



MINUTES

ORDINARY MEETING OF COUNCIL

19th December 2018
Commencing at 3:30pm

Council Chambers
28 Yougenup Road, Gnowangerup WA 6335

COUNCIL'S VISION

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

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

When Council uses this expression it means that:

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

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



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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.

Signed: 

S. Pike
CHIEF EXECUTIVE OFFICER

TABLE OF CONTENTS

OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS	1
2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	1
2.1. ATTENDANCE.....	1
2.2. APOLOGIES.....	1
2.3. APPROVED LEAVE OF ABSENCE.....	1
3. APPLICATION FOR LEAVE OF ABSENCE	1
4. RESPONSE TO QUESTIONS TAKEN ON NOTICE	1
5. PUBLIC QUESTION TIME	1
6. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY	1
7. PETITIONS / DEPUTATIONS / PRESENTATIONS	2
7.1. PETITIONS.....	2
7.2. DEPUTATIONS.....	2
7.3. PRESENTATIONS.....	2
8. CONFIRMATION OF PREVIOUS MEETING MINUTES	2
8.1. ORDINARY MEETING OF COUNCIL MINUTES 28 TH NOVEMBER 2018.....	2
9. USE OF THE COMMON SEAL	3
9.1 COMMON SEAL.....	3
10. ANNOUNCEMENTS BY ELECTED MEMBERS WITHOUT DISCUSSION	5
10.1. ELECTED MEMBERS ACTIVITY REPORTS.....	5

REPORTS FOR DECISION

11. COMMITTEES OF COUNCIL	6
11.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING (LEMC).....	6
12 STRATEGY AND GOVERNANCE	48
12.1 ADOPTING OF THE 2017/2018 ANNUAL REPORT.....	48
12.2 DISPOSAL OF LOT 517 VAUX/CARPENTER STREETS, ONGERUP (OLD ONGERUP POLICE STATION & COURTHOUSE).....	169
12.3 UPDATED EXECUTION OF DOCUMENTS POLICY.....	174
12.4 NEW FITNESS FOR WORK POLICY.....	186
12.5 UPDATED COMMUNICATIONS AND SOCIAL MEDIA POLICY.....	206
13 13.CORPORATE SERVICES & COMMUNITY DEVELOPMENT	215
13.1 CROPPING LEASES TO COMMUNITY GROUP.....	215
14. INFRASTRUCTURE AND ASSET MANAGEMENT	234
15. STATUTORY COMPLIANCE	234
16. FINANCE	234
16.1 ACCOUNTS FOR PAYMENT AND AUTHORISATION – NOVEMBER 2018.....	234
16.2 NOVEMBER 2018 MONTHLY FINANCIAL REPORT.....	247
17. CONFIDENTIAL ITEMS	260

OTHER BUSINESS AND CLOSING PROCEDURES

18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL	260
19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	260
20. DATE OF NEXT MEETING	260
21. CLOSURE	260

OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

Shire President, Keith House welcomed Councillors, Staff and visitors and opened the meeting at **3:35** pm.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

Cr Keith House	Shire President
Cr Chris Thomas	
Cr Richard House	
Cr Ben Moore	
Cr Frank Hmeljak	
Cr Greg Stewart	
Cr Shelley Hmeljak	
Shelley Pike	Chief Executive Officer
Vin Fordham Lamont	Deputy Chief Executive Officer
Carol Shaddick	Senior Finance Officer
Yvette Wheatcroft	Manager of Works
John Skinner	Asset & Waste Management Coordinator
Anita Finn	Executive Assistant

2.2 APOLOGIES

Cr Fiona Gaze	Deputy Shire President
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2.3 APPROVED LEAVE OF ABSENCE

Cr Lex Martin

3. APPLICATION FOR LEAVE OF ABSENCE

Cr Richard House: 13th February 2019, Cr Shelley Hmeljak: 13th February 2019,
Cr Frank Hmeljak: 13th February 2019

4. RESPONSE TO QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS

7.1 PETITIONS

NIL

7.2 DEPUTATIONS

NIL

7.3 PRESENTATIONS

NIL

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 28TH NOVEMBER 2018

COUNCIL RESOLUTION

Moved: Cr C Thomas

Seconded: G Stewart

1218.127 That the minutes of the Ordinary Council Meeting held on 28th November 2018 be confirmed as a true record of proceedings.

UNANIMOUSLY CARRIED: 7/0

9. USE OF THE COMMON SEAL

9.1	COMMON SEAL
Location:	Shire of Gnowangerup
Proponent:	N/A
Business Unit:	Strategy and Governance
Date of Report:	12 th December 2018
Officer:	S Pike - Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENT

- Copy of Common Seal Register

PURPOSE

This report is a standard report and for noting purposes only.

BACKGROUND

Section 2.5 of *the Local Government Act 1995* states that a Local Government is a Body Corporate with perpetual succession and a common seal. A document is validly executed by a Body Corporate when the common seal of the Local Government is affixed to it by the Chief Executive Officer, and the President/Chairman and the Chief Executive Officer attest the affixing of the seal.

The Chief Executive Officer is primarily responsible for the governance role of the Shire of Gnowangerup which includes ensuring all legislative requirements are complied with including: adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. This use of the Common Seal is a Standard Report for noting by Council.

All documents validly executed will have the common seal affixed and the President and the Chief Executive Officer's attestations affixing the seal. Use of the common seal is to be recorded in the common seal register and must have the Council resolution number included and the date that the seal was applied.

POLICY IMPLICATIONS

Nil

LEGISLATIVE IMPLICATIONS

Section 2.5(2) of the Local Government Act 1995. The local government is a body corporate with perpetual succession and a common seal Section 9.49. Documents, how authenticated. A document, is, unless this Act requires otherwise, sufficiently authenticated by a local government without its common seal if signed by the CEO or an employee of the local government who purports to be authorised by the CEO to so sign.

CONCLUSION

This is a standard report for Elected Members' information.



COMMON SEAL REGISTER

Register Reference No	Party (company etc.)	Description e.g. Contract Agreement	Date Signed	Resolution No.	Signed	Record Location and Record Number
019	North Stirling Pallinup Natural Resources Inc.	<ul style="list-style-type: none"> Lease Agreement - Borden CWA Hall on Crown Reserve 23587 commencing on the 1st July 2018, expiring on the 30th June 2021 	23/11/2018		Yes	Strongroom OLM183904

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1 ELECTED MEMBERS ACTIVITY REPORT

Date of Report: 19th December 2018

Councillors: Various

Attended the following meetings/events

Cr F Gaze: N/A

Cr C Thomas:

- 11th December 18 - Borden School End of Year Awards Night and Concert

Cr R House:

- 29th November 18 - GSRAG Meeting in Tambellup

Cr B Moore: Nil

Cr L Martin: N/A

Cr F Hmeljak: Nil

Cr G Stewart: Nil

Cr S Hmeljak:

- 14th December 18 - RFQ Marketing Strategy & Plan with Shelley Pike

Cr K House:

- 30th November 18 - WALGA Great Southern Zone Ordinary Meeting & AGM in Cranbrook
- 1st December 18 - SES Christmas and Awards Night
- 4th December 18 - Economic Development Forum
- 5th December 18 - State Council Meeting
- 10th December 18 - Gnowangerup Aboriginal Corporation Meeting
- 11th December 18 - Gnowangerup District High School - School Award Night
- 12th December 18 - LEMC meeting

REPORTS FOR DECISION

11. COMMITTEES OF COUNCIL

11.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING

Proponent: Shire of Gnowangerup
File Ref: ADM0119
Date of Report: 11th December 2018
Business Unit: Corporate and Community Services
Officer: V Fordham Lamont – Deputy Chief Executive Officer
Disclosure of Interest: Nil

ATTACHMENT

- Unconfirmed Minutes of the LEMC meeting held on the 6th December 2018.

PURPOSE OF THE REPORT

For Council to receive and note the minutes of the LEMC meeting held on the 6th December 2018.

BACKGROUND

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

COMMENTS

Nil

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gnowangerup Strategic Community Plan 2017 – 2027

Theme 3: Our Community

Objective 1: Build connectivity between the three communities.

Strategic Initiative 1.1: Strengthen the sense of place and culture and belonging through inclusive community interaction and participation.

RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

LEMC is a committee of Council and Council is required to receive and note the unconfirmed minutes from the meeting held on the 6th December 2018.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

Moved: Cr R House

Seconded: Cr C Thomas

1218.128 That Council:

Receives and notes the unconfirmed minutes of the Local Emergency Management Committee (LEMC) meeting held on the 6th December 2018.

UNANIMOUSLY CARRIED: 7/0



SHIRE OF GNOWANGERUP

SHIRE OF GNOWANGERUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES

THURSDAY 6th DECEMBER 2018 COMMENCING AT 4:30PM

SHIRE OF GNOWANGERUP COUNCIL CHAMBERS

1. OPENING

The Chairman, Cr Keith House declared the meeting open at 4:28pm.

2. ATTENDANCE

Keith House	Shire of Gnowangerup President (Chairman)
Fiona Gaze	Shire of Gnowangerup Councillor
Lex Martin	Shire of Gnowangerup Councillor
Neville Blackburn	Department of Communities
Paul Tholen	Department of Biodiversity Conservation and Attractions – Stirling Ranges Park Ranger
Tracey Keown	Gnowangerup Police Station
Les Nayda	Gnowangerup SES
Vin Fordham Lamont	Deputy CEO, Shire of Gnowangerup (Local Recovery Coordinator)
Yvette Wheatcroft	Manager of Works, Shire of Gnowangerup
Anrie van Zyl	Corporate Support Officer, Shire of Gnowangerup (Agenda and Minutes Officer)

3. APOLOGIES

Mark Bruce	Principal Ongerup Primary School
Robyn Millar	Director of Nursing / Health Service Manager, Katanning Health Service, WACHS Great Southern
Andrew Brooker	St John Ambulance
Cassandra Hughes	St John Ambulance Regional Manager – Great Southern
Adam Smith	Department of Fire and Emergency Services
Helen MacKay	Nurse Manager, Gnowangerup Health Services

4. CONFIRMATION OF PREVIOUS MINUTES

That the minutes of the Local Emergency Management Committee meeting held on Thursday 6th September 2018 be confirmed as a true and accurate record of proceedings.

Moved: Tracey Keown

Seconded: Les Nayda

UNANIMOUSLY CARRIED: 10/0

5. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 State Risk Project – Update (Adam Smith)

- In Adam’s absence, Anrie explained the way forward with the Project. At the next LEMC meeting members are to discuss the risks, which are in the “consider treat” category of the Risk Summary Report and help identify some treat options for those identified risks.

6. CORRESPONDENCE

INWARDS:

- 6.1. Disaster Recovery Funding Arrangements (DRFA-WA) Update [MRWA] received on the 8th October 2018
- 6.2. Local Recovery Guidelines Review received 8th October 2018
- 6.3. NBN Co's EM Approach received on the 11th October 2018
- 6.4. Link to Australian Journal of Emergency Management - October 2018 received on the 31st October 2018 (forwarded to all LEMC members)
- 6.5. Recovery Webinar Available on YouTube received on the 31st October 2018
 - Webinar Slideshow available to LEMC members on request
- 6.6. Fire Investigation - A Shared Responsibility – received the 7th November 2018
- 6.7. Local Radio Communications Planning Exercise received on the 12th November 2018 from Great Southern SEMC
- 6.8. Link to the 2018 Annual Preparedness Report received 4th December 2018 (forwarded to all members)
- 6.9. Shire of Gnowangerup Summary Risk Report received 5th December 2018
 - Report received and tabled at the meeting by Chairman, Cr Keith House. Report to be sent out to LEMC members early in 2019 for discussion at the LEMC meeting scheduled for the 7th March 2018.

OUTWARDS:

- 6.10. Invitation to new Principal of Borden Primary to join LEMC –letter sent on the 24th October 2018
- 6.11. LEMC Exercise - Road Crash Rescue - 15 November 2018 - Attendance Poll – emailed to all members on the 18th October 2018
- 6.12. LEMC Exercise _ Road Crash Rescue – Outcome of attendance poll – emailed to all members on the 1st November 2018
- 6.13. Local Radio Communications Planning Exercise – emailed to Tracey Keown and Gnowangerup Police on 13th November 2018 and to the Gnowangerup SES on the 26th November 2018.

7. GENERAL BUSINESS

7.1. Local Radio Communications Planning Exercise

- Not enough time to organise an exercise between the 4 agencies involved in the Communications training exercise.
- Les Nayda tried to contact the Bushfire Brigade Communications officer to organise a combined training exercise, but had no response from him. Les was of the opinion that everyone is busy with harvesting, thus the lack of response.
- St John Ambulance was also not available for exercising.
- The SES and Gnowangerup Police were able to successfully complete the communications exercise between each other on the new emergency channels.
- Reschedule this exercise to take place in February 2019 when harvesting is complete and more volunteers available for participation.
- Letters needs to be sent to the Bushfire Brigade and St John Ambulance informing them of their requirement to take part in the communications exercise.
- Adam Smith were informed that the Gnowangerup Shire LEMC would be unable to submit an exercise in time for the 7th December SEMC meeting and that LEMC would arrange the exercise to take place in February 2019.

7.2. Endorsement from LEMC for the Capital Grant application of a repeater station in the Mindarabin area:

- The Local Bushfire Brigades are seeking endorsement from LEMC for the Capital Grant application to acquire a repeater station in the Mindarabin area.
- Over the last ten years the North corner of the Northwest section of the Gnowangerup Shire has had very serious problems with communications when using the bushfire brigade yellow radios.
- Mt Barker Communications have been called out several times over this period to check all yellow radios and the problem is not with the actual radio.
- The only other repeater in the Shire is situated on the property of David Osborne, Boxwood Hill / Ongerup Road in the Southeast Section.

Moved: Les Nayda

Seconded: Neville Blackburn

That the Gnowangerup Local Emergency Management Committee endorse the Capital Grant application by the Local Bushfire Brigade for the construction of a repeater station in the Mindarabin area.

UNANIMOUSLY CARRIED:10/0

- Cr Keith House requested that it be minuted how well **WhatsApp** is working as a communication tool for the local Bushfire Brigades. Tracey Keown is to let Anrie know whether she wants to be included in the communications group.

8. REPORTS FROM MEMBERS

TRACEY KEOWN:

Incident on the 23rd October 2018 at the Stirling Ranges National Park. The Gnowangerup Police were assisted by the volunteer ranger and Tambellup Police. Fortunate that the incident didn't require a full land search to be done as missing persons were located fairly quickly.

Gnowangerup Police are required to complete 2 training exercises per year. One in the form of a desktop and the other a live exercise. It was suggested by LEMC members that exercises could be combined with neighbouring shires. The Road Crash Scenario developed by Tracey and Les that did not take place in November is to be revisited as some agencies felt that the scenario was not testing the Shire's LEMA and that more casualties needed to be involved in the exercise. Tracey to discuss the matter with Andrew Brooker from St John Ambulance.

PAUL THOLEN

Paul wanted to thank everyone involved in the incident that took place on the 23rd October at the Stirling Ranges. Thanks to Borden St John Ambulance for quick response to the incident.

Upgrades have been done to the Department of Biodiversity Conservation and Attractions communications towers at Moirs Hill and Ongerup. Towers now have a broader signal range.

Eddie Seaman has moved to Mandurah, but will be coming back to the Ranges over Easter to assist during this busy time of the year.

LES NAYDA

It has been a quiet year with not much to report. The annual SES Santa lolly run will take place on the 13th December with the assistance of the Gnowangerup Police who will be providing the sirens. Looking at doing the same in Borden and Ongerup, but on a different night.

SES had a fantastic awards night and Cr Keith House would like to congratulate all the SES members receiving Long Service Awards.

NEVILLE BLACKBURN

The Department of Communities is now focusing on training more staff from the former Department of Housing and Department of Disabilities. They now have more members to respond to emergencies.

Neville ran a discussion exercise with the Shire of Ravensthorpe in the form of a desktop exercise on how the Shire should respond when the Department of Communities are unable to assist in the first 48 hours of an emergency. Neville indicated that he is happy to run the same exercise with the Shire of Gnowangerup LEMC on the 7th March 2019. Tracey and Neville to discuss details and exercise could count towards the Gnowangerup Police's targets in regards to completed exercises. Only members from the Shire of Gnowangerup LEMC would be involved in the exercise.

Anrie to ensure that enough agencies attend on the day to take part in the above discussion exercise.

FIONA GAZE:

Nil

LEX MARTIN

Nil

YVETTE WHEATCROFT

Nil

VIN FORDHAM LAMONT

Nil

9. OTHER

Nil

10. CLOSING

Cr Keith House declared the meeting closed at 5:05pm

11. DATE OF NEXT MEETING

Thursday 7th March 2019 at 4:30pm

Update 1 - July 2018

DRFA-WA – Commencing 1 November 2018

The Commonwealth has released the new Disaster Recovery Funding Arrangement, referred to as the DRFA. These new arrangements will commence on 1 November 2018.

Key points to note about the DRFA:

- Guidelines and processes are being reviewed and updated in light of the new DRFA and will be referred to as the DRFA-WA
- WANDRRA officers, previously part of the Office of Emergency Management, are now part of the Department of Fire and Emergency Services. They will continue to administer WANDRRA and the DRFA-WA
- For all events that occur prior to 1 November 2018, the current WANDRRA guidelines and processes will apply.
- For all events that occur following 1 November 2018, the new DRFA-WA guidelines and processes will apply.
- Until 30 June 2021, two systems may be running in parallel, depending on when events occur and the type of damage.

What can you expect?

- A new set of guidelines, draft templates and checklists are being developed to help users work through the documents to support the DRFA-WA.
- A frequently asked questions document is being prepared.
- The DRFA-WA Team is developing recommendations to address current challenges associated with local government cashflow concerns and delays to the processing of WANDRRA claims. Further detail will be provided once these recommendations have been endorsed by key stakeholders.
- The DRFA-WA Team will continue to try and meet with all agencies and local governments impacted by the new DRFA-WA.

Who can you contact?

- If you have specific questions or would like a further briefing please contact the team at drfawa@dfes.wa.gov.au or Katherine Clarke on 9395 9971.

Update 2: 20 August 2018

DRFA-WA – Changes to the processing of local government road claims

A review of the current Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) process has been undertaken to determine what is required to meet the changes associated with the introduction of the new Disaster Recovery Funding Arrangements (DRFA).

Currently, following a WANDRRA event, local governments (LGs) manage their reinstatement of road assets through Main Roads WA (MRWA), including providing estimate and claim information. MRWA processes all claims and reimburses LGs.

Under the new arrangements, the Commonwealth requires far greater assurance to substantiate estimates and an engineer or quantity surveyor is required to verify some of the information being provided. The DRFA does make allowance for immediate and emergency works, which do not require the same level of assurance, however as a result of the change in overall assurance requirements, the process will change for all DRFA-WA estimates and claims made by LGs from 1 November 2018.

Existing approval and reimbursement processes will continue to apply for all current and any further pre-1 November 2018 WANDRRA events.

Summary of the changes

- All LGs will be responsible for providing the necessary estimate information, which includes the damage assessment, cost estimate and asset function information, as well as claim information,
- Information must be signed by suitably qualified personnel, however cost estimates need to be verified by an engineer or quantity surveyor.
- The verifying engineer or quantity surveyor is responsible for providing assurance that the information being provided by the asset owner is accurate and meets the requirements of the new arrangements.
- Specifically, assurance is required that the Commonwealth is only providing funding equivalent to the reconstruction of an essential public asset to its pre-disaster function.
- Consistent with WANDRRA, if LGs wish to enhance their assets at the time of repair or restoration, any enhancement costs must be funded by the asset owner, not the Commonwealth.

- LGs will send their estimate information and, at a later date, claim details directly to Disaster Funding Officers at DFES (currently referred to as the WANDRRA team).
- Information will be reviewed by the Disaster Funding team.
- Main Roads Regional Managers will still be involved in the process, providing support to the DFES officers. DFES officers may refer queries to MRWA to confirm the engineering solution being proposed meets the requirements of the DRFA and the proposed repair is reinstating the asset to its previous function.
- Additional resources will be recruited to support the DFES Disaster Funding Officers.

What can you expect?

- A new set of guidelines, draft templates and checklists are being developed to help users work through the DRFA-WA process.
- A frequently asked questions document is being prepared.
- The DRFA-WA Team is currently scheduling meetings with all agencies and local governments, through Regional Road Groups or other forums as required, to discuss the new arrangements.
- The DRFA-WA team will be looking to present an overview of the new arrangements to consultants currently supporting LGs in the management of their WANDRRA claims.

Who can you contact?

- If you have specific questions or would like a further briefing please contact the team at drfawa@dfes.wa.gov.au or Katherine Clarke on 9395 9971.

PLEASE NOTE: The Recovery team, previously situated within the Office of Emergency Management at Albert Facey House, has been relocated to the Department of Fire and Emergency Services (DFES), in Cockburn. Contact details are as follows:

- Graham Capper – 08 9395 9973; graham.capper@dfes.wa.gov.au
- Terry Asher – 08 9395 9341; terry.asher@dfes.wa.gov.au
- Katherine Clarke – 08 9395 9971; katherine.clarke@dfes.wa.gov.au

Update 3 – 8 October 2018

Support for LGs: Asset Repair Working Capital

New Disaster Recovery Funding Arrangements (DRFA) have been introduced by the Commonwealth and will commence on 1 November 2018. Western Australia will have a new DRFA-WA guideline that will replace the current WANDRRA process for all events that occur after 1 November 2018.

Under the current WANDRRA arrangements, local governments are reimbursed for repair works after they have completed the works. Some local governments have indicated that the time between undertaking the works and being reimbursed, places a significant strain on their cashflows.

The new DRFA process requires estimates for the repair of their essential public assets to be provided by asset owners and verified by engineers or quantity surveyors. Greater information is required to support these estimates. This new process, introduced by the DRFA, has enabled the State to develop a process that supports local governments to manage cashflow concerns.

The **Asset Repair Working Capital** will be available to local governments for their asset repairs following an eligible disaster event.

What is the Asset Repair Working Capital?

- The Asset Repair Working Capital is an **advance** payment, which is 20% of the estimated cost of repair works.
- The 20% is based on the verified estimate to repair the damaged asset.
- It assists local governments to cover the upfront costs of repairs to damaged essential public assets.
- It does not have an impact on the local government contribution, which is the amount the local government must contribute towards the cost of repairs.
- The Asset Repair Working Capital is available for essential public asset reconstruction (Section 6 of the DRFA-WA), which requires a verified cost estimate, pre-disaster condition information and asset function information.
- It is not available for emergency and immediate works, which are undertaken within the first three months of the disaster event (or three months from the time the damaged asset is accessible).

How will the Asset Repair Working Capital be managed?

- Local governments will submit their verified estimates to the DRFA-WA team at DFES (referred to currently as the WANDRRA team). On their estimate form, the local government can indicate whether they wish to receive the Asset Repair Working Capital.
- When the estimate is approved by the DRFA-WA team, the local government will be sent a letter, which sets out the Terms and Conditions of the Asset Repair Working Capital process.
- Once the local government has agreed to these terms and conditions, an invoice can be raised to the value of 20% of the verified cost estimate.
- The DRFA-WA team will arrange payment of the 20% to local governments.
- When claims are made for work undertaken on the asset repair, an amount of 25% will be deducted from each claim until both the Asset Repair Working Capital payment AND the Local Government contribution¹ has been recovered.
- Check point - If the Asset Repair Working Capital and local government contribution (if it is applicable to that project and hasn't already been paid) has not been recovered by the time claims have reached 50% of the original estimate, deductions will be made at 50% until the Asset Repair Working Capital and LG Contribution have been settled.
- Once both the Working Capital and LG Contribution have been paid, claims will be reimbursed at 100%.
- To maximise the support provided by the Asset Repair Working Capital, local governments can make regular claims to assist in the management of their cashflow throughout the life of the project.

Is the Asset Repair Working Capital going to be available for WANDRRA projects?

- No. the WANDRRA process does not require estimates to be provided. There is no mechanism for providing the Asset Repair Working Capital payment under WANDRRA.
- The Asset Repair Working Capital will only be available under the DRFA-WA arrangement.

What can you expect?

- A new set of draft templates and checklists are being developed to help users work through the documents to support the Asset Repair Working Capital system.
- A frequently asked questions document is being prepared, with examples of how the system works.
- The DRFA-WA Team will continue to try and meet with all agencies and local governments impacted by the new DRFA-WA.

Who can you contact?

- If you have specific questions or would like a further briefing please contact the team at drfawa@dfes.wa.gov.au or Katherine Clarke on 9395 9971.

¹ Local Government Contribution is based on total rates levied with a minimum of \$150,700 for each event. The figure is updated annually and changes according to the total rates levied value.

From: [SMITH Adam](#)
Subject: Local Recovery Guidelines Review
Date: Monday, 8 October 2018 10:13:41 AM
Attachments: [DRAFTGuidelinesLocalRecoveryOctober2018v01.05.pdf](#)

Good Morning – please see below and attached for your action. Regards

Adam Smith

District Emergency Management Advisor

Great Southern Region

Department of Fire and Emergency Services, 5 Hercules Crescent, Albany, WA 6330

P: (08) 9845 5007 **M:** 0429 104 007 **E:** adam.smith@dfes.wa.gov.au **W:** www.dfes.wa.gov.au

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The *State Emergency Management Guidelines – Local Recovery Guidelines* (the Guidelines) have been prioritised for review after local government recovery stakeholders identified it as the key recovery policy priority. The comprehensive review and redesign of the Guidelines is expected to be completed by the end of 2019.

To ensure the new Guidelines meet the needs of local governments who undertake the vital role of recovery management in Western Australia, your participation in a short survey would be of great value. Your insights into what needs to be improved or streamlined, what new information should be incorporated, and what doesn't work will contribute to a resource which meets recovery needs now and into the future, please forward the survey to any members of your local government team who may have a role in emergency recovery.

Attached is a Consultation version of the Guidelines, which has minor updates reflecting the recent machinery of government changes. The Guidelines on the SEMC website will remain unchanged until completion of the review. Please refer to the attached Consultation version whilst completing the survey.

The survey should take approximately 10 minutes and can be completed by following this link: <https://www.surveymonkey.com/r/GJW2P6G>

The survey closes at 4pm Friday, 2 November 2018

In anticipation of your support we would like to thank you for your ongoing commitment to ensuring recovery resources in Western Australia are useful to recovery practitioners.

If you have any questions or comments regarding the review or survey, please contact:

Karen Edmeades - Recovery Advisor karen.edmeades@dfes.wa.gov.au or 9395 9975;
or Loren Bebich, Project and Policy Officer loren.bebich@dfes.wa.gov.au or 9395 9974.

Many thanks,
Karen

Karen Edmeades

Recovery Advisor | Resilience & Recovery | Strategy & Emergency Management Command
Department of Fire and Emergency Services | 20 Stockton Bend, COCKBURN CENTRAL WA 6164
P. +61 8 9395 9975 | **M:** 0438 040 814 **E.** karen.edmeades@dfes.wa.gov.au
www.dfes.wa.gov.au



From: [SMITH Adam](#)
Subject: NBN Co"s EM Approach
Date: Thursday, 11 October 2018 10:20:27 AM

Good Morning

Please find below a link regarding NBN Co's emergency management preparedness for your information.

<https://www.nbnco.com.au/blog/the-nbn-project/vigilance-never-sleeps-nbn-cos-approach-to-emergency-management.html>

Regards

Adam Smith

District Emergency Management Advisor

Great Southern Region

Department of Fire and Emergency Services, 5 Hercules Crescent, Albany, WA 6330

P: (08) 9845 5007 **M:** 0429 104 007 **E:** adam.smith@dfes.wa.gov.au **W:** www.dfes.wa.gov.au

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Anrie Van Zyl

From: Anrie Van Zyl
Sent: Wednesday, 31 October 2018 10:36 AM
To: Keith House; 'robyn.mortem@health.wa.gov.au'; 'Millar, Robyn'; Tracey Keown; 'Andrew Brooker'; 'BRUCE Mark [Ongerup Primary School]'; Vin Fordham Lamont; Yvette Wheatcroft; 'Paul Tholen'; Gnowangerup SES; Gnowangerup Police; 'SMITH Adam'; Lex Martin; Neville Blackburn; 'mnsroodney@hotmail.com'; Fiona Gaze; Cassandra Hughes; Siobhan Gallagher; Robyn Crabbe; Sharyn Pither; 'darren@aidinville.com'; 'Garth.Lawrence@dfes.wa.gov.au'; 'helen.mackay@health.wa.gov.au'; 'vince.hilder@dbca.wa.gov.au'
Subject: FW: Australian Journal of Emergency Management - October 2018

Good morning everyone

Please find below the online October issue of the Australian Journal of Emergency Management for your perusal, as provided by Adam Smith.

Please do not hesitate to contact me should you require any other information.

Kind regards

Kind Regards,

Anrie Van Zyl | Corporate Support Officer
28 Yougenup Rd, Gnowangerup WA 6335 | Shire of Gnowangerup



T (08) 9827 1007
F (08) 9827 1377
E Anrie.Vanzyl@gnowangerup.wa.gov.au
W www.gnowangerup.wa.gov.au



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From: SMITH Adam <adam.smith@dfes.wa.gov.au>
Sent: Thursday, 25 October 2018 2:07 PM
Subject: FW: Australian Journal of Emergency Management - October 2018

Adam Smith
District Emergency Management Advisor
Great Southern Region

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From: Australian Journal of Emergency Management [<mailto:AJEM@aidr.org.au>]

Sent: Thursday, 25 October 2018 12:57 PM

To: SMITH Adam

Subject: Australian Journal of Emergency Management - October 2018

[View this email in your browser](#)



October 2018



[WELCOME](#) | [NEWS AND VIEWS](#) | [RESEARCH](#)

Welcome

The October issue of the Australian Journal of Emergency Management is now online.

With the growing acceptance that severe weather seasons are getting longer, threats that used to be confined to specific seasons are now lasting longer and catching people and communities unprepared.

In this environment, the Australian Government has explored how well we understand and acknowledge our vulnerabilities to these threats, as part of the Australian Vulnerability Profile project. These conversations have reinforced the need to better understand the vulnerabilities of identified at-risk groups and communities, to strengthen our capabilities and confidence in the face of the challenges that will confront the world we live in. This issue of AJEM explores

how community service organisations can minimise the impact of disasters on homeless people through understanding the practices and behaviours that help build resilience and provide effective support for recovery.

The stories from people and communities affected by disasters provide context to the discussion – sharing personal perspectives and reminding us that whilst we are one country, there are many connected pieces. All these pieces need to come together if we are to achieve our goal of minimising harm to people, communities and the environment.

'Learning to love where we live again' is a powerful article by Jane Hayward that captures almost a decade of life in a small primary school following the Black Saturday fires of 2009.

This issue of AJEM also looks at how we inspire and value our volunteers, and ways that we can continue to improve communication of safety and warning information.

John Bates

Editor in Chief, AJEM



News and views



Learning to love where we live again

The Strathewen-Arthurs Creek Bushfire Education Partnership came to life following devastating bushfires in February 2009. Students have built relationships with Country Fire Authority volunteers and staff and emergency management experts and proudly and confidently shared their knowledge.



Image: Dhahi Alsasdi on Unsplash

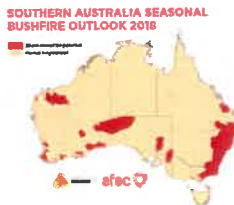
Co-designing a disaster resilience strategy for South Australia

In 2016 a supercell thunderstorm and seven tornadoes destroyed major transmission lines across South Australia, triggering a state-wide blackout. This highlighted the need for a common understanding of disaster resilience and an agreed policy for building resilience.



Integrating animal welfare into emergency management

Disasters can affect animals – previous incidents have identified a lack of adequate planning for animals in emergencies, resulting in poor last-minute decisions. This can lead to dangerous and fatal consequences for both animals and their carers.



Prepare for extended severe weather seasons

Australia needs to prepare itself for the threat of year-round natural hazards that in the past were associated only with the summer months, says Bushfire and Natural Hazards Cooperative Research Centre CEO Dr Richard Thornton.



Collective trauma events: towards best practice

Collective trauma events impact communities as they challenge public norms, undermine perceptions of safety and provoke significant public grieving. The Australian Red Cross has developed best practice guidelines to support communities before, during and after these events.

Research



Image: Country Fire Authority

Homelessness and natural disasters: the role of community service organisations

Homelessness can decrease the disaster resilience of individuals and communities. This paper presents the findings of ten in-depth qualitative interviews conducted at a homelessness support service to explore homeless individual's experiences of natural hazards and how they access support during disasters.

When joining is not enough: emergency services volunteers and the intention to remain

Volunteer turnover is a continuous concern for emergency services organisations. Using a psychological contract perspective, this paper examines how meeting the initial expectations of volunteers when they join an emergency service is related to the volunteer's intention to remain with that service.



Image: Matthew Bennett on Unsplash

'That psychological bulls**t': surprising findings from community research are improving preparedness communication

Effective preparedness is often communicated as physical actions such as having a survival plan and an emergency kit or reinforcing, moving and clearing property. However, the physiological responses to an overwhelming threat can disrupt the best-laid preparations and plans.

From: [SMITH Adam](#)
Subject: Recovery Webinar Available on YouTube
Date: Thursday, 1 November 2018 4:36:42 PM

Good Afternoon

On Tuesday 30 October the DFES Recovery Directorate and WALGA hosted a webinar on Organisational Recovery Resilience with presentations from Shire of Augusta Margaret River, City of Mandurah and DFES.

A copy of the webinar is available on YouTube here: <https://www.youtube.com/watch?v=gp7eKgi7XqI&feature=youtu.be>

I encourage you to view the presentation.

Regards

Adam Smith

District Emergency Management Advisor

Great Southern Region

Department of Fire and Emergency Services, 5 Hercules Crescent, Albany, WA 6330

P: (08) 9845 5007 **M:** 0429 104 007 **E:** adam.smith@dfes.wa.gov.au **W:** www.dfes.wa.gov.au

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Great Southern Police District

FIRE INVESTIGATION - A SHARED RESPONSIBILITY

Western Australia Police Force (WAPF) Detectives in the Great Southern Police District have a shared responsibility for investigating fires ignited in suspicious circumstances. This responsibility covers both structure and bush fires on any land.

WAPF LEGISLATIVE POWERS

The legislation WA Police Force investigators operate under is found in:

- Part 1, *Criminal Investigation Act 2006*,
- Section 14, *WA Bush Fires Act 1954*, and
- Section 444 *Criminal Code Compilation Act 1913*

CONSULTATION

WAPF Detectives will consult the Incident Controller and Fire Investigator for advice. The operating structure under Emergency Management arrangements apply in every incident.

EARLY ADVICE

To maximise opportunities to capture evidence and ensuring the timely development of investigative actions, early advice is essential. This should be considered in every instance where there is suspicion by attending Fire personnel that it may be a deliberate act.

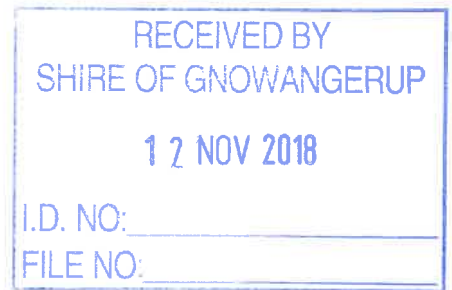
REQUESTING DETECTIVES

A request for District Detectives can be made 24 hours a day through the Great Southern Police Duty Officer On-Call number (08) 9892 9395.

Ian Clarke APM

District Superintendent

Great Southern Police District



Your Ref:
Our Ref: AL02097
Enquiries: Adam Smith
Telephone: (08) 9845 5000

Ms Shelly Pike
Chief Executive Officer
28 Yougenup Road
GNOWANGERUP WA 6335

Dear Shelly

LOCAL RADIO COMMUNICATIONS PLANNING

Radio channels Emergency Services A and Emergency Services B (ESA & ESB) have traditionally been used by WA Police, Department of Fire and Emergency Services (Fire and Rescue and State Emergency Services) Bushfire Brigades, St John Ambulance and the Emergency Rescue Helicopter Service as interoperable communication channels.

As part of the 400MHz spectrum changes completed by the Australian Communications and Media Authority there have been some changes to the location and naming conventions within agency radios. For example radios supplied by DFES have changed to;

- ESA 218 changed to ESC 220
- ESB 219 changed to ESD 221

These changes came in to effect on the 10th October 2018.

Being able to communicate between agencies is a critical element of coordinating the response effort. I am therefore asking each Local Emergency Management Committee to conduct an exercise with the aim of locating and testing these channels.

I ask each LEMC, to run a simple exercise with the local Police, Bushfire Brigade, State Emergency Service, St John Ambulance and Volunteer Fire and Rescue (where established within the town). The exercise outline is;

Aim: To test local interagency radio communications

Objectives:

1. Each emergency service to locate the emergency services channels within their radio program
2. Each emergency service to establish and confirm communications with multiple emergency services
3. Document the radio channel findings within the Local Emergency Management Arrangements

At the conclusion of the exercise a post exercise report should be completed and sent to the DEMC Executive Officer, Mr. Adam Smith at adam.smith@dfes.wa.gov.au. The reports will be compiled and reviewed at the next DEMC meeting. Attached is a post exercise template for your use with the exercise details pre-filled. I ask you to have them returned by the 7th December for tabling.

Yours sincerely



Superintendent Ian Clarke *APM.*
GREAT SOUTHERN DEMC CHAIR

7 / 11 / 2018

Post Exercise Report

1. Local Government:

2. Local Emergency Management Committee:

3. Participating Agencies (tick)

- | | |
|--|--|
| <input type="checkbox"/> WA Police | <input type="checkbox"/> State Emergency Service |
| <input type="checkbox"/> St John Ambulance | <input type="checkbox"/> Volunteer Fire & Rescue Service |
| <input type="checkbox"/> Bushfire Brigade | <input type="checkbox"/> Other: |

4. Date of Exercise:

5. Exercise Aim: To test local interagency radio communications

6. Exercise Objectives: (tick on completion of objective)

- Each emergency service to locate the emergency services channels within their radio program
- Each emergency service to establish and confirm communications with multiple emergency services
- Document the radio channel findings within the Local Emergency Management Arrangements

7. Key Lessons Learnt: (eg where agencies able to locate and communicate on channels)

8. Actions re Lesson Learnt: (eg: is any further training or exercising required)

9. Post Exercise Report: (tick)

- Sent to DEMC
- Tabled at LEMC

From: [SMITH Adam](#)
Subject: SEMC Release 2018 Emergency Preparedness Report - Updated Link
Date: Tuesday, 4 December 2018 2:52:38 PM

Good Afternoon

The SEMC have released the 2018 Emergency Preparedness Report for your review. Please share this link with your stakeholders.

<https://www.semc.wa.gov.au/publications/emergency-preparedness-reports>

Regards

Adam Smith

District Emergency Management Advisor

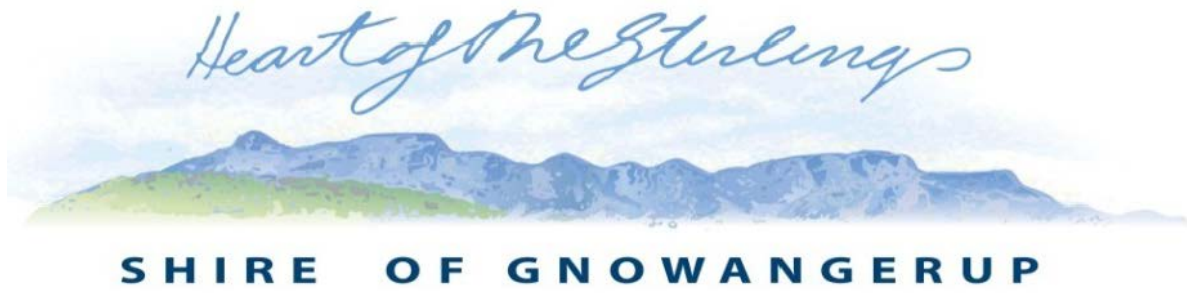
Great Southern Region

Department of Fire and Emergency Services, 5 Hercules Crescent, Albany, WA 6330

P: (08) 9845 5007 **M:** 0429 104 007 **E:** adam.smith@dfes.wa.gov.au **W:** www.dfes.wa.gov.au

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Shire of Gnowangerup
Local Emergency Management Committee
Risk Assessment Results Summary

Background:

Under the Emergency Management Act 2005 and State Emergency Management Policy, each local government is required to undertake an assessment of the hazards likely to occur within its district. The Gnowangerup Local Emergency Management Committee (LEMC) had identified the hazards of Flood, Fire (bushfire) Chemical substance (Hazmat), Roadcrash, Storm and Biosecurity as the most likely to occur within the district.

On the 10th April and the 6th September the committee attended workshops to determine the level of risk from each hazard. The following agencies attended the workshop;

Workshop 1 <ul style="list-style-type: none">• Floods• Storm• Biosecurity	Workshop 2 <ul style="list-style-type: none">• Roadcrash• Bushfire• Hazmat
Attendees <ul style="list-style-type: none"><input type="checkbox"/> Keith House (LEMC Chair)<input type="checkbox"/> Fiona Gaze<input type="checkbox"/> Adam Smith<input type="checkbox"/> Lex Martin<input type="checkbox"/> Neville Blackburn<input type="checkbox"/> Andrew Brooker<input type="checkbox"/> Mark Bruce<input type="checkbox"/> Janette Hindmarsh<input type="checkbox"/> Casandra Hughes<input type="checkbox"/> Robyn Millar<input type="checkbox"/> Yvette Wheatcroft<input type="checkbox"/> Tracey Keown<input type="checkbox"/> Vin Fordham Lamont<input type="checkbox"/> Yvette Wheatcroft<input type="checkbox"/> Anrie van Zyl	Attendees <ul style="list-style-type: none"><input type="checkbox"/> Fiona Gaze<input type="checkbox"/> Adam Smith<input type="checkbox"/> Les Nayda<input type="checkbox"/> Carli Rooney<input type="checkbox"/> Paul Tholen<input type="checkbox"/> Mark Bruce<input type="checkbox"/> Andrew Brooker<input type="checkbox"/> Tracey Keown<input type="checkbox"/> Vince Hilder<input type="checkbox"/> Robyn Millar<input type="checkbox"/> Robyn Mortem<input type="checkbox"/> Vin Fordham Lamont<input type="checkbox"/> Yvette Wheatcroft<input type="checkbox"/> Anrie van Zyl

The workshop utilised the WA Risk Register Tool and the tailored Consequence Table for the Shire of Gnowangerup provided on the State Emergency Management Committee website.

Assessment Outcomes & Profile Analysis

A total of 240 risks were examined across the six hazards. Risks were rated as follows;

Risk Rating	Number of Risks
Extreme	14
High	60
Medium	45
Low	85
Very Low	6
Not Applicable	13

Table 1: Risk Rating Snapshot

Number Requiring Treatment	Number to Consider Treating	Monitor & Review
74	45	31

Table 2: Risk Status

Risks in relation to the State Core Objectives are;

Level of Risk	State Core Objectives				
	People	Economy	Public Administration	Social Setting	Environment
Extreme	6	7	1	0	0
High	11	23	17	5	0
Medium	1	14	17	10	3
Low	1	10	20	35	11
Very Low		3	2	1	

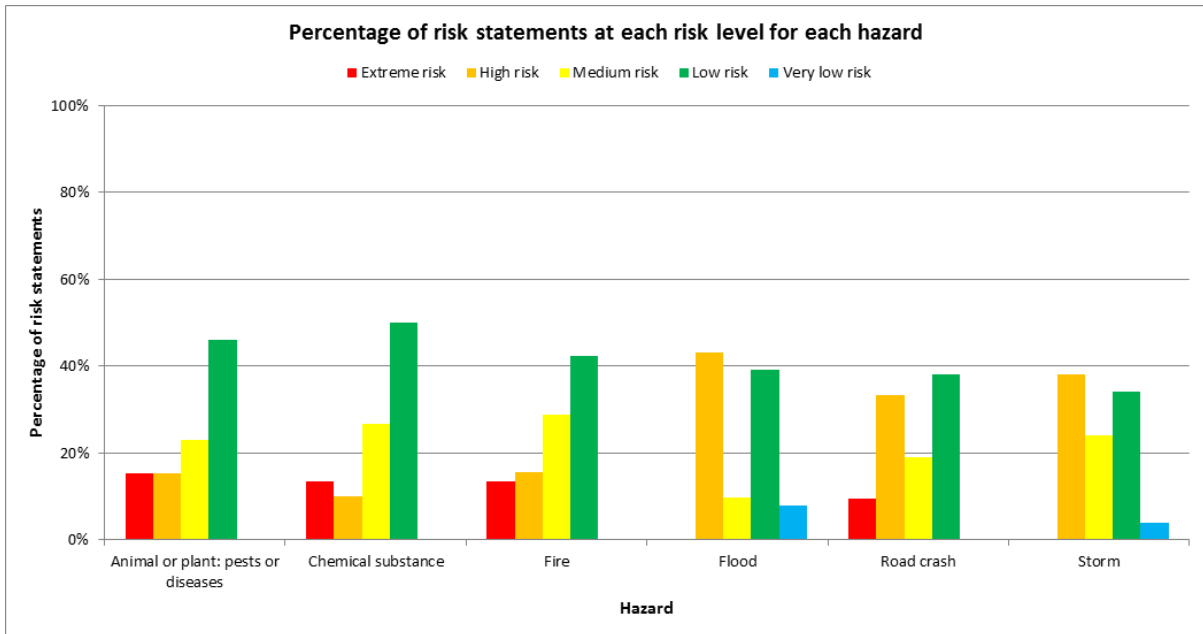
Common Themes

Common themes relating to **extreme** risks include;

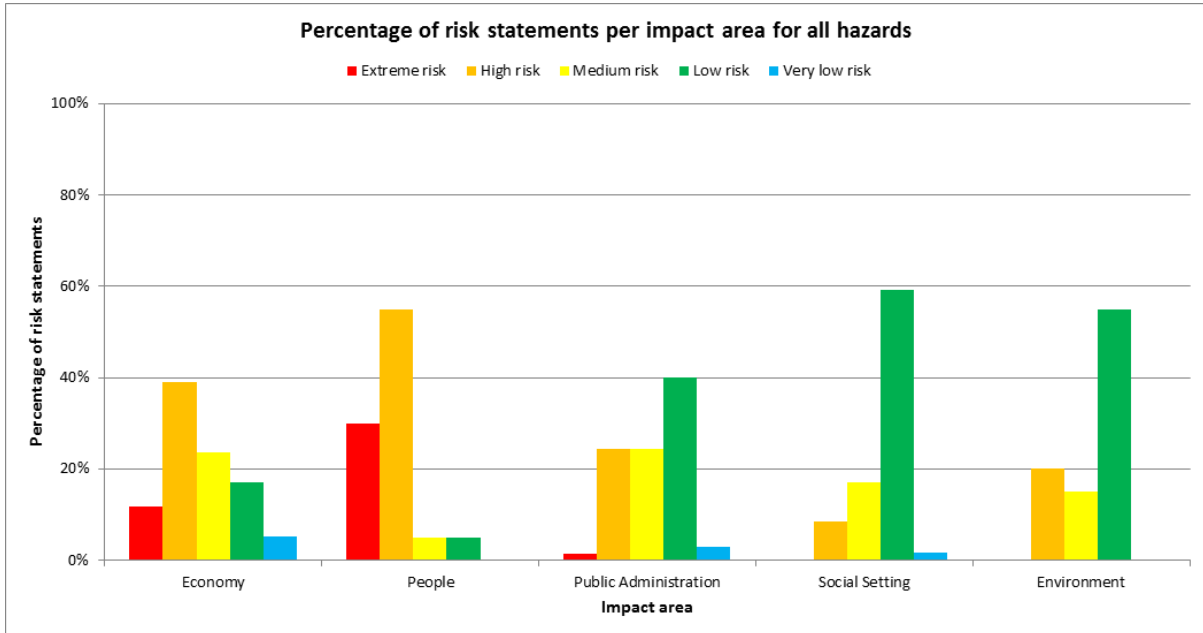
- Risks to the **economy** through assets, infrastructure, crops and livestock as a result of fire.
- Risks **people** through a significant chemical substance (hazmat) incident in town.
- Risk to the economy through the impact of a biosecurity event impacting local businesses and crops.

Id	Risk statement	Hazard	Impact area	AEP	Maximum consequence	Percentage likelihood of risk statement occurring	Confidence level	Auto generated likelihood level	Auto generated risk level		Auto generated priority level		Risk assessment comments	Treatment action	
									Sort risk	Unsort risk	Sort priority	Unsort priority		Sort treatment	Unsort treatment
53	will impact commercial buildings, contents and services, resulting in financial losses.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
59	will result in recovery activities, resulting in costs to local government.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
62	will impact agricultural industry infrastructure (e.g. fencing, machinery, grain stores etc.), resulting in recovery costs and/or financial losses.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
63	will impact on livestock (e.g. through death/injury/lack of pasture), resulting in financial losses.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
64	will impact on crops/cropping/plantations (and consequently expected harvests), resulting in financial losses.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
79	will impact the health of people and cause injury and/or serious illness.	Fire	People	0.01980	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
114	will impact emergency service response buildings and facilities, impacting the ability to maintain core services.	Chemical substance	Public Administration	0.01600	Catastrophic	100%	High	Unlikely	Extreme	2	SJA & WaPol cant access buildings		Treat (Recommended action)		
121	will impact the health of people and cause injury and/or serious illness.	Chemical substance	People	0.01600	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
122	will cause emergency services (including ambulance and medical transport services such as RFDSWA) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	Chemical substance	People	0.01600	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
123	will cause health services (e.g. ICU units, hospitals, remote nursing posts, small country hospitals, clinics) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	Chemical substance	People	0.01600	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
151	will impact the health of people and cause death(s).	Road crash	People	0.03036	Catastrophic	90%	High	Unlikely	Extreme	2			Treat (Recommended action)		
152	will impact the health of people and cause injury and/or serious illness.	Road crash	People	0.03036	Catastrophic	100%	High	Unlikely	Extreme	2			Treat (Recommended action)		
217	will impact on crops/cropping/plantations (and consequently expected harvests), resulting in financial losses.	Animal or plant: pests or diseases	Economy	0.01324	Catastrophic	100%	High	Unlikely	Extreme	2			Treat (Recommended action)		
218	will disrupt business activities, resulting in financial losses.	Animal or plant: pests or diseases	Economy	0.01324	Catastrophic	100%	High	Unlikely	Extreme	2			Treat (Recommended action)		

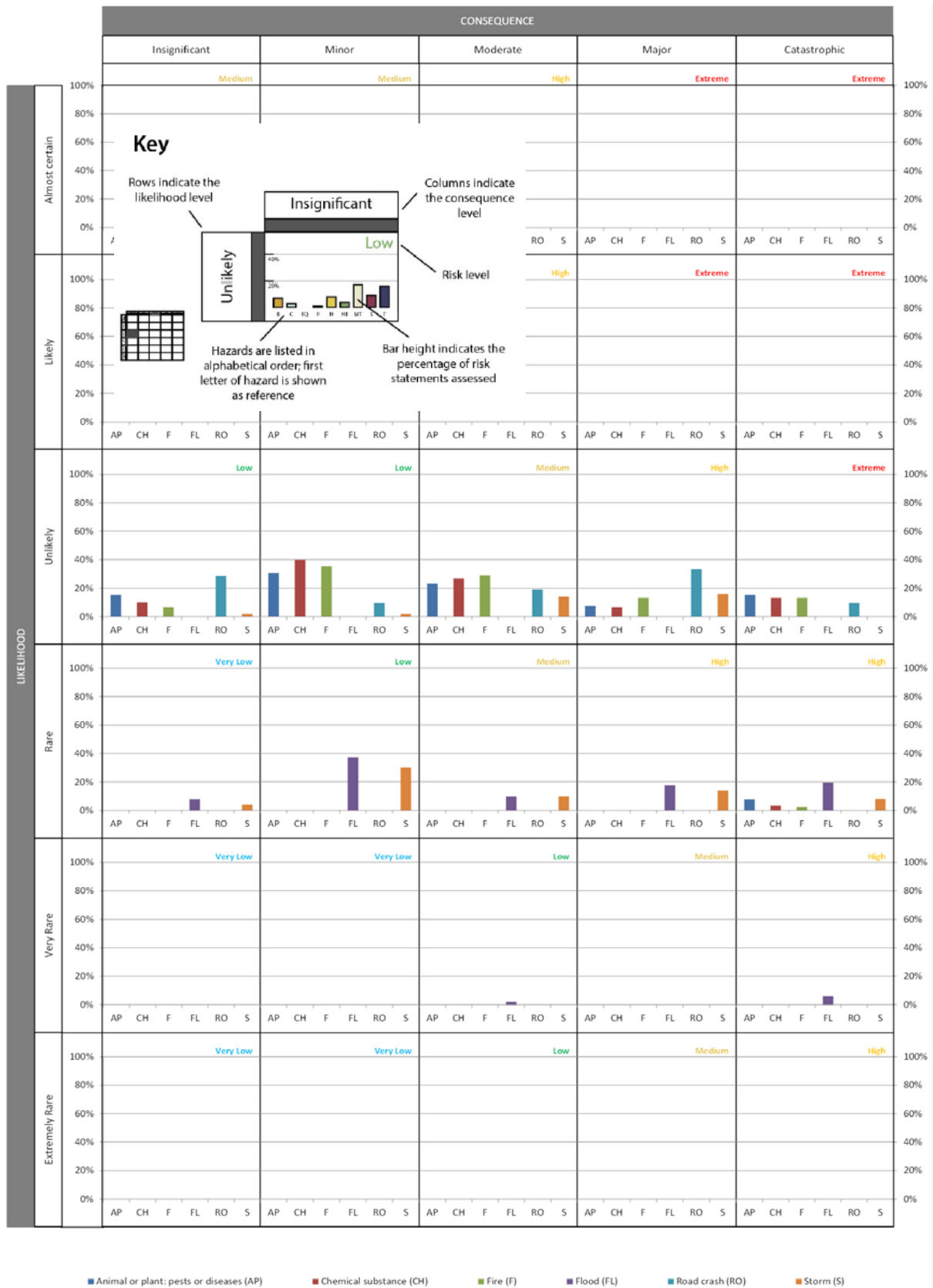
Table 3: Risk Statements for the Shire of Gnowangerup rated Extreme.



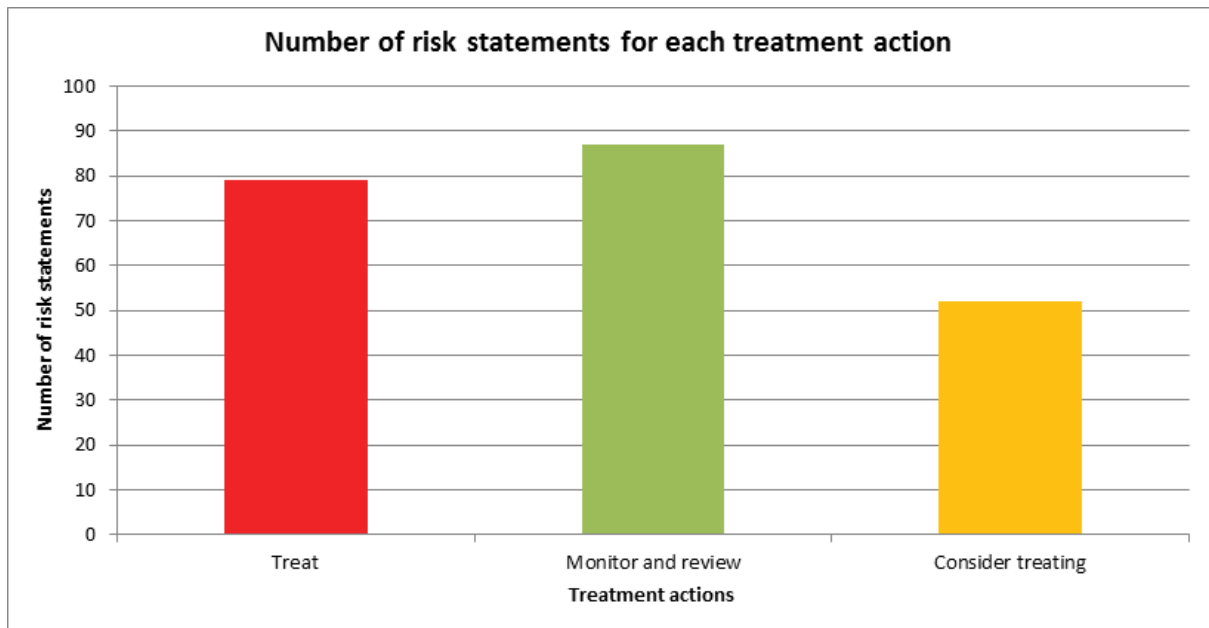
Graph 1: Showing the percentage of risk statements rated for each hazard



Graph 2: Showing the percentage of risk statements per impact area for each hazard



Graph 3: Showing the risk profile for the Shire of Gnowangerup. This graph shows the risks plotted against the risk matrix. Along the top is the consequence level from Insignificant to Catastrophic. Along the left side is the likelihood level from Extremely Rare (less likely) to Almost Certain (more likely). In the top right corner of each box is the Risk Level. The boxes in the lower left are Very Low Risk going to Extreme Risk in the top right corner. The bars show the percentage of risk statements for each hazard for that box's consequence and likelihood level.



Graph 4: Showing the number of risk statements requiring action

Next Steps:

There are now two further stages required to continue the risk management process for the Shire of Gnowangerup:

Step 1: 45 risks have been identifies as 'Consider Treating', this means the LEMC will need to consider each risk at determine if it will either 'Treat' the risk or 'Monitor and Review' the risk.

Step 2: Treat Risks – this will be the process of determining and selecting treatments for the identified risks which require treatment.

Attachment 1: Shire of Gnowangerup Consequence Table

Gnowangerup Consequence Table

		Gnowangerup Consequence Table				
		Insignificant	Minor	Moderate	Major	Catastrophic
People*						
Mortality	Not Applicable	At least 1 death	At least 1 death	At least 1 death	At least 1 death	At least 1 death
Injuries / illness	1 serious injury or any minor injuries.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or more than 2 serious injuries
Economy**						
Loss in economic activity and/or asset value	Decline of economic activity and/or loss of asset value less than \$4,480	Decline of economic activity and/or loss of asset value between \$4,480 and \$44,800	Decline of economic activity and/or loss of asset value between \$44,800 and \$448,000	Decline of economic activity and/or loss of asset value between \$448,000 and \$4,480,000	Decline of economic activity and/or loss of asset value greater than \$4,480,000	Decline of economic activity and/or loss of asset value greater than \$4,480,000
Impact on important industry	Inconsequential business sector disruption	Significant industry or business sector is impacted by the emergency event, resulting in short-term (i.e. less than one year) profit reductions	Significant industry or business sector is significantly impacted by the emergency event, resulting in medium-term (i.e. more than one year) profit reductions	Significant structural adjustment required by identified industry to respond and recover from emergency event	Failure of a significant industry or sector	Failure of a significant industry or sector
Environment***						
Loss of species and/or landscapes	No damage to ecosystems at any level	<ul style="list-style-type: none"> Minor damage to ecosystem/species of state significance Significant damage to ecosystem/species of district/local significance 	<ul style="list-style-type: none"> Minor damage to ecosystem/species of national significance Significant damage to ecosystem/species of state significance Severe damage to ecosystem/species of district/local significance 	<ul style="list-style-type: none"> Significant damage to ecosystem/species of national significance Severe damage to ecosystem/species of state significance Permanent destruction to ecosystem/species of district/local significance 	Permanent destruction to ecosystem/species of national, state and district/local significance	Permanent destruction to ecosystem/species of national, state and district/local significance
Loss of community environmental value	Inconsequential damage to item of interest	Minor damage to item of interest	Significant damage to item of interest	Severe damage to item of interest	Severe damage to item of interest	Permanent destruction to item of interest
Public Administration						
Governance Functions	Governing bodies' delivery of core functions is unaffected or within normal parameters	Governing bodies encounter limited reduction in delivery of core functions	<ul style="list-style-type: none"> Governing bodies encounter significant reduction in the delivery of core functions Governing bodies are required to divert some available resources to deliver core functions or seek external assistance to deliver some of their core functions 	<ul style="list-style-type: none"> Governing bodies encounter severe reduction in the delivery of core functions Governing bodies are required to divert a significant amount of available resources to deliver core functions or seek external assistance to deliver the majority of their core functions 	Governing bodies are unable to deliver their core functions	Governing bodies are unable to deliver their core functions
Social Setting						
Community wellbeing	<ul style="list-style-type: none"> Community social fabric is disrupted Existing resources sufficient to return the community to normal function No permanent dispersal 	<ul style="list-style-type: none"> Community social fabric is damaged Some external resources required to return the community to normal function No permanent dispersal 	<ul style="list-style-type: none"> Community social fabric is broken Significant external resources required to return the community to normal function Some permanent dispersal 	<ul style="list-style-type: none"> Community social fabric is significantly broken Extraordinary external resources are required to return the community to functioning effectively Significant permanent dispersal 	<ul style="list-style-type: none"> Community social fabric is irreparably broken Community ceases to function effectively, breaks down Community disperses in its entirety 	<ul style="list-style-type: none"> Community social fabric is irreparably broken Community ceases to function effectively, breaks down Community disperses in its entirety
Community Services	Inconsequential / short term impacts	Isolated / temporary reductions	Ongoing reductions	Reduced quality of life	Community unable to support itself	Community unable to support itself
Culturally important objects	Minor damage to objects of cultural significance	Damage to objects of identified cultural significance	Damage or localised widespread damage to objects of identified cultural significance	Widespread damage or localised permanent loss of objects of identified cultural significance	Widespread and permanent loss of objects of identified cultural significance	Widespread and permanent loss of objects of identified cultural significance
Culturally important activities	Minor delay to a culturally important community event	Delay to or reduced scope of a culturally important community event	Delay to a major culturally important community event	Temporary cancellation or significant delay to a major culturally important community event	Permanent cancellation of a major culturally important community activity	Permanent cancellation of a major culturally important community activity

*Criteria for people have been rounded up to the nearest whole number and is based on a population of 1,284

**The economy category is based on a gross area product of \$112,000,000

***Environmental damage descriptors are over the page.

Where there are dot points, only one point needs to be met for that consequence level

Population - Australian Bureau of Statistics, Regional Population Growth, Australia, 2015/16

Economy - National Institute of Economic and Industry Research (NIEIR)©, 2015/16.

Attachment 2: Credible Worst Case Scenarios

Biosecurity

AEP: 0.01324

Possible Scenario

The Great Southern region is currently experiencing unseasonably higher than normal winter temperatures and lower rainfall. Day temperatures are averaging 15°C and rainfall has been limited to less than 30mm in the past few weeks.

A local Ongerup farmer, seeding approximately 5000ha of wheat and 2000ha of barley, noticed that a majority of his wheat in the early stage of booting and some in the soft dough period had strange curled or rolled leaves. The leaves also showed signs of discoloration with distinct yellow, white and purple streaks. On closer inspection of one of the plants he noticed multiple small aphids at the base and sheaths of the younger leaves and inside the curled leaves of other plants.

The farmer phones his agronomist to enquire about his observations. After an initial inspection by the agronomist, he informs the farmer that he suspects that the tiny aphids could be Russian Aphids, but due to the fact that they have never been identified in WA, he needs to contact the Department of Primary Industries and Regional Development (former Department of Agriculture and Food WA). He takes samples and multiple photos to be sent to Department. Infestation seems severe with more than 20% of plants infested.

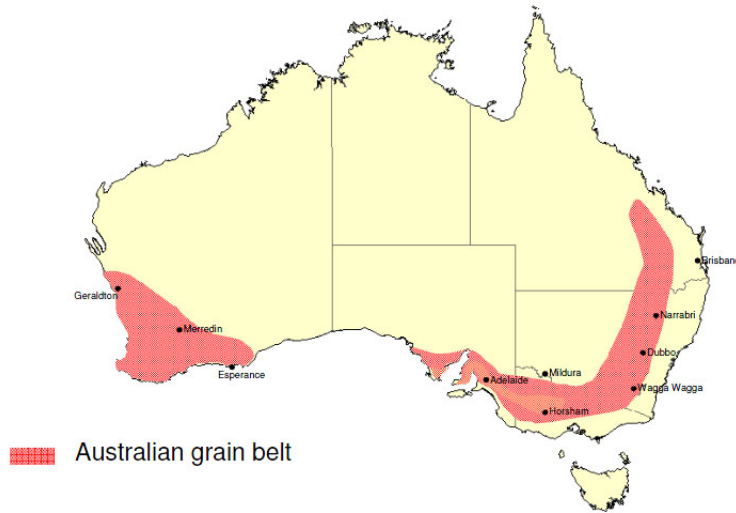
The farmer recently employed 2 backpackers that travelled from South Australia and were previously employed by a broadacre farm in Tarlee, SA.

The Department of Primary Industries and Regional Development confirms the RWA and declares RWA a Declared Pest under section 22(2) of the Biosecurity and Agriculture Management Act 2007.

Impacts & Vulnerabilities

- Lower yields = less income
- Economic impacts on local businesses and suppliers of agricultural products
- Wheat export markets
- Impact on other cereal crops, i.e. barley
- Job losses
- Loss of population in already vulnerable small country towns
- Closure of schools due to lack of numbers
- Higher input costs, due to spraying of infected crops if infestations exceeds the thresholds of 10% of plants through the high risk period of early booting to soft dough.

- Environmental impact: spraying for Russian Aphids could be harmful to other beneficial insects and killing of natural predators of aphids, allowing remaining aphids to multiply rapidly under the correct conditions.
- Possible increased aphid resistance if there is an increase in spraying.



Fire (Bushfire)

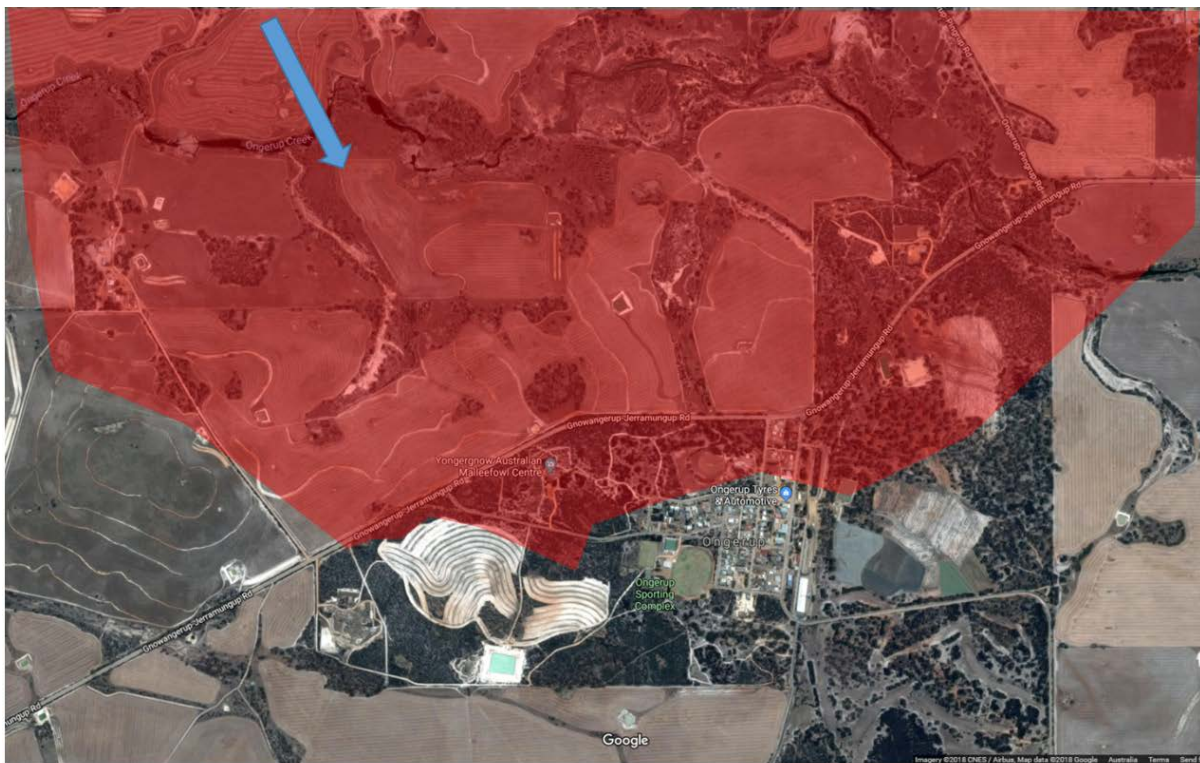
AEP: 0.01980

Scenario:

- Mid February morning
- Fire weather warning issued
- FDR - Catastrophic
- Total Fire Bans & Harvest Ban in place
- Dry lightning belt moves through the Shire
- Multiple grass fires north of Ongerup Township
- Minimal response resources available
- Winds strong and viable with trough line movement
- Students from Ongerup Primary evacuated to Ongerup Sporting Complex

Impacts & Vulnerabilities

- Road transport operators using networks
- Tourists with caravans and visitors to the Yongergnow Centre
- All small vehicle road commuters
- Farm owners
- Townsite residences or buildings in close proximity of dense bush
- Wildlife and domestic livestock
- Lack of turn around areas that can accommodate road trains
- Parking bays too small to handle a large number of road trains or heavy vehicles at the same time



Chemical Substance (HazMat)

AEP: 0.01600

Scenario

- A chemical delivery truck hitting an out of control 4-wheel drive on the main street of Gnowangerup, jack-knifed, spilling about 550 litres of liquid herbicide onto the road. The liquid herbicide has been identified as Paraquat.
- The accident occurred opposite the Shire of Gnowangerup's Administration Building and a local agricultural service supplier business.
- Approximately 550 litres of herbicide spilled onto the road and pavement of the local agricultural service supplier business on Yougenup Road. Approximately 10 to 15 shuttles of Paraquat are scattered on the road.
- The two occupants of the 4-wheel drive were not seriously injured, while the truck driver has been flown to Perth due to ingestion of the liquid pesticide while trying to stop the leakage of one of the shuttles. His condition is listed as critical.
- There is a possible threat to the community as liquid Paraquat is highly toxic if ingested.
- Businesses and residents in a 500m radius have been evacuated.
- The accident happened during one of busiest time of year – pre seeding in the district.
- Local Police, DFES, SES and St John Ambulance are assisting with incident.

Impacts & Vulnerabilities

- General public and staff of local businesses
- Temporary closure and evacuation of Gnowangerup District High School
- Access to fuel
- Tourists visiting the town
- Residents located in close proximity of the accident scene
- Environment being impacted by the hazardous material
- Emergency personnel involved in handling the incident
- Road network as Yougenup Road is main access route through town to access surrounding towns.
- Increased demand on emergency services, impacting on their availability to maintain core services
- Time for Fire & Rescue Response (Katanning, Albany)
- Time for clean-up (ex-Perth)



Road Crash

AEP: 0.03036

Scenario

- A school bus carrying 22 students and 2 adults driving from Katanning to Gnowangerup collided with a sheep carrier truck approximately 7km out of Gnowangerup, on the Gnowangerup-Broomehill Road, causing the livestock carrier to lose control and overturn. The school bus rolled multiple times before coming to a stand in a paddock.
- The accident happened around 4pm on a very cold Friday afternoon.
- Multiple injuries have been reported, with 7 students and the bus driver listed as critical. Fifteen other students and one adult are being treated for lacerations and broken bones.
- The most critical injured patients are being flown by helicopter and the RFDS to Perth for medical treatment. The driver of the livestock carrier only sustained minor injuries.
- Multiple injuries and deaths of livestock have been reported.
- It is further reported that escaped sheep are being herded to a secure location by a local farmer where they will be examined for any signs of injuries and stress by a veterinarian.

Vulnerabilities & Impacts

- Gnowangerup-Broomehill Road closed and traffic being diverted via gravel road, creating additional risk of accidents due to unfamiliar route, size and current condition of road
- Ambulance services are at capacity and assistance has been requested from neighbouring towns
- Gnowangerup hospital/ health services not equipped to handle amount of casualties involved in accident
- SES and bushfire volunteers on scene to assist with accident, leaving other core services vulnerable
- Difficult terrain with limited space to land emergency helicopter (trees)
- Communication problems due to lack of mobile coverage
- Darkness setting in and appropriate lighting a problem
- Emotional and stressed parents of students trying to reach the scene of the accident.
- Delay in available ranger and veterinarian services due to traveling from another location
- Exposure to the elements – cold
- Specialist services required to clean up scene of accident. Heavy machinery needed to lift truck and trailers off the road

Severe Storm

AEP: 0.01980

Scenario

- Mid Summer – 10:00am Tuesday 25 January 2018
- A low pressure system from the North moves over far SW of state early morning, extending to a line from Bunbury to Esperance later in the morning.
- A rain band extends through parts of the Great Southern and South Coastal districts with steady rainfall continuing through the area. The rainfall is expected to become Heavy again in the warning area overnight tonight and during tomorrow.
- Destructive wind gusts due to cyclones could exceed 150km/h.
- Daily rainfall totals up to 100-150mm are forecast.
- Heavy rainfall may cause localised flash flooding.
- Event likelihood: Likely to Possible, ~ once per 50 years.

Vulnerabilities & Impacts

- Major transport route closures – Borden-Bremer Bay Road, Chester Pass Road from Albany to Ongerup, Broomehill-Tambellup Road, Borden-Jerramungup-Gnowangerup Road and Formby South Road
- Fuel disruptions due to loss of power caused by fallen power lines
- Lack of ability to mobilise machinery needed to repair roads and remove fallen trees
- Lack of resources to undertake repairs
- Localised flooding of Gnowangerup Main Street and properties along the Gnowangerup Creek
- Temporary closure of hospital due to flooding
- Damage to Public Facilities and Services
- Residents isolated and some vehicles stranded in-between sections of roads due to impassable creeks and rivers
- Livestock in areas exposed to the elements without protection or cover
- Emergency response personnel



The Principal
Borden Primary School
Stone Street
BORDEN WA 6338

24 October 2018

Dear Mike

RE: SHIRE OF GNOWANGERUP LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

I am writing to find out if you are interested in becoming a member of the above committee. By way of background, I have provided a short summary of the State Emergency Management Framework below

The State Emergency Management Committee (SEMC) is Western Australia's peak emergency management body. The SEMC, supported by the Department of Fire and Emergency Services (DFES), aims to develop the best emergency management (EM) arrangements in Australia through:

- Demonstrated capability across community and government that matches the EM risk as closely as practicable.
- Building and maintaining an emergency management framework based on a risk management approach.
- Promoting preparedness for emergencies to minimise their impact and accelerate recovery.
- Providing advice to government on any matter in relation to EM.

For the purposes of the Emergency Management Act, the State is divided into EM districts. A District Emergency Management Committee (DEMC) is established for each EM district to assist in the establishment and maintenance of effective EM arrangements for the district for which it is constituted. The Great Southern DEMC is based in Albany.

Under the EM Act, a local government is to establish a Local Emergency Management Committee (LEMC) for its district. It is a function (under s. 36 of the EM Act) of a local government to:

- ensure that effective Local Government Emergency Arrangements (LEMA) are prepared and maintained for its district ;
- manage recovery following an emergency affecting the community in its district ;
- perform other functions given to local government under the EM Act; and
- in addition, under section 20(4) of the EM Act, carry out other EM activities as directed by the SEMC or prescribed in the EM Regulations.

The functions (under s. 39 of the EM Act) of a LEMC are to:

- advise and assist the local government in ensuring that LEMA are established for the district; and
- liaise with public authorities and other persons in the development, review and testing of LEMA.

The Shire of Gnowangerup LEMC has been in existence for a number of years and meets once every quarter for about an hour and a half, depending on the agenda. The Shire President chairs the committee and the role of the Local Emergency Coordinator (LEC) is automatically assigned to the officer in charge of the Gnowangerup Police Station.

LEMC membership is open to representatives of all agencies that have an interest in the community in the event of an emergency situation. Our current membership includes local Councillors, Shire officers, the local Police Officer in Charge, and representatives from St John Ambulance, the Gnowangerup SES Unit, the Gnowangerup District High School, Ongerup Primary School, the Gnowangerup Hospital, the Department of Health in Katanning, the Department of Communities and the DFES District Office in Albany.

As the previous Principals of Borden Primary have been members of LEMC, it was suggested the we contact you in your role as the new principal of Borden Primary in regards to joining the Shire of Gnowangerup LEMC as we believe you would be an important addition.

Should you have any queries regarding this matter, do not hesitate to contact Vin Fordham Lamont, Deputy CEO, at the Shire on 9827 1007 or at vin.fordhamlamont@gnowangerup.wa.gov.au.

Yours faithfully,



Keith House
Shire President

12. STRATEGY AND GOVERNANCE

12.1 ADOPTION OF THE 2017/2018 ANNUAL REPORT

Location:	N/A
Proponent:	N/A
File Ref:	ADM0017
Date of Report:	10 th December 2018
Business Unit:	Strategy and Governance
Officer:	S Pike – Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENT

- 2017/2018 Annual Report

PURPOSE OF THE REPORT

The 2017/2018 Annual Report is presented to Council for adoption.

BACKGROUND

The Annual Report is a key mechanism by which Councils report to, and are accountable to, their communities.

Sections 5.53 & 5.54 of the *Local Government Act 1995* (the Act) require Councils to prepare an annual report and make copies available for public inspection.

The Act specifies the matters that must be contained in the annual report and requires Councils to invite the public to make submissions on the report for discussion at its Annual General Meeting.

COMMENTS

The Annual Report has been collated over a period of months by Shire of Gnowangerup officers.

CONSULTATION

Nil. Community members have the opportunity to comment on the adopted Annual Report at the Annual Electors' Meeting.

LEGAL AND STATUTORY REQUIREMENTS

Section 5.54 (1) of the *Local Government Act 1995* states that 'subject to section (2), the Annual Report for a financial year is to be accepted by the local government no later than 31 December after that financial year.'

Section 5.27 of the *Local Government Act 1995* states that;

- (1) A general meeting of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Demonstrate accountability through robust reporting that is relevant and easily accessible by the Community

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not adopting the 2017/2018 Annual Report prior to 31 December 2018 would contravene the Local Government Act 1995, Section 5.54 (1) as outlined above.

CONCLUSION

It is recommended that Council adopt the 2017/2018 Annual Report, as presented.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

Moved: Cr S Hmeljak

Seconded: Cr R House

1218.129 That Council:

- 1. Adopt the Annual Report, as presented, for the year ended 30 June 2018.**
- 2. Convene the Annual Electors' Meeting at 6:30pm on 13th February 2019 at Council Chambers, Shire Gnowangerup, 28 Yougenup Road, Gnowangerup WA 6335.**
- 3. Advertise the Annual Electors' Meeting in accordance with the *Local Government Act 1995*.**

UNANIMOUSLY CARRIED: 7/0



SHIRE OF GNOWANGERUP

2017-2018 ANNUAL REPORT

Heart of the Stirlings



SHIRE OF GNOWANGERUP

CONTENTS

THE DISTRICT AT A GLANCE	3
OUR VISION	4
OUR MISSION	4
OUR VALUES	4
OUR HISTORY	5
OUR COUNCIL	6
SHIRE PRESIDENT’S REPORT	6
OUR COUNCILLORS	10
COUNCIL MEETINGS	13
ANNUAL MEETING OF ELECTORS	13
COUNCIL ELECTIONS	13
COMPLAINTS	16
OTHER MATTERS OF GOVERNANCE	16
PUBLIC INTEREST DISCLOSURES (PIDs)	16
NATIONAL COMPETITION POLICY (NCP)	16
RECORD KEEPING PLAN	17
FREEDOM OF INFORMATION (FOI)	17
DISABILITIES ACCESS AND INCLUSION PLAN (DAIP)	18
CEO’S MESSAGE 2017-18	22
SHIRE’S ORGANISATIONAL CHART	24
EMPLOYEE REMUNERATION	25
SHIRE FACILITIES	25
REPORT AGAINST THE PROGRESS OF THE	27
STRATEGIC COMMUNITY PLAN AND THE	27
CORPORATE BUSINESS PLAN	27
IINTRODUCTION	27
SUSTAINABLE BUSINESS GROWTH	28
MAJOR ITEMS COMPLETED 2017/18	28
THE NATURAL ENVIRONMENT	31
MAJOR ITEMS COMPLETED 2017/18	31
OUR COMMUNITY	34
MAJOR ITEMS COMPLETED 2017/18	35

A SUSTAINABLE AND CAPABLE COUNCIL	39
MAJOR ITEMS COMPLETED 2017/18	40
FINANCIAL SUSTAINABILITY	44
MAJOR ITEMS COMPLETED 2017/18	44
QUALITY BUILT FORM	48
MAJOR ITEMS COMPLETED 2017/18	48
OUR FINANCES	50
AUDITED ANNUAL FINANCIAL STATEMENTS	Error! Bookmark not defined.



THE DISTRICT AT A GLANCE

Population:	1,215 (2016 Census Data)
Area:	4,268 km ²
Number of Electors:	738 (2018 WA Electoral Commission)
Towns:	Borden, Gnowangerup, Ongerup
Postcodes:	6338, 6335, 6336
Libraries:	Gnowangerup, Ongerup
Primary Schools (K-6):	Borden, Gnowangerup, Ongerup
Secondary Schools:	Gnowangerup District High School Woodthorpe (Private)
Doctor:	Gnowangerup Shire Medical Practice
Hospitals:	Gnowangerup District Hospital & Health Service (A&E)
Aged Care:	Mallee Springs Aged Care Facility, Gnowangerup Homes for the Aged Residential Units, Gnowangerup
Length of sealed roads:	226km
Length of unsealed roads:	838km
Rates levied (17/18):	\$3,858,184
Total revenue (17/18):	\$13,592,179

OUR VISION

A progressive, inclusive and prosperous community built on opportunity.

OUR MISSION

To demonstrate leadership in the provision of facilities, infrastructure and services that meet the needs of our community.

OUR VALUES

Honesty through integrity, ethical behaviour and trustworthiness.

Responsibility through accountability, transparency and ownership.

Respect of diversity and opinion through understanding and inclusiveness of all community groups.

Excellence through consistency and the pursuit of continual excellence.

Fairness through justice and equality.

Teamwork through collaboration, partnerships and a willingness to work together.

OUR HISTORY

The Gnowangerup District Road Board (as the Shire was initially known) was constituted on 26 January 1912, after years of tireless lobbying from the Gnowangerup Progress Association for its formation.

The Road Boards of Tambellup and Broomehill, under whose jurisdiction the land was previously governed, agreed to sever their eastern portions to form this new entity.

Within four months of the new entity, the first Gnowangerup District Road Board was elected. Of the 256 ratepayers in the district, only 74 cast a vote for the 13 candidates who were vying for the seven board positions.

Initially the board had no accommodation of its own. In 1915, a block of land was purchased in the Gnowangerup town site. The old premises of the Bank of Australasia was also purchased and shifted to the new site to accommodate the board. The administration buildings of the current Shire of Gnowangerup have occupied this location ever since.

For many years, the District extended all the way to the coast (Bremer Bay) in the east and past Bluff Knoll in the Stirling Ranges to the south.

After World War 2, the rapid pace of settlement in the area resulted in the Gnowangerup Road Board also encompassing the new localities of Jerramungup, Gairdner River, Boxwood Hills, Jacup and Bremer Bay.

In 1961, all Road Boards in Western Australia became known as shire council districts and the Shire of Gnowangerup, as it then became known, continued to flourish.

In 1982, the eastern section of the shire was rescinded to form what is now known as the Shire of Jerramungup.

The Shire of Gnowangerup now consists of three towns, Gnowangerup (gazette in 1908), Ongerup (1912) and Borden (1916).

OUR COUNCIL

SHIRE PRESIDENT'S REPORT

There are always many external factors engaging Council and this year has been no exception.

The withdrawal of banking services from the town was very disappointing and instigated extensive consultation investigating a number of alternatives. Models provided by Bendigo Bank were comprehensive and although regrettably, not able to be managed directly out of the Shire office, it is hoped that the community can work with another local regional branch to provide in-town services.



The proposed funding cuts to both our CRCs were thankfully reinstated. We value these organisations' role in the management of key assets and services for the shire and wish them continued success.

Increases to police staff housing costs is cause for concern in attracting police to work in Gnowangerup. Although the increase has affected communities across the state, it impacts on the Gnowangerup officers in terms of equity as our police station is the only three-person station in the state which has had the increases imposed. Although the Shire has lobbied hard the situation has not been resolved in favour of local police.

Regional and local initiatives to develop tourism in the region still have a high profile. Strategies to develop trails across the region are being proposed. Closer to home it's great to see heritage assets like the old flour mill (the original power plant) in Katanning redeveloped by significant private investment from the Dome group. They, as a consumer service enterprise, are very supportive of tourism initiatives and are keen to promote the central great southern in particular. Locally, shires, including Gnowangerup, are reviewing their regional tourism initiatives in collaboration with Hidden Treasures.

A big thank you goes out to the Walker family for the bequest of their family business (Gnowangerup Star) to the Shire. This represents an opportunity for the community to retain a unique part of the history of the Shire.

Job creation, promotion, and liveability are a focus of the current council. Integrated planning, including the Strategic Community Plan which drives much of our service delivery, is a key component of shire planning to achieve our strategic goals.

Following last year's community consultation period, Council has endorsed the 2017-27 Strategic Community Plan and the Corporate Business Plan 2017-21. Underpinning these plans is the Shire's 10yr Financial Plan which in turn guides and directs the rate setting deliberations of Council.

The implementation of the plans is now detailed in quarterly progress reports. These reports are tabled in our Council agenda for noting and provide the action, timelines, resourcing, progress and funding commitments. I recommend them to the community as a good overview of the Shire's activities, and I invite your feedback.

The preparation of key documents such as our Asset Management, Risk Management and Business Continuity Plans has engaged Council over the past year. The analysing, adopting and endorsing of the plans is a central function of Council with all councillors providing sustained commitment to the role.

A couple of examples this year of programs directed by the requirements of the shire planning process are:

1. The solar panel power units for the Gnowangerup depot and Shire admin building was completed with a budget of \$40,000. Strategic Community Plan Theme 2, Natural Environment, Objective 2 Adapt to the effects of climate change. Actioned by reducing the Shire's greenhouse emissions foot print, and one which has already delivered financial efficiencies which will benefit the whole Shire.
2. Community consultation resulted in a project being considered which will potentially provide a better internet service across the Shire was completed. Strategic Community Plan Theme 1, Sustainable Business Growth, Objective 2 For Shire's business community to have competitive technology and communication capability. The scope of the project

includes working with external partners to improve internet services within the district.

Another significant component of council activity this year has involved town planning activities. Progress and completion of land development projects has been very pleasing:

- The Old Ongerup police station was rezoned and made ready for sale, which supports the Shire's rationalisation of its built assets.
- Lot 556 Cuneo Close was sold to Landmark, supporting the growth of light commercial services to the farming community.
- Congratulations to the Gnowangerup community for their successful water conservation grant, maximising utilisation of town site water harvesting and resulting in the greening of the school oval. This project was supported in a small way by a scheme amendment enabling the development of a community garden and other public infrastructure. Community projects like these enhance the liveability of community space.
- Scheme amendments proposed to assist management of reserves across the district leading to positive outcomes include:
 - Reserves 15650 and 13091 in Ongerup. The Shire supported land being removed from public purpose use to be zoned for industrial use (CBH) and recreational use (Ongerup Golf Club). This will allow possible growth of the Ongerup CBH facility on an additional 26ha, and provide the golf club the opportunity to negotiate direct management of the golf course.
 - In Gnowangerup, the management order over Reserve 14184 is in the process of being revoked as the reserve is being subdivided into three reserves. The Shire will hold one management order, the Gnowangerup CRC one, and the Family Support Association one respectively.

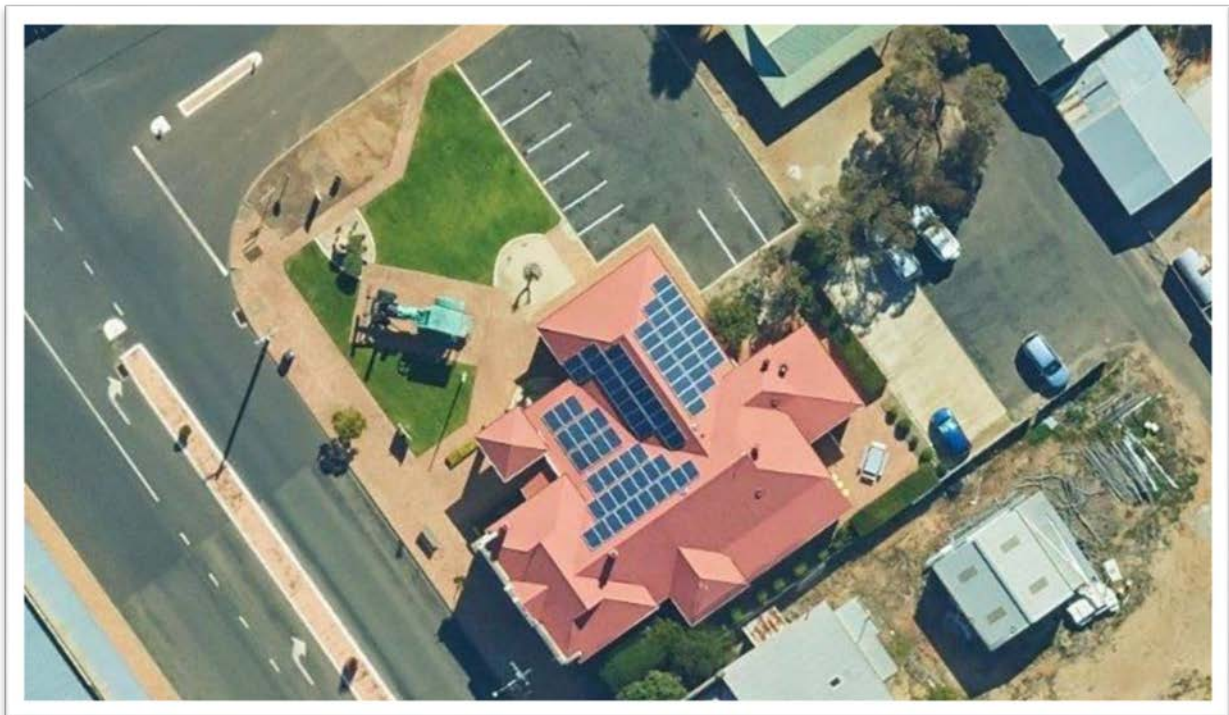
The Shire's infrastructure programs are always of interest to the community and Council. All major road funding projects undertaken during the 2017/18 year are detailed in this report. The total spend on capital road upgrades was approximately \$1.2M, with nearly \$1.3M spent on road maintenance. In addition, over \$7.6M of WANDRRA funds were used to complete the flood damage road restoration works. The WANDRRA program has been an extensive body of work equating to approximately 10yrs of maintenance condensed into 2yrs to restore our damaged road network. All staff have worked very

professionally to minimise the risks both in terms of costs and the acquittal process required by the funding body.

In a year with a number of disruptions (not including the WANDRRA works), flexible management by the CEO and staff was required and performed with minimal compromise to programme delivery. My thanks and congratulations to the CEO and staff for completing planned projects on time and on budget.

I would also like to extend my warm thanks to the Deputy President Fiona Gaze and all councillors for their support throughout what has been at times, a challenging year.

Cr Keith House
Shire President



OUR COUNCILLORS



Cr Keith House JP - Shire President 2017 - 2021

Cr House was first elected to council in 2009 and held the position of Deputy President in 2012/2013. Cr House was elected President of the Shire of Gnowangerup in October 2015. A life-long member of the Gnowangerup community, Cr House operates a family farming enterprise and holds a Bachelor of Agricultural Science from UWA. Cr House is a Justice of the Peace and has been actively involved with a number of community organisations including the Gnowangerup Hospital Advisory Board.



Cr Fiona Gaze - Deputy Shire President 2015 - 2019

A councillor since 2008, Cr Gaze has served as Deputy President from 2009 – 2011 and again from 2013. Cr Gaze holds a Bachelor of Education and a Masters of Education Management from UWA. Since 1986, Cr Gaze has been employed in a variety of teaching and senior administration roles, including Principal at Gnowangerup District High School. As a member of the Great Southern Development Commission board, Cr Gaze offers first-hand knowledge of regional development and the Shire's role in the region's progress. Cr Gaze is also involved in the running of her family farm and has a passion for the local community via her work with families, children and youth.



Cr Chris Thomas 2017 – 2021

Elected to Council in 2017, Chris Thomas has a long standing connection to the Shire through family living in Ongerup. Following a career as Project Manager in Heavy Construction, Chris settled into the Shire and now owns the Bluff Knoll Cafe with his wife Jacqui. Chris promises to be a strong voice in Council with a high regard for Community Representation.



Shelley Hmeljak 2015 - 2019

First elected to Council in 2003, Cr Hmeljak has lived and worked in Gnowangerup all her life. Actively involved in many local committees, Cr Hmeljak served on inaugural committees for sports like water polo and T-ball, which were not previously provided for in the community. Cr Hmeljak is currently a pharmacy assistant and qualified swimming instructor and her involvement in both translates into a passion for the welfare of the Shire's youth and elderly populations.



Cr Frank Hmeljak 2017- 2021

With more than 17 years' prior experience working for the Shire, Cr Frank Hmeljak has extensive knowledge of the organisation's built and road infrastructure. Born and bred in Gnowangerup, Cr Hmeljak is a qualified carpenter and joiner. He is passionate about creating greater opportunities for the Shire's youth both during and after their school years and is also interested in supporting opportunities for further small business creation within the Shire.



Cr Richard House 2017 –2021

Cr Richard House combines the operation of his family's broadacre farming enterprise with keen involvement in the Merino sheep industry, and the development and ownership of a commercial pellet mill business. Cr House has held many positions across a number of local organisations, including the Gnowangerup Sporting Complex Committee during a time of facility redevelopment and expansion. As a past State President of the WA Merino Breeders Association, Cr House brings invaluable governance experience to Council.



Cr Greg Stewart 2017 - 2021

Cr Stewart previously served on Council from 1986-1994 and was re-elected in 2017. A life-long community member, he is passionate about issues involving projects that will be for the betterment of the Shire. Greg has a passion for farming and is still actively involved on the family farm. Greg has held many positions with local organisations including that of Chairman of the Indoor Recreation Centre in the early 80s, and member of the Ag School Board and the State Ag Advisory Trust. He has been awarded the 20 Year Service Medal for Bushfire Brigade volunteers and, in 2000, also received the Australia Sports Medal for services to sport in the Shire of Gnowangerup. Greg has been an active JP and wants to improve facilities and provide opportunities for new businesses in the Shire.



Cr Lex Martin 2015 - 2019

Past experience in Local Government, qualifications in Agriculture and Conservation and Land Management, plus a farming background combined with years of service in community organisations such as Junior Farmers, Apex, Rotary and Southern AgCare, equip Cr Martin with a solid blend of experience and enthusiasm as a Shire Councillor. Prior to his move to Gnowangerup in 2001 Cr Martin farmed in Gingin for 28 years, clocking up 25 years as a Fire Control Officer. Recently he has worked as a wool classer and a vocational lecturer with Curtin and Charles Darwin Universities. Cr Martin maintains an avid interest in community well-being and progress and is a strong advocate for formal vocational training.



Cr Ben Moore 2015 - 2019

Cr Moore was newly elected to Council in October 2015. Moving to Gnowangerup approximately 12 years ago, Ben is a qualified boiler maker by trade. Ben has since started a Hay Contracting Business which he runs in-between working for local business Auspan. Ben has a strong belief that small communities need to support small business to keep these communities vibrant.

COUNCIL MEETINGS

Ordinary Council Meetings are held on the fourth Wednesday of each month (except January) in the Council Chambers at the Shire administration office, 28 Yougenup Rd, Gnowangerup from 3:30pm. All meetings are open to the public.

Special Meetings of Council are held as and when required. In this reporting period, a Special Meeting was held on 8 December 2017 to appoint the Deputy CEO as Acting CEO to cover a period of leave.

Minutes of the meetings are available on the Shire's website: <http://www.gnowangerup.wa.gov.au/our-council/>.

ANNUAL MEETING OF ELECTORS

An Annual Meeting of Electors is held each financial year, usually in February, in accordance with Part 3 of the *Local Government (Administration) Regulations 1996* and the *Local Government Act 1995* Part 5, Division 2, Subdivision 4, section 5.27. The purpose of the meeting is to, firstly, present the Annual Report (including the Auditor's Report) to electors, and then to discuss any other general business. Under section 5.33, all decisions made at an elector's meeting are to be considered at the next ordinary meeting of Council.

COUNCIL ELECTIONS

Councillors are elected for four-year terms with Council elections held every two years on the third Saturday in October.

Elections were held on 21 October 2017 with the following results:

- Cr Keith House was returned and then re-elected Shire President.
- Cr Frank Hmeljak was returned.
- Cr Richard House was returned.
- Cr Greg Stewart was elected.
- Cr Chris Thomas was elected.
- Cr Bronwyn Gaze did not stand for re-election.
- Cr Sue Lance did not stand for re-election.

The next Council elections will be held on 20 October 2019.

COUNCIL DELEGATES TO COMMITTEES

Moved: Cr S Hmeljak

Seconded: Cr R House

1017.115 That Council:

1. Appoint Councillors {Cr K House, Cr F Gaze, Cr C Thomas, Cr R House, Cr B Moore, Cr L Martin, Cr F Hmeljak, Cr G Stewart and Cr S Hmeljak} as members of the Audit Committee;
2. Appoint Councillors {Cr K House, Cr F Gaze, Cr C Thomas, Cr R House, Cr B Moore, Cr L Martin, Cr F Hmeljak, Cr G Stewart and Cr S Hmeljak} members of the Chief Executive Officer Performance Review Committee;
3. Appoint Councillor L Martin as members of the Local Emergency Management Committee, and Councillor F Gaze as proxy delegate;
4. Appoint Councillor L Martin as council delegates to the WALGA Great Southern Zone Region, and Councillor G Stewart as proxy delegate;
5. Appoint Councillor F Hmeljak as council delegate to the Regional Road Group, and Councillor R House as proxy delegate;
6. Appoint Councillor R House as council delegate to the Great Southern Recreational Advisory Group, and Councillor G Stewart as proxy delegate;
7. Appoint Councillor C Thomas as council delegate to the Hidden Treasures of the Great Southern, and Councillor S Hmeljak as proxy delegate;
8. Appoint Councillors F Gaze and K House as council delegates to the Great Southern Joint Development Assessment Panel, and Councillor L Martin and Councillor G Stewart as proxy delegates;
9. Appoint Councillor B Moore as council delegate to Yongergnow Inc.;
10. Appoint Councillor G Stewart as council delegate to the Bushfire Advisory Committee; and DPAW

11. Appoint Councillor R House as council delegate to the Gnowangerup Sporting Management Committee;
12. Appoint Councillor K House as council delegate to the Ongerup Sports Complex Committee;
13. Appoint Councillor F Gaze as council delegate to the Borden Pavilion Committee;
14. Appoint Councillor L Martin as council delegate to North Stirling Pallinup Natural Resources Inc.;

UNANIMOUSLY CARRIED: 9/0

Councillors participate on two types of committee. The first type are the committees of Council i.e. the Audit Committee and the Chief Executive Officer Performance Review Committee. The second type of committee is where councillors are invited to participate on committees external to the Shire of Gnowangerup as an organisation.



COMPLAINTS

No complaints were made against Councillors under Section 5.121 of the *Local Government Act 1995* during the reporting period.

OTHER MATTERS OF GOVERNANCE

PUBLIC INTEREST DISCLOSURES (PIDs)

The Shire completed the Public Sector Commission's Integrity & Conduct Survey in 2018. This covered the annual reporting responsibilities under the *Public Interest Disclosure Act 2003*. The survey assists the PSC in monitoring ethical trends and building capacity through strengthening organizational structure, leadership and systems, and policies and processes, as part of its oversight of minor misconduct functions under the *Corruption, Crime and Misconduct Act 2003*.

The Shire of Gnowangerup did not receive any public interest disclosures during 2017/2018.

NATIONAL COMPETITION POLICY (NCP)

The Shire is required to report its progress in implementing the National Competition Policy in their annual report. There are a number of specific requirements placed on local government in the areas of competitive neutrality, legislation review and structural reform.

Competitive Neutrality

The principle of competitive neutrality is that government business should not enjoy a competitive advantage or disadvantage, simply as a result of their public sector ownership. For local government this relates to user-pays income of over \$200,000.

In accordance with the Shire's responsibilities under Clause 7 of the statement relating to competitive neutrality, the Shire of Gnowangerup has reviewed its activities in line with advice from the Department of Local Government Circular No 806 and has found that none of its activities are "Significant Business Activity" for competitive neutrality requirements.

The Shire of Gnowangerup did not privatise any activities in 2017/2018 consequently there were no obligations to report in this area.

Legislative Review

The Shire is required to assess which of its local laws might impact on competition and conduct a review to determine how restrictive practices might be overcome.

No new local laws were created or reviewed in 2017/2018.

RECORD KEEPING PLAN

The State Records Act 2000 requires all local government authorities to develop and maintain a Recordkeeping Plan. This plan must be endorsed by the State Records Commission and reviewed at least every five years. Whilst undertaking a major Records Management review in 2017, Shire staff became aware that the current Recordkeeping Plan, adopted by Council in March 2013, had never been formally endorsed by the Commission.

It was decided that, once the recommendations of the Records Management review had been implemented, a new Recordkeeping Plan would be developed. During 2017/2018, staff continued to implement the recommendations of the review. The State Records Office has authorised an extension to the completion of the Shire's Recordkeeping Plan. The plan will now be completed prior to June 2019.

FREEDOM OF INFORMATION (FOI)

In 2017/2018, the Shire published its annual FOI statement in accordance with the requirements of the *Freedom of Information Act 1992*. A copy of the current statement is available on our website www.gnowangerup.wa.gov.au . We confirm that the Shire complies with the relevant legislation and welcomes FOI enquiries.

The Shire of Gnowangerup received the following FOI application during 2017/2018:

FOI REF.	APPLICANT NAME	APPLICANT'S REPRESENTATIVE	SUBJECT	DARE REQUEST RECEIVED	DATE RESPONSE DUE (45 CALENDAR DAYS)	DATE RESPONSE SENT	DATE INFORMATION SENT
2018/1	Ryan Kelly	Havilah Legal	Vegetation removal	13/07/2018	27/08/2018	27/07/2018	31/07/2018

DISABILITIES ACCESS AND INCLUSION PLAN (DAIP)

Part 5, sections 27, 28 & 29 of the *Disabilities Services Act 1993* requires Local Governments to have and implement a Disabilities and Access Inclusion Plan and to report on the implementation of its Plan. The Shire of Gnowangerup Disabilities Access and Inclusion Plan 2017-2021 contains a number of strategies to address each of the desired outcomes of the *Disabilities Services Act 1993*. The seven outcomes are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
3. People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.
5. People with disability have the same opportunities as other people to make complaints to a public authority.
6. People with disability have the same opportunities as other people to participate in public consultation by a public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

In 2017/2018, the Shire provided an annual progress report on the DAIP. The main achievement for the year was the development of the Shire's OSH

Contractors Management Policy. This document was developed to assist Shire of Gnowangerup Officers in addressing the issue of managing contractor safety. The policy includes section 11 Disability Considerations which states that, “In planning the safety procedure for any work on SOG premises, Contractors are required to consider the special needs of people with disabilities”.

Section 11 further states that “In addition, 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.” The purpose of Appendix 8 is to assist contractors to show how they have contributed to a public authority’s DAIP.



ELECTED MEMBERS ATTENDANCE AT MEETINGS

Councillors	Cr K House	Cr F Hmeljak	Cr F Gaze	Cr B Moore	Martin	Cr L. Stewart	Cr G. House	Cr R House	Thomas	Cr C. Hmeljak	Cr S
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ORDINARY COUNCIL MEETINGS									
July 2017	O	O	O	X	O	N/A	O	N/A	O
August 2017	O	O	O	O	O	N/A	O	N/A	O
September 2017	O	O	O	O	X	N/A	O	N/A	O
October 2017	O	O	O	O	O	O	O	O	O
November 2017	O	O	O	O	O	O	O	O	O
December 2017	O	O	O	X	O	O	O	O	O
February 2018	O	O	O	O	O	O	X	O	O
March 2018	O	O	X	O	O	O	O	X	O
April 2018	O	X	O	O	X	O	O	O	O
May 2018	O	O	O	O	O	O	O	O	O
June 2018	O	O	O	O	O	O	O	O	O
OTHER MEETINGS									
SPECIAL COUNCIL MEETING 8/12/17	O	O	O	O	O	O	O	O	O
ANNUAL ELECTORS MEETING 7/2/18	O	O	O	O	O	O	X	O	O
CEO REVIEW COMMITTEE MEETING 9/5/18	O	O	O	O	O	O	O	O	O
AUDIT COMMITTEE MEETING 23/8/17	O	O	O	O	O	N/A	O	N/A	O
AUDIT COMMITTEE MEETING 22/11/17	O	O	O	O	O	O	O	O	O

Councillors	Cr K House	Cr F Gaze	Hmeljak Cr F	Moore Cr B	Martin Cr L.	Stewart Cr G.	House Cr R	Thomas Cr C.	Hmeljak Cr S
OTHER MEETINGS Continued									
AUDIT COMMITTEE MEETING 28/3/18	O	O	X	O	O	O	O	X	O

Attendance: O
Apology: X



CEO's MESSAGE 2017-18



The Shire of Gnowangerup's Annual Report for 2017-18 is an opportunity for us to report on the past year's achievements and reflect on our work to meet the objectives outlined in our Strategic Community Plan 2017-27 (SCP). This is the principal strategy and planning document for the Shire, which was developed in consultation with our community and outlines a collective vision, aspirations and objectives. Our SCP was extensively reviewed in 2017-18. Twenty-two focus group sessions covering all demographics were held throughout the Shire with opportunities for public comment. A citizen's panel of fourteen residents was formed to review the focus group outcomes and prioritise the projects for the next two years.

Strong leadership and teamwork is the backbone of success and I am proud of the work our council has done over the past 12 months to provide good governance to our community. As we look back over another year there is much we have achieved and our ongoing commitment to the Great Southern Peer Support Group facilitated by the City of Albany has been particularly rewarding.

It has been a very busy year for the Shire of Gnowangerup. Two major events impacted significantly on the workload of staff. The second flood in two years resulted in an estimated \$11.4M damage to the road network and substantial work was required to rectify the culverts, drains and roads. The works crew are to be congratulated for an outstanding effort in completing the 2017-18 works program by 30 June 2018.

Our Annual Report is the primary means of providing our community with information on the key milestones achieved throughout the year, our major projects, services and facilities as well as important financial data. Whether it is our community's demographic or our land uses, the Shire of Gnowangerup with our three towns, is one of diversity.

We are blessed with beautiful rural landscapes, a thriving industrial area, and residential and industrial land developments still under construction. Our three towns also have different demographics and diverse cultural backgrounds. These communities all have different needs and we are better able to

understand the differences in and needs of our communities by widely consulting on important issues. We aim to become an organisation that is better in step with its ratepayers and residents.

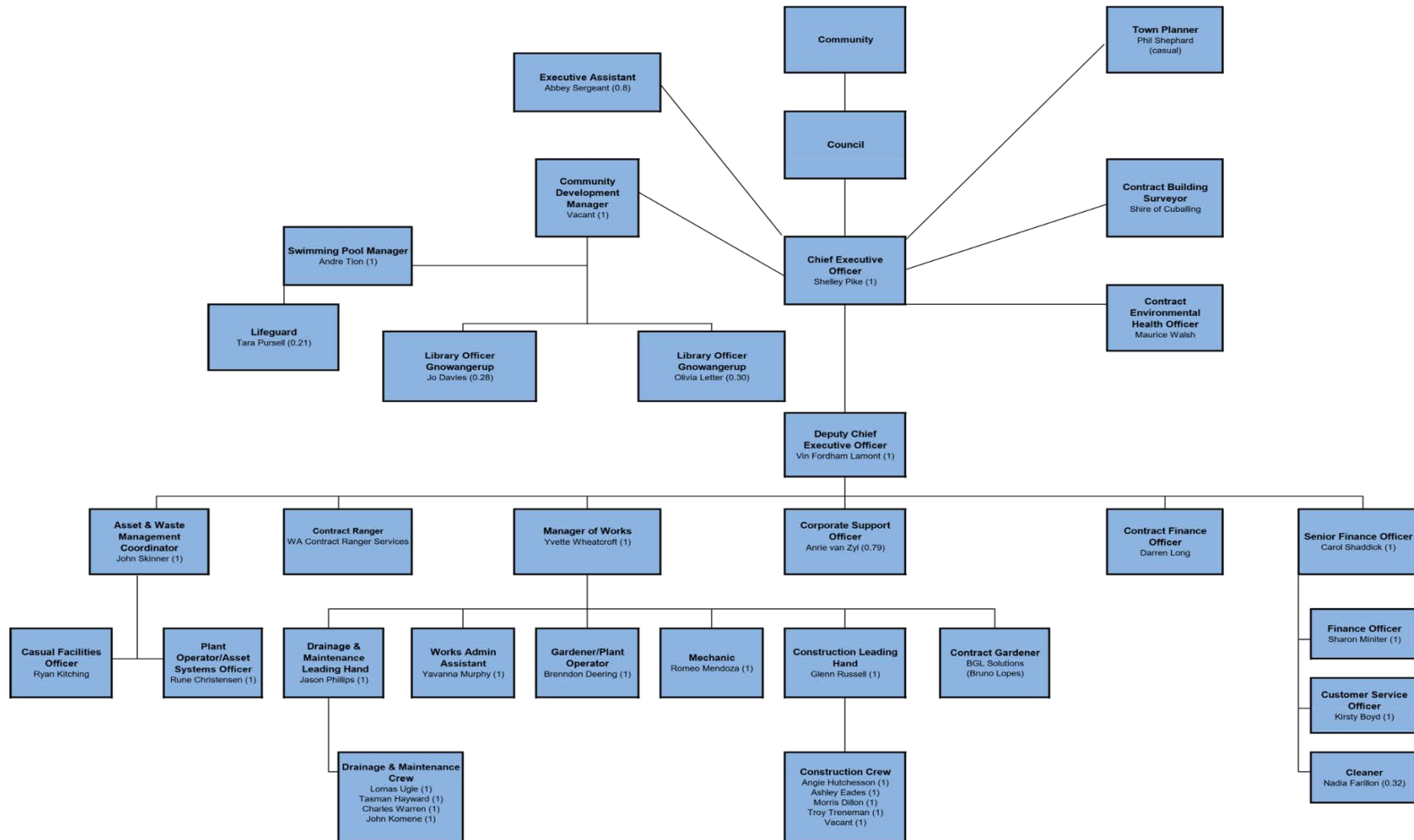
The Shire faces the challenge of ensuring infrastructure and facilities are provided which meet the needs of our communities whilst also ensuring maintenance and renewal is planned for. Despite this challenge, the Shire is committed to maintaining financial sustainability and has ended the year in a sound financial position.

The success the Shire of Gnowangerup has achieved over the past year would not have been possible without the support of our strong network of volunteers. Our volunteers provide many hours of dedicated assistance to our services and facilities, including but not limited to the Wildflower Museum and Display, Yongergnow, the Gnowangerup Caravan Park, Heritage Restoration, fire brigades and events. On behalf of the Shire of Gnowangerup, I thank our staff and volunteers for their ongoing contribution to our community, and thank our Council for its strong leadership. This year has been another successful year for the Shire. I am incredibly proud of what our team has achieved and look forward to another fantastic year in 2018/2019.

Shelley Pike
Chief Executive Officer



SHIRE'S ORGANISATIONAL CHART



EMPLOYEE REMUNERATION

Salary Range	14/15	15/16	16/17	17/18
\$100,000 - \$109,999		1		
\$110,000 - \$119,999			1	1
\$120,000 - \$129,999	1			
\$130,000 - \$139,999				
\$140,000 - \$149,999				
\$150,000 - \$159,999	1	1	1	1
\$160,000 - \$169,999				

SHIRE FACILITIES

Libraries:

Gnowangerup

Yougenup Centre

47 Yougenup Rd, Gnowangerup, WA, 6335

P: 08 9827 1635

E: library@gnowangerup.wa.gov.au

Ongerup

c/-Yongergnow-Ongerup CRC

Lot 260 Jaekel St, Ongerup, WA, 6336

P: 08 9828 2325

E: library@gnowangerup.wa.gov.au

Recreation Centres:

Borden Pavilion

51 Stone St, Borden, WA, 6338

P: 08 9828 1116

Ongerup Sporting Complex

Jaekel St, Ongerup, WA 6336

P: 08 9828 2013

Gnowangerup Sporting Complex

85 – 109 Yougenup Rd, Gnowangerup, WA, 6335

P: 08 9827 1386

Swimming Pool:

85 – 109 Yougenup Rd, Gnowangerup WA 6335

P: 08 9827 1741



REPORT AGAINST THE PROGRESS OF THE STRATEGIC COMMUNITY PLAN AND THE CORPORATE BUSINESS PLAN

INTRODUCTION

The Shire with its communities developed a new Strategic Community Plan in 2017/18 that has new themes and objectives to be reported against for the next ten years.

The Shire reports against the Strategic Community Plan/Corporate Business Plan as follows:

1. An overview for key strategies or actions.
2. A description regarding those actions that are completed.
3. Whether an action of strategy has another action against it i.e. cancelled/deferred.
4. Listing key strategies/actions that are planned for 2018/19.



SUSTAINABLE BUSINESS GROWTH

OPERATIONAL IMPLEMENTATION				
ACTIONS		RESPONSIBILITY	DELIVERY TIMELINE	
			FY 17/18	FY 18/19
A1.1.1	Develop and implement an Economic Development Strategy/ Plan to guide and drive economic development in the Shire.	CEO		●
A1.1.2	Develop a Digital Workplan to position the Shire as a "Smart Shire" and to maximise the benefits of digital communication technology and initiatives within the Shire for local businesses and the community.	DCEO		●
A1.1.3	Implement the Digital Workplan.	DCEO		●
A1.2.1	Identify a community project to facilitate, that encourages business growth i.e. Business Development Group.	CEO	●	●
A1.3.1	Monitor progress on infrastructure plans.	TOWN PLANNER	●	●
A1.4.1	Work with Landcorp to release the industrial lots in Quinn Street.	CEO / TOWN PLANNER	●	●
A1.4.2	Monitor development rates and ensure future supply of industrial land for subdivision and development.	TOWN PLANNER	●	●
A1.4.3	Progress Cuneo Close commercial development	MW		●
A1.5.1	Hold annual Business Forum.	CEO	●	
A2.1.1	Work with external partners to provide an improved internet service within the District.	DCEO	●	●
A3.1.1	Work with the community to attract a Major Event/Festival or Attraction to the Shire	CEO	●	●
A3.2.1	Complete Gnowangerup Heritage Trail Project.	CEO	●	
A3.2.2	Develop Tourism Strategy.	CEO		●
A3.2.3	Develop Management Plan for the Gnowangerup Star.	CEO	●	●

MAJOR ITEMS COMPLETED 2017/18

A2.1.1 High Speed, Reliable Internet Service

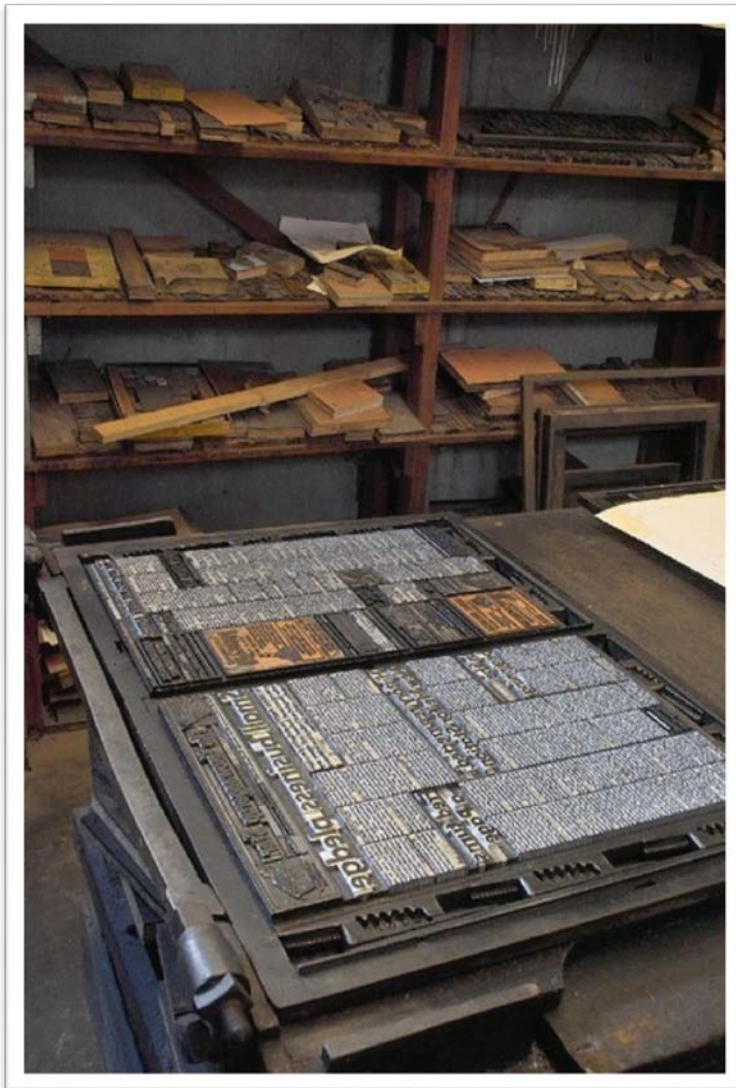
In 2018, in accordance with the findings of the Shire Digital Census, officers liaised with external parties to develop a broadband internet service superior to that currently offered by NBN Skymuster. Two of these parties subsequently submitted applications to the Department of Primary Industries and Regional Development (DPIRD) via its Smart Farms fund. The Shire is waiting to hear the results of these applications.

A3.2.1 Complete Gnowangerup Heritage Trail Project

Stage one completed.

A3.2.2 Develop Management Plan for the Gnowangerup Star

Presented to Council for discussion.



NOT COMPLETED

A1.4.1 Work with Landcorp to release the industrial lots in Quinn Street.

Awaiting a determination from Landcorp as to whether they will proceed.

A1.4.3 Cuneo Close Commercial Development

The Cuneo Close Commercial Development was scheduled to start in April but due to the availability of contractors and inclement weather in late May and June work did not start until late June. Unspent funds allocated to the project were carried over into the 2018/2019 financial year through the budgeting process. The work continued into July and

August 2018. As the project involves outside service providers such as Western Power it is difficult to give a completion date but it is anticipated all works will be finished by early 2019.

A1.5.1 Hold Annual Business Forum.

The Business community has suggested annually is too frequent and propose every two years.

DEFERRED/CANCELLED

A3.1.1 Work with the community to attract a Major Event/Festival or Attraction to the Shire.

Waiting for the commencement of the Community Development Coordinator role.

A3.2.2 Develop Tourism Strategy

Deferred until 2018/19 when the Community Development Coordinator is appointed.

MAJOR ITEMS PLANNED FOR 2018/19

The following actions are planned for 2018/19:

- A1.1.1 Marketing Strategy and Plan;
- A1.1.2 Develop a Digital Workplan;
- A3.2.1 Complete Gnowangerup Heritage Trail Project – Extension of the Heritage Trail to Alymore Springs.



THE NATURAL ENVIRONMENT

OPERATIONAL IMPLEMENTATION				
ACTIONS	RESPONSIBILITY	DELIVERY TIMELINE		
		FY 17/18	FY 18/19	
B1.1.1	Facilitate active involvement from the community in preserving and enhancing the natural environment by using all available resources such as The West Australian Waste Authority's CIE Grants, which are available each year.	AWMC		●
B1.1.2	Take management order over Borden Community Dam reserve.	DCEO		●
B1.2.1	Design and cost the installation of recycling stations at each landfill. Trial at Gnowangerup in Feb 2018.	AWMC		●
B1.2.2	Roll out the recycling stations to the Borden and Ongerup landfills.	AWMC		●
B1.2.3	Investigate Recycling and waste management Education and Awareness Activities such as the West Australian Waste Authority's CIE Grants, which have been used to fund projects of this type.	AWMC	●	●
B1.2.4	Hold a meeting with the business community to discuss becoming a plastic bag free Shire.	AWMC	●	
B1.2.5	Plan to become a plastic bag fee Shire in 2018/19.	AWMC		●
B2.1.1	Investigate alternative sources of power for Shire owned buildings.	AWMC	●	
B2.1.2	Install solar systems at the Shire's Administration and Depot buildings.	AWMC	●	
B2.1.3	Formulate a plan to help reduce power consumption at the new pool site.	AWMC	●	
B2.1.4	Implement pool power plan.	AWMC		●
B2.1.5	Investigate large-scale power generation opportunities.	AWMC		
B2.1.6	Participate in State Risk Project.	DCEO	●	●
B3.1.1	Continue to maintain Parks & Reserves to a high standard.	MW	●	●
B3.2.1	Continue to preserve the conservation road side areas and support local conservation groups.	MW / CEO	●	●
B3.2.2	Investigate partnering in the native plant subsidy scheme.	DCEO	●	

MAJOR ITEMS COMPLETED 2017/18

B2.1.1 Investigate Alternative Sources of Power for Shire-owned Buildings

Using solar power generation is the most affordable option at this time but only in situations where the potential savings cover the capital outlay in a reasonable timeframe. The alternative energy sector is continually evolving and should be monitored for any future developments in this space.

B2.1.2 Install Solar Systems on Shire's Buildings

With rising costs of utilities, Council is supportive of projects that will reduce the costs. The 17/18 budget included an allocation to install solar panels on the roofs of the Shire Administration and Depot buildings. The works were completed in April 2018.

B2.1.6 Participate in State Risk Project

During the 2017/18 financial year, the Shire's Local Emergency Management Committee (LEMC) commenced the process of developing the Shire's Hazard Risk Assessment framework as part of the State Risk Assessment Project.

The six hazards most likely to impact the Shire were chosen by the committee and credible worst-case scenarios for each hazard were developed by committee members. The hazards chosen were Bushfire, Storm, Animal or Plant: Pests or Diseases, Road Crash, Flood and a Hazmat incident.

The first of two workshops was held in April 2018 where presentations of the first three hazard scenarios, Storm, Flood and Animal or Plant: Pests or Diseases, were used to provide members with information on the hazard context and outlining the anticipated local vulnerabilities and impacts on the community. LEMC members then worked through a series of risk statements to estimate the potential consequences of the scenario events. Each risk statement represents an impact that is likely to happen, given the scenario and were collectively assigned a likelihood, consequence and confidence level. Discussions followed to fully evaluate the potential impacts on the community and decisions made were based on group consensus. Risk statements are grouped into five impact areas: economy, people, public administration, social setting and environment. Fifty two (52) statements for Storm, fifty one (51) statements for Floods and thirteen (13) statements for Animal or Plant: Pests or Diseases were assessed.

A second workshop to complete the risk assessments for the last three chosen hazards is due to take place on September of 2018.

On completion of the risk assessments for all six hazards, the project will move on to the next phase, which will be Risk Evaluation. The Risk Evaluation phase helps to determine which risks may require further detailed assessment or treatment.

The last phase of the project will be addressing priority risks and their treatments. Treatment decisions will be based on priority level, irrespective of the hazard. LEMC aims to have the Project completed during 2019.

NOT COMPLETED

Nil

DEFERRED/CANCELLED

B1.2.4 Hold a Meeting with the Business Community to Discuss Becoming a Plastic Bag-free Shire

Cancelled as State Government has introduced similar legislation.

B2.1.3 Formulate a Plan to help Reduce Power Consumption at the new Pool Site

Deferred until 2018/19 due to competing priorities.

MAJOR ITEMS PLANNED FOR 2018/19

The following actions are planned for 2018/19:

- B1.1.2 Take Management Order over Borden Community Dam Reserve.
- B2.1.4 Implement Pool Power Plan.



OUR COMMUNITY

OPERATIONAL IMPLEMENTATION				
	ACTIONS	RESPONSIBILITY	DELIVERY TIMELINE	
			FY 17/18	FY 18/19
C1.1.1	Support annual funds to local arts and culture groups.	COUNCIL / CEO	●	●
C1.1.2	Identify opportunities to strengthen the relationship between our three communities.	CEO	●	●
C1.1.3	Promote and support the needs of disadvantaged people within the community.	CEO	●	●
C1.2.1	Work with the indigenous community to celebrate NAIDOC week.	CEO	●	●
C1.2.2	Implement the DAIP to guide Shire operations and services to ensure they are inclusive of all members of the community.	CEO	●	●
C1.3.1	Investigate the process required and the cost associated with changing the name of the Shire.	COUNCIL / CEO		●
C1.3.2	Hold a referendum to allow the community to vote on the proposed change.	CEO		
C2.1.1	Actively engage the community and event promoters to host iconic, cultural and sporting events within the Shire in partnership with other community organisations e.g. Australia Day, NAIDOC Week, National Youth Week, Mental Health Week, Thank a Volunteer Day / Volunteer Week.	CEO	●	●
C2.1.2	Subscribe to and develop locally based statistical service programs to enhance demographic analysis capability, including Community Profile, Economic Profile and Population forecasts.	CEO	●	●
C2.1.3	Prepare a Community Development Plan to guide the provision of community based services delivered or facilitated by the Shire.	CEO	●	
C2.1.4	Support annual funds to local community groups & individuals to assist in delivering local passive recreational activities.	CEO	●	●
C2.2.1	Increase Ongerup Library membership and introduce library activities to be delivered to the community.	CEO	●	
C2.2.2	Investigate needs associated with staffing the Gnowangerup Community Swimming Pool to maintain optimal operations.	CEO	●	●
C2.2.3	Relocate Ongerup Library to Yongergnow-Ongerup CRC.	CEO		●
C3.1.1	Work in partnership with other Shires and community organisations to facilitate the development of local leaders through skills development opportunities and capacity building activities e.g. Regional Passive Recreation Development Project, Governance Training, Training and Skills Development Project and Community Leadership Project.	CEO	●	●
C3.2.1	Promote the sustainable management of local organisations and community groups.	CEO		
C3.2.2	Facilitate and promote partnerships between volunteer organisations, NGO's, Local Businesses and Local Government Organisations.	CEO	●	●
C3.2.3	Develop a community asset map to facilitate a sustainable volunteer base and reduce volunteer burnout.	CEO		
C4.1.1	Conduct environmental health initiatives in the community, including inspections and assessments relating to: food, water, noise, disease, pest control and safety.	EHO	●	●
C4.1.2	Continue to monitor the Ongerup Sewerage Scheme.	EHO	●	●
C4.2.1	Shire remain an Act-Belong-Commit Partner Site.	CEO	●	●
C4.2.2	Support community driven preventative health initiatives and support the provision of services for community members impacted by mental health issues.	CEO	●	●

MAJOR ITEMS COMPLETED 2017/18

C2.1.1 Actively Engage the Community and Event Promoters to Host Iconic Cultural and Sporting Events

The Wirrpanda Sports Carnival held during NAIDOC week was funded and supported locally. Also refer to C1.2.1 Work with the Indigenous community to celebrate NAIDOC week.

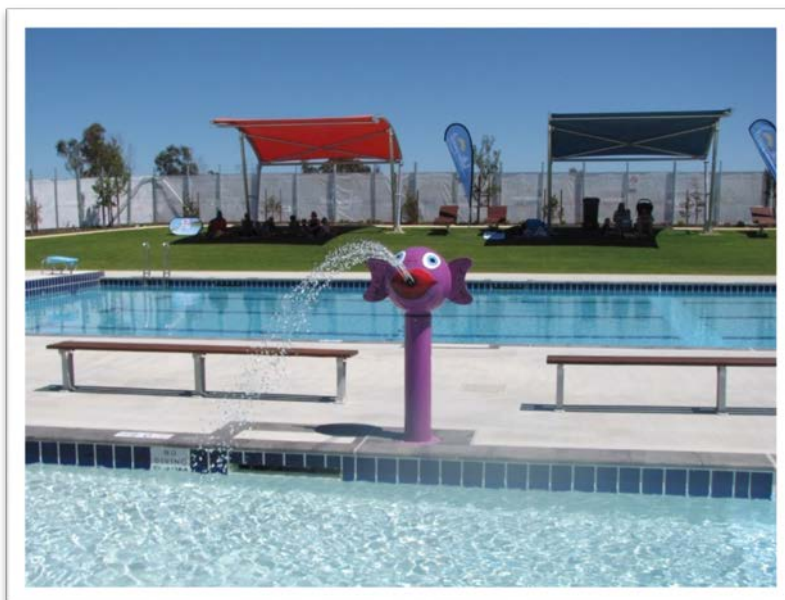
C2.1.4 Support Annual Funds to Local Community Groups & Individuals

Funding was provided to the Community Garden Project and the Men's shed was engaged to refurbish the wooden benches for the swimming pool.

C2.2.1 Increase Ongerup Library membership and introduce library activities to be delivered to the community.

Ongerup Library has commenced Storytime once a week. Also, by circulating items between Gnowangerup and Ongerup libraries we have been able to offer a wider selection to patrons. Therefore, increasing borrowers. Inter Library Loans, have also been utilised more frequently.

C2.2.2 Investigate needs associated with staffing the Gnowangerup Community Swimming Pool to maintain optimal operations.



A Lifeguard was employed to assist the Pool Manager with administration and operations. The 2018/19 financial year will see the pool open seven days per week.

C4.1.1 Conduct Environmental Health Initiatives in the Community

The assessment of the Shire's Public Health Plan for 2017/18 is attached at the end of this section.

NOT COMPLETED

C2.1.3 Prepare a Community Development Plan

Not completed due to lack of staff resources.

DEFERRED/CANCELLED

C2.1.2 Subscribe to and Develop Locally Based Statistical Service Programme

Data not available for all our small towns.

MAJOR ITEMS PLANNED FOR 2018/19

The following actions are planned for 2018/19:

- C2.2.3 Move Ongerup library to the CRC and arrange for the CRC to manage the library;
- Arrange for a heritage assessment of the Gnowangerup Star;
- C3.1.1 Work in partnership with other Shires and community organisations to facilitate the development of local leaders through, Governance Training, Training and Skills Development.



PUBLIC HEALTH ACT OF WESTERN AUSTRALIA 2016 - MANDATORY REPORTING REQUIREMENTS					
PUBLIC HEALTH PLAN – KPI'S					
SHIRE OF GNOWANGERUP					
Reporting period is from 1 July 2017 to 30 June 2018					
Premises	No.	2017		2018	
		Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Air Quality					
No. of odour complaints		0	0	0	0
No. of asbestos complaints		0	0	0	0
No. of dust complaints		0	0	0	0
No. of warning letters issued (air quality)		0	0	0	0
Built Environment					
No. planning applications		1	3	4	1
No. planning applications with environmental health impact assessment		1	1	1	1
% planning application with environmental health assessment		100%	33%	25%	100%
No. building licence applications		6	4	2	6
No. of building permits issued		6	4	2	6
No. demolition permits applications		6	0	0	0
No. of demolition permits issued		6	0	0	0
No. building licence applications with environmental health assessment		1	0	0	0
% building licence applications with environmental health assessment		17%	0%	0%	17%
Caravan Parks and Camping Grounds					
No. of caravan parks in the Shire	3				
No. of inspections caravan parks		0	2	1	1
Complaints					
No. of complaints about residential properties		0	2	1	3
No. of complaints about non-residential properties		0	0	0	0
Contaminated Land					
No. of known contaminated sites in the Shire	4				
No. contaminated sites owned or vested in the Council	4				
Drinking Water Quality					
No. of food premises/public buildings not connected to scheme water	4				
No. drinking water samples taken for examination		4	15	14	15
No. drinking water samples non-compliant with potable water standards		0	1	1	2
Effluent Re-use Scheme					
No. of effluent reuse schemes in the Shire	0				
No. of water samples taken for examination as per licence requirements					
No. of water samples non-compliant with re-use water standards					
Annual Report on effluent reuse scheme submitted to DoH of WA*					
*DoH of WA is Department of Health of Western Australia					
Environment					
No. of complaints about the environment in the Shire		0	0	0	0
Food Safety					
Do you have a formal enforcement policy	No				
No. complaints about food premises		0	1	0	0
No. complaints about food products		1	0	0	0
No. food premises total	20				
No. high risk food premises	0				
No. medium risk food premises	20				
No. low risk food premises	0				
No. of very low or exempt premises	0				
No. of inspections high risk food premises					
No. of inspections medium risk food premises		7	8	10	13
No. of inspections low risk food premises					
No. of infringement notices issued		1	1	0	0

Reporting period is from 1 July 2017 to 30 June 2018	No.	2017		2018	
	Premises	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Public Buildings					
No. of public buildings	0				
No. of high risk public buildings	0				
No. of medium risk public buildings	4				
No. of low risk public buildings	1				
No. of inspections high risk public buildings					
No. of inspections medium risk public buildings		0	2	1	1
No. of inspections low risk public buildings		1	1	0	0
No. of public events less than 1000 people		0	0	0	0
No. of public events 1000 to 5000 people		0	0	0	0
No. of public events more than 5000 people		0	0	0	0
Private Swimming Pools					
No. of private swimming pools in the Shire	11				
No. of mandatory inspections of private swimming pools		11	0	0	0
No. of private swimming pools compliant with Building Act 2011		7	7	7	7
No. of private swimming pools non-compliant with Building Act 2011		4	4	4	4
No. of mandatory inspections of private swimming pools over-due		4	4	4	4
Public Swimming Pools - Water Quality					
No. of semi-public swimming pools in the Shire	2				
No. of swimming pool water samples taken for examination		0	15	10	5
No. of water samples non-compliant with recreational water standards		0	0	0	0
Sewerage Scheme (Ongerup)					
No. of premises registered with the DWER in the Shire	1				
No. of inspections of licenced premises in the Shire		4	5	5	4
Annual Data Report on licenced premises submitted to ERA*		1	0	0	0
Annual Audit Compliance Returns submitted to ERA		1	0	0	0
Tri-Annual Audit of licenced sewerage system		0	1	0	0
Post Audit Implementation plan received/submitted from/to the ERA		0	0	0	1
*ERA is the Economic Regulation Authority					
Vectors & Pests					
No. complaints – mosquitoes		0	0	0	0
No. complaints – rodents		0	0	0	0
No. complaints - other (not mosquitoes or rodents)		0	1	2	1
Waste Management					
No. of registered premises in the Shire	3				
No. of licenced premises in the Shire	1				
No. of inspections of registered sites in the Shire		3	3	3	3
No. of inspections of licenced sites in the Shire		2	2	1	2
Annual Environmental Report submitted to DWER*		0	0	1	0
Annual Audit Compliance Return submitted to DWER		0	0	1	0
Annual licence renewal application submitted to DWER		1	0	0	0
No. of complaints about waste disposal sites in the Shire		0	0	0	0
No. of complaints illegal tipping		0	0	0	0
No. of complaints illegal tipping - asbestos		0	0	0	0
*DWER is Department Water & Environmental Regulation					

A SUSTAINABLE AND CAPABLE COUNCIL

OPERATIONAL IMPLEMENTATION				
ACTIONS		RESPONSIBILITY	DELIVERY TIMELINE	
			FY 17/18	FY 18/19
D1.1.1	Annually review the Shire's Policy Manual and develop new policies as required.	DCEO	●	●
D1.1.2	Major re-development of Policy Manual.	DCEO		●
D1.2.1	Develop a seamless suite of plans aligning the strategic direction with operational actions and projects.	CEO	●	
D1.2.2	Develop the Asset Management Framework which includes policy, strategy and plans.	AWMC	●	
D1.2.3	Develop a Workforce Plan.	CEO / DCEO	●	
D1.2.4	Review the Long Term Financial Plan.	DCEO	●	●
D1.3.1	Ensure the Annual Report includes all the information that is required by legislation and in a format easily understandable by the community.	CEO / DCEO	●	●
D1.4.1	Develop a community engagement / consultation strategy.	CEO	●	
D1.4.2	Establish and manage a Strategic Community Reference Group from a wide demographic to provide advice to Council on matters of significant community interest.	CEO	●	
D1.4.3	Prepare and publish all Agendas and Minutes of Council in accordance with legislation and make them accessible to the public.	CEO	●	●
D2.1.1	Manage election process and ensure new councillors receive relevant documentation.	CEO	●	
D2.1.2	Develop an Induction Manual for elected members.	CEO		●
D2.1.3	Develop an annual elected members training calendar.	CEO		●
D3.1.1	Implement the outcomes of the Better Practice Review.	CEO / DCEO	●	
D3.1.2	Implement new Synergysoft and ALTUS Human Resources module to provide management with relevant HR statistics to assist decision making.	DCEO	●	
D3.1.3	Implement new ALTUS Financial Reporting system to provide a more efficient monthly financial reporting process.	DCEO	●	●
D3.1.4	Conduct five yearly review of Recordkeeping Plan.	DCEO	●	●
D3.1.5	Conduct two-yearly Reg 17 Audit Review.	DCEO	●	
D3.1.6	Implement recommendations from Records Management review including records disaster recovery plan, records policies and procedures, completion of archiving program and medical practice files.	DCEO	●	●
D3.1.7	Annually conduct a review of local laws with a major review to be done eight-yearly. (Last major review was 2016).	DCEO	●	●
D3.1.8	Complete an annual Compliance Audit Return to demonstrate compliance with legislation.	DCEO	●	●
D3.1.9	Design and adopt new industry standard Chart of Accounts to provide improved reporting.	DCEO		
D3.2.1	Conduct a tri-annual survey of residents to measure customer satisfaction with services.	CEO		●
D3.2.2	Review the Shire's Customer Service Charter to inform and enhance service outcomes.	DCEO	●	●
D3.3.1	Ensure staff training opportunities are identified during performance management process.	DCEO	●	●
D4.1.1	Continue representation on external Boards and committees such as the GSDC, WALGA Zone, School Boards, Hidden Treasures and others to influence positive local and regional outcomes.	CEO / DCEO / COUNCILLORS	●	●
D4.1.2	Participate in State policy development processes affecting local government where appropriate.	CEO / SHIRE PRESIDENT	●	●

MAJOR ITEMS COMPLETED 2017/18

D1.2.1 Develop a seamless suite of plans aligning the strategic direction with operational actions and projects.

A new Strategic Community Plan was prepared following consultation with twenty two focus groups to ensure all people from all demographic groups were consulted. A citizens' panel comprising of fourteen people from across the demographic groups advised Council regarding project priorities.

The following ongoing actions were undertaken:

- D1.4.3 Prepare and publish all Agendas and Minutes of Council in accordance with legislation and make them accessible to the public.
- D4.1.1 Continue representation on external Boards and committees such as the GSDC, WALGA Zone, School Boards, Hidden Treasures and others to influence positive local and regional outcomes.
- D4.1.2 Participate in State policy development processes affecting local government where appropriate.



D1.2.3 Workforce Plan

The Workforce Plan is a key element of the Shire's Integrated Planning & Reporting Framework. It is a statement from the CEO to our staff and the community that we are committed to building the capacity of our workforce to maintain a highly skilled and experienced team that will deliver the outcomes detailed in the Corporate Business Plan. The Workforce Plan was developed, and presented to Council in April 2018.

D3.1.1 Better Practice Review

This was a scheme run by the Department of Local Government, Sport and Cultural Industries to recognise and promote good practice in Western Australian country local governments. The Shire volunteered to undertake this process and officers from the Department undertook the review in late 2016, with the implementation of the corresponding recommendations being completed in the 17/18 financial year. The review found that the Shire is performing and functioning well, including an appropriate relationship between elected members and staff, which was seen to be cordial and respectful.

D3.1.5 Audit Reg 17 Review

Under the *Local Government (Financial Management) Regulations 1996*, every two years local governments are required to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- risk management;
- internal control; and
- legislative compliance.

In 2017/2018, the review was conducted by DL Consulting in relation to the internal control and legislative compliance components and by LGIS in relation to the risk management component. Both reports made a number of recommendations but found that the Shire's systems and procedures are generally appropriate and effective.

D3.1.6 Records Management Review

A Records Management Review was conducted in 17/18 by an external consultant. A number of recommendations were made, including the update of the Shire's Recordkeeping Plan. The Shire is required, pursuant to the *State Records Act 2000*, to review its recordkeeping plan every five years. Implementation of recommendations from the Records Management review will be implemented fully in 18/19.

D3.1.8 Compliance Audit Return

The *Local Government (Financial Management) Regulations 1996* requires the Shire submit an annual Compliance Audit Return to the Department of Local Government, Sport and Cultural Industries to demonstrate compliance with legislation. No major issues were identified in the compliance audit and the return was accepted by Council in March 2018.

D3.2.2 Review of Customer Service Charter

The Shire of Gnowangerup is committed to providing the highest standard of service to all of its customers. Customers have the right to expect excellent service from all areas of the organisation. Each year the Shire reviews its Customer Service Charter. No significant changes were made as a result of the September 2017 review.

NOT COMPLETED

D1.2.2 Develop the Asset Management Framework

The Policy and Strategy components of the Asset Management Framework were completed in 17/18. We expect the final part of the framework the Plans will be finalised during 18/19.

DEFERRED/CANCELLED

D1.4.1 Develop a Community Engagement/Communication Strategy

Deferred to 2018/19 due to conflicting priorities.

D3.1.2 Implementation of New Human Resources Module

Cancelled due to benefits outweighing the costs.

MAJOR ITEMS PLANNED FOR 2018/19

The following actions are planned for 2018/19: D1.1.1 Major redevelopment of the Policy Manual.



FINANCIAL SUSTAINABILITY

OPERATIONAL IMPLEMENTATION				
ACTIONS	RESPONSIBILITY	DELIVERY TIMELINE		
		FY 17/18	FY 18/19	
E1.1.1	Embrace outcomes from the local government reform process that allow for alternative means of raising revenue and innovative partnership opportunities.	CEO / DCEO / TOWN PLANNER		●
E1.2.1	Monitor State Government media releases and take action when appropriate.	CEO	●	●
E2.1.1	Develop Property Strategy and review annually.	CEO	●	
E2.1.2	Develop an ITC Strategy.	DCEO		●
E2.1.3	Update medical practice IT hardware and connect to Shire server.	DCEO	●	
E2.1.4	Convert CEO & Mechanic houses from Reserve to freehold and separate into 2 lots.	DCEO	●	
E2.1.5	Convert Police OIC and Doctor houses from Reserve to freehold and separate into 2 lots.	DCEO	●	●
E2.1.6	Convert to freehold and on-sell the Old Ongerup Police Station.	DCEO	●	●
E2.1.7	Reserve 14184: Divide into three - Old Telecentre, Childcare Centre, Old Police Station & Gaol with the Shire to retain management over the Old Police Station & Gaol portion.	DCEO		●
E2.1.8	Acquire vacant block at 25 Yougenup Rd, Gnowangerup for the purpose of creating a park.	DCEO		●
E2.2.1	Complete and maintain Asset Management Plans.	AWMC	●	
E2.2.2	Review Asset Management Plan.	AWMC	●	●
E2.3.1	Take part in regional collaboration opportunities related to community services such as sharing of regional resources, hosting of regional community development activities and support for regional activities taking place in other communities across the Great Southern.	CEO / DCEO	●	●
E3.1.1	Implement Capital Works Program as detailed in the Capital Works Program 2017-2018.	MW	●	●
E3.1.2	Major Road Construction Program, continue to update road asset information and develop construction/maintenance program that optimises funding opportunities for future road asset sustainability. Gravel re-sheeting a minimum of 8km per year to be reassessed post WANDRRA.	MW	●	●
E4.1.1	Roads to Recovery funding to focus on preservation and resealing of single seal bitumen roads – Ongerup Pingrup Rd, Sandalwood Rd, Nightwell Rd, Old Ongerup Rd, Salt River Rd, Gleeson Rd and Laurier Rd. Urban towns as required by condition assessment.	MW	●	●
E4.1.2	Submit funding for Regional Road Group funds. Focus on preservation resealing of single seal bitumen roads – Borden Bremer Bay Rd, Tieline Rd, Tambellup Rd, Kwobrup Rd. Complete widening and resealing of Ongerup Pingrup Rd.	MW	●	●
E4.1.3	Maximise WANDRRA funding opportunities by reviewing and incorporating works completed by WANDRRA and adjust works program accordingly.	MW	●	●

MAJOR ITEMS COMPLETED 2017/18

E2.1.4 CEO AND Mechanic Houses

Although these two houses, due to an historic anomaly, are not contiguous, they formed part of the same Shire Reserve. Similar to the reasoning in relation to the Old Ongerup Police Station, Council determined to convert the property to freehold and separate into two separate lots. Now that this process has been completed, the Shire being able to sell the properties individually if, and when, required.

E2.1.5 Old Ongerup Police Station

As part of Council's strategy to rationalise the number of building assets it owns, we completed the process of converting the above property from Crown Reserve to freehold land in October 2017. We are hoping to on-sell the property in 18/19, which will add to the housing stocks in Ongerup.

E3.1.1 Capital Works Program

The 2017/2018 Works Program was completed as follows:

Road Name	Described Works and Funding Source
Ongerup Pingrup Rd	<ul style="list-style-type: none"> ▪ Continue to rebuild shoulders, widen pavement and reconstruct drains for a further 4.6km ▪ Reseal new shoulder 0.5m each side then reseal entire width of road ▪ Total cost \$396,269 – Road to Recover funds \$260,875 and Council funds \$135,394
Borden Bremer Bay Road	<ul style="list-style-type: none"> ▪ Reseal 9km of Borden Bremer Bay Road ▪ Total project cost \$180,105 - Roads to Recovery funds \$174,840 and Council funds \$5,265
Nightwell Road	<ul style="list-style-type: none"> ▪ Form up and gravel re-sheet 6km ▪ Total project cost \$146,737. Roads to Recovery funding \$141,420, Council funds \$5,317
Tieline Rd	<ul style="list-style-type: none"> ▪ Project to reseal and protect pavement integrity through renewing the running surface of the road ▪ Total project cost \$114,180 - Roads to Recovery funds
Toompup Road	<ul style="list-style-type: none"> ▪ Form up and gravel re-sheet 4.5km ▪ Total project cost \$168,830 - Council funded
Aylmore Street Quinn Street Cecil Street	<ul style="list-style-type: none"> ▪ Resealing urban streets to protect pavement integrity ▪ Total project costs \$39,655 – Council funded
Boxwood Hill Ongerup Road	<ul style="list-style-type: none"> ▪ Repair failed section for 4km ▪ Total project costs \$120,261 – Council funded
Airport Road	<ul style="list-style-type: none"> ▪ Reseal of prime seal. ▪ Total project costs \$52,629 - Council funded
Road maintenance	<ul style="list-style-type: none"> ▪ Routine road maintenance program consists of: maintenance grading, tree pruning, road verge spraying, shoulder grading ▪ Total funds spent on road maintenance: \$1,250,962

E.4.1.3 Western Australian Natural Disaster Relief Recovery Arrangements (WANDRRA)

Flood damage restoration work for AGRN743 continued throughout the 2017/2018 year. By the 30th June 2018 \$7,650,406.49 had been spent on reinstatement works and it is expected that all AGRN743 reinstatement works will be completed by February 2019.

Once the restoration work is complete, the information is added to our Road Asset Management System giving us up to date information and resources regarding the road condition across the Shire. This information is used to build the 10-year capital works plan.



NOT COMPLETED

E2.1.1 Develop Property Strategy and review annually.

Not completed due to other priorities

E2.2.1 Complete and Maintain Asset Management Plans

The Airport AM was completed in 17/18 and the rest of the plans planned for completion during the 18/19 year.

DEFERRED/CANCELLED

E2.1.1 Develop Property Strategy and Review Annually

Cancelled.

MAJOR ITEMS PLANNED FOR 2018/19

The following actions are planned for 2018/19:

- E2.1.2 Develop an ITC Strategy;
- E2.1.6 Subdivide Reserve 14184;
- E2.1.7 Sell Old Ongerup Police Station;
- E3.1.1 Capital Works Program for 2018/2019:
 - The capital works program for 2018/19 will continue with the preservation of ageing bitumen roads by resealing the single (prime seal) roads. These roads are Borden Bremer Bay Road, Tieline Road, Salt River Road and Sandalwood Road.
 - Ongerup Pingrup Road widening and resealing will continue in 2018/19 and if ongoing Regional Road Group funding is approved for 2019/2020 this will see the completion of this road to the Shire of Kent boundary.
 - Gravel sheeting will continue on Gleeson Road, Rabbit Proof Fence Road and Highdenup Road.
 - There will be a section of culvert widening on Nightwell Road.



QUALITY BUILT FORM

OPERATIONAL IMPLEMENTATION				
ACTIONS		RESPONSIBILITY	DELIVERY TIMELINE	
			FY 17/18	FY 18/19
F1.1.1	Design Stage 1 of residential subdivision in Quinn Street.	TOWN PLANNER	●	●
F1.2.1	Ensure environmental consideration is reflected in Town Planning and Building Approvals.	TOWN PLANNER / BUILDING SURVEYOR	●	●
F1.3.1	Facilitate the redevelopment of Aylmore Springs. Stage 1: Community Consultation. Stage 2: Design & Implementation.	CEO / TOWN PLANNER	●	●
F1.3.2	Review and ensure the Shire Planning Scheme & Policies reflect Council's strategic initiative and community values.	TOWN PLANNER	●	●
F2.1.1	Support Landcorp release of residential blocks.	CEO	●	●
F2.1.2	Acquire 11 & 13 Bell Street Gnowangerup vacant blocks for re-sale.	DCEO		
F2.1.3	Purchase grouped housing block from Landcorp.	CEO	●	
F2.1.4	Construct two houses on grouped housing block.	DCEO / AWMC		●
F2.2.1	Encourage better use of existing underutilised community spaces across the Shire.	CEO / TOWN PLANNER	●	●
F2.2.2	Support projects that improve community spaces and that incorporate the sustainable management of community assets into the future e.g. Community Garden.	CEO	●	●
F3.1.1	Prepare a demographic profile for each of the 3 communities using the 2016 Census data.	CEO	●	
F4.1.1	Develop a long-term approach to significant facility upgrades and improvements.	AWMC	●	●
F4.1.2	Develop an Asset Management Strategy 2018-2028 to guide the Shire's approach to managing its assets.	AWMC	●	
F4.1.3	Maintain and protect heritage building and places.	CEO	●	●
F4.1.4	Complete planned shade facility and niche wall at Gnowangerup Cemetery.	MW / COUNCIL	●	●
F4.1.5	Update mapping of plots and number grave sites at Gnowangerup Cemetery.	DCEO	●	●
F4.1.6	Continue to work with GSDC and the Gnowangerup Aboriginal Corporation in progressing the business case for the agricultural training facility.	CEO	●	
F4.1.7	Update Municipal Heritage Inventory.	CEO		●
F4.1.8	Construct new plant and equipment shed at Depot.	MW / AWMC		●
F4.1.9	Infrastructure upgrades to Ongerup Waste Water Ponds.	AWMC		●

MAJOR ITEMS COMPLETED 2017/18

F2.1.3 Purchase grouped housing block from Landcorp

Block on corner of Quinn St and Whitehead Rd was purchased for the construction of staff housing and to provide impetus to the sale of adjacent lots in the same development.

The following ongoing actions were progressed:

- F2.1.1 Support Landcorp release of residential blocks;
- F2.2.2 Support projects that improve community spaces and that incorporate the sustainable management of community assets into the future e.g. Community Garden;

- F4.1.6 Continue to work with GSDC and the Gnowangerup Aboriginal Corporation in progressing the business case for the agricultural training facility.

NOT COMPLETED

F4.1.4 Complete Planned Shade Facility and Niche Wall at Gnowangerup Cemetery.

Will be completed in 2018/19.

DEFERRED/CANCELLED

F3.1.1 Prepare a demographic profile for each of the 3 communities using the 2016 Census data

Not completed as the Census data is not provided for communities with a population of less than 200.

MAJOR ITEMS PLANNED FOR 2018/19

The following actions are planned for 2018/19:

- F1.3.1 Facilitate the Decommissioning of the Old Pool;
- F2.1.4 Construct Two Houses on Grouped Housing Block;
- F4.1.2 The installation of the town signage for the Gnowangerup Heritage Trail saw the completion of Stage one of the Heritage Trail project;
- F4.1.5 Update Maps and Signs for Gnowangerup Cemetery.

OUR FINANCES

Financial Health Overview

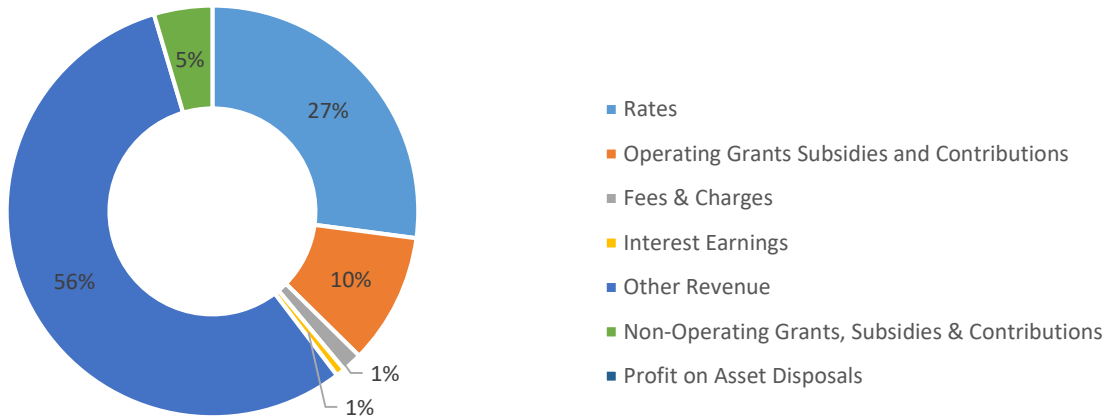
2017/18 RESULTS OVERVIEW	2016/17 ACTUAL \$	2017/18 ACTUAL \$	VARIANCE TO 2016/17
Total Operating Revenue	9,509,737	14,246,391	68%
Total Operating Expenses	8,535,605	14,875,044	90%
Net Result from Operations	974,132	(628,653)	6642%
Total Assets	161,959,130	125,292,271	(23%)
Total Liabilities	1,661,651	2,576,003	50%
Net Assets	160,297,479	122,716,268	(24%)
Total Cash & Investments	3,074,039	2,579,916	(25%)

Operating Revenue

The Shire's revenue is derived from various sources including rates, fees and charges, interest earnings, other revenue, grants and contributions; a breakdown is shown below:

Operating Revenue By Nature	2015/16 Actual \$	2016/17 Actual \$	2017/18 Actual \$
Rates	3,491,477	3,724,132	3,858,184
Operating Grants, Subsidies & Contributions	924,977	2,195,338	1,466,396
Fees & Charges	327,594	211,038	223,463
Interest Earnings	145,550	109,837	102,785
Other Revenue	410,289	2,011,003	7,941,351
Non-Operating Grants, Subsidies, Contributions	1,674,514	1,258,389	654,212
Profit on Asset Disposals	13,847	0	0
Total	6,988,248	9,509,737	14,246,391

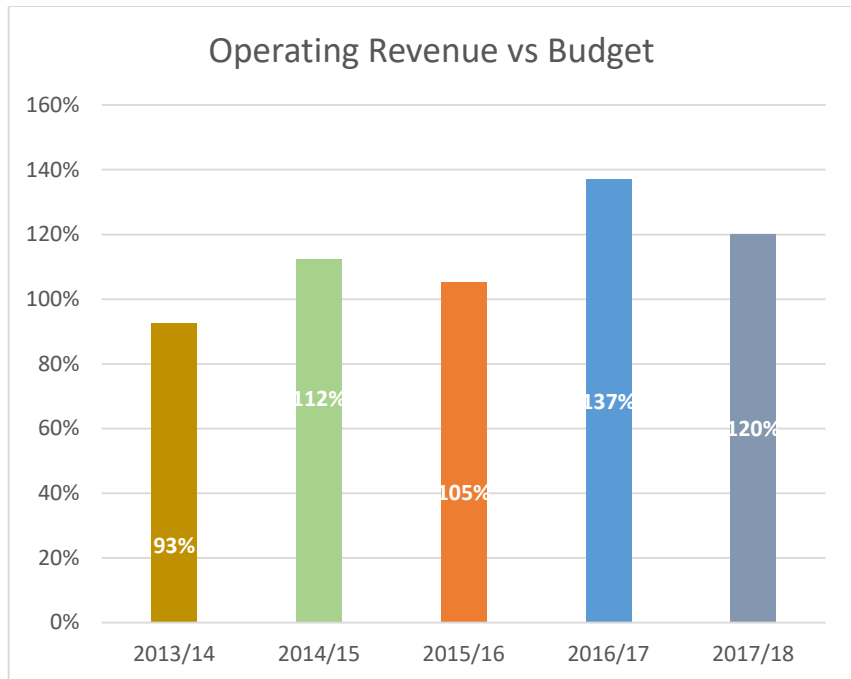
Actual Operating Revenue by Nature/Type



Actual vs Budget	2015/16 Actual \$	2016/17 Actual \$	2017/18 Actual \$
Total Actual Revenue	6,988,248	9,509,737	14,246,391
Total Budget Revenue	6,636,957	6,932,513	11,843,103

The graph on the right illustrates actual revenue against estimated budget revenue.

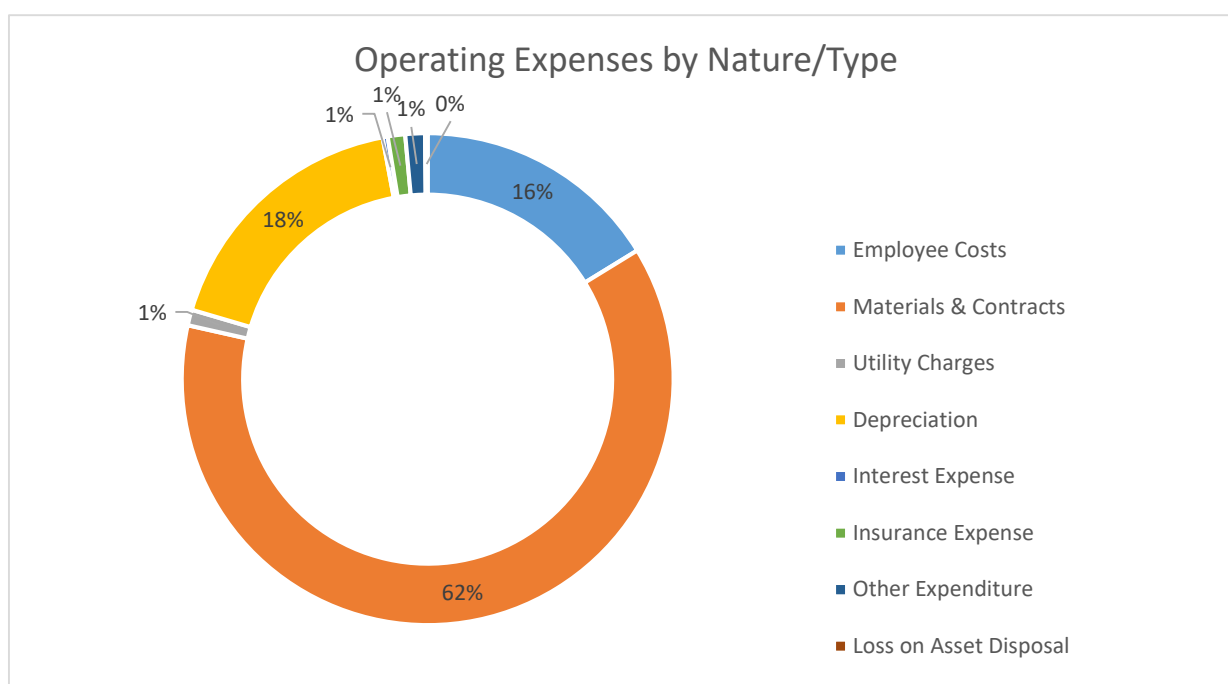
Significant contributors to Revenue are Rates income, which generated \$3.82 million, and Other Revenue \$7.94 million from WANDRRA flood damage reimbursements.



Operating Expense

Operating expenses consist of employee costs, borrowing costs, materials and contracts, utilities, depreciation, interest expense and insurance, a breakdown of which is shown below.

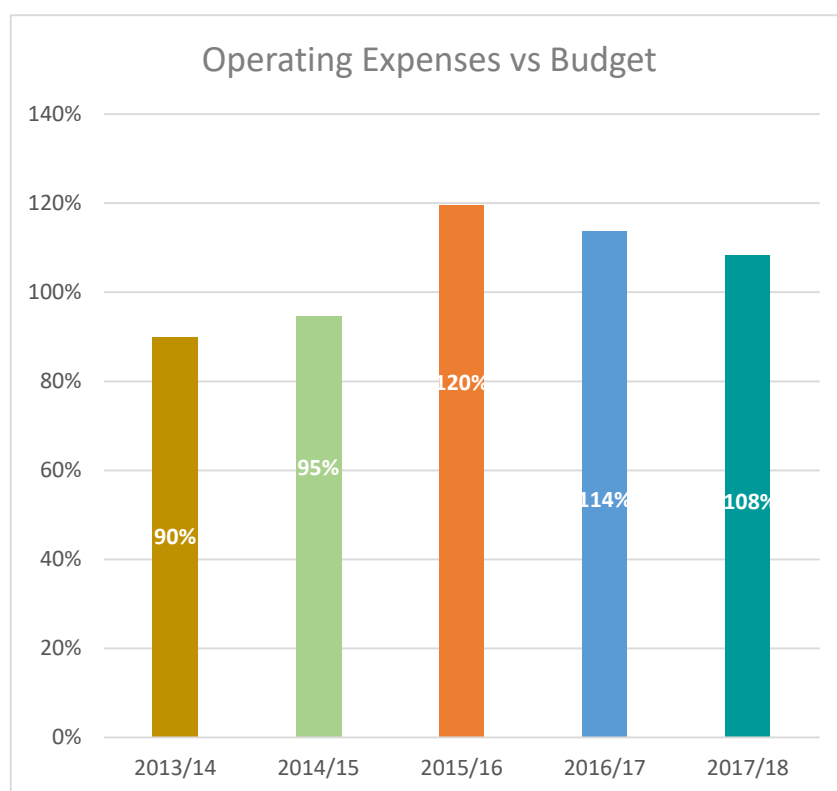
Operating Expenses By Nature	2015/16 Actual \$	2016/17 Actual \$	2017/18 Actual \$
Employee Costs	2,006,228	2,182,154	2,405,761
Materials & Contracts	1,712,540	3,242,984	9,228,386
Utility Charges	142,692	142,256	152,816
Depreciation	2,571,267	2,461,460	2,594,679
Interest Expense	67,208	63,490	49,491
Insurance Expense	178,991	158,494	169,375
Other Expenses	234,544	217,596	191,101
Loss on Asset Disposal	82,365	67,171	25,074
Loss on Asset Revaluation	16,543	0	58,361
Total	7,012,378	8,535,605	14,875,044



Actual vs Budget	2015/16 Actual \$	2016/17 Actual \$	2017/18 Actual \$
Total Actual Expenses	7,012,378	8,535,605	14,875,044
Total Budget Expenses	5,867,292	7,506,425	13,735,907

The graph on the right illustrates how effective the Shire's budget development and management practice are by comparing how close actuals align to budget estimates.

When comparing actual spend to the budget, Employee costs and Materials & Contract costs increased significantly due to flood damage works. Interest expense and other expenditure decreased due to interest cost and general savings.



Net Result from Operations

When considering financial sustainability one of the key measures referred to is the Net Result from Operations, which is calculated by subtracting Operating Expenses from Operating Revenues. The Shire recognises the importance of budgeting towards and achieving long term financial sustainability in this regard and as such, provided in the table below is reference to past years' results.

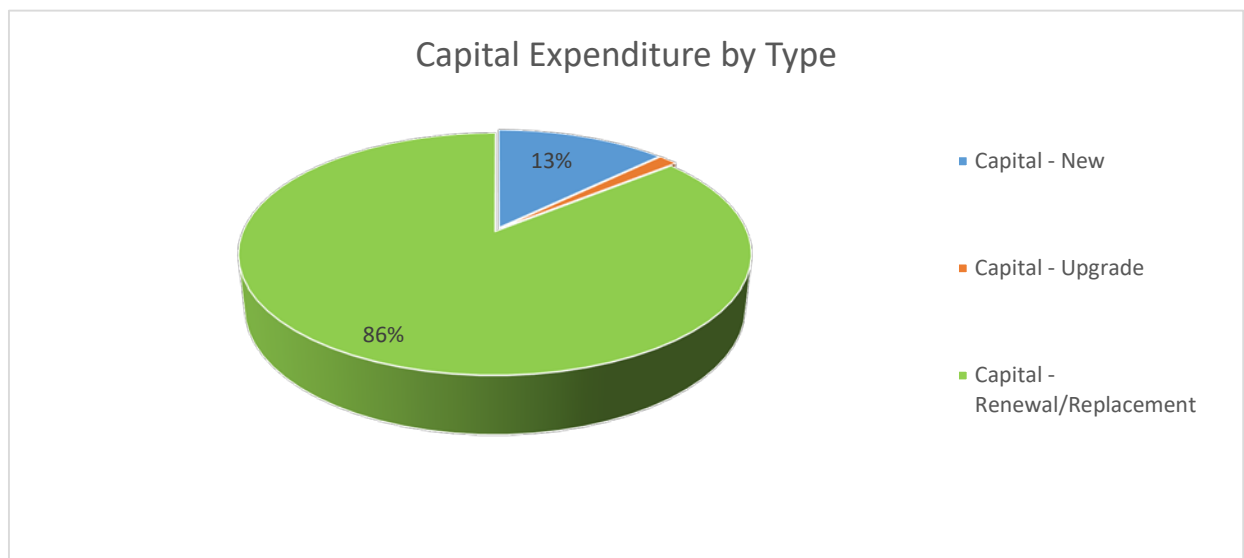
Description	2015/16 Actual \$	2016/17 Actual \$	2017/18 Actual \$
Net Result from operations	(24,130)	974,132	(628,653)

The figure for 2017/18 shows a negative result, which is attributable to the reduction in operating and non-operating grants of \$1.3 million from the previous year.

Capital Expenditure

Effectively implementing capital projects is essential to achieve the Shire's vision. A total of \$2,568,164 of capital projects was delivered during 2016/17. A summary of projects is shown by Function below:

Capital Expenses By Nature	2017/18 Revised Budget \$	2017/18 Actual \$
Governance	2,400	2,386
Health	30,132	31,804
Housing	12,000	8,255
Community Amenities	527,588	296,463
Recreation & Culture	56,619	19,858
Transport	1,611,235	1,580,232
Other Property & Services	40,000	22,991
Total	2,279,974	1,961,989



Actual Performance Against Budget

The Shire's budget is regularly reviewed and revised where necessary. A statutory mid-year review is undertaken and presented to Council. The analysis below is based on the mid-year budget review for 2017/18.

Total Operating Revenue	2017/18 Actual \$	2017/18 Revised Budget \$	Variance \$	Variance %
Rates	3,858,184	3,849,903	8,281	0.2%
Operating Grants, Subsidies & Contributions	1,466,396	746,844	719,552	96%
Fees & Charges	223,463	304,573	(81,110)	(27%)
Interest Earnings	102,785	67,930	34,855	51%
Other Revenue	7,941,351	4,751,643	3,189,708	67%
Non-Operating Grants, Subsidies, Contributions	654,212	653,135	1,077	0.2%
Total	14,246,391	10,374,028	3,872,363	37%

Total Operating Expenses	2017/18 Actual \$	2017/18 Revised Budget \$	Variance \$	Variance %
Employee Costs	2,405,761	2,286,047	(119,714)	(5%)
Materials & Contracts	9,228,386	6,686,514	(2,541,872)	(38%)
Utility Charges	152,816	169,369	16,553	10%
Depreciation	2,594,679	3,002,868	408,189	14%
Interest Expense	49,491	47,271	(2,220)	(5%)
Insurance Expense	169,375	218,311	48,936	22%
Other Expenses	191,101	352,974	161,873	46%
Loss on Disposal of Assets	25,074	11,025	(14,049)	(127%)
Loss on Asset Revaluation	58,361	0	(58,361)	(100%)
Total	14,875,044	12,774,379	(2,100,665)	(16%)

Total Capital Expenditure	2017/18 Actual \$	2017/18 Revised Budget \$	Variance \$	Variance %
Total	1,961,989	2,279,974	317,985	14%

Financial Position

Assets	2015/16 Actual \$	2016/17 Actual \$	2017/18 Actual \$
Cash & Cash Equivalents	2,404,876	3,074,039	2,579,916
Trade & Other Receivables	930,122	1,164,074	2,693,121
Inventories	26,697	27,389	6,186
Property, Plant & Equipment	28,995,748	30,606,092	29,548
Infrastructure	124,386,356	127,087,536	30,246,527
Total	156,743,799	161,959,130	89,736,973

Total assets for 2017/18 decreased by \$6,251,331 compared to 2016/17. Property, Plant and Equipment had the largest percentage increase of 5.6% due to the fair value revaluation of Land and Buildings.

Liabilities	2015/16 Actual \$	2016/17 Actual \$	2017/18 Actual \$
Trade & Other Payables	222,389	224,247	233,001
Current Provisions	260,751	316,537	324,814
Non-Current Provisions	45,109	44,370	104,800
Long Term Borrowings	1,311,421	1,076,497	1,913,388
Total	1,839,670	1,661,651	2,576,003

Total liabilities for 2017/18 increased by 55% compared to 2016/17, with an increase in short term loan borrowings being the largest contributor. This was attributable to the drawdown of a \$1 million loan to assist with cash flow relating to flood damage works.

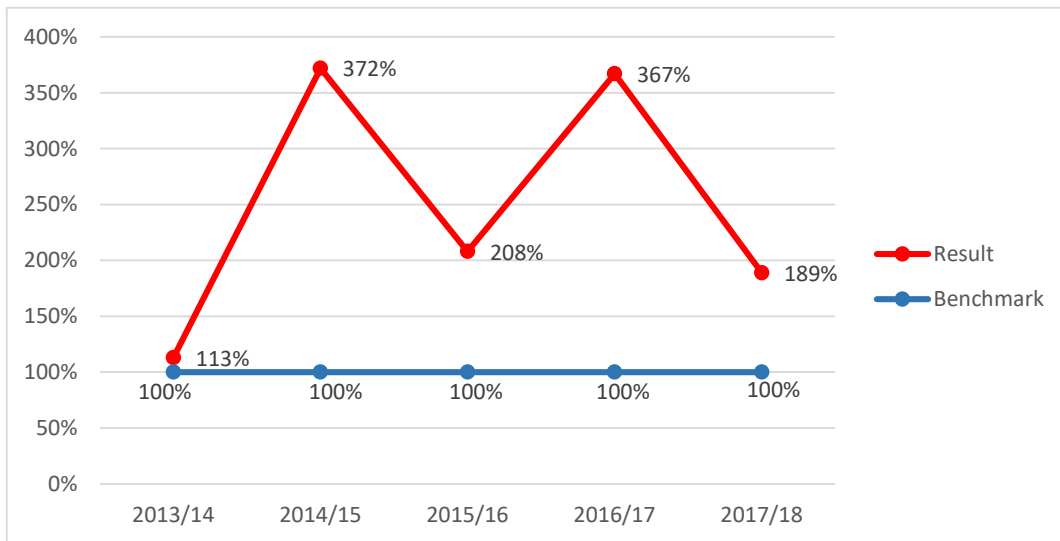
Net Community Assets	2015/16 Actual \$	2016/17 Actual \$	2017/18 Actual \$
Total	154,904,129	160,297,479	122,716,268

Community Equity	2015/16 Actual \$	2016/17 Actual \$	2017/18 Actual \$
Retained Surplus	42,486,763	43,354,363	42,631,778
Reserves – Cash backed	1,789,845	1,896,378	1,990,309
Reserves – Asset Revaluation	110,627,521	115,046,738	78,094,181
Total	154,904,129	160,297,479	122,716,268

Cash Flows	2015/16 Actual \$	2016/17 Actual \$	2017/18 Actual \$
Cash Flows from Operating Activities	551,700	1,988,014	(91,034)
Cash Flows from Investing Activities	(2,463,288)	(1,162,549)	(1,266,332)
Cash Flows from Financing Activities	(148,765)	(156,302)	863,243
Net Increase/(Decrease) in Cash Held	(2,060,353)	669,163	(494,123)

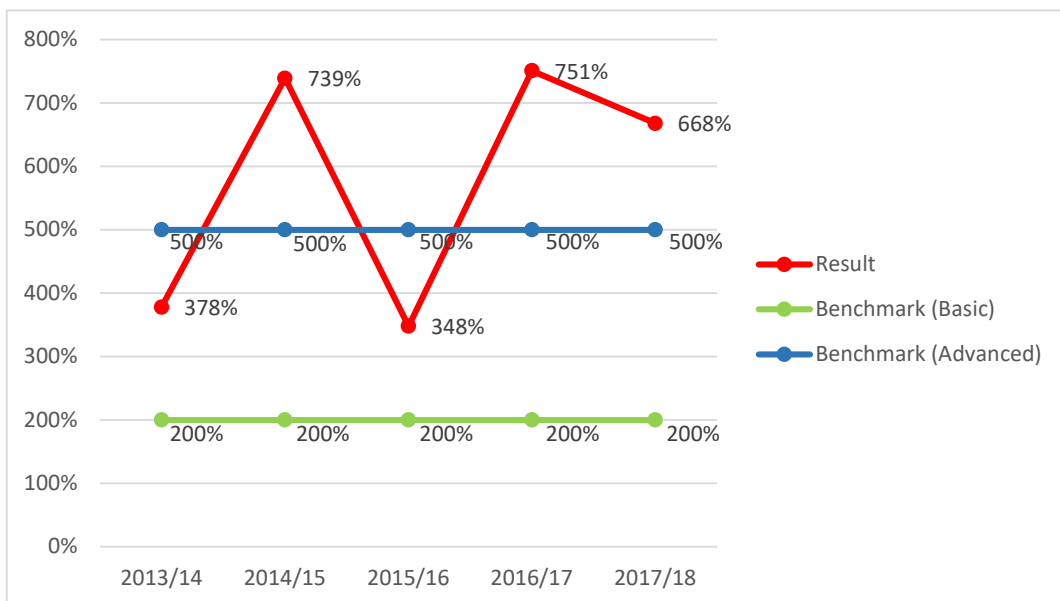
Financial Ratios

Current Ratio



This is a modified commercial ratio designed to focus on the liquidity position of the Shire that has arisen from past years' transactions. This ratio has decreased due to an increase in current loan liabilities of \$1 million, which are planned to be repaid during 2018/19.

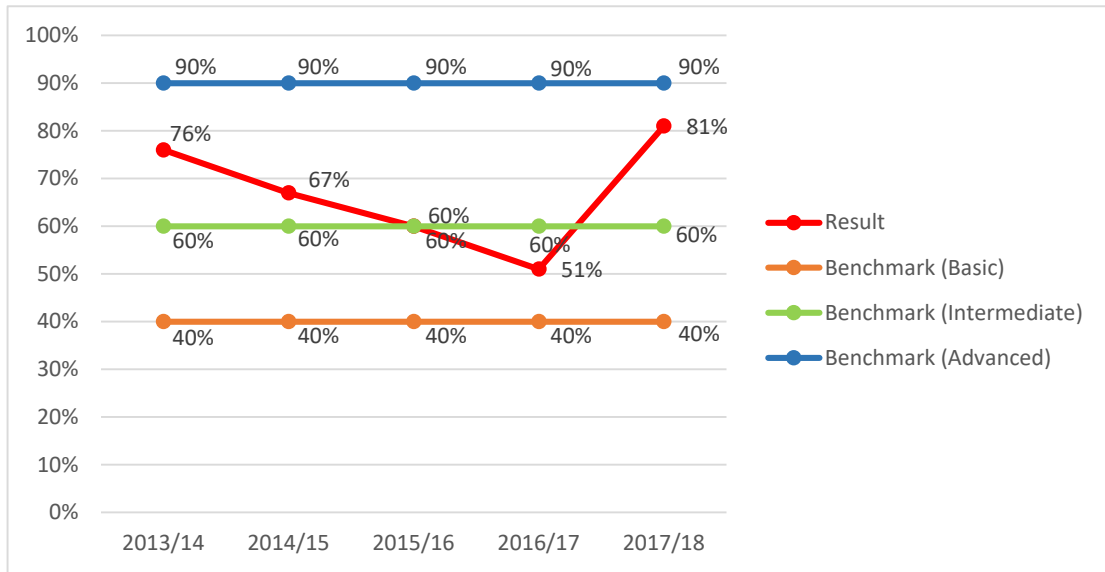
Debt Service Cover Ratio



This ratio is a measurement of the Shire's ability to repay its debt obligations including lease payments. The decrease in this ratio is attributable to the reduction in operating grants and an increase in employee costs booked to operations.

An advanced standard for this ratio has been achieved, as it is greater than 500%.

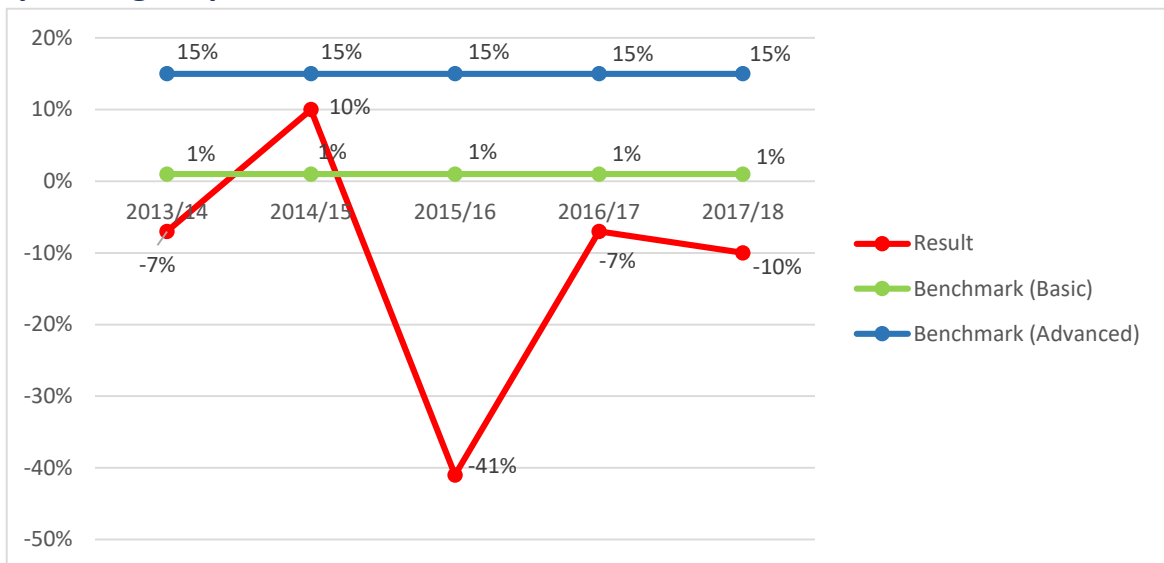
Own Source Revenue Coverage Ratio



This ratio is a measurement of the Shire’s ability to cover its costs through its own revenue efforts. The increase in this ratio is attributable to the increase in reimbursements received for flood damage works.

An intermediate standard has been achieved, as the ratio is greater than 60%.

Operating Surplus Ratio

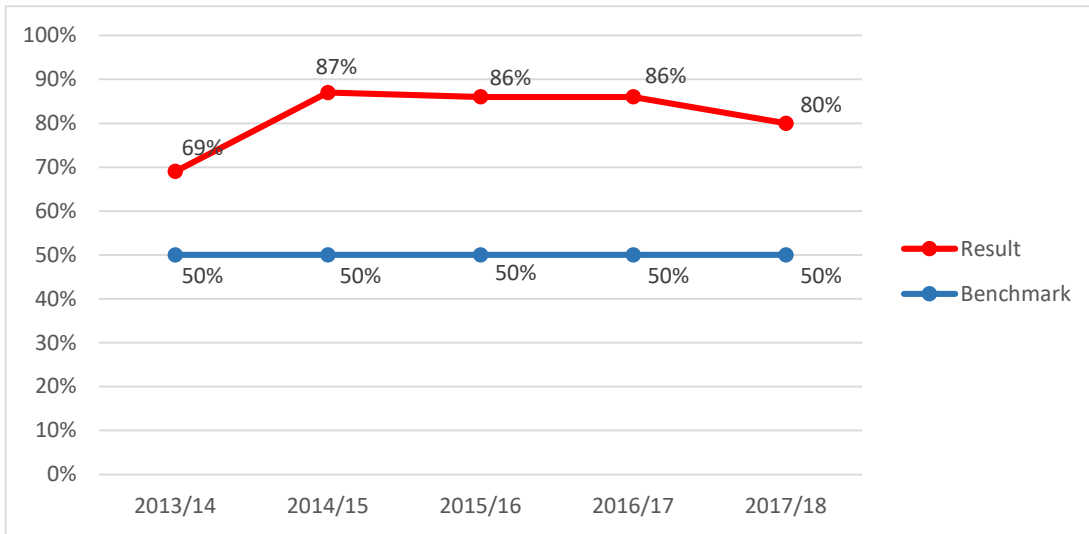


This ratio is a measurement of the Shire’s ability to cover its operational costs and have revenues available for capital funding or other purposes.

The decrease in this ratio is attributable to the reduction in operating grants and an increase in employee costs booked to operations, which resulted in an operating deficit being posted for the reporting period. Currently the Shires operating expenses exceed its operating revenue; operating expenses include depreciation of non-current assets of \$2.59 million.

The standard has not been met, as the ratio is less than 1%.

Asset Consumption Ratio

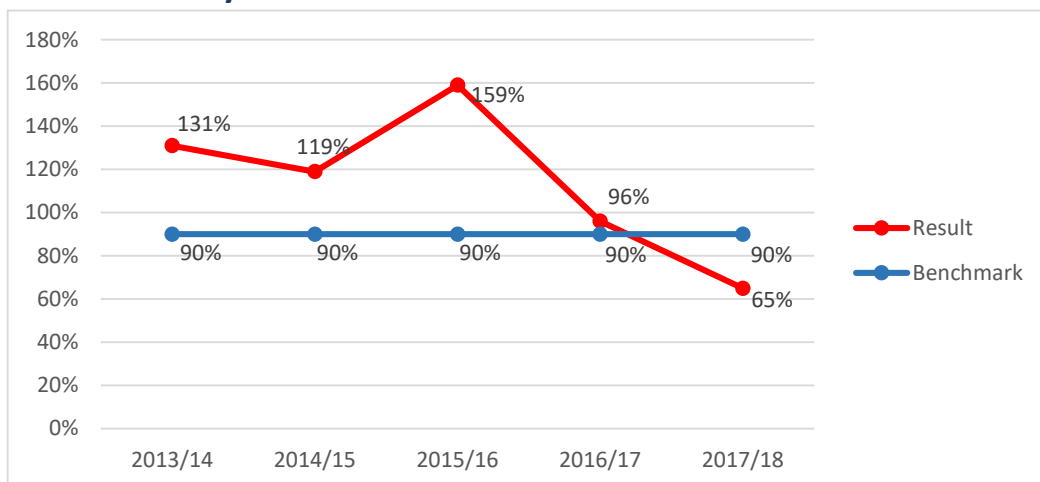


This ratio measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost.

The reduction in this ratio is related to the recent revaluation and updated condition assessments of infrastructure assets. The revaluation has resulted in a reduction in the written down values of the following asset classes, Drainage (decrease of 12%), Airport (decrease of 27%), Sewer (decrease of 23%), Solid Waste (decrease of 12%), Parks & Ovals (decrease of 16%), and Other Infrastructure (decrease of 68%). The updated condition assessment indicates that more of the asset base has been consumed than previous data showed, but it is only in the smaller value asset classes.

The standard has been met, as the ratio is greater than 50%.

Asset Sustainability Ratio

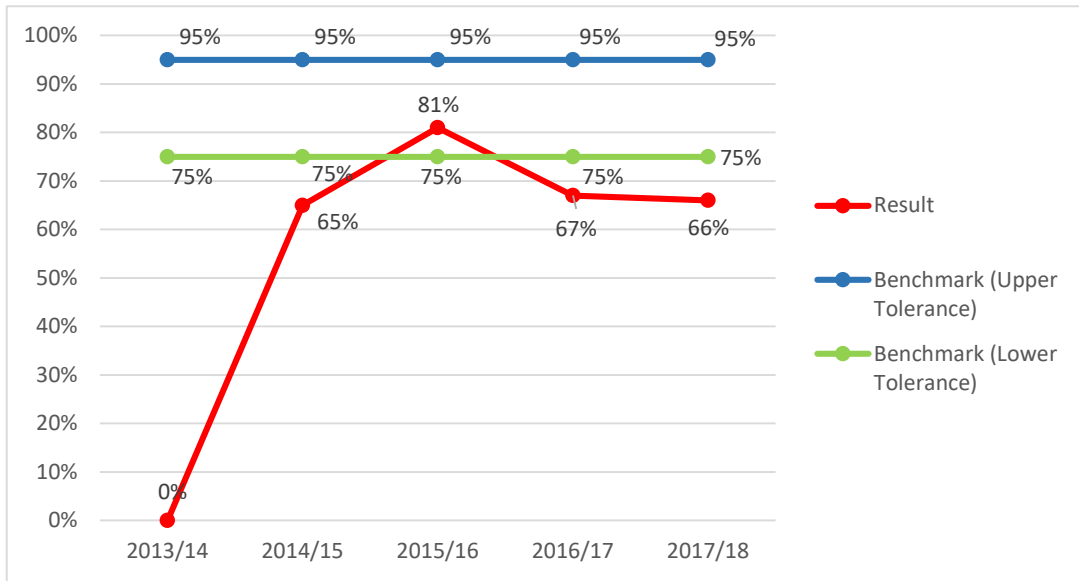


This ratio indicates whether the Shire is replacing or renewing existing assets at the same rate that its overall asset stock is wearing out.

The decrease in this ratio is attributable to the reduction in spend on capital renewal of assets, and an increase in depreciation booked for the year. The graph trend indicates Council is spending less on asset renewal when compared to what is being consumed (depreciated) of the asset base each year.

The standard has not been met, as the ratio is less than 90%.

Asset Renewal Funding Ratio



This ratio measures the ability of the Shire to fund its projected asset renewal/replacements in the future.

There has been little movement in this ratio, as the data is based on the Long Term Financial Plan, and one year has been added on. Councils aim is to increase this ratio above 75% in future revisions of its Long Term Financial Plan (LTFP) by achieving greater alignment between the asset management plan projected renewals and the funded renewals in the LTFP.

The standard has not been met, as the ratio is less than 75%.

AUDITED ANNUAL FINANCIAL STATEMENTS



SHIRE OF GNOWANGERUP FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

TABLE OF CONTENTS

Statement by Chief Executive Officer	2
Statement of Comprehensive Income by Nature or Type	3
Statement of Comprehensive Income by Program	4
Statement of Financial Position	5
Statement of Changes in Equity	6
Statement of Cash Flows	7
Rate Setting Statement	8
Notes to and forming part of the Financial Report	9
Independent Auditor's Report	56

COMMUNITY VISION

"A thriving, inclusive and growing community built on opportunity"

Principal place of business:
28 Yougenup Road
GNOWANGERUP WA 6335

**SHIRE OF GNOWANGERUP
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Gnowangerup for the financial year ended 30 June 2018 is based on proper accounts and records to present fairly the financial position of the Shire of Gnowangerup at 30 June 2018 and the results of the operations for the financial year then ended in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the  day of / / ef 2018



Chief Executive Officer

Shelley Pike

Name of Chief Executive Officer

STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2018

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
Revenue				
Rates	20(a)	3,858,184	3,857,491	3,724,133
Operating grants, subsidies and contributions	2(a)	1,466,396	863,103	2,195,339
Fees and charges	2(a)	223,463	289,583	211,038
Interest earnings	2(a)	102,785	68,500	109,837
Other revenue	2(a)	7,941,351	6,079,291	2,011,003
		13,592,179	11,157,968	8,251,350
Expenses				
Employee costs		(2,405,761)	(2,276,669)	(2,182,154)
Materials and contracts		(9,228,386)	(8,182,912)	(3,242,984)
Utility charges		(152,816)	(169,080)	(142,256)
Depreciation on non-current assets	10(b)	(2,594,679)	(2,480,475)	(2,461,460)
Interest expenses	2(b)	(49,491)	(52,271)	(63,490)
Insurance expenses		(169,375)	(220,083)	(158,494)
Other expenditure		(191,101)	(354,417)	(217,598)
		(14,791,609)	(13,735,907)	(8,468,436)
		(1,199,430)	(2,577,939)	(217,086)
Non-operating grants, subsidies and contributions	2(a)	654,212	685,135	1,258,389
(Loss) on asset disposals	10(a)	(25,074)	0	(67,171)
(Loss) on revaluation of Infrastructure - Sewer	9(b)	(12,035)	0	0
(Loss) on revaluation of Infrastructure - Solid waste	9(b)	(46,326)	0	0
Net result		(628,653)	(1,892,804)	974,132
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	11	(36,952,558)	0	4,419,218
Total other comprehensive income		(36,952,558)	0	4,419,218
Total comprehensive income		(37,581,211)	(1,892,804)	5,393,350

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

**STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual	2018 Budget	2017 Actual
		\$	\$	\$
Revenue				
	2(a)			
Governance		182	2,100	5,964
General purpose funding		5,128,420	4,447,986	5,626,722
Law, order, public safety		75,889	53,393	85,735
Health		395	300	297
Education and welfare		12,023	11,400	14,219
Housing		79,729	72,280	75,293
Community amenities		317,181	284,192	282,639
Recreation and culture		36,259	22,955	73,102
Transport		7,721,579	6,144,100	1,863,845
Economic services		15,524	10,932	17,373
Other property and services		204,998	108,330	206,159
		13,592,179	11,157,968	8,251,348
Expenses				
	2(b)			
Governance		(679,597)	(988,233)	(681,545)
General purpose funding		(164,396)	(142,372)	(82,805)
Law, order, public safety		(288,803)	(311,336)	(292,895)
Health		(243,068)	(233,540)	(221,466)
Education and welfare		(15,828)	(22,709)	(21,222)
Housing		(43,942)	(48,629)	(50,029)
Community amenities		(512,513)	(511,465)	(389,424)
Recreation and culture		(1,403,089)	(1,390,887)	(1,244,477)
Transport		(10,762,311)	(9,760,863)	(4,888,584)
Economic services		(83,267)	(140,955)	(64,385)
Other property and services		(545,304)	(132,647)	(468,112)
		(14,742,118)	(13,683,636)	(8,404,944)
Finance Costs				
	2(b)			
General purpose funding		0	(5,000)	0
Housing		(16,094)	(16,874)	(28,622)
Community amenities		(993)	(1,078)	(1,789)
Recreation and culture		(28,905)	(29,319)	(33,079)
Transport		(3,499)	0	0
		(49,491)	(52,271)	(63,490)
		(1,199,430)	(2,577,939)	(217,086)
Non-operating grants, subsidies and contributions	2(a)	654,212	685,135	1,258,389
(Loss) on disposal of assets	10(a)	(25,074)	0	(67,171)
(Loss) on revaluation of Infrastructure - Sewer	9(b)	(12,035)	0	0
(Loss) on revaluation of Infrastructure - Solid waste	9(b)	(46,326)	0	0
		570,777	685,135	1,191,218
		(628,653)	(1,892,804)	974,132
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	11	(36,952,558)	0	4,419,218
Total other comprehensive income		(36,952,558)	0	4,419,218
Total comprehensive income		(37,581,211)	(1,892,804)	5,393,350

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2018**

	NOTE	2018	2017
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	2,579,916	3,074,039
Trade and other receivables	5	2,476,325	928,787
Inventories	6	29,548	21,203
TOTAL CURRENT ASSETS		5,085,789	4,024,029
NON-CURRENT ASSETS			
Other receivables	5	216,796	235,287
Investments	7	6,186	6,186
Property, plant and equipment	8	30,246,527	30,606,092
Infrastructure	9	89,736,973	127,087,536
TOTAL NON-CURRENT ASSETS		120,206,482	157,935,101
TOTAL ASSETS		125,292,271	161,959,130
CURRENT LIABILITIES			
Trade and other payables	12	233,001	224,247
Current portion of long term borrowings	13(a)	1,163,536	163,109
Provisions	14	324,814	316,537
TOTAL CURRENT LIABILITIES		1,721,351	703,893
NON-CURRENT LIABILITIES			
Long term borrowings	13(a)	749,852	913,388
Provisions	14	104,800	44,370
TOTAL NON-CURRENT LIABILITIES		854,652	957,758
TOTAL LIABILITIES		2,576,003	1,661,651
NET ASSETS		122,716,268	160,297,479
EQUITY			
Retained surplus		42,631,778	43,354,363
Reserves - cash backed	4	1,990,309	1,896,377
Revaluation surplus	11	78,094,181	115,046,739
TOTAL EQUITY		122,716,268	160,297,479

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

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2018**

		RESERVES			
	NOTE	RETAINED SURPLUS	CASH BACKED	REVALUATION SURPLUS	TOTAL EQUITY
		\$	\$	\$	\$
Balance as at 1 July 2016		42,486,763	1,789,845	110,627,521	154,904,129
Comprehensive income					
Net result		974,132	0	0	974,132
Changes on revaluation of assets	11	0	0	4,419,218	4,419,218
Total comprehensive income		974,132	0	4,419,218	5,393,350
Transfers from/(to) reserves	4	(106,532)	106,532	0	0
Balance as at 30 June 2017		43,354,363	1,896,377	115,046,739	160,297,479
Comprehensive income					
Net result		(628,653)	0	0	(628,653)
Changes on revaluation of assets	11	0	0	(36,952,558)	(36,952,558)
Total comprehensive income		(628,653)	0	(36,952,558)	(37,581,211)
Transfers from/(to) reserves	4	(93,932)	93,932	0	0
Balance as at 30 June 2018		42,631,778	1,990,309	78,094,181	122,716,268

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

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual	2018 Budget	2017 Actual
CASH FLOWS FROM OPERATING ACTIVITIES		\$	\$	\$
Receipts				
Rates		3,856,107	3,826,158	3,685,469
Operating grants, subsidies and contributions		1,466,396	1,538,103	2,195,339
Fees and charges		223,463	289,583	211,038
Interest earnings		103,186	68,500	110,318
Goods and services tax		219,811	53,132	599,322
Other revenue		6,509,853	6,079,291	1,728,439
		12,378,816	11,854,767	8,529,925
Payments				
Employee costs		(2,336,517)	(2,228,555)	(2,121,800)
Materials and contracts		(9,242,787)	(8,333,083)	(3,196,799)
Utility charges		(152,816)	(169,080)	(142,256)
Interest expenses		(47,254)	(52,271)	(65,472)
Insurance expenses		(169,375)	(220,083)	(158,494)
Goods and services tax		(330,000)	(55,171)	(652,152)
Other expenditure		(191,101)	(354,417)	(204,938)
		(12,469,850)	(11,412,660)	(6,541,911)
Net cash provided by (used in) operating activities	15	(91,034)	442,107	1,988,014
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	8(b)	(667,361)	(938,439)	(812,289)
Payments for construction of infrastructure	9(b)	(1,294,628)	(1,341,535)	(1,755,875)
Non-operating grants, subsidies and contributions	2(a)	654,212	685,135	1,258,389
Proceeds from sale of fixed assets	10(a)	41,445	142,000	147,227
Net cash provided by (used in) investment activities		(1,266,332)	(1,452,839)	(1,162,548)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of long term borrowings	13(a)	(163,109)	(163,109)	(234,924)
Proceeds from self supporting loans	13(a)	26,352	26,352	78,621
Proceeds from new short term borrowings	13(b)	1,000,000	0	0
Net cash provided by (used in) financing activities		863,243	(136,757)	(156,303)
Net increase (decrease) in cash held		(494,123)	(1,147,489)	669,163
Cash at beginning of year		3,074,039	3,074,039	2,404,876
Cash and cash equivalents at the end of the year	3	2,579,916	1,926,550	3,074,039

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

**RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual	2018 Budget	2017 Actual
		\$	\$	\$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)				
		1,560,516	1,648,385	754,796
		1,560,516	1,648,385	754,796
Revenue from operating activities (excluding rates)				
Governance		182	2,100	5,964
General purpose funding		1,510,711	829,414	2,134,524
Law, order, public safety		75,889	53,393	85,735
Health		395	300	297
Education and welfare		12,023	11,400	14,219
Housing		79,729	72,280	75,293
Community amenities		317,181	284,192	282,639
Recreation and culture		36,259	22,955	73,102
Transport		7,721,579	6,144,100	1,863,845
Economic services		15,524	10,932	17,373
Other property and services		204,998	108,330	206,159
		9,974,470	7,539,396	4,759,150
Expenditure from operating activities				
Governance		(679,597)	(988,233)	(681,545)
General purpose funding		(164,396)	(147,372)	(82,805)
Law, order, public safety		(288,803)	(311,336)	(300,725)
Health		(243,068)	(233,540)	(221,466)
Education and welfare		(15,828)	(22,709)	(21,222)
Housing		(60,036)	(65,503)	(78,651)
Community amenities		(513,506)	(512,543)	(391,213)
Recreation and culture		(1,431,994)	(1,420,206)	(1,277,556)
Transport		(10,790,884)	(9,760,863)	(4,916,519)
Economic services		(83,267)	(140,955)	(95,791)
Other property and services		(603,665)	(132,647)	(468,112)
		(14,875,044)	(13,735,907)	(8,535,605)
Operating activities excluded				
Loss on disposal of assets	10(a)	25,074	0	67,171
Loss on revaluation of infrastructure	9(b)	58,361	0	0
Movement in deferred pensioner rates (non-current)		(8,941)	0	(12,533)
Movement in employee benefit provisions (non-current)		60,430	47,144	(739)
Depreciation and amortisation on assets	10(b)	2,594,679	2,480,475	2,461,460
Amount attributable to operating activities		(610,455)	(2,020,507)	(506,300)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		654,212	685,135	1,258,389
Proceeds from disposal of assets	10(a)	41,445	142,000	147,227
Purchase of property, plant and equipment	8(b)	(667,361)	(938,439)	(812,289)
Purchase and construction of infrastructure	9(b)	(1,294,628)	(1,341,535)	(1,755,875)
Amount attributable to investing activities		(1,266,332)	(1,452,839)	(1,162,548)
FINANCING ACTIVITIES				
Repayment of long term borrowings	13(a)	(163,109)	(163,109)	(234,924)
Proceeds from new short term borrowings	13(b)	1,000,000	0	0
Proceeds from self supporting loans	13(a)	26,352	26,352	78,621
Transfers to reserves (restricted assets)	4	(322,881)	(516,057)	(182,911)
Transfers from reserves (restricted assets)	4	228,949	507,588	76,379
Amount attributable to financing activities		769,311	(145,226)	(262,835)
Surplus(deficiency) before general rates		(1,107,476)	(3,618,572)	(1,931,683)
Total amount raised from general rates	20	3,617,709	3,618,572	3,492,198
Net current assets at June 30 c/fwd- surplus/(deficit)	21	2,510,233	0	1,560,515

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

1. BASIS OF PREPARATION

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

The Local Government (Financial Management) Regulations 1996 take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown Land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or any other sporting or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008 have not been recognised in this financial report. This is not in accordance with the requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.

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

CRITICAL ACCOUNTING ESTIMATES

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 23 to these financial statements.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

2. REVENUE AND EXPENSES

(a) Revenue	2018 Actual	2017 Actual
	\$	\$
Significant revenue		
WANDRRA Flood damage reimbursements	7,636,478	1,717,904
Other revenue		
Reimbursements and recoveries	7,761,597	1,840,105
Other	179,754	170,898
	7,941,351	2,011,003
Fees and Charges		
Governance	0	1,364
General purpose funding	14,570	15,270
Law, order, public safety	5,311	6,260
Health	240	0
Education and welfare	12,023	14,219
Community amenities	133,226	117,351
Recreation and culture	22,388	23,218
Transport	105	206
Economic services	14,782	16,773
Other property and services	20,818	16,377
	223,463	211,038

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018**

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Grant Revenue

Grants, subsidies and contributions are included as operating and non-operating revenues in the Statement of Comprehensive Income:

	2018	2017
	\$	\$
Operating grants, subsidies and contributions		
General purpose funding	1,310,189	1,945,928
Law, order, public safety	70,578	79,342
Recreation and culture	1,900	25,045
Transport	83,729	142,735
Other property and services	0	2,288
	1,466,396	2,195,338
Non-operating grants, subsidies and contributions		
Recreation and culture	0	312,945
Transport	654,212	945,444
	654,212	1,258,389
Total grants, subsidies and contributions	2,120,608	3,453,727

SIGNIFICANT ACCOUNTING POLICIES

Grants, Donations and Other Contributions

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

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over

Grants, Donations and Other Contributions (Continued)

a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 19. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current period.

Interest earnings

- Loans receivable - clubs/institutions
- Reserve funds
- Other funds
- Other interest revenue (refer note 20(c))

	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
- Loans receivable - clubs/institutions	5,141	0	15,991
- Reserve funds	40,157	27,000	42,222
- Other funds	22,129	15,000	18,357
Other interest revenue (refer note 20(c))	35,358	26,500	33,267
	102,785	68,500	109,837

2. REVENUE AND EXPENSES (Continued)

(b) Expenses

Significant expense

WANDRRA Flood damage expenses

Auditors remuneration

- Audit of the Annual Financial Report
- Other services

Interest expenses (finance costs)

Long term borrowings (refer Note 13(a))

Rental charges

- Operating leases

	2018	2017
	\$	\$
WANDRRA Flood damage expenses	7,634,977	1,870,254
Auditors remuneration		
- Audit of the Annual Financial Report	18,680	18,100
- Other services	0	780
	18,680	18,880
Interest expenses (finance costs)		
Long term borrowings (refer Note 13(a))	49,491	63,490
	49,491	63,490
Rental charges		
- Operating leases	11,830	11,830
	11,830	11,830

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

3. CASH AND CASH EQUIVALENTS

	NOTE	2018	2017
		\$	\$
Unrestricted		584,970	1,153,453
Restricted		1,994,946	1,920,586
		2,579,916	3,074,039
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Leave	4	84,089	81,091
Plant and equipment	4	884,288	734,406
Ongerup effluent	4	54,629	88,529
Area promotion	4	29,619	29,005
Swimming pool upgrade	4	150,222	92,268
Land development	4	501,969	608,697
Computer replacement	4	7,819	7,657
Waste disposal	4	240,319	227,448
Future funds	4	15,917	15,587
Liquid waste facility	4	21,438	11,690
Unspent grants	19	4,637	24,208
		1,994,946	1,920,586

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

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

Cash and cash equivalents (Continued)

of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

4. RESERVES - CASH BACKED

	2018 Actual Opening Balance	2018 Actual Transfer to	2018 Actual Transfer (from)	2018 Actual	2018 Budget Opening Balance	2018 Budget Transfer to	2018 Budget Transfer (from)	2018 Budget Closing Balance	2017 Actual Opening Balance	2017 Actual Transfer to	2017 Actual Transfer (from)	2017 Actual Closing Balance
Leave	\$ 81,091	\$ 2,998	\$ 0	\$ 84,089	\$ 81,091	\$ 61,155	\$ 0	\$ 142,246	\$ 69,451	\$ 11,640	\$ 0	\$ 81,091
Plant and equipment	734,406	149,882	0	884,288	734,406	220,456	0	954,862	665,686	68,720	0	734,406
Ongerup effluent	88,529	11,875	(45,775)	54,629	88,529	11,260	(80,000)	19,789	125,564	12,965	(50,000)	88,529
Area promotion	29,005	614	0	29,619	29,005	413	0	29,418	28,336	669	0	29,005
Royalty for Regions	0	0	0	0	0	0	0	0	1,167	0	(1,167)	0
Swimming pool upgrade	92,268	57,954	0	150,222	92,268	57,314	0	149,582	35,431	56,837	0	92,268
Land development	608,696	76,447	(183,174)	501,969	608,696	72,223	(427,588)	253,331	619,284	14,624	(25,212)	608,696
Computer replacement	7,657	162	0	7,819	7,657	30,109	0	37,766	7,480	177	0	7,657
Waste disposal	227,448	12,871	0	240,319	227,448	3,239	0	230,687	222,219	5,229	0	227,448
Future funds	15,587	330	0	15,917	15,587	50,222	0	65,809	15,227	360	0	15,587
Liquid waste facility	11,690	9,748	0	21,438	11,690	9,666	0	21,356	0	11,690	0	11,690
	1,896,377	322,881	(228,949)	1,990,309	1,896,377	516,057	(507,588)	1,904,846	1,789,845	182,911	(76,379)	1,896,377

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
Leave	Ongoing	to be used to fund annual and long service leave requirements
Plant and equipment	Ongoing	to be used for the purchase of major plant
Ongerup effluent	Ongoing	to be used for the maintenance of the Ongerup Effluent System
Area promotion	Ongoing	to be used for the promotion of the Gnowangerup Shire
Royalty for Regions	June 2017	to be used to hold unspent Royalties funding.
Swimming pool upgrade	Ongoing	to be used to assist with upgrade of the Gnowangerup Swimming Pool
Land development	Ongoing	to be used to fund the purchase of or development of land and buildings and building renewal
Computer replacement	Ongoing	to be used to fund the maintenance and replacement of the administration computer system
Waste disposal	Ongoing	to be used to fund waste disposal in the Shire, including rehabilitation, transfer stations and post closure of sites
Future funds	Ongoing	to be used for contributions towards major externally grant funded projects and programs within the Shire of Gnowangerup.
Liquid waste facility	Ongoing	to be used to fund the maintenance, renewal and upgrade of the liquid waste facility.

5. TRADE AND OTHER RECEIVABLES

Current

Rates outstanding	
Sundry debtors	
GST receivable	
Loans receivable - clubs/institutions	
Accrued Interest on Loans Receivable	

Non-current

Rates outstanding - pensioners	
Loans receivable - clubs/institutions	

Rates outstanding

Includes:

Past due and not impaired

Rates outstanding aged analysis

The ageing of past due but not impaired rates outstanding is as follows:

Greater than 90 days

Sundry debtors

Includes:

Past due and not impaired

Sundry debtors aged analysis

The ageing of past due but not impaired sundry debtors is as follows:

31 - 60 days

61 - 90 days

Greater than 90 days

	2018	2017
	\$	\$
Rates outstanding	183,345	178,173
Sundry debtors	2,155,204	723,706
GST receivable	110,253	64
Loans receivable - clubs/institutions	27,432	26,352
Accrued Interest on Loans Receivable	91	492
	2,476,325	928,787
Rates outstanding - pensioners	127,561	118,620
Loans receivable - clubs/institutions	89,235	116,667
	216,796	235,287
Past due and not impaired	310,906	296,793
Greater than 90 days	310,906	296,793
Past due and not impaired	5,538	22,984
31 - 60 days	1,492	22,314
61 - 90 days	291	207
Greater than 90 days	3,755	463
	5,538	22,984

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

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

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

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

Classification and subsequent measurement

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

6. INVENTORIES

Current

Fuel & materials

SIGNIFICANT ACCOUNTING POLICIES

General

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.

Land held for sale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

2018	2017
\$	\$
29,548	21,203
29,548	21,203

Land held for sale (Continued)

Finance costs and holding charges incurred after development is completed are expensed.

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

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

7. INVESTMENTS

Non-current

LG House Unit Trust

SIGNIFICANT ACCOUNTING POLICIES

Classification and subsequent measurement

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

(ii) Held-to-maturity investments

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

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

Impairment

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

2018	2017
\$	\$
6,186	6,186
6,186	6,186

Impairment (continued)

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

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

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

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the

7. INVESTMENTS (Continued)

SIGNIFICANT ACCOUNTING POLICIES (continued)

Impairment (continued)

carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Initial recognition and measurement

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

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

Classification and subsequent measurement

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

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;

Classification and subsequent measurement (continued)

- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, (if any), between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

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

Derecognition

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

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018**

8 (a). PROPERTY, PLANT AND EQUIPMENT

	2018	2017
	\$	\$
Land and buildings		
Land - freehold land at:		
- Independent valuation 2017 - level 2/3	1,032,500	1,032,500
- Additions after valuation at cost	250,688	0
	1,283,188	1,032,500
Total land	1,283,188	1,032,500
Buildings - non-specialised at:		
- Independent valuation 2017 - level 2	1,574,000	1,574,000
- Additions after valuation at cost	16,920	0
Less: accumulated depreciation	(39,773)	0
	1,551,147	1,574,000
Buildings - specialised at:		
- Independent valuation 2017 - level 3	24,422,280	24,422,280
- Less Assets Transferred	(62,000)	0
- Additions after valuation at cost	53,739	0
Less: accumulated depreciation	(503,150)	0
	23,910,869	24,422,280
Total buildings	25,462,016	25,996,280
Total land and buildings	26,745,204	27,028,780
Furniture and equipment at:		
- Independent valuation 2016 - level 3	41,500	41,500
- Less Assets Transferred	(1,900)	0
- Additions after valuation at cost	66,065	47,326
Less: accumulated depreciation	(27,064)	(15,453)
	78,601	73,373
Plant and equipment at:		
- Independent valuation 2016 - level 3	3,425,050	3,516,300
- Additions after valuation at cost	673,729	346,455
Less: accumulated depreciation	(676,057)	(358,816)
	3,422,722	3,503,939
Total property, plant and equipment	30,246,527	30,606,092

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - freehold land	Land - vested in and under the control of Council	Total land	Buildings - non- specialised	Buildings - specialised	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2016	1,143,000	0	1,143,000	1,698,779	22,388,419	24,087,198	25,230,198	42,250	3,723,300	28,995,748
Additions	25,212	0	25,212	43,939	349,357	393,296	418,508	47,326	346,455	812,289
(Disposals)	0	0	0	0	(35,764)	(35,764)	(35,764)	0	(178,633)	(214,397)
Revaluation increments/ (decrements) transferred to revaluation surplus	(135,712)	0	(135,712)	(425,690)	4,980,619	4,554,929	4,419,217	0	0	4,419,217
Depreciation (expense)	0	0	0	(32,727)	(335,219)	(367,946)	(367,946)	(16,203)	(387,183)	(771,332)
Transfers	0	0	0	289,699	(2,925,132)	(2,635,433)	(2,635,433)	0	0	(2,635,433)
Carrying amount at 30 June 2017	1,032,500	0	1,032,500	1,574,000	24,422,280	25,996,280	27,028,780	73,373	3,503,939	30,606,092
Additions	250,688	0	250,688	16,920	53,739	70,659	321,347	18,739	327,275	667,361
(Disposals)	0	0	0	0	0	0	0	0	(66,519)	(66,519)
Depreciation (expense)	0	0	0	(39,773)	(505,642)	(545,415)	(545,415)	(13,511)	(341,973)	(900,899)
Transfers	0	0	0	0	(59,508)	(59,508)	(59,508)	0	0	(59,508)
Carrying amount at 30 June 2018	1,283,188	0	1,283,188	1,551,147	23,910,869	25,462,016	26,745,204	78,601	3,422,722	30,246,527

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land	Level 2/3	Market approach using recent observable market data for similar properties/income approach using discounted cashflow methodology; Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuers	June 2017	Price per hectare/market borrowing rate; Improvements to land using construction costs (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs
Buildings - non-specialised	Level 2	Market approach using recent observable market data for similar properties/income approach using discounted cashflow methodology	Independent registered valuer	June 2017	Price per hectare/market borrowing rate
Buildings - specialised	Level 3	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuer	June 2017	Improvements to land using construction costs (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs
Furniture and equipment					
	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2016	Construction costs (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs
	Level 2/3	Market approach using recent observable market data for similar assets, or Cost approach using depreciated replacement cost	Independent registered valuers	June 2016	Purchase costs for similar assets (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

9 (a). INFRASTRUCTURE

	2018	2017
	\$	\$
Infrastructure - Roads		
- Management valuation 2015 - level 3	0	114,340,023
- Management valuation 2018 - level 3	74,692,757	0
- Additions after valuation at cost	0	2,869,837
Less: accumulated depreciation	0	(21,128,258)
	74,692,757	96,081,602
Infrastructure - Footpaths		
- Management valuation 2015 - level 3	0	461,040
- Management valuation 2018 - level 3	743,644	0
- Additions after valuation at cost	0	21,798
Less: accumulated depreciation	0	(147,450)
	743,644	335,388
Infrastructure - Drainage		
- Management valuation 2015 - level 3	0	3,191,960
- Management valuation 2018 - level 3	3,672,772	0
- Additions after valuation at cost	0	3,740
Less: accumulated depreciation	0	(1,174,773)
	3,672,772	2,020,927
Infrastructure - Parks & ovals		
- Management valuation 2015 - level 3	0	6,549,640
- Management valuation 2018 - level 3	6,534,200	0
- Additions after valuation at cost	0	2,639,582
Less: accumulated depreciation	0	(2,348,237)
	6,534,200	6,840,985
Infrastructure - Other		
- Management valuation 2018 - level 3	523,800	0
- Asset Reclassifications	0	4,443
- Additions after valuation at cost	17,500	16,751
Less: accumulated depreciation	0	(1,853)
	541,300	19,341
Infrastructure - Airports		
- Management valuation 2015 - level 3	0	21,595,698
- Management valuation 2018 - level 3	3,282,900	0
- Additions after valuation at cost	0	40,742
Less: accumulated depreciation	0	(655,254)
	3,282,900	20,981,186
Infrastructure - Sewer		
- Management valuation 2015 - level 3	0	967,790
- Management valuation 2018 - level 3	200,600	0
- Additions after valuation at cost	0	144,941
Less: accumulated depreciation	0	(427,942)
	200,600	684,789

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

9 (a). INFRASTRUCTURE

Infrastructure - Solid waste

- Management valuation 2015 - level 3

- Management valuation 2018 - level 3

- Additions after valuation at cost

Less: accumulated depreciation

	2018	2017
	\$	\$
	0	135,973
	68,800	0
	0	28,996
	0	(41,651)
	68,800	123,318
Total infrastructure	89,736,973	127,087,536

9. INFRASTRUCTURE (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads	Infrastructure - Footpaths	Infrastructure - Drainage	Infrastructure - Parks & ovals	Infrastructure - Other	Infrastructure - Airports	Infrastructure - Sewer	Infrastructure - Solid waste	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2016	95,628,241	342,112	2,084,766	4,494,347	16,751	21,156,098	562,335	101,706	124,386,356
Additions	1,580,537	2,875	0	0	0	0	143,702	28,761	1,755,875
Depreciation (expense)	(1,127,176)	(9,599)	(63,839)	(284,530)	(1,675)	(174,912)	(21,248)	(7,149)	(1,690,128)
Transfers	0	0	0	2,631,168	4,265	0	0	0	2,635,433
Carrying amount at 30 June 2017	96,081,602	335,388	2,020,927	6,840,985	19,341	20,981,186	684,789	123,318	127,087,536
Additions	1,218,668	0	0	9,586	17,500	3,099	45,775	0	1,294,628
Revaluation increments/ (decrements) transferred to revaluation surplus	(21,448,726)	417,913	1,715,759	(57,852)	439,715	(17,526,474)	(492,893)	0	(36,952,558)
Revaluation (loss)/ reversals transferred to profit or loss	0	0	0	0	0	0	(12,035)	(46,326)	(58,361)
Depreciation (expense)	(1,158,787)	(9,657)	(63,914)	(251,519)	(1,764)	(174,911)	(25,036)	(8,192)	(1,693,780)
Transfers	0	0	0	(7,000)	66,508	0	0	0	59,508
Carrying amount at 30 June 2018	74,692,757	743,644	3,672,772	6,534,200	541,300	3,282,900	200,600	68,800	89,736,973

9. INFRASTRUCTURE (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - Roads	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2018	Construction costs (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Footpaths	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2018	Construction costs (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Drainage	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2018	Construction costs (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Parks & ovals	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2018	Construction costs (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Other	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2018	Construction costs (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Airports	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2018	Construction costs (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Sewer	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2018	Construction costs (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Solid waste	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2018	Construction costs (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

10. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

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

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

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of fixed assets is determined at least every three years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value.

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

Land under control

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

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

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under roads

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

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

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

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

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

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

10. FIXED ASSETS (Continued)

(a) Disposals of Assets

The following assets were disposed of during the year.

	Actual Net Book Value	Actual Sale Proceeds	Actual Profit	Actual Loss	Budget Net Book Value	Budget Sale Proceeds	Budget Profit	Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$
Land and buildings								
Community amenities								
Police Sation and Court House	0	0	0	0	15,000	15,000	0	0
11 & 13 Bell Street	0	0	0	0	5,000	5,000	0	0
Lot 560 Cuneo Close	0	0	0	0	80,000	80,000	0	0
Plant and Equipment								
Transport								
Isuzu Tipper Truck	35,000	22,727	0	(12,273)	20,000	20,000	0	0
Holden Colorado Single Cab Utility	19,743	9,263	0	(10,480)	11,000	11,000	0	0
Holden Colorado Single Cab Utility	10,000	9,455	0	(545)	11,000	11,000	0	0
Other property and services								
CCTV System	1,776	0	0	(1,776)	0	0	0	0
	66,519	41,445	0	(25,074)	142,000	142,000	0	0

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

10. FIXED ASSETS (Continued)

(b) Depreciation

	2018	2017
	\$	\$
Buildings - non-specialised	39,773	32,727
Buildings - specialised	505,642	335,219
Furniture and equipment	13,511	16,203
Plant and equipment	341,973	387,183
Infrastructure - Roads	1,158,787	1,127,176
Infrastructure - Footpaths	9,657	9,599
Infrastructure - Drainage	63,914	63,839
Infrastructure - Parks & ovals	251,519	284,530
Infrastructure - Other	1,764	1,675
Infrastructure - Airports	174,911	174,912
Infrastructure - Sewer	25,036	21,248
Infrastructure - Solid waste	8,192	7,149
	2,594,679	2,461,460

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018**

10. FIXED ASSETS (Continued)

(b) Depreciation (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

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

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

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

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

Depreciation rates

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

Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Sealed roads and streets formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
- formation	not depreciated
- pavement	50 years
Formed roads (unsealed)	
- formation	not depreciated
- pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years
Airport infrastructure	13 to 100 years
Parks & ovals infrastructure	2 to 100 years
Other infrastructure	10 to 50 years

11. REVALUATION SURPLUS

	2018	2018	2018	2018	2018	2017	2017	2017	2017	2017
	Opening	Revaluation	Revaluation	Total	2018	Opening	Revaluation	Revaluation	Total	2017
	Balance	Increment	(Decrement)	Revaluation	Closing	Balance	Increment	(Decrement)	Revaluation	Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus -Land - freehold land	814,452	0	0	0	814,452	950,164	0	(135,712)	(135,712)	814,452
Revaluation surplus -Buildings - non-specialised	9,113	0	0	0	9,113	434,803	0	(425,690)	(425,690)	9,113
Revaluation surplus -Buildings - specialised	18,463,939	0	0	0	18,463,939	13,483,320	4,980,619	0	4,980,619	18,463,939
Revaluation surplus -Plant and equipment	503,077	0	0	0	503,077	503,077	0	0	0	503,077
Revaluation surplus - Infrastructure - Roads	70,265,613	0	(21,448,726)	(21,448,726)	48,816,887	70,265,613	0	0	0	70,265,613
Revaluation surplus - Infrastructure - Footpaths	0	417,913	0	417,913	417,913	0	0	0	0	0
Revaluation surplus - Infrastructure - Drainage	1,692,771	1,715,759	0	1,715,759	3,408,530	1,692,771	0	0	0	1,692,771
Revaluation surplus - Infrastructure - Parks & ovals	1,960,965	0	(57,852)	(57,852)	1,903,113	1,960,965	0	0	0	1,960,965
Revaluation surplus - Infrastructure - Other	0	439,715	0	439,715	439,715	0	0	0	0	0
Revaluation surplus - Infrastructure - Airports	20,843,916	0	(17,526,474)	(17,526,474)	3,317,442	20,843,916	0	0	0	20,843,916
Revaluation surplus - Infrastructure - Sewer	492,893	0	(492,893)	(492,893)	0	492,893	0	0	0	492,893
Revaluation surplus - Infrastructure - Solid waste	0	0	0	0	0	0	0	0	0	0
	115,046,739	2,573,387	(39,525,945)	(36,952,558)	78,094,181	110,627,522	4,980,619	(561,402)	4,419,217	115,046,739

Movements on revaluation of fixed assets are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018**

12. TRADE AND OTHER PAYABLES

Current

Sundry creditors
Accrued interest on long term borrowings
Accrued salaries and wages
Rates received in advance
Accrued expenses

	2018	2017
	\$	\$
	145,688	188,969
	10,130	7,893
	12,220	11,683
	15,078	3,042
	49,885	12,660
	233,001	224,247

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect

Trade and other payables (Continued)

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.

13. INFORMATION ON BORROWINGS

(a) Repayments - Borrowings

Particulars	Borrowing Institution	Interest Rate %	Principal 1 July 2017	Principal New Loans	Principal Repayments		Interest 30 June 2018		Repayments	
					Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$
Housing										
L 277 - GROH Housing	WATC*	4.20%	420,902	0	77,332	77,332	343,570	343,570	16,094	16,874
Community amenities										
L 270 - Yongergnow	WATC*	6.34%	19,957	0	13,092	13,092	6,865	6,865	993	1,078
Recreation and culture										
L 273 - Gnp Community Centre	WATC*	6.18%	176,126	0	15,153	15,152	160,973	160,974	10,542	10,654
L 278 - Borden Pavilion	WATC*	4.29%	105,307	0	15,742	15,743	89,565	89,564	4,188	4,351
L 279 - Gnp Complex Synthetic Turf	WATC*	4.23%	211,185	0	15,438	15,438	195,747	195,747	8,724	8,772
Other property and services										
Loan 280 Short Term Loan	WATC*	0	0	1,000,000	0	0	1,000,000	0	3,499	0
			933,477	1,000,000	136,757	136,757	1,796,720	796,720	44,040	41,729

Particulars	Borrowing Institution	Interest Rate %	Principal 1 July 2017	New Loans	Principal Repayments		Principal 30 June 2018		Interest Repayments	
					Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$
Self Supporting Loans										
Recreation and culture										
L 275 - Gnp Sporting Complex	WATC*	4.06%	99,014	0	18,244	18,244	80,770	80,770	3,774	3,837
L 276 - Borden Pavilion	WATC*	4.06%	44,006	0	8,108	8,108	35,898	35,898	1,677	1,705
			143,020	0	26,352	26,352	116,668	116,668	5,451	5,542
			1,076,497	1,000,000	163,109	163,109	1,913,388	913,388	49,491	47,271

Self supporting loans are financed by payments from third parties.
All other loan repayments were financed by general purpose revenue.

Borrowings

	2018	2017
	\$	\$
Current	1,163,536	163,109
Non-current	749,852	913,388
	1,913,388	1,076,497

13. INFORMATION ON BORROWINGS (Continued)

(b) New Borrowings - 2017/18

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Short Tem Loan	1,000,000	0	WATC	Fixed	1	1,015,000	2.41%	1,000,000	0	0
	0	1,000,000				1,015,000		1,000,000	0	0

(c) Undrawn Borrowing Facilities

Credit Standby Arrangements

Bank overdraft limit

Bank overdraft at balance date

Credit card limit

Credit card balance at balance date

Total amount of credit unused

Loan facilities

Loan facilities - current

Loan facilities - non-current

Total facilities in use at balance date

Unused loan facilities at balance date

	2018	2017
	\$	\$
Bank overdraft limit	500,000	500,000
Bank overdraft at balance date	0	0
Credit card limit	10,000	10,000
Credit card balance at balance date	(710)	(1,599)
Total amount of credit unused	509,290	508,401
Loan facilities		
Loan facilities - current	1,163,536	163,109
Loan facilities - non-current	749,852	913,388
Total facilities in use at balance date	1,913,388	1,076,497
Unused loan facilities at balance date	NIL	NIL

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

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

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

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

Borrowing costs

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

14. PROVISIONS

Opening balance at 1 July 2017

Current provisions
Non-current provisions

Additional provision
Amounts used

Balance at 30 June 2018

Comprises

Current
Non-current

Assessments indicate that actual settlement of the above liabilities is expected to occur as follows:

Within 12 months of the end of the reporting period
More than 12 months after the end of the reporting period

	Provision for Provision for Annual & Sick Long Service		
	Leave	Leave	Total
	\$	\$	\$
	211,680	104,857	316,537
	0	44,370	44,370
	211,680	149,227	360,907
	159,029	77,594	236,623
	(161,687)	(6,229)	(167,916)
	209,022	220,592	429,614
	209,022	115,792	324,814
		104,800	104,800
	209,022	220,592	429,614
	116,535	31,439	147,974
	92,487	189,153	281,640
	209,022	220,592	429,614

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as 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

Other long-term employee benefits (Continued)

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.

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.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018**

15. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
Cash and cash equivalents	2,579,916	1,926,550	3,074,039

**Reconciliation of Net Cash Provided By
Operating Activities to Net Result**

Net result	(628,653)	(1,892,804)	974,132
Non-cash flows in Net result:			
Depreciation	2,594,679	2,480,475	2,461,460
(Profit)/loss on sale of asset	25,074	0	67,171
Fair value adjustments to fixed assets at fair value through profit or loss	0	0	0
Loss on revaluation of infrastructure assets	58,361	0	0
Reversal of loss on revaluation of fixed assets	0	0	0
Changes in assets and liabilities:			
(Increase)/decrease in receivables	(1,555,399)	718,132	(312,574)
(Increase)/decrease in inventories	(8,345)	0	(692)
Increase/(decrease) in payables	8,754	(226,675)	1,858
Increase/(decrease) in provisions	68,707	48,114	55,047
Non-operating grants and contributions for the development of assets	(654,212)	(685,135)	(1,258,389)
Net cash from operating activities	(91,034)	442,107	1,988,013

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

16. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2018	2017
	\$	\$
General purpose funding	310,906	296,793
Law, order, public safety	1,721,658	1,769,429
Health	561,113	547,636
Education and welfare	15,000	15,000
Housing	1,792,512	1,736,500
Community amenities	1,468,250	2,011,940
Recreation and culture	27,832,344	28,565,765
Transport	86,282,185	122,977,881
Economic services	325,534	94,076
Other property and services	1,524,184	1,355,327
Unallocated	3,458,585	2,588,783
	125,292,271	161,959,130

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018**

17. LEASING COMMITMENTS

(a) Operating Lease Commitments

Non-cancellable operating leases contracted for but

Payable:

- not later than one year
- later than one year but not later than five years
- later than five years

2018	2017
\$	\$
13,050	11,831
30,450	0
0	0
43,500	11,831

SIGNIFICANT ACCOUNTING POLICIES

Leases

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

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

Leases (Continued)

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

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the lease term.

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

18. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the President.

	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
Meeting Fees	72,000	80,000	72,000
President's allowance	15,000	15,000	15,000
Deputy President's allowance	3,000	3,000	3,000
Travelling expenses	4,178	6,500	2,896
Telecommunications allowance	5,940	5,940	5,940
	100,118	110,440	98,836

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:

	2018	2017
	\$	\$
Short-term employee benefits	270,493	284,575
Post-employment benefits	46,423	38,307
Other long-term benefits	6,625	6,550
	323,541	329,432

Short-term employee benefits

These amounts include all salary, paid leave, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits and annual leave benefits accruing during the year.

Transactions with related parties

Transactions between related parties, and the Shire are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

The following transactions occurred with related parties:

	2018	2017
	\$	\$
Purchase of goods and services	0	0

18. RELATED PARTY TRANSACTIONS

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Close family members of key management personnel

Family members who may be expected to influence, or be influenced by that KMP in their dealings with Council.

iii. Entities that are controlled, or jointly controlled by key management personnel or their close family members

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

19. CONDITIONS OVER GRANTS/CONTRIBUTIONS

Grant/Contribution	Opening	Received ⁽²⁾	Expended ⁽³⁾	Closing	Received ⁽²⁾	Expended ⁽³⁾	Closing
	Balance ⁽¹⁾			Balance ⁽¹⁾			Balance
	1/07/16	2016/17	2016/17	30/06/17	2017/18	2017/18	30/06/18
	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety							
Bushfire Operational Grant	14,621	40,200	(43,814)	11,007	45,622	(55,934)	695
SES Operational Grant	4,833	39,143	(37,649)	6,327	21,209	(26,459)	1,077
Recreation and culture							
ICCWA - Stay On Your Feet	476	0	0	476	0	0	476
DSR - KidzSports Grant	0	9,000	(4,116)	4,884	0	(4,884)	0
CLGF - Youth Dev Scholarship	0	1,514	0	1,514	875	0	2,389
Total	19,930	89,857	(85,579)	24,208	67,706	(87,277)	4,637

Notes:

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

20. RATING INFORMATION

(a) Rates

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018 Rate Revenue \$	2018 Interim Rates \$	2018 Back Rates \$	2018 Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Total Revenue \$	2017 Total Revenue \$
Differential general rate / general rate											
Gross rental valuations											
GRV - Residential	0.152730	339	2,552,449	392,703	1,192	469	394,364	389,835	0	389,835	376,652
GRV - Commercial	0.152730	36	515,246	78,694	3,818	0	82,512	78,694	0	78,694	76,032
GRV - Industrial	0.152730	17	180,748	27,606	0	0	27,606	27,606	0	27,606	26,672
GRV - Amelup Tourism	0.152730	4	130,780	19,972	0	0	19,972	19,973	0	19,973	19,299
Unimproved valuations											
Rural	0.010794	355	279,618,496	3,018,202	(6,033)	111	3,012,280	3,018,200	1,430	3,019,630	2,912,788
Mining	0.010794	0	0	0	0	0	0	0	0	0	0
Sub-Total		751	282,997,719	3,537,177	(1,023)	580	3,536,734	3,534,308	1,430	3,535,738	3,411,443
Minimum payment											
Gross rental valuations											
GRV - Residential	714	77	130,257	54,978	714	0	55,692	57,834	0	57,834	56,000
GRV - Commercial	714	14	22,423	9,996	0	0	9,996	9,996	0	9,996	10,381
GRV - Industrial	714	9	19,336	6,426	0	0	6,426	6,426	0	6,426	6,300
GRV - Amelup Tourism	714	1	4,160	714	0	0	714	714	0	714	700
Unimproved valuations											
Rural	714	20	734,204	14,280	0	0	14,280	14,280	0	14,280	14,000
Mining	714	5	53,229	3,570	186	97	3,853	3,570	0	3,570	3,023
Sub-Total		126	963,609	89,964	900	97	90,961	92,820	0	92,820	90,404
		877	283,961,328	3,627,141	(123)	677	3,627,695	3,627,128	1,430	3,628,558	3,501,847
Discounts/concessions (refer note 20(c))							(9,986)			(9,986)	(9,649)
Total amount raised from general rate							3,617,709			3,618,572	3,492,198
Specified Area Rate (refer note 20(b))							208,898			208,419	201,425
Ex-gratia rates							31,577			30,500	30,509
Totals							3,858,184			3,857,491	3,724,132

SIGNIFICANT ACCOUNTING POLICIES

Rates

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

Minutes

20. RATING INFORMATION (Continued)

(b) Specified Area Rate/ Waste Collection Rate

Specified Area Rate	Basis of Valuation	Rate in \$	Rateable Value	Revenue	Interim Rate Revenue	Back Rate Revenue	Total Specified Area Rate Revenue	Budget Rate Revenue	Budget Back Rate Revenue	Budget Interim Rate Revenue	Total Budget Revenue
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Gnp Sporting Complex	GRV	0.004012	2,624,853	10,531	0	0	10,531	10,531	0	0	10,531
Gnp Sporting Complex	UV	0.000156	124,977,500	19,556	(68)	0	19,488	19,556	0	0	0
Borden Pavilion	GRV	0.001999	259,124	518	0	0	518	518	0	0	0
Borden Pavilion	UV	0.000100	98,138,500	9,814	(20)	0	9,794	9,814	0	0	0
Ongerup Effluent	GRV	0.077996	448,743	35,000	0	0	35,000	35,000	0	0	35,000
Waste Collection Rate	GRV	0.000001	3,555,399	56,000	0	0	56,000	56,000	0	0	0
Waste Collection Rate	UV	0.000001	280,405,929	77,000	567	0	77,567	77,000	0	0	77,000
				208,419	479	0	208,898	208,419	0	0	122,531

Specified Area Rate	Purpose of the rate	Area/properties Rate Imposed	Rate Applied to Costs	Rate Set Aside to Reserve	Reserve Applied to Costs	Budget Rate Applied to Costs	Budget Rate Set Aside to Reserve	Budget Reserve Applied to Costs
			\$	\$	\$	\$	\$	\$
Gnp Sporting Complex	To meet part of the loan repayments for the Gnowangerup Sporting Complex Facility.	Applied to all properties in the Old Gnowangerup Townsite Ward and Gnowangerup Rural Ward.	30,019	0	0	30,087	0	0
Borden Pavilion	To meet the loan repayments for the Borden Pavilion Facility.	Applied to all properties of the Old Borden Townsite Ward and the Borden Rural Ward.	10,312	0	0	10,332	0	0
Ongerup Effluent	To contribute towards the maintenance, renewal and replacement of the Ongerup Effluent System.	Applied to all properties in the Ongerup Townsite.	35,000	0	0	35,000	0	0
Waste Collection Rate	To assist Council meet some of the costs associated with managing waste within the Shire	Applied to all properties within the district	133,567	0	0	133,000	0	0
			208,898	0	0	208,419	0	0

20. RATING INFORMATION (Continued)

Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Discount %	Discount \$	Actual \$	Budget \$
General rates on Assessment A213	Concession	50.00%	N/A	2,978	2,978
General rates on Assessment A293	Concession	50.00%	N/A	5,003	5,003
General rates on Assessment A314	Concession	50.00%	N/A	814	814
General rates on Assessment A556	Concession	50.00%	N/A	1,191	1,191
				9,986	9,986

Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Objects of the Waiver or Concession	Reasons for the Waiver or Concession
General rates on Assessment A213	General rates on Assessment A213	To assist promote the tourist industry in the Amelup Tourism	To assist promote the tourist industry in the Amelup Tourism Precinct.
General rates on Assessment A293	General rates on Assessment A293	To assist promote the tourist industry in the Amelup Tourism	To assist promote the tourist industry in the Amelup Tourism Precinct.
General rates on Assessment A314	General rates on Assessment A314	To assist promote the tourist industry in the Amelup Tourism	To assist promote the tourist industry in the Amelup Tourism Precinct.
General rates on Assessment A556	General rates on Assessment A556	To assist promote the tourist industry in the Amelup Tourism	To assist promote the tourist industry in the Amelup Tourism Precinct.

20. RATING INFORMATION (Continued)

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan	Instalment Plan	Unpaid Rates
		Admin Charge	Interest Rate	Interest Rate
		\$	%	%
Option One				
Single full payment	29-Sep-17	0	0.00%	11.00%
Option Two				
First instalment	29-Sep-17	0	0.00%	11.00%
Second instalment	01-Dec-17	10	5.50%	11.00%
Third instalment	02-Feb-18	10	5.50%	11.00%
Fourth instalment	02-Apr-18	10	5.50%	11.00%

	2018		
	2018	Budget	2017
	\$	\$	\$
Interest on unpaid rates	22,428	13,000	21,122
Interest on instalment plan	12,014	11,500	12,145
Interest on deferred pensioner rates	916	2,000	0
Charges on instalment plan	4,740	4,500	4,780
	40,098	31,000	38,047

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

21. NET CURRENT ASSETS

Composition of net current assets for
the purposes of the Rate Setting Statement

	2018 (30 June 2018 Carried Forward)	2017 (1 July 2017 Brought Forward)
	\$	\$
Surplus/(Deficit) 1 July 17 brought forward	2,510,233	1,560,516
CURRENT ASSETS		
Cash and cash equivalents		
Unrestricted	584,970	1,153,453
Restricted	1,994,946	1,920,586
Receivables		
Rates outstanding	183,345	178,173
Sundry debtors	2,155,204	723,706
GST receivable	110,253	64
Loans receivable - clubs/institutions	27,432	26,352
Accrued Interest on Loans Receivable	91	492
Inventories		
Fuel & materials	29,548	21,203
LESS: CURRENT LIABILITIES		
Trade and other payables		
Sundry creditors	(145,688)	(188,969)
Accrued interest on long term borrowings	(10,130)	(7,893)
Accrued salaries and wages	(12,220)	(11,683)
Rates received in advance	(15,078)	(3,042)
Accrued expenses	(49,885)	(12,660)
Current portion of long term borrowings	(1,163,536)	(163,109)
Provisions		
Provision for annual leave and sick leave	(209,022)	(211,680)
Provision for long service leave	(115,792)	(104,857)
Unadjusted net current assets	3,364,438	3,320,136
Adjustments		
Less: Reserves - restricted cash	(1,990,309)	(1,896,377)
Less: Loans receivable - clubs/institutions	(27,432)	(26,352)
Add: Current portion of long term borrowings	1,163,536	163,109
Adjusted net current assets - surplus/(deficit)	2,510,233	1,560,516

Difference

There was no difference between the surplus/(deficit) 1 July 2017 brought forward position used in the 2018 audited financial report and the surplus/(deficit) carried forward position as disclosed in the 2017 audited financial report.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018**

22. FINANCIAL RISK MANAGEMENT

The Shire’s activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Shire’s overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Shire.

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Shire held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2018	2017	2018	2017
	\$	\$	\$	\$
Financial assets				
Cash and cash equivalents	2,579,916	3,074,039	2,579,916	3,074,039
Receivables	2,693,121	1,164,074	2,693,121	1,164,074
	5,273,037	4,238,113	5,273,037	4,238,113
Financial liabilities				
Payables	233,001	224,247	233,001	224,247
Borrowings	1,913,388	1,076,497	1,913,388	1,076,497
	2,146,389	1,300,744	2,146,389	1,300,744

Fair value is determined as follows:

Cash and cash equivalents, receivables, payables - estimated to the carrying value which approximates net market value.

Borrowings, held to maturity investments, estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

22. FINANCIAL RISK MANAGEMENT (Continued)

(a) Cash and Cash Equivalents

The Shire’s objective is to maximise its return on cash whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash portfolio. Council has an Investment Policy and the Policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

Cash is subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to the Shire.

The Shire manages these risks by diversifying its portfolio and only investing in investments authorised by Local Government (Financial Management) Regulation 19C.

	2018	2017
	\$	\$
Impact of a 1% ⁽¹⁾ movement in interest rates on cash		
- Equity	25,799	30,740
- Statement of Comprehensive Income	25,799	30,740

Notes:

- ⁽¹⁾ Sensitivity percentages based on management's expectation of future possible interest rate movements.

22. FINANCIAL RISK MANAGEMENT (Continued)

(b) Receivables

The Shire’s major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Shire’s credit risk at balance date was:

	2018	2017
	%	%
Percentage of rates and annual charges		
- Current	0.00%	0.00%
- Overdue	100.00%	100.00%
Percentage of other receivables		
- Current	100.00%	97.00%
- Overdue	0.00%	3.00%

22. FINANCIAL RISK MANAGEMENT(Continued)

(c) Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of the Shire's Payables and Borrowings are set out in the Liquidity Table below:

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
2018					
Payables	233,001	0	0	233,001	233,001
Borrowings	1,204,221	661,907	199,670	2,065,798	1,913,388
	1,437,222	661,907	199,670	2,298,799	2,146,389
2017					
Payables	224,247	0	0	224,247	224,247
Borrowings	211,306	795,628	270,170	1,277,104	1,076,497
	435,553	795,628	270,170	1,501,351	1,300,744

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

Year ended 30 June 2018	<1 year	>1<2 years	>2<3 years	>3<4 years	>4<5 years	>5 years	Total	Weighted Average Effective Interest Rate
	\$	\$	\$	\$	\$	\$	\$	%
Borrowings								
Fixed rate								
Long term borrowings	1,006,864	0	0	460,238	89,563	356,724	1,913,389	3.44%
Weighted average Effective interest rate	2.44%	0.00%	0.00%	4.16%	4.29%	5.11%		
Year ended 30 June 2017								
Borrowings								
Fixed rate								
Long term borrowings	0	19,556	0	0	0	1,056,941	1,076,497	4.56%
Weighted average Effective interest rate	0.00%	6.34%	0.00%	0.00%	0.00%	4.53%		

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018**

23. TRUST FUNDS

Funds held at balance date over which the Shire has no control and which are not included in the financial statements are as follows:

	1 July 2017	Amounts Received	Amounts Paid	30 June 2018
	\$	\$	\$	\$
Builders Registration Board	0	2,185	(2,185)	0
BCITF	0	1,378	(1,378)	0
Hall Hire Bonds	0	610	(610)	0
Agricultural Society	4,436			4,436
Early Morning Swimming Bonds	0			0
Gnp Airstrip Donation	1,266	0	(1,266)	0
Housing Bonds	9,324	1,000	(1,019)	9,305
GESB Trust	0			0
Unclaimed Rates	56	528	(528)	56
Micro-Chip Deposits	0	330	(330)	0
Police Licensing	0	594,407	(594,407)	0
Cat Trap Bonds	0	200	(50)	150
Nomination Deposits	0	400	(400)	0
Other - Interest	0	59	0	59
MRWA - Overpayment	0	210,801	(210,801)	0
Superannuation Payments Returned	0	169	(169)	0
	<u>15,083</u>			<u>14,007</u>

24. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE PERIODS

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

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

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

Notes:

(1) Applicable to reporting periods commencing on or after the given date.

24. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE PERIODS (Continued)

Title	Issued / Compiled	Applicable (1)	Impact
(iv) AASB 1058 Income of Not-for-Profit Entities	December 2016	1 January 2019	<p>These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are:</p> <ul style="list-style-type: none"> - Assets received below fair value; - Transfers received to acquire or construct non-financial assets; - Grants received; - Prepaid rates; - Leases entered into at below market rates; and - Volunteer services. <p>Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the Shire's operations.</p>

Notes:

(1) Applicable to reporting periods commencing on or after the given date.

Adoption of New and Revised Accounting Standards

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

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

(i) AASB 2016-4 Amendments to Australian Accounting Standards - Recoverable Amount of Non-Cash-Generating Specialised Assets of Not-for-Profit Entities	1 January 2017
(ii) AASB 2016-7 Amendments to Accounting Standards - Deferral of AASB 15 for Not-for-Profit Entities	1 January 2017

25. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

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

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

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

b) Current and non-current classification

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

c) Rounding off figures

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

d) Comparative figures

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

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

e) Budget comparative figures

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

f) Superannuation

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

g) Fair value of assets and liabilities

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

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

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

h) Fair value hierarchy

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

Level 1

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

Level 2

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

Level 3

Measurements based on unobservable inputs for the asset or liability.

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

Valuation techniques

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

Market approach

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

Income approach

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

Cost approach

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

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets

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

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

25. OTHER SIGNIFICANT ACCOUNTING POLICIES

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

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

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018**

26. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources	Administration and operation of members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services	To collect revenue in the form of rates, interest and general purpose Government grants to allow for the provision of services.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services
HEALTH	To provide an operational framework for environmental and community health	Inspection of food outlets and their control, noise control and waste disposal compliance
EDUCATION AND WELFARE	To provide services to the elderly, children and youth	The provision of pre-school facilities to relevant community groups and the support of youth in the community.
HOUSING	To provide and maintain staff and other housing	Provision and maintenance of staff and other housing
COMMUNITY AMENITIES	To provide services required by the community	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resource which will help the social well being of the community	Maintenance of public halls, civic centres, swimming pool, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library and other cultural facilities
TRANSPORT	To provide safe, effective and efficient transport services to the community	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
ECONOMIC SERVICES	To help promote the shire and its economic wellbeing	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control
OTHER PROPERTY AND SERVICES	To monitor and control Shire's overheads operating accounts	Private works operation, plant repair and operation costs and engineering operation costs, administration costs allocated and other unclassified works and services

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

27. FINANCIAL RATIOS

	2018	2017	2016
Current ratio	1.89	3.67	2.08
Asset consumption ratio	0.80	0.86	0.86
Asset renewal funding ratio	0.66	0.67	0.81
Asset sustainability ratio	0.65	0.96	1.59
Debt service cover ratio	6.68	7.51	3.48
Operating surplus ratio	(0.10)	(0.07)	(0.41)
Own source revenue coverage ratio	0.81	0.51	0.60

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expenses}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

INDEPENDENT AUDITOR'S REPORT

To the Electors of the Shire of Gnowangerup

Report on the Audit of the Financial Report

Opinion

We have audited the annual financial report of the Shire of Gnowangerup which comprises the Statement of Financial Position as at 30 June 2018, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In our opinion the annual financial report of the Shire of Gnowangerup:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire of Gnowangerup for the year ended 30 June 2018 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Shire of Gnowangerup in accordance with the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence We have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling Shire of Gnowangerup's financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. Our opinion is not modified in respect of this matter.

Responsibilities of the Chief Executive Officer and Council for the Financial Report

The Chief Executive Officer (CEO) of the Shire of Gnowangerup is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the Shire of Gnowangerup's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the Shire of Gnowangerup.

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

Auditor's Responsibility for the Audit of the Financial Report

The objectives of our audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire of Gnowangerup's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the CEO.
- Conclude on the appropriateness of the CEO's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Shire of Gnowangerup's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report, as we cannot predict future events or conditions that may have an impact.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Council and the CEO regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

In accordance with the *Local Government (Audit) Regulations 1996* we report that:

- (i) In our opinion, the following matters indicate significant adverse trends in the financial position or the financial management practices of the Shire of Gnowangerup:
 - a. Asset sustainability ratio as reported in Note 27 of the financial report of 0.65 is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of 0.8 for the year ended 30 June 2018; and
 - b. Operating surplus ratio as reported in Note 27 of the financial report of (0.10) is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of zero for the last three years.

- (ii) The following material matter indicating non-compliance with Part 6 of the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* or applicable financial controls of any other written law was identified during the course of our audit:
 - a. Public notice was not given for the proposal to borrow monies not included within the 2017-18 budget as required by Section 6.20 2(a) of the *Local Government Act 1995*.
- (iii) All required information and explanations were obtained by me.
- (iv) All audit procedures were satisfactorily completed.
- (v) In our opinion, the asset consumption ratio and the asset renewal ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of Shire of Gnowangerup for the year ended 30 June 2018 included on the Shire of Gnowangerup's website. Shire of Gnowangerup's management is responsible for the integrity of the Shire of Gnowangerup website. This audit does not provide assurance on the integrity of the Shire of Gnowangerup's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

AMD Chartered Accountants



TIM PARTRIDGE
Director

28-30 Wellington Street, Bunbury, Western Australia Dated this 20th day of November 2018

**12.2 DISPOSAL OF LOT 517 VAUX/CARPENTER STREETS, ONGERUP
(EX-ONGERUP POLICE STATION & COURTHOUSE)**

Location: Lot 517 Vaux/Carpenter Streets, Ongerup
Proponent: Shire of Gnowangerup
File Ref: A6304
Date of Report: 3rd December 2018
Business Unit: Strategy & Governance
Officer: Phil Shephard, Planning Officer
Disclosure of Interest: Nil

ATTACHMENTS

Nil.

PURPOSE OF THE REPORT

The purpose of this report is to seek Council approval to accept or reject the offer of \$51,000 (inc. GST) made by Mr D Naisbitt to purchase Lot 517 Vaux/Carpenter Streets, Ongerup following public notification of the proposed disposal in the Great Southern Herald in accordance with s3.58 of the *Local Government Act 1995*.

BACKGROUND

Mr D Naisbitt expressed an interest in purchasing Lot 517 and Council at its 24th October 2018 meeting (Resolution 1018.117) resolved as follows:

That Council:

1. *Reject the \$22,500 (inc. GST) offer from Mr G Hart.*
2. *Accept the \$51,000 (inc. GST) offer from Mr D Naisbitt and authorise the Chief Executive Officer to commence the consultation period (21-days minimum) to dispose of Lot 517 Carpenter/Vaux Streets, Ongerup (Deposited Plan 68552 Volume 2934 Folio 805) for the sum of \$51,000 (inc. GST) to Mr D Naisbitt in accordance with s.3.58 of the Local Government Act 1995. The purchaser is required to meet any transfer/legal costs associated with the purchase of the land.*
3. *Allocates the net proceeds from the sale of Lot 517 to the Land Development Reserve Account 91025.*

COMMENTS

The lot was valued at \$50,000 (ex-GST) by Opteon Property Group on 26 June 2017 and the offer received from Mr Naisbitt is \$51,000 (inc. GST).

Following Council's July decision, the proposed disposal of the lot was advertised in the Great Southern Herald on Thursday 8th November 2018 with the closing date for submissions being Friday 30th November 2018 (22-days) which exceeds the 14-day minimum period specified in s3.58 'Disposing of property' of the *Local Government Act 1995*.

No submissions were received during the public advertising period and Council can now proceed to accept or reject the offer for the purchase of the land.

Lot 517 Vaux/Carpenter Streets, Ongerup (Deposited Plan 68552 Volume 2934 Folio 805) is shown in the aerial image below and contains the former police station and courthouse buildings. The lot is 1,285m² in area irregular in shape with frontage to both Carpenter and Vaux Streets.



Lot 517 bordered in red (Image Landgate Map Viewer Plus)

The land is zoned Residential with a density code of R15 under the Shire's Local Planning Scheme No. 2.

Mr Naisbitt advises his intention is to convert the property for residential purposes.

Given no other submissions were received, the offer is considered reasonable and acceptable and consistent with the valuation for the land completed in June 2017.

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

The proposed disposal of Lot 517 was advertised in the Great Southern Herald newspaper as required by s.3.58 of the *Local Government Act 1995*. No submissions were received.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 – Section 3.58 'Disposing of Property' sets out the process and procedure for a local government disposing of land which states as follows:

3.58. *Disposing of property*

(1) *In this section -*

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

- (2) *Except as stated in this section, a local government can only dispose of property to -*
 - (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property -*
 - (a) *it gives local public notice of the proposed disposition -*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
and
 - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include -*
 - (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition -*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to -*
 - (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) *any other disposition that is excluded by regulations from the application of this section.*

POLICY IMPLICATIONS

There are no Local Planning Policies that apply to this report.

IMPACT ON CAPACITY

Nil.

RISK MANAGEMENT CONSIDERATIONS

Strategic Risk Category	Financial
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Acceptance Rating	Low (4)
Risk Acceptance Criteria	Acceptable. Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring

FINANCIAL IMPLICATIONS

The \$51,000 (inc. GST) will be income to the Shire. The proceeds from the sale are recommended to be allocated to the Land Development Reserve Account 91025.

There was a cost of \$273.53 (inc. GST) to advertise the proposed sale of the land.

The purchaser will be required to meet any transfer/legal costs associated with the purchase of the land. The owner of the lot will also be responsible to pay the rates and other applicable charges and therefore some additional income would be received by the Shire in the future.

STRATEGIC IMPLICATIONS

The report impacts on the following item in the Strategic Community Plan 2017 – 2027 as follows:

THEME 6	QUALITY BUILT FORM
Objectives	Strategic Initiatives
4. Manage current and future assets and infrastructure.	4.1 Continue to improve asset management practices.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The Council has a number of options available to it, which are discussed below:

1 Not accept the offer

The Local Government can choose to reject the offer. The land would remain owned by the Shire.

2 Accept the offer

The Local Government can choose to accept the offer and proceed with the sale.

3 Defer the proposal

The Local Government can defer the matter for a period and seek additional information or comment before proceeding to make a decision.

CONCLUSION

The proposed disposal of Lot 517 was advertised for submissions as required under s.3.58 of the *Local Government Act 1995* and no submissions were received.

The disposal of Lot 517 is consistent with the Shire's intent to dispose of unnecessary land assets and the offer of \$51,000 from Mr D Naisbitt should be accepted.

VOTING REQUIREMENTS

Simple Majority.

COUNCIL RESOLUTION

Moved: Cr C Thomas

Seconded: Cr F Hmeljak

1218.130 That Council:

- 1. Accept the \$51,000 (inc. GST) offer as it is considered reasonable and consistent with the valuation for the land completed in June 2017 and authorise the Chief Executive Officer to complete the sale of Lot 517 Vaux/Carpenter Streets, Ongerup (Deposited Plan 68552 Volume 2934 Folio 805) to Mr D Naisbitt in accordance with s.3.58 of the *Local Government Act 1995*. The purchaser is required to meet any transfer/legal costs associated with the purchase of the land.**
- 2. Allocates the net proceeds from the sale of Lot 517 to the Land Development Reserve Account 91025.**

UNANIMOUSLY CARRIED: 7/0

12.3	UPDATED EXECUTION OF DOCUMENTS POLICY
Location:	N/A
Proponent:	N/A
File Ref:	ADM0175
Date of Report:	26 th November 2018
Business Unit:	Strategy and Governance
Officer:	V Fordham Lamont – Deputy CEO
Disclosure of Interest:	Nil

ATTACHMENTS

- Existing Policy 2.12 Execution of Documents
- Draft replacement Policy 2.12 Execution of Documents

PURPOSE OF THE REPORT

For Council to adopt the updated policy “Execution of Documents” and approve its inclusion in the Shire of Gnowangerup Policy Manual.

BACKGROUND

The Deputy CEO recently noticed that Council’s agenda for Ordinary Meetings of Council includes an item for which there is no resolution or vote. The item Use of the Common Seal should, therefore, be included in the Information Bulletin instead.

COMMENTS

Common seals are a hang-over from the *Local Government Act 1960* and are no longer required at law to give effect to a local government action. The Common Seal is, however, still required by the Department of Planning, Lands and Heritage as a protocol (a matter of historical practice rather than a legal/legislative requirement). The Common Seal can only be applied with the authority of Council as per s.9.49A(2) of the Local Government Act 1995. A local government could implement a delegation to the CEO to determine when the Common seal is used or not used. Alternatively, many local governments have now adopted policies under s.9.49A that address both the authorisation to execute documents and the authority to apply the Common Seal to specified documents.

The draft policy being presented here follows the lead of those other local governments and includes a table that clearly sets out the type of documents that require execution by the application of the Common Seal. The table also details who can sign the various types of documents, with or without the Common Seal.

CONSULTATION

WALGA Governance and Strategy Unit

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

- s.2.7. Role of council*
- s.9.49A. Execution of documents*

POLICY IMPLICATIONS

Existing Policy 2.12 Execution of Documents will be updated in the Shire's Policy Manual.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Continue to develop a policy framework that guides decision making

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The objective of the proposed policy is **to establish, in accordance with the requirements of section 9.49A of the *Local Government Act 1995*: protocols for affixing, and administration of, the Shire of Gnowangerup Common Seal; and authority for the Chief Executive Officer and other nominated officers to sign (execute) documents on behalf of the Shire of Gnowangerup.** The officer believes this objective is met with the proposed policy.

VOTING REQUIREMENTS

Absolute majority

COUNCIL RESOLUTION

Moved: Cr K House

Seconded: Cr C Thomas

1218. 131 That Council:

- **Adopt the new Execution of Documents policy; and**
- **Approve its inclusion in the Shire of Gnowangerup Policy Manual.**

UNANIMOUSLY CARRIED: 7/0

2.12 EXECUTION OF DOCUMENTS (No procedure)

It is Council's policy that for a document to be validly executed the common seal is to be affixed to the document and the President and the Chief Executive Officer attest the affixing of the seal.

Adopted: 22 June 1998
Reviewed: 28 March 2007
Reviewed: 27 August 2008
Reviewed: 26 August 2009
Reviewed: 22 September 2010
Reviewed: 28 August 2013
Reviewed: 28 October 2015

2.12 EXECUTION OF DOCUMENTS (No procedure)

POLICY OBJECTIVE

To establish, in accordance with the requirements of section 9.49A of the *Local Government Act 1995*:

1. Protocols for affixing, and administration of, the Shire of Gnowangerup Common Seal; and
2. Authority for the Chief Executive Officer and other nominated officers to sign (execute) documents on behalf of the Shire of Gnowangerup.

POLICY STATEMENT

1. DEFINITION OF DOCUMENT

For the purposes of this policy, **document** means any paper or electronic document, including communications such as letters and emails, which:

- (a) convey a decision; or
- (b) establish an obligation on the Shire; or
- (c) is ceremonial.

2. COMMON SEAL

2.1 Affixing the Common Seal

- (1) The Common Seal shall only be affixed to documents:
 - (a) where the Council has resolved either specifically or *generally to give effect to the matter which is the subject of the document; or
 - (b) that are detailed in clause 3.2.2 of this policy; and
 - (c) in the presence of both the Shire President and the Chief Executive Officer (or those duly appointed to act in their absence) and signed by both accordingly.

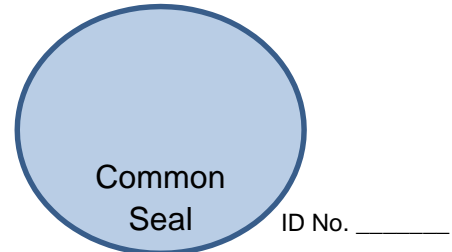
(**generally* means the resolution encompassed or contemplated the matter.)

- (2) There is no legal requirement for the Common Seal to be affixed in order for a document to be executed, as this can legally occur without the Common Seal being affixed where Council resolves to authorise the CEO or another employee to sign the document [s.9.49A(4)]. It is however, acknowledged that through custom or historical practice there are circumstances where external parties may expect the Shire of Gnowangerup Common Seal to be affixed, however the Shire is to work with stakeholders to ensure that unnecessary application of the Common Seal is avoided.

2.2 Sealing Clause

The following sealing clause is to be included at the location in a document where the Common Seal is to be affixed:

The Common Seal of the)
Shire of Gnowangerup was affixed)
by the authority of the Council)
in the presence of:)



SHIRE PRESIDENT
(full name)

CHIEF EXECUTIVE OFFICER
(full name)

2.3 Administration of the Common Seal

The Chief Executive Officer is to:

- (a) have charge of the Common Seal and is responsible for the safe custody and proper use of it; and
- (b) maintain a register detailing for each occasion that the Common Seal is affixed:
 - (i) an identification number, which is also recorded on the document to which the Common Seal is affixed;
 - (ii) the date that the Common Seal was affixed;
 - (iii) the Council resolution or reference of this policy, which authorised the affixing of the Common Seal;
 - (iv) the parties to the document;
 - (v) a description of the type of document to which the Common Seal was affixed;
 - (vi) the expiry date of the document, if relevant;
 - (vii) the location in the Shire's records where the executed document is evidenced.
- (c) A monthly report will be provided in the Information Bulletin to Council listing all documents which have been executed under the Common Seal during that period.

3. AUTHORITY TO SIGN (EXECUTE) DOCUMENTS ON BEHALF OF THE SHIRE OF GNOWANGERUP

3.1 General Document Signing (Execution) Authorities

- (1) Written decision making authorities are inclusive of the authority to sign documents which give effect to decisions made under these authorities:
 - (a) Delegated Authority;
 - (b) Statutory Authorisation; or
 - (c) Operational Authorisation.
- (2) Officers may only sign (execute) documents relevant to matters within the scope of activity of their responsibility. Documents relevant to the activities of multiple areas within the organisation may only be signed (executed) by the CEO.
- (3) Where considered appropriate by the CEO, the Shire President may be requested to execute documents as a co-signatory with the CEO.

3.2 Specific Document Signing (Execution) Authorities in Accordance with Section 9.49A of the Local Government Act 1995

3.2.1 Deputising or Signing on Behalf of Another Person

In accordance with Section 9.49A(4) of the *Local Government Act 1995*, which requires authority for execution of documents to be resolved by Council, a document may only be signed (executed) by a person who holds a position authorised through Council's adoption of this Policy.

Therefore, in the absence of a person authorised by this policy another person may only deputise where they have been appointed in writing to act in the authorised person's position.

3.2.2 Specific Authorities in Accordance with Section 9.49A(4) of the Local Government Act 1995

Document Type (✓) Common Seal <u>only</u> to be applied where specified in a document prepared by an external party.	Common Seal	EXECUTION BY SIGNATURE ONLY	
		Shire President	CEO or Delegated Officer
Local Laws – made and amended	✓	✗	✗
Planning Schemes – adopted and amended	✓	✗	✗
Land Transaction documents , including: <ul style="list-style-type: none"> • sale; • purchase; • vesting; • contributed assets; • Notifications of factors affecting land under 70A of the Land Transfer Act 1893 – lodge or withdraw • Easements – <u>by land transfer</u> <ul style="list-style-type: none"> ○ Rights of carriage way; ○ Rights of support to land burdened by buildings; ○ Rights to erect a party wall; ○ Rights to light and air (Property Law Act 1969); ○ Rights to take water from wells or bores; ○ Rights to install and operate drains and drainage works; ○ Rights to install, maintain and operate oil, gas or other pipelines; ○ Rights to install, maintain and operate electric power lines, telephone and other cables and supporting pylons. 	✗	✓	✓

Document Type (✓) Common Seal <u>only</u> to be applied where specified in a document prepared by an external party.	Common Seal	EXECUTION BY SIGNATURE ONLY	
		Shire President	CEO or Delegated Officer
<ul style="list-style-type: none"> • Restrictive Covenants – by land transfer • Deeds – land transfer for public purposes 			
Mortgages, Loans and Debentures	✓	x	x
Power of Attorney to act for the Shire	x	✓	✓
Land Transaction documents, including: <ul style="list-style-type: none"> • Caveats - registering or removing • Leases • Easements – <u>by deed, deposited plan or other legal instrument</u> <ul style="list-style-type: none"> ○ Rights of carriage way; ○ Rights of support to land burdened by buildings; ○ Rights to erect a party wall; ○ Rights to light and air (Property Law Act 1969); ○ Rights to take water from wells or bores; ○ Rights to install and operate drains and drainage works; ○ Rights to install, maintain and operate oil, gas or other pipelines; and ○ Rights to install, maintain and operate electric power lines, telephone and other cables and supporting pylons. • Restrictive Covenants – lodge, modify or withdraw (other than by land transfer) • Deeds • Legal agreements 	✓	x	x

Document Type (✓) Common Seal <u>only</u> to be applied where specified in a document prepared by an external party.	Common Seal	EXECUTION BY SIGNATURE ONLY	
		Shire President	CEO or Delegated Officer
State or Commonwealth Government Funding Agreements	x	x	✓
Grants and Funding Agreements with private agencies (incoming and outgoing)	x	x	✓
Memorandum of Understanding	x	✓	✓
Contracts and legal instruments , including contract variations, related to: <ul style="list-style-type: none"> • Procurement Contracts • Service Agreements (incoming or outgoing services) • Heritage Agreements • Acquittal of planning conditions • Maintenance of the public realm 	✓	x	x
Development, subdivision and strata-title approvals for Shire Land	x	x	✓
Memorial <ul style="list-style-type: none"> • <u>Deed Poll Registration</u>: A document lodged under the Registration of Deeds Act 1856, notifying the change of name of a person. • <u>Memorial of Advertisement</u>: A document lodged at the Office of Titles by a Local Authority evidencing that the legal requirements necessary to sell land for the non-payment of rates, have been attended to. 	x	x	✓

Document Type (✓) Common Seal <u>only</u> to be applied where specified in a document prepared by an external party.		Common Seal	EXECUTION BY SIGNATURE ONLY	
			Shire President	CEO or Delegated Officer
<ul style="list-style-type: none"> <u>Prohibiting dealings in land</u>: A document lodged at the Office of Titles under one of a number of statutes, which when noted on a Certificate of Title acts as a caveat. 				
Documents that fulfil a statutory local government duty or power , for which there is no power of delegation or authorisation and is a matter which constitutes a potential risk to the Shire.		x	x	✓
Communications on behalf of the Shire, with: <ul style="list-style-type: none"> Commonwealth or State Ministers 	Note: <i>Officers are authorised to sign routine day to day operational communications where the recipient is of a similar organisational level as the Shire Officer.</i>	x	✓	✓
Communications on behalf of the Shire, with CEOs of: <ul style="list-style-type: none"> Commonwealth or State Government Departments Industry representative bodies 		x	x	✓
Communications on behalf of the Shire, relevant to the day-to-day operations of the Shire and which are subject of a level of political sensitivity or potential risk to the Shire.		x	x	✓
Ceremonial Certificates: <ul style="list-style-type: none"> Honorary Freeman Honorary Citizenship 		✓	x	x

Document Type (✓) Common Seal <u>only</u> to be applied where specified in a document prepared by an external party.	Common Seal	EXECUTION BY SIGNATURE ONLY	
		Shire President	CEO or Delegated Officer
Deeds of Settlement – Employee matters	x	x	✓
Enterprise Bargaining Agreements	x	x	✓

Adopted: 22 June 1998
Reviewed: 28 March 2007
Reviewed: 27 August 2008
Reviewed: 26 August 2009
Reviewed: 22 September 2010
Reviewed: 28 August 2013
Reviewed: 28 October 2015
Reviewed: 9 November 2018

12.4 NEW FITNESS FOR WORK POLICY

Location:	N/A
Proponent:	N/A
File Ref:	ADM0175
Date of Report:	4 th December 2018
Business Unit:	Strategy and Governance
Officer:	V Fordham Lamont – Deputy CEO
Disclosure of Interest:	Nil

ATTACHMENT

- Draft Policy Fitness for Work

PURPOSE OF THE REPORT

For Council to adopt the new policy “Fitness for Work” and approve its inclusion in the Shire of Gnowangerup Policy Manual.

BACKGROUND

Some months ago, the Deputy CEO was instructed to institute a drug and alcohol testing regime to ensure staff are operating in a safe work environment. The testing also aligns Shire processes with community expectations. All staff underwent random drug and alcohol testing in 2018 with excellent results. A policy has now been drafted to support the new regime.

COMMENTS

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 & Health Act 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 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 provision of safe systems of work, and through the provision of information, training and instruction and, importantly, supervision.

Workers of the Shire likewise, under the Occupational Safety & Health Act S20(1)a,b & (2)b,d(1), 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) for the safety or health of other persons and are obligated to report any situation at work they believe reasonably constitutes a hazard.

This policy includes a number of decision trees (flow charts) which are designed to assist management to determine the appropriate steps to take in different situations.

CONSULTATION

WALGA Employee Relations
LGIS Risk Management

LEGAL AND STATUTORY REQUIREMENTS

Occupational Safety and Health Act 1984

s.19 Duties of Employers

s.20 Duties of Employee

POLICY IMPLICATIONS

The new policy, Fitness for Work, will be added to the Shire's Policy Manual.

FINANCIAL IMPLICATIONS

There will be an annual cost for an approved tester to carry out the drug and alcohol testing regime but this will be budgeted for moving forward.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Continue to develop a policy framework that guides decision making

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

There will be a slight impact on capacity in terms of staff having to periodically attend the testing. Testing normally takes no more than 15 minutes so this is not seen as a major impact on operations.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The objective of the proposed policy is to provide a safe working environment where:

- Available and reasonable controls to mitigate the potential hazards and consequence of people presenting either unfit, fatigued or affected by alcohol/drugs is mitigated;
- 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;
- Physical, mental and emotional health is promoted so people can enjoy so far as is reasonably practicable a safe and nurturing work environment;
- Behaviours and attitudes that are conducive to a healthy and safe workplace are encouraged;

- **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.**

The officer believes this objective is met with the proposed policy.

VOTING REQUIREMENTS

Absolute majority

Fitness Issue	Planned	Random	Cause
Other Drugs	The Shire may utilise urine or saliva drug tests for mandatory testing for an entire or all departments. The Shire may utilise Drug testing and medications and other drugs questionnaire in regard to pre-employment medicals.	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).

COUNCIL RESOLUTION

Moved: Cr C Thomas

Seconded: Cr F Hmeljak

1218.132 That Council:

- ***Adopt the new Fitness for Work policy; and***
- ***Approve its inclusion in the Shire of Gnowangerup Policy Manual.***

UNANIMOUSLY CARRIED: 7/0

Fitness for Work Policy

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 Objective

To provide a safe working environment where:

- Available and reasonable controls to mitigate the potential hazards and consequence of people presenting either unfit, fatigued or affected by alcohol/drugs is mitigated;
- 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;
- Physical, mental and emotional health is promoted so people can enjoy so far as is reasonably practicable a safe and nurturing work environment;
- Behaviours and attitudes that are conducive to a healthy and safe workplace are encouraged;
- 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.

3.0 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.

4.0 Definitions

Worker	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.
PCBU	Person conducting a business or undertaking (including a government department or government agency, but not elected members of local authorities).
Fit for Work	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.
Fatigue	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.
Blood Alcohol Content	(BAC) The level of alcohol present in the blood, expressed in terms of milligrams per 100millilitres of blood or a percentage of this.
Alcohol	The intoxicating constituent of wine, beer, spirits and other alcoholic drinks.
Drug	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: <ul style="list-style-type: none"> · 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 <i>Poisons Regulations 1965</i> .

5.0 Responsibilities

5.1 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.

5.2 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.

6.0 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.

7.0 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.

8.0 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	The Shire may utilise a calibrated handheld Breath tester for mandatory testing of a worker, all workers or those in specific departments. The Shire may utilise alcohol testing and questionnaire in regard to pre-employment medicals.	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	The Shire may utilise a calibrated handheld Breath tester for mandatory testing for an entire or all departments. The Shire may utilise Drug testing and medications and other drugs questionnaire in regard to pre-employment medicals.	The Shire may use a calibrated handheld Breath tester 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).

9.0 Related Procedures

9.1 Fatigue

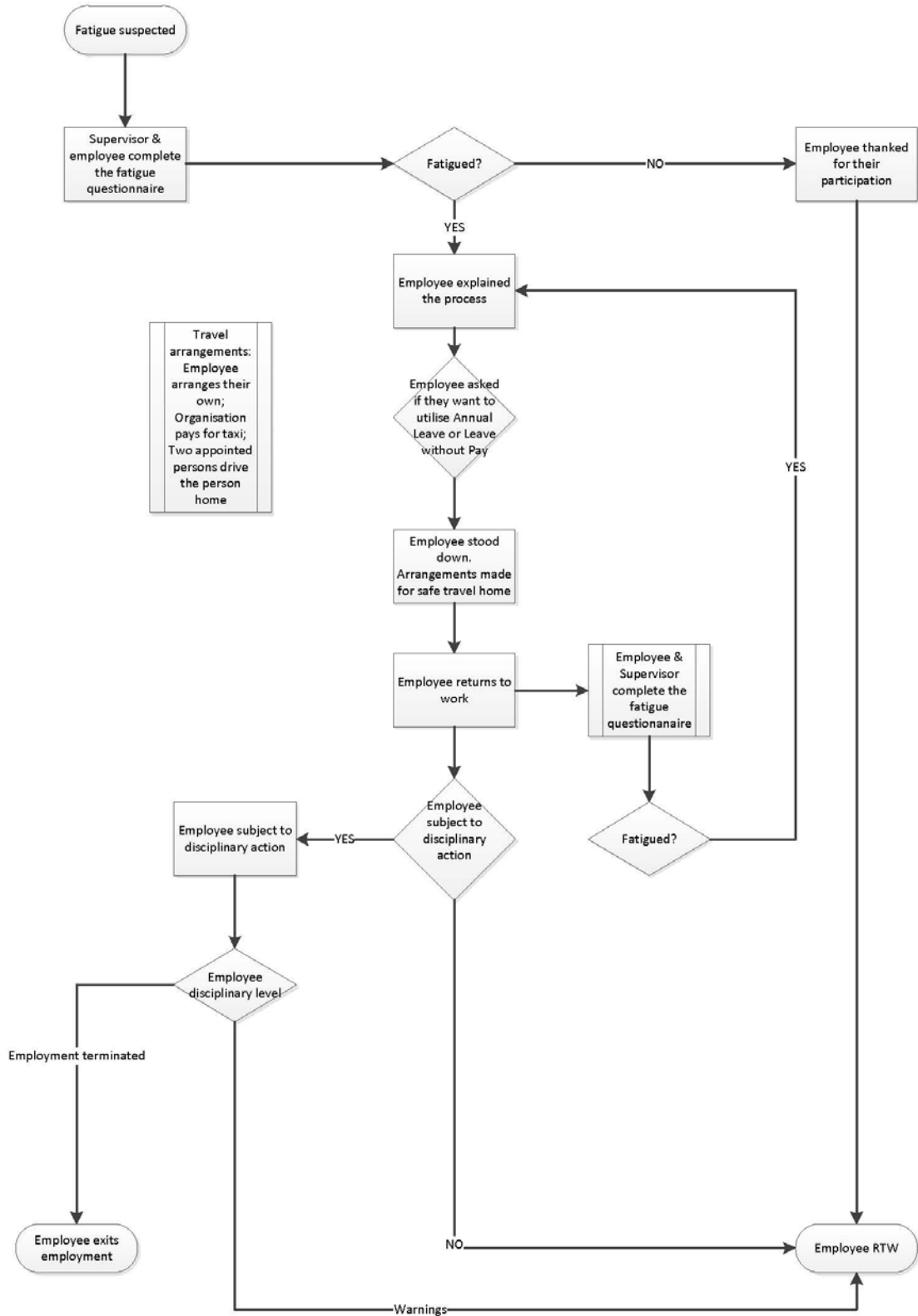
Fatigue can severely impair someone's work performance; their ability to make good decisions and judgement, and also lead to vigilance related errors, mistakes, and procedure breaches as well as affect coordination.

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



9.2 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

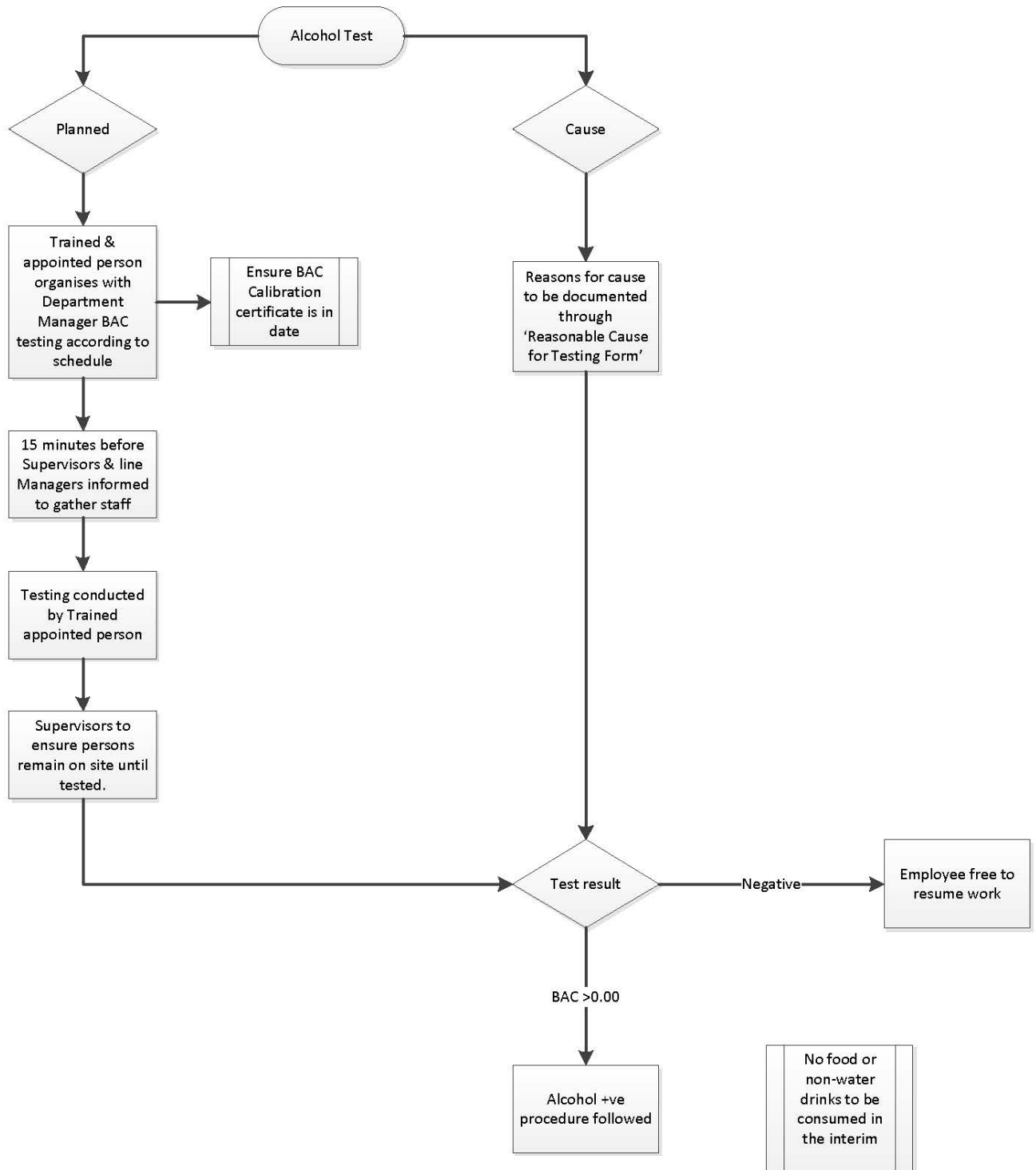
Except in situations where the Shire of Gnowangerup holds a function on the premises and alcohol is provided, employees must not bring in and/or consume/sell alcohol in the workplace. Routine Shire endorsed activities are, but not limited to, council meeting attendance, Christmas parties, leaving and 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

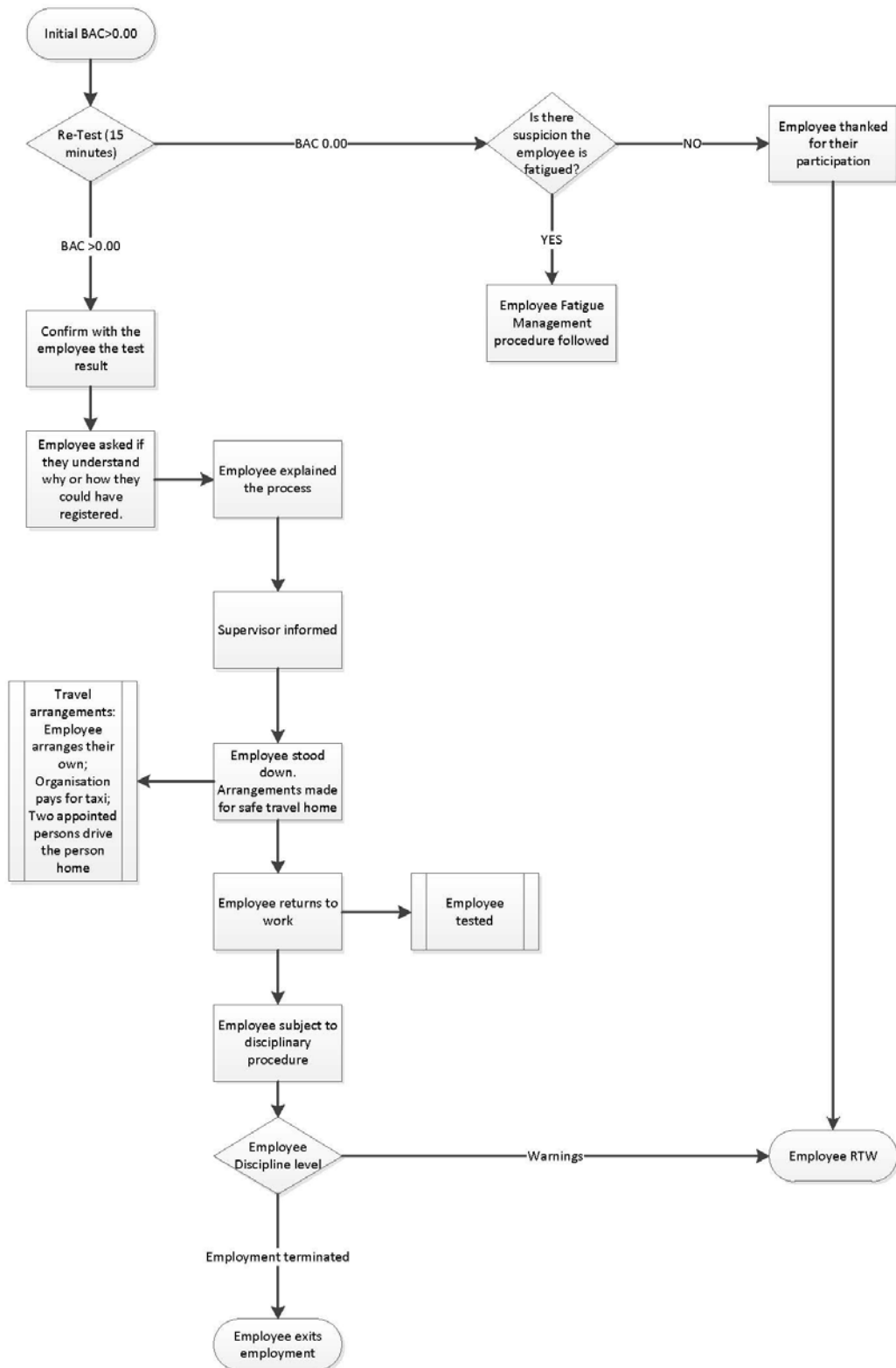
and the rule 'that all work has stopped' including provision of advice, operating any equipment (from computers to mobile plant and vehicles) as well as instructions to attendees of expected standards of behaviour/etiquette (including acceptance of / non-commentary on people's decision to not partake in consuming alcoholic beverages).

Low alcohol and non-alcoholic beverages should be encouraged / made available.

Alcohol testing Decision Tree



Positive Alcohol Reading Decision Tree



9.3 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

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

9.4 Prescription medications

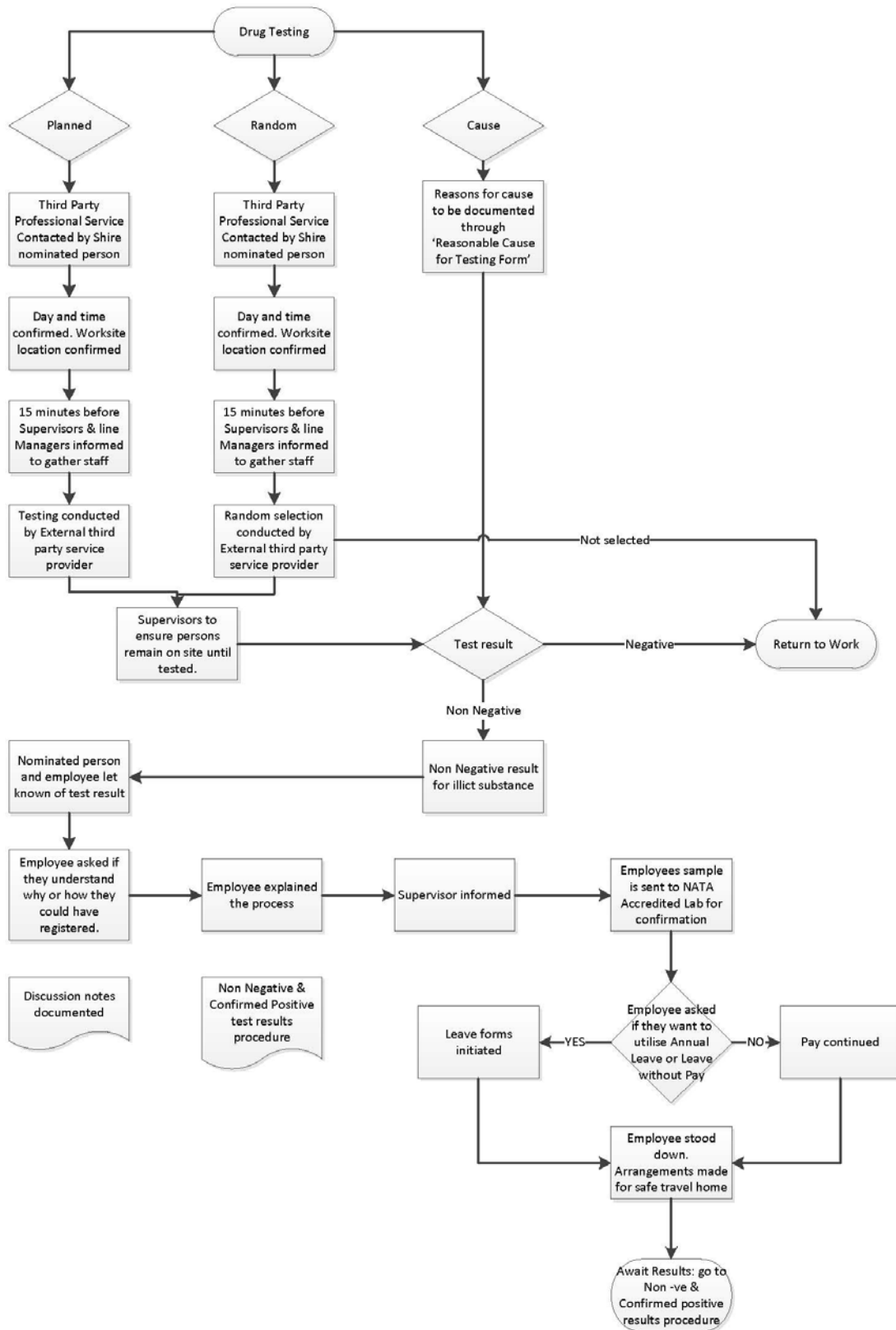
The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor 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.

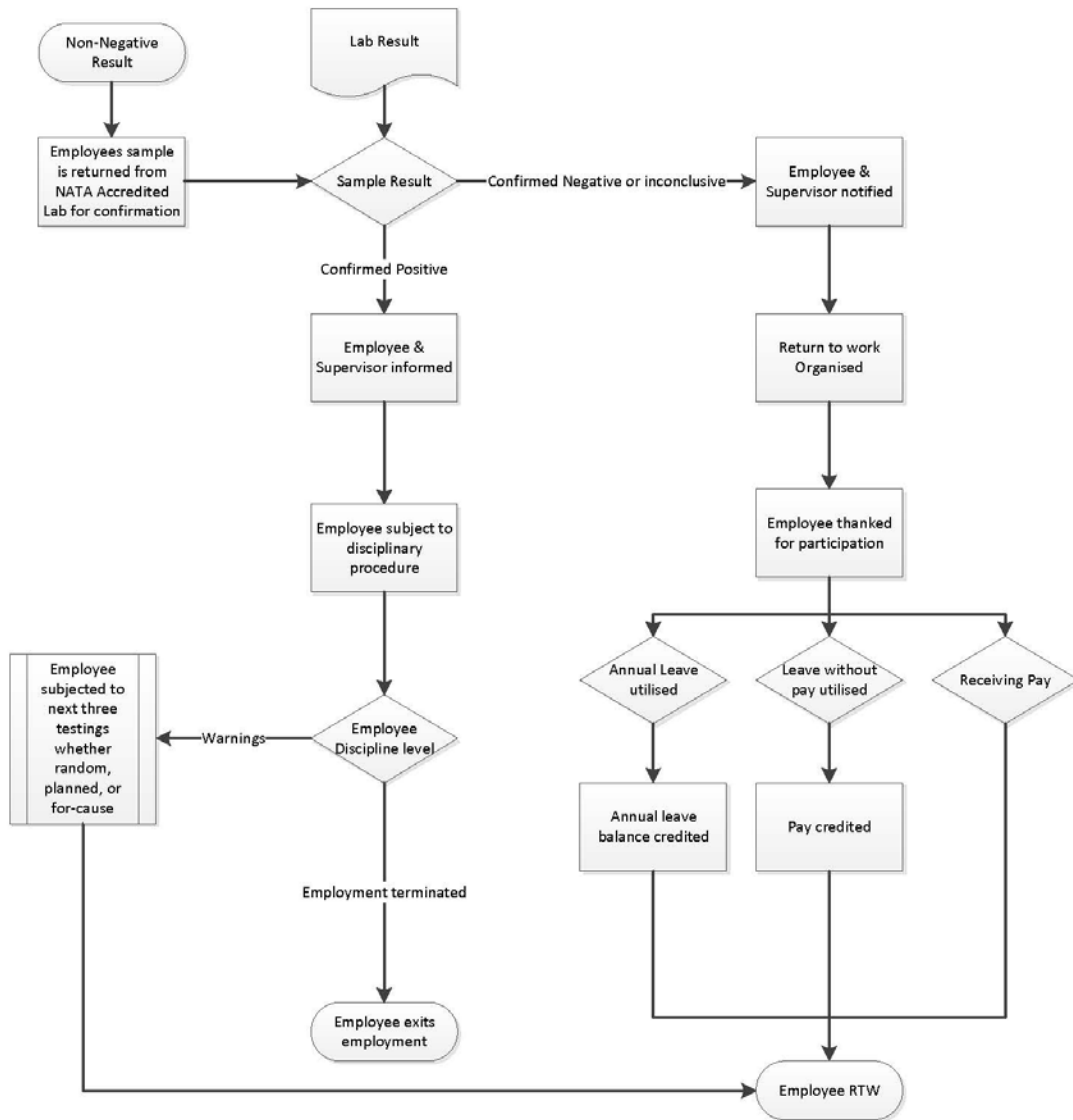
9.5 Presence of illicit drugs on Shire premises/assets

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



10.0 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.

11.0 Observation Questionnaire

Fatigue	Is there indication of?	Observation
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).		
Alcohol &/or Drugs	Is there indication of?	Observation
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).		

12.5 UPDATED COMMUNICATIONS AND SOCIAL MEDIA POLICY

Location:	N/A
Proponent:	N/A
File Ref:	ADM0175
Date of Report:	30 th November 2018
Business Unit:	Strategy and Governance
Officer:	S Pike –Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Existing Policy 2.4 Media and Communication
- Draft replacement Policy 2.4 Communications and Social Media

PURPOSE OF THE REPORT

For Council to adopt the updated policy “Communications and Social Media” and approve its inclusion in the Shire of Gnowangerup Policy Manual.

BACKGROUND

Social media is a double-edged sword for employers. On one hand it serves as a free promotional tool for the Shire that allows corporate work-related photos and positive news on social media. On the other hand, it has introduced the need to regulate these communications without stifling them.

The lines between “personal” and “professional” have become increasingly blurred online and as a result, the Shire is introducing certain restrictions to ensure that only appropriate corporate information is publicly shared.

The social media policy provides a clear understanding of what corporate information can be made available publicly. Without such a policy, the Shire is at risk of facing legal issues or even a public relations nightmare.

COMMENTS

As an employer the risk of abusing social media can be mitigated by introducing a social media policy and educating employees.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

2.7. Role of council

- (1) The council —
 - (a) governs the local government’s affairs; and
 - (b) is responsible for the performance of the local government’s functions.

- (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.

[Section 2.7 amended by No. 17 of 2009 s. 4.]

POLICY IMPLICATIONS

Policy 2.4 Media and Communication will be replaced with Policy 2.4 Communications and Social Media in the Shire’s Policy Manual.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Continue to develop a policy framework that guides decision making

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	High
Consequence Rating	Major
Likelihood Rating	Likely
Acceptance Rating	
Risk Acceptance Criteria	

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The objective of the proposed policy is to establish protocols for the Shire of Gnowangerup’s official communications with our community to ensure the Shire is professionally and accurately represented and to maximise a positive public perception of the Shire. The officer believes this objective is met with the proposed policy.

VOTING REQUIREMENTS

Absolute majority

COUNCIL RESOLUTION

Moved: Cr S Hmeljak

Seconded: Cr G Stewart

1218.133 **That Council:**

- **Adopts the new Communications and Social Media policy; and**
- **Approves its inclusion in the Shire of Gnowangerup Policy Manual.**

UNANIMOUSLY CARRIED: 7/0

2.4 MEDIA AND COMMUNICATION POLICY (Procedure 2.6)

Council recognises that it is imperative to ascertain the needs, wishes and ideas of its staff and local communities to ensure efficient and effective service delivery. The purpose of this document is to articulate strategies that Council intends to implement to achieve this effective two-way communication. The policy covers two sections-internal and external strategies. The former is focused on interactions with employees and contractors of Council, whilst the latter deals with Council's relationships with external stakeholders – community groups, residents, peak industry groups and government agencies.

The Shire of Gnowangerup (SOG) is a local government located in the Central Great Southern Region of Western Australia. The purpose of the communications function in the SOG is to fulfil the communications obligations of a local government and to support the Shire's strategic and business goals through communicative means. This also includes responsibility for the SOG's corporate image. The aim of communications is to convey information about the Shire's activities openly, reliably, fast and responsibly, anticipating issues impacting on the shire as effectively as possible.

To ensure all communication with the media is consistent, well informed, timely and appropriate.

To clearly indicate Council's authorised spokespersons.

To maintain positive relations with the media by providing them with accurate, timely information.

To improve communication with internal and external customers and enhance Council's public image.

To establish protocols and consistent methods for managing communication to the media to ensure relevant, approved comments.

To limit the possibility of miscommunication and to maximise the effectiveness of staff by ensuring comments to the media are made only through authorised people.

To establish guidelines for effectively communicating and publicising news about the Shire of Gnowangerup.

Adopted: 22 June 1998
Reviewed: 25 July 2012 CM ref 0712.111
Reviewed: 28 August 2013
Reviewed: 28 October 2015

2.4 COMMUNICATIONS AND SOCIAL MEDIA POLICY

Policy Objective

This policy establishes protocols for the Shire of Gnowangerup's official communications with our community to ensure the Shire is professionally and accurately represented and to maximise a positive public perception of the Shire.

Policy Scope

This policy applies to:

1. Communications initiated or responded to by the Shire of Gnowangerup with our community; and
 2. Council Members when making comment in either their Shire of Gnowangerup role or in a personal capacity.
-

Policy Statement

1 Official Communications

The purposes of the Shire of Gnowangerup's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Gnowangerup events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President, to promote specific Shire of Gnowangerup positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

2 Speaking on behalf of the Shire of Gnowangerup

The Shire President is the official spokesperson for the Shire of Gnowangerup and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media.
[s.2.8(1)(d) of the Local Government Act 1995]

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.
[s.2.9 and s.5.34 of the Local Government Act 1995]

The CEO may speak on behalf of the Shire of Gnowangerup, where authorised to do so by the Shire President.
[s.5.41(f) of the Local Government Act 1995]

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Gnowangerup.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Gnowangerup into disrepute,
- compromise the person's effectiveness in their role with the Shire,
- imply the Shire's endorsement of personal views,
- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so; or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Gnowangerup.

Council member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

3 Responding to Media Enquiries

All enquiries from the Media for an official Shire of Gnowangerup comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Gnowangerup.

Council Members may make comments to the media in a personal capacity – refer to clause 7.1 below.

4 Website

The Shire of Gnowangerup will maintain an official website, as our community's on-line resource to access the Shire's official communications.

5 Social Media

The Shire of Gnowangerup uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Gnowangerup maintains the following Social Media accounts:

- Facebook

The Shire of Gnowangerup may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Gnowangerup will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire of Gnowangerup's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

5.1 Use of Social Media in Emergency Management and Response

The Shire of Gnowangerup will use the following channels to communicate and advise our community regarding Emergency Management:

- SMS
- Facebook
- Shire's website
- ABC Radio

6 Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Gnowangerup, including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for transferring these records to the Shire's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

7 Personal Communications

Personal communications and statements made privately; in conversation, written, recorded, emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

7.1 Council Member Statements on Shire Matters

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Gnowangerup.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Gnowangerup.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;

-
7. Not reflect adversely on the character or actions of another Council Member or Employee;
 8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member.

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT

13.1 CROPPING LEASES TO COMMUNITY GROUPS

Location:	N/A
Proponent:	N/A
File Ref:	ADM0504
Date of Report:	11 th December 2018
Business Unit:	Corporate Services and Community Development
Officer:	V Fordham Lamont – Deputy CEO
Disclosure of Interest:	Nil

ATTACHMENTS

- Draft Lease of Virginia Land
- Draft Lease of portion of Reserves 11486 and 28654

PURPOSE OF THE REPORT

For Council to approve the disposal of properties owned or managed by the Shire to community groups for cropping purposes.

BACKGROUND

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

COMMENTS

At its Information Briefing Session on 28 November 2018, Council agreed to the land described in the two attached documents being offered separately for three year terms.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

s3.58 Disposing of Property

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

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

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

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

and

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Community

Objective: Assist in building the sustainable management of local organisations and community groups

Strategic Initiative: Nil

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	Community Disruption
Consequence Rating	Minor
Likelihood Rating	Rare
Control Rating	Inadequate
Risk Acceptance Criteria	Moderate

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

Offering leases over the land described to community groups provides them with an alternative source of revenue. It also transfers the fire hazard risk reduction responsibility to the lessees. For these reasons, it is recommended that Council formally approves of the EOI process and subsequent disposal by way of lease.

VOTING REQUIREMENTS

Absolute majority

COUNCIL RESOLUTION

Moved: Cr S Hmeljak

Seconded: Cr R House

1218.134 That Council:

- Approve the advertising, via local public notice, for expressions of interest from community groups to crop those parcels of land described in the attached draft leases.
- Authorise the CEO to evaluate the submissions received, select the most appropriate one with regard to overall return to the Shire, and to execute the relevant lease documents substantially in the form of the attach

UNANIMOUSLY CARRIED: 7/0



SHIRE OF GNOWANGERUP

- LEASE AGREEMENT -

BETWEEN

The Shire of Gnowangerup
28 Yougenup Road Gnowangerup WA 6335
(Lessor)

AND

[Redacted signature line]

[Redacted signature line]

(Lessee)

LEASE

DEED Dated

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

AND (‘Lessee’)

RECITALS

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

OPERATIVE PART

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

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

‘Commencement Date’ means the Commencement Date specified in the Schedule;

‘Expiration Date’ means the Expiration Date specified in the Schedule;

‘Land’ means the Property referred to in the Schedule;

‘Lessee’ means the Lessee referred to in the Schedule;

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

‘Permitted Use’ means the permitted use specified in the Schedule;

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

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

‘The Shire’ means the Shire of Gnowangerup; and

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

1.2 Interpretation

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

2. LEASE

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

3. RENT

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

4. LESSEE'S COVENANTS

The Lessee COVENANTS with the Lessor as follows:

4.1 Compliance with Statutes and Licenses

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

4.2 Permitted Use

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

4.3 Restorations and Improvements

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

4.4 Assignment or Subletting

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

4.5 Fire

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

4.6 Maintenance

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

4.7 Indemnity

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

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

5. LESSOR'S COVENANT – QUIET POSSESSION

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

6. MUTUAL AGREEMENTS

IT IS MUTUALLY AGREED as follows:

6.1 Default by Lessee If:

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

6.2 Service of Notices

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

6.3 Early Termination

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

SCHEDULE

Item 1 The Lessee

_____ Full name and address

Item 2 Property

Kojonup Location 3374 on Crown Diagram 25501, being the whole of the land contained in Certificate of Title Volume 2210 Folio 460, and Kojonup Location 3588 on Crown Diagram 25087, being the whole of the land contained in Certificate of Title Volume 2210 Folio 461 (see image below).



“Kojonup Location 3374 and Kojonup Location 3588, Strathaven Road (known as Virginia Land)”

Item 3 Terms

Three (3) years

Commencement Date: _____

Expiration Date:

Upon the final crop being harvested, no later than **31 January 20____**, at which time the land is to be returned to the Lessor in the same condition that it was received.

Item 4 Rent

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

- _____ March 20_____
- _____ March 20_____
- _____ March 20_____

Item 5 Permitted Use

Use by the _____ for cropping purposes only.

EXECUTED as a Deed

Lessee Details

Date

THE COMMON SEAL of the SHIRE OF)
GNOWANGERUP was hereunto affixed) In the presence of:

Shire President
Keith House

Date

Chief Executive Officer
Shelley Pike

Date



SHIRE OF GNOWANGERUP

- LEASE AGREEMENT -

BETWEEN

Shire of Gnowangerup
28 Yougenup Road Gnowangerup WA 6335
(Lessor)

AND

(Lessee)

LEASE

DEED Dated

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

AND ('Lessee')

RECITALS

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

OPERATIVE PART

1. DEFINITIONS AND INTERPRETATION

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

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

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

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

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

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

'The Shire' means the Shire of Gnowangerup; and

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

1.2 Interpretation

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3. RENT

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

4. LESSEE'S COVENANTS

The Lessee COVENANTS with the Lessor as follows:

4.1 Compliance with Statutes and Licenses

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

4.2 Permitted Use

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

4.3 Restorations and Improvements

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

4.4 Assignment or Subletting

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

4.5 Fire

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

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

4.6 Maintenance

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

4.7 Indemnity

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

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

5. LESSOR'S COVENANT – QUIET POSSESSION

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

6. MUTUAL AGREEMENTS

IT IS MUTUALLY AGREED as follows:

6.1 Default by Lessee If:

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

6.2 Service of Notices

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

6.3 Early Termination

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

SCHEDULE

Item 1 The Lessee

[Redacted] Full name and address

Item 2 Properties

PROPERTY 1 – 85 YOUNGUP ROAD, GNOWANGERUP

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



PROPERTY 2 – QUINN STREET, GNOWANGERUP

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



Item 3 Terms

Minutes

Three (3) year

Commencement Date: _____

Expiration Date: Upon the final crop being harvested, no later than **31 January 20_____**, at which time the land is to be returned to the Lessor in the same condition that it was received.

Item 4 Rent

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

- _____ March 20_____
- _____ March 20_____
- _____ March 20_____

Item 5 Permitted Use

Use by the _____ for cropping purposes only.

EXECUTED as a Deed

Lessee Details

Date

THE COMMON SEAL of the SHIRE OF)
GNOWANGERUP was hereunto affixed) In the presence of:

Shire President
Keith House

Date

Chief Executive Officer
Shelley Pike

Date

14. INFRASTRUCTURE AND ASSET MANAGEMENT

Nil

15. STATUTORY COMPLIANCE

Nil

16. FINANCE

16.1 ACCOUNTS FOR PAYMENT AND AUTHORISATION – NOVEMBER 2018

Location: Shire of Gnowangerup
Proponent: N/A
File Ref: ADM0451
Date of Report: 11th December 2018
Business Unit: Corporate and Community Services
Officer: CA Shaddick – Senior Finance Officer
Disclosure of Interest: Nil

ATTACHMENTS

- November 2018 Cheque Listing

PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of November 2018.

BACKGROUND

Nil

COMMENTS

The November 2018 cheque list for the period 01/11/2018 to 30/11/2018 is attached as follows:

FUND	AMOUNT
Municipal Fund	\$ 1,085,173.20
Trust Fund	\$ 12,225.40
Credit Card	\$ 2,701.38
TOTAL	\$ 1,100,099.98

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

Regulation 12 states that:

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

POLICY IMPLICATIONS

Purchasing Policy 4.1

Corporate Credit Card Policy 4.7

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Sustainable and Capable Council

Objective: Provide accountable and sustainable leadership

Strategic Initiative: Nil

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	Financial Sustainability
Consequence Rating	Catastrophic
Likelihood Rating	Unlikely
Acceptance Rating	Acceptable
Risk Acceptance Criteria	Risk Acceptable with adequate controls

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

This is a standard item in the Ordinary Council Meeting Agenda.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

Moved: Cr S Hmeljak

Seconded: Cr F Hmeljak

1218.135 **That Council:**
Approve the Schedule of Accounts:
Municipal Fund Cheques 27388 – 27405, EFT 14128 – EFT 14222, Superannuation
and Direct Deposits totalling \$1,085,173.20 and Trust Fund Cheques 893–897
totalling \$12,225.40 and Corporate Credit Card totalling \$2,701.38.

UNANIMOUSLY CARRIED: 7/0

Chq/EFT	Date	Name	Description	Amount
893	5/11/2018	BUILDING COMMISSION	BUILDING APPLICATIONS FOR OCTOBER 2018	\$ 113.30
894	5/11/2018	SHIRE OF GNOWANGERUP	COMMISSION FOR OCTOBER 2018	\$ 10.00
895	14/11/2018	BUILDING COMMISSION	BALANCE OF BUILDING APPLICATION OCTOBER 2018	\$ 150.38
896	14/11/2018	SHIRE OF GNOWANGERUP	COMMISSION FOR APPLICATION GN201819005	\$ 5.00
897	21/11/2018	WCP CIVIL PTY LTD	50% RETENTION PAID ON PRACTICAL COMPLETION	\$ 11,946.72
TOTAL TRUST ACCOUNT				\$ 12,225.40
EFT14128	8/11/2018	AA CONTRACTORS	AA CONTRACTORS DRAINAGE FOR KWOBURUP RD, AIRPORT RD, GNOWANGERUP TAMBELLUP RD	\$ 31,168.50 W
EFT14129	8/11/2018	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 80.00
EFT14130	8/11/2018	ADRIENNE JOYCE	RENTAL ONG GRADER DRIVER 14/11/2018 - 11/12/2018	\$ 520.00
EFT14131	8/11/2018	AIR LIQUIDE	CYLINDER HIRE FEES	\$ 149.68
EFT14132	8/11/2018	ALBANY RECORDS MANAGEMENT	DESTRUCTION OF SHREDDING BINS, TRAVEL AND DELIVERY OF NEW BINS	\$ 378.40
EFT14133	8/11/2018	AMD CHARTERED ACCOUNTANTS	AUDIT - ROADS TO RECOVERY 30.6.2018	\$ 748.00
EFT14134	8/11/2018	ASHLEIGH ANNE NUTTALL	RENT GNP GRADER DRIVER 19/11/2018 - 16/12/2018	\$ 1,000.00
EFT14135	8/11/2018	B P HARRIS & SON	WELDING WIRE FOR REPAIRS TO WATER TANK ON BACK OF TRUCK P2056	\$ 88.00
EFT14136	8/11/2018	BATTERY WORLD ALBANY	4X N70 YUASA BATTERY FOR GN.0044	\$ 799.80
EFT14137	8/11/2018	BGL SOLUTIONS	AS PER CONTRACT	\$ 10,429.53
			REPAIRS TO IRRIGATION AT VAREY PARK	\$ 174.90
			REPAIRS TO WATER LEAK AT INFORMATION BAY	\$ 144.23
			RETIC REPAIRS TO MAIN STREET GARDEN BEDS	\$ 63.47
			REPAIRS TO RETIC AT OLD KINDY	\$ 58.30

EFT14138	8/11/2018	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	130.00
EFT14139	8/11/2018	GNOWANGERUP FUEL SUPPLIES	FUEL FOR SHIRE FLEET	\$	1,209.21
EFT14140	8/11/2018	GNOWANGERUP NEWSAGENCY	NEWSPAPERS FOR OCTOBER	\$	65.90
EFT14141	8/11/2018	GNOWANGERUP PHARMACY	FIRST AID SUPPLIES FOR SWIMMING POOL	\$	165.75
EFT14142	8/11/2018	GNOWANGERUP TYRE SERVICE	SUPPLY AND FIT TYRE FOR TANDOM TRAILER	\$	97.00
EFT14143	8/11/2018	HARJWAY	HIRE GRADER FOR SHOULDER GRADING SANDALWOOD ROAD PRIOR TO RESEALING	\$	8,580.00
EFT14144	8/11/2018	HEWER CONSULTING SERVICES	AGRN743 FLOOD DAMAGE RESTORATION WORKS. SUPERVISION OF CONTRACTORS AND DOCUMENT PRESENTATION	\$	34,673.84 W
EFT14145	8/11/2018	JERRAMUNGUP ELECTRICAL SERVICE	CHECK CHLORINE FLOW SWITCH AND REWIRE REPAIRS TO CEILING FANS 20 MCDONALD STREET	\$	335.50 266.06
EFT14146	8/11/2018	JH COMPUTER SERVICES PTY LTD	ONSITE TRAVEL TIME TO GNOWANGERUP AND SETUP ONSITE AT SHIRE ADMIN OFFICE	\$	2,090.00
EFT14147	8/11/2018	LANDGATE	UV'S CHARGABLE SCHD 2018/6	\$	82.10
EFT14148	8/11/2018	LGRCEU	PAYROLL DEDUCTIONS	\$	164.00
EFT14149	8/11/2018	MARKETFORCE	JOB ADVERTISEMENT 'WORKS ADMINISTRATION ASSISTANT' ALBANY ADVERTISER & GREAT SOUTHERN HERALD	\$	1,487.04
EFT14150	8/11/2018	MESSAGEMEDIA	3704 MESSAGES SENT OCTOBER	\$	529.67
EFT14151	8/11/2018	OLUMAYOKUN OLUYEDE	CASH SUBSIDY AS PER CONTRACT OCTOBER 2018	\$	11,000.00
EFT14152	8/11/2018	ONGERUP TYRES & AUTOMOTIVE	NEW TYRE FOR JOHN DEERE MOWER (GNP)	\$	90.00
EFT14153	8/11/2018	ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR MONTHLY ACCESS FEE	\$	528.00

EFT14154	8/11/2018	PUBLIC LIBRARIES WESTERN AUSTRALIA	PLWA MEMBERSHIP 2018/19	\$	170.00
EFT14155	8/11/2018	RAY FORD SIGNS	OHS SIGNS FOR DEPOT	\$	1,156.49
EFT14156	8/11/2018	RECORDS ARCHIVES HISTORICAL MANAGEMENT	COMPLETION OF ARCHIVING PROGRAM AS PER UPDATE APRIL 2018	\$	9,590.63
EFT14157	8/11/2018	RIVER HILL CONTRACTING	RIVERHILL ROADWORKS HINKLEY ROAD, TIELINE ROAD, STRATHAVEN ROAD, AIRPORT RD	\$	207,974.80 W
EFT14158	8/11/2018	SHIRE OF CUBALLING	BUILDING SURVEYOR SERVICES FOR SEPTEMBER 2018	\$	3,321.90
EFT14159	8/11/2018	SIGMA CHEMICALS	POOL CHEMICALS, CHLORINE, DRY ACID, SODIUM BICARBONATE PHOTOMETER, TEST STRIPS, PALLET	\$	1,791.90
EFT14160	8/11/2018	ST JOHN AMBULANCE ASSOC OF WA	DEFIB SUPPLIES - BATTERY, ADULT PADS, CHILD PADS AT POOL	\$	517.00
EFT14161	8/11/2018	STAR SALES & SERVICE	TRIMMER LINE	\$	51.00
EFT14162	8/11/2018	THE BOTTLE-O NORTH ROAD	REFRESHMENTS FOR COUNCIL	\$	330.17
EFT14163	8/11/2018	TRUCKLINE	2X LED WARNING LIGHTS	\$	375.56
EFT14164	8/11/2018	WOOD & GRIEVE ENGINEERS	DESIGN AND DOCUMENTATION OF ELECTRICAL PLAN OF WESTERN POWER APPLICATION FOR CUNEO CLOSE DEVELOPMENT	\$	660.00
EFT14165	14/11/2018	A & B CANVAS AUSTRALIA	WIND SOCK FOR AIRSTRIP 3650MM X 900MM DIA - WHITE	\$	251.90
EFT14166	14/11/2018	AMD CHARTERED ACCOUNTANTS	AUDIT FINANCIAL STATEMENTS 30.06.2018	\$	9,020.00
EFT14167	14/11/2018	AUSTRALIA POST	POSTAGE FOR OCTOBER	\$	578.40
EFT14168	14/11/2018	CITY OF ALBANY	GRADE GNOWANGERUP SECTION OF CHILLINUP ROAD	\$	477.70
EFT14169	14/11/2018	COURIER AUSTRALIA	FREIGHT	\$	88.56
EFT14170	14/11/2018	ENVIRONMENTAL MONITORING SYSTEMS	ENVIRONMENTAL HEALTH SERVICES SEPTEMBER 2018	\$	9,191.35
EFT14171	14/11/2018	FIRE & SAFETY WA	PPE GLOVES/GOGGLES BFB	\$	1,753.95 F

EFT14172	14/11/2018	GNOWANGERUP TYRE SERVICE	INNER TUBE	\$	20.00
EFT14173	14/11/2018	JH COMPUTER SERVICES PTY LTD	2X OFFICE COMPUTERS (TO REPLACE EA AND FO)PLUS 4X SCREENS	\$	4,330.30
EFT14174	14/11/2018	JR & A HERSEY PTY LTD	GYMPIE HAMMER, TERMINAL KIT, MAGNETIC LEVEL, HEAVY DUTY WD LUBE	\$	432.82
EFT14175	14/11/2018	OFFICEWORKS	DIARY - COMMUNITY DEVELOPMENT COORDINATOR	\$	42.73
EFT14176	14/11/2018	ONGERUP FARM SUPPLIES - MICK CREAGH	KNOCKOUT PRO FOR VERGE SPRAYING	\$	225.40
EFT14177	14/11/2018	RECORDS ARCHIVES HISTORICAL MANAGEMENT	DISASTER PLAN PREPARATION	\$	885.50
EFT14178	14/11/2018	SUNNY INDUSTRIAL BRUSHWARE	TWO SETS OF BROOMS FOR CAT BA118C BROOM	\$	3,367.10
EFT14179	14/11/2018	WARREN BLACKWOOD WASTE	BINS PICK UP 04/10, 11/10, 18/10, 25/10	\$	7,180.80
EFT14180	14/11/2018	WESTRAC EQUIPMENT PTY LTD	CAT SKID STEER 500 SERVICE HOUR MAINTENANCE	\$	973.39
EFT14181	14/11/2018	WINC. (WORK INCORPORATED)	STATIONERY & CLEANING PRODUCTS	\$	663.39
EFT14182	14/11/2018	YONGERGNOW MALLEEFOWL CENTRE	CATERING FOR LIBRARY OPENING 7/11/2018	\$	350.00
EFT14183	21/11/2018	AA CONTRACTORS	FLOOD RESTORATION AGRN 743 TOOMPUP STH, SANDALWOOD	\$	215,525.75 W
EFT14184	21/11/2018	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	80.00
EFT14185	21/11/2018	ALBANY AUTOS	2X ISUZU OIL FILTERS	\$	174.24
EFT14186	21/11/2018	ALBANY MAPPING & SURVEYING SERVICES	SURVEYING SERVICES FOR DOPLH SUBDIVISION JOB NO:173006 - RESERVE 14184, ALYMORE STREET, GNOWANGERUP	\$	4,084.30
EFT14187	21/11/2018	ALBANY OFFICE PRODUCTS DEPOT	SHREDDER BAGS	\$	117.81
EFT14188	21/11/2018	ARMADILLO GROUP	HYDRAULIC HOSE AND PARTS	\$	423.03
EFT14189	21/11/2018	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	130.00

EFT14190	21/11/2018 BUNNINGS ALBANY	8 X FLURO LIGHTS AND STARTERS	\$	177.12
EFT14191	21/11/2018 CAST-TECH GROUP	PREMIX AND AGGREGATE	\$	2,068.00 W
EFT14192	21/11/2018 COURIER AUSTRALIA	FREIGHT	\$	26.90
EFT14193	21/11/2018 CS LEGAL	PROVIDE ADVICE ON CONVERSION OF 25 YOUGENUP RD GNOWANGERUP TO SHIRE RESERVE OR TRANSFER OF FREEHOLD TO SHIRE	\$	3,272.43
EFT14194	21/11/2018 CUTTING EDGES EQUIPMENT PARTS	GRADER BLADES	\$	12,202.48
EFT14195	21/11/2018 DEPARTMENT WATER & ENVIRONMENTAL REG	GREASE TRAPS CLEANING	\$	176.00
EFT14196	21/11/2018 DL CONSULTING	PREPARE ANNUAL FINANCIAL REPORT	\$	1,375.00
EFT14197	21/11/2018 GLENICE DAVIDSON	BORDEN TOILET CLEANING AUGUST-OCT 2018	\$	799.50
EFT14198	21/11/2018 GNOWANGERUP DISTRICT HIGH SCHOOL	AWARD NIGHT CONTRIBUTION	\$	80.00
EFT14199	21/11/2018 GNOWANGERUP SPORTING COMPLEX	COMPLEX HIRE FOR REGIONAL ROAD GROUP MEETING	\$	385.00
EFT14200	21/11/2018 GNOWANGERUP TYRE SERVICE	2XTRAILER TYRE FOR REPAIR GN.17003	\$	600.00
EFT14201	21/11/2018 JERRAMUNGUP ELECTRICAL SERVICE	REPAIR LIGHTS AT VAREY PARK	\$	598.40
		REPAIRS TO FLOW METER AT POOL	\$	129.25
		REPAIRS TO ONGERUP WAR MEMORIAL	\$	216.70
EFT14202	21/11/2018 JR & A HERSEY PTY LTD	WORK UNIFORMS DEPOT	\$	5,915.75
EFT14203	21/11/2018 LGRCEU	PAYROLL DEDUCTIONS	\$	164.00
EFT14204	21/11/2018 NARROGIN MITSUBISHI	MATTS FOR PAJERO MANAGER WORKS	\$	215.60
EFT14205	21/11/2018 PHOENIX CIVIL & EARTHMOVING PTY LTD	FLOOD RESTORATION DAMAGE FOR ARGN743 BOXWOOD HILL ONGERUP ROAD AND BORDEN BREMER BAY ROAD	\$	140,640.50 W

EFT14206	21/11/2018	PRIMARIES GNOWANGERUP	VARIOUS HARDWARE ITEMS	\$	1,718.05
EFT14207	21/11/2018	RECORDS ARCHIVES HISTORICAL MANAGEMENT	ARCHIVING MEDICAL RECORDS	\$	759.00
EFT14208	21/11/2018	SADLERS BUTCHERS	CATERING FOR COUNCIL MEETINGS	\$	264.00
EFT14209	21/11/2018	TOPAZ GLOBAL	SEAT AND DASH COVER FOR ROLLER GN.0041	\$	407.00
EFT14210	21/11/2018	TRAILBLAZERS	13 HEAD NETS	\$	91.00
EFT14211	21/11/2018	WA CONTRACT RANGER SERVICES	RANGER SERVICES 30/10, 07/11, 14/11	\$	2,772.00
EFT14212	21/11/2018	WARREN BLACKWOOD WASTE	LANDFILL COMPACTION	\$	1,100.00
EFT14213	21/11/2018	CANCELLED	INCORRECT BANK DETAILS	\$	0.00
EFT14214	22/11/2018	AFGRI EQUIPMENT AUSTRALIA PTY LTD	1ISOLATOR BATTERY FUEL FILTER & SWITCH	\$	519.33
EFT14215	22/11/2018	BECKS TRANSPORT	FREIGHT OF SHELVING FROM PERTH TO ONGERUP LIBRARY (YONGERGNOW)	\$	201.52
EFT14216	22/11/2018	BORDEN PRIMARY SCHOOL	HONOR AWARD 2018	\$	55.00
EFT14217	22/11/2018	DFES	2018/19 ESL QUARTER 2 CONTRIBUTION	\$	19,557.00
EFT14218	22/11/2018	DOWNER EDI WORKS PTY LTD	9 TONNE PREMIX FOR ROAD MAINTENANCE	\$	1,790.61
EFT14219	22/11/2018	GNOWANGERUP TYRE SERVICE	TYRE FOR JOHN DEERE MOWER	\$	110.00
EFT14220	22/11/2018	ONGERUP TYRES & AUTOMOTIVE	FOUR TYRES FOR ONGERUP GARDENERS VEHICLE GN.051	\$	1,194.00
EFT14221	22/11/2018	SHORT STAY VILLA	ROSEMARY - ACCOMMODATION 14TH SEPTEMBER - 11TH NOVEMBER	\$	3,780.00
EFT14222	22/11/2018	WCP CIVIL PTY LTD	CUNEO CLOSE PROGRESS PAYMENT NO 4	\$	209,932.90
27388	8/11/2018	DEPARTMENT OF TRANSPORT	LICENSE RENEWAL GN.17113	\$	24.30
27389	8/11/2018	GNOWANGERUP IGA	CONSUMABLES	\$	436.95

27390	8/11/2018	HARVEY NORMAN	STICK VACUUM FOR RECORDS ROOM	\$	299.00
27391	8/11/2018	SYNERGY	SUPPLY PERIOD 31 DAYS TO 01/11/2018	\$	2,225.30
			STREET LIGHTS	\$	3,620.35
27392	14/11/2018	DEPARTMENT OF TRANSPORT	LICENSE RENEWAL GN.7889 BFB FAST FILL TRAILER	\$	25.60 F
27393	14/11/2018	GARRY LESTER RICHARDSON	RATES FOR REFUND A3167 TO BE RECEIPTED TO RENT YOUGENUP RD	\$	1,250.00
27394	14/11/2018	CANCELLED	PRINTING ERROR	\$	0.00
27395	14/11/2018	TELSTRA	USAGE, SERVICE, EQUIPMENT AND DIRECTORY CHARGES	\$	1,515.46
27396	14/11/2018	THE DRUG DETECTION AGENCY	STAFF TESTING 05/11/2018	\$	96.25
27397	14/11/2018	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES	\$	4,840.07
27398	14/11/2018	WESTERN POWER	WESTERN POWER COMMERCIAL SUPPLY OF POWER TO CUNEO CLOSE	\$	28,912.00
27399	14/11/2018	SYNERGY	SUPPLY PERIOD 60 DAYS	\$	871.55
27400	21/11/2018	SHIRE OF GNOWANGERUP	PETTY CASH REIMBURSEMENT	\$	291.80
27401	21/11/2018	ST LUKE'S FAMILY PRACTICE KATANNING	PRE PLACEMENT MEDICAL	\$	132.00
27402	21/11/2018	SYNERGY	SUPPLY PERIOD 54 DAYS	\$	282.15
27403	21/11/2018	TELSTRA	DISCONNECTION FEE FOR ONGERUP LIBRARY	\$	350.86
27404	21/11/2018	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES 08/09/2018-07/11/2018	\$	1,888.53
27405	22/11/2018	LES COOKE INSTRUMENT CO PTY LTD	3 X BATTERY COVER FOR BFB WEATHER METERS	\$	26.85 f
DD4197.1	14/11/2018	WALGS PLAN	PAYROLL DEDUCTIONS	\$	12,309.28
DD4197.2	14/11/2018	MTAA SUPERANNUATION FUND	PAYROLL DEDUCTIONS	\$	607.11

DD4197.3	14/11/2018 MURRON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$	183.54
DD4197.4	14/11/2018 CARE SUPER	PAYROLL DEDUCTIONS	\$	468.75
DD4197.5	14/11/2018 SMSF	PAYROLL DEDUCTIONS	\$	1,354.65
DD4197.6	14/11/2018 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	735.17
DD4197.7	14/11/2018 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,191.50
DD4197.8	14/11/2018 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	652.49
DD4197.9	14/11/2018 HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$	440.78
DD4204.1	28/11/2018 WALGS PLAN	PAYROLL DEDUCTIONS	\$	7,153.35
DD4204.2	28/11/2018 MTA SUPERANNUATION FUND	PAYROLL DEDUCTIONS	\$	607.11
DD4204.3	28/11/2018 MURRON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$	183.54
DD4204.4	28/11/2018 CARE SUPER	PAYROLL DEDUCTIONS	\$	468.75
DD4204.5	28/11/2018 REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	140.57
DD4204.6	28/11/2018 SMSF	PAYROLL DEDUCTIONS	\$	958.92
DD4204.7	28/11/2018 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	321.24
DD4204.8	28/11/2018 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	780.66
DD4204.9	28/11/2018 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	584.60
DD4208.2	30/11/2018 NATIONAL AUSTRALIA BANK	SEE DETAILS BELOW	\$	0.00
DD4197.10	14/11/2018 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	619.34
DD4197.11	14/11/2018 BENDIGO SMARTSTART SUPER	SUPERANNUATION CONTRIBUTIONS	\$	310.58

DD4197.12	14/11/2018 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	128.35
DD4204.10	28/11/2018 HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$	440.78
DD4204.11	28/11/2018 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	219.92
DD4204.12	28/11/2018 BENDIGO SMARTSTART SUPER	SUPERANNUATION CONTRIBUTIONS	\$	217.40
DD4204.13	28/11/2018 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	107.01
TOTAL MUNICIPAL ACCOUNT			\$	1,085,173.20
	16/10/2018 HOYTS CINEMA	J DAVIES 20 YEARS SERVICE FAREWELL GIFT	\$	80.00
	17/10/2018 SHIRE OF GNOWANGERUP	PLATE REMAKE AND TRANSFER GN.037	\$	87.20
	18/10/2018 SHIRE OF GNOWANGERUP	PLATE CHANGE GN.0048	\$	26.85
	22/10/2018 BROADWATER RESORT COMO	J DAVIES 20 YEARS SERVICE FAREWELL GIFT	\$	500.00
	23/10/2018 SHIRE OF GNOWANGERUP	PLATE TRANSFER AND REGISTRATION GN.004	\$	349.60
	23/10/2018 PATHWEST LABORATORY NEDLANDS	STAFF DRUG TESTING	\$	240.50
	29/10/2018 GULL SETTLERS ROADHOUSE	FUEL SHIRE FLEET GN.00	\$	71.93
	30/10/2018 SHIRE OF GNOWANGERUP	PLATE TRANSFER AND REMAKE GN.0041	\$	84.05
	2/11/2018 QANTAS AIRWAYS	RETURN FLIGHT R. SENEVIRATNE	\$	516.42
	2/11/2018 WESTNET	SHIRE & CEO HOME INTERNET	\$	232.83
	6/11/2018 CURTIN UNIVERSITY	ACT BELONG COMMIT MERCHANDISE	\$	285.00
	8/11/2018 TELSTRA	DCEO HOME INTERNET - REIMBURSED BY VIN \$139.00	\$	209.00
	9/11/2018 NAB	CORPORATE CREDIT CARD FEES	\$	18.00

TOTAL CORPORATE CREDIT CARD

\$ 2,701.38

CERTIFICATE OF SENIOR FINANCE OFFICER

I HEREBY CERTIFY THE FOLLOWING SCHEDULE OF ACCOUNTS:

TOTAL FOR MUNICIPAL FUND: EFT 14128 -14222, Cheque 27388 - 27405, DD Super Clearing House = \$1,085,173.20

TOTAL FOR TRUST FUND: Cheque 893 - 897 \$12,225.40

TOTAL FOR CREDIT CARD: \$2,701.38

CHIEF EXECUTIVE OFFICER

- F Fully Grant Funded
- P Partial Grant Funded
- R Other Funding (Reimbursements)
- W Main Roads Flood Damage

16.2 NOVEMBER 2018 MONTHLY FINANCIAL REPORT

Location: Shire of Gnowangerup
Proponent: N/A
File Ref: ADM0451
Date of Report: 14th December 2018
Business Unit: Corporate and Community Services
Officer: D. Long – Finance Consultant
C. Shaddick – Senior Finance Officer
Disclosure of Interest: NIL

ATTACHMENTS

Monthly Financial Statements for period 30 November 2018 including:

- Statement of Financial Activity
- Report on Material Differences
- Comprehensive Income by Program and Nature & Type
- Statement of Cash Flows
- Current Assets and Liabilities

PURPOSE OF THE REPORT

For Council to receive and accept the Monthly Financial Report to 30 November 2018, note that figures are subject to change as a result of end of year procedures and the audit process.

BACKGROUND

Nil

COMMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires a local government 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 that month.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996
Reg. 34 Financial activity statement required each month

POLICY IMPLICATIONS

Reporting Material Differences Policy 4.2
Investment Policy 4.5

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Sustainable and Capable Council

Objective: Provide accountable and sustainable leadership

Strategic Initiative: Nil

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	Financial Sustainability
Consequence Rating	Catastrophic
Likelihood Rating	Unlikely
Acceptance Rating	Acceptable
Risk Acceptance Criteria	Risk Acceptable with adequate controls

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

This is a standard item in the Ordinary Council Meeting Agenda.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

Moved: Cr F Hmeljak

Seconded: Cr R House

**1218.136 That Council:
Receive and accept the Monthly Financial Report for November 2018.**

UNANIMOUSLY CARRIED: 7/0

SHIRE OF GNOWANGERUP

MONTHLY FINANCIAL REPORT

30 NOVEMBER 2018

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 30 NOVEMBER 2018

	NOTES	2018-19 ANNUAL BUDGET	2018-19 JULY - NOV BUDGET	2018-19 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)		\$	\$	\$
General Purpose Funding		(129,467)	(56,966)	(51,036)
Governance		(1,102,041)	(484,362)	(278,817)
Law, Order, Public Safety		(340,336)	(140,638)	(81,509)
Health		(250,299)	(104,485)	(104,968)
Education and Welfare		(26,524)	(15,059)	(6,107)
Housing		(56,914)	(36,625)	(19,112)
Community Amenities		(598,782)	(307,912)	(153,699)
Recreation and Culture		(1,694,532)	(837,930)	(335,764)
Transport		(6,646,343)	(2,890,450)	(2,810,169)
Economic Services		(343,278)	(164,823)	(32,512)
Other Property and Services		(214,590)	(267,808)	(124,204)
		(11,403,105)	(5,307,060)	(3,997,899)
REVENUE				
General Purpose Funding		4,569,139	418,569	4,252,075
Governance		0	0	136
Law, Order, Public Safety		54,052	18,919	20,748
Health		300	0	317
Education and Welfare		11,500	4,636	200
Housing		84,280	37,926	35,881
Community Amenities		293,921	267,303	269,198
Recreation and Culture		24,400	11,641	6,947
Transport		3,448,829	1,429,764	2,042,293
Economic Services		12,372	1,383	2,050
Other Property & Services		120,408	57,466	90,765
		8,619,201	2,247,607	6,720,609
<i>Increase(Decrease)</i>		(2,783,904)	(3,059,453)	2,722,710
FINANCE COSTS				
General Purpose Funding		0		0
Housing		(16,874)	(7,215)	(7,215)
Community Amenities		(221)	0	0
Recreation & Culture		(26,959)	(9,264)	(9,264)
Transport		(12,000)	0	0
Other Property & Services		0	0	0
Total Finance Costs		(56,054)	(16,479)	(16,479)
NON-OPERATING REVENUE				
General Purpose Funding		0	0	0
Law, Order & Public Safety		0	0	0
Housing		367,500	0	0
Recreation & Culture		0	0	0
Transport		728,172	0	403,943
Economic Services		0	0	0
Total Non-Operating Revenue		1,095,672	0	403,943
PROFIT/(LOSS) ON SALE OF ASSETS				
Law, Order & Public Safety		0	0	0
Health		0	0	0
Community Amenities		0	0	0
Recreation & Culture Profit		0	0	0
Recreation & Culture Loss		0	0	0
Transport Profit		0	0	0
Transport Loss		0	0	0
Other Property & Services Profit		0	0	0
Other Property & Services Loss		0	0	0
Total Profit/(Loss)		0	0	0
NET RESULT		(1,744,286)	(3,075,932)	3,110,175
Other Comprehensive Income				
Changes on revaluation of non-current assets		0	0	0
Total Abnormal Items		0	0	0
TOTAL COMPREHENSIVE INCOME		(1,744,286)	(3,075,932)	3,110,175

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 30 NOVEMBER 2018

	2018-19 BUDGET	2018-19 ACTUAL
Expenses		
Employee Costs	(2,157,672)	(937,997)
Materials and Contracts	(5,503,216)	(2,766,561)
Utility Charges	(173,500)	(57,948)
Depreciation on Non-Current Assets	(2,985,960)	0
Interest Expenses	(56,054)	(28,033)
Insurance Expenses	(211,068)	(183,164)
Other Expenditure	(371,690)	(40,673)
	(11,459,159)	(4,014,377)
Revenue		
Rates	4,005,853	4,038,555
Operating Grants, Subsidies and Contributions	746,003	486,397
Fees and Charges	346,222	128,712
Service Charges	0	0
Interest Earnings	67,420	39,488
Other Revenue	3,453,703	2,027,458
	8,619,201	6,720,609
	(2,839,958)	2,706,232
Non-Operating Grants, Subsidies & Contributions	1,095,672	403,943
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0
Profit on Asset Disposals	0	0
Loss on Asset Disposals	0	0
	1,095,672	403,943
Net Result	(1,744,286)	3,110,175
Other Comprehensive Income		
Changes on revaluation of non-current assets	0	0
Total Other Comprehensive Income	0	0
TOTAL COMPREHENSIVE INCOME	(1,744,286)	3,110,175

SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 30 NOVEMBER 2018

	Note	2017-18 ACTUAL \$	2018-19 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		584,969	2,640,667	2,055,699
Restricted Cash & Cash Equivalents		1,994,946	2,000,652	5,705
Trade and other receivables		2,476,324	1,877,487	-598,837
Inventories		29,548	40,817	11,268
Other assets		0	0	0
Total current assets		5,085,788	6,559,623	1,473,835
Non-current assets				
Trade and other receivables		216,796	216,796	0
LG House Unit Trust		6,186	6,186	0
Property, infrastructure, plant and equipment		30,268,914	30,803,868	534,954
Infrastructure Assets		89,714,587	89,928,133	213,546
Total non-current assets		120,206,483	120,954,983	748,500
Total assets		125,292,271	127,514,606	2,222,336
Current liabilities				
Trade and other payables		233,000	409,612	-176,612
Interest-bearing loans and borrowings		1,163,537	1,094,015	69,521
Provisions		324,814	329,885	-5,071
Total current liabilities		1,721,351	1,833,513	-112,161
Non-current liabilities				
Interest-bearing loans and borrowings		749,852	-250,148	1,000,000
Provisions		104,800	104,800	0
Total non-current liabilities		854,651	-145,349	1,000,000
Total liabilities		2,576,003	1,688,164	887,839
Net assets		122,716,268	125,826,442	3,110,175
Equity				
Retained surplus		43,260,431	42,626,073	-634,359
Net Result		-628,654	3,110,175	3,738,828
Reserve - asset revaluation		78,094,181	78,094,180	-1
Reserve - Cash backed		1,990,309	1,996,015	5,705
Total equity		122,716,268	125,826,442	3,110,175

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

SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 30 NOVEMBER 2018

Note	2017-18 ACTUAL \$	2018-19 BUDGET \$	2018-19 ACTUAL \$
Cash Flows from operating activities			
Payments			
Employee Costs	(2,322,997)	(2,110,373)	(943,056)
Materials & Contracts	(9,288,820)	(5,497,574)	(2,529,424)
Utilities (gas, electricity, water, etc)	(152,816)	(173,500)	(57,948)
Insurance	(169,375)	(56,054)	(183,164)
Interest Expense	(47,253)	(211,068)	(17,903)
Goods and Services Tax Paid	(300,000)	0	0
Other Expenses	(194,954)	(371,689)	(69,272)
	(12,476,215)	(8,420,258)	(3,800,768)
Receipts			
Rates	3,856,106	4,005,853	3,282,945
Operating Grants & Subsidies	1,216,396	746,003	486,397
Contributions, Reimbursements & Donations	0	0	0
Fees and Charges	223,463	346,222	128,712
Interest Earnings	103,186	67,420	39,488
Goods and Services Tax	189,811	109,879	68,050
Other	6,759,854	5,591,971	3,270,660
	12,348,816	10,867,348	7,276,251
Net Cash flows from Operating Activities	9 (127,399)	2,447,090	3,475,483
Cash flows from investing activities			
Payments			
Purchase of Land	(250,688)	(510,000)	(453,432)
Purchase of Buildings	(93,045)	(954,930)	(6,902)
Purchase Plant and Equipment	(327,274)	(732,000)	(164,051)
Purchase Furniture and Equipment	(18,739)	(5,000)	(5,001)
Purchase Road Infrastructure Assets	(1,218,668)	(1,300,381)	(188,960)
Purchase of Footpath Assets	0	(5,000)	0
Purchase Aerodrome Assets	(3,099)	0	0
Purchase Drainage Assets	0	(9,000)	0
Purchase Sewerage Assets	(45,775)	(50,000)	0
Purchase Parks & Ovals Assets	(4,700)	(4,858)	(2,200)
Purchase Solid Waste Assets	0	0	0
Purchase Infrastructure Other Assets	0	(8,000)	0
Receipts			
Proceeds from Sale of Assets	77,809	223,000	72,045
Non-Operating grants used for Development of Assets	654,212	1,095,672	403,943
	(1,229,968)	(2,260,497)	(344,557)
Cash flows from financing activities			
Repayment of Debentures	(163,109)	(1,163,539)	(1,069,521)
Advances to Community Groups	0	0	0
Revenue from Self Supporting Loans	26,352	27,433	0
Proceeds from New Debentures	1,000,000	367,500	0
Net cash flows from financing activities	863,243	(768,606)	(1,069,521)
Net increase/(decrease) in cash held	(494,124)	(582,013)	2,061,404
Cash at the Beginning of Reporting Period	3,074,039	2,579,916	2,579,915
Cash at the End of Reporting Period	9 2,579,915	1,997,903	4,641,319

SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 30 NOVEMBER 2018

Notes

	2017-18 ACTUAL \$	2018-19 BUDGET \$	2018-19 ACTUAL \$
RECONCILIATION OF CASH			
Cash at Bank - Unrestricted	587,764	1,996,061	2,638,826
Cash at Bank Reserves - Restricted	1,990,309		2,000,652
Cash on Hand	1,842	1,842	1,842
TOTAL CASH	2,579,915	1,997,903	4,641,320
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	-923,476	-1,744,286	3,110,175
Add back Depreciation	2,932,726	2,985,960	0
(Gain)/Loss on Disposal of Assets	23,298	0	0
Self Supporting Loan Principal Reimbursements	0	0	0
Contributions for the Development of Assets	-654,212	-1,095,672	-403,943
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	-8,345	0	-11,268
(Increase)/Decrease in Receivables	-1,555,399	2,248,147	562,474
Increase/(Decrease) in Accounts Payable	-28,471	5,642	212,976
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	86,480	47,299	5,071
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	-127,399	2,447,090	3,475,483

**SHIRE OF GNOWANGERUP
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDING 30 NOVEMBER 2018**

	2017-18 ACTUAL	2018-19 ANNUAL BUDGET	2018-19 JULY- NOV BUDGET	2018-19 JULY- NOV ACTUAL	MATERIAL VARIANCES %
OPERATING REVENUE	\$	\$	\$	\$	
General Purpose Funding	1,510,710	771,744	418,569	455,426	Variance within % Threshold
Governance	182	0	0	136	0.00%
Law, Order Public Safety	75,889	54,052	18,919	20,748	Variance within % Threshold
Health	395	300	0	317	0.00%
Education and Welfare	12,023	11,500	4,636	200	(95.69%)
Housing	79,729	84,280	37,926	35,881	Variance within % Threshold
Community Amenities	317,181	293,921	267,303	269,198	Variance within % Threshold
Recreation and Culture	36,259	24,400	11,641	6,947	(40.32%)
Transport	7,721,579	3,448,829	1,429,764	2,042,293	42.84%
Economic Services	15,524	12,372	1,383	2,050	48.21%
Other Property and Services	204,999	120,408	57,466	90,765	57.94%
	9,974,469	4,821,806	2,247,607	2,923,961	
LESS OPERATING EXPENDITURE					
General Purpose Funding	(164,396)	(129,467)	(56,966)	(51,036)	10.41%
Governance	(679,597)	(1,102,041)	(484,362)	(278,817)	(42.44%)
Law, Order, Public Safety	(289,231)	(340,336)	(140,638)	(81,509)	42.04%
Health	(251,724)	(250,299)	(104,485)	(104,968)	Variance within % Threshold
Education and Welfare	(15,828)	(26,524)	(15,059)	(6,107)	59.44%
Housing	(75,860)	(73,788)	(36,625)	(26,327)	28.12%
Community Amenities	(538,893)	(599,003)	(307,912)	(153,699)	50.08%
Recreation and Culture	(1,676,662)	(1,721,491)	(837,930)	(345,028)	58.82%
Transport	(10,800,247)	(6,658,343)	(2,890,450)	(2,810,169)	Variance within % Threshold
Economic Services	(92,255)	(343,278)	(164,823)	(32,512)	80.27%
Other Property & Services	(585,174)	(214,590)	(267,808)	(124,204)	53.62%
	(15,169,867)	(11,459,159)	(5,307,060)	(4,014,377)	
<i>Increase(Decrease)</i>	(5,195,398)	(6,637,353)	(3,059,453)	(1,090,417)	
ADD					
Movement in Employee Benefits (Non-current)	60,430	47,299	0	0	0.00%
(Profit)/ Loss on the disposal of assets	23,298	0	0	0	0.00%
Depreciation Written Back	2,932,726	2,985,960	994,922	0	100.00%
	3,016,454	3,033,259	994,922	0	
<i>Sub Total</i>	(2,178,945)	(3,604,094)	(2,064,531)	(1,090,417)	
LESS CAPITAL PROGRAMME					
Purchase of Land		0			
Purchase Buildings	(343,732)	(1,464,930)	(583,030)	(460,334)	(21.04%)
Infrastructure Assets - Roads	(1,218,668)	(1,300,381)	(420,011)	(188,960)	55.01%
Infrastructure Assets - Footpaths	0	(5,000)	0	0	0.00%
Infrastructure Assets - Aerodromes	(3,099)	0	0	0	0.00%
Infrastructure Assets - Drainage	0	(9,000)	0	0	0.00%
Infrastructure Assets - Sewerage	(45,775)	(50,000)	(38,520)	0	100.00%
Infrastructure Assets - Parks & Ovals	(4,700)	(4,858)	(4,858)	(2,200)	54.71%
Infrastructure Assets - Other	0	(8,000)	(8,000)	0	100.00%
Purchase Plant and Equipment	(327,274)	(732,000)	(192,000)	(164,051)	14.56%
Purchase Furniture and Equipment	(18,739)	(5,000)	(5,000)	(5,001)	Variance within % Threshold
Proceeds from Sale of Assets	77,809	223,000	187,000	72,045	61.47%
Contributions for the Development of Assets	654,212	1,095,672	291,269	403,943	(38.68%)
Repayment of Debt - Loan Principal	(163,109)	(1,163,539)	(1,069,522)	(1,069,521)	Variance within % Threshold
Self Supporting Loan Principal Income	26,352	27,433	13,579	0	100.00%
Transfer to Reserves	(331,600)	(202,500)	(11,246)	(5,705)	49.26%
	(1,698,325)	(3,599,103)	(1,840,339)	(1,419,784)	
Plus Rounding					
<i>Sub Total</i>	(3,877,269)	(7,203,197)	(3,904,870)	(2,510,201)	
FUNDING FROM					
Transfer from Reserves	237,668	790,302	0	0	0.00%
Loans Raised	1,000,000	367,500	0	0	0.00%
Estimated Opening Surplus at 1 July	1,552,914	2,248,000	2,248,000	2,510,231	11.67%
Amount Raised from General Rates	3,617,710	3,797,395	3,797,395	3,796,648	Variance within % Threshold
Closing Funds	0	0	0	0	

	6,408,292	7,203,197	6,045,395	6,306,879	
NET SURPLUS/(DEFICIT)	2,531,023	(0)	2,140,525	3,796,678	

NOTE 1			
CURRENT RATIO	Current Assets	2,875,577	3.28
	Current Liabilities	877,088	
Ratios greater than one indicate that Council has sufficient current assets to meet it's short term current liabilities.			
NOTE 2 - VARIANCES EXPLAINED			
	OPERATING REVENUE	\$ VARIANCE	% VARIANCE
General Purpose Funding			
Variance within 10% Materiality Threshold		36,857	Variance within % Threshold
Governance			
Reimbursement income not anticipated for reporting period		136	0.00%
Law Order & Public Safety -			
Variance within 10% Materiality Threshold		1,829	Variance within % Threshold
Health			
Medical Centre reimbursement of costs not anticipated		317	0.00%
Education & Welfare			
Education Dept mowing contract received annually not monthly as anticipated		(4,436)	(95.69%)
Housing			
Variance within 10% Materiality Threshold		(2,045)	Variance within % Threshold
Community Amenities			
Variance within 10% Materiality Threshold		1,895	Variance within % Threshold
Recreation & Culture			
Swimming pool entrance fees less than anticipated for reporting period		(4,694)	(40.32%)
Transport			
Roads to Recovery Funds income higher than anticipated for reporting period		612,529	42.84%
Economic Service			
Standpipe fees higher than anticipated for reporting period		667	48.21%
Other Property and Services			
Workers Compensation and Insurance Claim reimbursements higher than anticipated		33,298	57.94%
	OPERATING EXPENDITURE	\$ VARIANCE	% VARIANCE
General Purpose funding			
Conference expenses lower than anticipated for reporting period		5,930	10.41%
Governance			
Administration and Conference costs less than anticipated for reporting period		205,545	-42.44%
Law Order & Public Safety -			
Depreciation not applied for reporting period - no monetary impact		59,129	42.04%
Health			
Variance within 10% Materiality Threshold		(483)	Variance within %
Education & Welfare			
Depreciation not applied for reporting period - no monetary impact		8,952	59.44%
Housing			
Depreciation not applied for reporting period - no monetary impact		10,299	28.12%
Community Amenities			
Depreciation not applied for reporting period - no monetary impact		154,213	50.08%
Recreation & Culture			
Depreciation not applied for reporting period - no monetary impact		492,902	58.82%
Transport			
Depreciation not applied for reporting period - no monetary impact		80,281	Variance within % Threshold
Economic Service			
Depreciation not applied for reporting period - no monetary impact		132,311	80.27%
Other Property & Services			
Depreciation not applied for reporting period - no monetary impact		143,605	53.62%

CAPITAL REVENUE			
<u>Proceeds on Sale of Assets</u>			
Sale of Vehicle GN00		0	
Sale of Vehicle GN002		0	
Sale of Utility (GN0048)	TIMING	23,182	
Sale of Utility GN.037	TIMING	23,182	
Sale of Utility GN.0004	TIMING	25,682	
Sale of Loader GN.0040		0	
Sale of Backhoe GN.0089		0	
Proceeds - Sale of Land		0	
		<u><u>72,045</u></u>	61.47%
<u>Non-Operating Revenue</u>			
<u>Housing</u>			
Commonwealth Grants BBR Funding		0	
<u>Transport</u>			
Regional Road Group Grants		0	
Roads To Recovery Grants	TIMING	167,909	
		<u><u>167,909</u></u>	-38.68%
<u>Transfers from Reserve</u>			
Transfer from Reserve Fund		0	0

CAPITAL EXPENDITURE			
<u>Transfers to Reserve</u>			
Transfers To Reserve Funds - (Inc Interest Earned) - Offset by interest earned on Reserve Term Deposit	TIMING	3,291	
		<u><u>3,291</u></u>	49.26%
<u>Furniture & Equipment</u>			
Administration - Computers and monitor replacements	TIMING	(5,001)	
		<u><u>(5,001)</u></u>	Variance within % Threshold
Total (Over)/Under Budget			

<u>Land & Buildings</u>			
<u>Housing</u>			
Construction of 2 houses on cnr Quinn & Whitehead Sts		0	
20 McDonald St Renewals	TIMING	(6,902)	
2 Cecil Street Bathroom Renewal		0	
<u>Community Amenities</u>			
Land Development Cuneo Close - Project expenses higher than anticipated for the reporting period	TIMING	(172,932)	
<u>Recreation & Culture</u>			
Swimming Pool Capital Expenditure	TIMING	30,000	
Yougenup Community Centre	TIMING	4,030	
Gnp Town Hall Capital		0	
Ongerup Town Hall Renewals		0	
Old Swimming Pool Redevelopment	TIMING	7,500	
Ongerup Community Centre Capital		0	
Ongerup CWA Building Capital		0	
Ongerup Museum Capital		0	
Gnowangerup Star Building Capital		0	
<u>Transport</u>			
Gnowangerup Works Depot Capital		0	
Ongerup Works Depot Capital	TIMING	5,000	
<u>Other Property & Services</u>			
Administration Centre Building Capital		0	
		<u><u>(133,304)</u></u>	(21.04%)
Total (Over)/Under Budget			

CAPITAL EXPENDITURE

<u>Plant & Equipment</u>			
<u>Recreation & Culture</u>			
Purchase Pump and Water Tank - Ongerup oval	TIMING	5,000	
<u>Transport</u>			
Purchase Loader GN0040		0	
Purchase Backhoe GN.0089		0	
Minor Plant Purchases		0	
4 Tonne Multi Roller	TIMING	(50,500)	
Purchase of Utility GN.0048	TIMING	(35,372)	
Purchase of Utility GN.037	TIMING	(33,865)	
Purchase of Utility GN.004		0	
Purchase Canopy for Utility (Ranger)		0	
<u>Other Property & Services</u>			
CEO Vehicle - DECEMBER DELIVERY	TIMING	40,000	
MCS Vehicle - DECEMBER DELIVERY	TIMING	20,000	
	Total (Over)/Under Budget	(54,737)	14.56%
<u>Road Construction</u>			
<u>Roads to Recovery</u>			
Rabbit Proof Fence Rd - Gravel Sheet	TIMING	3,892	
Salt River Road		0	
Gleeson Road Gravel Sheet SLk 5.00 - 9.00	TIMING	33,479	
<u>Regional Road Group</u>			
Tieline Road Reseal		0	
Borden - Bremer Road	TIMING	(721)	
Ongerup-Pingrup Road	TIMING	(3,360)	
<u>Municipal Fund Roads</u>			
Sandalwood Road Reseal	TIMING	(17,072)	
Borden Bremer Bay Road	TIMING	59,287	
Tieline Rd Resheet		0	
Nightwell Rd	TIMING	50,000	
Highdenup Rd Gravel Sheet		0	
	Total (Over)/Under Budget	125,505	55.01%
<u>Footpath Construction</u>			
Footpath Construction		0	
	Total (Over)/Under Budget	0	0.00%
<u>Drainage Infrastructure</u>			
Drainage Renewals		0	
	Total (Over)/Under Budget	0	0.00%
<u>Sewerage Infrastructure</u>			
Ongerup Waste Water Ponds	TIMING	3,860	
	Total (Over)/Under Budget	3,860	100.00%
<u>Parks, Ovals & Reserves Infrastructure</u>			
Community Park Capital	TIMING	2,658	
	Total (Over)/Under Budget	2,658	54.71%
<u>Other Infrastructure</u>			
Caravan Park Other Infrastructure		0	
Street Banners & Banner Poles		0	
	Total (Over)/Under Budget	0	0.00%
Note: (NB) = No Budget Provision Made			

SHIRE OF GNOWANGERUP
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 30 NOVEMBER 2018

CURRENT ASSET	ACTUAL 30 NOV 2018	ACTUAL 30 JUNE 2018
91000 Municipal Fund Bank Account	\$2,638,825	\$583,127
91003 Gnp Office Till Float	\$200	\$200
91004 Gnp Office Petty Cash	\$300	\$300
91005 Swimming Pool Float	\$200	\$200
91008 SWIMMING POOL VENDING MACHINE	\$142	\$142
91009 CASH ON HAND - BANKING CHANGE	\$1,000	\$1,000
91010 Restricted Cash - Long Service Leave Reserve	\$84,330	\$84,089
91011 Restricted Cash - Plant Reserve	\$886,823	\$884,288
91014 Restricted Cash - Ongerup Effluent Line Reserve	\$54,786	\$54,629
91017 Restricted Cash - Area Promotion Reserve	\$29,704	\$29,619
91020 Restricted Cash - Borden Community Development Reserve	\$0	\$0
91023 Restricted Cash - Swimming Pool Upgrade Reserve	\$150,653	\$150,222
91025 Restricted Cash - Land Development Reserve	\$503,408	\$501,969
91026 Restricted Cash - Unspent Grants Reserve	\$0	\$0
91027 Restricted Cash - Computer Replacement Reserve	\$7,842	\$7,819
91029 Restricted Cash - Waste Disposal Reserve	\$241,008	\$240,319
91030 Restricted Cash - Royalties for Regions Unspent Grant	\$0	\$0
91031 Restricted Cash - Futures Fund Reserve	\$15,962	\$15,917
91034 RESTRICTED CASH - LIQUID WASTE FACILITY	\$21,499	\$21,438
91070 Restricted Cash - Kidz Sports Grant	\$0	\$0
91071 Restricted Cash - Cat Sterilisation Grant (DLG)	\$0	\$0
91072 Restricted Cash - ICCWA Stay on Your Feet Grant	\$476	\$476
91073 Restricted Cash - CSRFF Grant Swim Pool (DSR)	\$0	\$0
91074 Restricted Cash - CLGF Grant Swim Pool (RDL)	\$0	\$0
91075 Restricted Cash - Workforce Planning Grant (DLG)	\$0	\$0
91076 Restricted Cash - Club Development Officer Grant (DSR)	\$0	\$0
91077 RESTRICTED CASH - STATE EMERGENCY SERVICES GRANT	\$1,077	\$1,077
91078 RESTRICTED CASH - BUSH FIRE SERVICES GRANT	\$695	\$695
91079 RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR	\$2,389	\$2,389
91100 Rates Debtor - Rates	\$817,976	\$108,758
91101 Rates Debtor - Specified Area Rates	\$15,400	\$5,418
91102 Rates Debtor - Rubbish Collection	\$9,418	\$7,114
91103 Rates Debtor - Health Act Rate	\$27,314	\$17,269
91104 Rates Debtor - Legal Charges	\$14,365	\$17,627
91105 Rates Debtor - Interest/Admin Charges	\$14,780	\$14,757
91106 Rates Debtor - ESL	\$20,030	\$5,317
91107 Rates Debtor - Sundry Charges	\$0	\$0
91108 Rates Debtor - Recycling Charges	\$8,311	\$5,661
91110 Sundry Debtors Control	\$912,001	\$2,155,204
91111 Pensioner Rebate Claims - General Rates	\$4,201	\$1,331
91112 Pensioner Rebate Claims - ESL Levy	\$328	\$92
91120 GST Receivable	\$42,203	\$109,879
93040 GST Payable	\$0	\$0
93041 GST Claimable	\$0	\$374
91130 Accrued Interest on SSL's	\$91	\$91
91140 Self Supporting Loans (Current)	\$27,433	\$27,433
55022 Less Allocated To Works	\$0	\$0
55032 Fuel & Oils Purchased	\$111,776	\$166,026
55042 Less Fuel & Oils Allocated	(\$100,508)	(\$157,681)
91200 Stock On Hand - Fuel & Oils	\$29,548	\$21,203
91201 Stock On Hand - Materials	\$0	\$0
92312 BUILDING ASSET DISPOSAL (DUMMY)	\$0	\$0
	6,595,987	5,085,788
LESS CURRENT LIABILITIES		
93000 Sundry Creditors Control	(\$376,479)	(\$157,938)
93001 ESL Payable	(\$17,615)	\$12,250
93002 ACCRUED EXPENSES	\$0	(\$13,521)
93003 Part Proceeds - Sale of Land	(\$36,364)	(\$36,364)
93010 Accrued Interest On Loans	(\$10,130)	(\$10,130)
93020 Accrued Salaries & Wages	\$0	(\$12,220)
Net Gst Payable/Receivable	\$0	\$0
93030 Rate Payments Received In Advance	(\$5,389)	(\$15,078)
93043 Net Gst Payable/Receivable	\$0	\$0
93050 Net Salaries & Wages	\$0	\$0
93042 GST Liability (Payable)	\$0	\$0
93110 Loan Liability (Current)	(\$2,094,015)	(\$163,537)
80025 WATC SHORT TERM LOAN	\$0	(\$1,000,000)
93200 Provision For Annual Leave (Current)	(\$159,968)	(\$159,968)
93210 Provision For Long Service Leave (Current)	(\$120,863)	(\$115,792)
93220 Provision for Sick Leave Bonus (Current)	(\$49,054)	(\$49,054)
xxxx1 Suspense - police licensing	\$0	\$0
80004 Principal Repayments on Loans	\$0	\$0
80014 WATC SHORT TERM LOAN Principal	\$1,000,000	\$0
	-1,869,876	-1,721,351
SUB-TOTAL	4,726,110.48	3,364,436
ADJUSTMENTS		
95100 Reserves Cash backed	(\$1,996,015)	(\$1,990,309)
Add Back Loan Liability	\$1,094,015	\$1,163,537
Deduct Off Self Supporting Loan Repayments	(\$27,433)	(\$27,433)
	\$0	\$0
Rounding	(\$1)	\$0
SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES	\$ 3,796,678	\$ 2,510,231

17. CONFIDENTIAL ITEMS

Nil

OTHER BUSINESS AND CLOSING PROCEDURES

18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL

Nil

19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

20. DATE OF NEXT MEETING

That the next Ordinary Council Meeting will be held on the 13th February 2019.

21. CLOSURE

The Shire President thanked council and staff for their time and declared the meeting closed at 4:23 pm.