMPLIANCE REQUIREMENTS

Legislation	- Local Government (Functions and General) Regulations 1996 - Council Policy – Purchasing and Procurement
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DOCUMENT CONTROL

FINANCE

Policy Number	4.9
Responsible Officer	Chief Finance Officer Deputy Chief Executive Officer
Initial Council Adoption	21 December 2016
Review Dates	27 April 2020 31 August 2023 (approved by Council 27 September 2023) 8 October 2024 (approved by Council 11 December 2024) 31 August 2026
Next Review Due	31 October 2025 31 October 2027 This policy will be reviewed annually or more often where circumstances require.

WORK HEALTH AND SAFETY POLICY

POLICY STATEMENT

The Shire of Gnowangerup is committed to providing and maintaining a safe and healthy workplace for all workers, volunteers, contractors, visitors and members of the public who may be affected by our activities.

The Shire recognises that protecting the physical and psychological health, safety and wellbeing of our people is fundamental to delivering quality services to the community and achieving organisational objectives and sustainable service delivery.

The Shire is committed to meeting its obligations under the *Work Health and Safety Act 2020 (WA)*, the *Work Health and Safety (General) Regulations 2022*, applicable Codes of Practice and other applicable legislation, regulations and guidance material.

The Shire will actively promote a positive safety culture where consultation, leadership, accountability and continual improvement are embedded throughout the organisation.

OBJECTIVES

The objectives of this Policy are to:

- provide and maintain a safe and healthy workplace;
- eliminate hazards and minimise risks to health and safety so far as is reasonably practicable;
- comply with all applicable work health and safety legislation;
- promote consultation and participation with workers and other duty holders;
- provide appropriate information, instruction, training and supervision;
- continually improve the effectiveness of the Shire's Work Health and Safety Management System;
- identify, eliminate or minimise physical, psychological and psychosocial risks to health and safety so far as is reasonably practicable; and
- foster a workplace culture where everyone takes responsibility for health and safety.

POLICY

The Shire of Gnowangerup will, so far as is reasonably practicable:

1. Leadership and Commitment

The Shire will:

- demonstrate visible leadership and commitment to work health and safety;
- establish measurable WHS objectives and monitor performance against those objectives;
- provide adequate resources to effectively manage work health and safety;
- integrate work health and safety considerations into all business activities and decision-making; and
- regularly review this Policy and the Work Health and Safety Management System to ensure ongoing effectiveness.

2. Risk Management

The Shire will:

- identify physical, psychological and psychosocial hazards associated with its activities;

- assess risks arising from those hazards;
- eliminate risks where reasonably practicable, or otherwise minimise risks through the implementation of appropriate control measures;
- regularly review the effectiveness of implemented controls; and
- ensure incidents, injuries and notifiable incidents are reported, investigated and managed in accordance with legislative requirements and organisational procedures;
- encourage the reporting of hazards, near misses, incidents and opportunities for improvement; and
- provide health monitoring where required by legislation or where exposure to identified hazards warrants such monitoring.

3. Consultation

The Shire recognises that meaningful consultation improves safety outcomes. The Shire will ensure consultation occurs, so far as is reasonably practicable, when making decisions about matters that may affect the health and safety of workers

The Shire will consult, cooperate and coordinate with:

- workers;
- Health and Safety Representatives (where elected);
- the Work Health and Safety Committee;
- volunteers;
- contractors;
- other duty holders; and
- relevant stakeholders,

when identifying hazards, assessing risks, developing procedures, implementing changes and investigating incidents.

4. Training and Competency

The Shire will provide appropriate:

- induction training;
- role-specific training;
- supervision;
- instruction;
- information; and
- opportunities for continual development,

to ensure workers are competent to undertake their duties safely.

5. Continuous Improvement

The Shire is committed to continually improving its Work Health and Safety Management System through:

- monitoring performance;
- workplace inspections;
- audits;
- incident investigations;
- corrective actions;
- management reviews;

- regular review of policies, procedures and work practices; and
- analysing trends arising from incidents, hazards, inspections, audits and corrective actions to identify opportunities for improvement.

RESPONSIBILITIES

Council

Council will:

- support the implementation of this Policy;
- allocate appropriate resources to achieve effective work health and safety outcomes; and
- promote a positive safety culture throughout the organisation.

Chief Executive Officer and Officers

The Chief Executive Officer and Officers will:

- exercise due diligence, as required under the *Work Health and Safety Act 2020 (WA)*, to ensure the Shire complies with its work health and safety obligations;
- ensure appropriate resources and processes are available to eliminate or minimise risks;
- promote compliance with this Policy and the Shire's WHS Management System;
- maintain an up-to-date understanding of work health and safety matters and associated risks relevant to the Shire's operations;
- monitor WHS performance; and
- foster continual improvement.

Managers and Supervisors

Managers and Supervisors are responsible for:

- leading by example;
- promoting safe work practices;
- ensuring workers receive appropriate training, instruction and supervision;
- identifying hazards and implementing effective risk controls;
- ensuring Safe Work Procedures are followed;
- encouraging consultation and reporting;
- investigating incidents and ensuring corrective actions are implemented; and
- monitoring workplace compliance with WHS requirements.

Workers and Volunteers

Workers and volunteers are expected to:

- take reasonable care for their own health and safety;
- take reasonable care that their actions or omissions do not adversely affect the health and safety of others;
- comply with reasonable instructions, policies and procedures;
- use plant, equipment and personal protective equipment correctly;
- report hazards, incidents, injuries and near misses promptly;
- participate in consultation, training and continuous improvement initiatives;
- cease or refuse to undertake work where they reasonably believe there is an immediate and serious risk to health and safety and immediately notify their supervisor or manager; and
- contribute positively to a safe, respectful and healthy workplace.

Contractors

Contractors engaged by the Shire must:

- comply with applicable work health and safety legislation;
- comply with the Shire's Contractor Management requirements and site-specific safety requirements;
- provide evidence of competency, licences, qualifications and insurances where required;
- identify and manage risks associated with their work;
- report hazards and incidents immediately;
- consult, cooperate and coordinate activities with the Shire and other duty holders where work activities overlap; and
- ensure their activities do not place workers, volunteers or members of the public at risk.

Visitors

Visitors to Shire workplaces are expected to:

- comply with all reasonable safety instructions;
- follow site rules and signage; and
- immediately report any hazards or incidents to a Shire representative.

COMMITMENT TO SAFETY CULTURE

The Shire believes that everyone has an important role in creating a safe workplace.

Every worker has the authority and responsibility to stop work where they reasonably believe there is an immediate and serious risk to health and safety until appropriate controls have been implemented.

The Shire is committed to maintaining a workplace that is safe, respectful, inclusive and free from bullying, harassment, discrimination, occupational violence and other psychosocial hazards.

The Shire encourages open communication regarding health and safety and is committed to ensuring workers can raise concerns without fear of reprisal.

LEGISLATIVE REFERENCES

- Work Health and Safety Act 2020 (WA)
- Work Health and Safety (General) Regulations 2022
- Relevant Codes of Practice
- Local Government Act 1995 (WA)

RELATED DOCUMENTS

- Work Health and Safety Management System
- Contractor Management Procedure
- Risk Management Framework
- Incident Reporting Procedure
- Hazard Management Procedure
- Consultation Procedure
- Training and Competency Framework
- Emergency Management Plans
- Safe Work Procedures

REVIEW

This Policy will be reviewed every two years, or earlier where legislative, organisational or operational changes require.

COMPLIANCE REQUIREMENTS

Legislation	Work Health and Safety Act 2020
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DOCUMENT CONTROL

HUMAN RESOURCES & COMMUNICATION

Policy Number	3.4
Responsible Officer	Safety & Emergency Coordinator
Initial Council Adoption	28 October 2015
Review Dates	31 May 2019 31 August 2023 (approved by Council 27 September 2023) 31 August 2024 (approved by Council 28 August 2024) 31 August 2026
Next Review Due	31 August 2028 This policy will be reviewed every two years or more often where circumstances require.

WORK HEALTH AND SAFETY POLICY

Objective

To:

- **Improve safety conditions in the workplace.**
- **Ensure the Shire's health and safety obligations are met; and**
- **Maintain health and safety as a priority when managing our operations**

1.0 The Shire of Gnowangerup is committed to creating and supporting a safe and healthy place to work.

2.0 The Shire:

- a) will establish WHS objectives and plans to achieve them.
- b) is committed to the elimination of hazards in the workplace.
- c) values its workers, volunteers and contractors and commits to consultation and participation with all workers and their representatives.
- d) aims to ensure all its workers, volunteers and contractors work safely so that the health and safety of community members and visitors is not adversely affected by any Shire activities.
- e) believes that high performing work health and safety practices are essential for everyone's safety and well-being; and
- f) will regularly review its Work Health and Safety Management System and this Policy to ensure all hazards and risks are identified and mitigation in place to eliminate or reduce as far as is practicable.

3.0 Responsibilities

- 3.1 Senior Management are committed to establishing, implementing, and maintaining this policy and the associated Work Health and Safety systems by the development of a framework for setting WHS objectives.

All managers and supervisors are expected to:

- a) lead by good example, create, adopt, and support safe work practices and behaviours that lead to safe and healthy work environments.
- b) resource the workplace and the workers so they can work safely and report on WHS performance as needed.

- c) remove barriers that could prevent a safe and healthy environment by providing mechanisms, time and training to reduce or eliminate hazards in the workplace.
- d) promote and support standards defined by our Safety Management Plan, Australian Standards and Work Health and Safety legislation.

3.2 Workers and Volunteers

All workers and volunteers are expected to:

- a) lead by good example, take part in safe work practices and behaviours that lend to safe and healthy work environments.
- b) work respectfully and foster professional and healthy relationships with fellow team members and co-workers.
- c) follow work procedures and instructions that will help in meeting the objectives of this Policy.
- d) follow the training they have been provided with, to work safely; and
- e) report on hazards, incidents, and safety concerns within the procedures of the WHS Manual and Management Plans.

3.3 All contractors must:

- a) work within their own Safety Management Plans, be compliant with all relevant legislation and to consult with the Shire on WHS matters when working on Shire worksites. When the contractor and the Shire share workspaces and areas, communication is key to keeping all people in the workplace safe.
- b) work with the Shire to identify and report on hazards, incidents, and safety concerns.
- c) work respectfully in the Shire's work environment and foster professional and healthy relationships with Shire workers, volunteers and other Shire engaged contractors.
- d) represent positive, safe, and healthy practices as contractors to the community when working for the Shire.
- e) supply safety documents, tickets and any licences as requested by the Shire.
- f) improve compliance to relevant legislation and agree to rectify any non-compliance issues.

COMPLIANCE REQUIREMENTS

Legislation	Work Health and Safety Act 2020
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DOCUMENT CONTROL

HUMAN RESOURCES & COMMUNICATION

Policy Number	3.4
Responsible Officer	Workplace and Health Safety Officer
Initial Council Adoption	28 October 2015
Review Dates	31 May 2019 31 August 2023 (approved by Council 27 September 2023) 31 August 2024 (approved by Council 28 August 2024)
Next Review Due	31 August 2026 This policy will be reviewed every two years or more often where circumstances require.

COMPLAINTS HANDLING POLICY

1. Purpose

The Shire of Gnowangerup (Shire) is committed to providing accessible, fair, timely and effective mechanisms for receiving, managing and resolving complaints. The Shire recognises complaints as an important source of information for improving services, decision-making, processes and community confidence.

2. Policy objective

This Policy establishes the principles and governance framework for complaints made to the Shire and aims to ensure that complaints are:

- easy to make and accessible to all members of the community;
- acknowledged and assessed promptly;
- handled impartially and with procedural fairness;
- managed consistently and proportionately to their seriousness;
- resolved wherever reasonably possible at the lowest appropriate level;
- recorded appropriately and used to identify opportunities for improvement; and
- referred to the appropriate external authority where the matter is outside the Shire's jurisdiction.

3. Scope

This Policy applies to external complaints concerning the Shire's services, facilities, processes, policies, administrative decisions, employees, contractors or agents acting on behalf of the Shire.

It does not replace or override a statutory complaint, objection, appeal, review or investigation process.

4. Definitions

Complaint – An expression of dissatisfaction about a Shire service, action, decision, process, employee, contractor or failure to act, where a response or resolution is reasonably expected.

Service request – A request for the Shire to provide a service or take routine action, such as reporting a missed collection, damaged facility or road maintenance issue.

Feedback – A comment, suggestion, compliment or observation that does not necessarily require a formal investigation or remedy.

Complainant – A person or organisation making a complaint.

General complaint to the Inspector – A complaint under Part 8A of the Local Government Act 1995 alleging that a local government or relevant person has contravened, or is contravening, a provision of the Act or associated regulations.

Behavioural breach – A complaint concerning the behavioural requirements in Division 3 of The Local Government (Model Code of Conduct) Regulations 2021, which is generally dealt with by the local government in accordance with its adopted Code of Conduct and the Regulations.

Conduct breach – A breach of the Rules of Conduct under Division 4 of The Local Government (Model Code of Conduct) Regulations 2021. These matters are dealt with through the Local Government Inspector and adjudication framework.

Specified breach – A breach specified under the Local Government Act 1995 or prescribed regulations and dealt with through the Inspector's statutory framework.

5. Complaints principles

Accessibility – People should be able to complain without unnecessary barriers and should be provided with reasonable assistance where required.

Respect – Complainants, employees, elected members and other parties will be treated courteously and respectfully.

Fairness – Complaints will be assessed objectively and handled in accordance with procedural fairness.

Impartiality – A person should not investigate a complaint where there is an actual or perceived conflict of interest.

Timeliness – Complaints will be acknowledged and progressed within reasonable timeframes, having regard to complexity and risk.

Confidentiality – Information will be handled confidentially where required by law and in accordance with privacy and records obligations. Confidentiality is not absolute.

Proportionality – The level of investigation and management will be proportionate to the seriousness, complexity and potential impact of the complaint.

Transparency – The complainant will, where appropriate, be advised of the outcome, reasons and available review or external avenues.

Continuous improvement – Complaint trends and outcomes will be considered to improve Shire services and processes.

6. Matters outside this Policy

Where a matter is subject to another statutory or specialised process, the complainant will be advised of the appropriate pathway where reasonably practicable. Examples include:

- Freedom of Information applications or reviews;
- Planning applications, objections, reviews or appeals where a separate statutory process applies;
- Employee grievances or workplace matters;
- Public interest disclosures;
- Insurance or legal claims;
- Complaints concerning matters properly referred to the Corruption and Crime Commission, Public Sector Commission, Ombudsman WA, Western Australian Electoral Commission or another statutory authority; and
- Complaints falling within the Local Government Inspector's statutory jurisdiction.

7. Local Government Inspector arrangements

The Shire will not investigate or determine matters that are required or more appropriately dealt with under Part 8A of the Local Government Act 1995 and the Local Government (Local Government Inspector) Regulations 2025. Staff must identify and escalate potential Inspector matters promptly.

7.1 General complaints

A general complaint may be made to the Local Government Inspector where there is reason to believe that a local government or relevant person has contravened, or is contravening, a provision of the Local Government Act 1995 or associated regulations. General complaints may concern a local government, council member, committee member, employee, current or previous candidate, or a person or organisation with a financial or other association.

General complaints generally relate to matters that are not behavioural, conduct or specified breaches. The Inspector may refer a general complaint to the Shire or another public officer or body where that is considered more appropriate. A general complaint cannot be made anonymously and must generally concern conduct occurring within five years of the complaint.

7.2 Behavioural, conduct and specified breaches

Behavioural complaints under Division 3 of the Model Code of Conduct are generally dealt with by the Shire in accordance with the Code of Conduct.

Conduct breaches under Division 4 of the Model Code of Conduct are dealt with through the Inspector and adjudication framework. Specified breaches are also dealt with through the Inspector's statutory framework. Staff must not attempt to substitute the ordinary customer complaints process for these statutory processes.

The Inspector's current published guidance identifies the Ombudsman WA for complaints about local government decision-making or actions in providing services where the complainant is personally

impacted, the Corruption and Crime Commission for serious misconduct, and the Public Sector Commission for minor misconduct by a local government employee.

8. Making a complaint

Complaints may be made by email, letter, telephone, in person or through any online mechanism provided by the Shire

9. Procedural fairness

Where a complaint may result in an adverse finding about a person, the person concerned will generally be given an appropriate opportunity to respond before a decision is made, subject to legal requirements and the nature of the matter.

10. Conflicts of interest

A person who has an actual, potential or perceived conflict of interest must disclose this and not manage the complaint unless authorised to do so following appropriate consideration of the conflict.

11. Unreasonable complainant conduct

The Shire recognises that a person may become persistent, demanding, abusive or otherwise unreasonable in pursuing a complaint. Such conduct will be managed respectfully and proportionately and will not, of itself, prevent a person from making a legitimate complaint.

Where the Chief Executive Officer determines that a complaint is vexatious, misconceived, frivolous or without substance, or that responding would divert an unreasonable portion of Shire resources, the requirements of regulation 37A of the Local Government (Administration) Regulations 1996 will be followed, including providing the prescribed notice and information about the available pathway to make a general complaint to the Local Government Inspector concerning the CEO's decision.

12. Records and confidentiality

Complaints will be recorded and managed in accordance with the Shire's Recordkeeping Plan and applicable legislation. Information will only be disclosed where authorised or required by law. Staff must take particular care where a complaint may be subject to confidentiality requirements under the Local Government Act 1995 or other legislation.

13. Reporting and continuous improvement

The CEO is to report complaints and actions to Council.

14. Responsibilities

Council – Adopts the Policy and receives appropriate high-level reporting on complaints.

Chief Executive Officer – Ensures the complaints framework is implemented, resources are available, serious matters are escalated, and statutory obligations are met.

Managers – Ensure complaints within their area are assessed, investigated and resolved appropriately and that systemic issues are addressed.

Employees – Treat complainants respectfully, record complaints appropriately, escalate potential statutory matters and cooperate with investigations.

Complaints Officer / nominated officer – Coordinates the complaint register, triage, referral, monitoring and reporting arrangements established by the CEO.

COMPLIANCE REQUIREMENTS

Legislation	Part 8A of the Local Government Act 1995 and the Local Government (Local Government Inspector) Regulations 2025.
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DOCUMENT CONTROL

Strategy & Governance	
Policy Number	2.22
Responsible Officer	Chief Executive Officer
Initial Council Adoption	
Review Dates	31 August 2026
Next Review Due	31 August 2029 This policy will be reviewed every 3 years or more often where circumstances require.

COLLECTION OF NON-RATES DEBTS POLICY

Objective

- To provide for the collection of outstanding debts and charging of interest in relation to debts other than rates.

1.0 Debt Management

- 1.1 All monies owed to Council for any fee or charge raised under Sections 6,16 and 6.17 of the *Local Government Act 1995*, or any reimbursement that is due to Council, are deemed to be overdue following a period of thirty-five (35) days from the date of the original invoice.
- 1.2 If the invoice is not paid by the due date specified in 1.1, then the following recovery process will take place.
 - (a) For amounts outstanding for up to 30 days, the Responsible Officer is to issue a Statement to the debtor with an 'overdue' sticker attached to the Statement.
 - (b) For amounts outstanding for greater than 30 days but less than 60 days, the Responsible Officer is to issue a Statement to the debtor with 'any reason for overdue account' sticker attached to the statement.
 - (c) For amounts outstanding for greater than 60 days, the Responsible Officer is to issue a letter of demand to the debtor and instruct a debt collection agency to initiate debt recovery action.
 - (d) Any further line of credit is to be withdrawn until the debt is paid in full, or an arrangement has been entered into to pay off the outstanding debt.
- 1.3 Before any third party is engaged to take legal action to recover an outstanding debt, the Deputy CEO is to be consulted to ensure that this action is appropriate giving due consideration to all issues that have led to the debt being overdue and not paid.
- 1.4 Once all reasonable attempts to either locate the debtor or to obtain payment have failed, the responsible officer for raising the debt will be asked to submit a written request for the invoice to be considered for write off.
- 1.5 Approval will be sought from the CEO if it falls under their delegation limit. Otherwise, the approval will be sought from the Council for the debt to be written off. Once approval has been received, the appropriate entries are to be made in the Accounts Receivable Ledger.

2.0 Debt Raised in Error or Debt Adjustment

- 2.1 If a debt has been raised in error or requires an adjustment then an explanation will be sought from the relevant staff members. Once this has been received a credit note request will be raised which is to be authorised by both the staff member who raised the initial invoice and the Deputy CEO.

3.0 Interest on Overdue Accounts

- 3.1 Interest may be calculated on the total outstanding debt once it has exceeded the due date of the invoice. The rate of interest imposed is that as determined by Council as contained in the Annual Budget and in accordance with Section 6.13 of the Local Government Act.

COMPLIANCE REQUIREMENTS

Legislation	- Local Government Act 1995 - Local Government (Financial Management) Regulations 1996
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DOCUMENT CONTROL

STRATEGY & GOVERNANCE

Policy Number	4.2
Responsible Officer	Deputy CEO
Initial Council Adoption	18 April 2007
Review Dates	31 May 2019 24 August 2026
Next Review Due	30 June 2030 This policy will be reviewed every 4 years.

MOTOR VEHICLE POLICY

Objective

To provide a policy framework for:

- Ensuring Council the Shire maintains a suitable fleet of vehicles that contributes positively and effectively to the operational requirements of the Shire operations;
- Councillors and staff on General principles and standards of use and care associated with the operation of Shire vehicles; and
- The procurement and use of vehicles for Shire operational requirements.

1.0 Definitions

Fleet Vehicles means all vehicles owned or controlled by the Shire of Gnowangerup that are designed to carry passengers and / freight on public roads.

Fleet Pool means a grouping of vehicles that may be used commonly by a group of staff, as defined by location or program. The management of a fleet pool shall be coordinated centrally by a designated officer.

Fringe Benefits Tax (FBT) means tax levied on benefits obtained by employees in respect of their employment.

FBT Logbook period means a continuous period of at least 12 weeks when a vehicle is used for average business use (it should not be a period chosen because of maximum business use). Logbooks are used as the basis for FBT calculations.

Logbooks means books used to record details of all trips undertaken including the driver's name, journey date, starting and ending odometer readings and purpose of the journey.

Personal use means the use of fleet vehicles for non-business purposes. It generally includes travel to and from work.

Reserve vehicles means vehicles that are not directly assigned to a specific function or staff position.

SoG means "Shire of Gnowangerup".

SOP means "Standard Operating Procedure".

2.0 Acquisition and Disposal

2.1 When acquiring and disposing of light vehicles the following key principles shall be applied:

Economic Criteria: whole of life costs shall be estimated from best available data.

Functional Criteria: functional requirements of the position for which the vehicle is being acquired.

Social Criteria: preference shall be given to vehicles that confirm a responsible, accountable image compatible with the Shire's values.

Environmental Criteria: a recognition of the CO2 emissions allocated to the vehicle

Safety Criteria - Highest: the highest weighting to purchase shall be given to vehicle safety. Vehicles must have an Australasian New Car Assessment Program (ANCAP) five-star rating. For Light Commercial Vehicles including vans and utilities, the Shire will preferentially select vehicles with a minimum 4-star ANCAP rating. Where rating is unavailable the Shire will procure vehicles fit for purpose with safety features similar to 4- star ANCAP rating.

- 2.2 The annual budget provides allocations for each category of vehicle within the light vehicle fleet that is consistent with and complimentary to the needs of the organisation and officers.

3.0 Categories of Vehicles:

Light	Suzuki Swift Hybrid, Mazda 2 G15 Pure, MG3 Hybrid+ Excite, Toyota Yaris SX Hybrid, VW Polo Life
Small	MG5 Essence, BYD Dolphin, Kia Cerato Sport, Toyota Corolla SX Hybrid, Mazda 3 G20 Evolve, MG4 Excite Hatch Electric, Hyundai i30 Hatch, BYD Dolphin Premium Electric, VW Golf Hatch.
UV Small	MG ZT Essence, Mitsubishi ASX MR, Kia Seltos Sport, GMW Haval Jolion wagon turbo, Mazda CX-30 G20 Evolve Vision, Hyundai Kona Hybrid N Line
Medium	Toyota Camry Ascent Sport Hybrid, Mazda6 G25 Sport, BYD Seal Dynamic Electric, Tesla Model 3, Polestar 2 electric standard range, Hyundai Ionic 6 electric
SUV Medium	BYD Atto 3 electric, Mitsubishi Outlander Aspire 7 seat, Mazda CX-5 G25 touring, Toyota RAV4 Cruiser hybrid, Hyundai Tucson Hybrid N Line, Nissan X-Trail ST-L hybrid, Tesla Model Y, Hyundai Ioniq 5
People mover	Kia Carnival Sport, Hyundai Staria Elite, LDV MIFA Executive
SUV Large	Mitsubishi Pajero Sport GLX, Subaru Outback, Isuzu MU-X LS-M diesel turbo, Kia Sorento S, Ford Everest Ambiente, Toyota Klugr GX hybrid
2WD ute	Toyota Hilux Workmate, Isuzu D-Max SX, Mitubishi Triton GLX, Ford Ranger XL, Mazda BT-50
4WD ute	GWM Ute Cannon, LDV T60 Max Pro, Toyota HiLux Workmate, Nissan Navara SL, Mitsubishi Triton GLX, Ford Ranger XL, Isuzu D-Max SX, Mazda BT-50 XT

The above table comes from the WALGA Vehicles Values Table 2025/2026.

The above categories are applied accordingly

Category One – CEO vehicle will be determined as part of their employment negotiations

Category Two – Deputy CEO and Executive Manager Infrastructure and Assets SUV Large

Category Three – Managers: SUV Large

Category Four – Limited or no private use: Medium or 2WD Ute

Category Five – Pool vehicle: Up to SUV Medium

~~Category One – CEO \$80,000~~

~~Category Two – Deputy CEO and Executive Manager Infrastructure and Assets \$70,000~~

~~Category Three – Managers \$55,000~~

~~Category Four – Limited or no private use \$45,000~~

~~Category Five – Pool vehicle \$45,000~~

4.0 Safety Rating

All vehicles allocated to employees must have a 5 Star ANCAP safety rating. For Light Commercial Vehicles including vans and utilities, vehicles must have a minimum 4-star ANCAP rating and when not rated, with safety features similar to 4- star ANCAP rating.

5.0 Vehicle Allocations

- 5.1 The Chief Executive Officer will determine vehicle allocations and vehicle use status applicable to employees and/or positions taking into consideration industry and market trends, and whole of life costing.
- 5.2 In determining vehicle allocations and vehicle use a flexible approach to the changeover of the vehicle fleet will be taken with due consideration being given to the make and model of vehicles and the kilometres travelled.
- 5.3 The Chief Executive Officer and Executive Managers shall be provided with a private vehicle as per their employment contract or equivalent agreement.
- 5.4 The authorised driver of a specific vehicle shall be a driver authorised under a specific employment contract or staff of the Shire of Gnowangerup who has:
 - (a) been assigned the vehicle as part of their Council duties and/or conditions of employment.
 - (b) an appropriate licence and a record of which is on the personnel files of the person to which the vehicle has been assigned.
 - (c) is responsible for the care and management of the vehicle.

6.0 Classification of Use

Vehicle use is classified into four categories:

6.1 Unrestricted Private use

Officers may use the vehicle for unrestricted Council business and private use in accordance with the individual's employment contract.

6.2 Restricted Private Use

Officers granted vehicles in this class are limited to operation within the confines of the Shire of Gnowangerup geographic municipality boundary. Vehicles cannot be driven outside the Shire boundary without the prior written authorisation of the CEO. Completion of 'Application Personal Use of a Council Vehicle' form is required. Should approval be granted, the Officer is responsible to pay for all fuel costs.

6.3 Commuter Use Only

Council vehicles for commute use only may be used for transport to and from home/work only, by the most direct route. Any variations are to be agreed by the CEO.

7.0 Approved Drivers

7.1 Employees who are required to operate a Shire vehicle in the performance of their duties must be in possession of a valid WA driver's licence. A copy of the driver's licence must be provided to the Payroll (Finance) Officer to be put on their personnel file.

7.2 If at any time the licence of an approved driver expires or is revoked, or the driver is otherwise disqualified from driving, it is the responsibility of the driver to inform their supervisor immediately. They will not be entitled to drive a Shire vehicle until their licence is reinstated.

8.0 Use of Council Vehicles

8.1 Authorised Private Use of Vehicles

A person who has private use of vehicle as part of their employment contract can use their vehicle in accordance with their contract of employment. SoG recognises that where an employee is granted full private use of a vehicle, this vehicle in many cases becomes that employee's family vehicle. Accordingly, such employees are entitled to grant permission to drive the Shire vehicle whilst on private use provided such person(s) hold a current driver's licence and is:

- (a) the partner of the employee who permanently resides with the employee, or
- (b) another suitably licensed person where employee and/or employee's partner is the passenger in the passenger in the vehicle.

SoG vehicles are not permitted to compete in any car rally or competition or be used for any commercial purpose outside of Shire's own operations. Where employees have full private use of a Four-Wheel Drive vehicle, only appropriate recreational use of the vehicle is permitted. Appropriate off-road use can be defined as utilising the vehicle only where access is provided by either a marked track/trail (e.g. camping ground access, fire trail,

dirt roads), or where vehicular access is specifically allowed (e.g. Beach driving). Where inappropriate private use of a 4WD results in damage to the vehicle, the employee using the vehicle will be responsible for all repair costs incurred.

8.2 Commuter Use Vehicle

In determining the type of Commuter Use vehicles available, the CEO will have due regard to whole of life costs, operational needs, environmental and safety considerations. Generally, vehicles listed in the Commuter Use Vehicles List will be four-cylinder vehicles.

Commuter Use does not include:

- (a) transportation of family members or members of the public, unless for work related purposes;
- (b) transportation of other Council employees to and from work, unless they live on a direct route to work or meet the driver at the premises where the vehicle is garaged;
- (c) visits to private or non-work-related locations other than isolated instances such as stopping at a shop on the way home via the direct route; and
- (d) use of the vehicle during work breaks for private purposes.

Responsible Officers with Commuter Use may not nominate other drivers to use the vehicle for Commuter Use purposes other than in instances where the vehicle is required to attend to Council business such as an after-hours callout and the Responsible Officer is unavailable to attend.

Vehicles used for Commuter Use are to be made available to officers during Council's standard hours of operation and must be returned to the workplace in all instances of leave exceeding two days, or circumstances where the relevant Manager deems there is a reasonable operational need for the vehicle during the officer's absence.

The CEO or Deputy CEO may authorise a "once off" Commuter Use of a vehicle due to the operational or business requirements of an officer's role.

In general, it is not permissible for any person other than the Responsible Officer with Commuter Use to travel between home and the worksite/workplace in the Council vehicle. However, where emergency/extenuating circumstances warrant, the Responsible Officer's nominated spouse or partner, or another nominated person may act as a relief driver.

Commuter Use may be withdrawn from a Responsible Officer should it be determined that there is no longer an operational need for the vehicle, or this type of vehicle use.

8.3 Pool Vehicles

SoG vehicles which are not designated to any specific person or department are to be used for pooling. All pool vehicles will be controlled by the **Works Manager Executive Manager Infrastructure and Assets**.

8.4 Fuel Cards

SoG **will may** supply vehicles with a fuel credit card. Where a fuel card has not been provided, purchase orders are to be raised and approved by authorised personnel prior to filling the fuel tank. In the event where an employee has no choice but to make out of pocket payment for fuel, receipts are to be kept for reimbursement. Reimbursement should be claimed by submitting Request for Reimbursement Form approved by authorised personnel to the finance department.

Fuel cards are to be used solely for SoG use. The Fuel Card should be used only for the purchase of fuel (ULP or Diesel only) for Shire vehicles. No other purchases are permitted on the fuel card. The use of this card for obtaining bonus points (i.e. Flybuys Points) is prohibited, as Council will be liable for Fringe Benefits Tax.

Fuel cards are to be kept in the designated vehicle at all times and misplaced cards must be reported immediately to the Senior Finance Officer who will facilitate the cancellation of the card.

8.5 Records of Usage (Logbooks)

8.5.1 Restricted or Commute only use

SoG shall maintain records of vehicle usage in order that:

- (a) the extent of operational and private use can be measured and to calculate fringe benefits tax liability for all SoG vehicles; and
- (b) the person responsible for the vehicle when an infringement, damage or loss occurs for all vehicles can be identified.

Logbooks are to be filled out every time the vehicle is used. Logbooks are to be filled out with odometer readings every time the vehicle is used.

8.5.2 Private Use

A logbook is to be completed for a period of ~~three consecutive months~~ 12 weeks once in every ~~five~~ four-year period, unless the vehicle has a change of allocation or is traded for another.

8.6 Vehicle Security

Vehicles must be:

- (a) Parked at a council property for insurance reasons
- (b) Parked in a safe and secure place if out of Gnowangerup.
- (c) Properly secured when unoccupied (i.e. Keys removed, doors locked and security systems activated).
- (d) Confidential material and expensive equipment must not be left in unattended vehicle.

8.7 Insurance

Losses or damage to any personal property carried or kept in a SoG vehicle shall remain the responsibility of the officer to whom the vehicle is assigned at that time the property was placed in the vehicle, unless such property is used in connection with official business.

8.8 Servicing and Maintenance

Vehicles are to be maintained in a condition that reflects SoG in a positive manner i.e. clean, tidy and well maintained. It is the responsibility of the driver, to whom the vehicle is allocated or in use of last, to ensure that it is cleaned regularly inside and out. Staff using SoG pool vehicle for a task must return it clean, tidy and fuelled.

Drivers are responsible for arranging the delivery of vehicles to the Shire of Gnowangerup Depot for servicing and maintenance or another area as arranged by workshop (i.e. Dealership).

8.9 Safe Driving Standards

8.9.1 Smoking

Smoking is strictly prohibited in SoG vehicles at all times.

8.9.2 Mobile Phones

The use of mobile phones is prohibited by law when operating a vehicle unless the vehicle has hands-free functionality.

8.9.3 Driving Range

All SoG Vehicles are to be used only within Western Australia. If vehicles are to be taken outside of Western Australia, prior written approval from CEO is to be obtained, unless stated differently in a Contract of Employment.

8.9.4 Modifications to or In Vehicles

No modifications can be made to any SoG vehicles.

8.10 Vehicles shall have a Shire of Gnowangerup logo decal displayed on each front passenger door, with the exception of the CEO and vehicles allocated to contracted staff members where private use of that vehicle is a condition of their contract.

8.11 Vehicle disposal should occur where the cost of ownership of the vehicle is optimised. Generally, vehicles will be disposed of where the CEO is of the opinion that the time of disposal maximises the financial advantage to the Council, unless vehicles are under other contractual arrangements or purchase/changeover.

8.12 Vehicle rotation between officers, where the vehicle type is the same, shall be applied where possible when a vehicle is travelling too few or too many kilometres annually to achieve optimal ownership/changeover cost.

8.13 The purchasing of vehicles is to occur by quotation in accordance with Council Policy Purchasing. Only vehicles available at a Government fleet discounted price shall be purchased.

COMPLIANCE REQUIREMENTS

Legislation / Documents

- Council Policy

DOCUMENT CONTROL

INFRASTRUCTURE, ENVIRONMENT & ASSET MANAGEMENT

Policy Number	5.2
Responsible Officer	Asset and Waste Management Coordinator
Initial Council Adoption	22 September 2012
Review Dates	• 31 May 2019 • 31 August 2023 (approved by Council 27 September 2023) • 28 August 2024 (approved by Council 28 August 2024) • 21 August 2026
Next Review Due	31 August 2025 30 July 2027 This policy will be reviewed annually or more often where circumstances require.

SIGNIFICANT ACCOUNTING POLICY

Objective

- To provide a framework for the financial management of the Shire that is clear, transparent, consistent, and complies with statutory obligations and requisite Australian Accounting Standards.

1.0 Policy Statement

The purpose of the financial reporting framework is to ensure:

- Financial Reports are based on proper accounts and records;
- Present fairly, in all material respects, the results of the operations of the Shire for the reporting year and its financial position at the end of the reporting period
- Are in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.
- Proper management of internal controls to ensure that material misstatements do not occur

The financial reporting framework includes (but is not limited to):

- Annual Financial Statements
- Annual Financial Budgets and Budget Reviews
- Monthly Financial Statements
- Internal Management reports (where appropriate)
- Reports to Council (where appropriate)

The financial reporting framework will ensure compliance with the regulatory requirements outlined under the Compliance Requirements in this policy.

Ultimately the financial Reporting Framework allows the organisation to assess and disclose the Shire's ability to continue as a going concern.

COMPLIANCE REQUIREMENTS

Legislation	• Local Government Act 1995 • Local Government (Financial Management) Regulations 1996 • Australian Accounting Standards
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DOCUMENT CONTROL**STRATEGY & GOVERNANCE**

Policy Number	4.8
Responsible Officer	Deputy CEO
Initial Council Adoption	16 December 2015
Review Dates	• 31 May 2019 • 24 August 2026
Next Review Due	31 March 2027 This policy will be reviewed every year as part of the annual budget process.

4.8 SIGNIFICANT ACCOUNTING POLICIES

Policy Type:	Finance
Date Adopted:	16 December 2015

Policy No:	4.8
Date Last Reviewed:	31 May 2019

Legal (Parent):
1. Local Government Act 1995 (As Amended) – Section 6.10. 2. Australian Accounting Standards

Legal (Subsidiary):
1. Local Government (Financial Management) Regulations 1996.

Delegation of Authority Applicable	No
Delegation Number	N/A

Staff Procedure Applicable	No
Staff Procedure Number	N/A

ADOPTED POLICY	
Title:	SIGNIFICANT ACCOUNTING POLICIES
Objective:	To provide a framework for the financial management of the Shire that is clear, transparent, consistent, and complies with statutory obligations and requisite Australian Accounting Standards.

1.0 Definitions

AAS means the Australian Accounting Standards.

AASB means Australian Accounting Standards Board.

IFRS means International Financial Reporting Standards.

2.0 Policy Statement

The following significant accounting policies have been adopted by the Shire in the preparation of the Annual Financial Report.

Basis of Preparation

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), and Interpretations of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown Land that is a public thoroughfare, such as land under roads, and land not owned by but under the care,

control and management of the local government, unless it is a golf course, showground, racecourse or any other sporting or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008 have not been recognised in this financial report. This is not in accordance with the requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.

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 report has also 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.

Critical Accounting Estimates

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

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

The Local Government Reporting Entity

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note XX to this financial report.

(a) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(b) Cash and Cash Equivalents

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

(c) Trade and Other Receivables

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

Loans - Classification and subsequent measurement

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(d) Inventories

General

Inventories are valued 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.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is complete are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risk and rewards, and effective control over the land, are passed to the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on Council's intention to release for sale.

(e) Financial Instruments - Investments

Initial recognition and measurement

Financial assets are recognised when the Shire becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and subsequent measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss

(i) Financial assets at fair value through profit and loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

(ii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iii) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Shire no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(f) Fixed Assets

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of fixed assets is determined at least every 3 years but no more than 5 years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process

is considered to be in accordance with *Local Government (Financial Management) Regulation 17A(2)*, which required property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under control

In accordance with *Local Government (Financial Management) Regulation 16(a)(ii)*, the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Australian Accounting Standards Inconsistency – Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, *Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset

is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Major depreciation periods used for each class of depreciable assets are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
• clearing and earthworks	not depreciated
• construction/road base	50 years
• original surfacing and major re-surfacing	
○ bituminous seals	20 years
○ asphalt seals	25 years
Gravel roads	
• clearing and earthworks(formation)	not depreciated
• pavement	50 years

Formed roads (unsealed)

- clearing and earthworks (formation) not depreciated
- pavement 50 years

Footpaths - slab 20 years

Sewerage piping 100 years

Water supply piping & drainage systems 75 years

Airport infrastructure 13 to 100 years

Parks & ovals infrastructure 2 to 100 years

Other infrastructure 10 to 50 years

(g) Fair Value of Assets and Liabilities

When performing a revaluation, the Shire uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are

developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.

(h) Impairment of Assets

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(i) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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.

(j) Financial Liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognized where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(k) Employee Benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

The Shire's obligations for employee's annual leave and long service leave entitlements are recognised as provisions in its 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 obligation 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.

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.

(l) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

(m) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(n) Investments in Associates

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate.

When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

(o) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements. Information about the joint venture is set out in Note XX.

(p) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

(q) Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

(r) 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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire's intentions to release for sale.

(s) Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

(t) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

(u) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

(v) New Accounting Standards and Interpretations for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Shire.

Management's assessment of the new and amended pronouncements that are relevant to the Shire, applicable to future reporting period and which have not yet been adopted are set out as follows:

	Title	Issued / Compiled	Applicable (*)	Impact
(i)	ASSB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Shire, it is not anticipated the Standard will have any effect.
(ii)	AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2019	This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer. The effect of the Standard will depend upon the nature of future transactions the Shire has with those third parties it has dealings with. It may or may not be significant.
(iii)	AASB 16 Leases	February 2016	1 January 2019	Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position once AASB 16 is adopted. Currently operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the Shire, the impact is not expected to be significant.

	Title		Issued / Compiled	Applicable (*)	Impact
(iv)	AASB 1058 Income of Not-for-Profit Entities (incorporating AASB 2016-7 and AASB 2016-8)		December 2016	1 January 2019	These Standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are: - Assets received below fair value; - Transfers received to acquire or construct non-financial assets; - Grants received; - Leases entered into at below market rates; and - Volunteer services. Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the Shire's operations.

(w) Adoption of New and Revised Accounting Standards

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were application to its operations.

Whilst many reflected consequential changes associated with the amendment of existing standards, the only new Standard with material application is as follows:

	Title		Issued / Compiled	Applicable	Impact
	AASB 2015-6 Amendments to Australian Accounting Standards – Extending Related Party Disclosures to Not-for-Profit Public Sector Entities [AASB10, 124 & 1049]				The objectives of this Standard was to extend the scope of <i>AASB 124 Related Party Disclosures</i> to include not-for-profit sector entities. The Standard has had a significant disclosure impact on the financial report of the Shire, as both Elected Members and Senior Management are deemed to be Key Management Personnel and resultant disclosures in accordance to

						AASB 124 have been necessary.
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EXISTING

EXISTING

RECORDS MANAGEMENT POLICY

Objective

- To provide record keeping principles that identify and protect local government records of continuing value.
- To provide guidance on the disposal of local government records, particularly those that have no continuing value.
- To define strategies that will support and document accountability and responsibility throughout the local government.
- ~~To demonstrate to Elected Members how to establish an audit trail tracing the justifications and authorisations for certain courses of action.~~
- To reinforce that all records are to be managed according to whether they are significant or ephemeral, vital or non-vital and in accordance with their security classification.
- To reinforce that all communication in the form of records which are handled, received or generated by the Shire of Gnowangerup whether paper or electronic, whether internal or external, are to be captured within the appropriate recordkeeping system (**SynergySoft**).
- To reinforce that all records are not to be removed from the Shire of Gnowangerup's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing official business.

1.0 Definitions

Council means the Council of the Shire of Gnowangerup (the Elected body).

Shire means the Shire of Gnowangerup (the administration).

GDALG means the General Disposal Authority for Local Government Records.

Local Government employee means:

- a person who, whether or not an employee, alone or with others governs, controls or manages a local government organisation;
- a person who, under the Public Sector Management Act 1994, is a public service officer of a local government organisation; or
- a person who is engaged by a local government organisation, whether under a contract for services or otherwise;

and includes, in the case of a local government organisation referred to in the *Public Sector Management Act 1994* Schedule 1 items ~~5 or 6~~ **15**, a ministerial officer assisting the organisation.

Local Government Records means a record created or received by or for a local government organisation or a local government organisation employee or contractor in the course of the work for the organisation.

Records means any record of information however recorded and includes:

- (a) anything on which there is writing or Braille;
- (b) a map, plan, diagram or graph,
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) anything on which there are figures, marks, perforations, symbols, having a meaning for persons qualified to interpret them;
- (e) anything for which images, sounds or writings can be reproduced with or without the aid of anything else; and
- (f) anything on which information has been stored or recorded either mechanically, magnetically or electronically, **including recordings of Council and Committee Meetings.**

State Archive means a state record that is to be retained permanently.

Government Records (or Public Records)

Records created or received by a public officer or Elected Member in the course of their duties regardless of whether the communication is between staff in the same agency, between different agencies or between public officers and Members of the community (both private and business).

Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential, or historical value. They may include insignificant drafts and rough notes, records of routine enquiries.

Significant Records

Significant records contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made and may embody actual guidelines.

Important note: distinguishing between significant and ephemeral records is a matter of judgement and the above definition can only act as a guide. Reference to "records" in this guideline document should be read as relating to significant public records unless other stated.

Vital Records

Vital records are records which are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire and are absolutely essential for the Shire's reconstruction in an event of a disaster.

The Shire of Gnowangerup considers the following as vital records:

Leases from and to Council, Licenses held by Council, Agreements (Contracts), Guarantees/Warranties, Planning Agreements (Town Planning Scheme), Occupation Agreements, Vesting Orders, Council and Committee Minutes & Agendas, Cemetery Records, Payroll Records, General Ledgers, Rate Books, Deeds/Titles, Financial documents such as Budgets and Annual Financial Statements and any

documents detailing approvals of some kind.

Non-Records

Non-records are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory or a training manual of a third party.

Records Disposal

Disposal/archiving is conducted in accordance with the General Disposal Authority for Local Government Records. Records are stored onsite at the Shire of Gnowangerup Office and offsite, at the Shire of Gnowangerup Works Depot and at Albany Records Management 97 Stead Road Centennial Park 6330.

Suspension of Disposal

Notwithstanding any approved retention and disposal authority, no record—digital or physical—is to be destroyed where it is subject to, or reasonably anticipated to be subject to, a Freedom of Information request, complaint investigation, audit, inquiry or legal proceedings.

2.0 Policy Statement

2.1 The Shire recognises that its records are a local government owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) are vested in the Shire of Gnowangerup.

2.1.1 Records created, stored or managed within third-party or vendor-hosted systems on behalf of the Shire remain the property of the Shire and must be accessible, retrievable and disposed of in accordance with approved retention and disposal authorities.

2.2 This policy applies to all Council records created or received by a Shire employee, contractor or Elected Member, or an organisation performing outsourced services on behalf of the Shire of Gnowangerup, regardless of their physical format, storage location or date of creation.

2.3 Local Government Records of Continuing Value

Local government records of continuing value are records created or received which:

- (a) Contain information that is of administrative value to the Shire and the Council. These records may be referred to for many administrative purposes, including the need:
 - (i) to check an interpretation of Council policy or the rationale behind it;
 - (ii) to check the facts on a particular case or provide information to management;

- (iii) to monitor progress and coordination of responses to issues;
 - (iv) to document formal communications and/or transactions (e.g. a minute, report or submissions) between Elected Members and another party; and
 - (v) to document Elected Members' decisions, directives, reasons and actions.
- (b) Contain information that is of legal value to the Shire and the Council on the basis that there are statutory requirements or court orders that stipulate the retention of records, which must be observed.
- (c) Contain information of fiscal value to the Shire and the Council that includes original records documenting the receipt, expenditure and control of public money that must be left for a period of time and will facilitate transparent accountability by the officers responsible.
- (d) Contain information of **evidential value** to the Shire and the Council such as those that contain information about the legal rights and obligations of the local government including Elected Members, ratepayers, organisations and the general community.
- (e) Contain information of **historical value** to the Shire and the Council, and to the State.

2.4 Local Government Records of No Continuing Value

Local Government records of no continuing value are records which:

- (a) Are considered ephemeral (short lived) in that they do not have the attributes stated above and only need to be kept for a limited or short period of time, for example, a few hours or a few days.
- (b) Have only a facilitative or routine instructional value and are used to further some minor activity.

2.5 Elected Member Roles and Responsibilities

Records will be created and kept which properly and adequately record the performance of Member functions arising from their participation in the decision-making processes of Council through the creation and retention of records of meetings of Council and Committees of Council. All significant Elected Member records that come through the Shire's administration will be captured into the Shire Record Keeping System.

2.5.1 Appointment Books, Calendars and Diaries

Diaries, appointment books and desk calendars are generally used to record appointments. They may also be used to record messages and notes, some of which may only be a note of a routine nature, and some of which may be of significance to the conduct of Shire or Council business.

It is strongly recommended that Elected Members maintain separate diaries or appointment books for personal and official use.

Elected Members' diaries or appointment books which have been used to:

- (a) record basic information such as dates and times of meetings and other appointments; or
- (b) record notes and messages, which have been recorded elsewhere and incorporated into the Shire's record keeping system;

have no continuing value and may be destroyed when reference to them ceases.

Elected Members' diaries and appointment books, which have been used to record notes and messages of significance to Council business and are not recorded elsewhere have continuing value and are to be forwarded to the Shire for incorporation into the Shire's record keeping system.

2.5.2 Drafts

A draft record is the preliminary form of any writing in electronic or paper formats. Draft records include outlines of addresses, speeches, reports, correspondence, file notes, preparatory notes, calculations and earlier versions of the draft. Drafts may or may not be circulated to other Elected Members or staff of the Council for comment or revision.

Draft documents which are:

- (a) addresses, speeches, reports, correspondence, file notes that are not circulated to other Elected Members or staff of the Council and of which the final version has been produced and forwarded for incorporation into the Shire record keeping system; and
- (b) circulated to other Elected Members or staff of the Shire, where only editorial or typographical changes have occurred and of which a final version has been produced and forwarded for incorporation into the Shire's record keeping system;

have no continuing value and may be destroyed when reference to them ceases.

Drafts which document significant decisions, reasons and actions or contain significant information that is not contained in the final form of the records have continuing value and are to be forwarded to the Shire for incorporation into the Shire's record keeping system. Examples of such documents include drafts:

- (a) that contain significant or substantial changes or annotations.
- (b) relating to the formulation of legislation, legislative proposals and amendments.
- (c) relating to the formulation of policy and procedures, where the draft

provides evidence of the processes involved or contains significantly more information than the final version.

- (d) of legal documents (contracts, tenders etc).

2.5.3 Duplicates

Duplicates are exact reproductions or copies of records where the original or authorised copy of the record is captured in the Shire's record keeping system.

For duplicates of records issued to an Elected Member for comment or revision, see DRAFTS.

Duplicates of:

- (a) records issued to an Elected Member by the Council or the Shire for information or reference purposes only and where the original or authorised copy is captured in the Shire's record keeping system; and
- (b) internal or external publications issues or received for information or reference purposes (e.g. annual reports, brochures, trade journals, price lists)

have no continuing value and may be destroyed when reference to them ceases. Duplicates should be placed in the confidential destruction bins when they are no longer needed.

Duplicates of records received by the Elected Member and sourced from outside the Shire that are relevant to furthering the business activity of the Council have continuing value and are to be forwarded to the Shire for incorporation into the Shire's record keeping system.

2.5.4 Messages and Facilitating Instructions

Messages and other facilitating instructions may be sent or received via a range of methods, such as telephone and voicemail, email, post- it or sticky notes, facsimile, pieces of paper, transmission reports.

Messages and facilitating instructions may be sent or received on a variety of matters. Some messages or facilitating instructions will have continuing value, as they are considered significant to the conduct of Council or Shire business. Others, such as those very routine in nature will only have a short-term value.

Messages that:

- (a) are routine facilitative instructions, such as edit corrections, distribution lists for information purposes, simple administrative instructions and social invitations and messages.
- (b) original messages that have been transferred or transcribed into appropriate formats for incorporation into the Shire's record keeping system; and

- (c) do not relate to the business functions of the Council or the Shire
have no continuing value and may be destroyed when reference to them ceases.

Messages or facilitating instructions that:

- (a) contain information relating to the business functions of the Council such as directives, proposals, recommendations, definitions or interpretations from the Elected Member to another party or vice versa; and
- (b) are part of an actual business transaction itself, or have policy/procedure implications, or otherwise identified as being significant to the conduct of Council business
have continuing value and are to be forwarded to the Shire for incorporation into the Shire's record keeping system.

2.5.5 Working Papers/Records

Working papers, / records are papers, background notes and reference material that are used to prepare or complete other documents. These documents become the official record and should be forwarded for capture into the Shire's record keeping system.

Working papers / records that are primarily facilitative and do not relate to:

- (a) significant decisions, reasons or actions; and
- (b) do not contain significant information; and
- (c) where the final document has been forwarded for capture into the Shire's record keeping system
have no continuing value and may be destroyed when reference to them ceases.

Working papers/records which document significant decisions, reasons and actions OR contain significant information (even if that information is not contained in the final form of the document), have continuing value and are to be forwarded to the Shire for incorporation into the Shire's record keeping system.

2.5.6 Correspondence

This section deals with local government records not covered under the previous headings and relates to correspondence or "mail" received and sent by Elected Members.

It covers correspondence received or sent by Elected Members in any format (e.g. by post, fax, email, courier, hand-delivered) whether received or sent at the Council offices or at an Elected Member's private ~~residence~~ residential post box.

Correspondence addressed to Elected Members at the Shire of Gnowangerup, including that marked Private, Confidential, Personal, himself/herself, etc, should be opened by designated officers and if of continuing value, incorporated into the Shire's record keeping system before forwarding to the Elected Member.

Correspondence addressed to Elected Members at their private address/post box that is a local government record and is of continuing value should be forwarded to the Shire for incorporation by Records Management into Council's record keeping system along with any response which the Elected Member may have made. Correspondence of no continuing value need not be incorporated into the Shire's record keeping system and may be destroyed when reference to it ceases.

2.6 Council Employee Roles and Responsibilities

2.6.1 Chief Executive Officer

The Chief Executive Officer is to ensure that there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures.

2.6.2 Executive and Managers

All executives and managers are to ensure that staff members under their supervision comply with the records management policies and procedures in the Record Keeping Plan.

2.6.3 All Staff

All staff are to create and retain records relating to the business activities they perform. They are to identify significant and ephemeral records and ensure significant records are registered in the records management system.

Records of continuing value are to be captured into the Shire's approved record-keeping system **as soon as practicable after creation or receipt.**

2.7 Digital Communications and Social Media

2.7.1 Digital communications include, but are not limited to, records created, received or maintained through:

- Email (including web-based and mobile email)
- Microsoft Teams, SharePoint, OneDrive and similar collaboration platforms
- Short Message Service (SMS), Multimedia Message Service (MMS) and instant messaging applications (e.g. WhatsApp, Signal)
- Social media platforms (e.g. Facebook, Instagram, LinkedIn, X/Twitter)

- Online forms, websites and portals
- Digital photographs, audio recordings and video recordings
- Any future digital communication platforms approved for official use

Where digital communications relate to the business of the Shire or Council, they constitute Local Government Records regardless of the platform or device used.

2.7.2 Digital communications that:

- document decisions, recommendations, approvals or instructions;
- record interactions with members of the public, contractors or stakeholders;
- relate to complaints, requests, applications or regulatory matters; or
- provide evidence of the conduct of Shire or Council business

are **significant records** and must be captured into Shire's approved record-keeping system. Routine, facilitative or ephemeral digital communications may be destroyed when reference to them ceases, provided they are not required to document business activities.

2.7.3 Use of Personal Devices and Accounts

Digital communications created or received by Elected Members or employees:

- using personal devices; or
- through personal email accounts or messaging applications

remain Local Government Records if they relate to the business of the Shire or Council.

Such records must be forwarded to the Shire for capture into the approved record-keeping system as soon as practicable.

2.7.4 Social Media Records

Official Shire social media accounts are a source of Local Government Records.

Social media content that has continuing value includes:

- posts, comments or direct messages that document advice, decisions, complaints, approvals or commitments;
- public submissions or feedback that contribute to Council or Shire decision-making;
- records of moderation actions taken in response to complaints or policy breach

Where social media platforms do not allow direct capture, records are to be preserved by approved means (such as screenshots or exports) and incorporated into the Shire's record-keeping system.

Social media content that is purely promotional, transient or routine may be managed as ephemeral records unless it forms part of a business process.

2.7.5 Collaboration Platforms and Shared Workspaces

Records created within collaboration platforms (such as Microsoft Teams channels, shared documents, chats and comments) are subject to the same recordkeeping requirements as traditional correspondence.

Where collaboration platform content documents:

- decisions or approvals;
- formal advice or direction;
- significant discussions or outcomes;

it must be captured into the Shire's record-keeping system in a complete and accurate

form.

2.7.6 Digital Attachments, Images and Multimedia

Digital attachments, photographs, audio recordings and video recordings produced or received in the course of official business are records and must be captured where they have continuing value.

Photographs or recordings taken on mobile devices as part of inspections, events or investigations are to be transferred to the Shire's systems as soon as practicable.

2.7.7 Security and Integrity of Digital Records

All digital records are to be managed in accordance with their security classification. Digital records must not be:

- stored in unauthorised cloud services;
- altered, deleted or disposed of without authorisation under an approved disposal schedule; or
- removed from Shire custody except where required for official business.

Unauthorised destruction or alteration of digital records may constitute a breach of legislation.

2.7.8 System Neutrality

References in this policy to specific recordkeeping or communication systems include SynergySoft or any successor system approved by the Chief Executive Officer.

EXPLANATORY NOTES:

There are legislative requirements for managing records, the primary legislation relating to the keeping of public records is the State Records Act 2000 (previously Sections 22-33 of the Library Board of Western Australia Act 1951-1983).

Other legislation impacting upon records management, includes:

- Evidence Act 1906
- Limitation Act 1935
- Freedom of Information 1992
- Local Government Act 1995
- Financial Administration and Audit Act 1985
- Criminal Code 1913 (Section 85)
- Electronic Transactions Act 2003

Under the State Records Act 2000, Council is obligated to prepare and submit an organisational Record-Keeping Plan to the State Records Commission for approval. A State Records Commission (SRC) directive concerning Record-Keeping Plan compilation requirements stipulates that following its adoption, an applicable Record-Keeping Policy be included as part of the Plan, ideally appearing as an appropriately annotated appendix.

COMPLIANCE REQUIREMENTS

Legislation	• State Records Act 2000 • Local Government Act 1995 • Local Government (Administration) Regulations 1996 • Evidence Act 1906 • Limitation Act 1935 • Freedom of Information Act 1992 • Financial Administration and Audit Act 1985 • Criminal Code 1913 (section 85) • Electronic Transactions Act 2003
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DOCUMENT CONTROL

STRATEGY & GOVERNANCE

Policy Number	2.4
Responsible Officer	Records & Research Officer Deputy CEO
Initial Council Adoption	24 April 2013
Review Dates	• 31 May 2019 • 31 August 2023 (approved by Council 27 September 2023) • 21 August 2026
Next Review Due	31 August 2025 30 July 2030 This policy will be reviewed every 24 years or more often where circumstances require.

11.3	INCORPORATION OF LOCAL PLANNING POLICY MANUAL 2014 INTO SHIRE'S CURRENT POLICY MANUAL
Location:	Shire of Gnowangerup
Proponent:	Shire of Gnowangerup
Date of Report:	31 August 2026
Business Unit:	Local Planning
Responsible Officer:	David Nicholson – Chief Executive Officer
Author:	Ayrene Bautista – Senior Executive Assistant and Governance Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Council Resolution 0214.15 – Local Planning Policies
- Local Planning Scheme No. 2 – Local Planning Policy Manual
- Local Planning Policies 6.1–6.10 (proposed for incorporation into the Shire's Policy Manual)

PURPOSE OF THE REPORT

For Council to consider incorporating the planning policies contained within the Local Planning Policy Manual 2014 into the Shire's current Policy Manual as Policies 6.1 to 6.10, and to revoke the Local Planning Policy Manual as a standalone document.

BACKGROUND

The Shire's Local Planning Policy Manual was adopted by Council on 26 February 2014 and has since been maintained as a standalone document, separate from the Shire's current Policy Manual. The Manual contains ten local planning policies – Tourism Based Land Uses; Outbuildings; Second Hand Dwellings; Signs and Advertisements; Sea Containers; Fire Management Plans; Public Open Space – 3-5 Lot Subdivision; Extractive Industry; Alfresco Dining & Trading in Public Places; and Industrial Design Guidelines – which are proposed to be incorporated into the Shire's current Policy Manual as Policies 6.1 to 6.10 respectively, reformatted to align with the Shire's current policy template, with the Town Planner as the nominated Responsible Officer and a review cycle of every 3 years or more often where circumstances require.

COMMENTS

The Local Planning Policy Manual was adopted by Council on 26 February 2014 and contains a number of local planning policies. A review of the manual has determined that the substantive provisions of the policies remain appropriate and do not require amendment at this time.

To improve document management, accessibility and governance practices, it is proposed that the Local Planning Policy Manual 2014 be revoked as a standalone document and the individual planning policies incorporated into the Shire's current Policy Manual.

As part of this process, the policies will be reformatted to align with the Shire's current policy template. These changes will be limited to formatting, layout and administrative updates to ensure consistency across all Council policies. No substantive changes are proposed to the content, intent or operation of the planning policies.

As there are no substantive changes proposed to the planning policies, the incorporation of these policies into the current Policy Manual is considered an administrative matter only. Accordingly, public advertising is not required, as the proposal does not introduce any new policy provisions or alter the existing policy settings.

CONSULTATION

Councillor Agenda Briefing Meeting on 9 September 2026.

LEGAL AND STATUTORY REQUIREMENTS

Section 2.7(2)(b) of the Local Government Act 1995 requires that Council determines the local government's policies.

The incorporation of the planning policies is also governed by Schedule 2 (Deemed Provisions) of the Planning and Development (Local Planning Schemes) Regulations 2015:

- **Clause 4** generally requires a local government to advertise a proposed local planning policy.
- **Clause 5** applies clause 4 to an amendment to a local planning policy, but clause 5(2) allows a local government to amend a policy without advertising if, in its opinion, the amendment is minor.
- **Clause 6** allows a local planning policy to be revoked by a subsequent local planning policy that expressly revokes it.

As the proposed incorporation involves no substantive change to the content, intent or operation of the planning policies, it is considered a minor amendment under clause 5(2), and public advertising is not required.

POLICY IMPLICATIONS

The incorporation of the planning policies into the Shire's current Policy Manual will improve consistency, accessibility and document control across all Council policies. No substantive changes are proposed to the content, intent or operation of the planning policies themselves.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

As per Council Plan 2025 – 2035.

Theme	Leadership and Governance.
Strategy	4.2 An efficient and effective organization, providing appropriate services to the community. 4.2.1 Provide services aligned with our community requirements.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk Description	Continuing to maintain the Local Planning Policy Manual as a separate, standalone document, resulting in inconsistent policy documentation, formatting and administrative practices.
Primary Strategic Risk Category	Governance and Compliance
Primary Strategic Risk Category Description	Potential for inconsistent policy documentation, formatting and administrative practices across the Shire's policy framework if the Local Planning Policy Manual continues to be maintained separately from the Shire's current Policy Manual.
Consequence: <i>(Insignificant, Minor, Moderate, Major, Catastrophic)</i>	Minor.
Likelihood: <i>(Almost, Certain, Likely, Possible, Unlikely, Rare)</i>	Possible.

IMPACT ON CAPACITY

Nil.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may choose not to incorporate the planning policies into the current Policy Manual, in which case the Local Planning Policy Manual would continue to be maintained as a standalone document, resulting in continued inconsistency in policy formatting, document control and accessibility across the Shire's policy framework.

CONCLUSION

The incorporation of the planning policies into the Shire's current Policy Manual, and the revocation of the Local Planning Policy Manual 2014 as a standalone document, will improve consistency, accessibility and governance across the Shire's policy framework. As no substantive changes are proposed to the content, intent or operation of the planning policies, the amendment is considered administrative in nature and does not require public advertising.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

0926. That Council:

- 1. REVOKES the Local Planning Policy Manual as a standalone document.**
- 2. ADOPTS the planning policies contained within the Local Planning Policy Manual 2014 for inclusion in the Shire's current Policy Manual, with no substantive changes to the policy provisions.**
- 3. NOTES that public advertising for the Local Planning Policies is not required, as no substantive changes are proposed to the existing planning policies and the amendment is administrative in nature.**

14. INFRASTRUCTURE AND ASSET MANAGEMENT

NIL

15. STATUTORY COMPLIANCE

15.1 LOCAL PLANNING POLICIES

Location: Shire of Gnowangerup
Proponent: N/A
File Ref:
Date of Report: 14 February 2014
Business Unit: Corporate/Community Services
Officer: Craig Pursey, Planning Officer
Disclosure of Interest: Cr S Lance declared an Impartiality Interest

ATTACHMENT

- Draft Local Planning Policy Manual

PURPOSE OF THE REPORT

Council adopted a suite of local planning policies for the purposes of advertising for public comment at their meeting in November 2013.

The policies have been advertised for public comment with no submissions received.

This report recommends adopting the local planning policies for final approval without modification.

BACKGROUND

Local Planning Policies are a document that provides further guidance on particular issues. Importantly, these policies may not contradict the requirements of the Local Planning Scheme, they do not bind the Council but the Council is to have “due regard” to their content.

Policies are prepared for the benefit of property owners, developers and the Council, to ensure a consistent approach is taken in regard to a specific issue and to maintain a high quality of development within the Shire.

Adoption of a policy involves the following process:

1. Draft document prepared
2. Draft adopted by Council for public advertising purposes
3. Public consultation (advertising for 21 days)
4. Submissions considered and final adoption by Council
5. Adopted policy advertised

Local Planning Scheme Policies and Guidelines are an essential supplement to the Shire’s Local Planning Scheme and they are brought into effect by the provisions of the Scheme.

Previous consideration

Council considered the local planning policies at their meeting in November 2013 where it was resolved as follows:

that Council

- a) *Revoke the following Local Planning Policies pursuant to Clause 2.5 of Local Planning Scheme No.2:*
 - *Home Occupations and Home Business;*
 - *Bed and Breakfast; and*
 - *Grouped Dwellings in the Rural zone.*
- b) *Adopt the Shire of Gnowangerup Local Planning Policy Manual pursuant to Clause 2.2 of the Shire of Gnowangerup Local Planning Scheme No 2 for the purpose of initiating formal procedures including advertising.*
- c) *Advertise the Shire of Gnowangerup Local Planning Policy in accordance with Clause 2.4 of the Shire of Gnowangerup Local Planning Scheme No 2 by publishing a notice of the proposed policy once a week for two consecutive weeks in a newspaper circulating in the area, giving details of:*
 - i. *where the draft policies may be inspected;*
 - ii. *the subject and nature of the policies; and*
 - iii. *inviting written submissions and nominating the advertising period (not less than 21 days).*
- d) *Following advertising, a further report be referred to Council to consider any submissions lodged during the advertising period and to consider whether to finally adopt the Local Planning Policy Manual."*

The policies have been advertised for public comment with no submissions lodged.

COMMENTS

This report proposes the adoption of a suite of core local planning policies that may be built on over time. The proposed policies include:

1. Tourism based land uses
2. Outbuildings
3. Second Hand Dwellings
4. Signs and Advertisements
5. Sea Containers
6. Fire Management Plans
7. Public Open Space – 3-5 lot subdivision
8. Extractive Industry
9. Alfresco Dining & Trading in Public Places
10. Industrial Design Guidelines

At a later date policies on water conservation, carbon plantations and the appearance of dwellings may be brought before Council.

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

The Local Planning Policies were advertised for 21 days through an advert in local papers, on notice boards and links on the Shire's website. Copies were available at the front counter.

No submissions were received.

LEGAL AND STATUTORY REQUIREMENTS

Part 2 of the Scheme deals with Local Planning Policies; the pertinent clauses of this part of the Scheme include:

- 2.2 *The local government may prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply -*
- a) generally or for a particular class or classes of matters; and*
 - b) throughout the Scheme area or in one or more parts of the Scheme area, and may amend or add to or rescind a Policy so prepared.*
- 2.3.2 *A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.*
- 2.4.2 *After the expiry of the period in which submissions may be made, the local government is to –*
- a) Review the proposed Policy in light of Any submissions made; and*
 - b) Resolve the adopt the Policy with or without modification, or not to proceed with the Policy.*

POLICY IMPLICATIONS

The Council is being asked to review and rescind three local planning policies and adopt 10 local planning policies to guide development in certain areas including outbuildings, use of second hand dwellings and industrial design guidelines.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council can choose to adopt none, any or all of the draft policies for the purpose of placing them on public advertising. Policies seek to clarify the Council's position on a particular issue and will serve to guide landowners, developers, staff and Council in their decision making on the particular topic covered.

To not adopt the policies will leave these matters at the complete discretion of the Council with each application. The risk is that support staff and Councillors change over time leaving the potential for inconsistency.

Councillors may feel that it is unnecessary to adopt a policy on a particular topic or that the draft policy is inadequate or misdirected. These may be left out and/or redirected as Council require.

CONCLUSION

A suite of Local Planning Policies were adopted by Council and advertised for public comment with no submissions received. The Local Planning Policies are recommended for adoption without modification.

VOTING REQUIRMENTS

Simple Majority

COUNCIL RESOLUTION

0214.15 Moved Cr S Hmeljak

Seconded Cr B Gaze

That Council

1. Revoke the following Local Planning Policies pursuant to Clause 2.5 of Local Planning Scheme No.2:
 - Home Occupations and Home Business;
 - Bed and Breakfast; and Grouped Dwellings in the Rural zone.
2. Adopt the Shire of Gnowangerup Local Planning Policy Manual pursuant to Clause 2.4.3 of the Shire of Gnowangerup Local Planning Scheme No 2.

CARRIED 9/0



LOCAL PLANNING SCHEME NO.2

LOCAL PLANNING POLICY MANUAL

Document Control

Control Version	DATE	Status	Distribution	Comment
A	24/07/13	SDP	Shire of Gnowangerup	First Draft for Comment
B	18/11/13	CTP		Revised Draft
C				
D				
E				
F				
G				
H				

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INTRODUCTION

Background

Clause 2.2 of the Shire of Gnowangerup Local Planning Scheme No.2 gives the local government the ability to “prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply –

- a) Generally or for a particular class or classes of matters; and
- b) Throughout the Scheme area or in one or more parts of the Scheme area, and may amend or add to or rescind a Policy so prepared.”

A Local Planning Policy does not bind Council or the Shire of Gnowangerup in its decision making. However, the Shire of Gnowangerup shall have due regard to the provisions of an applicable policy and the objectives which the policy is designed to achieve before making its determination on a planning matter.

The policies included in this Local Planning Policy Manual shall be read in conjunction with the requirements of the Shire of Gnowangerup Local Planning Scheme No.2 and the Shire of Gnowangerup Local Planning Strategy.

Objective

This Local Planning Policy Manual has been prepared to guide applicants and staff in preparing and assessing subdivision and development proposals. It aims to consistently apply the objectives of the Shire of Gnowangerup Local Planning Scheme No.2 in the assessment of all development proposals.

Approval Requirements

Unless stated otherwise within this Policy Manual, all matters are subject to the exercise of discretion by Council in granting Planning Approval. In considering an Application for Planning Approval for each of the policy areas, Council shall have due regard to the specific Scheme clauses, clause 10.2 of the Shire of Gnowangerup Local Planning Scheme No.2 and the objectives and requirements of the relevant policy.

Variations

Any variations to a policy will require the applicant to demonstrate exceptional circumstances as to why the policy should be relaxed with the proposal being presented to an Ordinary Meeting of Council for determination. Assessment of the application will require consultation with adjoining and affected landowners.

Council will have regards to any matters set out in Clause 10.2 and the objective of the specific policy when a proposal seeks to vary the provisions of the Local Planning Policy Manual.

Definitions and Interpretations

The below list outlines the definitions and interpretations used within this policy manual. Where a definition or interpretation is not listed, refer to the Shire of Gnowangerup Local Planning Scheme No.2, Residential Design Codes of WA or Appendix B of the Model Scheme Text for information.

“Outbuilding” means;

- a) An enclosed non habitable structure that is detached from any dwelling (as defined under the Residential Design Codes); or
- b) Any Class 10A building under the Building Code of Australia (1996) Volume 2, which is not substantially connected to a dwelling.

An open sided carport is not considered to be an outbuilding.

“Height” – is to be measured vertically from the natural ground level, as per the measuring criteria stipulated in the Residential Design Codes.

“Main building line” – means the distance from the front boundary of the property to existing buildings on the property, measured at a 90 degree angle from the closest point of the front boundary.

“Reflective materials” – means any material with the potential to cause glare , reflection or mirroring and shall include factory applied finishes such as zincalume and light colorbond colours such as white and off-white.

“Second Hand Dwelling” – means a dwelling that has previously been constructed and approved on a site within the Shire of Gnowangerup or elsewhere and whether occupied or not.

“Transportable Building” – means a prefabricated building that has been designed to be moved between sites, either being of a permanent or temporary nature.

Advertising and Sign Interpretations

“Advertisement Sign” – means any word, letter, model, sign, pattern, placard, board, notice, device or representation employed wholly or partly for the purposes of advertisement, announcement or direction including any structure used or adapted for the display of advertisements.

Building Signs

“Mounted Roof Sign” – means an advertisement sign which protrudes above any component that forms part of the roof of the building with little or no relation to the architectural design of the building.

“Projecting Sign” – means an advertisement sign which is attached to a projection or projects more than 300mm out from a wall of the building below the eaves or ceiling height.

“Wall Sign” – means an advertisement sign which is affixed to the external part of a wall of the building, a gable end, or a building facade, but does not project more than 300mm from the wall and no part of which is above the roofline of the building.

“Window Sign” – means an advertisement sign which is painted or affixed to either the interior or exterior of the glazed area of a window.

Off-Building Signs

“Flags” – means a banner or sign that is made from a piece of material, usually oblong or square, which is attached to a pole so as to be visible to any person in a street, reserve, public place or other land.

“Ground Based Sign” – means an advertisement sign which is not attached or otherwise affixed to a building and no portion of which is higher than 1.2 metres above natural ground level.

“Hoarding Sign” – means an advertisement sign, located offsite to a business or agency that it is advertising, which is affixed to a structure having one or more supports where the overall height (inclusive of the supports) is less than the sign's horizontal dimension and portion of the sign is greater than 1.2 metres above natural ground level.

“Monolith Sign” – means a freestanding advertisement sign which is fixed to the ground having one or more supports and portions of the sign face is within or partially within 1.2 metres above natural ground level.

“Panel / Fence Sign” – means an advertisement sign which is affixed to a panel or fence and is greater than 1.2 metres above natural ground level, but does not include a Pylon Sign, Monolith Sign or Wall Sign.

“Product Display Sign” – means a product or object which is displayed for the purposes of advertisement; but excludes an advertisement sign which is applied or otherwise attached or

placed on a vehicle. For the purposes of this term a vehicle includes a car, truck, boat, trailer, caravan, machinery and the like whether moveable or not.

“Pylon Sign” – means a freestanding advertisement sign which is fixed to the ground having one or more supports where the overall height (inclusive of the supports) is greater than the sign's horizontal dimension and all portions of the sign face is greater than 1.2 metres above natural ground level.

“remote advertising” means a sign or advertising device that is located remotely (i.e. more than 1000m from the closest point) from where the business, product or event is situated, is visible from a roadway, and is intended to direct traffic and the general public to where that business, product or event is located.

“Tethered Sign” – means an advertisement sign which is suspended from or tethered to any structure, tree or pole (with or without supporting framework) and made of paper, plastic, fabric or similar materials. The term includes lighter than air aerial devices, inflatables, bunting, banners, flags and kites.

LOCAL PLANNING POLICY NO.1 – Tourism Based Land Uses

Background

The Shire of Gnowangerup Local Planning Scheme No.2 lists the following specific requirements for Holiday Accommodation in Clause 5.14 of the Scheme:

5.14.1 *In considering an application for holiday accommodation uses the local government shall have regard to:-*

- a) *The objectives of the zone;*
- b) *The permissibility of the proposed use in the Zoning Table;*
- c) *The likely impact upon surrounding development*
- d) *The scale and intensity of the development*
- e) *Appropriate setbacks to existing or proposed agricultural uses;*
- f) *The effect that existing or proposed agricultural uses could have on the proposal;*
- g) *Provision of services for the development including water supply, on site effluent disposal, solid waste disposal and electricity;*
- h) *Access to and from the site;*
- i) *Impact of the development upon the landscape values;*
- j) *Protection of remnant vegetation; and*
- k) *Fire management.*

5.14.2 *In the General Agriculture zone, the maximum allowable number of chalets or cabins permitted is four per allotment at a maximum density of one per ten hectares.*

Note: A greater number of chalets will require the land to be rezoned.

It is also noted that there are special use classes applied to Special Control Area No.1 – Amelup, included in Clause 6.3 of the Shire of Gnowangerup Local Planning Scheme No.2. Where the Scheme is inconsistent with this Local Planning Policy, the Scheme shall prevail.

The Zoning Table of the Scheme also includes the following 'tourism' type uses and their permissibility within each of the zones:

Use Classes <i>Refer to Clause 4.3</i>	Residential	Town Centre	Industry	Light & Service Industry	General Agriculture	Rural Residential	Special Use
Bed and Breakfast	A	P	X	X	D	A	Refer to Schedule 2
Cabin	A	D	X	X	D	X	
Caravan and Camping	X	X	X	X	A	X	
Chalet	A	D	X	X	D	X	
Exhibition Centre	X	P	X	X	A	A	
Farm Stay	X	X	X	X	P	D	
Guest House	A	D	X	X	D	A	
Hotel/Tavern	X	A	X	X	X	X	
Motel	X	A	X	X	A	X	
Park Home Park	A	X	X	X	X	X	
Reception Centre	X	A	X	X	X	X	
Recreation Private	A	D	A	A	D	A	
Serviced Apartments	X	A	X	X	A	X	
Tourist Resort	X	X	X	X	X	X	
Winery	X	D	X	D	A	X	

Objectives

To encourage and facilitate tourism development that meets tourism needs and that is sympathetic to community and environmental considerations.

LOCAL PLANNING POLICY NO.1 - Requirements

1. Exemptions from Planning Approval

- There are no exemptions from Planning Approval for tourism development.

2. General Requirements

- The proposal is in conformity with the requirements of Table 1.
- The proposal would not have an adverse impact on the amenity of the locality.

3. Special Application Requirements

- When submitting an Application for Planning Approval, the applicant should have due regard to the matters outlined in Clause 5.14 of the Scheme.

Table 1 – Tourism Based Land Use Requirements

Use	Definition	Processing	Special Requirements
Bed and Breakfast	A dwelling, used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short-term commercial basis and includes provision of breakfast.	Permitted within the Town Centre zone. May be considered by Council in the Residential, General Agriculture or Rural Residential Zones. Where the proposal is located in the Residential or Rural Residential zones, special notice of the proposal must be given in accordance with Clause 9.4 of the Scheme.	a) A maximum of three (3) bedrooms being used for accommodation purposes and a total number of guests shall not exceed six (6) persons at any one time. b) Off street car parking shall be provided at the ratio of one car bay for each guestroom. c) A separate toilet, shower or bath and hand basin is to be supplied for guests. d) Bed and Breakfast permit is valid for twelve (12) months from issue of the Planning Approval and renewable annually by the Shire subject to no complaints being received by the Shire.
Cabin	Self-contained premises similar to a chalet but may lack ensuite facilities, may comprise only one room and is designed for short stay guests where occupation by any person is limited to a maximum of three months in any twelve month period.	May be considered by Council in the Residential, Town Centre and General Agriculture zones. Where the proposal is located in the Residential zone, special notice of the proposal must be given in accordance with Clause 9.4 of the Scheme. More than four cabins is not permitted unless the property is rezoned to Special Use.	a) Council shall determine access standards and external road upgrading/construction requirements on application. b) Where located in a R-Coded area, density and setbacks to be in accordance with the Residential Design Codes of Western Australia. Otherwise-setbacks as determined by Council. c) Off street car parking shall be provided at the ratio of one car bay for each cabin.
Caravan and Camping (Caravan Park)	Has the same meaning as in the <i>Caravan Parks and Camping Grounds Regulations 1997</i> .	May be considered by Council in the General Agriculture zone, after giving special notice in accordance with Clause 9.4 of the Scheme.	The development of a Caravan and Camping facility is to be in accordance with the requirements of the <i>Caravan Parks and Camping Grounds Regulations 1997</i> .
Chalets	Self-contained premises usually comprising cooking facilities, ensuite, living area and one or more bedrooms used to accommodate	May be considered by Council in the Residential, Town Centre and General Agriculture zones. Where the proposal is located in the	a) Council shall determine access standards and external road upgrading/construction requirements on application. b) Where located in a R-Coded area, density and setbacks to be in accordance with the Residential

Use	Definition	Processing	Special Requirements
	short stay guests and where occupation by any person is limited to a maximum of three months in any twelve month period.	Residential zone, special notice of the proposal must be given in accordance with Clause 9.4 of the Scheme. Four or less chalets permitted in the General Agricultural zone only with the approval of Council following advertising and referral to relevant authorities. More than four chalets not permitted unless the property is rezoned to Special Use.	Design Codes of Western Australia. Otherwise- setbacks as determined by Council. c) Off street car parking shall be provided at the ratio of one car bay for each chalet.
Country Kitchen	Where light refreshments/ lunches are served predominantly to tourists during daylight hours for consumption within the premises.	May be considered by Council in the Town Centre and General Agriculture zones. Where the proposal is located in the Rural Residential zone, special notice of the proposal must be given in accordance with Clause 9.4 of the Scheme.	a) Council shall determine access standards and external road upgrading/construction requirements on application. b) Setbacks as determined by Council. c) Sealed off street car parking shall be provided at the ratio of 1 for every 10m ² of gross floor area or 1 for every 4 seats provided, whichever is greater. d) Where off-street parking is unavailable, Council may require a contribution of cash in-lieu of parking. Need to ensure use caters to tourists, is established in attractive settings and/or in association with other tourist uses and does not prejudice restaurants within established commercial orientated zones.
Craft Studios & Sales	Falls within the definition of Industry – Cottage which means a trade or light industry producing arts and crafts goods which does not fall within the definition of a home occupation a)	May be considered by Council in the Residential, Town Centre, General Agriculture and Rural Residential zones. Where the proposal is located in the Residential or Rural Residential zones, special notice of the proposal must be given in accordance with Clause 9.4 of the Scheme.	a) Setbacks as determined by Council. b) Council shall determine access standards and external road upgrading/construction requirements on application. c) Off street car parking shall be provided at the ratio of 1 for every 15m ² of display area. d) Where off-street parking is unavailable, Council may require a contribution of cash in-lieu of parking. e) Display area to be kept in a manner safe for public entrance and separate to working area. f)

Use	Definition	Processing	Special Requirements
Exhibition Centre	Premises used for the display, or display and sale, of materials of an artistic, cultural or historical nature and includes a museum or art gallery.	Permitted within the Town Centre zone. May be considered by Council in the General Agriculture and Rural Residential zones, after special notice has been given in accordance with Clause 9.4 of the Scheme.	a) Setbacks as determined by Council. b) Council shall determine access standards and external road upgrading/construction requirements on application. c) Off street car parking shall be determined on a case by case basis. d) Where off-street parking is unavailable, Council may require a contribution of cash in-lieu of parking.
Farm Stay	A residential building, bed and breakfast, chalet or similar used to accommodate short stay guests on a farm or rural property and where occupation by any person is limited to a maximum of three months in any twelve month period.	Permitted within the General Agriculture zone. May be considered by Council in the Rural Residential zone. More than four chalets not permitted unless the property is rezoned to Special Use.	a) A maximum of three (3) bedrooms being used for accommodation purposes and a total number of guests shall not exceed six (6) persons at any one time. b) Setbacks as determined by Council. c) Off street car parking shall be provided at the ratio of one car bay for each guestroom. d) A separate toilet, shower or bath and hand basin is to be supplied for guests. e) Farm stay permit is valid for twelve (12) months from issue of the Planning Approval and renewable annually by the Shire subject to no complaints being received by the Shire.
Guest House	Integrated premises for short stay guests comprising serviced accommodation units and on-site tourist facilities such as reception, centralised dining, and management and where occupation by any person is limited to a maximum of three months in any twelve month period.	May be considered by Council in the Residential, Town Centre, General Agriculture and Rural Residential zones. Where the proposal is located in the Residential or Rural Residential zones, special notice of the proposal must be given in accordance with Clause 9.4 of the Scheme. More than four guest rooms not permitted unless the property is rezoned to Special Use.	a) Maximum of four guest bedrooms for guest purposes; b) Where located in a R-Coded area, setbacks to be in accordance with the Residential Design Codes of Western Australia. Otherwise-setbacks as determined by Council. c) Off street car parking shall be provided at the ratio of one car bay for each guestroom. d) Where off-street parking is unavailable, Council may require a contribution of cash in-lieu of parking. e) Must comply with the Health Local Laws relating to Lodging Houses.

Use	Definition	Processing	Special Requirements
Hotel/Tavern	Means premises providing accommodation the subject of a hotel license under the <i>Liquor Licensing Act 1988</i> , and may include a betting agency on those premises. Where the premises is not used for providing accommodation, it is defined as a Tavern.	May be considered by Council in the Town Centre zone, after special notice has been given in accordance with Clause 9.4 of the Scheme.	a) Development standards as per Table 2 – Development Table of the Scheme. b) Setbacks as determined by Council. c) Sealed off street car parking shall be provided at the ratio of one car bay for each bedroom, plus one per 2m² of bar and lounge area. d) Adequate fire fighting equipment is recommended. e) Council shall determine landscaping and other development components on application.
Motel	Means premises used to accommodate patrons in a manner similar to a hotel but in which the specific provision is made for the accommodation of patrons with motor vehicles and may comprise premises licensed under the <i>Liquor Licensing Act 1988</i> .	May be considered by Council within the Town Centre and General Agriculture zones, after special notice has been given in accordance with Clause 9.4 of the Scheme.	a) Development standards as per Table 2 – Development Table of the Scheme. b) Council shall determine access standards and external road upgrading/construction requirements on application. c) Sealed off street car parking shall be provided at the ratio of one car bay for each guestroom plus one space per 25m² of service area.
Park Home Park	The same meaning as in the <i>Caravan Parks and Camping Grounds Regulations 1997</i> .	May be considered by Council within the Residential zone, after special notice has been given in accordance with Clause 9.4 of the Scheme.	a) Development to be in accordance with the <i>Caravan Parks and Camping Grounds Regulations 1997</i>. b) Sealed road access shall be required. c) Park home parks are to be only in or adjacent to the urban area. d) Strata-titling of a park home park will not be supported. e) Council shall determine setbacks, effluent disposal, landscaping, parking and other development components on application.

Use	Definition	Processing	Special Requirements
Recreation Private	Premises used for indoor and outdoor leisure, recreation or sport which are not usually open to the public without charge.	May be considered by Council within the Town Centre and General Agriculture zones. May be considered by Council within the Residential, Industry, Light and Service Industry and Rural Residential zones, after giving special notice in accordance with Clause 9.4 of the Scheme.	a) Council shall determine access standards and external road upgrading/construction requirements on application. b) Council shall determine setbacks, effluent disposal, landscaping, parking and other development components on application.
Serviced Apartments	Premises used to accommodate patrons in a manner similar to a hotel but which provides amenities such as kitchen and laundry within the room for daily use.	May be considered by Council in the Town Centre and General Agriculture zones, after giving special notice in accordance with Clause 9.4 of the Scheme.	a) Development standards as per Motel use of Table 2 – Development Table of the Scheme. b) Council shall determine access standards and external road upgrading/construction requirements on application. c) Sealed off street car parking shall be provided at the ratio of one car bay for each apartment plus one space per 25m ² of service area.
Tourist Park (e.g. animal park, flora park, etc.)	Where accommodation attractions/facilities are provided for tourists.	May be considered by Council in the Town Centre, General Agriculture and Rural Residential zones, after giving special notice in accordance with Clause 9.4 of the Scheme.	a) If small scale as defined by Council, permitted only in the Town Centre, General Rural and Rural Residential Zones with the approval of Council, after giving special notice in accordance with Clause 9.4 of the Scheme. b) If large scale as defined by Council, permitted only in the General Agricultural Zone with the approval of Council, after giving special notice in accordance with Clause 9.4 of the Scheme. c) Development standards as per Motel use of Table 2 – Development Table of the Scheme. d) Council shall determine access standards and external road upgrading/construction requirements on application. e) Off street car parking shall be provided at a ratio to be determined by Council.

Use	Definition	Processing	Special Requirements
Wine Tasting/ Sales	Where wines are offered for tasting and sale when associated with a winery on the same or nearby property. Is ancillary to the use of 'Winery' defined as - <i>premises used for the production of viticultural produce and may include the sale of the produce.</i>	May be considered by Council within the Town Centre, General Agriculture and Rural Residential zones. Where the proposal is located in the Rural Residential zone, special notice of the proposal must be given in accordance with Clause 9.4 of the Scheme.	a) Council shall determine access standards and external road upgrading/construction requirements on application. b) Council shall determine setbacks, effluent disposal, landscaping, parking and other development components on application. c) Sealed off street car parking shall be provided at a ratio to be determined by Council.

LOCAL PLANNING POLICY NO.2 – Outbuildings

Background

Clause 8.2 b) of the Scheme requires that outbuildings only require Planning Approval where:

- 1. The proposal requires the exercise of a discretion by the local government under the Scheme to vary the provisions of the Residential Design Codes; or*
- 2. The development will be located in a Heritage Area designated under the Scheme.*

The Residential Design Codes of Western Australian (R-Codes) (SPP3.1) have the following 'Deemed-to-Comply' criteria relating to outbuildings:

Clause 6.4.4	Requirements of R-Codes Outbuildings that:
C4(i)	Are not attached to a dwelling;
C4(ii)	Are non-habitable;
C4(iii)	Do not exceed 60m ² in area or 10 per cent in aggregate of the site area, whichever is the lesser;
C4(iv)	Do not exceed a wall height of 2.4m;
C4(v)	Do not exceed ridge height of 4.2m;
C4(vi)	Are not within the primary or secondary street setback area;
C4(vii)	Do not result in non-compliance with open space set out in Table 4; and
C4(viii)	Are set back in accordance with Tables 2a, 2b and Figure Series 3.

Where a proposal requires a variation to the 'Deemed to Comply' criteria of the R-Codes, a planning approval is required for development, as this varies the requirements of the Scheme.

Clause 7.3 of the R-Codes stipulates the scope of local planning policies and the degree to which the R-Codes may be varied, in particular the 'Deemed-to-Comply' provisions. However there is the ability to apply differing standards with the approval of the WAPC if it can be shown the variation is:

- Is warranted due to a specific need related to that particular locality or region;*
- Is consistent with the objectives and design principles of the R-Codes; and*
- Can be properly implemented and audited by the decision-maker as part of the ongoing building approval process."*

With regards to the design principles of the R-Codes relating to outbuildings, the following statement is made:

"P4 Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties."

Local Planning Policy No.2 varies the 'Deemed-to-Comply' provisions of the R-Codes relating to the size and height of outbuildings, but maintains measures to ensure amenity is not reduced. This is due to the Shire being agricultural in nature and residents within the Shire's towns requiring an increased amount of storage space.

Objectives

The objectives of the policy are as follows:

- a) To provide clear guidelines for the development of outbuildings in the Residential, Town Centre, Rural Residential and General Agriculture zones; and
- b) To achieve a balance between providing for the various legitimate needs for outbuildings, and minimizing any adverse impacts outbuildings have on the neighbours, the streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

LOCAL PLANNING POLICY NO.2 - Requirements

1. Exemptions from Planning Approval

- a. Where a proposed outbuilding complies with the requirements specified in sections 2 and 3 below, and Table 1 of this policy, Planning Approval is not required.
- b. Pre-fabricated garden sheds and animal enclosures (such as kennels and aviaries) less than 9m² in aggregate area and less than 2.4 metres in height are exempt from the requirements of this policy.

2. General Requirements

- a. Outbuildings are required to comply with the requirements of the Residential Design Codes of WA or as varied by the criteria set out in Table 1 below.
- b. Outbuildings proposed for vacant Residential, Rural Residential or Town Centre zoned land require Council approval and will generally not be supported unless a Building Permit has been issued for a Single House.

- c. Where an outbuilding is proposed to be erected on vacant Residential or Rural Residential zoned land (pursuant to 2b), Council will require a Statutory Declaration that the outbuilding is not to be used for residential, commercial or industrial purposes.
- d. Council will not permit residential habitation of a building approved as an outbuilding or shed on any land in the Shire of Gnowangerup.
- e. In the Residential, Rural Residential and Town Centre zones, Council may require the use of non-reflective materials if any portion of the outbuilding is visible from a public place or adjacent property, having regard for factors such as visual impact, wall height, screening vegetation, the use of adjacent properties and any other matter that Council considers relevant.
- f. Ablutions are only permitted in an outbuilding where a house exists on the same site.

Table 1 – Outbuilding Requirements

Zoning	Maximum Wall Height	Maximum Ridge Height	Maximum floor area (aggregate)	Special Requirements
Residential	3.6metres	4.2metres	90 sq metres	Setbacks are to be in accordance with the R-Codes. Any setback variation will be assessed on its individual merit and Council may consult with adjacent landowners. Floor area is not to reduce the amount of open space required by Table 1 of the R-Codes. Council will not support the construction of outbuilding/s in front of the main building line. Council may, in special circumstances, consider supporting the erection of no more than two (2) outbuildings with a maximum aggregate of 120 sq metres where: i. The lot size exceeds 1000m²; and ii. The outbuildings are not visually prominent as viewed from a street or public place (in the opinion of Council); and iii. Consultation has occurred with the adjacent landowners; and iv. The building is essential for the storage of goods or vehicles that the applicant has demonstrated

				they own; and v. The proposal complies with the open space requirements of Table 1 of the R-Codes; and vi. The materials are non-reflective; and vii. The outbuilding will not negatively impact the amenity of the area.
Town Centre	3.6metres	4.2metres	90 sq metres	As per Residential requirements where the Town Centre zoned property is used for residential purposes and constructed with an approved Single Dwelling or Grouped Dwelling
Rural Residential	4metres	4.8metres	200 sq metres	Outbuildings proposed in the Rural Residential zone are to be in accordance with the requirements set out in Clause 5.10 and Schedule 11 of the Scheme and will be required to blend in with the surrounding environment. Outbuildings are required to be contained in the building envelope of the property. Council may refer any application for a proposed outbuilding on Rural Residential zoned land to adjacent neighbours for comment where it proposes a variation of the building envelope.
General Agriculture	N/A	N/A	N/A	Outbuildings are required to be setback in accordance with the following: i. Front/Rear – 20metres ii. Side – 10metres Planning approval is not required for outbuildings on General Agriculture zoned land unless: i. The proposed outbuilding does not comply with the setback requirements listed above; and/or ii. The lot does not have frontage to a constructed public road; and/or iii. The lot, area or closely associated building/s are listed on the Municipal Inventory or State Register of Heritage Places.

Variations to the Policy

Any variations to the policy will require the applicant to demonstrate exceptional circumstances as to why the policy should be relaxed with the proposal being presented to an Ordinary Meeting of Council for determination. Assessment of the application will require consultation with adjoining and affected landowners.

Council will have regard for matters such as;

1. The visibility of the proposed outbuilding(s) as viewed from a street, public space or neighbouring property;
2. The need for removal of any native vegetation or major trees;
3. Comments for adjacent neighbours/landowners;
4. Preservation of useable on site open space areas;
5. The ability for the outbuilding(s) to be screened by existing or proposed landscaping;
6. Whether support for the application will set an undesirable precedent for similar sized surrounding lots;
7. The impact of the development on streetscape and the character of the area;
8. Any potential for impact on the amenity of the locality;
9. The objectives of the zone;
10. All relevant general matters as set out in Clause 10.2 of the Scheme; and
11. Any other matter considered relevant by the Council.

LOCAL PLANNING POLICY NO.3 – Second Hand Dwellings

Background

The Shire of Gnowangerup Local Planning Scheme No.2 does not list any specific development requirements for second hand dwellings.

The Residential Design Codes of Western Australia outline provisions relating to the appearance of a retained dwelling, but do not specifically outline provisions relating to a second hand dwelling being used as a new building on a property.

The Shire is aware that although the use of second hand dwellings is sometimes a more cost effective option, the use of second hand dwellings can sometimes cause an undesired impact on the streetscape and amenity where that dwelling is not of an appropriate standard or not updated appropriately to blend in with the property and the surrounding context.

Objectives

The objectives of the policy are as follows:

- a) To provide clear guidelines for the use of second hand dwellings in the Residential, Town Centre, Rural Residential and General Agriculture zones; and
- b) To achieve a balance between providing for the various legitimate needs of residents to utilise second hand dwellings as a cost effective housing solution, whilst minimizing any negative impacts on the neighbours, the streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

LOCAL PLANNING POLICY NO.3 - Requirements

1. Exemptions from Planning Approval

- a. Where a transportable building is new (from factory) it is exempt from the requirements of this policy and is to be processed as a single dwelling in accordance with the requirements of the Scheme.

2. General Requirements

- a. Planning approval is required for a second hand dwelling on a property within the Shire of Gnowangerup.
- b. Upon receiving an application for Planning Approval, Council may seek the views of adjacent neighbours.
- c. Where a second hand dwelling is approved, a \$10,000 bond is to be lodged with the Shire of Gnowangerup as a condition of Planning Approval. The bond will be held until such time as all conditions of the Planning Approval and Building Permit have been complied with.
- d. Council needs to be satisfied that the external appearance of a second hand building is equivalent to that of a new dwelling or that its appearance is not discernible from existing development in the street.
- e. The following Minimum Dwelling Standard applies:
 - i) A minimum gross floor area of 50m²;
 - ii) At least one (1) bedroom separate from the other rooms in the dwelling;
 - iii) A lounge, meals and kitchen area (may be open plan); and
 - iv) A separate bathroom and laundry.

Temporary accommodation units such as 'Dongas' are not permitted to be used as dwellings.

- f. In determining applications, Council will have regard for;
 - i) The age of the building and whether the external appearance shows obvious signs of aging or disrepair (eg rust, faded paintwork or damage);
 - ii) The street appeal of the front façade and any architectural features (eg verandahs, windows with surveillance to the street);
 - iii) Site improvements which have potential to result in street appeal through;
 - Construction of quality front fencing such as pickets or brick piers with open infill.
 - Landscaping and replacing substandard boundary fencing.
 - Provision of coloured concrete or brick paved driveways.

- g. Council will require all works for the re-instatement of the second hand dwelling on a property to be completed within six (6) months of Planning Approval being issued. Those works include:
- i. The house being transported and stumped, joined, all walls, doors and openings being in working order and all external surfaces repainted, re-clad or rendered to the satisfaction of the Shire of Gnowangerup;
 - ii. Replacing or professionally recoating roof sheeting;
 - iii. Replacing/repairing and painting gutters and downpipes;
 - iv. Concealing or removal of plumbing fittings, meter boxes and other utilities visible from a street or public place;
 - v. Modifying, upgrading or replacing older steel or wood framed windows
 - vi. All septic tanks, drains and plumbing being completed;
 - vii. The site being cleared of any debris associated with the improvement of the second hand dwelling; and
 - viii. The second hand dwelling complying with the requirements of the Building Code of Australia 1996 Volume 2.
- h. Where a second hand dwelling is stumped, Council may require the installation of a verandah, porch, decking or similar to improve the look of permanence of a second hand dwelling.

3. Special Application Requirements

- a. All applications for Planning Approval and the issue of a Building Permit for a second hand dwelling require the following details to be submitted to the Shire of Gnowangerup:
- i. Photographs showing each elevation of the second hand dwelling in situ;
 - ii. Floor plans, elevations, cross section, site plan and specifications;
 - iii. A practicing structural engineer's certificate stating the design of the dwelling is suitable for transportation and re-erection; and
 - iv. Where a second hand dwelling contains asbestos it is to be removed prior to transportation.

Where these details are not provided, the Shire of Gnowangerup will refuse to process an application for Planning Approval or the issue of a Building Permit.

LOCAL PLANNING POLICY No.4 –Signs and Advertisements

Background

The Shire of Gnowangerup Local Planning Scheme No.2 lists a number of signs which are exempt from Planning Approval, which are set out in Schedule 5 of the Scheme. All other signs on zoned land require Planning Approval to be issued by the Shire of Gnowangerup and shall be subject to the requirements of this policy.

Clause 11.2 of the Scheme allows Council to issue a notice pursuant to the Scheme requiring the advertiser to remove, repair, adapt, restore or otherwise adapt the advertisement if the advertisement is “in conflict with the amenity of an area”.

Objectives

To enable businesses and community groups to effectively advertise goods, services and events in a way that safeguards the visual amenity of the district.

LOCAL PLANNING POLICY NO.4 - Requirements

1. Exemptions from Planning Approval

- a. Signs exempt from Planning Approval are outlined in Schedule 5 – Exempted Advertisements of the Shire of Gnowangerup Local Planning Scheme No.2.
- b. Signs for the purposes of dwelling identification, Home Occupation, Place of Assembly, Public Places and Reserves and Temporary Signs listed in Schedule 5 shall be exempt from the requirements of this Policy.
- c. Where a sign is exempt from the requirements of this Policy and does not meet the requirements of Schedule 5, planning approval is deemed refused.
- d. Any sign which is the subject of an existing approval made prior to the adoption date of effect of this Policy;
- e. Any advertisement affixed to or painted on a shop window by the occupier of the shop and relating to the business carried on in the shop;
- f. Any sign within a building;
- g. One (1) freestanding sign (per building or business). The sign is to be placed or erected only to direct attention to a place, activity or event during the hours of that activity or event.
- h. One (1) 'farm gate sign' displaying the name, street number and owners of the farm that does not exceed 2m² in area.

2. General Requirements

All signs and advertisements shall comply with the requirements set out in Table 1 of this policy and shall:

- a. Not pose a threat to public safety or health and shall not have any sharp or pointed projections where it is less than 2.7m above natural ground level.
- b. Not extend beyond any property boundary of a lot, overhang or encroach onto any reserve, Council verge or road reserve;
- c. Not be erected on land within a townsite unless it has a direct relationship with the business operated from the property or relevance to the premises on which they are located.
- d. Not be in any position where it obstructs the view from a street or site lines for vehicles entering and departing the subject lot on which the sign is placed;
- e. If illuminated:
 - i. use a low level of illumination and not cause a nuisance, by way of light spillage, to abutting sites;
 - ii. not comprise of flashing, pulsating, chasing or running lights;

- iii. not interfere with or be likely to be confused with traffic control signals;
 - iv. have a minimum clearance of 2.7 metres from ground level.
- f. Not undermine or conflict with the objective of this Policy;
- g. Council reserves the right to refuse any sign in which the content of the advertisement:
 - i. could harm or cause detriment to the State;
 - ii. make reference to a product which is unsafe, or is otherwise unsuitable to be referred to in the advertisement;
 - iii. contains confusing, misleading, political, offensive or objectionable information; and
 - iv. would breach any provision of the Trade Practices Act or any other State or Commonwealth legislation.
- h. Council will generally not support remote advertising or advance warning signs (other than a service or tourist sign), as this may lead to an undesirable precedent and proliferation of signage to the detriment of the amenity of the Shire.

Table 1 – Sign Specifications

Sign Type	Maximum Height	Maximum Width	Maximum Area	Maximum Aggregate Area of Signs	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Mounted Roof Sign	-	-	-	-	2.7m	-	-	-	-	i. General presumption against mounted roof signs, unless where the applicant can demonstrate: a. The sign can be incorporated within the architectural design; and b. The form of advertising is determined to be necessary for the business.
Projecting Sign – Verandah	0.6m	2.4m	-	1.44 m ²	2.7m	-	-	Nil	1.5m	i. One sign per tenancy/business; ii. 3m minimum separation to another Projecting Sign – Verandah; iii. Be at right angles to the front street boundary, except where located on a corner, where it may be desirable to view the sign from both street directions; iv. Projecting Signs attached to the fascia of a verandah or the like shall not project beyond the outer frame or surround of the fascia;
Projecting Sign – Building	-	-	4m ²	4m ²	2.7m	-	1m	-	2.0m	i. One sign per tenancy/business; ii. Do not project above the top of the wall to which they are attached.

Sign Type	Maximum Height	Maximum Width	Maximum Area	Maximum Aggregate Area of Signs	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Wall Sign	-	-	8m ²	8m ²	-	-	0.3m	-	-	i. Exemptions: a. An industrial or warehouse premises as defined by the Scheme may have a maximum of four (4) signs totalling a maximum aggregate area of 15m², where such signs do not project above the eave line or the ridge of the roof of the building; b. A shop or showroom or other appropriate uses within a shopping area as defined by the Scheme are exempt from planning approval for signs which are below the awning, or in the absence of an awning, a maximum of 5m above the floor level of the building; ii. One sign per tenancy/business, outside of exemptions above. iii. If two street frontages available, one sign per street frontage is permitted and double the maximum aggregate area, if not subject to exemptions above; iv. Not to extend beyond the wall on which it is placed;
Flags	-	-	4m ²	8m ²	2.7m	6.0m	-	-	-	i. Maximum of two flags permitted per business/tenancy; ii. The pole to which a flag is affixed is to be of sufficient size and strength to support a flag; iii. No flag shall be permitted within 5m of another sign.

Sign Type	Maximum Height	Maximum Width	Maximum Area	Maximum Aggregate Area of Signs	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Ground Based Sign – Portable	1.0m	1.0m	1m ²	-	-	1.0m	-	-	-	i. Maximum of one sign; ii. The sign is to be located wholly within the boundaries of the lot; iii. The sign shall only be displayed during business hours; iv. Once placed, does not have any moving parts; v. Shall only be used to advertise products and services available from the lot.
Ground Based Signs – Non-Portable	-	-	1.5m ²	-	-	1.2m	-	-	-	i. Exemptions: a. An industrial or warehouse premises as defined by the Scheme may have a maximum two (2) freestanding signs, up to a maximum aggregate area of 10m² exempt from planning approval. The types of signs included are non-portable ground based signs, monolith signs, product display signs or pylon signs. Maximum area of individual signs types is still applicable; ii. Maximum of one sign per street frontage;
Hoarding Sign	-	-	-	-	-	-	-	-	-	Hoardings are not permitted within the Shire of Gnowangerup.

Sign Type	Maximum Height	Maximum Width	Maximum Area	Maximum Aggregate Area of Signs	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Monolith Sign	6.0m	-	4m ²	-	-	-	-	-	-	i. Exemptions: a. An industrial or warehouse premises as defined by the Scheme may have a maximum two (2) freestanding signs, up to a maximum aggregate area of 10m² exempted from planning approval. The types of signs included are non-portable ground based signs, monolith signs, product display signs or pylon signs. Maximum area of individual signs types is still applicable; ii. One sign per tenancy/business; iii. Are not permitted on lots where a pylon sign has been approved or erected on a property, unless: a. The monolith sign does not front the same road as the pylon sign; b. The monolith sign is located a minimum of 6m from the intersecting point of corner truncations.
Panel/Fence Sign	-	-	5m ²	20m ²	1.2m	6.0m	-	-	-	i. Affixed to an existing panel or fence; ii. Are not erected between the existing building and the front boundary of the lot; iii. Are not within 10m of an existing sign on a lot.

Sign Type		Maximum Height	Maximum Width	Maximum Area	Maximum Aggregate Area of Signs	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Product Sign	Display	2.0m	2.0m	4m ²	4m ²	-	2.0m	-	-	-	i. Exemptions: a. An industrial or warehouse premises as defined by the Scheme may have a maximum two (2) freestanding signs, up to a maximum aggregate area of 10m² exempt from planning approval. The types of signs included are non-portable ground based signs, monolith signs, product display signs or pylon signs. Maximum area of individual signs types is still applicable; ii. One sign per street frontage for a tenancy/business; iii. If two street frontages available, one sign per street frontage is permitted and double the maximum aggregate area, if not subject to exemptions above; iv. Not located within 10m of a pylon sign;
Pylon Sign		2.5m	2.5m	6m ²	6m ²	2.7m	6.0m	-	-	-	i. Exemptions: a. An industrial or warehouse premises as defined by the Scheme may have a maximum two (2) freestanding signs, up to a maximum aggregate area of 10m² exempt from planning approval. The types of signs included are non-portable ground based signs, monolith signs, product display signs or pylon signs. Maximum area of individual signs types is still applicable; ii. One sign per tenancy/business; iii. Are not permitted on lots where a monolith sign has been approved or erected on a property, unless: a. The pylon sign does not front the same road as the monolith sign;

Sign Type		Maximum Height	Maximum Width	Maximum Area	Maximum Aggregate Area of Signs	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Tethered Sign Permanent	-	0.75 m	-	2m ²	4m ²	2.7m	8.0m	-	-	-	i. One sign per street frontage for a business/tenancy; ii. Not located within 10m of a pylon sign;
Tethered Sign Temporary	-	9.0m	7.0m	-	-	-	15.0 m	-	-	-	Temporary balloon or inflatable signs typically associated with a business or product sale. i. One sign per tenancy/business; ii. Display cannot occur for more than 14 days in aggregate in any one calendar year; iii. Applicant is to provide a structural engineer certificate specifying structure is suitable for mounting temporary inflatable sign;

3. Special Application Requirements

- a. All sign applications shall stipulate the content of the sign with the application.

LOCAL PLANNING POLICY NO.5 – Sea Containers

Background

In recent years there has been an increased use of sea containers for storage purposes within the Shire of Gnowangerup. Sea containers provide a cheap and secure way of storing goods, but have the potential to affect the amenity of an area, given their industrial design and often poor location and maintenance.

Objectives

The objectives of this policy are as follows:

- a) To establish clear guidelines for the placement of sea containers used for storage purposes within the Shire;
- b) To ensure that any sea container does not detract from an existing (or reasonably desired) streetscape; and
- c) To achieve a balance between providing the legitimate need for sea containers as an affordable and secure storage option, and minimizing any impact on neighbours, streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

LOCAL PLANNING POLICY NO.5 – Requirements

A sea container is regarded as a building by the Building Code of Australia (1996) Volume 2 and therefore a building permit is required prior to the placement of a sea container on site.

1. Exemptions from Planning Approval

- a. A single sea container does not require Planning Approval when located on a property zoned Industry, Light & Service Industry or General Agriculture by the Scheme, provided it meets with the General Requirements set out below.
- b. Sea container/s fully enclosed within a building do not require Planning Approval.
- c. Sea container/s being loaded or unloaded for shipping do not require Planning Approval where they are located on a property for seven (7) days or less.
- d. In all zones a sea container may be placed on a property temporarily, for a period of up to 12 months, for the storage of materials used to construct an approved dwelling or building.

2. General Requirements

- a. Sea container/s are to comply with the criteria set out in Table 1 of this policy.
- b. Sea container/s are to be suitably screened and/or fenced from the road frontage, public space and neighbouring properties. Where a sea container has high visibility from a public space, the Shire will require the installation of screening to a minimum height equal to that of the sea container.
- c. Sea container/s shall not be located over on-site effluent disposal infrastructure or other utilities and shall be located on a flat, compacted area to the satisfaction of the Shire.
- d. Sea container/s shall be adequately ventilated, in good repair and painted a uniform colour to complement the building to which it is ancillary, to the satisfaction of the Shire.
- e. In all zones a sea container will not be permitted on vacant land unless for the purposes of storage for construction purposes as outlined in 1d.
- f. Where a sea container is proposed to be modified for a dwelling or commercial building, it will be required to be assessed against the requirements of Local Planning Policy No.3 and is to be modified to meet the requirements of the Building Codes of Australia (1996) Volume 2. Once a sea container is modified, it is no longer considered a sea container for the purposes of this policy.

3. Special Application Requirements

- a. Where it is proposed to use a sea container, Council will require the applicant to submit photographs of the sea container showing that it is in good condition.

Table 1 – Sea Container Requirements

Zoning	Setback Requirements	Special Requirements
Residential	Sea containers to be located within the building envelope of the property. Where a building envelope requires variation to accommodate a proposed sea container, Council may consult with adjacent neighbours for their views. Council will not support the placement of a sea container in front of the main building line.	Only one sea container, up to 6m in length is permitted per property. The sea container is to be screened from public places and neighbouring properties to the satisfaction of the Shire. The sea container is considered part of the permitted outbuilding floor space detailed in Local Planning Policy No.2 – Outbuildings.
Town Centre	Nil	No sea containers permitted.
Rural Residential	Sea containers to be located within the building envelope of the property. Where a building envelope requires variation to accommodate a proposed sea container, Council may consult with adjacent neighbours for their views. Council will not support the placement of a sea container in front of the main building line.	Only one sea container, up to 6m in length is permitted per property. The sea container is considered part of the permitted outbuilding floor space detailed in Local Planning Policy No.2 – Outbuildings.
Industry	As per Table 2 of the Scheme. Council will not support the placement of a sea container in front of the main building line.	Where it is proposed to utilise multiple sea containers, Planning Approval will be required.
Light & Service Industry	As per Table 2 of the Scheme. Council will not support the placement of a sea container in front of the main building line.	Where it is proposed to utilise multiple sea containers, Planning Approval will be required.
General Agriculture	On land zoned General Agricultural, the setbacks are as follows: a. Front/rear 20metres; b. Side 10metres.	Where it is proposed to utilise multiple sea containers, Planning Approval will be required.

LOCAL PLANNING POLICY NO.6 – Fire Management Plans

Background

The devastation caused by bush fires throughout Australia in recent years highlights the need for greater regulation of development in areas considered prone to bush fire attack. The *Planning for Bush Fire Protection Guidelines 2010 (Edition 2)* has been prepared by the Department of Planning in association with the Department of Fire and Emergency Services to implement a state wide approach guiding development of land within bush fire prone areas.

Clause 5.15 “Bush Fire management” of the Scheme allows Council to require the preparation of a bush fire hazard assessment or Fire Management Plan. This policy requires that these be prepared in accordance with Planning for Bushfire Protection.

Objectives

The objectives of this policy are as follows:

- a) To protect property and life in the Shire of Gnowangerup;
- b) To ensure development complies with up-to-date bush fire management guidelines; and
- c) To reduce the impact of personal and community devastation caused by bush fire.

LOCAL PLANNING POLICY No.6 – Requirements

1. Exemptions

- a. No exemptions are applicable to this policy.

2. General Requirements

- a. Subdivision and development is to be in accordance with the requirements of *Planning for Bush Fire Protection Edition 2, 2010* or as revised from time to time.

3. Special Application Requirements

- a. Council will determine, in consultation with the Department of Fire and Emergency Services, when a Fire Management Plan is required to be prepared in accordance with the requirements of *Planning for Bush Fire Protection*.

LOCAL PLANNING POLICY No.7 – Public Open Space – 3-5 Lot Subdivision

Background

Section 153 of the *Planning and Development Act 2005* (as amended) establishes that Public Open Space cannot be requested from a subdivision that creates less than 3 lots.

Where a subdivision proposes to create in excess of 5 lots, it has been the consistent approach of the Western Australian Planning Commission to require the ceding of 10 percent of the land as Public Open Space (POS).

Since the gazettal of the Planning and Development Act in 2005 it is now possible to require POS to be ceded where 3-5 lots are created.

The Western Australian Planning Commission's Development Control Policy No.2.3 specifies that:

"3.1.6 The Commission may impose an open space condition where an application would create five lots or less where:

- The imposition of the condition would yield an area of land which the Commission and Council agree is adequate and suitable for public open space purposes; or*
- The local government has identified an existing or potential deficiency of public open space and has an adopted strategy to improve or provide open space by land acquisition in the locality of the subdivision; or*
- Similar proposals containing five lots or less would be likely to eventuate in the locality. "*

The Gnowangerup, Ongerup and Borden townsites have historically been developed at a low density, with the majority of subdivision occurring prior to the requirement for the contribution to or establishment of Public Open Space. With the exception of their recreation complexes, this has resulted in a large deficiency in useable and quality Public Open Space areas.

Whilst the Shire of Gnowangerup would be asked to comment on any subdivision within the Shire boundaries, it is important to note that the final decision on any proposed subdivision lies with the Western Australian Planning Commission and that Council can only recommend a Public Open Space contribution condition to the Western Australian Planning Commission during the referral period.

Objectives

The objectives of this policy are as follows:

- a) To ensure that there is adequate provisions of Public Open Space within the three townsites of the Shire of Gnowangerup.
- b) To ensure that Public Open Space owned and maintained by the Shire of Gnowangerup is of a high quality for use; and
- c) To provide suitable guidelines to Council where it should request a land or cash-in-lieu contribution to Public Open Space for subdivisions creating between 3 – 5 lots.

LOCAL PLANNING POLICY No.7 – Requirements

1. Exemptions from Public Open Space contribution:
 - a. This policy only applies to subdivision which creates 3-5 lots zoned 'Residential' by the Shire of Gnowangerup Local Planning Scheme No.2.
2. General Requirements:
 - a. The following contribution of land or cash-in-lieu shall be applied:
 - i. 5 percent where a proposal creates three (3) 'Residential' zoned lots;
 - ii. 7.5 percent where a proposal creates four (4) 'Residential' zoned lots; and
 - iii. 10 percent where a proposal creates five (5) 'Residential' zoned lots.
 - b. The Shire of Gnowangerup shall determine if a land or cash-in-lieu contribution to Public Open Space is appropriate. In making this decision, Council shall consider:
 - i. The proximity of the proposed subdivision to any nearby reserves;
 - ii. If the proposed subdivision immediately adjoins a reserve for recreation and whether a land contribution could be amalgamated with that reserve;
 - iii. If funding from a cash-in-lieu contribution for Public Open Space would be able to be used to improve nearby existing reserves that would be used by the proposed subdivision; and
 - iv. If the proposed subdivision contains land which the Shire of Gnowangerup wishes to secure for Public Open Space purposes.

LOCAL PLANNING POLICY NO.8 – Extractive Industry

Background

The Shire of Gnowangerup Local Planning Scheme No.2 defines an extractive industry as follows:

“industry – extractive” means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar materials from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry – mining;

Extractive industries are a discretionary land use in the ‘General Agriculture’ zone and *not permitted* in any other zone. Council may require that they be referred to neighbouring landowners for comment.

Extractive industries can have a high impact on the surrounding road infrastructure, existing vegetation and amenity of surrounding landowners and will therefore be referred to the relevant government agencies during the assessment period for comment. These may include Main Roads WA, Department of Parks and Wildlife, Department of Environmental Regulation, Department of Water, Department of Mines and Petroleum and Department of Agriculture and Food WA depending upon the nature of the application.

Where existing remnant vegetation is proposed to be cleared the applicant may need to seek a Vegetation Clearing Permit from the Department of Environment Regulation in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

Larger extractive industries may require registration or a license as a ‘prescribed premise’ from the Department of Environmental Regulation under Part V of the Environmental Protection Act 1986 (Environmental Protection Regulations, 1987, Schedule 1)

Finally, the Department of Mines and Petroleum (DMP) have a separate role under the *Mine Safety & Inspection Act 1994* to ensure the safety of extractive industries throughout the Shire. A separate approval and process is required with the DMP including preparing a ‘Project Management Plan’. More information is available at <http://www.dmp.wa.gov.au/14695.aspx>.

Objectives

The objectives of this policy are as follows:

- a) To assist Council in determining applications for extractive industries by providing general guidelines and outlining matters Council will have regard for in assessing applications.
- b) To protect and maintain the existing landscape character, native vegetation, productive agricultural uses and general amenity of the Shire.
- c) To set out standard conditions that will be considered by Council in their assessment of extractive industry applications.
- d) To provide for appropriate 'buffers' between extractive industries and sensitive land uses.

LOCAL PLANNING POLICY No.8 – Requirements

1. Exemptions

- a. No exemptions are applicable to this policy.

2. General Requirements

- a. The following setbacks will generally be applied to excavation areas/ pits;
 - i) A minimum of 40 metres to any road or thoroughfare;
 - ii) A minimum of 20 metres to any property boundary in a different ownership;
 - iii) A minimum of 20 metres to any easement;
 - iv) A minimum of 50 metres to any water course or body.
- b. Excavation areas/ pits are to be separated from the closest 'sensitive land use' on a different lot (usually a house) by the recommended generic buffer distance listed in Table 1 unless a site specific technical study is prepared.
- c. Where an extractive industry proposes direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by Council), the Council may require crossover and vehicle access areas within 50 metres of the road to be constructed with a stable, impervious surface.
- d. Those portions of public roads as are affected by the activities related to an extractive industry shall be maintained to a 'pre-development' standard acceptable to Council at the applicants cost. A road maintenance contribution and / or bond may be payable to Council prior to commencement of works to

ensure roads are maintained to satisfactory standards. The contribution may be applied at the discretion of Council. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.

- e. An Environmental Management Plan is to be submitted addressing dieback controls, spread of noxious weeds, dust and noise is to be compiled in consultation with the Department of Parks and Wildlife and submitted to the Shire for separate written endorsement prior to commencement of any site work or an alternative time period agreed to in writing by the Shire.
- f. A Rehabilitation Plan is to be submitted and approved by the Shire in writing. This plan is to address (but not be limited to) the following issues:
 - i) Restrict the area of open pit to 2 hectares. Larger pits may be considered for gravel extraction where the applicant can demonstrate that it will not have any detrimental impact on the environment or amenity of the area (by lodging a detailed environmental management plan).
 - ii) How the portions of land subject to extraction are to be rehabilitated (following each stage of extraction) to allow for future rural use and shall include;
 - Flattening the land;
 - Spreading of stockpiled topsoil (capable of supporting seed and plant re-growth);
 - Forming stable battered banks not to be steeper than 1 in 5; and/or
 - And revegetation using native trees, shrubs and groundcovers/ undergrowth.
- g. An extractive industry license is valid for twelve (12) months from issue of the Planning Approval starting from the 1 July. It is renewable annually by the Shire subject to no complaints being received by the Shire.

Table 1 – Generic buffers to sensitive land uses

Industry	Description of Industry	Buffer distance in meters
Clay extraction or processing	Mining, extraction or processing of clay	500-1000 depending on size.
Extractive Industry – hard rock	quarrying (including blasting), crushing and screening	1000
sand and limestone extraction	no grinding or milling works	300-500 depending on size

3. Special Application Requirements

- a. Where a new extractive industry is proposed, or an existing industry is to be increased in size over what was originally approved, planning approval is required prior to the industry commencing or extending. Applicants need to lodge;
 - A formal planning application to be signed by the owner of the land.
 - A detailed written submission explaining the application, how the use will be managed, addressing relevant matters such as dust, noise, native vegetation and dieback disease and providing information in support of the proposal.
 - Detailed, accurate and scaled plans.
- b. In considering any application, Council will have regard for the following matters;
 - i) It is important that each application be examined on its individual merit having regard for the existing land uses, topography of the land, and its specific location.
 - ii) Whether the site is in a visually significant location such as on a ridge, adjacent to the coast or an estuary, close to a national park or nature reserve, visible from a major road, tourist destination, scenic route or tourist route*¹.
 - iii) Compatibility with adjoining land uses.
 - iv) Noise, dust and vibration abatement measures.
 - v) Proximity and buffers to wetlands and water courses.
 - vi) Whether the proposal includes clearing of significant remnant vegetation and the quality of vegetation.
 - vii) Drainage implications including surface and ground water impacts.
 - viii) Rehabilitation measures.
 - ix) Intended end use of the land and future planning for the area.
 - x) Prevention of spread of dieback or other disease.
 - xi) Environmental management and measures proposed to be undertaken by the proponent to address environmental issues.
 - xii) Whether the access roads proposed are suitable for the volume of traffic and type of heavy proposed.
 - xiii) Whether the site has access to major roads, and whether the existing roads to be used by trucks are in good condition.
 - xiv) The proposed road haulage route and whether the use of any state controlled roads are proposed.
 - xv) Size of trucks and number of truck movements.
 - xvi) Existence of other extractive industry or heavy haulage-associated use in the vicinity.

LOCAL PLANNING POLICY NO.9 – Alfresco Dining & Trading in Public Places

Background

Alfresco dining in appropriate locations within the Shire's townsites can contribute to its ambience by adding colour, vibrancy and interest to the streetscapes. Alfresco dining is encouraged in all town centres, and especially in locations closely associated with retailing, entertainment and tourism.

The Shire of Gnowangerup supports and encourages the establishment of alfresco dining areas which:

- i) Enhance the amenity, vitality and ambience of the town's retail, commercial, entertainment and tourism areas;
- ii) Contribute to the activation of streets or laneways on which they are located;
- iii) Provide innovative, unique and creative alfresco street furniture;
- iv) May not necessarily abut the subject premises directly;
- v) Do not interfere with the safe and reasonable movement of pedestrians, people with prams and motorised wheelchairs; and
- vi) Are located so that they do not cause danger or unnecessary distraction to motorists, pedestrians or other road users.

In the interests of encouraging alfresco dining and street activity the additional floor space will not attract a requirement to provide additional parking.

Objectives

The objectives of this Policy are:

- a) To enhance the functions, appearance and character of the commercial areas by permitting alfresco dining associated with existing food establishments on Council controlled land such as road reserves;
- b) To allow for the operation of trading activities in public places in such a manner and location that they do not conflict with, or act prejudicially towards the Shire's retail and service base, or any other function of the town centre.

LOCAL PLANNING POLICY NO.9 - Requirements

4. Exemptions from Planning Approval

- a. There are no exemptions from Planning Approval.

5. General Requirements

This Policy applies to applications seeking approval to use public land for alfresco dining and trading in public places activities whether on a permanent or temporary basis. Council will have regard to the policy statements below in assessing and considering all applications.

- b. The proposed dining area or display is to be attractively integrated with, and enhance the character of the immediate locality and overall streetscape
- c. Council will not approve dining and/or display activities where, in its opinion, approval would conflict with or inconvenience other existing businesses. Council in its consideration of the impacts may consult with the owners/occupiers of other nearby premises
- d. Generally, dining and/or displays will be approved only where they are directly associated with an existing adjacent business. Activities that are not directly associated with an adjacent business may be considered in special circumstances but only where they meet a demand for goods and services that are not available already
- e. All objects for dining and/or display placed within the footpath area must not obstruct pedestrian movement or access to and from kerbside parking bays and a minimum clear footpath width of 2m shall be maintained in all cases.
- f. All objects and furniture located as part of the dining and/or display area are to be readily removable. However, where it is demonstrated to the satisfaction of Council there are positive benefits to the public, more permanent features may be permitted providing all costs associated with removal and restoration are borne by the applicant and Council is satisfied with the form, construction and appearance of those more permanent features
- g. Objects placed on the footpath within the road reserve must not obstruct sight lines for either vehicles or pedestrians, either at road junctions and crossovers.
- h. The applicant is responsible for attending the dining and/or display area and ensuring it is maintained in a good condition and clean and tidy state at all times.
- i. If a dining area and/or display are not maintained in a good condition and clean and tidy state and/or the conditions of Council's approval are not adhered to,

Council may withdraw the approval and all associated materials and objects associated with the approved use must be removed.

- j. The applicant shall be solely responsible for all and any associated costs with the removal, alteration, repair, reinstatement or reconstruction to Council's satisfaction of the street carriageway, footpath or any part thereof arising from the use of the approved area. If an applicant does not complete the necessary works, Council may recoup such costs from the applicant.
- k. The installation of transparent, roll-down blinds to provide weather protection for an alfresco area is supported in principle but they must be taken down each night at the close of business.
- l. An Alfresco Dining and Trade Display permit is valid for twelve (12) months from issue of the Planning Approval starting from the 1 July. It is renewable annually by the Shire subject to no complaints being received by the Shire

6. Special Application Requirements

- a. The applicant is required to show evidence of appropriate comprehensive public liability insurance covering any activity, object or provision within the approved public place and indemnify Council against any claim from its use by them and/or patrons.
- b. In addition to normal planning application requirements, applications for Alfresco Dining Areas or Street Displays must be accompanied by plans, drawn to scale, which clearly indicate the proposed location of tables, chairs and any other object(s) and shows their relationship to existing features such as the building, kerb line, street furniture, landscaping and adjoining buildings
- c. Applications must contain a written submission and must specify proposed days and hours of trading in the public area.

LOCAL PLANNING POLICY NO.10 – Industrial Design Guidelines

Background

The scheme has two zones which are intended to accommodate industrial development; 'Light & Service Industry' and 'Industry'. The objectives of these zones are as follows:

Industry zone - to provide for manufacturing industry, the storage and distribution of goods and associated uses, which by the nature of their operations should be separated from residential areas.

Light and Service Industry zone - to provide for light and service industries and associated uses which are compatible with residential uses.

The Scheme offers limited guidance on the standard of development expected within the industrial zones. The scheme lists some specific development requirements for the land uses at 'Table 2 – Development Table' for Industry – Service, Industry – Light, Industry – General and 'Showroom' as follows:

USE	Minimum Boundary Setback (metres)			Maximum Plot Ratio	Minimum Landscaped Area %	Minimum Number of Car parking Bays
	Front	Rear Average	Side			
Industry - Service	7.5	7.5	*	*	10	1 per 2 employees
Industry - Light	7.5	7.5	*	*	10	1 per 2 employees
Industry - General	7.5	7.5	*	*	15	1 per 2 employees
Showroom	*	*	*	*	10	1 for every 100m ² of gross floor area

Where Table 2 shows an asterisk that requirement is "to be determined by the local government" in each particular case having due regard to the streetscape, amenity and merit of the proposal". Whilst this is a site responsive approach, it provides no guidance to the Council, officers or community as to what is an acceptable standard of development.

It is important that the Shire's industrial areas maintain a reasonable level amenity and that a level playing field is maintained for all landowners in these areas. Providing adequate parking for customers and staff within the lot boundaries to a consistent standard as well as a reasonable standard of landscaping in these zones is considered essential.

The development requirements need to be balanced with the need to encourage new business activity and what can be reasonably expected of and maintained by an industrial business operator.

The standard of development within the front setback area of a development sets the standard for how an industrial area presents to the general public. This policy stipulates the minimum standards of development that the Shire of Gnowangerup will accept for all new development in the Light & Service Industry and Industry zones.

Objectives

The objectives of this Policy are to:

- a) Ensure the orderly and appropriate development of industrial areas in the Shire; and
- b) Provide acceptable development standards for industrial areas in the Shire.

LOCAL PLANNING POLICY NO.10 - Requirements

1. Exemptions from Planning Approval

- a. There are no exemptions, all development in the Light & Service Industry and Industry zones requires Planning Approval.

2. General Requirements

- a. This Policy applies to applications for development in the Light & Service Industry and Industry zones.
- b. Unless stipulated otherwise in the Scheme, the development standards set out in Table 1 are the minimum standards:

	Minimum Requirement
Parking	1 per 50m ² gross floor area
Landscaping	10% of lot area
Plot Ratio	0.5
Setbacks	7.5m front 5.0m on one side 7.5m rear (average)

c. Use of Front Setback area

- i) The front setback area is the area in front of the 'main building line' and shall generally be used only for the purposes of landscaping, car parking, access or an approved 'trade display'.
- ii) No materials or product are to be stored in the front setback area (with the exception of an approved trade display).
- iii) No loading and unloading of goods and materials is take place in the front setback area.
- iv) An open storage area that is visible from a public place or street is to be screened to the satisfaction of the Shire.

d. Building Facades

- i) The facade of the building that addresses the primary street shall be either a purpose built office or constructed of brick, stone, concrete or glass or a combination of one or more of these materials.
- ii) Other materials of a type and to a design approved by the Council may be permitted on a facade provided that the materials to be used are structurally and aesthetically acceptable to the Council. Zincalume cladding will generally not be acceptable.

e. Carparking & Trafficable Areas

- i) All car parking bays and maneuvering areas, including the driveway access in the front setback area, being properly drained, kerbed and sealed. All parking spaces are to be line-marked and maintained in good repair thereafter.
- ii) A minimum of a 2 coat bitumen seal is requirement for car parking and maneuvering for visitors and staff in front setback area.
- iii) The dimensions of parking bays and maneuvering areas are to comply with Australian Standard 2890.1 *Off-street parking*.
- iv) All other parking, truck turnarounds, storage and hardstand areas may be of gravel construction constructed to ensure that dust does not cause a nuisance.

f. Landscaping

- i) Landscaping areas are to generally located in the front setback and down the side boundaries.
- ii) A landscaping plan is to accompany any application for planning approval, and landscaping is to complement the appearance of the proposed development.
- iii) Landscaping shall generally consist of lawns, gardens or the planting of trees and shrubs. The use of native and water efficient plants is encouraged.
- iv) Landscaping is to be established within 3 months of the completion of the building.
- v) Landscaped areas are to be reticulated and maintained at all times to the satisfaction of the Shire.
- vi) With the approval of the Shire fifty (50) per cent of the landscaping requirement identified in the Scheme Text and this Policy may be met by landscaping the verge area, providing that reticulation is installed and on-going maintenance of the total

road verge bordering the subject lot is undertaken. For corner lots, this credit will be eighty (80) per cent of the landscaping requirement identified in the Scheme Text where the whole of the verge is treated.

g. Stormwater

- i) Stormwater is to be contained on site before discharged to road or district system.
- ii) The development may require oil separators or nutrient stripping infrastructure (such as retention basins) at the discretion of the Shire.
- iii) The use of rainwater tanks for storage and reuse on site is encouraged.

h. Fencing

- i) Boundary fencing is permitted to a maximum of 2.1m.
- ii) Fencing along the primary street frontage is to be visually permeable.
- iii) The use of barbed wire is not permitted.

LOCAL PLANNING POLICY MANUAL

INTRODUCTION

Background

Clause 2.2 of the Shire of Gnowangerup Local Planning Scheme No.2 gives the local government the ability to “prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply –

- a) Generally or for a particular class or classes of matters; and
- b) Throughout the Scheme area or in one or more parts of the Scheme area, and may amend or add to or rescind a Policy so prepared.”

A Local Planning Policy does not bind Council or the Shire of Gnowangerup in its decision making. However, the Shire of Gnowangerup shall have due regard to the provisions of an applicable policy and the objectives which the policy is designed to achieve before making its determination on a planning matter.

The policies included in this Local Planning Policy Manual shall be read in conjunction with the requirements of the Shire of Gnowangerup Local Planning Scheme No.2 and the Shire of Gnowangerup Local Planning Strategy.

Objective

This Local Planning Policy Manual has been prepared to guide applicants and staff in preparing and assessing subdivision and development proposals. It aims to consistently apply the objectives of the Shire of Gnowangerup Local Planning Scheme No.2 in the assessment of all development proposals.

Approval Requirements

Unless stated otherwise within this Policy Manual, all matters are subject to the exercise of discretion by Council in granting Planning Approval. In considering an Application for Planning Approval for each of the policy areas, Council shall have due regard to the specific Scheme clauses, clause 10.2 of the Shire of Gnowangerup Local Planning Scheme No.2 and the objectives and requirements of the relevant policy.

Variations

Any variations to a policy will require the applicant to demonstrate exceptional circumstances as to why the policy should be relaxed with the proposal being presented to an Ordinary Meeting of

Council for determination. Assessment of the application will require consultation with adjoining and affected landowners.

Council will have regards to any matters set out in Clause 10.2 and the objective of the specific policy when a proposal seeks to vary the provisions of the Local Planning Policy Manual.

Definitions and Interpretations

The below list outlines the definitions and interpretations used within this policy manual. Where a definition or interpretation is not listed, refer to the Shire of Gnowangerup Local Planning Scheme No.2, Residential Design Codes of WA or Appendix B of the Model Scheme Text for information.

“Outbuilding” means;

- a) An enclosed non habitable structure that is detached from any dwelling (as defined under the Residential Design Codes); or
- b) Any Class 10A building under the Building Code of Australia (1996) Volume 2, which is not substantially connected to a dwelling.

An open sided carport is not considered to be an outbuilding.

“**Height**” – is to be measured vertically from the natural ground level, as per the measuring criteria stipulated in the Residential Design Codes.

“**Main building line**” – means the distance from the front boundary of the property to existing buildings on the property, measured at a 90 degree angle from the closest point of the front boundary.

“**Reflective materials**” – means any material with the potential to cause glare , reflection or mirroring and shall include factory applied finishes such as zincalume and light colorbond colours such as white and off-white.

“**Second Hand Dwelling**” – means a dwelling that has previously been constructed and approved on a site within the Shire of Gnowangerup or elsewhere and whether occupied or not.

“**Transportable Building**” – means a prefabricated building that has been designed to be moved between sites, either being of a permanent or temporary nature.

Advertising and Sign Interpretations

“**Advertisement Sign**” – means any word, letter, model, sign, pattern, placard, board, notice, device or representation employed wholly or partly for the purposes of advertisement, announcement or direction including any structure used or adapted for the display of advertisements.

Building Signs

“Mounted Roof Sign” – means an advertisement sign which protrudes above any component that forms part of the roof of the building with little or no relation to the architectural design of the building.

“Projecting Sign” – means an advertisement sign which is attached to a projection or projects more than 300mm out from a wall of the building below the eaves or ceiling height.

“Wall Sign” – means an advertisement sign which is affixed to the external part of a wall of the building, a gable end, or a building facade, but does not project more than 300mm from the wall and no part of which is above the roofline of the building.

“Window Sign” – means an advertisement sign which is painted or affixed to either the interior or exterior of the glazed area of a window.

Off-Building Signs

“Flags” – means a banner or sign that is made from a piece of material, usually oblong or square, which is attached to a pole so as to be visible to any person in a street, reserve, public place or other land.

“Ground Based Sign” – means an advertisement sign which is not attached or otherwise affixed to a building and no portion of which is higher than 1.2 metres above natural ground level.

“Hoarding Sign” – means an advertisement sign, located offsite to a business or agency that it is advertising, which is affixed to a structure having one or more supports where the overall height (inclusive of the supports) is less than the sign's horizontal dimension and portion of the sign is greater than 1.2 metres above natural ground level.

“Monolith Sign” – means a freestanding advertisement sign which is fixed to the ground having one or more supports and portions of the sign face is within or partially within 1.2 metres above natural ground level.

“Panel / Fence Sign” – means an advertisement sign which is affixed to a panel or fence and is greater than 1.2 metres above natural ground level, but does not include a Pylon Sign, Monolith Sign or Wall Sign.

“Product Display Sign” – means a product or object which is displayed for the purposes of advertisement; but excludes an advertisement sign which is applied or otherwise attached or placed on a vehicle. For the purposes of this term a vehicle includes a car, truck, boat, trailer, caravan, machinery and the like whether moveable or not.

“Pylon Sign” – means a freestanding advertisement sign which is fixed to the ground having one or more supports where the overall height (inclusive of the supports) is greater than the sign's horizontal dimension and all portions of the sign face is greater than 1.2 metres above natural ground level.

“remote advertising” means a sign or advertising device that is located remotely (i.e. more than 1000m from the closest point) from where the business, product or event is situated, is visible from a roadway, and is intended to direct traffic and the general public to where that business, product or event is located.

“Tethered Sign” – means an advertisement sign which is suspended from or tethered to any structure, tree or pole (with or without supporting framework) and made of paper, plastic, fabric or similar materials. The term includes lighter than air aerial devices, inflatables, bunting, banners, flags and kites.

DRAFT

TOURISM BASED LAND USES POLICY

Background

The Shire of Gnowangerup Local Planning Scheme No.2 lists specific requirements for Holiday Accommodation in Clause 5.14 of the Scheme.

5.14.1 In considering an application for holiday accommodation uses, the local government shall have regard to: -

- a. the objectives of the zone;*
- b. the permissibility of the proposed use in the Zoning Table;*
- c. the likely impact upon surrounding development;*
- d. the scale and intensity of the development;*
- e. appropriate setbacks to existing or proposed agricultural uses;*
- f. the effect existing or proposed agricultural uses could have on the proposal;*
- g. provision of services including water supply, on-site effluent disposal, solid waste disposal and electricity;*
- h. access to and from the site;*
- i. impact upon landscape values;*
- j. protection of remnant vegetation; and fire management.*

5.14.2 In the General Agriculture zone, the maximum allowable number of chalets or cabins permitted is four per allotment at a maximum density of one per ten hectares.

Note: A greater number of chalets will require the land to be rezoned.

It is also noted that there is special use classes applied to Special Control Area No.1 – Amelup, included in Clause 6.3 of the Shire of Gnowangerup Local Planning Scheme No.2. Where the Scheme is inconsistent with this Local Planning Policy, the Scheme shall prevail.

The Zoning Table of the Scheme also includes the following ‘tourism’ type uses and their permissibility within each of the zones:

Use Classes (Refer to Clause 4.3)	Residential	Town Centre	Industry	Light & Service Industry	General Agriculture	Rural Residential	Special Use
Bed and Breakfast	A	P	X	X	D	A	Refer to Schedule 2
Cabin	A	D	X	X	D	X	

Use Classes (Refer to Clause 4.3)	Residential	Town Centre	Industry	Light & Service Industry	General Agriculture	Rural Residential	Special Use
Caravan and Camping	X	X	X	X	A	X	
Chalet	A	D	X	X	D	X	
Exhibition Centre	X	P	X	X	A	A	
Farm Stay	X	X	X	X	P	D	
Guest House	A	D	X	X	D	A	
Hotel/Tavern	X	A	X	X	X	X	
Motel	X	A	X	X	A	X	
Park Home Park	A	X	X	X	X	X	
Reception Centre	X	A	X	X	X	X	
Recreation Private	A	D	A	A	D	A	
Serviced Apartments	X	A	X	X	A	X	
Tourist Resort	X	X	X	X	X	X	
Winery	X	D	X	D	A	X	

Objectives

To encourage and facilitate tourism development that meets tourism needs and that is sympathetic to community and environmental considerations.

Requirements

1. Exemptions from Planning Approval
 - a. There are no exemptions from Planning Approval for tourism development.
2. General Requirements
 - a. The proposal is in conformity with the requirements of Table 1 below.
 - b. The proposal would not have an adverse impact on the amenity of the locality.

3. Special Application Requirements

a. When submitting an Application for Planning Approval, the applicant should have due regard to the matters outlined in Clause 5.14 of the Scheme.

Table 1 – Tourism Based Land Use Requirements

Use	Definition	Processing	Special Requirements
Bed and Breakfast	A dwelling, used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short-term commercial basis and includes provision of breakfast.	Permitted within the Town Centre zone. May be considered by Council in the Residential, General Agriculture or Rural Residential Zones. Where the proposal is located in the Residential or Rural Residential zones, special notice of the proposal must be given in accordance with Clause 9.4 of the Scheme.	a. A maximum of three (3) bedrooms used for accommodation purposes and a total number of guests shall not exceed six (6) persons at any one time. b. Off street car parking shall be provided at the ratio of one car bay for each guestroom. c. A separate toilet, shower or bath and hand basin is to be supplied for guests. d. Bed and Breakfast permit is valid for twelve (12) months from issue of the Planning Approval and renewable annually by the Shire subject to no complaints being received by the Shire.
Cabin	Self-contained premises similar to a chalet but may lack ensuite facilities; may comprise only one room and is designed for short stay guests where occupation by any person is limited to a maximum of three months in any twelve-month period.	May be considered in Residential, Town Centre and General Agriculture zones. Where the proposal is located in the Residential zone, special notice of the proposal must be given in accordance with clause 9.4 of the Scheme. More than four cabins is not permitted unless the property is rezoned to Special Zone.	a. Council shall determine access standards and external road upgrading/construction requirements on application. b. Where located in a R-Coded area, density and setbacks to be in accordance with the Residential Design Codes of Western Australia. Otherwise, setbacks as determined by Council. c. Off street car parking shall be provided at the ratio of one car bay for each cabin.
Caravan and Camping (Caravan Park)	Has the same meaning as in the Caravan Parks and Camping Grounds Regulations 1997.	Maybe considered by Council in the General Agriculture zone, after giving special notice in accordance with Clause 9.4 of the Scheme.	The development of a Caravan and Camping facility is to be in accordance with the requirements of the <i>Caravan Parks and Camping Grounds Regulations 1997</i> .
Chalets	Self-contained premises with cooking facilities, ensuite, living area and one or more bedrooms used to accommodate short stay guests and where occupation by any person is limited to a maximum	May be considered by Council in the Residential, Town Centre and General Agriculture zones. Where the proposal is located in the Residential zone, special notice of the proposal must be given in	a. Council shall determine access standards and external road upgrading/construction requirements on application. b. Where located in a R-Coded area, density and setbacks to be in accordance with the Residential

Use	Definition	Processing	Special Requirements
	of three months in any twelve-month period.	accordance with Clause 9.4 of the Scheme. Four or less chalets permitted in the General Agricultural zone only with the approval of Council following advertising and referral to relevant authorities. More than four chalets not permitted unless the property is rezoned to Special Use.	Design Codes of Western Australia. Otherwise, setbacks as determined by Council. c. Off street car parking shall be provided at the ratio of one car bay for each chalet.
Country Kitchen	Where light refreshments/lunches are served predominantly to tourists during daylight hours for on-premises consumption.	May be considered by Council in the Town Centre and General Agriculture zones. Where the proposal is located in the Rural Residential zone, special notice of the proposal must be given in accordance with Clause 9.4 of the Scheme.	a. Council shall determine access standards and external road upgrading/construction requirements on application. b. Setbacks as determined by Council. c. Sealed off street car parking shall be provided at the ratio of 1 for every 10m² of gross floor area or 1 for every 4 seats provided, whichever is greater. d. Where off street car parking is unavailable, Council may require a contribution of cash in-lieu of parking. Need to ensure use caters to tourists, is established in attractive settings and/or in association with other tourist uses and does not prejudice restaurants within established commercial orientated zones.
Craft Studios & Sales	Falls within the definition of Industry – Cottage which means a trade or light industry producing arts and craft goods which does not fall within the definition of a home occupation.	May be considered Council in the Residential, Town Centre, General Agriculture and Rural Residential zones. Where the proposal is located in the Residential or Rural Residential zones, special notice of the proposal must be given in accordance with Clause 9.4 of the Scheme.	a. Setbacks determined by Council. b. Council shall determine access standards and external road upgrading/construction requirements an application. c. Off street car parking shall be provided at the ratio of 1 for every 15m² of display area. d. Where off street parking is unavailable. Council may require a contribution of cash in-lieu of parking. e. Display area to be kept in a manner safe for public enhance and separate to working area.

Use	Definition	Processing	Special Requirements
Exhibition Centre	Premises used for the display, or display and sale, of materials of an artistic, cultural or historical nature and includes a museum or art gallery.	Permitted within in Town Centre zone. May be considered by Council in the General Agriculture and Rural Residential zones, after special notice has been given in the accordance with Clause 9.4 of the Scheme.	a. Setbacks determined by Council. b. Council shall determine access standards and external road upgrading/construction requirements an application. c. Off street car parking shall be determined on a case-by-case basis. d. Where off street parking is unavailable, Council may require a contribution of cash in-lieu of parking.
Farm Stay	A residential building, bed and breakfast, chalet or similar used to accommodate short stay guests on a farm or rural property and where occupation by any person is limited to a maximum of three months in any twelve-month period.	Permitted within the General Agriculture zone. May be considered by Council in the Rural Residential zone. More than four chalets not permitted unless the property is rezoned to Special Use.	a. A maximum of three (3) bedrooms being used for accommodation purposes and a total number of guests shall not exceed six (6) persons at any one time. b. Setbacks as determined by Council. c. Off street car parking shall be provided at the ratio of one car bay for each guestroom. d. A separate toilet, shower or bath and hand basin is to be supplied for guests. e. Farm stay permit is valid for twelve (12) months from issue of the Planning Approval and renewable annually by the Shire subject to no complaints being received by the Shire.
Guest House	Integrated premises for short stay guests comprising serviced accommodation units and on-site tourist facilities such as reception, centralised dining, and management and where occupation by any person is limited to a maximum of three months in any twelve-month period.	May be considered by Council in the Residential, Town Centre, General Agriculture and Rural Residential zones. Where the proposal is located in the Residential or Rural Residential zones, special notice of the proposal must be given in accordance with Clause 9.4 of the Scheme. More than four guest rooms not permitted unless the property is rezoned to Special Use.	a. Maximum of four guest bedrooms for guest purposes; b. Where located in a R-Coded area, setbacks to be in accordance with the Residential Design Codes of Western Australia. Otherwise-setbacks as determined by Council. c. Off street car parking shall be provided at the ratio of one car bay for each guestroom. d. Where off-street parking is unavailable, Council may require a contribution of cash in-lieu of parking. e. Must comply with the Health Local Laws relating to Lodging Houses.

Use	Definition	Processing	Special Requirements
Hotel/ Tavern	Means premises providing accommodation the subject of a hotel license under the Liquor Licensing Act 1988 and may include a betting agency on those premises. Where the premises is not used for providing accommodation, it is defined as a Tavern.	May be considered by Council in the Town Centre zone, after special notice has been given in accordance with Clause 9.4 of the Scheme.	a. Development standards as per Table 2 – Development Table of the Scheme. b. Setbacks as determined by Council. c. Sealed off street car parking shall be provided at the ratio of one car bay for each bedroom, plus one per 2m² of bar and lounge area. d. Adequate firefighting equipment is recommended. e. Council shall determine landscaping and other development components on application.
Motel	Means premises used to accommodate patrons in a manner similar to a hotel but in which the specific provision is made for the accommodation of patrons with motor vehicles and may comprise premises licensed under the Liquor Licensing Act 1988.	May be considered by Council within the Town Centre and General Agriculture zones, after special notice has been given in accordance with Clause 9.4 of the Scheme.	a. Development standards as per Table 2 – Development Table of the Scheme. b. Council shall determine access standards and external road upgrading/construction requirements on application. c. Sealed off street car parking shall be provided at the ratio of one car bay for each guestroom plus one space per 25m² of service area.
Park Home Park	The same meaning as in the Caravan Parks and Camping Grounds Regulations 1997.	May be considered by Council within the Residential zone, after special notice has been given in accordance with Clause 9.4 of the Scheme.	a. Development to be in accordance with the Caravan Parks and Camping Grounds Regulations 1997. b. Sealed road access shall be required. c. Park home parks are to be only in or adjacent to the urban area. d. Strata-titling of a park home park will not be supported. e. Council shall determine setbacks, effluent disposal, landscaping, parking and other development components on application.
Recreation Private	Premises used for indoor and outdoor leisure, recreation or sport which are not usually open to the public without charge.	May be considered by Council within the Town Centre and General Agriculture zones. May be considered by Council within the Residential, Industry, Light and Service Industry and Rural Residential zones, after giving special notice in accordance with Clause 9.4 of the Scheme.	a. Council shall determine access standards and external road upgrading/construction requirements on application. b. Council shall determine setbacks, effluent disposal, landscaping, parking and other development components on application.

Use	Definition	Processing	Special Requirements
Serviced Apartments	Premises used to accommodate patrons in a manner similar to a hotel but which provides amenities such as kitchen and laundry within the room for daily use.	May be considered by Council in the Town Centre and General Agriculture zones, after giving special notice in accordance with Clause 9.4 of the Scheme.	a. Development standards as per Motel use of Table 2 – Development Table of the Scheme. b. Council shall determine access standards and external road upgrading/construction requirements on application. c. Sealed off street car parking shall be provided at the ratio of one car bay for each apartment plus one space per 25m² of service area.
Tourist Park (e.g. animal park, flora park, etc.)	Where non-accommodation attractions/facilities are provided for tourists.	May be considered by Council in the Town Centre, General Agriculture and Rural Residential zones, after giving special notice in accordance with Clause 9.4 of the Scheme.	a. If small scale as defined by Council, permitted only in the Town Centre, General Rural and Rural Residential Zones with the approval of Council, after giving special notice in accordance with Clause 9.4 of the Scheme. b. If large scale as defined by Council, permitted only in the General Agricultural Zone with the approval of Council, after giving special notice in accordance with Clause 9.4 of the Scheme. c. Development standards as per Motel use of Table 2 – Development Table of the Scheme. d. Council shall determine access standards and external road upgrading/construction requirements on application. e. Off street car parking shall be provided at a ratio to be determined by Council.
Wine Tasting/Sales	Where wines are offered for tasting and sale when associated with a winery on the same or nearby property. Is ancillary to the use of 'Winery' defined as - <i>premises used for the production of viticultural produce and may include the sale of the produce.</i>	May be considered by Council within the Town Centre, General Agriculture and Rural Residential zones. Where the proposal is located in the Rural Residential zone, special notice of the proposal must be given in accordance with Clause 9.4 of the Scheme.	a. Council shall determine access standards and external road upgrading/construction requirements on application. b. Council shall determine setbacks, effluent disposal, landscaping, parking and other development components on application. c. Sealed off street car parking shall be provided at a ratio to be determined by Council.

COMPLIANCE REQUIREMENTS

Legislation / Documents	- Shire of Gnowangerup Local Planning Scheme No.2 (Clause 5.14, Clause 6.3) - Caravan Parks and Camping Grounds Regulations 1997 - Liquor Licensing Act 1988 - Health (Miscellaneous Provisions) Act 1911 – Local Laws relating to Lodging Houses
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DOCUMENT CONTROL

LOCAL PLANNING

Category	Local Planning
Policy Number	6.1
Responsible Officer	Town Planner
Initial Council Adoption	26 February 2014
Review Dates	31 August 2026
Next Review Due	31 August 2029 This policy will be reviewed every three years or more often where circumstances require.

OUTBUILDINGS POLICY

Background

Clause 8.2 b) of the Scheme requires that outbuildings only require Planning Approval where:

1. *The proposal requires the exercise of a discretion by the local government under the Scheme to vary the provisions of the Residential Design Codes; or*
2. *The development will be located in a Heritage Area designated under the Scheme.*

The Residential Design Codes of Western Australian (R-Codes) (SPP3.1) have the following 'Deemed-to-Comply' criteria relating to outbuildings:

Clause 6.4.4	Requirements of R-Codes Outbuildings that:
C4(i)	Are not attached to a dwelling;
C4(ii)	Are non-habitable;
C4(iii)	Do not exceed 60m ² in area or 10 percent in aggregate of the site area, whichever is the lesser;
C4(iv)	Do not exceed a wall height of 2.4m;
C4(v)	Do not exceed ridge height of 4.2m;
C4(vi)	Are not within the primary or secondary street setback area;
C4(vii)	Do not result in non-compliance with open space set out in Table 4; and
C4(viii)	Are set back in accordance with Tables 2a, 2b and Figure Series 3.

Where a proposal requires a variation to the 'Deemed to Comply' criteria of the R-Codes, a planning approval is required for development, as this varies the requirements of the Scheme.

Clause 7.3 of the R-Codes stipulates the scope of local planning policies and the degree to which the R-Codes may be varied, in particular the 'Deemed-to-Comply' provisions. However, there is the ability to apply differing standards with the approval of the WAPC if it can be shown the variation is:

- *Is warranted due to a specific need related to that particular locality or region;*
- *Is consistent with the objectives and design principles of the R-Codes; and*
- *Can be properly implemented and audited by the decision-maker as part of the ongoing building approval process."*

With regards to the design principles of the R-Codes relating to outbuildings, the following statement is made:

"P4 Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties."

Local Planning Policy No. 6.2 varies the 'Deemed-to-Comply' provisions of the R-Codes relating to the size and height of outbuildings but maintains measures to ensure amenity is not reduced. This is due to the Shire being agricultural in nature and residents within the Shire's towns requiring an increased amount of storage space.

Objectives

The objectives of the policy are as follows:

- a. To provide clear guidelines for the development of outbuildings in the Residential, Town Centre, Rural Residential and General Agriculture zones; and
- b. To achieve a balance between providing for the various legitimate needs for outbuildings and minimising any adverse impacts outbuildings have on the neighbours, the streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

Requirements

1. Exemptions from Planning Approval

- a. Where a proposed outbuilding complies with the requirements specified in sections 2 and 3 below, and Table 1 of this policy, Planning Approval is not required.
- b. Prefabricated garden sheds and animal enclosures (such as kennels and aviaries) less than 9m² in aggregate area and less than 2.4 metres in height are exempt from the requirements of this policy.

2. General Requirements

- a. Outbuildings are required to comply with the requirements of the Residential Design Codes of WA or as varied by the criteria set out in Table 1 below.
- b. Outbuildings proposed for vacant Residential, Rural Residential or Town Centre zoned land require Council approval and will generally not be supported unless a Building Permit has been issued for a Single House.
- c. Where an outbuilding is proposed to be erected on vacant Residential or Rural Residential zoned land (pursuant to 2b), Council will require a Statutory Declaration that the outbuilding is not to be used for residential, commercial or industrial purposes.
- d. Council will not permit residential habitation of a building approved as an outbuilding or shed on any land in the Shire of Gnowangerup.

- e. In the Residential, Rural Residential and Town Centre zones, Council may require the use of non-reflective materials if any portion of the outbuilding is visible from a public place or adjacent property, having regard for factors such as visual impact, wall height, screening vegetation, the use of adjacent properties and any other matter that Council considers relevant.
- f. Ablutions are only permitted in an outbuilding where a house exists on the same site.

Table 1 – Outbuilding Requirements

Zoning	Maximum Wall Height	Maximum Ridge Height	Maximum Floor Area (aggregate)	Special Requirements
Residential	3.6metres	4.2metres	90 sq metres	Setbacks are to be in accordance with the R-Codes. Any setback variation will be assessed on its individual merit, and Council may consult with adjacent landowners. Floor area is not to reduce the amount of open space required by Table 1 of the R-Codes. Council will not support the construction of outbuilding/s in front of the main building line. Council may, in special circumstances, consider supporting the erection of no more than two (2) outbuildings with a maximum aggregate of 120 sq metres where: i. The lot size exceeds 1000m²; and ii. The outbuildings are not visually prominent as viewed from a street or public place (in the opinion of Council); and iii. Consultation has occurred with the adjacent landowners; and iv. The building is essential for the storage of goods or vehicles that the applicant has demonstrated they own; and v. The proposal complies with the open space requirements of Table 1 of the R-Codes; and vi. The materials are non-reflective; and vii. The outbuilding will not negatively impact the amenity of the area.
Town Centre	3.6metres	4.2metres	90 sq metres	As per Residential requirements where the Town Centre zoned property is used for residential purposes and constructed with an approved Single Dwelling or Grouped Dwelling.
Rural Residential	4metres	4.8metres	200 sq metres	Outbuildings proposed in the Rural Residential zone are to be in accordance with the requirements set out in Clause

Zoning	Maximum Wall Height	Maximum Ridge Height	Maximum Floor Area (aggregate)	Special Requirements
				5.10 and Schedule 11 of the Scheme and will be required to blend in with the surrounding environment. Outbuildings are required to be contained in the building envelope of the property. Council may refer any application for a proposed outbuilding on Rural Residential zoned land to adjacent neighbours for comment where it proposes a variation of the building envelope.
General Agriculture	N/A	N/A	N/A	Outbuildings are required to be setback in accordance with the following: i. Front/Rear – 20metres ii. Side – 10metres Planning approval is not required for outbuildings on General Agriculture zoned land unless: i. The proposed outbuilding does not comply with the setback requirements listed above; and/or ii. The lot does not have frontage to a constructed public road; and/or iii. The lot, area or closely associated building/s are listed on the Municipal Inventory or State Register of Heritage Places.

Variation to the Policy

Any variations to the policy will require the applicant to demonstrate exceptional circumstances as to why the policy should be relaxed with the proposal being presented to an Ordinary Meeting of Council for determination. Assessment of the application will require consultation with adjoining and affected landowners.

Council will have regard for matters such as;

1. The visibility of the proposed outbuilding(s) as viewed from a street, public space or neighbouring property;
2. The need for removal of any native vegetation or major trees;
3. Comments for adjacent neighbours/landowners;
4. Preservation of useable on site open space areas;
5. The ability for the outbuilding(s) to be screened by existing or proposed landscaping;
6. Whether support for the application will set an undesirable precedent for similar sized surrounding lots;
7. The impact of the development on streetscape and the character of the area;
8. Any potential for impact on the amenity of the locality;

9. The objectives of the zone;
10. All relevant general matters as set out in Clause 10.2 of the Scheme; and
11. Any other matter considered relevant by the Council.

COMPLIANCE REQUIREMENTS

Legislation / Documents	- Shire of Gnowangerup Local Planning Scheme No.2 (Clause 8.2) - Residential Design Codes of Western Australia (SPP3.1)
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DOCUMENT CONTROL

LOCAL PLANNING

Category	Local Planning
Policy Number	6.2
Responsible Officer	Town Planner
Initial Council Adoption	26 February 2014
Review Dates	31 August 2026
Next Review Due	31 August 2029 This policy will be reviewed every three (3) years or more often where circumstances require.

SECOND HAND DWELLINGS POLICY

Background

The Shire of Gnowangerup Local Planning Scheme No.2 does not list any specific development requirements for second hand dwellings.

The Residential Design Codes of Western Australia outline provisions relating to the appearance of a retained dwelling, but do not specifically outline provisions relating to a second hand dwelling being used as a new building on a property.

The Shire is aware that although the use of second hand dwellings is sometimes a more cost effective option, the use of second hand dwellings can sometimes cause an undesired impact on the streetscape and amenity where that dwelling is not of an appropriate standard or not updated appropriately to blend in with the property and the surrounding context.

Objectives

The objectives of the policy are as follows:

- a. To provide clear guidelines for the use of second hand dwellings in the Residential, Town Centre, Rural Residential and General Agriculture zones; and
- b. To achieve a balance between providing for the various legitimate needs of residents to utilise second hand dwellings as a cost effective housing solution, whilst minimizing any negative impacts on the neighbours, the streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

Requirements

1. Exemptions from Planning Approval

- a. Where a transportable building is new (from factory) it is exempt from the requirements of this policy and is to be processed as a single dwelling in accordance with the requirements of the Scheme.

2. General Requirements

- a. Planning approval is required for a second hand dwelling on a property within the Shire of Gnowangerup.
- b. Upon receiving an application for Planning Approval, Council may seek the views of adjacent neighbours.
- c. Where a second hand dwelling is approved, a \$10,000 bond is to be lodged with the Shire of Gnowangerup as a condition of Planning Approval. The bond will be held until such time as all conditions of the Planning Approval and Building Permit have been complied with.

- d. Council needs to be satisfied that the external appearance of a second hand building is equivalent to that of a new dwelling or that its appearance is not discernible from existing development in the street.
- e. The following Minimum Dwelling Standard applies:
 - i. A minimum gross floor area of 50m²;
 - ii. At least one (1) bedroom separate from the other rooms in the dwelling;
 - iii. A lounge, meals and kitchen area (may be open plan); and
 - iv. A separate bathroom and laundry.

Temporary accommodation units such as 'Dongas' are not permitted to be used as dwellings.

- f. In determining applications, Council will have regard for;
 - i. The age of the building and whether the external appearance shows obvious signs of aging or disrepair (eg rust, faded paintwork or damage);
 - ii. The street appeal of the front façade and any architectural features (eg verandahs, windows with surveillance to the street);
 - iii. Site improvements which have potential to result in street appeal through;
 - Construction of quality front fencing such as pickets or brick piers with open infill.
 - Landscaping and replacing substandard boundary fencing.
 - Provision of coloured concrete or brick paved driveways.
- g. Council will require all works for the re-instatement of the second hand dwelling on a property to be completed within six (6) months of Planning Approval being issued. Those works include:
 - i. The house being transported and stumped, joined, all walls, doors and openings being in working order and all external surfaces repainted, re-clad or rendered to the satisfaction of the Shire of Gnowangerup;
 - ii. Replacing or professionally recoating roof sheeting;
 - iii. Replacing/repairing and painting gutters and downpipes;
 - iv. Concealing or removal of plumbing fittings, meter boxes and other utilities visible from a street or public place;
 - v. Modifying, upgrading or replacing older steel or wood framed windows
 - vi. All septic tanks, drains and plumbing being completed;
 - vii. The site being cleared of any debris associated with the improvement of the second hand dwelling; and
 - viii. The second hand dwelling complying with the requirements of the Building Code of Australia 1996 Volume 2.

- h. Where a second hand dwelling is stumped, Council may require the installation of a verandah, porch, decking or similar to improve the look of permanence of a second hand dwelling.

3. Special Application Requirements

- a. All applications for Planning Approval and the issue of a Building Permit for a second hand dwelling require the following details to be submitted to the Shire of Gnowangerup:
- Photographs showing each elevation of the second hand dwelling in situ;
 - Floor plans, elevations, cross section, site plan and specifications;
 - A practicing structural engineer's certificate stating the design of the dwelling is suitable for transportation and re-erection; and
 - Where a second hand dwelling contains asbestos it is to be removed prior to transportation.

Where these details are not provided, the Shire of Gnowangerup will refuse to process an application for Planning Approval or the issue of a Building Permit.

COMPLIANCE REQUIREMENTS

Legislation / Documents	- Shire of Gnowangerup Local Planning Scheme No.2 - Residential Design Codes of Western Australia - Building Code of Australia 1996, Volume 2
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DOCUMENT CONTROL

LOCAL PLANNING

Category	Local Planning
Policy Number	6.3
Responsible Officer	Town Planner
Initial Council Adoption	26 February 2014
Review Dates	31 August 2026
Next Review Due	31 August 2029 This policy will be reviewed every three (3) years or more often where circumstances require.

SIGNS AND ADVERTISEMENTS POLICY

Background

The Shire of Gnowangerup Local Planning Scheme No.2 lists a number of signs which are exempt from Planning Approval, which are set out in Schedule 5 of the Scheme. All other signs on zoned land require Planning Approval to be issued by the Shire of Gnowangerup and shall be subject to the requirements of this policy.

Clause 11.2 of the Scheme allows Council to issue a notice pursuant to the Scheme requiring the advertiser to remove, repair, adapt, restore or otherwise adapt the advertisement if the advertisement is “in conflict with the amenity of an area”.

Objectives

To enable businesses and community groups to effectively advertise goods, services and events in a way that safeguards the visual amenity of the district.

Requirements

1. Exemptions from Planning Approval

- a. Signs exempt from Planning Approval are outlined in Schedule 5 – Exempted Advertisements of the Shire of Gnowangerup Local Planning Scheme No.2.
- b. Signs for the purposes of dwelling identification, Home Occupation, Place of Assembly, Public Places and Reserves and Temporary Signs listed in Schedule 5 shall be exempt from the requirements of this Policy.
- c. Where a sign is exempt from the requirements of this Policy and does not meet the requirements of Schedule 5, planning approval is deemed refused.
- d. Any sign which is the subject of an existing approval made prior to the adoption date of effect of this Policy;
- e. Any advertisement affixed to or painted on a shop window by the occupier of the shop and relating to the business carried on in the shop;
- f. Any sign within a building;
- g. One (1) freestanding sign (per building or business). The sign is to be placed or erected only to direct attention to a place, activity or event during the hours of that activity or event.
- h. One (1) ‘farm gate sign’ displaying the name, street number and owners of the farm that does not exceed 2m² in area.

2. General Requirements

All signs and advertisements shall comply with the requirements set out in Table 1 of this policy and shall:

- a. Not pose a threat to public safety or health and shall not have any sharp or pointed projections where it is less than 2.7m above natural ground level.
- b. Not extend beyond any property boundary of a lot, overhang or encroach onto any reserve, Council verge or road reserve;
- c. Not be erected on land within a townsite unless it has a direct relationship with the business operated from the property or relevance to the premises on which they are located.
- d. Not be in any position where it obstructs the view from a street or site lines for vehicles entering and departing the subject lot on which the sign is placed;
- e. If illuminated:
 - i. use a low level of illumination and not cause a nuisance, by way of light spillage, to abutting sites;
 - ii. not comprise of flashing, pulsating, chasing or running lights;
 - iii. not interfere with or be likely to be confused with traffic control signals;
 - iv. have a minimum clearance of 2.7 metres from ground level.
- f. Not undermine or conflict with the objective of this Policy;
- g. Council reserves the right to refuse any sign in which the content of the advertisement:
 - i. could harm or cause detriment to the State;
 - ii. make reference to a product which is unsafe, or is otherwise unsuitable to be referred to in the advertisement;
 - iii. contains confusing, misleading, political, offensive or objectionable information; and
 - iv. would breach any provision of the Trade Practices Act or any other State or Commonwealth legislation.
- h. Council will generally not support remote advertising or advance warning signs (other than a service or tourist sign), as this may lead to an undesirable precedent and proliferation of signage to the detriment of the amenity of the Shire.

Sign Type	Max Height	Max Width	Max Area	Max Aggregate Area of Signs	Min Height of Sign Above NGL	Max Height of Sign Above NGL	Max Projection from Building	Min Setback to Front Boundary	Min Setback to Side Boundary	Special Requirements
Mounted Roof Sign	-	-	-	-	2.7	-	-	-	-	i. General presumption against mounted roof signs, unless where the applicant can demonstrate: a. The sign can be incorporated within the architectural design; and b. The form of advertising is determined to be necessary for the business.
Projecting Sign – Verandah	0.6m	2.4m	-	1.44m ²	2.7m	-	-	Nil	1.5m	i. One sign per tenancy/business; ii. 3m minimum separation to another Projecting Sign – Verandah; iii. Be at right angles to the front street boundary, except where located on a corner, where it may be desirable to view the sign from both street directions; iv. Projecting Signs attached to the fascia of a verandah or the like shall not project beyond the outer frame or surround of the fascia;

Sign Type	Max Height	Max Width	Max Area	Max Aggregate Area of Signs	Min Height of Sign Above NGL	Max Height of Sign Above NGL	Max Projection from Building	Min Setback to Front Boundary	Min Setback to Side Boundary	Special Requirements
Projecting Sign – Building	-	-	4m ²	4m ²	2.7m	-	1m	-	2.0m	i. One sign per tenancy/business; ii. Do not project above the top of the wall to which they are attached.
Wall Sign	-	-	8m ²	8m ²	-	-	0.3m	-	-	i. Exemptions: a. An industrial or warehouse premises as defined by the Scheme may have a maximum of four (4) signs totalling a maximum aggregate area of 15m ² , where such signs do not project above the eave line or the ridge of the roof of the building; b. A shop or showroom or other appropriate uses within a shopping area as defined by the Scheme are exempt from planning approval for signs which are below the awning, or in the absence of an awning, a maximum of 5m above the floor level of the building; ii. One sign per tenancy/business, outside of exemptions above.

Sign Type	Max Height	Max Width	Max Area	Max Aggregate Area of Signs	Min Height of Sign Above NGL	Max Height of Sign Above NGL	Max Projection from Building	Min Setback to Front Boundary	Min Setback to Side Boundary	Special Requirements
										iii. If two street frontages available, one sign per street frontage is permitted and double the maximum aggregate area, if not subject to exemptions above; iv. Not to extend beyond the wall on which it is placed;
Flags	-	-	4m ²	8m ²	2.7m	6.0m	-	-	-	i. i. Maximum of two flags permitted per business/tenancy; ii. ii. The pole to which a flag is affixed is to be of sufficient size and strength to support a flag; iii. iii. No flag shall be permitted within 5m of another sign.
Ground Based Sign – Portable	1.0m	1.0m	1m ²	-	-	1.0m	-	-	-	i. Maximum of one sign; ii. The sign is to be located wholly within the boundaries of the lot; iii. The sign shall only be displayed during business hours; iv. Once placed, does not have any moving parts;

Sign Type	Max Height	Max Width	Max Area	Max Aggregate Area of Signs	Min Height of Sign Above NGL	Max Height of Sign Above NGL	Max Projection from Building	Min Setback to Front Boundary	Min Setback to Side Boundary	Special Requirements
										v. Shall only be used to advertise products and services available from the lot.
Ground Based Signs – Non-Portable	-	-	1.5m ²	-	-	1.2m	-	-	-	i. Exemptions: a. An industrial or warehouse premises as defined by the Scheme may have a maximum two (2) freestanding signs, up to a maximum aggregate area of 10m ² exempt from planning approval. The types of signs included are non-portable ground based signs, monolith signs, product display signs or pylon signs. Maximum area of individual signs types is still applicable; ii. Maximum of one sign per street frontage;
Hoarding Sign	-	-	-	-	-	-	-	-	-	Hoardings are not permitted within the Shire of Gnowangerup
Monolith Sign	6.0m	-	4m ²	-	-	-	-	-	-	i. Exemptions: a. An industrial or warehouse premises as defined by the Scheme may have a maximum two (2) freestanding signs, up to a maximum aggregate area of 10m ²

Sign Type	Max Height	Max Width	Max Area	Max Aggregate Area of Signs	Min Height of Sign Above NGL	Max Height of Sign Above NGL	Max Projection from Building	Min Setback to Front Boundary	Min Setback to Side Boundary	Special Requirements
										exempted from planning approval. The types of signs included are non-portable ground based signs, monolith signs, product display signs or pylon signs. Maximum area of individual signs types is still applicable; ii. One sign per tenancy/business; iii. Are not permitted on lots where a pylon sign has been approved or erected on a property, unless: a. The monolith sign does not front the same road as the pylon sign; b. The monolith sign is located a minimum of 6m from the intersecting point of corner truncations.
Panel/Fence Sign	-	-	5m ²	20m ²	1.2m	6.0m	-	-	-	i. Affixed to an existing panel or fence; ii. Are not erected between the existing building and the front boundary of the lot; iii. Are not within 10m of an existing sign on a lot.
Product Display Sign	2.0m	2.0m	4m ²	4m ²	-	2.0m	-	-	-	i. Exemptions: a. An industrial or warehouse premises as defined by the Scheme may have a

Sign Type	Max Height	Max Width	Max Area	Max Aggregate Area of Signs	Min Height of Sign Above NGL	Max Height of Sign Above NGL	Max Projection from Building	Min Setback to Front Boundary	Min Setback to Side Boundary	Special Requirements
										maximum two (2) freestanding signs, up to a maximum aggregate area of 10m² exempt from planning approval. The types of signs included are non-portable ground based signs, monolith signs, product display signs or pylon signs. Maximum area of individual signs types is still applicable; ii. One sign per street frontage for a tenancy/business; iii. If two street frontages available, one sign per street frontage is permitted and double the maximum aggregate area, if not subject to exemptions above; iv. Not located within 10m of a pylon sign;
Pylon Sign	2.5m	2.5m	6m ²	6m ²	2.7m	6.0m	-	-	-	i. Exemptions: a. An industrial or warehouse premises as defined by the Scheme may have a maximum two (2) freestanding signs, up to a maximum aggregate area of 10m² exempt from planning approval. The types of signs included are non-portable ground based signs, monolith signs, product display signs or pylon signs.

Sign Type	Max Height	Max Width	Max Area	Max Aggregate Area of Signs	Min Height of Sign Above NGL	Max Height of Sign Above NGL	Max Projection from Building	Min Setback to Front Boundary	Min Setback to Side Boundary	Special Requirements
										Maximum area of individual signs types is still applicable; ii. One sign per tenancy/business; iii. Are not permitted on lots where a monolith sign has been approved or erected on a property, unless: a. The pylon sign does not front the same road as the monolith sign; b. The pylon sign is located a minimum of 6m from the intersecting point of corner truncations.
Tethered Sign – Permanent	0.75m	-	2m ²	4m ²	2.7m	8.0m	-	-	-	i. One sign per street frontage for a business/tenancy; ii. Not located within 10m of a pylon sign;
Tethered Sign – Temporary	9.0m	7.0m	-	-	-	15.0m	-	-	-	Temporary balloon or inflatable signs typically associated with a business or product sale. i. One sign per tenancy/business; ii. Display cannot occur for more than 14 days in aggregate in any one calendar year; iii. Applicant is to provide a structural engineer certificate specifying structure is suitable for mounting temporary inflatable sign;

Policy Manual

3. Special Application Requirements

- a. All sign applications shall stipulate the content of the sign with the application.

COMPLIANCE REQUIREMENTS

Legislation / Documents	- Shire of Gnowangerup Local Planning Scheme No.2 (Schedule 5, Clause 11.2) - Trade Practices Act (Cth)
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DOCUMENT CONTROL

LOCAL PLANNING

Category	Local Planning
Policy Number	6.4
Responsible Officer	Town Planner
Initial Council Adoption	26 February 2014
Review Dates	31 August 2026
Next Review Due	31 August 2029 This policy will be reviewed every three (3) years or more often where circumstances require.

SEA CONTAINERS POLICY

Background

In recent years there has been an increased use of sea containers for storage purposes within the Shire of Gnowangerup. Sea containers provide a cheap and secure way of storing goods but have the potential to affect the amenity of an area, given their industrial design and often poor location and maintenance.

Objectives

The objectives of this policy are as follows:

- a. To establish clear guidelines for the placement of sea containers used for storage purposes within the Shire;
- b. To ensure that any sea container does not detract from an existing (or reasonably desired) streetscape; and
- c. To achieve a balance between providing the legitimate need for sea containers as an affordable and secure storage option, and minimizing any impact on neighbours, streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

Requirements

A sea container is regarded as a building by the Building Code of Australia (1996) Volume 2 and therefore a building permit is required prior to the placement of a sea container on site.

1. Exemptions from Planning Approval
 - a. A single sea container does not require Planning Approval when located on a property zoned Industry, Light & Service Industry or General Agriculture by the Scheme, provided it meets with the General Requirements set out below.
 - b. Sea container/s fully enclosed within a building do not require Planning Approval.
 - c. Sea container/s being loaded or unloaded for shipping do not require Planning Approval where they are located on a property for seven (7) days or less.
 - d. In all zones a sea container may be placed on a property temporarily, for a period of up to 12 months, for the storage of materials used to construct an approved dwelling or building.
2. General Requirements
 - a. Sea container/s are to comply with the criteria set out in Table 1 of this policy.
 - b. Sea container/s are to be suitably screened and/or fenced from the road frontage, public space and neighbouring properties. Where a sea container has high visibility from a public space, the Shire will require the installation of screening to a minimum height equal to that of the sea container.

- c. Sea container/s shall not be located over on-site effluent disposal infrastructure or other utilities and shall be located on a flat, compacted area to the satisfaction of the Shire.
 - d. Sea container/s shall be adequately ventilated, in good repair and painted a uniform colour to complement the building to which it is ancillary, to the satisfaction of the Shire.
 - e. In all zones a sea container will not be permitted on vacant land unless for the purposes of storage for construction purposes as outlined in 1d.
 - f. Where a sea container is proposed to be modified for a dwelling or commercial building, it will be required to be assessed against the requirements of Local Planning Policy No.3 and is to be modified to meet the requirements of the Building Codes of Australia (1996) Volume 2. Once a sea container is modified, it is no longer considered a sea container for the purposes of this policy.
- 3. Special Application Requirements**
- a. Where it is proposed to use a sea container, Council will require the applicant to submit photographs of the sea container showing that it is in good condition.

Table 1 – Sea Container Requirements

Zoning	Setback Requirements	Special Requirements
Residential	Sea containers to be located within the building envelope of the property. Where a building envelope requires variation to accommodate a proposed sea container, Council may consult with adjacent neighbours for their views. Council will not support the placement of a sea container in front of the main building line.	Only one sea container, up to 6m in length is permitted per property. The sea container is to be screened from public places and neighbouring properties to the satisfaction of the Shire. The sea container is considered part of the permitted outbuilding floor space detailed in Local Planning Policy No.2 – Outbuildings.
Town Centre	Nil	No sea containers permitted.
Rural Residential	Sea containers to be located within the building envelope of the property. Where a building envelope requires variation to accommodate a proposed sea container, Council may consult with adjacent neighbours for their views. Council will not support the placement of a sea container in front of the main building line.	Only one sea container, up to 6m in length is permitted per property. The sea container is considered part of the permitted outbuilding floor space detailed in Local Planning Policy No.2 – Outbuildings.
Industry	As per Table 2 of the Scheme.	Where it is proposed to utilise multiple sea containers, Planning Approval will be required.

Zoning	Setback Requirements	Special Requirements
	Council will not support the placement of a sea container in front of the main building line.	
Light & Service Industry	As per Table 2 of the Scheme. Council will not support the placement of a sea container in front of the main building line.	Where it is proposed to utilise multiple sea containers, Planning Approval will be required.
General Agriculture	On land zoned General Agricultural, the setbacks are as follows: a. Front/rear 20metres; b. Side 10metres.	Where it is proposed to utilise multiple sea containers, Planning Approval will be required.

COMPLIANCE REQUIREMENTS

Legislation / Documents	- Shire of Gnowangerup Local Planning Scheme No.2 - Building Code of Australia 1996, Volume 2
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DOCUMENT CONTROL

LOCAL PLANNING

Category	Local Planning
Policy Number	6.5
Responsible Officer	Town Planner
Initial Council Adoption	26 February 2014
Review Dates	31 August 2026
Next Review Due	31 August 2029 This policy will be reviewed every three (3) years or more often where circumstances require.

FIRE MANAGEMENT POLICY

Background

The devastation caused by bush fires throughout Australia in recent years highlights the need for greater regulation of development in areas considered prone to bush fire attack. *The Planning for Bush Fire Protection Guidelines 2010 (Edition 2)* has been prepared by the Department of Planning in association with the Department of Fire and Emergency Services to implement a state wide approach guiding development of land within bush fire prone areas.

Clause 5.15 “Bush Fire management” of the Scheme allows Council to require the preparation of a bush fire hazard assessment or Fire Management Plan. This policy requires that these be prepared in accordance with Planning for Bushfire Protection.

Objectives

The objectives of this policy are as follows:

- a. To protect property and life in the Shire of Gnowangerup;
- b. To ensure development complies with up-to-date bush fire management guidelines; and
- c. To reduce the impact of personal and community devastation caused by bush fire.

Requirements

1. Exemptions

- a. No exemptions are applicable to this policy.

2. General Requirements

- a. Subdivision and development is to be in accordance with the requirements of Planning for Bush Fire Protection Edition 2, 2010 or as revised from time to time.

3. Special Application Requirements

- a. Council will determine, in consultation with the Department of Fire and Emergency Services, when a Fire Management Plan is required to be prepared in accordance with the requirements of Planning for Bush Fire Protection.

COMPLIANCE REQUIREMENTS

Legislation / Documents	- Shire of Gnowangerup Local Planning Scheme No.2 (Clause 5.15) - Planning for Bush Fire Protection Guidelines 2010 (Edition 2)
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DOCUMENT CONTROL

LOCAL PLANNING

Category	Local Planning
Policy Number	6.6
Responsible Officer	Town Planner
Initial Council Adoption	26 February 2014
Review Dates	31 August 2026
Next Review Due	31 August 2029 This policy will be reviewed every three (3) years or more often where circumstances require.

PUBLIC OPEN SPACE – 3-5 LOT SUBDIVISION POLICY

Background

Section 153 of the Planning and Development Act 2005 (as amended) establishes that Public Open Space cannot be requested from a subdivision that creates less than 3 lots.

Where a subdivision proposes to create in excess of 5 lots, it has been the consistent approach of the Western Australian Planning Commission to require the ceding of 10 percent of the land as Public Open Space (POS).

Since the gazettal of the Planning and Development Act in 2005 it is now possible to require POS to be ceded where 3-5 lots are created.

The Western Australian Planning Commission's Development Control Policy No.2.3 specifies that:

"3.1.6 The Commission may impose an open space condition where an application would create five lots or less where:

- *The imposition of the condition would yield an area of land which the Commission and Council agree is adequate and suitable for public open space purposes; or*
- *The local government has identified an existing or potential deficiency of public open space and has an adopted strategy to improve or provide open space by land acquisition in the locality of the subdivision; or*
- *Similar proposals containing five lots or less would be likely to eventuate in the locality."*

The Gnowangerup, Ongerup and Borden townsites have historically been developed at a low density, with the majority of subdivision occurring prior to the requirement for the contribution to or establishment of Public Open Space. With the exception of their recreation complexes, this has resulted in a large deficiency in useable and quality Public Open Space areas.

Whilst the Shire of Gnowangerup would be asked to comment on any subdivision within the Shire boundaries, it is important to note that the final decision on any proposed subdivision lies with the Western Australian Planning Commission and that Council can only recommend a Public Open Space contribution condition to the Western Australian Planning Commission during the referral period.

Objectives

The objectives of this policy are as follows:

- a. To ensure that there is adequate provisions of Public Open Space within the three townsites of the Shire of Gnowangerup.
- b. To ensure that Public Open Space owned and maintained by the Shire of Gnowangerup is of a high quality for use; and

- c. To provide suitable guidelines to Council where it should request a land or cash-in-lieu contribution to Public Open Space for subdivisions creating between 3 – 5 lots.

Requirements

1. Exemptions from Public Open Space contribution:

- a. This policy only applies to subdivision which creates 3-5 lots zoned 'Residential' by the Shire of Gnowangerup Local Planning Scheme No.2.

2. General Requirements:

- a. The following contribution of land or cash-in-lieu shall be applied:
 - i. 5 percent where a proposal creates three (3) 'Residential' zoned lots;
 - ii. 7.5 percent where a proposal creates four (4) 'Residential' zoned lots; and
 - iii. 10 percent where a proposal creates five (5) 'Residential' zoned lots.
- b. The Shire of Gnowangerup shall determine if a land or cash-in-lieu contribution to Public Open Space is appropriate. In making this decision, Council shall consider:
 - i. The proximity of the proposed subdivision to any nearby reserves;
 - ii. If the proposed subdivision immediately adjoins a reserve for recreation and whether a land contribution could be amalgamated with that reserve;
 - iii. If funding from a cash-in-lieu contribution for Public Open Space would be able to be used to improve nearby existing reserves that would be used by the proposed subdivision; and
 - iv. If the proposed subdivision contains land which the Shire of Gnowangerup wishes to secure for Public Open Space purposes.

COMPLIANCE REQUIREMENTS

Legislation / Documents	- Planning and Development Act 2005, Section 153 - WAPC Development Control Policy No.2.3, Clause 3.1.6
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DOCUMENT CONTROL

LOCAL PLANNING

Category	Local Planning
Policy Number	6.7
Responsible Officer	Town Planner
Initial Council Adoption	26 February 2014
Review Dates	31 August 2026
Next Review Due	31 August 2029 This policy will be reviewed every three (3) years or more often where circumstances require.

EXTRACTIVE INDUSTRY POLICY

Background

The Shire of Gnowangerup Local Planning Scheme No.2 defines an extractive industry as follows:

***“industry – extractive”** means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar materials from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry – mining;*

Extractive industries are a discretionary land use in the ‘General Agriculture’ zone and *not permitted* in any other zone. Council may require that they be referred to neighbouring landowners for comment.

Extractive industries can have a high impact on the surrounding road infrastructure, existing vegetation and amenity of surrounding landowners and will therefore be referred to the relevant government agencies during the assessment period for comment. These may include Main Roads WA, Department of Parks and Wildlife, Department of Environmental Regulation, Department of Water, Department of Mines and Petroleum and Department of Agriculture and Food WA depending upon the nature of the application.

Where existing remnant vegetation is proposed to be cleared the applicant may need to seek a Vegetation Clearing Permit from the Department of Environment Regulation in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

Larger extractive industries may require registration or a license as a ‘prescribed premise’ from the Department of Environmental Regulation under Part V of the Environmental Protection Act 1986 (Environmental Protection Regulations, 1987, Schedule 1)

Finally, the Department of Mines and Petroleum (DMP) have a separate role under the Mine Safety & Inspection Act 1994 to ensure the safety of extractive industries throughout the Shire. A separate approval and process is required with the DMP including preparing a ‘Project Management Plan’. More information is available at <http://www.dmp.wa.gov.au/14695.aspx>.

Objectives

The objectives of this policy are as follows:

- a. To assist Council in determining applications for extractive industries by providing general guidelines and outlining matters Council will have regard for in assessing applications.
- b. To protect and maintain the existing landscape character, native vegetation, productive agricultural uses and general amenity of the Shire.

- c. To set out standard conditions that will be considered by Council in their assessment of extractive industry applications.
- d. To provide for appropriate 'buffers' between extractive industries and sensitive land uses.

Requirements

1. Exemptions

- a. No exemptions are applicable to this policy.

2. General Requirements

- i. The following setbacks will generally be applied to excavation areas/ pits;
 - i) A minimum of 40 metres to any road or thoroughfare;
 - ii) A minimum of 20 metres to any property boundary in a different ownership;
 - iii) A minimum of 20 metres to any easement;
 - iv) A minimum of 50 metres to any water course or body.
- b. Excavation areas/ pits are to be separated from the closest 'sensitive land use' on a different lot (usually a house) by the recommended generic buffer distance listed in Table 1 unless a site specific technical study is prepared.
- c. Where an extractive industry proposes direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by Council), the Council may require crossover and vehicle access areas within 50 metres of the road to be constructed with a stable, impervious surface.
- d. Those portions of public roads as are affected by the activities related to an extractive industry shall be maintained to a 'pre-development' standard acceptable to Council at the applicant's cost. A road maintenance contribution and / or bond may be payable to Council prior to commencement of works to ensure roads are maintained to satisfactory standards. The contribution may be applied at the discretion of Council. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.
- e. An Environmental Management Plan is to be submitted addressing dieback controls, spread of noxious weeds, dust and noise is to be compiled in consultation with the Department of Parks and Wildlife and submitted to the Shire for separate written endorsement prior to commencement of any site work or an alternative time period agreed to in writing by the Shire.
- f. A Rehabilitation Plan is to be submitted and approved by the Shire in writing. This plan is to address (but not be limited to) the following issues:
 - i. Restrict the area of open pit to 2 hectares. Larger pits may be considered for gravel extraction where the applicant can demonstrate that it will not have any detrimental impact on the environment or amenity of the area (by lodging a detailed environmental management plan).
 - ii. How the portions of land subject to extraction are to be rehabilitated (following each stage of extraction) to allow for future rural use and shall include;
 - Flattening the land;
 - Spreading of stockpiled topsoil (capable of supporting seed and plant re-growth);

- Forming stable battered banks not to be steeper than 1 in 5; and/or
 - And revegetation using native trees, shrubs and groundcovers/ undergrowth.
- g. An extractive industry license is valid for twelve (12) months from issue of the Planning Approval starting from the 1 July. It is renewable annually by the Shire subject to no complaints being received by the Shire.

Table 1 – Generic buffers to sensitive land uses

Industry	Description of Industry	Special Requirements
Clay extraction or processing	Mining, extraction or processing of clay	500-1000 depending on size.
Extractive Industry – hard rock	Quarrying (including blasting), crushing and screening	1000
Sand and limestone extraction	No grinding or milling works	300-500 depending on size

3. Special Application Requirements

- a. Where a new extractive industry is proposed, or an existing industry is to be increased in size over what was originally approved, planning approval is required prior to the industry commencing or extending. Applicants need to lodge;
- A formal planning application to be signed by the owner of the land.
 - A detailed written submission explaining the application, how the use will be managed, addressing relevant matters such as dust, noise, native vegetation and dieback disease and providing information in support of the proposal.
 - Detailed, accurate and scaled plans.
- b. In considering any application, Council will have regard for the following matters;
- i. It is important that each application be examined on its individual merit having regard for the existing land uses, topography of the land, and its specific location.
 - ii. Whether the site is in a visually significant location such as on a ridge, adjacent to the coast or an estuary, close to a national park or nature reserve, visible from a major road, tourist destination, scenic route or tourist route*¹.
 - iii. Compatibility with adjoining land uses.
 - iv. Noise, dust and vibration abatement measures.
 - v. Proximity and buffers to wetlands and water courses.
 - vi. Whether the proposal includes clearing of significant remnant vegetation and the quality of vegetation.
 - vii. Drainage implications including surface and ground water impacts.
 - viii. Rehabilitation measures.

- ix. Intended end use of the land and future planning for the area.
- x. Prevention of spread of dieback or other disease.
- xi. Environmental management and measures proposed to be undertaken by the proponent to address environmental issues.
- xii. Whether the access roads proposed are suitable for the volume of traffic and type of heavy proposed.
- xiii. Whether the site has access to major roads, and whether the existing roads to be used by trucks are in good condition.
- xiv. The proposed road haulage route and whether the use of any state controlled roads are proposed.
- xv. Size of trucks and number of truck movements.
- xvi. Existence of other extractive industry or heavy haulage-associated use in the vicinity.

COMPLIANCE REQUIREMENTS

Legislation / Documents	- Shire of Gnowangerup Local Planning Scheme No.2 - Environmental Protection (Clearing of Native Vegetation) Regulations 2004 - Environmental Protection Act 1986 (Part V, Schedule 1) - Mine Safety & Inspection Act 1994
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DOCUMENT CONTROL

LOCAL PLANNING

Category	Local Planning
Policy Number	6.8
Responsible Officer	Town Planner
Initial Council Adoption	26 February 2014
Review Dates	31 August 2026
Next Review Due	31 August 2029 This policy will be reviewed every three (3) years or more often where circumstances require.

ALFRESCO DINING & TRADING IN PUBLIC PLACES POLICY

Background

Alfresco dining in appropriate locations within the Shire's townsites can contribute to its ambience by adding colour, vibrancy and interest to the streetscapes. Alfresco dining is encouraged in all town centres, and especially in locations closely associated with retailing, entertainment and tourism.

The Shire of Gnowangerup supports and encourages the establishment of alfresco dining areas which:

- a. Enhance the amenity, vitality and ambience of the town's retail, commercial, entertainment and tourism areas;
- b. Contribute to the activation of streets or laneways on which they are located;
- c. Provide innovative, unique and creative alfresco street furniture;
- d. May not necessarily abut the subject premises directly;
- e. Do not interfere with the safe and reasonable movement of pedestrians, people with prams and motorised wheelchairs; and
- f. Are located so that they do not cause danger or unnecessary distraction to motorists, pedestrians or other road users.

In the interests of encouraging alfresco dining and street activity the additional floor space will not attract a requirement to provide additional parking.

Objectives

The objectives of this Policy are:

- a. To enhance the functions, appearance and character of the commercial areas by permitting alfresco dining associated with existing food establishments on Council controlled land such as road reserves;
- b. To allow for the operation of trading activities in public places in such a manner and location that they do not conflict with, or act prejudicially towards the Shire's retail and service base, or any other function of the town centre.

Requirements

1. Exemptions from Planning Approval
 - a. There are no exemptions from Planning Approval.

2. General Requirements

This Policy applies to applications seeking approval to use public land for alfresco dining and trading in public places activities whether on a permanent or temporary basis. Council will have regard to the policy statements below in assessing and considering all applications.

- a. The proposed dining area or display is to be attractively integrated with, and enhance the character of the immediate locality and overall streetscape
- b. Council will not approve dining and/or display activities where, in its opinion, approval would conflict with or inconvenience other existing businesses. Council in its consideration of the impacts may consult with the owners/occupiers of other nearby premises
- c. Generally, dining and/or displays will be approved only where they are directly associated with an existing adjacent business. Activities that are not directly associated with an adjacent business may be considered in special circumstances but only where they meet a demand for goods and services that are not available already
- d. All objects for dining and/or display placed within the footpath area must not obstruct pedestrian movement or access to and from kerbside parking bays and a minimum clear footpath width of 2m shall be maintained in all cases.
- e. All objects and furniture located as part of the dining and/or display area are to be readily removable. However, where it is demonstrated to the satisfaction of Council there are positive benefits to the public, more permanent features may be permitted providing all costs associated with removal and restoration are borne by the applicant and Council is satisfied with the form, construction and appearance of those more permanent features
- f. Objects placed on the footpath within the road reserve must not obstruct sight lines for either vehicles or pedestrians, either at road junctions and crossovers.
- g. The applicant is responsible for attending the dining and/or display area and ensuring it is maintained in a good condition and clean and tidy state at all times.
- h. If a dining area and/or display are not maintained in a good condition and clean and tidy state and/or the conditions of Council's approval are not adhered to, Council may withdraw the approval and all associated materials and objects associated with the approved use must be removed.
- i. The applicant shall be solely responsible for all and any associated costs with the removal, alteration, repair, reinstatement or reconstruction to Council's satisfaction of the street carriageway, footpath or any part thereof arising from the use of the approved area. If an applicant does not complete the necessary works, Council may recoup such costs from the applicant.
- j. The installation of transparent, roll-down blinds to provide weather protection for an alfresco area is supported in principle but they must be taken down each night at the close of business.
- k. An Alfresco Dining and Trade Display permit is valid for twelve (12) months from issue of the Planning Approval starting from the 1 July. It is renewable annually by the Shire subject to no complaints being received by the Shire

3. Special Application Requirements

- a. The applicant is required to show evidence of appropriate comprehensive public liability insurance covering any activity, object or provision within the approved public place and indemnify Council against any claim from its use by them and/or patrons.
- b. In addition to normal planning application requirements, applications for Alfresco Dining Areas or Street Displays must be accompanied by plans, drawn to scale, which clearly

indicate the proposed location of tables, chairs and any other object(s) and shows their relationship to existing features such as the building, kerb line, street furniture, landscaping and adjoining buildings

- c. Applications must contain a written submission and must specify proposed days and hours of trading in the public area.

COMPLIANCE REQUIREMENTS

Legislation / Documents	Shire of Gnowangerup Local Planning Scheme No.2
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DOCUMENT CONTROL

LOCAL PLANNING

Category	Local Planning
Policy Number	6.9
Responsible Officer	Town Planner
Initial Council Adoption	26 February 2014
Review Dates	31 August 2026
Next Review Due	31 August 2029 This policy will be reviewed every three (3) years or more often where circumstances require.

INDUSTRIAL DESIGN GUIDELINES POLICY

Background

The scheme has two zones which are intended to accommodate industrial development; 'Light & Service Industry' and 'Industry'. The objectives of these zones are as follows:

Industry zone - to provide for manufacturing industry, the storage and distribution of goods and associated uses, which by the nature of their operations should be separated from residential areas.

Light and Service Industry zone - to provide for light and service industries and associated uses which are compatible with residential uses.

The Scheme offers limited guidance on the standard of development expected within the industrial zones. The scheme lists some specific development requirements for the land uses at 'Table 2 – Development Table' for Industry – Service, Industry – Light, Industry – General and 'Showroom' as follows:

Use	Minimum Boundary Setback (metres)			Maximum Plot Ratio	Minimum Landscaped Area %	Minimum Number of Car Parking Bays
	Front	Rear Average	Side			
Industry Service	7.5	7.5	*	*	10	1 per 2 employees
Industry Light Service	7.5	7.5	*	*	10	1 per 2 employees
Industry General	7.5	7.5	*	*	15	1 per 2 employees
Showroom	*	*	*	*	10	1 for every 100m ² of gross floor area

Where Table 2 shows an asterisk that requirement is *“to be determined by the local government in each particular case having due regard to the streetscape, amenity and merit of the proposal”*.

Whilst this is a site responsive approach, it provides no guidance to the Council, officers or community as to what is an acceptable standard of development.

It is important that the Shire's industrial areas maintain a reasonable level amenity and that a level playing field is maintained for all landowners in these areas. Providing adequate parking for customers and staff within the lot boundaries to a consistent standard as well as a reasonable standard of landscaping in these zones is considered essential.

The development requirements need to be balanced with the need to encourage new business activity and what can be reasonably expected of and maintained by an industrial business operator.

The standard of development within the front setback area of a development sets the standard for how an industrial area presents to the general public. This policy stipulates the minimum standards of development that the Shire of Gnowangerup will accept for all new development in the Light & Service Industry and Industry zones.

Objectives

The objectives of this Policy are to:

- a. Ensure the orderly and appropriate development of industrial areas in the Shire; and
- b. Provide acceptable development standards for industrial areas in the Shire.

Requirements

1. Exemptions from Planning Approval

- a. There are no exemptions, all development in the Light & Service Industry and Industry zones requires Planning Approval.

2. General Requirements

- a. This Policy applies to applications for development in the Light & Service Industry and Industry zones.
- b. Unless stipulated otherwise in the Scheme, the development standards set out in Table 1 are the minimum standards:
- c. Use of Front Setback area
 - i. The front setback area is the area in front of the 'main building line' and shall generally be used only for the purposes of landscaping, car parking, access or an approved 'trade display'.
 - ii. No materials or product are to be stored in the front setback area (with the exception of an approved trade display).
 - iii. No loading and unloading of goods and materials is take place in the front setback area.
 - iv. An open storage area that is visible from a public place or street is to be screened to the satisfaction of the Shire.
- d. Building Facades
 - i. The facade of the building that addresses the primary street shall be either a purpose-built office or constructed of brick, stone, concrete or glass or a combination of one or more of these materials.
 - ii. Other materials of a type and to a design approved by the Council may be permitted on a facade provided that the materials to be used are structurally and aesthetically acceptable to the Council. Zincalume cladding will generally not be acceptable.

e. Carparking & Trafficable Areas

- i. All car parking bays and maneuvering areas, including the driveway access in the front setback area, being properly drained, kerbed and sealed. All parking spaces are to be line-marked and maintained in good repair thereafter.
- ii. A minimum of a 2-coat bitumen seal is requirement for car parking and maneuvering for visitors and staff in front setback area.
- iii. The dimensions of parking bays and maneuvering areas are to comply with Australian Standard 2890.1 Off-street parking.
- iv. All other parking, truck turnarounds, storage and hardstand areas may be of gravel construction constructed to ensure that dust does not cause a nuisance.

f. Landscaping

- i. Landscaping areas are to generally located in the front setback and down the side boundaries.
- ii. A landscaping plan is to accompany any application for planning approval, and landscaping is to complement the appearance of the proposed development.
- iii. Landscaping shall generally consist of lawns, gardens or the planting of trees and shrubs. The use of native and water efficient plants is encouraged.
- iv. Landscaping is to be established within 3 months of the completion of the building.
- v. Landscaped areas are to be reticulated and maintained at all times to the satisfaction of the Shire.
- vi. With the approval of the Shire fifty (50) per cent of the landscaping requirement identified in the Scheme Text and this Policy may be met by landscaping the verge area, providing that reticulation is installed and on-going maintenance of the total road verge bordering the subject lot is undertaken. For corner lots, this credit will be eighty (80) per cent of the landscaping requirement identified in the Scheme Text where the whole of the verge is treated.

g. Stormwater

- i. Stormwater is to be contained on site before discharged to road or district system.
- ii. The development may require oil separators or nutrient stripping infrastructure (such as retention basins) at the discretion of the Shire.
- iii. The use of rainwater tanks for storage and reuse on site is encouraged.

h. Fencing

- i. Boundary fencing is permitted to a maximum of 2.1m.
- ii. Fencing along the primary street frontage is to be visually permeable.
- iii. The use of barbed wire is not permitted.

COMPLIANCE REQUIREMENTS

Legislation / Documents	- Shire of Gnowangerup Local Planning Scheme No.2 (Table 2 – Development Table) - Australian Standard AS 2890.1 Off-street Parking
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DOCUMENT CONTROL

LOCAL PLANNING

Category	Local Planning
Policy Number	6.10
Responsible Officer	Town Planner
Initial Council Adoption	26 February 2014
Review Dates	31 August 2026
Next Review Due	31 August 2029 This policy will be reviewed every three (3) years or more often where circumstances require.

11.4	CARAVAN PARK STRATEGY
Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	31 August 2026
Business Unit:	Community and Economic Development
Responsible Officer:	Stuart Drummond – Community and Economic Development Manager
Author:	Stuart Drummond – Community and Economic Development Manager
Disclosure of Interest:	Nil

ATTACHMENTS

- Gnowangerup Caravan Park Strategy

PURPOSE OF THE REPORT

To present the Shire's first Caravan Park Strategy, setting out proposals for the future of the caravan park.

BACKGROUND

The Shire of Gnowangerup opened the caravan park in Gnowangerup in 2012. Over the years, minor improvements have been made to the park and more recently, two, two-bedroom chalets were constructed.

In 2025, Council decided that a strategy was needed for the caravan park so that future development would be evidence-led and market driven. Brighthouse consultants were appointed as they have an extensive track record in designing and developing strategies for caravan parks across Western Australia and beyond.

COMMENTS

The strategy includes a demand analysis, looking at the present and future demands on caravan parks across the region and throughout WA. It sets out what the local drivers are that will increase demand at the caravan park, current supply and existing local competition. As well as caravan berths, the report examines demand for tourist chalets, key worker accommodation and backpacker accommodation.

The strategy suggests some short-term opportunities that the Shire could introduce quickly in order to improve utilisation, pricing and yield. It goes on to propose a possible longer-term redevelopment of the caravan park, expanding its offering and improving its facilities. Importantly, flexibility is built into this proposal to allow the Shire to respond to market demands and develop the park as funding allows. The strategy also examines future management options of the park.

The next stage in this process would be to:

1. Undertake financial modelling of the proposals set out in the strategy.
2. Develop a granular plan of action that fits within existing budgetary constraints and for consideration for future budgeting. This will include the cost to undertake a precinct cultural survey.

CONSULTATION

Brighthouse have consulted with the Shire's Planning Officer and Community and Economic Development Manager whilst developing this strategy.

LEGAL AND STATUTORY REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

This work was carried out within the allocated budget. There will be costs associated with any works to be carried out as part of the caravan park redevelopment. These costs need to be determined through a financial modelling exercise.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan.

Theme	Local Economy
Community Priority	3.1.1 Promote our region, attracting new business, industry and residents. 3.1.2 Promote tourism with a particular focus on Koi Kyeunu-Ruff (Stirling Range) and the towns of Borden, Ongerup, Gnowangerup and the locality of Amelup.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk Description	Incomplete Asset Management Plans for Caravan Park.
Primary Strategic Risk Category	Financial Sustainability.
Primary Strategic Risk Category Description	Inability to maintain service and infrastructure levels for the Shire.
Consequence: <i>(Insignificant, Minor, Moderate, Major, Catastrophic)</i>	Moderate.

Likelihood: <i>(Almost Certain, Likely, Possible, Unlikely, Rare)</i>	Possible.
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IMPACT ON CAPACITY

There is no immediate impact on officer capacity. Challenges may arise as the caravan park grows and its management remains with the Shire.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not adopting the caravan park strategy – The caravan park is a Shire asset that has the potential to grow, generate more income and attract more visitors to the area. It can also help to alleviate some of the short-term accommodation challenges for contract worker and key workers. If the strategy is not adopted, the Shire is without a strategic plan to develop its asset and therefore would not be able to fully realise its potential.

CONCLUSION

There is compelling evidence that the full potential of the Gnowangerup's caravan park is not being realised. Whilst the Shire does not have any immediate budget to develop the park, it is prudent to start planning its development over future years. The caravan park strategy is a flexible development proposal, based on current and predicted market demands, that sets out the ambition the Shire of Gnowangerup has for its caravan park.

Before any major development can take place, financial modelling of the proposals needs to be carried out, however, there are some minor proposals contained within the strategy that would improve the operation of the caravan park in the short-term.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

0926. That Council:

- 1. ADOPTS the Gnowangerup Caravan Park Strategy.**
- 2. DIRECTS the CEO to develop a granular plan of action that fits within existing budgetary constraints and that can also be used for future budgeting.**
- 3. DIRECTS the CEO to place a copy of the Gnowangerup Caravan Park Strategy plan on the Shire's web page.**



Gnowangerup Caravan Park

Demand Analysis and Design Rationale for proposed Gnowangerup Caravan Park

Brighthouse

June 2026

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Executive Summary

The demand assessment and concept design support redevelopment of the Gnowangerup Caravan Park as a staged, flexible regional accommodation asset. The strongest position is not a resort-style holiday park or a stand-alone worker village, but a higher-quality inland touring park supported by a measured built-form accommodation offer and a small amount of flexible key-worker and short-stay accommodation.

The strategic case is based on the alignment between the Great Southern visitor market, Gnowangerup's local tourism and workforce accommodation needs, and a concept plan that increases capacity without over-specialising the park. The redevelopment should therefore strengthen the core caravan and camping function, add higher-yield self-contained accommodation, and retain enough flexibility to respond to seasonal tourism peaks, project-based worker demand and essential service accommodation needs.

Demand basis	The Great Southern generated 614,000 domestic overnight trips, 1.751 million visitor nights and \$568 million in domestic overnight spend in 2025. The region is strongly holiday-led, intrastate-driven and caravan/camping-relevant, with commercial caravan and camping accounting for 22% of domestic visitor nights.
Industry context	The 2025 Caravan and Camping State of Industry report confirms that regional touring remains resilient, shorter stays are becoming more common, and cabins are the largest caravan park revenue source nationally and in Western Australia, followed by powered sites.
Local demand drivers	Stirling Range National Park, the Horsepower Highway, wildflower tourism, rural drive touring and the growing Wild Gravel event provide a credible basis for increased short-stay visitor demand, particularly for one-to-three-night touring stays.
Redevelopment response	The concept expands the existing offer of two tourist chalets, 12 powered caravan sites and four drive-through sites to a broader hierarchy of touring sites, tourist

	cabins, multi-purpose cabins, key-worker units and motel-style rooms, supported by improved circulation and an ablution extension.
Recommended position	Proceed as a staged, mixed-format accommodation project. Touring sites should remain the core product; cabins should improve yield and market reach; worker and motel-style rooms should remain modest, flexible and secondary to the tourism case; and a dedicated backpacker product should not be a primary investment priority.

In product terms, the completed redevelopment will provide six powered drive-through caravan sites, 23 powered caravan sites, two existing two-bedroom tourist chalets, seven new two-bedroom tourist cabins, seven multi-purpose two-bedroom cabins suitable for tourism or key-worker use, three duplex key-worker accommodation buildings providing six separate self-contained accommodations, and four short-stay motel-style self-contained rooms. This creates a more complete accommodation ladder while retaining caravan and camping as the majority product.

The concept plan supports this strategy through a clear internal loop-road system, drive-through caravan capacity at the western end of the site, an expanded central tourist caravan-site area close to the existing amenities building, tourist cabins positioned toward the northern and north-eastern edge, and key-worker and multi-purpose accommodation clustered toward the south-eastern portion of the site with associated parking. This layout provides practical separation between touring, leisure cabin and worker accommodation users while still allowing efficient shared management and servicing.

The design rationale is therefore disciplined and demand-led. Stage 1 should prioritise site quality, access, circulation, servicing, amenity presentation, online bookability and a modest increase in touring capacity. Stage 2 should introduce additional self-contained tourist cabins so that tariffs, occupancy and seasonal demand can be tested. Stage 3 should add worker-suitable inventory, further cabins and motel-style rooms only where earlier stages demonstrate sustainable utilisation and acceptable returns.

Overall, the proposed redevelopment gives Council a practical way to strengthen Gnowangerup's visitor accommodation offer, improve caravan park yield, support local events and Stirling Range-linked tourism, and provide an accommodation safety valve for short-stay workers and essential service personnel. The project should be delivered in stages using modular or relocatable built-form accommodation where feasible, so that capital investment can grow in line with verified demand and future operational performance.

Demand Analysis

Purpose, Scope and Methodology

This report provides a market and demand analysis to support redevelopment and expansion planning for the existing Shire-owned caravan park in Gnowangerup. It is intended to inform concept design, product mix decisions, strategic justification and later-stage financial modelling.

The analysis draws on Tourism WA's 2025 Great Southern visitor factsheet, publicly available operator information from comparable caravan parks, local and regional contextual information from the Shire of Gnowangerup and Great Southern Development Commission and data from WA caravan parks' operations and Caravan Industry Australia's **Caravan and Camping State of Industry 2025 Report**.

Subscription-based caravan industry research provides up-to-date caravan park data, including seasonal occupancies by product type and seasonal tariffs by region from the reservations and management systems of caravan parks throughout Australia. Because Gnowangerup-specific trading data for competing operators is not publicly available, recommendations should be treated as evidence-based strategic directions rather than a substitute for park-level occupancy and revenue due diligence.

Learnings from the Caravan and Camping State of Industry 2025 Report to inform the demand analysis

- It strengthens the case for retaining a meaningful cabin component, because cabins are the dominant caravan park revenue source nationally and in WA.
- It reinforces the need to target short-stay, value-conscious regional travellers, as average trip length has shortened and consumers are taking shorter breaks.
- It supports a WA intrastate drive-market focus rather than relying heavily on interstate visitation.
- It does not create a stronger case for a stand-alone backpacker facility; instead, it points toward flexible, multi-use inventory that will be utilised by a variety of users.

Regional Tourism and Industry Context

Tourism WA reports that the Great Southern generated 614,000 domestic overnight trips, 1.751 million domestic visitor nights and \$568 million in domestic overnight spend in 2025. The regional market is strongly leisure-led, with holiday travel accounting for 62% of domestic trips, visiting friends and relatives 27%, business 6% and other purposes 5%. This matters because it points to a market driven more by touring, nature, events and visiting patterns than by conventional corporate travel alone.

Accommodation preferences are also highly relevant to caravan park planning. In the Great Southern, commercial caravan and camping accounted for 22% of domestic visitor nights, materially above the total WA benchmark of 12%. This indicates that caravan and camping is not a peripheral product in the region; it is an established and significant part of the accommodation mix.

The State of Industry 2025 report is highly relevant as a market context document. Nationally, domestic caravan and camping generated 15.2 million trips, 57.1 million nights and \$10.6 billion in visitor expenditure in 2024, with 91% of domestic trips occurring in regional areas. Importantly for redevelopment decisions, national caravan park performance remains revenue-led by cabins, followed by powered sites, with unpowered sites contributing the smallest share. In Western Australia, caravan and camping visitors recorded 1.79 million trips and 7.02 million nights in 2024, and caravan park revenue was again dominated by cabins, followed by powered sites.

These findings amend and sharpen the local demand position in two ways. First, they confirm that regional caravan and camping remains commercially important even in a softer discretionary spending environment. Second, they suggest that while touring sites should remain the core product in Gnowangerup, a sites-only redevelopment would likely underperform a balanced model that includes staged built-form accommodation.

Visitor Profile, Length of Stay and Demand Implications

The Great Southern domestic market is predominantly intrastate, with 90% of domestic overnight travel sourced from within Western Australia. Length-of-stay data indicates that the region is dominated by shorter trips, with around 59% of stays in the one-to-three-night range and a further 28% in the four-to-seven-night range. Travel party patterns are broad, spanning couples, families, groups of friends/relatives and solo travellers.

The State of Industry 2025 report complements this picture. Nationally, average caravan and camping trip length shortened to 3.8 nights in 2024, reflecting cost-of-living pressures and a trend toward shorter, more frequent breaks. The dominant caravan and camping demographic has shifted toward the 30-54 age cohort, while the older market remains important and is expected to re-engage more strongly over time. For Gnowangerup, the implication is that the park should be designed for flexible, easy-to-book short stays rather than assuming long average length of stay across all segments.

Gnowangerup Context and Demand Drivers

Tourist Accommodation

Gnowangerup has a distinct but relatively focused tourism proposition. The Shire's southern

boundary reaches the Stirling Range National Park, which the Great Southern Development Commission identifies as a growing eco-tourism destination drawing an estimated 175,000 visitors each year. This creates a strong natural linkage between Gnowangerup and one of the Great Southern's highest-value inland nature assets.

The local tourism offer is also being strengthened by the Horsepower Highway and by Wild Gravel. Tourism WA describes the Horsepower Highway as a scenic route created in 2021 to encourage travellers to drive through Gnowangerup and surrounding farmland on the way to the Stirling Range. The Shire's Wild Gravel material confirms that the inaugural 2024 event attracted more than 350 participants the 2025 event attracted 600 plus participants, and the event is expected to build further momentum in subsequent years. Together, these drivers improve Gnowangerup's ability to convert pass-through movement into stopovers and short overnight stays.

Key Worker Accommodation

Outside leisure travel, Gnowangerup has a modest but genuine demand for short-term worker accommodation. This includes contractors engaged on local projects, visiting trades, government and service personnel, health professionals, hospitality workers, and other workers who are important to the town's economy and service base. Regional agencies have acknowledged that worker accommodation shortages are affecting the Great Southern, with housing availability identified as a key factor in attracting workers, supporting local businesses and maintaining essential services.

Locally, the issue is evident in the town's very limited rental market, with a current rental accommodation availability factor of <0.5%, and in the Shire's own investment in worker housing, including land purchased for up to 12 houses or units to accommodate Shire staff and State Government employees.

The caravan park redevelopment can therefore provide an important "accommodation safety valve" for Gnowangerup by adding a small number of self-contained units that bridge the gap between tourist accommodation and permanent housing. This would strengthen the park's year-round occupancy, support project delivery and essential service attraction, and broaden the park's role from a visitor asset to a flexible local economic and community-support facility.

Existing Park Position and Local Supply

The existing Gnowangerup Caravan Park currently offers powered sites, unpowered sites and short-stay chalets. Shire policy material states that the park consists of powered sites, unpowered sites and two chalets, and that the accommodation is available for travelling visitors and short-stay workers rather than permanent occupancy. Council's published fees show a competitively priced entry point at \$30 per powered site, \$20 per unpowered site and \$230 per night for a chalet.

Within the wider local market, the Shire's accommodation listing identifies a modest but varied competitive set. This includes Mt Trio Bush Camp and Caravan Park near the Stirling Ranges, Ongerup Caravan Park, the Lily Stirling Range, small B&B and self-contained offerings, and accommodation in nearby centres such as Mt Barker, Katanning, Kojonup and

Bremer Bay. This is not an oversupplied market; however, travellers do have alternatives with different levels of amenity, ambience and price.

A higher-quality competitor is also Stirling Range Retreat, located at the foothills of the Stirling Range National Park. The property operates as a nature-based accommodation offering with a diversified product mix including eco villas, cottages, powered caravan sites, camping areas and group accommodation. The retreat is positioned as a premium nature stay, with a strong emphasis on environmental experience, proximity to Bluff Knoll and integrated guest amenities such as a restaurant, function space and landscaped grounds.

Publicly available information indicates:

- A broad accommodation mix spanning camping through to self-contained villas
- Higher price positioning relative to basic inland caravan parks
- A destination-based model, rather than a pass-through stopover
- Appeal to couples, walkers, event groups and short-stay leisure travellers

This operator materially strengthens the competitive landscape at the upper end of the inland accommodation spectrum, particularly for visitors prioritising experience, comfort and proximity to the Stirling Range.

Competitor and Comparable Facility Matrix

Facility	Product mix / public rate signal	Market role	Implication for Gnowangerup
Gnowangerup Caravan Park	Powered sites, unpowered sites and short-stay chalets. Published fees: \$30 powered, \$20 unpowered, \$230 chalet.	Affordable town-based entry product.	Current tariffs are very competitive, but the park can capture more value through quality upgrades and better seasonal yield management.
Mt Trio Bush Camp & Caravan Park	Nature-based bush camp with spacious powered and unpowered sites, strong camp kitchen and amenities, close to Bluff Knoll.	Experience-led Stirling Range base.	Competes on ambience and proximity to hiking. Gnowangerup should not try to mimic the bush-camp experience, but should provide a clean, convenient town-based alternative.
Ongerup Caravan Park	Powered and unpowered sites, house accommodation and two onsite vans.	Small local mixed-use park.	Demonstrates how small inland parks use flexible stock to serve multiple traveller types.

Facility	Product mix / public rate signal	Market role	Implication for Gnowangerup
Mt Barker Holiday Park	Sites, backpacker accommodation, self-contained cabins, park homes, single ensuite rooms for workers; powered caravan sites from \$48 and camping from \$35.	Broader inland accommodation platform.	Important comparable for flexible worker and solo-traveller product. Shows value of having a small room/cabin offer alongside touring sites.
Katanning Caravan Park	Wide price ladder: cabins from \$75-\$145, cottage \$260, powered/drive-through sites from \$35, unpowered from \$25.	Service-centre stopover and budget-to-midscale offer.	Confirms regional travellers can choose across multiple price points. Gnowangerup needs clearer segmentation between sites and roofed stock.
Bremer Bay Beaches Resort Tourist Park	Destination-style coastal park. Powered sites \$40 off-peak / \$70 peak; unpowered \$35-\$45; cabins and chalets from around \$115-\$170+ off-peak.	Higher-yield leisure benchmark.	Not directly comparable on location, but useful as evidence that seasonal pricing and premiumisation of some inventory can materially lift yield.
Stirling Range Retreat	Eco villas, cottages, powered caravan sites, camping areas and group accommodation. Premium positioning with strong nature-based branding and integrated guest facilities (restaurant, event space).	Premium nature-based destination accommodation at the Stirling Range foothills.	Demonstrates demand for higher-quality inland accommodation and willingness to pay for experience-led stays. Gnowangerup should not directly compete at this level but can capture spillover demand by offering a clean, well-priced and convenient town-based alternative with modest cabin quality uplift.

Segment-by-Segment Demand Assessment

Tourist caravan and camping sites — High priority

This is the strongest segment for expansion. The Great Southern already over-indexes to commercial caravan and camping, the WA market is heavily intrastate and drive-based, and Gnowangerup is well placed to capture one-to-three-night touring stays. Site improvements and additional capacity are therefore the lowest-risk first move in the redevelopment.

Tourist cabins / chalets — Medium to high priority

The Caravan Industry Australia's State of Industry report materially strengthens the case for cabins. Cabins are the largest revenue source in caravan parks nationally and in WA, which means Gnowangerup should include a staged built-form accommodation offer rather than treating cabins as optional. The right approach is not a large resort-style cabin village, but a modest number of durable, self-contained units that can command higher rates and serve couples, families, walkers and event visitors.

The presence of higher-quality accommodation such as Stirling Range Retreat further supports the case for a cabin component. The success of such operators indicates that a segment of the market is willing to pay for comfort and built-form accommodation when visiting the Stirling Range. A modest, well-designed cabin offering in Gnowangerup can therefore capture:

- Price-sensitive overflow demand
- Visitors unable to secure accommodation at premium properties
- Travellers preferring a town-based, accessible alternative

Key worker accommodation — Moderate priority

A worker product is justified, but only at a modest and flexible scale. The best strategic fit is a small number of cabins or simple ensuite-style units that can be sold to tourists in peak leisure periods and to workers or contractors on weekly tariffs in shoulder and off-peak periods.

Backpacker accommodation — Lower priority as a stand-alone product

The demand evidence does not support a dedicated backpacker hostel as a primary redevelopment driver. A better option is limited, flexible low-cost inventory that can operate as group, event, seasonal worker or overflow accommodation if required.

Short-Term Opportunities to Improve Utilisation, Pricing and Yield

- Introduce clearer peak, shoulder and off-peak pricing rather than relying on flat year-round tariffs. Wildflower season, school holiday movement, major hiking weekends and Wild Gravel periods warrant stronger yield management. Seasonal tariffs have the potential to improve occupancy and provide better revenues.
- Differentiate products more clearly: touring sites as the affordable and accessible core product; cabins as the comfort and convenience premium; worker-suitable units as weekly/extended-stay inventory outside tourism peaks.

- Strengthen online conversion through an easy booking system such as the New Books and RMS reservations and management systems which have been adopted by most caravan parks in Australia. Both booking systems can be integrated with individual caravan park websites to enable easy online reservations and payments.
- It is recommended that a dedicated website for the caravan park and accommodation facility be developed with links to and from the shire's website. Brighthouse is well positioned to advise the shire on the caravan park website development and can assist to integrate with the chosen reservations and management system. The adoption of these technologies will provide a better online presence for the caravan park and an online booking system, which reduces staff involvement in the process.
- Improving arrival procedures and providing quality, basic park amenities, including accessible reception points, ablution blocks, laundries and has camp kitchens has proven to be more important to park users than higher-end amenities. For small regional caravan parks, cleanliness, convenience, confidence and booking ease often outperform higher-cost communal facility embellishments.

SWOT Analysis

Strengths Proximity to Stirling Range; established caravan park use; affordable current pricing; strong fit with WA intrastate touring; Shire ownership enabling strategic staging.	Weaknesses Small local catchment; limited current scale; lower year-round destination pull than coastal nodes; modest business travel base.
Opportunities Expand powered sites; add staged cabins; flex inventory for workers; leverage Wild Gravel, Horsepower Highway and wildflower traffic; improve seasonal yield management. Capture spillover and price-sensitive demand from premium accommodation near the Stirling Range.	Threats Overbuilding roofed stock; softer discretionary spending; stronger amenity competition in larger centres; low-rate positioning that leaves revenue uncaptured. Stronger experience-led competition from higher-quality operators such as Stirling Range Retreat, which may capture higher-yield visitor segments. The current Hotel redevelopment will add to the stock of local accommodation inventory. Given the demand for accommodation in the town, the two accommodation facilities should be able to co-exist without competitive conflict, provided the Shire seeks to compliment the hotel's accommodation offer rather than targeting the same user profiles.

SWOT implication: the project should pursue a staged, flexible, mixed-format model that improves the core touring offer first, adds selective cabins second, and avoids overcommitting to specialised backpacker or worker-only stock.

Recommended Accommodation Mix for the Redeveloped Park

The recommended accommodation mix is intentionally balanced. It responds to the park's role as both a regional tourism asset and a local accommodation enabler, while remaining realistic for a small inland market.

Product	Priority	Recommendation	Indicative role in final mix
Powered / unpowered touring sites	Priority 1	Expand and upgrade as the core park product. Focus on convenient layouts, reliable services, clean amenities and good arrival experience.	Majority of stock
Self-contained cabins / chalets	Priority 2	Add in stages as robust, easy-to-operate roofed accommodation. Aim to capture comfort-seeking couples, families, walkers and short-break visitors.	Low-to-mid teens percentage as a share of total developed accommodation positions, potentially rising slightly if demand proves robust
Flexible worker-suitable units / rooms	Priority 3	Provide a small number only, ideally capable of dual use between tourism and weekly worker stays.	Helps to alleviate critical shortage of accommodation for essential workers
Dedicated motel-style beds	Priority 4	Not aimed to deliver a stand-alone backpacker hostel. The proposed motel-style rooms will service backpacker cohort as well as other short-stay travellers. Only consider a small integrated bunk/group component if justified through later feasibility and servicing capacity.	Provides useful, lower - cost extension to cabin accommodation

Recommended strategic position

Operate as a quality inland touring park, not a resort-style holiday park.

- Use cabins to improve yield and market reach, but do not overbuild roofed stock ahead of proven demand. Align construction and installation of cabins with occupancy of existing accommodation, so that demand and return on investment are satisfied.
- Keep worker accommodation flexible and secondary to the tourism case.
- The provision of short-stay, motel-style accommodation rooms to be ancillary and multi-use rather than stand-alone option for backpacker accommodation.

Development and Staging Implications

- Stage 1 should focus on improving the number of caravan sites, site quality, circulation, servicing, amenity presentation, online book-ability and a modest increase in drive-through touring capacity.
- Stage 2 should introduce a first tranche of additional self-contained cabins, allowing the Shire to test realised tariffs, occupancy and seasonal demand response.
- Stage 3 can add limited worker-suitable inventory, further cabins and motel-style rooms only if the first stages demonstrate sustainable utilisation and acceptable returns.
- Any masterplan should preserve flexibility so that some roofed units can be allocated between tourism and short-stay workers depending on seasonal demand.

Conclusion

The evidence supports redevelopment of the Gnowangerup Caravan Park as a pragmatic, staged and flexible accommodation project. The strongest commercial and strategic position is an upgraded touring park with a modest but meaningful built-form accommodation component, capable of capturing higher-yield visitor demand while also helping address short-stay worker needs when required.

Cabin, key worker and motel-style room accommodation should be of modular, relocatable construction, which is more cost effective than site-built accommodation and enables ultimate staging of construction, without disruption of caravan park operations during installation.

The Caravan Industry Australia's State of Industry Report is particularly relevant and useful because it confirms that regional touring remains resilient and that cabins materially outperform other park products in revenue terms. However, the local market evidence also argues for discipline: Gnowangerup should not chase a destination-resort model or commit early to a dedicated backpacker facility. Instead, Council should pursue a balanced mix that can grow in line with verified demand.

Proposed Redevelopment of Gnowangerup Caravan Park

Description of the Proposed Redevelopment

The proposed redevelopment of the Gnowangerup Caravan Park provides for the staged transformation of the existing Shire-owned caravan park from a small, primarily touring-based facility into a more diverse short-stay accommodation precinct. The concept plan retains the established role of the park as an affordable town-based caravan and camping facility, while adding a broader mix of roofed accommodation to serve tourists, short-stay workers, project contractors and essential service personnel.

The existing accommodation offer comprises two tourist chalets, 12 powered caravan sites and four drive-through caravan sites. The proposed redevelopment expands this base by adding two further drive-through sites, 11 additional powered caravan sites, seven two-bedroom tourist cabins, three duplex key-worker accommodation buildings providing six separate self-contained accommodations, seven two-bedroom multi-purpose cabins suitable for either tourist or key-worker use, and four short-stay motel-style self-contained rooms.

The concept plan organises the park around an internal loop-road system accessed from Richardson Street. The western portion of the site accommodates the drive-through caravan sites, allowing larger caravans, trailers and towing vehicles to enter, circulate and exit with minimal manoeuvring. The central portion of the park is retained and expanded as the principal tourist caravan-site area, supported by the existing amenities building and a proposed ablution extension. This reinforces the touring function of the park and provides a logical servicing relationship between caravan sites, amenities and internal circulation.

The proposed two-bedroom tourist cabins are located toward the northern and north-eastern side of the site, separated from the more active caravan-site areas while remaining connected to the internal road network. This location gives the tourist cabins a more settled, self-contained character suitable for couples, families, walkers, event visitors and short-break travellers seeking a higher level of comfort than a caravan or camping site.

The south-eastern portion of the site accommodates the proposed keyworker and multi-purpose built-form accommodation. This includes dedicated key-worker accommodation in duplex form, together with two-bedroom cabins capable of being used flexibly for either visitor accommodation or short-stay worker accommodation. This part of the site also includes parking areas and provides a degree of separation from the core tourism caravan-site area, which is appropriate for guests who may be staying for work purposes or for slightly longer durations.

The concept also includes four motel-style self-contained rooms located along the southern edge of the internal road system. These rooms provide a simple, short-stay accommodation product suited to single travellers, visiting workers, contractors, overflow visitors, event participants and guests who require private facilities but do not need a full cabin. The floor-plan sheet confirms that the proposed accommodation types include two-bedroom cabin layouts, motel-style room layouts and key-worker accommodation layouts, supporting a modular and repeatable built-form approach.

Overall, the redevelopment would create a more complete accommodation hierarchy within the park: caravan and drive-through sites as the affordable touring base; two-bedroom tourist cabins as the higher-comfort visitor product; multi-purpose cabins as flexible tourism or worker stock; dedicated key-worker units for essential and project-related workers; and motel-style rooms for short-stay, lower-footprint accommodation needs.

Design Rationale

The strategic rationale for the concept design is to redevelop the Gnowangerup Caravan Park as a practical, flexible and commercially balanced regional accommodation asset, rather than as a resort-style holiday park. This approach is consistent with the demand analysis, which identifies the strongest position for the park as a higher-quality inland touring park supported by a modest but important built-form accommodation component and a limited flexible key-worker offer.

The first design principle is to protect and strengthen the park's core role as a touring caravan park. The Great Southern visitor market is strongly aligned with intrastate drive tourism, short stays, nature-based travel, wildflower visitation, the Stirling Range, the Horsepower Highway and event-based travel such as Wild Gravel. For this reason, the concept retains caravan sites as the dominant accommodation form and improves the park's capacity to capture short stay touring demand. The inclusion of additional powered sites and drive-through capacity responds directly to this market, while the internal road layout improves convenience for caravans, camper trailers and larger touring vehicles.

The second design principle is to improve yield and broaden the market through a staged cabin and roofed accommodation offer. The demand analysis notes that cabins are a major revenue source in caravan parks and that a sites-only redevelopment would likely underperform a balanced model that includes built-form accommodation. The proposed tourist cabins provide a higher-yield product for visitors who want comfort, privacy and self-contained facilities, while still fitting the scale and character of a small inland town. This allows the park to appeal to couples, families, walkers, event visitors and travellers who may not be travelling with their own caravan or camping equipment.

The third design principle is flexibility. The proposed multi-purpose two-bedroom cabins are deliberately positioned as dual-use accommodation that can be sold to tourists during peak visitor periods and allocated to workers or contractors during quieter periods. This is important in Gnowangerup because the market is not large enough to justify over-specialised accommodation that may sit underutilised outside its primary demand period. Flexible stock allows the Shire to respond to seasonal tourism peaks, short-term project demand, essential worker needs and local accommodation shortages without locking the park into a single-use model.

The fourth design principle is to include key-worker accommodation at a modest and appropriate scale. The demand analysis supports worker accommodation as a genuine but secondary demand stream. The concept therefore includes a small number of dedicated key-worker units, supported by additional multi-purpose cabins that can absorb overflow worker demand when required. This helps the caravan park perform a broader community and economic role by supporting visiting trades, project contractors, health workers, government personnel, hospitality workers and other essential or economy-supporting workers who may otherwise struggle to find short-stay accommodation in town.

The fifth design principle is functional separation between user groups. The concept plan locates drive-through and caravan sites in the western and central parts of the park, tourist cabins toward the northern and north-eastern edge, and keyworker and multi-purpose accommodation toward the south-eastern portion of the site. This provides a practical separation between short stay touring activity, family and leisure cabin stays, and worker accommodation, while still allowing all users to share common access, servicing and management infrastructure. The design therefore supports operational efficiency without creating unnecessary duplication of facilities.

The sixth design principle is to make best use of existing infrastructure and allow staged implementation. The concept retains the existing park structure, existing accommodation elements and existing amenities, while adding an ablution extension and new accommodation in defined clusters. This reduces redevelopment risk, supports progressive capital investment and allows the Shire to test demand before committing to later stages. It also supports the use of modular or transportable accommodation, which can reduce construction disruption and allow additional units to be installed progressively as occupancy and revenue performance are proven.

The seventh design principle is to improve the park's role as a local accommodation "safety valve". In addition to serving visitors, the redeveloped caravan park would provide accommodation options that are otherwise limited in Gnowangerup: short-stay rooms, self-contained cabins, worker-suitable units and flexible accommodation for contractors or essential workers. This gives the project a broader public value beyond tourism alone. It supports business continuity, project delivery, workforce attraction and essential service provision, while also strengthening year-round park utilisation.

In summary, the proposed design concept is intentionally balanced. It does not seek to reposition Gnowangerup Caravan Park as a high-cost resort or a specialised worker village. Instead, it provides a practical regional accommodation model that strengthens the park's touring base, adds higher-yield tourist cabins, introduces a modest key-worker accommodation function, and preserves flexibility through multi-purpose accommodation that can respond to changing seasonal, tourism and workforce demand.

Concept Design



Figure 1 Concept Plan

Product Mix

The proposed redevelopment expands the existing facility by adding two further drive-through site, 11 additional powered caravan sites, seven two-bedroom tourist cabins, three duplex key-worker accommodation buildings providing six separate self-contained accommodations, seven two-bedroom multi-purpose cabins suitable for either tourist or key-worker use, and four short-stay motel-style self-contained rooms.

The completed development will comprise:

- 6 powered drive-through caravan sites (4 existing and 2 new)
- 23 powered caravan sites 12 existing and 11 new)
- 2 existing 2-bedroom tourist cabins
- 7 new 2-bedroom tourist cabins
- 7 multi-purpose, 2-bedroom cabins for alternative use as tourist or key worker accommodation
- 3 new duplex key-worker accommodation buildings, providing six separate self-contained accommodations
- 4 new short-stay motel-style self-contained rooms for tourist or short-stay worker accommodation
- Provision for expansion of existing ablution block

Management Options

This section incorporates the management options assessment for the Shire of Gnowangerup caravan park operation. It considers four potential operating structures: leasing to a third party, contract management, direct Shire management and management rights.

Recommended management position

For the redeveloped Gnowangerup Caravan Park, the preferred practical management structure is direct Shire management, with the Shire employing a caretaker/manager and engaging casual cleaning and support staff as required. This approach is considered the best fit for the scale, public ownership and staged nature of the project, and allows the Shire to retain control over service standards, pricing, asset presentation, guest experience and the allocation of accommodation between tourism, short-stay workers and key-worker demand.

The direct management model should be supported by clear operating procedures, an online booking and payment system, defined delegations for the caretaker/manager, documented cleaning and maintenance standards, and periodic review of tariffs, occupancy, customer feedback and financial performance. Where specialist expertise is required, the Shire can supplement the internal management model with external advice for caravan park systems, pricing, marketing, compliance and operational set-up.

Selecting the Most Appropriate Management Structure

The purpose of this document is to consider the advantages and disadvantages to the Shire of Gnowangerup (SoG) of various park management structures. The advantages and disadvantages and the perceived risks of four management options are compared in this analysis. They are;

- Leasing to a third party
- Contract Management
- Direct shire management and;
- Management rights

A summary of the advantages and disadvantages of each of the four options is detailed in table 1 below, whilst a detailed explanation of the advantages and disadvantages of each management structure follows in the main body of the report.

Table 1: Caravan Park Management Option Comparison

Management Option	Advantages	Disadvantage
Lease Agreement	Low financial commitment to operations; Reduce risk; Financial return; Development controls; and Quality of ongoing facilities.	Loss of profits; Potential damage to SoG brand if poorly managed; Loss of control over management practices; and Loss of control over development standards.

Management Option	Advantages	Disadvantage
Contract Management	Control over operational standards and legal compliance; Better range of potential managers; Minimal direct operations management for SoG; Market price; SoG brand standards maintained; Contractor control allows decisions to be made quickly and easily; Simplified chain of command; and Managers act as owners.	Need for a detailed management contract; and Somewhat less control in comparison to direct employment of staff. Change of operator difficult
Direct SoG Management	Potentially greater return from operations; and Quick to implement.	Current lack of expertise; Departure from core business; Cumbersome chain of command; Mismatch between awards; Recruitment barriers; and Lack of support outside of SoG office hours.
Management Rights	Manager has the incentive to improve park revenue Removes day-to-day operational responsibilities from SoG "Arm's length" arrangement whereby SoG is not necessarily blamed for unpopular decisions (e.g. tariff increases)	Lower financial return to SoG; Loss of control over management practices and potential for manager to not maintain park and avoid their necessary share of operating expenditure; Fixed term contract making it hard to replace management; and Potential damage to SoG brand if poorly managed.

The risks of each management option have been adapted to the five-stage risk assessment process (detailed and explained in full in the appendix) to identify and manage identified management risks. These risks relate to the operational phase of the Caravan Park and are specific to each management structure. What follows in table 2 below is a summary of the risk assessment of each of the four management options.

Table 2: Risk Summary for Management Structure Decision

Decision	Risk	Rating	Response
Lease Agreement	Failure to secure a suitable lessee for the development	High	Monitor
Lease Agreement	Caravan park is operated with poor management standards	Moderate	Treat
Lease Agreement	Development is undertaken with poor development standards	Moderate	Treat
Lease Agreement	Default of operator and inability to pay lease 'rental' payments	Moderate	Monitor
Lease Agreement	Failure by lessee to engage qualified and experienced personnel for the operation of the caravan park	Moderate	Monitor
Contract Management	Failure to secure a qualified and experienced manager for operation of the development	High	Monitor
Contract Management	Development is operated with poor management standards	Moderate	Treat

Decision	Risk	Rating	Response
Contract Management	Development is undertaken with poor development standards	Moderate	Treat
Contract Management	Contract manager fails to secure experienced and qualified operations personnel	High	Treat
Direct SoG Management	Caravan park is operated with poor management standards	Low	Treat
Direct SoG Management	Development is undertaken with poor development standards	Not applicable	Treat
Direct SoG Management	Failure to achieve required return on investment due to inexperience	Moderate	Treat
Direct SoG Management	Impacts on SoG brand	High	Treat
Management Rights	Failure to attract experienced and qualified manager due to scale	High	Monitor
Management Rights	Operational management is operated to poor operational standards	Moderate	Monitor
Management Rights	Development is undertaken with poor development standards	Moderate	Monitor
Management Rights	Failure by rights operator to engage qualified and experienced personnel for the operation of the caravan park	Moderate	Monitor
Management Rights	Default of operator and inability to pay outgoings payments	Moderate	Monitor
Management Rights	Impacts on SoG brand	High	Monitor

1. Decision: Lease Agreement

In the case of a lease agreement as a management option, SoG makes the decision to lease their caravan parks and camping grounds to private enterprise. This can either be done as a combined development/management lease, or purely for the ongoing operational management. SoG would advertise via the tender process for expressions of interest for the operation and ongoing development of one or more of its accommodation and caravan park operations.

Advantages

A leasehold arrangement has various benefits over other management arrangements. These include:

Low Financial Commitment

Leasing the parks would relieve SoG of the financial and administrative burden of running a "tourism business" which is widely considered as being outside of the core responsibilities of the organisation

Reduce Risk

Leasing relieves SoG of legislative, financial and occupational health and safety responsibilities on the caravan park.

Financial Return

A lease allows SoG to obtain an immediate financial return from the leasing of the parks in the form of the lease 'rental' payment, which is not subject to caravan park revenue.

Development Controls

SoG can control over the type of development of the park through conditions within the lease document.

Quality of Ongoing Facilities

SoG can ensure the standard of the parks facilities and infrastructure is maintained through injection of private capital in future years (a condition of the lease).

Disadvantages

In addition to the many benefits of a lease agreement, there are also some issues that may arise from this type of arrangement. These include:

Loss of Profits

By leasing the park, the potential lease 'rental' is almost always less than the potential profits that could be generated if the park remains in SoG control.

Loss of Control over Management Practices

Leasehold arrangements mean loss of a degree of control over the development and operation of the accommodation and caravan parks. This is why a detailed Business/Management Plan needs to be written into the lease agreement, to attempt to maintain some control over the way the park will be presented.

Loss of Control over Development Standards

Leasing a park to private enterprise means the SoG loses control over the standard of development of the park (other than those contained within building regulations). This is why these stipulations need to be clearly made in the lease agreement so that lessees are aware that failure to maintain the standard of the park could result in them forfeiting their lease.

Operational Risks

Failure to secure a management body for operation of the development

There is a risk that upon finalisation of the development, that there will be inadequate interest by potential lessees for the Caravan Park.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor - SoG will need to remain flexible with the conditions of the terms of its management option. The management option should have a fair compromise between the needs of the organisation and tourists, as well as the lessee that will potentially act as an operator.

Property is operated to poor management standards

There is a risk that under a lease structure, the development is operated to poor management standards. This risk has a greater possibility of occurrence than under a contract management structure that is awarded to a professional tourist park contract manager.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: Moderate

Risk response: Treat - the lease agreement contract should have its terms for management standards outlined so as to avoid poor management standards. The term of the agreement and exit clauses should be included in the contract.

Default of operator and inability to pay lease 'rental' payments or fulfil contractual obligations

Faced with high operational costs (labour and utilities for example) Risk likelihood: Possible

Risk consequence: Major Risk rating: High

Risk response: Monitor - SoG should remain vigilant in ensuring that the operator adheres to the lease

agreement. Employment of the right management practices will help minimise the risk that the operator will not be able to fulfil contractual obligations of lease rental payments.

Failure to secure required employment base for operation of the development

There is a risk that the lessee of the Caravan Park will not be able to employ the required amount of staff (either appropriately skilled or positioned to be trained within the accommodation and hospitality services industry). This risk is seen as unlikely, however, as the Caravan Park will have a relatively low employment base requirement and the development will not be restricted to drawing from only the local community pool for its staffing requirement.

Risk likelihood: Unlikely

Risk consequence: Major

Risk rating: Moderate

Risk response: Monitor - the operator should act to encourage and facilitate the employment of appropriate staff to fulfil the employment base requirement of the development.

2. Decision: Contract Management Structure

Contract Management or the appointment of "contractors" to manage caravan parks and camping grounds within caravan parks and the tourist accommodation sector arose through property owners trying to contain spiraling labour costs.

There is a growing number of professional management companies offering their services to Local and State Government agencies and the private sector which operate caravan parks and camping grounds.

Many of these companies manage multiple parks enabling them to achieve economies of scale on things like marketing and administration as well as negotiate cheaper bulk rates on utilities, supplies etc.

Unfortunately, there are very few experienced and qualified contract managers in Western Australia apart from those who exclusively operate as managers of syndicated or investor-owned properties. Many Contract Managers operating caravan parks in the Eastern States operate as a hybrid between contract management and management rights operators. Those contract managers cannot effectively operate in Western Australia with small numbers of properties.

Advantages

Whether choosing a small management team or a larger 'corporate' management company, contract management has a variety of benefits for the SoG. These benefits include:

Legal Compliance

This arrangement ensures the relationship with SoG is that of contractor and not of employee. This helps negate the risk of litigation from direct operational personnel regarding matters of overtime and working conditions.

Better Range of Potential Managers

This arrangement allows for the appointment of industry qualified management teams or corporate management companies with the right skills to make the park a success. The selection process is not hampered by recruitment policies designed for internal positions.

Takes the Burden Away from SoG

Management contractors assume the role of handling all operational matters. This frees up SoG to manage the marketing and event creation to its membership base, thereby improving occupancy and yield.

Market Price

The market, through the tender process, determines the cost to SoG of this service. Awards that were not written for the specific needs and requirements of the caravan park industry do not determine prices.

Standards Maintained

Standards and procedures that are required are set out in the contract documents. Supervision of the contract by a responsible SoG caravan parks project manager will ensure that these standards are met.

Control

Contractors have far more control over the business than direct operational managers, therefore decisions can be made more easily.

Simplified Chain of Command

The administration within SoG is simplified. (The cumbersome chain of command is broken)

Ownership

The park customers perceive the contract managers as "the owners of the business". They are then more likely to resolve any issues they have at the time rather than writing a letter of complaint to SoG later on.

Disadvantages

Whilst this form of management arrangement has a number of advantages, it still has some issues. These issues include:

Specific Management Contract

This form of management requires a detailed management contract, specific to each caravan park operation. These can take time to get right.

Less Control

Contract management provides lesser direct involvement in caravan park operational matters by less reduction of control, than exists through leasing the property to a third party or entering into a management rights arrangement. It retains most of the operational control without the operations burden and is only slightly less onerous, from a loss of control perspective than the direct employment of staff.

Operational Risks

The operational risks associated with contract management are similar to those of direct management by SoG. Importantly however, the supplementation of the direct operational management personnel with an experienced and qualified tourism, hospitality operator in a

strategic overseer role introduces many of the advantages on leasing and management rights operating options, without loss of control.

Contract management of the SoG properties is the most favoured option due to dominant objectives of the caravan parks business being customer satisfaction (SoG customer and stakeholder satisfaction) and protection of the SoG brand. The leasing and management rights options are generally predicated on return on investment and capital growth being the primary business drivers.

Failure to secure a management body for operation of the development

There is a risk that upon finalisation of the SoG acquisitions and developments, that there will be inadequate interest by potential contract managers in the position.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor - the SoG will need to be fair and equitable with the conditions of the terms of its contract management option. The contract management option should ensure that the needs of SoG and its members are met, whilst allowing the contract manager to benefit from the positive growth of the business.

Development is operated to poor management standards

There is a risk that under a contract management structure, the development is operated to poor management standards. This risk is less likely under the contract management structure if awarded to a professional contract park management operator.

Risk likelihood: Unlikely

Risk consequence: Major

Risk rating: Moderate

Risk response: Treat - the lease agreement contract should have its terms for management standards highly detailed so as to avoid poor management standards. The term and of the agreement and exit clauses should be included in the contract.

Default of operator and inability to fulfil contractual obligations

SoG and the contract manager do not properly establish the risk/reward balance in the contract management agreement resulting in poor performance.

Risk likelihood: Unlikely especially if run by a professional management company. Risk consequence: Major

Risk rating: Moderate

Risk response: Monitor - SoG should develop a contract management methodology that establishes the vision for the organisation and the desired outcomes and work with the preferred contract manager to enshrine the requirements in an mutually fair and equitable agreement.

Due to the nature of the contract management arrangement, whereby the contract manager passes all revenue to SoG and only commits SoG to approved operational expenditure (over and agreed level), there is virtually no likelihood of financial default by the contract manager.

Failure to secure required employment base for operation of the development

There is a risk that the operator of the Caravan Park will not be able to employ the required amount of staff (either appropriately skilled or positioned to be trained within the accommodation and hospitality services industry). This risk is seen as unlikely, however, as the Caravan Park will have a relatively low employment base requirement and the development will not be restricted to drawing from only the local community pool for its staffing requirement.

The appointed contract manager will have demonstrated that it has successfully operated caravan parks in Western Australia

Risk likelihood: Unlikely

Risk consequence: Major

Risk rating: Moderate

Risk response: Monitor - the operator should act to encourage and facilitate the employment of appropriate staff to fulfil the employment base requirement of the caravan park operations.

3. Decision: Direct (Employee) Management

The way that most State and local government agency and the private sector run caravan parks and camping grounds in Western Australia has been through leases or direct management. For local government the direct management model enables the sharing of resources i.e. gardening, maintenance staff and financial management.

The private sector is made up predominantly of owner operators and groups owning and operating parks under a direct internal management structure.

For the latter ownership and operating model (into which SoG would fall), there is a necessity to engage and maintain rare hospitality management skill and personnel with experience and expertise in operating modern caravan parks. This has presented a challenge for many of the groups and the quality of the user experience at their parks is defined by how well they have acquitted the recruitment of quality personnel.

Advantages

Movement of Staff

The system is flexible in allowing the movement of staff from one caravan park or SoG department.

Quick to Implement

The system is simple in that there is no need for a tender process, or lengthy contract documents.

Disadvantages

This arrangement has proven to have many issues over the years and the majority of smaller Shire-owned caravan parks in Australia have moved away from this style of management. These issues include:

Chain of Command

The chain of command becomes "cumbersome" when important operational decisions need to be made about the caravan parks. I.e. Delegation is not always provided at the "coalface" of the business.

Adherence to Awards

Many industrial awards are not geared to the tourism industry. The long hours needed to run a successful caravan park would incur large overtime costs making the operation of many parks unviable financially.

Recruitment Barriers

Staff recruitment policy within a corporate structure can sometimes make it difficult to access external candidates. Examples are recruitment policies that request inappropriate qualifications for applicants for specific caravan park positions.

Standard Office Hours

Corporate office hours are not compatible with the seven-day week, 24-hour day, call-out basis of the accommodation industry. Access to support from contractors and support staff (e.g. IT Support) are often not available outside of standard business hours.

Operational Risks

Caravan park is operated with poor management standards

Like the lease agreement/contract management structure, there is a risk that the development is operated with poor management standards. This risk is seen as being more likely under SoG structure, due to the lack of industry knowledge.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor - SoG will need to maintain strict management over the operations, employing management staff with adequate knowledge and skill in operating similar properties.

Development is undertaken with poor development standards

Like the lease agreement/contract management structure, there is a risk that the new development is undertaken with poor development standards. This risk is seen as being more likely under the SoG structure due to the lack of industry knowledge.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor - SoG will need to maintain strict management over the development, employing consultants and managers with adequate knowledge and skill in operating developments of similar type.

Failure to secure required employment base for operation of the development

There is a risk that SoG will not be able to employ the required number of staff (either appropriately skilled or positioned to be trained within the accommodation and hospitality services industry).

Under the direct management structure, this risk is seen as more likely than under the lease agreement/contract management structure as SoG would typically run recruitment through its own recruitment policy, making it more difficult to access suitably qualified and experienced.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor - SoG should seek outside assistance to encourage and facilitate the appropriate staff to fulfil the employment base requirement for the caravan parks.

SoG culture barriers to development

The competing expectations of the SoG stakeholder base (and the wider caravanning and camping market sector), which seeks quality experiences at a minimal cost and the SoG Board, which is driven in part to maintaining an adequate return on investment may potentially cause conflicts in establishing the operational model (tariffs, service delivery). This is less of an issue for external operational management options.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor - SoG will need to remain vigilant in managing customer and stakeholder expectations under this management option.

4. Decision: Management Rights

Operational Risks

In the case of management rights as a management option, SoG makes the decision to engage a corporation or private individual to operate its caravan park. This is purely for the ongoing operational management. SoG would advertise via the tender process for expressions of interest for the operation of its caravan park under a shared revenue or profit arrangement.

Advantages

A management rights arrangement is often utilised for holiday resorts, where the ownership structure is such that there is a higher requirement for external operational management e.g. property ownership syndication.

It has various benefits over other management arrangements. These include:

Shared financial commitment

Establishing a management rights agreement for the parks would relieve SoG of the financial and administrative burden of running a “tourism accommodation and hospitality business” which is widely considered as being outside of the core responsibilities of the organisation.

Reduce Risk

Management right relieves SoG of many legislative, financial and occupational health and safety responsibilities on the caravan park.

Financial Return

Management rights may provide SoG with an immediate financial return from the sale of the rights. While there is potential for operational costs to be better scrutinized and minimized, there is an offset in the sharing of revenue.

SoG is able to retain control over the type of development and operation of the park through conditions within the rights agreement document. However, many owners rights are subjugated by management rights agreements.

Development Controls

Quality of Ongoing Facilities

SoG may ensure the standard of the parks facilities and infrastructure is maintained through their injection of private capital in future years (a condition of the rights). Otherwise, development is by agreement of the parties to the rights agreement.

Disadvantages

In addition to the many benefits of a lease agreement, there are also some issues that may arise from this type of arrangement. These include:

Reduction in Profits

By entering into a rights agreement for its caravan parks, the revenue is shared with the rights operator and will result in lower profits that could be generated if the park remains in SoG control through direct or contract management.

Loss of Control over Management Practices

Rights arrangements mean loss of a degree of control over the development and operation of the accommodation and caravan parks. It is possible include some operational guidelines in the rights agreement, although overly prescriptive agreement will deter many suitable rights candidates.

Loss of Control over Development Standards

Rights agreements transfer much of the control of the caravan park properties to the rights holder. Rights holders are primarily driven by profit and will not agree to development proposals or operational changes that could impact their bottom line.

There is a concern that rights arrangements may prevent property owners from realising the long-term value of the asset through redevelopment, because of the rights operator's need for profit generation within the term of the agreement.

Operational Risks

Failure to secure a suitable rights manager.

There is a risk that upon finalisation of the acquisition or development, that there will be insufficient interest by potential rights managers for the Caravan Parks. As this management option is not common for caravan parks in Western Australia, this is a distinct possibility.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor - SoG could investigate the likelihood of attracting a rights operator to manage a small regional caravan park in Western Australia return from allocating the management rights.

Property is operated to poor management standards

There is a risk that under a rights structure, the development is operated to poor management standards. This risk has a greater possibility of occurrence than under a contract management structure that is awarded to a professional tourist park contract manager. There is less flexibility afforded to the rights management model (similar to lease).

Risk likelihood: Possible

Risk consequence: Major

Risk rating: Moderate

Risk response: Treat - the lease agreement contract should have its terms for management standards outlined so as to avoid poor management standards. The term of the agreement and exit clauses should be included in the contract.

Default of operator and inability to pay lease rights payments or fulfil contractual obligations

Rights management presents the greatest risk of financial default by the operator to the property owner of all of the management options. It requires the owner to place a great deal of faith in the integrity of the rights operator to handle revenue and expenditure appropriately. There are fewer controls on rights managers compared with contract managers.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor - SoG should remain vigilant in ensuring that the operator adheres to a well-constructed rights agreement in the delivery of operational management.

Failure to secure required employment base for operation of the development

There is a risk that the rights manager of the Caravan Park will not be able to employ the required amount of appropriately skilled staff. This risk is seen as unlikely, and technically the rights manager is responsible for the staffing requirement. However it presents a potential risk to quality service delivery, over which SoG can exert little control.

Risk likelihood: Unlikely

Risk consequence: Major

Risk rating: Moderate

Risk response: Monitor - the operator should act to encourage and facilitate the employment of appropriate staff to fulfil the employment base requirement of the development.

Summary and Conclusions

Recommended Management Position

Having considered the four management options, the most practical and preferred option for the Gnowangerup Caravan Park is direct Shire management. Under this model, the Shire would retain ownership and operational control of the caravan park and employ a caretaker/manager, supported by casual cleaning staff and maintenance support as required. This is considered the best fit for the proposed redevelopment because the park will remain a relatively small, Shire-owned regional accommodation facility with a mixed public-purpose role, rather than a large commercial holiday park or privately operated resort.

Direct Shire management provides the Shire with the greatest ability to protect the presentation and reputation of the asset, manage tariffs in line with community and commercial objectives, respond flexibly to seasonal tourism demand, and allocate accommodation to short-stay workers, contractors or essential service personnel when required. It also enables the Shire to stage investment progressively and test occupancy, revenue and guest response before committing to later stages of built-form accommodation.

The preferred model should not be a passive internal management arrangement. It should be implemented as an active, commercially disciplined Shire operation with clear accountabilities, delegated day-to-day authority for the caretaker/manager, use of an online booking and payment system, documented service standards, defined cleaning and maintenance schedules, and regular reporting to Council on occupancy, tariffs, revenue, guest feedback and operating costs.

Suggested Preference Order

1. Direct Shire management - recommended option. This is the most practical option for the scale and purpose of the redeveloped park. It provides the highest level of control over service standards, presentation, tariffs, customer experience and the flexible use of accommodation for tourism and local worker needs. The model should be supported by a caretaker/manager role, casual cleaning support, online booking systems and clear operating procedures.

2. Contract management - secondary or fallback option. Contract management may be appropriate if the Shire does not wish to carry direct staffing responsibility or is unable to recruit a suitable caretaker/manager. It offers access to external operational expertise while allowing the Shire to retain ownership and strategic control. However, the likely small scale of the operation may limit market interest from experienced caravan park management contractors, and a detailed contract would be required to protect service standards and public-interest outcomes.

3. Lease agreement - lower-preference option. A lease could reduce the Shire's day-to-day operational burden and transfer some operating risk to a private party. However, it would also reduce the Shire's control over the park, limit flexibility in allocating accommodation to

community, worker and tourism purposes, and potentially reduce the financial upside available to the Shire if the redevelopment performs well. It is therefore less suited to a staged public accommodation asset where Council wishes to retain strategic control.

4. Management rights - least-preferred option. A management rights structure is not recommended for this project. It is more commonly suited to larger resort or strata-style accommodation assets and is unlikely to be attractive or practical for a small regional caravan park. It may also reduce owner control, complicate future redevelopment decisions and create a mismatch between the Shire's public-purpose objectives and the operator's commercial incentives.

On balance, direct Shire management provides the best alignment between operational practicality, community benefit, asset control and staged commercial development. The model also allows Council to revisit the management structure later if the redeveloped park grows to a scale where contract management or another structure becomes more attractive.

Appendix

Appendix 1 – concept masterplans

Appendix 2 - Risk Assessment and Management

See following pages for Appendices



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GNOWANGERUP CARAVAN PARK	
Proposed Master Plan	
Drawn by	Marija J
Checked by	
Scale	1:1000
S-01	

Appendix 2 - Risk Assessment and Management

Risk assessment refers to the process of identifying events that could negatively or positively impact on the delivery of planned outcomes/outputs, and evaluating the likelihood and consequences of each risk occurring. Risk management is the process of undertaking activities which seek to reduce the likelihood or consequence of a risk occurring.

The five stages of risk assessment and management include:

1. Risk Management Planning;
2. Identification of Risks;
3. Assessment of Risk Scale;
4. Risk Response; and
5. Monitor and Re-assess.
6. These stages are outlined below.

1. Risk Management Planning

The risk environment is fluid and the type, number and severity of risks can change very quickly. A formalised and systematic approach is needed to ensure that risks are properly identified, assessed, treated and monitored on an ongoing basis.

2. Identification of Risks

There are a wide range of techniques to identify the risks that may result in improved performance (upside risk) or performance that is lower than expected (downside risk). During this phase, an organisation should aim to identify as many risks as possible, which can then be assessed and if considered irrelevant removed from further consideration.

3. Assessment of Risk Scale

A process is needed to assess the scale of each identified risk to determine the appropriate risk response. In some cases this can be done through quantitative analysis but a qualitative risk assessment process is more appropriate for evaluating the risks that may be encountered in this project.

The first step in applying a qualitative risk assessment framework is to assess the likelihood of the risk occurring and the anticipated consequences of the event should it occur, as seen in tables 3 and tables 4 below, respectively. Once complete, analysis of the risk likelihood and consequence will result in a risk rating that categorises each risk on a scale from 'Low' to 'Extreme' (see table 5).

Table 3: Qualitative Measure of Risk Likelihood

Level	Descriptor	Description
1	Almost certain	It is expected to occur in most circumstances
2	Likely	It will probably occur in most circumstances
3	Possible	Might occur at some time
4	Unlikely	Could occur but not expected
5	Rare	May only occur in very exceptional circumstances

Source: Modified from Crawford (2003) and Fletcher et al. (2004)

Table 4: Qualitative Measure of Risk Consequence

Level	Descriptor	Description: Benefits	Description: Costs
1	Insignificant	Very insignificant impacts. Unlikely to be measurable against benchmarks.	Very insignificant impacts. Unlikely to be measurable against benchmarks.
2	Minor	Possibly detectable impacts but minimal changes to the established structure and function. The impact and its magnitude are small relative to the wider context of the population/area being impacted. Benefits maintained over the short term without extended management and/ or works	Possibly detectable impacts but minimal changes to the established structure and function. The impact and its magnitude are small relative to the wider context of the population/area being impacted. Return to pre impact levels achievable and expected to occur over the short term once management initiatives are implemented.
3	Moderate	Detectable impacts, characterised by significant changes in structure, composition and function. The benefit is maintained over the medium term with minimal management and/or works.	Detectable impacts, characterised by significant changes in structure, composition and function. Recovery from impacts is achievable over the medium term once management initiatives are implemented.
4	Major	Wider and longer term impacts occurring and likely to result in a highly changed structure, composition and function. The benefit is maintained over the longer term with minimal management and/or works.	Wider and longer term impacts occurring and likely to result in a highly changed structure, composition and function. Recovery from impacts possible with sustained effort over the long term.
5	Severe	Wider and longer term impacts occurring and likely to result in a highly changed structure, composition and function. The benefit is maintained over the longer term without management and/or works.	Wider and longer term impacts occurring and likely to result in a highly changed structure, composition and function. Return to pre impact levels unlikely to occur even with mitigation and intervention.

Source: Modified from Crawford (2003) and Fletcher et al. (2004)

Table 5: Qualitative Risk Impact Assessment Matrix

		Consequences	Consequences	Consequences	Consequences	Consequences
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost certain	M	H	H	E	E
Likelihood	Likely	M	M	H	H	E
Likelihood	Possible	L	M	M	H	E
Likelihood	Unlikely	L	M	M	M	H
Likelihood	Rare	L	L	M	M	H

Source: Brighthouse

Rating risk level:

E Extreme risk - detailed action/plan required

H High risk - needs senior management attention

M Moderate risk - specify management responsibility

L Low risk - manage by routine procedures

4. Risk Response

As outlined in Tables 4 and 5 , the combined likelihood and consequence risk rating provides an overall assessment of the severity of a risk. Once the risk severity is determined, organisations must establish their risk response strategy which can include:

Ignore - Some risks are unlikely and/or have a small impact. Organisations can therefore choose to adopt no risk management strategy if managing a risk is more of a burden than the risk itself, if it was to eventuate;

Monitor - A risk may not be significant enough to use resources to treat, transfer or remove, but may need to be monitored on an ongoing basis to ensure the risk rating does not escalate;

Treat - Risks that are of a sufficient magnitude require treatment to control the likelihood of the risk occurring;

Transfer - It is difficult to effectively control the likelihood of some risks occurring and so it may be appropriate to transfer the consequences of these risks to a third party. The most common form of risk transfer is insurance where for a premium, the consequence of known risks can be transferred to another party (the insurer). This is often used to manage risks where it is very difficult to control and/or forecast the likelihood of an event for example storm damage to property; and

Remove - The consequences of some risks are so significant the only appropriate course of action is to remove the risk altogether. This approach may be used when an organisation identifies unsafe working practices and reengineers its processes to eliminate the need to use the former practice.

5. Monitor & Re-assess

The risk environment is constantly changing, and organisations should develop processes to systematically monitor risks to ensure that changes in risk likelihood and/or consequence are detected early, and effective risk management strategies are proactively implemented and/or modified.

In addition to managing known risks, organisations must also be vigilant for new and emerging risks. This process is known as horizon scanning and should be undertaken formally on a regular basis by senior management. This process ensures that senior staff is up to date with development in the internal and external operating environment and have an opportunity to raise any new issues which might impact on the Shire of Gnowangerup's ability to deliver planned outcomes. Proactive risk management is essential in any project to ensure that project outcomes are delivered in a timely manner and meet the expectations of internal and external project stakeholders.

Selected Sources

1. Tourism WA, The Great Southern Region Overnight Visitor Factsheet 2025, prepared by Tourism WA Insights and Strategy, April 2026.
2. Caravan Industry Association of Australia, Caravan and Camping State of Industry 2025, client-supplied PDF reviewed for this report.
3. Shire of Gnowangerup, local accommodation and caravan park information pages; fees and charges schedule; and park policy material (accessed April 2026).
4. Great Southern Development Commission, regional profile and housing / worker accommodation information (accessed April 2026).
5. Public operator websites for Katanning Caravan Park, Mt Barker Holiday Park, Kojonup Caravan Park, Bremer Bay Beaches Resort Tourist Park and Mt Trio Bush Camp & Caravan Park (accessed April 2026).

Note: Publicly available pricing and product information changes over time. Final concept design and business-case work should validate tariffs, occupancy assumptions and competitor changes immediately prior to financial modelling.

11.5	NEW BUSINESS – RATES CONCESSION
Location:	Shire of Gnowangerup
Proponent:	Shop 33 Gallery / The Clucky Chook
Date of Report:	25 August 2026
Business Unit:	Community and Economic Development
Responsible Officer:	Stuart Drummond – Community and Economic Development Manager
Author:	Stuart Drummond – Community and Economic Development Manager
Disclosure of Interest:	Nil

ATTACHMENTS

- Rates Concessions – New Businesses Policy
- Letter from Shop 33 Gallery
- Letter from The Clucky Chook
- Rates Notice for 27 Yougenup Road **(confidential)**
- Rates Notice for 29 Yougenup Road **(confidential)**
- Rates Notice for 33 Yougenup Road **(confidential)**
- Details of the financial implications **(confidential)**

PURPOSE OF THE REPORT

For Council to consider a rates concession for two new businesses in Gnowangerup.

BACKGROUND

Council has a policy to apply a rates concession to new businesses setting up in the Shire of Gnowangerup, in their first year of trade, capped at \$2,000. The concession applies to the property rates component of the annual Council rates i.e. it is not applicable to the Emergency Services Levy, any Specified Area Rates, Rubbish Collection and Recycling charges. The objective of this policy is to encourage new start-up businesses to the district and to provide a form of financial assistance during the early stages of their operations.

The New Business Rates Concession is able to be applied:

- Where a business is a new type of business but not where a new owner has taken over an existing business of the same type;
- Only if the relevant rates have not already been paid;
- Only once during the life of each business;
- In situations where the assessment relates to a property that is the subject of a lease, only if the lease contains a clause making the tenant responsible for the payment of Council rates.

COMMENTS

The Shire has received a request from two new businesses to be considered for a rates concession.

Shop 33 Gallery, situated at 33 Yougenup Road, opened in May this year. It is an art gallery and jewellery studio. It has moved into a unit that has been closed for over ten years.

The Clucky Chook, situated at 27 and 29 Yougenup Road, is due to open at the end of August. It is predominantly a milkshake parlour but also selling fresh bread, gifts and trinkets. There are plans to introduce a children's play area and a mini-golf course in the near future.

Both businesses are owned by Gnowangerup residents, and both meet the criteria to be considered for a rates reduction.

CONSULTATION

Nil.

LEGAL AND STATUTORY REQUIREMENTS

Nil.

POLICY IMPLICATIONS

The 'Rates Concessions for New Businesses' policy is currently under review. This report refers to the existing policy.

FINANCIAL IMPLICATIONS

Each business would be entitled to a rates concession of up to \$2,000.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan.

Theme	Local Economy.
Community Priority	3.1.1 Promote our region, attracting new business, industry and residents.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk Description	Not to agree to the rates concessions.
Primary Strategic Risk Category	Population decline.
Primary Strategic Risk Category Description	Encourage new businesses and existing businesses in the Shire.

Consequence: (<i>Insignificant, Minor, Moderate, Major, Catastrophic</i>)	Minor.
Likelihood: (<i>Almost Certain, Likely, Possible, Unlikely, Rare</i>)	Unlikely.

IMPACT ON CAPACITY

Nil.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The alternate option is not to agree to the rates concession for each business. There would be no material consequence to that decision, although it would be advisable to revisit the Council policy.

CONCLUSION

It is positive news that two new businesses are starting up on Yougenup Road, both of which are likely to encourage passersby to stop and spend money in the Shire. The Council Plan and the emerging Economic Development strategy both highlight the Council's priority of supporting new and existing local businesses. Council's policy is to offer a rates concession for new businesses.

The Clucky Chook and Shop 33 Gallery are a welcome addition to Gnowangerup's town centre. Offering a rates concession in their first year is a good way to support the new investment into the district.

VOTING REQUIREMENTS

Absolute Majority.

OFFICER RECOMMENDATION

0926. That Council:

- 1. AGREES to the rates concession for The Clucky Chook as detailed in the confidential attachment.**
- 2. AGREES to the rates concession for Shop 33 Gallery as detailed in the confidential attachment.**
- 3. NOTES that adjustments will be made as part of the mid-year 2026/27 budget review process to account for the reduction in rates income.**

RATES CONCESSIONS – NEW BUSINESSES POLICY

Objective

To encourage new start-up businesses to the District and to provide a form of financial assistance during the early stages of their operations.

1.0 Preamble

The Shire of Gnowangerup recognises the importance of attracting and retaining new businesses to the District ensuring the sustainability of its communities. Council wishes to formalise this recognition by way of introducing a New Business Rates Concession Policy.

2.0 Policy Statement

The New Business Rates Concession will:

- Be applied to the first year of Council rates after the business is established;
- Require a written request from the Business proprietor to the Shire prior to the rates becoming due and payable;
- Be equivalent to 100% of the property rates component of the annual Council rates i.e. it is not applicable to the Emergency Services Levy, any Specified Area Rates, Rubbish Collection and Recycling charges, etc.; and
- Be capped to an amount of \$2,000.00 per application.

3.0 Eligibility Criteria

The New Business Rates Concession is able to be applied:

- Where a business is a new type of business but not where a new owner has taken over an existing business of the same type;
- Only if the relevant rates have not already been paid;
- Only once during the life of each business; and
- In situations where the assessment relates to a property that is the subject of a lease, only if the lease contains a clause making the tenant responsible for the payment of Council rates.

3.1 Examples of Eligible Applications

- An auto electrician purchases a property in the district and opens a business. There is no existing auto electrician in the district;
- An auto electrician purchases a property in the district and opens a business. There is no existing auto electrician in the district, although there has been in the past; and
- An auto electrician leases a property in the district and opens a business. The lease makes the auto electrician responsible for the payment of the Council rates on the leased property. There is no existing auto electrician in the district and there may or may not have been in the past.

3.2 Examples of Ineligible Applications

- An auto electrician purchases a property in the district and opens a business. There is an existing auto electrician in the district;
- An auto electrician leases a property in the district and opens a business. There is no clause in the lease making the auto electrician responsible for the payment of the Council rates on the leased property; and
- An auto electrician leases a property in the district and opens a business. The lease makes the auto electrician responsible for the payment of the Council rates on the leased property. There is an existing auto electrician in the district.

COMPLIANCE REQUIREMENTS

Legislation	• Local Government Act 1995 – Part 6 Financial Management: Division 6 Rates and Service Charges
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DOCUMENT CONTROL

FINANCE

Policy Number	4.10
Responsible Officer	Senior Finance Officer
Initial Council Adoption	28 August 2018
Last Review Date	31 August 2023 (approved by Council 27 September 2023)
Next Review Due	31 August 2024 This policy will be reviewed annually or more often where circumstances require.

Lyndall Hanbury
Shop 33 Gallery
33 Yougenup Rd
Gnowangerup WA 6335

PO BOX 340
Gnowangerup WA 6335

18th August 2026

Senior Finance Officer
Shire of Gnowangerup
28 Yougenup Rd
Gnowangerup WA 6335

RE: Shire Rates Concession New Business – Assessment # A1380

I understand the Shire offer a rebate on Shire Rates for the first year of operation of a new business within the Shire.

We purchased 33 Yougenup Rd in November 2025 with the purpose of opening a gallery and jewellery studio. We opened “Shop 33 Gallery” in May this year.

As a brand new business venture this concession on our first year rates would help greatly in the establishment of our business.

As a new business to the main street of Gnowangerup our aim has been to help with the revitalisation of our town, reinstating an old shop that had been closed for over 10 years.

We would appreciate you considering our request.

Regards,

Lyndall Hanbury

lyndallhanbury1@outlook.com

24 August 2026

Shire of Gnowangerup

28 Yougenup Road

GNOWANGERUP WA 6335

To whom it may concern

It has been brought to my attention, new business owners within Gnowangerup, may be eligible to receive a discount for their first years Council Rates, on their privately owned business property.

I have purchased a commercial property, being 27-29 Yougenup Road Gnowangerup, and I am intending on operating a retail store within this property, set to open on 29 August 2026. The Clucky Chook has recently been approved as a food outlet and will trade Friday through to Monday from 10am till 4pm.

I request to be considered for a discount on my rates for 2026, as I believe I may be eligible.

Although I do have other commercial properties trading five days a week, I have never applied for any discounts or grants from the Shire of Gnowangerup.

If you require any additional information, please do not hesitate to contact Rhoda on 0411 021 183.

Kind Regards

Rhoda Primrose

Owner – TCC TRC LPO

11.6 LIST OF PAYMENTS MADE FROM THE MUNICIPAL FUND AND TRANSACTION CARD ACCOUNTS FOR THE PERIOD OF 1 TO 31 AUGUST 2026

Location: Shire of Gnowangerup
Proponent: N/A
Date of Report: 8 September 2026
Business Unit: Corporate and Community Services
Responsible Officer: Thomas Gorman – Deputy Chief Operating Officer
Author: Venice Ampon – Finance Officer
Disclosure of Interest: Nil

ATTACHMENTS

- List of Payments for August 2026.

PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of August 2026.

BACKGROUND

Nil.

COMMENTS

The List of Payments for August 2026 covering the period 01/08/2026 to 31/08/2026 is as follows:

FUND	Amount
Municipal Fund - EFT 24151 - 24251	\$514,335.75
Municipal Fund - Direct Debits	\$177,075.96
Credit Card	\$5,888.09
TOTAL	\$697,299.80

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.

Theme	4 Leadership and Governance.
Strategy	4.2 An efficient and effective organisation, providing appropriate services to our community.
Activity	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.

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

IMPACT ON CAPACITY

Nil.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil.

CONCLUSION

That Council notes the August 2026 List of Payments as per the Officer's Recommendation.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

0926. That Council:

- 1. Notes the payment of accounts for August 2026 totalling \$697,299.80 consisting of:
EFT 24151 – EFT 24251 totalling \$514,335.75;
Superannuation and Direct Deposits totalling \$177,075.96; and
Corporate Credit Card totalling \$5,888.09**

SHIRE OF GNOWANGERUP			
LIST OF PAYMENTS - AUGUST 2026			
Chq/EFT	Name	Amount	Date
DD8203.1	AUSTRALIAN COMMUNICATION & MEDIA AUTHORITY	\$ 61.00	04/08/2026
DD8212.1	SYNERGY	\$ 992.21	04/08/2026
DD8212.2	TELSTRA	\$ 1,254.00	04/08/2026
DD8212.3	DEPARTMENT OF TRANSPORT	\$ 26.40	04/08/2026
DD8220.1	AWARE SUPER	\$ 14,128.85	12/08/2026
DD8220.10	AUSTRALIAN SUPER	\$ 3,081.66	12/08/2026
DD8220.11	ANZ SMART CHOICE SUPER	\$ 691.15	12/08/2026
DD8220.12	THE TRUSTEE FOR MLC SUPER FUND	\$ 123.38	12/08/2026
DD8220.13	REST SUPERANNUATION	\$ 103.42	12/08/2026
DD8220.14	AUSTRALIAN RETIREMENT TRUST	\$ 389.14	12/08/2026
DD8220.15	ACCLAIM WEALTH	\$ 192.34	12/08/2026
DD8220.2	UNISUPER	\$ 1,488.67	12/08/2026
DD8220.3	CBUS	\$ 2,176.15	12/08/2026
DD8220.4	MERCER SUPER FUND	\$ 483.66	12/08/2026
DD8220.5	PRIME SUPER	\$ 314.48	12/08/2026
DD8220.6	HOST PLUS SUPERANNUATION FUND	\$ 507.48	12/08/2026
DD8220.7	WALGS PLAN	\$ 156.92	12/08/2026
DD8220.8	CARE SUPER	\$ 573.35	12/08/2026
DD8220.9	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	\$ 2,204.86	12/08/2026
DD8228.1	HOUSING AUTHORITY	\$ 128.50	13/08/2026
DD8229.1	SYNERGY	\$ 174.88	11/08/2026
DD8229.10	FINRENT PTY LTD	\$ 320.99	11/08/2026
DD8229.11	DEPARTMENT OF TRANSPORT	\$ 11,998.55	12/08/2026
DD8229.12	SYNERGY	\$ 789.86	13/08/2026
DD8229.13	BENDIGO COMMUNITY BANK	\$ 8.40	13/08/2026
DD8229.2	DEPARTMENT OF TRANSPORT	\$ 1,403.10	13/08/2026
DD8229.3	SYNERGY	\$ 109.32	14/08/2026
DD8229.4	HOUSING AUTHORITY	\$ 210.00	14/08/2026
DD8229.5	WATER CORPORATION	\$ 265.74	14/08/2026
DD8229.6	DEPARTMENT OF TRANSPORT	\$ 2,456.40	14/08/2026
DD8229.7	HOUSING AUTHORITY	\$ 480.00	17/08/2026
DD8229.8	DEPARTMENT OF TRANSPORT	\$ 423.40	17/08/2026
DD8229.9	DEPARTMENT OF TRANSPORT	\$ 7,173.40	11/08/2026
DD8230.1	BENDIGO COMMUNITY BANK	\$ 41.25	01/08/2026
DD8230.10	BENDIGO COMMUNITY BANK	\$ 530.80	03/08/2026
DD8230.11	BENDIGO COMMUNITY BANK	\$ 6.15	06/08/2026
DD8230.12	WATER CORPORATION	\$ 2,021.29	06/08/2026
DD8230.13	WATER CORPORATION	\$ 763.15	07/08/2026
DD8230.14	HOUSING AUTHORITY	\$ 480.00	03/08/2026
DD8230.15	DEPARTMENT OF TRANSPORT	\$ 446.85	06/08/2026
DD8230.16	SYNERGY	\$ 199.69	08/08/2026
DD8230.17	HOUSING AUTHORITY	\$ 610.00	07/08/2026
DD8230.18	WATER CORPORATION	\$ 104.40	08/08/2026
DD8230.19	DEPARTMENT OF TRANSPORT	\$ 172.00	07/08/2026

Chq/EFT	Name	Amount	Date
DD8230.2	WATER CORPORATION	\$ 1,408.46	03/08/2026
DD8230.20	SYNERGY	\$ 2,534.41	10/08/2026
DD8230.21	DEPARTMENT OF TRANSPORT	\$ 29,238.65	10/08/2026
DD8230.3	WATER CORPORATION	\$ 1,240.19	04/08/2026
DD8230.4	DEPARTMENT OF TRANSPORT	\$ 2,216.35	03/08/2026
DD8230.5	DEPARTMENT OF TRANSPORT	\$ 3,308.40	04/08/2026
DD8230.6	BENDIGO COMMUNITY BANK	\$ 4.00	05/08/2026
DD8230.7	DEPARTMENT OF TRANSPORT	\$ 1,487.55	05/08/2026
DD8230.8	SYNERGY	\$ 384.69	07/08/2026
DD8230.9	SYNERGY	\$ 505.80	06/08/2026
DD8236.1	BENDIGO COMMUNITY BANK	\$ 5,888.09	14/08/2026
DD8240.1	TELSTRA	\$ 120.00	26/08/2026
DD8240.2	WESTERN POWER	\$ 1,320.00	26/08/2026
DD8241.1	HOUSING AUTHORITY	\$ 610.00	21/08/2026
DD8241.2	BENDIGO COMMUNITY BANK	\$ 9.00	21/08/2026
DD8241.3	DEPARTMENT OF TRANSPORT	\$ 4,882.20	21/08/2026
DD8241.4	BENDIGO COMMUNITY BANK	\$ 4.00	24/08/2026
DD8241.5	DEPARTMENT OF TRANSPORT	\$ 19,476.55	24/08/2026
DD8242.1	BENDIGO COMMUNITY BANK	\$ 4.00	19/08/2026
DD8242.2	DEPARTMENT OF TRANSPORT	\$ 461.25	19/08/2026
DD8242.3	DEPARTMENT OF TRANSPORT	\$ 1,298.20	20/08/2026
DD8245.1	AWARE SUPER	\$ 13,814.63	26/08/2026
DD8245.10	UNISUPER	\$ 530.63	26/08/2026
DD8245.11	ANZ SMART CHOICE SUPER	\$ 664.39	26/08/2026
DD8245.12	THE TRUSTEE FOR MLC SUPER FUND	\$ 128.78	26/08/2026
DD8245.13	REST SUPERANNUATION	\$ 103.42	26/08/2026
DD8245.14	AUSTRALIAN RETIREMENT TRUST	\$ 576.90	26/08/2026
DD8245.15	ACCLAIM WEALTH	\$ 135.86	26/08/2026
DD8245.2	CBUS	\$ 2,189.56	26/08/2026
DD8245.3	CARE SUPER	\$ 519.67	26/08/2026
DD8245.4	MERCER SUPER FUND	\$ 477.69	26/08/2026
DD8245.5	PRIME SUPER	\$ 337.25	26/08/2026
DD8245.6	HOST PLUS SUPERANNUATION FUND	\$ 361.04	26/08/2026
DD8245.7	WALGS PLAN	\$ 156.92	26/08/2026
DD8245.8	AUSTRALIAN SUPER	\$ 2,900.55	26/08/2026
DD8245.9	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	\$ 2,182.67	26/08/2026
DD8251.1	BENDIGO COMMUNITY BANK	\$ 4.00	27/08/2026
DD8251.2	DEPARTMENT OF TRANSPORT	\$ 64.40	27/08/2026
DD8251.3	BENDIGO COMMUNITY BANK	\$ 12.40	28/08/2026
DD8251.4	HOUSING AUTHORITY	\$ 210.00	28/08/2026
DD8251.5	DEPARTMENT OF TRANSPORT	\$ 1,151.70	28/08/2026
DD8251.6	HOUSING AUTHORITY	\$ 480.00	31/08/2026
DD8251.7	DEPARTMENT OF TRANSPORT	\$ 8,272.70	31/08/2026
DD8252.1	DEPARTMENT OF TRANSPORT	\$ 815.55	25/08/2026
DD8252.2	SYNERGY	\$ 4,125.46	26/08/2026
DD8252.3	BENDIGO COMMUNITY BANK	\$ 4.00	26/08/2026
DD8252.4	DEPARTMENT OF TRANSPORT	\$ 6,074.85	26/08/2026

Chq/EFT	Name	Amount	Date
EFT24151	ADMIN SOCIAL CLUB	\$ 140.00	06/08/2026
EFT24152	ALBANY RADIO COMMUNICATIONS	\$ 657.11	06/08/2026
EFT24153	ALBANY RECORDS MANAGEMENT	\$ 57.20	06/08/2026
EFT24154	AMPAC DEBT RECOVERY (WA) PTY LTD	\$ 2,289.60	06/08/2026
EFT24155	AMY DWYER T/A MYSTIC MUSE MAKER	\$ 242.00	06/08/2026
EFT24156	BGL SOLUTIONS	\$ 13,579.18	06/08/2026
EFT24157	BLACK AND GOLD SOCIAL CLUB	\$ 110.00	06/08/2026
EFT24158	BOOEASY AUSTRALIA PTY LTD	\$ 356.70	06/08/2026
EFT24159	CHRONICLE RIP PTY LTD	\$ 3,498.00	06/08/2026
EFT24160	DEPARTMENT OF PREMIER AND CABINET	\$ 79.95	06/08/2026
EFT24161	Foundation Specialists Pty Ltd T/A FSG Geotechnics & Foundations	\$ 21,670.00	06/08/2026
EFT24162	GNOWANGERUP FUEL SUPPLIES	\$ 1,843.34	06/08/2026
EFT24163	GNOWANGERUP IGA	\$ 126.97	06/08/2026
EFT24164	GNOWANGERUP SPORTING COMPLEX	\$ 785.00	06/08/2026
EFT24165	GNP HARDWARE	\$ 165.99	06/08/2026
EFT24166	HERSEYS SAFETY PTY LTD	\$ 1,422.52	06/08/2026
EFT24167	ILLION AUSTRALIA PTY LTD T/A TENDERLINK	\$ 380.60	06/08/2026
EFT24168	INDIJI FLORA	\$ 136,829.00	06/08/2026
EFT24169	IT VISION SOFTWARE PTY LTD T/A READY TECH	\$ 66,992.30	06/08/2026
EFT24170	JANINE MAREE THORNTON - THE SOUL VAN	\$ 325.00	06/08/2026
EFT24171	JERRAMUNGUP ELECTRICAL SERVICE	\$ 7,770.45	06/08/2026
EFT24172	LANDGATE	\$ 149.40	06/08/2026
EFT24173	LGRCEU	\$ 168.00	06/08/2026
EFT24174	LO-GO APPOINTMENTS	\$ 5,287.87	06/08/2026
EFT24175	MARSH PTY LTD	\$ 13,860.00	06/08/2026
EFT24176	MESSAGEMEDIA	\$ 440.44	06/08/2026
EFT24177	MOORE AUSTRALIA (WA) PTY LTD	\$ 550.00	06/08/2026
EFT24178	ONEMUSIC AUSTRALIA	\$ 402.37	06/08/2026
EFT24179	PENNY MAREE WELLS	\$ 305.11	06/08/2026
EFT24180	QHSE INTEGRATED SOLUTIONS PTY LTD	\$ 603.90	06/08/2026
EFT24181	SHIRE OF JERRAMUNGUP	\$ 12,246.00	06/08/2026
EFT24182	SOCIETCYCLING PTY LTD T/A SOCIETY	\$ 3,795.00	06/08/2026
EFT24183	SOUTHERN TOOL AND FASTENER CO	\$ 52.25	06/08/2026
EFT24184	STAR SALES & SERVICE	\$ 474.00	06/08/2026
EFT24185	STATION MOTORS VEHICLE GROUP	\$ 553.30	06/08/2026
EFT24186	STUART FRASER DRUMMOND	\$ 217.56	06/08/2026
EFT24187	SUDARSHAN GHIMIRE	\$ 600.00	06/08/2026
EFT24188	TEAM GLOBAL EXPRESS PTY LTD	\$ 261.93	06/08/2026
EFT24189	TIRITIRI MATANGI ATF THE J G HOLLAD TRUST, T/AS BRIGHTHOUSE	\$ 2,252.00	06/08/2026
EFT24190	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	\$ 23,824.38	06/08/2026
EFT24191	WILLIAM JOHN DILLON	\$ 550.56	06/08/2026
EFT24192	ABA SECURITY	\$ 634.33	20/08/2026
EFT24193	ADMIN SOCIAL CLUB	\$ 150.00	20/08/2026
EFT24194	AFGRI EQUIPMENT AUSTRALIA PTY LTD	\$ 1,037.50	20/08/2026
EFT24195	AIR LIQUIDE	\$ 131.76	20/08/2026

Chq/EFT	Name	Amount	Date
EFT24196	ALBANY LOCK & SECURITY	\$ 1,810.33	20/08/2026
EFT24197	AMPAC DEBT RECOVERY (WA) PTY LTD	\$ 269.50	20/08/2026
EFT24198	ARMADILLO GROUP	\$ 282.56	20/08/2026
EFT24199	AVDATA PTY LTD	\$ 5,130.97	20/08/2026
EFT24200	BEST OFFICE SYSTEMS	\$ 49.50	20/08/2026
EFT24201	BLACK AND GOLD SOCIAL CLUB	\$ 110.00	20/08/2026
EFT24202	BUD LOC8 - BEFORE U DIG LOCATING SERVICES	\$ 2,623.94	20/08/2026
EFT24203	CUTTING EDGES EQUIPMENT PARTS PTY LTD	\$ 4,135.34	20/08/2026
EFT24204	DELTA AGRIBUSINESS WA PTY LTD	\$ 1,600.00	20/08/2026
EFT24205	DEPARTMENT OF LOCAL GOVERNMENT INDUSTRY REGULATION AND SAFETY	\$ 4,063.28	20/08/2026
EFT24206	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	\$ 60.00	20/08/2026
EFT24207	EMILY JANE ONN	\$ 1,767.05	20/08/2026
EFT24208	FULTON HOGAN INDUSTRIES WA	\$ 4,180.00	20/08/2026
EFT24209	Foundation Specialists Pty Ltd T/A FSG Geotechnics & Foundations	\$ 13,200.00	20/08/2026
EFT24210	G&K TRUCK & 4X 4 PTY LTD	\$ 14,963.22	20/08/2026
EFT24211	GHD PTY LTD	\$ 6,822.20	20/08/2026
EFT24212	GNOWANGERUP COMMUNITY RESOURCE CENTRE	\$ 2,558.46	20/08/2026
EFT24213	GNOWANGERUP IGA	\$ 254.43	20/08/2026
EFT24214	GNOWANGERUP SPORTING COMPLEX	\$ 770.00	20/08/2026
EFT24215	GNP HARDWARE	\$ 313.82	20/08/2026
EFT24216	GREAT SOUTHERN TOYOTA	\$ 260.00	20/08/2026
EFT24217	Global Airspace Solutions Pty Ltd	\$ 3,388.00	20/08/2026
EFT24218	HACER PTY LTD T/A SMITH CONSTRUCTIONS WA	\$ 2,312.11	20/08/2026
EFT24219	HERSEYS SAFETY PTY LTD	\$ 1,573.00	20/08/2026
EFT24220	ICEBERG COUNTRYWIDE HOLDINGS PTY LTD	\$ 1,100.00	20/08/2026
EFT24221	IMPRINT PLASTICS	\$ 46.75	20/08/2026
EFT24222	INDIJI FLORA	\$ 5,400.00	20/08/2026
EFT24223	INDUSTRIAL AUTOMATION GROUP PTY LTD	\$ 1,577.40	20/08/2026
EFT24224	IT VISION SOFTWARE PTY LTD T/A READY TECH	\$ 6,325.00	20/08/2026
EFT24225	JANINE MAREE THORNTON - THE SOUL VAN	\$ 305.00	20/08/2026
EFT24226	JERRAMUNGUP ELECTRICAL SERVICE	\$ 11,385.00	20/08/2026
EFT24227	LGISWA	\$ 4,562.25	20/08/2026
EFT24228	LGRCEU	\$ 168.00	20/08/2026
EFT24229	LIVINGSTON MEDICAL	\$ 539.00	20/08/2026
EFT24230	LO-GO APPOINTMENTS	\$ 16,890.76	20/08/2026
EFT24231	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	\$ 560.00	20/08/2026
EFT24232	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	\$ 541.76	20/08/2026
EFT24233	MCLEODS LAWYERS PTY LTD	\$ 184.80	20/08/2026
EFT24234	MESSAGEMEDIA	\$ 1,180.87	20/08/2026
EFT24235	METRO TRAFFIC PLANNING PTY LTD	\$ 440.00	20/08/2026
EFT24236	OFFICEWORKS	\$ 380.22	20/08/2026
EFT24237	ONGERUP FARM SUPPLIES	\$ 83.35	20/08/2026
EFT24238	RENATA PALISKIS	\$ 495.00	20/08/2026

Chq/EFT	Name	Amount	Date
EFT24239	SHANE WALLWORK	\$ 1,040.00	20/08/2026
EFT24240	SHIRE OF JERRAMUNGUP	\$ 250.34	20/08/2026
EFT24241	SHIRE OF KATANNING	\$ 20,902.53	20/08/2026
EFT24242	SOLUTIONS IT	\$ 10,244.14	20/08/2026
EFT24243	SOS OFFICE EQUIPMENT	\$ 1,249.44	20/08/2026
EFT24244	STUART FRASER DRUMMOND	\$ 405.76	20/08/2026
EFT24245	TRIATHLON WESTERN AUSTRALIA INCORPORATED	\$ 451.00	20/08/2026
EFT24246	UNIVERSITY OF NEW ENGLAND	\$ 4,437.20	20/08/2026
EFT24247	Volleyball WA	\$ 540.00	20/08/2026
EFT24248	WA ALLSTARS DANCE ACADEMY (V DRURY)	\$ 1,150.00	20/08/2026
EFT24249	WA CONTRACT RANGER SERVICES	\$ 9,009.00	20/08/2026
EFT24250	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	\$ 10,624.90	20/08/2026
EFT24251	YONGERGNOW-ONGERUP COMMUNITY RESOURCE CENTRE	\$ 1,500.00	20/08/2026

\$ 697,299.80

BREAKDOWN OF CREDIT CARD EXPENDITURE	BENDIGO COMMUNITY BANK - CREDIT CARD	\$ 5,888.09
Tuesday, 4 August 2026	AMPOL FORRESTDALE	\$ 80.93
5/08/2026	HILTON PERTH	\$ 1,178.00
10/08/2026	STARLINK	\$ 330.00
12/08/2026	CITYMELVILLE	\$ 3.50
12/08/2026	HILTON PERTH	\$ 649.00
12/08/2026	WALGA EVENTS	\$ 220.00
12/08/2026	KOJONUP ROADHOUSE	\$ 71.85
15/08/2026	ACCOR, THE ADNATE SYDNEY	\$ 903.00
15/08/2026	ACCOR, THE ADNATE SYDNEY	\$ 568.00
18/08/2026	SHIRE OF GNOWANGERUP	\$ 32.00
18/08/2026	SHIRE OF GNOWANGERUP	\$ 244.75
21/08/2026	CANVA	\$ 290.00
21/08/2026	CANVA	\$ 78.42
25/08/2026	SHIRE OF GNOWANGERUP	\$ 530.55
25/08/2026	STARLINK	\$ 139.00
26/08/2026	SHIRE OF GNOWANGERUP	\$ 32.00
30/08/2026	DOVE	\$ 11.80
30/08/2026	DOVE	\$ 25.95
30/08/2026	STARLINK	\$ 150.00
30/08/2026	CARD FEE	\$ 8.00
31/08/2026	AMPOL WILLIAMS	\$ 146.37
31/08/2026	SUPER CHEAP O'CONNOR	\$ 194.97
		\$ 5,888.09

EFT24089 - EFT24129	GNOWANGERUP FUEL SUPPLIES	\$ 1,843.34
Card 118 – GN.00	CHIEF EXECUTIVE OFFICER	\$ 248.96
Card 119 – GN.001	DEPUTY CHIEF EXECUTIVE OFFICER	\$ 290.62
Card 120 – GN.002	POOL VEHICLE	\$ 159.43
Card 612 1HK617	COMMUNITY & ECONOMIC DEVELOPMENT MANAGER	\$ 531.98
Card 120 - GN.006	DR VEHICLE	
Card 121 – BFB1	BUSHFIRE BRIGADE	
Card 122 – BFB2	BUSHFIRE BRIGADE	
Card 123 – P6000	DEPOT - SMALL PLANT	
Card 124 – A6000	ADMIN OFFICE ADDITIONAL CARD	
CARD - ISUZU	COMMUNITY & ECONOMIC DEVELOPMENT MANAGER	
Card 410 - Depot	DEPOT ADDITIONAL CARD	
	ONGERUP DEPOT	
Truck	GNOWANGERUP SES	\$ 163.99
Troopy	GNOWANGERUP SES	\$ 448.36
Card 67 - GNOSES	TRUCK	
Card 68 - GNOSES	UTE	
Card 69 - GNOSES	ULP	
		\$ 1,843.34

11.7	MONTHLY FINANCIAL STATEMENTS – JULY AND AUGUST 2026
Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	9 September 2026
Business Unit:	Corporate and Community Services
Responsible Officer:	Thomas Gorman – Deputy Chief Executive Officer
Author:	Stephanie Karafilis – Senior Finance Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- July 2026 Monthly Financial Report ending 31st July 2026.
- August 2026 Monthly Financial Report ending 31st August 2026.

PURPOSE OF THE REPORT

For Council to receive the July 2026 Monthly Financial Report for the period of 1st July to 31st July 2026 and the August 2026 Monthly Financial Report for the period of 1st August to 31st August 2026.

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 17th June 2026 the annual material variance threshold of \$20,000 or 10% for reporting budget variances within monthly financial reporting for the 2026/27 financial year.

COMMENTS

The Monthly Financial Report for the period ending 31st July 2026 and 31st August 2026 are attached to include the following as required by legislation:

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

CONSULTATION

Nil.

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

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

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

35 Financial position statement required each month

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month and –
 - (a) The financial position of the local government as at the last day of the previous financial year; or

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

POLICY IMPLICATIONS

There is no known policy implications associated with this item.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Community Plan.

Theme	Our Organisation.
Community Priority	Forward planning and implementation of plans to achieve strategic priorities.
Action	Performance against commitments made.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

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

OFFICER RECOMMENDATION

0926. That Council:

- 1. RECEIVES the Monthly Financial Statement for the month of July 2026.**
- 2. RECEIVES the Monthly Financial Statement for the month of August 2026.**

25 August 2026

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

Dear David

COMPILATION REPORT TO SHIRE OF GNOWANGERUP

We have compiled the accompanying special purpose financial report of Shire of Gnowangerup which comprise the statement of financial position as at 31 July 2026, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information of Shire of Gnowangerup as at 31 July 2026 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

SHIRE OF GNOWANGERUP

MONTHLY FINANCIAL REPORT

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

For the period ended 31 July 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	5,276,484	5,276,484	5,276,484	0	0.00%	
Rates excluding general rates	417,912	417,912	416,234	(1,678)	(0.40%)	
Grants, subsidies and contributions	1,295,680	28,910	75,692	46,782	161.82%	▲
Fees and charges	566,068	47,157	173,861	126,704	268.69%	▲
Interest revenue	222,930	11,249	6,762	(4,487)	(39.89%)	▼
Other revenue	85,562	6,292	8,060	1,768	28.10%	▲
Profit on asset disposals	52,133	0	0	0		
	7,916,769	5,788,004	5,957,093	169,089	2.92%	
Expenditure from operating activities						
Employee costs	(4,233,330)	(481,221)	(408,757)	72,464	15.06%	▲
Materials and contracts	(3,466,766)	(284,825)	(304,529)	(19,704)	(6.92%)	
Utility charges	(156,035)	0	(450)	(450)		
Depreciation	(4,713,611)	0	0	0		
Finance costs	(66,467)	0	(44)	(44)		
Insurance	(251,738)	(125,854)	(124,829)	1,025	0.81%	
Other expenditure	(475,559)	(5,275)	(7,317)	(2,042)	(38.71%)	▼
Loss on asset disposals	(45,469)	0	0	0		
	(13,408,975)	(897,175)	(845,926)	51,249	5.71%	
Amounts excluded from operating activities	2(c) 4,706,947	0	979	979		▲
Amount attributable to operating activities	(785,259)	4,890,829	5,112,146	221,317	4.53%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	6,002,400	248,204	0	(248,204)	(100.00%)	▼
Proceeds from disposal of property, plant and equipment	373,500	0	0	0		
Proceeds from financial assets at amortised cost - self supporting loans	7,661	0	0	0		
	6,383,561	248,204	0	(248,204)	(100.00%)	
Outflows from investing activities						
Acquisition of property, plant and equipment	(3,882,325)	(11,388)	(36,674)	(25,286)	(222.04%)	▼
Acquisition of infrastructure	(5,537,300)	(12,500)	(2,096)	10,404	83.23%	▲
	(9,419,625)	(23,888)	(38,770)	(14,882)	(62.30%)	
Amount attributable to investing activities	(3,036,064)	224,316	(38,770)	(263,086)	(117.28%)	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new borrowings	2,225,775	0	0	0		
	2,225,775	0	0	0		
Outflows from financing activities						
Repayment of borrowings	(140,711)	0	0	0		
Transfer to reserves	(1,788,246)	(111,685)	(111,685)	0	0.00%	
	(1,928,957)	(111,685)	(111,685)	0	0.00%	
Amount attributable to financing activities	296,818	(111,685)	(111,685)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,524,505	3,524,505	4,040,382	515,877	14.64%	▲
Amount attributable to operating activities	(785,259)	4,890,829	5,112,146	221,317	4.53%	▲
Amount attributable to investing activities	(3,036,064)	224,316	(38,770)	(263,086)	(117.28%)	▼
Amount attributable to financing activities	296,818	(111,685)	(111,685)	0	0.00%	
Surplus or deficit after imposition of general rates	0	8,527,965	9,002,073	474,108	5.56%	▲

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
AS AT 31 JULY 2026

	Actual 30 June 2026	Actual as at 31 July 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	7,561,344	6,472,742
Trade and other receivables	400,320	6,250,500
Other financial assets	7,661	7,661
Inventories	50,881	28,911
Other assets	285,060	238,067
TOTAL CURRENT ASSETS	8,305,266	12,997,881
NON-CURRENT ASSETS		
Trade and other receivables	135,150	135,150
Other financial assets	79,620	79,620
Property, plant and equipment	32,941,405	32,978,078
Infrastructure	137,057,821	137,059,918
TOTAL NON-CURRENT ASSETS	170,213,996	170,252,766
TOTAL ASSETS	178,519,262	183,250,647
CURRENT LIABILITIES		
Trade and other payables	892,920	513,138
Other liabilities	239,168	239,168
Borrowings	71,451	71,451
Employee related provisions	381,844	381,844
TOTAL CURRENT LIABILITIES	1,585,383	1,205,601
NON-CURRENT LIABILITIES		
Borrowings	151,148	151,148
TOTAL NON-CURRENT LIABILITIES	151,148	151,148
TOTAL LIABILITIES	1,736,531	1,356,749
NET ASSETS	176,782,731	181,893,898
EQUITY		
Retained surplus	42,905,005	47,904,487
Reserve accounts	3,072,916	3,184,601
Revaluation surplus	130,804,810	130,804,810
TOTAL EQUITY	176,782,731	181,893,898

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

SHIRE OF GNOWANGERUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

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 with exception to the following:

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 20 August 2026

Matters of non-compliance with Basis of Preparation

The following matters of non-compliance with the basis of preparation have not been correct.

1. Balances as at 30 June 2026 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 2026-27 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 affect 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

SHIRE OF GNOWANGERUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

2 NET CURRENT ASSETS INFORMATION

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

Current assets

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

Less: current liabilities

Trade and other payables
Other liabilities
Borrowings
Employee related provisions

Net current assets

Less: Total adjustments to net current assets

Closing funding surplus / (deficit)

Note	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 31 July 2026
	\$	\$	\$
	6,471,710	7,561,344	6,472,742
	546,767	400,320	6,250,500
	7,661	7,661	7,661
	45,167	50,881	28,911
	0	285,060	238,067
	7,071,305	8,305,266	12,997,881
	(183,911)	(892,920)	(513,138)
	0	(239,168)	(239,168)
	(140,711)	(71,451)	(71,451)
	(336,952)	(381,844)	(381,844)
	(661,574)	(1,585,383)	(1,205,601)
	6,409,731	6,719,883	11,792,280
2(b)	(2,885,226)	(2,679,501)	(2,790,207)
	3,524,505	4,040,382	9,002,073

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

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

Total adjustments to net current assets

	(3,018,276)	(3,072,916)	(3,184,601)
	(7,661)	(7,661)	(7,661)
	140,711	71,451	71,451
	0	329,625	330,604
2(a)	(2,885,226)	(2,679,501)	(2,790,207)

(c) Amounts excluded from operating activities

Less: Profit on asset disposals
Add: Loss on disposal of assets
Add: Depreciation
Movement in current liabilities associated funds held in reserve account:
- Employee benefit provisions

Total amounts excluded from operating activities

Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 31 July 2026	YTD Actual 31 July 2026
\$	\$	\$
(52,133)	0	0
45,469	0	0
4,713,611	0	0
0	0	979
4,706,947	0	979

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF GNOWANGERUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

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 2026-27 year is \$20,000 or 10.00% whichever is the lesser.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	46,782	161.82%	▲
Wild Gravel funding received.			
Fees and charges	126,704	268.69%	▲
Refuse and recycling collection fees profiled as 1/12th of the budget.			
Planning application fees received higher than YTD budget.			
Interest revenue	(4,487)	(39.89%)	▼
Interest earnings lower than YTD budget due to end of year accruals.			
Other revenue	1,768	28.10%	▲
Library income and reimbursements received higher than YTD budget.			
Expenditure from operating activities			
Employee costs	72,464	15.06%	▲
Some superannuation YTD actual higher than YTD budgets.			
Fleet maintenance and C&CS salaries lower than YTD budget.			
Other expenditure	(2,042)	(38.71%)	▼
No YTD expenditure for conferences.			
Donations and community grants YTD actual higher than YTD budget.			
Amounts excluded from operating activities	979		▲
Movement in current liabilities associated funds held in leave reserve account.			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(248,204)	(100.00%)	▼
Grant funding for Recreation Precinct and Sporting Complex not yet received.			
Outflows from investing activities			
Acquisition of property, plant and equipment	(25,286)	(222.04%)	▼
Allocation of capital land expenditure to be reviewed.			
Acquisition of infrastructure	10,404	83.23%	▲
No expenditure to date on Secondary Freight Network Program			
Surplus or deficit at the start of the financial year	515,877	14.64%	▲
The 2025-26 annual financial report is not yet finalised.			
Surplus or deficit after imposition of general rates	474,108	5.56%	▲

SHIRE OF GNOWANGERUP

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.52 M	\$3.52 M	\$4.04 M	\$0.52 M
Closing	\$0.00 M	\$8.53 M	\$9.00 M	\$0.47 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$6.47 M	% of total
Unrestricted Cash	\$3.29 M	50.8%
Restricted Cash	\$3.18 M	49.2%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.51 M % Outstanding
Trade Payables	\$0.19 M
0 to 30 Days	91.5%
Over 30 Days	8.4%
Over 90 Days	2.1%

Refer to 9 - Payables

Receivables		
	\$0.18 M	% Collected
Rates Receivable	\$5.69 M	0.9%
Trade Receivable	\$0.18 M	% Outstanding
Over 30 Days		17.8%
Over 90 Days		0.6%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.79 M)	\$4.89 M	\$5.11 M	\$0.22 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$5.28 M	% Variance
YTD Budget	\$5.28 M	0.0%

Grants and Contributions		
YTD Actual	\$0.08 M	% Variance
YTD Budget	\$0.03 M	161.8%

Refer to 12 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.17 M	% Variance
YTD Budget	\$0.05 M	268.7%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.04 M)	\$0.22 M	(\$0.04 M)	(\$0.26 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.37 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.00 M	% Spent
Adopted Budget	\$5.54 M	(100.0%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.00 M	% Received
Adopted Budget	\$6.00 M	(100.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.30 M	(\$0.11 M)	(\$0.11 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	(\$0.00 M)
Principal due	\$0.22 M

Refer to 10 - Borrowings

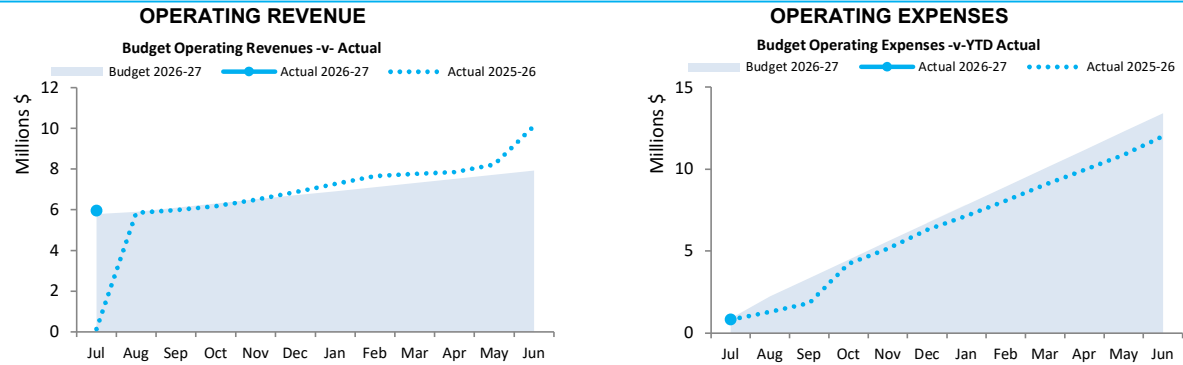
Reserves	
Reserves balance	\$3.18 M
Net Movement	\$0.11 M

Refer to 4 - Cash Reserves

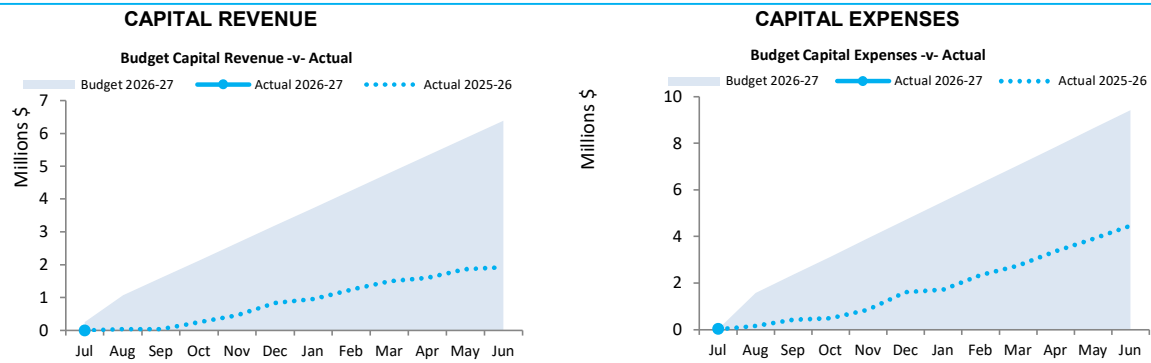
This information is to be read in conjunction with the accompanying Financial Statements and notes.

2 KEY INFORMATION - GRAPHICAL

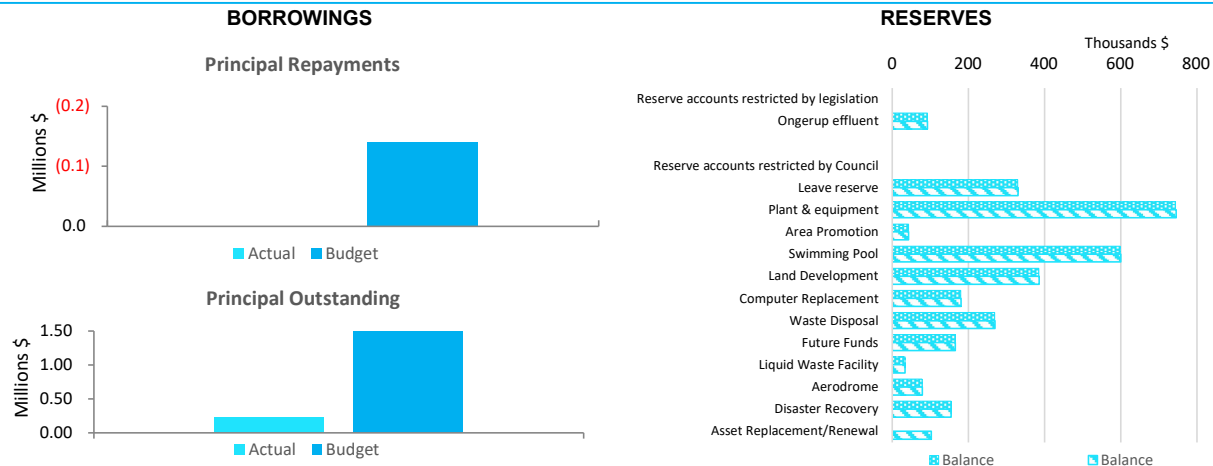
OPERATING ACTIVITIES



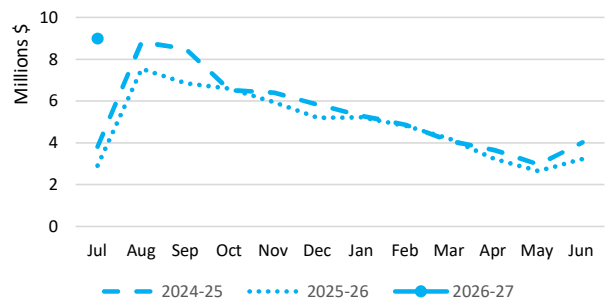
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

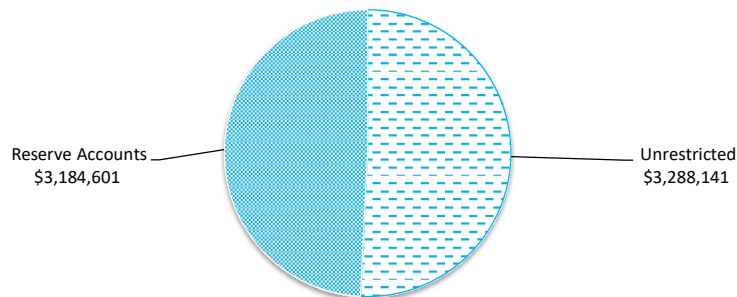
3 CASH AND CASH EQUIVALENTS

Description	Classification	Unrestricted	Reserve Accounts	Total	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Petty cash	Cash and cash equivalents	600	0	600	Cash on hand	Nil	Nil
Municipal Fund Bank	Cash and cash equivalents	776,129	0	776,129	Bendigo	Variable	Nil
Municipal Fund Bank - Investments	Cash and cash equivalents	301,045	0	301,045	Bendigo	4.80%	Sep-26
Municipal Fund Bank - Investments	Cash and cash equivalents	710,367	0	710,367	WATC	Variable	Nil
Restricted Cash	Cash and cash equivalents	0	275,326	275,326	Bendigo	Variable	Nil
Restricted Cash	Cash and cash equivalents	0	809,275	809,275	Bendigo	4.80%	Oct-26
Restricted Cash	Cash and cash equivalents	0	2,100,000	2,100,000	Bendigo	4.80%	Aug-26
Municipal Fund Bank - Investments	Financial assets at amortised cost	1,500,000	0	1,500,000	Bendigo	4.65%	Aug-26
Total		3,288,141	3,184,601	6,472,742			

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.



SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by legislation								
Ongerup effluent	91,445	0	0	91,445	92,092	274	0	92,366
Reserve accounts restricted by Council								
Leave reserve	327,307	7,828	0	335,135	329,625	979	0	330,604
Plant & equipment	738,346	17,660	0	756,006	743,575	2,209	0	745,784
Area Promotion	42,636	1,017	0	43,653	42,938	128	0	43,066
Swimming Pool	594,007	14,207	0	608,214	598,214	1,777	0	599,991
Land Development	308,356	7,375	0	315,731	384,729	1,143	0	385,872
Computer Replacement	203,838	4,875	0	208,713	180,279	535	0	180,814
Waste Disposal	266,793	6,381	0	273,174	268,682	798	0	269,480
Future Funds	164,471	3,934	0	168,405	165,636	492	0	166,128
Liquid Waste Facility	33,847	810	0	34,657	34,087	101	0	34,188
Aerodrome	94,089	2,250	0	96,339	78,833	234	0	79,067
Disaster Recovery	153,141	3,663	0	156,804	154,226	458	0	154,684
Asset Replacement/Renewal	0	1,718,246	0	1,718,246	0	102,557	0	102,557
	3,018,276	1,788,246	0	4,806,522	3,072,916	111,685	0	3,184,601

**SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	125,000	11,388	28,920	17,532
Buildings	2,833,515	0	7,754	7,754
Furniture & Equipment	25,000	0	0	0
Plant & Equipment	898,810	0	0	0
Acquisition of property, plant and equipment	3,882,325	11,388	36,674	25,286
Roads	2,181,000	12,500	346	(12,154)
Parks & Ovals	112,500	0	1,750	1,750
Sewerage Assets	70,000	0	0	0
Infrastructure - Solid Waste	240,700	0	0	0
Infrastructure - Other	2,933,100	0	0	0
Acquisition of infrastructure	5,537,300	12,500	2,096	(10,404)
Total capital acquisitions	9,419,625	23,888	38,770	14,882
Capital Acquisitions Funded By:				
Capital grants and contributions	6,002,400	248,204	0	(248,204)
Borrowings	2,225,775	0	0	0
Other (disposals & C/Fwd)	373,500	0	0	0
Contribution - operations	817,950	(224,316)	38,770	263,086
Capital funding total	9,419,625	23,888	38,770	14,882

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

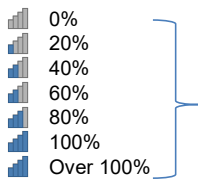
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

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.

SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators



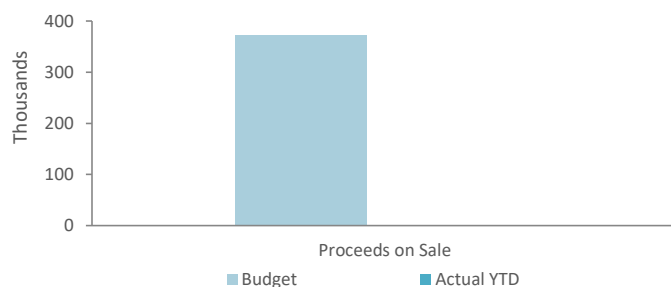
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Account Description		Adopted Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure					
	Furniture & Equipment				
	04004 COMPUTER EQUIPMENT & SOFTWARE	25,000	0	0	0
	Furniture & Equipment Total	25,000	0	0	0
Buildings					
	04024 ADMINISTRATION BUILDING CAPITAL EXPENDITURE	9,500	0	0	0
	05044 ONG Fire Station (Capital)(Buildings - SP)	155,250	0	7,327	7,327
	23104 Whitehead Road 3 4x2 (DIDO)	1,640,775	0	427	427
	30014 Borden Public Toilets (Capital)(Buildings - SP))	5,000	0	0	0
	31024 GNP Town Hall (Capital)(Buildings - SP)	968,210	0	0	0
	32004 Swimming Pool Improvements (Capital)(Buildings - SP)	54,780	0	0	0
	Buildings Total	2,833,515	0	7,754	7,754
Land					
	23064 Quinn St Precinct Development (Capital)(Land)	125,000	11,388	155	(11,233)
	62034 LOT 17 STONE ST BORDEN - VACANT LAND	0	0	28,765	28,765
	Land Total	125,000	11,388	28,920	17,532
Infrastructure - Solid Waste					
	25014 SANITATION OTHER - INFRASTRUCTURE SOLID WASTE	240,700	0	0	0
	Infrastructure - Solid Waste Total	240,700	0	0	0
Infrastructure - Other					
	25024 SANITATION OTHER - INFRASTRUCTURE OTHER	20,000	0	0	0
	33134 Borden Pavilion (Capital)(Inf Oth)	9,500	0	0	0
	33804 Other Rec & Sport (Capital)(Oth Inf)	2,883,600	0	0	0
	46014 Infrastructure Other - Tourism signage	20,000	0	0	0
	Infrastructure - Other Total	2,933,100	0	0	0
Sewerage Assets					
	26034 INFRASTRUCTURE SEWERAGE	70,000	0	0	0
	Sewerage Assets Total	70,000	0	0	0
Parks & Ovals					
	33154 Weir Park Stage 1 (Capital)(Inf Parks)	82,500	0	1,750	1,750
	33244 PARKS INFRASTRUCTURE - PLAYGROUND EQUIPMENT	30,000	0	0	0
	Parks & Ovals Total	112,500	0	1,750	1,750
Plant & Equipment					
	33224 OTHER REC & SPORT PLANT & EQUIPMENT	94,810	0	0	0
	40004 PURCHASE OF GRADER & ROLL MONO GN.0020	585,000	0	0	0
	40084 New Events Trailer (Capital)(P&E)	8,000	0	0	0
	40154 Replace DCEO Vehicle GN001 (Capital)(P&E)	64,000	0	0	0
	40194 PURCHASE OF UTILITY - BORDEN GRADER (GN.0036)	53,500	0	0	0
	40474 PURCHASE SKID STEER LOADER ATTACHMENTS	30,500	0	0	0
	40584 Replace Ute - Works Co-ordinator GN.010 Capital)(P&E)	51,000	0	0	0
	40764 Shire Trailers	12,000	0	0	0
	Plant & Equipment Total	898,810	0	0	0
Roads					
	38004 RRG - Project Grant Works (Capital)(Inf Rds)	1,413,000	0	346	346
	38014 R2R Grant Works (Capital)(Inf Rds)	618,000	0	0	0
	38124 Secondary Freight Network Program (Capital)(Inf Rds)	150,000	12,500	0	(12,500)
	Roads Total	2,181,000	12,500	346	(12,154)
	Grand Total	9,419,625	23,888	38,770	14,882

**SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

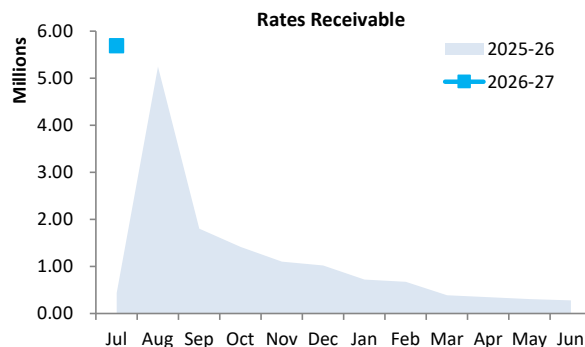
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
Land									
10009	Land - Lot 264 Gnowangerup	0	0	0	0	0	0	0	0
10053	Land - Lot 213 Ongerup	0	0	0	0	0	0	0	0
10039	Land - Lot 417 Gnowangerup	0	0	0	0	0	0	0	0
	Land	0	145,000	0	0	0	0	0	0
Plant and equipment									
43009	Isuzu D-Max	0	0	0	0	0	0	0	0
43503	Isuzu D-Max	0	0	0	0	0	0	0	0
42003	Grader Cat 12M GN0020	0	0	0	0	0	0	0	0
42071	Isuzu Medium Tipper NPR	0	0	0	0	0	0	0	0
44056	Car Trailer - John Papas	0	0	0	0	0	0	0	0
45105	Toyota RAV4 AWD Cruiser	0	0	0	0	0	0	0	0
	Small Plant	0	0	0	0	0	0	0	0
	Plant and equipment	366,836	228,500	52,133	(45,469)	0	0	0	0
		366,836	373,500	52,133	(45,469)	0	0	0	0



7 RECEIVABLES

Rates receivable	30 Jun 2026	31 Jul 2026
	\$	\$
Opening arrears previous year	471,000	279,471
Levied this year	5,350,870	5,692,718
Less - collections to date	(5,312,541)	(55,355)
Gross rates collectable	509,329	5,916,834
Allowance for impairment of rates receivable	(229,858)	(226,778)
Net rates collectable	279,471	5,690,056
% Collected	91.3%	0.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(463)	68,412	12,670	1,531	460	82,610
Percentage	(0.6%)	82.8%	15.3%	1.9%	0.6%	
Balance per trial balance						
Trade receivables						82,610
GST receivable						92,453
Total receivables general outstanding						175,063

Amounts shown above include GST (where applicable)

KEY INFORMATION

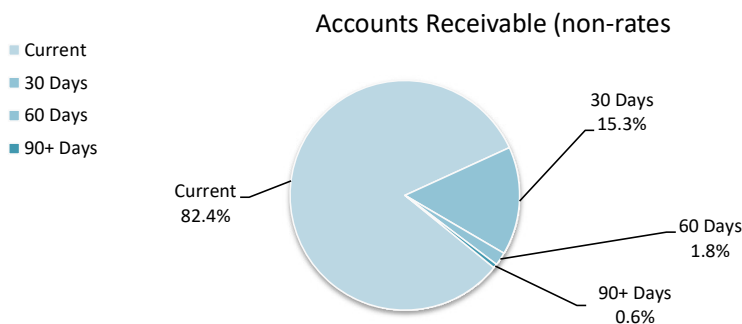
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



**SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 31 July 2026
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	7,661	0	0	7,661
Inventory				
Fuel, oil & materials	50,881	0	(21,970)	28,911
Other assets				
Accrued income	46,993	0	(46,993)	0
Contract assets	238,067	0	0	238,067
Total other current assets	343,602	0	(68,963)	274,639
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.

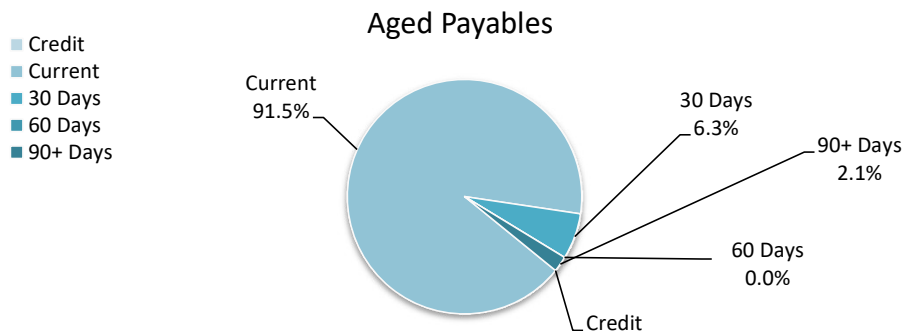
SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	170,140	11,803	0	3,972	185,915
Percentage	0.0%	91.5%	6.3%	0.0%	2.1%	
Balance per trial balance						
Sundry creditors						185,915
ATO liabilities						90,306
Bonds and deposits held						35,772
Prepaid rates						102,644
ESL payable						98,501
Total payables general outstanding						513,138
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 2026	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
GNO Community Centre	279	45,962	0	0	0	(22,501)	45,962	23,461	0	(1,709)
Staff Housing	281	168,976	0	0	0	(41,289)	168,976	127,687	0	(2,412)
Grader		0	0	585,000	0	(48,750)	0	536,250	0	(30,188)
Housing		0	0	1,640,775	0	(20,510)	0	1,620,265	0	(32,111)
		214,938	0	2,225,775	0	(133,050)	214,938	2,307,663	0	(66,420)
Self supporting loans										
Ongerup Bowls Club		7,661	0	0	0	(7,661)	7,661	0	(44)	(47)
		7,661	0	0	0	(7,661)	7,661	0	(44)	(47)
Total		222,599	0	2,225,775	0	(140,711)	222,599	2,307,663	(44)	(66,467)
Current borrowings		71,451					71,451			
Non-current borrowings		151,148					151,148			
		222,599					222,599			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2026-27

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Grader	0	585,000	WATC	Debenture	5	190,495	6.50	0	(585,000)	0
Housing	0	1,640,775	WATC	Debenture	20	1,295,188	6.50	0	(1,640,775)	0
	0	2,225,775				1,485,683		0	(2,225,775)	0

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 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2026 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 July 2026 \$
Other current liabilities						
Other liabilities						
Contract liabilities		236,271	0	0	0	236,271
Capital grant/contributions liabilities		2,897	0	0	0	2,897
Total other liabilities		239,168	0	0	0	239,168
Employee Related Provisions						
Provision for annual leave		189,018	0	0	0	189,018
Provision for long service leave		180,047	0	0	0	180,047
Other employee leave provisions		12,779	0	0	0	12,779
Total Provisions		381,844	0	0	0	381,844
Total other current liabilities		621,012	0	0	0	621,012

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

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.

SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2026	Liability	Liability	31 Jul 2026	Liability	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
WALGGC - Financial Assistance Grant - General	0	0	0	0	0	222,891	0	0
WALGGC - Financial Assistance Grant - Roads	0	0	0	0	0	182,562	0	0
DFES - LG Grants - BushFire Brigades	0	0	0	0	0	83,600	20,900	22,650
Other Fire Prevention	52,367	0	0	52,367	52,367	244,978	0	0
DFES - LG Grants - Emergency Services	0	0	0	0	0	27,640	6,910	7,902
Health other grants or subsidies	0	0	0	0	0	6,500	0	0
Jobs and Skills WA Employer Incentive	0	0	0	0	0	2,500	0	1,256
Community Youth Engagement Program	34,933	0	0	34,933	34,933	16,000	0	0
Other Rec & Sport Wild Gravel	6,045	0	0	6,045	6,045	247,000	0	43,884
Retic Infrastructure Audit at Borden & Ongerup	0	0	0	0	0	14,000	0	0
GNP Library Income	0	0	0	0	0	1,100	1,100	0
Main Roads Direct Grant	0	0	0	0	0	243,909	0	0
Economic Development other grants	0	0	0	0	0	3,000	0	0
WA Police Cyclesafe	30,600	0	0	30,600	30,600	0	0	0
Minderoo Foundation	12,326	0	0	12,326	12,326	0	0	0
GNP 360 Streets Alive Recreation Precinct	100,000	0	0	100,000	100,000	0	0	0
	236,271	0	0	236,271	236,271	1,295,680	28,910	75,692

SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jul 2026	Current Liability 31 Jul 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Ongerup Fire Station	0	0	0	0	0	155,250	0	0
Shire Waste Sites	0	0	0	0	0	190,700	0	0
Gnowangerup Town Hall	0	0	0	0	0	948,000	0	0
Recreation Precinct and Sporting Complex	0	0	0	0	0	2,978,450	248,204	0
Regional Road Group	0	0	0	0	0	942,000	0	0
Roads to Recovery	2,897	0	0	2,897	2,897	618,000	0	0
Wheatbelt Secondary Freight Route	0	0	0	0	0	150,000	0	0
Tourism Signage project	0	0	0	0	0	20,000	0	0
	2,897	0	0	2,897	2,897	6,002,400	248,204	0

15 September 2026

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

Dear David

COMPILATION REPORT TO SHIRE OF GNOWANGERUP

We have compiled the accompanying special purpose financial report of Shire of Gnowangerup which comprise the statement of financial position as at 31 August 2026, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information of Shire of Gnowangerup as at 31 August 2026 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

SHIRE OF GNOWANGERUP

MONTHLY FINANCIAL REPORT

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

For the period ended 31 August 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	5,276,484	5,276,484	5,276,484	0	0.00%	
Rates excluding general rates	417,912	417,912	416,234	(1,678)	(0.40%)	
Grants, subsidies and contributions	1,295,680	130,272	192,537	62,265	47.80%	▲
Fees and charges	566,068	94,314	228,009	133,695	141.76%	▲
Interest revenue	222,930	39,998	44,001	4,003	10.01%	▲
Other revenue	85,562	12,584	48,375	35,791	284.42%	▲
Profit on asset disposals	52,133	0	0	0		
	7,916,769	5,971,564	6,205,640	234,076	3.92%	
Expenditure from operating activities						
Employee costs	(4,233,330)	(790,569)	(725,794)	64,775	8.19%	▲
Materials and contracts	(3,466,766)	(574,711)	(522,784)	51,927	9.04%	▲
Utility charges	(156,035)	(25,815)	(15,209)	10,606	41.08%	▲
Depreciation	(4,713,611)	0	0	0		
Finance costs	(66,467)	0	(44)	(44)		
Insurance	(251,738)	(125,854)	(124,853)	1,001	0.80%	
Other expenditure	(475,559)	(32,745)	(22,875)	9,870	30.14%	▲
Loss on asset disposals	(45,469)	0	0	0		
	(13,408,975)	(1,549,694)	(1,411,559)	138,135	8.91%	
Amounts excluded from operating activities	2(c) 4,706,947	0	3,581	3,581		▲
Amount attributable to operating activities	(785,259)	4,421,870	4,797,662	375,792	8.50%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	6,002,400	651,658	50,000	(601,658)	(92.33%)	▼
Proceeds from disposal of property, plant and equipment	373,500	0	0	0		
Proceeds from financial assets at amortised cost - self supporting loans	7,661	0	0	0		
	6,383,561	651,658	50,000	(601,658)	(92.33%)	
Outflows from investing activities						
Acquisition of property, plant and equipment	(3,882,325)	(181,730)	(234,359)	(52,629)	(28.96%)	▼
Acquisition of infrastructure	(5,537,300)	(39,000)	(3,765)	35,235	90.35%	▲
	(9,419,625)	(220,730)	(238,124)	(17,394)	(7.88%)	
Amount attributable to investing activities	(3,036,064)	430,928	(188,124)	(619,052)	(143.66%)	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new borrowings	2,225,775	0	0	0		
	2,225,775	0	0	0		
Outflows from financing activities						
Repayment of borrowings	(140,711)	0	0	0		
Transfer to reserves	(1,788,246)	(136,746)	(136,746)	0	0.00%	
	(1,928,957)	(136,746)	(136,746)	0	0.00%	
Amount attributable to financing activities	296,818	(136,746)	(136,746)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,524,505	3,524,505	3,873,517	349,012	9.90%	▲
Amount attributable to operating activities	(785,259)	4,421,870	4,797,662	375,792	8.50%	▲
Amount attributable to investing activities	(3,036,064)	430,928	(188,124)	(619,052)	(143.66%)	▼
Amount attributable to financing activities	296,818	(136,746)	(136,746)	0	0.00%	
Surplus or deficit after imposition of general rates	0	8,240,557	8,346,309	105,752	1.28%	▲

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
AS AT 31 AUGUST 2026

	Actual 30 June 2026	Actual as at 31 August 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	7,561,344	8,191,412
Trade and other receivables	368,750	4,015,377
Other financial assets	7,661	7,661
Inventories	50,881	16,315
Other assets	286,060	239,067
TOTAL CURRENT ASSETS	8,274,696	12,469,832
NON-CURRENT ASSETS		
Trade and other receivables	136,928	136,928
Other financial assets	155,178	155,178
Property, plant and equipment	32,940,405	33,174,763
Infrastructure	137,057,821	137,061,587
TOTAL NON-CURRENT ASSETS	170,290,332	170,528,456
TOTAL ASSETS	178,565,028	182,998,288
CURRENT LIABILITIES		
Trade and other payables	1,035,058	637,344
Other liabilities	239,168	239,168
Borrowings	71,451	71,451
Employee related provisions	376,001	362,894
TOTAL CURRENT LIABILITIES	1,721,678	1,310,857
NON-CURRENT LIABILITIES		
Borrowings	151,148	151,148
TOTAL NON-CURRENT LIABILITIES	151,148	151,148
TOTAL LIABILITIES	1,872,826	1,462,005
NET ASSETS	176,692,202	181,536,283
EQUITY		
Retained surplus	42,814,476	47,521,811
Reserve accounts	3,072,916	3,209,662
Revaluation surplus	130,804,810	130,804,810
TOTAL EQUITY	176,692,202	181,536,283

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

SHIRE OF GNOWANGERUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

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 with exception to the following:

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 14 September 2026

Matters of non-compliance with Basis of Preparation

The following matters represent non-compliance with the basis of preparation:

1. Balances as at 30 June 2026 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 2026-27 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 affect 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

SHIRE OF GNOWANGERUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

2 NET CURRENT ASSETS INFORMATION

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

Current assets

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

Less: current liabilities

Trade and other payables
Other liabilities
Borrowings
Employee related provisions

Net current assets

Less: Total adjustments to net current assets

Closing funding surplus / (deficit)

Note	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 31 August 2026
	\$	\$	\$
	6,471,710	7,561,344	8,191,412
	546,767	368,750	4,015,377
	7,661	7,661	7,661
	45,167	50,881	16,315
	0	286,060	239,067
	7,071,305	8,274,696	12,469,832
	(183,911)	(1,035,058)	(637,344)
	0	(239,168)	(239,168)
	(140,711)	(71,451)	(71,451)
	(336,952)	(376,001)	(362,894)
	(661,574)	(1,721,678)	(1,310,857)
	6,409,731	6,553,018	11,158,975
2(b)	(2,885,226)	(2,679,501)	(2,812,666)
	3,524,505	3,873,517	8,346,309

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

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

Total adjustments to net current assets

	(3,018,276)	(3,072,916)	(3,209,662)
	(7,661)	(7,661)	(7,661)
	140,711	71,451	71,451
	0	329,625	333,206
2(a)	(2,885,226)	(2,679,501)	(2,812,666)

(c) Amounts excluded from operating activities

Less: Profit on asset disposals
Add: Loss on disposal of assets
Add: Depreciation
Movement in current liabilities associated funds held in reserve account:
- Employee benefit provisions

Total amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 31 August 2026	YTD Actual 31 August 2026
	\$	\$	\$
	(52,133)	0	0
	45,469	0	0
	4,713,611	0	0
	0	0	3,581
	4,706,947	0	3,581

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF GNOWANGERUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

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 2026-27 year is \$20,000 or 10.00% whichever is the lesser.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	62,265	47.80%	▲
Wild Gravel funding received earlier than expected.		Timing	
Fees and charges	133,695	141.76%	▲
Refuse and recycling collection fees profiled as 2/12th of the budget, actual receipt of funds occurs in one month,		Timing	
Planning application fees received higher than YTD budget.		Permanent	
Interest revenue	4,003	10.01%	▲
Interest earnings on deferred rates higher than budget.		Permanent	
Other revenue	35,791	284.42%	▲
Fuel rebates received and legal charges reimbursed are higher than budget.		Permanent	
Proceeds from trade of Isuzu Ute shown as other revenue until end of year 2025/26 fixed assets signed by audit.		Timing	
Expenditure from operating activities			
Employee costs	64,775	8.19%	▲
Community development salaries and wages are lower than TYD budget.		Timing	
Materials and contracts	51,927	9.04%	▲
Consultants, practice incentive, recreation programs funded and asset management plans YTD actual lower than YTD budget.		Timing	
Subscriptions, hazard reductions, fuels & oils, IT support YTD actuals higher than YTD budget.		Timing	
Accounting and finance support services higher than budget.		Permanent	
Utility charges	10,606	41.08%	▲
Utility costs are under budget except for staff housing rentals, Ongerup depot and administration office.		Timing	
Other expenditure	9,870	30.14%	▲
Actual donations & community grants and training programs are lower than YTD budget.		Timing	
Actual conferences expenses are higher than YTD budget.		Timing	
Amounts excluded from operating activities	3,581		▲
Movement in current liabilities associated funds held in leave reserve account.			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(601,658)	(92.33%)	▼
Grant funding for Recreation Precinct and Sporting Complex and Fire Station not yet received.		Timing	
Outflows from investing activities			
Acquisition of property, plant and equipment	(52,629)	(28.96%)	▼
Purchase of Lot 17 Stone Street was not included in the budget.		Permanent	
Vehicle purchases made earlier than expected budget month of October.		Timing	
Acquisition of infrastructure	35,235	90.35%	▲
No expenditure to date on Secondary Freight Network Program or sanitation infrastructure.		Timing	
Surplus or deficit at the start of the financial year	349,012	9.90%	▲
The 2025-26 annual financial report is not yet finalised.			
Surplus or deficit after imposition of general rates	105,752	1.28%	▲

SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

**SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.52 M	\$3.52 M	\$3.87 M	\$0.35 M
Closing	\$0.00 M	\$8.24 M	\$8.35 M	\$0.11 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$8.19 M	% of total
Unrestricted Cash	\$4.98 M	60.8%
Restricted Cash	\$3.21 M	39.2%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.64 M
Trade Payables	\$0.29 M
0 to 30 Days	78.8%
Over 30 Days	21.3%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables		
	\$0.15 M	% Collected
Rates Receivable	\$3.86 M	30.6%
Trade Receivable	\$0.15 M	% Outstanding
Over 30 Days		12.6%
Over 90 Days		1.4%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.79 M)	\$4.42 M	\$4.80 M	\$0.38 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$5.28 M	% Variance
YTD Budget	\$5.28 M	0.0%

Grants and Contributions		
YTD Actual	\$0.19 M	% Variance
YTD Budget	\$0.13 M	47.8%

Refer to 12 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.23 M	% Variance
YTD Budget	\$0.09 M	141.8%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.04 M)	\$0.43 M	(\$0.19 M)	(\$0.62 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.37 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.00 M	% Spent
Adopted Budget	\$5.54 M	(99.9%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.05 M	% Received
Adopted Budget	\$6.00 M	(99.2%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.30 M	(\$0.14 M)	(\$0.14 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	(\$0.00 M)
Principal due	\$0.22 M

Refer to 10 - Borrowings

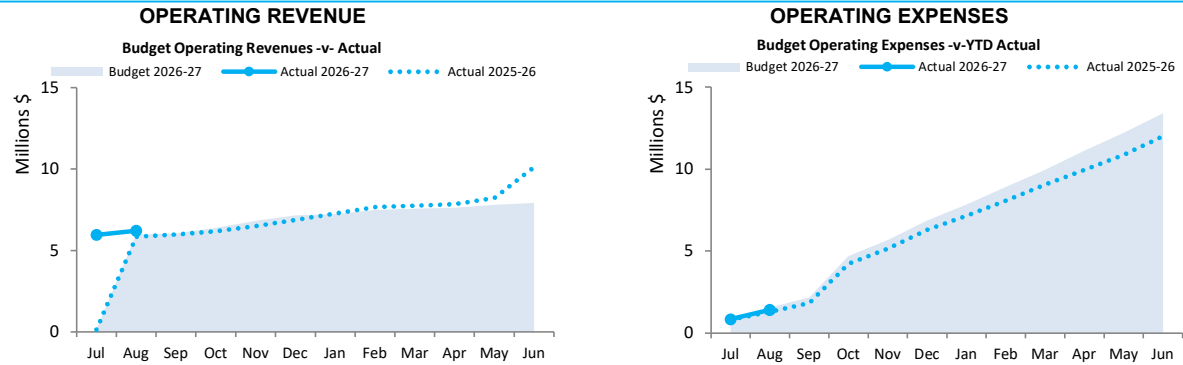
Reserves	
Reserves balance	\$3.21 M
Net Movement	\$0.14 M

Refer to 4 - Cash Reserves

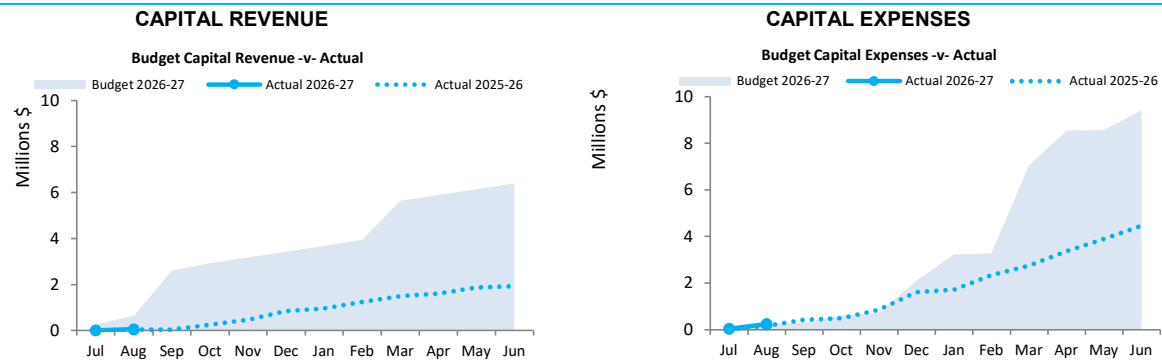
This information is to be read in conjunction with the accompanying Financial Statements and notes.

2 KEY INFORMATION - GRAPHICAL

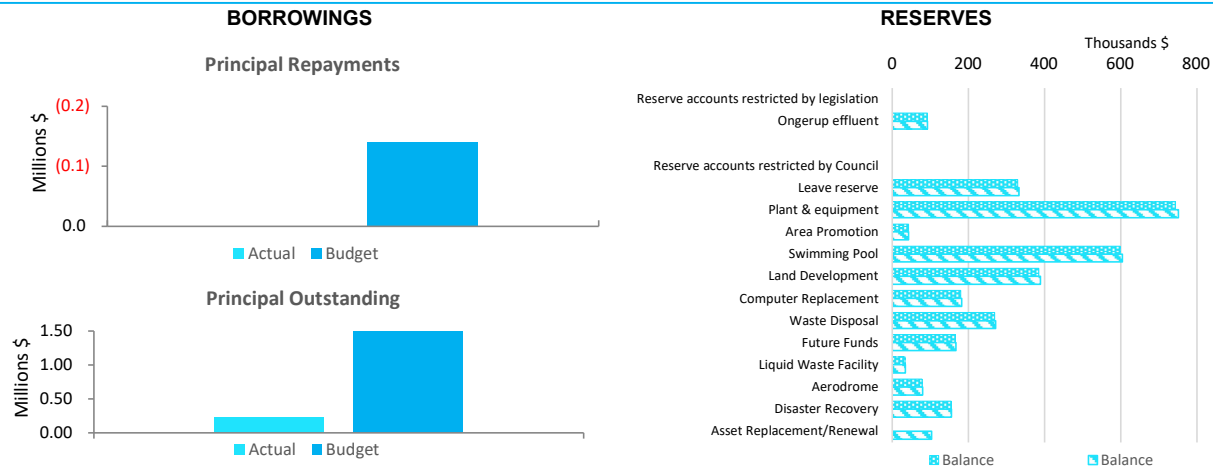
OPERATING ACTIVITIES



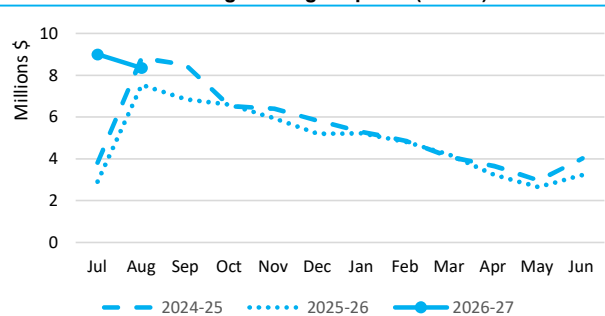
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

**SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026**

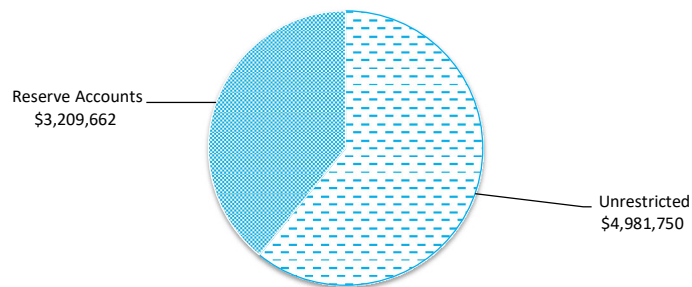
3 CASH AND CASH EQUIVALENTS

Description	Classification	Unrestricted	Reserve Accounts	Total	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Petty cash	Cash and cash equivalents	600	0	600	Cash on hand	Nil	Nil
Municipal Fund Bank	Cash and cash equivalents	2,432,555	0	2,432,555	Bendigo	Variable	Nil
Municipal Fund Bank - Investments	Cash and cash equivalents	301,045	0	301,045	Bendigo	4.80%	Sep-26
Municipal Fund Bank - Investments	Cash and cash equivalents	712,962	0	712,962	WATC	Variable	Nil
Restricted Cash	Cash and cash equivalents	0	275,532	275,532	Bendigo	Variable	Nil
Restricted Cash	Cash and cash equivalents	0	809,275	809,275	Bendigo	4.80%	Oct-26
Restricted Cash	Cash and cash equivalents	0	2,124,855	2,124,855	Bendigo	4.90%	Nov-26
Municipal Fund Bank - Investments	Cash and cash equivalents	1,534,588	0	1,534,588	Bendigo	4.90%	Nov-26
Total		4,981,750	3,209,662	8,191,412			

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.



SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by legislation								
Ongerup effluent	91,445	0	0	91,445	92,092	1,001	0	93,093
Reserve accounts restricted by Council								
Leave reserve	327,307	7,828	0	335,135	329,625	3,581	0	333,206
Plant & equipment	738,346	17,660	0	756,006	743,575	8,077	0	751,652
Area Promotion	42,636	1,017	0	43,653	42,938	467	0	43,405
Swimming Pool	594,007	14,207	0	608,214	598,214	6,499	0	604,713
Land Development	308,356	7,375	0	315,731	384,729	4,180	0	388,909
Computer Replacement	203,838	4,875	0	208,713	180,279	1,958	0	182,237
Waste Disposal	266,793	6,381	0	273,174	268,682	2,919	0	271,601
Future Funds	164,471	3,934	0	168,405	165,636	1,799	0	167,435
Liquid Waste Facility	33,847	810	0	34,657	34,087	370	0	34,457
Aerodrome	94,089	2,250	0	96,339	78,833	856	0	79,689
Disaster Recovery	153,141	3,663	0	156,804	154,226	1,675	0	155,901
Asset Replacement/Renewal	0	1,718,246	0	1,718,246	0	103,364	0	103,364
	3,018,276	1,788,246	0	4,806,522	3,072,916	136,746	0	3,209,662

**SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026**

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	125,000	21,480	30,202	8,722
Buildings	2,833,515	160,250	91,389	(68,861)
Furniture & Equipment	25,000	0	0	0
Plant & Equipment	898,810	0	112,768	112,768
Acquisition of property, plant and equipment	3,882,325	181,730	234,359	52,629
Roads	2,181,000	25,000	346	(24,654)
Parks & Ovals	112,500	0	3,419	3,419
Sewerage Assets	70,000	0	0	0
Infrastructure - Solid Waste	240,700	0	0	0
Infrastructure - Other	2,933,100	14,000	0	(14,000)
Acquisition of infrastructure	5,537,300	39,000	3,765	(35,235)
Total capital acquisitions	9,419,625	220,730	238,124	17,394
Capital Acquisitions Funded By:				
Capital grants and contributions	6,002,400	651,658	50,000	(601,658)
Borrowings	2,225,775	0	0	0
Other (disposals & C/Fwd)	373,500	0	0	0
Contribution - operations	817,950	(430,928)	188,124	619,052
Capital funding total	9,419,625	220,730	238,124	17,394

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

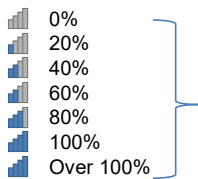
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

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.

SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators



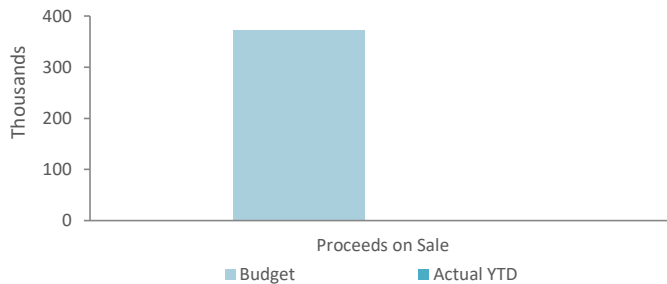
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Adopted			
		Current	Year to Date	Year to Date	Variance
		Budget	Budget	Actual	(Under)/Over
Account Description					
Capital Expenditure					
	Furniture & Equipment				
	04004 COMPUTER EQUIPMENT & SOFTWARE	25,000	0	0	0
	Furniture & Equipment Total	25,000	0	0	0
	Buildings				
	04024 ADMINISTRATION BUILDING CAPITAL EXPENDITURE	9,500	0	78	78
	05044 ONG Fire Station (Capital)(Buildings - SP)	155,250	155,250	85,463	(69,787)
	23104 Whitehead Road 3 4x2 (DIDO)	1,640,775	0	3,801	3,801
	30014 Borden Public Toilets (Capital)(Buildings - SP))	5,000	5,000	0	(5,000)
	31024 GNP Town Hall (Capital)(Buildings - SP)	968,210	0	0	0
	32004 Swimming Pool Improvements (Capital)(Buildings - SP)	54,780	0	0	0
	50014 Economic Development Strategy	0	0	2,047	2,047
	Buildings Total	2,833,515	160,250	91,389	(68,861)
	Land				
	23064 Quinn St Precinct Development (Capital)(Land)	125,000	21,480	1,437	(20,043)
	62034 LOT 17 STONE ST BORDEN - VACANT LAND	0	0	28,765	28,765
	Land Total	125,000	21,480	30,202	8,722
	Infrastructure - Solid Waste				
	25014 SANITATION OTHER - INFRASTRUCTURE SOLID WASTE	240,700	0	0	0
	Infrastructure - Solid Waste Total	240,700	0	0	0
	Infrastructure - Other				
	25024 SANITATION OTHER - INFRASTRUCTURE OTHER	20,000	14,000	0	(14,000)
	33134 Borden Pavilion (Capital)(Inf Oth)	9,500	0	0	0
	33804 Other Rec & Sport (Capital)(Oth Inf)	2,883,600	0	0	0
	46014 Infrastructure Other - Tourism signage	20,000	0	0	0
	Infrastructure - Other Total	2,933,100	14,000	0	(14,000)
	Sewerage Assets				
	26034 INFRASTRUCTURE SEWERAGE	70,000	0	0	0
	Sewerage Assets Total	70,000	0	0	0
	Parks & Ovals				
	33154 Weir Park Stage 1 (Capital)(Inf Parks)	82,500	0	3,419	3,419
	33244 PARKS INFRASTRUCTURE - PLAYGROUND EQUIPMENT	30,000	0	0	0
	Parks & Ovals Total	112,500	0	3,419	3,419
	Plant & Equipment				
	33224 OTHER REC & SPORT PLANT & EQUIPMENT	94,810	0	0	0
	40004 PURCHASE OF GRADER & ROLL MONO GN.0020	585,000	0	0	0
	40084 New Events Trailer (Capital)(P&E)	8,000	0	0	0
	40154 Replace DCEO Vehicle GN001 (Capital)(P&E)	64,000	0	61,595	61,595
	40194 PURCHASE OF UTILITY - BORDEN GRADER (GN.0036)	53,500	0	51,173	51,173
	40474 PURCHASE SKID STEER LOADER ATTACHMENTS	30,500	0	0	0
	40584 Replace Ute - Works Co-ordinator GN.010 Capital)(P&E)	51,000	0	0	0
	40764 Shire Trailers	12,000	0	0	0
	Plant & Equipment Total	898,810	0	112,768	112,768
	Roads				
	38004 RRG - Project Grant Works (Capital)(Inf Rds)	1,413,000	0	346	346
	38014 R2R Grant Works (Capital)(Inf Rds)	618,000	0	0	0
	38124 Secondary Freight Network Program (Capital)(Inf Rds)	150,000	25,000	0	(25,000)
	Roads Total	2,181,000	25,000	346	(24,654)
	Grand Total	9,419,625	220,730	238,124	17,394

**SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026**

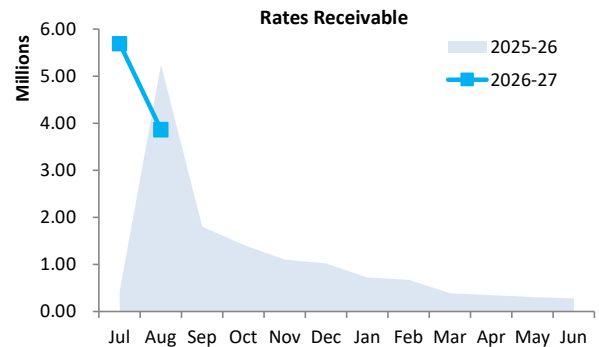
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
Land									
10009	Land - Lot 264 Gnowangerup	0	0	0	0	0	0	0	0
10053	Land - Lot 213 Ongerup	0	0	0	0	0	0	0	0
10039	Land - Lot 417 Gnowangerup	0	0	0	0	0	0	0	0
	Land	0	145,000	0	0	0	0	0	0
Plant and equipment									
43009	Isuzu D-Max	0	0	0	0	0	0	0	0
43503	Isuzu D-Max	0	0	0	0	0	0	0	0
42003	Grader Cat 12M GN0020	0	0	0	0	0	0	0	0
42071	Isuzu Medium Tipper NPR	0	0	0	0	0	0	0	0
44056	Car Trailer - John Papas	0	0	0	0	0	0	0	0
45105	Toyota RAV4 AWD Cruiser	0	0	0	0	0	0	0	0
	Small Plant	0	0	0	0	0	0	0	0
	Plant and equipment	366,836	228,500	52,133	(45,469)	0	0	0	0
		366,836	373,500	52,133	(45,469)	0	0	0	0



7 RECEIVABLES

Rates receivable	30 Jun 2026	31 Aug 2026
	\$	\$
Opening arrears previous year	471,000	247,902
Levied this year	5,350,870	5,692,718
Less - collections to date	(5,314,319)	(1,816,540)
Gross rates collectable	507,551	4,124,080
Allowance for impairment of rates receivable	(259,649)	(259,649)
Net rates collectable	247,902	3,864,431
% Collected	91.3%	30.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(401)	82,494	2,347	8,180	1,352	93,972
Percentage	(0.4%)	87.8%	2.5%	8.7%	1.4%	
Balance per trial balance						
Trade receivables						93,972
Other receivables						3,080
GST receivable						53,894
Total receivables general outstanding						150,946

Amounts shown above include GST (where applicable)

KEY INFORMATION

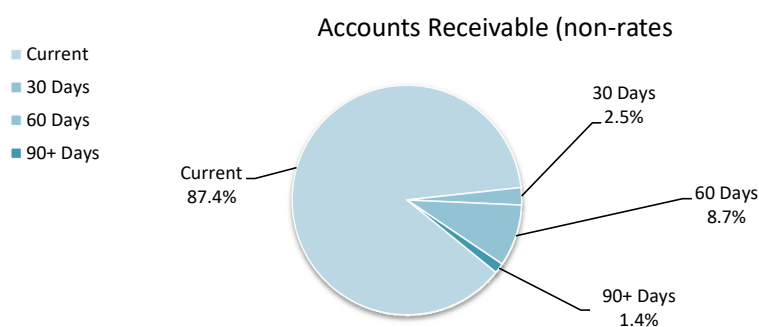
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 31 August 2026
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	7,661	0	0	7,661
Inventory				
Fuel, oil & materials	50,881	25,172	(59,738)	16,315
Other assets				
Prepayments	1,000	0	0	1,000
Accrued income	46,993	0	(46,993)	0
Contract assets	238,067	0	0	238,067
Total other current assets	344,602	25,172	(106,731)	263,043
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.

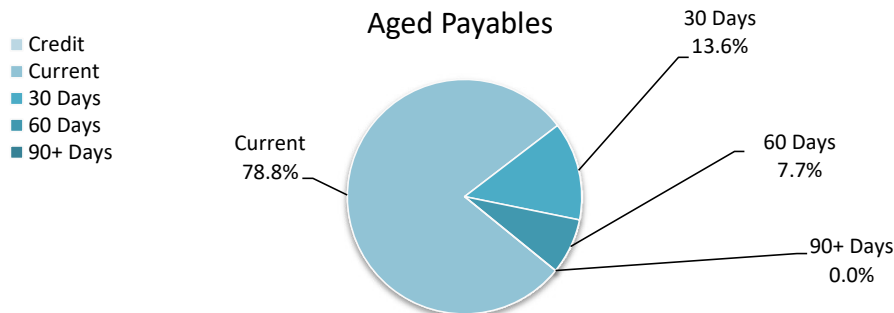
SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	229,587	39,563	22,314	0	291,464
Percentage	0.0%	78.8%	13.6%	7.7%	0.0%	
Balance per trial balance						
Sundry creditors						291,464
ATO liabilities						76,545
Bonds and deposits held						26,900
Prepaid rates						174,783
ESL payable						67,652
Total payables general outstanding						637,344
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 2026	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
GNO Community Centre	279	45,962	0	0	0	(22,501)	45,962	23,461	0	(1,709)
Staff Housing	281	168,976	0	0	0	(41,289)	168,976	127,687	0	(2,412)
Grader		0	0	585,000	0	(48,750)	0	536,250	0	(30,188)
Housing		0	0	1,640,775	0	(20,510)	0	1,620,265	0	(32,111)
		214,938	0	2,225,775	0	(133,050)	214,938	2,307,663	0	(66,420)
Self supporting loans										
Ongerup Bowls Club		7,661	0	0	0	(7,661)	7,661	0	(44)	(47)
		7,661	0	0	0	(7,661)	7,661	0	(44)	(47)
Total		222,599	0	2,225,775	0	(140,711)	222,599	2,307,663	(44)	(66,467)
Current borrowings		71,451					71,451			
Non-current borrowings		151,148					151,148			
		222,599					222,599			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2026-27

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Grader	0	585,000	WATC	Debenture	5	190,495	6.50	0	(585,000)	0
Housing	0	1,640,775	WATC	Debenture	20	1,295,188	6.50	0	(1,640,775)	0
	0	2,225,775				1,485,683		0	(2,225,775)	0

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 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2026 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 August 2026 \$
Other current liabilities						
Other liabilities						
Contract liabilities		236,271	0	0	0	236,271
Capital grant/contributions liabilities		2,897	0	0	0	2,897
Total other liabilities		239,168	0	0	0	239,168
Employee Related Provisions						
Provision for annual leave		215,658	0	0	0	215,658
Provision for long service leave		144,114	0	0	(13,107)	131,007
Other employee leave provisions		16,229	0	0	0	16,229
Total Provisions		376,001	0	0	(13,107)	362,894
Total other current liabilities		615,169	0	0	(13,107)	602,062

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

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.

SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2026	Liability	Liability	31 Aug 2026	Liability	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
WALGGC - Financial Assistance Grant - General	0	0	0	0	0	222,891	55,722	55,878
WALGGC - Financial Assistance Grant - Roads	0	0	0	0	0	182,562	45,640	34,366
DFES - LG Grants - Bushfire Brigades	0	0	0	0	0	83,600	20,900	22,650
Other Fire Prevention	52,367	0	0	52,367	52,367	244,978	0	0
DFES - LG Grants - Emergency Services	0	0	0	0	0	27,640	6,910	7,902
Health other grants or subsidies	0	0	0	0	0	6,500	0	0
Jobs and Skills WA Employer Incentive	0	0	0	0	0	2,500	0	1,381
Community Youth Engagement Program	34,933	0	0	34,933	34,933	16,000	0	0
Other Rec & Sport Wild Gravel	6,045	0	0	6,045	6,045	247,000	0	70,360
Retic Infrastructure Audit at Borden & Ongerup	0	0	0	0	0	14,000	0	0
GNP Library Income	0	0	0	0	0	1,100	1,100	0
Main Roads Direct Grant	0	0	0	0	0	243,909	0	0
Economic Development other grants	0	0	0	0	0	3,000	0	0
WA Police Cyclesafe	30,600	0	0	30,600	30,600	0	0	0
Minderoo Foundation	12,326	0	0	12,326	12,326	0	0	0
GNP 360 Streets Alive Recreation Precinct	100,000	0	0	100,000	100,000	0	0	0
	236,271	0	0	236,271	236,271	1,295,680	130,272	192,537

SHIRE OF GNOWANGERUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2026	Current Liability 31 Aug 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Ongerup Fire Station	0	0	0	0	0	155,250	155,250	0
Shire Waste Sites	0	0	0	0	0	190,700	0	50,000
Gnowangerup Town Hall	0	0	0	0	0	948,000	0	0
Recreation Precinct and Sporting Complex	0	0	0	0	0	2,978,450	496,408	0
Regional Road Group	0	0	0	0	0	942,000	0	0
Roads to Recovery	2,897	0	0	2,897	2,897	618,000	0	0
Wheatbelt Secondary Freight Route	0	0	0	0	0	150,000	0	0
Tourism Signage project	0	0	0	0	0	20,000	0	0
	2,897	0	0	2,897	2,897	6,002,400	651,658	50,000

12. REPORT FOR DECISION – CONFIDENTIAL ITEM

Nil.

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 **Wednesday, 28 October 2026**.

16. CLOSURE

The Shire President thanks Council, visitors and staff for their time and declares the meeting closed at _____pm.