



**SHIRE OF GNOWANGERUP**  
BORDEN GNOWANGERUP ONGERUP

## **MINUTES**

### **ORDINARY MEETING OF COUNCIL**

**24 APRIL 2024**

**Commencing at 3:30pm**

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

#### COUNCIL'S VISION

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

Shire of Gnowangerup

**NOTICE OF AN ORDINARY MEETING OF COUNCIL**

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 24 April 2024, at the Council Chambers 28 Yougenup Road Gnowangerup, commencing at 3:30pm.

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



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

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

*When Council uses this expression it means that:*

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

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



### DISCLAIMER

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

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

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

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

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

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

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

A handwritten signature in blue ink, appearing to read "David Nicholson", is written over a horizontal line.

**David Nicholson**

**CHIEF EXECUTIVE OFFICER**



**DECLARATION OF INTEREST FORM**

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

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

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

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

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

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

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

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

Yours sincerely

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**Notes:**

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

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

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

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

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

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

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

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

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

#### **INTERESTS AFFECTING IMPARTIALITY**

DEFINITION:

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

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

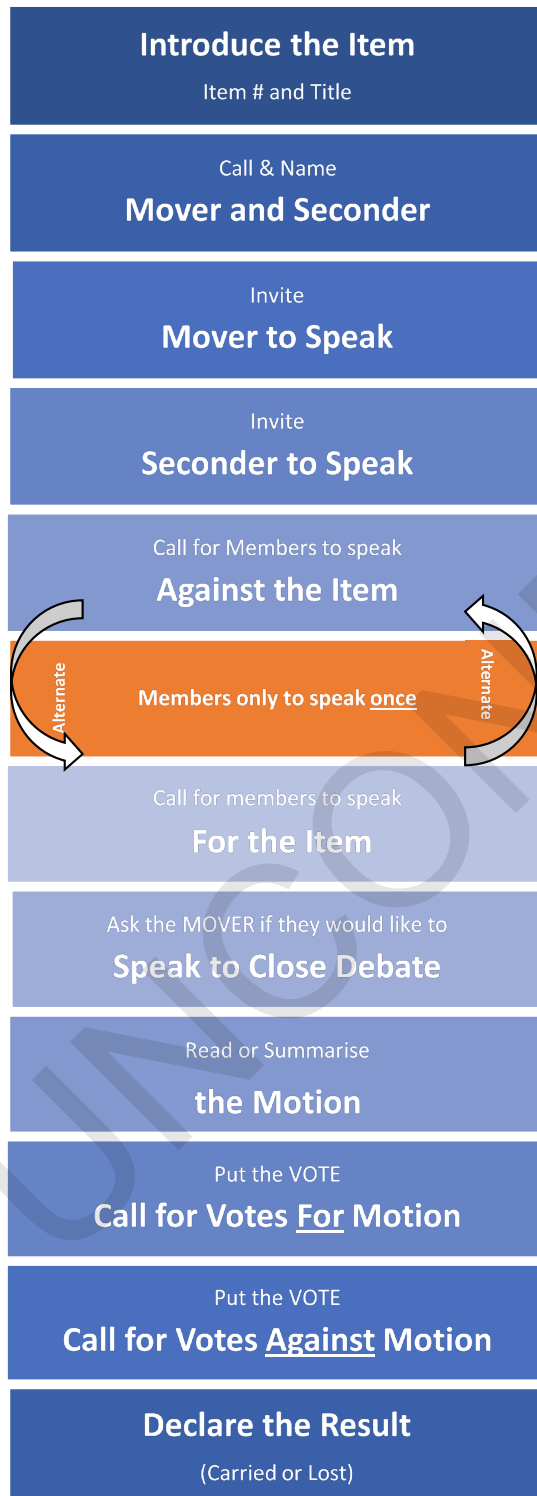
- (a) in a written notice given to the Chief Executive Officer before the meeting; or
- (b) at the meeting, immediately before the matter is discussed.

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

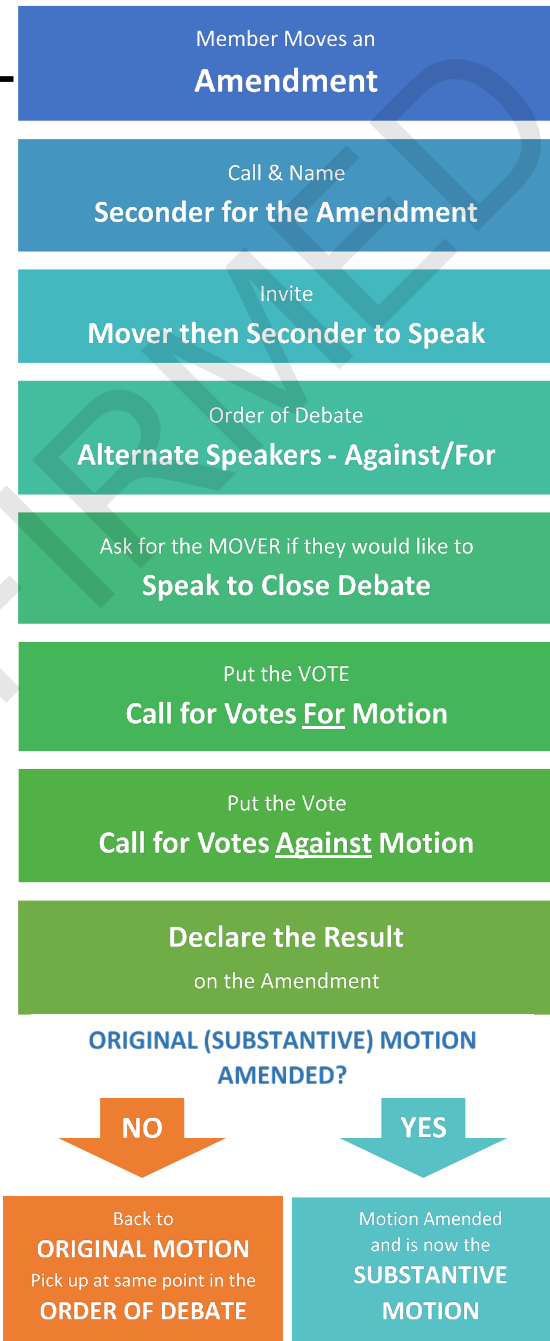
There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member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

# Process of Motions

## ORIGINAL MOTION

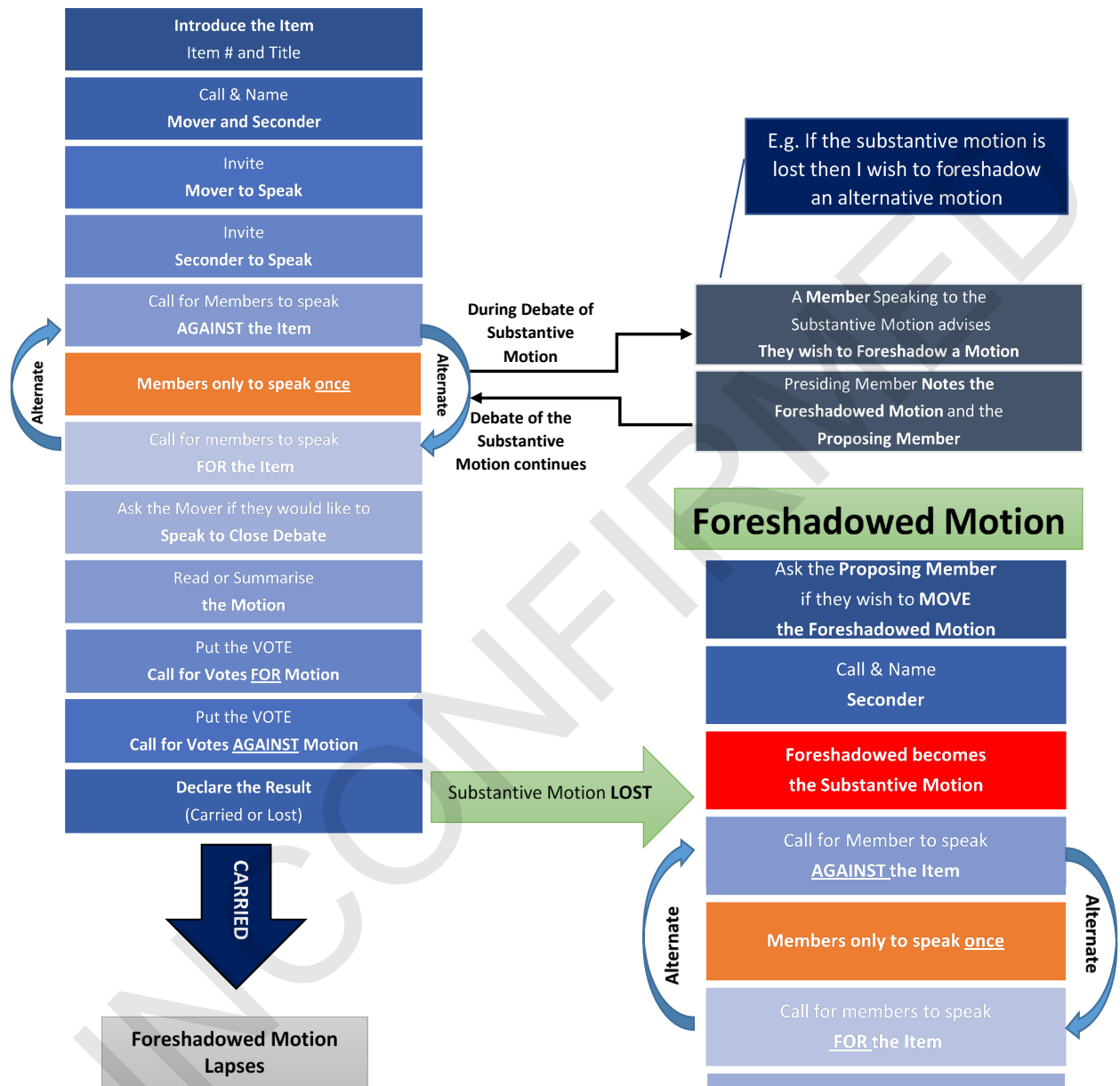


## AMENDMENT



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

## Substantive Motion



### Note:

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

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## OPENING PROCEDURES

### 1. OPENING AND ANNOUNCEMENT OF VISITORS

Shire President, Kate O’Keeffe welcomed Councillors, staff and visitors and opened the meeting at 3.34 pm.

### 2. ACKNOWLEDGEMENT OF COUNTRY

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

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

#### 3.1 ATTENDANCE

John Richardson	Public Member
Cr Kate O’Keeffe JP	Shire President
Cr Rebecca O’Meehan	Deputy Shire President
Cr Mick Creagh	
Cr Peter Callaghan	
Cr Robert Minter	
Cr Shelley Hmeljak	
Cr Rebecca Kiddle	
David Nicholson	Chief Executive Officer
Chiara Galbraith	Deputy Chief Executive Officer
Michael Richardson	Executive Manager Infrastructure and Assets
Sarah Henning	Community Development Officer (Minute Taker)
Helen Douglas	Finance Consultant (Minute Taker)

#### 3.2 APOLOGIES

Cr Lex Martin

#### 3.3 APPROVED LEAVE OF ABSENCE

NIL

### 4. APPLICATION FOR LEAVE OF ABSENCE

NIL

### 5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

NIL

### 6. PUBLIC QUESTION TIME

NIL

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

11.4 CEO Review Committee Minutes – David Nicholson declared a financial interest as he is the Chief Executive Officer of the Shire of Gnowangerup

**8. PETITIONS / DEPUTATIONS / PRESENTATIONS**

**8.1 PETITIONS**

NIL

**8.2 DEPUTATIONS**

NIL

**8.3 PRESENTATIONS**

NIL

**9. CONFIRMATION OF PREVIOUS MEETING MINUTES**

9.1 ORDINARY MEETING OF COUNCIL MINUTES 27 MARCH 2024

**COUNCIL RESOLUTION**

Moved: Cr R Kiddle

Seconded: Cr R Minter

**0424.19 That the minutes of the Ordinary Council Meeting held on 27 March 2024 be confirmed as a true record of proceedings.**

**UNANIMOUSLY CARRIED 7/0**

**FOR: Cr K O’Keeffe, Cr R O’Meehan, Cr M Creagh, Cr R Minter, Cr S Hmeljak, Cr P Callaghan, Cr R Kiddle**

**AGAINST: NIL**

## 10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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### 10.1 ELECTED MEMBERS ACTIVITY REPORT

**Date of Report:** 24 April 2024

**Councillors:** Various

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#### Attended the following meetings/events

##### Cr K O'Keeffe

- 28 March 2024 RoadWise Road Safety Blessing of The Roads.
- 3 April 2024 Strategic Planning Workshop
- 10 April 2024 Budget Workshop
- 10 April 2024 Councillor & Executive Workshop
- 12 April 2024 Heritage Hall Fair - 100-year Celebration
- 16 April 2024 Building Inspection and Community Meeting Ongerup
- 16 April 2024 WA Local Government Grants Commission - Visiting Program
- 17 April 2024 Budget Assets Tour
- 19 April 2024 WALGA Great Southern Country Zone meeting
- 24 April 2024 JP Services at the Shire of Gnowangerup

##### Cr R O'Meehan:

- 28 March 2024 RoadWise Road Safety Blessing of The Roads.
- 3 April 2024 Strategic Planning Workshop
- 10 April 2024 Budget Workshop
- 10 April 2024 Councillor & Executive Workshop
- 12 April 2024 Heritage Hall Fair - 100-year Celebration
- 16 April 2024 WA Local Government Grants Commission - Visiting Program
- 16 April 2024 NSPNR Meeting
- 17 April 2024 Budget Assets Tour

##### Cr R Minter:

- 28 March 2024 RoadWise Road Safety Blessing of The Roads.
- 3 April 2024 Strategic Planning Workshop
- 10 April 2024 Budget Workshop
- 10 April 2024 Councillor & Executive Workshop
- 16 April 2024 WA Local Government Grants Commission - Visiting Program
- 16 April 2024 Building Inspection and Community Meeting Ongerup
- 17 April 2024 Budget Assets Tour
- 18 April 2024 DBCA and the Wagyl Kaip Southern Noongar Cooperative Committee Meeting
- 23 April 2024 Gnowangerup Community Meeting with GAC, Police and Shire Located at Gnowangerup Aboriginal Corporation

**Cr L Martin:**

- 3 April 2024 Strategic Planning Workshop
- 10 April 2024 Budget Workshop
- 10 April 2024 Councillor & Executive Workshop

**Cr M Creagh:**

- 9 April 2024 Bushfire Advisory Committee AGM & GM
- 10 April 2024 Budget Workshop
- 10 April 2024 Councillor & Executive Workshop
- 16 April 2024 Building Inspection and Community Meeting Ongerup
- 17 April 2024 Budget Assets Tour
- 17 April 2024 Borden Complex Committee Meeting

**Cr R Kiddle:**

- 3 April 2024 Strategic Planning Workshop
- 10 April 2024 Budget Workshop
- 10 April 2024 Councillor & Executive Workshop
- 17 April 2024 Budget Assets Tour
- 18 April 2024 Meeting with Gnowangerup Doctor

**Cr P Callaghan:**

- 28 March 2024 RoadWise Road Safety Blessing of The Roads.
- 3 April 2024 Strategic Planning Workshop
- 10 April 2024 Budget Workshop
- 10 April 2024 Councillor & Executive Workshop
- 12 April 2024 Ongerup Special Committee Meeting
- 12 April 2024 Heritage Hall Fair - 100-year Celebration
- 15 April 2024 Meeting with CEO and Steve Martin at the Gnowangerup Shire Office
- 16 April 2024 WA Local Government Grants Commission - Visiting Program
- 16 April 2024 NSPNR Meeting
- 16 April 2024 Building Inspection and Community Meeting Ongerup
- 17 April 2024 Budget Bus Assets Tour
- 19 April 2024 WALGA Great Southern Zone Meeting

**Cr S Hmeljak**

- 28 March 2024 RoadWise Road Safety Blessing of The Roads.
- 10 April 2024 Budget Workshop
- 10 April 2024 Councillor & Executive Workshop
- 12 April 2024 Hertiage Hall Fair - 100-year Celebration

## 11. REPORTS FOR DECISION

<b>11.1</b>	<b>CORPORATE BUSINESS PLAN PROGRESS REPORT</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	8 April 2024
<b>Business Unit:</b>	Strategy and Governance
<b>Responsible Officer:</b>	David Nicholson – Chief Executive Officer
<b>Author:</b>	Anita Finn – Senior Governance and Risk Management Officer
<b>Disclosure of Interest:</b>	Nil

### ATTACHMENTS

- Corporate Business Plan Progress report from 1<sup>st</sup> October 2023 to 31 March 2024 (Q2 to Q3 of FY 2023/2024)

### PURPOSE OF THE REPORT

For Council to note the attached Corporate Business Plan (CBP) Progress report of the actions/projects in the existing CBP and to adopt the change of reporting from quarterly to bi-annually.

### BACKGROUND

Council adopted its Integrated Strategic Plan (Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025) in July 2021 in accordance with section 5.56 of the local Government Act 1995

According to the adopted CBP a traffic light based Progress Report will be shared via a Council Item **quarterly**.

### COMMENTS

The attached report was included in Council Workshop 10 April 2024. This report confirms that the Shire is making satisfactory progress towards its Integrated Planning and Reporting (IP&R) commitments.

It is proposed to change this progress reporting from a quarterly report to **bi-annually** report. The longer timeframe will make the Progress Report more meaningful.

The proposed reporting schedule is as follow:

Report to Council in October:	Q4 of last Financial Year & Q1 of current Financial Year
Report to Council in April:	Q2 & Q3 of current Financial Year

## CONSULTATION

The attached Progress Report and the proposal to change the reporting frequency was discussed at the April Council & Executive Workshop.

## LEGAL AND STATUTORY REQUIREMENTS

### **Local Government Act 1995**

#### **5.56. Planning for the future**

*(1) A local government is to plan for the future of the district.*

*(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

### **Local Government (Administration) Regulations 1996:**

#### **19C. Strategic community plans, requirements for (Act s. 5.56)**

*(4) A local government is to review the current strategic community plan for its district at least once every 4 years.*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

<b>Theme</b>	Our Organisation
<b>Community Priority</b>	Forward planning and implementation of plans to achieve strategic priorities

## STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

<b>Risk description</b>	<b>Not to note the CBP Progress report and not to endorse the change to bi-annually reporting</b>
<b>Primary Strategic Risk Category</b>	<b>Leadership</b>
Primary Strategic Risk Category <b>Description</b>	Risk of ineffective strategic leadership of Council. This includes the relationship between Council and the CEO. <ul style="list-style-type: none"><li>• Loss of strategic direction</li></ul>
<b>Consequence:</b> (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
<b>Likelihood:</b> (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

### IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council can decline the proposal to change the reporting to bi-annually.

### CONCLUSION

The attached CBP update is a simple way to report to Council on the progress of the CBP actions. The adoption of this progress report reinforces Council's commitment to meaningful strategic planning and provides a sound basis for continual improvement within the Shire. A bi-annually reporting cycle will make the report more meaningful.

### VOTING REQUIREMENTS

Absolute Majority

## **COUNCIL RESOLUTION**

Moved: Cr M Creagh

Seconded: Cr R Kiddle

**0424.20 That Council**

- 1. Notes and approves the achievements against the actions in the attached Quarterly Corporate Business Plan (CBP) Progress Report review for the period October 2023 to March 2024.**
- 2. Directs the CEO to publish the attached report on the Shire's web page.**
- 3. Approves the change of reporting to Council on the progress of the CBP actions from quarterly to bi-annually.**

**ABSOLUTE MAJORITY 6/1**

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

**AGAINST: Cr S Hmeljak,**



**CORPORATE BUSINESS PLAN - Progress Report 1 October 2023 to 31 March 2024**

Status Traffic Light: Not Commenced In Progress Completed

**1. Our Community**

Community Priority	Actions	21/22	22/23	23/24	24/25	Responsible	Status	Quarterly Update
1.1 Identify and deliver opportunities for the young people across the Shire	1.1.1 Engage with young people to determine programs and support that provide employment and activities for young people		Ongoing			CDC		<p>The CDC has engaged with Youth Affairs Council of WA and attended sessions focused on youth.</p> <p>The CEO has discussed indigenous youth disengagement with an Aboriginal Elder.</p> <p>CEO is working with a Project Manager to start Skate Park process</p> <p>March 2024</p> <p>An initiative to start a Youth Council was Discussed, CDC to check on Planning and Engage with other YC to create a GNP YC</p>
	1.2.1 Advocate for and support mental health and social support services with a focus on vulnerable families		Ongoing			CDC		<p>R U Ok Day will be an Annual event.</p> <p>March 24</p> <p>Research has commenced into possible grants to expand our R U Ok Day for 2024</p>
1.2 Facilitate and advocate for the provision of quality health services, health facilities and programs	1.2.2 Improve access and inclusion for disabled people by delivering the actions detailed in the Shire Disability Access and Inclusion Plan		Ongoing			CDC		<p>Disability Access and Inclusion Plan is being actioned and is the subject of a separate report to Council.</p> <p>Chalets are being installed with Disability access. Depot to Investigate Shire door Disability access.</p> <p>The annual report has been designed to improve readability</p> <p>March 2024</p> <p>The Shire has built inclusive ability car parks &amp; ramp acces to both chalets</p>

Community Priority	Actions	21/22	22/23	23/24	24/25	Responsible	Status	Quarterly Update
<p>1.3 Strengthen the sense of place, culture and belonging through inclusive community partnerships</p>	<p>1.3.1 Partner with local community and business groups to strengthen the relationship and communication between our three communities</p>	Ongoing				CDC		<p>The CEO continues to meet the community at Ongerup and Borden.</p> <p>Meetings held with Gnowangerup Mens Shed to discuss community issues.</p> <p>The CEO is on the Board of GDHSC. Planning for the business leaders Forum to be held on 3 November 2023 is well advanced.</p> <p><b>MARCH 24</b> Business Leaders Forum held 3 November 2023 with over 80 attendees</p>
	<p>1.3.2 Partner with local Noongars to record their history, build trust and to identify opportunities for engagement and employment</p>	Ongoing				CDC		<p>Meeting and Consultation in Borden regarding access to Culturally Sensitive Sites and Cultural Burning.</p> <p>Shire has sent all information needed after meeting with GAC Chairperson Robbie Minitier. Waiting for OGS to finalise and print. <b>March 2024</b> The Shire is engaging with GAC to create a Project Group with members to discuss upcoming events &amp; projects within the Shire</p>

Community Priority	Actions	21/22	22/23	23/24	24/25	Responsible	Status	Quarterly Update
1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	1.4.1 Partner with community groups to support and deliver community events and workshops	Ongoing				CDC		Community grants promoted as part of developing the 2024/25 budget. Survey to be sent to Volunteers to establish whether they feel supported and how better we can support them. <a href="#">March 2024</a> <a href="#">The Shire has partnered with members of the community to deliver the Heritage Hall 100-year Market Day which will be held in April 2024</a>
	1.4.2 Develop a database of community resources and skills to support community development	√				CDC		Welcome Book frequently updated
1.5 Support emergency services planning, risk mitigation, response and recovery	1.5.1 Work with the LEMC to continually improve emergency response planning and delivery	Ongoing				FEO		CESM Commenced Sept 2023. Partnering with Jerramungup for the position of Bushfire Risk Mitigation Coordinator. <a href="#">LEMC Meeting held March 2024</a>

## CORPORATE BUSINESS PLAN - Progress Report 1 October 2023 to 31 March 2024

Status Traffic Light: Not Commenced In Progress Completed

### 2. Our Economy

Community Priority	Actions	21/22	22/23	23/24	24/25	Responsible	Status	Quarterly Update
2.1 Support businesses and business growth across the Shire	2.1.1 Support local business groups to assist in business development and job growth within the Shire	Ongoing				CEO		The CEO continues to engage with the business community.  Chalets at the caravan park completed, now being commissioned.  Business Leaders Forum held 3 November 2023.  Working with DevelopmentWA in the release of industrial land in Gnowangerup.  Working with GSDC on their worker housing project group.  Quinn Street housing development commenced; Project mandate completed and project manager hired.
	2.1.2 Work with relevant state agencies to release the industrial lots in Quinn St	√	√			CEO		Completed
2.2 Coordinated planning and promotion of our Shire to visitors and tourists	2.2.1 Partner with GS Treasures and GSCORE/Outdoors Gt Southern and local business to develop tourism opportunities	Ongoing				CEO		CEO is active with the GST; Yoorn Trail Signage nearing completion; submission made to DLGSC for a grant to host the inaugural 2024 Gravel Cycling event.
	2.2.2 Investigate tourism branding and promotion opportunities	Ongoing				CDC		The Shire is an active participant with GST.
	2.2.3 Plan and deliver an extension to the Gnowangerup Heritage Trail	√	√			CDC		

Community Priority	Actions	21/22	22/23	23/24	24/25	Responsible	Status	Quarterly Update
	2.2.4 Investigate the opportunity of attracting a major event, festival or attraction to the Shire	v				CDC		<p>March 2024</p> <p>The Shire is planning the Business Leaders Forum for 2024. A project group with community members is being formed to expand the event from 2023. Funding options are also being researched</p> <p>Submission made to the DLGSC for a grant to host a gravel cycling event</p>
2.3 Local businesses and the Shire have access to diverse skills, and appropriate services	2.3.1 Advocate for improved communications infrastructure.		Ongoing			DCEO		<p>NBN provided Elected Members with a briefing in April and discussions are progressing.</p> <p>MARCH 24</p> <p>NBN will be upgrading their Network.</p> <p>The CEO also had a meeting with Field Services Group to discuss grant opportunities</p>
	2.3.2 Work with relevant stakeholders to attract small business and trades to the Shire		Ongoing			CEO		<p>Business Leaders forum held 3 November 2023. Planning underway for the 2024 event.</p>
	2.3.3 (previously 5.1.1) Continue representation on relevant Boards, Committees and working groups to influence positive local and regional outcomes. This action was previously listed as action 5.1.1 Our Organisation, but as it relates to the SCP action of Our Economy it has been moved		Ongoing			CEO		<p>The CEO is on the Board of GDHC and the Committee of the WACHS Great Southern Local Advisory Group</p>

## CORPORATE BUSINESS PLAN - Progress Report 1 October 2023 to 31 March 2024

Status Traffic Light: Not Commenced In Progress Completed

### 3 Our Infrastructure

Community Priority	Actions	21/22	22/23	23/24	24/25	Responsible	Status	Quarterly Update
3.1 Parks, gardens, streetscapes, recreational and social spaces are safe and encourage active and healthy lifestyles	3.1.1 Identify opportunities to improve streetscaping in all 3 towns in a manner that is consistent and reflects our heritage	√				EMIA		The grant funded street scape projects in Borden and Ongerup have been completed. <b>MARCH 2024</b> New Garden Staff are being appointed
3.2 We prepare and maintain our assets and infrastructure for current and future community use	3.2.1 Conduct the statutory review of the Local Planning Scheme to promote community and economic development	√	√			TP		Development of the Local Planning Scheme is progressing. TP provided update at Council Workshop in October 2023
	3.2.2 Develop and implement a comprehensive Asset Management framework to ensure a strategic approach to infrastructure planning, maintenance, and enhancement	√	√			AWMC		New Asset Management Plans adopted by Council in July 2021. Multiple systems identified and require consolidation.

## CORPORATE BUSINESS PLAN - Progress Report 1 October 2023 to 31 March 2024

Status Traffic Light:

Not Commenced

In Progress

Completed

### 4. Our Natural Environment

Community Priority	Actions	21/22	22/23	23/24	24/25	Responsible	Status	Quarterly Update
4.1 A high standard of environmental health and waste services	4.1.1. Investigate opportunities to improve shire waste services and facilities	√	√			AWMC		Investigating a more efficient use of the tips - Opening Hours are being evaluated MARCH 2024 Tip hours are now have been extended to six days a week
	4.1.2 Develop and adopt a compliant Public Health Plan and progressively deliver agreed actions	√				DCEO		Completed
4.2 Conservation of our natural environment	4.2.1 Partner with relevant agencies and local stakeholders such as the NSPNR to preserve and/or enhance the natural environment	Ongoing				CEO		Annual financial support provided to NSPNR. Currently in discussion to extend this to a five year commitment.
	4.2.2 Deliver water conservation projects for the Drought Communities Relief program	√	√			CEO		Completed

**CORPORATE BUSINESS PLAN - Progress Report 1 October 2023 to 31 March 2024**

Status Traffic Light: Not Commenced In Progress Completed

**5 Our Organisation**

Community Priority	Actions	21/22	22/23	23/24	24/25	Responsible	Status	Quarterly Update
5.1 Investment in the skills and capabilities of our staff and leaders	5.1.1 Continue representation on relevant Boards, Committees and working groups to influence positive local and regional outcomes. <del>Action moved to section 2 Our Economy. Action 2.3.3 created.</del>	Ongoing				CEO		
	5.1.2 Organise professional development opportunities and mentoring support to develop the capability of staff and Councillors	Ongoing				CEO		The 2023/24 budget includes allowance for staff and elected member development
5.2 Shire communication is consistent, engaging, and inclusive	5.2.1 Develop and implement a simple Engagement Toolkit to assist with community engagement	√				CDC		Toolkit Developed
5.3 Forward planning and implementation of relevant plans to achieve strategic priorities	5.3.1 Deliver the scheduled reviews of the Shire Integrated Planning Framework. Review and update statutory requirements such as local laws and record keeping plan	√	√	√	√	DCEO		The CEOs KPIs include a minor SCP update in 2023.
	5.3.2 Conduct a review of the ITC Strategy and integrate with the Business Continuity Plan	√				DCEO		This is a CEO KPI for completion by December 2023 But is well behind schedule
	5.3.3 Conduct review of the ITC Strategy and Integrate with the Business Continuity Plan.	√				DCEO		This is a major initiative and will require reviewing. Planning to be undertaken Q1 2024 to allow project to be included in 2024/25 budget



<b>11.2</b>	<b>APPOINTMENT OF REPRESENTATIVES TO THE SOUTHERN AGCARE INC.</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	8 April 2024
<b>Business Unit:</b>	Strategy & Governance
<b>Responsible Officer:</b>	David Nicholson – Chief Executive Officer
<b>Author:</b>	Anita Finn – Senior Governance & Risk Management Officer
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

- Letter from Southern Agcare Inc dated 29 February 2024

#### PURPOSE OF THE REPORT

To appoint Shire's representatives to the Southern Agcare until the next Ordinary Local Government Election in October 2025.

#### BACKGROUND

The Chairperson of Southern Agcare approached the Chief Executive Officer in the attached letter enquiring the possibility of having an elected member as representative on the Southern Agcare committee.

#### COMMENTS

Southern Agcare is an incorporated Not For Profit body, that has been operating for over 30 years in the Great Southern region. Southern Agcare provides counselling for rural people in the Great Southern, WA

A Councillor appointed as a delegate to an external or advisory committee is required to adhere to the Records Keeping Act 2000. Councillors are required to report to Council on a regular basis about the activities of the committee.

#### CONSULTATION

Raised with Councillors at the March Councillor & Executive Workshop.

#### LEGAL AND STATUTORY REQUIREMENTS

Nil

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Financial remuneration of mileage for Councillor attendance is payable.

### STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

<b>Theme</b>	Our Organisation
<b>Community Priority</b>	5.2. Shire communication is consistent, engaging and inclusive

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

<b>Risk description</b>	<b>Not to appoint a representative to the Southern Agcare</b>
<b>Primary Strategic Risk Category</b>	Community disruption
Primary Strategic Risk Category <b>Description</b>	Failure to adequately prepare and respond to events that cause disruption to the local community. <ul style="list-style-type: none"><li>• Inability to perform core services to the community</li></ul>
<b>Consequence:</b> (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
<b>Likelihood:</b> (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

### IMPACT ON CAPACITY

NIL

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

If Council decides not to appoint members to the committee of the Southern Agcare, the Council will lose an opportunity to participate in the governance of Southern Agcare.

### CONCLUSION

Council representation at Southern Agcare is important and will assist with good community engagement and communication.

### VOTING REQUIREMENTS

Simple Majority

### COUNCIL RESOLUTION

Moved: Cr R O'Meehan

Seconded: Cr S Hmeljak

**0424.21 That Council**

**Appoints Councillor K O'Keeffe as Council delegate to the Southern Agcare Inc. and Councillor R Minter as Proxy delegate until October 2025.**

**UNANIMOUSLY CARRIED 7/0**

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

**AGAINST: NIL**

N 6/3/2024

David Nicholson  
Shire of Gnowangerup CEO  
28 Yougenup Road  
Gnowangerup WA 6335

RECEIVED BY  
SHIRE OF GNOWANGERUP  
29 FEB 2024  
I.D. NO: 1CR 6778  
FILE NO: ADM0415

Dear David,

I am writing to you on behalf of Southern Agcare Inc. in my position as Chairperson. As you would be aware Southern Agcare Inc. has been pro-active in the Gnowangerup Community for 37 years and rely on support from the Communities that we serve to be able to deliver our essential services correctly and most efficiently.

Committees, as you would realise are struggling more and more to be able to retain active members on them and need local information and feedback to provide the support required in each of the Shires that we cover. Given this is the most effective way to ascertain individual Shire's requirements, we would like to request that consideration be given to allocating one of your Councillor's to represent the Council on our Committee.

Southern Agcare would also appreciate an opportunity to be able to do a presentation at one of your meetings to give Shire Councillors a more complete understanding of our services and what we deliver to your community, we would also be able to answer any of their questions so that they remain fully informed as to what is available. If this is possible, could you please reply with a suitable date for this presentation.

If you require any more information, please don't hesitate to contact me at [admin@southernagcare.org.au](mailto:admin@southernagcare.org.au) or via my mobile phone 0427 822 273. Your support in this matter would be greatly appreciated.

Kind regards,

Janine Thornton  
Chairperson  
Southern Agcare Inc.



Southern Agcare Inc  
PO Box 105 Gnowangerup WA 6335  
Phone 0898 271 552 Fax 0898 271 636  
email [admin@southernagcare.org.au](mailto:admin@southernagcare.org.au)  
Proudly Supported by



Government of Western Australia  
Department of Communities



**11.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES 7 MARCH 2024**

**Location:** Shire of Gnowangerup  
**Proponent:** N/A  
**Date of Report:** 11 April 2024  
**Business Unit:** Corporate and Community Services  
**Author:** Shane Harris – Community Emergency Services Manager (CESM)  
**Disclosure of Interest:** Nil

ATTACHMENTS

- Unconfirmed Minutes for the Ordinary LEMC meeting held on the 7<sup>th</sup> March 2024.

PURPOSE OF THE REPORT

For Council to receive and note the minutes of the LEMC meeting held on the 7<sup>th</sup> March 2024.

BACKGROUND

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

COMMENTS

Nil

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

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

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 7<sup>th</sup> March 2024.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

Moved: Cr R Kiddle

Seconded: Cr P Callaghan

0424.22 That Council

Receives and notes the unconfirmed minutes of the Local Emergency Management Committee (LEMC) meeting held on the 7<sup>th</sup> March 2024.

**UNANIMOUSLY CARRIED 7/0**

**FOR:** Cr K O’Keeffe, Cr R O’Meehan, Cr M Creagh, Cr R Minter, Cr S Hmeljak, Cr P Callaghan, Cr R Kiddle

**AGAINST:** NIL

*Heart of the Stirling*



**SHIRE OF GNOWANGERUP**  
**BORDEN GNOWANGERUP ONGERUP**

**SHIRE OF GNOWANGERUP**

**LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES**

THURSDAY 7<sup>TH</sup> MARCH 2024 COMMENCED AT 4:30PM

SHIRE OF GNOWANGERUP COUNCIL CHAMBERS – YOUGENUP ROAD GNOWANGERUP

**1. OPENING**

The Chair, Cr Rebecca O’Meehan, declared the meeting open at 16:30pm and welcomed everyone to the first LEMC meeting of 2024.

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

**3. ATTENDANCE**

Cr Rebecca O’Meehan	Shire of Gnowangerup Shire Deputy President (Chair)
Cr Lex Martin	Shire of Gnowangerup Councillor & Deputy Recovery Coordinator
Chiara Galbraith	Shire of Gnowangerup Deputy Chief Executive Officer
Anrie van Zyl	Shire of Gnowangerup HR & Emergency Management Officer
Todd D’Souza	OIC, Gnowangerup Police
Andrew Brooker	Community Paramedic, St John Ambulance
Mel Haymont	Community Preparedness Advisor, Department of Fire and Emergency Services
Sharon Austin	Regional Preparedness and Coordination, Emergency Relief and Support Department of Communities
Todd D’Souza	OIC/Sergeant Gnowangerup Police
Vince Hilder	District Fire Coordinator Department of Biodiversity, Conservation and Attractions (DBCA)
Travis Hawkers	Volunteer St John Ambulance
Mandy Hanna	Unit Manager SES Gnowangerup
Peter Blows	Training officer SES Gnowangerup
Ian Bailey	Principal, Gnowangerup District High School
Wayne Davis	Captain/FCO Borden Fire Brigade

Dan Biddulph  
Mike Richardson  
Shane Harris

SOG/SOJ Bushfire Mitigation Coordinator  
Works Manager, Shire of Gnowangerup  
CESM, Shire of Gnowangerup

#### 4. APOLOGIES

Cr Kate O’Keeffe	Shire of Gnowangerup President
David Nicholson	Shire of Gnowangerup Chief Executive Officer
Barry Gibbs	Shire of Gnowangerup Acting Manager of Works
Derek Jones	District Officer, Department of Fire and Emergency Services
Charlotte Powis	District Emergency Services Officer, Great Southern – Department of Communities
Deborah Greenwood	Principal, Borden Primary School
Donna Jarvinen	Principal, Ongerup Primary School
Ivanna Flanigan	Clinical Nurse Manager, WA Country Health Service Great Southern, Gnowangerup Health Services

#### 5. CONFIRMATION OF PREVIOUS MINUTES

That the minutes of the Local Emergency Management Committee meeting held on **Thursday 7<sup>th</sup> December 2023** be confirmed as a true and accurate record of proceedings.

**Moved:** Mandy Hanna

**Seconded:** Cr Lex Martin  
**Carried**

#### 6. BUSINESS ARISING FROM PREVIOUS MINUTES

Date Raised	Subject	Action	Assigned	Status
7/12/2023	LEMA-Major Review due June 2024	<ul style="list-style-type: none"><li>The Local Emergency Management Arrangement and Recovery Plan are due for a major review.</li><li>Anrie is hoping to work closely with the new CESM to get a first draft ready by March 2024 and have it ready for tabling and adoption by June 2024.</li></ul>	CESM, Anrie	Ongoing



7/12/2023	Find my Farm" Project	<ul style="list-style-type: none"> <li>• "Jim's place" and provide a farm name without a specific address. This makes it very hard to locate the property and direct the brigades to the correct location.</li> <li>• The aim of this project is to build a register/database to connect a farm name with property owner name and rural address with each other. This will simplify the process of locating the address and directing emergency services.</li> <li>• Tom Grieve explained the use of the "Emergency Plus" App.</li> <li>• The app uses a mobile phone's GPS functionality and what3words, so callers can provide emergency call-takers with their location information as determined by their smart phone. With what3words available within the Emergency+ app, Triple Zero (000) callers can confirm their exact location quickly and accurately.</li> <li>• The Shire could do a promotion of the Emergency Plus App to make people aware of its features.</li> </ul>	Anrie, CESM	Ongoing
7/12/2023	Disaster Ready Fund – Possible Projects (see attachments from Round 1 projects)	<ul style="list-style-type: none"> <li>• 2 million dollars available</li> <li>• Expression of interest open now.</li> <li>• 50% contribution</li> <li>• Blue/Green Projects</li> <li>• Grant writer available to assist with grant applications</li> </ul>	Anrie, CESM, DEMA	Ongoing
7/12/2023	Crime	<ul style="list-style-type: none"> <li>• Crime around sporting club</li> <li>• List all CCTV cameras in the shire of Gnowangerup</li> </ul>	T. D' Souza M. Richardson	Ongoing 07/03/2024
7/12/2023	Aerodrome	<ul style="list-style-type: none"> <li>• Shire of Gnowangerup is responsible for ensuring water tank is full.</li> <li>• Investigate better access to filling the water tank, this will prevent the water truck having to enter the tarmac to fill the water tank.</li> <li>• Shire has applied for a Government Grant.</li> </ul>	M. Richardson	Ongoing 07/03/2024
7/03/2024		Is the water from the dam suitable for use in the water bombers? V. Hilder to investigate and come back to LEMC with the answer.	V.Hilder	

## 7. EMERGENCY CONTACTS UPDATE

- Add Todd D'Souza – OIC/Sergeant Gnowangerup WAPOL
- Add Mel Haymont – CPA DFES
- Add Mike Richardson – SOG Manager of works.

## 8. CORRESPONDENCE

### INWARDS:

8.1. Nil

### OUTWARDS

8.2. Sent out LEMC invite to 7<sup>th</sup> March 24 meeting, attached December 23 LEMC minutes and agenda.

## 9. GENERAL BUSINESS

9.1. General induction around the table due to some new committee members joining the LEMC.

## 10. REPORTS FROM MEMBERS:

### Charlotte Powis - District Emergency Services Officer, Great Southern - Department of Communities

- Refer to attached report.
- CESM made comment on some of the grant applications are very complex and difficult for local Governments to apply for due to not having staff to do the work needed to apply for the grants. Charlotte will also take this up to SEMC to explain the difficulties and challenges that we are having. Small local Government's don't have Grant righters that some bigger Local Government's have in their teams nor do smaller LGs have the funds to put into some of these grants being offered.

### Sharon Austin – Department of communities

- Refer to attached report.
- Sharon Austin still acting in the position, hope to have someone in the position very soon. A candidate was selected but withdrew their acceptance for another position.

### Andrew Brooker - Community Paramedic, St John Ambulance

- Business as usual
- Volunteers okay but could do with more.
- Training has started for 2024.

### Mel Haymont - Community Preparedness Advisor, Department of Fire and Emergency Services

- Introduced herself and her experiences within DFES and outside of DFES and previous employment.
- Mel is very keen to work with the Shire and CESM and engage with our community along with support Gnowangerup shire where needed.

### Mike Richardson – Shire of Gnowangerup Acting Manager of Works

- Nill

### Todd D'Souza - OIC, Gnowangerup Police

- Introduced himself and his extensive experience within WAPOL.
- What are going to be our challenges for the next 12 months?

- Road crash will potentially increase over easter, Bluff Knoll will see an increase in visitors.
- A meeting needs to take place to discuss the CCTV camera issue so Todd can be brought up to speed on what is required in this space.
- Blessing of the roads 28<sup>th</sup> March
- Focus on Education rather than just handing infringements, education is a way to making the public aware of the dos and don'ts.

#### **Travis Hawkers - Volunteer St John Ambulance**

- Volunteers okay with Gnowangerup
- Volunteers are low in Borden and Ongerup
- Training has started for 2024.
- Recruitment drives underway for new Volunteers.
- Volunteer week 26<sup>th</sup> May, SJA have put in for a grant for an award night.
- Defibs around the SOG SJA have been handed over the responsibility to look after and manage Local Defibs which comes at a cost. SJA are looking at ways to fund the ongoing maintenance of these units. Approx \$3000 per year to maintain.
- Grants would be a great way to pay for ongoing costs to maintain the Defibs.

#### **Mandy Hanna - Unit Manager SES Gnowangerup**

- Difficult few months with some internal matter, these have been resolved and we are now moving forward in the right direction.
- Feb has been reasonable quiet.
- Applying for a grant for a 25kva generator
- Thank you to Anrie and Shane for there ongoing help and support.
- Shed addition is in the process of being started and hope to see some works on the ground in the coming months.

#### **Ian Bailey - Principal, Gnowangerup District High School**

- Some public confusion on closure of schools in early March, public was of the understanding that schools were being closed to the extreme heat, but it was incorrect it was acutely the bushfire risk on that day was extreme. Each school has been assessed for danger by DFES, some schools have been assessed as high so they will close down, Gnowangerup has been assessed as low so it will never close down on this type of declared day. This trigger point is above 75 by DFES and this will trigger the points.
- CESM (Shane Harris) Clarified the confusion and explained how the process works and who declares the school closures.
- DFES does not make the decision it is the education department that will make the call on closing or advising that schools should close, and this is based on certain weather trigger points.
- DFES will be working with the education department and the general community to clarify the process to avoid ongoing confusion and break down in communication.
- Ian confirmed that the assessments are Ongerup is High, Borden is Medium and Gnowangerup is Low.

#### **Chiara Galbraith - Shire of Gnowangerup Deputy Chief Executive Officer**

- A large amount of works is going into grant funding.

#### **Anrie van Zyl - Shire of Gnowangerup HR & Emergency Management Officer**

- Working with Grant Funding
- Assisting CESM with LGGS funding

- Messaging via the shires' messaging service is expensive and we need to be mindful of what messages are being sent out, we should be looking at using it just for alerting the community, Volunteers of emergencies and not use it for messages such as saying thank you. As much as we would like to send messages out on behalf of a landowner to say thank you to the VOLLIES it comes at a cost that isn't something that the Shire is able to claim back. The shire approx. 900 community members on the messaging service.

**Vince Hilder, Department of Biodiversity, Conservation and Attractions (DBCA)**

- Vince and Lindsay will share their position.
- Driest summer on records have been broken.
- Relatively quiet with 23 fires in the GS region, some of these were deliberately light.
- Close to being fully staffed now.
- Stirling are now fully staffed.
- Prescribed burning through the western end of the Stirling.
- Water bombers Extended to after easter.
- Call water bombers early if a fire gets into heavy fuel loads, there is a delay in the process of activation Bombers and could take up to 30-60min before they get airborne.

**Cr Lex Martin - Shire of Gnowangerup Councillor & Deputy Recovery Coordinator**

- Nil

**Wayne Davis – Captain/FCO Borden Fire Brigade**

- All volunteers are being told that they must wear full PPE while on the fire ground and if they don't have it, they are to leave the fire ground immediately.
- Any private farm units that don't have railing are not to have firefighters working on the back of units.
- Have asked all FCO to follow suit and ensure that this is passed throughout all our Volunteers.
- Vince Hilder backed up Waynes comments and advised that under the new WH&S legislation everyone must wear PPE.
- Anrie made further comment that a private farmer working on there own farm may choose not to wear PPE is up to them but as soon as they ask for assistance from local Volunteer brigades it then becomes a responsibility of local government which then falls under the WH&S legislation.
- Everyone needs to be on board and continued reinforcement that PPE must be worn.

**Darren Baum – Chief Bush fire control officer SOG**

- Darren thanked the shire for the excellent work in the employment of Daniel Biddulph and Shane Harris
- A great effort by all our Volunteers, FCO's etc in managing fires within our shire as well as supporting other areas.

**Derek Jone - District Officer, Department of Fire and Emergency Services**

**1. Summer Update**

Need to scale up early has been evident.

Challenges understanding Controlling Agency Status.

One fatality – Shire of Esperance. Still under investigation.

I expect any findings should be of interest to all LGs.

Some staff changes in office –

- New DEMA (Old Adam Smith) – Charlotte Powis

- New Community Preparedness Advisor – Mel Haymont
- A/Superintendent – Mark Feast (~end of March)
- A/Area Officer Rural – Brendan Gordon (TBA)
- Training Support/Volunteer Management Support – internal shuffle.

## **2. Public Warnings & Information**

Key component and responsibility of incident controller.

Road closures on major highways have been a challenge. Google is an issue.

SMS messages, WhatsApp etc – these don't get through to the passing traveller.

Emergency WA is being updated.

## **3. Fire Weather Districts & Autumn Burning**

Implemented 1<sup>st</sup> Sept 2022.

AFDRS ongoing review.

Hosted an online discussion forum for CBFCO & FWO to outline process to allow burning safely.

Planned ROAC sharing of what did/didn't work in April.

TFB process being reviewed now.

## **4. Mitigation Plans - Update**

All slashing in Gnowangerup townsite – complete and invoiced and approved for payment?

Checking plans for Ongerup and now working on Gnowangerup water tank.

DFES continues to fund mitigation works within gazetted townsites to reduce risk to community.

Start mapping for 2024/25 fire season.

### **Shane Harris – CESM Gnowangerup**

- Busy fire season to date, seeing all Brigades supporting neighbouring LGs and Green Range Fire
- Very hot weather through the district seeing TFBs being applied to Gnowangerup LG and many HVMBs.
- Attended workshop with Aboriginal rangers to discuss how we can engage and work with their rangers in the mitigation space.
- This month is busy preparing LGGs grants.
- Road Safety campaign this month

### **Dan Biddulph - SOG/SOJ Bushfire Mitigation Coordinator**

- Introduced himself and his experiences and knowledge in the Bushfire mitigation space.
- Will be prioritising what mitigation works need to take place and put them into a prioritised list. Also identifying that Ongerup is certainly one of the areas of high prioritising with the school and café being in a high-risk area surrounded in bushland.

**11. CLOSING**

Cr Rebecca O’Meehan declared the meeting closed at 17:50pm.

**12. DATE OF NEXT MEETING**

Next meeting will take place on Thursday the June 2024 at 4:30pm date to be TBC.

UNCONFIRMED

## LEMC – Shire of Gnowangerup 7<sup>th</sup> March 2024

### Updates

#### 1. Summer Update

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DFES continues to fund mitigation works within gazetted townsites to reduce risk to community.

Start mapping for 2024/25 fire season.

Derek Jones – DFES

District Officer

5<sup>th</sup> March, 2024



# Emergency Relief and Support

## LEMC Background Information – 1st quarter 2024

### ERS Capability Audit

- Department of Communities (Communities) recently engaged Nous Group to audit the capability and capacity of the Emergency Relief and Support (ERS) sector across Western Australia (WA) to ensure that it can meet the relief and recovery needs of WA people now and in the future.
- The project focused on establishing a baseline of how well equipped the State is to prepare for, respond to, and recovery from emergencies and critical events in the six functional areas of ERS that Communities is responsible for.
- The findings have presented valuable insights and opportunities to increase the current emergency relief and support services to respond during an emergency event more effectively.
- A new internal capability framework is being developed to assist with bridging some of the gaps identified from the audit.

### Kimberley Floods

#### Overarching

- Following Ex-Tropical Cyclone Ellie in January 2023, the Fitzroy Valley experienced a 1-in-100-year flood event.
- Department of Communities continues to support Fitzroy Valley residents impacted by the January 2023 floods under the State Emergency Management arrangements, across Social and Built Recovery Domains.

#### Social Domain

- Department of Communities, Emergency Relief and Support Team leads the people component of Recovery, classified in the State Recovery Structure under the Social Domain.
- Department of Communities has undertaken preparedness activities to increase resilience of temporary accommodation infrastructure including:
  - Ensuring that all Humanihut accommodation in Bungardi and Tarunda are at the one-in-50-year flood level.



## Kimberley Floods

- Working with Humanihut in the preparedness phase to strengthen evacuation procedures in Bungardi and Tarunda, and
- Supporting the transition of individuals in Phase 1 temporary accommodation into Phase 2 temporary accommodation or to return to their home.

## Built Domain

- Department of Communities supports Government agency partners Main Roads WA and Department of Finance under the Built Domain.
- Department of Communities has established a housing works program to repair and rebuild flood damaged dwellings that are government-owned or managed or on Crown reserves managed by the Aboriginal Lands Trust or other management bodies.
- Department of Communities is supporting families whose homes require either major refurbishment or rebuild with transitional accommodation ahead of the wet season.
- Transitional accommodation includes more family friendly demountable accommodation that allows more space between families and is built to the 1-in-50-year flood level.
- Each transitional accommodation unit comprises a custom-built amenity module, a bathroom/bedroom module and a deck/veranda module. As of 30 August 2023, based on community consultation the Department of Communities is providing 44 transitional accommodation units across Bungardi, DarIngunaya, Loanbun, Burawa, Galeru Gorge, Karnparmi and Yurabi Road.

## ERS new permanent structure

- Communities received sustained funding to enhance Emergency Relief and Support capacity across WA. The funding was critical to enable Communities to meet its legislated responsibilities under the State Emergency Management Arrangements.
- The changes will help improve service delivery, with a focus on additional resourcing to regions within WA.
- The ERS Directorate structure is comprised of three functional streams and ERS Executive Services:
- ERS Executive Services
- Stream 1 is responsible for Regional Response and Coordination
  - Immediate Response
  - Metropolitan and Regional Preparedness
  - Stakeholder engagement

### ERS new permanent structure

- Regional Training
- Locally led Recovery
- Special Projects
  
- Stream 2 is responsible for Strategy and Capability
  - Capability Mapping, Intelligence and Reporting
  - Monitoring and Evaluation
  - Stakeholder Engagement and Specialist Practice
  - Training and Development
  - Recovery
  - National and State Level Committees
  - DRFA and Special Projects
  
- Stream 3 is responsible for Business Services
  - Human Resources including the coordination of Emergency Response Teams and Surge Workforce personnel.
  - Finance
  - Business Support and Administration
  - ERS Systems
  - Procurements, Grants, and Contracting
  - Logistics
  - Disaster Response Hotline
  - DRFA Acquittals

### Local EM Information

- The Disaster Relief Hotline was operating during the power outages caused by storms in Great Southern/Wheatbelt and Goldfields in mid-January. The Hotline was available to anyone affected by the storms.
- There was an Emergency Fire in Albany on Monday 24/01 at Vancouver Peninsula, Albany. The fire caused sixteen people to be evacuated.
- Department of Communities Great Southern, had teams on standby if an evacuation centre was required to be opened, for the fire at Venns Road, Green Range. Six families self-evacuated, all families were contacted by The Department.

## GREAT SOUTHERN DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT Jan- Mar 2024

### STATE NEWS

The last meeting of the **State Emergency Management Committee (SEMC)** was held on the 6 December 2023. SEMC Communiques can be found [here](#).

### 2024 SEMC MEETING SCHEDULE

- March 2024

### STATE EMERGENCY MANAGEMENT DOCUMENTS

The SEMC has approved changes to the suite of State Emergency Management (EM) Documents within the State EM Framework. These changes include the development of an **All-Hazards Restricted Access Permit System (RAPS) Guideline**, a detailed review of the interim **State Hazard Plan – Severe Weather**, and a new **State EM Risk Management Guideline**.

In addition to the documents mentioned above, the following State EM documents have been amended:

- State EM Policy – Consequential amendments resulting from the new RAPS Guideline and Risk Management Guideline
- State EM Plan – Consequential amendments resulting from the new RAPS Guideline
- State EM Procedure – Consequential amendments resulting from the new Risk Management Guideline
- State EM Glossary – Consequential amendments resulting from the new Risk Management Guideline
- State Hazard Plan Fire – Consequential amendments resulting from the new Risk Management Guideline
- State EM Traffic Management in Emergencies Guideline – Consequential amendments resulting from the new RAPS Guideline.

These documents are now available on the [SEMC website](#).

The SEMC has approved and published two new State Emergency Management documents, the **State Support Plan – Emergency Relief and Support** and the **Local Emergency Management Committee Handbook**.

#### **State Support Plan – Emergency Relief and Support**

Several key changes were made to the Plan including;

- The change to terminology from ‘welfare’ to ‘emergency relief and support’ and welfare centre’ to ‘evacuation centres’.
- Greater clarity of the emergency relief and support services provided within the six functional domains.
- Greater clarity of Communities role in supporting Disaster Victim Identification services in respect to a major emergency.
- Greater clarity of Communities role as the State agency responsible for leading the social domain in the recovery phase of an emergency.

Please review your internal emergency management documents to reflect new terminology used within the Plan.

### **Local Emergency Management Committee Handbook and useful tools**

The LEMC handbook provides local governments with a summary of the actions and best practice principles as required under section 38 – 40 of the *Emergency Management Act 2005*, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC.

The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the [SEMC website](#).

### **Amendments to State Emergency Management documents**

State EM Policy has completed consequential and statement of fact amendments to most of the State Emergency Management documents. **The changes relate to:**

1. The change in terminology from ‘welfare’ to ‘emergency relief and support’ and related terms following SEMC approval of the State Support Plan – Emergency Relief and Support.  
**Please note:** *While the amendments log provides an overview of all items that have been updated within the suite, a detailed log is not provided for each reference to these terms within the State EM Framework.*
2. Consequential amendments to reflect the outcomes of the 2023 SEMC Subcommittee review, which came into effect 1 July 2023.
3. Consequential amendments to reflect the revised State EM Capability Framework, approved by SEMC on 4 October 2023.
4. Statement of fact amendments to correct minor issues raised by EM stakeholders and to improve accessibility, approved by the SEMC Executive Officer.

Details of the amendments are provided within the [October 2023 amendments list](#) on the SEMC website.

## **CONSULTATION REQUESTS**

You can view all current consultations on the [Engage WA EM consultation homepage](#).

### **Release of the Emergency Management Sector Adaptation Plan (EM-SAP) Discussion Paper**

The State Emergency Management Committee (SEMC) is developing the EM-SAP to support the Western Australian emergency management sector to accelerate climate change adaptation. The SEMC recognises the risks posed by climate change and is committed to delivering strong action to enhance the resilience of Western Australian communities and the emergency management sector.

The EM-SAP will represent a major part of the implementation of the Western Australian Climate Adaptation Strategy and fulfils SAP requirements under the *Climate Change Bill 2023*.

The purpose of the Discussion Paper is to invite you to have your say on the design and content of the EM-SAP. *Please note that the content of the Discussion Paper is proposed for consideration only and is intended as a starting point to stimulate discussion.*

Visit our dedicated engagement portal here: <https://engagewaem.com.au/wa-emergency-management-sector-adaptation-plan-discussion-paper>

**The consultation period is open until COB Friday, 29 March 2024.**

For further information about the project, email [info@semc.wa.gov.au](mailto:info@semc.wa.gov.au)

Local Governments can find out how they can provide feedback by emailing [em@walga.asn.au](mailto:em@walga.asn.au)

## DISTRICT NEWS

The last official meeting of the **District Emergency Management Committee (DEMC)** was held on the 18 October 2023, however two extraordinary meetings were held on the 18<sup>th</sup> and 19<sup>th</sup> January 2024 in relation to the significant power outages across the state. The next official meeting of the DEMC will be held on Tuesday 20 March 2024.

## LOCAL NEWS

### LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Please check the due date for your five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist with LEMA reviews.

#### **The Local Emergency Management Arrangements Review**

The Improvement Program and implementation approach has now been finalised and endorsed by the SEMC at their December 2023 meeting. More information can be found at:

<https://www.wa.gov.au/organisation/state-emergency-management-committee/lema-improvement-program>

Given the timeframes of the program **please don't delay in preparing any LEMA that are due or nearly due for their 5 year review.**

#### **District Emergency and Local Emergency Management Committees Review**

In May 2022 SEMC meeting, members approved a review of the roles of District Emergency Management Committee (DEMC) and Local Emergency Management Committees (LEMC). The project aims to;

- Establish clear roles and responsibilities, functions and governance for DEMCs and LEMCs in achieving the strategic objectives of the SEMC.

- Identify improvement opportunities to governance arrangements and capabilities to increase effective and efficient emergency management outcomes.
- Create a shared understanding of SEMC expectations of DEMCs and LEMCs within the emergency management sector.

The review has occurred and was tabled at the December SEMC meeting. For more information go to:

<https://www.wa.gov.au/organisation/state-emergency-management-committee/review-district-and-local-emergency-management-committees>

## GRANT PROGRAM UPDATES

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters.

Information on funding opportunities can be found [here](#).

### **Disaster Ready Fund (DRF) – NOW OPEN until 20 March 2024!**

The [Disaster Ready Fund](#) (DRF) is an Australian Government initiative that will deliver up to \$200 million in funding over five years from 1 July 2023 to 30 June 2028, to fund projects that support natural disaster resilience and risk reduction.

DRF Round Two is currently open until and will close at **5pm AWST Wednesday 20 March 2024**.

The Department of Fire and Emergency Services (DFES) is the Lead Agency for Western Australia. Western Australian applicants must submit their application to DFES via the [online application portal](#).

Please ensure you have read and understood the DRF [Round Two Guidelines](#) and reviewed the FAQs and Factsheets available on the [DRF website](#) before commencing your application.

Please contact [semc.grants@dfes.wa.gov.au](mailto:semc.grants@dfes.wa.gov.au) for further information on the grant programs.

## EMERGENCY MANAGEMENT TRAINING OPPORTUNITIES

### **WALGA offer Emergency Management training for Local Government**

Local Governments have an essential role in Emergency Management due to their legislated responsibilities and links to the community. The way emergencies are managed is critical to the safety and sustainability of communities, ensuring the effective functioning of the Local Government and their staff. WALGA offer Emergency Management training courses such as;

- Emergency Management Fundamentals
- Emergency Management Foundations for Local Government
- Emergency Management for Local Government Leaders
- Community Disaster Recovery

- Recovery Coordinators Course for Local Government

All of these courses are valuable in that they build connections and networks with members of other Local Governments across the State, further enhancing information sharing and building capacity.

Further information can be found [here](#).

## REMINDERS

### **SEMC Website**

A reminder that the SEMC website has changed locations. It has been brought under the WA government banner and is now available under the **WA.gov.au** website at this link: <https://www.wa.gov.au/organisation/state-emergency-management-committee>

*Charlotte Powis*  
District Emergency Management Advisor  
Great Southern

5 Mar 2024

<b>11.4</b>	<b>CEO REVIEW COMMITTEE MEETING MINUTES 27 MARCH 2024: CEO'S PERFORMANCE CRITERIA 2024</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	9 April 2024
<b>Business Unit:</b>	Strategy and Governance
<b>Responsible Officer:</b>	David Nicholson – Chief Executive Officer
<b>Author:</b>	Anita Finn – Senior Governance Officer
<b>Disclosure of Interest:</b>	<b>The CEO to declare a financial interest</b>

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#### ATTACHMENTS

- Unconfirmed Minutes of CEO Review Committee Meeting held on 27 March 2024 which includes the Shire of Gnowangerup's Draft CEO Performance Criteria 2024 and the CEO Performance Criteria for the period April 2023 to March 2024

#### PURPOSE OF THE REPORT

For Council to receive and note the minutes of the CEO Review Committee Meeting held on 27 March 2024 and to endorse CEO Review Committee's recommendations.

#### BACKGROUND

A CEO Review Committee Meeting was held on 27 March 2024. At this meeting the committee resolved as follows:

**Moved: Cr L Martin**

**Seconded: Cr P Callaghan**

- 1. Notes the results achieved by the CEO against the Performance Criteria for the period April 2023 to March 2024.**
- 2. Notes and endorses the Shire of Gnowangerup – CEO Performance Criteria for the period April 2024 to March 2025.**
- 3. Notes and endorses the CEO Review Committee as the Reviewer of the CEO's performance.**

**UNANIMOUSLY CARRIED 5/0**



## COMMENTS

### **Performance Criteria**

Included in the attached unconfirmed Minutes of the CEO Review Committee meeting are the Shire of Gnowangerup's Draft CEO Performance Criteria 2024 and CEO Performance Criteria for the period April 2023 to March 2024. They have been prepared by the CEO and endorsed by the CEO Review Committee meeting at its meeting on the 27 March 2024.

These performance criteria are additional to the Functions of the CEO as documented in Section 5.41 of the Local Government Act 1995.

### **Reviewer**

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

## CONSULTATION

Nil

## LEGAL AND STATUTORY REQUIREMENTS

### **Local Government Act 1995**

#### **5.38. Annual review of employees' performance**

*(1) A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.*

### **Local Government (Administration) Regulations 1996:**

**Schedule 2, Division 3, Clause 16. Performance review process to be agreed between local government and CEO**

- (1) The local government and the CEO must agree on:
- (a) the process by which the CEO's performance will be reviewed, and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

<b>Theme</b>	Our Organisation
<b>Community Priority</b>	Forward planning and implementation of plans to achieve strategic priorities

## STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

<b>Risk description</b>	<b>Not to note the CEO's achievements and not to note &amp; endorse future Performance Criteria and the CEO review Committee as the reviewer of the CEO's performance.</b>
<b>Primary Strategic Risk Category</b>	<b>Leadership</b>
Primary Strategic Risk Category <b>Description</b>	Risk of ineffective strategic leadership of Council. This includes the relationship between Council and the CEO. <ul style="list-style-type: none"><li>• Loss of strategic direction</li></ul>
<b>Consequence:</b> (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
<b>Likelihood:</b> (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

## IMPACT ON CAPACITY

Nil

## ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council can decline recommendations of the CEO Review Committee meeting.

## CONCLUSION

CEO Review Committee is a committee of Council. Council is required to receive and note the minutes as well as to decide on the recommendations given by the committee.

## VOTING REQUIREMENTS

Simple Majority

*David Nicholson left the room at 4.02PM*

## COUNCIL RESOLUTION

Moved: Cr R O'Meehan

Seconded: Cr M Creagh

### **0424.23 That Council**

- 1. Notes the results achieved by the CEO against the Performance Criteria for the period April 2023 to March 2024.**
- 2. Notes and endorses the Shire of Gnowangerup – CEO Performance Criteria for the period April 2024 to March 2025.**
- 3. Notes and endorses the CEO Review Committee as the Reviewer of the CEO's performance.**

**UNANIMOUSLY CARRIED 7/0**

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

**AGAINST:** NIL

*David Nicholson returned to the meeting at 4.05pm*

*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

**MINUTES**

**CEO REVIEW COMMITTEE MEETING**

**27 March 2024**

**Commencing at 1:30pm**

**Council Chambers**

**28 Yougenup Road, Gnowangerup WA 6335**

**NOTICE OF COMMITTEE MEETING OF COUNCIL**

Dear Committee Member

A meeting of the CEO REVIEW COMMITTEE of the Shire of Gnowangerup will be held on 27<sup>th</sup> March 2024, Council Chambers, 28 Yougenup Road, Gnowangerup WA 6335, Gnowangerup, commencing at 1:30pm.



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

Cr K O'Keefe  
**SHIRE PRESIDENT**



**SHIRE OF GNOWANGERUP**

## **CEO REVIEW COMMITTEE**

### **TERMS OF REFERENCE**

#### **Purpose**

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

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

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

#### **Objectives**

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

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

#### **Duties and Responsibilities**

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

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

## Membership

The Committee will consist of all elected members of Council. All members shall have full voting rights.

The CEO and employees are not members of the committee.

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

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

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

## Meetings

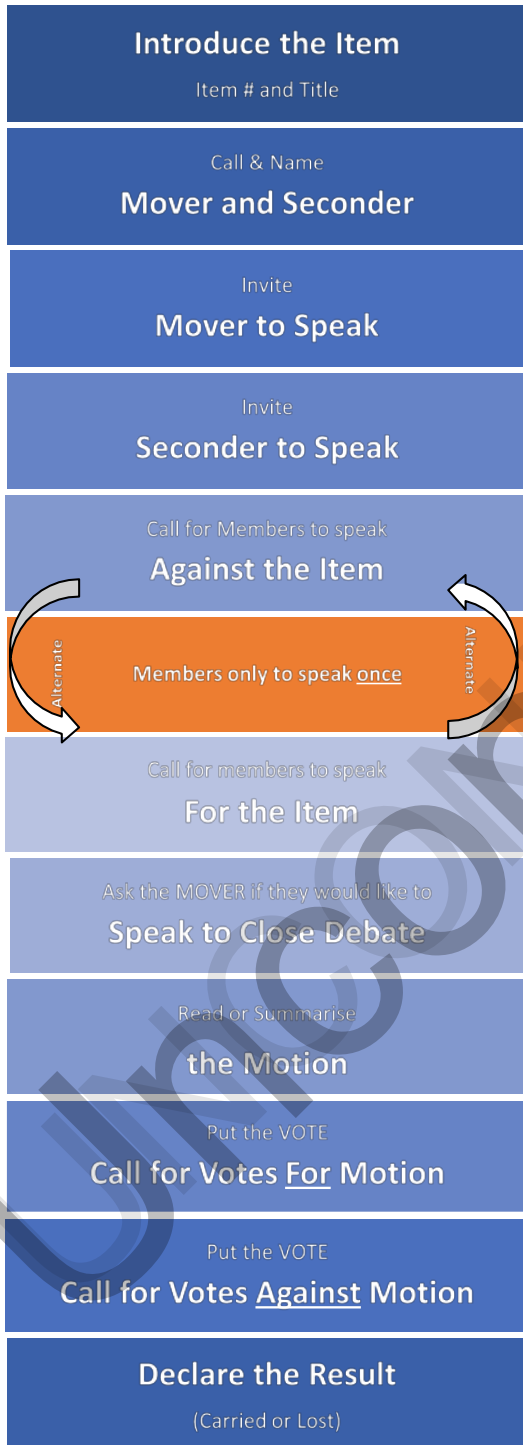
The Committee shall have flexibility in relation to when it needs to meet, but as a minimum, will need to meet at least once a year. It is the responsibility of the Presiding Member to call the meetings of the Committee.

## Reporting

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

# Process of Motions

## ORIGINAL MOTION



## AMENDMENT



**ORIGINAL (SUBSTANTIVE) MOTION AMENDED?**

**NO**

**YES**

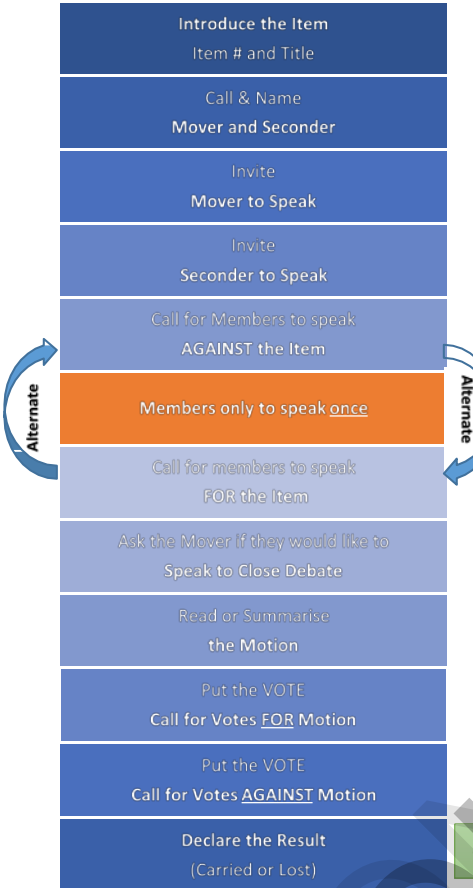
Back to  
**ORIGINAL MOTION**  
Pick up at same point in the  
**ORDER OF DEBATE**

Motion Amended  
and is now the  
**SUBSTANTIVE MOTION**

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

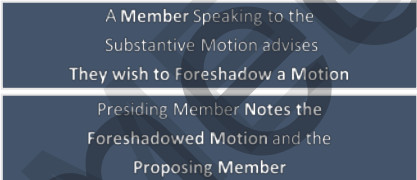


## Substantive Motion



E.g. If the substantive motion is lost then I wish to foreshadow an alternative motion

During Debate of Substantive Motion



## Foreshadowed Motion

Foreshadowed Motion Lapses

**Note:**

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

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## 1. OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member Cr K O'Keeffe welcomed Committee members and staff and opened the meeting at 1:48pm.

## 2. ACKNOWLEDGEMENT OF COUNTRY

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

## 3. ATTENDANCE /APOLOGIES

### 3.1. ATTENDANCE

Cr Kate O'Keeffe JP	Shire President
Cr Rebecca O'Meehan	Deputy Shire President
Cr Lex Martin	
Cr Peter Callaghan	
Cr Robert Minitier	
Cr Mick Creagh	from 1:55pm
David Nicholson	Chief Executive Officer
Anita Finn	Senior Governance & Risk Management Officer

### 3.2. APOLOGIES

Cr Rebecca Kiddle  
Cr Shelley Hmeljak

#### **4. CONFIRMATION OF PREVIOUS MEETING MINUTES**

CEO REVIEW COMMITTEE MEETING 11<sup>th</sup> OCTOBER 2023

##### **COMMITTEE RESOLUTION**

**Moved: Cr R Minter**

**Seconded: Cr R O'Meehan**

**CRC0324.01 That the minutes from the CEO Review Committee Meeting held on 11 October 2023 be confirmed as true and correct.**

**UNANIMOUSLY CARRIED 5/0**

**FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr R Minter, Cr L Martin, Cr P Callaghan**

**AGAINST: NIL**

## 5. GENERAL BUSINESS

<b>5.1</b>	<b>CEO Performance Criteria</b>
<b>Location:</b>	<b>N/A</b>
<b>Proponent:</b>	<b>N/A</b>
<b>Date of Report:</b>	<b>15 March 2024</b>
<b>Business Unit:</b>	<b>Strategy and Governance</b>
<b>Officer:</b>	<b>David Nicholson – Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>The CEO has a declared interest in this Performance Criteria</b>

### ATTACHMENTS

- Shire of Gnowangerup – Draft CEO Performance Criteria 2024
- Shire of Gnowangerup – CEO Performance Criteria for the period April 2023 to March 2024

### PURPOSE OF THE REPORT

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

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

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

Given the October 2023 Council elections, review of the CEOs performance was brought forward to 11 October 2023 so that it could be considered by the existing Council. It was noted at the time that the performance criteria for the new year would be considered after the Council elections. As the 11<sup>th</sup> October meeting occurred before the end of the performance period (March 2023 to April 2024), the full year results are now attached.

This purpose of this report is to note the full year results for the period March 2023 to April 2024, and for Council to consider the CEO's Performance Criteria for the period April 2024 to March 2025.

### BACKGROUND

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

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

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

## COMMENTS

### **Performance Criteria**

Attached to this report are the draft Performance Criteria for the period March 2024 to May 2025 prepared by the CEO for consultation and agreement with Council. These criteria are additional to the Functions of the CEO as documented in Section 5.41 of the Local Government Act 1995.

*The CEO's functions are to –*

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

The draft Performance Criteria adopts the same themes as the Shire's Community Strategic Plan of:

Our Community  
Our Economy  
Our Infrastructure  
Our Natural Environment  
Our Organisation

Under each theme, Actions, Due Date and the Manager Responsible are documented. Noting the Manager Responsible is important as this will ensure managers have line of sight and the same focus as the CEO, which ultimately is Council's focus.

## Reviewer

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

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

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

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

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

## CONSULTATION

This matter is a requirement of the CEO's employment contract and was discussed at the Councillor Workshop 13 March 2024.

## LEGAL AND STATUTORY REQUIREMENTS

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

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

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Not applicable

## STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Primary Strategic Risk Category	Leadership
Description	Risk of ineffective strategic leadership of Council. This includes the relationship between Council and the CEO.
Residual Risk: (Low, Moderate, High, Extreme)	High

Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

#### IMPACT ON CAPACITY

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

#### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

#### CONCLUSION

The draft Performance Criteria have been developed to support the community priorities identified in the Shire's Strategic Community Plan as well the priorities identified by the Shire's Executive Leadership Team.

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

#### VOTING REQUIREMENTS

Simple Majority

#### COMMITTEE RESOLUTION

**Moved: Cr L Martin**

**Seconded: Cr P Callaghan**

- 1. Notes the results achieved by the CEO against the Performance Criteria for the period April 2023 to March 2024.**
- 2. Notes and endorses the Shire of Gnowangerup – CEO Performance Criteria for the period April 2024 to March 2025.**
- 3. Notes and endorses the CEO Review Committee as the Reviewer of the CEO's performance.**

**UNANIMOUSLY CARRIED 5/0**

**FOR: Cr K O'Keefe, Cr R O'Meehan, Cr R Minter, Cr L Martin, Cr P Callaghan**

**AGAINST: NIL**



# ITEM 5.1.1

## Shire of Gnowangerup - DRAFT CEO Performance Criteria - 2024

	Strategic Priority	Due date	Responsible Manager	2024/25								
				Q1 Result	Comment	Q2 Result	Comment	Q3 Result	Comment	Q4 Result	Comment	
<b>Our Community</b>												
Investigate reopening the Gnowangerup Star	4	31-Oct-24	EMIA									
Project manage the Gravel Cycle event	4	31-Oct-24	CDM									
Progress Salt River Hall sale		28-Feb-25	CEO									
Develop a Reconciliation Action Plan (RAP)		28-Feb-25	DCEO									
Establish the foundations for a youth council		28-Feb-25	CEO									
Create a yarnning circle		28-Feb-25	CEO									
Work with local police to establish a blue light disco		28-Feb-25	CEO									
Undertake an SCP refresh (SCP completed 7/2021). Refresh to include consultation with residents, business community and youth groups.		31-May-25	DCEO									
Investigate the creation of lifestyle blocks (50 hectare blocks)	6	31-Aug-25	CEO									
Community park (skate park) at 40 Yougenup Road.		31-Aug-27	APM									
Deliverables and deadlines in accordance with Project Mandate.												
<b>Our Economy</b>												
Housing - develop Lot 183 Whitehead Road (3x2 staff house). Develop Project Mandate, source funding and build.	1	30-Jun-26	CEO									
Housing - lots 272 and Lot 273 Quinn Street. Deliverables and deadlines in accordance with Project Mandate.	1	30-Jun-28	EMIA									
<b>Our Infrastructure</b>												
Deliver the budgeted capital works programme		28-Feb-25	EMIA									
Implement designated recycling areas at each landfill.		28-Feb-25	APM									
Refresh, improve and upgrade street signage: Gnowangerup 2023/24		28-Feb-25	AWMC									
Upgrade footpaths in Gnowangerup		28-Feb-25	AWMC									
Upgrade disability parking in Gnowangerup		28-Feb-25	AWMC									
Investigate sourcing / accessing gravel resources	5	28-Feb-25	EMIA									
Refresh, improve and upgrade street signage: Borden 2024/25		28-Feb-26	AWMC									
Refresh, improve and upgrade street signage: Ongerup 2025/26		28-Feb-26	AWMC									
Develop assets register and assets maintenance plan and systems and processes to support.	2	28-Feb-26	APM									
Develop a waste strategic plan covering waste disposal and sustainable resource recovery opportunities.	5	28-Feb-30	APM									
<b>Our Natural Environment</b>												
Investigate installation of electric vehicle charging stations	5	31-May-24	AWMC									
<b>Our Organisation</b>												
Employ Corporate Services Manager	1	31-Jul-24	DCEO									
Rollout new Vision, Mission and Values	1	30-Nov-24	CEO									
Rework the LTFP	2	28-Feb-25	CSM									
Develop whole of organisation IT Road Map	2	28-Feb-25	DCEO									
Develop cascaded KPIs for all positions	1	28-Feb-25	DCEO									
Develop all-staff training matrix	1	28-Feb-25	CSM									
Cybersecurity: review data held and existing controls.	2	28-Feb-25	DCEO									
Resolve EHO position	1	28-Feb-25	CEO									
Diversify income - investigate airport landing fees - investigate pharmacy building purchase	3	28-Feb-25	CEO									

**Strategic priorities**  
 1. Resourcing (people)  
 2. Organisational capability (systems)  
 3. Income diversification  
 4. Tourism / marketing  
 5. Renewable resources  
 6. Population attraction

# ITEM 5.1.2

## Shire of Gnowangerup - CEO Performance Criteria for the period April 2023 to March 2024

	Due date	Responsible Manager	2023/24							
			Q2 Result	Comment	Q3 Result	Comment	Q4 Result	Comment	Q1 Result	Comment
<b>Our Community</b>										
Gnowangerup Town Hall centenary celebrations	Form celebration committee: 30 April 2023 Identify events: 31 July 2023 Events commencing: 30 September 2023.	CDM	In Progress <25%	Discussed at Council workshop 12 April. Scaled down to a community led event in the Town Hall. Ceiling needs to be made safe and event to be tied in with the GST Bloom Festival September / October 2023.	In Progress 25%	Meeting with Edith Friday 14 July to discuss community involvement. Ongerup CRC also keen to host a function. Donna arranging a community meeting.	In Progress 25%	Meet with community members (Edith, Barbara, Janine, Tara) 22 August. Event to be held February 2024.	In Progress 75%	Community group being supported for this event. Proposed date is being finalised but will be during April.
Gnowangerup Star	Have open days as part of Town Hall centenary celebration events commencing 30 September 2023.	CDM	Not Commenced	Given scaled down Town Hall centenary events (see above) this may not occur. Await input from the community about the Town Hall event.	Not Commenced	Will be discussed with the Town Hall Community celebration group.	Not Commenced	Discussed with Tom McInerney Thursday 17 August who has been in contact with members of the Printers Guild(?). Number provided.	In Progress <25%	Discussed with Murray Neal (ex-Sunday Times printer) on 6 Nov 2023. Murray believes it is an electrical fault with the machine and that Jerrumgup Electrical were involved. Spoke with Jerrumgup Electrical 11 March 2024 who will inspect.
Develop project plan for the construction of a skate park at 40 Yougenup Road.	Report including plan to Council 31 August 2023	CDM	In Progress <25%	13 Feb 2023: met with Richard House. GNP360's plan is to resolve all contamination issues before gifting the site to the Shire. Two quotes received 20 February 2023 to test for contamination \$31k and \$49k.	In Progress <25%	Gate 1 Council report being prepared. Seeking update quotes / cost indications.	In Progress 25%	Shire of Beverley and Shire of Katanning skate / family parks and indicative costs and grant options presented at Council workshop 13 September. Meet with Cassie Beeck and Richard House 14 August to discuss Yougenup Road land donation.	Completed	In discussion with Trail Futures about preparing a high level preliminary plan with indicatives costings. Project Mandate prepared and presented to Council Workshop 6 February 2023. Project Manager appointed.
Undertake an SCP refresh (SCP completed 7/2021). Refresh to include consultation with residents, business community and youth groups.	30 November 2023	CDM	In Progress <25%	Early discussions and planning commenced.	In Progress <25%	Internal meeting arranged 17 July to commence the mid-year review.	In Progress 25%	SCP workshopped inhouse August. Consideration being given to engaging Cataylse to prepare an MARKYT Community Scorecard. This will costs approx \$10k but has not been budgeted.	Completed	
CEO community presence	31 March 2024	CEO	In Progress 25%	Weekly attendance at either Ongerup or Borden. 21 March: Gnowangerup Sporting Complex Committee and attended their AGM 27 March. 23 March: Mens Shed; Dr Wole and Kemi. 24 March: Hon Shelley Payne 3 April: DLGSC executive sundowner in Albany Two articles provided to In The Gnow (March and April). 25 April: Anzac day Borden and Gnowangerup.	In Progress 50%	Regular attendance at Ongerup and / or Borden. Requested to become a member of the GDHS Board. Monthly coffee catch-ups with Manager Gnowangerup CRC. 8 May - on-site meeting with Graeme Finn to discuss flooding issues. 9 May - meeting with Robbie Minitter to discuss Railway Close problems. 12 May - attended State budget briefing in Albany. 15 May - meeting with Rod, John and Ian Richardson to discuss Gnowangerup airport. 22 May - discussed Business Leaders Forum with Ben Richardson (Auspan). 26 May and 9 June - meeting at Borden with Aboriginal elders. 29 May - meeting with Parmindah Singh in Kojoonup to discuss capital options. 31 May meeting with Ellen Milne at Salt River Hall. 13 June - hosted GDHS school children visit to Shire. 15 June - presentation to GSDC Board. 14 July - meeting with Edith Robertson to discuss Town Hall celebrations.	In Progress 75%	Regular attendance at Ongerup and / or Borden. Now on the board of Gnowangerup District High School. Monthly coffee catch-ups with Manager Gnowangerup CRC. Meetings held with the following community members: Richard House, Cassie Beeck, Town Hall centenary project group (Edithy, Janin, Tara, Barbara). Established Gnowangerup vandalism / anti-garffiti meeting (Robbie, Tom, Ian Graham). Telephone meetings with Darren Baum re: BRMC postion. Attended David Littleproud sundowner. Meetings with FFI and Vestas re: wind Farms. Interviewed by GPR and Chanel 7 re: earthquake 6 August. Spoke with multiple community members and offered assistance.	Completed	CEO endeavours to maintain a profile in each town. Scheduled visits continue to Ongerup and Borden, and from 2024 a formal meet-the-CEO has been arranged at the GNP CRC. Business Leaders Forum allowed good networking and relationship building.
<b>Beyond current</b>										
Resolve Salt River Hall	mid 2024	CEO	In Progress <25%	March 2023: meeting arranged with proponent for May 2023 but subsequently deferred and now being rescheduled.	In Progress 25%	Meeting with Elene Milne at Salt River Hall 31 May. Council report submitted 29 June. In discussions with DPLH.	In Progress 50%	Letter sent 12 July to DPLH requesting title transfer to the Shire.	In Progress 50%	DPLH contacted 12 Jan 2024 requesting update.
Develop a Reconciliation Action Plan (RAP)	Late 2024	CDM	In Progress <25%	April 2023: amount included in the draft 2023/24 budget to start development of a RAP.	In Progress <25%	An amount has been included in the 2023/24 budget	In Progress <25%		In Progress <25%	This will be a 2024/25 KPI
Establish a Youth Council	Late 2024	CDM	Not Commenced		Not Commenced		Not Commenced		Not Commenced	This will be a 2024/25 KPI
<b>Our Economy</b>										
Housing - Develop a project plan for the construction of two houses on lots 272 and Lot 273 Quinn Street. Project plan to be staged to ensure houses reach practical completion by June 2025.	30 April 2023	AWMC	Completed	Project plan presented at Briefing Session 22 March 2023. The plan is to seek expressions of interest for an end-to-end project manager to prepare the plan, design and build.	In Progress 25%	Project plan poor quality so KPI reopened. Project being rescoped using business case template.	In Progress 50%	Business case being prepared. Will be presented at Council workshop.	Completed	Project mandate prepared and discussed at Council Workshop 6 Feb 2024. Project Manager appointed. Business Case to be prepared Q2 2024.
Housing: Develop project plan for the construction and leasing of the caravan park chalets	31 May 2023	AWMC	Completed	Project plan presented at Briefing Session 22 March 2023.	Completed		Completed		Completed	
Housing - develop Lot 183 Whitehead Road (3x2 staff house). Project was to be partially funded via a grant that was unsuccessful. Business case needs to be reworked.	31 August 2023	DCEO	Not Commenced		Not Commenced	The option of refreshing the existing business case and using to source a grant is being explored. Financial constraints has meant this project is not included in the 2023/24 budget though allowance to engage a consultant to refresh the business case has been.	Not Commenced	Amount to engage a consultant to refresh the business case was included in the 2023/24 budget which was approved by Council 9 August.	In Progress 75%	Amount to engage a consultant to refresh the business case was included in the 2023/24 budget which was approved by Council 9 August. Business Case being updated, draft received 6 March 2024.
Economic Forum: Local Business Leaders forum to share information and insight, and to network. Include GSDC and GSRDA	30 September 2023	CDM	In Progress <25%	Discussed at Council workshop 12 April. Rough plan developed. Have engaged with CBH and GSDC.	In Progress 25%	CBH have committed to provide a presenter. In discussion with Water Corp for similar. Also in discussions with GSDC.	In Progress 75%	Forum planned for Friday 3 November. A/CEO from GSDC to be keynote speaker. In discussion with other potential speakers (Auspan, Duraquip, Shelley Payne, ASW, CBH, Rck Wilson).	Completed	BLF held Friday 3 November 2023. Over 80 attendees.
<b>Beyond current</b>										
Housing - identify land available for residential development in Ongerup and Borden	30 April 2024	CEO	In Progress 25%	9 Feb 2023: Met with Graeme Savage. Two lots have been identified next to the caravan park. In conversation with Phil about these. Letter sent to Graeme 29 March 2023 advising of local law requirements. Town Planner in the process of producing.	In Progress 25%		In Progress 25%		In Progress 25%	This is a project for the Town Planner. Work progressing.
Housing - With DevelopmentWA fast track the subdivision and release of land at Lot 561 Yougenup Road (Cuneo Close).	31 December 2024	CEO	In Progress <25%	13 March 2023: meeting with DevelopmentWA and Town Planner. Cuneo Close Industrial is focus and expect development in 2024. March 2023: Structure Plan amendment to increase residential area density advertised for six week comment period.	In Progress 25%	July 2023: Public consultation of structural plan undertaken May/June. Report to Council 29 June. Request submitted to WA Planning Commission 12 July 2023 to seek final approval.	In Progress 50%	DevelopmentWA have approved release of land in Cuneo Close (light industrial) and Corbett Street (housing).	Completed	Land will be released to the market by Q1 2026 (both Corbett St subdivision as well as Cuneo Close).
<b>Our Infrastructure</b>										
Deliver the budgeted capital works programme	31 July 2023	CEO	Completed	Capital works programme completed in accordance with budget.	Completed		Completed		Completed	

Shire of Gnowangerup - CEO Performance Criteria for the period April 2023 to March 2024

	Due date	Responsible Manager	2023/24								
			Q2 Result	Comment	Q3 Result	Comment	Q4 Result	Comment	Q1 Result	Comment	
Gnowangerup Town Hall	Complete minor building repairs: 30 April 2023 Complete ceiling work: 30 September 2023	AWMC	In Progress <25%	April 2023: ceiling to be made safe using internal staff. In the process of obtaining indicative costs from external builders.	In Progress <25%	Ongoing difficulty is obtaining quotes for any of this work.	In Progress 50%	Quote received August to remove ceilings (\$80k). A second quote is being sought.	In Progress 75%	Ceiling to be removed Q1 2024 at which time assessment for replacement can be undertaken. Ceiling removed January 2024 and building is now safe. Replacemnet is now being worked through.	
Refresh, improve and upgrade street signage: Gnowangerup 2023/24	30 November 2024	MW	Not Commenced		In Progress <25%	Allowance included in the 2023/24 budget as well as the employment of an additional maintenance person.	In Progress 25%	2023/24 budget approved 9 August. Work will be undertaken over the following months.	Not Commenced	2023/24 budget approved 9 August. Staff turnover has delayed commencement. This project has been allocated to the EMIA.	
<b>Beyond current</b>											
Refresh, improve and upgrade street signage: Borden 2024/25 Ongorup 2025/26	30 November 2026	MW	Not Commenced		Not Commenced		Not Commenced		Not Commenced		
Deliver DAIP	30 June 2024	CDM	In Progress <25%	April 2023: slow progress given staff vacancies (CDM position).	In Progress 25%	Accurate reporting against progress now instigated. Gnowangerup footpaths now being repaired and allowance made in the 2023/24 budget for footpath improvements. Annual report for EOY 2022/23 to include improved readability for the visually impaired.	In Progress 25%		In Progress 25%	LRCIP4 funding includes allocation to repair all Gnowangerup footpaths including ramps. This project has been allocated to the EMIA.	
<b>Our Natural Environment</b>											
Investigate and provide council with a report on the installation of electric vehicle charging stations	31 October 2023	AWMC	In Progress <25%	March 2023: Council briefed on State grant opportunity but this only related to staff vehicles.	In Progress <25%	To be reinitiated upon the employment of the new AWMC	On Hold	Options continue to be investigated. Discussed with Shire of Collierie August and Council updated. Cost taken out of 2023/24 budget given other priorities.	On Hold	Information gathered at WALGA State Conference trade show. To be included for discussion in 2024/25 budget.	
Engage with local indigenous groups with focus on the environment	31 December 2023	CEO	Not Commenced		In Progress 25%	26 May and 9 June - meeting at Borden with Aboriginal elders to discuss improving access to culturally important area.	In Progress 25%	Developing Yoorin Trail signage with elder input. Meeting with Ezzard Flowers to discuss endemic flora tours.	In Progress 50%	Meetings with Elders to discuss access to culturally important site behind Borden CBH. Yoorin Trail nearing finalisation. Signage chosen, script and photos complete, held up given inclusion of endemic flora, change in script and change in photos.	
<b>Beyond current</b>											
Electric vehicle	Purchase electric vehicle by 31 March 2026	AWMC	In Progress <25%	April 2023: Cost of vehicle and charge station included in the draft 2023/24 budget.	In Progress <25%	Budget restrictions resulted in the vehicle being taken out of the 2023/24 draft budget. Charging station still included.	On Hold		On Hold	To be included for discussion in 2024/25 budget. Hybrid vehicle purchased for DCEO February 2024.	
<b>Our Organisation</b>											
Facilitate Council review of Shire's vision, mission and values	31 March 2023	CEO	In Progress 25%	15 March 2023: Workshop held. This project will now be undertaken by the CEO and Council updated over the next 12 months.	In Progress 25%		In Progress 25%	Review delayed given competing priorities and the departure of Executive Manager Infrastructure and Assets.	Completed	Review of vision, mission and values undertaken by Executive 1 March 2024. Discussed with Council at March Workshop.	
Resolve employment of CESH	30 April 2023	CEO	In Progress 50%	Position advertised 31 March 2023. Applications being reviewed with Kojouhar and Cranbrook.	In Progress 50%	Position readvertised June as first round unsuccessful. Second interviews also unsuccessful. To be readvertised July. DFES have been appraised of progress and remain supportive.	Completed	Position readvertised July and interviews undertaken August. Better field of candidates. Appointment made and incumbent commences 26 September.	Completed		
Review all policies	31 May 2023	DCEO	In Progress 25%	27 March 2023: Project being led by casual Project Officer (Anita Finn). Policies re-presented in a more contemporary format.	In Progress <25%	Review underway but task larger than anticipated. Policies have not been reviewed since 2019.	In Progress 75%	Majority of policies reviewed and will be presented at Council workshop September.	In Progress 75%	The majority of Policies were presented to Council September 2023. The remainder will be reviewed over the coming months.	
Take a lead role in VROC	31 May 2023	CEO	In Progress 25%	Handover of lead council responsibilities undertaken 4 May.	Completed	Now Chair of group. Meeting held in May and a second planned for August. The group needs to refocus and refine it's direction and purpose. Current strategic plan is out of date.	Completed	Two VROC meetings held with discussions revolving around refocusing and reestablishing purpose. Strategic Planning session scheduled for October.	Completed	October 2023 meeting deferred to February 2024 to determine strategic priorities. Full review of strategic priorities undertaken, now being finalised. Shire Presidents will be invited to attend to review and discuss.	
Develop 2023/24 budget and LTFP with greater Councillor consultation	31 July 2023	DCEO	In Progress 25%	1 February 2023: Council briefed on economic environment and Darren Long presented on mid-year review and early budget planning. 15 March: Council provided with budget timetable which includes two workshops and the option for a third. 26 April: First budget workshop held. Next budget workshop planned for June.	In Progress 75%	Four workshops have been held but the process has not been as seamless as desired. Lessons have been learned that will be applied for next year. LTFP is well out of date and will be a stand alone project.	In Progress 75%	Budget adopted 9 August. LTFP to be developed in the lead up to preparing the 2024/25 budget.	In Progress 75%	The current LTFP requires significant rework. This will be discussed as part of preparing the 2024/25 budget.	
Develop cascaded KPIs for all positions	31 August 2023	DCEO	In Progress 25%	March 2023: Undertaken as part of annual staff appraisals.	In Progress 25%	Cascaded KPIs developed but process needs better communication. Process is immature but will develop over time.	In Progress 25%		In Progress 25%	KPIs are being developed for all staff but these are not supported by simple systems so tracking results is not easy or timely.	
Facilitate council elections	21 October 2023	CEO	In Progress <25%	March 2023: WAEC appointed to manage process.	In Progress 25%	Being managed with WAEC. Governance manual updated; Councillors inductions to be updated.	In Progress 75%	Councillor inductions document updated and induction presentation being prepared.	Completed	Councillor induction handbook updated and induction presentation developed. Extraordinary Council election facilitated in February 2024.	
Develop all-staff training matrix	31 October 2023	DCEO	In Progress <25%	March: early model developed as part of annual appraisal process and preparation of 2023/24 budget.	In Progress <25%	Draft training matrix developed but process needs better communication. Process is immature but will develop over time.	In Progress 25%		In Progress 25%	Matrix will be focused on as part of developing the 2024/25 budget.	
Cybersecurity: review data held and existing controls.	31 December 2023	DCEO	Not Commenced		In Progress <25%	Initial review of cyber audit data considered.	In Progress 25%	Cost of cyber audit included in 2023/24 budget. This will be undertaken by year end.	Not Commenced	This remains an important project but given urgent priorities and staff shortage other than reviewing an approach, no progress has been made. Arriving at a solution will be part of preparing the 2024/25 budget.	
Resolve WHS position	31 December 2023	DCEO	Not Commenced	8 February 2023: Rosemary unexpectedly submitted her resignation. Discussed with Rex (LGIS) who will provide extra support until position refilled.	In Progress 50%	Position advertised May and two candidates interviewed.	Completed	Interviews completed and incumbent hired and commenced 4 September.	Completed		
Action LevelUp HR/IR Audit findings	31 March 2024	DCEO	Not Commenced		Not Commenced	A number of new HR policies have been developed and some system improvements introduced. Considerably more work required though.	In Progress 25%		In Progress 50%	Actions addressed as part of new systems and processes. System improvements to be considered over time. This includes updating the payroll system or outsourcing the process.	
Safety - monthly CEO inspections/conversations	31 March 2024	CEO	In Progress <25%	28 March 2023: discussed safety with crews at the Salt River Road re-sheeting project. Attended depot tool box meetings 1 March and 5 April.	In Progress 50%	Safety raised as part of staff interactions; commented upon in weekly staff updates and on-site conversations.	In Progress 50%	Safety discussion at depot with selected employees (Lewis who injured finger). These conversations and interactions will be ramped up once the Senior WHS Officer commences in September.	In Progress 75%	Safety raised as part of all-staff Town Hall meetings. CEO regularly attends and raises safety at Depot Tool Box meetings.	
CEO leadership and presence - CEO visibility achieved through weekly staff update, town hall meetings and visits	31 March 2024	CEO	In Progress 25%	Weekly CEO staff updates provided. 21 January and 28 April 2023: Town Hall breakfasts held	In Progress 50%	Weekly CEO staff updates provided. Town Hall breakfasts held each 1/4. Next Town Hall is planned for early August.	In Progress 75%	Weekly CEO staff updates released. Town Hall breakfasts held each 1/4. Third Town Hall breakfast held Friday 18 August. Semi-regular visits to the depot.	Completed	CEO updates released weekly. All-staff Town Hall meetings held quarterly.	

**Shire of Gnowangerup - CEO Performance Criteria for the period April 2023 to March 2024**

	Due date	Responsible Manager	2023/24							
			Q2 Result	Comment	Q3 Result	Comment	Q4 Result	Comment	Q1 Result	Comment
Resolve EHO position	31 March 2024	CEO	In Progress <25%	Early discussion swith EHO about the creation of and EHO cadet position	On Hold	Additional cost not included in the 2023/24 budget. The concept is good but futher consideration is required.	Not Commenced	Opportunities to collaborate with this portion discussed at VROC.	In Progress <25%	This remains an important priority. Has been discussed at VROC but no solution at this stage.
Beyond current										
Investigate SAT regional/isolation catorisation	30 June 2024	CEO	In Progress <25%	March 2023: early preliminary research undertaken and conversations held.	In Progress <25%	To be progressede in Q4 of this year. Submissions are not due to SAT until January 2024.	In Progress 50%	Raised at WALGA Zone and State council meeting. Arranging meeting with SAT with Shire President. Discussed with peers. Submission to be prepared on a collaborative basis with near-neighbour CEOs.	Completed	Raised by the President and CEO when visiting the Minister for LG in November 2023. Submission prepared and submitted to SAT 22 January 2024.

UNMCO CONFIRMED

## 6. DATE OF NEXT MEETING

That the next CEO Review Committee meeting be held 30<sup>th</sup> October 2024

***Cr M Creagh joined the meeting at 1:55pm***

## 7. CLOSURE

***The Presiding Member Kate O’Keeffe commended the CEO David Nicholson for his work for the Shire of Gnowangerup.***

There being no further business, the Presiding Member Cr K O’Keeffe thanked Committee members and Staff for their time and closed the meeting at 1:56pm.

<b>11.5</b>	<b>LIST OF MARCH 2024 ACCOUNTS FOR PAYMENT AND AUTHORISATION</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	11 April 2024
<b>Business Unit:</b>	Corporate and Community Services
<b>Responsible Officer:</b>	Chiara Galbraith – Deputy Chief Executive Officer
<b>Author:</b>	Anrie van Zyl – Human Resource & Emergency Management Officer
<b>Disclosure of Interest:</b>	Nil

ATTACHMENTS

- List of Payments for March 2024

PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of March 2024.

BACKGROUND

Nil

COMMENTS

The List of Payments for March 2024 covering the period 01/03/2024 to 31/03/2024 is as follows:

<b>FUND</b>	<b>AMOUNT</b>
Municipal Fund	\$594,864.34
Credit Card	<u>\$ 5,156.98</u>
<b>TOTAL</b>	<b>\$600,021.32</b>

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 4.4

### FINANCIAL IMPLICATIONS

All payments are in line with the Adopted Budget or have been approved by Council as a Budget Amendment.

### STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

<b>Theme</b>	Our Organisation
<b>Community Priority</b>	Forward planning and implementation of plans to achieve strategic priorities.

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

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

### IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

**CONCLUSION**

That Council receive and approve the March 2024 List of Payments as per the Officer's Recommendation

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION**

Moved: Cr R Kiddle

Seconded: Cr R Minitier

**0424.24 That Council:**

**Receives and approves the payment of accounts for March 2024 consisting of:**

- EFT20914– EFT21027 totalling \$437,217.52;
- Superannuation and Direct Deposits totalling \$157,646.82; and
- Corporate Credit Card totalling \$5,156.98

**UNANIMOUSLY CARRIED 7/0**

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

**AGAINST:** NIL



**SHIRE OF GNOWANGERUP**  
**LIST OF PAYMENTS - MARCH 2024**

Chq/EFT	NAME	DESCRIPTION	DATE	AMOUNT
DD6661.1	3E ADVANTAGE PTY LIMITED	PHOTOCOPIER LEASE, PRINCIPAL PAYMENT	18/03/2024	\$ 418.00
EFT20982	AA CONTRACTORS	WATER CART HIRE FEBRUARY AND DEMOB GRADER	20/03/2024	\$ 8,837.40
EFT20978	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	19/03/2024	\$ 100.00
EFT21025	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	28/03/2024	\$ 90.00
EFT20914	AFGRI EQUIPMENT AUSTRALIA PTY LTD	MS 211 C-BE - 40CM/16" (AS PER QUOTE 822928)	08/03/2024	\$ 1,900.00
EFT20983	AFGRI EQUIPMENT AUSTRALIA PTY LTD	MOWER BLADES	20/03/2024	\$ 363.83
EFT20984	AIR LIQUIDE	CYLINDER HIRE FEBRUARY 2024	20/03/2024	\$ 123.26
EFT20985	ALBANY IRRIGATION & DRILLING	INSTALLATION OF SOLAR PUMP STUTLEY DAM	20/03/2024	\$ 15,103.80
EFT20915	ALBANY LEADING EDGE HI-FI	1X ICOM IC-A16E - AERONAUTICAL RADIO	08/03/2024	\$ 525.00
EFT20916	ALBANY RADIO COMMUNICATIONS	TWO-WAY RADIO MAINTENANCE WORK BASED ON QUOTATION 01219684	08/03/2024	\$ 4,668.51
EFT20986	ALBANY V-BELT AND RUBBER	ALEMLUBE ELBOW ROTARY	20/03/2024	\$ 61.74
EFT20917	ALLIED FORKLIFTS PTY LTD	ONE SET OF FORKLIFT EXTENSION SLIPPERS 150MM BY 1830 MM POWDER COATED YELLOW (YFEX 150 X 1830MM)	08/03/2024	\$ 715.00
EFT20987	ANGELINA COUCH	REIMBURSEMENT - TAP	20/03/2024	\$ 71.15
EFT20918	ANNA MARIA VAN ZYL	ACCOMMODATION & MEALS REFUND FOR TRAINING ATTENDED IN PERTH	08/03/2024	\$ 579.50
DD6646.8	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	13/03/2024	\$ 472.79
DD6679.8	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	27/03/2024	\$ 475.17
EFT20919	ARMADILLO GROUP	HOSE CRIMPING AND LABOUR	08/03/2024	\$ 257.70
EFT20988	ARMADILLO GROUP	PARTS	20/03/2024	\$ 926.57
EFT20920	AUSTRALIA POST	SERVICE CHARGES FEB 24	08/03/2024	\$ 404.20
DD6683.1	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	27/03/2024	\$ 30.77
DD6646.5	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	13/03/2024	\$ 834.00
DD6679.6	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	27/03/2024	\$ 731.82
DD6667.1	AUSTRALIAN TAXATION OFFICE	PAYG - FEBRUARY 2024	22/03/2024	\$ 57,508.00
EFT20989	AUTOSMART (WA) SOUTH WEST & GREAT SOUTHERN	PEAR DROPS 5 LT AND EXTRA HANDS TUB	20/03/2024	\$ 152.38
DD6646.1	AWARE SUPER	PAYROLL DEDUCTIONS	13/03/2024	\$ 7,927.42
DD6679.1	AWARE SUPER	PAYROLL DEDUCTIONS	27/03/2024	\$ 7,589.82
EFT20921	B P HARRIS & SON	65 X 65 PTD RHS 1 @ 2000	08/03/2024	\$ 152.30
EFT20990	B P HARRIS & SON	PIN FOR BACKHOE	20/03/2024	\$ 528.00
EFT20991	BARRY GIBBS	FUEL REIMBURSEMENT	20/03/2024	\$ 25.02
EFT20992	BECKS TRANSPORT	FREIGHT ON CHEMS FOR POOL	20/03/2024	\$ 81.41
EFT20993	BELINDA KNIGHT	FEES FEBRUARY 2024	20/03/2024	\$ 5,720.00
DD6644.2	BENDIGO COMMUNITY BANK	TYRO FEES - FEB 2024	04/03/2024	\$ 341.68
DD6651.1	BENDIGO COMMUNITY BANK	BASKETBALL HOOP FOR POOL PLUS DELIVERY	14/03/2024	\$ 5,063.20
EFT20922	BEST OFFICE SYSTEMS	SERVICE CHARGES - IMC6000 ADMIN COPIER - FEB 24	08/03/2024	\$ 824.78
4	BF - ACCOUNT KEEPING FEES	ACCOUNT KEEPING FEES	28/03/2024	\$ 0.60
4	BF - ACCOUNT KEEPING FEES	DE FEES	28/03/2024	\$ 5.10
4	BF - ACCOUNT KEEPING FEES	BANK @ POST FEES	28/03/2024	\$ 4.00
4	BF - ACCOUNT KEEPING FEES	DEPOSIT FEES	25/03/2024	\$ 4.00
4	BF - ACCOUNT KEEPING FEES	DE FEES	21/03/2024	\$ 6.30
4	BF - ACCOUNT KEEPING FEES	DE FEES	19/03/2024	\$ 0.60
4	BF - ACCOUNT KEEPING FEES	DEPOSIT FEES	18/03/2024	\$ 4.00
4	BF - ACCOUNT KEEPING FEES	DE FEES	14/03/2024	\$ 5.40
4	BF - ACCOUNT KEEPING FEES	DEPOSIT FEES	12/03/2024	\$ 4.00
4	BF - ACCOUNT KEEPING FEES	DE FEES	11/03/2024	\$ 9.60
4	BF - ACCOUNT KEEPING FEES	DEPOSIT FEES	05/03/2024	\$ 4.00
4	BF - ACCOUNT KEEPING FEES	ACCOUNT KEEPING FEES	01/03/2024	\$ 55.28
4	BF - ACCOUNT KEEPING FEES	DE FEES	01/03/2024	\$ 0.45
4	BF - ACCOUNT KEEPING FEES	FTS DE PROCESS	01/03/2024	\$ 3.35
EFT20923	BGL SOLUTIONS	SUPPLY & INSTALL FERTILIZER, ETC	08/03/2024	\$ 15,030.23
EFT20994	BGL SOLUTIONS	REPAIR TO IRRIGATION STATION 5 AT GNP OVAL	20/03/2024	\$ 667.15
EFT20979	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	19/03/2024	\$ 100.00
EFT21026	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	28/03/2024	\$ 100.00
EFT20995	BORDEN PAVILION COMMITTEE INC	HIRE OF BORDEN PAVILION OCTOBER 2023	20/03/2024	\$ 380.00
DD6646.6	BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	13/03/2024	\$ 195.86
DD6679.5	BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	27/03/2024	\$ 979.32
EFT20924	BUILDING AND ENERGY DIVISION DEPT MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR FEB 24	08/03/2024	\$ 740.97
EFT20925	BUNNINGS ALBANY	PINNACLE 1830 X 860 X410MM GLOSS BLACK LOCKABLE GARAGE CABINET	08/03/2024	\$ 1,088.50
DD6646.3	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	13/03/2024	\$ 894.74
DD6679.3	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	27/03/2024	\$ 766.12

EFT20926	CAST-TECH GROUP	SUPPLY AND DELIVER 25MPA CONCRETE TO MOORES DAM ROAD 200M NORTH OF STUTLEY ROAD - CONFIRM DELIVERY TIME FOR 21/02/23	08/03/2024	\$ 1,143.12
EFT20927	CHANDLER MACLEOD GROUP LTD	ASSET AND WASTE MANAGEMENT COORDINATOR - BACKFILL - WE 16/02/24	08/03/2024	\$ 1,501.20
EFT20928	CUTTING EDGES EQUIPMENT PARTS PTY LTD	GRADER BLADES JOHN DEERE GRADER (P2017) GB7810HT	08/03/2024	\$ 2,786.30
EFT20929	DA & KJ MURRAY	ACCOMMODATION FOR EHO - LLEW WITHERS - FEBRUARY 2024	08/03/2024	\$ 600.00
EFT20930	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2023/24 ESL QUARTER 3 IN ACCORDANCE WITH THE DFES WA ACT 1998	08/03/2024	\$ 26,489.40
EFT20931	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	TRACKING FORM 6584310	08/03/2024	\$ 44.00
EFT20932	DHU SOUTH ELECTRICAL	REPAIR MAIN SWITCHBOARD/PUMP PANEL - IRRIGATION REPAIR FOR GNP OVAL, COST IS APPROXIMATE ONLY	08/03/2024	\$ 139.48
EFT20933	DIRT 2 DUST MECHANICAL	REPLACEMENT OF AUXILIARY BATTERY FOR GRU SES DMAX VEHICLE	08/03/2024	\$ 922.90
EFT20996	DIRT 2 DUST MECHANICAL	SERVICE ON GN.10906	20/03/2024	\$ 776.66
EFT20997	DJ LEMIN PAINTING SERVICES	PAINT AND PREP OF MEDICAL CENTRE	20/03/2024	\$ 1,554.00
EFT20934	DL CONSULTING	FINANCIAL SERVICES AS PER CONTRACT FOR THE 23/24 FINANCIAL YEAR (AUG23 - JUN23) - JAN 24	08/03/2024	\$ 4,125.00
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	28/03/2024	\$ 2,102.20
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	27/03/2024	\$ 1,521.00
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	26/03/2024	\$ 20,300.25
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	25/03/2024	\$ 8,173.10
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	21/03/2024	\$ 1,618.60
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	20/03/2024	\$ 1,298.60
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	19/03/2024	\$ 8,866.05
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	18/03/2024	\$ 1,006.65
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	14/03/2024	\$ 1,188.50
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	14/03/2024	\$ 285.15
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	13/03/2024	\$ 416.15
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	12/03/2024	\$ 505.70
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	11/03/2024	\$ 1,211.65
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	11/03/2024	\$ 960.45
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	07/03/2024	\$ 2,711.80
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	05/03/2024	\$ 2,527.05
4	DOT - DEPT TRANSPORT DIRECT DEBIT	DEPT TRANSPORT DIRECT DEBIT	01/03/2024	\$ 3,118.35
EFT20935	EDGE PLANNING & PROPERTY	REVISION OF THE CUNEO CLOSE STRUCTURE PLAN (PLANNING CONSULTANT FEE FOR THE UPDATING OF THE STRUCTURE PLAN & ACOUSTIC COMPONENT OF THE REPORT) AS PER COUNCIL RESOLUTION NO 1022.119, ORDINARY COUNCIL MEETING 26 OCTOBER 2022	08/03/2024	\$ 330.00
EFT20998	EDWARDS ISUZU UTE (NARROGIN)	BALANCE OF DMAX TRADE	20/03/2024	\$ 16,086.00
EFT20936	G & M DETERGENTS	5 LITRE GENTLE TOUCH	08/03/2024	\$ 36.41
EFT20937	G&K TRUCK & 4X 4 PTY LTD	GREASE 0004 - PREMIUM HEAVY DUTY GREASE 450GM (EACH) (QUOTE 23)	08/03/2024	\$ 366.74
EFT20938	GALLERY WORKS	PICTURE FRAMING 2 PHOTOS OF COUNCILLORS FOR 2023 @\$418 EACH	08/03/2024	\$ 836.00
EFT20939	GNOWANGERUP COMMUNITY RESOURCE CENTRE	STAFFING OF LIBRARY: 02,05,07,09,12,14,16,19,21,23,26,28 FEB23	08/03/2024	\$ 2,201.17
EFT20999	GNOWANGERUP COMMUNITY RESOURCE CENTRE	HIRE OF HALL	20/03/2024	\$ 560.00
EFT20940	GNOWANGERUP FAMILY SUPPORT ASSOC INC	2023/24 COMMUNITY GRANT APPROVAL - SOLAR INSTALLATION	08/03/2024	\$ 7,975.00
EFT20941	GNOWANGERUP FUEL SUPPLIES	FUEL GN.002 - FEB 24	08/03/2024	\$ 1,297.43
EFT21000	GNOWANGERUP FUEL SUPPLIES	DIESEL FUEL SUPPLIED	20/03/2024	\$ 37,158.00
EFT21001	GNOWANGERUP IGA	IGA ACCOUNT FEBRUARY / MARCH 2024	20/03/2024	\$ 426.48
EFT20942	GNOWANGERUP TYRE SERVICE	REPAIR PUNCTURE	08/03/2024	\$ 63.00
EFT20943	GNP HARDWARE	CAR BATTERY	08/03/2024	\$ 898.55
EFT21002	GNP HARDWARE	JUG 2.5LT	20/03/2024	\$ 1,133.84
DD6636.1	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR BORDEN FIRE TRUCK - FEB 24	30/03/2024	\$ 113.08
EFT20944	HACER PTY LTD T/A SMITH CONSTRUCTIONS WA	STAGE 1 - REMOVAL OF CEILINGS WITHIN GNOWANGERUP TOWN HALL AND MAKE SAFE AS PER QUOTATION.	08/03/2024	\$ 57,337.00
EFT20945	HEILONGJIANG FENG AO AGRICULTURAL & ANIMAL HUSBANDRY GROUP CO PTY LTD	GRAVEL	08/03/2024	\$ 40,040.00
EFT20946	HIDEWOOD ENTERPRISES PTY LTD T/A HIDEWOOD SIGNS & PRINT	24 PRE START BOOKS	08/03/2024	\$ 834.90
DD6642.1	HOUSING AUTHORITY	ASSET & WASTE MANAGER COORDINATOR RENT 3/14 GROCOCK STREET GNP	11/03/2024	\$ 420.00

DD6644.1	HOUSING AUTHORITY	ASSET & WASTE COORDINATOR RENT 3/14 GROCOCK STREET GNP	04/03/2024	\$ 420.00
DD6661.2	HOUSING AUTHORITY	ASSET & WASTE COORDINATOR RENT 3/14 GROCOCK ST GNP	18/03/2024	\$ 420.00
DD6672.1	HOUSING AUTHORITY	ASSET & WASTE MANAGEMENT RENT 3/14 GROCOCK ST GNP RENT	25/03/2024	\$ 420.00
EFT20947	IT VISION		08/03/2024	\$ 554.40
EFT21003	ITR PACIFIC PTY LTD	PARTS	20/03/2024	\$ 1,749.95
EFT20948	J. BLACKWOOD & SON PTY LIMITED	WESTBUILD ASPHALT PACK 64 X 20KG SHIPPING	08/03/2024	\$ 1,058.38
EFT21004	J. BLACKWOOD & SON PTY LIMITED	20KG BITUMEN COLDMIX	20/03/2024	\$ 1,058.38
EFT21005	JANINE MAREE THORNTON - THE SOUL VAN	CATERING FOR COUNCIL EVENT	20/03/2024	\$ 750.00
EFT21006	KATANNING MAZDA	PARTS AND SERVICE P3501	20/03/2024	\$ 783.95
EFT21007	KEILOR CONTRACTING PTY LIMITED	CONSTRUCTION AND RENOVATION - GENERAL WASTE TRENCH	20/03/2024	\$ 33,253.00
EFT20949	LANDGATE	RURAL UV INTERIM VALUATION - SCHEDULE:R2023/03 DATE:09/12/23 TO 22/12/23	08/03/2024	\$ 183.20
EFT20980	LGRCEU	PAYROLL DEDUCTIONS	19/03/2024	\$ 88.00
EFT21027	LGRCEU	PAYROLL DEDUCTIONS	28/03/2024	\$ 154.00
EFT21008	LO-GO APPOINTMENTS	RECRUITMENT FEE EA	20/03/2024	\$ 7,064.73
EFT21009	LUMENESS & CO	SOCIAL MEDIA TRAINING	20/03/2024	\$ 1,417.00
EFT21010	MAPIEN	TRAINING DELIVERED FEBRUARY 2024	20/03/2024	\$ 16,707.70
EFT20950	MARKET CREATIONS PTY LTD	GOOGLE TRANSLATE UPGRADE TO SHIRE WEBSITE	08/03/2024	\$ 682.00
EFT20951	MESSAGEMEDIA	MESSAGES OUTBOUND - FEB 24 (25273 MESSAGES)	08/03/2024	\$ 3,336.04
EFT20952	NORTH STIRLINGS PALLINUP NATURAL RESOURCES INC.	REIMBURSEMENT TOW TRUCK INV PAID 20240116 MARTIN TRANSPORT AND RECOVERY (REFUND)	08/03/2024	\$ 675.40
EFT20953	OFFICEWORKS	STATIONERY ORDER - FEBRUARY 2024 - ADMIN	08/03/2024	\$ 434.95
EFT21011	OFFICEWORKS	STATIONARY SUPPLIES ADMIN AND DEPOT MARCH 2024	20/03/2024	\$ 471.40
EFT20954	OLUMAYOKUN OLUYEDE	MONTHLY SERVICE FEE AS PER CONTRACT - AUG 23 - JUN 24 - FEB 2024	08/03/2024	\$ 13,750.00
EFT20955	ONGERUP FARM SUPPLIES	SUTTON DRILL BIT MASONRY 6.5MM	08/03/2024	\$ 34.35
EFT20956	ONGERUP HOTEL	NIBBLES & DRINKS CATERING FOR THE ANNUAL ELECTORS MEETING MIXED WINE, BEER & COOL DRINK MIXED SHARE PLATTERS FOR 25PAX \$70 PER HEAD X 25PAX = \$1750	08/03/2024	\$ 840.00
EFT20957	ONGERUP TYRES & AUTOMOTIVE	FIT ORING INTO 25 TYRE"	08/03/2024	\$ 105.50
EFT20958	ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR MEMBERSHIP FEES 2023/24 PAYG TERM COMMITMENT - GEB 24	08/03/2024	\$ 632.50
EFT20959	QHSE INTEGRATED SOLUTIONS PTY LTD	SKYTRUST INTELLIGENCE SYSTEM - ANNUAL LICENCE FEE - 2023/24 - MARCH 24	08/03/2024	\$ 603.90
DD6646.10	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	13/03/2024	\$ 61.55
DD6679.10	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	27/03/2024	\$ 68.39
EFT21012	ROYAL LIFE SAVING SOCIETY WA INC	DEPTH MARKERS	20/03/2024	\$ 143.50
EFT20960	ROYANS MELBOURNE PTY LTD T/A ROYANS KEWDALE	SET UP & PRINT 30 X HEART OF STIRLINGS - SHIRE OF GNOWANGERUP VEHICLE DOOR DECALS - 550X200MM DIGITAL PRINT MATERIAL	08/03/2024	\$ 770.00
EFT20961	S HMEJAK	REFUND OF NOMINATION DEPOSIT	08/03/2024	\$ 100.00
EFT20962	SCAVENGER SUPPLIES PTY LTD	SCAVENGER CLASS A FOAM 20 LTR PAIL	08/03/2024	\$ 2,682.44
EFT21013	SHANE WALLWORK	CLEAR BLOCKED DRAIN 2 CECIL ST	20/03/2024	\$ 891.00
EFT20981	SHIRE OF JERRAMUNGUP	RENT FOR BUSHFIRE RISK MITIGATION OFFICER FEB 24 - JUNE 24 - PERIOD 12/2/24 - 29/2/24	19/03/2024	\$ 457.16
EFT21014	SHIRE OF JERRAMUNGUP	RENT 33 GEORGE ST BREMER BAY 15/03 - 28/03/2024	20/03/2024	\$ 200.00
EFT20964	SIGMA CHEMICALS	GRANULAR CHLORINE 10KG 25 @ \$69.00 EACH	08/03/2024	\$ 2,020.70
EFT21015	SIGMA CHEMICALS	SWIMMING POOL CHEMICALS AND GOODS	20/03/2024	\$ 1,307.90
EFT20965	SOAPS IN STONE	CLEANING OF BORDEN PUBLIC TOILETS - FEB 22 - 7 MARCH 24	08/03/2024	\$ 288.00
EFT20966	SOLUTIONS IT	ANNUAL FEE 2023/24	08/03/2024	\$ 3,867.49
EFT21016	SOUTH REGIONAL TAFE	COURSE FEES WHS REPS	20/03/2024	\$ 2,100.00
EFT21017	SOUTHWAY PETROLEUM AND PAINT SERVICES	SITE CHECK ONGERUP WORKS DEPOT	20/03/2024	\$ 4,369.20
EFT20967	ST JOHN AMBULANCE ASSOC OF WA	UPDATE OF AED DEFIBRILLATORS PADS FOR FRONT OFFICE	08/03/2024	\$ 270.00
DD6643.1	SYNERGY	SUPPLY PERIOD - 14 DEC 2023 - 15 FEB 2024	08/03/2024	\$ 362.23
DD6664.1	SYNERGY	SERVICE CHARGES JAN - MARCH 24	20/03/2024	\$ 430.00
DD6670.1	SYNERGY	SUPPLY PERIOD 25 OCTOBER 2023 - 24 JANUARY 2024	22/03/2024	\$ 2,262.23
DD6677.1	SYNERGY	SUPPLY PERIOD 25 JAN - 24 FEB 2024	26/03/2024	\$ 3,846.70
EFT20968	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT - KOMATSU	08/03/2024	\$ 191.05
EFT21018	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT - ALLIED FORKLIFT	20/03/2024	\$ 120.60
DD6636.2	TELSTRA	SERVICE CHARGES FEB 23 - EXECUTIVE ASSISTANT PHONE	08/03/2024	\$ 1,195.82
DD6662.1	TELSTRA	SERVICE CHARGES - POOL PHONE - FEB 24	19/03/2024	\$ 173.89
EFT20969	THE BOTTLE-O NORTH ROAD	WINE FOR COUNCILLORS AFTER MEETING 6 X JACOBS CREEK RESERVE PROSECCO AND 6 X SHAW + SMITH SAUVIGNON BLANC	08/03/2024	\$ 243.24

EFT20970	THE LIFTING COMPANY (TLC)	200T MBL X 15 MTR LEGEND RECOVERY TOWING STROP	08/03/2024	\$ 3,932.50
DD6646.7	THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	13/03/2024	\$ 283.28
DD6679.7	THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	27/03/2024	\$ 294.34
DD6646.9	THE TRUSTEE FOR MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	13/03/2024	\$ 194.82
DD6679.9	THE TRUSTEE FOR MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	27/03/2024	\$ 191.30
EFT20971	THE WEST AUSTRALIAN	PUBLIC NOTICE AVAILABLY OF ANNUAL REPORT 2022/2023 AND ANNUAL ELECTORS MEETING IN GREAT SOUTHERN HERALD 15 FEBRUARY 2024	08/03/2024	\$ 435.00
EFT21019	TRABS CONSTRUCTION PTY LTD T/A RANBUILD GREAT SOUTHERN	CONCRETE AND PATHS AT CARAVAN PARK	20/03/2024	\$ 11,113.00
EFT21020	UNITED EQUIPMENT	SUPPLY OF UNIVERSAL HOSE	20/03/2024	\$ 244.08
EFT20972	WA CONTRACT RANGER SERVICES	RANGER SERVICES YEARLY FEES 2023/24 ONE ROSTERED DAY PER WEEK	08/03/2024	\$ 2,227.50
EFT21021	WA CONTRACT RANGER SERVICES	RANGER SERVICES 28/02, 29/02, 07/03	20/03/2024	\$ 2,029.50
EFT21024	WA TREASURY CORPORATION	LOAN NO. 281 INTEREST PAYMENT - STAFF HOUSING	27/03/2024	\$ 21,850.59
DD6646.2	WALGS PLAN	PAYROLL DEDUCTIONS	13/03/2024	\$ 143.61
DD6679.2	WALGS PLAN	PAYROLL DEDUCTIONS	27/03/2024	\$ 188.96
EFT21022	WARREN BLACKWOOD WASTE	WASTE COLLECTION FEBRUARY 2024	20/03/2024	\$ 11,815.00
DD6639.1	WATER CORPORATION	WATER & SERVICE CHARGES	07/03/2024	\$ 280.97
DD6643.2	WATER CORPORATION	WATER AND SERVICE CHARGES	08/03/2024	\$ 561.87
DD6646.4	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	13/03/2024	\$ 1,583.57
DD6679.4	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	27/03/2024	\$ 1,583.57
EFT20973	WINC. (WORK INCORPORATED)	STATIONERY ORDER - AUGUST 2023 - BORDEN P/T	08/03/2024	\$ 1,827.21
EFT20974	WITHERS & ASSOCIATES PTY LTD	ANNUAL COST 2023/24 FOR EHO - LLEW WITHERS	08/03/2024	\$ 5,785.45
EFT20975	WREN OIL	ADMIN & COMPLIANCE FEES	08/03/2024	\$ 16.50
EFT20976	YONGERGNOW INC	CATERING FOR 2024 ANNUAL ELECTORS MEETING AFTERNOON TEA @\$15PP X 25PAX = \$375 LUNCH @\$20PP X 25PAX = \$500 TOTAL = \$875	08/03/2024	\$ 875.00
EFT20977	YONGERGNOW-ONGERUP COMMUNITY RESOURCE CENTRE	TRAVEL GRANT REIMBURSEMENT - STATE LIBRARY AUG 2023	08/03/2024	\$ 399.20
EFT21023	YONGERGNOW-ONGERUP COMMUNITY RESOURCE CENTRE	GAMES NIGHT HELD SEPTEMBER 2022	20/03/2024	\$ 275.00

**\$ 594,864.34**

**BREAKDOWN OF CREDIT CARD EXPENDITURE**

AMPOL NEDLANDS	FUEL GN.001	06/03/2024	\$ 82.32
LITTLE GROVES CAFÉ	MEETING WITH MARGOT BYRNE RE COUNTRY MUSIC MUSTER FESTIVAL	06/03/2024	\$ 11.50
BP RAVENSTHORPE	REFRESHMENTS - BRMC MEETING	07/03/2024	\$ 6.20
BP RAVENSTHORPE	REFRESHMENTS - BRMC MEETING	07/03/2024	\$ 6.00
PASSMORE CYCLES	GIFT VOUCHER FOR EX CR GREG STEWART	12/03/2024	\$ 600.00
SHIRE OF GNOWANGERUP	NEW VEHICLE LICENCE GN.010	15/03/2024	\$ 100.00
SHIRE OF GNOWANGERUP	NEW VEHICLE LICENCE GN.011	15/03/2024	\$ 100.00
SHIRE OF GNOWANGERUP	CHANGE OF PLATE GN.010	15/03/2024	\$ 45.90
SHIRE OF GNOWANGERUP	CHANGE OF PLATES GN.372, GN.003 & GN.0028	15/03/2024	\$ 93.30
STARLINK	MONTHLY INTERNET SUBSCRIPTION	18/03/2024	\$ 139.00
CHATGPT	MONTHLY SUBSCRIPTION	19/03/2024	\$ 30.53
INTERNATIONAL TRANSACTION FFE	BANK FEE	19/03/2024	\$ 0.92
VISTA PRINT	GNOWANGERUP TOWN HALL 100 YEAR CELEBRATION MERCHANDISE	20/03/2024	\$ 1,069.11
HART SPORT	FLOAT MATS FOR POOL	21/03/2024	\$ 457.70
RECONCILIATION AUSTRALIA	RECONCILIATION ACTION PLAN	21/03/2024	\$ 825.00
VIBE SUBIACO	FUEL GN.00	25/03/2024	\$ 57.71
AMPOL NEDLANDS	FUEL GN.001	27/03/2024	\$ 87.16
PATHWEST LABORATORY	DRUG & ALCOHOL TEST	27/03/2024	\$ 49.50
BRONWEN NEWB	GIFT VOUCHER FOR EX CR FIONA GAZE	27/03/2024	\$ 1,000.00
DAN MURPHEY'S	REFRESHMENTS FOR COUNCIL	29/03/2024	\$ 299.90
BANK FEES	BANK FEES	30/03/2024	\$ 8.00
EG GROUP ALBANY	FUEL GN.001	31/03/2024	\$ 87.23

**\$ 5,156.98**

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## **11.6 MARCH 2024 MONTHLY FINANCIAL STATEMENT**

<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	11 April 2024
<b>Business Unit:</b>	Corporate and Community Services
<b>Responsible Officer:</b>	Chiara Galbraith – Deputy Chief Executive Officer
<b>Author:</b>	Belinda Knight – Financial Services Contractor
<b>Disclosure of Interest:</b>	Nil

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### ATTACHMENTS

March 2024 Monthly Financial Statement for the period of 01/03/2024 to 31/03/2024.

- Statement of Financial Activity Statement of Financial Position
- Statement of Financial Activity
- Note 1: Basis of Preparation
- Note 2: Statement of Financial Activity Information
- Note 3: Explanation of Material Variances
- Supplementary Information

### PURPOSE OF THE REPORT

For Council to receive the March 2024 Monthly Financial Statement for the period of 01/03/2024 to 31/03/2024.

### 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*

### POLICY IMPLICATIONS

There are no Policy Implications at the time of writing this report.

### FINANCIAL IMPLICATIONS

There are no Financial Implications at the time of writing this report.

### STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Organisation

Community Priority:

Forward planning and implementation of plans to achieve strategic priorities.

Action: Performance against commitments made.

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

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

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

### IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

### CONCLUSION

The presentation of the Monthly Financial Statements is a legislative requirement that is presented as a standard item in the Ordinary Council Meeting (OCM) Agenda.

### VOTING REQUIREMENTS

Simple Majority

**COUNCIL RESOLUTION**

**Moved: Cr M Creagh**

**Seconded: Cr R O'Meehan**

**0424.25 That Council:**

**Receives the Monthly Financial Statements for the month of March 2024.**

**UNANIMOUSLY CARRIED 7/0**

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

**AGAINST: NIL**



**SHIRE OF GNOWANGERUP**  
BORDEN GNOWANGERUP ONGERUP

**MONTHLY FINANCIAL REPORT**  
(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 31 March 2024**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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**SHIRE OF GNOWANGERUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2024**

	Supplementary	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
	Information	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	8	4,443,394	4,443,394	4,453,748	10,354	0.23%	▲
Rates excluding general rates		172,035	172,035	171,637	(398)	(0.23%)	
Grants, subsidies and contributions	12	382,907	333,138	357,871	24,733	7.42%	▲
Fees and charges		329,982	283,501	269,836	(13,665)	(4.82%)	▼
Interest revenue		48,790	40,963	79,151	38,188	93.23%	▲
Other revenue		65,828	52,618	110,222	57,604	109.48%	▲
Profit on asset disposals	4	0	0	18,900	18,900	0.00%	▲
		<b>5,442,936</b>	<b>5,325,649</b>	<b>5,461,365</b>	<b>135,716</b>	<b>2.55%</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(3,390,327)	(2,456,868)	(1,894,709)	562,159	22.88%	▲
Materials and contracts		(2,548,506)	(1,939,738)	(1,539,571)	400,167	20.63%	▲
Utility charges		(188,600)	(136,655)	(99,321)	37,334	27.32%	▲
Depreciation		(2,508,163)	(1,880,370)	(3,073,103)	(1,192,733)	(63.43%)	▼
Finance costs		(13,400)	(9,572)	(9,183)	389	4.06%	
Insurance		(314,654)	(314,654)	(242,000)	72,654	23.09%	▲
Other expenditure		(402,194)	(309,936)	(226,223)	83,713	27.01%	▲
Loss on asset disposals	4	0	0	(89,363)	(89,363)	0.00%	▼
		<b>(9,365,844)</b>	<b>(7,047,793)</b>	<b>(7,173,473)</b>	<b>(125,680)</b>	<b>(1.78%)</b>	
Non-cash amounts excluded from operating activities	Note 2(b)	2,586,961	1,880,370	3,208,838	1,328,468	70.65%	▲
<b>Amount attributable to operating activities</b>		<b>(1,335,947)</b>	<b>158,226</b>	<b>1,496,730</b>	<b>1,338,504</b>	<b>845.94%</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	13	1,486,838	1,042,973	95,100	(947,873)	(90.88%)	▼
Proceeds from disposal of assets	4	364,000	0	110,772	110,772	0.00%	▲
Proceeds from financial assets at amortised cost - self supporting loans		14,817	7,386	7,386	0	0.00%	
		<b>1,865,655</b>	<b>1,050,359</b>	<b>213,258</b>	<b>(837,101)</b>	<b>(79.70%)</b>	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	3	(2,327,320)	(1,692,320)	(1,096,899)	595,421	35.18%	▲
Payments for construction of infrastructure	3	(1,796,923)	(1,786,923)	(384,907)	1,402,016	78.46%	▲
<b>Amount attributable to investing activities</b>		<b>(2,258,588)</b>	<b>(2,428,884)</b>	<b>(1,268,548)</b>	<b>1,160,336</b>	<b>47.77%</b>	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	2	666,000	0	0	0	0.00%	
		<b>666,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	9	(95,949)	(67,410)	(67,410)	0	0.00%	
Payments for principal portion of lease liabilities	10	(4,346)	(4,346)	(4,346)	0	0.00%	
Transfer to reserves	2	(352,000)	(12,726)	(107,826)	(95,100)	(747.29%)	▼
		<b>(452,295)</b>	<b>(84,482)</b>	<b>(179,582)</b>	<b>(95,100)</b>	<b>(112.57%)</b>	
<b>Amount attributable to financing activities</b>		<b>213,705</b>	<b>(84,482)</b>	<b>(179,582)</b>	<b>(95,100)</b>	<b>(112.57%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
Surplus or deficit at the start of the financial year		3,380,830	3,380,830	3,740,664	359,834	10.64%	▲
Amount attributable to operating activities		(1,335,947)	158,226	1,496,730	1,338,504	845.94%	▲
Amount attributable to investing activities		(2,258,588)	(2,428,884)	(1,268,548)	1,160,336	47.77%	▲
Amount attributable to financing activities		213,705	(84,482)	(179,582)	(95,100)	(112.57%)	▼
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>1,025,690</b>	<b>3,789,264</b>	<b>2,763,574</b>	<b>269.44%</b>	<b>▲</b>

**KEY INFORMATION**

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

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

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

**SHIRE OF GNOWANGERUP  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 31 MARCH 2024**

	Supplementary Information	30 June 2023	31 March 2024
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	1	6,433,612	6,311,092
Trade and other receivables		438,279	624,783
Inventories	6	29,144	29,144
<b>TOTAL CURRENT ASSETS</b>		<b>6,901,035</b>	<b>6,965,019</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		243,912	243,912
Property, plant and equipment		33,360,889	32,426,803
Infrastructure		141,550,695	139,233,541
Right-of-use assets		3,095	0
<b>TOTAL NON-CURRENT ASSETS</b>		<b>175,158,591</b>	<b>171,904,256</b>
<b>TOTAL ASSETS</b>		<b>182,059,626</b>	<b>178,869,275</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	7	377,273	124,625
Other liabilities	11	48,343	209,591
Lease liabilities	10	4,345	4,345
Borrowings	9	95,950	28,540
Employee related provisions	11	283,849	283,849
<b>TOTAL CURRENT LIABILITIES</b>		<b>809,760</b>	<b>650,950</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities	10	4,855	4,855
Borrowings	9	423,639	423,639
Employee related provisions		23,765	23,765
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>452,259</b>	<b>452,259</b>
<b>TOTAL LIABILITIES</b>		<b>1,262,019</b>	<b>1,103,209</b>
<b>NET ASSETS</b>		<b>180,797,607</b>	<b>177,766,066</b>
<b>EQUITY</b>			
Retained surplus		47,323,329	44,183,962
Reserve accounts	2	2,669,469	2,777,295
Revaluation surplus		130,804,809	130,804,809
<b>TOTAL EQUITY</b>		<b>180,797,607</b>	<b>177,766,066</b>

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

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2024

### 1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

#### BASIS OF PREPARATION

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

##### **Local Government Act 1995 requirements**

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

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

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

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

#### THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

#### Judgements and 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 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 balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

#### SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

#### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 11 April 2024

**SHIRE OF GNOWANGERUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2024**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget	Last Year	Year to Date
		Opening 30 June 2023	Closing 30 June 2023	31 March 2024
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents	1	9,903,275	6,433,612	6,311,092
Trade and other receivables		1,137,447	438,279	624,783
Other financial assets		60,200	0	0
Inventories	6	192,413	29,144	29,144
		<b>11,293,335</b>	<b>6,901,035</b>	<b>6,965,019</b>
<b>Less: current liabilities</b>				
Trade and other payables	7	(510,612)	(377,273)	(124,625)
Other liabilities	11	(370,484)	(48,343)	(209,591)
Lease liabilities	10		(4,345)	(4,345)
Borrowings	9		(95,950)	(28,540)
Employee related provisions	11	(117,548)	(283,849)	(283,849)
		<b>(998,644)</b>	<b>(809,760)</b>	<b>(650,950)</b>
<b>Net current assets</b>		<b>10,294,691</b>	<b>6,091,275</b>	<b>6,314,069</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	<b>(2,449,864)</b>	<b>(2,350,611)</b>	<b>(2,524,805)</b>
<b>Closing funding surplus / (deficit)</b>		<b>7,844,827</b>	<b>3,740,664</b>	<b>3,789,264</b>

**(b) Non-cash amounts excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget	YTD Actual
	\$	(a)	(b)
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	4	0	0
Less: Movement in liabilities associated with restricted cash			(18,900)
Add: Loss on asset disposals	4	0	0
Add: Depreciation		2,508,163	1,880,370
Movement in contract liabilities (non-current)		78,798	0
<b>Total non-cash amounts excluded from operating activities</b>		<b>2,586,961</b>	<b>1,880,370</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets	Adopted Budget	Last Year	Year to Date
	Opening 30 June 2023	Closing 30 June 2023	31 March 2024
<b>Adjustments to net current assets</b>			
Less: Reserve accounts	2	(2,669,469)	(2,669,469)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	9		95,950
- Current portion of lease liabilities	10		4,345
- Current portion of employee benefit provisions held in reserve	2	219,605	218,563
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(2,449,864)</b>	<b>(2,350,611)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**SHIRE OF GNOWANGERUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2024**

**3 EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>General rates</b>	10,354	0.23%	▲
<i>Additional rates - Interim Valuations from 01/07/2024</i>			
<b>Grants, subsidies and contributions</b>	24,733	7.42%	▲
<i>See Note 12 - Increase in grants - Financial Assistance Grants not budgeted for, additional Emergency Grant, and other Emergency Grants yet to be received</i>			
<b>Fees and charges</b>	(13,665)	(4.82%)	▼
<i>Decrease in fees - Housing reimbursements on Private works most significantly, and offset by increases in standpipe water and refuse fees</i>			
<b>Interest revenue</b>	38,188	93.23%	▲
<i>Increase in revenue - Penalty interest on rates &amp; charges, along with increases in interest received on Municipal &amp; Reserve funds.</i>			
<b>Other revenue</b>	57,604	109.48%	▲
<i>Increase in revenue - primarily Workers Compensation &amp; other Insurance reimbursements</i>			
<b>Profit on asset disposals</b>	18,900	0.00%	▲
<i>See Note 4 - this will fluctuate as all plant is disposed of.</i>			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	562,159	22.88%	▲
<i>Reduction in costs - Primarily in Bushfire Risk Co-ord, Town Planning, Road Maint, Infrastructure overheads, and Corporate &amp; Community Services</i>			
<b>Materials and contracts</b>	400,167	20.63%	▲
<i>Reduction in costs - Primarily in Health Practice incentive, Town Planning, Sporting Complex maint, Aerodrome operations, fuels &amp; oils, and Governance training</i>			
<b>Utility charges</b>	37,334	27.32%	▲
<i>Reduction in costs - Primarily in Swimming Pool, Street Lighting &amp; Library operations</i>			
<b>Depreciation</b>	(1,192,733)	(63.43%)	▼
<i>Depreciation higher than expected due to revaluation of infrastructure assets in 2022/2023</i>			
<b>Insurance</b>	72,654	23.09%	▲
<i>Reduction in costs - Primarily in Workers' Compensation - NOTE this should be shown as an Employee Costs - to be amended</i>			
<b>Other expenditure</b>	83,713	27.01%	▲
<i>Reduction in costs - Primarily in SES, Landcare, and Corporate training</i>			
<b>Loss on asset disposals</b>	(89,363)	0.00%	▼
<i>See Note 4 - this will fluctuate as all plant is disposed of.</i>			
<b>Non-cash amounts excluded from operating activities</b>	1,328,468	70.65%	▲
<i>Depreciation higher than expected due to revaluation of infrastructure assets in 2022/2023</i>			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	(947,873)	(90.88%)	▼
<i>See Note 13 - RRG Grant showing in Contract Liabilities - other grants to be received include R2R &amp; Carvan Park Upgrade</i>			
<b>Proceeds from disposal of assets</b>	110,772	0.00%	▲
<i>See Note 4 - this will fluctuate as all plant is disposed of.</i>			
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	595,421	35.18%	▲
<i>Refer Note 3 for details of variances</i>			
<b>Payments for construction of infrastructure</b>	1,402,016	78.46%	▲
<i>Refer Note 3 for details of variances</i>			
<b>Outflows from financing activities</b>			
<b>Transfer to reserves</b>	(95,100)	(747.29%)	▼
<i>Transfer to Skate Park Reserve not in Budget</i>			
<b>Surplus or deficit at the start of the financial year</b>	359,834	10.64%	▲
<i>Note - Adopted Budget Review figures not included - system yet to be updated. Will be reflected in April Monthly Report</i>			
<b>Surplus or deficit after imposition of general rates</b>	2,763,574	269.44%	▲
<i>Actual will fluctuate during year</i>			

# SHIRE OF GNOWANGERUP

## SUPPLEMENTARY INFORMATION

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**SHIRE OF GNOWANGERUP  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**1 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand	Cash and cash equivalents	3,533,796	0	3,533,796	0	Bendigo	0.20%	
Reserve Funds	Cash and cash equivalents	0	2,777,294	2,777,294	0	Bendigo		
Trust Fund	Cash and cash equivalents	0	0	0	2,102	Bendigo	0.20%	
<b>Total</b>		<b>3,533,796</b>	<b>2,777,294</b>	<b>6,311,090</b>	<b>2,102</b>			
<b>Comprising</b>								
Cash and cash equivalents		3,533,796	2,777,294	6,311,090	2,102			
		<b>3,533,796</b>	<b>2,777,294</b>	<b>6,311,090</b>	<b>2,102</b>			

**KEY INFORMATION**

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

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

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

**SHIRE OF GNOWANGERUP  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**2 RESERVE ACCOUNTS**

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Employee Entitlement Reserve	218,564	491	50,000	0	269,055	218,563	1,042	0	0	219,605
Plant Replacement Reserve	915,994	2,059	150,000	(566,000)	502,053	915,994	4,368	0	0	920,362
Ongerup Effluent Line Reserve	91,059	205	0	0	91,264	68,859	328	0	0	69,187
Area Promotion Reserve	68,859	155	10,000	0	79,014	31,549	150	0	0	31,699
Aerordome Reserve	31,548	71	0	0	31,619	91,059	434	0	0	91,493
Swimming Pool Upgrade Reserve	416,490	936	56,000	0	473,426	416,490	1,986	0	0	418,476
Land Development Reserve	274,948	618	0	0	275,566	274,948	1,311	0	0	276,259
Computer Replacement Reserve	89,950	202	30,000	0	120,152	89,950	429	0	0	90,379
Waste Disposal Reserve	258,202	580	0	0	258,782	258,202	1,231	0	0	259,433
Futures Fund Reserve	211,378	475	0	(100,000)	111,853	211,378	1,007	0	0	212,385
Liquid Waste Facility Reserve	32,757	74	0	0	32,831	32,757	156	0	0	32,913
Covid-19 Reserve	9,715	22	0	0	9,737	9,715	46	0	0	9,761
Disaster Recovery Reserve	50,005	112	50,000	0	100,117	50,005	238	0	0	50,243
Skate Park Reserve	0	0	0	0	0	0	0	95,100	0	95,100
	<b>2,669,469</b>	<b>6,000</b>	<b>346,000</b>	<b>(666,000)</b>	<b>2,355,469</b>	<b>2,669,469</b>	<b>12,726</b>	<b>95,100</b>	<b>0</b>	<b>2,777,295</b>



3 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	120,000	120,000	3,225	(116,775)
Buildings - specialised	674,320	649,320	382,224	(267,096)
Plant and equipment	1,533,000	923,000	711,449	(211,551)
<b>Acquisition of property, plant and equipment</b>	<b>2,327,320</b>	<b>1,692,320</b>	<b>1,096,899</b>	<b>(595,421)</b>
Infrastructure - roads	1,519,653	1,519,653	303,268	(1,216,385)
Parks & Gardens	70,000	60,000	5,174	(54,826)
Other	187,270	187,270	76,465	(110,805)
Sewer Assets	20,000	20,000	0	(20,000)
<b>Acquisition of infrastructure</b>	<b>1,796,923</b>	<b>1,786,923</b>	<b>384,907</b>	<b>(1,402,016)</b>
<b>Total capital acquisitions</b>	<b>4,124,243</b>	<b>3,479,243</b>	<b>1,481,806</b>	<b>(1,997,437)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	1,486,838	1,042,973	95,100	(947,873)
Other (disposals & C/Fwd)	364,000	0	110,772	110,772
Reserve accounts				
Plant Replacement Reserve	566,000	0	0	0
Futures Fund Reserve	100,000		0	0
Contribution - operations	1,607,405	2,436,270	1,275,934	(1,160,336)
<b>Capital funding total</b>	<b>4,124,243</b>	<b>3,479,243</b>	<b>1,481,806</b>	<b>(1,997,437)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

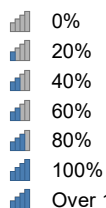
**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

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 zero cost or otherwise significantly less than fair value, 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.

3 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



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

Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted			Variance (Under)/Over
	Budget	YTD Budget	YTD Actual	
	\$	\$	\$	\$
Ongerup Fire Station Capital	5,000	5,000	0	(\$5,000)
Emergency Management Storage Capital	7,500	7,500	0	(\$7,500)
32 Mcdonald Street - Building	20,000	20,000	0	(\$20,000)
Doctors Vehicle	55,000	55,000	0	(\$55,000)
Quinn St Precinct Development Project	65,000	65,000	2,625	(\$62,375)
25 Mcdonald Street House Capital Expenditure	20,000	20,000	600	(\$19,400)
Ongerup Waste Water Ponds	20,000	20,000	0	(\$20,000)
Ongerup Hall - Capital Works	15,000	15,000	0	(\$15,000)
Gnowangerup Town Hall Capital Renewal	20,000	20,000	54,139	\$34,139
Pool Capital Improvements	15,000	15,000	0	(\$15,000)
Reticulation Of Ovals	0	0	1,074	\$1,074
Borden Pavilion Precinct Project	0	0	2,525	\$2,525
Weir Park Improvements	10,000	0	0	\$0
Nobarach Community Park Capital (Gnp)	60,000	60,000	4,100	(\$55,900)
Ongerup Sports Pavilion Capital	50,000	50,000	0	(\$50,000)
Ongerup Sports Complex	45,000	45,000	14,966	(\$30,034)
Kwobrup Road	637,921	637,921	0	(\$637,921)
Buncle Street	16,176	16,176	0	(\$16,176)
Corackerup Road	107,678	107,678	92,117	(\$15,561)
Jones Road	106,092	106,092	0	(\$106,092)
O'Neill Road	92,012	92,012	137,189	\$45,177
Pinnacle Road	87,109	87,109	60,347	(\$26,762)
Clear Hills Road	95,003	95,003	0	(\$95,003)
Moores Dam Road	92,486	92,486	0	(\$92,486)
Kwobrup Road	145,513	145,513	0	(\$145,513)
Chillinup Road	88,650	88,650	0	(\$88,650)
Corbett Rtoad	34,913	34,913	0	(\$34,913)
Walsh Street	7,500	7,500	2,080	(\$5,420)
Eldridge Road	8,600	8,600	0	(\$8,600)
Local Road And Community Infrastructure Projects	0	0	11,535	\$11,535
Footbridge Capital - Park Rd (Other Inf)	80,000	80,000	0	(\$80,000)
Gnowangerup Depot Capital Improvements	19,200	19,200	0	(\$19,200)
Utility Gn0046	38,000	38,000	0	(\$38,000)
Other Plant	45,000	45,000	48,260	\$3,260
Purchase Of Dceo Vehicle	60,000	60,000	53,183	(\$6,817)
Purchase Of Mcs Vehicle (Gn002)	0	0	36,539	\$36,539
Purchase Of Utility (Gn.0028)	38,000	38,000	0	(\$38,000)
Purchase Of Vibrating Roller	190,000	0	0	\$0
Purchase Of Utility Gn.003	40,000	40,000	0	(\$40,000)
Purchase Of Truck (Gn.007) - Construction	65,000	65,000	0	(\$65,000)
Purchase Of 4X4 Utility (Gn.0016)	0	0	43,747	\$43,747
Purchase Tip Truck Gn0014	262,000	262,000	264,881	\$2,881
Purchase Tip Truck Gn0044	262,000	262,000	264,838	\$2,838
Purchase Utility Maint Officer	35,000	35,000	0	(\$35,000)
Purchase Grader Gn0021	420,000	0	0	\$0
Radio Equipment Capital (Depot Link)	15,000	15,000	0	(\$15,000)
Purchase Portable Toilet	8,000	8,000	0	(\$8,000)
Gnowangerup Caravan Park Buildings	497,620	497,620	329,703	(\$167,917)
Formby Road Bore	0	0	172	\$172
Stutley Dam Capital Expenditure	62,270	62,270	57,184	(\$5,086)
2 Cecil Street - Capital Works	35,000	35,000	0	(\$35,000)
Borden Pavilion	25,000	0	0	\$0
	<b>4,124,243</b>	<b>3,479,243</b>	<b>1,481,806</b>	<b>(1,997,437)</b>

**SHIRE OF GNOWANGERUP  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

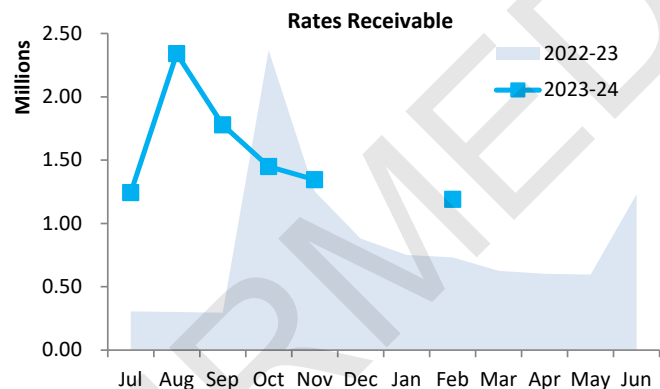
**OPERATING ACTIVITIES**

**4 DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	Plant & Equipment	364,000	364,000	0	0			0	0
	Isuzu Dmax GN.0016			0	0	24,497	33,636	9,139	0
	Iveco Stralis GN.0014			0	0	110,000	53,636	0	(56,364)
	Nissan Xtrail GN.002			0	0	13,739	23,500	9,761	0
	Subaru Outback			0	0	32,999	0	0	(32,999)
		<b>364,000</b>	<b>364,000</b>	<b>0</b>	<b>0</b>	<b>181,235</b>	<b>110,772</b>	<b>18,900</b>	<b>(89,363)</b>

**5 RECEIVABLES**

<b>Rates receivable</b>	<b>30 June 2023</b>	<b>31 Mar 2024</b>
	\$	\$
Opening arrears previous years	1,239,333	265,928
Levied this year	0	4,625,385
Less - collections to date	(944,848)	(4,382,762)
<b>Gross rates collectable</b>	<b>294,485</b>	<b>508,551</b>
Allowance for impairment of rates receivable	(28,557)	(28,557)
<b>Net rates collectable</b>	<b>265,928</b>	<b>479,994</b>
% Collected	76.2%	89.6%



<b>Receivables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Receivables - general	(306)	33,427	2,717	0	53,673	89,511
Percentage	(0.3%)	37.3%	3.0%	0.0%	60.0%	
<b>Balance per trial balance</b>						
Trade receivables						89,511
Other receivables	(833)	102,879	93,611	15,889	1,996	0
GST receivable		39,241				39,241
Allowance for credit losses of rates and statutory receivables					(28,557)	(28,557)
Payments in Advance						1,220
Self Supporting Loans						14,817
<b>Total receivables general outstanding</b>						<b>116,232</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

**Classification and subsequent measurement**

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

6 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 March 2024
	\$	\$	\$	\$
<b>Inventory</b>				
Fuel	29,144	0	0	29,144
<b>Other assets</b>	0	0	0	
Prepayments	0	0	0	0
<b>Total other current assets</b>	<b>29,144</b>	<b>0</b>	<b>0</b>	<b>29,144</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**7 PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Payables - general	(5,269)	12,248	0	0	0	6,979
Percentage	-75.5%	175.5%	0.0%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors	(5,269)	12,248	0	0	0	6,979
ATO liabilities		47,609				47,609
Bonds & Deposits		7,927				7,927
Rates paid In Advance		27,486				27,486
Accrued Expenses						32,500
Accrued Interest on Loans						2,124
<b>Total payables general outstanding</b>						<b>124,625</b>

**Amounts shown above include GST (where applicable)**

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

8 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$(cents)	Properties	Value	Revenue	Reassessed	Revenue	Revenue	Reassessed	Revenue
				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
GRV - Townsites	0.174022	374	3,454,404	601,141	0	601,141	601,141		601,141
GRV- Amelup Tourism	0.174022	4	114,660	19,952	0	19,952	19,952	0	19,952
<b>Unimproved value</b>									
UV Rural	0.006193	342	586,592,025	3,632,764	0	3,632,764	3,632,764	(3,325)	3,629,439
UV - Mining	0.006193	0			0	0		0	0
<b>Sub-Total</b>		<b>720</b>	<b>590,161,089</b>	<b>4,253,857</b>	<b>0</b>	<b>4,253,857</b>	<b>4,253,857</b>	<b>(3,325)</b>	<b>4,250,532</b>
<b>Minimum payment</b>									
<b>Gross rental value</b>									
GRV - Townsites	859.00	120	212,122	103,080	0	103,080	103,080	0	103,080
GRV- Amelup Tourism	859.00	1	4,160	859	0	859	859	0	859
<b>Unimproved value</b>									
UV Rural	859.00	31	2,622,875	26,629		26,629	26,629	0	26,629
UV - Mining	859.00	25	401,700	21,475		21,475	21,475	0	21,475
<b>Sub-total</b>		<b>177</b>	<b>3,240,857</b>	<b>152,043</b>	<b>0</b>	<b>152,043</b>	<b>152,043</b>	<b>0</b>	<b>152,043</b>
Concession						(9,976)			
<b>Amount from general rates</b>						<b>4,395,924</b>			<b>4,402,575</b>
Ex-gratia rates						47,470			51,173
<b>Total general rates</b>						<b>4,443,394</b>			<b>4,453,748</b>
<b>Specified area rates</b>	<b>Rate in</b>								
	<b>\$(cents)</b>								
Waste Collection Rate - GRV		280		56,000		56,000	56,000	(398)	55,602
Waste Collection Rate - UV		379		76,600		76,600	76,600		76,600
Ongerup Effluent		0		39,435		39,435	39,435		39,435
<b>Total specified area rates</b>			<b>0</b>	<b>172,035</b>	<b>0</b>	<b>172,035</b>	<b>172,035</b>	<b>(398)</b>	<b>171,637</b>
<b>Total</b>						<b>4,615,429</b>			<b>4,625,385</b>

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

9 BORROWINGS

Repayments - borrowings

Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Staff Housing	281	289,156			(39,455)	(39,455)	249,701	249,701	(4,246)	(4,246)
GNP Community Centre	273	69,694			(10,750)	(21,832)	58,944	47,862	(2,154)	(3,975)
GNP Synthetic Surface	279	108,080			(9,819)	(19,845)	98,261	88,235	(2,286)	(4,364)
		<b>466,930</b>	<b>0</b>	<b>0</b>	<b>(60,024)</b>	<b>(81,132)</b>	<b>406,906</b>	<b>385,798</b>	<b>(8,685)</b>	<b>(12,585)</b>
<b>Self supporting loans</b>										
Ongerup Bowls Club	283	52,659	0	0	(7,386)	(14,817)	45,273	37,842	(323)	(600)
		<b>52,659</b>	<b>0</b>	<b>0</b>	<b>(7,386)</b>	<b>(14,817)</b>	<b>45,273</b>	<b>37,842</b>	<b>(323)</b>	<b>(600)</b>
<b>Total</b>		<b>519,589</b>	<b>0</b>	<b>0</b>	<b>(67,410)</b>	<b>(95,949)</b>	<b>452,179</b>	<b>423,640</b>	<b>(9,008)</b>	<b>(13,185)</b>
Current borrowings		95,949					28,540			
Non-current borrowings		423,640					423,639			
		<b>519,589</b>					<b>452,179</b>			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

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.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.



**SHIRE OF GNOWANGERUP  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**FINANCING ACTIVITIES**

**10 LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases Particulars	Lease No.	1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Photocopier Lease	02	\$ 9,200	\$	\$	\$ (4,346)	\$ (4,346)	\$ 4,854	\$ 4,854	\$ (215)	\$ (215)
<b>Total</b>		<b>9,200</b>	<b>0</b>	<b>0</b>	<b>(4,346)</b>	<b>(4,346)</b>	<b>4,854</b>	<b>4,854</b>	<b>(215)</b>	<b>(215)</b>
Current lease liabilities		4,345					4,345			
Non-current lease liabilities		4,855					4,855			
		<b>9,200</b>					<b>9,200</b>			

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

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

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

**11 OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 March 2024
		\$	\$	\$	\$	\$
<b>Other liabilities</b>						
Contract liabilities		48,343	0		161,248	209,591
<b>Total other liabilities</b>		48,343	0	0	161,248	209,591
<b>Employee Related Provisions</b>						
Provision for annual leave		95,479	0	0	0	95,479
Provision for long service leave		167,314	0	0	0	167,314
Other employee leave provisions		21,056	0			21,056
<b>Total Provisions</b>		283,849	0	0	0	283,849
<b>Total other current liabilities</b>		<b>332,192</b>	<b>0</b>	<b>0</b>	<b>161,248</b>	<b>493,440</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

**KEY INFORMATION**

**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**Employee Related Provisions**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Contract liabilities**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

**Capital grant/contribution liabilities**

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**SHIRE OF GNOWANGERUP  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**OPERATING ACTIVITIES**

**12 GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2023	Liability	Liability	31 Mar 2024	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
WA Local Govt Grants Commission - General Purpose Grant				0		0	0	36,003
WA Local Govt Grants Commission - Untied Roads Grant				0		0	0	29,151
Grants Revenue	0	8,000	0	8,000		0	0	3,000
DFES BFB Grant				0		65,406	49,055	48,191
Fire Mitigation Grant	13,000	6,250	0	19,250		26,000	26,000	0
DFES Emergency Grant Income				0		26,000	19,500	42,090
Gnowangerup Family Support Grant	35,343		(13,167)	22,176		0	0	0
GNP Library Other	0	0	0	0		79,168	52,250	0
MRWA Road Preservation Grant				0		920	920	0
				0		185,413	185,413	199,436
	<b>48,343</b>	<b>14,250</b>	<b>(13,167)</b>	<b>49,426</b>	<b>0</b>	<b>382,907</b>	<b>333,138</b>	<b>357,871</b>

SHIRE OF GNOWANGERUP  
 SUPPLEMENTARY INFORMATION  
 FOR THE PERIOD ENDED 31 MARCH 2024

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue			
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Mar 2024	Current Liability 31 Mar 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
Non-Operating Grants & Contributions -Other Recreation				0	0	0	0	95,100
Regional Road Group		158,266		158,266	158,266	390,666	312,533	0
Other Road Grants				0	0	247,865	0	0
Roads To Recovery Grants & Subsidies				0	0	392,891	275,024	0
				0	0	455,416	455,416	0
	<b>0</b>	<b>158,266</b>	<b>0</b>	<b>158,266</b>	<b>158,266</b>	<b>1,486,838</b>	<b>1,042,973</b>	<b>95,100</b>
<b>Capital contributions</b>								
Community Benefit Fund	10,000		(5,000)	5,000	5,000	0	0	0
	<b>10,000</b>	<b>0</b>	<b>(5,000)</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>	<b>10,000</b>	<b>158,266</b>	<b>(5,000)</b>	<b>163,266</b>	<b>163,266</b>	<b>1,486,838</b>	<b>1,042,973</b>	<b>95,100</b>

## REPORTS FOR DECISION

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

## OTHER BUSINESS AND CLOSING PROCEDURES

- 13. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL**  
NIL

- 14. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
Nil

- 15. DATE OF NEXT MEETING**  
The next Ordinary Council Meeting will be held on the 29 May 2024.

- 16. CLOSURE**  
The Shire President thanked Council and staff for their time and declared the meeting closed at 4.07pm.