



# **MINUTES**

## **ORDINARY MEETING OF COUNCIL**

**28 May 2025**  
**Commencing at**  
**3:30pm**

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

### **COUNCIL'S VISION**

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



Shire of Gnowangerup

**NOTICE OF AN ORDINARY MEETING OF COUNCIL**

Dear Council Member

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



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

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

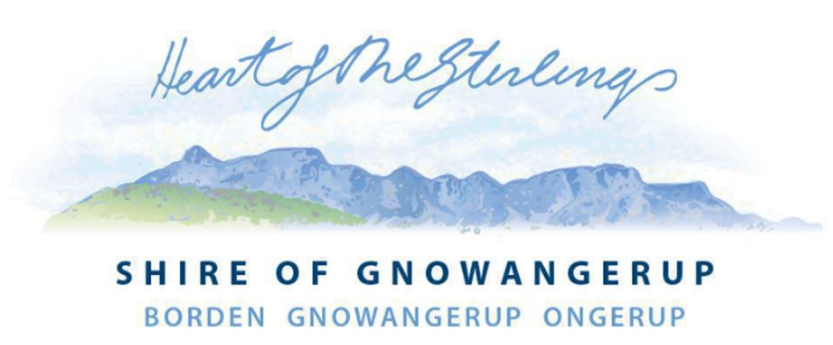
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**Meaning of and CAUTION concerning Council's "In Principle" support:**

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

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

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



### DISCLAIMER

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

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

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

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

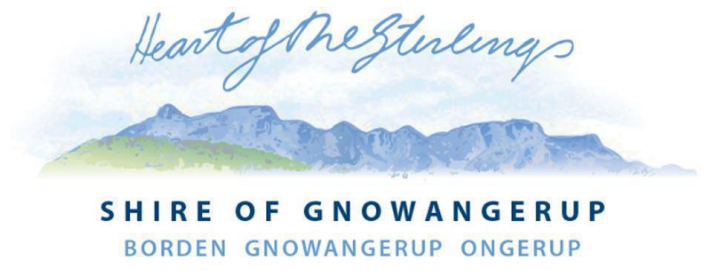
The Shire of Gnowangerup advises that anyone who has any application lodged with the Shire of Gnowangerup shall obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Gnowangerup in respect of the application.

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

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

**David Nicholson**

**CHIEF EXECUTIVE OFFICER**



### DECLARATION OF INTEREST FORM

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

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

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

Yours sincerely

Signed \_\_\_\_\_

\_\_\_\_\_ Date

#### Notes:

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



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

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

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

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

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

### **NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)**

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

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

### **INTERESTS AFFECTING IMPARTIALITY**

DEFINITION:

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

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

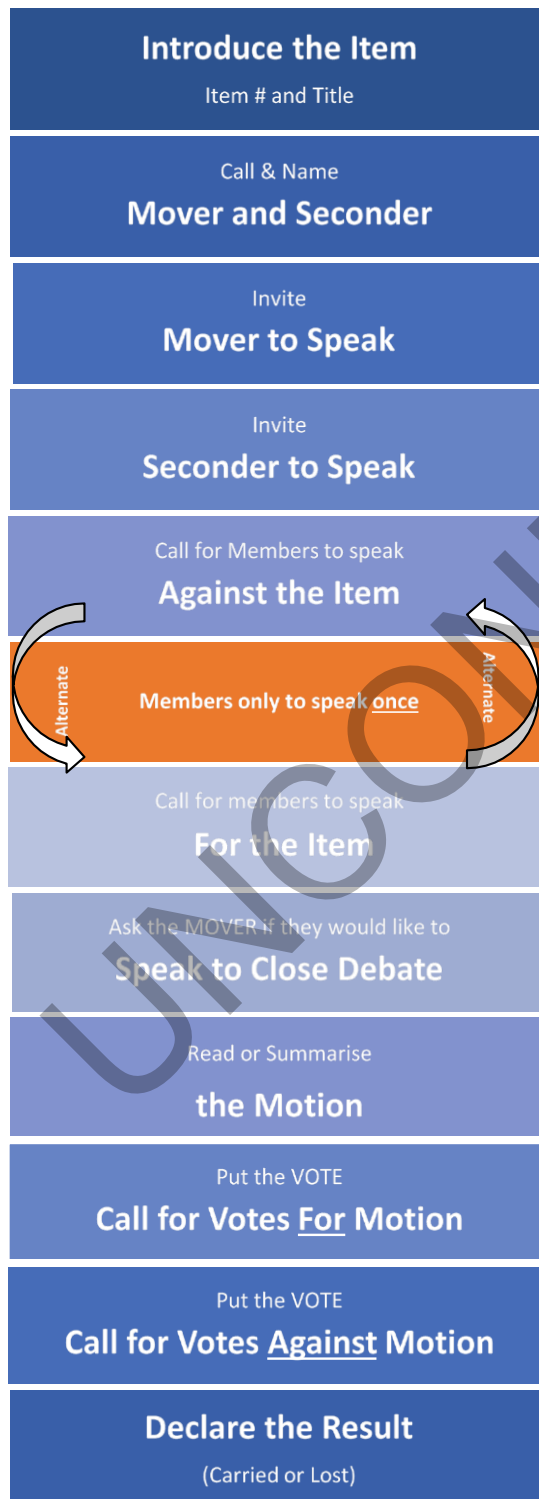
- (a) in a written notice given to the Chief Executive Officer before the meeting; or
- (b) at the meeting, immediately before the matter is discussed.

### **IMPACT OF AN IMPARTIALITY DISCLOSURE**

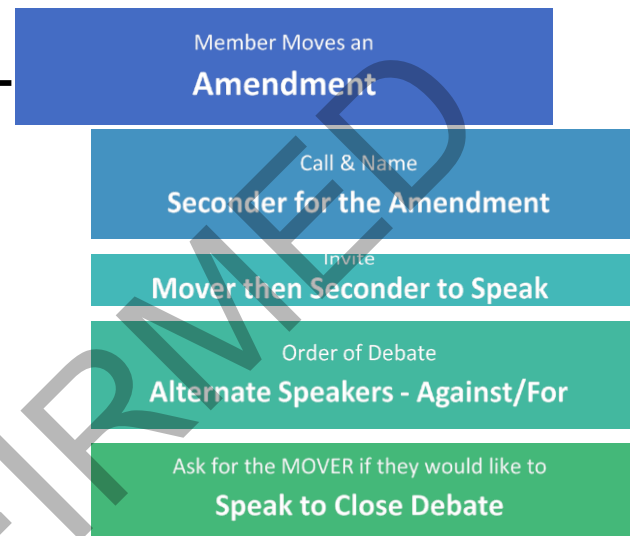
There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member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

# Process of Motions

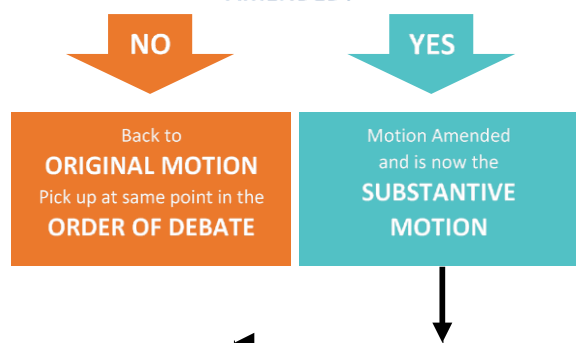
## ORIGINAL MOTION



## AMENDMENT

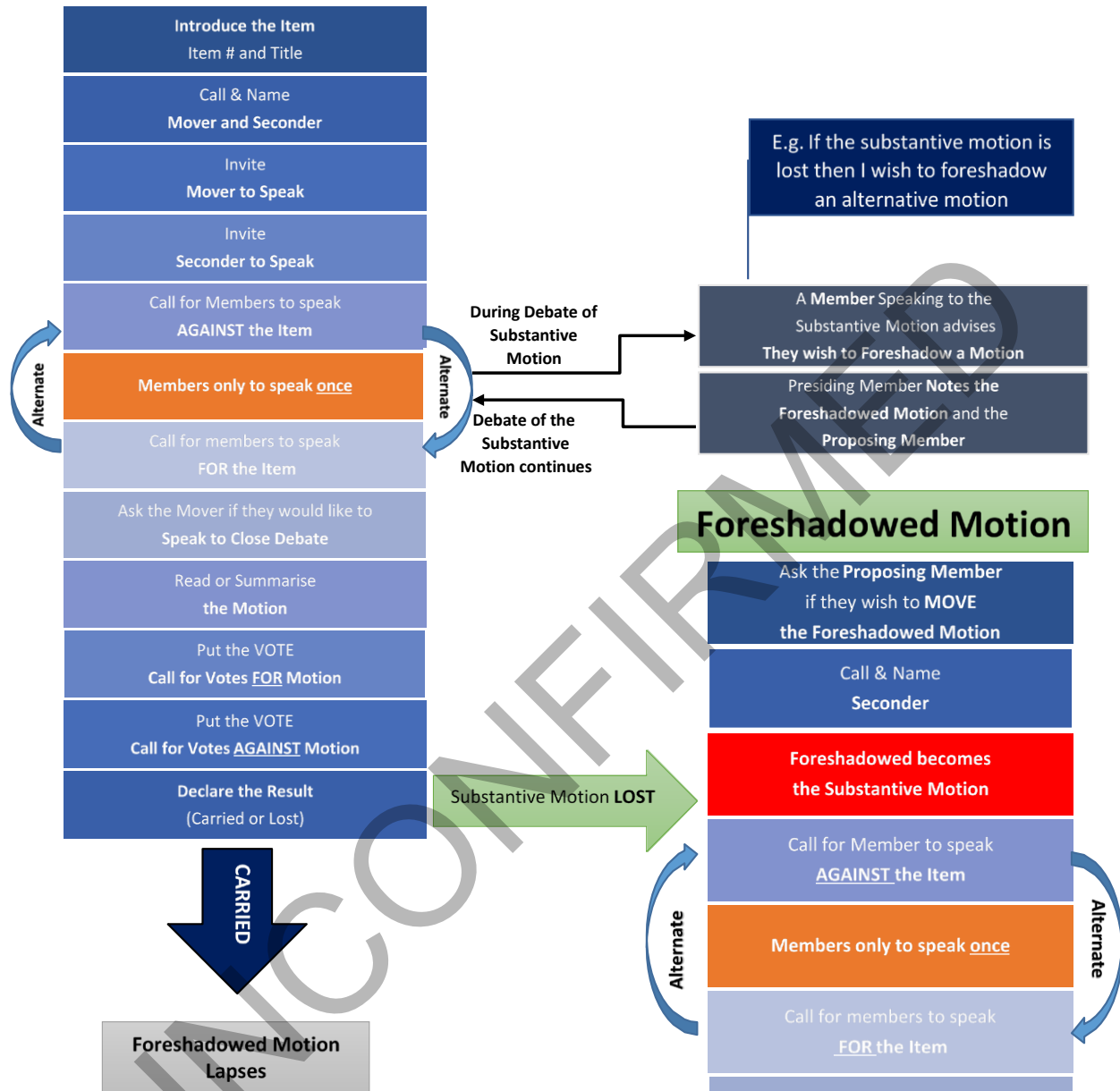


**ORIGINAL (SUBSTANTIVE) MOTION  
AMENDED?**



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.

## TABLE OF CONTENTS

### OPENING PROCEDURES

<b>1.</b>	<b>OPENING AND ANNOUNCEMENT OF VISITORS</b>	<b>1</b>
<b>2.</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b>	<b>1</b>
<b>3.</b>	<b>ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE</b>	<b>1</b>
3.1.	ATTENDANCE	1
3.2.	APOLOGIES	1
3.3.	APPROVED LEAVE OF ABSENCE	1
<b>4.</b>	<b>APPLICATION FOR LEAVE OF ABSENCE</b>	<b>1</b>
<b>5.</b>	<b>RESPONSE TO QUESTIONS TAKEN ON NOTICE</b>	<b>1</b>
<b>6.</b>	<b>PUBLIC QUESTION TIME</b>	<b>1</b>
<b>7.</b>	<b>DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY</b>	<b>1</b>
<b>8.</b>	<b>PETITIONS / DEPUTATIONS/ PRESENTATIONS</b>	<b>1</b>
8.1.	PETITIONS	1
8.2.	DEPUTATIONS	1
8.3.	PRESENTATIONS	1
<b>9.</b>	<b>CONFIRMATION OF PREVIOUS MEETING MINUTES</b>	<b>1</b>
9.1.	ORDINARY MEETING OF COUNCIL 23 APRIL 2025 MINUTES	1
<b>10.</b>	<b>ANNOUNCEMENTS BY ELECTED MEMBERS WITHOUT DISCUSSION</b>	<b>2</b>
10.1.	ELECTED MEMBERS' ACTIVITY REPORTS	2

### REPORTS FOR DECISION

<b>11.</b>	<b>REPORTS FOR DECISION</b>	<b>5</b>
11.1	ADOPTION AMENDMENT NO.15 TO LOCAL PLANNING SCHEME NO.2 WHITEHEAD ROAD	5
11.2	PROPOSED PERMANENT ROAD CLOSURE – PORTION ALYMORE STREET	32
11.3	INITIATION TO ADOPT AMENDMENT NO.16 TO LOCAL PLANNING SCHEME NO.2 FOR ADVERTISING	62
11.4	ADOPTION – LOCAL PLANNING POLICY (RENEWABLE ENERGY FACILITIES)	80
11.5	ADOPTION – LOCAL PLANNING POLICY (GNOWANGERUP AIRPORT)	96
11.6	PROVISION OF COMMUNITY EMERGENCY SERVICES	105
11.7	BUSH FIRE ADVISORY COMMITTEE (BFAC) MINUTES (RECOMMENDATION) & PROPOSED FUEL HAZARD REDUCTION ORDER 2025-2026	121
11.8	POLICY RESCISSIONS	146
11.9	RELATED PARTIES TRANSACTIONS POLICY REVIEW	251
11.10	MT TRIO MUSIC MUSTER 2025	261
11.11	ALGA'S 31 <sup>ST</sup> NATIONAL GENERAL ASSEMBLY (NGA) OF LOCAL GOVERNMENT IN CANBERRA FROM 24 JUNE TO 27 JUNE 2025	315
11.12	LIST OF PAYMENTS FROM THE MUNICIPAL FUND AND TRANSACTION CARD ACCOUNTS FOR THE PERIOD 1 TO 30 APRIL 2025	336
11.13	APRIL 2025 MONTHLY FINANCIAL STATEMENTS	345

### OTHER BUSINESS AND CLOSING PROCEDURES

<b>12.</b>	<b>URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL</b>	<b>374</b>
<b>13.</b>	<b>MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	<b>374</b>
<b>14.</b>	<b>DATE OF NEXT MEETING</b>	<b>374</b>
<b>15.</b>	<b>CLOSURE</b>	<b>374</b>

## OPENING PROCEDURES

### 1. OPENING AND ANNOUNCEMENT OF VISITORS

Shire President, Kate O'Keeffe welcomed Councillors, staff and visitors and opened the meeting at 3:31pm.

### 2. ACKNOWLEDGEMENT OF COUNTRY

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

### 3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

#### 3.1 ATTENDANCE

Cr Kate O'Keeffe JP  
Cr Rebecca O'Meehan  
Cr Mick Creagh  
Cr Lex Martin  
Cr Rebecca Kiddle  
Cr Robert Minter OAM  
Cr Shelley Hmeljak  
Cr Peter Callaghan

Shire President  
Deputy Shire President

David Nicholson  
Chiara Galbraith  
Rick Miller  
Melanie Wilson

Chief Executive Officer  
Deputy Chief Executive Officer  
Executive Manager of Infrastructure and Assets  
Executive Assistant

#### MEMBERS OF THE PUBLIC:

Edith Robertson

#### 3.2 APOLOGIES

Anita Finn

Senior Governance and Risk Officer

#### 3.3 APPROVED LEAVE OF ABSENCE - NIL

### 4. APPLICATION FOR LEAVE OF ABSENCE

Cr Lex Martin from 1 June to 30 June 2025

**MOVED:** Cr Shelley Hmeljak

**SECONDED:** Cr Rebecca O'Meehan

**CARRIED UNANIMOUSLY 7/0**

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

**AGAINST:** NIL

**5. RESPONSE TO QUESTIONS TAKEN ON NOTICE - Nil**

**6. PUBLIC QUESTION TIME – Nil**

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

Cr Rebecca O'Meehan	Item 11.4	Potential wind farm contract on site - personal business
Cr Michael Creagh	Item 11.7	Named FCO being appointed as part of item 11.7 – Bush Fire Advisory Committee (BFAC)

**8. PETITIONS / DEPUTATIONS / PRESENTATIONS**

**8.1 PETITIONS**

Nil

**8.2 DEPUTATIONS**

Nil

**8.3 PRESENTATIONS**

Nil

**9. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**9.1 ORDINARY MEETING OF COUNCIL MINUTES 23 April 2025**

**COUNCIL RESOLUTION**

**MOVED:** Cr L Martin

**SECONDED:** Cr R Kiddle

**0525.01 That the minutes of the Ordinary Council Meeting held on 23 April 2025 be confirmed as a true record of proceedings.**

**UNANIMOUSLY CARRIED BY: 8/0**

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

**AGAINST:** NIL

**10.1****ELECTED MEMBERS ACTIVITY REPORT****Date of Report:** April/May**2025 Councillors:** Various**Cr K O'Keeffe**

29 April 2025 Rural Health Alliance Teams meeting  
 14 May 2025 JP Roster  
 14 May 2025 Presentation by Jessica Spark, Moore Australia – Strategic Community Plan (SPC) results  
 14 May 2025 Agenda Briefing Session  
 14 May 2025 Councillor and Executive Workshop  
 15 May 2025 Vestas meeting in Ongerup  
 18 May 2025 ABC Radio interview on Stirling Range rescue  
 19 May 2025 VROC  
 20 May 2025 Borden PS Council meeting  
 26 May 2025 Zoom meeting with Health Alliance Team and Regional Australia Institute

**Cr R O'Meehan:**

25 April 2025 Borden ANZAC service - wreath laying  
 8 May 2025 Reconciliation WA - Gnowangerup Little Yarn  
 14 May 2025 Presentation by Jessica Spark, Moore Australia – Strategic Community Plan (SPC) results  
 14 May 2025 Agenda Briefing Session  
 14 May 2025 Councillor and Executive Workshop  
 19 May 2025 Voluntary Regional Organisation of Councils Meeting - Katanning  
 21 May 2025 Ongerup Community Development Meeting

**Cr R Miniter:**

14 May 2025 Presentation by Jessica Spark, Moore Australia – Strategic Community Plan (SPC) results  
 14 May 2025 Agenda Briefing Session  
 14 May 2025 Councillor and Executive Workshop  
 28 May 2025 Aboriginal Business Forum

**Cr L Martin:**

14 May 2025 Presentation by Jessica Spark, Moore Australia – Strategic Community Plan (SPC) results  
 14 May 2025 Agenda Briefing Session  
 14 May 2025 Councillor and Executive Workshop  
 17 May 2025 Nannup to view seVen gravel cycling event

**Cr M Creagh:**

- 7 May 2025 Borden Pavilion Committee meeting
- 14 May 2025 Presentation by Jessica Spark, Moore Australia – Strategic Community Plan (SPC) results
- 14 May 2025 Agenda Briefing Session
- 14 May 2025 Councillor and Executive Workshop
- 18 May 2025 Ongerup Town Do-Over meeting

**Cr R Kiddle:**

- 14 May 2025 Presentation by Jessica Spark, Moore Australia – Strategic Community Plan (SPC) results
- 14 May 2025 Agenda Briefing Session
- 14 May 2025 Councillor and Executive Workshop

**Cr P Callaghan:**

- 14 May 2025 Presentation by Jessica Spark, Moore Australia – Strategic Community Plan (SPC) results
- 14 May 2025 Agenda Briefing Session
- 14 May 2025 Councillor and Executive Workshop

**Cr S Hmeljak**

- 14 May 2025 Agenda Briefing Session
- 14 May 2025 Councillor and Executive Workshop



<b>11.1</b>	<b>ADOPTION AMENDMENT NO. 15 TO LOCAL PLANNING SCHEME NO.2 – WHITEHEAD ROAD</b>
<b>Location:</b>	33 Whitehead Road, Gnowangerup
<b>Proponent:</b>	Shire of Gnowangerup
<b>Date of Report:</b>	1 May 2025
<b>Business Unit:</b>	Planning
<b>Responsible Officer:</b>	David Nicholson - Chief Executive Officer
<b>Author:</b>	Adrian Nicoll – Town Planner
<b>Disclosure of Interest:</b>	Nil

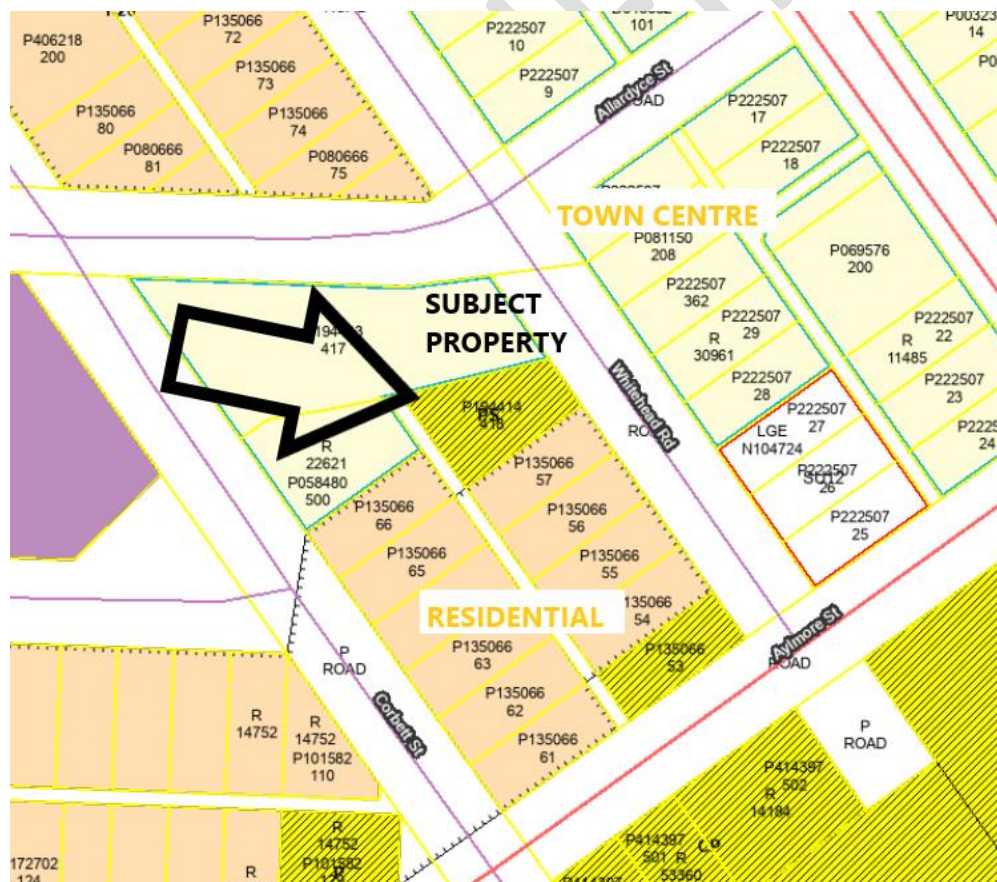
#### ATTACHMENTS

1. Amendment No.15 Document
2. Schedule of Submissions
3. Submissions

#### PURPOSE OF THE REPORT

Council is requested to approve the rezoning of Lot 418 Whitehead Road, Gnowangerup from the 'Public Purposes' reserve classification, to the 'Residential' zone classification and include the property within the R20 density code (1dwelling/450m<sup>2</sup>).

**Fig 1 - Property location – 33 Whitehead Road.** The subject property is located on Whitehead Road, adjacent to land zoned for residential use.



## BACKGROUND

33 Whitehead Road is owned by the Shire of Gnowangerup. This property and a building located at the property, were previously used as a kindergarten.

At the November 2024 Council meeting, the Shire of Gnowangerup resolved to sell the property subject to developing a Scheme Amendment Report, which changes the classification of the property, from 'Public Purposes' reserve, to the 'Residential' zone classification.

The Scheme Amendment Report was submitted to the 11 December Council meeting, where Council resolved to:

- Refer the scheme amendment to the Environmental Protection Authority (EPA) to determine if there are any environmental concerns with the proposal
- Advertise the amendment as soon as reasonably practicable after the Minister gives consent.

The Scheme Amendment Report was subsequently referred to the EPA and the Minister and the following was determined:

- The EPA confirmed that there are no environmental concerns relating to the proposal
- The Minister granted approval to advertise the amendment

The amendment was advertised to agencies and members of the public for a minimum 42 days. Post advertising, the Shire received:

- Seven (7) submissions from government agencies
- One (1) submission from a public organisation

The submissions are discussed below and attached for Council to review.

## COMMENTS

In accordance with the Shire's Local Planning Scheme No.2 (scheme), the subject property is 'Reserved' for 'Public Purposes'. The Shire has resolved to undertake a process to change the scheme reserve classification to the 'Residential' zone classification, to create an opportunity for housing development.

The transfer from a reserve classification to the 'Residential' zone classification is expected to help with the sale of the property and the development of housing, should the need/desire arise.

During the advertising process, the Shire received queries on whether the change in classification would impact on the potential for the property to be used as a kindergarten or child care facility. The Shire advised that, in accordance with the scheme, an 'Education Establishment' (kindy) or 'Child Care Centre', can be considered for approval at a property zoned 'Residential'. The change in classification will not impact on the potential for the site to be used as a kindergarten or child care facility.

Should the Shire wish to sell the subject property, the change in classification, may give the Shire a higher return on a sale, than what could be attained under the current reserve classification.

## Schedule of Submissions/Comments

There were no objections or comments received from government agencies that triggered the need for any modifications to the proposed scheme amendment. The government agencies were in support of the proposed scheme amendment.

The Gnowangerup Family Support Association (public organisation) requested that the Shire reconsider the proposal to re-zone the property from 'Public Purposes' to 'Residential', as the

Gnowangerup Family Support Association is interested in acquiring the premises for use as an Early Childhood Centre.

Considering that an 'Education Establishment' (kindy/early childhood centre) can be considered for approval at a property zoned 'Residential', this report is recommending that the Council note the comment received from the Gnowangerup Family Support Association.

The proposed zoning change does not impact on the potential use of the subject site as an Early Childhood Centre (Education Establishment). In accordance with the scheme, an Education Establishment can be considered for approval in the following zones:

- Residential
- Town Centre
- General Agriculture

Council is requested to finally approve the rezoning of Lot 418 Whitehead Road, Gnowangerup from the 'Public Purposes' reserve classification, to the 'Residential' zone classification and include the property within the R20 density code. The transfer from a reserve classification to the 'Residential' zone classification is expected to benefit the sale of the property, ensure housing can be developed at the property and allows for the consideration of other uses, including an educational establishment or child care facility.

#### CONSULTATION

The Scheme Amendment No.15 was advertised to government agencies, to adjacent landholders and to the general community, in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

#### LEGAL AND STATUTORY REQUIREMENTS

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

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

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

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

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

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

#### POLICY IMPLICATIONS

There are no policy implications relating to this item.

### FINANCIAL IMPLICATIONS

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

### STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

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

### RISK MANAGEMENT

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

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

### IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

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

### CONCLUSION

At the November 2024 Council meeting, the Shire of Gnowangerup resolved to sell the property, subject to undertaking a process to change the scheme classification for the property from the 'Public Purposes' reserve classification, to the 'Residential' zone classification.

In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, a process to change the scheme reserve/zone classification for the subject property was undertaken and is now near completion. Pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council is now requested to support the proposed amendment, with no modifications, and to then forward the advertised version of the amendment to the Minister, seeking final endorsement.

The transfer from a reserve classification to the 'Residential' zone classification is expected to benefit the sale of the property, ensure housing can be developed at the property and allows for the consideration of other uses, including an educational establishment or child care facility.

## VOTING REQUIREMENTS

Simple majority

## COUNCIL RESOLUTION

MOVED: Cr Shelley Hmeljak

SECONDED: Cr Lex Martin

0525.02 That Council:

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

*Rezone Lot 418 Whitehead Road, Gnowangerup from the 'Public Purposes' (reserve) to the 'Residential' (zone) 'R20' and amending the scheme maps accordingly.*

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

UNANIMOUSLY CARRIED BY: 8 / 0

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

AGAINST: NIL



**Shire of Gnowangerup**  
**Local Planning Scheme No. 2**  
**Amendment No. 15**

*Summary of Amendment Details*

***Standard Amendment, Rezoning Land from 'Public Purposes' (reserve) to the 'Residential R20' (zone), to allow for housing.***



**Planning and Development Act 2005**

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

**Shire of Gnowangerup  
Local Planning Scheme No. 2  
Amendment No. 15**

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

- 1. Rezone Lot 418 Whitehead Road, Gnowangerup from the 'Public Purposes' (reserve) to the 'Residential' (zone) 'R20' and amending the scheme maps accordingly.**
- 2. Pursuant to r. 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, that the amendment is 'standard' in accordance with regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as it satisfies the following criteria:**
  - (e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;**
  - (f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;**
  - (g) it is not considered a complex or basic amendment.**

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

\_\_\_\_\_  
(Chief Executive Officer)



## EXECUTIVE SUMMARY

This document is the Shire of Gnowangerup Local Planning Scheme No.2, Amendment No.15 document, which provides the rationale for the rezoning of Lot 418 Whitehead Road, Gnowangerup from the 'Public Purposes' (reserve) to the 'Residential' R20 (zone and density).

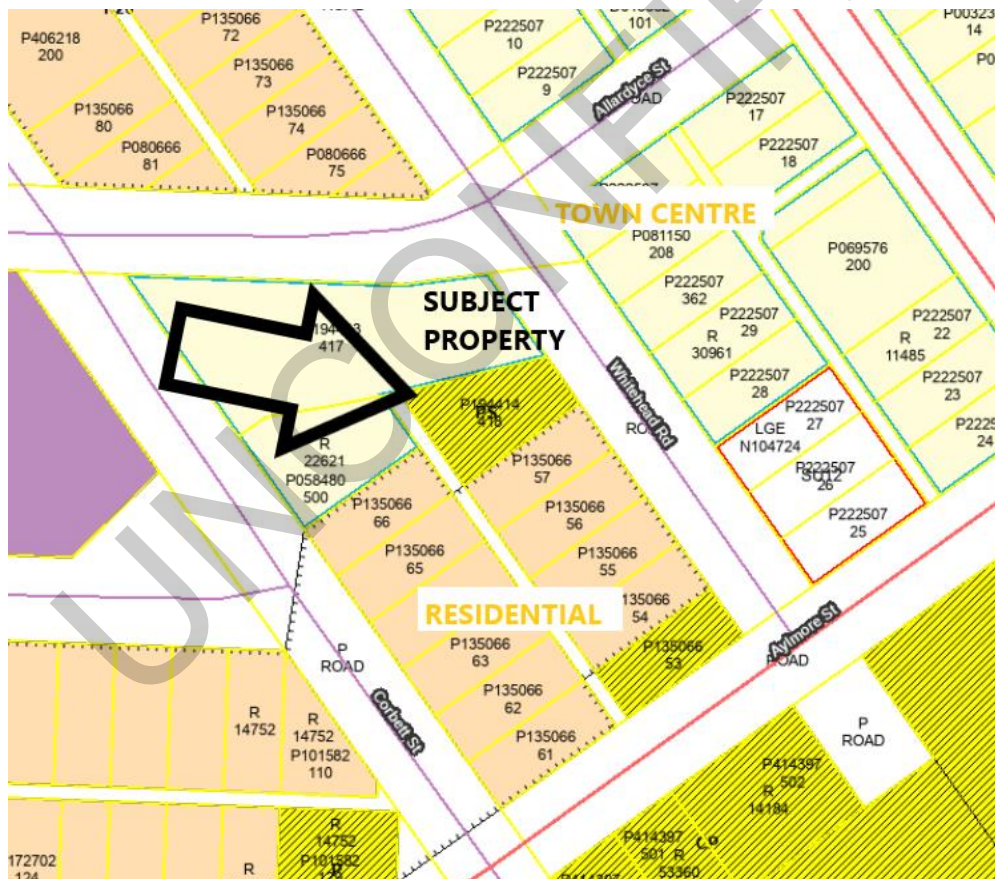
The Lot 418 Whitehead Road is owned by the Shire of Gnowangerup and was once used as a kindergarten. The property is no longer needed for this purpose and may be better utilised for housing development by the private sector.

In-order to enable housing development to occur, the Local Planning Scheme classification for the property needs to be changed from the 'Public Purposes' (reserve) to the 'Residential R20' (zone).

## 1.0 INTRODUCTION

The Lot 418 Whitehead Road is located in the centre of the Gnowangerup townsite and alongside land currently zoned and used for residential purposes.

Figure 1: Property location and land use



The subject land is 1517m<sup>2</sup> in area and is currently owned by the Shire of Gnowangerup.

The land is flat and is not subject to any environmental constraints:



## OFFICIAL

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

Figure 2: The subject property is connected to power, water and sewer infrastructure.



## 2.0 LOCAL PLANNING CONTEXT

### STATE & REGIONAL PLANNING CONTEXT

The proposal to allocate the subject property within a 'Residential' zone classification, to allow for the development of housing, is in-line with a high housing demand coupled with a limited supply.

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

### STATE PLANNING POLICIES

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

The proposal to rezone the subject land to 'Residential' is in-line with the SPP3, the purpose of which is to build on existing communities in response to the social and economic needs of the community.

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

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

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

In this regard, the proposed scheme amendment includes the designation of the residential density code of R20. The 'R20' classification allows for an average of one dwelling for every 450m<sup>2</sup> of land area. The subject property is 1517m<sup>2</sup> in land area, which means 3 dwellings could be considered for development at the subject property.

#### LOCAL PLANNING STRATEGY

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

#### LOCAL PLANNING POLICIES

There are no planning policies specific to the subject area.

### 3.0 PROPOSAL

#### PLANNING JUSTIFICATION

In accordance with the Shire's Local Planning Scheme No.2 (scheme), the subject property is 'Reserved' for 'Public Purposes'.

The Shire has resolved to undertake a process to change the scheme reserve classification to the 'Residential' zone classification to allow for much needed housing development to occur.

Figure 3: Proposed rezoning



The land adjacent to the Lot 418 Whitehead Road is zoned 'Residential' and is allocated with a density code of 'R20'. The purpose of the 'Residential' classification is, *to provide for residential development at a range of densities with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes.*

The 'R20' classification allows for an average of one dwelling for every 450m<sup>2</sup> of land area. The subject property is 1517m<sup>2</sup> in land area, which means 3 dwellings could be considered for development at the subject property.

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

## OFFICIAL

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

The transfer from a reserve classification to the 'Residential' zone classification will help the sale of the property and will ensure housing can be developed.

Figure 4: Old Kindergarten Building situated at Lot 418 Whitehead Rd



### 4.0 CONCLUSION

This scheme amendment request seeks to rezone the subject land from **the 'Public Purposes' (reserve) to the 'Residential' (zone) 'R20'** under the *Shire of Gnowangerup Local Planning Scheme No. 2*.

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

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

## **Planning and Development Act 2005**

### **RESOLUTION TO AMEND LOCAL PLANNING SCHEME**

***[Name and Number of Local Planning Scheme]***

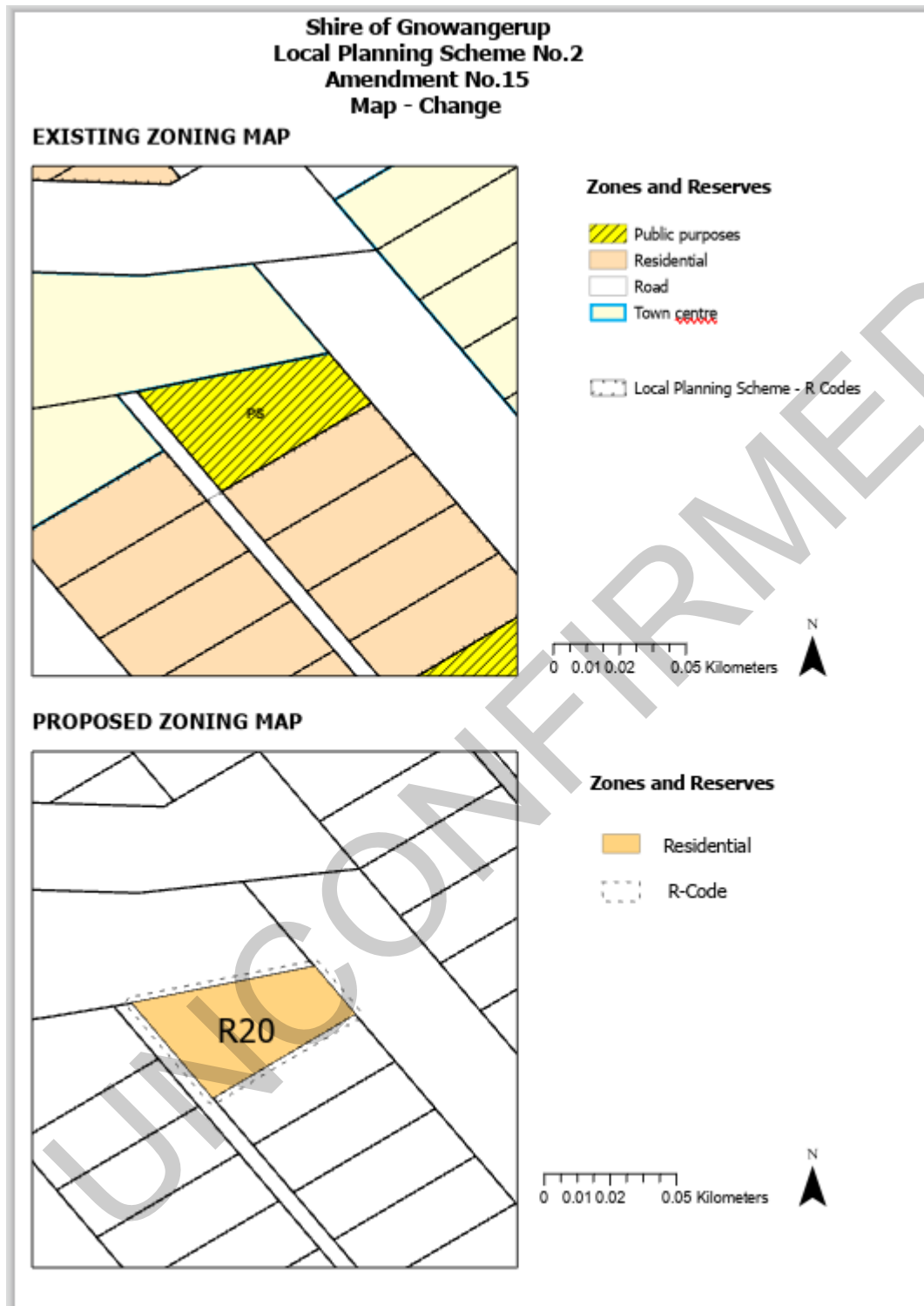
***[Amendment Number]***

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

- 1. Rezone Lot 418 Whitehead Road, Gnowangerup from ‘Public Purposes’ (reserve) to ‘Residential’ (zone) and include within the R20 density code.**
- 2. Pursuant to r. 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, that the amendment is ‘standard’ in accordance with regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as it satisfies the following criteria:**
  - (e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;**
  - (f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;**
  - (g) it is not considered a complex or basic amendment.**



AMENDMENT MAP



**COUNCIL RESOLUTION TO PREPARE AND ADVERTISE**

This standard Amendment was initiated by resolution of the Council of the Shire of Gnowangerup at the Ordinary Meeting of the Council held on the                      day of                      2025.

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

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

**COUNCIL FINAL RECOMMENDATION**

This Amendment is recommended for support by resolution of the Shire of Gnowangerup at the Ordinary Meeting of the Council held on the                      day of                      2025 and the Common Seal of the Shire of Gnowangerup was hereunto affixed by the authority of a resolution of the Council in the presence of:

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

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

**WAPC ENDORSEMENT (r.63)**

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

**THE P&D ACT 2005**

**DATE.....**

**APPROVAL GRANTED**

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

**DATE.....**

SCHEDULE OF SUBMISSIONS AND RECOMMENDED MODIFICATIONS – AMENDMENT 15 – WHITEHEAD ROAD			
No.	Address	Submission	Shire Comment and Recommendation
1.	<p>Department of Biodiversity Conservation and Attractions (DBCA)</p> <p>Mark Blythman South Coast Region 120 Albany Highway, Albany, Western Australia Mark.Blythman@dbca.wa.gov.au</p>	The Department of Biodiversity, Conservation and Attractions has no comments on this proposal.	<p>No objections from the DBCA.</p> <p>Comment <b>NOTED</b></p> <p><b>No modifications recommended.</b></p>
2.	<p>Department of Energy, Mines, Industry Regulation and Safety (DEMIRS)</p> <p>Steven Batty — 9222 3104 Steven.BATTY@demirs.wa.gov.au</p>	The Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) has determined that this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.	<p>No objections from the DEMIRS.</p> <p>Comment <b>NOTED</b></p> <p><b>No modifications recommended.</b></p>
3.	<p>Department of Health (DoH)</p> <p>Dr Michael Lindsay <a href="mailto:eh.eSubmissions@health.wa.gov.au">eh.eSubmissions@health.wa.gov.au</a></p>	<p>The DoH provides the following comment:</p> <p><u>Water Supply and Wastewater Disposal</u> With regards to water supply and wastewater disposal, subject site to be connected to drinking water and sewage services provided by a licensed service provider.</p> <p>Any non-drinking water (i.e., water that is not intended or suitable for drinking) must be managed to ensure it cannot be confused with or contaminate the drinking water supply. This requires satisfactory labelling of non-drinking water taps and, depending on system configuration suitable backflow prevention arrangements in accordance with Australian/New Zealand Standards AS3500 – Plumbing and Drainage.</p> <p><u>Public Health Considerations</u> DoH recommends that public health factors should be considered at this stage of the proposed amendment. These factors include air quality, water quality, land and hazard management, radiation safety, and communities. Early consideration of health and wellbeing is a cost-effective way of minimising future health implications and associated health-related costs that may be imparted onto State and Local Governments and private developers and businesses. Further details on public health considerations are available on the DoH webpage ‘Residential estates precincts and urban developments’ - <a href="https://www.health.wa.gov.au/Articles/N_R/Residential-estates-precincts-and-urban-developments">https://www.health.wa.gov.au/Articles/N_R/Residential-estates-precincts-and-urban-developments</a>).</p> <p><u>Medical Entomology</u> In order to protect the health and lifestyle of communities, land use planning decisions must include consideration of mosquitoes and whether mosquito management, if required, will be effective, appropriately resourced; and be approved by the relevant environmental agencies.</p> <p>Mosquito breeding sites may be either natural wetlands or constructed water bodies. For this reason, careful planning and consideration must be given to the design and location of</p>	<p>The DoH commented that consideration should be given to:</p> <ul style="list-style-type: none"> <li>• Suitable potable water supply</li> <li>• Appropriate management of effluent</li> <li>• Health safety factors (e.g. air quality)</li> <li>• Mosquito management</li> </ul> <p>Comments <b>NOTED</b></p> <p>The subject site is located within the Gnowangerup townsite area, with servicing availability.</p> <p><b>No modifications recommended.</b></p>



		'liveable communities' and social infrastructure, such that there are buffer zones between water bodies and developments that reflect mosquito dispersal distances.	
4.	Department of Education (DoE)  Sharnie Stuart 151 Royal Street, East Perth WA sharnie.stuart@education.wa.edu.au	The Department has reviewed the proposal and has no objections to the rezoning from Public Purposes to Residential R20.  The proposal is minor in nature and the 3 x dwellings that could potentially be developed and the resultant student yield will have minimal impact to the accommodation capacity at Gnowangerup District High School.	No objections from the DoE.  Comment <b>NOTED</b>  <b>No modifications recommended.</b>
5.	Department of Water and Environmental Regulation (DWER)  Megan Goodwin megan.goodwin@dwer.wa.gov.au	DWER has reviewed LPS proposed Amendment 15, and has no objection.	No objections from the DWER.  Comment <b>NOTED</b>  <b>No modifications recommended.</b>
6.	Water Corporation (WC) Brett Coombes Tel. 9420-3165	Thank you for referring the amendment to the Water Corporation for comment. The proposal is minor in nature and we have no objections. The site has access to existing water and sewer mains.	No objections from the WC.  Comment <b>NOTED</b>  <b>No modifications recommended.</b>
7.	Department of Transport (DoT)  Daniel Pinfold Email: daniel.pinfold@pta.wa.gov.au	The Public Transport Authority (PTA) has no objections to this proposal.	No objections from the DoT.  Comment <b>NOTED</b>  <b>No modifications recommended.</b>
8.	Gnowangerup Family Support Association  Kirsty Buchanan Chairperson  <a href="mailto:board@gfsa.org.au">board@gfsa.org.au</a> or 0448 228 107.	I am writing on behalf of the Gnowangerup Family Support Association (GFSA) in relation to the Local Planning Scheme Amendment No.15 that you have advertised.  As you may be aware GFSA is currently looking for options to expand our services in the Gnowangerup community. This may include offering additional days of our pre-kindergarten program that is currently at capacity or offering a before and after school service that the Gnowangerup community does not currently have. We have the funding to be able to proceed with ventures like the ones outlined above, but lack of suitable premises is holding back our plans.  We would like to ask that you re-consider the above scheme amendment to re-zone the property at 418 Whitehead Road, Gnowangerup WA 6335 from 'Public Purposes' to 'Residential' as GFSA are interested in acquiring the premises so we can revamp the space and use it for a Gnowangerup Early Childhood Centre.	The Gnowangerup Family Support Association commented that it is interested in acquiring the premises for use as an Early Childhood Centre.  The Gnowangerup Family Support Association therefore is requesting that the Shire re-consider the proposal to re-zone the property from 'Public Purposes' to 'Residential'.  Comment <b>NOTED</b>  In accordance with the Shire's Local Planning Scheme No.2, an 'Education Establishment' (kindy/early childhood centre) can be considered for approval at a property zoned 'Residential'.  In accordance with the scheme, and education establishment can be considered for approval in the following zones: <ul style="list-style-type: none"> <li>• Residential</li> <li>• Town Centre</li> <li>• General Agriculture</li> </ul> <b>No modifications recommended.</b>

**SUBMISSIONS**  
**SHIRE OF GNOWANGERUP**  
**SCHEME AMENDMENT NO.15**  
**33 WHITEHEAD ROAD.**



Department of Biodiversity,  
Conservation and Attractions



Your ref: Gnowangerup – Scheme Amendment  
15

Our ref: PRS 53758 2025-001152

Enquiries: Mark Blythman

Phone: (08) 9842 4500

Email: Mark.Blythman@dbca.wa.gov.au

Adrian Nicoll  
Shire of Gnowangerup  
By Email: gnp@gnowangerup.wa.gov.au

Dear Adrian

**APPLICATION NO: LOCAL PLANNING SCHEME NO. 2 – SCHEME AMENDMENT NO. 15**

The Department of Biodiversity, Conservation and Attractions South Coast Region has no comments on this proposal.

It is considered that the proposal and any potential environmental impacts will be appropriately addressed through the existing planning framework.

Yours sincerely

Mark Blythman  
On behalf of Peter Hartley  
REGIONAL MANAGER

27 March 2025



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

Attention - Adrian Nicoll

Dear David Nicholson

**SHIRE OF GNOWANGERUP - LOCAL PLANNING SCHEME AMENDMENT NO 15 -  
LOCAL PLANNING SCHEME NO 2**

Thank you for your letter dated 4 February 2025 inviting comment on the proposed Local Planning Scheme Amendment No 15 to Local Planning Scheme No 2 for the Shire of Gnowangerup.

The Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) has determined that this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.

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

Yours sincerely

**Steven Batty** | Senior Geologist  
Resource Security Directorate  
13 February 2025



Our Ref: F-AA-90459-2 / D-AA-25/29302  
Contact: Rachael Donovan 9222 2000

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

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

Dear Mr Nicholson

**LOCAL PLANNING SCHEME AMENDMENT NO. 15 - REZONING LOT 418  
WHITEHEAD RD GNOWANGERUP**

Thank you for your email dated 4 February 2025, requesting comment from the Department of Health (DoH) on the above proposal.

The DoH provides the following comment:

**1. Water Supply and Wastewater Disposal**

With regards to water supply and wastewater disposal, subject site to be connected to drinking water and sewage services provided by a licensed service provider.

Any non-drinking water (i.e., water that is not intended or suitable for drinking) must be managed to ensure it cannot be confused with or contaminate the drinking water supply. This requires satisfactory labelling of non-drinking water taps and, depending on system configuration suitable backflow prevention arrangements in accordance with *Australian/New Zealand Standards AS3500 – Plumbing and Drainage*.

**2. Public Health Considerations**

DoH recommends that public health factors should be considered at this stage of the proposed amendment. These factors include air quality, water quality, land and hazard management, radiation safety, and communities. Early consideration of health and wellbeing is a cost-effective way of minimising future health implications and associated health-related costs that may be imparted onto State and Local Governments and private developers and businesses. Further details on public health considerations are available on the DoH webpage 'Residential estates precincts and urban developments' - [https://www.health.wa.gov.au/Articles/N\\_R/Residential-estates-precincts-and-urban-developments](https://www.health.wa.gov.au/Articles/N_R/Residential-estates-precincts-and-urban-developments)).

### 3. Medical Entomology

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

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

Mosquito breeding sites may be either natural wetlands or constructed water bodies. For this reason, careful planning and consideration must be given to the design and location of 'liveable communities' and social infrastructure, such that there are buffer zones between water bodies and developments that reflect mosquito dispersal distances.

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

Yours sincerely



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

19 March 2025

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

Hello Adrian,

Thank you for providing the opportunity to the Department of Education to review the above proposal.

The Department has reviewed the proposal and has no objections to the rezoning from Public Purposes PS to Residential R20.

The proposal is minor in nature and the 3 x dwellings that could potentially be developed and the resultant student yield will have minimal impact to the accommodation capacity at Gnowangerup District High School.

Kind regards,

**Sharnie Stuart**  
**Senior Consultant – Land Planning**  
Infrastructure Strategy and Planning

Department of Education  
151 Royal Street, East Perth WA 6004  
**T** +61 (08) 9264 4046 **E** [sharnie.stuart@education.wa.edu.au](mailto:sharnie.stuart@education.wa.edu.au)  
[education.wa.edu.au](http://education.wa.edu.au)

*For land planning referrals and queries, please email to [landplanning@education.wa.edu.au](mailto:landplanning@education.wa.edu.au)*

*For subdivision referrals and queries, please email to [subdivisionreferrals@education.wa.edu.au](mailto:subdivisionreferrals@education.wa.edu.au)*

Hi Adrian.

DWER has reviewed LPS proposed amendment 15, and has no objection.

Thanks

Kindest regards

Megan

[Megan Goodwin](#)

Senior Natural Resource Management Officer

Planning Advice – South Coast Region

[Department of Water and Environmental Regulation](#)

5 Bevan Street, ALBANY WA 6330

PO Box 525, ALBANY WA 6331

T: (08) 9841 0104 | F: (08) 9842 1204

E: [megan.goodwin@dwer.wa.gov.au](mailto:megan.goodwin@dwer.wa.gov.au) | [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au)



Good morning Adrian,

Thank you for referring the amendment to the Water Corporation for comment. The proposal is minor in nature and we have no objections. The site has access to existing water and sewer mains.

Regards

Brett Coombes  
Senior Planner, Land Use Planning  
Development Services  
Tel. 9420-3165

UNCONFIRMED

Good afternoon,

**RE: Shire of Gnowangerup - Local Planning Scheme Amendment No.15 - Rezoning - Gnowangerup, Lot 418, Whitehead Road**

Thank you for your letter dated 10/02/2025, the Public Transport Authority (PTA) has no objections to this proposal.

Warm regards,

**Daniel Pinfold**

**Assistant Planner | Infrastructure Planning & Land Services**

Public Transport Authority of Western Australia  
Public Transport Centre, West Parade, Perth, 6000  
PO Box 8125, Perth Business Centre, WA, 6849  
Tel: (08) 9326 2943 Fax: (08) 9326 2000  
Email: [daniel.pinfold@pta.wa.gov.au](mailto:daniel.pinfold@pta.wa.gov.au) | Web: [www.pta.wa.gov.au](http://www.pta.wa.gov.au)



10<sup>th</sup> March 2025

Shire President CR Kate O'Keeffe  
Shire of Gnowangeurp  
28 Yougenup Road  
Gnowangerup WA 6335

Dear Kate and Shire Councillors,

**RE: LOCAL PLANNING SCHEME AMENDMENT NO.15 (Lot 418 Whitehead Road, Gnowangerup WA 6335)**

I am writing on behalf of the Gnowangerup Family Support Association (GFSA) in relation to the Local Planning Scheme Amendment No.15 that you have advertised.

As you may be aware GFSA is currently looking for options to expand our services in the Gnowangerup community. This may include offering additional days of our pre-kindergarten program that is currently at capacity or offering a before and after school service that the Gnowangerup community does not currently have. We have the funding to be able to proceed with ventures like the ones outlined above, but lack of suitable premises is holding back our plans.

We would like to ask that you re-consider the above scheme amendment to re-zone the property at 418 Whitehead Road, Gnowangerup WA 6335 from 'Public Purposes' to 'Residential' as GFSA are interested in acquiring the premises so we can revamp the space and use it for a Gnowangerup Early Childhood Centre.

We thank you for your time and look forward to your response. Should you require any further information, please do not hesitate to contact me on [board@gfsa.org.au](mailto:board@gfsa.org.au) or 0448 228 107.

Kind Regards

Kirsty Buchanan  
Chairperson  
Gnowangerup Family Support Association

<b>11.2</b>	<b>PROPOSED PERMANENT ROAD CLOSURE – PORTION OF AYLMORE STREET</b>
<b>Location:</b>	Aylmore Street, Gnowangerup
<b>Proponent:</b>	Shire of Gnowangerup
<b>Date of Report:</b>	7 May 2025
<b>Business Unit:</b>	Planning
<b>Responsible Officer:</b>	David Nicholson - Chief Executive Officer
<b>Author:</b>	Adrian Nicoll – Project Planner
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

1. Schedule of Submissions
2. Submissions

#### PURPOSE OF THE REPORT

To seek Council's agreement on the closure of a portion of Aylmore Street, to allow for the development of an all-encompassing recreation precinct. The recreation precinct has been chosen as an ideal location to develop recreational facilities, for the following reasons:

- To coincide with existing services, including public toilets, shops, existing developed park and vacant land.
- The precinct is accessible and visible to tourists and a public school.
- The precinct is ideally located in the centre of the Gnowangerup's townsite.
- Development of this precinct for recreation facilities, is likely to attract funding, due to its high-profile location in the town centre and its location adjacent to a major tourist route - Yougenup Road.

The below figure illustrates the proposed recreation precinct, which would include a portion of Aylmore Street (area proposed for road closure), an adjacent vacant lot and the existing Nobarach Park (existing playground and public amenities).



## BACKGROUND

The Shire has pondered the suitable location of a much-needed all-encompassing recreation precinct, to support the local community and passing tourists. The Gnowangerup sporting complex was discussed as a possible location; however, this site is somewhat remote to shops and the main tourist route, which passes through the centre of town.

The Nobarach Park (existing playground area and including public amenities) and the adjacent Aylmore Street and a vacant lot, have been chosen as an ideal location to develop recreation precinct. The park has existing facilities, including public toilets and a developed playground. The area is ideally located in the centre of the Gnowangerup townsite and adjacent to a major tourist route and a public school.



## Nobarach Park



The Shire has engaged a consultant to develop a scope of works and to identify costs associated with developing the precinct with recreation facilities (skate facility, pump rack, basketball court, seating, viewing areas and shade structures).

The Shire has also been in discussion with the owner(s) of the vacant lot located within the precinct, who will gift the land to the Shire if a skate park is built on this land. Additionally, the 'Gnowangerup Big Tractor Group' has committed to providing financial support to the project.

Pursuant to section 58 of the Land Administration Act 1997, the section of Aylmore Street, which is located within the subject precinct, needs to be formally closed as a local road. Once closed as a local road, the subject area can remain in Crown ownership and can ultimately be transferred to a recreation classification in the Shire's local planning scheme.

The process for closing a road includes:

- Stage 1. Identify assets within area of closure and consult with relevant agencies
- Stage 2. Get in-principle support from Council to undertake consultation on idea of road closure
- Stage 3. Prepare document for advertising
- Stage 4. Advertise for a minimum of 35 days
- Stage 5. Council formally considers road closure, taking into consideration comments from advertising
- Stage 6. Submit Land Enquiry to State Lands Office

- Stage 7. Lands office makes a recommendation to the Minister  
Stage 8. Lands Office commences actions to close road reserve  
Stage 9. Local Planning Scheme amended – ‘Local Road’ classification changed to ‘Recreation’

The Shire has completed the above Stages 1-4. The Shire is now being requested to agree on closing the section of Aylmore Street (Stage 5) and to then forward a request to the Minister, seeking final endorsement.

Power, telecommunication and water assets exist within the area proposed for road closure. The development of the precinct as a recreation hub is not expected to impact on the developed assets. The assets would remain untouched, on land owned by the Crown.

The Shire undertook an advertising process to engage with the general public, government agencies and landholders within the locality of the precinct. Submissions were received from government agencies and three landholders located in the locality. The submissions are discussed below and attached for Council to review.

#### COMMENTS

The closure of the portion of Aylmore Street would allow for the development of an all-encompassing recreation precinct, to coincide with Gnowangerup’s commercial centre. The facility is expected to attract passing tourists and local residents seeking an area for passive and active recreation and public amenity.

During the advertising process, the Shire received concerning comments from two landholders and from the Water Corporation. Western Power and Telstra had no objections. The Main Roads WA also had no objection and provided the following advice:

- The road closure would require remedial works to the adjacent Broomehill - Jerramungup Rd. This would include the need for design plans, all of which would be at the cost of the Shire.
- The Shire of Gnowangerup would need to complete and submit an ‘Application to Undertake Works within the Main Roads Road Reserve Form’ and include the agreed construction and traffic management plans for the project to Main Roads for a final approval to commence works.

The Water Corporation expressed concern with the proposed potential increase in human activity due to the road reserve becoming a public gathering space as this would pose a safety risk if there were to be a burst pipe. The Water Corporation recommended that the Shire fund a renewal of their water pipe, which can be laid down one of the adjacent roads to maintain the connection between the eastern and western sides of the town.

This report item is recommending that the Shire dismiss the Water Corporation comments for the following reason:

- 1) The Shire proposes to develop the precinct, taking into consideration the potential safety concern associated with public infrastructure located in the vicinity (underground). This may include developing evacuation signage in the event of a hazard and having suitable infrastructure in-place to manage stormwater.

Landholders expressed concern relating to the following:

- Impact to existing laneways located at the rear of residential landholdings.
- Need for additional parking to accommodate visitors and pedestrian crosswalks.
- Closing direct/convenient access to shops via road and pedestrian pathways.
- The proposed recreation precinct will increase noise for people living nearby.
- The proposed recreation precinct will inherit anti-social behaviour.
- The proposal will affect car-parking.

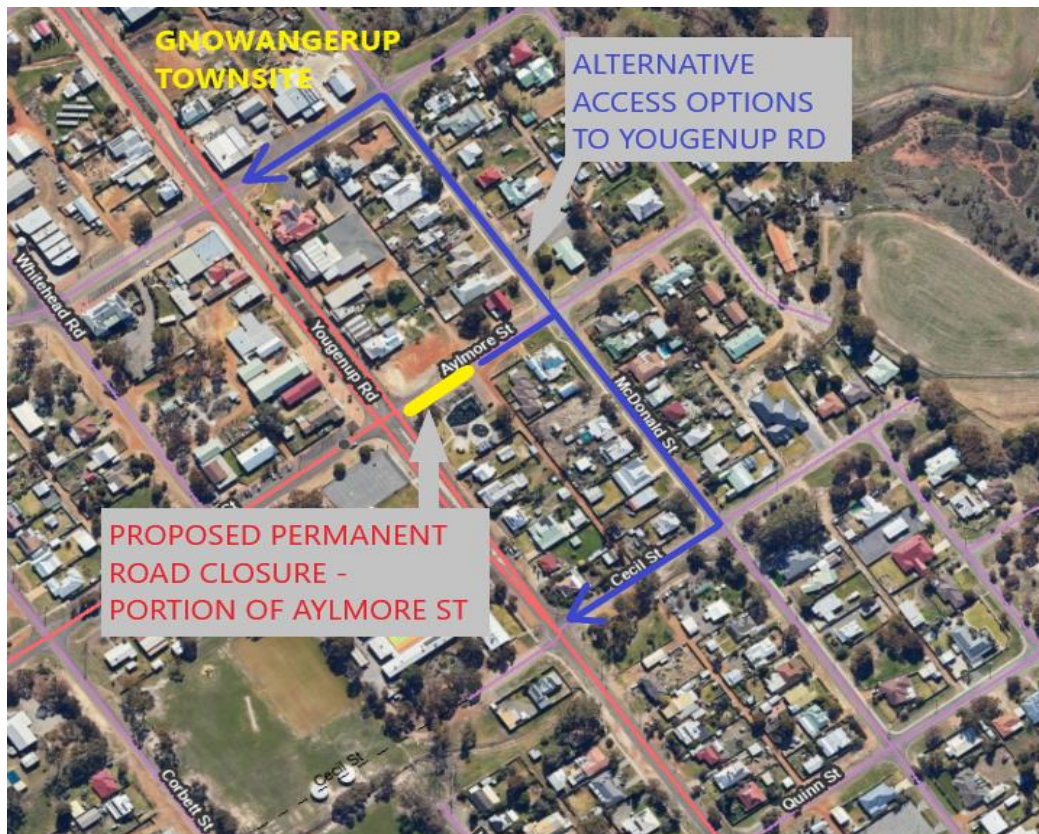
Instead of developing this site for recreation, it was suggested that vacant areas adjacent to the sporting complex, Caravan Park or Gnowangerup School would be better locations for the proposed recreation facilities.

This report is recommending that the Shire notes the landholder comments, for the following reasons:

- 1) The subject area is already partially developed for persons to recreate, without issues associated with anti-social behaviour.
- 2) Rear laneways adjacent to the recreation precinct would not be impeded upon.
- 3) The development of Public Open Space areas amongst residential areas is common practice and is accepted as a feature of a liveable neighbourhood.
- 4) It's proposed that the recreation precinct is developed with safe and convenient pedestrian access, capable of accommodating all abilities.
- 5) It's proposed that car-parking is developed adjacent to the precinct, to accommodate tourists and local residents.
- 6) The Shire has pondered the suitable location of a much-needed all-encompassing recreation precinct, to support the local community and passing tourists. The Gnowangerup sporting complex was discussed as a possible location, however, this site is somewhat remote to shops and the main tourist route, which passes through the town. This would be a similar circumstance for other sites.
- 7) Cecil and Allardyce Streets are closely located to provide alternative access to the town centre and Yougenup Road (main access).

The below figure illustrates alternative access routes connecting residents to the centre of town.





This report recommends that the Council consider the submissions made by the various agencies and members of the public, agree to note any concerning comments, and agree to proceed with the proposed road closure. The Shire believes that the comments relayed by the Water Corporation, the MRWA and members of the public, can be managed appropriately at the development stages of the project.

#### CONSULTATION

Consultation has been undertaken with utility agencies, surrounding landholders and the general community.

All comments have been considered and can be appropriately managed at the later development stages of the project.

#### LEGAL AND STATUTORY REQUIREMENTS

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

#### POLICY IMPLICATIONS

There are no policy implications relating to the proposal to close a portion of road.

#### FINANCIAL IMPLICATIONS

The closure of the portion of Aylmore Street would invoke the need to outlay finances for the design and redevelopment of road infrastructure on Yougenup Road fronting Aylmore Street.

The Shire proposes to seek grant funding to assist in the works associated with the road closure. Cost associated with the road closure will become evident at a later design and works phase.

#### STRATEGIC IMPLICATIONS

Nil

#### RISK MANAGEMENT

There is a low risk that the Minister does not support the proposed road closure.

#### IMPACT ON CAPACITY

Nil

#### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may decide not to support to the closure of the portion of Aylmore Street. This would impact on the capacity of the precinct to support the development of recreation facilities.

#### CONCLUSION

The closure of the allocated portion of Aylmore Street is expected to support the development of a recreation precinct, which is ideally located adjacent to a major tourist route and existing services, including public toilets, existing park, shops and street parking. The precinct is ideally located to capture passing tourists and to allow for local residents to actively and passively recreate.

It is recommended that the Council support the proposed closure of the portion of Aylmore Street, and agree to forward their decision to the Minister, with a request for road closure endorsement.

#### VOTING REQUIREMENTS

Simple majority

#### COUNCIL RESOLUTION

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

**0525.03      That Council**

**Resolves to approve the closure of the portion of Aylmore Street and to forward their decision, along with the schedule of submissions to the Minister, with a request that the Minister grants approval to close the section of street.**

**UNANIMOUSLY CARRIED BY: 8 / 0**


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

**AGAINST: NIL**

## SCHEDULE OF SUBMISSIONS - AYLMOORE ST, PROPOSED RD CLOSURE

No.	Address	Submission	Shire Comment
1.	<p><b>Water Corporation (WC)</b></p> <p>Nita Dharmadhikari Adv-Infill Developments</p> <p>Nita.Dharmadhikari@watercorporation.com.au 9420 3371 PO Box 100, Leederville, WA 6902</p> <p>Tom Foppoli A/ Senior Advisor – Infill Development Development Services Assets Planning &amp; Delivery Group</p> <p>tom.foppoli@watercorporation.com.au (08) 9420 3205 PO Box 100, Leederville, WA 6902</p>	<p>The Water Corporation initially advised that the land will become a recreation reserve and therefore, an easement is required to be created over the Water Corporation critical water assets (Nita Dharmadhikari)</p> <p>The Shire undertook secondary consultation with the WC and the following submission was received (Tom Foppoli).</p> <p>Thank you for the opportunity to comment on the attached Proposed Permanent Rd Closure - Portion Aylmore St, Gnowangerup Townsite.</p> <p>The Water Corporation objects to this proposal for the below reasons.</p> <p>There are a few issues with abandoning this pipe without an alternative arrangement. Namely:</p> <ul style="list-style-type: none"> <li>• There would then only be one small reticulation pipe connecting the east and west parts of town, this creates a reliability issue for the supply to the Eastern Side of the town.</li> <li>• There are at least 2 customer meters on Aylmore St. These would need to be relocated.</li> <li>• There is a water sampling point on this pipe which would also need to be relocated.</li> </ul> <p>Alternative arrangement which may be feasible are:</p> <ul style="list-style-type: none"> <li>• The shire funding a renewal of this pipe, which can be laid down one of the adjacent roads to maintain the connection between the eastern and western sides of the town.</li> </ul> <p>The Water Corporation does not support the water main remaining in the reserve with the protection of an easement as this poses a safety risk if there were to be a burst due to potential increase in human activity due to this becoming a public gathering space in lieu of a road reserve.</p> <p>Feel free to contact me if you have any further questions with regards to the above.</p>	<p>The Water Corporation has expressed concern with the proposed potential increase in human activity due to the road reserve becoming a public gathering space as this poses a safety risk if there were to be a burst pipe.</p> <p>As such, the Water Corporation does not support the water main remaining in the reserve with the protection of an easement.</p> <p>The Water Corporation has recommended that the Shire fund a renewal of this pipe, which can be laid down one of the adjacent roads to maintain the connection between the eastern and western sides of the town.</p> <p>Comment <b>NOTED</b></p> <p>The purpose of the proposed road closure is to facilitate the development of the site with recreation infrastructure. <b>It is proposed that the recreational infrastructure is developed, taking into consideration the potential safety concern associated with public infrastructure located in the vicinity. This may include developing evacuation signage in the event of a hazard and having suitable stormwater infrastructure in-place to direct and attenuate high volumes of water.</b></p> <p>The Shire propose that the ownership of the section of land (road reserve section), remain in Crown ownership.</p>
2.	<p><b>Telstra</b></p> <p>Anthony Lebessis Design &amp; Construct   InfraCo Operations &amp; Asset Management <b>Brisbane QLD 4001</b> <b>Australia</b></p> <p><b>Mario Lettieri</b> Asset Protection &amp; Relocation – Field Operative Design &amp; Construct   InfraCo Operations &amp; Asset Management</p> <p><b>M</b> 0417 989 635 <b>E</b> <a href="mailto:mario.lettieri@team.telstra.com">mario.lettieri@team.telstra.com</a> <b>W</b> <a href="http://www.telstra.com">www.telstra.com</a></p>	<p>Please be advised that Telstra in principle has no objections to the closure. However, since there are assets in the area of concern please note: You need to engage a Certified Locating Organisation to determine the exact location of the assets. To obtain a list of Certified Locating Organisation (CLO) please visit <a href="http://www.BYDA.com.au">www.BYDA.com.au</a></p> <p>Once the precise location of the Telstra assets has been established you can either arrange for the Telstra assets to be relocated or re-align your proposal to ensure they are no longer impacted.</p> <p>In the event Telstra's assets require relocation, please engage Telstra's Asset Relocation team to obtain a quote to relocate the assets from the location in question. The relocation of the assets is carried at the cost of the disturber.</p> <p>Please phone 1800 810 443 or email <a href="mailto:F1102490@team.telstra.com">F1102490@team.telstra.com</a> to arrange for an asset relocation.</p> <p>Alternatively, once your proposal has been re-aligned to eliminate any impact to Telstra's assets, please contact <a href="mailto:F0501488@team.telstra.com">F0501488@team.telstra.com</a> for a re-evaluation of your proposal so that Telstra can be assured that its assets will not be affected by your development.</p> <p>-----</p> <p>In addition to the above communication dated 13<sup>th</sup> September 2024.</p>	<p>Telstra has no objection to the closure.</p> <p>In the event Telstra's assets require relocation, the Shire would need to engage with Telstra's Asset Relocation team to obtain a quote to relocate the assets from the location in question.</p> <p>Should the Shire need to undertake any earthworks, the Shire would need to determine the exact location of infrastructure.</p> <p>Comment <b>NOTED</b></p>

		<p>Telstra’s plant records indicate that there are Telstra assets in the vicinity. Subject to your compliance with the below conditions, Telstra have NO OBJECTIONS to the road closure.</p> <p>We note that our plant records merely indicate the approximate location of the Telstra assets and should not be relied upon as depicting a true and accurate reflection of the exact location of the assets.</p> <p>The network located by a Telstra Accredited Plant Locators may ensure the network is located within the existing road reserve.</p> <p>In the event Telstra’s assets require relocation, please engage Telstra’s Asset Relocation team to obtain a quote to relocate the assets from the location in question.</p> <p>The relocation of the assets would be carried out at your cost, however the relocation would ensure that the land/s and its projected use would not be hindered or restricted by easements. The existing network in road reserves cannot be built over.</p> <p>Please phone 1800 810 443 (opt1) email <a href="mailto:Networkintegrity@team.telstra.com">Networkintegrity@team.telstra.com</a> or <a href="https://www.telstra.com.au/forms/request-asset-relocation-or-commercial-works">https://www.telstra.com.au/forms/request-asset-relocation-or-commercial-works</a> to arrange for asset relocation at the location.</p> <p>As these assets comprise an essential component of the Telstra network, we take this opportunity to highlight Telstra’s rights and requirements to ensure that they are understood. The following is stated for your information:</p> <p>(1) Telstra’s existing facilities are grandfathered under the 1997 Telecommunications Act. This enables such facilities to legally occupy land in perpetuity for the duration of that facilities use.</p> <p>(2) Part 1 of Schedule 3 of the Telecommunications Act 1997 authorises a carrier to enter land and exercise any of the following powers:</p> <ul style="list-style-type: none"> <li>- inspect the land</li> <li>- install a facility</li> <li>- maintain a facility</li> </ul> <p>In the case of installation and planned maintenance a notification will be afforded and such work will generally proceed during business hours. However, from time to time, certain activities need to be carried out without delay in order to protect the integrity of the network. Such activities may require vehicular access without notice and at any time of the day or night. 24/7 access for maintenance must be maintained.</p> <p>(3) If at any time in the future it becomes necessary, in the opinion of the carrier because of a subdivision of any land to remove, or alter the position of a facility, the carrier may enter the land and do anything necessary or desirable for that purpose. The person who proposes to subdivide the land is liable to pay the carrier the reasonable cost of anything reasonably done by the carrier in this regard.</p> <p>(4) If at any time in the future it becomes necessary, in the opinion of the carrier or the landowner to remove, or alter the position of any Telstra assets, the carrier may enter the land and do anything necessary or desirable for that purpose. If the landowner is contemplating carrier relocation of these assets, then the landowner is liable to pay the carrier the reasonable cost of anything done in this regard.</p> <p>(5) All individuals have a legal "Duty of Care" that must be observed when working in the vicinity of Telstra’s communication plant. It is the constructors/landowner’s responsibility to anticipate and request the nominal location of Telstra plant in advance of any construction activities in the vicinity of Telstra’s assets. All enquires for plant locations should be made through the “Before You Dig Australia” website. On receipt of plans, notwithstanding the recorded location of Telstra’s plant, the constructor/land owner is responsible for potholing and physical exposure to confirm the actual plant location before site civil work begins. Telstra</p>	
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		<p>reserves all rights to recover compensation for loss or damage caused by interference to its cable network or other property.</p> <p>Telstra would also appreciate due confirmation when this proposed road closure proceeds so as to update its Cadastre records. Information regarding the road closure would be of benefit to us and should be directed to the following location:</p> <p>Telstra - Cadastre Updates PO Box 102 Toormina NSW 2452 Attention: - Matt Stuart F1103453@team.telstra.com</p>	
3.	<b>Western Power</b>	 <p><b>How do I inform Western Power of an upcoming permanent road closure?</b></p> <p>There is no need to inform us of a road closure unless:</p> <p>The closure is part of an amalgamation of the road reserve that will leave our asset isolated from a present alignment in a road reserve, i.e. the asset will be floating within the block and likely the expanded build envelope.</p> <p>Or</p> <p>Road closure will prevent access to our asset, for example, the gazetted road may be used by our crews to access an asset. If this is the case allowances must be made to provide access as per the Electricity Providers (Powers) Act 1979.</p> <p>Please review our <a href="#">Strategic Planning</a> page if you need to take further action.</p> <p><a href="#">Continue reading</a></p> <p><a href="#">Can I build under powerlines?</a></p> <p><a href="#">Can I get the overhead connection at my house put underground?</a></p> <p><a href="#">Do you have any tips for filling in application forms?</a></p> <p><a href="#">How close to powerlines can I build?</a></p> <p><a href="#">How do I apply for temporary power?</a></p> <p><a href="#">Article Details · Customer Self-Service (westernpower.com.au)</a></p>	<p>Western Power does not provide comment on a proposed road closure, unless assets are proposed to be isolated, meaning Western Power does not have legal rights of access to their infrastructure.</p> <p>Comment <b>NOTED</b>.</p> <p>The Shire propose that the ownership of the section of land (road reserve section), remain in Crown ownership. This means that the utility providers have legal rights of access to their infrastructure.</p> <p>The purpose of the proposed road closure is to facilitate the development of the site with recreation infrastructure. <b>It is proposed that the recreation infrastructure is developed to ensure that utility providers can access their infrastructure, should the need arise.</b></p>
4.	<b>Main Roads WA (MRWA)</b>  <b>Steven Pickin</b> Acting Network Operations Manager Great Southern Region  Regional Management & Operations Directorate Tel: +61 8 9892 0555 <a href="mailto:gsreg@mainroads.wa.gov.au">gsreg@mainroads.wa.gov.au</a>	<p>Thanks for making contact, I can offer Main Roads has no in principle objection to the intersection of Aylmore Street being closed.</p> <p>The proposed road closure would require remedial works, these are likely to include:-</p> <ul style="list-style-type: none"> <li>• The partial removal of the road infrastructure at the intersection of Aylmore Street and the construction of new kerbing and footpaths adjacent to the Broomehill - Jerramungup Rd (M005).</li> <li>• The reconstruction of the existing centre island to remove the existing right turn pocket provided from the Broomehill - Jerramungup Rd (M005) into Aylmore Street and provide pedestrian access/respice.</li> <li>• The construction of a “Cul-Der-Sac” on Aylmore Street to provide a suitable turn around area in the vicinity of the existing laneways, this would need to accommodate all road users, likely to be the rubbish truck, buses, localised parking and pedestrian needs.</li> <li>• All works affecting the Broomehill - Jerramungup Rd (M005) must be completed to Main Roads specifications located at <a href="#">Tender Preparation   Main Roads Western Australia</a></li> <li>• Detailed engineering design plans of the proposed works would be required to be submitted to Main Roads for consideration and subsequent approval prior to works being approved, these would include: <ul style="list-style-type: none"> <li>○ Surveyed ground features and levels for the extent of the proposed works.</li> <li>○ Construction details for the proposed road, kerbing, footpath and required drainage works.</li> <li>○ Signage and Regulatory Pavement Marking details.</li> <li>○ All Utility services details/approvals.</li> </ul> </li> </ul>	<p>MRWA has no in-principle objection, however commented that the road closure would require remedial works to the adjacent Broomehill - Jerramungup Rd. This would include the need for design plans, all of which would be at the cost of the Shire.</p> <p>The Shire of Gnowangerup would need to complete and submit an Application to Undertake Works within the Main Roads Road Reserve Form and include the agreed construction and traffic management plans for the project to Main Roads for a final approval to commence works.</p> <p>Comment <b>NOTED</b>.</p>

		<ul style="list-style-type: none"> <li>All costs associated with the proposed works would be the responsibility of the Shire of Gnowangerup. Without a more detailed proposal any initial financial estimate of the roadworks construction component would not be very accurate and the rough order of magnitude maybe \$150k.</li> <li>The Shire of Gnowangerup would need to complete and submit an Application to Undertake Works within the Main Roads Road Reserve Form and include the agreed construction and traffic management plans for the project to Main Roads for a final approval to commence works.</li> </ul> <p>Please do call to discuss this matter should additional information be required at this early planning phase.</p>	
5.	E Robertson	<p>Will there be access to the back lane?</p> <p>Is extra width parking going to be made available on the main road as you get many vans pulling up either for facilities or for children to play?</p> <p>In making this a play area, surely parents would install current crossing the road safety rules/hints to children.</p>	<p>A member of the public has questioned whether the proposal:</p> <ul style="list-style-type: none"> <li>Affects access along the existing laneways located at the rear of residential landholdings.</li> <li>Considers additional parking to accommodate visitors and safe pedestrian crosswalks.</li> </ul> <p>Comments <b>NOTED.</b></p> <p>It's proposed that the recreation precinct is developed with safe and convenient pedestrian access, capable of accommodating all abilities.</p> <p>It's proposed that carparking is developed adjacent to the precinct, to accommodate tourists and local residents.</p>
6.	Mr & Mrs Tetlow 4 Denny Street, Gnowangerup.	<p>To The Shire of Gnowangerup,</p> <p>Re: proposed permanent road closure-Portion of Aylmore Street Gnowangerup townsite for purpose of developing a skate/bmx track, basketball court &amp; additional seating to an already existing playground park with a small basketball court and single hoop at Nobrach park.</p> <p>As a resident of Denny street we are AGAINST the closure of a portion of Aylmore Street Gnowangerup for and extension of a playground as it closes the direct access to the shops up the top end of Yougenup road, the main road of town for people in the affected area.</p> <p>As someone living with a mobility disability this closure will affect my direct access to these top end shops via car or foot which I use frequently. Currently there is a foot path connecting from McDonald Street up to Yougenup road only that I use with ease. The incline from Alydarce Street up Yougenup road is difficult for me to walk up hence why closing a portion of Aylmore Street will affect my direct access to those shops up town as I live in the middle of both access to the main Street of town.</p> <p>As you are aware Denny street and lower Aylmore Street is made up of the elderly living in the retirement village and in some residential houses, by closing the top part of Aylmore Street you restrict their access to these shops and how they access town.</p> <p>It will affect emergency service times if needed to these residents as every second counts but these services will have to take other routes to get there increasing time.</p> <p>With the alternative route suggestion it is to note that there is only 1 footpath that residents can use in McDonald Street however it doesn't connect other streets (apart from 1/2 of Alydarce street) to the main road and its currently not in good condition plenty of trip hazards and people will have to walk on roads or uneven</p>	<p>A member of the public has expressed concerns relating to the proposed road closure, including:</p> <ul style="list-style-type: none"> <li>Closing direct/convenient access to shops via road and pedestrian pathway</li> <li>The proposed recreation precinct will increase noise for people living nearby</li> <li>The proposed recreation precinct will inherit anti-social behaviour</li> <li>The proposal will affect carparking</li> </ul> <p>Instead of developing this site for recreation, the landholder suggested that vacant areas adjacent to the sporting complex, caravan park or Gnowangerup school would be better locations for the proposed recreation facilities.</p> <p>Instead of closing the section of Aylmore Street and developing activating sporting facilities, the landholder recommended that the road remain, and the vacant land on the corner of Aylmore and Yougenup road be beautified with additional seating spots, shade and plants, which maintains access for tourists/caravans to use for parking and residents to use for direct access to uptown.</p> <p>Comments <b>NOTED.</b></p>



	<p>verges or trip over weeds to get to the shops. At least currently there is a footpath on Aylmore Street that connects the shops to the main residents who will be affected by this closure as not all drive either.</p> <p>With the proposed park expansion and closure of road, residents will have to navigate around obstacles and balls and risk of accidentally being knocked over by kids just to take a short cut to shops and back to their homes.</p> <p>By building a skate/Bmx track and full basketball court in the area being proposed, this will increase noise for people living beside the park and nearby houses and streets as noise travels. It may also affect house values for houses closest to the redevelopment too if it goes ahead.</p> <p>There could be an increase in bad behaviour in the park, graffiti of the skate track which is unsightly for an area and visitors, it will ruin the beautiful look of Nobrach park or increase drunkenness/drugs which may lead to increase of crime for those residents nearby.</p> <p>This park is located on a busy road with a lot of trucks travelling on it, with the increase of kids in the area from the proposed new additions, it is of concern, especially with balls bouncing off onto the road from the basketball courts and kids chasing after them.</p> <p>By closing the road it will stop travellers from stopping and spending much needed rest time in the park or spending money in our town at the top end, as they have nowhere to safely stop or turn off in with their caravans anymore like they do now by using Aylmore Street and we need safe parking spots for our travellers too.</p> <p>In saying that, there ARE Alternative locations available around town for such a project that DOES NOT REQUIRE the closure of a street connecting to the main road and top end of shops on Yougenup road in Gnowangerup that won't affect local residents' access.</p> <p>3 alternative suitable location with added bonuses for our kids and town that doesn't require a partial road closure</p> <p><b>1: THE OLD SWIMMING POOL</b>  This is a unused area now since the relocation of the pool to the new Recreational Precinct next to the football field and now new caravan park. This has a large land mass for building a 5 star large BMX/ SKATE track park on it.  What this could mean for our town is huge, creating a BMX CLUB for our kids, encourage other towns /clubs and beyond to come here to use it for competitions, training and open for everyday fun. Our kids friendships will grow, and they learn new skills take pride with their achievements and winnings and learn respect. How exciting will this opportunity be for our kids? It gets the whole community involved from club to catering. This will bring much needed dollars to our town too, from spending money at our shops, pub, caravan park and short stay accommodation when competition events are held over the weekends.</p> <p><b>2: THE RECREATION PRECINCT HUB/FOOTBALL CLUB.</b>  The Rec Precinct is our towns new sporting centre created for all sporting clubs to gather in 1 spot; it only makes sense to have something like this here. Here you have enough room to build a Basketball court on and a large enough area behind the swimming pool for a 5 Star BMX/SKATE TRACK park and is an area that doesn't get used. Again we can create a BMX/SKATE CLUB and hold events there. What this could mean for our town is huge, creating a BMX CLUB for our kids, encourage other towns /clubs and beyond to come here to use it for competitions, training and open for everyday fun. Our kids friendships will grow, and they learn new skills take pride with their achievements and winnings and learn respect. How exciting will this opportunity be for our kids? It gets the whole community involved from club to catering. This will bring much needed dollars to our</p>	<p>The subject area is already partially developed for persons to recreate, without issues associated with anti-social behaviour.</p> <p>The development of Public Open Space areas amongst residential areas is common practice and is accepted as a feature of a liveable neighbourhood.</p> <p>It's proposed that the recreation precinct is developed with safe and convenient pedestrian access, capable of accommodating all abilities.</p> <p>It's proposed that carparking is developed adjacent to the precinct, to accommodate tourists and local residents.</p> <p>The Shire has pondered the suitable location of a much-needed all-encompassing recreation precinct, to support the local community and passing tourists. The Gnowangerup sporting complex was discussed as a possible location, however, this site is somewhat remote to shops and the main tourist route, which passes through the town. This would be a similar circumstance for other sites.</p>
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		<p>town too, from spending money at our shops, pub, caravan park and short stay accommodation when competition events are held over the weekends.</p> <p>3:BEHIND THE GNP SCHOOL There is unused land along Corbett Street behind the school that could be utilised for such a BMX/SKATE/BASKETBALL park that won't impact a lot of residents or traffic, so noise won't be a big issue and kids won't be among traffic it is also central to town. Given its not large enough for a 5 Star Track &amp; infrastructure for competitions with clubs, it still is a big enough area to achieve such a great fun park and is suited more so for older kids to play in unlike Nobarach park as it's more suitable for younger smaller children with parents playing on the equipment and travellers.</p> <p>Vacant land on the corner of Aylmore and Yougenup road which is planned to be used by expanding the existing park can still be beautified with additional seating spots, shade and plants which can attract more usage by residents on their way to town and attract tourist to our town if done right without closing a portion of Aylmore Street and still have access for caravans to use for parking and residents to use for direct access to uptown by relocating the planned BMX/skate park elsewhere.</p>	
7.	Adam Osborne adamosborne835@gmail.com	<p>To sir /madam</p> <p>The recreation precinct at where you are planning to put it will not only be an inconvenience but also unnecessary as it could be put up at the athletics centre up near the swimming pool. I see it as a waste of money as the town is currently in a drug and alcohol abuse pandemic and more money should be spent to combat that issue and in the opening of a drug and alcohol rehabilitation centre to combat the issues we have in town and would be the only one to service this part of the great southern instead of clients having to leave town to get treated and then return to town and get sucked back into the drug and alcohol issues.</p>	<p>Landholder commented that the proposed location of a recreation precinct would be inconvenient to local residents and would be better located at the Gnowangerup Sporting Complex.</p> <p>Comments <b>NOTED</b>.</p> <p>The Gnowangerup sporting complex was discussed as a possible location, however, the site is somewhat remote to shops and the main tourist route, which passes through the town.</p> <p>The subject area is already partially developed for persons to recreate, without issues associated with anti-social behaviour. The subject area is ideally located in the centre of town, at the forefront of the public.</p>



## **SUBMISSIONS**

### **AYLMORE STREET**

#### **PROPOSED ROAD CLOSURE**

UNCONFIRMED

		<p>town too, from spending money at our shops, pub, caravan park and short stay accommodation when competition events are held over the weekends.</p> <p><b>3:BEHIND THE GNP SCHOOL</b></p> <p>There is unused land along Corbett Street behind the school that could be utilised for such a BMX/SKATE/BASKETBALL park that won't impact a lot of residents or traffic, so noise won't be a big issue and kids won't be among traffic it is also central to town. Given its not large enough for a 5 Star Track &amp; infrastructure for competitions with clubs, it still is a big enough area to achieve such a great fun park and is suited more so for older kids to play in unlike Nobarack park as it's more suitable for younger smaller children with parents playing on the equipment and travellers.</p> <p>Vacant land on the corner of Aylmore and Yougenup road which is planned to be used by expanding the existing park can still be beautified with additional seating spots, shade and plants which can attract more usage by residents on their way to town and attract tourist to our town if done right without closing a portion of Aylmore Street and still have access for caravans to use for parking and residents to use for direct access to uptown by relocating the planned BMX/skate park elsewhere.</p>	
7.	<p>Adam Osborne adamosborne835@gmail.com</p>	<p>To sir /madam</p> <p>The recreation precinct at where you are planning to put it will not only be an inconvenience but also unnecessary as it could be put up at the athletics centre up near the swimming pool. I see it as a waste of money as the town is currently in a drug and alcohol abuse pandemic and more money should be spent to combat that issue and in the opening of a drug and alcohol rehabilitation centre to combat the issues we have in town and would be the only one to service this part of the great southern instead of clients having to leave town to get treated and then return to town and get sucked back into the drug and alcohol issues.</p>	<p>Landholder commented that the proposed location of a recreation precinct would be inconvenient to local residents and would be better located at the Gnowangerup Sporting Complex.</p> <p>Comments <b>NOTED.</b></p> <p>The Gnowangerup sporting complex was discussed as a possible location, however, the site is somewhat remote to shops and the main tourist route, which passes through the town.</p> <p>The subject area is already partially developed for persons to recreate, without issues associated with anti-social behaviour. The subject area is ideally located in the centre of town, at the forefront of the public.</p>

## Water Corporation

Thank you for the opportunity to comment on the attached Proposed Permanent Rd Closure – Portion Aylmore St, Gnowangerup Townsite. The Water Corporation objects to this proposal for the following reasons.

There are a few issues with abandoning this pipe without an alternative arrangement. Namely:

- There would then only be one small reticulation pipe connecting the east and west parts of town, this creates a reliability issue for the supply to the Eastern Side of the town.
- There are at least 2 customer meters on Aylmore St. These would need to be relocated.
- There is a water sampling point on this pipe which would also need to be relocated.

Alternative arrangements which may be feasible are:

- The shire is funding a renewal of this pipe, which can be laid down on one of the adjacent roads to maintain the connection between the eastern and western sides of the town.

The Water Corporation does not support the water main remaining in the reserve with the protection of an easement as this poses a safety risk if there were to be a burst due to potential increase in human activity due to this becoming a public gathering space in lieu of a road reserve.

Feel free to contact me if you have any further questions with regards to the above.

Kind Regards,

**Tom Foppoli**  
A/ Senior Advisor – Infill Development  
Development Services  
Assets Planning & Delivery Group

E [tom.foppoli@watercorporation.com.au](mailto:tom.foppoli@watercorporation.com.au)

T (08) 9420 3205

P PO Box 100, Leederville, WA 6902

## Telstra

Good morning,

Please be advised that Telstra in principle has **no objections** to the closure. However, since there are assets in the area of concern please note:

You need to engage a Certified Locating Organisation to determine the exact location of the assets. To obtain a list of Certified Locating Organisation (CLO) please visit [www.BYDA.com.au](http://www.BYDA.com.au)

Once the precise location of the Telstra assets has been established you can either arrange for the Telstra assets to be relocated **or** re-align your proposal to ensure they are no longer impacted.

**In the event Telstra's assets require relocation**, please engage **Telstra's Asset Relocation** team to obtain a quote to relocate the assets from the location in question. The relocation of the assets is carried at the cost of the disturber.  
Please phone **1800 810 443** or email [F1102490@team.telstra.com](mailto:F1102490@team.telstra.com) to arrange for an asset relocation.

Alternatively, once your proposal has been re-aligned to eliminate any impact to Telstra's assets, please contact [F0501488@team.telstra.com](mailto:F0501488@team.telstra.com) for a re-evaluation of your proposal so that Telstra can be assured that its assets will not be affected by your development.

Regards

**Anthony Lebessis**

Asset Protection & Relocation

Location Intelligence Network Technical Specialist Road Closures/Openings, Tenures & Reticulations

Design & Construct | InfraCo Operations & Asset Management

**Brisbane QLD 4001**

**Australia**

## Telstra

Hello Adrian,

Thank you for your original communication dated 13<sup>th</sup> September 2024 in relation to the location specified above.

Telstra's plant records indicate that there are Telstra assets in the vicinity. Subject to your compliance with the below conditions, Telstra have NO OBJECTIONS to the road closure.

We note that our plant records merely indicate the approximate location of the Telstra assets and should not be relied upon as depicting a true and accurate reflection of the exact location of the assets.

The network located by a Telstra Accredited Plant Locators may ensure the network is located within the existing road reserve.

In the event Telstra's assets require relocation, please engage Telstra's Asset Relocation team to obtain a quote to relocate the assets from the location in question.

The relocation of the assets would be carried out at your cost, however the relocation would ensure that the land/s and its projected use would not be hindered or restricted by easements. The existing network in road reserves cannot be built over.

Please phone 1800 810 443 (opt 1) , email [Networkintegrity@team.telstra.com](mailto:Networkintegrity@team.telstra.com) or <https://www.telstra.com.au/forms/request-asset-relocation-or-commercial-works> to arrange for asset relocation at the location.

As these assets comprise an essential component of the Telstra network, we take this opportunity to highlight Telstra's rights and requirements to ensure that they are understood. The following is stated for your information:

(1) Telstra's existing facilities are grandfathered under the 1997 Telecommunications Act. This enables such facilities to legally occupy land in perpetuity for the duration of that facilities use.

(2) Part 1 of Schedule 3 of the Telecommunications Act 1997 authorises a carrier to enter land and exercise any of the following powers:

- inspect the land
- install a facility
- maintain a facility

In the case of installation and planned maintenance a notification will be afforded, and such work will generally proceed during business hours.

However, from time to time, certain activities need to be carried out without delay in order to protect the integrity of the network. Such activities may require vehicular access without notice and at any time of the day or night. 24/7 access for maintenance must be maintained.

(3) If at any time in the future it becomes necessary, in the opinion of the carrier because of a subdivision of any land to remove, or alter the position of a facility, the carrier may enter the land and do anything necessary or desirable for that purpose. The person who proposes to subdivide the land is liable to pay the carrier the reasonable cost of anything reasonably done by the carrier in this regard.

(4) If at any time in the future it becomes necessary, in the opinion of the carrier or the landowner, to remove, or alter the position of any Telstra assets, the carrier may enter the land and do anything necessary or desirable for that purpose. If the landowner is contemplating the carrier relocation of these assets, then the landowner is liable to pay the carrier the reasonable cost of anything done in this regard.

(5) All individuals have a legal "Duty of Care" that must be observed when working in the vicinity of Telstra's communication plant. It is the constructors/landowner's responsibility to anticipate and request the nominal location of Telstra plant in advance of any construction activities in the vicinity of Telstra's assets. All enquires for plant locations should be made through the "Before You Dig Australia" website. On receipt of plans, notwithstanding the recorded location of Telstra's plant, the constructor/landowner is responsible for potholing and physical exposure to confirm the actual plant location before site civil work begins. Telstra reserves all rights to recover compensation for loss or damage caused by interference to its cable network or other property.

Telstra would also appreciate due confirmation when this proposed road closure proceeds so as to update its Cadastre records. Information regarding the road closure would be of benefit to us and should be directed to the following location:

Telstra - Cadastre Updates  
PO Box 102  
Toormina NSW 2452  
Attention: - Matt Stuart  
F1103453@team.telstra.com

Please pass all information contained in this communication to all parties involved in this proposed process. If you have any difficulties in meeting the above conditions or if you have any questions relating to them, please do not hesitate to contact me

**Mario Lettieri**

Asset Protection & Relocation – Field Operative  
Design & Construct | InfraCo Operations & Asset Management

**M** 0417 989 635

**E** [mario.lettieri@team.telstra.com](mailto:mario.lettieri@team.telstra.com)

**W** [www.telstra.com](http://www.telstra.com)

Western Power



Emerg

## How do I inform Western Power of an upcoming permanent road closure?

There is no need to inform us of a road closure unless:

The closure is part of an amalgamation of the road reserve that will leave our asset isolated from a present alignment in a road reserve, i.e. the asset will be floating within the block and likely the expanded build envelope.

Or

Road closure will prevent access to our asset, for example, the gazetted road may be used by our crews to access an asset. If this is the case allowances must be made to provide access as per the Electricity Providers (Powers) Act 1979.

Please review our Strategic Planning page if you need to take further action.

Continue reading

Can I build under powerlines?

Can I get the overhead connection at my house put underground?

Do you have any tips for filling in application forms?

How close to powerlines can I build?

How do I apply for temporary power?

[Article Details - Customer Self-Service \(westernpower.com.au\)](https://westernpower.com.au)

## Water Corporation

Hi Adrian,

Thanks for the request.

We have reviewed the attachments and envisaged that the land will become a recreation reserve and therefore, there an easement is required to be created over the Water corporation critical water assets. It is advised to be included at the time of submission.

Thanks & Kind Regards,

**Nita Dharmadhikari**  
Adv-Infill Developments

Infill Developments  
Development Services  
Asset Planning & Delivery Group

E [Nita.Dharmadhikari@watercorporation.com.au](mailto:Nita.Dharmadhikari@watercorporation.com.au)

T (08) 9420 3371

P PO Box 100, Leederville, WA 6902



## Main Roads WA

Thanks for making contact,  
I can offer Main Roads has no in principle objection to the intersection of Aylmore Street being closed.

The proposed road closure would require remedial works; these are likely to include: -

The partial removal of the road infrastructure at the intersection of Aylmore Street and the construction of new kerbing and footpaths adjacent to the Broomehill - Jerramungup Rd (M005).

- The reconstruction of the existing centre island to remove the existing right turn pocket provided from the Broomehill - Jerramungup Rd (M005) into Aylmore Street and provide pedestrian access/respite.
- The construction of a "Cul-Der-Sac" on Aylmore Street to provide a suitable turn around area in the vicinity of the existing laneways, this would need to accommodate all road users, likely to be the rubbish truck, buses, localised parking and pedestrian needs.
- All works affecting the Broomehill - Jerramungup Rd (M005) must be completed to Main Roads specifications located at [Tender Preparation | Main Roads Western Australia](#)
- Detailed engineering design plans of the proposed works would be required to be submitted to Main Roads for consideration and subsequent approval prior to works being approved, these would include:
  - Surveyed ground features and levels for the extent of the proposed works.
  - Construction details for the proposed road, kerbing, footpath and required drainage work.
  - Signage and Regulatory Pavement Marking details.
  - All Utility services details/approvals.
- All costs associated with the proposed works would be the responsibility of the Shire of Gnowangerup. Without a more detailed proposal any initial financial estimate of the roadworks construction component would not be very accurate and the rough order of magnitude maybe \$150k.
- The Shire of Gnowangerup would need to complete and submit an Application to Undertake Works within the Main Roads Road Reserve Form and include the agreed construction and traffic management plans for the project to Main Roads for a final approval to commence works.

Please do call to discuss this matter should additional information be required at this early planning phase.

<b>Steven Pickin</b>	Acting Network Operations Manager Great Southern Region	Regional Management & Operations Directorate Tel: +61 8 9892 0555 <a href="mailto:gsreg@mainroads.wa.gov.au">gsreg@mainroads.wa.gov.au</a>
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To The Shire of Gnowangerup ,

Re: proposed permanent road closure-Portion of Aylmore Street Gnowangerup townsite for purpose of developing a skate/bmx track, basketball court & additional seating to an already existing playground park with a small basket ball court and single hoop at Nobrach park.

As a resident of Denny street we are AGAINST the closure of a portion of Aylmore Street Gnowangerup for and extension of a playground as it closes the direct access to the shops up the top end of Yougenup road, the main road of town for people in the affected area.

As someone living with a mobility disability this closure will affect my direct access to these top end shops via car or foot which I use frequently.

Currently there is a foot path connecting from McDonald Street up to Yougenup road only that I use with ease. The incline from Alydarce Street up Yougenup road is difficult for me to walk up hence why closing a portion of Aylmore Street will affect my direct access to those shops up town as I live in the middle of both access to the main Street of town.

As you are aware Denny Street and lower Aylmore Street is made up of the elderly living in the retirement village and in some residential houses, by closing the top part of Aylmore Street you restrict their access to- these shops and how they access town.

It will affect emergency service times if needed to these residents as every second counts, but these services will have to take other routes to get there increasing time.

With the alternative route suggestion it is to note that there is only 1 footpath that residents can use in McDonald Street however it doesn't connect other streets (apart from 1/2 of Alydarce street) to the main road and its currently not in good condition plenty of trip hazards and people will have to walk on roads or uneven verges or trip over weeds to get to the shops. At least currently there is a footpath on Aylmore Street that connects the shops to the main residents who will be affected by this closure as not all drive either.

With the proposed park expansion and closure of road, residents will have to navigate around obstacles and balls and risk of accidentally being knocked over by kids just to take a short cut to shops and back to their homes.

By building a skate/Bmx track and full basketball court in the area being proposed, this will increase noise for people living beside the park and nearby houses and streets as noise travels. It may also affect house values for houses closest to the redevelopment too if it goes ahead.

There could be an increase in bad behaviour in the park, graffiti of the skate track which is unsightly for an area and visitors, it will ruin the beautiful look of Nobrach park or increase drunkenness/drugs which may lead to increase of crime for those residents nearby.

This park is located on a busy road with a lot of trucks travelling on it, with the increase of kids in the area from the

proposed new additions, it is of concern, especially with balls bouncing off onto the road from the basketball courts and kids chasing after them.

By closing the road it will stop travellers from stopping and spending much needed rest time in the park or spending money in our town at the top end, as they have nowhere to safely stop or turn off in with their caravans anymore like they do now by using Aylmore Street and we need safe parking spots for our travellers too.

In saying that, there ARE Alternative locations available around town for such a project that DOES NOT REQUIRE the closure of a street connecting to the main road and top end of shops on Yougenup road in Gnowangerup that wont affect local residents access.

3 alternative suitable location with added bonuses for our kids and town that doesn't require a partial road closure.

#### 1: THE OLD SWIMMING POOL

this is a unused area now since the relocation of the pool to the new Recreational Precinct next to the football field and now new caravan park.

This has a large land mass for building a 5 star large BMX/ SKATE track park on it.

What this could mean for our town is huge, creating a BMX CLUB for our kids, encourage other towns /clubs and beyond to come here to use it for competitions, training and open for everyday fun. Our kids friendships will grow, and

they learn new skills take pride with their achievements and winning s and learn respect. How exciting will this opportunity be for our kids?

It gets the whole community involved from club to catering. This will bring much needed dollars to our town too, from spending money at our shops, pub, caravan park and short stay accommodation when com petit ion events are held over the weekends.

## 2: THE RECREAT ION PRECINCT HUB/FOOTBALL CLUB.

The Rec Precinct is our towns new sporting centre created for all sporting clubs to gather in 1 spot, it only makes sense to have something like this here.

Here you have enough room to build a Basketball court on and a lar ge enough area behind the swim ming pool for a 5 Star BMX/ SKATE TRACK park and is an area that doesn't get used. Again we can create a BMX/ SKATE CLUB and hold events there.

What this could mean for our town is huge, creating a BM X CLUB for our kids, encourage other towns /clubs and beyond to come here to use it for com petitions, training and open for everyday fun. Our kids' friendships will grow, and they learn new skill s take pride with their achievements and winnings and learn respect. How exciting will this opportunity be for our kids?

It gets the whole community involved from club to catering. This will bring much-needed dollars to our town too, from spending money at our shops, pub, caravan park and short stay accommodation when competition events are held over the weekends.

### 3:BEHIND THE GNP SCHOOL

There is unused land along Corbett Street behind the school that could be utilised for such a BMX/SKATE/BASKETBALL park that won't impact a lot of residents or traffic, so noise won't be a big issue and kids won't be among traffic it is also central to town.

Given its not large enough for a 5 Star Track & infrastructure for competitions with clubs, it still is a big enough area to achieve such a great fun park and is suited more so for older kids to play in unlike Nobarach park as it's more suitable for younger smaller children with parents playing on the equipment and travellers.

Vacant land on the corner of Aylmore and Yougenup road which is planned to be used by expanding the existing park can still be beautified with additional seating spots, shade and plants which can attract more usage by residents on their way to town and attract tourist to our town if done right without closing a portion of Aylmore Street and still have access for caravans to use for parking and residents to use for direct access to uptown by relocating the planned bmx/skate park elsewhere.

Regards

Mr & Mrs Tetlow  
4 Denny Street  
Gnowangerup.



- ☐ **Complaint:** An expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Council or its staff, affecting an individual customer or group of customers.
- ☐ **Request:** The act of asking Staff or Councillors politely and professionally for something to be done or followed up.
- ☐ **Suggestion:** An idea or plan put forward to Council or Staff for consideration.
- ☐ **Compliment:** A polite expression of praise or admiration for Shire Councillors, Staff or individual Projects.

## PERSONAL DETAILS

Robertson

First Name

Family Name

Contact Street and or Postal Address

Contact Street and or Postal Address

~~XXXXXXXXXXXXXXX~~

Contact Phone Number

## DETAILS

(Provide details relating to dates, times, location and frequency / Name of Council/Staff member)

lost a couple of questions.

(i) Will there still be access to the back lane.

(ii) Is extra width parking going to be made available on the main road as you get many vans pulling up either for facilities or for children to play.

## DETAILS

In making this a play area  
surely parents would instill  
current crossing the road  
safety safety rules/hints to  
children

Customer Signature:

E. Robertson

Date:

6.3.2025

Receiving Officer's Name:

Wendy Thyer

## SUBMITTING YOUR FORM

Please complete this form and return in person, via post or email to:

**In Person and Post:**

Shire of Gnowangerup  
28 Yougenup Road  
Gnowangerup WA 6335

**Email:**

[gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)

## RESPONSE

Thank you for your submission. We will do what we can to address your concern.

We aim to respond to all complaints within 5-15 working days (depending on the nature of the complaint).

Should you have any concerns or wish to follow up your Customer Service Form please contact the Shire of Gnowangerup Administration Office on (08) 9827 1007.



Adam Osborne <adamosborne835@gmail.com>

**Subject:** recreation precinct

To sir /madam

The recreation precinct at where you are planning to put it will not only be an inconvenience but also unnecessary as it could be put up at the athletics centre up near the swimming pool. I see it as a waste of money as the town is currently in a drug and alcohol abuse pandemic and more money should be spent to combat that issue and in the opening of a drug and alcohol rehabilitation centre to combat the issues we have in town and would be the only one to service this part of the great southern instead of clients having to leave town to get treated and then return to town and get sucked back into the drug and alcohol issues.

Regards

Adam Osborne

<b>11.3</b>	<b>INITIATION TO ADOPT AMENDMENT NO. 16 TO LOCAL PLANNING SCHEME NO.2 FOR ADVERTISING</b>
<b>Location:</b>	Lots 272 and 273 Quinn Street, Gnowangerup
<b>Proponent:</b>	Shire of Gnowangerup
<b>Date of Report:</b>	8 May 2025
<b>Business Unit:</b>	Planning
<b>Responsible Officer:</b>	David Nicholson - Chief Executive Officer
<b>Author:</b>	Adrian Nicoll – Project Planner
<b>Disclosure of Interest:</b>	Nil

## ATTACHMENTS

Amendment No.16 Document

## PURPOSE OF THE REPORT

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

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



## BACKGROUND

The Lots 272 and 273 Quinn Street are vacant and owned by the Shire of Gnowangerup.

The subject lots are zoned 'Residential', with a density rating of R25.

The Shire proposes to undertake a project to develop housing on the subject land, in-line with a high housing demand coupled with a limited supply.

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

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

The proposed density increase allows for a diversity of resident demographic and efficiency of construction by grouping dwellings together (townhouse type product).

#### COMMENTS

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

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

The scheme amendment seeks to rezone the Lots 272 and 273 Quinn Street from the 'Residential R25' density to the 'Residential R35' density under the *Shire of Gnowangerup Local Planning Scheme No. 2*. The rezoning proposal is being made in accordance with Section 75 of the *Planning and Development Act 2005*, to facilitate the efficient implementation of housing on the subject land.

This Council report item requests that the Shire of Gnowangerup Council, agree to initiate the proposed scheme amendment, for advertising purposes. At the close of advertising, its proposed that any submissions are brought back to Council for deliberation and a final decision made on the proposal.

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

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

Fig 2 - Indicative housing design and layout



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

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

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

#### CONSULTATION

It's proposed that the Amendment No.16 is advertised to government agencies and to adjacent landholders.

#### LEGAL AND STATUTORY REQUIREMENTS

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

The process undertaken for a 'Standard' scheme amendment includes:

1. The local government resolves to proceed to modify the proposed amendment.
2. The proposed scheme amendment is referred to the Environmental Protection Authority for assessment.
3. The local government seeks the approval of the Commission to advertise the proposed amendment.
4. The Minister grants approval to advertise the amendment. The Minister may require modification to be undertaken prior to advertising.

5. The local government advertises the amendment for a min 42 days.
6. The amendment is referred back to Council for final consideration and then forwarded to the Minister for endorsement.

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

The *Planning and Development (Local Planning Schemes) Regulations 2015* identifies three different levels of amendments – basic, standard and complex. The Amendment No.16 is a standard amendment as it would have minimal impact on land in the scheme area.

#### POLICY IMPLICATIONS

There are no policy implications relating to this item.

#### FINANCIAL IMPLICATIONS

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

#### STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	7. Our Economy
2. Our Economy	2.3. Local businesses and the Shire have access to diverse skills and experiences. Local Businesses and the Shire have access to Diverse skills and experience – Housing and rental stock assists in attraction and retention of local workforce.

#### RISK MANAGEMENT

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

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

#### IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

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

### CONCLUSION

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

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

This Council report item requests that the Shire of Gnowangerup Council, agree to initiate the proposed scheme amendment, for advertising purposes. At the close of advertising, it's proposed that any submissions are brought back to Council for deliberation and a final decision made on the proposal.

### VOTING REQUIREMENTS

**Simple majority**

### COUNCIL RESOLUTION

**MOVED: Cr R O'Meehan**

**SECONDED: Cr M Creagh**

**0525.04 That Council:**

- 1. Pursuant to sections 75 of the *Planning and Development Act 2005*, RESOLVES to adopt Scheme Amendment No. 16, to amend Local Planning Scheme No. 2 as follows:**
  - a. Rezone Lots 272 and 273 Quinn Street, Gnowangerup from the 'Residential zone with a residential density code of R25', to the 'Residential zone with a residential density code of R35'.**
- 2. Pursuant to r. 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, that the amendment is 'standard' in accordance with regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as it satisfies the following criteria:**
  - (e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;**
  - (f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;**
  - (g) it is not considered a complex or basic amendment.**
- 3. REFERS Scheme Amendment No. 16 to the Environmental Protection Authority (EPA), pursuant to s. 81 of the *Planning and Development Act 2005*, by giving to the EPA**



written notice of this resolution and such written information to enable the EPA to comply with s. 48A of the *Environmental Protection Act 1986*;

4. Pursuant to r. 46A of the *Planning and Development (Local Planning Schemes) 2015*, AUTHORISES the Chief Executive Officer to forward a copy of the amendment to the Western Australian Planning Commission to seek approval from the Minister to advertise the proposed standard amendment in accordance with section 83A of the *Planning and Development Act 2005*;
5. Pursuant to r. 46C of the *Planning and Development (Local Planning Schemes) Regulations 2015*, DELEGATES the Chief Executive Officer to:
  - a) Undertake modifications Amendment No. 16 as required by the Minister, in accordance with s. 83A (2)(b) of the *Planning and Development Act 2005*;
  - b) Undertake any further referrals of modified Amendment No. 16 to the EPA, if required, in accordance with s. 83A(3) and s. 81 and s. 82 of the *Planning and Development Act 2005*; and
  - c) Resubmit the modified amendment to the Minister for approval, in accordance with s. 83A (1) of the *Planning and Development Act 2005*.
6. In accordance with the requirements of r. 47 (1) and (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, DELEGATES the Chief Executive Officer to advertise Amendment No. 16 to Local Planning Scheme No. 2, as soon as reasonably practicable after the Minister grants approval in accordance with s. 83A(2)(a) of the *Planning and Development Act 2005*.

UNANIMOUSLY CARRIED BY: 8 / 0

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

AGAINST: NIL





## Shire of Gnowangerup

### Local Planning Scheme No. 2

#### Amendment No. 16

##### *Summary of Amendment Details*

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

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



**Planning and Development Act 2005**

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

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

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

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

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

\_\_\_\_\_  
**(Chief Executive Officer)**

## EXECUTIVE SUMMARY

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

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

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

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

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

### 1.0 INTRODUCTION

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

Figure 1: Property location and land use

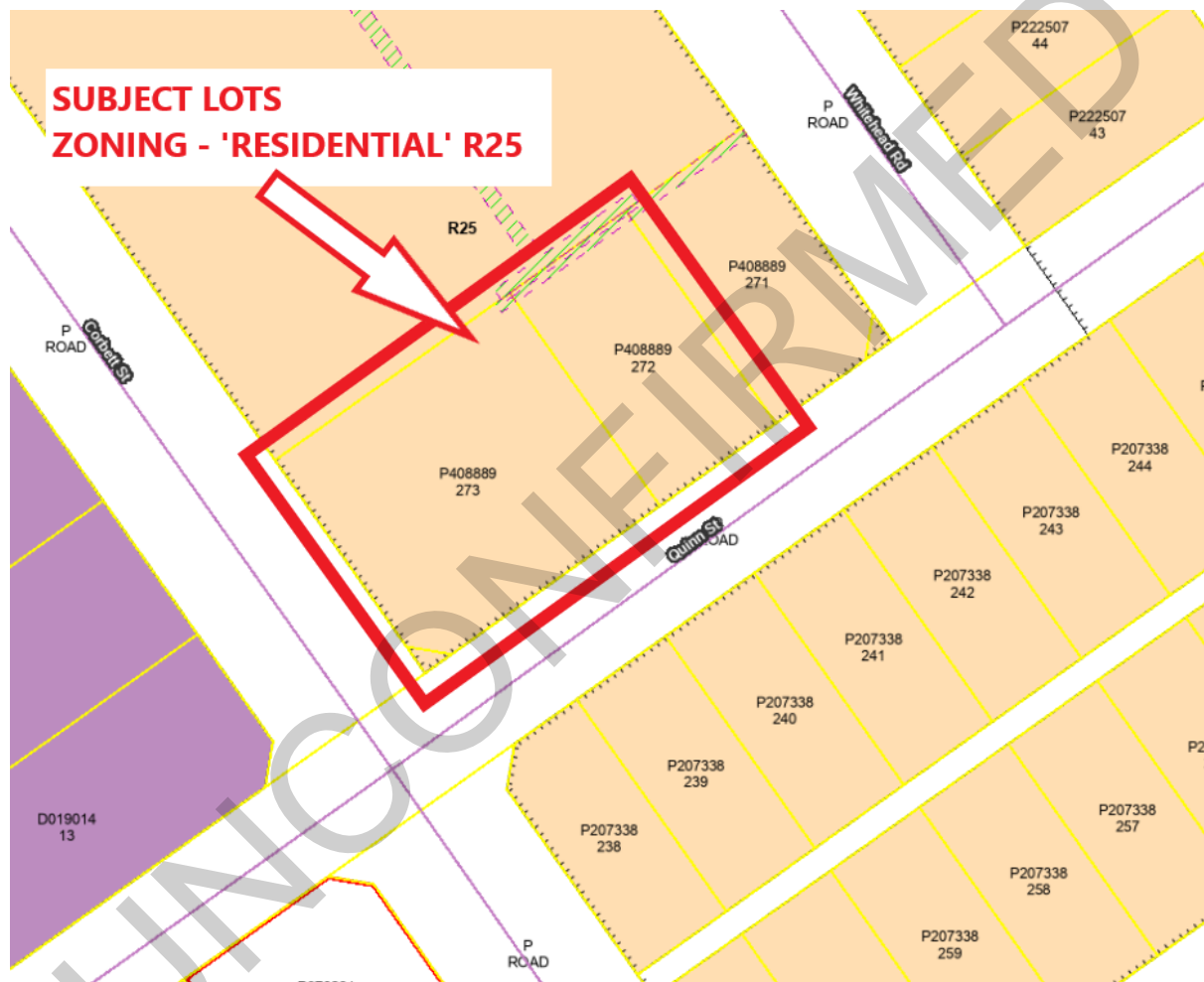


## OFFICIAL

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

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

Figure 2: Zoning



## 2.0 LOCAL PLANNING CONTEXT

### STATE & REGIONAL PLANNING CONTEXT

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

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

## STATE PLANNING POLICIES

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

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

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

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

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

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

## LOCAL PLANNING STRATEGY

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

## LOCAL PLANNING POLICIES

There are no planning policies specific to the subject area.

## 3.0 PROPOSAL

## PLANNING JUSTIFICATION



OFFICIAL

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

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

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

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

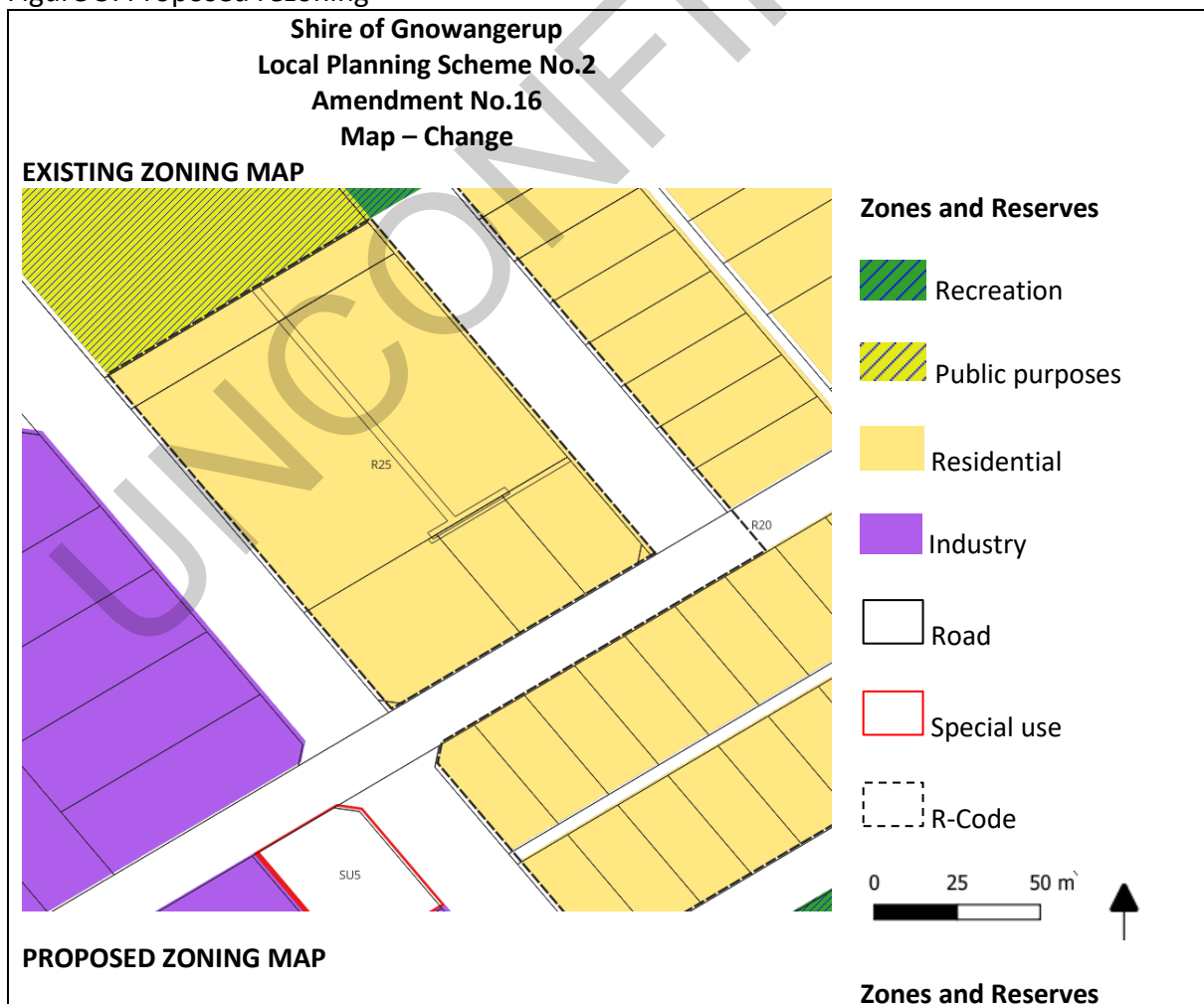
Development is configured for modular or standard construction and to protect existing trees along Quinn St.

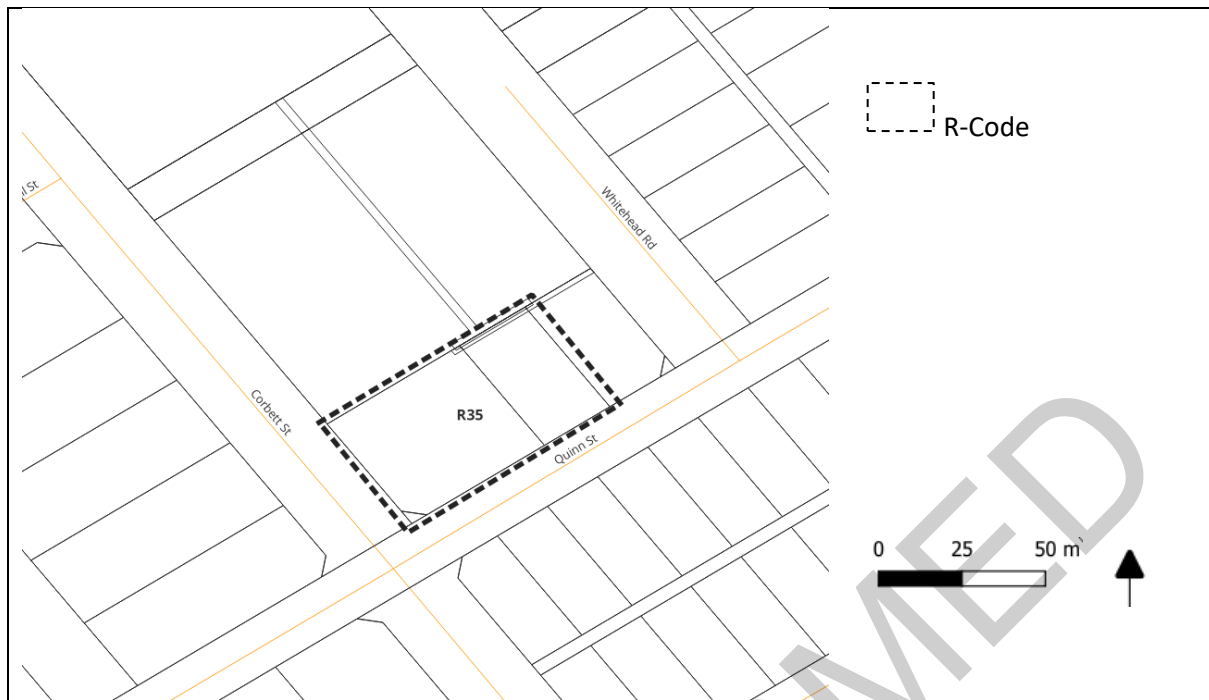
Figures 3 & 4: Indicative housing design and floor layout





Figure 5: Proposed rezoning





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

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

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

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

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

#### 4.0 CONCLUSION

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



OFFICIAL

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

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

UNCONFIRMED

**Planning and Development Act 2005**

**RESOLUTION TO AMEND LOCAL PLANNING SCHEME**

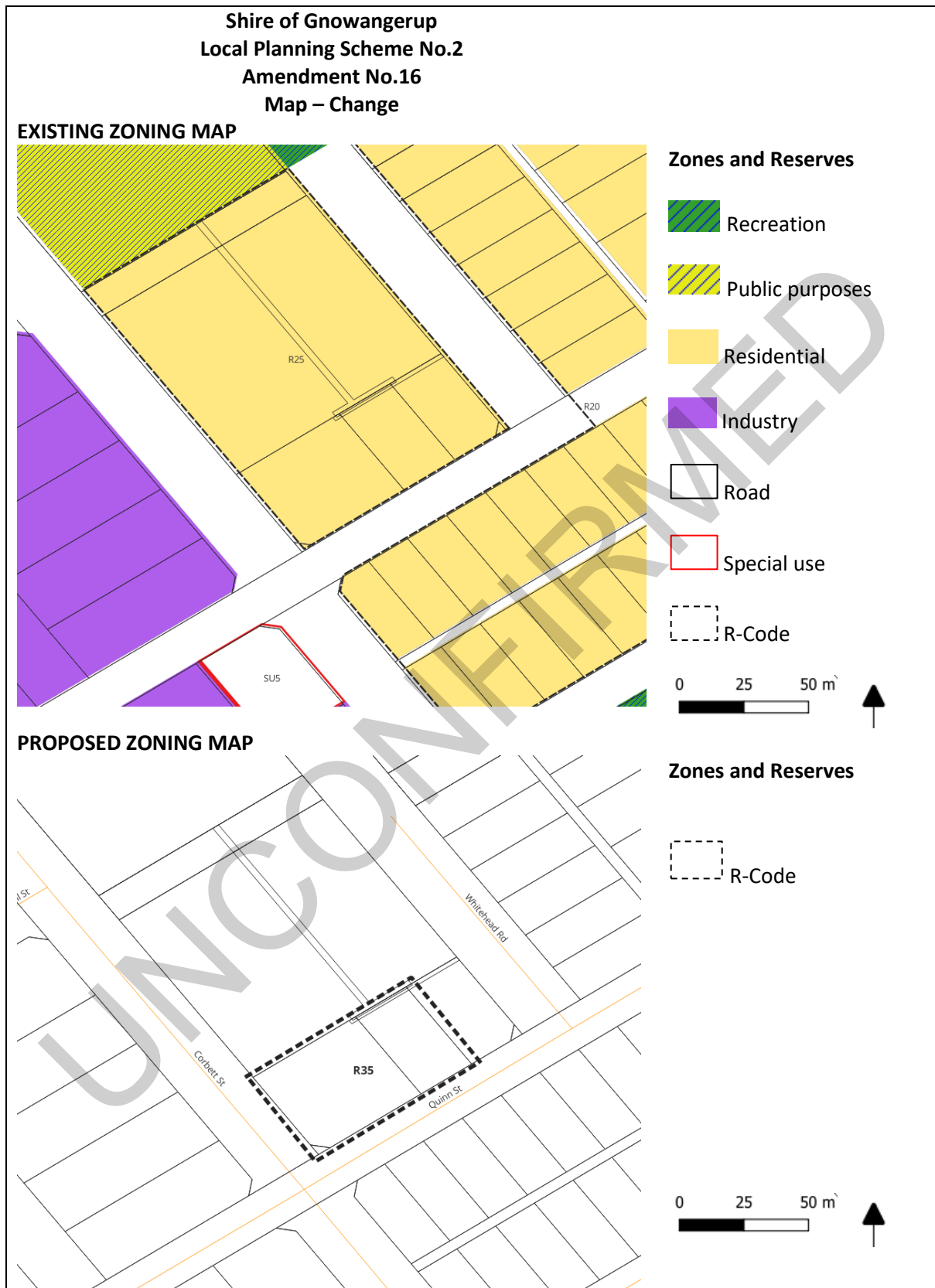
**Local Planning Scheme No. 2**

**Amendment No. 16**

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

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

AMENDMENT MAP



**COUNCIL RESOLUTION TO PREPARE AND ADVERTISE**

This standard Amendment was initiated by resolution of the Council of the Shire of Gnowangerup at the Ordinary Meeting of the Council held on the                      day of                      2025.

.....

**MAYOR/SHIRE PRESIDENT**

.....

**CHIEF EXECUTIVE OFFICER**

**COUNCIL FINAL RECOMMENDATION**

This Amendment is recommended for support by resolution of the Shire of Gnowangerup at the Ordinary Meeting of the Council held on the                      day of                      2025 and the Common Seal of the Shire of Gnowangerup was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....

**MAYOR/SHIRE PRESIDENT**

.....

**CHIEF EXECUTIVE OFFICER**

**WAPC ENDORSEMENT (r.63)**

.....

**DELEGATED UNDER S.16 OF**

**THE P&D ACT 2005**

**DATE.....**

**APPROVAL GRANTED**

.....

**MINISTER FOR PLANNING**

**DATE.....**

<b>11.4</b>	<b>ADOPTION - LOCAL PLANNING POLICY (RENEWABLE ENERGY FACILITIES)</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	Shire of Gnowangerup
<b>Date of Report:</b>	8 May 2025
<b>Business Unit:</b>	Planning
<b>Responsible Officer:</b>	David Nicholson - Chief Executive Officer
<b>Author:</b>	Adrian Nicoll – Project Planner
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

1. Local Planning Policy - Renewable Energy Facilities.

#### PURPOSE OF THE REPORT

To seek Council's agreement to adopt the Renewable Energy Facilities - Local Planning Policy, without any modifications.

The purpose of the policy, is to guide how Renewable Energy Facilities (wind turbines or solar systems), should be considered for development within the Shire of Gnowangerup.

#### BACKGROUND

A Renewable Energy Facility is a premises used to generate energy from a renewable energy source. Renewable energy facilities in Western Australia are principally wind turbine and solar array systems.

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

Prior to developing renewable energy facilities on private property, development approval is required. The Shire of Gnowangerup does not have a policy position on how a Renewable Energy Facility should be considered for development within the Shire of Gnowangerup. At the March 2025 Council meeting, a draft Renewable Energy Facilities policy was adopted for advertising purposes. The draft policy was advertised, and zero (0) submissions were received.

#### COMMENTS

The Council is requested to adopt the Renewable Energy Facilities - Local Planning Policy, without any modifications.

The Renewable Energy Facilities policy seeks to ensure that developers engage with the community and take on-board any concerns, before applying for development approval. The

policy also includes a list of information required to be submitted on application for development approval, including:

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

The policy provides essential information to assist the Council in making an informed decision regarding the approval of renewable energy facilities. It outlines key expectations for developers regarding the necessary requirements to be included in a development application. Additionally, the policy aims to foster community confidence by ensuring a transparent and thorough decision-making process.

#### CONSULTATION

The Shire advertised the proposed Renewable Energy Facilities - Local Planning Policy, as required by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

At the close of advertising, zero (0) submissions were received.

#### LEGAL AND STATUTORY REQUIREMENTS

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

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

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

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

- A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.

- The period for making submissions must not be less than the period of 21 days.
- After the expiry of the period within which submissions may be made, the local government must;
  - Review the proposed policy in the light of any submissions made; and
  - Resolve to proceed with the policy without modification; or proceed with the policy with modification; or not to proceed with the policy.

#### POLICY IMPLICATIONS

There are no policy implications relating to an agreement of Council to adopt the proposed Renewable Energy Facilities policy.

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

#### FINANCIAL IMPLICATIONS

There are no financial implications to adopting the proposed Renewable Energy Facilities policy.

#### STRATEGIC IMPLICATIONS

Nil

#### RISK MANAGEMENT

Nil

#### IMPACT ON CAPACITY

Nil

#### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

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

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

#### CONCLUSION

The proposed Renewable Energy Facilities – Local Planning Policy, is expected to:

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

This item is requesting that the Council adopt the Renewable Energy Facilities - Local Planning Policy, without any modifications.

## VOTING REQUIREMENTS

Absolute Majority

## COUNCIL RESOLUTION

**MOVED: Cr L Martin**

**SECONDED: Cr R Kiddle**

**0525.05 That Council**

- 1. AGREES to adopt the proposed Renewable Energy Facilities – Local Planning Policy, being the version attached to this agenda for report item 11.4 LOCAL PLANNING POLICY – RENEWABLE ENERGY FACILITIES, pursuant to Schedule 2, clause 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 2. Delegates the CEO to publish notice of the policy in accordance with clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

**Note: A policy has effect on publication of a notice.**

**CARRIED BY ABSOLUTE MAJORITY: 8 / 0**

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

**AGAINST: NIL**



## Renewable Energy Facilities Local Planning Policy Shire of Gnowangerup - Local Planning Scheme No.2

### 1. Introduction

This policy applies to an application for a 'Use Not Listed – Renewable Energy Facility'.

Renewable energy facilities in Western Australia are principally wind turbine and solar array systems.

'Renewable Energy Facility' means:

*premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.*

Requirements of this policy may vary dependent on the application type - wind turbine or solar array system.

### 2. Background

The *Western Australian Planning Commission's State Planning Strategy 2050*<sup>1</sup> promotes renewable energy initiatives.

The placement and management of renewable energy facilities have become contentious issues in local communities across Western Australia. Concerns have been raised regarding the location of these facilities on agricultural land, their proximity to rural boundaries and residences, and their potential impact on right-to-farm practices such as aerial spraying activities (WALGA Research Paper October 2024)<sup>2</sup>.

### 3. Relevant Scheme Provisions

A 'renewable energy facility' is not defined in the Shire of Gnowangerup *Local Planning Scheme No.2* (scheme)<sup>3</sup>, nor is it listed in scheme's Table 1: Zoning Table. A renewable energy facility therefore must be processed as a "Use not Listed" whereby the determining authority may:

- a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;
- b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or

<sup>1</sup> Western Australian Planning Commission's State Planning Strategy 2050  
<https://www.wa.gov.au/government/publications/state-planning-strategy-2050>

<sup>2</sup> WALGA Research Paper October 2024  
<https://walga.asn.au/awcontent/Web/Documents/Economics/Renewable-Energy-in-WA-WALGA-Research-Paper.pdf>

<sup>3</sup> Shire of Gnowangerup *Local Planning Scheme No.2*  
<https://www.wa.gov.au/system/files/2021-10/LPSC-Gnowangerup-Local-Planning-Scheme-No-2-Ordinary-Council-Meeting-28-May-2025>

- c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.

The following scheme provisions may be considered relevant in assessing proposals for renewable energy facilities:

#### *Clause 1.6 The aims of the Scheme*

- *To promote the sustainable use of rural land for agricultural purposes whilst accommodating other rural activities.*
- *To safeguard and enhance the character and amenity of the built and natural environment of the Shire.*

#### *10.2 Matters to be Considered by Local Government*

##### *n) the preservation of the amenity of the locality*

#### *Schedule 1 – Definitions*

*Amenity - means all those factors which combine to form the character of an area and shall include the present and likely future amenity*

## **4. Policy Objectives**

The purpose of this policy is to provide a framework for the assessment of renewable energy facilities in the Shire of Gnowangerup.

This policy seeks to ensure that:

- 1) The local community is engaged in the early stages of renewable energy facility planning by the proponent before lodgement of any formal development application. Consultation is also to be undertaken by the local government as a component of a development application.
- 2) Renewable energy facilities do not impact on rural activities (food production) and including associated aviation (for wind farms).
- 3) Renewable energy facilities do not impact on the potential for tourism in the Shire of Gnowangerup.
- 4) Satisfactory distances and buffers are considered to townsites, sensitive land uses, lot boundaries and future development of adjacent lots, considerate of noise (wind farms) and visual amenity.
- 5) Areas of visual significance are protected and that energy facilities are appropriately and sensitively sited. In particular, consideration should be given to the visual amenity associated with the Stirling Ranges.
- 6) The natural environment (remnant vegetation, flora and fauna) is not compromised.
- 7) Sensitive uses are not impacted by noise (wind farms), in accordance with the *Environmental Protection (Noise) Regulations 1997* (WA Noise Regulations)<sup>4</sup>.

<sup>4</sup> Environmental Protection (Noise) Regulations 1997 (WA Noise Regulations)  
<https://www.legislation.wa.gov.au/legislation/statutes/Ordinary/Council/Meeting/28-May-2025/Minutes>

- 8) Road infrastructure is protected. The developer is responsible for the repair of any undue damage to public roads caused by movement of machinery associated with the development of a renewable energy facility.
- 9) Cultural heritage is considered. This may involve a review of registered sites and consultation with local Elders and the Wagyl Kaip Southern Noongar Aboriginal Corporation.
- 10) Bushfire hazards and bushfire risk management is considered in the development and ongoing operations of a renewable energy facility.
- 11) Decommissioning and remediation works is undertaken within 12 months of a renewable energy facility ceasing to operate.

## 5. Application Requirements

An application for a renewable energy facility must be accompanied by the following information, as appropriate:

- 1) Detailed specifications of the renewable energy system to be installed, including site plans detailing setbacks, access, floor plan and elevation plans for any building structures (see section 6).
- 2) A Community and Stakeholder Engagement Plan (see section 7).
- 3) An Environmental Survey (see section 8).
- 4) A Visual and Landscape Impact Assessment (see section 9).
- 5) A Noise Impact Assessment and including a Noise Impact Mitigation Plan (Specifically relates to wind farms - see section 10).
- 6) A Cultural Heritage Impact Assessment (see section 11).
- 7) A Construction Management Plan (see section 12)
- 8) An Operational Management Plan (see section 13).
- 9) A Traffic Management Plan (see section 14).
- 10) A Bushfire Management Plan (see section 15).
- 11) An Aviation Impact Assessment (Specifically relates to wind farms - see section 16).
- 12) A Shadow Flicker Assessment (Specifically relates to wind farms - see section 17).
- 13) A Decommissioning Plan (see section 18).

## 6. Detailed Design

The design of the renewable energy facility should be presented in written and illustrative form, including details of:

- 1) Solar panel or wind turbine and blade design, including dimensions, height, colour and materials;
- 2) Layout, orientation and siting arrangements;
- 3) Road design;
- 4) Earthworks, vegetation clearing and rehabilitation areas;

- 5) Small-scale plans and cross sections showing the layout of infrastructure, ancillary buildings and equipment;
- 6) Power output and description of electrical specifications and connections; and
- 7) Operational and maintenance arrangements, including tourist management facilities and amenities.

The impact of renewable energy facilities on nearby property owners, road users, and the use of adjacent land should be addressed through the detailed design.

Wind farm proposals in-particular, should not have negative impact through:

- 1) Shadow flickering, reflection, or blade glint impacts beyond the boundaries of any lot subject to the application;
- 2) Unreasonable interference with normal agricultural or farming activities of nearby rural properties, such as aerial spraying.
- 3) Interference with existing lawful continued use of neighbouring land including intensive rural activities, and tourism uses; or
- 4) Proximity to established residential areas, whether the land is zoned residential, rural residential or is residential by nature (smaller lots of a typical residential size containing dwellings). The amenity of urban and semi-urban areas and the rural character surrounding urban areas needs to be afforded a high level of protection.

The Shire will also consider any wind farm application under clause 5.3.5 (Public Aviation and Safety), 5.3.6 (Heritage), and 5.3.7 (Construction Impact), contained in the 'Western Australian Planning Commission Position Statement: Renewable Energy Facilities' (March 2020)<sup>5</sup>. Where there is a conflict between this Policy and the Western Australian Planning Commission Position Statement, this Policy shall prevail.

Council will also consider relevant sections of Guideline D of the 'National Airports Safeguarding Framework'<sup>6</sup> including clause 25 on consultation, clauses 26-29 on risk assessment, clauses 33-34 on lighting, clause 39 on wind monitoring towers, clause 41-42 on obstacle lighting and clause 43 on turbulence.

## 7. Community and Stakeholder Consultation

Renewable energy facility proponents must actively engage in early community and stakeholder consultation, prior to lodgement of any formal application. This includes early consultation with the Shire of Gnowangerup.

Consultation should demonstrate a commitment to providing clear information and ensuring opportunities for genuine input and delivering good planning outcomes.

Pre-lodgement consultation should be aimed at identifying and considering options for eliminating,

<sup>5</sup> Western Australian Planning Commission (WAPC) Position Statement on Renewable Energy Facilities  
<https://www.wa.gov.au/system/files/2021-07/POS-Renewable-energy-facilities-position-statement.pdf>

<sup>6</sup> 'National Airports Safeguarding Framework'  
<https://www.infrastructure.gov.au/infrastructure-transport-vehicles/aviation/aviation-safety/aviation-environmental-issues/national-airports-safeguarding-framework>

reducing or otherwise managing impacts, not merely informing communities and stakeholders on the proposed layout.

The Shire expects that proponents will use a range of tools for community and stakeholder engagement. The Shire has a strong view that developers need to invest time and effort into positive community engagement and to build a relationship with nearby and adjacent owners, before any formal lodgement of an application.

This Policy requires applications for renewable energy facilities to address consultation comprehensively and including:

- 1) Lodgement of a detailed Community and Stakeholder Engagement Plan that outlines the outcomes of pre-lodgement community consultation, and a strategy for further consultation for the life of the development. The engagement plan should identify key stakeholders early in the project planning stage and provide them with regular written updates before lodgement;
- 2) The Community and Stakeholder Engagement Plan should incorporate the fundamental principles, actions and frameworks outlined in the Clean Energy Council 'Community Engagement Guidelines for the Australian Wind Industry'<sup>7</sup>; and
- 3) An outline of how landowners' and stakeholders' issues have been considered before lodging any formal development application.

Proponents should liaise with all relevant stakeholders early in the process including, but not limited to the Shire, Main Roads WA, Western Power, Civil Aviation Safety Authority, Air Services Australia, Royal Flying Doctor Service, Department of Fire and Emergency Services, Department of Planning, Lands and Heritage, Department of Water and Environmental Regulation, Department of Biodiversity, Conservation and Attractions, Department of Primary Industries and Regional Development, Environmental Protection Authority, local aerial spraying contractors, unlicensed airstrip owners (within a five (5) kilometre radius of a turbine), any relevant incorporated local aeronautical associations, and any relevant local community groups.

## 8. Environmental Impact

Consistent with the Western Australian Planning Commission (WAPC) Position Statement on Renewable Energy Facilities<sup>8</sup>, this Policy requires applicants to address, avoid and minimise impacts of any renewable energy facility on the natural landscape, and environment, including flora and fauna.

Applications should be accompanied by an Environmental Survey of the site by a suitably qualified environmental consultant and address:

- 1) The type, location and significance of flora and fauna.
- 2) Any rare or endangered species.
- 3) Stopover sites, migration routes, and roosting or nesting sites for birds of conservation significance.

<sup>7</sup> Clean Energy Council 'Community Engagement Guidelines for the Australian Wind Industry'  
<https://assets.cleanenergycouncil.org.au/documents/advocacy-initiatives/community-engagement/wind-community-engagement-guidelines.pdf>

<sup>8</sup> Western Australian Planning Commission (WAPC) Position Statement on Renewable Energy Facilities  
<https://www.wa.gov.au/system/files/2021-07/POS-Renewable-energy-facilities-position-statement.pdf>

- 4) Location of bat colonies (for wind farm applications).
- 5) Areas of high raptor (bird of prey) activity (for wind farm applications).
- 6) Existing remnant vegetation to be retained or that is proposed to be removed (on a plan).
- 7) Distances to areas of habitat, remnant vegetation and areas of natural environment on a context plan, including conservation areas, reserves or crown land.
- 8) Maximising distances to bird conservation areas, breeding grounds of sensitive species and areas of remnant bushland that are likely high-value bird habitats or habitats for birds of conservation significance.
- 9) Methods to avoid bird collision such as increasing the visibility of rotor blades (where feasible), flashing lights, and keeping bird migration corridors free.

## 9. Visual and Landscape Impact

A Visual and Landscape Impact Assessment is required and shall:

- 1) Describe the appearance of changes in the landscape caused by the proposed renewable energy facility.
- 2) Identify the view of the renewable energy facility from key sensitive land uses, views from key locations of major roads and tourist routes (including rest areas), heritage places, tourist facilities, recreational reserves and areas utilised by the general public such as camping areas and walking trails.
- 3) Ensure photos in the report include a view of the existing landscape and a clear photomontage with the energy facility superimposed. Photomontages should include height dimensions to clearly show the scale.
- 4) Include all images in colour with a high-quality resolution.
- 5) Include a clear plan that shows the location of where each photo was taken, the direction it was taken, and the numbering of each photo location.
- 6) In addition to addressing this Policy, Visual and Landscape Impact Assessment should be undertaken in accordance with the WAPC 'Visual Landscape Planning in Western Australia' manual<sup>9</sup> and the 'Wind Farms and Landscape Values' (2005) published by the Australian Wind Energy Association and Australian Council of National Trust<sup>10</sup>.
- 7) Renewable energy facilities are required to be designed, sited and operated to minimise their visual impacts and off-site impacts and shall meet the following requirements:
  - a) For wind farms - a setback of two (2) kilometres between any wind turbine, measured from the tip of the blade, when at its nearest point from an existing dwelling on a neighbouring lot, that is not associated with the development. A lesser setback may be considered by

<sup>9</sup> WAPC 'Visual Landscape Planning in Western Australia' manual.

[https://www.wa.gov.au/system/files/2021-06/ML\\_Visual-landscape-planning-in-Western-Australia.pdf](https://www.wa.gov.au/system/files/2021-06/ML_Visual-landscape-planning-in-Western-Australia.pdf)

<sup>10</sup> 'Wind Farms and Landscape Values' (2005) published by the Australian Wind Energy Association and Australian Council of National Trust.

Available From:

- Australian Wind Energy Association, GPO Box 4499, Melbourne VIC 3001
- Australian Council of National Trusts, PO Box 100, Drysdale VIC 3252



the Council if agreed to in writing by the affected property owner(s) at the time of lodgement of a development application.

- b) For wind farms - a setback of one (1) kilometre between any wind turbine, measured from the tip of the blade, when at its nearest point from a neighbouring lot boundary, that is not associated with the development. A lesser setback may be considered by the Council if agreed to in writing by the affected property owner(s) at the time of lodgement of a development application.
- c) For wind farms - blades on wind turbines to rotate in the same direction and ensure that all turbines have uniformity in terms of colour, size, and shape.
- d) Solar panels should be sited to reduce the likely impacts of glint and glare.
- e) Implementation of landscaping within the development site to mitigate visual impact to the greatest extent possible from sensitive land uses. Locating energy facilities in flatter landscapes, where feasible, to reduce visibility due to shortening the visual perspective of the structures.

Landscaping outside of the lots being developed for a renewable energy facility is not accepted as being a practical mechanism for visual mitigation as conditions of planning approval cannot require works outside of the development site.

For the purpose of this Policy, the term 'sensitive land use' is as per the definition in the WAPC Position Statement on Renewable Energy Facilities<sup>11</sup> as 'land uses that are residential or institutional in nature, where people live or regularly spend extended periods of time. These include dwellings, short-stay accommodation, schools, hospitals and child care centres and generally exclude commercial or industrial premises.'

The Shire will also take into account the description of types of 'sensitive land use' as outlined in Clause 2.3 of the Environmental Protection Authority 'Guidance for the Assessment of Environmental Factors'<sup>12</sup>.

## 10. Noise Impact (Specifically for wind farms)

A Noise Impact Assessment shall be lodged with any wind farm proposal to demonstrate that it can meet the standards under the *Environmental Protection (Noise) Regulations 1997* (WA Noise Regulations)<sup>13</sup>.

The current version of the South Australian Environmental Protection Authority 'Wind Farms Environmental Noise Guidelines (2021 or its replacement)<sup>14</sup> should also be referenced for assessment purposes. It is accepted that wind farm noise can be generally masked by wind generated noise, and the assigned levels can then be calibrated by the wind generated noise, if it

<sup>11</sup> Western Australian Planning Commission (WAPC) Position Statement on Renewable Energy Facilities  
<https://www.wa.gov.au/system/files/2021-07/POS-Renewable-energy-facilities-position-statement.pdf>

<sup>12</sup> The Environmental Protection Authority 'Guidance for the Assessment of Environmental Factors'  
[https://www.epa.wa.gov.au/sites/default/files/Policies\\_and\\_Guidance/GS3-Separation-distances-270605.pdf](https://www.epa.wa.gov.au/sites/default/files/Policies_and_Guidance/GS3-Separation-distances-270605.pdf)

<sup>13</sup> Environmental Protection (Noise) Regulations 1997 (WA Noise Regulations)  
[https://www.legislation.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_1399\\_homepage.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1399_homepage.html)

<sup>14</sup> South Australian Environmental Protection Authority 'Wind Farms Environmental Noise Guidelines (2021 or its replacement).  
[https://www.epa.sa.gov.au/files/47788\\_windfarms.pdf](https://www.epa.sa.gov.au/files/47788_windfarms.pdf)

does mask the noise at the sensitive premises location.

The Noise Impact Assessment is to be completed by a suitably qualified acoustic consultant, and should address construction noise, predicted noise levels associated with a fully operational wind farm, including infrasound and ground vibration, and is required to be completed by an acoustic consultant.

The Noise Impact Assessment may reference information from:

- The Victoria State Government Health Department technical information report on 'Wind farms, sound and health'<sup>15</sup> which provides information explaining the characteristics of low-frequency sound; and
- The Environment Protection and Heritage Council draft 'National Wind Farm Development Guidelines' (2010)<sup>16</sup> which explains the characteristics of low-frequency noise and infrasound.

The Noise Impact Assessment must consider the location of any existing sensitive land use. Applicants should address in detail how turbines are located to minimise future land use conflict and noise impact on future sensitive land uses.

The WA Noise Regulations protect 'rural premises' and other sensitive land uses. There is a 'highly sensitive area' defined in the WA Noise Regulations, which is an area within 15 metres from the building associated with sensitive use (such as a dwelling). If an adjacent landowner decides to subdivide or build a second dwelling on their lot, the most stringent assigned noise levels would apply to any new second house.

An application shall address the following:

- 1) Commitment to providing a Noise Impact Mitigation Plan for post-operational noise monitoring, to demonstrate that any constructed wind farm complies with the WA Noise Regulations, and to manage complaints regarding noise impact during the operational phase of the development.
- 2) Ability to contain all 'noise buffers' within the development lot boundaries for long-term ongoing compliance with the WA Noise Regulations to accommodate future development of adjacent lots with sensitive land uses/highly sensitive areas, particularly any form of dwellings. This is to ensure any wind farm location is compatible with existing land uses and future development.
- 3) The term 'noise buffers' in this Policy means any predicted noise contour lines/emissions that are higher than those acceptable for a "highly sensitive area".

Note: if an adjacent landowner constructs a dwelling on their property after a wind farm is constructed, it is the wind farm operator that has to take action to ensure that any new dwelling or sensitive premises is not impacted by noise levels exceeding what is permissible for a 'highly sensitive area' under the WA Noise Regulations. Applicants will need to demonstrate that any wind farm will not limit any future rural land use or sensitive land use on existing lots that do not form part of the development application.

<sup>15</sup> The Victoria State Government Health Department technical information report on 'Wind farms, sound and health'  
[https://content.health.vic.gov.au/sites/default/files/migrated/files/collections/policies-and-guidelines/1/1212016\\_wind\\_turbine\\_community\\_web---pdf.pdf](https://content.health.vic.gov.au/sites/default/files/migrated/files/collections/policies-and-guidelines/1/1212016_wind_turbine_community_web---pdf.pdf)

<sup>16</sup> The Environment Protection and Heritage Council draft 'National Wind Farm Development Guidelines' (2010)  
[https://www.epc.gov.au/sites/default/files/2022-09/Ordinary\\_Council\\_Meeting\\_28\\_May\\_2025\\_Minutes.pdf](https://www.epc.gov.au/sites/default/files/2022-09/Ordinary_Council_Meeting_28_May_2025_Minutes.pdf)



## 11. Cultural Heritage

An assessment of potential impacts to cultural heritage values is to be undertaken as follows:

- 1) Initial consultation with the Wagyl Kaip Southern Noongar Aboriginal Corporation;
- 2) A desktop assessment to determine the environmental context and Aboriginal history and any lodged or registered Aboriginal artifacts or heritage sites of the project investigation area;
- 3) A ground survey to identify the presence of Aboriginal cultural heritage in or associated with the project site;
- 4) Engagement with local Elders.

In the event of an Aboriginal Heritage Site being discovered during development, the site is to be preserved and managed as per regulatory requirements and the impending Noongar Standard Heritage Agreement.

## 12. Construction Management Plan

A Construction Management Plan is to be submitted to address the following matters:

- 1) Standards and procedures for the construction of the development including the management of environmental emissions such as dust and noise;
- 2) Site disturbance should be minimised during construction through careful siting and measures to address erosion, drainage run-off, flooding, water quality, retention of remnant vegetation, stabilisation of top soil, and weed and disease hygiene;
- 3) Vehicle and machinery access and movement.

The transport of equipment and freight to the site should be carefully managed and may need to be coordinated with adjacent local governments. If ongoing disruption to traffic is likely to occur, police escorts may be required for the transport of large facilities.

Site clearance works, earth moving, cutting, filling and stockpiling of topsoil should be kept to a minimum wherever possible.

## 13. Operational Management Plan

An Operational Management Plan is to be submitted indicating ongoing management of the site (e.g. management for bushfire) and including infrastructure and service road maintenance as required for the operation of the energy facility.

The Operational Management Plan should have regard to any environmental and landscape impacts.

If visitor facilities are planned as part of the development, additional services may be required, including gas, water, telecommunications and on-site or off-site sewage treatment.

When a site is decommissioned, the demolition work will need to be managed and the site should be reinstated to its original use and condition, or other agreed use.

## 14. Traffic Management and Protection of Roads and Infrastructure

The Shire recognises that the development of renewable energy facilities may have significant impacts on the condition and serviceability of the local road network, during the construction phase.

The Shire requires proponents of renewable energy facilities to be assessed for any road contributions for repairs or upgrades to sealed and/or unsealed roads managed by the Shire (Traffic Management Plan) because of construction or ongoing activities associated with the development beyond those considered normal day to day access and egress.

Reference should be made to the WAPC Transport Assessment Guidelines<sup>17</sup>.

The Traffic Management Plan should consider/include:

- 1) The MRWA - Operation and Maintenance Agreements to Access State Road Network<sup>18</sup>;
- 2) Route Assessments for the transport of dangerous goods on road networks;
- 3) Permit for vehicle and machinery access and movement for Restricted Access Vehicles – to the satisfaction of Heavy Vehicle Services – Main Roads WA (e.g. Transport of large wind turbine blades and towers).
- 4) A Road and Shire Infrastructure Condition Report, that identifies and records the conditions of any local roads and the Shire infrastructure that will be affected by any route for heavy vehicles and delivery trucks needed for the construction phase;
- 5) The costs associated with any damage caused to the roads or Shire infrastructure attributed to the construction phase of the development. Any damage shall be rectified by the developer to the standard identified in the pre-lodgement Road and Shire Infrastructure Condition report; and
- 6) All costs of any upgrading required for construction transport routes and/or the development.

The road contributions will be calculated based on the Western Australia Local Government Association's Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads<sup>19</sup>, which provides a fair and transparent method for determining the additional maintenance and reconstruction costs attributable to the increased heavy vehicle traffic generated by the wind energy facility development. Any contributions need to be consistent with the principles that underpin the State Planning Policy 3.6 – Infrastructure Contributions<sup>20</sup>.

The road contributions will be negotiated and agreed upon between the Shire and the developer before the approval of the development application. The road contributions will be paid by the developer to the Shire under the terms and conditions of the agreement.

## 15. Bushfire Management

A Bushfire Management Plan is to be provided for areas that fall within a Bushfire Prone Area. Reference should be made to State Planning Policy 3.7 – Planning in Bushfire Prone Areas<sup>21</sup>. It is also

<sup>17</sup> WAPC Transport Assessment Guidelines  
<https://www.wa.gov.au/government/publications/planning-guidelines-transport-impact-assessment>

<sup>18</sup> Operation and Maintenance Agreements to Access State Road Network – Main Roads Western Australia  
<https://www.mainroads.wa.gov.au/4a1dad/globalassets/heavy-vehicles/rav-access/rav-access-approval-review-policy.pdf?v=4a1d64>

<sup>19</sup> Western Australia Local Government Association's Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads  
[https://walga.asn.au/awcontent/Web/Documents/Infrastructure/Heavy\\_Vehicle\\_Cost\\_Recovery\\_Policy\\_Guideline\\_for\\_Sealed\\_Roads-\(ID-693988\).pdf](https://walga.asn.au/awcontent/Web/Documents/Infrastructure/Heavy_Vehicle_Cost_Recovery_Policy_Guideline_for_Sealed_Roads-(ID-693988).pdf)

<sup>20</sup> State Planning Policy 3.6 – Infrastructure Contributions  
<https://www.wa.gov.au/government/publications/state-planning-policy-36-infrastructure-contributions>

recommended that the developer review the Victorian Country Fire Associations document - Design Guidelines and Model Requirements for Renewable Energy Facilities v4 (2023)<sup>22</sup>, as this document provides a best practice approach to considering bushfire risk and fire safety measures in the design, construction, and operation of renewable energy facilities (including windfarms).

## **16. Aviation Impact Assessment** (Specifically for wind farms)

An Aviation Impact Assessment is to be submitted identifying aerodromes in the locality and potential flight paths that may occur as a result of night flying, aviation training, firefighting, recreation aviation, agricultural related activities and emergency services flying. Particular attention is to be paid to fire fighting water bombing requirements.

The Aviation Impact Assessment is to be undertaken by a qualified aviation consultant and is to demonstrate that turbines will not impact on aerial spraying activities of surrounding farms or unlicensed airstrips.

Any potential aviation safety risks identified require consultation with Civil Aviation Safety Authority (CASA), Air Services Australia and/or the Commonwealth Department of Defence.

## **17. Shadow Flicker Assessment** (Specifically for wind farms)

A Shadow Flicker Assessment is to provide an assessment of the potential for shadow flicker occurrence resulting from a proposed wind turbine at the nearest receptors.

Under certain combinations of geographical position, time of day and year, wind speed and wind direction, the sun may pass behind the rotor and cast a shadow over neighbouring buildings and roads and cause a flicker effect.

It is important to understand the casting shadow impact to surrounds, in particular public roads and existing and potential housing.

The Draft National Guidelines include recommendations for shadow flicker limits relevant to wind farms in Australia, such that the modelled theoretical shadow flicker duration should not exceed 30 hours per year, and that the actual or measured shadow flicker duration should not exceed 10 hours per year. The guidelines also recommend that the shadow flicker duration at a dwelling be assessed by calculating the maximum shadow flicker occurring within 50 metres of the centre of a dwelling.

## **18. Decommissioning Program**

A Decommissioning Plan is to be submitted, outlining the removal of all renewable energy facilities and rehabilitation of the affected land at the end of the development's life (unless major refurbishment is separately approved).

Decommissioning should be considered in the design phase of projects and as part of the development application process so that structures may be easily disassembled at the end of their life, and to ensure that the funds are available to decommission them. If projects do not perform as predicted, this may have a financial impact on its decommissioning plan. Applicants should

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<https://www.planning.wa.gov.au/state-planning-policy-3.7-bushfire>

<sup>22</sup> Victorian Country Fire Associations document - Design Guidelines and Model Requirements for Renewable Energy Facilities v4 (2023)  
<https://www.vic.gov.au/news/latest-cfa-renewable-energy-guidelines> Ordinary Council Meeting 28 May 2025

outline how funds will be directed into future decommissioning or refurbishment costs.

General information at the development application stage should detail a process and steps for decommissioning or refurbishment of energy facilities and staging/timing for planning for decommissioning/refurbishment over the life of the development.

Waste or surplus infrastructure is not to be disposed at the Shire's rubbish tips without approval.

There is an expectation that land developed with a renewable energy facility will be returned to a pre-development condition once the renewable energy facility reaches the end of its lifecycle. If an applicant seeks to retain some infrastructure on the land (such as roads or turbine foundations), then it needs to be made clear at the initial development application lodgement stage.

Substantial decommissioning and remediation works are expected to commence within 12 months of renewable energy facilities no longer generating permanently unless an alternative reasonable timeframe is outlined in the development application.

## COMPLIANCE REQUIREMENTS

Legislation / Documents	<ul style="list-style-type: none"> <li>• <i>Planning and Development Act 2005</i></li> <li>• <i>Shire of Gnowangerup – Local Planning Scheme No.2.</i></li> <li>• <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></li> </ul>
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## DOCUMENT CONTROL

### INFRASTRUCTURE, ENVIRONMENT & ASSET MANAGEMENT

Policy Number	5.8
Responsible Officer	Town planner
Initial Council Adoption	28 May 2025
Review Dates	<ul style="list-style-type: none"> <li>• N/A new</li> </ul>
Next Review Due	28 May 2027 This policy will be reviewed every two years or more often where circumstances require.

<b>11.5</b>	<b>ADOPTION - LOCAL PLANNING POLICY (GNOWANGERUP AIRPORT)</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	Shire of Gnowangerup
<b>Date of Report:</b>	12 May 2025
<b>Business Unit:</b>	Planning
<b>Responsible Officer:</b>	David Nicholson - Chief Executive Officer
<b>Author:</b>	Adrian Nicoll – Project Planner
<b>Disclosure of Interest:</b>	Nil

## ATTACHMENTS

1. Local Planning Policy – Gnowangerup Airport

## PURPOSE OF THE REPORT

To seek Council's agreement to adopt the Gnowangerup Airport - Local Planning Policy (as advertised).

## BACKGROUND

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

At the March 2025 Council Meeting, it was agreed that the current Gnowangerup Airport – Local Planning Policy, be advertised with the following additional standards applicable to development:

- Consultation is to be undertaken with the Aboriginal community.
- Suitable provision is to be made for power supply and vehicle access.
- Stormwater is to be appropriately managed.
- Fuels and chemicals are to be appropriately stored.
- Lease arrangements are to be administered.
- Hanger developments are to be appropriately located.

The Gnowangerup Airport – Local Planning Policy was advertised, inclusive of the above listed amendments, and at the close of advertising, zero (0) submissions were received.

## COMMENTS

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

The new standards ensure that:

- Consultation is undertaken with the Wagyl Kaip Southern Noongar Aboriginal Corporation and the local Aboriginal community.

- Power, stormwater and access is provided.
- Fuels and chemicals are appropriately stored and managed.
- Leasing arrangements are appropriately administered.

The new updated policy is expected to provide essential information to assist the Council in making an informed decision regarding proposed developments at the Gnowangerup Airport.

The Council is requested to adopt the Gnowangerup Airport - Local Planning Policy (as advertised).

### CONSULTATION

The Shire advertised the proposed Gnowangerup Airport - Local Planning Policy, as required by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

At the close of advertising, zero (0) submissions were received.

### LEGAL AND STATUTORY REQUIREMENTS

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

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

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

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

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

### POLICY IMPLICATIONS

There are no policy implications relating to an agreement of Council to finally adopt the Gnowangerup Airport - Local Planning Policy (as advertised).

A Local Planning Policy gives a planning authority an opportunity to state how decisions should or will be exercised under the planning scheme. It can help applicants and the

community understand how a proposal will be considered and what will influence decision-making.

#### FINANCIAL IMPLICATIONS

There are no financial implications to adopt the Gnowangerup Airport - Local Planning Policy (as advertised).

#### STRATEGIC IMPLICATIONS

Nil

#### RISK MANAGEMENT

Nil

#### IMPACT ON CAPACITY

Nil

#### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council has the following options in relation to this item:

- Not to amend the existing Policy though this may lead to impaired decisions.
- To resolve to proceed with the policy (as advertised).
- To resolve to proceed with the policy (as advertised), and to include additional amendments.

#### CONCLUSION

The Shire has amended the Gnowangerup Airport - Local Planning Policy, which is expected to:

- Provide essential information to assist the Council in making an informed decision regarding proposed developments at the Gnowangerup Airport.
- Outline key expectations for developers regarding the necessary requirements to be included in a development application.
- Foster community confidence by ensuring a transparent and thorough decision-making process.

The amended policy was advertised, and zero submissions were received.

This item is requesting that the Council agree to adopt the Gnowangerup Airport - Local Planning Policy (as advertised).

#### VOTING REQUIREMENTS

Absolute majority

## **COUNCIL RESOLUTION**

**MOVED: Cr P Callaghan**

**SECONDED: Cr L Martin**

**0525.06 That Council**

- 1. AGREES to adopt the proposed Gnowangerup Airport – Local Planning Policy, being the version attached to this agenda for report item 11.5 LOCAL PLANNING POLICY –GNOWANGERUP AIRPORT, pursuant to Schedule 2, clause 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 2. Delegates the CEO to publish notice of the policy in accordance with clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

**Note: A policy has effect on publication of a notice.**

**CARRIED BY ABSOLUTE MAJORITY: 8 / 0**

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

**AGAINST: NIL**



## GNOWANGERUP AIRPORT LOCAL PLANNING POLICY

## Objective

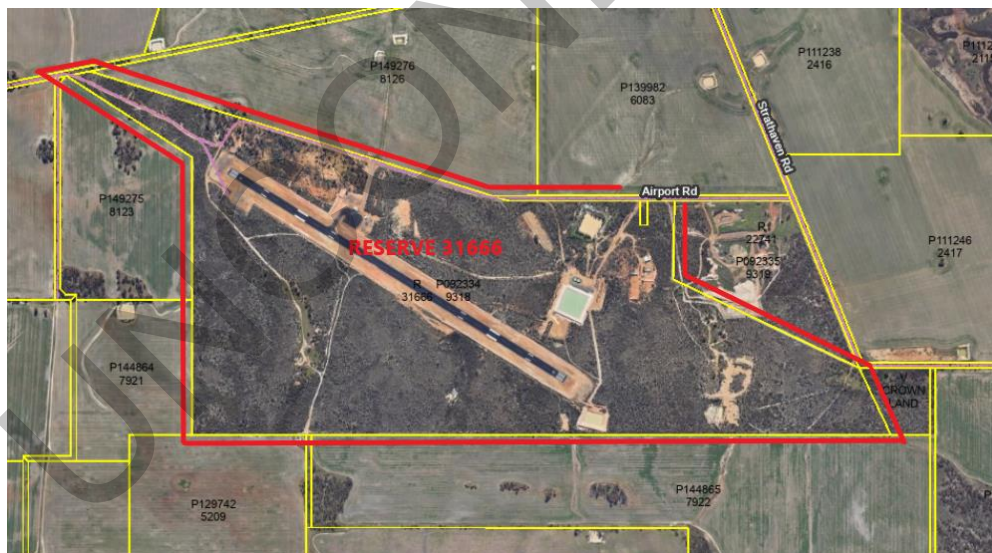
**To:**

- protect the primary purpose of the Airport for aviation related activities;
- encourage further development of aviation facilities and activities at the Airport and allow complementary activities and uses which facilitate ongoing and increased use of the Airport;
- provide planning controls to ensure that all uses and/or development on the Airport are consistent with the Crown Land Title requirements for the reserve; and
- preclude any uses and/or development which would conflict with or jeopardise the continued function of the Airport.

## 1.0 Policy Area

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

Image 1 Gnowangerup Airport Reserve



## 2.0 Planning Approval Required

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

The Gnowangerup Airport is contained on Crown Land Title (Volume LR3106 Folio 473) for the purpose of aerial landing ground and recreation and a Management Order

exists that enables the Shire with power to lease portions of the land for a period not exceeding 21-years.

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

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

### 3.0 Consultation

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

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

### 4.0 Compatible Land Use Activities

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

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

## 5.0 Development Standards

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

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



on or into the ground. Fuel and chemical storage should be undertaken to the satisfaction of the Department of Energy, Mines, Industry Regulation and Safety.

- (k) The owner of the hangar shall ensure that adequate fire control measures are in place at all times.

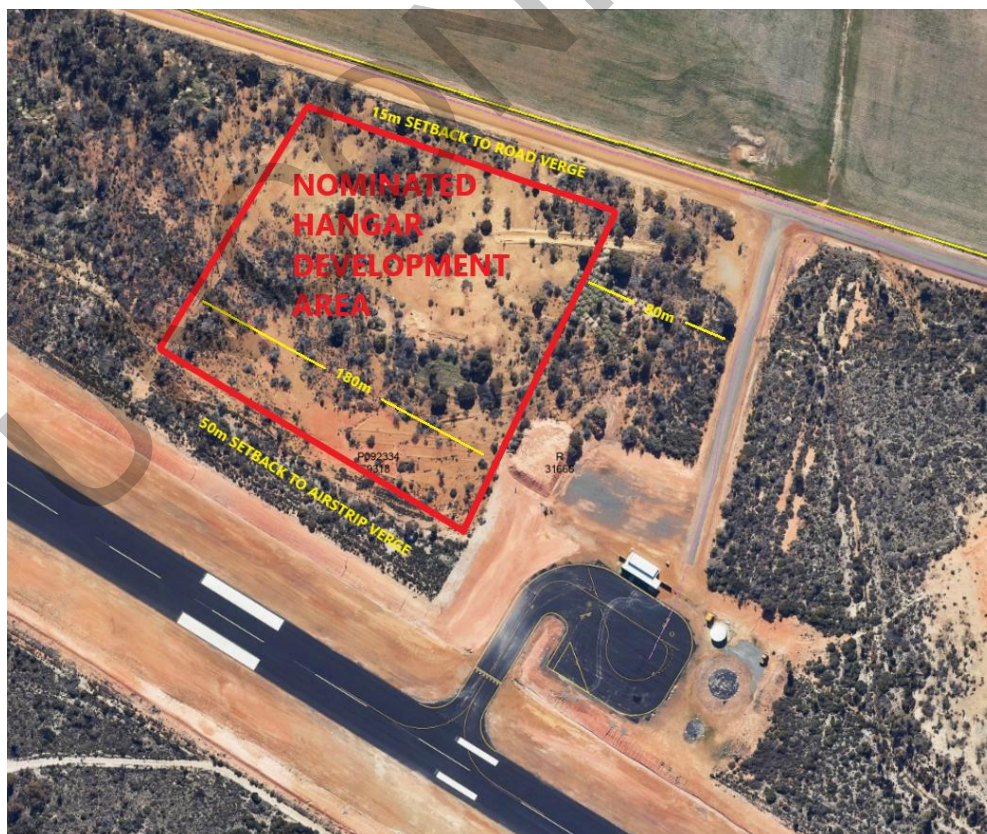
## 6.0 Leases

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

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

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

Image 2 – Nominated Hangar Development Area



## COMPLIANCE REQUIREMENTS

Legislation / Documents	<ul style="list-style-type: none"> <li>Planning and Development Act 2005</li> <li>Shire of Gnowangerup – Local Planning Scheme No.2.</li> <li>Planning and Development (Local Planning Schemes) Regulations 2015</li> <li>Land Administration Act</li> <li>Crown Land Title Management Order</li> </ul>
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## DOCUMENT CONTROL

### INFRASTRUCTURE, ENVIRONMENT & ASSET MANAGEMENT

Policy Number	5.3
Responsible Officer	Town Planner
Initial Council Adoption	22 April 2015
Review Dates	<ul style="list-style-type: none"> <li>31 May 2019</li> <li>21 March 2025 (approved by Council 28 May 2025)</li> </ul>
Next Review Due	<p>28 May 2027</p> <p>This policy will be reviewed every two years or more often where circumstances require.</p>

UNCONFIRMED

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## 11.6 PROVISION OF COMMUNITY EMERGENCY SERVICES

<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	28 May 2025
<b>Business Unit:</b>	Emergency Services
<b>Responsible Officer:</b>	David Nicholson – CEO
<b>Author:</b>	David Nicholson – CEO
<b>Disclosure of Interest:</b>	Nil

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### ATTACHMENTS

- Memorandum of Understanding – Provision of a Local Government Employed Emergency Services Manager **(Draft)**

### PURPOSE OF THE REPORT

Council is requested to endorse extension of the current Community Emergency Services Manager (CESM) arrangement with minor amendment, for a further three years with an option to extend for a further three years, and to include relevant costs in future budgets.

### BACKGROUND

In 2020 The Shire of Gnowangerup entered an arrangement with the Shires of Cranbrook and Kojonup, and the Department of Fire and Emergency Services (DFES), to engage the services of a CESM. This arrangement allowed the Shires to access the services of a DFES supported CESM at a reduced cost.

The objectives of the arrangement were covered in a Memorandum of understanding (MOU) and comprised:

- Deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community.
- Operate to a consistent set of protocols and equipment standards.
- Provide efficient systems of communication between organisations at all levels to improve service delivery outcomes.
- Promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members.
- Provide and or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond.
- Develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shires and DFES.
- Enhance community ownership of fire prevention and preparedness programs and activities.

Costs were shared 60/40 to the advantage of the Shires, with it being noted these would be subject to annual review. The current MOU expires on the 16 June 2025.

#### COMMENTS

The CESM arrangement has matured since its inception, evolving into an important risk management role that is well supported by the community. The arrangement not just allows cost sharing, but also the sharing of information as well as fostering a collaborative and supportive approach to community safety.

The CESM is an employee of the host Shire. Historically this has been the Shire of Cranbrook but going forward this will be the Shire of Kojonup. The host Shire is responsible for all administration arrangements associated with the CESM. Costs are invoiced to the partnering Shires monthly.

The MOU imposes certain obligations upon the participating Shires. These are detailed in section 5 of the draft MOU and comprise:

- **Prevention:** The Shires will administer and enforce the appropriate fire prevention provisions of the Bush Fire (BF) Act 1954. The Shires will also promote and participate in appropriate community safety programs in consultation with DFES.
- **Preparedness:** In addition to the applicable community safety programs identified against prevention the Shires will, through their staff and infrastructure, support the emergency services preparedness programs developed and implemented by DFES. The Shires will also ensure that their bush fire brigade volunteers are trained to the appropriate levels.
- **Response:** The Shires will respond to day-to-day incidents through the turnout of their Bush Fire Brigades. Shires' support including access to volunteers, appliances and other resources as required, will be extended to DFES controlled incidents when requested by the Incident Controller.
- **Recovery:** The Shires will undertake recovery actions in accordance with its role as documented in the Emergency Management Act 2005.
- **Management and Administration:** The Shire will provide leadership and support to the development and management of their community emergency management arrangements. The Shires agrees to provide the CESM with access to the Shires administered online systems and finances as agreed between the parties.
- The Shires will appoint the CESM as a Fire Control Officer in accordance with section 38 of the BF Act.
- The Shires will develop and then maintain their emergency services operating and capital budget to ensure sufficient funds are requested through the Local Government Grant Scheme (LGGS) funding process to maintain emergency services buildings, appliances and associated operational infrastructure.

- The Shires will ensure appropriate allocation of funds in their annual budget to cover the costs associated with this CESM arrangement as outlined in Attachment 1 – Indicative Cost Sharing Arrangement between DFES and the Shires.
- The Shires may amend any applicable local laws to reflect the arrangements set out in this MOU.

These obligations are similar to the existing MOU and are manageable.

#### CONSULTATION

- The Department of Fire and Emergency Services (DFES)
- The Shires of Cranbrook and Kojonup
- Councillors

#### LEGAL AND STATUTORY REQUIREMENTS

The Emergency Management Act 2005 provides the head of power to direct local governments to comply with the requirements of State emergency management policies where they are given a role within those policies as follows:

##### *Section 20 (4) of Emergency Management Act 2005*

*“A public authority that is given a role and responsibilities under a State emergency management policy is to comply with the State emergency management policy.”*

Bushfire Act 1954.

#### FINANCIAL IMPLICATIONS

Financial arrangements are detailed in Section 7 of the draft MOU. Costs are shared on a tiered basis starting at a DFES/Shires split of 70/30, through to 50/50 depending on the quantum of combined local government rates. The current combined rates result in the imposition of a 50/50 split.

It is anticipated the total CESM costs will amount to \$180,739 pa (as of March 2025), though certain items within this cost are DFES specific and are not included in the allocation to the Shires. Given this, the Shires are responsible for \$82,150 pa (indexed) split three ways (\$27,383 per Shire). Refer Attachment 1 of the draft MOU for details.

#### STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

<b>Theme</b>	Our Community
<b>Community Priority</b>	Support emergency services planning, risk mitigation, response and recovery.

#### STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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



<b>Risk description</b>	<b>Not to employ a CESM</b>
<b>Primary Strategic Risk Category</b>	<b>Community disruption</b>
<b>Primary Strategic Risk Category Description</b>	<b>Failure to adequately prepare and respond to events that cause disruption to the local community</b>
<b>Consequence:</b> (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
<b>Likelihood:</b> (Almost Certain, Likely, Possible, Unlikely, Rare)	Unlikely

#### IMPACT ON CAPACITY

This is an additional shared resource and therefore an increase in expenses for the next three years (ending June 2028). This cost will be included in the Shire's budget and long-term financial plan.

#### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may reject the option to participate in the CESM arrangement though this would impede the Shire's ability to prepare for and react in times of emergency.

#### VOTING REQUIREMENTS

Absolute Majority

#### COUNCIL RESOLUTION

**MOVED: Cr M Creagh**

**SECONDED: Cr P Callaghan**

**0525.07 That Council**

- 1. Notes the draft Community Emergency Services Manager (CESM) Memorandum of Understanding (MOU) between the Department of Fire and Emergency Services (DFES) and the Shires of Cranbrook, Kojonup and Gnowangerup which with not significant amendment will come into effect from the last signature at clause 15 of the MOU.**
- 2. Notes that the MOU is for three years with an option to extend for a further three years by agreement of all parties.**
- 3. Approves the inclusion of the costs associated with participation in this MOU in the Shire's 2025/26 budget and long-term financial plan.**
- 4. Authorises the CEO to endorse the MOU once this is finalised by the participating entities.**

**CARRIED BY ABSOLUTE MAJORITY: 8 / 0**

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

**AGAINST: NIL**

**MEMORANDUM OF UNDERSTANDING**

*(Non-Binding)*

BETWEEN

**Department of Fire and Emergency Services**

ABN: 39 563 851 304

20 Stockton Bend

Cockburn Central WA 6164

AND

**Shire of Cranbrook**

ABN: 80 377 127 550

Gathorne Street

Cranbrook WA 6321

AND

**Shire of Gnowangerup**

ABN: 71 892 627 607

28 Youngenup Rd

GNOWANGERUP WA 6335

AND

**Shire of Kojonup**

ABN: 61 822 625 995

93-95 Albany Highway

KOJONUP WA 6395

FOR

**The Provision of a Local Government Employed Community  
Emergency Services Manager**

DFES File Reference	
Shire of Kojonup File Reference	

## 1. DEFINITIONS

Commented [SM1]: Please ensure the list is in alphabetical order

**Availability Allowance:** an allowance fully funded by DFES for being available when off-duty for recall by DFES to undertake CESM duties.

**BF Act:** means the *Bush Fires Act 1954* (WA)

**BFCO:** means Bush Fire Control Officer

**CESM:** means Community Emergency Services Manager

**Shires:** means the Shire of Kojonup, Shire of Cranbrook and Shire of Gnowangerup.

**Comcen:** means the DFES Communications (000 call) Centre

**DFES** means the Department of Fire and Emergency Services

**DFES RDC:** means DFES Regional Duty Coordinator

**Emergency Management** means the provision of Prevention, Preparedness, Response and Recovery functions in order to provide a comprehensive approach to emergency services within the Shires of Kojonup, Cranbrook, and Gnowangerup.

**LGGS:** means the Local Government Grants Scheme

**MOU:** means Memorandum of Understanding

**On call Allowance:** an allowance fully funded by DFES for being "on call" when off duty to respond to incidents at the request of the DFES RDC

**Parties** means DFES and the Shire of Kojonup, Shire of Cranbrook and Shire of Gnowangerup.

**SAP:** means Standard Administrative Procedure

**SOP:** means Standard Operating Procedure

**SO:** means (DFES) ranked Station Officer

**WAFS EBA:** means Western Australian Fire Service Enterprise Bargaining Agreement 2023 (as amended)

## 2. PURPOSE

2.1 This MOU is intended to identify and document the respective roles and responsibilities of the Shires of Kojonup, Cranbrook and Gnowangerup and DFES as considered necessary to manage the position of a CESM for the Shires of Kojonup, Cranbrook and Gnowangerup.

2.2 This MOU outlines the responsibilities and undertakings of the Parties to this arrangement, for the delivery of fire and emergency services to the Shires in accordance with DFES' best practices.

- 2.3 This MOU does not constitute or create, and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of either party.

DRAFT  
UNCONFIRMED

### 3. MOU OBJECTIVES

3.1 To establish and agree upon specific responsibilities with respect to the delivery of emergency services within the Shires, in particular to:

- deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community
- operate to a consistent set of protocols and equipment standards
- provide efficient systems of communication between organisations at all levels to improve service delivery outcomes
- promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members
- provide and or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond
- develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shires and DFES
- enhance community ownership of fire prevention and preparedness programs and activities.

### 4. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

4.1 DFES will deliver the following services:

- **Prevention:** The development and provision of community safety programs and services, to the Shire's staff and emergency service volunteers as required and mutually agreed. Identified DFES programs to be determined at Local Government level consistent with CESM Business Plan and agreed to by District Officer and CESM.
- **Preparedness:** In addition to the programs described for prevention, the training of volunteers will be delivered, in partnership with the volunteer training network, cognisant of the increased risks faced by the emergency services and resourcing profile. Access to specific courses that align with increased roles will be provided.
- **Response:** DFES will assist with the day-to-day incidents via the Comcen and DFES regional office. Management, coordination, support and leadership will be provided by DFES at fire incidents, when requested by the Shires and agreed to by DFES.
- **Recovery:** DFES will provide strategic assistance and advice to the Shires concerning the development and implementation of recovery management plans and recovery management.
- **Management and Administration:** DFES will provide day to day and strategic management services, including vehicle and equipment standards, guidance on Local Governments Grants Scheme (LGGS) budgeting, standards of operation, rosters, brigade training maintenance, community

liaison and administrative returns such as incident reports and activity statements.

- 4.2 DFES will provide strategic advice and access to programs and/or services in order to support services delivered by the Shires.

## 5. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRES

- 5.1 The Shires will deliver the following services:

- **Prevention:** The Shires will administer and enforce the appropriate fire prevention provisions of the BF Act. The Shires will also promote and participate in appropriate community safety programs in consultation with DFES.
- **Preparedness:** In addition to the applicable community safety programs identified against prevention, the Shires will, through their staff and infrastructure, support the emergency services preparedness programs developed and implemented by DFES. The Shires will also ensure that their bush fire brigade volunteers are trained to the appropriate levels.
- **Response:** The Shires will respond to day-to-day incidents through the turnout of their Bush Fire Brigades. Shires support, including access to volunteers, appliances and other resources as required, will be extended to DFES controlled incidents when requested by the Incident Controller.
- **Recovery:** The Shires will undertake recovery actions in accordance with its role as documented in the Emergency Management Act 2005.
- **Management and Administration:** The Shire will provide leadership and support to the development and management of their community emergency management arrangements. The Shires agrees to provide the CESM with access to the Shires administered online systems and finances as agreed between the parties.

- 5.2 The Shires will appoint the CESM as a Fire Control Officer in accordance with section 38 of the BF Act.

- 5.3 The Shires will develop and then maintain their emergency services operating and capital budget, to ensure sufficient funds are requested through the LGGS funding process to maintain emergency services buildings, appliances and associated operational infrastructure.

- 5.4 The Shires will ensure appropriate allocation of funds in their annual budget to cover the costs associated with this CESM arrangement as outlined in [Attachment 1](#) – Indicative Cost Sharing Arrangement between DFES and the Shires.

- 5.5 The Shires may amend any applicable local laws to reflect the arrangements set out in this MOU.

## 6. CONDITIONS OF EMPLOYMENT

- 6.1 The CESM will be employed under the terms and conditions of the **Shire of Kojonup under the terms and conditions of a fixed term employment contract** and in accordance with their employment contract and Job Description Form. Special allowances will be paid in accordance with this MOU.
- 6.2 The hours of duty will be in accordance with their employment contract. The CESM will be expected to manage their own time and will be required to work some weekends and nights, as required.
- 6.3 The CESM will operate under the supervision of a designated DFES Great Southern District Officer – Rural and the Chief Executive Officer – Shire of Kojonup. Any disputes or inconsistencies between the two parties will need to be settled as per the dispute resolution procedure contained clause 11 of this MOU.
- 6.4 The CESM uniform of the day will be consistent with the standard outlined within DFES SAP1.3.D – Dress which includes the DFES arm patch and the appropriate epaulettes representative of a Local Government CESM.
- 6.5 Overtime for attendance at DFES controlled operational incidents and for any other authorised DFES matters will be approved by the DFES RDC and paid by DFES upon invoicing from the Shires. Overtime for authorised attendance at Shire controlled operational incidents and for any other authorised Shire matters will be approved by the appointed Shire Chief Executive Officer and paid by the Shire. **All overtime will be paid in accordance with Shire of Kojonup under the terms and conditions of a fixed term employment contract.**
- 6.6 Availability allowance will be fully funded by DFES at 4 hours full pay per week at Station Officer L2 classification (per the WAFS EBA).
- 6.7 On call allowance, where authorised by the DFES RDC, will be fully funded by DFES. On call allowance will be paid at 9 hours per week calculated at the Station Officer L2 classification (per the WAFS EBA).
- 6.8 Any performance-based issue or grievance will be addressed by the use of the appropriate Shire internal policies. It is desirable for a joint DFES/Shire bi-annual performance review. CESM personal training and development programs will be consistent with DFES Pathway for CESMs.
- 6.9 The vehicle provided for use by the CESM will be by agreement between the Shire and DFES, within specifications of [Attachment 2](#): CESM Vehicle Specifications. The CESM will have commuting access, home garaging rights as well as private use within the DFES Great Southern Region whilst on call. The CESM will not have use of the vehicle during periods of leave. Vehicle configurations above the specifications outlined in [Attachment 2](#): CESM Vehicle Specifications will be funded by the Shires.
- 6.10 The CESM will be required to perform operational duties as required, including supporting the DFES RDC and being placed on the DFES State Duty Roster.

Commented [SM2]: State exact title

Commented [SM3]: State exact title



## 7. FINANCIAL PROVISIONS<sup>1</sup>

- 7.1 DFES will pay 50% and the Shires (combined) will pay 50% for the costs associated with this CESM arrangement except where indicated otherwise in [Attachment 1](#): Indicative CESM Cost Sharing Arrangement between DFES and the Shires of Kojonup, Cranbrook and Gnowangerup.
- 7.2 The CESM arrangement funded by DFES and the Shires is based on the local government rates assessment revenue at the time of MOU development or renewal (see Table 1).

Table 1: Determination of CESM funding ratio

LG Rates Assessment (\$)	DFES	Local Government	ESL Category
0 – 3,000,000	70%	30%	4 & 5
3,000,001 – 10,000,000	60%	40%	4 & 5
10,000,001 upwards	50%	50%	3, 4 & 5

**Note:** Where a CESM arrangement involves multiple local governments, the combined rate assessment value is to be utilised to determine funding ratio.

## 8. HUMAN RESOURCE ARRANGEMENTS

- 8.1 The selection process for the position of the CESM will be managed by the Shires, with DFES support and involvement in the selection process.
- 8.2 The CESM will be required to work to an agreed three-year business plan which will be developed by DFES and the Shires and reviewed annually.
- 8.3 The Shires will provide office facilities for the CESM at each location.
- 8.4 The CESM will be released through discussion with the Shires to act in DFES operational positions when successful through expression of interest, or as required, to attain additional skills and knowledge. Release duration should not exceed 8 weeks per annum.

## 9. REPORTING

- 9.1 The Shire of Kojonup Chief Executive Officer and the DFES Great Southern Regional Superintendent will set the targets and outcomes to be achieved in the CESM business plan.
- 9.2 The CESM is required to complete the reporting tool in the business plan every quarter to record progress against the required targets.
- 9.3 The DFES District Officer will meet with the CESM every quarter to review and discuss the completed reporting tool and to provide guidance to ensure all outcomes and targets in the business plan are being achieved.

Commented [SM4]: State exact title - i.e. include region

Commented [SM5]: State exact title

<sup>1</sup> Note: all cost sharing amounts within this MOU are exclusive of GST.

## 10. DURATION AND AMENDMENTS

- 10.1 This MOU will take effect from the date of the last signature at clause 15 and will remain in force for three years with an option to extend for a further three years by agreement of all parties.
- 10.2 This MOU shall not be altered, varied or modified in any respect except by agreement in writing between the parties.

## 11. DISPUTE RESOLUTION

- 11.1 The parties will first attempt to locally resolve any dispute arising between them in relation to any matter the subject of this MOU, by way of conference and negotiation, as quickly as practicable.
- 11.2 The parties will confer and negotiate within 7 days of receiving a notice from the other party setting out the nature of the dispute.
- 11.3 If the issue cannot be resolved by negotiation then the matter of dispute will be conferred, deliberated and resolved by the FES Commissioner (or a nominated delegate) and the Shire of Kojonup CEO (or a nominated delegate).

## 12. TERMINATION

- 12.1 This MOU may be terminated by:
- a) mutual agreement of all parties in writing at any time; or
  - b) either party by giving three months' notice in writing to the other party at any time.

## 13. ASCENDANCY OF LEGISLATION

- 13.1 The parties recognise that the relevant legislation of or applicable in Western Australia (including subsidiary legislation) prevails over this MOU to the extent of any inconsistency.

## 14. NOTICES

- 14.1 Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

DFES	Shire of Kojonup
FES Commissioner Department of Fire and Emergency Services PO Box P1174 PERTH WA 6844 Email: <a href="mailto:DFES@dfes.wa.gov.au">DFES@dfes.wa.gov.au</a>	Chief Executive Officer Shire of Kojonup PO Box 163 KOJONUP 6395 <a href="mailto:ceo@kojonup.wa.gov.au">ceo@kojonup.wa.gov.au</a>

**Commented [SM6]:** Include a generic email address that may be used, regardless of staff movements.

## 15. SIGNATORIES

SIGNED for and on behalf of the **Department of Fire and Emergency Services** by:

\_\_\_\_\_  
**DARREN KLEMM AFSM**  
**COMMISSIONER**

DATE:    /    /2025

\_\_\_\_\_  
**GRANT THOMPSON**  
**CHIEF EXECUTIVE OFFICER**

DATE:    /    /2025

SIGNED for and on behalf of  
**Shire of Kojonup (Host):**

\_\_\_\_\_  
**LINDA GRAY**  
**CHIEF EXECUTIVE OFFICER**

DATE:    /    /2025

SIGNED for and on behalf of  
**Shire of Cranbrook**

\_\_\_\_\_  
**DAVID NICHOLSON**  
**CHIEF EXECUTIVE OFFICER**

DATE:    /    /2025

SIGNED for and on behalf of  
**Shire of Gnowangerup**

# ATTACHMENTS

## 1. INDICATIVE CESM COST SHARING BETWEEN DFES AND THE SHIRES OF CRANBROOK, GNOWANGERUP and KOJONUP as at 06/03/2025

ITEM	COSTS	DFES (50%)	COMBINED SHIRES (50%)	RECOUP	FREQUENCY	COMMENTS
<b>SALARY</b>						
Salary as negotiated with LG based on LG award/EBA	\$97 000	\$48 500	\$48 500	DFES to pay on invoice from Shire of Kojonup	Quarterly	
On Costs (30%) Workers Compensation Superannuation Annual Leave/LSL	\$28 500	\$14 250	\$14 250	DFES to pay on invoice from Shire of Kojonup	Quarterly	
Availability Allowance	\$12 439.68	\$12 439.68	\$Nil	DFES to pay on invoice from Shire of Kojonup	Quarterly	Refer to Clause 6.6
Sanctioned Overtime	As authorised			DFES to pay on invoice for DFES authorised overtime	As required	Refer to Clause 6.5
Other (including employment termination payments).		\$0				
<b>ICT COST</b>						
Laptop Computer, accessories & datacard	\$3,000	\$3,000	\$0	DFES to provide		DFES to provide
Mobile phone & usage	\$1,800	\$ 900	\$ 900	DFES to pay on invoice from Shire of Kojonup	Quarterly	Shire of Kojonup to provide
<b>VEHICLE COSTS</b>						
Lease/fuel/servicing	\$35 000	\$17 500	\$17 500	DFES to pay on invoice from Shire of Kojonup	Quarterly	Shire of Kojonup to provide vehicle
<b>OFFICE EQUIPMENT</b>	\$0	\$0	\$0	N/A	N/A	Shires to provide
<b>UNIFORMS/PPE</b>						
Purchase/Maintenance	\$1 000	\$1 000	\$0	DFES to provide – order through DFES Region	As required	As per DFES Directive 1.3
<b>TRAINING</b>						
Courses/Attendance	\$2,000	\$1 000	\$1 000	DFES to pay on invoice from Shire of Kojonup	Quarterly	All parties to share costs
<b>ADMINISTRATION</b>						
All administration overheads, HR etc				Shires of Kojonup, Cranbrook and Gnowangerup and DFES to provide admin support in kind.		Shires to provide
Deployment Costs (% negotiated between DFES and Shire of Cranbrook)	As agreed	100%		DFES to pay on invoice from Shire of Kojonup for DFES incidents.	Quarterly	Shire of Kojonup to provide purchasing card
<b>Total</b>	<b>\$180 739.68</b>	<b>\$98 589.68</b>	<b>\$82 150</b>			

## 2. CESM VEHICLE SPECIFICATIONS

- 4 x 4 Dual Cab Utility
  - Recommended DFES POD style (lockable)
  - Air Conditioning
  - Window tinting
  - Roobar
  - Spotlights
  - Towbar
  - WAERN Radio
  - Automated Vehicle Locator (AVL)
  - Mobile phone car kit with high gain antennae
  - Emergency beacons and siren to DFES standards
  - Emergency striping to DFES standards
  - DFES and Local Government logos
-

<b>11.7</b>	<b>BUSH FIRE ADVISORY COMMITTEE (BFAC) MINUTES (RECOMMENDATION) &amp; PROPOSED FIREBREAK AND FUEL HAZARD REDUCTION ORDER 2025-2026</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	Bush Fire Advisory Committee
<b>Date of Report:</b>	12 May 2025
<b>Business Unit:</b>	Corporate and Community Services
<b>Responsible Officer:</b>	Chiara Galbraith – Deputy Chief Executive Officer
<b>Author:</b>	Anrie van Zyl – Human Resource & Emergency Management Officer & Shane Harris – Community Emergency Services Management
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

- Proposed 2025-2026 Firebreak and Fuel Hazard Reduction Order
- Unconfirmed Minutes of the Gnowangerup Bush Fire Advisory Committee's Annual General Meeting (AGM) held on the 8<sup>th</sup> April 2025

#### PURPOSE OF THE REPORT

Presented for Council consideration is the 2025-2026 Firebreak and Fuel Hazard Reduction Order as proposed by the Shire of Gnowangerup Bush Fire Advisory Committee (BFAC). Council is also to consider the endorsement of the recommended appointments of Fire Control Officers by the Gnowangerup BFAC for the 2025-2026 financial year.

#### BACKGROUND

Council issues a Firebreak and Fuel Hazard Reduction Order each year, under Section 33 of the *Bush Fire Act 1954* (the *Act*). The Order requires certain actions to be carried out with respect to fire hazard reduction / fire prevention on land. The Order is distributed with the rates notice and any other publication conducted as required by the *Act*.

Fire Control Officers (FCO's) are appointed by Council under Section 38 of the *Act* to issue "Permits to Burn" and to carry out any other actions as set out under Section 39 of the *Act*.

#### COMMENTS

The format of the Firebreak and Fuel Hazard Reduction Order will be the same as last year which includes the map of each Shire division to clarify where the boundaries lie to avoid confusion.

The Gnowangerup BFAC recommended the following addition to this year's Firebreak and Fuel Hazard Reduction Order:

*"FROM APRIL 2025 ACTIVELY FIGHTING FIRES FROM THE BACK OF ANY PRIVATE VEHICLE IS PROHIBITED UNLESS APPROVED SAFETY RAILS ARE FITTED."*

The BFAC Committee meets biannually in April and October each year and committee members consist of members from the Borden, Gnowangerup and Ongerup Bushfire Brigades.

BFAC nominated the following appointments and requires endorsement by Council:

<b>CHIEF FIRE CONTROL OFFICER:</b>	Darren Baum
<b>DEPUTY FIRE CONTROL OFFICER 1:</b>	Wayne Pech
<b>DEPUTY FIRE CONTROL OFFICER 2:</b>	Vacant
<b>FIRE WEATHER OFFICER:</b>	Wayne Pech
<b>COMMUNICATIONS OFFICER:</b>	Paul Richardson
<b>BASE RADIO OFFICER:</b>	Chris Stone

**FIRE CONTROL OFFICERS**  
**(Permit issuing Authority FCO's with Two Way Radios)**

**GNOWANGERUP**

Paul Nicholas (Captain)	Brad Kiddle
Bill O'Keeffe	Scott Hemley
Wayne Pech	Richard House
Brandon Wise	Shane Kingston
Tom McInerney	William Dillon

**ONGERUP**

Rick Carpenter (Captain)	Brenden O'Neill
Mick Creagh	Greg Hyde
Travis Hawkins	Graeme Savage
Greg O'Neill	Kelvin Hams
Darren Baum	Rohan Vaux
Jarred Nehme	Michael Long

**BORDEN**

Wayne Davis (Captain)	Jeremy Bailey
Paul Richardson	William Gaze
Jason Stone	Tim O'Meehan
Chris Stone	Brendan Barrows
Darren Moir	Murray Moir
Jeremy Hitsert	

**COMMUNITY EMERGENCY SERVICES MANAGER/FIRE CONTROL OFFICER**

Shane Harris

**CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES**

Shire of Gnowangerup Bush Fire Advisory Committee

**LEGAL AND STATUTORY REQUIREMENTS**

*Sections 17, 18, 33, 38, and 39 of the Bush Fire Act 1954*

## POLICY IMPLICATIONS

NIL

## FINANCIAL IMPLICATIONS

The cost of producing the Firebreak Order Booklet which has been allowed for in the budget.

## STRATEGIC IMPLICATIONS

Shire of Gnowangerup Strategic Community Plan 2021 – 2031

Theme: Our Community

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

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

## IMPACT ON CAPACITY

Nil

## RISK MANAGEMENT CONSIDERATIONS

<b>RISK MANAGEMENT FRAMEWORK</b>			
<b>Risk Profile</b>	<b>Risk Description/Cause</b>	<b>Key Control</b>	<b>Current Action</b>
Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Local Emergency Management Arrangements	Nil
<b>Residual Risk Rating - Moderate</b>			
Compliance Risk (Statutory and regulatory)	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.  Ineffective policies and processes.	External Auditor Reviews (Compliance)	Nil
<b>Residual Risk Rating -Low</b>			



## ALTERNATE OPTIONS AND THEIR IMPLICATIONS

It is statutory requirements under the *Bush Fires Act 1954*.

## CONCLUSION

It is a statutory requirement under Sections 38 and 39 of the *Bush Fire Act 1954* to appoint the recommended positions within the Gnowangerup BFAC. It is also a statutory requirement under Sections 17, 18 and 33 of the *Bush Fire Act 1954* to advertise the dates of the burning periods and actions to be carried out with respect to fire hazard reduction / fire prevention on land.

## VOTING REQUIREMENTS

Simple Majority

## COUNCIL RESOLUTION MOVED:

Cr R O'Meehan

SECONDED: Cr M Creagh

0525.08 That Council:

- 1) Adopts the 2025-2026 Firebreak and Fuel Hazard Reduction Order as presented.
- 2) Endorses the following appointments by the Shire of Gnowangerup Bush Fire Advisory Committee for the 2025-2026 Fire Season:

CHIEF BUSH FIRE CONTROL OFFICER:	Darren Baum
DEPUTY CHIEF FIRE CONTROL OFFICER 1:	Wayne Pech
DEPUTY CHIEF FIRE CONTROL OFFICER 2:	Vacant
FIRE WEATHER CONTROL OFFICER:	Wayne Pech
COMMUNICATIONS OFFICER:	Paul Richardson
BASE RADIO OPERATOR:	Chris Stone

FIRE CONTROL OFFICERS  
(Permit issuing Authority FCO's with Two Way Radios)

### GNOWANGERUP

Paul Nicholas (Captain)  
Bill O'Keeffe  
Wayne Pech  
Brandon Wise  
Tom McInerney

Brad Kiddle  
Scott Hemley  
Richard House  
Shane Kingston  
William Dillon

### ONGERUP

Rick Carpenter (Captain)  
Mick Creagh  
Travis Hawkins  
Greg O'Neill

Brenden O'Neill  
Greg Hyde  
Graeme Savage  
Kelvin Hams

Darren Baum  
Jarred Nehme  
**BORDEN**  
Wayne Davis (Captain)  
Paul Richardson  
Jason Stone  
Chris Stone  
Darren Moir  
Jeremy Hitsert

Rohan Vaux  
Michael Long  
  
Jeremy Bailey  
William Gaze  
Tim O'Meehan  
Brendan Barrows  
Murray Moir

**COMMUNITY EMERGENCY SERVICES MANAGER/FIRE CONTROL OFFICER**  
Shane Harris

**UNANIMOUSLY CARRIED BY: 8 / 0**

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

**AGAINST: NIL**

## SHIRE OF GNOWANGERUP AGENDA

### ANNUAL GENERAL MEETING (AGM) OF THE GNOWANGERUP BUSHFIRE ADVISORY COMMITTEE (BFAC) TOOK PLACE AT THE SHIRE OF GNOWANGERUP ON THE 8<sup>TH</sup> APRIL 2025 AND COMMENCED AT 4:00PM

#### 1. OPENING

The Chair, David Nicholson, declared the meeting open at 4:05pm.

#### 2. ACKNOWLEDGEMENT OF COUNTRY

"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay my respect to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander people here today."

#### 3. ATTENDANCE & APOLOGIES

##### 3.1. Attendance

David Nicholson	CEO, Shire of Gnowangerup (Chair)
Chiara Galbraith	Deputy CEO, Shire of Gnowangerup
Mikel Harambourne	Executive Manager of Infrastructure & Assets, Shire of Gnowangerup
Cr Mick Creagh	Councillor, Shire of Gnowangerup/FCO
Derek Jones	District Officer Rural - Operations Command - DFES - Great Southern Region
Anrie van Zyl	HR & Emergency Management Officer, Shire of Gnowangerup (Agenda & Minutes Officer)
Shane Harris	CESM
Kelvin Hams	FCO
Paul Richardson	FCO
Wayne Davis	Captain, Borden Bushfire Brigade/FCO
Bill O'Keeffe	Deputy Chief Bushfire Control Officer
Wayne Pech	FCO/Fire Weather Officer
Paul Nicholas	Captain, Gnowangerup Bushfire Brigade/FCO
Rick Carpenter	FCO
William Dillon	Bushfire Volunteer

##### 3.2. Apologies

Darren Baum	Chief Bushfire Control Officer
Cr Kate O'Keeffe	Shire President (Chair) – Shire of Gnowangerup
Dan Biddulph	BRMC
Brenden O'Neill	Captain, Ongerup Bushfire Brigade/FCO
Jeremy Bailey	Deputy Chief Bushfire Control Officer
Chris Stone	FCO/Base Operator

Graeme Savage	FCO
Darren Moir	FCO
Tim O'Meehan	FCO
Jeremy Hitsert	FCO
Brandon Wise	FCO
Jason Stone	FCO
William Gaze	FCO

#### 4. MINUTES PRESENTED FROM THE PREVIOUS AGM

<b>MOVED: Rick Carpenter</b>	<b>SECONDED: Kelvin Hams</b>
That the minutes of the Gnowangerup Bush Fire Advisory Annual General Committee meeting held on 9 <sup>th</sup> April 2025 are true and correct.	

#### 4. BUSINESS ARISING FROM MINUTES

#### 5. REPORTS

##### 5.1 Chief Bush Fire Control Officers Report – Bill O’Keeffe (Deputy 1 Chief Bushfire Control Officer)

- Not a lot to report this year.
- Many harvest and vehicle movement bans were put in place this past bushfire season, especially late in the season that made thing a bit difficult.
- Darren Baum is happy to continue as Chief Bushfire Control Officer for another year but will be stepping away after that.

##### 5.2 Brigade Reports:

###### ▪ Borden – Wayne Davis

- We were fortunate to have has a fairy quiet year this year with only a few minor incidents.
- Turn out by brigade members were good, as always.
- Struggled to man the Borden fire truck at times during the season but didn’t have any issues manning the Amelup truck during at any time during the season.

###### ▪ Amelup/Bluff Knoll - Darren Moir

- See attached report

###### ▪ Ongerup – Rick Carpenter

- New Fire shed construction is progressing slowly. Hold up due to St John Ambulance struggling to get the necessary funding for their shed. Barry to go ahead and not wait any longer for St John.
- Pretty quiet season, except for the big fire at the Hyde’s and Darren Baum’s. That incident was well attended and touch and go at some stages, but managed to get on top of it.
- All fires were well attended by brigade members and farmer response units.

▪ **Gnowangerup – Paul Nicholas**

- The Gnowangerup Fire truck attended a few fires outside of the Gnowangerup Shire and it was good that we were able to assist our neighbouring Shires’.
- Everyone worked well together.
- Besides the above, it was a fairly quiet year

**6. ELECTION OF OFFICE BEARERS**

Next election of Office Bearers due *April 2025*.

POSITION HELD	NAME
Chief Bush Fire Control Officer	VACANT
Deputy Chief Fire Control Officer 1	VACANT
Deputy Chief Fire Control Officer 2	VACANT
Fire Weather Officer	VACANT
Communications Officer	VACANT
Base Radio Operators	VACANT

**NOMINATIONS:**

**CHIEF BUSH FIRE CONTROL OFFICER**

2025/2026 Nominations

- Darren Baum

**Nominated:** Paul Richardson

**Seconded:** Mick Creagh

**DEPUTY CHIEF BUSH FIRE CONTROL OFFICER 1**

2025/2026 Nominations

- Wayne Pech

**Nominated:** Bill O’Keeffe

**Seconded:** Paul Nicholas

**DEPUTY CHIEF BUSH FIRE CONTROL OFFICER 2**

2025/2026 Nominations

- Nil

**Nominated:**

**Seconded:**

**FIRE WEATHER OFFICER**

2025/2026 Nominations

- Wayne Pech

**Nominated:** Bill O’Keeffe

**Seconded:** Paul Richardson

**COMMUNICATIONS OFFICER**

2025/2026 Nominations

- Paul Richardson

**Nominated:** Wayne Davis

**Seconded:** William Dillon

### **BASE RADIO OPERATOR**

2025/2026 Nominations

- Chris Stone

**Nominated:** Wayne Davis

**Seconded:** Mick Creagh

### **RECOMMENDATION**

**Moved:** Bill O'Keeffe

**Seconded:** Paul Richardson

*That the Bush Fire Advisory Committee recommends to the Council the appointment of the following Officers to the respective positions for the 2025/2026 fire season in accordance with the Bush Fires Act 1954:*

Chief Bush Fire Control Officer  
Deputy Chief Fire Control Officer 1  
Deputy Chief Fire Control Officer 2  
Fire Weather Officer  
Communications Officer  
Base Radio Operators

Darren Baul  
Wayne Pech  
**Vacant**  
Wayne Pech  
Paul Richardson  
Chris Stone

### **BUSH FIRE CONTROL OFFICERS**

The role of a Bush Fire Control Officer is to ensure that a high standard of fire protection is maintained, to assume control at fires and to encourage compliance with the requirements of the Bush Fires Act 1954 (Section 38) and the Council's Bush Fire Brigades Local Laws. Responsibilities of this position include:

- Issuing permits to burn as authorised under the Bush Fires Act
- Fire Break inspections and reporting to the Council
- Community education, inspection and reporting on fire hazards and safety
- Developing response plans for Council and brigade areas
- Imposing harvest bans and total fire bans.

In accordance with Section 38 (1) of the Bush Fires Act, the Council is required to formally appoint Fire Control Officers within the district.

### **Fire Control Officer Requirements:**

1. All Fire Control Officers appointed within the Shire of Gnowangerup are required to undertake the DFES Fire Control Officer training prior to, or within 12 months, of their appointment.
2. All Fire Control Officers must be registered members with a Bush Fire Brigade.

The following FCO's also tendered their resignations:

- Ernie Stutley
- Ernie Jaekel

## 2025/26 NOMINATIONS

TITLE	NAME	MOBILE	CALL SIGN
<b>GNOWANGERUP</b>			
Captain	Paul Nicholas	0427 387 690	Gnowangerup 1
	Brad Kiddle	0428 271 353	Gnowangerup 2
	Bill O'Keeffe	0428 273 522	Gnowangerup 3
	Scott Hemley	0428 436 539	Gnowangerup 4
<b>NEW NOMINATION</b>	William Dillon	0400 644 130	Gnowangerup 5
	Richard House	0428 271 565	Gnowangerup 6
	Brandon Wise	0467 271 075	Gnowangerup 7
	Shane Kingston	0429 101 706	Gnowangerup 8
	Tom McInerney	0429 876 016	Gnowangerup 10
	Wayne Pech	0428 428 124	Gnowangerup
<b>ONGERUP</b>			
Captain	Rick Carpenter	0428 544 970	Ongerup 1
	Greg Hyde	0428 353 047	Ongerup 2
	Greg O'Neill	0437 285 049	Ongerup 3
	Mick Creagh	0427 641 044	Ongerup 4
	Kelvin Hams	0428 258 226	Ongerup 5
	Brenden O'Neill	0427 282 195	Ongerup 6
	Travis Hawkins	0427 716 895	Ongerup 7
	Graeme Savage	0428 282 101	Ongerup 8
<b>NEW NOMINATION</b>	Michael Long	0459 299 998	Ongerup 9
	Jared Nehme	0455 553 509	Ongerup 10
	Rohan Vaux	0429870 690	Ongerup 11
	Darren Baum	0427 471 015	Ongerup
<b>BORDEN</b>			
Captain	Wayne Davis	0427 603 113	Borden 1
	Jeremy Bailey	0427 824 739	Borden 2
	Paul Richardson	0447 279 232	Borden 3
	Will Gaze	0488 273 538	Borden 4
	Jason Stone	0427 998 398	Borden 6
	Chris Stone	0427 281 018	Borden 7
	Brendan Barrows	0428 281 113	Borden 8
	Tim O'Meehan	0428 279 296	Borden 9
<b>VACANT</b>			Borden 10
	Darren Moir	0428 279 256	Amelup 1
	Murray Moir	0427 464 555	Amelup 2
<b>SHIRE OF GNOWANGERUP</b>			
CESM/FCO	Shane Harris	0499 899 189	CESM

## **RECOMMENDATION**

**Moved:** Paul Richardson

**Seconded:** Wayne Pech

**That the Bush Fire Advisory Committee recommends to Council the appointment of the following persons as Fire Control Officers for the 2025/2026 fire season, in accordance with Section 38(1) of the Bush Fires Act 1954:**

<b>TITLE</b>	<b>NAME</b>	<b>MOBILE</b>	<b>CALL SIGN</b>
<b>GNOWANGERUP</b>			
Captain	Paul Nicholas	0427 387 690	Gnowangerup 1
	Brad Kiddle	0428 271 353	Gnowangerup 2
	Bill O'Keeffe	0428 273 522	Gnowangerup 3
	Scott Hemley	0428 436 539	Gnowangerup 4
	William Dillon	0400 644 130	Gnowangerup 5
	Richard House	0428 271 565	Gnowangerup 6
	Brandon Wise	0467 271 075	Gnowangerup 7
	Shane Kingston	0429 101 706	Gnowangerup 8
	Tom McInerney	0429 876 016	Gnowangerup 10
	Wayne Pech	0428 428 124	Gnowangerup
<b>ONGERUP</b>			
Captain	Rick Carpenter	0428 544 970	Ongerup 1
	Greg Hyde	0428 353 047	Ongerup 2
	Greg O'Neill	0437 285 049	Ongerup 3
	Mick Creagh	0427 641 044	Ongerup 4
	Kelvin Hams	0428 258 226	Ongerup 5
	Brenden O'Neill	0427 282 195	Ongerup 6
	Travis Hawkins	0427 716 895	Ongerup 7
	Graeme Savage	0428 282 101	Ongerup 8
	Michael Long	0459 299 998	Ongerup 9
	Jared Nehme	0455 553 509	Ongerup 10
	Rohan Vaux	0429870 690	Ongerup 11
	Darren Baum	0427 471 015	Ongerup
<b>BORDEN</b>			
Captain	Wayne Davis	0427 603 113	Borden 1
	Jeremy Bailey	0427 824 739	Borden 2
	Paul Richardson	0447 279 232	Borden 3
	Will Gaze	0488 273 538	Borden 4
	Jason Stone	0427 998 398	Borden 6
	Chris Stone	0427 281 018	Borden 7
	Brendan Barrows	0428 281 113	Borden 8
	Tim O'Meehan	0428 279 296	Borden 9
<b>VACANT</b>			
	Darren Moir	0428 279 256	Amelup 1
	Murray Moir	0427 464 555	Amelup 2
<b>SHIRE OF GNOWANGERUP</b>			
CESM/FCO	Shane Harris	0499 899 189	CESM



## **7. GENERAL BUSINESS**

### **7.1 2025/2026 Firebreak and Fuel Hazard Reduction Order Information Booklet**

Following the death of a volunteer firefighter in Esperance in December 2024 a recommendation was made to add the following condition to the 2025/2026 Firebreak and Fuel Hazard Reduction Order:

***“FROM APRIL 2025 ACTIVELY FIGHTING FIRES FROM THE BACK OF ANY PRIVATE VEHICLE IS NOT PROHIBITED UNLESS APPROVED SAFETY RAILS ARE FITTED”***

#### **RECOMMENDATION**

**Moved:** Paul Nicholas

**Seconded:** William Dillon

**That the Bush Fire Advisory Committee recommends to Council the adoption of the following Firebreak and Fuel Hazard Reduction Order for the 2025/2026 fire season.**

## **8. NEXT MEETING**

The next meeting of the Bush Fire Advisory Committee will be held on April 2026 and date will be determined at the Bushfire Advisory Committee Meeting in October 2025.

## **9. CLOSING**

The Chair, David Nicholson, declared the meeting closed on 4:34pm.

## REPORT - AMELUP/BLUFF KNOLL - DARREN MOIR

### Amelup/Bluff Knoll Fire Truck:

Thank you to Derek Jones and Shane Harris for making our application for a high Season Fleet loan truck a priority 1, so we could have it ready in a timely manner.

Thank you to Shane Harris for his support and training throughout the fire season.

Loan truck arrived and was cleared on the 15<sup>th</sup> of November 2024.

Familiarization training was held on the 23<sup>rd</sup> of October with good attendance.

The truck has responded to 14 callouts.

1. Header Fire on at Paper Collar 13<sup>th</sup> November.
  2. Standby for Fire in at Stuart Hockings Smedgie Road 13<sup>th</sup> November.
  3. Standby for Fire northeast Ongerup 18<sup>th</sup> November.
  4. Fire in Amelup header rock strike in wheat stubble 23<sup>rd</sup> November.
  5. Standby for Fire at Jeff Stoney's Kuch Road 4<sup>th</sup> December.
  6. Fire in north Stirling Downs 4<sup>th</sup> December.
  7. Standby for Fire Mindarabin Road 5<sup>th</sup> December.
  8. Fire at Myles O'Meehans vetch stubble 11<sup>th</sup> December.
  9. Fire at Myles O'Meehans vetch stubble 12<sup>th</sup> December.
  10. Header Fire on at Paper Collar 18<sup>th</sup> December.
  11. Fire at Baums South Ongerup 18<sup>th</sup> December.
  12. Standby for Fire Barloo 2<sup>nd</sup> January.
  13. Fire at Salt River School Ple top fire 12<sup>th</sup> February.
  14. Fire at Salt River School Ple top fire 17<sup>th</sup> February.
- And
15. The fire truck was stationed at the Mt Trio bush camp from 28<sup>th</sup> October to 5<sup>th</sup> of November, while they had a firepit under permit.

Amelup truck will be taken offline and returned to DFES around about the 1<sup>st</sup> of May 2024.

Thanks to all those who responded to crew the truck.

Application for a new Amelup/Bluff Knoll fire truck and shed is going in again at the end of the month, same as the 24 application:

1. the New facilities business case lays out the need for the new appliance and station at the tourist hub and points out the paucity of assets in the district. It points out there is land available in a central location.
2. the resource to risk business case highlights there is no trouble crewing the appliance as there are 80 members of the BFB. Of these volunteers there is a group of 12 in the tourist hub that have organized themselves to ensure a ready and quick response crew for a DFES loan truck. This appliance is stationed on a private property 5km north of the Stirling Range National Park in the Summer months.

We shall see how it goes.

Preparation of the new site is ongoing. Ownership of the land has been passed to Gnowangerup Shire.

Thanks to the

- Souness Family at Paper Collar Grazing for the donation of Land.
- Paul Richardson for organizing the transfer of land.
- John and Margot Byrnes for offering to do the fencing and the donation of Wire. Amelup Estate and the Peakle family for the pickets. Hancock family for the strainers and netting. Jeremy and Nicola Hitzert for the gates.

Paul Richardson would like to add the following special thanks to Darren's Report:

- Paul Kinnear for providing his surveying services for the new site free of charge to the Borden Bushfire Brigade. If anyone is looking for surveying services, please support him.
- HR Settlements for providing the settlement services pro-bono for Borden Bushfire Brigade.

**IMPORTANT NOTICE FOR ALL OWNERS AND OCCUPIERS OF PROPERTIES  
IN THE SHIRE OF GNOWANGERUP**

**2025/2026 FIREBREAK AND  
FUEL HAZARD REDUCTION ORDER**

Bush Fires Act 1954 – Section 33

**FIREBREAKS  
MUST BE INSTALLED ON ALL PROPERTIES WITHIN THE SHIRE BY  
15 OCTOBER 2025  
AND MAINTAINED CLEAR OF ALL FLAMMABLE MATERIAL  
UP TO AND INCLUDING  
30 APRIL 2026**

**DATES YOU MUST REMEMBER**

RESTRICTED BURNING PERIOD	PROHIBITED BURNING PERIOD *NO BURNING ALLOWED*	RESTRICTED BURNING PERIOD
<b>15 OCTOBER TO 31 OCTOBER</b> You must obtain a permit to burn from your nearest Fire Control Officer	<b>1 NOVEMBER TO 16 FEBRUARY</b> *Protective Burning may be carried out between 4pm – 12 midnight provided you obtain a permit from your nearest Fire Control Officer	<b>17 FEBRUARY TO 30 APRIL</b> You must obtain a permit to burn from your nearest Fire Control Officer

*You must obtain a permit to burn from your nearest Fire Control Officer during Restricted and Prohibited Burning Periods*

**IN CASE OF FIRE - FOR ALL EMERGENCIES**



**PHONE 000**

Base Operator

0427 281 018

Harvest Ban/Vehicle Movement Hotline

9827 1711

## FIREBREAK INFORMATION

### THE SHIRE OF GNOWANGERUP FIRE WEATHER DISTRICT IS STIRLING NORTH

#### RURAL (FARM) PROPERTIES

- **EXTERNAL BOUNDARIES**

- Boundary firebreaks are not compulsory within the Shire of Gnowangerup Rural Area. Landholders can provide boundary firebreaks if they wish.

- **CROPS**

- Firebreaks around crops are not compulsory however landowners are strongly encouraged to maintain voluntary firebreaks. All owners or occupiers of land being used for pasture or crops which exceeds 20 hectares (50 acres) in area shall maintain a mobile firefighting unit in working order with a capacity of not less than 600 litres of water.

- **BUILDINGS/STRUCTURES/FUEL STORAGE**

- Asset Protection Zones of at least **20 metres** must be constructed and maintained around the perimeter of any building or group of buildings, fuel tanks or haystacks, to fully encircle the asset.
- *Asset Protection Zone: removal of inflammable material, dead trees, leaf litter, trash. Removal of dead branches to a height of 1.5m from live standing trees. Grass slashed to a height not exceeding 100mm*

- **PRIOR TO BURNING (permit requirement)**

*Firebreaks of bare earth 3 metres wide must be constructed around stubble and pasture prior to burning*

#### RURAL RESIDENTIAL

*It is a requirement for Rural Residential landowners to have a 10,000 litre tank on property and complete the following bush fire mitigation measures;*

- Firebreaks of not less than **3 metres** constructed along and within 20 metres of all external boundaries of your property.
- Asset Protection Zone of at least **20 metres** around the perimeter of any building or group of buildings, fuel tanks or haystacks.

## FIREBREAK INFORMATION

### URBAN PROPERTIES

#### TOWNSITE PROPERTIES - 2000M2 OR LESS

- Clear entire block of all flammable debris.
- Dry grass, dry bush to be mowed/slashed to a height of no more than 50mm

#### TOWNSITE PROPERTIES - LARGER THAN 2000M2

- Firebreaks not less than 2 metres wide must be constructed immediately inside and along all external boundaries.

### PLANTATIONS

*All plantations with in the Shire of Gnowangerup are to comply with the "FESA Guidelines for Plantation Fire Protection" 2011. A copy of this is located on the Shire of Gnowangerup's website [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au)*

- **DEFINITION OF A PLANTATION:**

- A plantation / tree farm is defined as an area exceeding three hectares within townsites or an area exceeding 10 hectares within rural areas, of trees planted or land under preparation for planting for commercial purposes.

- **BOUNDARY FIREBREAKS:**

- Boundary Firebreaks are to be 15 metres wide and free of flammable material, with a trafficable surface of at least 6 metres. A vertical clearance is to be established to a height of 5 metres above the ground level over the trafficable portion of the firebreak.

- **PLANTING COMPARTMENTS:**

- A planting compartment is defined as an individual area of approximately 30 hectares surrounded by firebreaks cleared of all flammable material six metres wide (with a five metre trafficable surface) and a vertical clearance of all overhanging branches at least four metres above ground level to allow unrestricted access for firefighting equipment. This applies to all established and subsequent rotation (coppice) plantations.

- **REMAINDER OF THE PROPERTY**

- All areas of the property which do not comply with the Plantation / Tree Farm definition, i.e. farmland or native vegetation, must comply with the requirements detailed elsewhere in this Notice.

**A FIRE CONTROL OFFICER HAS THE AUTHORITY UNDER THE BUSH FIRES ACT 1954 TO HALT ANY ACTIVITY OR OPERATION THAT THEY DEEM AS HAZARDOUS OR LIKELY TO START A FIRE.**

## FIREBREAK OFFENDERS AND PENALTIES

- ❖ It is the responsibility of the owner/occupier to ensure compliance with the 2025/2026 Firebreak Order -  
**FAILURE TO DO SO MAY PLACE PROPERTY INSURANCE AT RISK.**
- ❖ Failure to comply with the requirements of the firebreak order may result in a **FINE OF UP TO \$5000.**
- ❖ In addition, the Shire of Gnowangerup may arrange for the required work to be carried out at the cost of the owner/occupier.

*Immediately following a firebreak inspection, offenders are categorised as follows:*

### ❖ **CATEGORY 1**

14 days' notice is given to have the fire breaks put in place.

### ❖ **CATEGORY 2**

Burning on open ground may only be done between the hours of 6pm and 11pm during the Prohibited and Restricted Burning Period provided that you obtain a permit from your nearest Fire Control Officer. An area of five (5) metres is to be cleared around the burn. At least one person is to remain in attendance until the fire is out.

**It remains the responsibility of the permit holder to ensure the validity of permit due to weather conditions prior to commencement of burning.**

A category 1 offender in the past automatically becomes Category 2.

Penalty – 21 days' notice given to comply.

### ❖ **CATEGORY 3**

A category 2 offender in the past automatically becomes Category 3.

Penalty – Immediate prosecution by council plus costs for Council having to put in firebreaks.

#### **NOTE**

**PERMITS ARE SUSPENDED IF A TOTAL FIRE BAN IS ISSUED FOR THE STIRLING  
NORTH-FIRE WEATHER DISTRICT OR THE FDR IS SET AT FIRE DANGER RATING:  
HIGH**

## HARVEST INFORMATION

### HARVEST BAN / VEHICLE MOVEMENT HOTLINE

**9827 1711**

***Subject to 38A: A ban on harvesting and the movement of vehicles in paddocks is likely to be imposed when actual local weather conditions make harvest and movement of vehicles in pasture/crop too dangerous. Please be aware it remains the responsibility of the landholder to ensure they are aware a ban has been put in place. The Shire of Gnowangerup provides a text service to landholders to inform them when a ban has been imposed. Please contact the Shire should you wish to be added to this list.***

**NO HARVESTING WHEN A BAN IS IMPOSED**

**HARVEST BAN IN PLACE FOR CHRISTMAS DAY**

### HARVESTING/VEHICLE MOVEMENT IN Paddock BAN

(1) Where a Bush Fire Control Officer is of the opinion that the use or operation of any engines, vehicles, plant or machinery during the prohibited burning times or restricted burning time, or both, is likely to cause a bush fire or would be conducive to the spread of bush fire, the Bush Fire Control Officer may, by notice or direction, prohibit or regulate the carrying out of any activity or operation in a specified area either absolutely or except in accordance with conditions specified in the notice or direction, or with consent of the Local Authority Bush Fire Control Officer.

(2) A notice of direction, under regulation (1) of the regulation.

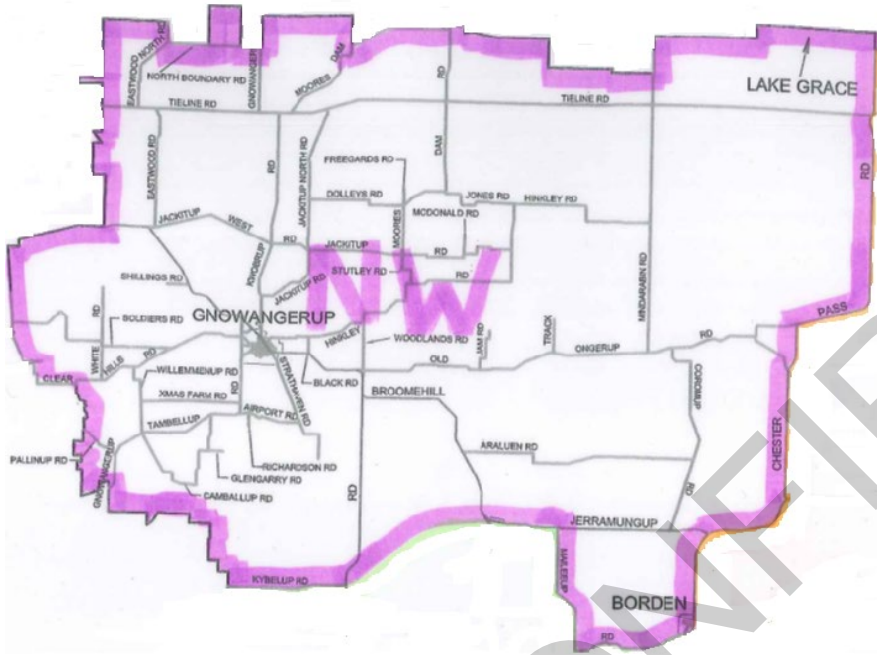
- (a) May be given by wireless broadcast or in writing;
- (b) Shall have effect for such period during the prohibited burning times or restricted burning times, or both, as is specified in the notice or direction.
- (c) May be varied or cancelled by a Bush Fire Control Officer by subsequent notice or direction in the manner set out in the sub-regulation.



## HARVEST INFORMATION

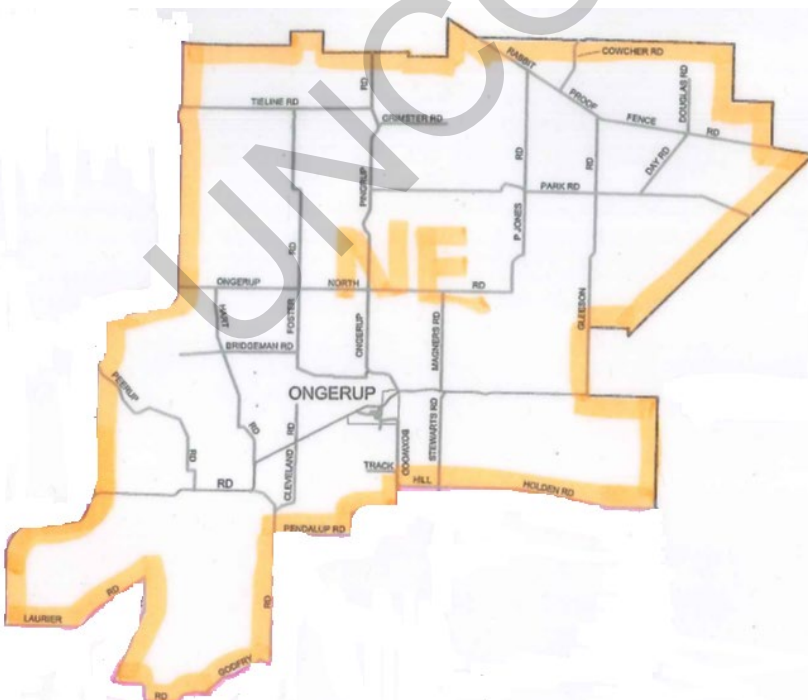
### HARVEST/VEHICLE MOVEMENT/FIRE BANS

MAY BE IMPOSED IN THE WHOLE SHIRE OR IN A PORTION ONLY,  
IN ACCORDANCE WITH THE FOLLOWING **SHIRE DIVISIONS**:



#### Northwest Section

Bounded by the Chester Pass Road from the northern boundary of the Shire to Magitup Road, then Maileup Road. It follows Maileup Road west to the Warperup Creek, along the Warperup Creek to the Pallinup River. Along the Pallinup River to Formby South Road, down to Kybelup Road and along to the Western boundary of the Shire.



#### Northeast Section

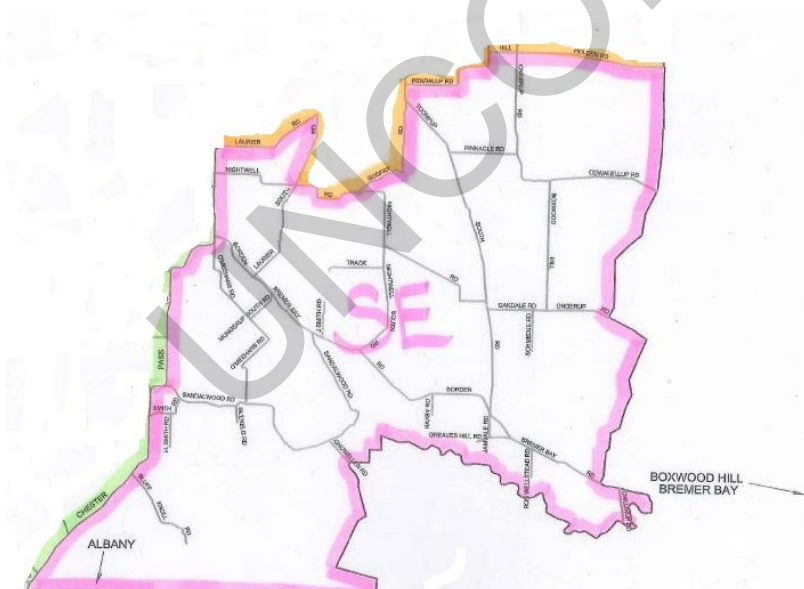
Bounded by the Chester Pass Road from the northern boundary of the Shire to Laurier Road, along Godfrey Road, Toompup South Road, Pendelup Road, Boxwood/Ongerup Road along Holden Road to the eastern boundary of the Shire.

## HARVEST/VEHICLE MOVEMENT/FIRE BAN SHIRE DIVISIONS



### Southwest Section

Bounded by Kybelup Road from the western boundary of the Shire, to Formby South Road. Up Formby South Road to the Pallinup River, then follow the Pallinup River east to the Warperup Creek, to Maileup Road, to Magitup Road, then to Chester Pass Road. It then follows Chester Pass Road south to the southern boundary of the Shire.



### Southeast Section

Divided by a line commencing at a point on the eastern boundary of the Shire at Holden Road, Boxwood/Ongerup Road, Pendelup Road, Godfrey Road, Laurier Road to the Chester Pass Road. It then follows the Chester Pass Road south to the southern boundary of the Shire.

## PROHIBITED/RESTRICTED BURNING REGULATIONS

### USE OF MACHINERY

**OPERATION OF HARVESTING, AND OTHER MACHINERY REGULATIONS** (Regulations 38 & 38A) **A person shall not operate any harvesting machinery or header in any crop during the prohibited and restricted time unless:-**

- One hand held, water filled fire extinguisher (minimum capacity 7.5 litres) is fitted in a readily available accessible position on the machine.
- A vehicle mounted operational unit, of a minimum 600 litre capacity powered by an engine driven pump, is situated in, or adjacent to, the entrance of the paddock being harvested.
- All trucks/tractors must carry a hand held fire extinguisher while operating in the paddock during harvest time.
- Council will issue a written warning to a resident for a first time breach of this policy, provided the offence was not deliberate, then issue a penalty for every offence thereafter.

MINIMUM STANDARD FIRE FIGHTING EQUIPMENT	
Number of Headers or Harvester	Equivalent Fire Fighting Capacity
1	1 x mobile firefighting unit (minimum 600L capacity)
2 or more	1 x mobile firefighting unit per header (minimum 600L capacity)

### TRACK RAKING, WHEEL TRACK RENOVATING, SLASHING AND STUBBLE CRUNCHING

- **A fire control officer has the authority under the Bush Fires Act 1954 to halt any activity or operation that they deem as hazardous or likely to start a fire.**
- During the Prohibited & Restricted Burning Period, slashing is not permitted unless permission is granted by a Fire Control Officer.
- Track raking, wheel track renovating and stubble crunching are not permitted on **Total Fire Ban** days.
- It remains the responsibility of the permit holder to ensure the validity of permits due to weather conditions.
- In the Restricted and Prohibited burning times fire-fighting equipment must be available in the immediate area of the track raking, slashing or similar operations. Such firefighting equipment must meet the minimum standard currently required by the Local Government for harvesting operations.

### BURNING TO COLLECT CLOVER DURING PROHIBITED BURNING PERIOD

- A special permit is required from an Authorised Officer, not a Bush Fire Control Officer, unless specially authorised.
- Burning may take place between the hours of 4pm and 12 midnight of the same day.
- Proposed burn to be advertised on local ABC Radio Station.

#### ▪ NOTE

- **PERMITS ARE SUSPENDED IF A TOTAL FIRE BAN IS ISSUED FOR THE STIRLING NORTH-FIRE WEATHER DISTRICT OR THE FDR IS SET AT FIRE DANGER RATING HIGH**

## PERMIT TO BURN: RESTRICTED BURNING PERIOD

**DURING THE RESTRICTED BURNING PERIOD LANDHOLDERS MUST OBTAIN A PERMIT TO BURN FROM THEIR NEAREST FIRE CONTROL OFFICER (FCO)**  
(refer to the listing on back page)

### CONDITIONS OF A “PERMIT TO BURN”

1. Have a permit on-site and available for inspection and Permit Holders must comply with all conditions on the permit
2. Must have a readily available firefighting unit, of a minimum of 600 litres capacity, powered by an engine driven pump with min 20mm, 10m rubber hose in attendance at all fires lit under a permit.
3. The fire-fighting unit must remain in the location of the fire (do not light several paddocks at once).
4. Three able-bodied persons are to be in attendance at all times.
5. Notify all of your neighbours.
6. Notify The Department of Biodiversity, Conservation and Attractions if adjoining its reserve within 3km radius.
7. Ensure all firebreaks are in place (as per the firebreak order on Page 1). **Reminder: 3 metre wide firebreak must be constructed around stubble and pasture prior to burning.**
8. **ALL PERMITS ARE SUSPENDED OVER THE EASTER PERIOD.** Permits are invalid and fires are to be extinguished by midnight on the Wednesday before Good Friday.
9. Notify radio base station or your FCO before you burn.
10. **PERMITS ARE SUSPENDED IF A TOTAL FIRE BAN IS ISSUED FOR THE STIRLING NORTH-FIRE WEATHER DISTRICT OR THE FDR IS SET AT HIGH.**

### INSTRUCTIONS: ATTENDING A FIRE

- FROM THE MOMENT YOU ARRIVE, YOU ARE UNDER THE INSTRUCTION OF THE FIRE CONTROL OFFICERS.
- ENSURE YOU ARE WEARING YOUR PROTECTIVE CLOTHING OR EQUIVALENT (LONG PANTS AND SHIRTS – NO SYNTHETIC MATERIALS, BOOTS AND GOGGLES/GLASSES – PLEASE CONTACT YOUR LOCAL BUSHFIRE BRIGADE TO OBTAIN A FIREFIGHTING UNIFORM PRIOR TO THE FIRE SEASON).
- THE DFES RURAL FIRE AWARENESS COURSE IS MANDATORY FOR ALL VOLUNTEERS ATTENDING A LOCAL GOVERNMENT MANAGED FIRE (CONTACT THE SHIRE FOR REQUIRED COURSE INFORMATION).
- REGISTER/RADIO IN TO YOUR LOCAL FIRE CONTROL OFFICER SO THAT HE CAN GUIDE YOU WHERE TO GO. **UHF 5**
- IF YOUR LOCAL FIRE CONTROL OFFICER IS NOT IN ATTENDANCE, THEN RADIO THE NEXT CLOSEST FIRE CONTROL OFFICER AND SO ON.
- PLEASE LISTEN TO INSTRUCTIONS – THEY ARE FOR YOUR OWN SAFETY.
- AS OF OCTOBER 2021 FIRE-FIGHTING EQUIPPED TRAILERS ARE NO LONGER PERMITTED ONTO THE FIRE GROUND DURING A FIRE EMERGENCY.
- WATER TANKERS MAY ONLY BE USED FOR WATER TRANSFER TO OTHER APPLIANCES FIGHTING AN ACTIVE FIRE.
- **FROM APRIL 2025 ACTIVELY FIGHTING FIRES FROM THE BACK OF ANY PRIVATE VEHICLE IS PROHIBITED UNLESS APPROVED SAFETY RAILS ARE FITTED**

**NOTHING IN THE FOREGOING SHALL BE DEEMED TO RELIEVE ANY PERSON FROM LIABILITY FOR DAMAGE**

## KNOW THE BUSHFIRE WARNING SYSTEM

During a bushfire, emergency services will provide you with as much information as possible through a number of different methods. The alerts provide information on the severity of a bushfire once it has started. The alert levels reflects the risk to life and property.



## BROADCAST OF HARVEST & VEHICLE MOVEMENT BANS

**ABC** - will broadcast harvest and vehicle movement bans daily at 12.35pm.

**Shire's Harvest Ban Hotline – 9827 1711** recorded message stating what type of ban is currently active in the Shire.

**SMS Messaging** of harvest and vehicle movement bans, and other important information are sent to mobile phones as the information is received. Contact the Shire Office 9827 1007 if you would like to include your mobile on the SMS register.

The Shire has a dedicated number that you will receive messages on - **0421 268 868** - please save this number to your phone.

## EMERGENCY CONTACT INFORMATION

<b>000</b>	for fire or life-threatening emergencies
<b>132 500</b>	for SES Assistance
<b>13 3337</b>	for Emergency Information
<b>1800 709 355</b>	for Total Fire Ban Information

Please refer to the <https://www.emergency.wa.gov.au> for the best available information and community warnings about emergencies in Western Australia.

## FIRE CONTROL OFFICERS 2025-26

<b>CHIEF FIRE CONTROL OFFICER:</b>	DARREN BAUM	0427 471 015
<b>Deputy Chief Fire Control Officer 1:</b>	WAYNE PECH	0428 428 124
<b>Deputy Chief Fire Control Officer 2:</b>	VACANT	
<b>Fire Weather Officers:</b>	WAYNE PECH	0428 428 124
<b>Communications Officer:</b>	PAUL RICHARDSON	0447 279 232
<b>BASE OPERATOR:</b>	CHRIS STONE	0427 281 018

### Fire Control Officers

TITLE	NAME	MOBILE	CALL SIGN
<b>GNOWANGERUP</b>			
Captain	Paul Nicholas	0427 387 690	Gnowangerup 1
	Brad Kiddle	0428 271 353	Gnowangerup 2
	Bill O'Keeffe	0428 273 522	Gnowangerup 3
	Scott Hemley	0428 436 539	Gnowangerup 4
	William Dillon	0400 644 130	Gnowangerup 5
	Richard House	0428 271 565	Gnowangerup 6
	Brandon Wise	0467 271 075	Gnowangerup 7
	Shane Kingston	0429 101 706	Gnowangerup 8
	Tom McInerney	0429 876 016	Gnowangerup 10
	Wayne Pech	0428 428 124	Gnowangerup
<b>ONGERUP</b>			
Captain	Rick Carpenter	0428 544 970	Ongerup 1
	Greg Hyde	0428 353 047	Ongerup 2
	Greg O'Neill	0437 285 049	Ongerup 3
	Mick Creagh	0427 641 044	Ongerup 4
	Kelvin Hams	0428 258 226	Ongerup 5
	Brenden O'Neill	0427 282 195	Ongerup 6
	Travis Hawkins	0427 716 895	Ongerup 7
	Graeme Savage	0428 282 101	Ongerup 8
	Michael Long	0459 299 998	Ongerup 9
	Jared Nehme	0455 553 509	Ongerup 10
	Rohan Vaux	0429870 690	Ongerup 11
	Darren Baum	0427 471 015	Ongerup
<b>BORDEN</b>			
Captain	Wayne Davis	0427 603 113	Borden 1
	Jeremy Bailey	0427 824 739	Borden 2
	Paul Richardson	0447 279 232	Borden 3
	Will Gaze	0488 273 538	Borden 4
	Jason Stone	0427 998 398	Borden 6
	Chris Stone	0427 281 018	Borden 7
	Brendan Barrows	0428 281 113	Borden 8
	Tim O'Meehan	0428 279 296	Borden 9
<b>VACANT</b>			Borden 10
	Darren Moir	0428 279 256	Amelup 1
	Murray Moir	0427 464 555	Amelup 2
<b>CESM/FCO</b>	Shane Harris	0499 899 189	CESM
<b>Shire Admin Office</b>		08 9827 1007	
<b>Shire President</b>	Kate O'Keeffe	0427 273 522	
<b>DFES Albany</b>	TBC		



<b>11.8</b>	<b>POLICY RESCISSIONS</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	7 May 2025
<b>Business Unit:</b>	Strategy & Governance
<b>Responsible Officer:</b>	Chiara Galbraith – Deputy Chief Executive Officer
<b>Author:</b>	Anita Finn – Senior Governance & Risk Management Officer
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

- 3.1 Training and Development Policy;
- 3.2 Dispute Resolution and Grievance Policy;
- 3.3 Employee Study Assistance Policy;
- 3.5 Discrimination, Harassment and Bullying Policy;
- 3.6 Staff Housing Policy;
- 3.7 OSH Contractors Management Policy;
- 3.8 Fitness for Work Policy;
- 3.9 Recruitment and Selection Policy;
- 3.11 Employee - Other Leave Policy;
- 3.12 Disciplinary Policy;
- 3.13 Performance Improvement Policy;
- 3.15 Secondary Employment Policy;
- 4.11 Petty Cash and Till Floats Policy;
- 4.12 Non-Current Assets Policy;
- 5.1 Asset Management Policy; and
- 5.4 Use of Small Plant & Equipment by Employees Policy.

#### PURPOSE OF THE REPORT

For Council to rescind the following policies:

- 3.1 Training and Development Policy;
- 3.2 Dispute Resolution and Grievance Policy;
- 3.3 Employee Study Assistance Policy;
- 3.5 Discrimination, Harassment and Bullying Policy;
- 3.6 Staff Housing Policy;
- 3.7 OSH Contractors Management Policy;
- 3.8 Fitness for Work Policy;
- 3.9 Recruitment and Selection Policy;
- 3.11 Employee - Other Leave Policy;
- 3.12 Disciplinary Policy;
- 3.13 Performance Improvement Policy;
- 3.15 Secondary Employment Policy;
- 4.11 Petty Cash and Till Floats Policy;

- 4.12 Non-Current Assets Policy;
- 5.1 Asset Management Policy; and
- 5.4 Use of Small Plant & Equipment by Employees Policy.

### BACKGROUND

Moore Australia recently conducted reviews according to the *Local Government (Audit) Regulations 1996*, regulation 17 and the *Local Government (Financial Management) regulation 5(2)(c)*.

Moore Australia noted that the content of several Council policies are operational in nature. Council policies are not intended to provide direction on how different operational functions are to be executed as these are the responsibility of the CEO.

To follow this recommendation, it is proposed to rescind these Council policies and integrate them into the Shire's Operational (internal) Policy Manual.

### COMMENTS

These policies were developed based on the Role of Council in section 2.7 (2) (b) of the *Local Government Act 1995*:-

*“determine the local government's policies.”*

This is correct only to the extent of the policies that are within the realm of the Council's responsibility and statutory role. It does not extend to those areas and issues that are the responsibility of the CEO in their day to day management of the local government.

Council Policies are determined by Council and this power is conveyed to Council in Section 2.7(2)(b) of the *Local Government Act 1995*. Shire Operational Policies are determined by the Chief Executive Officer.

Council Policies will generally only be developed if they will further the achievement of the Shire's strategic goals or contribute to the fulfilment of mandatory obligations. They are defined courses of action that should be followed in particular circumstances and are intended to give guidance to staff on what is permissible when dealing with certain matters. They guide the discretionary part of Council's decision making and form an essential step in the delegation of Council powers.

If the Council adopts policies that are within the CEO's role then the actions of Council impinge on the key principle of the separation of roles and responsibilities. The separation of the roles and responsibilities of the Council and the CEO was also clarified in the '*Local Government Amend Act 2024*'.

### CONSULTATION

Councillor Agenda Briefing Meeting on 14 May 2025



## 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**

## POLICY IMPLICATIONS

These policies will be deleted from the Council Policy Manual and integrated into the Shire's Operational (internal) Policy Manual.

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

<b>Theme</b>	Our Organisation
<b>Community Priority</b>	Forward planning and implementation of plans to achieve strategic objectives

## STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

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

## IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may choose not to rescind these policies which may be adverse to the principle of separation of the roles of the Council and the CEO according to the *Local Government Act 1995*.

### CONCLUSION

Rescinding these Council policies and integrating them into the Shire's Operational (internal) Policy Manual is appropriate to the roles and responsibilities of the Council and the CEO, especially in light of the amended *Local Government Act 1995*.

### VOTING REQUIREMENTS

Absolute Majority

### COUNCIL RESOLUTION

**MOVED: Cr P Callaghan**

**SECONDED: Cr R O'Meehan**

**0525.09 That Council**

**1. Rescinds the Shire of Gnowangerup Council policies as follows:**

- 3.1 Training and Development Policy;
- 3.2 Dispute Resolution and Grievance Policy;
- 3.3 Employee Study Assistance Policy;
- 3.5 Discrimination, Harassment and Bullying Policy;
- 3.6 Staff Housing Policy;
- 3.7 OSH Contractors Management Policy;
- 3.8 Fitness for Work Policy;
- 3.9 Recruitment and Selection Policy;
- 3.11 Employee - Other Leave Policy;
- 3.12 Disciplinary Policy;
- 3.13 Performance Improvement Policy;
- 3.15 Secondary Employment Policy;
- 4.11 Petty Cash and Till Floats Policy;
- 4.12 Non-Current Assets Policy;
- 5.1 Asset Management Policy; and
- 5.4 Use of Small Plant & Equipment by Employees Policy.

**2. Authorises the CEO to delete these policies from the Shire's web site.**

**CARRIED BY ABSOLUTE MAJORITY: 8 / 0**

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

**AGAINST: NIL**

UNCONFIRMED

## TRAINING AND DEVELOPMENT POLICY

### Objective

- To provide a framework for the ongoing training and development of the organisation's employees

1.0 Training is viewed as an important aspect of work force planning.

2.0 The Shire of Gnowangerup is committed to:

- The development and improvement of its employees' competencies through training;
- Ensuring that employees meet the regulatory compliance requirements of positions;
- Assisting employees with their career aspirations where practicable;
- Ensuring that training for compliance will take precedence over all other training; and
- Recruiting and motivating staff using training as an incentive.

3.0 The Shire will support employees, where practicable, to attend appropriate conferences, seminars and training programs relating to their individual function and responsibilities as detailed in position descriptions and their individual Training and Development Plan.

### COMPLIANCE REQUIREMENTS

Legislation	<ul style="list-style-type: none"><li>• Nil</li></ul>
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### DOCUMENT CONTROL

### HUMAN RESOURCES & COMMUNICATION

Policy Number	3.1
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	
Review Dates	<ul style="list-style-type: none"><li>• 31 May 2019</li><li>• 31 August 2023 (approved by Council 27 September 2023)</li></ul>
Next Review Due	31 August 2025 This policy will be reviewed every two years or more often where circumstances require.

## DISPUTE RESOLUTION AND GRIEVANCE POLICY

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### Objective

- **To provide employees with a means by which to resolve disputes and grievances.**

- 1.0 The Shire of Gnowangerup recognises the value of maintaining a positive workplace. Key to this is providing clear information about how grievances, disputes and allegations of serious misconduct are defined and managed on a case-by-case basis in a fair and reasonable manner.
- 2.0 The CEO shall ensure that a Grievance Procedure is implemented and reviewed.
- 3.0 Where possible, and in accordance with relevant awards and enterprise bargaining agreements, disputes and grievances between employees and the Shire will be resolved internally.  
  
Leading Hands, Supervisors, and Managers should be provided with the opportunity to resolve issues through the proper channels.
- 4.0 Where appropriate, and at the employee's request, Union Delegates will assist in the resolution of a dispute.
- 5.0 If at any stage the issue escalates to a stage where Union Officials become involved, the CEO must be informed.
- 6.0 Without prejudice to either party, work should continue in accordance with normal practices while the matters in dispute are being dealt with. If the situation is untenable, the CEO may elect to authorise alternative arrangements.

#### COMPLIANCE REQUIREMENTS

Legislation	<ul style="list-style-type: none"><li>• Nil</li></ul>
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#### DOCUMENT CONTROL

##### HUMAN RESOURCES & COMMUNICATION

Policy Number	<b>3.2</b>
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	28 October 2015
Review Dates	<ul style="list-style-type: none"><li>• 31 May 2019</li><li>• 31 August 2023 (approved by Council 27 September 2023)</li></ul>
Next Review Due	31 August 2025 This policy will be reviewed every two years or more often where circumstances require.

## EMPLOYEE STUDY ASSISTANCE POLICY

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### Objective

- **To provide a policy framework for employees who endeavour to further their education (as it relates to their position) through the provision of a financial subsidy and time off for study.**

- 1.0 Study assistance relates to any qualification gained through University/TAFE (or Technical Institute)/College which is nationally recognised.
- 2.0 Permanent employees who have completed their probationary period may be eligible for study assistance.
- 3.0 Approval may be granted only where there is clear relevance between current or prospective duties and the studies to be undertaken.
- 4.0 Applications for study assistance must be made annually.
- 5.0 The Shire will allocate in the Annual Budget a sum to assist with the costs associated with employee study assistance.
- 6.0 Financial Assistance
  - 6.1 The Shire will consider reimbursement to the maximum value of \$500 or up to \$1000 at CEO's discretion in any year for a first degree or education through a recognised provider (e.g. University or TAFE):
    - (a) Authorisation prior to commencement of the program is required, in order that the contents of the program can be assessed to ascertain the relevance to current work duties and responsibilities;
    - (b) Employees must pay for the approved unit(s) up front and pass the unit(s), prior to any reimbursement claim being made; and

(c) In order to claim reimbursement, employees must complete the study assistance claim form, provide the receipt of payment and a transcript of results obtained.

6.2 Council will not reimburse Higher Education Contribution Payments (HECS), or payments made under the Post Graduate Education Loan Scheme (PELS).

## 7.0 Time Off for Study

7.1 The Shire will consider up to five (5) hours per week, paid time off for employees who wish to gain higher education through a recognised provider (i.e. University or TAFE):

- (a) For time off to study to be approved, employees must satisfy the Shire that all endeavours have been made to study outside working hours, e.g. evening classes, correspondence, etc and that rostered days off are being utilised (this may include a change to the rostered day off in order to accommodate study hours);
- (b) The five (5) hours per week shall include travel time to and from the place of study;
- (c) Reasonable time for examinations will be considered;
- (d) A study assistance application form must be completed and approved prior to time off for study being commenced; and
- (e) Time off is offered as an alternative to financial assistance and must be applied for on an annual basis.

7.2 The process currently in place for staff to apply for this benefit will ensure the above requirements are met and therefore will enable the benefit to be provided as an exempt fringe benefit.



#### COMPLIANCE REQUIREMENTS

Legislation	<ul style="list-style-type: none"><li>• Nil</li></ul>
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#### DOCUMENT CONTROL

##### HUMAN RESOURCES & COMMUNICATION

Policy Number	<b>3.3</b>
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	28 October 2015
Review Dates	<ul style="list-style-type: none"><li>• 31 May 2019</li><li>• 31 August 2023 (approved by Council 27 September 2023)</li></ul>
Next Review Due	31 August 2025 This policy will be reviewed every two years or more often where circumstances require.

## DISCRIMINATION, HARASSMENT AND BULLYING POLICY

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### Objective

To outline the Shire's position on the provision of a healthy work environment founded upon the elimination of harassment, discrimination and victimisation (including bullying) in regard to sex, race, disability, sexual orientation, gender history, age religion, pregnancy, physical impairment, trade union association, social origin/culture or political beliefs.

### 1. Policy statement and purpose

The Shire of Gnowangerup is committed to providing a working environment where every employee is treated equally, fairly and without prejudice.

### 2. Application

This policy applies to all employees, contractors and volunteers engaged or appointed by the Local Government while on the Local Government's premises or while engaged in Local Government related activities.

### 3. Unlawful discrimination

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance, because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees but where a high proportion of employees with a protected ground cannot comply with, or are affected by, that practice or requirement.

The Shire of Gnowangerup acknowledges its responsibilities and obligations pursuant to the *Equal Opportunity Act 1984* (WA), *Racial Discrimination Act 1975* (Cth), *Disability Discrimination Act 1992* (Cth), *Age Discrimination Act 2004* (Cth), the *Australian Human Rights Commission Act 1986* (Cth) and the *Sex Discrimination Act 1984* (Cth).

### 3.1 Grounds of discrimination

The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

- age
- family responsibility or status
- race, colour or ethnic origin
- sex including gender identity, sexual orientation and intersex status
- physical or mental disability
- marital status
- political or religious conviction
- pregnancy
- criminal record
- breastfeeding
- gender history
- impairment
- national extraction or social origin, and
- trade union activity.

### 3.2 Sexual harassment

The *Equal Opportunity Act 1984* (WA) provides that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Some examples of sexual harassment include, but are not limited to:

- physical contact (touching, rubbing, patting, embracing, brushing up against, etc.)
- gestures of a sexual nature
- leering or staring
- offensive telephone calls, emails, text messages or notes

- sexual suggestive jokes or comments
- sexually explicit posts on social networking sites
- tales of sexual exploits
- repeated requests for a date
- unwelcome comments or questions about a person's sex life, appearance or dress, and
- displaying sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails).

Just because someone does not object to inappropriate behaviour in the workplace at the time, does not mean that they are consenting to the behaviour.

### 3.3 Bullying

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Bullying can adversely affect the health and safety of employees therefore it is unlawful under the *Work Health and Safety Act 2020 (WA)* and the *Work Health and Safety (General) Regulations 2022 (WA)*.

Some examples of bullying include, but are not limited to:

- loud, abusive or offensive language or comments
- yelling and screaming
- unjustified criticism and insults
- unjustified threats of dismissal or other disciplinary action
- acts of sabotaging another's work by withholding information which is required to fulfil tasks
- spreading malicious rumours or misinformation
- inappropriate comments about an employee's appearance, lifestyle or family
- deliberately excluding an employee from workplace meetings or activities

- hiding documents or equipment or withholding vital information required for effective work performance
- constantly changing targets or work guidelines
- overloading an employee with work and impossible deadlines
- setting tasks that are unreasonably below or beyond an employee's level of skill
- threats of assault or violence or actual violence
- teasing and practical jokes, and
- isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee, the police should be called.

### 3.4 What are the ways in which bullying can occur?

There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees and can be carried out by one or more employees. Bullying can occur between employees, downwards from managers or supervisors to employees or upwards from employees to managers or supervisors.

### 3.5 Reasonable management action

The Shire of Gnowangerup has the right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

Some examples of reasonable management action include, but are not limited to:

- the establishment and regular use of performance management systems
- the setting of reasonable performance targets and deadlines
- providing employees with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour
- issuing a lawful and reasonable direction to an employee to complete a work task

- preparing and amending a roster for employees
- transferring an employee to a different work location for operational reasons
- implementing organisational change
- informing an employee about inappropriate behaviour in a confidential manner, and
- taking disciplinary action against an employee.

### 3.6 Other behaviours not considered to be bullying

Where two or more employees have a difference of opinion and disagree on an issue, this is not usually considered to be workplace bullying. However, where conflict escalates and is repeated, it may meet the definition of workplace bullying.

Bullying does not occur where the bullying behaviour is a one-off occurrence and if that behaviour does not create a risk to health or safety.

### 3.7 What should you do if you think you are being discriminated against, sexually harassed or bullied?

Refer to the Grievance Policy and Procedure for steps to take if you think you are being discriminated against, sexually harassed or bullied, or if you suspect another employee is experiencing any of those things.

### 3.8 Roles and responsibilities

To ensure the intent of this policy is realised, various roles within the Local Government must assume certain responsibilities.

The Local Government will endeavour to:

- provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying
- provide and maintain safe systems of work
- provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying

- treat all employees fairly, and
- take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.

All Local Government employees, contractors and volunteers are required to:

- report any incidents of sexual harassment, discrimination or bullying they may see happening around them to the employee's line manager or other appropriate manager
- follow all policies and procedures of the Local Government
- ensure they do not victimise any person making a complaint of sexual harassment, discrimination or bullying, and
- treat all employees fairly and with respect.

Employees should be aware that discrimination, bullying and sexual harassment may expose them individually to legal action.

#### **4. Support**

The Shire of Gnowangerup engages the services of an external Employee Assistance Provider who can provide employees with confidential counselling. Please see Human Resources for details of the Employee Assistance Provider.

#### **5. Consequences of breaching this policy**

Any breach of this policy may result in disciplinary action up to and including termination of employment.

#### **6. Variation to this policy**

This policy may be cancelled or varied from time to time. Shire employees will be notified of any variation to this policy by the normal correspondence method.

## COMPLIANCE REQUIREMENTS

Legislation	<ul style="list-style-type: none"><li>• <i>Equal Opportunity Act 1984 (WA)</i></li><li>• <i>Racial Discrimination Act 1975 (Cth)</i></li><li>• <i>Disability Discrimination Act 1992 (Cth)</i></li><li>• <i>Age Discrimination Act 2004 (Cth)</i></li><li>• <i>Australian Human Rights Commission Act 1986 (Cth)</i></li><li>• <i>Sex Discrimination Act 1984 (Cth)</i></li><li>• <i>Work Health and Safety Act 2020 (WA)</i></li><li>• <i>Work Health and Safety (General) Regulations 2022 (WA)</i></li></ul>
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## DOCUMENT CONTROL

### HUMAN RESOURCES & COMMUNICATION

Policy Number	3.5
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	28 October 2015
Review Dates	<ul style="list-style-type: none"><li>• 31 May 2019</li><li>• 31 August 2023 (approved by Council 27 September 2023)</li></ul>
Next Review Due	31 August 2025 This policy will be reviewed every two years or more often where circumstances require.



## STAFF HOUSING POLICY

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### Objective

**To support the attraction and retention of staff with the requisite skills and qualifications**

#### 1.0 Housing Eligibility

All housing allocations are approved by the Chief Executive Officer.

#### 2.0 Housing Allocation

Housing is allocated to designated positions within the workforce and shall be determined predominately on a hierarchical basis or for positions that have traditionally been difficult to attract interest or are critical to the operations of the Shire. In exceptional circumstances the Chief Executive Officer may take into account personal requirements of the employee and/or the significance of the position for the ongoing operations of the organisation.

#### 3.0 Housing Subsidy

3.1 Rental assistance for renting of private properties may be considered at the sole discretion of the Chief Executive Officer.

3.2 Where an employee is entitled to a Council house but has alternate housing arrangements, Council may pay an annual Housing Allowance. Where an employee was originally offered a Council house with the advertised position but had alternate housing arrangements, Council will endeavour to provide housing for that employee if their circumstances change.

#### 4.0 Water Subsidy for Council Owned Housing

Water Corporation rates and usage for Council owned houses will be covered by the Shire of Gnowangerup on the understanding that the gardens and surrounds be well kept. All other utilities will be the responsibility of the tenant.

## 5.0 Tenancy Agreement

All employees are required to sign a Residential Tenancy Agreement at the commencement of any housing rental arrangement.

### COMPLIANCE REQUIREMENTS

Legislation	<ul style="list-style-type: none"><li>Residential Tenancies Act 1987</li></ul>
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### DOCUMENT CONTROL

#### HUMAN RESOURCES & COMMUNICATION

Policy Number	3.6
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	16 December 2015
Review Dates	<ul style="list-style-type: none"><li>31 May 2019</li><li>31 August 2023 (approved by Council 27 September 2023)</li></ul>
Next Review Due	31 August 2025 This policy will be reviewed every two years or more often where circumstances require.

### 3.7 OSH CONTRACTORS MANAGEMENT POLICY

<b>Policy Type:</b>	Human Resources & Communication
<b>Date Adopted:</b>	16 December 2015

<b>Policy No:</b>	3.7
<b>Date Last Reviewed:</b>	31 May 2019

<b>Legal (Parent):</b>
<ol style="list-style-type: none"> <li>Occupational Safety &amp; Health Act 1984.</li> <li>Occupational Safety &amp; Health Regulations 1996</li> <li>Worker's Compensation and Injury Management Act 1981</li> </ol>

<b>Legal (Subsidiary):</b>
<ol style="list-style-type: none"> <li>Australian Standards 4801</li> <li>Codes of Practice</li> </ol>

<b>Delegation of Authority Applicable</b>	No
<b>Delegation Number</b>	N/A

<b>Staff Procedure Applicable</b>	No
<b>Staff Procedure Number</b>	N/A

ADOPTED POLICY	
<b>Title:</b>	OSH CONTRACTORS MANAGEMENT POLICY
<b>Objective:</b>	To assist Shire of Gnowangerup (SOG) Officers in addressing the issue of managing contractor safety.

#### 1.0 Introduction

This document is provided for Contractors and SOG Officer's use as a guide on the information to be provided by Contractors and items to be placed within the contractual tender or arrangement.

The Shire of Gnowangerup has a statutory obligation to fulfil its primary duty of care under the *Occupational Safety and Health Act 1984*, the *Occupational Safety and Health Regulations 1996*, and extending to the *Worker's Compensation and Injury Management Act 1981*, to provide a healthy, safe and productive working environment for all employees, and other people (including Contractors) that may be exposed to SOG's undertakings.

#### 2.0 Legal Responsibility

As stated in the introduction of this document, the SOG has a Primary duty of care, as prescribed in section 23D of the *Occupational Safety and Health Act 1984*, to ensure that any person, while engaged in undertaking CONTRACT WORKS for the Shire, suffers no harm.

*CONTRACT WORKS will have the meaning throughout this document as being specific works that the Contractor has been engaged to complete on behalf of the Shire of Gnowangerup*

Contractors have an equal safety legal responsibility to ensure they, and their employees and subcontractors employees work in a safe manner, and comply with Occupational Safety and Health (OSH) legislation and Shire policies and procedures.

It is important to remember that:

- (a) Assigning by contract does not remove the individual statutory duty of care obligations under the OSH legislation, i.e. OSH cannot be outsourced.
- (b) More than one party may have duty of care obligations for OSH at any one time.
- (c) It is no defence to argue that other parties have compromised your capacity to adequately address OSH responsibilities.

Throughout this document there are many procedures that SOG Manager's and Contractors need to follow to ensure that they are fulfilling their OSH statutory duty of care obligations.

<b>Shire of Gnowangerup (SOG)</b>	<b>Contractor</b>
Advise contractors on identifying and eliminating site risks; review contractor project safety plan; induct contractor; and conduct regular checks.	Identify, assess and manage project risks; induct all visitors and employees; train, brief and supervise all project employees; and report and record all incident(s) as soon as possible as per legislative requirements.
Appoint a principal Contractor for high-risk construction projects, if required.	Ensure all project employees have appropriate construction tickets/licenses; and comply with project safety rules as per legislative requirements.

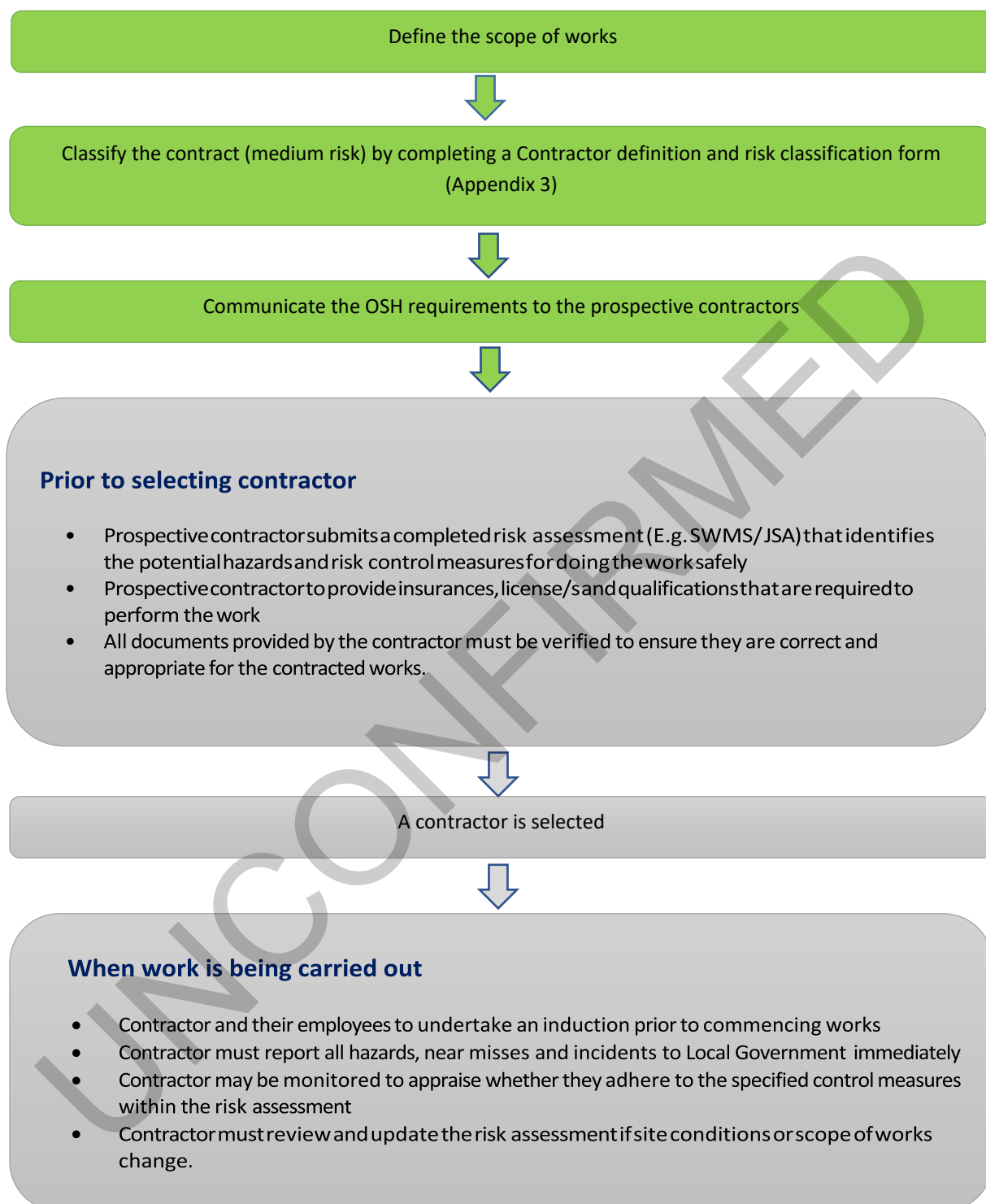
### 3.0 Determining the Level of Risk – High, medium or Low?

SOG manages a very broad range of contracts. The contracts vary in the level of risk, the duration of the contract and the value of the contract. There is a need to distinguish between high, medium and low risk contracts and develop a practical approach to managing contractors. Irrespective of the elements of the contract, the defined difference between the types of contracts does not reduce the safety and health obligations on Contractors or the SOG under the OSH legislation.

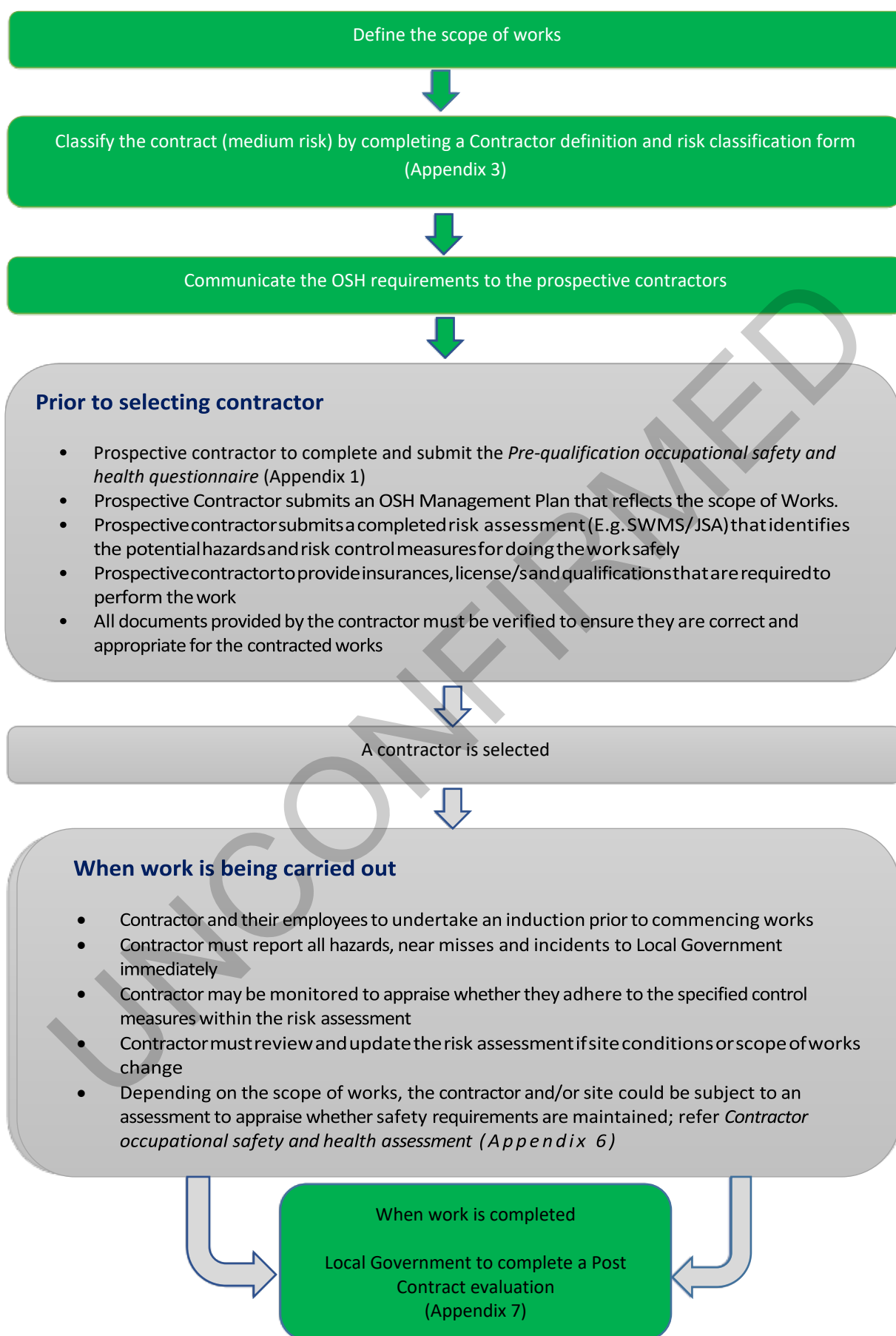
It is imperative to establish the level of risk associated with a contract. The level of risk associated with the contract will determine what documentation the SOG is required to receive from the contractor **before** the contract commences. The level of risk will also have potential implications upon public liability and Workers' Compensation responsibilities.

The following risk flowcharts should be used to establish the level of risk and which documentation is to be provided by the Contractor to the SOG.

## LOW RISK CONTRACTS FLOWCHART



## MEDIUM RISK CONTRACT FLOWCHART



HIGH RISK CONTRACTS FLOWCHART



**It is important to clearly define the contract type. If you are not sure how to define a contract, please contact the Shire's Risk Coordinator.**

Also, at the completion of the contract term, the contractor is required to sign an incident record form or provide a declaration letter with company letterhead stating that there were no incidents or injuries throughout the duration of the contract. Or, if there were incidents or injuries, a copy of the incident report must be forwarded to the Manager responsible and the Shire's Risk Coordinator. This record must be kept in case a contractor returns to the SOG to claim Workers' Compensation.

#### 4.0 Contractor Occupational, Safety and Health Responsibilities

All contractors need to undergo and follow the safety and health procedures contained within this document, and in compliance with the *Occupational Safety and Health Act 1984*, *Occupational Safety and Health Regulations 1996*, and the *Worker's Compensation and Injury Management Act 1981*.

Most of the procedures below will apply to all contracts. However, there will be circumstances where some procedures will not need to be fulfilled. For example, if someone was to tender for a cleaner to clean an administration building, they will not need to adhere to a Motor Vehicle Movement Plan.

#### 4.1 Demonstrated evidence of OSH Management System

##### 4.1.1 OSH Management Plan

The successful Contractor for a medium or high-risk contract will be required to submit an Occupational Safety and Health Management Plan for the work **prior** to commencing the contract, addressing site specific OSH issues relevant to the contract. The OSH Management Plan will document the safe work methods to effectively manage the identified risks.

It is the duty of the principal contractor to prepare an OSH Management Plan for construction projects in accordance with Regulation 3.142 of the *OSH Regulations 1996*.

**THE SHIRE OF GNOWANGERUP REQUIRES THIS INFORMATION FOR ALL MEDIUM AND HIGH-RISK CONTRACTS.**

##### 4.1.2 Risk Assessments

SOG will require the contractor to undertake work site risk assessment(s) for the described works prior to commencement. The initial risk assessment should be undertaken in consultation with the Shire Officer deemed to be responsible for the contract.

This process needs to be documented stating who undertook the risk assessment. The assessment is to help identify the hazards and the controls that needs to be implemented to control the associated risk of the identified hazards. In addition to this requirement the risk assessments are to be used to develop Safe Work Method Statements (SWMS) (see 4.3).



Please complete the **CONTRACT DEFINITION AND RISK CLASSIFICATION FORM** (Appendix 3) as part of your risk assessment. The Risk Matrix below should be used when completing Risk Classification Form.

UNCONFIRMED

The following Risk Matrix should be used to classify your risk

## Risk Matrix

RISK MATRIX						
CONSEQUENCE						
LIKELIHOOD		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

## Risk Acceptance Criteria

Risk rank	Description	Criteria
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedure and subject to semi-annual monitoring
HIGH (10-16)	Urgent attention required	Risk acceptable with excellent controls, managed by senior management/executive and subject to monthly monitoring
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring

# Consequence Table

The following is a guide to determining consequence.

Level & descriptor	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	First aid injuries	Less than \$5,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or “no news” item	Inconsequential damage	Contained, reversible impact managed by on-site response
Minor (2)	Medical type injuries	\$5,001 - \$15,000	Short term temporary interruption – backlog cleared <1day	Some temporary non-compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Lost time injury <30 days	\$15,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources <1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury >30 days	\$50,001 - \$250,000	Prolonged interruption of services – additional resources, performance affected <1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$250,000	Indeterminate prolonged interruption of services – non-performance >1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment and building	Uncontained irreversible impact

## Likelihood Table

The following can be used as a guide for determining likelihood.

Rating	Description	Likelihood of Occurrence	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

#### 4.1.3 Hazard Identification

During risk assessment Contractors will need to identify the hazards associated with all tasks to be undertaken and continually undertake risk assessments for the duration of the CONTRACT WORKS. The following is a guide of hazards that may be identified:

- (a) Physical hazards: noise, manual handling, working from heights, excavations,
- (b) Chemical hazards: possible inhalation, absorption by skin contact, indigestion,
- (c) Electrical hazards: underground cabling, overhead power lines,
- (d) Biological hazards: needle stick injury, handling of wastes, infections,
- (e) Radiation hazards: UVR from the sun, UV lights, lasers,
- (f) Psychological hazards: conditions that may lead to stress.

#### 4.1.4 Hazard Identification and Reporting

Contractors are required to identify and eliminate any hazard that may cause harm to an employee, so far as reasonably practicable, and if elimination is not reasonably practicable, then minimise this hazard so far as reasonably practicable for any hazards that may arise during the CONTRACT WORKS.

Contractors must report and communicate all new significant hazards that arise whilst undertaking CONTRACT WORKS to the relevant SOG Officer immediately.

As per regulation 3.141 of the *Occupational Safety and Health Regulation 1996* the Contractor must keep record of the following:

- Information relating to:
  - identification of hazards to which a person at the construction site is likely to be exposed to; and
  - assessing the risk of injury or harm to a person resulting from those hazards; and
  - considering the means by which the risk may be reduced.
- The level of detail to be recorded must be appropriate for the nature of the hazard and the degree of risk.
- All information recorded under Regulation 3.141 is kept until the construction work has been completed.

Contractors will need procedures in place to assess, record, report and investigate hazards that occur on or to and from the worksite.

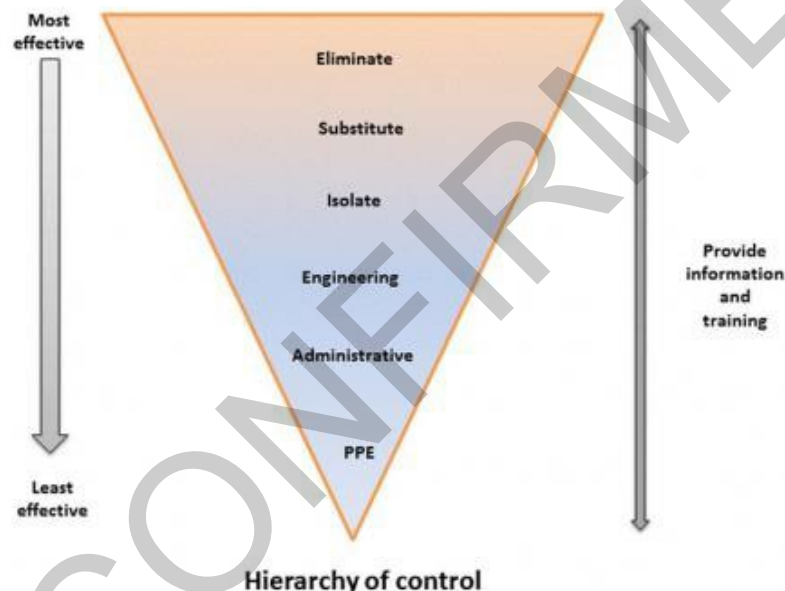
Contractors are required to inform their employees and subcontractors of the identified hazards associated with the CONTRACT WORKS and will ensure employees and subcontractors are

competent in implementing correct controls when hazards arise. This should be addressed and documented during the initial induction and toolbox meetings throughout the contract.

It is the responsibility of the Contractor to ensure that they comply with the *Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996*, and any other relevant Federal and State Acts governing the contract work.

#### 4.1.5 Hazard Control

The ways of controlling risks/hazards are ranked from the highest level of protection and reliability to the lowest as shown in the figure below. This ranking is known as the hierarchy of risk control.



The aim by the Contractor should always be to eliminate the hazard, which is the most effective method of control. If this is not reasonably practicable, then the risk should be minimised by working through the other alternatives in the hierarchy.

If a hazard is identified, the Contractor shall immediately take all practicable steps to:

- **Eliminate** it, or if not reasonably practicable to eliminate it;
- **Substitute** it with a less risky alternative; or
- **Isolate** it, or if not reasonably practicable to isolate it; minimise the risk by:
  - Adding in **Engineering** (e.g. guard or barricade) measures or;
  - Using **Administrative** (SWMS or further training) controls; or
  - Using **Personal Protective Equipment** (PPE).

A combination of the above measures may be required to minimise the risk to the lowest level reasonably practicable if no single measure is sufficient for that purpose.

#### 4.2 Managing the Risks of Plant

Contractors will provide the Plant and Equipment necessary for the performance of the CONTRACT WORKS. All tools and machinery will be maintained in good working order in accordance with the OSH Legislation and Regulations and the Shire's requirements.

#### 4.3 Safe Work Method Statements (SWMS) for High Risk Construction Work

All Contractors must provide the Shire of Gnowangerup with copies of the site specific SWMS for all tasks associated with the contract, which have been identified as having safety risks. SWMS should be derived from the risk assessment undertaken (refer 4.1.2 Risk Assessment)

All Contractors undertaking CONTRACT WORKS for the SOG are required to comply with the relevant Parts of the *Occupational Safety and Health Act 1984*, *Occupational Safety and Health Regulations 1996* and associated Codes of Practice, safety guidelines or other documentation. In particular, Contractors are responsible for providing SOG with SWMS for all activities of the proposed contract.

Prior to the commencement of any CONTRACT WORKS, the SOG must be satisfied that all functions undertaken by the Contractor are covered by an appropriate SWMS. It is the Contractor's responsibility to make available to the responsible Shire Officer, a signed and dated copy of their SWMS's.

Works must **NOT** commence until the responsible Shire Officer has given authorisation for the works to commence.

#### 4.4 Skills and Competencies

Where plant, equipment or vehicle operation is required under the CONTRACT WORKS, the successful contractor must produce their original certificates of competency (training records as required) and any relevant licenses to the Shire. SOG will require a copy of these certificates **prior** to the work commencing.

##### PLANT OPERATOR COMPETENCY ACCREDITATION EVIDENCE

Contractors should be able to demonstrate evidence that plant operator training and assessment has been delivered by a Registered Training Organisation or Institute.

Plant requiring accredited training and assessment qualifications/licenses includes, but are not limited to, operators of

- Cranes (all types)
- Forklift Trucks (LF & LO)
- Hoists (WP, BP, HM & HP)
- Dogging (DG)
- Rigging (RB, RI & RA)

- Scaffolding (SB, SI & SA)
- Pressure Equipment (BB, BI, BA, ES & TO)
- Demolition Work
- Asbestos Removal

Contractors that are unable to provide evidence of accredited plant operator training and assessment qualifications will not be allowed to carry out work on SOG worksites or facilities.

If it is found that a contractor provided certificates or licences that are fraudulent, expired or not appropriate for use on the contract then the CEO has the right to take action against the contractor. Such actions include but are not limited to:

- Directing the Contractor to remove an individual from the contract who may be operating under a fraudulent, expired or inappropriate certificate or license.
- Suspension or termination of the contract.
- Reporting the matter to the relevant authorities.

It is the responsibility of the Contractor onsite to ensure that their employees are appropriately supervised, trained and instructed when operating plant. Appropriate PPE should also be supplied as stipulates in section 3.32 – 3.36 of the *Occupational Safety and Health Regulations 1996*.

The Contractor must inform the responsible Shire Officer of any suspension or expiration of any licenses.

Electrical Work: All electricians must provide their licenses which will be checked with Energy Safety for validity.

#### 4.5 Induction

Prior to carrying out work for the SOG, Contractors, contractor employees and sub-contractors must undergo the SOG'S General Induction. Participation in the induction course is mandatory for all persons required to work on a SOG facility or construction site.

It is the responsibility of the Contractor to ensure that all their employees have undergone the relevant OSH induction training and to carry their appropriate licenses with them at all times.

A copy of all relevant Contractor employee licences and certificates relevant to the works to be undertaken by an individual employee must be provided prior to attendance of a Contractor employee at induction. This condition applies to all Contractor Managers, Supervisors and Employees who will be engaged on the Contract.

The CEO or another officer as designated by the CEO can request the evidence of induction and appropriate licences of Contractor employees at any time during the contract term to verify on going validity. Contractors are required to ensure their employees have been inducted onto the



specific work site where they will be working and that they are wearing the appropriate PPE and hold the relevant licenses/tickets. This induction will be documented, stating the employee name, the site they have been inducted on to, and a copy of the risk assessment attached.

- Refer to *OSH Regulations 1996, Division 11, Sections 3.135 – 3.136 - Construction Industry Induction Training*.

#### 4.6 Site Safety Talk Toolbox Meetings

Contractors are required to undertake Site Safety Talk Toolbox meetings with their employees. These meetings are to be undertaken in conjunction with the Risk Assessment and Site Induction process.

Site Safety Talk Toolbox Meetings must be undertaken as a minimum when job situations or employees/contactors change.

Records of all Toolbox meetings must be documented stating the employees who attended the meeting and the topics discussed.

SOG has the authority to request this information at any time during the contract term.

Contractors shall keep a register of all ongoing workplace/site audits undertaken during the course of the CONTRACT WORKS. This register shall also contain actions undertaken to eliminate or control hazards.

#### 4.7 Electrical

In addition to the *Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996*, Contractors must also comply with the Australian Standard (AS) 300:2000 Electrical installations (known as the Australian/New Zealand Wiring Rules) and the Code of Practice for Safe Low Voltage Work Practices by Electricians.

Contractors shall ensure all employees are appropriately trained in the use of all electrical equipment they will be using during the contract term and ensure equipment is inspected and tested by a suitably qualified person.

Contractors must keep record of the relevant testing data of all electrical equipment and ensure this record is kept up to date.

All portable electrical equipment and leads used on construction sites must be tested as required and tagged in compliance with AS/NZS 3012, 3108.

#### 4.8 Hazardous Substances

Contractors are required to provide a list of hazardous substances that will be utilised throughout the contract term in accordance with the *Occupational Safety and Health Regulations 1996 Part 5, Division 2 – Hazardous substances generally*.

In addition to this, the Contractor, as required under Regulation 5.13, will keep a register of the substances and all the relevant Material Safety Data Sheets (MSDS). The Contractor must ensure all MSDS's are current and ensure hazardous substances are stored in accordance with the MSDS.

Contractors are encouraged to use chemicals with lower hazard/risk levels without compromising the technical requirements of the CONTRACT WORKS.

#### 4.9 Lifting Gear and Equipment

Contractors are required to keep a register of all lifting gear (chains, slings, wire ropes, shackles, hooks etc.) used and ensure their employees are suitably trained in the safe use of all lifting gear they will be using whilst undertaking CONTRACT WORKS for the Shire of Gnowangerup.

All lifting gear is to undergo as a minimum, an annual inspection by a competent person and inspection records are to be provided before commencing the contract work.

#### 4.10 Plant and Equipment Register

Contractors shall keep a register of all plant and equipment hazard inspections carried out and any alterations or repairs undertaken in accordance with the OSH legislation whilst undertaking CONTRACT WORKS for the Shire of Gnowangerup.

#### 4.11 Personal Protective Equipment (PPE)

Whilst undertaking a CONTRACT or TENDER WORKS<sup>1</sup> for SOG, Contractors and their employees are required to wear appropriate PPE in accordance with the relevant Australian Standards and Codes of Practice. The Contractor must provide their employees with the appropriate PPE, maintained to the respective Australian Standards, to undertake the CONTRACT WORKS safely and ensure they are trained in the correct use of PPE.

Where hazards are identified on the worksite, Contractors will implement corrective controls and inform people of the hazards and ensure that they are equipped with the correct PPE.

Contractors have the right (and responsibility) to instruct people not suitably protected by PPE to leave the area.

<sup>1</sup> TENDER WORKS, will have the meaning throughout this document meaning an offer to do work or supply goods at a fixed price

*Refer to Occupational Safety and Health Regulations 1996, Division 2 – General duties in relation to personal protective clothing and equipment, Regulation 3.32 – 3.36.*

#### 4.12 First Aid

Contractors shall ensure that a fully stocked first aid kit, meeting WorkSafe requirements, and a list containing emergency contact numbers, is available at the workplace/site with a designated first aid person clearly identified to their employees  
(<https://www.commerce.wa.gov.au/worksafe/first-aid-0>).

If the CONTRACT WORK is of such a nature that specialised first aid equipment or materials may be needed, it is the Contractor's responsibility to provide it.

#### **EMERGENCY NUMBERS**

<b>All emergencies call:</b>	<b>000</b>	<b>Mobiles</b>	<b>112</b>
<b>WorkSafe:</b>	<b>1300 307 877</b>	<b><u><a href="mailto:safety@commerce.wa.gov.au">safety@commerce.wa.gov.au</a></u></b>	

#### 4.13 Emergency Procedures

Contractors will provide adequate fire protection and fire extinguishers relevant to the CONTRACT WORK'S hazards and risks being undertaken, and are to ensure they are available at the workplace site.

Contractors need to ensure all firefighting equipment is supplied, maintained and inspected in compliance with Australian Standard 1851:2012.

In addition to this, Contractors need to keep a register of fire protection equipment available whilst undertaking CONTRACT WORKS.

Contractors must have emergency procedures in place and ensure their employees and subcontractors are familiar with these procedures.

Contractors will inform Shire Officers through induction, of the hazard or emergencies that may arise from the CONTRACT WORKS, and what to do if an emergency incident occurs.

Where Contractors are working on Shire worksites, Contractors will ensure that their employees and subcontractors know the Shire's emergency procedures relevant to that particular workplace/site.

##### 4.13.1. Contractors Working Autonomously

Contractors will have procedures in place to deal with emergency situations that may arise whilst undertaking CONTRACT WORKS.

Contractors, their employees and any subcontractors are required to be trained in these procedures and have the necessary equipment available to carry out the procedures.

#### 4.13.2 Contractors Working in Staffed Shire Facilities

A Designated Shire Officer<sup>2</sup> will inform Contractors about any emergency and evacuation procedures during site inductions.

Once Contractors have been informed of these procedures, it is their responsibility to ensure their employees or subcontractors are also informed.

If the CONTRACT WORKS introduces any hazard or risk that may create an emergency not covered by the normal procedures, i.e. introducing a toxic gas or oxidising agent, the Contractor must inform the designated Shire Officer and ensure relevant persons that may be affected are informed about what to do if the emergency situation arises. This should be addressed prior to the commencement of the CONTRACT WORKS.

#### 4.14 Amenities

Contractors will provide suitable hygienic facilities or ensure amenities are available for their employees and subcontractors. Employee amenities must comply with the Code of Practice for Workplace Amenities and Facilities.

#### 4.15 Motor Vehicle Movement Plans & TCP's

Contractors shall ensure that a Vehicle Movement Plan (VMP) and/or Traffic Control Plan (TCP) are in operation prior to and during any CONTRACT WORKS associated with road works. Traffic Control Plans must be designed by a MRWA qualified person and must be regularly reviewed and updated when necessary.

#### 4.16 Subcontractors

Contractors are responsible for:

- Selection of suitably qualified/trained subcontractors.
- Ensure that subcontractors have the relevant insurance policies
- Induction of subcontractors
- Supervision, of any subcontractors they may engage
- Ensuring that your subcontractors work in a safe manner and have adequate safety and health procedures and safe systems of work that are equivalent to the Contractors OSH Management System.

<sup>2</sup> DESIGNATED SHIRE OFFICER, shall have the meaning throughout this document as a person or persons appointed by the CEO to oversee the CONTRACT WORKS or specific aspects of that work.

**If your company intends to engage subcontractors to undertake or support Shire works on behalf or in conjunction with your company, you must obtain authorisation from the CEO or authorised designated Shire officer prior to the subcontractor commencing works. In addition to this, contractors must be able to provide evidence of the subcontractor induction and verify subcontractors hold the relevant licenses/tickets appropriate for the task and risk being performed.**

#### 4.17 Warning Signage and Public Safety

Contractors shall ensure that the required warning signs and warning systems as defined in relevant OSH Legislation, Code of Practices and/or Shire instructions are used accordingly.

Contractors shall at all times ensure that people are adequately warned by way of signs, barriers and/or other means where the work is likely to present potential hazards.

Contractors shall ensure that a Motor Vehicle Movement Plan covers all road works and/or TCP designed by suitable qualified personnel.

#### 4.18 Permits to Work

Contractors will need to ensure that they have provided the correct and current permits to work.

All Contractors are required to report to the responsible person for their work activities and complete a Permit to Work Authorisation Form for the specific works to be undertaken e.g. Hot Works Permit, Confined Spaces Permit, etc.

Permits to work are required for the following types of High Risk Activities:

- Confined Spaces
- Hot Works
- Ground Breaking / Penetration
- Work in Isolation
- Working at Heights

In addition to these, where the contractor is working within an area covered by or near power supply lines, or where they may come within 3m of power lines, it is the Contractors responsibility to inform Western Power of the time and date they will be undertaking this work and request assistance to locate power cables.

#### 4.19 Visitors to Work Sites

The Contractor is required to induct and maintain a record of all visitors to the site.

This must be documented on the induction checklist or visitors sign-on register.

### 5.0 Incident/Injury Notification

The obligations laid out in this document form part of and are inclusive to the standard Conditions of Contract relative to all CONTRACT WORKS and TENDER WORKS performed by the Contractor for the Shire of Gnowangerup and the CEO or designated Shire Officer is to be notified by the Contractor of any incident, injury, damage to property or plant, and near misses associated with the provision of the contract.

It is also the responsibility of the contractor to inform WorkSafe of any matter required under the *Occupational Safety and Health Act 1984*, *Occupational Safety and Health Regulations 1996* and the *Workers' Compensation and Injury Management Act 1981* and within the specified time frames. Contractors are to report any incidents to the CEO or designated Shire Officer responsible for the contract.

Contractors are required to have an incident reporting system whereby all incidents, accidents and near misses are recorded. This system must include an incident investigation procedure.

At the completion of the contract, the Contractor is to sign a statement declaring that no incidents occurred whilst completing the CONTRACT WORK. Or, in the case where incidents/injuries/near misses/dangerous occurrences occurred, the Contractor is required to provide the CEO or designated Shire Officer with copies of all Incidents Reports and accident investigations undertaken.

It is the responsibility of the designated Shire Officer to ensure that the contractor has signed this declaration.

**NOTE:** *The Incident Declaration is an important document in regards to Workers' Compensation and Shire's possible exposure to liability. This must be signed **before** the contractor receives final payment for the contract.*

Contractors shall use their own reporting procedures for OSH compliance. If any harm occurs to the Contractor, their employee, or subcontractor, or any other person, Contractors shall use their own procedures to record, report and investigate the event as legally required.

**IMPORTANT:** **It is the Contractor's responsibility to ensure that no person/s disturb the scene of a serious incident until permission to do so have been obtained from the Worksafe Inspector, and/or Police. The only exception is when it is necessary to render aid and prevent further harm to the injured person/s.**

#### 6.0 Occupations Safety and Health Questionnaire (Appendix 1)

The SOG is committed to ensuring a high standard of safety within the workplace. To assist the SOG in evaluating the tender or contract, an OSH questionnaire must be completed and submitted with the tender/contract works officer for all medium and high risk contracts.

The initial objective of the questionnaire is to provide the SOG with information on the Contractor's management of OSH and their level of commitment to an OSH system. All information provided within

the questionnaire is confidential and will not be used for any other purpose other than the intended verification purposes and not made available to any other party.

Please complete **Pre-Qualification Occupational Safety and Health Questionnaire – Appendix 1.**

#### 7.0 Contractor Site Specific Health and Safety Management Plan Content Checklist

Contractors engaged to conduct “Medium” and “High Risk” work activities must provide the SOG with evidence of a site specific Safety Management Plan (SMP) in line with the requirements of Regulation 3.142 of the *Occupational Safety and Health Regulations 1996* and provide a copy of the SMP to the SOG for review and verification.

The minimum content elements required for an SMP are provided in Appendix 4.

Contractors are required to complete the site specific SMP checklist and submit the completed checklist with their Pre-Qualification Questionnaire to the designated OSH Officer.

#### 8.0 OSH Responsibilities for Contractors (Appendix 2)

Contractors that require annual or repeat access to SOG worksites, where the work is of a low risk nature, and where contractors are working autonomously, or where the contractor has not been previously inducted into the worksite, shall be required to complete an OSH Responsibilities for Contractors record in conjunction with General Induction.

Contractors and their employees must complete individual OSH Responsibilities Records and sign in acknowledgement of their understanding and commitment to Occupational Safety and Health Management Practices.

The OSH Responsibilities for Contractors Record must be counter signed by the employee's senior manager in recognition of the employee's commitment and involvement of SOG's OSH responsibilities for contractors' process.

**A copy of the OSH Responsibilities for Contractors Record is found at Appendix 2.**

#### 9.0 Insurance

It is a requirement under the Worker's Compensation Act for SOG to ensure that all Contractors have the correct Workers' Compensation Insurance and have paid all Workers' Compensation premiums associated with that work.

Contractors are also to supply evidence to SOG of

- current Worker's Compensation, as appropriate
- Public Liability Policy to the value to be determined by SOG
- Current Personal Accident Illness Insurance or Income Protection Insurance if a Sole Trader
- current Third Party Motor Vehicle/Machinery insurance of an amount to be determined by SOG

- Professional Indemnity Insurance to the value of the project undertaken.

**Both the Workers' Compensation and Public Liability Certificates of Currency must be provided to SOG before the contract commences. Any and all changes to coverage or continuation of insurance must be immediately notified to the CEO.**

#### 10.0 Contractor Safety Sign-On Checklist (Appendix 5)

All contractors engaged or offered a contract for tender, provided work or service for the SOG, regardless of their level of risk rating, must complete the Contractor Safety Sign-On Checklist prior to commencing any work activities for the SOG.

Sign-On Checklists shall be completed and signed at the end of the final induction process undertaken by the Contractor's senior manager or business owner/proprietor.

A copy of the Contractor Safety Sign-On Checklist is contained in Appendix 5 of this document.

#### 11.0 Disability Considerations

In planning the safety procedure for any work on SOG premises, Contractors are required to consider the special needs of people with disabilities.

For example:

- a warning sign may not be sufficient to protect people with sight impairments against danger (fencing or barricades may be necessary)
- parking across a path or other access route, even for a few minutes, could cause difficulties for people in wheelchairs or mobility scooters

Contractors should consult with the Shire's Representative if they require any further information regarding disability issues.

In addition to the above, Contractors will be required to complete the DAIP Contractors Progress Report, on completion of their contract. An example of the Progress Report can be found as Appendix 8 at the back of this document. Additional information can also be obtained at [www.disability.wa.gov.au](http://www.disability.wa.gov.au).



## APPENDIX 1: PRE-QUALIFICATION OCCUPATIONAL SAFETY AND HEALTH QUESTIONNAIRE

This form used to assess a contractor's ability to work in a safe manner when undertaking contracted works.

CONTRACT DETAILS			
DATE OF EVALUATION		DURATION OF THE WORKS:	
BUSINESS NAME		CONTRACT SCOPE OF WORKS:	
CONTRACTOR NAME		CONTACT NUMBER:	
CURRENT POSITION		CONTRACT MANAGER	

Contractor requirement	Evaluation Outcome		Local government response	
	Yes	No	Accepted	Rejected
<b>1. Do you have a Safety Policy that demonstrates a commitment to safety?</b> <ul style="list-style-type: none"> <li>It is subject to regular reviews?</li> <li>Encourage corporation at all levels</li> </ul>				
<b>Contractor response:</b>				
<b>2. Do you have a Safety Plan?</b> <ul style="list-style-type: none"> <li>Are roles and responsibilities outlined?</li> <li>Does it demonstrate how you manage OSH and ensure compliance with the legislation?</li> </ul>				
<b>Contractor response:</b>				
<b>3. Do you have Public Liability Insurance?</b> <ul style="list-style-type: none"> <li>Is it current and relevant to the scope of work?</li> </ul>				
<b>Contractor response:</b>				
<b>4. Do you have workers' compensation insurance?</b> <b>(Note: Sole traders require Personal Accident Illness Insurance or Income Protection Insurance)</b> <ul style="list-style-type: none"> <li>Is it current and relevant to the scope of work?</li> </ul>				
<b>Contractor response:</b>				
<b>5. Have all training qualifications been submitted?</b> <ul style="list-style-type: none"> <li>Are all qualifications current and relevant to the scope of work?</li> <li>Is there a formal Induction training program in place that outlines OSH responsibilities?</li> </ul>				
<b>Contractor response:</b>				

Contractor requirement	Evaluation Outcome		Local government response	
	Yes	No	Accepted	Rejected
<b>6. Do you have relevant experience to undertake the scope of works?</b> <ul style="list-style-type: none"> <li>How long have you worked in the industry</li> </ul>				
<b>Contractor response:</b>				
<b>7. What is your previous 12-month work history?</b> <ul style="list-style-type: none"> <li>Were there any workplace injuries/workers' compensation claims?</li> <li>How many workplace incidents occurred?</li> <li>Were any incidents required to be reported to WorkSafe?</li> </ul>				
<b>Contractor response:</b>				
<b>8. Do you have systems in place to identify and manage workplace hazards?</b> <ul style="list-style-type: none"> <li>A workplace inspection program?</li> <li>A safety management system that tracks hazard management?</li> </ul>				
<b>Contractor response:</b>				
<b>9. Do you have safe work procedures /JSA's/SWMS to manage potential workplace hazards and risks?</b> <ul style="list-style-type: none"> <li>Manual tasks, fatigue, work at height, plant movement etc.?</li> </ul>				
<b>Contractor response:</b>				
<b>10. Is there a formalised process in reference to the reporting of incidents and injuries?</b> <ul style="list-style-type: none"> <li>An incident and injury management form?</li> <li>An incident and injury management procedure?</li> </ul>				
<b>Contractor response:</b>				

Contractor requirement	Evaluation Outcome		Local government response	
	Yes	No	Accepted	Rejected
<b>11. Do you have trained first aiders and adequate first aid kits?</b> <ul style="list-style-type: none"> <li>All first aid kit products present and in date?</li> <li>Current first aid competency?</li> </ul>				
<b>Contractor response:</b>				
<b>12. Do you have an Emergency Response Plan and Procedure?</b> <ul style="list-style-type: none"> <li>Are procedures specific to the scope of works?</li> <li>Is the emergency response plan current, inclusive of contact details and identified wardens?</li> </ul>				
<b>Contractor response:</b>				
<b>13. Do you have a Traffic Management Plan?</b> <ul style="list-style-type: none"> <li>Does it outline required speed limits?</li> <li>Is there adequate signage to manage traffic flow? (Stop and give way signs etc.)</li> <li>Is there mandatory signage clearly visible? (PPE requirements etc.)</li> <li>Is there dedicated pedestrian zones to segregate traffic, plant and people etc?</li> </ul>				
<b>Contractor response:</b>				
<b>I certify that the information provided in this questionnaire is true and correct and agree to comply with the Shire of Gnowangerup's Safety, Quality and Environmental requirements.</b>  <b>Signed:</b> _____ <b>Date:</b> _____  <b>Contractor Company Representative</b>				
<b>Shire of Gnowangerup use only</b>  Is approval recommended?	<b>Signed:</b> _____  <b>Name:</b> _____		<b>Date</b> _____  <b>Position:</b> _____	

CONTRACTOR EVALUATION OUTCOME	
Contractor safety plan and other submitted documentation approved?	Yes/No
EVALUATORS COMMENTS	
Date:	Evaluator signature:

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## APPENDIX 2: OSH RESPONSIBILITIES FOR CONTRACTORS

<b>Name of Employee</b>			
<b>Position/Job Title</b>		<b>Company</b>	
<b>Signature</b>		<b>Date</b>	
<b>Department</b>		<b>Location</b>	

### Responsibilities:

1. Take reasonable care for your own safety and health.
2. Take reasonable care that you do not adversely affect the safety and health of other persons.
3. Comply with the Shire of Gnowangerup's OSH policy, procedures and rules and follow safe work practices.
4. Comply with your employer's OSH policy, procedures and rules and follow safe work practices.
5. Carry out work in compliance with relevant OSH legislation and safe work methods and demonstrate an acceptable level of safety performance.
6. Ensure that the right person is engaged in each job, taking into account the type of work to be performed, the licenses, certificates and qualifications required.
7. Conduct relevant job safety analyses whenever it is appropriate to do so.
8. Provide OSH Risk Assessments for the work to be completed as requested by the Shire of Gnowangerup.
9. Prepare and follow authorised Safe Work Method Statements for all High Risk Construction Work and provide signed and dated copies to the Shire of Gnowangerup.
10. Conduct and provide site specific risk assessments as requested by the Shire of Gnowangerup.
11. Participate in OSH consultation meetings to discuss workplace safety in the workplace.
12. Ensure appropriate equipment is used for the job and it has been tested, maintained, calibrated where required, and is safe to use.
13. Ensure that approved PPE has been provided and is used whilst on site.
14. Ensure the MSDS's are complied with and made available for hazardous substances used on site.
15. Report any new or arising hazards to the Shire of Gnowangerup's designated officers as soon as you notice them.
16. Report all incidents (including near misses) to the Shire of Gnowangerup's designated officer, whether or not someone was injured or not.
17. Report any incidents of bullying and/or harassment in the workplace to the Shire's CEO or designated officer.
18. Assist in the identification of control measures to eliminate or minimise the risk of injury.
19. Correctly use tools and equipment.
20. Report any worn out or defective tools or equipment or problems you have with tools and equipment provided by the Shire.
21. Wear PPE as required.
22. Operate equipment and machinery with guards and safety controls operating and, in place at all times.
23. Report all problems with manual tasks, including signs of discomfort, in the provision of the services immediately.
24. Participate in OSH activities such as inspections, investigations, evacuations drills, OSH meetings and risk assessments as required.

25. Report any physical or psychological conditions that may affect your ability to safely provide services.
26. Demonstrate respect, courtesy and special attention to hazards arising from your work that may affect the public or community.
27. Consult, cooperate and coordinate with the Shire of Gnowangerup's designated officers in respect of work safety and health issues.

<b>Contractor Company Name:</b>		<b>ABN</b>	
<b>Manager/Supervisors Name:</b>			
<b>Position</b>			
<b>Signature</b>		<b>Date</b>	

## APPENDIX 3: CONTRACT DEFINITION AND RISK CLASSIFICATION FORM

<b>CONTRACT DEFINITION</b>	
<b>Contract Name:</b>	
<b>Contract scope of works:</b>	
<b>Approximate contract cost:</b>	
<b>Contract Manager</b>	
<b>Contract duration:</b>	<b>Contract evaluation date:</b>
<b>Contract hazards</b>	<b>Risk hazard poses</b>
E.g. construction works, hazardous processes, contractor type, duration of work, amount of contractors, safety hazards	(refer to your risk management framework or risk matrix provided in this document)
<b>Contract risk classification</b>	
Low <input type="checkbox"/>	Medium <input type="checkbox"/> High <input type="checkbox"/>
<b>Comments:</b>	

#### APPENDIX 4: CONTRACTOR SAFETY AND HEALTH MANAGEMENT PLAN CONTENT CHECKLIST FOR MEDIUM AND HIGH RISK ACTIVITIES

No.	Description	Requirement	Provided/Not Provided
1	Document Control Process	Preferred	
2	Project Details & Introduction	Mandatory	
3	OSH Policy	Mandatory	
4	Hazard Identification & Risk Assessment & Control	Mandatory	
5	Hazard Categories	Mandatory	
6	Risk Matrix	Mandatory	
7	Site Specific Safe Work Method Statements	Mandatory	
8	Objectives and Targets	Preferred	
9	Personal Protective Equipment (PPE)	Mandatory	
10	Roles and Responsibilities	Mandatory	
11	Training and Competency Register	Mandatory	
12	Consultation	Mandatory	
13	Toolbox/Pore-Start Talks	Mandatory	
14	Workplace Inspections	Mandatory	
15	Plant & Equipment	Mandatory	
16	Plant & Equipment Register	Mandatory	
17	Plant & Equipment Pre-Start Checklist	Mandatory	
18	Plant & Equipment Regular Checklist	Mandatory	
19	Hazardous Substance/Dangerous Goods	Mandatory	
20	Hazardous Substance/Dangerous Goods Register	Mandatory	
21	Electrical Equipment	Mandatory	
22	Electrical Equipment Register	Mandatory	
23	Hazard Reporting	Mandatory	
24	Hazard Report Form	Mandatory	
25	Injury and Incident Investigation	Mandatory	
26	Register of Injuries	Mandatory	
27	Incident Investigation	Mandatory	
28	OSH Management Plan Checklist	Preferred	
29	Injury Management & Return to Work Policy	Preferred	
30	Environmental Management Policy	Preferred	
31	Quality Management Policy and Procedures	Preferred	



## APPENDIX 5: CONTRACTOR SAFETY SIGN-ON CHECKLIST

The Shire of Gnowangerup is committed to maintaining the safety and health of all persons on the premises, in compliance with the *Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996*.

Your support in complying with Shire safety practices and rules are required to promote and maintain our safety standards. Therefore, you agree that:

- The Safety of all persons will have the highest priority whilst working at the Shire of Gnowangerup.
- You will supply a Safety Data Sheet if any chemicals are to be used, transported or stored at the Shire.
- Personal protective equipment is to be worn at appropriate times. All appropriate signage is to be displayed and in place before commencement of work.
- The use of warning and safety signs in hazardous areas at all times is obligatory. This includes barriers around scaffolding, holes, excavations or other structures needed in the construction phase.
- You will apply safe work practices at all times. This will include discussing the safety plan for the task with the relevant manager and seeking approval before commencement of any works. Where necessary a Safe Work Method Statement is to be provided for approval **prior** to commencement of work.
- You are to ensure that you are aware of emergency routines and where to obtain first aid if required.
- All electrical equipment i.e. power tools etc. must have been tested & tagged and in date as per legislative requirements.
- Fibreglass or timber ladders are to be used when carrying out electrical work.
- All relevant licenses are to be sighted and recorded by the relevant department
- When burning, welding or grinding is to take place, a hot work permit is to be completed and approved by the Senior Contract Manager.

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

\_\_\_\_\_  
Signed: Shire of Gnowangerup

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## APPENDIX 6: CONTRACTOR OCCUPATIONAL SAFETY AND HEALTH ASSESSMENT

<b>Date of assessment:</b>	
<b>Site location:</b>	
<b>Contractor:</b>	
<b>Auditor:</b>	

Audit Assessment		Verification of Compliance	Yes	No	Observations/Action Comments
1	Have all personnel been inducted to the site?	Sighted Induction Record.			
2	Are there safe work procedures/JSA/SWMS for the tasks conducted?	Sighted safe work procedure/JSA/SWMS reflect the task/s conducted.			
3	Have all the hazards been identified, assessed and controlled?	All associated hazards are identified within the safe work procedure/JSA			
4	Are emergency procedures in place and communicated?	Emergency procedures on display that consider all potential emergency situations			
5	Are plant hazards assessments (PHA's) available for all items of plant?	Each item of plant has a plant hazard assessment that identifies associated hazards and controls.			
6	Are plant inspections conducted on a regular basis?	Each plant has a complete plant inspection			
7	Is plant regularly maintained?	Plant maintenance records available			
8	Is there adequate segregation between plant and people?	Communication methods and plant movements observed on site?			

9	Are lifting chains/slides inspected and tagged within date?	Lifting chains/slides are tagged within date.			
10	Are electrical cords and equipment inspected and tagged within date?	Electrical cords and equipment are tagged within date.			
11	Are incidents, near misses and hazards being reported?	Documented incident, near misses and hazard reports.			
12	Are corrective actions being closed out within the specified time frame?	Documented action closeout within the specified timeframe			
13	Are regular meetings held with the Contractors?	Documented regular meetings conducted.			
14	Are site inspections being undertaken by the Contractor?	Documented evidence of completed site inspections.			
15	Are MSDS's available for all hazardous substances?	Sighted MSDS's coincide with kept hazardous substances.			
16	Are PPE requirements being adhered to?	Required PPE being worn by site personnel/visitors			
17	Is housekeeping on site of a high standard?	Work site is clean and tidy.			
18	Are first aid kits available on site?	Sighted first aid kits.			
19	Are first aid kits adequately stocked? Items within date?	All first aid kit items within date and available if required.			
20	Are all personnel trained in the tasks conducted?	Sighted tickets/qualifications.			

## APPENDIX 7: POST CONTRACT EVALUATION

<b>RFQ/RFT Number:</b>				
<b>Scope of Works:</b>				
<b>Shire Manager of this Contract:</b>				
<b>Contractor:</b>				
<b>Contractor Contact:</b>				
<b>Contract Start Date:</b>				
<b>Contract Finish Date:</b>				
<b>Review Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>	
Was the work completed as per the terms and conditions of this contract?				
Did the Contractor receive an Occupational Health and Safety induction prior to the start of the Contract?				
Were there any incidents recorded or safety breaches observed?				
Were there any WorkSafe notices issued?				
Did the contractor appear to comply with our safety policy and procedures?				
Were there any other issues with the completion of this Contract?				
Would we consider engaging the contractor in the future?				
Is a Cost Benefit Analysis re contractor v employee required? See attached if required.				
<b>Comments:</b>				
<b>Person completing form:</b>			<b>Date:</b>	
<b>CEO Approval:</b>	<b>Yes:</b>		<b>No:</b>	

Signature:	Date:
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## APPENDIX 8: DISABILITY ACCESS AND INCLUSION PLAN (DAIP) CONTRACTOR PROGRESS REPORTS

**Name of contracted service:**

---

**Name of contact person:**

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**Phone number:**

---

**Email:**

---

### Purpose

This reporting sheet assists contractors to show how they have contributed to a public authority's DAIP. It is noted that the services you provide may not be applicable to all seven DAIP outcomes.

On completion please forward this progress report back to the public authority that you are contracted to by requested return date.

### Actions by contractors consistent with DAIP outcome areas:

DAIP Outcome	Example of actions (Please mark if appropriate)	
1. People with disability have the same opportunities as other people to <b>access services and events.</b>	Ensured contracting and procurement staff were aware of DAIP responsibilities	<input type="checkbox"/>
	Ensured events organised and or promoted were accessible for people with disability	<input type="checkbox"/>
	Other actions implemented (please describe):	
	Not applicable	<input type="checkbox"/>
2. People with disability have the same opportunities as other people to <b>access buildings and other facilities</b>	When carrying out work on public buildings or facilities we ensure public access is not obstructed	<input type="checkbox"/>
	Ensured entry and exit ways remain obstruction free	<input type="checkbox"/>
	Ensured the correct signage was displayed when work was being undertaken	<input type="checkbox"/>

	Other actions (please describe):	
	Not applicable	<input type="checkbox"/>
3. People with disability receive information in a format that will enable them to <b>access information</b> as readily as other people are able to access it	Comply with the State Government Access Guidelines for Information, Services and Facilities to ensure information is delivered in an accessible format.	<input type="checkbox"/>
	Ensured information was made available in alternative formats upon request.	<input type="checkbox"/>
	Reviewed our website to ensure it was accessible	<input type="checkbox"/>
	Other actions implemented (please describe):	
	Not applicable	<input type="checkbox"/>
4. People with disability receive the <b>same level and quality of service</b> from staff as other people receive.	Improved staff awareness of disability and access issues and improve skills to provide a good service to people with disability.	<input type="checkbox"/>
	Staff was provided with training to assist with customer service.	<input type="checkbox"/>
	Accessibility information is regularly reviewed and readily available to staff.	<input type="checkbox"/>
	Other actions implemented (please describe):	
	Not applicable	<input type="checkbox"/>
5. People with disability have the same opportunities as other people to <b>make complaints.</b>	Accept complaints in a variety of formats such as by telephone, email, written or in person.	<input type="checkbox"/>
	Have grievance mechanism processes available to meet the needs of people with disability.	<input type="checkbox"/>
	Ensured that complaints policy and procedure are accessible for people with disability.	
	Other actions implemented (please describe):	<input type="checkbox"/>

	Not applicable	<input type="checkbox"/>
6. People with disability have the same opportunities as other people to <b>participate in any public consultation.</b>	Making sure the consultation process is held in an accessible venue	<input type="checkbox"/>
	Ensure information is available in alternative formats (if required) including Auslan interpreters.	<input type="checkbox"/>
	Other actions implemented (please describe):	
	Not applicable	<input type="checkbox"/>
7. People with disability have the same opportunities as other people to <b>obtain and maintain employment</b> with a public authority.	Providing job related information in alternative formats upon request.	<input type="checkbox"/>
	Holding the interview in an accessible venue.	<input type="checkbox"/>
	Continue to improve the attraction, recruitment and retention of employees with disability.	<input type="checkbox"/>
	Other actions implemented (please describe):	
	Not applicable.	<input type="checkbox"/>



### 3.8 FITNESS FOR WORK POLICY

<b>Policy Type:</b>	Human Resources & Communication
<b>Date Adopted:</b>	19 December 2018

<b>Policy No:</b>	3.8
<b>Date Last Reviewed:</b>	31 May 2019

<b>Legal (Parent):</b>
1. Occupational Safety & Health Act 1984

<b>Legal (Subsidiary):</b>
1. Poisons Regulations 1965
2. Australian Standard AS4308:2008

<b>Delegation of Authority Applicable</b>	No
<b>Delegation Number</b>	N/A

<b>Staff Procedure Applicable</b>	No
<b>Staff Procedure Number</b>	N/A

ADOPTED POLICY	
<b>Title:</b>	FITNESS FOR WORK POLICY
<b>Objective:</b>	<p>To provide a safe working environment where:</p> <ul style="list-style-type: none"> <li>• Available and reasonable controls to mitigate the potential hazards and consequence of people presenting either unfit, fatigued or affected by alcohol/drugs is mitigated;</li> <li>• The responsibilities under the Act are both known throughout the organisation by all persons and are subject to procedures and policy that increases compliance level;</li> <li>• Physical, mental and emotional health is promoted so people can enjoy so far as is reasonably practicable a safe and nurturing work environment;</li> <li>• Behaviours and attitudes that are conducive to a healthy and safe workplace are encouraged;</li> <li>• Just action is taken and support provided where reasonable when the health, safety and/or work performance of individuals is impacted by fitness for work issues.</li> </ul>

#### 1.0 Intent

The purpose of this policy is to implement a fair and proactive fitness for work policy and set of procedures, including an alcohol and other drugs screening program, that will contribute to the safety and health of all workers and contractors of the Shire of Gnowangerup.

The Shire is committed to safety as the major priority for all of its operations. The goal is to perform work in such a manner that the potential for injury is reduced.

The Occupational Safety and Health Act 1984 importantly infers responsibility on both the Shire of Gnowangerup, and on all workers of the Shire in the following regard:

The Shire under the *Occupational Safety & Health Act 1984* S19(1)a,b has a duty of care to all persons affected by its undertakings and shall as far as is reasonably practicable, provide and maintain a working environment where workers are not exposed to hazards, through the provision of safe systems of work, through the provision of information, training and instruction and, importantly, through supervision.

Workers of the Shire likewise under S20(1)a,b & (2)b,d(1) of the *Occupational Safety & Health Act 1984* have a duty to take reasonable care of their own health and safety and avoid adversely affecting the safety or health of any other person through any act or omission. Workers must also look to comply as far as reasonably practicable with the instructions of the person conducting a business or undertaking (PCBU) to ensure the safety or health of other persons and are obligated to report any situation at work they believe reasonably constitutes a hazard.

## 2.0 Scope

The Policy applies to all persons working for, with or on behalf of the Shire. This includes all workers, volunteers, contractors, temporary staff, labour hire workers, trainees and persons on work experience.

## 3.0 Definitions

<b>Worker</b>	Any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or volunteer.
<b>PCBU</b>	Person conducting a business or undertaking (including a government department or government agency, but not elected members of local authorities).
<b>Fit for Work</b>	The concept of fitness for work is broad and deals with the relationship between a worker and their ability to do their role in the job safely and competently. This goes beyond qualifications and experience – fitness for work deals with 'individual' factors such as the effect of fatigue, use of alcohol and/or other drugs, medical fitness, and mental health and wellbeing.
<b>Fatigue</b>	Fatigue in a work context is more than feeling tired and drowsy. It is a state of mental or physical exhaustion (or both) that reduces a person's ability to perform work safely and effectively.
<b>Blood Alcohol Content</b>	<b>(BAC)</b> The level of alcohol present in the blood, expressed in terms of milligrams per 100millilitres of blood or a percentage of this.
<b>Alcohol</b>	The intoxicating constituent of wine, beer, spirits and other alcoholic drinks.
<b>Drug</b>	Any chemical substance or compound, organic and/or inorganic, derived from a natural source or by synthetic formulation which, when taken by an individual, may modify one or more of the physiological, biochemical or psychological functions of that individual.

**Positive test result.**

A finding by the approved accredited laboratory that confirms:

The presence of a prohibited substance or associated metabolites in a sample provided by a person, or otherwise reveals the use by the person of a prohibited substance; and

If there is a cut-off level for that substance or associated metabolites that the cut-off level of the substance or associated metabolites has been exceeded.

**Prescription drug.**

A substance that has been prescribed and supplied by an authorised person in accordance with the *Poisons Regulations 1965*.

#### 4.0 Responsibilities

##### 4.1 Management

Promote health, wellbeing and fitness for work through example.

Maintain vigilance in order to identify workers who exhibit behaviours that may evidence impairment.

Maintain the standards and procedures within this policy.

Maintain vigilance and supervisory practices (where delegated) at Shire endorsed functions.

##### 4.2 Workers

Ensure they are fit for work, without impairment and take care of themselves and others through their acts and omissions.

Notify their line manager that they may not be fit for work, or have concerns relating to other workers' impairment.

Participate in educational programs and awareness sessions dedicated or relating to fitness for work.

Comply with the policy including the monitoring or testing program for alcohol and/or drugs.

Be forthright and truthful in presenting of information dealing with fitness for work issues.

Exercise appropriate care & restraint in alcohol use at Shire endorsed functions.

#### 5.0 Education & Awareness

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

The Shire of Gnowangerup engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

The Shire may bring educational support programmes such as workshops, and tool box / staff meeting talks or other information to the workforce in order to provide relevant information on the negative effects surrounding misuse or health consequences of alcohol or other drugs.

#### 6.0 Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Local Government will provide assistance to the employee.

- The Shire of Gnowangerup will allow an employee to access any accrued personal or annual leave while they are undergoing treatment and;
- The Shire of Gnowangerup will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

## 7.0 Identification of Fitness for Work Issues: Planned, Random & For Cause

Apart from Workers self-presenting to their Line Manager, the Shire has number of options at its disposal to uphold the Policy's intent:

Fitness Issue	Planned	Random	Cause
Fatigue	The Shire may present information, awareness sessions or courses/workshops or toolbox talks on fatigue related issues.	Not Applicable.	Section 1 Observation & Questionnaire: the Shire may undertake the observation form to identify whether or not someone is exhibiting fatigue.
Alcohol	<p>The Shire may utilise a calibrated handheld Breath tester for mandatory testing of a worker, all workers or those in specific departments.</p> <p>The Shire may utilise alcohol testing and questionnaire in regard to pre-employment medicals.</p>	The Shire may use a calibrated handheld Breath tester for random testing for all workers.	The Shire may choose to test for concerns raised through incident involvement; observed behaviour or symptoms exhibiting or evidencing the influence of alcohol or a concern put forward by other persons (workers and/or members of public).
Other Drugs	<p>The Shire may utilise urine or saliva drug tests for mandatory testing for an entire or all departments.</p> <p>The Shire may utilise Drug testing and medications and other drugs questionnaire in regard to pre-employment medicals.</p>	The Shire may use urine or saliva drug tests for random testing for an entire or all departments.	The Shire may choose to test for concerns raised through incident involvement; observed behaviour or symptoms exhibiting or evidencing the influence of drugs or impairment or a concern put forward by other persons (workers and/or members of public).
Fitness for Work	The Shire may present information, awareness sessions or courses/workshops or toolbox talks on fitness for work related issues.	Not Applicable.	The Shire may choose to discuss, refer or review with the relevant worker for concerns raised through incident involvement; observed behaviour or symptoms exhibiting or evidencing impaired fitness for work or a concern put forward by other persons (workers

			and/or members of public).
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## 8.0 Related Procedures

### 8.1 Fatigue

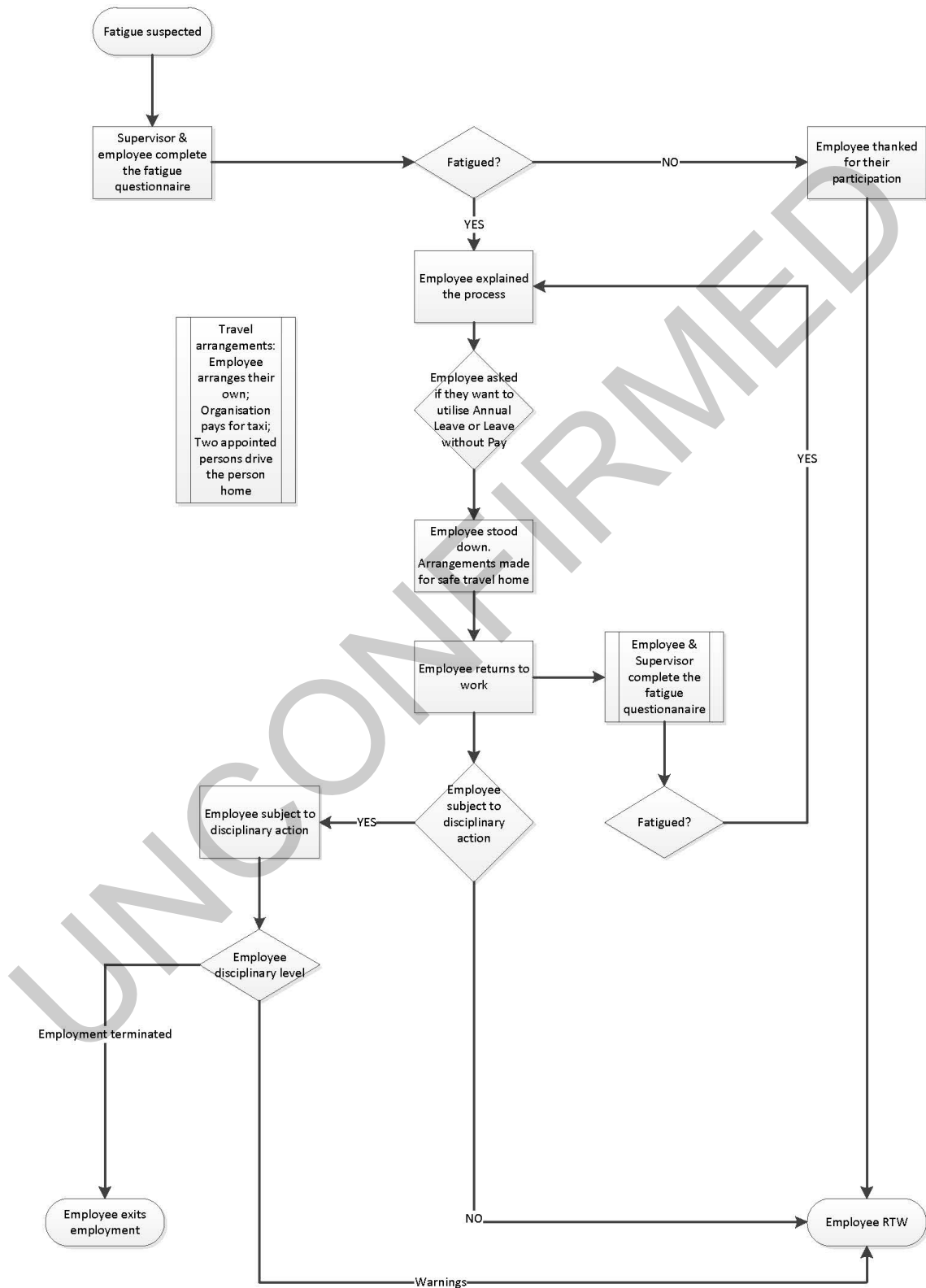
Fatigue can severely impair someone's work performance; their ability to make good decisions and judgement, and also lead to vigilance related errors, mistakes, and procedure breaches as well as affect coordination.

**Testing:** If someone is evidencing fatigue or has self-presented for fatigue the Line Manager/Supervisor will complete the fatigue questionnaire. The Fatigue Decision tree will then be followed.

References:            Observation Questionnaire

Fatigue Decision Tree

# Fatigue Decision Tree



## 8.2 Alcohol

Alcohol can severely impair someone's work performance and their ability to make good decisions and judgement, and also lead to:

- vigilance related errors, mistakes, and procedure breaches;
- poor coordination and balance;
- inability to operate machinery and equipment ;and
- inappropriate verbal advice and interactions.

A Blood alcohol content of 0.00 is required at all times except for at Shire endorsed functions (approved by the Chief Executive Officer).

**Testing:** Alcohol will be tested by using a handheld breathalyser. The Breathalyser would be administered by a trained/qualified Shire appointed person and the breathalyser calibrated. The blood alcohol concentration (BAC) should only be taken after a minimum of 15 minutes after ingesting fluids other than water (such as mouthwash) which may register a BAC. Re-testing, likewise, should only take place after 15 minutes from the initial reading with no further ingesting of fluids (other than water).

**For cause:** If someone is evidencing behaviour or impaired work performance evidencing alcohol use or consumption the Line Manager/Supervisor will complete the Alcohol and/or Drugs section questionnaire. The Alcohol Testing Decision tree will then be followed, and the subsequent decision tree on a positive test (blood alcohol above 0.00) will then be followed.

It is noted here, minimal readings that may fall below 0.00 on a retest may trigger the initiation of the Fatigue decision Tree.

References: Observation Questionnaire (Alcohol section)

Alcohol testing Decision Tree

Positive Alcohol Reading Decision Tree

**Planned:** Planned testing may occur across a worksite, within a department or across the whole organisation. The Alcohol Testing Decision tree will then be followed, and the subsequent decision tree on a positive test (blood alcohol above 0.00) will then be followed.

It is noted here, minimal readings that may fall below a 0.00 on a retest may trigger the initiation of the Fatigue decision Tree.

References: Observation Questionnaire (Alcohol section)

Alcohol testing Decision Tree



## Positive Alcohol Reading Decision Tree

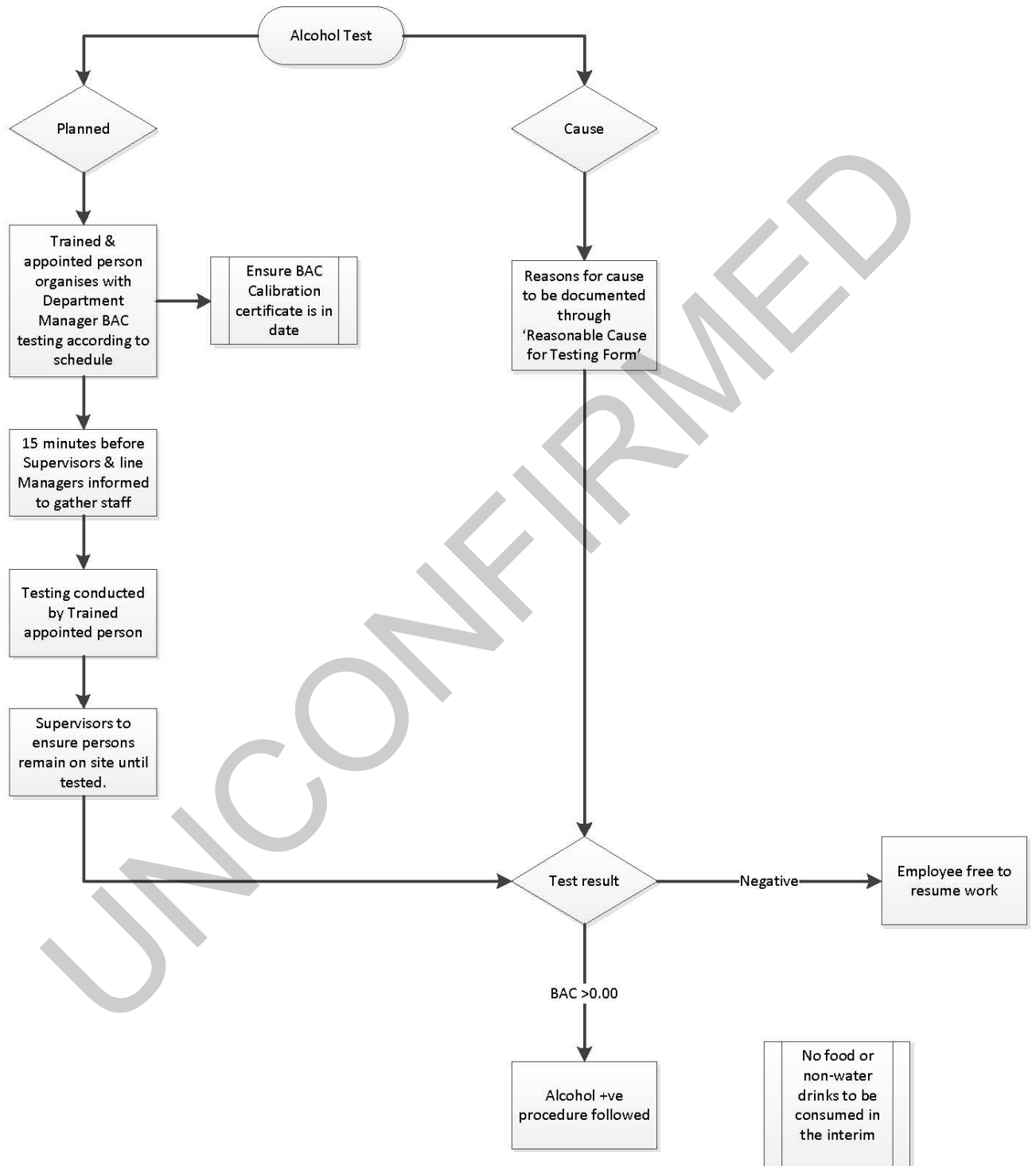
### **Planned Shire endorsed social events/functions**

Except in situations where the Shire of Gnowangerup holds a function on the premises and alcohol is provided, employees must not bring in and/or consume/sell alcohol in the workplace. Routine Shire endorsed activities are, but not limited to, council meeting attendance, Christmas parties, leaving and work anniversary parties, project conclusions, and routine social club functions/meetings.

The planning of such events must take into consideration supervisory practices, restraint in terms of limiting access and availability of excessive amounts of alcohol (RSA- Responsible Service of Alcohol certified person functioning in that capacity), contingency measures for attendees to get home safely and the rule 'that all work has stopped' including provision of advice, operating any equipment (from computers to mobile plant and vehicles) as well as instructions to attendees of expected standards of behaviour/etiquette (including acceptance of / non-commentary on people's decision to not partake in consuming alcoholic beverages).

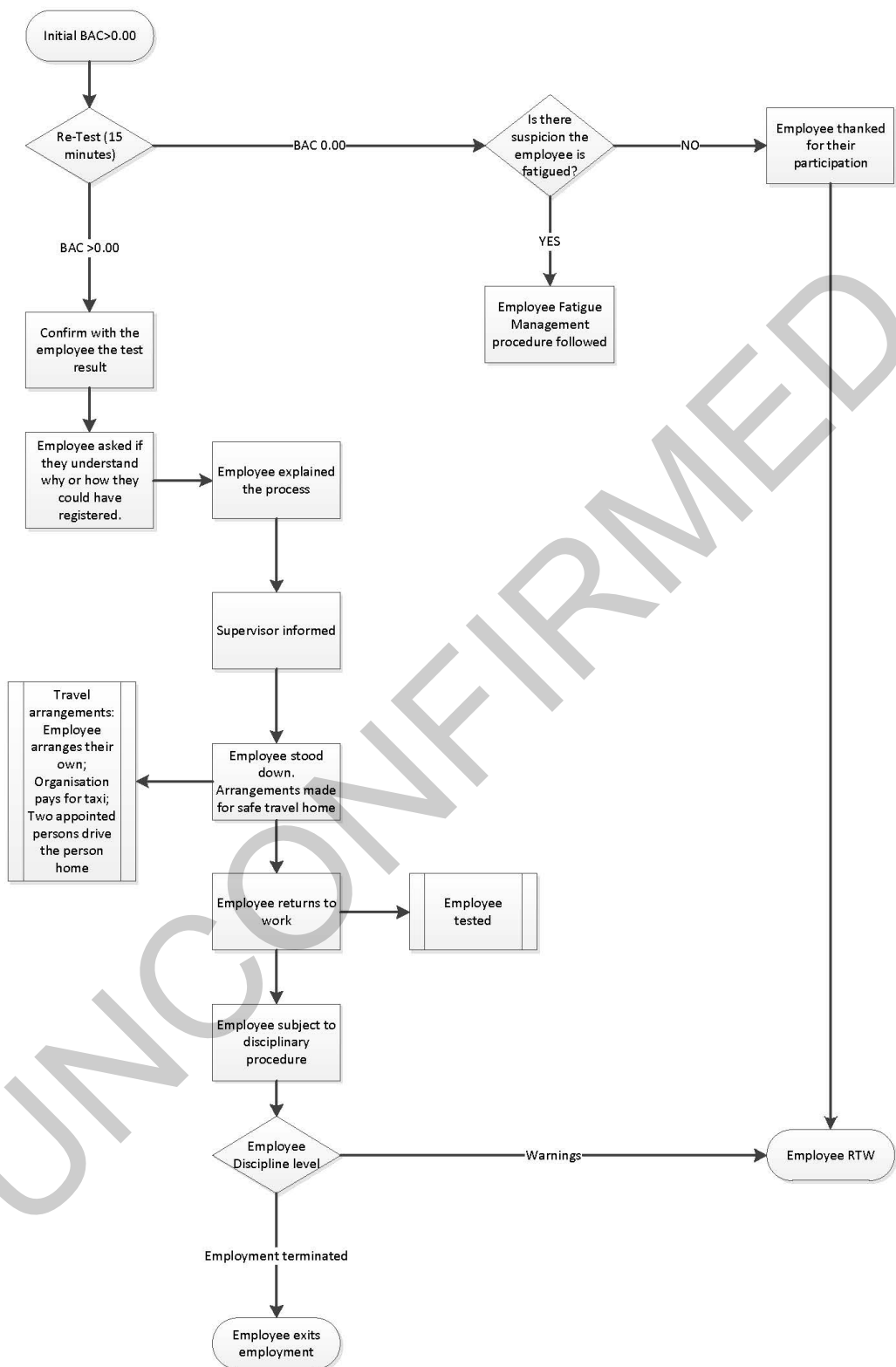
Low alcohol and non-alcoholic beverages should be encouraged / made available.

# Alcohol testing Decision Tree



# Positive Alcohol Reading Decision Tree

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### 8.3 Drugs

Drugs can severely impair someone's work performance and their ability to make good decisions and demonstrate good judgement, leading to:

- vigilance related errors, mistakes, and procedure breaches;
- poor coordination and balance;
- inability to operate machinery and equipment;
- inappropriate verbal advice and interactions; and
- emotional instability.

**Testing** will be conducted by an external service provider through urine analysis and in accordance with AS4308:2008 Procedures for specimen collection and the detection and quantification of drugs of abuse in urine. A confirmation test by a NATA Accredited Laboratory is required after an initial non-negative test result. The NATA accredited test will determine whether the sample is confirmed positive according to the Australian Standard AS4308:2008.

Drugs tested for, may be, but not limited to the following classes: Amphetamine type substances, Benzodiazepines, Cannabis metabolites, Cocaine metabolites, Opiates.

Below is a table indicating the Cut-off levels for detection under AS4308. Any non-negative results at or above cut off level will result in confirmatory testing at a NATA accredited Laboratory.

Class of Drug	Cut off level µg/L
Amphetamine type substances,	300
Benzodiazepines	200
Cannabis metabolites	50
Cocaine metabolites	300
Opiates	300

**For cause:** If someone is evidencing behaviour or impaired work performance evidencing drug use or consumption the Line Manager/Supervisor will complete the Alcohol and/or Drugs section questionnaire. The Drug Testing Decision tree will then be followed, and the subsequent decision tree on a non-negative result will then be followed.

References:        Observation Questionnaire (Alcohol &/or Drugs section)  
                         Drug Testing Decision Tree  
                         Non-Negative Result Decision Tree

**Planned:** Planned testing may occur across a worksite, within a department or across the whole organisation, or for individuals on an agreed plan. The Drug Testing Decision tree will then be followed, and the subsequent decision tree on a non-negative result will then be followed.

References:        Observation Questionnaire (Alcohol &/or Drugs section)  
                         Drug Testing Decision Tree  
                         Non-Negative Result Decision Tree

#### 8.4 Prescription medications

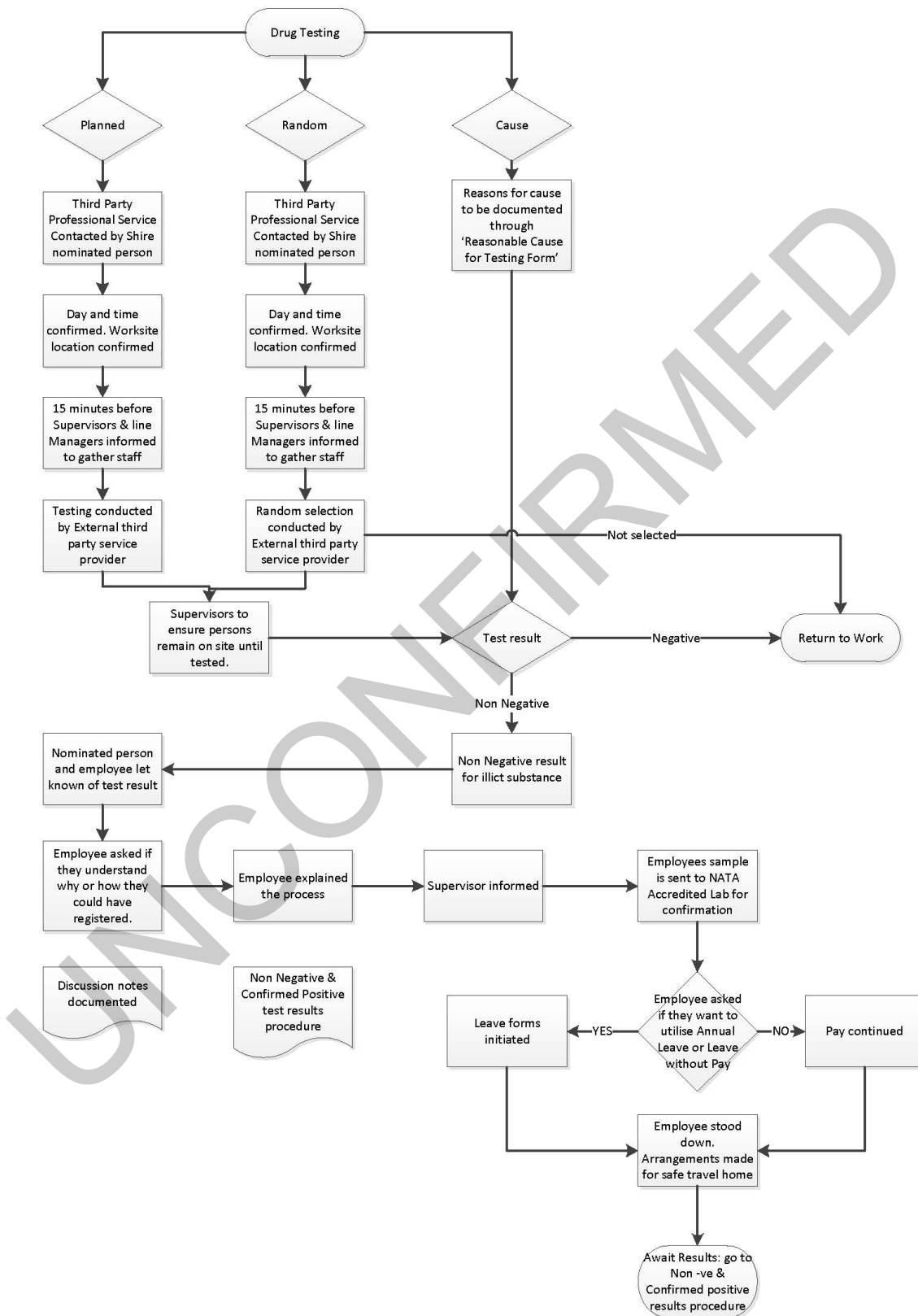
The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

It is expected when being prescribed medication that workers indicate to the medical professional what the nature of their work is accurately so the medical practitioner may have opportunity to prescribe the most appropriate medication to reduce impact on safety performance.

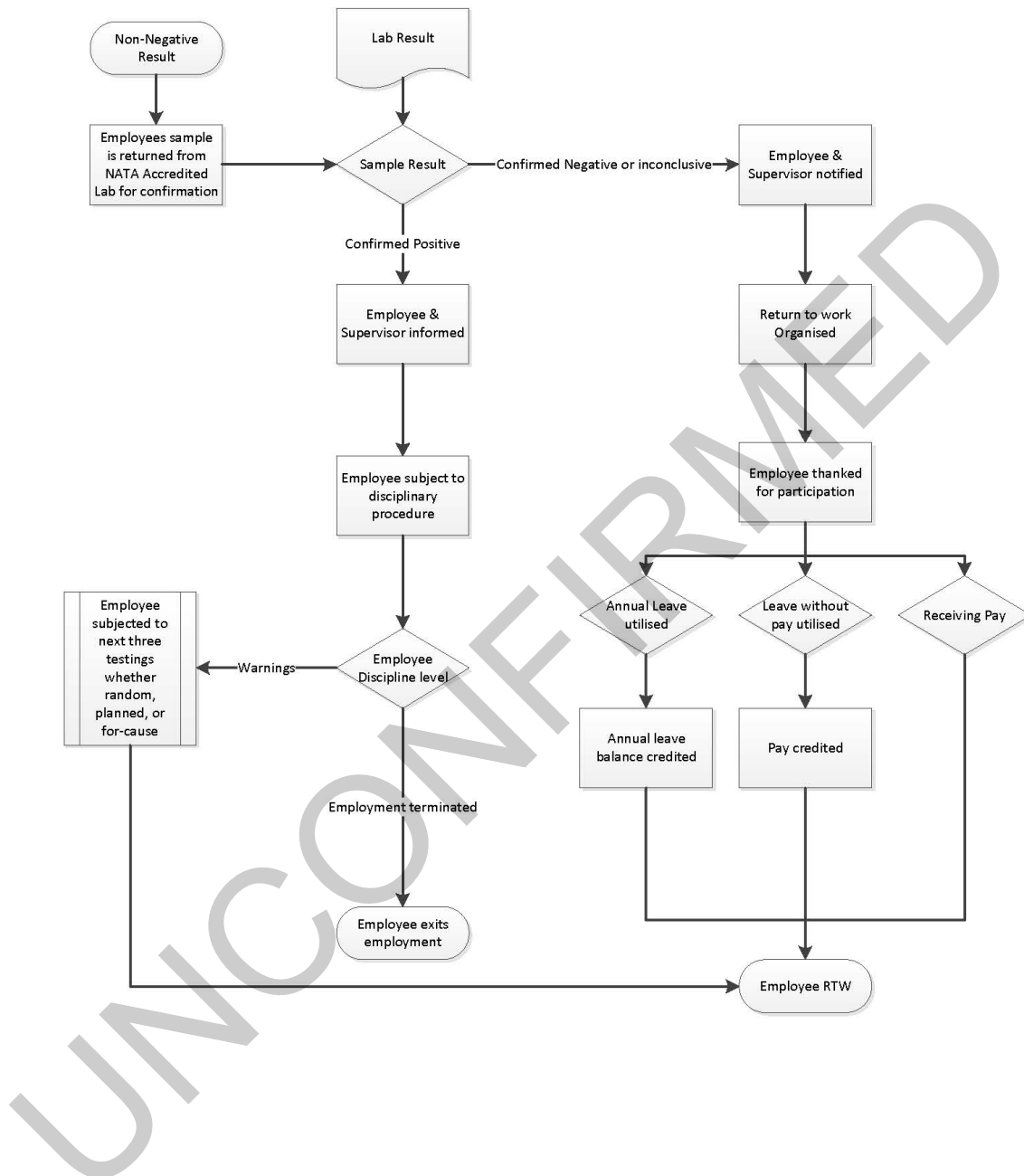
#### 8.5 Presence of illicit drugs on Shire premises/assets

Workers who buy, take, or sell drugs on Shire of Gnowangerup premises and assets (including Shire controlled mobile plant & vehicles), may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal and may be referred to the relevant authorities.

# Drug Testing Decision Tree



# Non-Negative Result Decision Tree





## 9.0 Breach of Policy

A person will be considered in breach of the policy if he/she:

- Returns a positive test result in a urine sample (a non-negative test found to be inconclusive or below the cut off limits does/will not represent a breach of the policy and the records will not be utilised for any other reason other than to demonstrate that testing is occurring);
- A Blood Alcohol content that remains over 0.00 from the calibrated breath test after the initial test 15 minutes prior;
- Without reasonable cause fails to attend for assessment;
- Without reasonable cause, fails to comply with any request to provide a breath or urine sample in accordance with this policy;
- Without reasonable cause, fails to provide all reasonable cooperation in relation to any sample collection procedure, or refuses to sign/complete any sample collection documents or labels;
- Avoids, adulterates or falsifies any breath or urine sample;
- Substitutes for another worker or arranges, or is involved in, any such substitution;
- Refuses to participate in any rehabilitation program, as requested; or
- Aids or abets any person in breaching this policy.

Such breaches of policy will be considered to be serious misconduct on the part of the person and will be treated as such in terms of the range of disciplinary measures available to the Shire:

### **First Offence:**

- (i) The employee will be immediately suspended from duty without pay if found unfit to work;
- (ii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances;
- (iii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue;
- (iv) The employee will be counselled by their supervisor that will focus on;
  - a. the unacceptability of the employee's behaviour;
  - b. the risk that such behaviour creates for the safety of the individual and other employees or members of the public;
  - c. the employee's responsibility to demonstrate that the problem is being effectively addressed; and
  - d. that any future breach of the policy will result in second offence or instant dismissal.
- (v) The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee and cannot be made mandatory. However, refusal

to accept counselling may result in instant dismissal on second offence. The Shire of Gnowangerup will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

**Second Offence:**

- (i) The employee will be immediately suspended from duty without pay if found unfit for work;
- (ii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue;
- (iii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances;
- (iv) The employee will be counselled by their supervisor that will focus on;
  - a. the unacceptability of the employee's behaviour;
  - b. the risk that such behaviour creates for the safety of the individual and other employees or members of the public;
  - c. the employee's responsibility to demonstrate that the problem is being effectively addressed; and
  - d. that any future breach of the policy will result in instant dismissal.
- (vi) Counselling will be offered, refer to First Offence (v), if counselling was not used in the first offence;
- (vii) The employee will be instantly dismissed without notice if found to decline the suggestion of counselling on second offence; and
- (viii) The employee will be submitted randomly for alcohol and / or drug screening for the period of up to six months paid by the Shire of Gnowangerup. If tests confirm positive, instant dismissal will follow. If the employee refuses to comply, instant dismissal will follow.

**Third Offence:**

- (i) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue; and
- (ii) The employee will be immediately dismissed from duty without notice.

**Instant Dismissal:**

The following are guidelines to circumstances that will result in dismissal without notice:

- (i) Any attempt to falsify the drug and alcohol screen;
- (ii) Cultivating, selling or supplying drugs and/or other substances; and

- (iii) Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period.
- (iv) Unlawful behaviour.

This policy may be cancelled or varied from time to time at the Shire's discretion.

#### 10.0 Observation Questionnaire

<b>Fatigue</b>	<b>Is there indication of?</b>	<b>Observation</b>
slower reactions		
reduced ability to process information		
memory lapses		
absent-mindedness		
decreased awareness		
lack of attention		
reduced ability to identify and calculate risk		
reduced coordination		
changes in behaviour (e.g. arriving late for work).		
<b>Alcohol &amp;/or Drugs</b>	<b>Is there indication of?</b>	<b>Observation</b>
slower reactions		
reduced ability to process information		
memory lapses		
absent-mindedness		
decreased awareness		
lack of attention		
reduced ability to identify and calculate risk		
reduced coordination		

changes in behaviour (e.g. arriving late for work).		
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## RECRUITMENT AND SELECTION POLICY

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### Objective

**To ensure appropriate and consistent recruitment and selection standards are applied at the Shire of Gnowangerup**

#### 1.0 POLICY STATEMENT

- 1.1 This policy outlines the Shire of Gnowangerup's commitment to undertake the recruitment and selection of employees in accordance with the principles outlined in section 5.40 of the *Local Government Act 1995* (the Act) and to ensure successful recruitment and selection decisions are made.

#### 2.0 APPLICATION

- 2.1 This policy applies to the recruitment and selection of all vacant positions excluding the Chief Executive Officer (CEO).
- 2.2 CEO recruitment and employment procedures are prescribed in the relevant sections of the Act and the *Local Government (Administration) Regulations 1996*.
- 2.3 If the CEO is recruiting a Senior Employee as defined in section 5.37 of the Act, this policy applies in addition to the requirement for the CEO to inform Council of any decision to employ or dismiss a Senior Employee.

#### 3.0 MERIT AND EQUITY

- 3.1 The Shire of Gnowangerup is committed to ensuring recruitment, selection, promotion and other personnel decisions are fair, consistent, transparent, professional and compliant with the principles set out in section 5.40 of the Act.
- 3.2 Recruitment and selection practices are to be conducted to ensure high calibre candidates apply for vacancies.

#### 4.0 EQUAL OPPORTUNITY EMPLOYMENT

4.1 The Shire of Gnowangerup recognises its legal, moral, social and ethical obligations to actively promote and practice the principles of equal opportunity in all aspects of employment.

4.2 The Shire will ensure it meets its obligations to coordinate a process free from discrimination by ensuring:

- all advertisements, job descriptions and titles are non-discriminatory;
- the most suitable person is appointed to a position based on qualifications, skills, expertise, experience and aptitude;
- all personnel forms are non-discriminatory and relevant in phrasing and requirements, and
- benefits and entitlements are accessible and administered in a consistent manner throughout the workforce.

#### 5.0 AUTHORITIES AND RESPONSIBILITIES

5.1 Managers and supervisors are responsible for the recruitment and selection of employees:

- by assessing the need to recruit for a position;
- within the scope of their direct or indirect supervision;
- within approved budget allocations;
- in accordance with this policy and relevant operational procedures; and
- in consultation with the CEO.

5.2 The CEO is required to execute the employment contract on behalf of the Shire of Gnowangerup.

5.3 The Deputy CEO is responsible for working with the relevant manager or supervisor to ensure procedural integrity of the recruitment and selection process.

## 6.0 CONFIDENTIALITY OF INFORMATION AND CONFLICT OF INTEREST

6.1 All employees involved in the recruitment and selection process will be bound by:

- strict standards of confidentiality; and
- disclosure of interest requirements as outlined in the Shire of Gnowangerup's Code of Conduct.

## 7.0 REVIEW OF POSITIONS

7.1 The Shire of Gnowangerup reserves the right to review the need for any position within its existing organisational structure. All positions need to comply with the allocation of resources to meet the objectives of the Workforce Plan, Strategic Community Plan and Corporate Business Plan.

## 8.0 INTERNAL APPOINTMENTS

8.1 The Shire of Gnowangerup recognises that it may have internal applicants for vacancies. All internal applicants will be subject to the same recruitment and selection processes and pre-employment checks as external applicants unless exempt by the CEO.

## 9.0 SELECTION AND APPOINTMENT

9.1 Selection of the preferred candidate must demonstrate substantial alignment with the requirements of the role, as described in the relevant Position Description.

9.2 As a general rule, all required pre-employment checks as documented in the Recruitment and Selection Procedure will be undertaken before a preferred candidate is offered a contract of employment for the position.

## 10.0 PROBATION

10.1 All new permanent or maximum/fixed term appointments of more than six months will be subject to a probation period of at least three months but no more than six months.

## 11.0 RECORD KEEPING

11.1 Records must be created and maintained to evidence compliance with this policy, in accordance with the Shire of Gnowangerup's Recordkeeping Plan and the *State Records Act 2000*.

### COMPLIANCE REQUIREMENTS

Legislation	<ul style="list-style-type: none"><li>• Local Government Act 1995</li><li>• Equal Opportunity Act 1984</li><li>• Workplace Health and Safety Act 2020</li></ul>
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### DOCUMENT CONTROL

#### HUMAN RESOURCES & COMMUNICATION

Policy Number	3.9
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	18 December 2019
Review Dates	31 August 2023 (approved by Council 27 September 2023)
Next Review Due	31 August 2025. This policy will be reviewed every two years or more often where circumstances require.



## EMPLOYEE – OTHER LEAVE POLICY

### Objective

To provide employees who are members of an approved volunteer emergency organisation access to leave for the purpose of active service.

1. St John Ambulance / Emergency Services / SES Leave
  - 1.1. An employee, other than a casual, involved in recognised voluntary services, including St John Ambulance, SES or Bush Fire Brigades, shall be entitled to paid time off to attend to emergency situations.
  - 1.2. In order to receive payment employees shall supply proof of time off.
  - 1.3. Approval shall be limited to a maximum of 38 hours per calendar year.
  - 1.4. Should the amount of leave exceed one day then approval from the Chief Executive Officer is required.
  - 1.5. Employees seeking leave under this Policy must provide certification that they have become members of a recognised volunteer emergency service organisation.
2. Paid leave granted under this Policy will be paid for the time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency/service, but not including time in excess of ordinary working hours, weekends or public holidays.

### COMPLIANCE REQUIREMENTS

Legislation / Documents	<ul style="list-style-type: none"><li>Local Government Act 1995</li></ul>
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### DOCUMENT CONTROL

#### HUMAN RESOURCES & COMMUNICATION

Policy Number	3.11
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	23 October 2019
Review Dates	<ul style="list-style-type: none"><li>31 May 2019</li><li>31 August 2023 (approved by Council 27 September 2023)</li></ul>
Next Review Due	31 August 2025 This policy will be reviewed every two years or more often where circumstances require.

## DISCIPLINARY POLICY

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### **Objective**

To provide the Shire of Gnowangerup with guidance on how to apply disciplinary action against employees in a consistent, fair and objective manner.

### **Policy Statement**

The Shire may from time to time consider that issues of employee behaviour, conduct or performance levels require disciplinary action.

### **Application**

This policy applies to all employees who work at Shire of Gnowangerup including contractors, volunteers and any person performing work for or with the Shire of Gnowangerup in any capacity.

### **Commitment**

The Shire is committed to providing the best possible service and ensuring its employees perform and conduct themselves in accordance with the Shire's Code of Conduct, policies, procedures and guidelines. Any disciplinary action will be applied in a consistent, fair and objective manner to ensure employees are given an opportunity and assistance to improve.

### **Authority to take Disciplinary Action**

Disciplinary action may only be taken when authorised by the Chief Executive Officer.

### **When the Disciplinary Policy Applies**

Some examples of when this policy may be invoked include breaches of the Shire's policies and procedures including, but not limited to:

- breaches of the Code of Conduct such as failing to disclose a conflict of interest, or accepting a prohibited gift; or
- poor performance such as frequently arriving to work late or producing poor quality work; or

- inappropriate behaviour such as theft, violating the Harassment, Bullying and Anti-Discrimination Policy, or wilfully disobeying a lawful instruction.

### **General Disciplinary Principles**

The following principles will apply to any disciplinary action:

- **Nature of allegation and investigation:** Before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may follow, in accordance with the Dispute Resolution and Grievance Policy and Procedure;
- **Right to a support person:** Where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support;
- **Confidential:** All parties must keep matters related to a disciplinary process confidential; and
- **Fair and impartial:** The Shire strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

### **Serious Misconduct**

Serious misconduct pursuant to the Fair Work Regulations 2009 includes, but is not limited to:

- wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- conduct that causes serious and imminent risk to the health or safety of a person; or the reputation, viability or profitability of the Shire of Gnowangerup;
- the employee, in the course of their employment, engaging in:
  - theft; or

- fraud; or
- assault;
- the employee being intoxicated at work; or
- the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

### **Other Disciplinary Action**

With the exception of serious misconduct, where an employee has engaged in an act or omission which is inconsistent with any of the Shire's Policies, the employee could be disciplined as follows:

- **Verbal warning** – Where an employee engages in an act or omission which is inconsistent with policy, the CEO has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file;
- **Written warning** – If the employee engages in a more serious act or omission or acts in a manner which is inconsistent with policy, the CEO has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning.; and
- **Termination of employment with notice** – In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the Shire has a valid reason for terminating the employee's employment and the employee has an opportunity to respond to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary action taken against an employee is at the Shire's discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

### **Principles to be Applied**

- Where disciplinary action is taken the principles of procedural fairness must prevail. These principles are expanded on in the Shire of Gnowangerup's Dispute Resolution and Grievance Policy and Procedure.

### **Investigation Procedures for Alleged Misconduct**

Investigations into alleged misconduct should follow the processes detailed in the Shire of Gnowangerup's Dispute Resolution and Grievance Policy and Procedure.

### **Reporting Obligations**

If an officer or employee of the Shire has reporting obligations pursuant to the Corruption and Crime Commission Act 2003 (WA) and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Employees must also be aware of and adhere to any obligations pursuant to the Public Interest Disclosure Act 2003 (WA).

### **Variation to this Policy**

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

### **Related Corporate Documents**

- Dispute Resolution and Grievance Policy
- Dispute Resolution and Grievance Procedure
- Shire of Gnowangerup Code of Conduct

## COMPLIANCE REQUIREMENTS

Legislation	<ul style="list-style-type: none"><li>• Fair Work Act 2009 (Cth)</li><li>• Fair Work Regulations 2009 (Cth)</li><li>• Corruption, Crime and Misconduct Act 2003 (WA)</li><li>• Public Interest Disclosure Act 2003 (WA)</li><li>• Public Sector Management Act 1994</li></ul>
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## DOCUMENT CONTROL

### HUMAN RESOURCES & COMMUNICATION

Policy Number	<b>3.12</b>
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	28 October 2020
Review Dates	31 August 2023 (approved by Council 27 September 2023)
Next Review Due	31 August 2025 This policy will be reviewed every two years or more often where circumstances require.

## PERFORMANCE IMPROVEMENT POLICY

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### 1. Policy statement and purpose

The Shire of Gnowangerup is committed to providing an employee the opportunity to address under or non-performance by implementing a performance improvement process agreed to between the Shire and employee.

Under or non-performance relates to the quality, quantity, accuracy and timeliness of a position's responsibilities and work outputs. If not appropriately addressed, productivity, quality of work outputs and individual and team morale may be compromised. Where issues relate to compliance with policies and/or standards of behaviour and conduct these will be addressed through the disciplinary process, not a performance improvement plan (**PIP**).

The performance improvement process ensures the line manager and the employee is supported by a clear framework for identifying, managing and documenting underperformance in a manner that ensures procedural fairness. This will usually involve the implementation of a PIP.

### 2. Application

This policy applies to all employees employed at the Shire with the exception of the Chief Executive Officer.

### 3. Performance improvement

PIPs provide employees with an opportunity to consciously work on their performance, learn new skills where required and prove their commitment to their role and the Shire.

The Shire will consider external and internal factors, some of which are outlined below, when designing a PIP with the employee. As part of this process the Shire will take into consideration an employee's personal circumstances which may be impacting their performance.

## **External**

- Changes to government policy and funding/subsidies, and
- Changes to laws regulating Local Governments.

## **Internal**

- Introduction of new technology or systems
- Changes to job design, including responsibilities
- Conflict with other employees, and
- Lack of clear goals or misunderstanding of performance expectations.

## **4. Features of a performance improvement plan**

The line manager will meet with the employee to develop a written PIP.

Features of the PIP will include:

- specified time frame for the line manager and employee to re-assess the employee's progress and performance to determine the extent of improvement
- clear, specific and realistic performance objectives
- support mechanisms that will assist the employee improve their performance, and
- scheduling of regular meetings to monitor and review the employee's performance.

Importantly, agreed goals and expectations must be consistent with the employee's position description, key performance indicators and the Shire's required standards.

## **5. Responsibilities**

It is the expectation of the Shire that the parties involved will genuinely commit to and actively participate in the performance improvement process. Where it is evident that underperformance has not been remedied through a PIP the Shire's disciplinary process may be enacted.

Specific responsibilities of those involved are outlined below.



### **Line manager**

- Raise underperformance issues as soon as they are identified
- Provide reasonable support to the employee to achieve the performance expectations
- Conduct regular review meetings during the performance improvement process
- Record and document progress in a PIP
- Provide honest, constructive, timely feedback and reasonable support on an ongoing basis
- Address any issues that arise through this process with the employee.

### **Employee**

- Contribute to the development of the PIP and actively participate in review meetings and if required utilise support options
- Inform the line manager about any circumstances that may impact on the employee's ability to meet the performance expectations as soon as reasonably practicable
- Make best endeavours to meet the performance expectations outlined by the Shire.

### **Human Resources**

- Provide support and guidance to line managers administering the process.

## **6. Disciplinary action**

At any stage of the performance improvement process if the action or under performance of the employee is sufficiently serious, a disciplinary process may be commenced without completing the entire PIP.

## **7. Consequences of breaching this policy**

This policy constitutes a lawful instruction to employees. Any breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

## **8. Variation to this policy**

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

## 9. Related Documents

### 9.1 Internal

- Employee Performance Improvement Plan template

#### COMPLIANCE REQUIREMENTS

Legislation	
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#### DOCUMENT CONTROL

HUMAN RESOURCES & COMMUNICATION	
Policy Number	<b>3.13</b>
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	27 September 2023
Review Dates	-
Next Review Due	31 August 2025 This policy will be reviewed every two years or more often where circumstances require.

## SECONDARY EMPLOYMENT POLICY

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### Objective

This policy aims to provide guidance on what the Shire defines as secondary employment, when employees are required to make an application for secondary employment and what the Shire will consider when reviewing an application for secondary employment.

#### 1. Policy statement and application

The Shire of Gnowangerup recognises that its employees may undertake secondary employment outside of their employment with the Shire.

This policy applies to all employees engaged by the Shire.

#### 2. What is secondary employment?

Secondary employment includes paid or unpaid work the employee undertakes in addition to their position with the Shire.

Examples of secondary employment include:

- undertaking paid employment with another organisation
- running a business
- assisting or running a family business
- maintaining a professional practice or consultancy
- undertaking contract work
- being a director on a Board
- undertaking work experience

#### When can an employee engage in secondary employment?

An employee must not engage in secondary employment without receiving the prior written approval of the Chief Executive Officer.

#### 3. Responsibility of the employee

An employee must avoid and appropriately resolve any conflict or incompatibility between the employee's private or personal interests and the impartial performance of their public or professional duties.

Employees with approval to engage in secondary employment have a duty to notify the CEO of any change in circumstances which might give rise to a conflict of interest, incompatibility with the Shire's employment or any real or perceived adverse impact on their performance or professional duties.

#### **4. Responsibility of the CEO**

The CEO will exercise their discretion to consent to an employee's application for secondary employment unless the secondary employment will have, or is likely to have, an adverse impact on the employee's employment with the Shire. In considering the application the CEO will have consider the principles affecting employment under section 5.40 of the *Local Government Act 1995* (WA).

The CEO may deny an application to engage in secondary employment where it presents a conflict with the employee's Local Government duties.

The CEO may make the termination of secondary employment a condition of commencement or continuation of employment with the Shire or place restrictions on secondary employment to ensure it does not interfere with the employee's position with the Shire.

The CEO may delegate their authority to deal with all or any part of this policy to the Deputy CEO.

#### **5. Conflicts of interest with the Local Government**

Secondary employment can lead to conflicts of interest and/or conflicts of duties. An employee must not use Local Government time, resources, or information obtained from the Shire in the course of secondary employment. An employee must not take advantage of their position at the Shire for the benefit of their secondary employment.

An assessment of secondary employment will be undertaken annually during the employee's performance review or more regularly if required, to minimise risks including but not limited to:

- the creation of an actual or perceived conflict of interest between official and private business interests
- misuse of Local Government resources such as telephones, email and office stationery and material
- unauthorised use of information and intellectual property
- absenteeism due to competing commitments
- diminished work performance resulting from tiredness, distraction or time pressures
- the potential for an increased load on co-workers who must cover the reduced performance of an employee, and
- adverse effects on the public's perception of the integrity of the Shire.

## 6. Breach of this policy

An employee who engages or continues to engage in secondary employment after being informed that their application has been denied, may be subject to disciplinary action including but not limited to, termination of employment.

In some circumstances the Shire may be obliged to notify the Public Sector Commission or the Corruption and Crime Commission if the secondary employment arrangement requires further investigation.

## 7. Variation to this policy

This policy may be cancelled or varied from time to time. Staff will be notified of any variation to this policy by the normal correspondence method.

### COMPLIANCE REQUIREMENTS

Legislation / Documents	<ul style="list-style-type: none"><li>Local Government Act 1995, section 5.40</li><li>Internal: Application for Secondary Employment Form</li></ul>
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### DOCUMENT CONTROL

### HUMAN RESOURCES & COMMUNICATION

Policy Number	3.15
Responsible Officer	Deputy Chief Executive Officer
Initial Council Adoption	27 September 2023
Review Dates	
Next Review Due	31 August 2025 This policy will be reviewed every two years or more often where circumstances require.

## 4.11 PETTY CASH AND TILL FLOATS POLICY

<b>Policy Type:</b>	Finance	<b>Policy No:</b>	4.11
<b>Date Adopted:</b>	13 <sup>th</sup> February 2019	<b>Date Last Reviewed:</b>	31 May 2019

<b>Legal (Parent):</b> <ol style="list-style-type: none"> <li>Local Government Act 1995 (As Amended) – Section 6.10.</li> <li>Local Government (Financial Management) Regulation 11(1)(b)</li> </ol>	<b>Legal (Subsidiary):</b> <ol style="list-style-type: none"> <li>N/A</li> </ol>
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<b>Delegation of Authority Applicable</b>	No	<b>Staff Procedure Applicable</b>	No
<b>Delegation Number</b>	N/A	<b>Staff Procedure Number</b>	N/A

ADOPTED POLICY	
<b>Title:</b>	PETTY CASH AND TILL FLOATS POLICY
<b>Objective:</b>	To provide a policy framework for petty cash and till float systems and ensure consistency in procedures and standards for cash handling.

### 1.0 Petty Cash

- 1.1 Council provides Petty Cash floats for the purpose of conducting Shire of Gnowangerup business for the following areas:-

- (a) Shire of Gnowangerup Office Petty Cash Float \$300

### 1.2 Conditions of Petty Cash Use

- Petty cash should only be used where a reasonable incidental or urgent purchase is required and/or the amount involved does not warrant normal purchasing procedure. Only minor expenditures of less than \$50 should be met from a petty cash advance.
- A cash reimbursement cannot, in respect of any particular docket or voucher, exceed \$50 (including GST) unless authorised by the Senior Finance Officer.
- Only Authorised Purchasing Officers will have access to the Petty Cash.
- All Petty Cash systems will be balanced by the Senior Finance Officer by way of an Imprest System. (The imprest system is an accounting system for paying out and subsequently replenishing petty cash. A fixed amount of cash is allocated to a petty cash fund, which is stated in a separate account in the general ledger.)
- All transactions for Petty Cash must be accompanied by a sales voucher/receipt and a general ledger account prior to disbursement of monies.
- Staff must always use the Credit Account/Purchase Order facility the Shire has in place with suppliers of goods and services before accessing the Petty Cash resources. This is

to ensure the Credit Account facilities are maximised and the Petty Cash resources are not unnecessarily depleted.

- (g) The petty cash float should be reconciled by the petty cash advance holder at the end of each month or when the float falls below \$100 balance, whichever occurs first.
- (h) All Petty Cash floats will be balanced to full float as at the 30<sup>th</sup> June each year.

### 1.3 Segregation of Duties

- (a) The officer who controls the petty cash float must not be the claimant, unless they have another administration staff member certify the claim.
- (b) The claimant must not be the supplier of the goods / services that the petty cash claim relates to.

## 2.0 Business Till Floats

- 2.1 Council advances till floats for the purpose of conducting Shire of Gnowangerup business for the following areas:-

Shire of Gnowangerup Office Till	\$ 300
Swimming Pool (Kiosk Till)	\$ 300

- 2.2 The till floats will only be used for the purpose of disbursing change from business activity.

- 3.0 The amounts stated in Clause 1 and 2 above shall be reviewed periodically by the Chief Executive Officer, who has the authority to amend these amounts to reflect current operational requirements.

## 4.12. NON-CURRENT ASSETS POLICY

<b>Policy Type:</b>	Finance
<b>Date Adopted:</b>	23 October 2019

<b>Policy No:</b>	4.12
<b>Date Last Reviewed:</b>	N/A

<b>Legal (Parent):</b>
<ol style="list-style-type: none"> <li>1. Local Government Act 1995</li> <li>2. Australian Accounting Standards AASB 116</li> <li>3. Local Government (Financial Management) Regulations 1996</li> </ol>

<b>Legal (Subsidiary):</b>
Nil

<b>Delegation of Authority Applicable</b>	No
<b>Delegation Number</b>	N/A

<b>Staff Procedure Applicable</b>	No
<b>Staff Procedure Number</b>	N/A

ADOPTED POLICY	
<b>Title:</b>	<b>NON-CURRENT ASSETS POLICY</b>
<b>Objective:</b>	<b>To provide guidance on the accurate recording of the Shire's non-current assets.</b>

### 1. Definitions

#### **Non-Current Assets:**

- (a) An asset that is not to be converted to cash within 12 months of the balance sheet date.
- (b) A resource that is not expected to be consumed or sold within the normal operating cycle of the shire, such as equipment, machinery and plant.

#### **Capitalisation:**

- (a) Capitalisation is an accounting method in which a cost is included in the value of an asset and expensed over the useful life of that asset.

### 2. Asset Hierarchy: All non-current assets have been grouped into classes for financial reporting and asset management planning purposes. All asset details have been recorded in SynergySoft and include the following:

- 2.1. Asset class, subprogram and location;
- 2.2. Whether the asset is considered individually or grouped (for capitalisation purposes);
- 2.3. Date of Acquisition;
- 2.4. If depreciation is applicable, the rate applied;
- 2.5. Whether the asset meets the capitalisation threshold of \$5,000.



3. Capitalisation of Assets: Before a transaction for a new or existing asset is capitalised, it is important that the expenditure is assessed to ensure its correct financial treatment.

- 3.1. Initial Recognition: A non-current asset cost must exceed the capitalisation threshold of \$5,000 ex GST.

- 3.2. Subsequent expenditure to the initial acquisition cost is to either be expensed as maintenance and/or repair costs, or capitalised against the asset if the expenditure extends the useful life of the asset by a period greater than 12 months.

4. Grouped/Network Assets: Based on the *Local Government (Financial Management) Regulations 1996*, subsection 17A(5), *"An asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition by the local government is under \$5000."*

5. The Shire has taken the approach of still recognising homogenous assets that fall below this threshold by treating these items as a grouped or network asset. Grouped or network assets are groups of homogenous type assets where individually each asset falls below the capitalisation threshold but when considered as a whole are material in value and should therefore be recorded in the Statement of Financial Position.

6. Criteria to be considered are as follows:

- Items being considered are below the recognition threshold on an individual basis yet when considered as a whole are material;
- Individual items are homogenous in nature and typically purchased or constructed at the same time; and
- Useful lives, consumption patterns, or material type of individual items are comparative.

There may be circumstances where a number of interchangeable components make up various configurations to form a group or network. In such instances it may be appropriate for each item to be recorded separately despite having a value of less than the threshold.

This is supported by AASB 116, Section 45: *A significant part of an item of property, plant and equipment may have a useful life and a depreciation method that are the same as the useful life and depreciation method of another significant part of the same item. Such parts may be grouped in determining the depreciation charge.*

7. Portable and Attractive Asset Register: Portable and attractive assets are the lower value assets (less than \$5,000 in value and not considered a Grouped/Network asset), which because of their nature and portability, carry a higher risk of being misused or stolen.

Assets that have been identified as portable and attractive and not recorded on the Asset Register will be recorded in the In House Developments section of SynergySoft under Minor Tools Register.

This will ensure that these assets are appropriately documented and periodically reviewed to assist in the prevention of loss or misuse.

The Portable and Attractive Asset Register includes:

- Asset Description, i.e. mobile phone, landscaping or cleaning equipment, etc.;
- The asset's serial number or other appropriate identifier;
- Asset Register number;
- Location;
- Purchase date and price of the asset;
- Disposal date of the asset.

8. Asset Revaluation: All asset classes that are in the Shire's asset registers, and are recorded in the financial statements, are subject to revaluation. The Shire re-values its' assets in line with the Local Government (Financial Management) Regulations 1996 Section 17A.

All assets are revalued within a period of at least 3 years but no more than 5 years from the previous revaluation, or where the asset is likely to materially differ from its carrying amount.

## ASSET MANAGEMENT POLICY

### Objective

To provide a foundation for Shire's Asset Management Strategy, Asset Management Plan and related Asset Plans for individual assets or asset classes.

### 1.0 Integrated Planning Framework

The Integrated Planning and Reporting Framework (IPRF) requires all local governments to plan for the future, including giving consideration to how the Shire will continue to deliver services to the community on a long-term basis in a financially sustainable and efficient manner.

A strong focus on long-term strategic asset and financial planning is important because there is:

- Increasing and changing demand for services as the Shire's population profile changes;
- Increasing community expectation in relation to service provision, accountability and value for money;
- Limited ability to grow revenue with finite resources; and
- A need to maintain, renew or replace infrastructure to meet future demand.

### 2.0 Asset Management Framework

The following figure demonstrates the Asset Management Framework adopted by the Shire.



The primary goal for the Shire in managing its assets is to provide the services and levels of service consistent with the desires of the community and within the financial resources of the Shire.

### 3.0 Policy Purpose and Objectives

The purpose of this policy is to ensure in the strategic management of the Shire's assets-

The key objective of this policy is the adoption of an organisation-wide commitment to asset management and that the objectives of the Shire's Asset Management Strategy and Plans are achieved. This will ensure financial data on asset renewals, maintenance of existing assets, and new assets are identified and form part of the Shire's long-term financial planning.

The principal objective of asset management is to enable the Shire to meet its service delivery objectives efficiently and effectively, in a way that ensures:

- Assets are managed in accordance with relevant legislation;
- Assets are managed in accordance with recognised best practice;
- Asset Management is an integral part of the Integrated Planning and Reporting Framework (IPRF);
- An asset "whole-of-life" approach is taken in the management of the Shire's assets;
- Risk is considered in the development of asset strategies;
- Asset performance is measured against defined levels of service outlined in the Asset Management Strategy and Plans;
- Assets are brought to account in accordance with the requirements of the appropriate accounting standards and reporting requirements;
- Informed decision-making is based on reliable data; and
- Asset management is sustainable.

## COMPLIANCE REQUIREMENTS

Legislation/Documents	<ul style="list-style-type: none"><li>Local Government Act 1995 – Section 6.10</li></ul>
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## DOCUMENT CONTROL

### INFRASTRUCTURE, ENVIRONMENT & ASSET MANAGEMENT

Policy Number	5.1
Responsible Officer	Senior Finance Officer
Initial Council Adoption	25 October 2017
Review Dates	<ul style="list-style-type: none"><li>31 May 2019</li><li>31 August 2023 (approved by Council 27 September 2023)</li></ul>
Next Review Due	31 August 2028 This policy will be reviewed every five years or more often where circumstances require.

## 5.4 USE OF SMALL PLANT & EQUIPMENT BY EMPLOYEES POLICY

<b>Policy Type:</b>	Infrastructure, Environment and Asset Management
<b>Date Adopted:</b>	13 July 2016

<b>Policy No:</b>	5.4
<b>Date Last Reviewed:</b>	31 May 2019

<b>Legal (Parent):</b>
1. Shire of Gnowangerup (Operational Works Crew) Enterprise Agreement 2016

<b>Legal (Subsidiary):</b>
N/A

<b>Delegation of Authority Applicable</b>	No
<b>Delegation Number</b>	N/A

<b>Staff Procedure Applicable</b>	Yes
<b>Staff Procedure Number</b>	5.7

ADOPTED POLICY	
<b>Title:</b>	USE OF SMALL PLANT & EQUIPMENT BY EMPLOYEES POLICY
<b>Objective:</b>	To provide a policy framework for the use of Council small plant and equipment by employees outside working hours for personal and/or domestic purposes.

- 1.0 Any employee wishing to use small plant and equipment owned by the Shire shall submit a request to the Manager of Works, requesting access to particular plant and equipment on specified dates and for specified times.
- 2.0 The Chief Executive Officer and/or Manager of Works are able to approve or refuse requests, depending on the need and availability of the small plant and equipment for Shire purposes.
- 3.0 Employees shall sign an indemnification form absolving the Shire of any liability for injury sustained whilst utilising the plant and equipment for private purposes.
- 4.0 Employees utilising the Shire's small plant and equipment for private purposes shall sign an acknowledgement that any damage occurring to the small plant and equipment whilst being utilised for private purposes shall be repaired at the user's expense.
- 5.0 The Chief Executive Officer and/or Manager of Works, in authorising the private use of small plant and equipment, shall specify the time by which the small plant and equipment shall be returned to the Gnowangerup Shire Depot. Any breach of the return requirement will result in a review of this Policy.
- 6.0 Hire Charges
  - 6.1 All engine operated small plant and equipment shall be hired at a rate of \$5.00 per day, per item of plant or equipment.

6.2 All electrically operated plant and equipment shall be hired at a rate of \$2.00 per day, per item of plant or equipment.

6.3 All static plant and equipment shall be hired at a rate of \$0.50 per day per item of plant or equipment.

#### 7.0 Indemnification

All Shire of Gnowangerup employees hiring small plant and equipment from the Shire for personal use shall sign the "Hiring of Small Plant and Equipment Indemnity" form, with such form being witnessed by the Works Manager.

#### 8.0 Only Trained Personnel to Hire Equipment

All employees hiring small plant and equipment from the Shire of Gnowangerup shall be suitably trained, licensed and competent in the safe operation of the hired small plant and equipment, as determined by the Works Manager.

<b>11.9</b>	<b>RELATED PARTIES TRANSACTIONS POLICY REVIEW</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	6 May 2025
<b>Business Unit:</b>	Corporate and Community Services
<b>Responsible Officer:</b>	David Nicholson – Chief Executive Officer
<b>Author:</b>	Anita Finn – Senior Governance and Risk Management Officer
<b>Disclosure of Interest:</b>	NIL

## ATTACHMENT

DRAFT amended Related Parties Transactions Policy

## PURPOSE OF THE REPORT

For Council to consider and adopt the reviewed Related Parties Transactions Policy.

## BACKGROUND

The current Related Parties Transactions Policy was last reviewed by Council on the 27 September 2023. Senior Officers have conducted a review of the existing policy and propose to add 'Executive Manager and any other employee identified as meeting the definition as per AASB124' to the list of Key Management Personnel (KMP) and to change the period of the notifications by KMP.

## COMMENTS

AASB 124 is the Australian accounting standard that provides a framework for reporting relationships between the key decision makers in a reporting entity and the reporting entity. This relationship is commonly described as "related party".

In order to comply with AASB 124 Related Party Disclosures (AASB 124), local governments must disclose certain related party relationships and related party transactions, as well as relevant information associated with those transactions, in the annual financial report. This requirement applies to the President and elected members of the council, as well as the Chief Executive Officer (CEO) and senior personnel of the local government administration

AASB 124 defines KMP as a person having the authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

KMP, close family members of KMP and entities that are related to KMP or their close family members are related parties of the local government.



Each local government will need to use judgement to determine which individual meets the definition of KMP. This will depend on the local government's organisational structure and delegation arrangements and the functions of the role held by the individual.

It was determined that Executive Managers meet that definition of KMP and therefore added to the list KMP in the policy, along with any other employee who is identified as meeting the definition of KMP as per the AASB124 standard.

It is also proposed to change the date period of KMP notifications (Attachment A of the policy – 'Related Party Disclosure') to ensure to cover the complete period of employment/time of office.

**All changes to the previous Related Parties Transactions Policy are highlighted in the attached draft. The Related Parties Transactions Policy will be cleared of markups after the endorsement by Council.**

#### CONSULTATION

The draft amended Related Parties Transactions Policy was presented to Council at the Councillor Agenda Briefing Meeting on 14 May 2025.

#### LEGAL AND STATUTORY REQUIREMENTS

##### **Australian Accounting Standard AASB 124 Related Party Disclosures**

##### **Local Government Act 1995:**

###### *Section 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.***

##### **Local Government (Financial Management) Regulations 1996**

###### *Regulation 5A Local Governments to comply with AAS*

*Subject to regulations 4, 17A and 36A, the annual budget, annual financial report and other financial reports of a local government must comply with the AAS*

#### POLICY IMPLICATIONS

This is an amendment of the existing 2.10 Related Parties Transactions Policy

#### FINANCIAL IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

<b>Theme</b>	Our Organisation
<b>Community Priority</b>	Forward planning and implementation of plans to achieve strategic objectives

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

<b>Risk description</b>	<b>Not to accept the reviewed Related Parties Transactions Policy</b>
<b>Primary Strategic Risk Category</b>	Adverse Regulatory Change
<b>Primary Strategic Risk Category Description</b>	<ul style="list-style-type: none"><li>• Investigation of Council for non-compliance</li><li>• Litigation</li><li>• Reputational damage</li></ul>
<b>Consequence:</b> (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
<b>Likelihood:</b> (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

### IMPACT ON CAPACITY

NIL

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may choose not to make any changes to the current Related Parties Transactions Policy.

### CONCLUSION

The amendments in the Related Parties Transactions Policy are necessary to comply with AASB 124.

For that reason, it is advisable that the Council follows the officer's recommendation and adopts the reviewed Related Parties Transactions Policy.

### VOTING REQUIREMENTS

Absolute Majority

## **COUNCIL RESOLUTION**

**MOVED: Cr M Creagh**

**SECONDED: Cr R Miniter**

**0525.10 That Council:**

- 1. Adopts the amended Related Parties Transactions Policy, and**
- 2. Authorises the CEO to place a copy of the policy on the Shire's website.**

**CARRIED BY ABSOLUTE MAJORITY: 8 / 0**

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

**AGAINST: NIL**

## RELATED PARTIES TRANSACTIONS POLICY

### Objective

To ensure that the existence of certain related party relationships, related party transactions and information about the transactions, necessary for users to understand the potential effects on the Financial Statements are properly identified, recorded in Council's systems, and disclosed in Council's General Purpose Financial Statements in compliance with Australian Account Standard AASB 124.

### 1.0 Background

This Policy has been developed to provide guidance in complying with the *Local Government (Financial Management) Regulations 1996*, Regulation 5A, which requires Council to prepare its General Purpose Financial Statements in compliance with Australian Accounting Standards. The relevant standard for the purpose of this Policy is *AASB 124 Related Party Disclosures*, July 2015 (AASB 124).

### 2.0 Definitions

The following definitions apply to the terms used in this policy:

**Close family members or close members of the family** means in relation to Key Management Personnel (KMP), family members who may be expected to influence, or be influenced by that KMP in their dealings with Council will include:

- a) That person's children and spouse or domestic partner;
- b) Children of that person's spouse or domestic partner; and
- c) Dependents of that person or that person's spouse or domestic partner.

For the purpose of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the KMP in their dealings with Council.

**KMP** means Key Management Personnel being person(s) having authority and responsibility for planning, directing and controlling the activities of Council. Specifically, KMP of Council are:

- a) Shire President;
- b) Other Councillors;
- c) Chief Executive Officer; and
- d) Employees designated as 'senior employees' under section 5.37 of the *Local Government Act 1995*
- e) Executive Manager or any other employee identified as meeting the requirement as per AASB 124

**Ordinary citizen transactions** means transactions that an ordinary citizen would undertake with Council which is undertaken on arm's length terms and in the ordinary course of carrying out

Council's functions and activities. Examples of ordinary citizen transactions assessed to be not material in nature are:

- a) Paying rates and utility charges; and
- b) Using Council's public facilities after paying the corresponding fees.

**Related party** means a person or entity that is related to Council pursuant to the definition contained in AASB 124, Paragraph 9. Examples of related parties of Council are:

- a) KMP;
- b) Close family members of KMP; and
- c) Entities that are controlled, or jointly controlled, by KMP or their close family members.

**Related party transaction** means a transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged. Examples of related party transactions are:

- a) Purchases or sales of goods;
- b) Purchases or sales of property and other assets;
- c) Rendering or receiving of services;
- d) Rendering or receiving of goods;
- e) Leases;
- f) Transfers under licence agreements;
- g) Transfers under finance arrangements (example: loans);
- h) Provision of guarantees (given or received);
- i) Commitments to do something if a particular event occurs or does not occur in the future; and
- j) Settlement of liabilities on behalf of Council or by Council on behalf of that related party.

**Related party disclosure** means a document entitled Related Party Disclosure by Key Management Personnel. in the form set out in Attachment A.

### 3.0 Policy Statement

Council, in complying with the disclosure requirements in AASB 124, will:

- a) Identify related party relationships, related party transactions and ordinary citizen transactions;
- b) Identify information about related party transactions for disclosure;
- c) Establish systems to capture and record the related party transactions and information about those transactions;
- d) Identify circumstances in which disclosure of the items in subparagraphs (a) and (b) are required; and
- e) Determine the disclosures to be made about those items in the General Purpose Financial Statements for the purposes of complying with AASB 124.

## COMPLIANCE REQUIREMENTS

Legislation/Documents	<ul style="list-style-type: none"> <li>Local Government (Financial Management) Regulations 1996, Regulation 5A</li> <li>Australian Accounting Standard AASB 124 Related Party Disclosures</li> <li>Internal: AASB 124 Related Party Disclosure Form (Appendix 1)</li> </ul>
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## DOCUMENT CONTROL

### STRATEGY & GOVERNANCE

Policy Number	<b>2.10</b>
Responsible Officer	Senior Governance and Risk Management Officer
Initial Council Adoption	25 October 2017
Review Dates	<ul style="list-style-type: none"> <li>31 May 2019</li> <li>31 August 2023 (approved by Council 27 September 2023)</li> <li>6 May 2025 (approved by Council 28 May 2025)</li> </ul>
Next Review Due	31 May 2027 This policy will be reviewed every two years or more often where circumstances require.

## Attachment A

### Related Party Disclosure by Key Management

(note: This document is confidential)

Name of Key Management Personnel: \_\_\_\_\_

Position of Key Management Personnel: \_\_\_\_\_

Please read the Privacy Collection Notice provided with this notification, which explains what is a related party transaction and the purposes for which council is collecting and will use and disclose, the related party information provided by you in this notification.

Please complete the table below **for each related party transaction with Council** that you, or a close member of your family, or entity related to you or a close member of family:

- (a) Has previously entered into and which continued in the XX/XX financial year; or
- (b) Has entered into in the XX/XX financial year.

Description of Related Party Transaction	Is transaction existing/potential?	Related Party's Name (individual's or entity's name)	Related Party's Relationship / Reasons why related	Description of Transaction Documents or Changes to the Related Party Relationship

### Notification

I \_\_\_\_\_, \_\_\_\_\_  
(Full name) (Position)

notify that, to the best of my knowledge, information and belief as at the date of this notification, the above list includes all existing and potential related party transactions with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the XXXX/XXXX financial year.

I make this notification after reading the Privacy Collection Notice provided by The Shire of Gnowangerup, which details the meaning of the words "related party", "related party transaction", "close members of the family of a person" and, in relation to an entity, "control" or "joint Control", and the purposes for which this information will be used and disclosed.

I permit the CEO and the other permitted recipients specified in Council's Related Party Disclosure Policy to access the register of interests of me and persons related to me and the use of the information for the purposes specified in that policy.

Signature of named Key Management Personnel: \_\_\_\_\_ Dated: \_\_\_\_\_

## PRIVACY COLLECTION NOTICE RELATED PARTY DISCLOSURES BY KEY MANAGEMENT PERSONNEL

### Purpose of Collection, Use and Disclosure

Effective for annual periods beginning on or after 1 July 2016, Council must disclose certain related party relationships and related party transactions together with information associated with those transactions in its general purpose financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures July 2015 (AASB 124)*.

Related parties include Council's key management personnel (KMP), their close family members, and any entities that they or any of their close family members control or jointly control.

A related party transaction is any transaction (whether a transfer of resources, services or obligations) between the reporting local government and any of the related parties, whether monetary or not.

If there is a related party transaction with Council applicable to a reporting financial year, AASB 124 requires Council to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

For more information about Council's disclosure requirements under AASB 124, please refer to Council's Related Party Disclosure Policy.

### Notifications by Key Management Personnel

In order to comply with AASB 124, Council has adopted a policy that requires all its KMPs to periodically provide notifications to the CEO of any existing or potential related party transactions between Council and any of their related parties during a financial year, and any changes to previously notified related party relationships and transactions relevant to the subject financial year.

To this end, each KMP must provide a Related Party Disclosure, in the approved form, notifying any existing or potential related party transactions between Council and any related parties of the KMP, to the CEO by no later than the following periods during a financial year:

- 30 days after a KMP commences their term or employment with Council; and
- 31 July (each year) ; and
- immediately prior to termination of employment of/by an employee.
- Councillors immediately prior to leaving office.

Note that these related party disclosure requirements are in addition to the notifications KMPs are required to make to comply with the Code of Conduct. This includes disclosures relating to Financial Interests and Gifts. Council's Auditors may audit related party information as part of the annual external audit.

For privacy and right to information status of this information, please refer to Council's Related Party Disclosure Policy.

### Who are KMPs?

KMPs are persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. KMPs can include:

- President and Councillors;
- CEO;
- Designated Senior Officers under the Local Government Act 1995.
- Executive Manager and any other employee identified as meeting the criteria as per AASB 124



## Who are close family members of a KMP Person?

Close family members, or close members of the family, of a KMP are family members who may be expected to influence, or be influenced by, that person in their dealings with Council and include:

- (a) that person's children and spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependents of that person or that person's spouse or domestic partner.

Under AASB 124, close family members could include extended members of a family (such as, without limitation, a parent, grandparent, siblings, etc.) *if* they could be expected to influence, or be influenced by, the KMP in their dealings with Council.

The following table may assist you in identifying your close family members:

Definitely a close family member	Maybe a close family member
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence, or be influenced by, you in their dealings with Council
Your children	Your aunts, uncles and cousins, if they could be expected to influence, or be influenced by, you in their dealings with Council
Your dependents	Your parents and grandparents, if they could be expected to influence, or be influenced by, you in their dealings with Council
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence, or be influenced by, you in their dealings with Council
Dependents of your spouse/domestic partner	Any other member of your family if they could be expected to influence, or be influenced, by you in their dealings with Council

## What is an entity that I, or my close family member, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

### Control

You control an entity if you have:

- (a) power over the entity;
- (b) exposure, or rights, to variable returns from your involvement with the entity; and
- (c) the ability to use your power over the entity to affect the amount of your returns.

In some cases, it will be obvious that you or a family member control or have joint control over an entity. In other cases, it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the Deputy CEO for a confidential discussion.

<b>11.10</b>	<b>MT TRIO MUSIC MUSTER 2025</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	May 2025
<b>Business Unit:</b>	Health
<b>Responsible Officer:</b>	David Nicholson - Chief Executive Officer
<b>Author:</b>	Tony Turner – Environmental health Officer
<b>Disclosure of Interest:</b>	Nil

## ATTACHMENTS

1. Emergency Management Plan.
2. Images of previous event camping, facilities and activities October 2024.

## PURPOSE OF REPORT

The report has two parts.

Part 1 is to inform Council of the application by Margot and John Byrne for a 3-year event approval for Country Music Muster at Mt Trio and to ask for Council's endorsement to issue a Certificate of Approval for 3 years with conditions.

*{The Certificate of Approval is administered under the Health (Miscellaneous Provisions) Act 1911 section 178(1) as Scheduled in the Health (Public Building) Regulations 1992.}*

Part 2 of the application is an offer to the Shire, *"in lieu of any Shire costs and fees for the next three years, to be a minor sponsor of this local event and as such the Shire logo would be included on the AFGRI Mountain Music Muster website and program."*

## BACKGROUND

This year's Mountain Country Music Muster is the third event organised by John and Margot Byrne at their Mt Trio Bush Camp and Caravan Park, at (Lot PL4006) 4850 Salt River Rd, Amelup.

The event is planned to run for 4 days from Thursday 30<sup>th</sup> October to Sunday 2nd November 2025. The current event program is outlined in the 2025 Event Details & Risk Management Plan (Attachment 2).

The inaugural Music Muster was held in 2023 and has attracted strong interest amongst WA music lovers and rural communities. The natural assets and idyllic location are at the fore of the renowned Mt Trio Bush Camp & Caravan Park, (2024 Images Attachment 3)

**Marketing** is predominantly to country music community targeting a 55 plus audience and the event is designed to support tourism in the Shire of Gnowangerup and contributes to the ongoing success of tourism in the region.

With this audience profile the ticket sales enquiry process has realised patrons are predominantly self-contained campers with 80% having their own toilets and showers.

A site assessment at last year's event found a clean, very well planned and organised event with abundant well-located facilities providing for the market segment identified in the development of the Nature Based Park and the Music Muster event.

#### COMMENTS

Part 1 - The application to Council is for 3 year approval for the Music Muster event. The primary reason for the application is to enable more certainty for future planning and the booking of artist, equipment and facilities.

The owners and organisers Margot and John Byrne have discussed some of the difficulties and the uncertainties associated with annual applications which detracts from the organisation and presentation of the event.

The application and assessment process are administered under several key Acts and Regulations. The primary approval provisions are provided for under the Health (Miscellaneous Provisions) Act 1911, the Public Building Regulations 1992 and associated events guidelines, and the Caravan and Camping Ground Act 1995 (the Act) and associated regulations and guidelines.

In this case the caravan park and nature-based park with overflow have Shire approval and there is an annual application for a license which is issued with conditions, and the event applications are generally made months prior to each event.

However, when large scale events are planned to be held on a regular basis (usually annually) at the same location and require proportionate planning, infrastructure and facilities, the Local Government may choose to support the event and the issuing of a Certificate of Approval for a longer term, in this case for 3 years.

The Certificate of Approval is issued by the Chief Executive Officer or Environmental Health Officer under the *Health (Miscellaneous Provisions) Act 1911* section 178(1) and in the form Scheduled in the Health (Public Building) Regulations 1992.

The certificate would be issued with a letter explaining Council's support for a 3 year approval and conditions such as, a pre-event assessment undertaken by the Shire's Environmental Health Officer, the organisers providing an Electrical Compliance Certificate prior to each event, and the event organisers coordinate a post event review with relevant Shire officers and key agencies such as fire and emergency services to review the event details and risk management plan.

Part 2 – Local Governments often sponsor events and it's a common way to boost tourism and the local economy, foster community engagement and support local and regional artists and culture and this can be done in a few ways, like direct funding, grants, partnerships and in-kind support. In this case the offer to sponsor is the In-kind waiving of Shire costs and fees for the next 3 years.

At this stage there is no estimations or budget allocation for costs. However, the Shire's 2024-2025 Schedule of Fees and Charges, registers a statutory fee of \$871.00 under Preventative Services – Administration & Inspections. This fee is for assessing applications for public event and administering Public Building Certificate of Approval.

If there are no amendments to the statutory fees, the 3 years of fees would therefore be \$2,613.00.

### Consultation

Nil

### Legal and Statutory Requirements

Local Government Act 1995.

Health (Miscellaneous Provisions) Act 1911.

Health (Public Building) Regulations 1992.

Caravan Parks and Camping Grounds Act 1995.

Caravan Parks and Camping Grounds Regulations 1997.

### Policy Implications

Nil

### Strategic Implications

As per the Integrated Strategic Plan

Community Priority	1.3. Strengthen the sense of place and culture and belonging through inclusive community interaction and participation.
Our Economy	2.1. Support businesses and business growth across the Shire.
Our Natural Environment	4.1. A high standard of environmental health and wasteservices.

### Strategic Risk Management Considerations

Nil

### Impacts on Capacity

Nil

### Alternate Options and their Implications

Part 1 - If the Council decided not to support the application for a 3-year approval or opt to refer to the item for changes and/or inclusions this could add uncertainty to the organisers and detract from the event organization and presentation. An application for support for a 3-year approval has been made to enable more certainty for future planning and the booking of artists, equipment and facilities for the event.

Part 2 – The Shire has responsibilities under the Local Government and Health Acts to apply relevant good governance, health and safety provisions, while also being in a position to sponsor and support events that may boost tourism and the local economy.

Voting Requirements

Absolute Majority

**COUNCIL RESOLUTION**

**MOVED: Cr R O'Meehan**

**SECONDED: Cr L Martin**

**0525.11 That Council:**

- 1 Supports the issuing of a Certificate of Approval for 3 years (2025 to 2027) with conditions, for the Country Music Muster at Mt Trio.**
- 2 Thanks the proponents for the opportunity to be a minor sponsor of the Mt Trio Muster event but decline the offer and levy the normal fee**

**CARRIED BY ABSOLUTE MAJORITY: 8 / 0**

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

**AGAINST: NIL**



## 2025 EVENT DETAILS & RISK MANAGEMENT PLAN

Margot & John Byrne, Mt Trio Bush Camp & Caravan Park

12 March 2025

Margot Byrne

[Mt.trio13@gmail.com](mailto:Mt.trio13@gmail.com)

0419751801

## 2025 AFGRI MOUNTAIN COUNTRY MUSIC MUSTER

### DETAILS

#### Date

Thursday 30<sup>th</sup> October to Sunday 2nd November 2025

Bump in Thursday 30<sup>th</sup> October

Thursday 30<sup>th</sup> Oct 7pm Outdoor Country Movie Night \*

Friday 31<sup>st</sup> Oct 11.30am -9pm Country Music Artists \*

Saturday 1<sup>st</sup> November 10am - 9pm Country Music Artists \*

Sunday 9am - 2pm Walk Up/Guest Artists/Finale \*

\*Times subject to change

Enjoy a fantastic weekend : Outdoor Movie night, Country music, Market Stalls, Wine Tasting, Food Vans, Poets Crn, Scenic Flights

#### Location

Mt Trio Bush Camp & Caravan Park, (Lot PL4006) 4850 Salt River Rd, Amelup.

#### Event Managers/Promoters/Site Managers

Margot & John Byrne – Mt Trio Bush Camp & Caravan Park

#### MUSIC MUSTER OVERVIEW Definitions

Camp – Mt Trio Bush Camp & Caravan Park

Camp Owners – Mt Trio Bush Camp & Caravan Park owners John & Margot Byrne

Music Muster or Muster – AFGRI Mountain Country Music Muster

Campers – all music muster tickets holders include 3 nights on an unpowered site at Mt Trio Bush Camp & Caravan Park

#### Camper/Ticket Holders Arrival

Commence from 9am Thursday 30<sup>th</sup> October 2025

#### Bump In and Bump Out

EQUIPMENT AND EXTRA FACILITIES: In and Erected Sunday 26th October 2025 and disassembled Monday 3<sup>rd</sup> November 2025

STALL HOLDERS – Arrival by Thursday 12noon and be on site until Sunday lunchtime.

### **Background**

The AFGRI Mountain Country Music Muster @Mt Trio Bush Camp & Caravan Park.

The inaugural Music Muster was held in 2023 and attracted a strong interest amongst the WA music and rural communities. The event was inspired by Therese and David Higginson who are regular guest country music singers at Mt Trio Bush Camp & Caravan Park over Easter and the Queens/Kings Birthday long weekends Dave & Therese operate DownUnder Country and also Campfire Country and have successfully hosted country music events in WA in towns such as Bridgetown and Wickiepin

The natural synergy between the idyllic location and facilities of the renowned Mt Trio Bush Camp & Caravan Park owned & operated by Margot and John Byrne as well as the talent, skill and country music contacts of Therese and David from Campfire Country have combined to create the Mountain Country Music Muster @ Mt Trio Bush Camp & Caravan Park. With a team of volunteers behind us and local community business support the event has come together to be a formidable event.

The 2025 AFGRI Mountain Country Music Muster @ Mt Trio Bush Camp & Caravan Park is designed to drive tourism to the Shire of Gnowangerup and contribute to the ongoing success of tourism in the area. Of course, tourism has a flow on effect in the community with campers stopping in local towns prior to arriving and departing the venue. The local towns and other attractions such as the Horsepower Hwy and Stirling Range National Park will be on display for all to see and directions to our whole shire will be done through the promotion of the Stirling Range Trails App which Amelup Tourism developed last year through the Shires access to the Federal Government Emergency Relief Grant.

In 2024 the AFGRI Mountain Country Music Muster will feature Justin Standley, Amber Joy Poulton and Connie Kis Andersen along with Kathy Carver, Moira Scott, Rogue Pony, Coyote Loco, Campfire Country and our own local artists Kevin Bennett, Shenai Johnston.

### **Business Planning Vision**

To deliver a successful regional event with the highest priority being that all patrons have a positive and safe experience.

### **Date of Music Muster**

The date in November has been selected as it after the conclusion of the Wildflower season and is a relatively quiet gap in camping markets. In addition, this date works well with the Country Music Calendar.

### **Marketing**

Ticket sales began in January 2025.

Marketing will be predominately to the country music community and targeted at a 55 plus audience. This has predominately been on targeted social media and word of mouth.



This audience are largely campers who are self-contained with toilet and shower facilities in their caravans and RVs. They have been encouraged to book their campsites and music tickets and it is anticipated that the event bookings will be closed well before the event.

Total number of tickets to be sold for this event is capped at 1050. Overwhelming majority of ticket holders will be camping at Mt Trio Bush Camp & Caravan Park with a 3 night minimum on tickets to restrict movement during the music muster.

There are a limited number of day passes.

### **Stall Holders**

Throughout the duration of the event 4 food vans will be on site, the Gnowangerup Soul Van and another dinner van tbc selling meals and Kojunup Megacino Coffee Van and Seebreeze icecream van from Katanning. Their licences are being collected and filed.

Sheppard Hut Wines and Lucky Bay Brewery will be providing tastings and selling produce. Liquor licence will be forwarded two months prior to the Music Muster

Other community stalls will be in place selling jams, pickles and leather wear, camping gear, ironwork, candles etc. Stall holders include Dorotich Bush Art Stall, Designer Gates Wrought Iron Stall, Brockovich Alpaca Wool, Ediths Vintage Collectables. All certificates will be collected and filed

St John's Ambulance have also indicated that they will be in attendance .

### **Event Notifications and Program**

Tickets to the Music Muster are presold online Tickets include 3 days camping on an unpowered site. All ticket holders have been sent confirmation letters outlining the event and their arrival time.

Upon arrival all ticket holders will be meet at the front payment station to Mt Trio Bush Camp & Caravan Park and will receive their wristband for the weekend as well as a program which will include the evacuation plan details.

### **One day Raffle**

Four 'one day' raffles will be held over the music muster weekend. These events are local products donated by local business as well as business in the Great Southern.

It is understood that as these are drawn on the same day that no permit is required. *Through the Department of Racing, Gaming and Liquor Sections 107 and 108 of the Gaming and Wagering Commission Act* provide that organisations may conduct fundraising activities through the provision of amusements with prizes and/or minor fund-raising activities.

Minor fund raising activities such as best dressed competitions, raffles, best dressed competition, silent auction which does not depend to a substantial degree on the exercise of skill or any other minor fund raising activity which would otherwise be taken to constitute gaming, betting, or a lottery, when conducted as a means of raising money for the benefit of community, cultural, ethnic or charitable purposes, and not for the purpose of private gain or any commercial undertaking, shall be taken to be lawful and deemed to be conducting a permitted amusement with prizes.

### **Facilities**

Mt Trio Bush Camp & Caravan Park is a licenced Caravan Park with the Shire of Gnowangerup

- Caravan Park Licence
- Nature Based Park Licence

- Power Supply Details – Underground Power – Installed Generator – Additional Silent Generator for Music on site during the Music Muster
- Caravan Park Toilets - compliant with 40 (maximum 10 people per site caravan park)
- New ablution block it is hoped will be operational in time for the Music Muster
- Portable toilet – 10 located throughout the venue
- Mens urinal set up for the duration of the Music Muster

The nature based park - under 1000 people needs 3 female//1,urinal 1.8 3 males//handbasins 4 total) 6

- Incl one disabled access event urinals
- Portable / Unisex (owned by camp)

### **Safety**

- Evacuation Plan indicated on website and on Music Muster Program
- Fire Extinguishers – see attached spreadsheet of extinguishers and servicing
- No campfires are allowed at Mt Trio and the Central fireplace

MUSIC MUSTER RESPONSIBILITIES AND ROLES

RESPONSIBILITY DESIGNATED ROLE & RESPOSNSIBILITY	Budget Approvals
Margot Byrne (Mt T)	
Therese Higginson (Artist engagement)	
Margot Byrne (Mt T)	Strategic Approvals
Therese Higginson	Artist Agreements, accommodation needed,
& David Higginson (CC)	Dressing Rooms,
Margot Byrne (Mt T)	Risk Management Plan
Margot Byrne (Mt T)	Emergency Evacuation Plan in conjunction with Biodiverse Solutions Albany
John Byrne (Mt T)	Emergency coordination, Chief Warden, Staff Briefing
-Caretaker Staff John & Denise Wheeler	
- Gnowangerup SES	
Margot Byrne (Mt T) John Byrne (Mt T)	CEO and COO
Therese & Dave Higginson(CC)	Coordinate Artists
John Wheeler	Parking – Market stalls and Food Vans
	Power Site allocation
	site plan
Denise Wheeler	Supply of passes & vests for volunteer staff.
Volunteer staff/	Volunteer Packs
SES GNP	Roadside Signage
-Caroline Byrne	Establish booking sheet
- Jo Cook	Entry Point and Pass Management. Hand out passes and directions
-Margaret Byrne	
-Liz Ferguson	
SES & JW Byrne	Take vans to their sites and direct volunteer to help.
Aaron Cook (Mt T)	Park vehicles pow/non pow/groups
Colin McLeash	Non Booked arrivals. Arrival point management
Michael	
Gerard Ferguson	
Patrick Ferguson	
SES	
Denise Wheeler/Marion Luff	Raffle/Auction

- John Byrne (Mt T)

-volunteers
- Traffic Management
  - Site meeting required to establish roles
  - Traffic management off site on the road entrances including signage and volunteer personal
  - Traffic movement of campers to their site including signage and volunteer personal
  - Crowd behaviour, crowd movement – 4wd train people mover.
  - Lost property

Denise Wheeler(Mt T)/John Wheeler

All volunteers allocated time and location.

- Toilet maintenance – main facilities. Roster & implementation
- Toilet maintenance – port-a-loos. Roster & implementation
- Cleaning materials ordered and allocated
- Gas bottles checked daily
- Kitchen Cleaning Roster
- Grounds Rubbish Roster

JW Byrne and N Chambers

- Ferry passengers from caravans to stage.
- Roster and safety guide.

John Byrne (Mt T)

John Wheeler (CC)

Margot Byrne (pre- event) (Mt T)

Denise Wheeler

Gnowangerup St John’s Ambulance

John Byrne (Mt T)

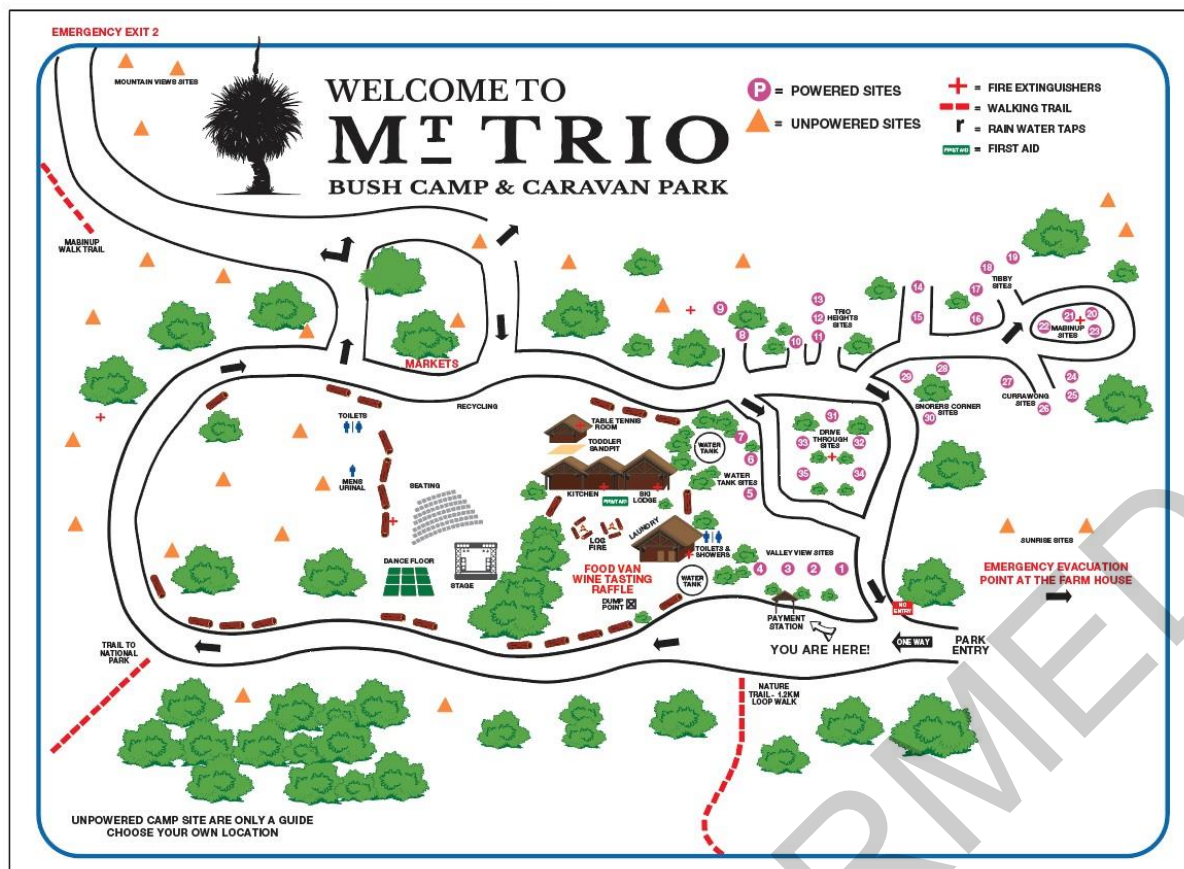
Margot Byrne (Mt T)

Caroline Byrne V (MtT)

- Power Supply . Mainstream power and back up generators 1/ music and stage 2/ amenities
- Defibrillator check
- Provide on-site first aid check
- Provide passes -before event
- Information to ticket holders (Margot)
- Arrival Entry Check In

John Byrne (Mt T)	Refer to site plan for stage & marque locations
<ul style="list-style-type: none"> <li>- John Wheeler</li> <li>- Volunteers</li> </ul>	<p>Liaise with companies re bump in &amp; bump out date and time Erection of Marques and tents – ensure constructed &amp; anchored properly</p> <p>Check regularly during the weekend</p>
John Byrne with Sound Engineer	Setting up and maintaining PA system
Margot Byrne - organiser	Licences and Insurance
Margot Byrne(Mt T) – to sight all permits, licences and health certificates	<p>Insurance for music muster</p> <p>Mt Trio Bush Camp &amp; CP public liability \$10m insurance is to be in place.</p> <p>Catering and wine tasting operators to arrange their own licence and insurance and site Mt Trio Bush Camp &amp; CP as the venue.</p> <p>Arrange Occasional licence to serve alcohol on the day.</p> <p>Raffles – one day raffle – no licence needed</p>
Margot & John Byrne (MtT) – Pre -planning, site facilities and camp ground Managers	Management of all aspects of music muster and venue
Therese & David Coombs –all music and musicians	Music Programme
Greg Smith and Sound Engineer	Provide equipment
John Byrne	All waste management – rubbish collection
Tony Lee	
Marot Byrne (Mt T) - Licencing & Permits	Location of Food Vans (as per normal long weekend). Event compliance with food handling and temporary structures
Margot Byrne and John & Denise Wheeler site Management of Food/Beverage	

## Site Map



## TRAFFIC MANAGEMENT ARRIVAL PLAN

**WEDNESDAY 29<sup>th</sup> October - Roadside EVENT signage (5 signs with arrows needed) to be placed**

- on key access rds to Mt Trio Bush Camp & Caravan Park
- Formby Sth rd to the north and south
- Salt River rd to the east and west
- Front driveway of Mt Trio Farm

**THURSDAY 30th October**

- Traffic attendant/marshall from the SES volunteers to be placed at Front driveway with Salt River Rd – the driveway entrance to Mt Trio Bush Camp & Caravan Park
- Two teams set up at the front entrance to Mt Trio Caravan Park
- Jo Cook/Margaret Byrne and team
- Denise Wheeler/Liz Feguson and team

**Site maps – printed on program 10**

## **TRAFFIC MANAGEMENT**

Unpowered Group Campsites laid out as on plan – 15 groups in total.

Attendants to have maps of Group sites and direct people to their site.

Attendants at intervals along the road to direct people to their sites

Powered Site Campers laid out as per plan – John Byrne and his staff to show to sites and help set up.

Parking Attendants – Colin and Michael and their staff of parking attendants along road to direct campers to lineal parking – grid pattern as marked on map.

Volunteer Staff Meetings on Wednesday 29th October @ 12 noon

## **MARQUE ERECTION**

As per site mate on page 8, marquees will be erected in the seating area as indicated.

Erection will take place on Sunday prior to the Muster by the employees bu John Byrne according to instructions and as approved by the Health Officer.

Marques will be checked three times a day (morning, noon and evening) to ensure all tie downs are in place and the marquees are in good order.

12meter x 9meter marquee erected to their specifications and instructions.

Three, 6 x 3 meter marquees from Campfire Country.

## **ABLUTIONS**

Caravan Park Toilets - compliant with 40 (maximum 10 people per site caravan park)

- New ablution block it is hoped will be operational in time for the Music Muster
- Portable toilet – 10 located throughout the venue
- Mens urinal set up for the duration of the Music Muster

A (nature based park - under 1000 people 3 female//1,urinal 1.8 3 males//handbasins 4 total) 6

- Incl one disabled access event urinals
- Portable / Unisex (owned by camp)

Tickets and camping sites have been presold. It is indicated through the sales enquiry process that 80% of campers are self contained with their own toilets and showers. The event is aimed at the seniors market. There are few families and children attending.

## **AFGRI MOUNTAIN COUNTRY MUSIC MUSTER RISK ASSESSMENT**

The scope of this risk assessment plan is to:

- Identify, analyse and prioritise the risks associated with staging the event by:

- a) Reducing the likelihood of those risks occurring
- b) Reducing the consequences of those risks should they occur
- Objectively document these strategies in standardised action plans
- Use this risk management plan as a basis of an objective event debrief

#### CRITERIA

This Risk Management Plan is prepared using the qualitative method outlined in AS/NZS ISO 31000 – 2009 Risk Management Principles and Guidelines.

Risks will be analysed in terms of Likelihood and Consequence in the context of existing controls

The 2025 Mountain Country Music Muster @ Mt Trio Bush Camp & Caravan Park Risk Management Plan is a work in progress and as such we reserve the right to update the document as required according to advice and feedback from the various governing bodies and parties referred to in the plan.

UNCONFIRMED



# RISK ANALYSIS MATRIX

## Qualitative measures of **LIKELIHOOD**

Level	Descriptor	Description
A	Almost Certain	<b>Expected to occur</b> in most circumstances
B	Likely	<b>Will probably occur</b> in most circumstances
C	Possible	<b>Might occur</b> at some time
D	Unlikely	<b>Could occur</b> only in exceptional circumstances
E	Rare	<b>May occur</b> only in exceptional circumstances

## Qualitative measures of **CONSEQUENCE or impact**

Level	Descriptor	Injury	Reputation & Image	Financial Loss	Operational Efficiency
1	Insignificant	No Injuries	Unsubstantiated, low impact, low profile or no news item	Low	Little impact
2	Minor	First Aid Treatment	Substantiated, low impact news item	Medium	Inconvenient delays
3	Moderate	Medical treatment required	Substantiated, public embarrassment, moderate impact, moderate news profile, executive involvement	High	Significant delays in major deliverables
4	Major	Extensive injuries	Substantiated, public embarrassment, high impact, high profile news, Third party actions, community executive involvement	Major	Non-achievement of major deliverables
5	Catastrophic	Fatality	Substantiated, public embarrassment, very high multiple impacts, high profile, wide spread multiple news, Third party actions, CEO/Mayor involvement	Huge	Non-achievement of major key objectives

## Qualitative risk analysis matrix – level of risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A	H	H	E	E	E
B	M	H	H	E	E
C	L	M	H	E	E
D	L	L	M	H	E
E	L	L	M	H	H

### LEGEND

L	Low risk	Manage by routine procedure
M	Moderate risk	Management responsibility must be specified
H	High risk	Senior management attention required
E	Extreme risk	Immediate action required

## RISK MANAGEMENT IDENTIFIED ISSUES

ISSUE 1,2,3,4,5	WEATHER EVENT	Catastrophic Fire Conditions Extreme Fire Risk Conditions Bushfire Threat Electrical Storm Flooding Event Earthquake
ISSUE 6	EVACUATION/	Major Incident Evacuation
ISSUE 7	FIRE IN A BUILDING OR TEMPORARY STRUCTURE/	VAN
ISSUE 8	POWER FAILURE	
ISSUE 9	TOILET FAILURE /	BLOCKAGE
ISSUE 10	WATER FAILURE/	DRINKING WATER
ISSUE 11	STAGE MALFUNCTION /	MARQUE ISSUES
ISSUE 12	TRIP HAZARDS	
ISSUE 13	NOISE NUISANCE	
ISSUE 14	SOUND EQUIPMENT FAILURE	
ISSUE 15	FOOD CONTAMINATION	
ISSUE 16	CAMPER/TICKET HOLDER ENTRY/	ARRIVAL
ISSUE 17	TRAFFIC CONGESTION ARRIVAL –	Management key access roads Inappropriate parking blocking driveways Emergency Service Access Camp site parking management
ISSUE 18	RUBBISH REMOVAL	
ISSUE 19	CANCELLATION	
ISSUE 20	FIRST AID/DEHYDRATION?	HEART ATTACKS
ISSUE 21	MUSICIAN NO SHOW	
ISSUE 22	OVERCROWDING	
ISSUE 23	MISSING PERSONS	
ISSUE 24	ENTRY AND EXIT PROCEDURE	

<b>ISSUE 1,2,3,4,5, WEATHER EVENT</b> Catastrophic Fire Conditions Extreme Fire Risk Conditions Bushfire Threat Electrical Storm Flooding Event Earthquake			
<b>Initial Assessment</b>	<b>Likelihood - E</b>	<b>Consequence- 3</b>	<b>Result - MODERATE</b>
<b>Final Assessment</b>	<b>Likelihood -</b>	<b>Consequence</b>	<b>Result -</b>

## Preventative Actions

- Camp owners, John & Margot Byrne to monitor weather predications prior to event through BOM
  - Weather risk assessment filled out for insurance of event
- Camp owners, assess weather conditions prior to and during the 'muster' for the safe running of the 'music muster' by following BOM alerts and liaising with local authorities
- Music Muster abandonment if Catastrophic Fire Conditions and decisions made prior to event
- Music Muster abandonment if Extreme Fire Risk deemed too risky after liaising with local authorities \* Shire of Gnowangerup Health Officer and local Fire Chief.
- Music Muster abandonment or delayed or departure after the event delayed if isolated flood risk on deem roads temporarily closed by local authorities, the Shire of Gnowangerup Health Officer. No flooding risk at camp.
- Music Muster temporarily delayed if lightning at dangerous levels and recommenced once storms have passed and electrical safety checks have been done.
- Volunteer Staff on site to roam grounds for any safety issues incl. illegal campfires, gas bottle danger etc.
- Temporary structures erected to a high safety standard.
- Announcement of Changes to Muster Cancellation of event announced over PA
- First aid in attendance
- Supply of adequate drinking water on site around ground
- Sunscreen lotion available on site

## **Response Actions**

- Event coordinators to monitor weather
- Camp owner to liaise and open communication channels set up with local authorities available over the week/weekend of the muster.
- First aid in attendance
- PA system through music PA to relay message to campers
- Volunteer team (orange team) on site to communicate with campers
- Volunteer team (Green team) on site to ensure temporary structures are ok and pulled down if needed.
- Sunscreen lotion available on site
- Supply of adequate drinking water on site

## **Resources Required**

- Long range and up to date weather forecasts through BOM Checked month/fortnight/week and 2 days prior to event.
- Contact Telstra mobile communication list established prior to event. Mobile phone booster at camp to facilitate communication. Telstra only.
- First aid in attendance. Defibrillator installed in camp Ski Lodge(Lounge) within easy access. Signage for the like.
- PA system in place through stage. Dedicated announcers (x2)
- Volunteer teams organised and names allocated to each list. Briefing session Tuesday prior to event.
- Two way radios in place for communication on site
- Sun screen stations established

## **Responsibilities**

- Camp organisers to ensure all actions undertaken
- Dedicated announcers

## **Monitoring**

- Camp & Muster staff onsite and monitoring event.

ISSUE 6 Evacuate/ Major Incident Evacuation			
Initial Assessment	Likelihood - E	Consequence- 3	Result - Moderate
Final Assessment	Likelihood -	Consequence	Result -

## Preventative Actions

- Emergency evacuation plan provided
- Emergency exits opened and identified
- Adequate camp and music muster staff to effect evacuation
- PA announcements advising patrons of evac procedure
- Brief Ground Announcer on evac. announcements
- SES informed of music muster and on site (if possible)
- Evac Plan in place and staff briefed prior to music muster
- On site briefing – how to action a fire extinguisher!!!!

## Response Actions

- Camp owners to monitor
- Announcement of evacuation from stage announcer
- Announcement of evacuation plan by team of volunteers
- In calm but forthright manner
- Fire extinguishes identified
- All Emergency Services contacts readily available
- Evac Plan enacted
- Two way radio communication between EC and staff
- Telstra mobile phone coverage only

## Resources Required

- Telstra Mobile phone contact to emergency services
- Two-way radios for music muster and camp staff
- . Camp Site map is on the Music Muster Program
- . Camp Map is also on the website with evacuation instructions

## Responsibilities

- Camp Owner to provide briefing
- Camp and Music Muster Coordinators to ensure adequate staff to perform evac. roles
- Music Muster and Camp staff all briefed on evacuation

## Monitoring

- Event staff and EC onsite and moving around venue

ISSUE 7 FIRE IN A BUILDING OR TEMPORARY STRUCTURE/ VAN			
Initial Assessment	Likelihood - E	Consequence- 3	Result - Moderate
Final Assessment	Likelihood -	Consequence	Result -

## Preventative Actions

- Evac Plan in place and staff briefed
- Mobile firefighting ute min 600Lt water on sites
- Back up Amelup on site is available
- All electrics checked
- All flammable structures around structures checked
- All gas bottles checked
- No smoking signs in place in hazardous places
- Camp and music muster staff on site
- Emergency Coordinator (EC) on site
- Fire extinguishers location, servicing and availability checked
- Contact details of emergency services retained by EC
- Evac Plan in place and staff briefed
- Emergency services invited to attend and camp at music muster
- SES informed of event via email letter

## Response Actions

- Put fire out
- Clear fire site of patrons to monitor
- Turn gas cylinders off if in location of the fire
- Clear fire site of patrons
- Fire extinguishers identified
- All Emergency Service contacts readily available
- Evac Plan available
- Two way radio communication between EC and staff
- Evacuation Plan

## Resources Required

- Mobile fire fighter phone contact to emergency services
- Two-way radios for contact

## Responsibilities

- Camp Coordinators to check extinguishers
- Camp & Music muster staff all briefed on evacuation

## Monitoring

- All staff onsite and moving around venue

ISSUE 8		POWER FAILURE	
Initial Assessment	Likelihood - B	Consequence- 1	Result - Moderate
Final Assessment	Likelihood -	Consequence	Result -

### Preventative Actions

- Western Power notified of Music Muster dates – double check no works on
- Understanding of the capacity of electricity available
- Camp and Music muster staff monitoring
- Back-up generators on site - for water for toilets and showers
- Back-up generators on site – for the music
- Back-up generators on site – food vans
- Certified safe tagged electrical leads
- Electrical contractor last updated electrical for camp on the Thursday of the Muster
- Music muster is on and on call
- Electrical contractor – let him know event dates

### Response Actions

- Check Power Box fuses
- Check equipment and campers
- Isolate cause of power outage
- Engage generators as appropriate
- Contact Western Power
- Pre muster briefing on outage action plan – who does what
- Camper and Muster staff monitor and action back up power
- Portable generator on-site (ready for operation)

### Resources Required

- Western Power and Electrical contractors phone numbers available
- Generators on site
- Communication two-way radio contact availability between staff
- Mobile phones on persons.

### Responsibilities

- Camp and music muster organisers implement preventative strategies
- Camp owners and music muster organisers

### Monitoring

- Event staff onsite and monitoring at venue



ISSUE 9 TOILET FAILURE / BLOCKAGE			
Initial Assessment	Likelihood - B	Consequence- 1	Result - Moderate
Final Assessment	Likelihood -	Consequence	Result -

### Preventative Actions

- Camp staff monitoring
- Cleaning products and supplies purchase and on site
- Test and inspect all facilities before event
- Toilets and had basins checked regularly throughout event by event staff
- Toilets stocked and cleaned before event
- Toilets cleaning roster – 4 times a day
- Provision of adequate waste paper bins in facility
- Signage erected directing patrons to facilities
- Back-up generators
- Plungers on site and experienced personal

### Response Actions

- Camp staff implement preventative actions
- Camp staff to ensure pre cleaning
- Camp staff toilet restocking and cleaning throughout the day
- Communication two-way radio contact between staff
- Camp owner informed of blockages via two way/mobile phone

### Resources Required

- Plumbing experienced personal on site
- Roster implemented
- Camp staff to monitor throughout the day
- Adequate toilet supplies onsite

### Responsibilities

- Camp owners to engage staff to monitor and conduct servicing and restocking
- Camp staff ensure toilets cleaned and ready

### Monitoring

- Camp staff onsite and inspecting facilities

ISSUE 10 WATER FAILUER/DRINKING WATER			
Initial Assessment	Likelihood - C	Consequence- 2	Result - Moderate
Final Assessment	Likelihood -	Consequence	Result -

### Preventative Actions

- Full water tanks before music muster 190,000 litres
- Water test prior to Music Muster
- Assess weather conditions prior to music muster to assess whether further water needed.
- Back-up generator on site to pump water for toilets and showers
- Water station at main music muster site.
- Water available for sale near music arena
- Liaise with food and wine vendors to ensure that they sell water at event
- Camp staff monitoring

### Response Actions

- Generator turned on for water supply if power outage
- Water station set up and staffed
- Water available for sale from Shepard's Hut wines
- Water available for sale from Food vendors

### Resources Required

- camp and music muster staff to monitor
- Adequate drinking water available from vendors

### Responsibilities

- Camp organisers to ensure all actions undertaken
- Camp staff

### Monitoring

- Camp staff onsite and monitoring

<b>ISSUE 11      Stage Malfunction/Marquee Malfunction</b>			
<b>Initial Assessment</b>	<b>Likelihood - E</b>	<b>Consequence- 2</b>	<b>Result - Low</b>
<b>Final Assessment</b>	<b>Likelihood -</b>	<b>Consequence</b>	<b>Result -</b>

### **Preventative Actions**

- Marquees erected on the Sunday prior to the event to ensure and inspected by owners, music muster organisers
- Full site inspection before the Music Muster on the Thursday morning
- First aid in attendance
- Stage inspection prior to Muster

### **Response Actions**

- Camp staff and music muster staff monitoring each morning, lunchtime and evening during music muster
- First aid in attendance
- Two way radio used and back up staff called to attend

### **Resources Required**

- Muster staff to implement preventative actions as necessary monitor and appraise throughout the day
- Two way radios and mobile phones with appropriate contact numbers.

### **Responsibilities**

- Camp organisers to ensure all actions undertaken

### **Monitoring**

- Camp and music muster staff onsite and monitoring stage and marquees

ISSUE 12		TRIP HAZARDS	
Initial Assessment	Likelihood - B	Consequence- 1	Result 1 MODERATE
Final Assessment	Likelihood -	Consequence	Result -

### Preventative Actions

- All cables taped, covered or cable tied where necessary
- Full site inspection before opening
- Muster and camp staff to monitor
- First aid in attendance

### Response Actions

- Muster and camp staff to implement Preventative actions as necessary monitor and appraise throughout the day
- First aid in attendance

### Resources Required

- Volunteer camp and muster staff
- First aid in attendance
- Cable covers as required

### Responsibilities

- Camp and Music organisers to ensure all actions undertaken
- Technicians
- Camp and music sponsors provide Two-way radios

### Monitoring

- Camp and Music muster staff onsite and moving around

ISSUE 13		NOISE NUISANCE	
Initial Assessment	Likelihood - E	Consequence- 1	Result - LOW
Final Assessment	Likelihood -	Consequence	Result -

### Preventative Actions

- All neighbours within a 2 km radius notified of forthcoming Music Muster
- Event well published for local community awareness

### Response Actions

- Ensure Preventative actions implemented and monitored

### Resources Required

- Open communication with neighbours

### Responsibilities

- Camp owners o

### Monitoring

- Camp owners

ISSUE 14 SOUND EQUIPMENT FAILURE			
Initial Assessment	Likelihood - C	Consequence- 2	Result - Moderate
Final Assessment	Likelihood -	Consequence	Result -

## Preventative Actions

- Music Muster organisers pre-event visit to test equipment
- Sound technicians fully test system and provide back up service
- Music Muster organisers have music generator on site as back up power
- Music Muster organisers monitoring thought the day

## Response Actions

- Event staff to implement Preventative actions as necessary monitor and appraise throughout the day
- Technicians on hand throughout day

## Resources Required

- Muster staff
- Sound technicians

## Responsibilities

- Event organisers to ensure all actions undertaken
- Technicians

## Monitoring

- Muster staff and technicians onsite and monitoring sound quality

ISSUE 15		FOOD CONTAMINATION	
Initial Assessment	Likelihood - E	Consequence- 2	Result - LOW
Final Assessment	Likelihood -	Consequence	Result -

### Preventative Actions

- Food vendors adhere to Health Act regulations and local laws pertaining to food vending
- All mobile food vans and suppliers of jars or pickled foods to submit their appropriate Health/Local Government permits
- First aid in attendance

### Response Actions

- Health Act Permits provided to organisers before the music muster
- First aid in attendance

### Resources Required

- First aid in attendance
- Permits sighted

### Responsibilities

- Camp Coordinators

### Monitoring

- Staff to monitor

ISSUE 16 CAMPER/TICKET HOLDER ENTRY/ARRIVAL			
Initial Assessment	Likelihood - C	Consequence- 1	Result - LOW
Final Assessment	Likelihood -	Consequence	Result -

## Preventative Actions

- **Thursday 2<sup>nd</sup> November** 12noon to 8pm
- Ticket and camp sites pre sold . Capped at 500 people
- Pre Music Muster email letter indicating arrival procedure
- **Allocation of camp sites**
- Dedicated group camp sites outlined 1<sup>st</sup> October
- Powered sites allocated on 1<sup>st</sup> October
- Group signage sites erected Sunday 25<sup>th</sup> October
- Tapped sites set out Sunday 25<sup>th</sup> October
- Entrance Supervisor/problem solver/allocator
- Two Camp Staff member with list of participants
- Wristbands allocated to ticket holders
- One team member allocated to setting campers up on powered sites and issues
- Two team members allocated to group site bookings
- Four team members allocated to unpowered sites – at entrance/shown to site/at site/parking.
- One team member to show musicians their allocated site and give them an introductory welcome and tour of the venue
- Two Customer Service Roaming Volunteers to answer FAQ s

## Response Actions

- Staffing in place and know role
- Communication systems established
- Camp owners and Music Muster Staff pre muster planning complete

## Resources Required

- Comprehensive camping site lists and plans in place to monitor throughout event
- Volunteers
- Staff familiarity with campsite
- High Visibility Vests
- Briefing session Wednesday 1<sup>st</sup> November
  - Traffic management details
  - Protective clothing requirements
  - Hats/water/sunscreen/food/seats
  - Organise relief/breaks/constant contact to make sure all is ok
  - Happy faces/ good customer service attitude
- Coordinator to monitor of attendants
- Two-way radios
- Telstra Mobile phone availability



## **Responsibilities**

- Camp Owners and Music Muster Coordinator

## **Monitoring**

- Camp Owners, Camp Caretakers, Camp coordinators,

UNCONFIRMED

<b>ISSUE 17</b>		<b>TRAFFIC CONGESTION ARRIVAL –</b>	
<b>L</b>		<b>M'ment key access rds, Inappropriate parking blocking driveway Parking Emergency Service Access</b>	
<b>Initial Assessment</b>	<b>- E</b>	<b>Consequence- 3</b>	<b>Result - Moderate</b>
<b>Final Assessment</b>	<b>Likelihood -</b>	<b>Consequence</b>	<b>Result -</b>

## Preventative Actions

### • Thursday 30<sup>th</sup> October

Road signage placed on key access rds to Mt Trio Bush Camp & Caravan Park

- Formby Sth rd to the north and south
- Salt River rd to the east and west
- Front driveway of Mt Trio Farm

### • Thursday 30<sup>th</sup> October - Traffic attendants placed on key access rds to Mt Trio Bush Camp & Caravan Park

- Front driveway of Mt Trio Farm
- Attendants monitoring of all parking and traffic movement
- Two-way radios
- SES assistance on roads
- Police assistance where necessary
- Confirmation email letters to ticket holders/campers prior to them attending the music muster with instructions.

## Response Actions

- Road Signage in place
- SES as traffic attendants
- Event sponsors Event staff including traffic controllers
- Road signage trailer available
- Communications available by 2-way radio and mobile phone

## Resources Required

- Mobile phone contact to emergency services
- Two-way radios
- Police available to respond

## Responsibilities

- Camp and Music Muster Coordinators
- Event staff all briefed on parking requirements

## Monitoring

- Event staff onsite and offsite moving around and within venue

ISSUE 18 RUBBISH REMOVAL			
Initial Assessment	- E	Consequence- 1	Result -LOW
Final Assessment	Likelihood -	Consequence	Result -

### Preventative Actions

- Recycling bins in place
- Rubbish bins in place at selected locations
- Camp staff monitoring
- Regular bin liner replacement and rubbish pick up

### Response Actions

- Camp and muster staff onsite and moving around venue
- Glass and plastic recycling containers on site
- Communication two-way radio contact between staff

### Resources Required

- 20 waste bins provided on site
- Recycling bins
- Recycling containers from food vans
- Staff available for ground clean up throughout weekend
- Communication two-way radio contact availability between staff
- Camp ute and trailer to take rubbish to Gnowangerup tip – check closure times
- Camp supply of bins and bin liners

### Responsibilities

- Camp and music muster organisers to manage site clean up
- Provide clean bins on site
- Camp staff provide Two-way radios
- Camp to take rubbish to Gnowangerup tip
- Notify containers for change for pick up prior to and after Music Muster

### Monitoring

- Camp staff onsite and moving around venue

ISSUE 19		EVENT CANCELLATION	
Initial Assessment	- E	Consequence- 1	Result -LOW
Final Assessment	Likelihood -	Consequence	Result -

### Preventative Actions

- Take all possible precautions as outlined in Risk Management process
- Contingency plan to notify public of event cancellation

### Response Actions

- Risk Management Plan for implemented
- Contingency for public notification of cancellation

### Resources Required

- Risk Management Plan for event
- Contingency for public notification of cancellation
- Provision for return of funds held in holding accounts/or postponement of muster to another date

### Responsibilities

- Campfire Country Music Muster Coordinators and Mt Trio Bush Camp & Caravan Park owners.

### Monitoring

- Event coordinators to ascertain reasons for event not going ahead

ISSUE 20 FIRST AID/ DEHYDRATION//HEART ATTACKS			
Initial Assessment	- D	Consequence- 3	Result - Moderate
Final Assessment	Likelihood -	Consequence	Result -

### Preventative Actions

- Ambulance and First Aid staff engaged on site
- Emergency Coordinator (Camp Owner) on site
- Contact details of emergency services retained by EC
- Fresh drinking water available on-site
- Signs around event directing patrons to First Aid post
- Sunscreen availability
- Purchase of defibrillator
- First aid on site
- Defibrillator instructions to staff

### Response Actions

- Event staff and EC to monitor
- First Aid signage erected
- All ES contacts readily available
- Evac Plan available
- Two way radio communication between EC and staff

### Resources Required

- Mobile phone contact to emergency services
- Two-way radios f

### Responsibilities

- Camp & Music Muster Coordinators
- First Aid staff

### Monitoring

- staff onsite and moving around venue
- First Aid staff to monitor



ISSUE 22		OVERCROWDING	
Initial Assessment	- E	Consequence- 1	Result -LOW
Final Assessment	Likelihood -	Consequence	Result -

### Preventative Actions

- Ground estimate hold 500 comfortably
- Pre-sold tickets give accurate estimates
- Viewing areas offer a range of seating options
- All facets of preparation based on the estimate maximum figure.
- Entries to be monitored and enforced

### Response Actions

- Ensure all preventative actions are implemented
- Mobile phones and two-way communications available for communication on the day available on the day

### Resources Required

- Mobile phone availability
- Two-way radios
- Crowd supervision and monitoring

### Responsibilities

- Event Coordinators to monitor crowd movement

### Monitoring

- Camp and Music Muster coordinators

ISSUE 23		MISSING PERSONS	
Initial Assessment	Likelihood - D	Consequence- 3	Result - MODERATE
Final Assessment	Likelihood -	Consequence	Result -

### Preventative Actions

- Event staff monitoring
- First aid in attendance
- Lighting
- Signage

### Response Actions

- Event staff onsite and moving around venue
- Established contact as necessary with Camp Owner
- Take note of time/position/clothing/etc – list needed
- Communication two-way radio contact between staff
- Contact 000 without delay

### Resources Required

- Emergency Services . Dial 000
- Camp Owner on site for directives
- Colleagues of lost participants allocated a volunteer manager  
And establish details and calm others
- Communication two-way radio contact availability between staff

### Responsibilities

- Camp organisers
- Event sponsors provide Two-way radios
- Camp manager pre muster communication with authorities

### Monitoring

- staff onsite and moving around venue



ISSUE 24		ENTRY AND EXIT PROCEDURES	
Initial Assessment	- E	Consequence- 1	Result -LOW
Final Assessment	Likelihood -	Consequence	Result -

### Preventative Actions

- Camp Owner open all major exits at start of event and man throughout event
- Gates not to be locked during duration of event
- Sufficient clearway avenues maintained to all exits

### Response Actions

- Staff to monitor throughout event that no gates are locked or thorough fares blocked
- Event Coordinator and Emergency Coordinator to monitor through staff checking

### Resources Required

- Mobile phone availability
- Two-way radios
- Camp staff crowd supervision and monitoring

### Responsibilities

- Camp Coordinators
- Emergency Coordinator

### Monitoring

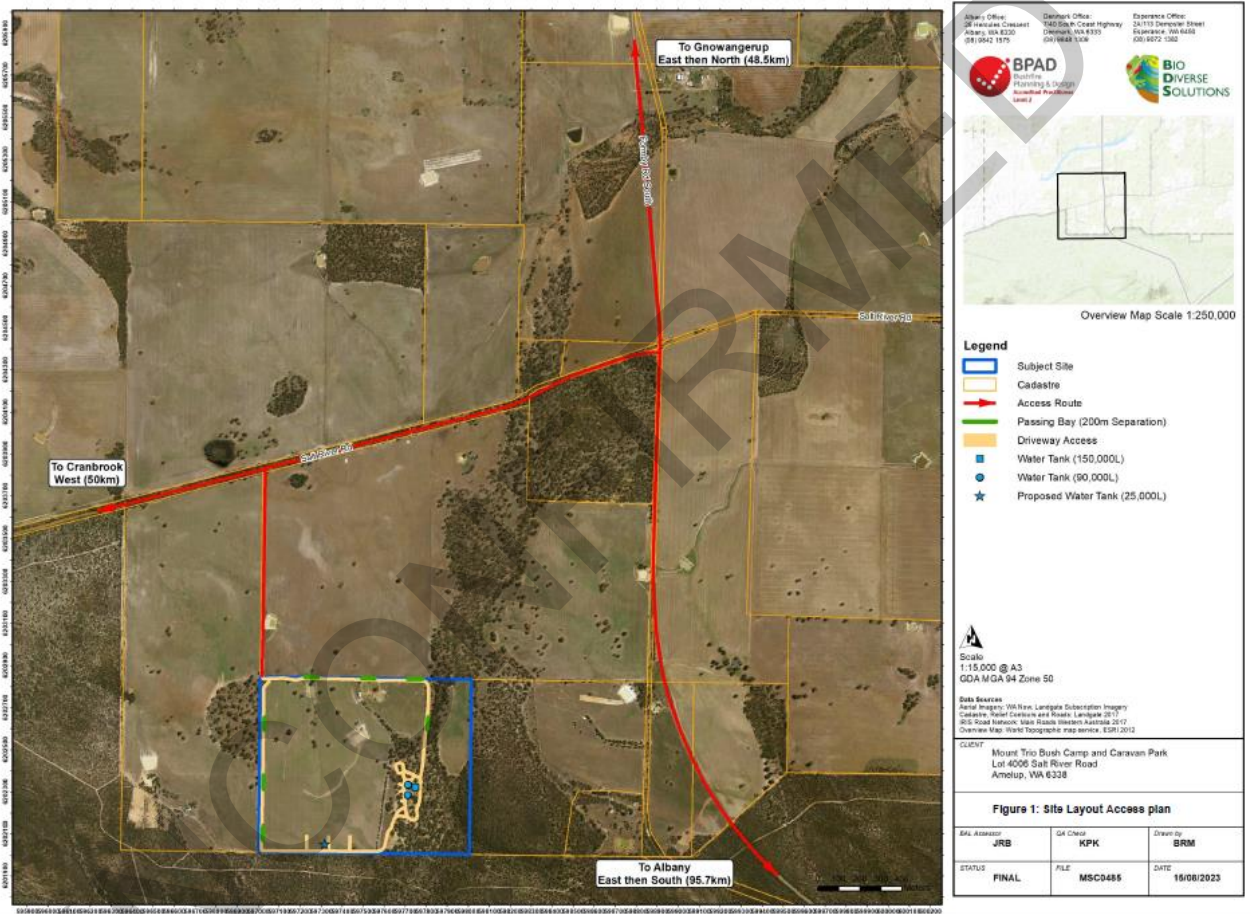
- Camp & Music Muster coordinators, event staff and emergency coordinator

## Section 5 Bushfire Emergency Evacuation Plan

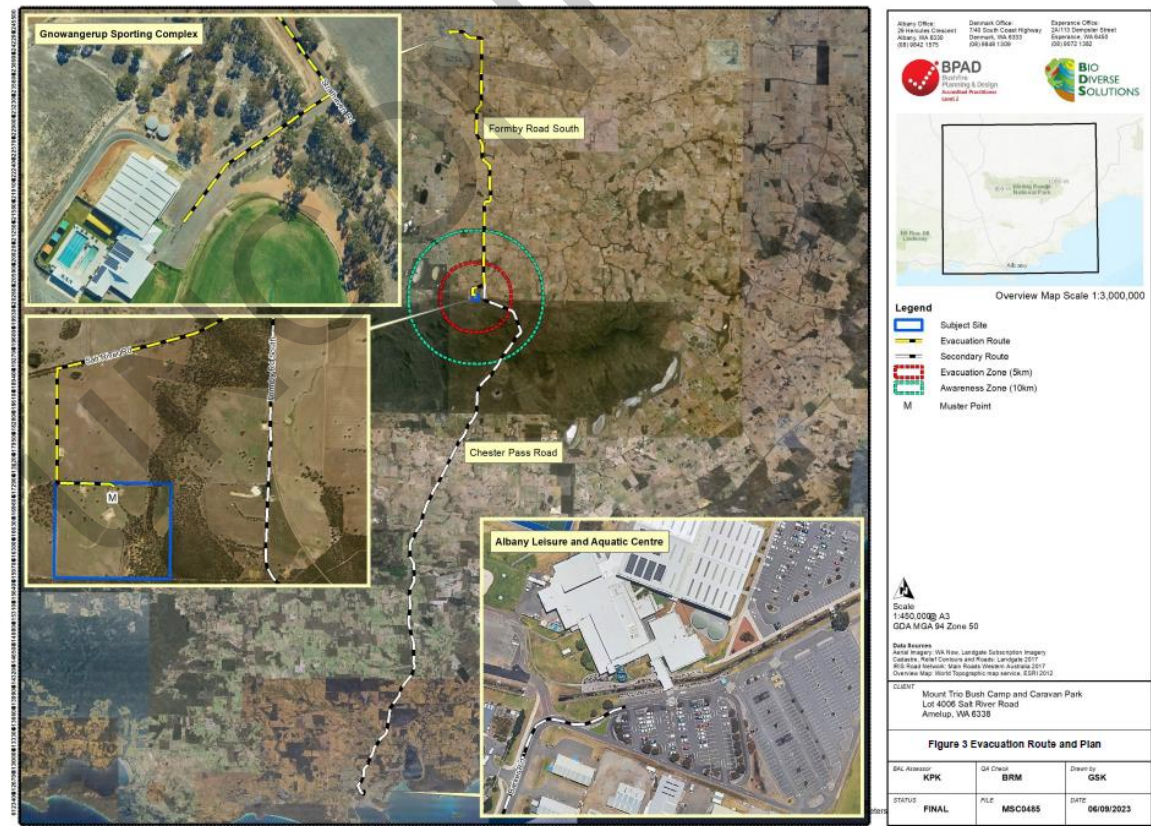
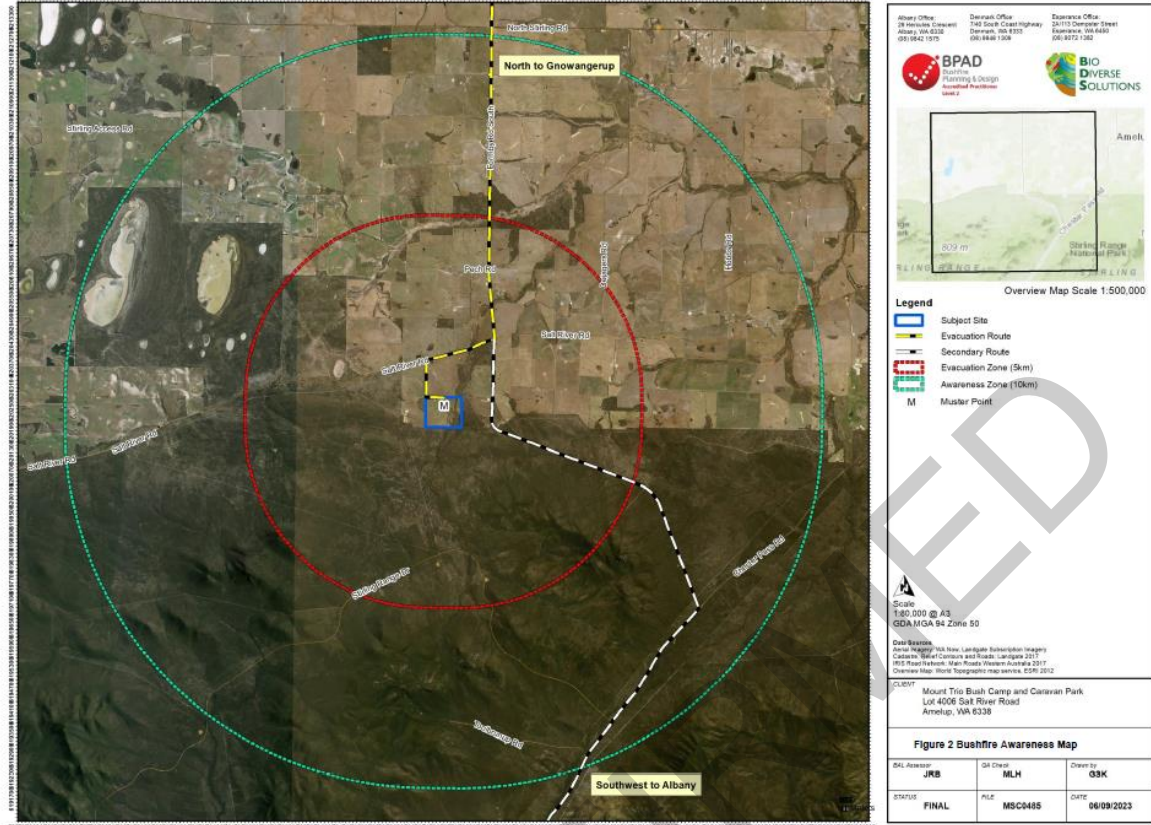
### Removeable Section for use during the Bushfire Season

Site Details					
Name of Facility:		Mt Trio Bush Camp and Caravan Park			
Address:		Lot 4006 (No.4850) Salt River Road			
Suburb:		Amelup	State:	W.A.	Postcode 6338
Local Area:	Government	Shire of Gnowangerup			









## 5 Emergency Response

### 5.1 Evacuation (Primary Emergency Action)

Evacuation is the primary action in the event of a bushfire, if safe to do so.

#### Triggers for Evacuation:

- 'Advice', 'Watch and Act' or 'Emergency Warning' alert from the Department of Fire and Emergency Services or Department of Biodiversity, Conservation and Attractions.
- Direction to evacuate from an emergency service authority.
- When a bushfire is within the 5km Evacuation Zone.
- When the Fire Danger Rating (FDR) is "Catastrophic" and "Extreme".
- Also be aware of any bushfire within the 10km Bushfire Awareness Zone and be ready to implement evacuation procedures if required or directed by emergency services.

**The designated evacuation location is the Gnowangerup Sporting Complex (Primary) or the Albany Leisure and Aquatic Centre (ALAC) (Secondary).**

Early evacuation should always be the primary action – you should never 'wait and see what happens'. Sheltering-in-place during a bushfire should be a Last Resort Option, when all other plans fail, and occupants/campers are unable to leave due to there being insufficient time to evacuate early to a safer place well away from the fire; or emergency services advise, through official warnings, that sheltering-in-place is the safest option. Given this is a camping site and the occupants/campers will likely be in caravans or vehicles it is strongly recommended against sheltering in place as an option.

If caught in a vehicle in a bushfire, follow the directions stated in Section 5.6 of this Evacuation Plan.



## 5.2 The Procedures for Evacuation:

Managers are to lead the evacuation procedures and ensure the occupants/campers have a clear direction of the below procedures. Evacuation is considered the safest alternative, provided adequate time is available to complete the evacuation safely. Evacuating well in advance of a fire's predicted arrival time is safer than remaining on-site.

- The Managers are to confirm with lead agencies (DFES or other Emergency Service) prior to evacuation and provide the directions to the occupants/campers.
- Managers are to make contact with the occupants/campers and provide direction, occupants/campers should gather in one location (Muster Point) and prepare to evacuate.
- Any occupants/campers that are away from the site once an evacuation has commenced, must not return to the site under any circumstances. In this situation occupants/campers must find alternative accommodation, go to the nearest designated refuge centre or follow the directions of the leading emergency agency.
- Managers should ensure the occupants/campers have sufficient space in vehicles to account for all people. If there is not enough space for all occupants/campers in the designated vehicles the manager should organise for alternative transport.
- The youngest children or persons with support needs, should be in the first evacuating vehicles.
- Managers and occupants/campers should monitor the ABC local radio (Great Southern– (830AM, 558AM or 107.5FM) regularly for local bushfire information (weather trends, warnings and bushfire locations).
- Managers should look to identify the bushfire location on the Bushfire Awareness Map (Figure 2), consider the wind direction and identify the direction the fire might be traveling.
- Managers should ensure the evacuation route is safe to travel, alternative routes may be available and safer.
- Manager to decide the evacuation location Gnowangerup Sporting Complex (Primary) or the Albany Leisure and Aquatic Centre (ALAC) (Secondary), or other as directed by emergency services.
- If safe to do so, as directed, the occupants/campers should evacuate the property to a safer location Gnowangerup Sporting Complex (Primary) or the Albany Leisure and Aquatic Centre (ALAC) (Secondary), or other as directed by emergency services.
- Continue to monitor the situation, the evacuation route may become untenable.

***If the designated evacuation route/s are no longer considered safe to evacuate occupants/campers may be required to Shelter in Place, managers to follow direction from Lead Agencies (DFES or other Emergency Service).***

### 5.3 Managers Responsibilities

The Managers, John Byrne and or /Margot Byrne, have the following responsibilities during evacuation. Section 5 of this Evacuation Plan should be printed out and made available to the occupants/campers prior to their stay to aid evacuation in the event of a bushfire:

- Arrange for communication with Lead Agencies (DFES or other Emergency Service) and advise them of the emergency situation (include phone number).
- Make contact with the occupants/campers and ensure they are aware of the bushfire emergency; people should gather in one location (Muster Point) and prepare to evacuate.
- Occupants/campers will generally have arrived in their own transport and will be directed to leave the property immediately via the driveway to Salt river Road (see Figure 3).
- Ensure all persons are accounted for prior to departure (use client listing).
- Ensure occupants/campers understand the evacuation procedure.
- Contact off-site location Gnowangerup Recreation Centre (Primary) or the Albany Leisure and Aquatic Centre (ALAC) (Secondary), or other as directed by emergency services and inform them of pending arrival.
- Maintain situational awareness through radio, DFES website, ABC radio, smart phone applications and local firefighting resources.
- Manager (person responsible) to advise the local emergency service (include phone number) that all the persons have been evacuated and are accounted for and safe at the designated location.
- If in the event occupants/campers are unable to drive or do not have a vehicle available, people must group into other available vehicles or alternative transport must be arranged to assist.
- At the designated off-site location, move all persons inside and ensure all persons are accounted for and safe.

#### 5.4 **PRIMARY** Evacuation Route – North to Gnowangerup Sporting Complex – 48.92km

The **Primary** Evacuation Route should be the first option. If the Fire Warden/s have made the decision to evacuate staff and occupants/campers and the Primary evacuation route is safe, follow the directions below to the Gnowangerup Sporting Complex. If the Primary evacuation route is not safe, the Fire Warden/s is to establish if another alternative route is safe. Direction from Lead Agencies (DFES or other Emergency Service) may also determine the appropriate evacuation route.

1. From the Muster Point, use the private driveway to travel to Salt River Road (1.5km).
2. Turn right on Salt River Road and proceed east towards Formby Road South Road (2km).
3. Turn left on to Formby Road South Road and head north towards Gnowangerup Townsite (38.5km).
4. At the intersection continue straight onto Gnowangerup-Jerramungup Road to Gnowangerup townsite (6.5km)
5. Turn left into Strathaven Road and continue south to the Gnowangerup Sporting Complex (280m).
6. Turn right into Gnowangerup Sporting Complex (140m).

NOTE: The Gnowangerup Sporting Complex is a Primary Local Emergency Management Arrangement Welfare Centre, but given the proximity to the camping site, may not be the optimal safer location. Further direction from Lead Agencies (DFES or other Emergency Service) may also determine alternative safer location/s.



### 5.5 Secondary Evacuation Route - South to Albany Leisure and Aquatic Centre (ALAC) – 95.05km

The Secondary Evacuation Route should be considered if the fire is located in an area that will put the primary safer location under threat (i.e., access to the north is justified). If the Fire Warden/s have made the decision to evacuate and the Secondary evacuation route is safe, follow the direction below to the Albany Leisure and Aquatic centre. If the Secondary evacuation route is not safe, the Fire Warden/s is to establish if another alternative route is safe. Direction from Lead Agencies (DFES or other Emergency Service) may also determine the appropriate evacuation route.

1. From the Muster Point, use the private driveway to travel to Salt River Road (1.5km).
2. Turn right on Salt River Road and proceed east towards Formby Road South Road (2km).
3. Turn right on to Formby Road South Road and head south towards Chesterpass Road (10.3km).
4. turn right onto Chesterpass Road and head south towards Albany townsite (79km).
5. At the roundabout take the second exit onto Albany Highway Centennial Park (1.7km)
6. Turn left into Barker Road Centennial Park and continue straight towards Albany Leisure Centre (550m)

NOTE: The Gnowangerup Sporting Complex is a Primary Local Emergency Management Arrangement Welfare Centre, but given the proximity to the camping site, may not be the optimal safer location. Further direction from Lead Agencies (DFES or other Emergency Service) may also determine alternative safer location/s

#### 5.6 What to do if caught in a vehicle in a bushfire:

- Park the vehicle where there is no vegetation, with the vehicle facing toward the fire front and turn the engine off.
- Close the vehicles doors, windows and outside vents.
- Stay as close to the floor as possible and cover your mouth with a damp cloth to avoid smoke inhalation.
- If woollen blankets are available, cover up with them and drink plenty of water to avoid dehydration.
- Remain in the vehicle until the fire front has past and wait for assistance.
- Once the fire front has passed and the temperatures have dropped, cautiously exit the vehicle.

Sheltering in a vehicle is a last resort option, and should only occur if it is too late to safely evacuate. If you have to shelter in a vehicle, please follow the DFES "Traveling During a Bushfire" fact sheet attached.

### 5.7 Emergency Management Team Contact List

Name	Organisation	Contact Details
John Byrne	Landowner/manager	0427 279 270
Margot Byrne	Landowner/Manager	0419 751 801
Kathryn Kinnear	Bio Diverse Solutions (Bushfire Consultant)	0447 555 516
<b>Additional Emergency Management Team Personnel</b>		
Name	Organisation	Contact Details
Mt Trio Caravan Park Office	Manager on duty	0427 279 270
Camp Caretakers (on rotation)		
Roger Luff	Caretaker	0499 714 704
Lina Neilson	Caretaker	0499 714 704
Jo McCombe	Caretaker	0499 714 704
Mick Shirley	Caretaker	0499 714 704

## 5.8 List of Emergency Contacts

Name of Organisation	Office / Contact	Phone Number / Website
DFES	Emergency and Fire	000
DFES	Emergency Information	13 33 37 <a href="#">DFES - Department of Fire and Emergency Services</a>
DFES	Speech or Hearing Impediment	106
DFES	If calling from a satellite phone, international or interstate	+61 8 9395 9395
Emergency WA	Warnings and Incidents	<a href="#">Home - Emergency WA Warnings &amp; Incidents</a>
WA Ambulance	Accident / Injury	000
WA Police	Criminal Activity	000
Bureau of Meteorology (BoM) Recorded Information	Recorded Information	1300 659 213
SES	Emergency Assistance	132 500
Main Roads WA	Traffic Incidents and Road Closures	138 138
Gnowangerup Volunteer Fire and Rescue Service	Local Fire	0427 281 018
Gnowangerup Police	Local Police	(08) 9827 2800
Gnowangerup Hospital	Medical	(08) 08 9827 2222
Shire of Gnowangerup	Office	(08) 9827 1007
Harvest Ban/Vehicle movement hotline		(08) 9827 1711
DBCA	District Office	(08) 9842 4500

### Radio:

- ABC: Great Southern– Local Radio (630AM, 558AM or 107.5FM)

### Internet Sites:

- ABC Emergency Website - [ABC Emergency](#)
- Prepare your property – [property-preparation-dfes-checklist.pdf](#)
- Emergency WA – [www.emergency.wa.gov.au](#)
- DFES on Facebook – [www.facebook.com/dfeswa](#)
- DFES on Twitter – [www.twitter.com/dfes.wa](#)
- National Bushfires app – ["Australia's Number 1 Bushfire App" \(bushfireblankets.com\)](#)











<b>11.11</b>	<b>ALGA'S 31<sup>ST</sup> NATIONAL GENERAL ASSEMBLY (NGA) OF LOCAL GOVERNMENT IN CANBERRA FROM 24 JUNE TO 27 JUNE 2025</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	1 May 2025
<b>Business Unit:</b>	Governance
<b>Responsible Officer:</b>	David Nicholson, Chief Executive Officer
<b>Author:</b>	Melanie Wilson, Executive Assistant
<b>Disclosure of Interest:</b>	NIL

## ATTACHMENTS

- NGA registration information, provisional program & general information
- Councillors Entitlement Policy
- Proposed costs & Itinerary

## PURPOSE OF THE REPORT

Permission is requested for travel arrangements and associated payments for Deputy President Rebecca O'Meehan, Cr Robbie Miniter OAM and Cr Peter Callaghan to attend ALGA's 31<sup>st</sup> National General Assembly (NGA) of Local Government from 24 June 2025 to 27 June 2025 being held in Canberra.

## BACKGROUND

The ALGA conference presents a valuable opportunity to gain insight into important matters affecting local government. Key highlights include discussions on local-based initiatives, formula-based funding, and four critical national issues:

- **Emergency management**
- **Safer roads**
- **Housing and community infrastructure**
- **Local government jobs and skills**

One of the standout features of the conference is the *Debate in Motion*, where councillors bring pressing local government issues to the national stage for discussion and advocacy.

## COMMENTS

The Shire President and CEO have been invited to attend the ALGA Conference in Canberra as part of the Health Alliance delegation. Their participation is fully funded by the Health Alliance, covering all associated expenses.



This invitation had initiated a broader conversation among councillors regarding potential interest in attending the conference, with a focus on the benefits of representation, networking, and engagement in key national discussions relevant to local government.

Participation in such events requires approval by Council to ensure alignment with Council objectives, priorities and responsible use of resources and compliance with the Councillor Entitlement Policy.

Councillor entitlements and related procedures are further detailed in the policy outlined below.

### ***COUNCILLOR ENTITLEMENT POLICY***

#### **5.0 Conference and Seminars Registration**

#### **5.2 Where Accommodation and/or Airfares are required**

Requests for registration at events requiring the provision of accommodation and/or airfares must be submitted to Council for consideration

### **CONSULTATION**

The topic of attendance at the ALGA Conference in Canberra was raised during the Information Briefing held on 23 April 2025, following confirmation that the Shire President and CEO will attend as part of the Health Alliance delegation, with all associated expenses covered by the Alliance.

Councillors were invited to express interest in attending the conference to ensure representation and engagement in key national discussions relevant to local government.

### **STATUTORY REQUIREMENTS**

NIL

### **POLICY IMPLICATIONS**

This report is to comply with the *Councillors Entitlement Policy* which states that where accommodation and flights are involved Council approval is required

### **FINANCIAL IMPLICATIONS**

Payment required for flights, accommodation and conference registration, attachment shows the breakdown of the costings

Attendance to the conference remains within the approved limits of the 2024/2025 annual budget allocation.

## CONCLUSION

Networking with peers, federal decision-makers, and industry experts offers valuable opportunities to build partnerships, share our region's story, and bring fresh ideas back to our community.

Upon return from the conference, it is expected that each Councillor who attended will provide a report to Council outlining key insights, learnings, and potential benefits to the Shire gained through their participation.

## VOTING REQUIREMENTS

Simple Majority

## COUNCIL RESOLUTION

**MOVED: Cr S Hmeljak**

**SECONDED: Cr L Martin**

**0525.12      That Council**

- 1. Approves the attendance of Deputy President Rebecca O'Meehan, Cr Robert Miniter OAM and Cr Peter Callaghan at ALGA's 31<sup>st</sup> National General Assembly (NGA) of Local Government in Canberra, scheduled from 24 June 2025 to 27 June 2025.**
- 2. Approves the Shire incurring costs associated with attendance to the conference as per the Councillors Entitlement Policy.**

**UNANIMOUSLY CARRIED BY: 8 / 0**

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

**AGAINST: NIL**



**NGA** 2025  
National General Assembly

## REGISTRATION INFORMATION

National Convention Centre, Canberra 24 - 27 June 2025

## Foundation Partners



Australian Government  
Department of Infrastructure,  
Transport, Regional Development,  
Communications and the Arts



## Major Partners



## Event Sponsor



## Featured Exhibitor



# PRESIDENT WELCOME



Dear Colleagues,

It is my pleasure to invite you to attend ALGA's 31st National General Assembly (NGA) of Local Government in Canberra from 24-27 June.

The theme of this year's event will be "National Priorities Need Local Solutions", focusing on the important role we all play delivering local place-based initiatives that help address our nation's big challenges.

Of course, we can't deliver on this promise without sustainable funding, and ALGA continues to advocate to the federal government for a significant increase in untied, formula-based funding for all councils.

This year's NGA will once again feature concurrent "listening sessions", offering in-depth engagement on four key national issues: emergency management, safer roads, housing and community infrastructure, and local government jobs and skills.

Following the federal election, NGA 2025 will provide a great opportunity to help shape a new government or refocus a returned government on the needs of councils across Australia.

On the final day of the NGA we will hold Ministerial Engagement Forums, which will allow us to engage directly with the federal government on the policies, support and funding we collectively need.

One of the highlights of every NGA is the debate on motions, where your councils bring key issues for local government to the national stage.

I look forward to hearing your council's motions, and discussing the challenges and opportunities for our communities.

I am excited to invite you to attend this year's NGA, and hope to see you in Canberra in June.

Yours sincerely,

Matt Burnett, President  
Australian Local Government Association

# NGA 2025

## Provisional Program

### New NGA Program Format

After the success of the new format in 2024, this year's NGA will feature the same changes to the sessions and breaks. Sessions have been extended in length to allow extra time for questions and answers. Break times are two 60 minute breaks on each day. These changes provide delegates greater value through better opportunities to ask questions in presentations, as well as more time to visit the exhibition hall, or conduct meetings during meal breaks.

**TUESDAY 24 JUNE**  
**REGIONAL FORUM**

8.00am	<b>Registrations Open</b>
9.00am - 5.00pm	<b>Regional Forum</b> (Additional registration required)
5.00pm - 7.00pm	<b>National General Assembly Welcome Reception &amp; Exhibition Opening</b>

**WEDNESDAY 25 JUNE**  
**NATIONAL GENERAL ASSEMBLY**

8.00am	Registrations Open
9.00am	<b>MC Welcome and Introduction</b> <b>Welcome to Country</b> Governor-General of the Commonwealth of Australia (invited)
9.40am	<b>Minister Address - TBC</b>
10.00am	<b>Leader of the Opposition Address - TBC</b>
10.20am	<b>ALGA President's Address</b> <b>Mayor Matt Burnett, ALGA President</b>
<b>11.00AM</b>	<b>MEAL BREAK ONE</b>
12.00pm	<b>Australia and the New Geo Economic Landscape</b>
1.00pm	<b>From Big Picture to Local Action</b> Jason Clarke
<b>2.00PM</b>	<b>MEAL BREAK TWO</b>
3.00pm	<b>Debate on Motions</b>
5.00pm	<b>Close of day one</b>

**THURSDAY 26 JUNE**  
**NATIONAL GENERAL ASSEMBLY**

9.00am	<b>Adapting Together: Local Government Leadership in a Changing Climate</b> Presented by ALGA, Nations Partners & Ricardo
10.00am	<b>AI for Society: Shaping a Better Tomorrow</b> Stephen Scheeler
<b>11.00AM</b>	<b>MEAL BREAK ONE</b>
12.00pm - 2.00pm	<b>Concurrent Listening Sessions</b>
	<b>Emergency Management: Capability and Capacity</b> <i>Sponsored by JLT &amp; Telstra</i>
	<b>Safer Roads</b> <i>Sponsored by Hyundai</i>
	<b>Housing and Community Infrastructure</b> <i>Sponsored by Novoplan</i>
	<b>Local Government Jobs and Skills</b> <i>Sponsored by KPMG</i>
<b>2.00PM</b>	<b>MEAL BREAK TWO</b>
3.00pm	<b>Debate on Motions</b>
7.00pm	<b>General Assembly Dinner</b> Great Hall, Australian Parliament House

**FRIDAY 27 JUNE**  
**MINISTERIAL ENGAGEMENT FORUM**

8.00am	<b>Registrations Open</b>
9.00am	<b>National Priorities Need Local Solutions - Ministerial Engagement Forums</b>
10.30am	<b>MORNING TEA</b>
11.30am	<b>National Priorities Need Local Solutions - Ministerial Engagement Forums continued</b>
1.00pm	<b>LUNCH</b>



# REGIONAL FORUM 2025

## PROVISIONAL PROGRAM

8.00am	REGISTRATIONS OPEN
9.00am	<b>ALGA President Opening Address</b> Matt Burnett, ALGA President <b>Welcome to Country</b> Paul Girrawah House, Ngambri-NGunnawal Custodian
9.15am	<b>Minister Address - TBC</b>
9.30am	<b>Shadow Minister Address - TBC</b>
9.45am	<b>NBN Forum Partner Address</b>
10.10am	<b>State of the Regions</b> Bernard Salt AM

## 11.10am MORNING TEA

11.40am **Driving Efficiency through Technology**

## 12.30pm LUNCH

1.30pm **Creating Vibrant Communities - Sharing Issues and Ideas**

## 3.00pm AFTERNOON TEA

3.30pm **Better Mental Health in Regional Communities**  
Prof Jenny May AM, National Rural Health Commissioner

4.20pm **Building a Stronger and Safer Network: The Future of Regional Road Infrastructure**  
Kenn Beer, Principal Engineer, Safe System Solutions



### PROFESSOR JENNY MAY AM

National Rural Health Commissioner

Professor Jenny May AM has been passionate about rural health since her first rural medical student placement in 1980 and then as a trainee rural doctor at Tamworth Hospital in 1985.

Professor May's vast and extensive knowledge working across Australia and internationally has provided multiple opportunities to contribute through research on health workforce matters. She now calls Tamworth home and has had the incredible privilege to live and work with her doctor husband and family in a number of remote and regional locations.

Professor May holds fellowships with RACGP and ACRRM and has extensive experience in clinical practice, research, education and rural health advocacy. In 2016 she was awarded a Member of the Order of Australia (AM) for significant service to community health in rural and regional areas, as a general practitioner, member of professional medical groups, and as an educator.

With over 35 years of working and supporting rural, regional and remote health care, her appointment as the third National Rural Health Commissioner has been widely welcomed.



### BERNARD SALT AM

Founder, Demographics Group

Bernard Salt AM is widely regarded as one of Australia's leading social commentators. He has written six popular best-selling books, hosted a TV show on SkyNEWS Business called "The Next Five Years" and hosted a top-rated podcast called "What Happens Next".

After a 20-year career as a Partner in a global advisory firm, Bernard founded The Demographics Group to provide advice to business on demographic, social and property trends.

He is best known to the wider community for his penchant for identifying new social behaviours including "the goat's cheese curtain."

Bernard has been a columnist with The Australian newspaper for more than 20 years. His column in The Weekend Australian Magazine is highly regarded and widely read.

Bernard was awarded the Member of the Order of Australia (AM) in the 2017 Australia Day honours for his services to the Australian people via demography.

And finally, Bernard is the person responsible for popularising the phrase "smashed avocado" ... globally.



### KENN BEER

Principal Engineer, Safe System Solutions

Kenn is a Registered Professional Engineer, accredited Senior Road Safety Auditor, transport planner, trainer and assessor. He has over 20 years' experience in road safety engineering, planning, policy and strategy development.

Kenn is one of Australia's most active Safe System practitioners and trainers, and has delivered many diverse projects, including: safety strategies for local and state government; business cases for TAC; Road Safety Audits and Safe System Assessments. Kenn was co-lead for the 2020 update to the Austroads Guide to Road Safety series.

Kenn Beer will lead Australia's pathway to Vision Zero – zero deaths, or serious injuries – on Australia's roads by 2050.



# NGA 2025 INFORMATION

## SOCIAL FUNCTIONS

### Welcome Reception & Exhibition Opening

Tuesday 24 June 2025

Venue: National Convention Centre Canberra

The Welcome Reception will be held in the exhibition hall and foyer.

5:00pm - 7:00pm

\$55.00 per person for day delegates and guests. No charge for full registered delegates. No charge for registered accompanying partners.

Dress Code: Smart casual

### General Assembly Dinner

Thursday 26 June 2025

Venue: Parliament House

The dinner is being held in The Great Hall.

7:00pm - 11:00pm

\$179.00 per person

Dress Code: Formal/Cocktail

Numbers to this dinner are strictly limited. Tickets are allocated on a first in basis.

### General Assembly Business Sessions

Wednesday 25 June 2025 - Friday 27 June 2025

Venue: National Convention Centre Canberra

All plenary sessions will be held in the Royal Theatre at the National Convention Centre.

Dress Code: Smart casual

### Exhibition

Wednesday 25 June 2025 - Friday 27 June 2025

Venue: National Convention Centre Canberra

The exhibition is being held in the Exhibition Hall at the National Convention Centre.

### Partner Tours

The partners meet at the National Convention Centre Canberra each morning to commence their tour.

#### Marion High Tea & Canberra Glassworks Tour

Wednesday 25 June - 9.45am

The group will start the morning at 'The Marion' where guests will indulge in a Traditional High Tea. The menu includes traditional items such as pastries, scones, tea and coffee. Guests can relax and enjoy the views overlooking Lake Burley Griffin.

The next stop is the Canberra Glassworks. Here guests will take part in a workshop tour, featuring a tile demonstration that showcases the intricate craftsmanship behind glass art.

For lunch, enjoy a delicious meal at The Dock in Kingston, before heading to the last stop for the day: The Australian War Memorial. Here guests will have the opportunity to discover its new main entrance and to reflect on Australia's history and its heroes.

#### Instala DIY & Museum of Australian Democracy

Thursday 26 June - 10:30am

Get in tune with your inner artisan during a DIY crafts session. Create a one-of-a-kind piece with perfume or candle making to take home as a souvenir.

After this creative experience, you'll enjoy a relaxing lunch at the Braddon Assembly Pub, where you can savour a delicious hearty meal.

The afternoon will conclude with a visit to the Museum of Australian Democracy at Old Parliament House (MoAD). Through the guided tour guests will be immersed in Australia's political history, gaining insights into the nation's democratic journey and their various exhibits.

## LISTENING SESSIONS

Another change to the format of the NGA last year was the inclusion of four concurrent "Listening Sessions".

These sessions were designed to provide delegates with the opportunity to engage directly with representatives from federal government departments about the issues faced by councils.

The sessions focused on four key topics: Roads and Transport, Energy Transition, Disaster Resilience and Recovery, and National Housing and Community Infrastructure.

In 2025 the "Listening Sessions" will be held on Thursday 26 June, with the topics being; **Emergency Management: Capability and Capacity, Safer Roads, Housing and Community Infrastructure and Local Government Jobs & Skills.**

# GENERAL INFORMATION

## Privacy Disclosure

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities.

If you do not consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form. Importantly, your name can also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

## Photographs

During the General Assembly there will be a contracted photographer taking photographs during the sessions and social functions. If you have your picture taken it is assumed that you are giving consent for ALGA to use the image. Images may be used for print and electronic publications.

## Coach Transfers

**Daily Shuttles** run to and from the National Convention Centre

Shuttle service between all General Assembly hotels (except Crowne Plaza Canberra) and the National Convention Centre will operate between 8:00am and 8:30am. Return shuttles will depart the National Convention Centre at 5:00pm.

Welcome Reception and Exhibition Opening - Tuesday 24 June 2025  
National Convention Centre

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 4:45pm. The return coaches will depart between 6.30pm - 7.00pm.

General Assembly Dinner - Thursday 26 June 2025  
The Great Hall, Parliament House

Coaches will collect delegates from all General Assembly hotels at approximately 6:15pm. A return shuttle service will operate between 10:30pm and 11:15pm.

## Car Parking

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$23.50 per day. Alternatively, voucher public parking is available 300m from the Centre at a cost of approximately \$20.00 per day. The voucher machines accept either cash or cards (Visa or MasterCard).

## Payment Procedures

Payment can be made by:

Credit card MasterCard and Visa

Electronic Funds Transfer  
Bank: Commonwealth Bank  
Branch: Woden  
BSB No: 062905  
Account No: 10097760

ALGA ABN  
31 008 613 876

## Canberra Weather in June

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 11-15°C and temperatures do drop to 0°C on average in the evenings, so be sure to bring a warm jacket.

Mornings can be foggy so keep this in mind when booking flights. It is best to avoid early arrivals or departures in case of delays due to fog.

# CANCELLATION POLICY

## STANDARD REGISTRATION TERMS

An administration charge of \$110.00 will be made to any participant cancelling before Friday 23 May 2025. Cancellations received after Friday 23 May 2025 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost

By submitting your registration you agree to the terms of the cancellation policy.

## Substitutions

As with all ALGA events, substitutions are allowed for delegates. Please notify the conference organisers in writing if substitutions are required.

No refund will be available to no shows.

## ACCOMMODATION TERMS

All cancellations or amendments must be made in writing to Conference Co-ordinators and will be acknowledged by email.

All rooms cancelled 30 day prior to check-in will be charged the full amount unless the room can be resold.

You are required to pay for your full accommodation account and any incidental expenses incurred during your stay when checking in to the hotel.

No refund will be available to no shows.

# KEYNOTE SPEAKERS



## **STEPHEN SCHEELER**

Stephen Scheeler is Australia's most authoritative voice on A.I., technology, disruption and leadership.

He is the former Facebook CEO for Australia and New Zealand, where he guided Facebook's rise from quirky start up to media and technology titan. Working with Mark Zuckerberg and Facebook's Silicon Valley leaders, his tenure at Facebook saw the ANZ business – including Instagram, Messenger and WhatsApp – become one of the most successful Facebook markets in the world.

Today, he is founder of The Digital CEO, Senior Advisor to McKinsey & Company, and Executive-in-Residence at the Australian Graduate School of Management. He is also co-founder and CEO of Omniscient – the world leader in using A.I. to decode the human brain. Omniscient is often called “the OpenAI of the brain”.

As a speaker, Stephen has appeared on the highest-profile keynote stages – including TEDx and SxSW Austin. He has spoken to or advised the likes of Google, PwC, EY, Deloitte, Westpac, Macquarie Bank, Citibank, Mastercard, American Express, Toyota, Oracle, Telstra, Seek, Qantas and the Australian Government.

He is a frequent media commentator on data, A.I., technology and the future of business & society, and a member of the Australian Prime Minister's Knowledge Nation 100, top innovation leaders in Australia.



## **JASON CLARKE**

Since achieving the lowest Year 12 score in the history of his school in 1977, Jason Clarke has been an exhibition designer, a script writer, commercial event and film producer and for a while, Creative Director of Australia's largest multi-media production company. He's staged Shakespeare, grand opera, experimental avantgarde theatre and even designed a dolphin show for a major marine park.

He's developed and taught courses in Logic, Problem Solving and Innovation for Melbourne Business School, Mt Eliza Business School, the Australian School of Entrepreneurship, the Stern Business School of New York and the Ben Gurion Business School of Israel.

But since 2000 he's been a freelance thinker-for-hire, offering creative and lateral thinking services for organisations struggling to embrace innovation and change.

His clients include just about every kind of enterprise, from plucky little start-ups to national and global corporations, from communities and not-for-profits to State and Local Governments. Today he's a regular international speaker and one of the most sought-after creative minds in Australia.

But he'll tell you he's just a Plumber of the Mind, the guy you go to when your head gets clogged.

# REGISTRATION INFORMATION

Registration form available at [NGA25.COM.AU](http://NGA25.COM.AU)

## GENERAL ASSEMBLY REGISTRATION

- Attendance to all General Assembly sessions
- Meal breaks as per the General Assembly program
- One ticket to the Welcome Reception & Exhibition Opening
- General Assembly satchel and materials

Early Bird Payment recieved by Friday 30 May 2025	\$979.00
Late Payment recieved after Friday 30 May 2025	\$1,099.00

## DAY REGISTRATION FEES

- Attendance to all General Assembly sessions on the day of registration
- Meal breaks as per the General Assembly program
- One ticket to the Welcome Reception & Exhibition Opening
- General Assembly satchel and materials

Wednesday 25 June 2025	\$529.00
Thursday 26 June 2025	\$529.00
Friday 27 June 2025	\$329.00

## TUESDAY REGIONAL FORUM REGISTRATION FEES

- Attendance to all Regional Forum sessions
- Meal breaks as per the Regional Forum program

Forum Only Tuesday 24 June 2025	\$479.00
Regional Forum NGA Delegate Discount	\$279.00

## ACCOMPANYING PARTNER REGISTRATION FEES

- 1 ticket to the Welcome Reception & Exhibition Opening
- Day tour Wednesday 25 June 2025
- Day tour Thursday 26 June 2025

Partner Registration Fee	\$335.00
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All amounts include GST

# 2025 NGA Conference Hotels

## A by Adina

1 Constitution Avenue, Canberra

A by Adina Canberra is the newest hotel to Canberra which is located on Constitution Avenue only a 5-minute walk from the National Convention Centre.

The hotel combines spacious apartment living with 24-hour reception, room service, service provided by knowledgeable concierges and a well-equipped gym.

A new dining district is also newly constructed in the immediate area.

All rooms have a king bed and the studios offer a twin option of two singles beds.

Studio Rooms: \$260 per night  
— Single/twin/double

1 Bedroom Apartments: \$290 per night  
— Single/double

## Adina Serviced Apartments

79 Northbourne Avenue, Canberra

Adina Serviced Apartments Canberra James Court (formerly Medina) is located in the heart of the city on Northbourne Ave. offering contemporary spacious one bedroom apartments. Each apartment features a fully-equipped kitchen, in-room laundry and modern conveniences including flat screen TVs and free WiFi, outdoor pool, sauna, gym, spa and undercover parking on site (\$20/day). The hotel is approximately a 20-minute walk from the National Convention Centre.

1 Bedroom Apartments: \$230 per night  
— Single

## Avenue Hotel

80 Northbourne Avenue, Canberra

The Avenue Hotel is one of the only 5 star options in the Canberra city and offers guests both studio and apartment style rooms. The hotel is a 15-20 minute walk from the Convention Centre.

The apartments have a fully functioning kitchen. Twin option at the hotel consists of two king singles.

Superior King Rooms \$315 per night  
— Single/twin/double

1 Bedroom Apartments \$345 per night  
— Single/double

## Crowne Plaza

1 Binara Street, Canberra

The Crowne Plaza is adjacent to the Convention Centre and only a short walk from restaurants, bars and the main shopping district.

Twin option at the hotel consists of two double beds.

City View Room \$367 per night  
— Single/twin/double

Park View Room \$412 per night  
— Single/twin/double

## Mantra on Northbourne

84 Northbourne Avenue, Canberra

Mantra on Northbourne is centrally located within the CBD and approximately a 15-20 minute walk from the National Convention Centre. The hotel features underground parking (for a fee), a 24 hour reception, a heated indoor pool, sauna and a fully-equipped gymnasium.

All apartments offer one king bed, individually controlled air-conditioning, WiFi (for a fee), pay per view movies, mini bar, tea/coffee making facilities, a separate lounge and dining area, kitchen and a fully equipped laundry.

1 Bedroom Apartments: \$219 per night  
— Single/double

## Nesuto Apartments

2 Akuna Street, Canberra

Located in the heart of Canberra's CBD, the Nesuto Apartments is only a five-minute walk from the National Convention Centre. The one-bedroom apartments also offer a separate lounge/dining area.

Twin option at the hotel consists of two single beds. Additional costs will apply if more than two guests are within the one room.

Studio Apartment \$285 per night  
— Single/twin/double

1 Bedroom Apartments \$305 per night  
— Single/twin/double

## Qt Hotel

1 London Circuit, Canberra

The Qt Hotel is a modern hotel with boutique style furnishings, central to the city and a 10-minute walk to the National Convention Centre.

Twin option at the hotel consists of two single beds.

King Room \$239 per night  
— Single/twin/double

Superior King Room \$259 per night  
— Single/twin/double

## The Sebel Canberra Civic

197 London Circuit, Canberra

The Sebel Canberra Civic is one of Canberra's newest hotels which opened in June 2019 and is just a 7-minute walk from the National Convention Centre.

This property offers free WiFi throughout the hotel, a fully equipped gym, and an onsite restaurant and bar lounge.

All rooms come with a fully equipped kitchenette with Nespresso machine and dining table. Every bathroom is accessibility friendly with walk in showers.

Superior Room \$235 per night  
— Single/double

Executive Room \$265 per night  
— Single/double



Proudly brought to you by



**ALGA**

Australian Local  
Government Association

UNCONFIRMED

## ALGA 2025 National General Assembly Canberra 24 June 2025 to 27 June 2025

### Attendee Details

- Cr XXX
- Cr XXX
- Cr XXX

	Flights	Accommodation QT Hotel Canberra	Regional Forum Admission (24 June)	NGA Admission (25 & 26 June)	Transport and Food
XXX	\$1,439.99	\$1036.00	\$279.00	\$979.00	\$400.00
XXX	\$1,350.00	\$1036.00	\$279.00	\$979.00	\$400.00
XXX	\$1,294.00	\$1036.00	\$279.00	\$979.00	\$400.00
<b>Totals</b>	<b>\$4083.99</b>	<b>\$3108.00</b>	<b>\$837.00</b>	<b>\$2937.00</b>	<b>\$1200.00</b>
					<b>TOTAL \$12165.99</b>

### Flight Details are as follows for Cr R O'Meehan & Cr R Miniter:

Qantas Airlines

23 June 2025 depart Perth at 1320hrs arrive in Canberra 1910hrs – Flight time 3hrs 50 mins

27 June 2025 depart Canberra at 2000hrs arrive in Perth 2235hrs – Flight time 4hrs 35 mins

### Flight Details are as follows for Cr P Callaghan:

Qantas Airlines

23 June 2025 depart Perth at 1320hrs arrive in Canberra 1910hrs – Flight time 3hrs 50 mins

29 June 2025 depart Canberra at 2000hrs arrive in Perth 2235hrs – Flight time 4hrs 35 mins

### Accommodation Details

QT Hotel, 1 London Cct, Canberra – Contact number 02 6247 6244. 10-minute walk to the National Convention Centre.

Superior King Room - \$1036.00 each

Approx cost for Cr R O'Meehan - \$4133.99

Approx cost for Cr R Miniter OAM - \$4044.00

Approx cost for Cr P Callaghan - \$3988.00

## COUNCILLORS' ENTITLEMENT POLICY

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### Objective

- To provide guidelines on the support and allowances available to Councillors within the provisions of the *Local Government Act 1995*, including cover for any 'out of pocket' expenses that are incurred in carrying out their function as an elected member.
- To provide guidelines relating to the participation of Councillors at conferences and training seminars.

### 1.0 Fees and Allowances

Meeting fees and allowances for Councillors are determined by the Salaries and Allowances Tribunal (SAT). All local governments in Western Australia fall into one of four "bands", which then provides a range within which a Council can set fees and allowances.

#### 1.1 President and Deputy President Allowances, Annual Meeting Attendance Fees and Communications Allowances

Presidential and Deputy Presidential Allowances, Annual Meeting Attendance Fees and Communications Allowances will be paid within the range set by the Salaries and Allowances Tribunal from time to time, with the specific amount to be determined by Council in its annual adopted Budget.

#### 1.2 Payment of Meeting Fees and Allowances

All meeting fees and allowances are paid in June and December.

#### 1.3 Committee Member who is not an elected member

A committee member who is not an elected member or employee of the local government, who attends a committee meeting or at the request of the local government a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government within the range determined by SAT.

### 2.0 Reimbursement of Expenses

#### 2.1 Motor Vehicle Travel Expenses (S 5.98(2))

In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, Councillors will be reimbursed for travel expenses incurred with respect to the actual cost of travelling from their place of residence to attend:

- (a) An Annual or Special meeting of Electors;
- (b) An Ordinary or Special meeting of Council;



- (b) A meeting of a Committee of which they are a member (or a deputy member attending in place of a member); A Committee is defined as a Committee of Council;
- (c) Visits by Ministers of the Crown;
- (d) Council Inspection Tours;
- (e) Any meeting of a body to which the Councillor has been appointed by Council, unless the Councillor is eligible to claim reimbursement of travel costs direct from that body;
- (f) A Shire of Gnowangerup civic function\* to which Councillors have been invited;
- (g) A meeting with the Chief Executive Officer or an Executive Manager at the officer's request;
- (h) A training seminar that is relevant to their role as a councillor and has been approved by the Council; or
- (i) Any other meeting, function or event which they have been asked to attend in their role as Councillor by Council, the Shire President or the Chief Executive Officer.

The rate of reimbursement will be in accordance with that specified by the *Local Government Officers' (Western Australia) Interim Award 2011*.

Reimbursement will be undertaken in June and December following the submission of one or more signed Members' Quarterly Travel and Out of Pocket Expenses reimbursement claim form.

*\*For the purposes of this Policy, "Civic Function" means an official function arranged by the Shire of Gnowangerup.*

## 2.2 Parking Expenses (S 5.98(2))

Parking expenses associated with any of the attendances referenced in Clause 2.1 will be reimbursed in June and December, provided that relevant parking receipts are attached to the signed Members' Quarterly Travel and Out of Pocket Expenses reimbursement claim forms.

## 2.3 Childcare Expenses (S 5.98(2))

In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, Councillors will be reimbursed for childcare costs incurred as a result of any of the attendances referenced in clause 2.1.

Childcare costs will not be paid where the care is provided by a member of the immediate family or relative living in the same premises as the Councillor.

The Shire of Gnowangerup will reimburse childcare costs either at the actual cost per hour or \$35 per hour, whichever is the lesser amount. Formal receipts must be kept and attached to the claim for reimbursement.

Reimbursement will be undertaken in June and December, following the submission of one or more signed Members' Quarterly Travel and Out of Pocket Expenses reimbursement claim form.

#### 2.4 Other Expenses

Other reasonable expenses (including accommodation, laundry costs, meals, refreshments (excluding alcohol), parking and taxi charges, telephone calls and other appropriate out of pocket expenses) incurred by Councillors in connection with an attendance as specified in either clause 2.1, clause 4 or clause 5 may be reimbursed, provided that authorisation has been received from the Chief Executive Officer prior to the expenditure taking place.

### 3.0 Items to be provided to Councillors

#### 3.1 Tablet/iPad

Councillors will be issued with a tablet/iPad at the commencement of each four-year term.

- (a) The maximum value of the tablet will be capped at \$1,000;
- (b) The Shire's IT subcontractors will provide support for Shire-supplied IT equipment. All requests for assistance are to be directed to the Deputy CEO in the first instance.
- (d) Councillors are entitled to utilise their Shire-provided tablet for both Shire and private purposes (including electoral campaigning).
- (e) All tablets will be "changed-over" four years after their date of purchase.

#### 3.2 Corporate Apparel and Business Cards

Councillors will be issued with a name badge at the commencement of their first four-year term, such items to be replaced as required at the Councillor's request.

Councillors can request Business Cards to assist them to fulfill their community engagement duties.

### 4.0 Training Registration

Provided that expenditure is within the constraints of the Shire's adopted annual Budget, the Chief Executive Officer is authorised to arrange, at the Shire's cost and at the request of a Councillor, the registration of that Councillor at any:

- (a) Training session conducted by WALGA; or

- (b) Any other training considered by the Shire President to be directly relevant to the Shire's affairs.

## 5.0 Conferences and Seminars Registration

### 5.1 Where Accommodation and/or Airfares are not required

Provided that expenditure is within the constraints of the Shire's adopted annual Budget, the Chief Executive Officer is authorised to arrange, at the Shire's cost and at the request of a Councillor, registration at professional conferences which:

- (a) are considered by the Shire President to be directly relevant to the Shire's affairs; or
- (b) are convened by WALGA; and
- (c) do not necessitate arrangements for accommodation or airfares.

Registrations of this type will include registration for any applicable conference dinner, should the Councillor wish to attend same

### 5.2 Where Accommodation and/or Airfares are required

Requests for registration at events requiring the provision of accommodation and/or airfares must be submitted to Council for consideration.

### 5.3 Booking Arrangements Relevant to Clauses 4 and 5

- (a) In the event that three or more requests are received to attend the same opportunity or conference, or the annual Budget allocation is exceeded, then the matter must be submitted to Council for consideration.
- (b) Attendees will provide a report on their attendance at the next Council meeting following the training or conference.
- (c) Any request for attendance at a training opportunity or conference that falls within the last three months of a Councillor's term of office will be referred to Council for approval. For the purposes of clarity, the date from which clause takes effect will be the date on which the training opportunity or conference commences.
- (d) The Shire will not pay for partners and spouses to accompany Councillors on Council business, other than for attendance at an official conference dinner. Partners and spouses may accompany Councillors at other times at their own expense.

## 6.0 Upon Retirement (\$ 5.100A)

- 6.1 Councillors who retire or are not returned to Council after serving at least one full four-year term will be entitled to a gift of up to approximately \$100 per year of service in recognition of their commitment to Council and the Community. The maximum value of the gift shall not exceed \$1,000.

6.2 All Councillors who retire or are not returned to Council will receive the following-

- (a) A Certificate bearing the Council seal;
- (b) A Certificate of Service including dates of service; and
- (c) A Certificate of Shire Presidential Service will be issued to Councillors who have served as the Shire President, including dates of service.

6.3 All Councillors who retire or are not returned to Council will be entitled to a formal dinner function or an informal cocktail/sundowner/lunch function. The details of the function are to be determined by the Shire President.

#### COMPLIANCE REQUIREMENTS

Legislation / Documents	<ul style="list-style-type: none"><li>Local Government Act 1995; Sections 7A &amp; 7B ; Local Government (Administration) Regulations</li></ul>
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#### DOCUMENT CONTROL

#### STRATEGY & GOVERNANCE

Policy Number	2.1
Responsible Officer	Chief Executive Officer
Initial Council Adoption	22 June 1998
Review Dates	<ul style="list-style-type: none"><li>31 May 2019</li><li>31 August 2023 (approved by Council 27 September 2023)</li><li>28 August 2024 (approved by Council 28 August 2024)</li></ul>
Next Review Due	31 August 2025 This policy will be reviewed annually or more often where circumstances require.

<b>11.12</b>	<b>LIST OF PAYMENTS FROM THE MUNICIPAL FUND AND TRANSACTION CARD ACCOUNTS FOR THE PERIOD 1 TO 30 APRIL 2025</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	9 May 2025
<b>Business Unit:</b>	Corporate and Community Services
<b>Responsible Officer:</b>	Chiara Galbraith – Deputy Chief Executive Officer
<b>Author:</b>	Anrie van Zyl – Human Resource & Emergency Management Officer
<b>Disclosure of Interest:</b>	NIL

#### ATTACHMENTS

- List of Payments for April 2025

#### PURPOSE OF THE REPORT

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

#### BACKGROUND

Nil

#### COMMENTS

The List of Payments for April 2025 covering the period 01/04/2025 to 30/04/2025 is as follows:

<b>FUND</b>	<b>AMOUNT</b>
Municipal Fund	\$525,921.02
Credit Card	<u>\$ 2,156.52</u>
<b>TOTAL</b>	<b>\$528,077.54</b>

#### CONSULTATION

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

*Local Government (Financial Management) Regulations 1996*

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

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

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

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

#### POLICY IMPLICATIONS

Purchasing Policy 4.1

Corporate Credit Card Policy 4.4

#### FINANCIAL IMPLICATIONS

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

#### STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

<b>Theme</b>	Our Organisation
<b>Community Priority</b>	Forward planning and implementation of plans to achieve strategic priorities.

#### STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

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

#### IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

**MOVED: Cr R Miniter**

**SECONDED: Cr P Callaghan**

**0525.13 That Council:**

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

**EFT2276– EFT22378 totalling \$374,651.04;**

**Superannuation and Direct Deposits totalling \$151,269.98; and**

**Corporate Credit Card totalling \$2,156.52**

**UNANIMOUSLY CARRIED BY: 8 / 0**

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

**AGAINST: NIL**

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

Chq/EFT	Name	Date	Amount
EFT22280	35 DEGREES SOUTH	03/04/2025	\$ 3,025.00
DD7386.1	3E Advantage	17/04/2025	\$ 418.00
EFT22281	A D CONTRACTORS PTY LTD	03/04/2025	\$ 5,632.00
DD7361.16	ACCLAIM WEALTH	09/04/2025	\$ 107.89
DD7393.15	ACCLAIM WEALTH	23/04/2025	\$ 98.33
EFT22282	ADAM TAYLOR ELECTRICAL	03/04/2025	\$ 1,911.13
EFT22276	ADMIN SOCIAL CLUB	02/04/2025	\$ 220.00
EFT22329	ADMIN SOCIAL CLUB	15/04/2025	\$ 100.00
EFT22283	AFGRI EQUIPMENT AUSTRALIA PTY LTD	03/04/2025	\$ 98.21
EFT22332	AIR LIQUIDE	16/04/2025	\$ 131.76
EFT22333	AIRPORT LIGHTING SPECIALISTS PT	16/04/2025	\$ 316.80
EFT22284	ALBANY STATIONERS	03/04/2025	\$ 154.25
DD7361.4	AMP LTD T/A SIGNATURE SUPER	09/04/2025	\$ 32.17
EFT22285	ANNA MARIA VAN ZYL	03/04/2025	\$ 125.00
DD7361.13	ANZ SMART CHOICE SUPER	09/04/2025	\$ 595.64
DD7393.12	ANZ SMART CHOICE SUPER	23/04/2025	\$ 655.00
EFT22286	AREA SAFE PRODUCTS PTY LTD	03/04/2025	\$ 3,826.90
EFT22334	AUSTRALIA POST	16/04/2025	\$ 217.95
DD7361.15	AUSTRALIAN RETIREMENT TRUST	09/04/2025	\$ 307.95
DD7393.14	AUSTRALIAN RETIREMENT TRUST	23/04/2025	\$ 261.54
DD7361.9	AUSTRALIAN SUPER	09/04/2025	\$ 1,582.32
DD7393.8	AUSTRALIAN SUPER	23/04/2025	\$ 1,875.55
EFT22277	AUSTRALIAN TAXATION OFFICE	02/04/2025	\$ 55.00
EFT22376	AUSTRALIAN TAXATION OFFICE	23/04/2025	\$ 11,137.00
EFT22377	AUSTRALIAN TAXATION OFFICE	29/04/2025	\$ 57,319.00
EFT22287	AVDATA PTY LTD	03/04/2025	\$ 334.59
DD7361.1	AWARE SUPER	09/04/2025	\$ 7,452.10
DD7393.1	AWARE SUPER	23/04/2025	\$ 7,915.49
EFT22335	B P HARRIS & SON	16/04/2025	\$ 445.94
EFT22336	BAREFOOT CLOTHING MANUFACTURERS	16/04/2025	\$ 276.00
EFT22337	BATTERY WORLD ALBANY	16/04/2025	\$ 301.85
DD7345.1	BENDIGO COMMUNITY BANK	01/04/2025	\$ 103.13
DD7347.2	BENDIGO COMMUNITY BANK	02/04/2025	\$ 2,666.75
DD7388.1	BENDIGO COMMUNITY BANK	14/04/2025	\$ 5,521.47
EFT22288	BEST OFFICE SYSTEMS	03/04/2025	\$ 1,671.01
14	BF - ACCOUNT KEEPING FEES	29/04/2025	\$ 0.30
14	BF - ACCOUNT KEEPING FEES	24/04/2025	\$ 6.00
14	BF - ACCOUNT KEEPING FEES	23/04/2025	\$ 0.15
14	BF - ACCOUNT KEEPING FEES	23/04/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	22/04/2025	\$ 4.00



Chq/EFT	Name	Date	Amount
14	BF - ACCOUNT KEEPING FEES	16/04/2025	\$ 6.60
14	BF - ACCOUNT KEEPING FEES	15/04/2025	\$ 0.60
14	BF - ACCOUNT KEEPING FEES	14/04/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	11/04/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	10/04/2025	\$ 5.85
14	BF - ACCOUNT KEEPING FEES	08/04/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	04/04/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	04/04/2025	\$ 7.20
14	BF - ACCOUNT KEEPING FEES	03/04/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	02/04/2025	\$ 0.60
14	BF - ACCOUNT KEEPING FEES	02/04/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	01/04/2025	\$ 4.00
14	BF - ACCOUNT KEEPING FEES	01/04/2025	\$ 3.03
EFT22289	BGL SOLUTIONS	03/04/2025	\$ 12,981.81
EFT22338	BGL SOLUTIONS	16/04/2025	\$ 7,972.10
EFT22278	BLACK AND GOLD SOCIAL CLUB	02/04/2025	\$ 120.00
EFT22330	BLACK AND GOLD SOCIAL CLUB	15/04/2025	\$ 70.00
DD7395.1	BOC GASES	27/04/2025	\$ 38.50
EFT22339	BOOEASY AUSTRALIA PTY LTD	16/04/2025	\$ 425.13
EFT22290	BUILDING AND ENERGY DIVISION DEPT MINES, INDUSTRY REGULATION AND SAFETY	03/04/2025	\$ 77.20
EFT22340	BUILDING AND ENERGY DIVISION DEPT MINES, INDUSTRY REGULATION AND SAFETY	16/04/2025	\$ 113.30
DD7361.10	CARE SUPER	09/04/2025	\$ 1,326.76
DD7393.9	CARE SUPER	23/04/2025	\$ 1,433.62
EFT22375	CASSANDRA BEECK	16/04/2025	\$ 2,960.00
EFT22291	CHRONICLE RIP PTY LTD	03/04/2025	\$ 1,689.60
EFT22292	COMMODITY AG	03/04/2025	\$ 4,977.09
EFT22341	CONPLANT PTY LTD	16/04/2025	\$ 1,694.00
EFT22293	CORSIGN WA	03/04/2025	\$ 1,265.00
EFT22294	CSSTECH	03/04/2025	\$ 20.00
EFT22342	DATA SIGNS PTY LTD	16/04/2025	\$ 25,399.00
EFT22295	DAVID ELLIS T/A BLUE HEELER SAFETY	03/04/2025	\$ 2,700.00
EFT22378	DAVID ELLIS T/A BLUE HEELER SAFETY	29/04/2025	\$ 2,100.00
DD7402.1	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	24/04/2025	\$ 1,480.00
EFT22343	DIRECT LIGHTING ALBANY	16/04/2025	\$ 72.00
14	DOT - DEPT TRANSPORT DIRECT DEBIT	30/04/2025	\$ 2,616.00
14	DOT - DEPT TRANSPORT DIRECT DEBIT	29/04/2025	\$ 9,967.40
14	DOT - DEPT TRANSPORT DIRECT DEBIT	28/04/2025	\$ 8,969.45
14	DOT - DEPT TRANSPORT DIRECT DEBIT	24/04/2025	\$ 3,108.45
14	DOT - DEPT TRANSPORT DIRECT DEBIT	23/04/2025	\$ 9,495.40
14	DOT - DEPT TRANSPORT DIRECT DEBIT	22/04/2025	\$ 3,479.50
14	DOT - DEPT TRANSPORT DIRECT DEBIT	17/04/2025	\$ 2,915.00

Chq/EFT	Name	Date	Amount
14	DOT - DEPT TRANSPORT DIRECT DEBIT	16/04/2025	\$ 250.40
14	DOT - DEPT TRANSPORT DIRECT DEBIT	15/04/2025	\$ 9,443.05
14	DOT - DEPT TRANSPORT DIRECT DEBIT	14/04/2025	\$ 1,042.60
14	DOT - DEPT TRANSPORT DIRECT DEBIT	11/04/2025	\$ 1,083.15
14	DOT - DEPT TRANSPORT DIRECT DEBIT	10/04/2025	\$ 9,200.15
14	DOT - DEPT TRANSPORT DIRECT DEBIT	09/04/2025	\$ 2,865.35
14	DOT - DEPT TRANSPORT DIRECT DEBIT	08/04/2025	\$ 223.80
14	DOT - DEPT TRANSPORT DIRECT DEBIT	07/04/2025	\$ 318.80
14	DOT - DEPT TRANSPORT DIRECT DEBIT	04/04/2025	\$ 1,345.50
14	DOT - DEPT TRANSPORT DIRECT DEBIT	03/04/2025	\$ 1,370.75
14	DOT - DEPT TRANSPORT DIRECT DEBIT	02/04/2025	\$ 3,198.50
14	DOT - DEPT TRANSPORT DIRECT DEBIT	01/04/2025	\$ 791.60
EFT22325	EVERJAZZ PTY LTD T/A POWELL SECURITY SERVICES	03/04/2025	\$ 100.10
DD7361.12	FORMULAE 1 PTY LTD ATF THE ISIAH4110 SUPERANNUATION FUND	09/04/2025	\$ 338.63
DD7393.11	FORMULAE 1 PTY LTD ATF THE ISIAH4110 SUPERANNUATION FUND	23/04/2025	\$ 358.37
EFT22344	FVS FIRE PTY LTD T/A PROTECTOR FIRE SERVICES PTY LTD	16/04/2025	\$ 227.70
EFT22296	GEORGINA WEBB	03/04/2025	\$ 1,987.50
EFT22345	GEORGINA WEBB	16/04/2025	\$ 846.56
EFT22297	GNOWANGERUP COMMUNITY RESOURCE CENTRE	03/04/2025	\$ 137.45
EFT22346	GNOWANGERUP COMMUNITY RESOURCE CENTRE	16/04/2025	\$ 2,208.21
EFT22298***	GNOWANGERUP FUEL SUPPLIES	03/04/2025	\$ 499.11
EFT22347***	GNOWANGERUP FUEL SUPPLIES	16/04/2025	\$ 273.99
EFT22299	GNOWANGERUP SPORTING COMPLEX	03/04/2025	\$ 558.80
EFT22300	GNOWANGERUP TYRE SERVICE	03/04/2025	\$ 201.00
EFT22301	GNP HARDWARE	03/04/2025	\$ 3,975.35
EFT22348	GNP HARDWARE	16/04/2025	\$ 1,794.24
DD7373.1***	GREAT SOUTHERN FUEL SUPPLIES	15/04/2025	\$ 91.53
EFT22302	HILAM ARCHITECTS PTY LTD	03/04/2025	\$ 6,050.00
EFT22349	HILAM ARCHITECTS PTY LTD	16/04/2025	\$ 27,500.00
DD7361.5	HOST PLUS SUPERANNUATION FUND	09/04/2025	\$ 299.54
DD7393.4	HOST PLUS SUPERANNUATION FUND	23/04/2025	\$ 298.07
DD7343.1	HOUSING AUTHORITY	02/04/2025	\$ 225.50
DD7355.1	HOUSING AUTHORITY	07/04/2025	\$ 610.00
DD7375.1	HOUSING AUTHORITY	11/04/2025	\$ 210.00
DD7391.2	HOUSING AUTHORITY	22/04/2025	\$ 610.00
DD7403.1	HOUSING AUTHORITY	28/04/2025	\$ 210.00
DD7361.3	HUB 24 SUPER FUND	09/04/2025	\$ 207.77
DD7393.3	HUB 24 SUPER FUND	23/04/2025	\$ 410.56
EFT22303	INDUSTRIAL AUTOMATION GROUP PTY LTD	03/04/2025	\$ 4,452.80
EFT22304	JOHN GORDON OWENS	03/04/2025	\$ 777.00
EFT22305	KATANNING GLAZING & SECURITY	03/04/2025	\$ 11,673.00
EFT22306	LANDGATE	03/04/2025	\$ 141.54

Chq/EFT	Name	Date	Amount
EFT22350	LEWIS WINTER	16/04/2025	\$ 14,200.00
EFT22351	LG CONSULTING SOLUTIONS	16/04/2025	\$ 3,703.04
EFT22279	LGRCEU	02/04/2025	\$ 264.00
EFT22331	LGRCEU	15/04/2025	\$ 132.00
EFT22326	LIVINGSTON MEDICAL	03/04/2025	\$ 22,916.66
EFT22352	LIVINGSTON MEDICAL	16/04/2025	\$ 150.00
EFT22307	LO-GO APPOINTMENTS	03/04/2025	\$ 9,744.24
EFT22327	LO-GO APPOINTMENTS	03/04/2025	\$ 8,391.68
EFT22353	LO-GO APPOINTMENTS	16/04/2025	\$ 9,048.05
EFT22308	MCLEODS LAWYERS PTY LTD	03/04/2025	\$ 852.73
DD7361.7	MERCER SUPER FUND	09/04/2025	\$ 353.63
DD7393.6	MERCER SUPER FUND	23/04/2025	\$ 301.88
EFT22309	MESSAGEMEDIA	03/04/2025	\$ 2,748.90
EFT22310	MOORE AUSTRLIA (WA) PTY LTD	03/04/2025	\$ 5,500.00
EFT22311	OFFICEWORKS	03/04/2025	\$ 1,717.13
EFT22354	OFFICEWORKS	16/04/2025	\$ 496.24
EFT22355	ONGERUP FARM SUPPLIES	16/04/2025	\$ 45.20
EFT22312	ONGERUP TYRES & AUTOMOTIVE	03/04/2025	\$ 280.00
EFT22356	ONGERUP TYRES & AUTOMOTIVE	16/04/2025	\$ 111.50
DD7361.6	PANORAMA SUPERANNUATION FUND	09/04/2025	\$ 1,460.09
DD7393.5	PANORAMA SUPERANNUATION FUND	23/04/2025	\$ 903.52
EFT22357	PENNY MAREE WELLS	16/04/2025	\$ 108.53
EFT22358	QHSE INTEGRATED SOLUTIONS PTY LTD	16/04/2025	\$ 603.90
DD7361.14	REST SUPERANNUATION	09/04/2025	\$ 83.37
DD7393.13	REST SUPERANNUATION	23/04/2025	\$ 68.21
EFT22313	SHIRE OF BROOMEHILL-TAMBELLUP	03/04/2025	\$ 47.74
EFT22359	SHIRE OF BROOMEHILL-TAMBELLUP	16/04/2025	\$ 1,125.00
EFT22314	SHIRE OF JERRAMUNGUP	03/04/2025	\$ 250.00
EFT22360	SHIRE OF JERRAMUNGUP	16/04/2025	\$ 250.00
EFT22315	SHIRE OF KATANNING	03/04/2025	\$ 1,157.58
EFT22361	SHIRE OF KATANNING	16/04/2025	\$ 222.50
EFT22362	SOAPS ON STONE	16/04/2025	\$ 576.00
EFT22316	SOLUTIONS IT	03/04/2025	\$ 1,323.30
EFT22363	SOLUTIONS IT	16/04/2025	\$ 757.42
DD7373.3	ST JOHN AMBULANCE GNOWANGERUP SUBCENTRE	15/04/2025	\$ 2,474.95
EFT22317	ST JOHN AMBULANCE GNOWANGERUP SUBCENTRE	03/04/2025	\$ 17,595.00
EFT22328	STATION MOTORS VEHICLE GROUP	15/04/2025	\$ 240.35
DD7347.1	SYNERGY	02/04/2025	\$ 3,888.50
DD7353.2	SYNERGY	03/04/2025	\$ 368.80
DD7355.2	SYNERGY	07/04/2025	\$ 664.20
DD7358.2	SYNERGY	08/04/2025	\$ 664.79
DD7363.2	SYNERGY	04/04/2025	\$ 836.15
DD7375.2	SYNERGY	11/04/2025	\$ 752.93
DD7391.1	SYNERGY	22/04/2025	\$ 3,512.18

Chq/EFT	Name	Date	Amount
EFT22364	T & C SUPPLIES	16/04/2025	\$ 3,299.00
EFT22365	TARA MAREE PURSELL	16/04/2025	\$ 56.50
EFT22318	TEAM GLOBAL EXPRESS PTY LTD	03/04/2025	\$ 359.44
EFT22366	TEAM GLOBAL EXPRESS PTY LTD	16/04/2025	\$ 243.38
DD7343.2	TELSTRA	02/04/2025	\$ 966.00
DD7373.2	TELSTRA	15/04/2025	\$ 170.00
DD7378.1	TELSTRA	16/04/2025	\$ 237.49
EFT22319	THE WEST AUSTRALIAN	03/04/2025	\$ 250.80
EFT22367	THINK WATER GREAT SOUTHERN	16/04/2025	\$ 1,708.74
EFT22320	THOMPSON 200 PTY LTD /TA PLASTIC WELDING WA	03/04/2025	\$ 1,925.00
EFT22321	TOPAZ GLOBAL	03/04/2025	\$ 21,692.00
EFT22368	TRUCK CENTRE WA PTY. LTD.	16/04/2025	\$ 3,481.32
DD7361.2	UNISUPER	09/04/2025	\$ 338.63
DD7393.2	UNISUPER	23/04/2025	\$ 391.04
EFT22322	WA CONTRACT RANGER SERVICES	03/04/2025	\$ 3,118.50
EFT22369	WA CONTRACT RANGER SERVICES	16/04/2025	\$ 2,079.00
EFT22370	WA LIBRARY SUPPLIES/WA ERGO SUPPLIES	16/04/2025	\$ 99.95
EFT22371	WA SAFETY TAPE & MESH	16/04/2025	\$ 1,215.00
DD7405.1	WA TREASURY CORPORATION	28/04/2025	\$ 7,708.21
DD7361.8	WALGS PLAN	09/04/2025	\$ 200.45
DD7393.7	WALGS PLAN	23/04/2025	\$ 61.68
EFT22372	WARREN BLACKWOOD WASTE	16/04/2025	\$ 9,000.75
DD7353.1	WATER CORPORATION	03/04/2025	\$ 2,488.56
DD7358.1	WATER CORPORATION	08/04/2025	\$ 3,719.47
DD7363.1	WATER CORPORATION	04/04/2025	\$ 1,393.93
DD7372.1	WATER CORPORATION	09/04/2025	\$ 3,828.86
DD7361.11	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	09/04/2025	\$ 1,954.53
DD7393.10	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	23/04/2025	\$ 1,984.57
EFT22323	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	03/04/2025	\$ 2,149.00
EFT22324	WREN OIL	03/04/2025	\$ 99.00
EFT22373	YONGERGNOW INC	16/04/2025	\$ 1,500.00
EFT22374	YONGERGNOW-ONGERUP COMMUNITY RESOURCE CENTRE	16/04/2025	\$ 2,475.00

**525,921.02**

**BREAKDOWN OF CREDIT CARD EXPENDITURE**

WOOLWORHS ONLINE	04/04/2025	\$ 202.44
WOOLWORHS ONLINE	04/04/2025	\$ 112.50
GNOWANGERUP ROAD HOUSE, GNOWANGERUP	08/04/2025	\$ 5.08
SEEK	09/04/2025	\$ 313.50

STARLINK INTERNET	10/04/2025	\$ 139.00
DBCA COMMERCIAL OPE, KENSINGTON	16/04/2025	\$ 117.00
SPOTLIGHT PTY LTD	17/04/2025	\$ 267.00
YONGERGNOW	17/04/2025	\$ 45.50
DOVE KATANNING	18/04/2025	\$ 11.50
DOVE KATANNING	18/04/2025	\$ 6.00
STARLINK INTERNET	18/04/2025	\$ 154.00
EG GROUP KATANNING	19/04/2025	\$ 82.94
OPENAI*CHATGPT*	19/04/2025	\$ 31.59
INTERNATIONAL TRANSACTION FEE	19/04/2025	\$ 0.95
VIBE SUBIACO	22/04/2025	\$ 58.45
SEVENGRAVELRACE, SOUTH BUNBURY	24/04/2025	\$ 250.00
EVENT BRITE - TOURISM EVENT	24/04/2025	\$ 139.00
CANVA	27/04/2025	\$ 165.00
CARD FEE	29/04/2025	\$ 8.00
AMPOL NEDLANDS	30/04/2025	\$ 47.07
		<b>\$ 2,156.52</b>

EFT22298*** EFT22347***	<b>GNOWANGERUP FUEL SUPPLIES: BREAKDOWN OF CARD USAGE</b>		
Card 118 – GN.00	CHIEF EXECUTIVE OFFICER		\$ 246.86
Card 119 – GN.001	DEPUTY CHIEF EXECUTIVE OFFICER		\$ 170.55
Card 120 – GN.002	POOL VEHICLE		\$ 81.70
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 - USED FOR BFB HIGH SEASON LOAN VEHICLE		\$ -
Card 410 - Depot	DEPOT ADDITIONAL CARD		\$ -
Card 67 - GNOSES	TRUCK		\$ 73.15
Card 68 - GNOSES	UTE		\$ 200.84
Card 69 - GNOSES	ULP		\$ -
		<b>TOTAL</b>	<b>\$ 773.10</b>

DD7373.1***	<b>GREAT SOUTHERN FUEL SUPPLIES: BREAKDOWN OF CARD USAGE</b>		
P5016	BORDEN BUSHFIRE TRUCK		\$ 91.53
		<b>TOTAL</b>	<b>\$ 91.53</b>

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#### **11.13                                      APRIL 2025 MONTHLY FINANCIAL STATEMENTS**

**Location:** Shire of Gnowangerup  
**Proponent:** N/A  
**Date of Report:** 12 May 2025  
**Business Unit:** Corporate and Community Services  
**Officer:** Kerry Fisher – CFO  
**Responsible Officer:** Chiara Galbraith – Deputy CEO  
**Disclosure of Interest:** Nil

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#### **ATTACHMENTS**

April Monthly Financial Report ending 30 April 2025

#### **PURPOSE OF THE REPORT**

For Council to receive the April Monthly Financial Report for the period of 01/04/2025 to 30/04/2025.

#### **BACKGROUND**

Regulation 34 & 35 of the *Local Government (Financial Management) Regulations 1996* require a monthly statement of financial activity, monthly statement of financial position and explanation of material variance to be presented to Council.

The report must be presented at an ordinary meeting of council within two months after the end of the month to which the statement relates. Regulations prescribe the information to be contained in the report.

The Monthly Financial Report has been compiled to comply with the *Local Government (Financial Management) Regulations 1995*, associated regulations, and to the extent they are not inconsistent with the *Local Government (Financial Management) Regulations 1995* and the Australian Accounting Standards.

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, Council has adopted on 14<sup>th</sup> August 2024 the annual material variance threshold of \$10,000 or 10% for reporting budget variances within monthly financial reporting for the 2024/25 financial year.

#### **COMMENTS**

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

- Statement of Financial Activity
- Statement of Financial Position
- Note 1 – Basis for Preparation and Significant Accounting Policies
- Note 2 - Statement of Financial Activity Information; and

- Note 3 – Explanation of Material Variances.

## CONSULTATION

Nil

## LEGAL AND STATUTORY REQUIREMENTS

*Local Government (Financial Management) Regulations 1996*

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

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

35 Financial position statement required each month

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

### POLICY IMPLICATIONS

There is no known policy implications associated with this item.

### FINANCIAL IMPLICATIONS

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

### STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Organisation

Community Priority:

Forward planning and implementation of plans to achieve strategic priorities.

Action: Performance against commitments made.

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

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

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

### IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil



### CONCLUSION

The presentation of the Monthly Financial Statements is a legislative requirement that is presented as a standard item in the Ordinary Council Meeting (OCM) Agenda.

### VOTING REQUIREMENTS

Simple Majority

### COUNCIL RESOLUTION

**MOVED: Cr R Kiddle**

**SECONDED: Cr R O'Meehan**

**0525.14      That Council:**

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

**UNANIMOUSLY CARRIED BY: 8 / 0**

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

**AGAINST: NIL**

15 May 2025

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

Dear David

### **COMPILATION REPORT TO SHIRE OF GNOWANGERUP**

We have compiled the accompanying special purpose financial report of Shire of Gnowangerup which comprise the statement of financial position as at 30 April 2025, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information of Shire of Gnowangerup as at 30 April 2025 and for the period then ended based on the records of the Shire of Gnowangerup.

### **THE RESPONSIBILITY OF SHIRE OF GNOWANGERUP**

The CEO of Shire of Gnowangerup is solely responsible for information contained in the special purpose financial report and supplementary information, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial report was prepared.

### **OUR RESPONSIBILITY**

On the basis of information provided by Shire of Gnowangerup we have compiled the accompanying special purpose financial report in accordance with the requirements of *APES 315 Compilation of Financial Information* and the *Local Government Act 1995*, associated regulations and to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial report except for the matters of non-compliance with the basis of preparation identified with Note 1 of the financial report. We have complied with the relevant ethical requirements of *APES 110 Code of Ethics for Professional Accountants*.

Supplementary information attached to the financial report has been extracted from the records of Shire of Gnowangerup and information presented in the special purpose financial report.

### **ASSURANCE DISCLAIMER**

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial report was compiled exclusively for the benefit of Shire of Gnowangerup who are responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, the special purpose financial report may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial report.



Russell Barnes  
Director  
Moore Australia (WA) Pty Ltd

# SHIRE OF GNOWANGERUP

## MONTHLY FINANCIAL REPORT

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

For the period ended 30 April 2025

*LOCAL GOVERNMENT ACT 1995*

*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

### TABLE OF CONTENTS

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

**SHIRE OF GNOWANGERUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 APRIL 2025**

	Amended Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
General rates	4,899,706	4,899,706	4,899,706	0	0.00%	
Grants, subsidies and contributions	910,308	748,577	742,934	(5,643)	(0.75%)	
Fees and charges	454,019	378,150	417,577	39,427	10.43%	▲
Interest revenue	146,568	122,120	166,099	43,979	36.01%	▲
Other revenue	163,568	136,250	211,682	75,432	55.36%	▲
Profit on asset disposals	9,934	9,934	36,383	26,449	266.25%	▲
	<b>6,584,103</b>	<b>6,294,737</b>	<b>6,474,381</b>	<b>179,644</b>	<b>2.85%</b>	
<b>Expenditure from operating activities</b>						
Employee costs	(3,265,964)	(2,702,042)	(2,348,425)	353,617	13.09%	▲
Materials and contracts	(3,798,637)	(3,121,955)	(2,142,434)	979,521	31.38%	▲
Utility charges	(197,335)	(163,917)	(122,400)	41,517	25.33%	▲
Depreciation	(4,082,649)	(3,401,914)	(3,565,869)	(163,955)	(4.82%)	
Finance costs	(10,398)	(8,640)	(9,032)	(392)	(4.54%)	
Insurance	(245,274)	(204,048)	(246,005)	(41,957)	(20.56%)	▼
Other expenditure	(373,285)	(311,010)	(231,566)	79,444	25.54%	▲
Loss on asset disposals	(9,500)	(9,500)	(9,500)	0	0.00%	
	<b>(11,983,042)</b>	<b>(9,923,026)</b>	<b>(8,675,231)</b>	<b>1,247,795</b>	<b>12.57%</b>	
Non cash amounts excluded from operating activities	2(c) 4,161,668	3,401,554	3,538,986	137,432	4.04%	
<b>Amount attributable to operating activities</b>	<b>(1,237,271)</b>	<b>(226,735)</b>	<b>1,338,136</b>	<b>1,564,871</b>	<b>690.18%</b>	
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Proceeds from capital grants, subsidies and contributions	2,384,586	1,422,480	55,253	(1,367,227)	(96.12%)	▼
Proceeds from disposal of assets	446,800	150,909	150,909	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	14,998	14,998	14,999	1	0.01%	
	<b>2,846,384</b>	<b>1,588,387</b>	<b>221,161</b>	<b>(1,367,226)</b>	<b>(86.08%)</b>	
<b>Outflows from investing activities</b>						
Payments for property, plant and equipment	(2,406,729)	(1,389,800)	(1,281,582)	108,218	7.79%	
Payments for construction of infrastructure	(2,936,760)	(2,792,873)	(349,951)	2,442,922	87.47%	▲
	<b>(5,343,489)</b>	<b>(4,182,673)</b>	<b>(1,631,533)</b>	<b>2,551,140</b>	<b>60.99%</b>	
<b>Amount attributable to investing activities</b>	<b>(2,497,105)</b>	<b>(2,594,286)</b>	<b>(1,410,372)</b>	<b>1,183,914</b>	<b>45.64%</b>	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Transfer from reserves	445,800	0	0	0	0.00%	
	<b>445,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>						
Payments for principal portion of lease liabilities	(4,476)	(3,692)	(3,692)	0	0.00%	
Repayment of borrowings	(98,952)	(76,719)	(76,719)	0	0.00%	
Transfer to reserves	(437,334)	(21,473)	(21,473)	0	0.00%	
	<b>(540,762)</b>	<b>(101,884)</b>	<b>(101,884)</b>	<b>0</b>	<b>0.00%</b>	
<b>Amount attributable to financing activities</b>	<b>(94,962)</b>	<b>(101,884)</b>	<b>(101,884)</b>	<b>0</b>	<b>0.00%</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	2(a) 3,833,338	3,833,338	3,833,338	0	0.00%	
Amount attributable to operating activities	(1,237,271)	(226,735)	1,338,136	1,564,871	690.18%	▲
Amount attributable to investing activities	(2,497,105)	(2,594,286)	(1,410,372)	1,183,914	45.64%	▲
Amount attributable to financing activities	(94,962)	(101,884)	(101,884)	0	0.00%	
<b>Surplus or deficit after imposition of general rates</b>	<b>4,000</b>	<b>910,433</b>	<b>3,659,218</b>	<b>2,748,785</b>	<b>301.92%</b>	▲

**KEY INFORMATION**

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

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

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

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

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

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

	Actual 30 June 2024	Actual as at 30 April 2025
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	7,420,687	7,899,476
Trade and other receivables	340,583	623,559
Other financial assets	14,999	0
Inventories	42,349	17,201
Contract assets	343,766	0
Other assets	9,941	0
<b>TOTAL CURRENT ASSETS</b>	<b>8,172,325</b>	<b>8,540,236</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	125,267	125,267
Other financial assets	106,015	106,015
Property, plant and equipment	32,858,500	33,046,172
Infrastructure	138,954,993	136,708,959
<b>TOTAL NON-CURRENT ASSETS</b>	<b>172,044,775</b>	<b>169,986,413</b>
<b>TOTAL ASSETS</b>	<b>180,217,100</b>	<b>178,526,649</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	438,473	298,468
Other liabilities	581,666	1,252,440
Lease liabilities	4,476	784
Borrowings	98,952	22,233
Employee related provisions	373,759	378,547
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,497,326</b>	<b>1,952,472</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	379	379
Borrowings	324,687	324,687
Employee related provisions	23,545	23,545
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>348,611</b>	<b>348,611</b>
<b>TOTAL LIABILITIES</b>	<b>1,845,937</b>	<b>2,301,083</b>
<b>NET ASSETS</b>	<b>178,371,163</b>	<b>176,225,566</b>
<b>EQUITY</b>		
Retained surplus	44,636,263	42,469,193
Reserve accounts	2,930,090	2,951,563
Revaluation surplus	130,804,810	130,804,810
<b>TOTAL EQUITY</b>	<b>178,371,163</b>	<b>176,225,566</b>

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

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

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

**BASIS OF PREPARATION**

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

**Local Government Act 1995 requirements**

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

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

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

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 14 May 2025

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

**MATERIAL ACCOUNTING POLICIES**

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

**Critical accounting estimates and judgements**

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

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

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

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

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

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

**2 NET CURRENT ASSETS INFORMATION**

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

	Note	Amended Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 30 April 2025
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents		3,294,647	7,420,687	7,899,476
Trade and other receivables		326,271	340,583	623,559
Other financial assets		0	14,999	0
Inventories		42,378	42,349	17,201
Contract assets		0	343,766	0
Other assets		0	9,941	0
		3,663,296	8,172,325	8,540,236
<b>Less: current liabilities</b>				
Trade and other payables		(343,769)	(438,473)	(298,468)
Other liabilities		0	(581,666)	(1,252,440)
Lease liabilities		(379)	(4,476)	(784)
Borrowings		(102,088)	(98,952)	(22,233)
Employee related provisions		(378,720)	(373,759)	(378,547)
		(824,956)	(1,497,326)	(1,952,472)
Net current assets		2,838,340	6,674,999	6,587,764
Less: Total adjustments to net current assets	2(b)	(2,834,340)	(2,841,661)	(2,928,546)
<b>Closing funding surplus / (deficit)</b>		<b>4,000</b>	<b>3,833,338</b>	<b>3,659,218</b>

**(b) Current assets and liabilities excluded from budgeted deficiency**

<b>Adjustments to net current assets</b>				
Less: Reserve accounts		(2,921,624)	(2,930,090)	(2,951,563)
Less: Financial assets at amortised cost - self supporting loans		(15,183)	(14,999)	0
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities		379	4,476	784
- Current portion of borrowings		102,088	98,952	22,233
<b>Total adjustments to net current assets</b>	2(a)	<b>(2,834,340)</b>	<b>(2,841,661)</b>	<b>(2,928,546)</b>

**(c) Non-cash amounts excluded from operating activities**

		Amended Budget Estimates 30 June 2025	YTD Budget Estimates 30 April 2025	YTD Actual 30 April 2025
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals		(9,934)	(8,270)	(36,383)
Add: Loss on asset disposals		9,500	7,910	9,500
Add: Depreciation		4,082,649	3,401,914	3,565,869
Movement in current contract liabilities associated with restricted cash		79,453	0	0
<b>Total non-cash amounts excluded from operating activities</b>		<b>4,161,668</b>	<b>3,401,554</b>	<b>3,538,986</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

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

**3 EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2024-25 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
<b>Revenue from operating activities</b>			
<b>Fees and charges</b>	<b>39,427</b>	<b>10.43%</b>	▲
Fire prevention fees received higher than budget.		Permanent	
Long table lunch income YTD actual is lower than YTD budget.		Timing	
<b>Interest revenue</b>	<b>43,979</b>	<b>36.01%</b>	▲
Interest earned on investments higher than budget.		Permanent	
Interest earnings on reserve funds lower than expected.		Timing	
<b>Other revenue</b>	<b>75,432</b>	<b>55.36%</b>	▲
Reimbursements income higher than budget.		Permanent	
Proceeds on plant disposals shown as other revenue until the associated profit or loss process is completed.		Timing	
<b>Profit on asset disposals</b>	<b>26,449</b>	<b>266.25%</b>	▲
Vibrating Roller.			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	<b>353,617</b>	<b>13.09%</b>	▲
Some employment positions are vacant.			
<b>Materials and contracts</b>	<b>979,521</b>	<b>31.38%</b>	▲
Consulting, hazard reductions, IT support, practice incentive, road maintenance expenditure lower than budget.		Timing	
Supervision & Administration expenditure higher than budget.		Permanent	
<b>Utility charges</b>	<b>41,517</b>	<b>25.33%</b>	▲
Swimming Pool and standpipe expenditure lower than budget.		Timing	
<b>Insurance</b>	<b>(41,957)</b>	<b>(20.56%)</b>	▼
Insurance paid in full. YTD budgets are profiled as 10/12th of the annual budget.			
<b>Other expenditure</b>	<b>79,444</b>	<b>25.54%</b>	▲
Conference, members allowance expenditure lower than budget.		Timing	
Cemeteries administration higher than budget.		Permanent	
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	<b>(1,367,227)</b>	<b>(96.12%)</b>	▼
Fire prevention, other law order, Wheatbelt Secondary freight route funding not yet received.		Timing	
Roads to Recovery and GNP Aerodrome grants received lower than YTD budget. LRCI and RRG grant funding as contract liability until expenditure obligations are met.		Timing	
<b>Outflows from investing activities</b>			
<b>Payments for construction of infrastructure</b>	<b>2,442,922</b>	<b>87.47%</b>	▲
Footpath and some Road infrastructure works not yet started. Other major projects for recreation & sport, Park Road footbridge and Magitup Dam not yet started.		Timing	
<b>Surplus or deficit after imposition of general rates</b>	<b>2,748,785</b>	<b>301.92%</b>	▲



# SHIRE OF GNOWANGERUP

## SUPPLEMENTARY INFORMATION

### TABLE OF CONTENTS

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

#### BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF GNOWANGERUP  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.83 M	\$3.83 M	\$3.83 M	\$0.00 M
Closing	\$0.00 M	\$0.91 M	\$3.66 M	\$2.75 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$7.90 M	% of total		\$0.30 M	% Outstanding		\$0.21 M	% Collected
Unrestricted Cash	\$4.95 M	62.6%	Trade Payables	\$0.19 M		Rates Receivable	\$0.41 M	91.4%
Restricted Cash	\$2.95 M	37.4%	0 to 30 Days		66.9%	Trade Receivable	\$0.21 M	% Outstanding
			Over 30 Days		33.1%	Over 30 Days		77.8%
			Over 90 Days		0.0%	Over 90 Days		5.9%

Refer to 3 - Cash and Financial Assets      Refer to 9 - Payables      Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.24 M)	(\$0.23 M)	\$1.34 M	\$1.56 M

Refer to Statement of Financial Activity

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$4.90 M	% Variance	YTD Actual	\$0.74 M	% Variance	YTD Actual	\$0.42 M	% Variance
YTD Budget	\$4.90 M	0.0%	YTD Budget	\$0.75 M	(0.8%)	YTD Budget	\$0.38 M	10.4%

Refer to 13 - Grants and Contributions      Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.50 M)	(\$2.59 M)	(\$1.41 M)	\$1.18 M

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.15 M	%	YTD Actual	\$0.35 M	% Spent	YTD Actual	\$0.06 M	% Received
Amended Budget	\$0.45 M	(66.2%)	Amended Budget	\$2.94 M	(88.1%)	Amended Budget	\$2.38 M	(97.7%)

Refer to 6 - Disposal of Assets      Refer to 5 - Capital Acquisitions      Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.09 M)	(\$0.10 M)	(\$0.10 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings			Reserves			Lease Liability		
Principal repayments	(\$0.08 M)		Reserves balance	\$2.95 M		Principal repayments	(\$0.00 M)	
Interest expense	(\$0.01 M)		Net Movement	\$0.02 M		Interest expense	(\$0.00 M)	
Principal due	\$0.35 M					Principal due	\$0.00 M	

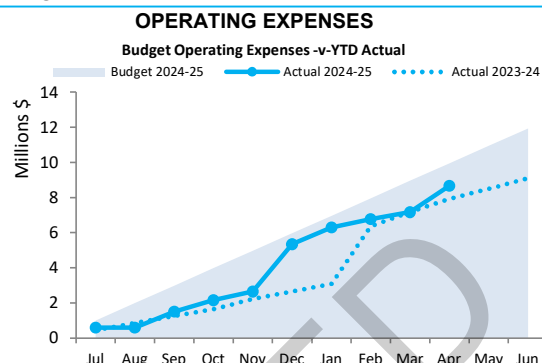
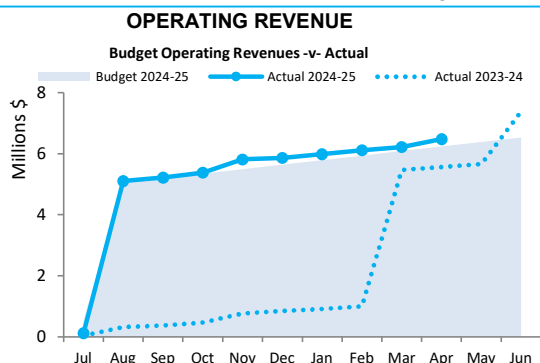
Refer to 10 - Borrowings      Refer to 4 - Cash Reserves      Refer to Note 11 - Lease Liabilities

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

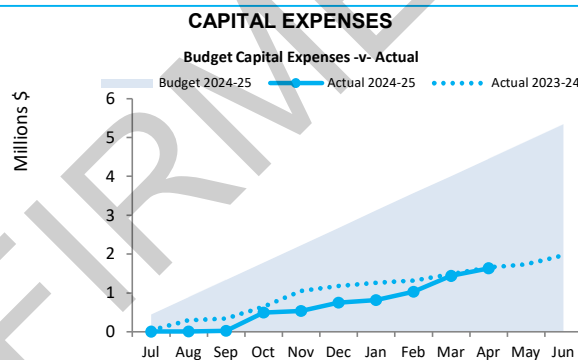
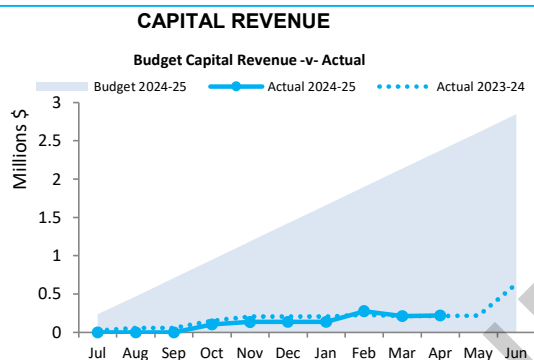
**SHIRE OF GNOWANGERUP**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 30 APRIL 2025**

**2 KEY INFORMATION - GRAPHICAL**

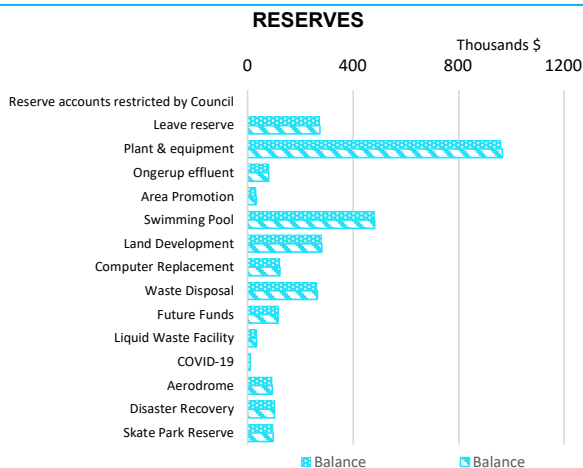
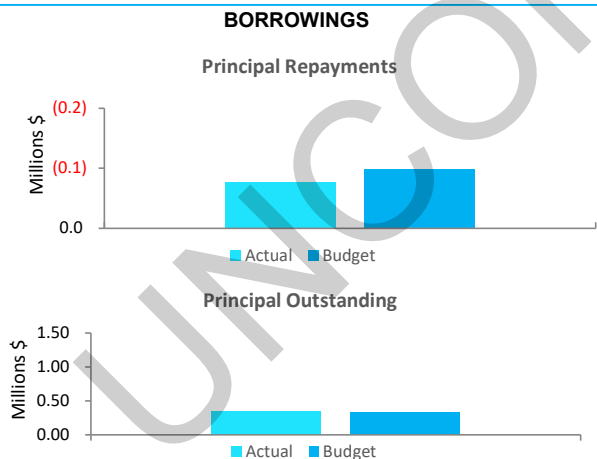
**OPERATING ACTIVITIES**



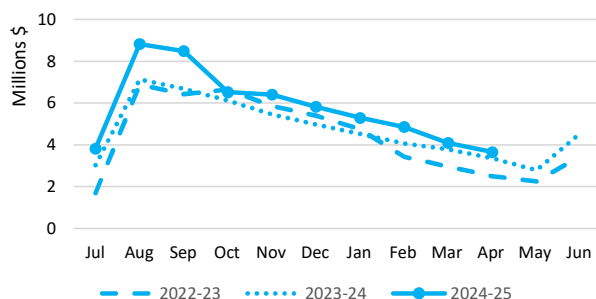
**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



**Closing funding surplus / (deficit)**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.  
 Minutes Ordinary Council Meeting 28 May 2025

### 3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Municipal Fund Bank - Bendigo	Cash and cash equivalents	947,013	0	947,013	Bendigo	Variable	NA
Petty Cash	Cash and cash equivalents	900	0	900	Cash on hand	NA	NA
Reserve Fund Bank	Financial assets at amortised cost	0	2,000,000	2,000,000	Bendigo	4.65%	Oct-25
Municipal Fund Bank - Investments	Financial assets at amortised cost	1,000,000	0	1,000,000	Bendigo	4.75%	Jun-25
Municipal Fund Bank - Investments	Cash and cash equivalents	1,000,000	0	1,000,000	Bendigo	4.60%	Jul-25
Municipal Fund Bank - Investments	Cash and cash equivalents	1,000,000	0	1,000,000	Bendigo	4.60%	May-25
Municipal Fund Bank - Investments	Cash and cash equivalents	1,000,000	0	1,000,000	Bendigo	4.90%	May-25
Reserve Fund Bank	Cash and cash equivalents	0	951,563	951,563	Bendigo	Variable	NA
<b>Total</b>		<b>4,947,913</b>	<b>2,951,563</b>	<b>7,899,476</b>			
<b>Comprising</b>							
Cash and cash equivalents		3,947,913	951,563	4,899,476			
Financial assets at amortised cost		1,000,000	2,000,000	3,000,000			
		<b>4,947,913</b>	<b>2,951,563</b>	<b>7,899,476</b>			

#### KEY INFORMATION

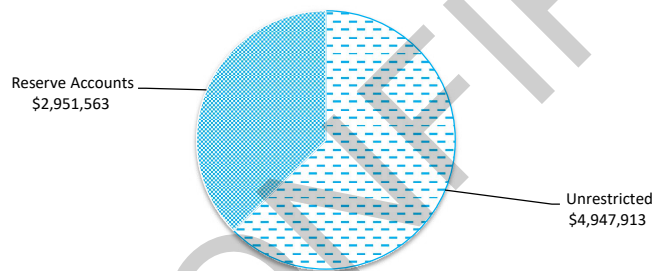
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

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

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

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

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



SHIRE OF GNOWANGERUP  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2025

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Reserve accounts restricted by Council</b>								
Leave reserve	271,803	51,855	0	323,658	271,803	1,992	0	273,795
Plant & equipment	958,572	156,542	(385,000)	730,114	958,572	7,025	0	965,597
Ongerup effluent	79,880	10,545	0	90,425	79,880	585	0	80,465
Area Promotion	32,016	219	0	32,235	32,016	235	0	32,251
Swimming Pool	478,664	59,266	0	537,930	478,664	3,508	0	482,172
Land Development	279,023	25,895	0	304,918	279,023	2,045	0	281,068
Computer Replacement	121,283	30,828	0	152,111	121,283	889	0	122,172
Waste Disposal	262,029	1,789	0	263,818	262,029	1,920	0	263,949
Future Funds	114,511	48,126	(20,800)	141,837	114,511	839	0	115,350
Liquid Waste Facility	33,243	227	0	33,470	33,243	244	0	33,487
COVID-19	9,859	67	0	9,926	9,859	72	0	9,931
Aerodrome	92,409	631	0	93,040	92,409	677	0	93,086
Disaster Recovery	100,746	50,688	0	151,434	100,746	738	0	101,484
Skate Park Reserve	96,052	656	(40,000)	56,708	96,052	704	0	96,756
	<b>2,930,090</b>	<b>437,334</b>	<b>(445,800)</b>	<b>2,921,624</b>	<b>2,930,090</b>	<b>21,473</b>	<b>0</b>	<b>2,951,563</b>

## 5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	198,929	142,259	129,122	(13,137)
Buildings	816,476	333,321	236,221	(97,100)
Furniture & Equipment	30,000	20,000	10,874	(9,126)
Plant & Equipment	1,361,324	894,220	905,365	11,145
<b>Acquisition of property, plant and equipment</b>	<b>2,406,729</b>	<b>1,389,800</b>	<b>1,281,582</b>	<b>(108,218)</b>
Roads	2,370,281	2,270,281	267,676	(2,002,605)
Parks & Ovals	25,185	25,185	25,185	0
Footpaths	224,708	224,708	4,115	(220,593)
Sewerage Assets	10,000	8,330	2,167	(6,163)
Infrastructure - Aerodrome	62,097	41,654	41,364	(290)
Infrastructure - Other	244,489	222,715	9,444	(213,271)
<b>Acquisition of infrastructure</b>	<b>2,936,760</b>	<b>2,792,873</b>	<b>349,951</b>	<b>(2,442,922)</b>
<b>Total capital acquisitions</b>	<b>5,343,489</b>	<b>4,182,673</b>	<b>1,631,533</b>	<b>(2,551,140)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	2,384,586	1,422,480	55,253	(1,367,227)
Other (disposals & C/Fwd)	446,800	150,909	150,909	0
Reserve accounts				
Plant & equipment	385,000	0	0	0
Future Funds	20,800	0	0	0
Skate Park Reserve	40,000	0	0	0
Contribution - operations	2,066,303	2,609,284	1,425,371	(1,183,913)
<b>Capital funding total</b>	<b>5,343,489</b>	<b>4,182,673</b>	<b>1,631,533</b>	<b>(2,551,140)</b>

### KEY INFORMATION

#### Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a large asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

#### Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

#### Reportable Value

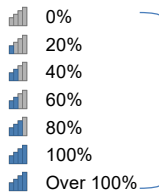
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.



































5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators

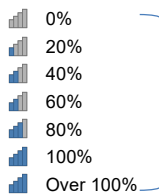


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Amended				
		Current	Year to Date	Year to Date	Variance	
		Budget	Budget	Actual	(Under)/Over	
Account Description						
Capital Expenditure						
Land						
	23064	Quinn St Precinct Development (Capital)(Land)	198,929	142,259	129,122	(13,137)
	Land Total		198,929	142,259	129,122	(13,137)
Buildings						
	05044	ONG Fire Station (Capital)(Buildings - SP)	155,250	0	409	409
	07034	SES Shed (Capital)(Buildings - SP)	68,238	67,905	54,165	(13,740)
	14024	32 McDonald Street (Capital)(Build - Non-Sp)	30,000	30,000	0	(30,000)
	23094	25 McDonald St - Doctors House (Capital)(Build - Non-Sp)	153,809	103,170	66,874	(36,297)
	31014	Ongerup Hall (Capital)(Buildings - SP)	40,000	0	0	0
	31024	GNP Town Hall (Capital)(Buildings - SP)	205,000	0	1,755	1,755
	32004	Swimming Pool Improvements (Capital)(Buildings - SP)	76,043	75,860	71,774	(4,086)
	39004	GNP Depot (Capital)(Buildings - SP)	40,500	33,750	22,036	(11,714)
	46004	GNP Caravan Park Chalets (Capital)(Buildings - SP)	7,636	7,636	7,786	150
	59040	Administration Centre (Capital)(Buildings - SP)	15,000	15,000	11,422	(3,578)
	30014	Borden Public Toilets (Capital)(Buildings - SP))	25,000	0	0	0
	Buildings Total		816,476	333,321	236,221	(97,101)
Furniture & Equipment						
	03004	Recording Equipment (Capital)(F&E)	20,000	20,000	10,874	(9,126)
	59050	Administration F&E (Capital)(F&E)	10,000	0	0	0
	Furniture & Equipment Total		30,000	20,000	10,874	(9,126)
Plant & Equipment						
	07062	SES Plant Purchases (Capital)(P&E)	18,854	18,854	15,305	(3,549)
	32204	Swimming Pool Plant & Equip (Capital)(P&E)	20,000	16,660	16,915	255
	40034	Replace Ute GN0046 (Capital)(P&E)	47,792	39,820	47,792	7,972
	40154	DCEO Vehicle GN001 (Capital)(P&E)	3,000	2,500	0	(2,500)
	40174	Replace Ute GN0028 (Capital)(P&E)	47,792	0	47,792	47,792
	40294	Replace Vibe Roller GN0051 (Capital)(P&E)	132,200	132,200	132,200	0
	40354	Replace Ute GN003 (Capital)(P&E)	43,737	43,737	49,272	5,535
	40364	Replace Truck GN007 (Capital)(P&E)	65,000	0	0	0
	40484	VMS Trailer Sign (Capital)(P&E)	28,000	0	23,090	23,090
	40584	Replace Ute Maint Officer (Capital)(P&E)	37,148	37,148	37,148	0
	40634	Replace Grader GN0021 (Capital)(P&E)	535,851	535,851	535,851	0
	40644	Replace Loader GN035 (Capital)(P&E)	240,000	0	0	0
	40684	Skid Steer Trailer (Capital)(P&E)	45,000	0	0	0
	40714	Mechanic Diagnostic Tool (Capital)(P&E)	16,000	0	0	0
	40014	PURCHASE OF CEO VEHICLE - GN00	80,000	66,660	0	(66,660)
	40084	Other Plant Purchases (Capital)(P&E)	950	790	0	(790)
	Plant & Equipment Total		1,361,324	894,220	905,365	11,146

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total  
Level of completion indicators



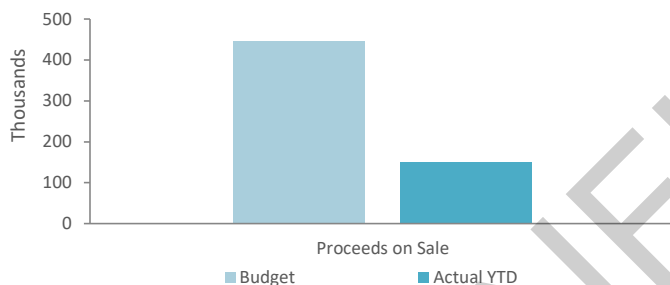
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Account Description			Amended Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
<b>Roads</b>						
38004	RRG - Project Grant Works (Capital)(Inf Rds)		934,763	934,763	0	(934,763)
38014	R2R Grant Works (Capital)(Inf Rds)		753,953	753,953	6,442	(747,511)
38094	Council Funded Roads Program (Capital)(Inf Rds)		282,489	282,489	0	(282,489)
38104	Council Funded - Road Works (Capital)(Inf Rds)		299,076	299,076	256,384	(42,692)
38124	Secondary Freight Network Program (Capital)(Inf Rds)		100,000	0	4,850	4,850
<b>Roads Total</b>			<b>2,370,281</b>	<b>2,270,281</b>	<b>267,676</b>	<b>(2,002,606)</b>
<b>Parks &amp; Ovals</b>						
33004	Reticulation of Ovals (Capital)(Inf-Parks)		25,185	25,185	25,185	0
<b>Parks &amp; Ovals Total</b>			<b>25,185</b>	<b>25,185</b>	<b>25,185</b>	<b>0</b>
<b>Footpaths</b>						
38304	Footpath Construction (Capital)(Inf Footpaths)		224,708	224,708	4,115	(220,593)
<b>Footpaths Total</b>			<b>224,708</b>	<b>224,708</b>	<b>4,115</b>	<b>(220,593)</b>
<b>Sewerage Assets</b>						
26014	ONG Waste Water Ponds (Capital)(Inf Sew)		10,000	8,330	2,167	(6,163)
<b>Sewerage Assets Total</b>			<b>10,000</b>	<b>8,330</b>	<b>2,167</b>	<b>(6,163)</b>
<b>Infrastructure - Aerodrome</b>						
43034	Airstrip Water Infrastructure (Capital)(Inf - Aerodrome)		62,097	41,654	41,364	(290)
<b>Infrastructure - Aerodrome Total</b>			<b>62,097</b>	<b>41,654</b>	<b>41,364</b>	<b>(290)</b>
<b>Infrastructure - Other</b>						
33804	Other Rec & Sport (Capital)(Oth Inf)		20,000	20,000	6,444	(13,556)
38604	Park Rd Footbridge (Capital)(Inf Oth)		60,000	50,000	3,000	(47,000)
43904	Airport Dam Pipeline (Capital)(Inf - Oth)		11,774	0	0	0
51084	MAGITUP DAM OTHER INFRASTRUCTURE CAPITAL		152,715	152,715	0	(152,715)
<b>Infrastructure - Other Total</b>			<b>244,489</b>	<b>222,715</b>	<b>9,444</b>	<b>(213,271)</b>
<b>Grand Total</b>			<b>5,343,489</b>	<b>4,182,673</b>	<b>1,631,533</b>	<b>(2,551,140)</b>



6 DISPOSAL OF ASSETS

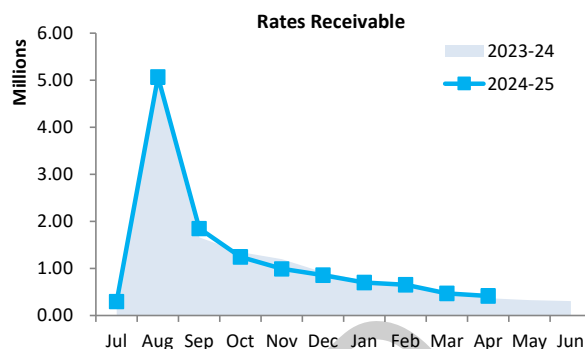
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Land</b>								
	75 Lamont Street	0	90,000	0	0	0	0	0	0
	<b>Plant and equipment</b>								
42016	Komatsu 2013 Motor Grader	0	107,800	0	(9,500)	107,500	98,000	0	(9,500)
50072	Rear Mounted Free Roller	0	0	4,182	0	0	4,182	4,182	0
	Ute GN003	0	17,000	5,752	0	0	0	0	0
	Ute GN0046	0	20,000	0	0	0	0	0	0
	Doctor Vehicle GN006	0	25,000	0	0	0	0	0	0
	Ute GN0028	0	20,000	0	0	0	0	0	0
	Loader	0	60,000	0	0	0	0	0	0
42046	Vibrating Roller	0	45,000	0	0	0	30,000	30,000	0
	Truck GN003	0	20,000	0	0	0	0	0	0
	Ute GN007	0	20,000	0	0	0	0	0	0
43500	Ute GN372	0	22,000	0	0	16,526	18,727	2,201	0
		<b>0</b>	<b>446,800</b>	<b>9,934</b>	<b>(9,500)</b>	<b>124,026</b>	<b>150,909</b>	<b>36,383</b>	<b>(9,500)</b>



## 7 RECEIVABLES

### Rates receivable

	30 June 2024	30 Apr 2025
	\$	\$
Opening arrears previous year	429,171	305,434
Levied this year	4,622,911	4,899,706
Less - collections to date	(4,714,143)	(4,759,752)
Gross rates collectable	<b>337,939</b>	<b>445,388</b>
Allowance for impairment of rates receivable	(32,505)	(32,505)
<b>Net rates collectable</b>	<b>305,434</b>	<b>412,883</b>
% Collected	93.3%	91.4%



### Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(638)	30,732	97,319	151	7,957	135,521
Percentage	(0.5%)	22.7%	71.8%	0.1%	5.9%	
<b>Balance per trial balance</b>						
Trade receivables						135,521
Other receivables						2,700
GST receivable						72,455
<b>Total receivables general outstanding</b>						<b>210,676</b>

Amounts shown above include GST (where applicable)

### KEY INFORMATION

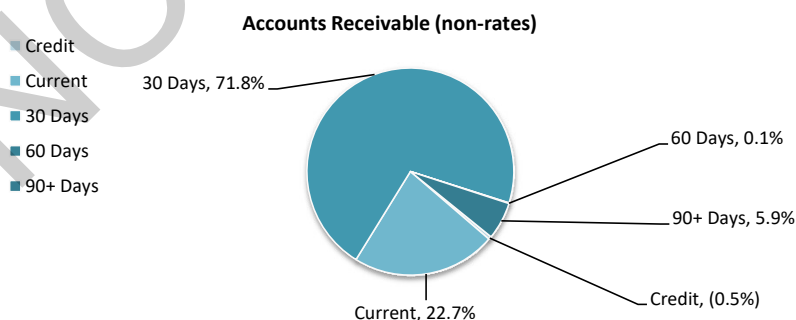
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

### Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



## 8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 April 2025
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	14,999	0	(14,999)	0
<b>Inventory</b>				
Fuel, Oil & Materials	42,349	147,449	(172,597)	17,201
<b>Other assets</b>				
Accrued income	9,941	0	(9,941)	0
<b>Contract assets</b>				
Contract assets	343,766	0	(343,766)	0
<b>Total other current assets</b>	<b>411,055</b>	<b>147,449</b>	<b>(541,303)</b>	<b>17,201</b>
Amounts shown above include GST (where applicable)				

### KEY INFORMATION

#### Other financial assets at amortised cost

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

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

#### Inventory

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

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

#### Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

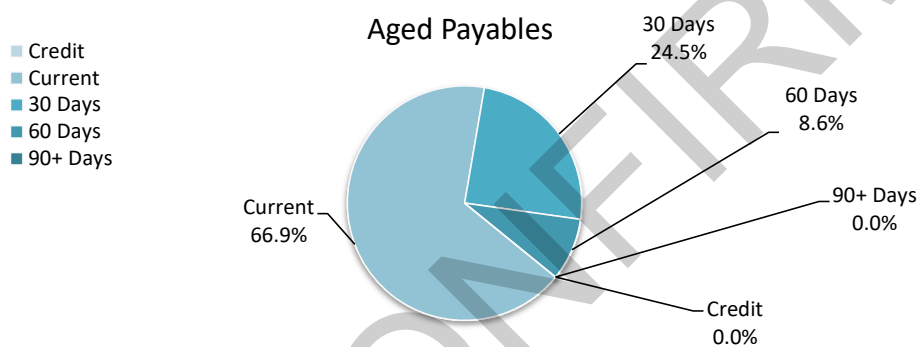
## 9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	123,820	45,362	15,950	0	185,132
Percentage	0.0%	66.9%	24.5%	8.6%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						185,132
ATO liabilities						53,471
Bonds and deposits held						12,474
Prepaid rates						41,095
Accrued interest on loans						1,710
ESL payable						4,586
<b>Total payables general outstanding</b>						<b>298,468</b>

Amounts shown above include GST (where applicable)

### KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



## 10 BORROWINGS

### Repayments - borrowings

Information on borrowings Particulars		Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Staff Housing	281		249,702	0	0	(40,057)	(40,057)	209,645	209,645	(4,487)	(3,644)
Gnowangerup Community Centre	273		47,860	0	0	(11,425)	(23,202)	36,435	24,658	(1,690)	(2,605)
Gnowangerup Synthetic Surface	279		88,235	0	0	(10,238)	(20,695)	77,997	67,540	(2,205)	(3,516)
			385,797	0	0	(61,720)	(83,954)	324,077	301,843	(8,382)	(9,765)
<b>Self supporting loans</b>											
Ongerup Bowls Club			37,842	0	0	(14,999)	(14,998)	22,843	22,844	(542)	(418)
			37,842	0	0	(14,999)	(14,998)	22,843	22,844	(542)	(418)
<b>Total</b>			<b>423,639</b>	<b>0</b>	<b>0</b>	<b>(76,719)</b>	<b>(98,952)</b>	<b>346,920</b>	<b>324,687</b>	<b>(8,924)</b>	<b>(10,183)</b>
Current borrowings			98,952					22,233			
Non-current borrowings			324,687					324,687			
			<b>423,639</b>					<b>346,920</b>			

All debenture repayments were financed by general purpose revenue.  
Self supporting loans are financed by repayments from third parties.

### KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

## 11 LEASE LIABILITIES

### Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2024	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Photocopier Lease	02	\$ 4,855	\$ 0	\$ 0	\$ (3,692)	\$ (4,476)	\$ 1,163	\$ 379	\$ (108)	\$ (215)
<b>Total</b>		<b>4,855</b>	<b>0</b>	<b>0</b>	<b>(3,692)</b>	<b>(4,476)</b>	<b>1,163</b>	<b>379</b>	<b>(108)</b>	<b>(215)</b>
Current lease liabilities		4,476					784			
Non-current lease liabilities		379					379			
		<b>4,855</b>					<b>1,163</b>			

All lease repayments were financed by general purpose revenue.

### KEY INFORMATION

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

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

## 12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2025
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Contract liabilities		37,422	0	157,236	(39,680)	154,978
Capital grant/contributions liabilities		544,244	0	580,000	(26,782)	1,097,462
<b>Total other liabilities</b>		581,666	0	737,236	(66,462)	1,252,440
<b>Employee Related Provisions</b>						
Provision for annual leave		135,462	0	0	0	135,462
Provision for long service leave		183,376	0	4,788	0	188,164
Other employee leave provisions		16,095	0	0	0	16,095
Employment on-costs		38,826	0	0	0	38,826
<b>Total Provisions</b>		373,759	0	4,788	0	378,547
<b>Total other current liabilities</b>		<b>955,425</b>	<b>0</b>	<b>742,024</b>	<b>(66,462)</b>	<b>1,630,987</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

### KEY INFORMATION

#### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### Employee Related Provisions

##### Short-term employee benefits

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

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

##### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

#### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

#### Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2024	Liability	Liability	30 Apr 2025	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
WA Local Government Grants Commission - General	0	0	0	0	0	142,080	106,560	106,560
WA Local Government Grants Commission - Roads	0	0	0	0	0	77,757	58,317	58,318
Other Governance	1,719	0	(1,719)	0	0	3,000	2,500	1,719
DFES - Local Government Grants - BushFire Brigades	0	0	0	0	0	90,605	75,500	90,605
Other Fire Prevention	19,250	110,728	0	129,978	129,978	150,000	125,000	0
AWARE Grant Revenue	0	0	0	0	0	10,650	8,870	10,650
DFES - Local Government Grants - Emergency Services	0	0	0	0	0	42,867	35,720	42,867
Other Rec & Sport	0	0	0	0	0	98,520	82,100	98,293
GRANTS FOR COMMUNITY	0	0	0	0	0	50,000	50,000	50,000
GNP Library Income	0	0	0	0	0	920	760	0
Main Roads Direct Grant	0	0	0	0	0	243,909	203,250	243,909
Operating grants	0	0	0	0	0	0	0	3,000
Gnowangerup Family Support	16,453	46,508	(37,961)	25,000	25,000	0	0	0
	<b>37,422</b>	<b>157,236</b>	<b>(39,680)</b>	<b>154,978</b>	<b>154,978</b>	<b>910,308</b>	<b>748,577</b>	<b>705,921</b>
<b>Contributions</b>								
LONG TABLE LUNCH INCOME	0	0	0	0	0	0	0	31,102
REIMBURSEMENTS	0	0	0	0	0	0	0	5,911
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,013</b>
<b>TOTALS</b>	<b>37,422</b>	<b>157,236</b>	<b>(39,680)</b>	<b>154,978</b>	<b>154,978</b>	<b>910,308</b>	<b>748,577</b>	<b>742,934</b>



14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2025	Current Liability 30 Apr 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
Fire Prevention	0	0	0	0	0	155,250	129,370	15,634
Other Law Order	0	0	0	0	0	85,179	70,980	0
TOOMPUP/MAGITUP DAM GRANT INCOME	0	0	0	0	0	86,980	72,480	8,698
Regional Road Group	110,918	580,000	0	690,918	690,918	536,110	446,750	0
Roads to Recovery	26,782	0	(26,782)	0	0	701,564	584,630	26,782
Local Roads & Community Infrastructure - (LRCI)	406,544	0	0	406,544	406,544	677,573	0	0
Wheatbelt Secondary Freight Route	0	0	0	0	0	100,000	83,330	0
GNP Aerodrome Income	0	0	0	0	0	41,930	34,940	4,139
	<b>544,244</b>	<b>580,000</b>	<b>(26,782)</b>	<b>1,097,462</b>	<b>1,097,462</b>	<b>2,384,586</b>	<b>1,422,480</b>	<b>55,253</b>

## 15 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
<b>Budget adoption</b>						0
Grants, subsidies and contributions	27/11/2024 item 11.4	Operating revenue	0	10,650	0	10,650
Materials and contracts	27/11/2024 item 11.4	Operating expenses	0	0	(3,300)	7,350
Materials and contracts	30/10/2024 item 11.7	Operating expenses	0	0	(20,800)	(13,450)
Materials and contracts	11/12/2024 item 11.5	Operating expenses	0	0	(60,000)	(73,450)
Transfer from reserves	30/10/2024 item 11.7	Capital revenue	0	20,800	0	(52,650)
Transfer to reserves	30/10/2024 item 11.7	Capital expenses	0	0	(20,800)	(73,450)
General rates	19/02/2025 item 11.9	Operating revenue	0	0	(5,245)	(78,695)
Grants, subsidies and contributions	19/02/2025 item 11.9	Operating revenue	0	203,805	0	125,110
Fees and charges	19/02/2025 item 11.9	Operating revenue	0	0	(22,786)	102,324
Interest revenue	19/02/2025 item 11.9	Operating revenue	0	74,960	0	177,284
Other revenue	19/02/2025 item 11.9	Operating revenue	0	95,092	0	272,376
Profit on asset disposals	19/02/2025 item 11.9	Non cash item	9,934	0	0	272,376
Employee costs	19/02/2025 item 11.9	Operating expenses	0	20,829	0	293,205
Materials and contracts	19/02/2025 item 11.9	Operating expenses	0	0	(218,061)	75,144
Insurance	19/02/2025 item 11.9	Operating expenses	0	22,933	0	98,077
Other expenditure	19/02/2025 item 11.9	Operating expenses	0	112,103	0	210,180
Loss on asset disposal	19/02/2025 item 11.9	Non cash item	(9,500)	0	0	210,180
Capital grants, subsidies and contributions	19/02/2025 item 11.9	Capital revenue	0	0	(1,313,020)	(1,102,840)
Land and buildings	19/02/2025 item 11.9	Capital expenses	0	0	(116,135)	(1,218,975)
Plant and equipment	19/02/2025 item 11.9	Capital expenses	0	16,339	0	(1,202,636)
Infrastructure roads	19/02/2025 item 11.9	Capital expenses	0	1,400,000	0	197,364
Infrastructure other	19/02/2025 item 11.9	Capital expenses	0	0	(4,158)	193,206
Transfer to reserves	19/02/2025 item 11.9	Capital expenses	0	0	(26,544)	166,662
Surplus or deficit at the start of the financial year	19/02/2025 item 11.9	Opening surplus(deficit)	0	0	(166,662)	0
Grants, subsidies and contributions	23/04/2025	Operating revenue	0	50,000	0	50,000
Materials and contracts	23/04/2025	Operating expenses	0	0	(50,000)	0
Grants, subsidies and contributions	23/04/2025	Operating revenue	0	4,000	0	4,000
Materials and contracts	23/04/2025	Operating expenses	0	0	(11,000)	(7,000)
Materials and contracts	23/04/2025	Operating expenses	0	11,000	0	4,000
				<b>2,042,511</b>	<b>(2,038,511)</b>	<b>4,000</b>

## OTHER BUSINESS AND CLOSING PROCEDURES

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

NIL

**13. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

NIL

**14. DATE OF NEXT MEETING**

The next Ordinary Council Meeting will be held on the 18 June 2025.

**15. CLOSURE**

The Shire President thanked Council, visitors and staff for their time and declared the meeting closed at 4:09pm.

UNCONFIRMED