



**SHIRE OF GNOWANGERUP**

**AGENDA**

**ORDINARY MEETING OF COUNCIL**

**22<sup>nd</sup> June 2022**  
**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 22<sup>nd</sup> June 2022, at the Council Chambers 28 Yougenup Road Gnowangerup, commencing at 3:30pm.



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

**Bob Jarvis**  
**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 black ink, appearing to be "B. Jarvis", is written over a horizontal line.

**Bob Jarvis**

**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 Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

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**

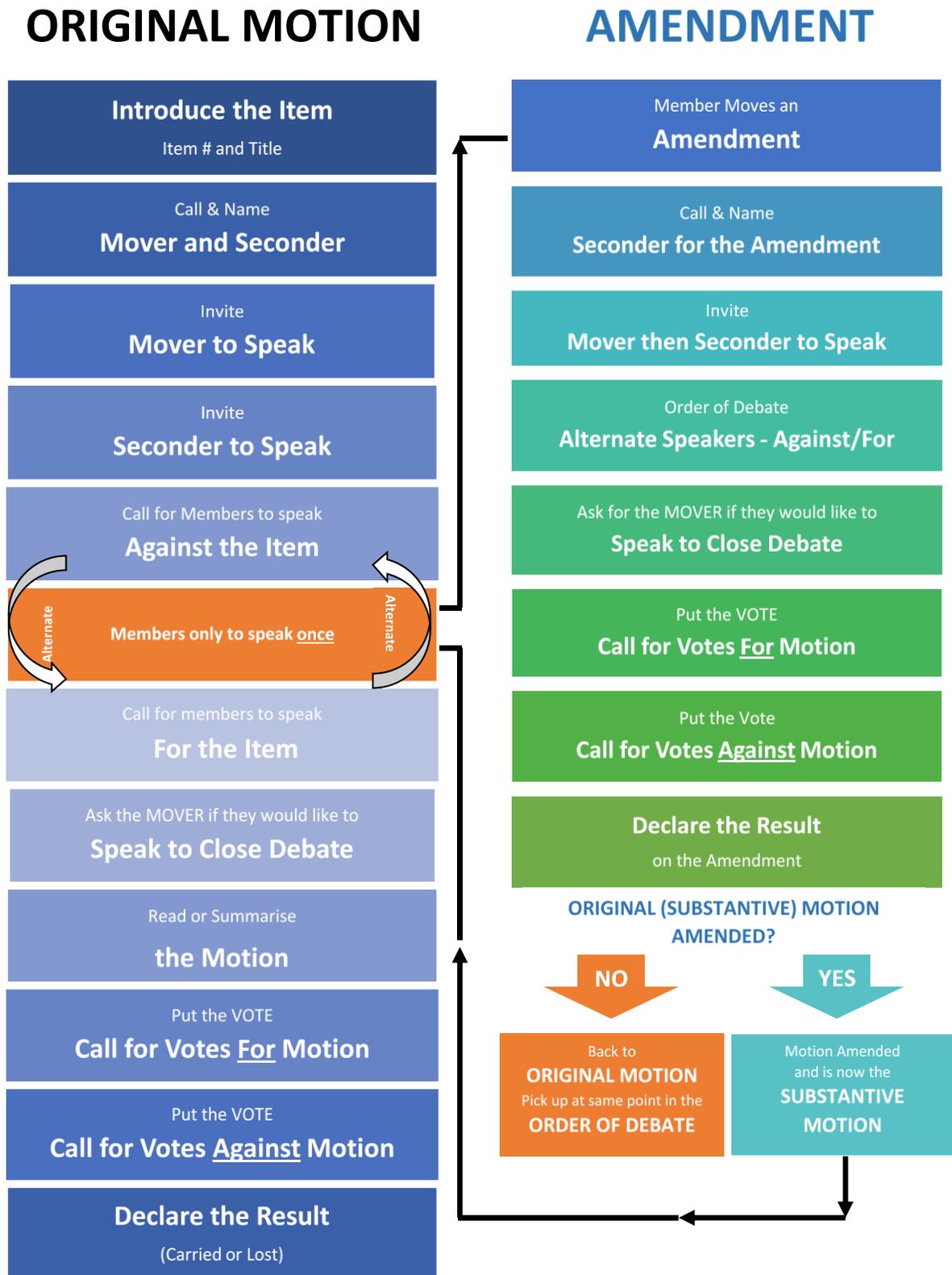
DEFINITION: An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter to be 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



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.

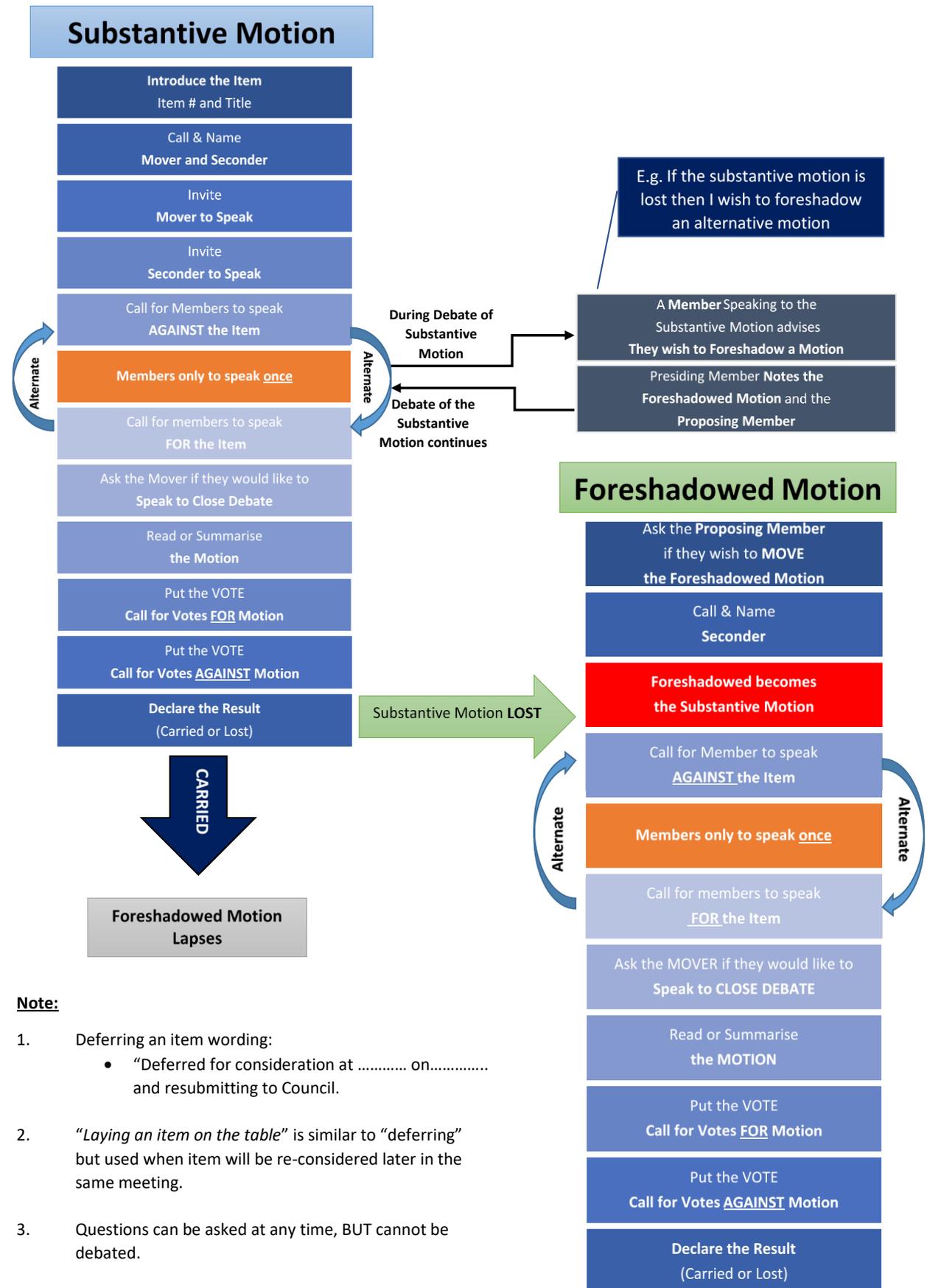


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## OPENING PROCEDURES

### **1. OPENING AND ANNOUNCEMENT OF VISITORS**

Shire President, Fiona Gaze welcomes Councillors, staff and visitors and opens the meeting at \_\_\_\_\_pm.

### **2. ACKNOWLEDGEMENT OF COUNTRY**

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

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

#### **3.1 ATTENDANCE**

#### **3.2 APOLOGIES**

#### **3.3 APPROVED LEAVE OF ABSENCE**

### **4. APPLICATION FOR LEAVE OF ABSENCE**

Nil

### **5. RESPONSE TO QUESTIONS TAKEN ON NOTICE**

### **6. PUBLIC QUESTION TIME**

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

### **8. PETITIONS / DEPUTATIONS / PRESENTATIONS**

#### **8.1 PETITIONS**

#### **8.2 DEPUTATIONS**

#### **8.3 PRESENTATIONS**

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

### **9.1 ORDINARY MEETING OF COUNCIL MINUTES 25<sup>TH</sup> MAY 2022**

#### **OFFICER RECOMMENDATION**

**0622. That the minutes of the Ordinary Council Meeting held on 25<sup>th</sup> May 2022 be confirmed as a true record of proceedings.**

### **9.2 SPECIAL MEETING OF COUNCIL MINUTES 8<sup>th</sup> JUNE 2022**

#### **OFFICER RECOMMENDATION**

**0622. That the minutes of the Special Council Meeting held on 8<sup>th</sup> June 2022 be confirmed as a true record of proceedings.**

**10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

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**10.1 ELECTED MEMBERS ACTIVITY REPORT**

**Date of Report:** 22<sup>nd</sup> June 2022

**Councillors:** Various

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**Attended the following meetings/events**

## REPORTS FOR DECISION

### 11. REPORT FOR DECISION

<b>11.1</b>	<b>WORKFORCE PLAN 2022 - 2027</b>
<b>Location(s):</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	13 <sup>th</sup> June 2022
<b>Business Unit:</b>	Strategy and Governance
<b>Officer:</b>	Bob Jarvis, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

- Shire of Gnowangerup Workforce Plan 2022-2027.

#### PURPOSE OF THE REPORT

For Council to consider the adoption of the Shire of Gnowangerup Workforce Plan 2022-2027.

#### BACKGROUND

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

In May 2018 a Workforce Plan was presented to Council at the Information Briefing Session, however the plan was not formally adopted by Council. The non-compliance was subsequently reported in the 2019 Compliance Audit Return. As a result of the non-compliance in regard to the Workforce Plan, Shire staff completed a desktop (minor) review of the Workforce Plan during 2020.

#### COMMENTS

The minor, one-year review in 2020 aligned the Workforce Plan to the Corporate Business Plan (which covered four (4) years from 2017/18 to 2020/21). The minor review retained the original staff survey results, with an update on current staffing statistics and focusing on the 2020/21 workforce requirements, to align staffing resourcing with key strategic goals in year four (2020/21) of the then current CBP.

The revised Workforce Plan 2020 was adopted by Council in April 2020.

At the same time, staff undertook to develop a new Workforce Plan in 2021-22 in conjunction with the new Corporate Business Plan for the four (4) year period 2021/22 to 2024/25. Consulting Great Southern was engaged to assist in the preparation, and to carry out the necessary consultation with staff

Please note the graphic on page 19 *Workforce by Age* is being amended.

## CONSULTATION

The first draft was presented to Councillors at a Councillors and Executive Workshop on the 13<sup>th</sup> April 2022 where Councillors requested that it be amended to reduce the review of the document to once a year, and it was also noted that the Organisational Chart needed to be amended to reflect recent changes to staff. These changes were made, and the second draft was sent to the Councillors and Executive Workshop on the 8<sup>th</sup> June 2022. A minor error by Consulting Great Southern was noticed which was a graphic which did not represent the statistics within the text. This is being fixed by Consulting Great Southern at its cost.

## LEGAL AND STATUTORY REQUIREMENTS

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

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

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

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Strategic Community Plan 2021-2031

Strategic Priority: Our Organisation

Theme: Forward planning and implementation of plans to achieve strategic priorities

Action: Performance against commitments made – Shire priorities.

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Primary Strategic Risk Category	Financial Sustainability
Description	Inability to maintain service and infrastructure levels for the Shire
Residual Risk: (Low, Moderate, High, Extreme)	Moderate
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

It is a legislative requirement to adopt a Workforce Plan.

### CONCLUSION

Adoption of the Shire of Gnowangerup Workforce Plan 2022-2027 is recommended to ensure statutory compliance and alignment of staffing resources with key strategic goals in the current Shire of Gnowangerup Integrated Strategic Plan 2021-2025.

### VOTING REQUIREMENTS

Absolute majority

### OFFICER RECOMMENDATION

**0622. That Council:**

**Adopts, the reviewed, Shire of Gnowangerup Workforce Plan 2022-2027, as attached and forming part of this report.**

*Heart of the Stirlings*



SHIRE OF GNOWANGERUP

# Shire of Gnowangerup Workforce Plan 2022-2027

## DOCUMENT CONTROL

<b>Shire of Gnowangerup</b>  P: 08 9827 1007 E: gnpshire@gnowangerup.wa.gov.au	Document:	Shire of Gnowangerup Workforce Plan
	Client:	Shire of Gnowangerup
	Author:	Ella Budrikis
	Date:	December 2021

## VERSION CONTROL AND DISTRIBUTION SCHEDULE

Version No.	Date	Distribution	Comment	Reference
Versions 1.1 – 1.6	01.03.22	CGS	Internal draft circulation	Shire of Gnowangerup Work Force Plan V 1.6
Versions 2.0 – 2.1	10.03.22	Shire of Gnowangerup	Draft for feedback	Shire of Gnowangerup Work Force Plan V 2.1
Version 3.0	18.03.22	Shire of Gnowangerup	Final version issued for graphic design	Shire of Gnowangerup Work Force Plan V 3.0
Version 4.0	07.04.22	Shire of Gnowangerup	Designed Document	Shire of Gnowangerup Work Force Plan (GD)

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# 1.0 Executive Summary

## Letter from the CEO

I am pleased to present the Shires newly adopted Workforce Plan. This plan sets out the workforce requirements to achieve our Strategic and Operational Objectives.

The plan highlights that we have a very capable team who continuously deliver quality services to our community.

In addition, this plan provides us with key actions that will support the delivery of improved practices that will support a sustainable, skilled and efficient workforce.

The demands and expectations imposed on the organisation by our community, the Council, other tiers of government and business are fluid and it is important that the organisational structure can cater for these.

Our workforce plan considers the community aspirations, priorities and objectives identified in the Strategic Community Plan. It is an essential component of the Corporate Business Plan and Long-Term Financial Plan so that we can identify workforce requirements for current and future operations.

Our workforce plan identifies and reports on the internal capacity to meet current and future needs in line with the goals and objectives of the Shire and the community it serves, both in capacity and capability.

This plan addresses gaps between current and future workforce capability, identifies areas of skill or capacity shortage, and outlines strategies to address them.

Planning human resource requirements is a significant challenge and not only considers the human resource factors but ties this into overall strategic plans, environmental issues and legislative and governance obligations.

We look forward to implementing this plan to ensure that our workforce capabilities continue to remain innovative and sustainable, whilst providing the best level of service possible.

Bob Jarvis

Chief Executive Officer  
Shire of Gnowangerup

## 2.0 Introduction

### Integrated Planning Framework

Workforce planning is a process of analysis to ensure the Shire has the right people – in the right place, at the right time – to achieve the objectives set out in the Shire’s Strategic Community Plan.

Workforce planning assists management to anticipate change, identify the important issues driving workforce activity and implement the strategies to support positive workforce development and strategic outcomes.

#### Key principles of workforce planning

- Building workforce strategies aligned to and supporting the Shire’s strategic direction and values;
- Ensuring the workforce planning process is joined to the Shire’s Integrated Planning Process;
- Actively involve managers, employees and other stakeholders in developing, communicating and implementing the workforce strategies;
- Utilising a risk management approach to workforce planning and identifying ‘Mission Critical’ areas of operations;
- Establishing effective implementation processes to ensure the successful execution of core strategies; and
- Continually monitoring and evaluating the progress towards implementing the workforce strategies and measuring its contribution towards meeting the Shire’s strategic goals.

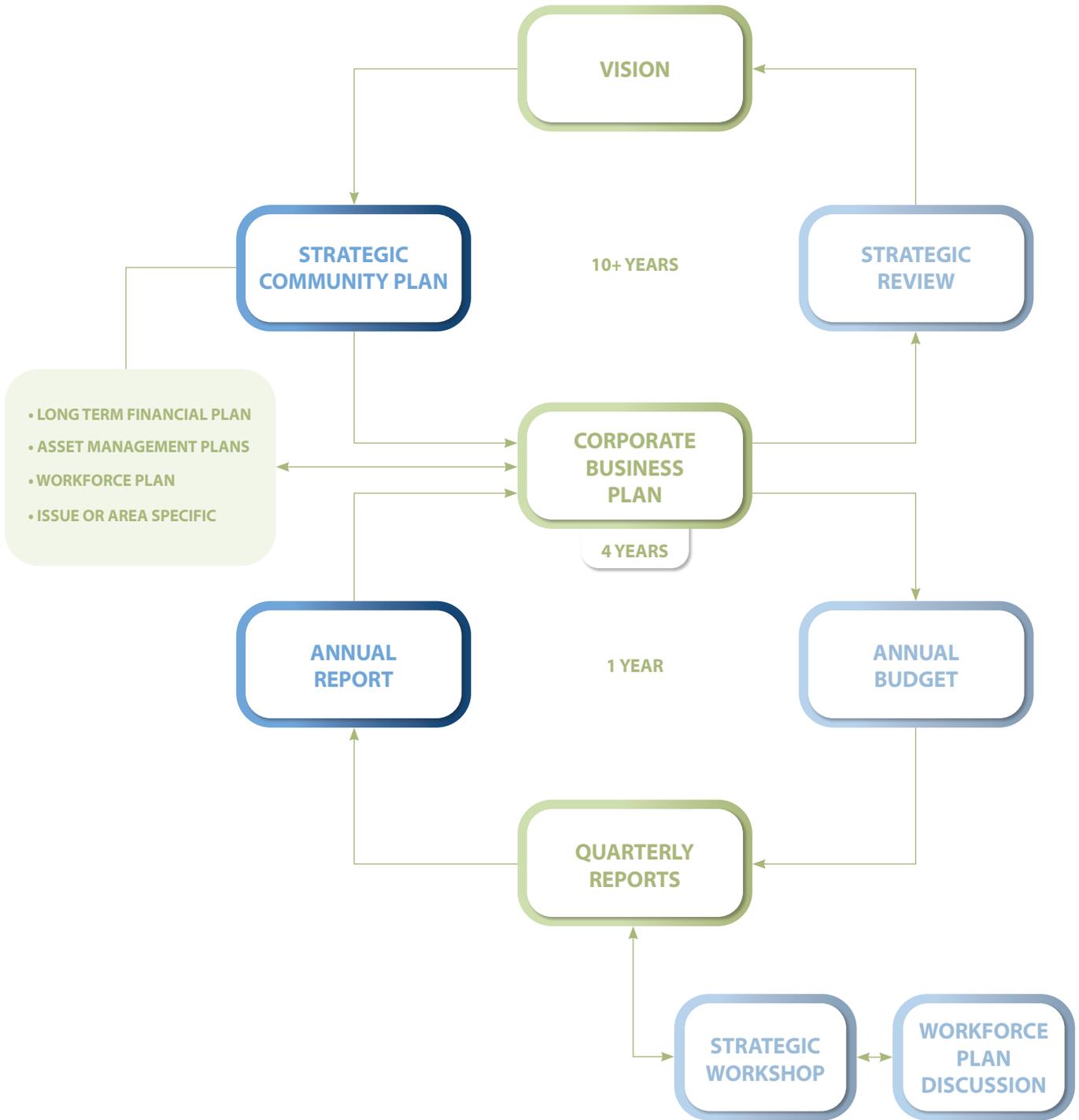
#### Integration with the Integrated Planning and Reporting Framework

Workforce planning responds to the requirements of the State Integrated Planning and Reporting Framework, a planning obligation for all local governments in Western Australia. The four elements of the framework are:

- Strategic Community Planning;
- Corporate Business Planning;
- Budgeting; and
- Reporting.

The Shire has developed a Strategic Community Plan and Corporate Business Plan that are both informed and supported by a Strategic Resource Plan (incorporating long-term financial and asset management planning) along with this Workforce Plan.

# Strategic Planning Framework and Workforce Planning



## 3.0 Our Gnowangerup

### Our Community

The Shire of Gnowangerup is in the Great Southern region of Western Australia, covering an area of 4,268 square kilometres; including the towns of Borden, Ongerup, and Gnowangerup. The Shire is approximately 354 kilometres south-east from Perth and 140 kilometres north from Albany. Gnowangerup is a prosperous grain and sheep producing area.

Our community population totals 1215 with our median age currently at 40.

#### Our Community Strengths:

- The high number of people engaged in their community and their capacity for leadership;
- Excellent mobile phone coverage;
- Technology readiness is high;
- Accessible distance to port;
- Income generated is higher than the Great Southern business average of \$33,373 – higher relative wealth generation capacity;
- Economic fundamentals per head of population are very good (except for new building construction), placing the Shire in the top decile;
- Workforce occupations are assessed as high skill showing residents are highly able; and
- Local manufacturing capacity.

#### Our Community Challenges are:

- Level of economic development support available, access to supporting institutions, technical skill base (education);
- Extremely poor internet quality;
- Lack of focus on lifelong learning, access to health and education may limit the ability of population to adapt to new technology, new roles and work functions; and may create an environment where adoption of new technologies, business models and ideas is lagged to the general population;
- Highly dependent (non-diversified) economy vulnerable to shocks to the major industry; and
- Population is small and dispersed.



## 3.0 Our Gnowangerup (cont.)

### Our External Environment

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

#### Socio Demographic Trends

- A multi-generational workforce, each with their own needs, aspirations and expectations;
- High percentage of persons aged 50-69 years within the Shire; and
- Greater work/life balance expectations.

#### COVID -19

- Constantly evolving health space, causing unpredictable long-term outcomes;
- Workforce interruptions expected should multiple staff become ill;
- Industries already impacted due to professional and labour shortages;
- Contributing to the rental crisis as landlords either sell, increase rent and/or become owner occupiers; and
- Limited health services are available to the community in the event a COVID-19 outbreak results in multiple (community) hospitalisations.

#### Competition

- Continued talent and skill shortage; and
- Demand for mining, energy and construction workforce competing for talent.

#### Economic

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

#### Political

- The implementation of initiatives in relation to the delivery of grant funding due to COVID-19 and Federal and State Economic stimulus may require additional workforce or contractors to implement within restricted timeframes; and
- Increasing expectation in relation to corporate governance standards and transparency of decision making, bringing with it a range of workforce considerations.

#### Technology

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

#### Industry

- There is an increasing lack of sustainability in financing renewal of assets, with ageing community infrastructure playing a major role. There is a heavy reliance on state or federal funding; and
- Significant cost shifting from other levels of government to the local level without the associated resources.

## Our Internal Operational Environment

The Shire provides several services to the community as listed below:

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

## Our Internal Trends and Workforce Risks

The following trends and challenges facing the Shire are a condensed summary from the analysis of our External Environment and the Internal Environment, taking into consideration consultation conducted in preparation of this Workforce Plan.

Some of these issues may be beyond the Shire's control, however their impact can be predicted and minimised, whereas internal considerations can be controlled with effective planning and management.

### Ageing Workforce

The Shire's workforce median age is 48.5 years. In addition, 24% of the Shire's workforce have reached (or are 1-2 years from) meeting Australia's aged pension requirements. As a small local government with already identified workforce recruitment barriers including housing, this poses significant workforce risk.

The resulting workforce retirement will contribute to decreasing internal experience, technical knowledge and expertise.

These employees will move increasingly toward flexible work arrangements (part-time employment) and phased retirement. An older workforce may lead to more health and wellbeing issues and increased use of sick leave.

Gnowangerup's vulnerability in this area is specifically in the Works department where approximately 50% of the employees are over the age of 60 years

## Our Internal Trends and Workforce Risks cont.

### Housing

The availability of housing stock is limited with current staff having to commute from outside of the Shire to attend work. This poses a fatigue management risk as the distances travelled are greater than 50 kilometres one way.

In addition, with no access to Shire owned housing stock, the ability to attract individuals to the area to fill current and future vacancies is limited. This again poses significant risk the Shire of Gnowangerup.

### Recruitment and Retention

The Shire is located in largely what is now considered to be a “mining and resources” state. Therefore local government is continuing to face greater difficulties in sourcing and securing the long-term service of quality candidates with engineering and technical skills in particular.

Growth in the resource and energy sectors is creating competition for skills as workers change careers, attracted by higher wages and compressed work cycles (12-hour shifts etc.). In addition, the construction industry, in large thanks to State Government funding incentives, has seen the ongoing employment of over 123,000 Western Australians, slightly higher than that of the mining industry.

COVID 19 has also contributed to Western Australians choosing lifestyle and workplace flexibility as their top priorities when choosing a place of employment.

The impact of this is the possible increased difficulty in filling essential roles, therefore competitive recruitment and retention strategies will be increasingly required. As a result, recruitment costs and salary expectations will increase.

The following are professional areas of known and forecast skill shortages expected to impact on typical Local Government services:

- Engineering and civil construction;
- Planning and building;
- Environmental health; and
- Finance.

The impact on Council will include having less qualified staff filling essential roles, which will affect the risk profile (alternatively, higher costs relating to efforts to attract and retain skilled staff).

### Human Resources Management and Systems

To assist managing the above risks, Human Resource management policies, procedures and systems need to be reviewed and modernised.

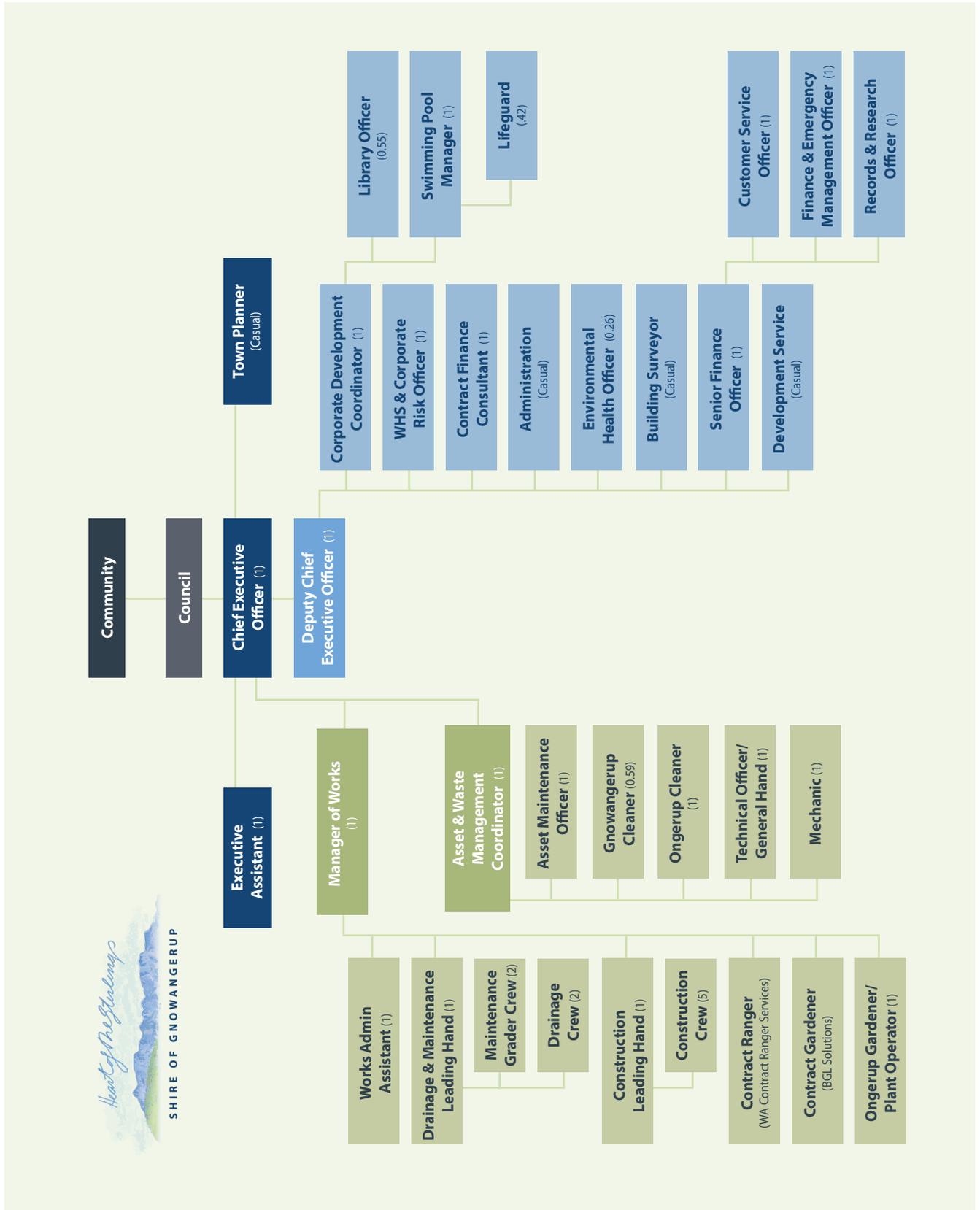
More data will need to be stored and retained electronically.

Areas that this will affect are:

- Recruitment tracking;
- Implementation of effective succession planning;
- Personnel files;
- Training records;
- Work Health and Safety Management;
- Position description maintenance;
- Performance review management; and
- Exit interview data.

# Our Organisation

## Organisational Chart



## Our Consultation Process

### Our Workforce Demographics



## Our Workforce Profile



**Number of Employees**  
**37**



**Full time Equivalent Employees** **28.9**

### Annual/ LSL Liability

Current \$394,658  
Non Current \$89,450



**Average Length of Service**  
**5.6 years**



**Award/EBA**  
LGIA, Shire of Gnowangerup EA



### Age Profile

< 20	0
20-29	5
30-39	5
40-49	8
50-59	10
60-69	0
>70	0



### Employee Type

Full Time	25
Part Time	6
Contract	0
Casual	6
Other	0



## Employment Satisfaction

92% of our team either 'Strongly Agree' or 'Agree' that their position description reflects their role.



91.6% of our team believe that workplace practices and conditions are fair and equitable.



92% of our team have strong working morale



## Western Australian Employment Environment December 2021

Services industries accounted for 73% of Western Australia's average employment over the 4 quarters to the December quarter 2021, including:

- Healthcare and social assistance (13.7%);
- Retail trade (9.1%); and
- Education and training (8.3%).

Goods-producing industries accounted for 27% of Western Australia's average employment over the 4 quarters to the December quarter 2021, including:

- Construction (8.7%);
- Mining (8.6%); and
- Manufacturing (6.1%).

Healthcare and social assistance (up 22,030 or 12.8%) had the largest rise in Western Australia's employment between the December quarters of 2020 and 2021, followed by manufacturing (up 11,998 or 16.1%).

Agriculture, forestry and fishing (down 5,771 or 15.9%) had the largest fall in Western Australia's employment between the December quarters of 2020 and 2021, followed by public administration and safety (down 4,197 or 4.4%) (Government of Western Australia, 2021).

The employment data provides further evidence to support the requirement for a comprehensive recruitment process to support the workforce needs of the Shire.

## Western Australia Local Government Environment

The proposed reforms have been developed based on findings identified as part of the Local Government Act review and recommendations of various reports, including the Local Government Review Panel Final Report. (Department LGSC, 2021)

Major changes to the Local Government Act and Regulations will provide for a stronger, more consistent framework for local government across Western Australia. The reform proposals have been designed to deliver significant benefits for residents and ratepayers, small business, industry, elected members and professionals working in the sector. (Department LGSC, 2021)

The proposed reforms are based on six themes:

- Earlier intervention, effective regulation and stronger penalties;
- Reducing 'red tape', increasing consistency and simplicity;
- Greater transparency and accountability;
- Stronger local democracy and community engagement;
- Clear roles and responsibilities; and
- Improved financial management and reporting. (Department LGSC, 2021)

Considering the consultation period nearing closure, it is recommended that the Shire ensures that Workforce considerations are taken into account, so that potential reforms are both prepared and accommodated for.



## 4.0 Our Strategies

### Strategic Community Plan

Through the development of the Strategic Community Plan, the following Community Priorities were identified:

- Access to health services;
- Access to services and facilities for Noongar People;
- Access to services and facilities for people with disabilities;
- Bush fire prevention and control;
- Conservation and environmental management;
- Development of the town centres;
- Economic development;
- Events, arts and cultural activities;
- Facilities, services and care available for seniors;
- Promotion of our community;
- Safety and security;
- Services and facilities for youth;
- Sport and recreation activities; and
- Tourism development.

In support of the Community Priorities, five Strategic Areas were developed. They are:

- Our Community;
- Our Economy
- Our Natural Environment;
- Our Infrastructure; and
- Our Organisation.

These five strategic areas will require a variety of workforce resources over time.

## Our Strategies

### Our Community

Strategy	Success Measures	Workforce Implications
1.1. Identify and deliver opportunities for young people across the Shire	Young people are engaged and feel empowered to contribute	Community Development
1.2. Facilitate and advocate for the provision of quality health services, health facilities and programs	Retention of health facilities and visiting services Ageing in place can occur and achievement of outcomes in the Aged Friendly Community Plan	Community Development and Executive Staff DCEO/ Community Development
1.3. Strengthen the sense of place and culture and belonging through inclusive community interaction and participation	Shire works with local stakeholders to jointly plan and deliver diverse and inclusive events Noongar culture and heritage is valued, preserved, and shared Progress is made against the Shire's Marketing Plan	CEO/ Community Development CEO/ Community Development CEO/ Community Development
1.4. Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	Our volunteers feel appreciated and supported Local leadership skills are developed	CEO/ Community Development CEO/ Community Development
1.5. Support emergency services planning, risk mitigation, response and recovery	We collaboratively plan for and respond to emergency situations (LEMC)	Executive and SESM

### Our Economy

Strategy	Success Measures	Workforce Implications
2.1. Support businesses and business growth across the Shire	Progress towards industrial land development Technological infrastructure supports local business retention and growth Progress and achievement of the Economic Development Plan initiatives	EHO/ Planning/ Works CEO/ DCEO/ Community Development Community/ Economic Development
2.2. Coordinated planning and promotion of our Shire to visitors and tourists	Visitors receive timely and accurate information about our attractions and services We jointly plan and collaborate with regional tourism groups and CRCs to promote our attractions and experiences Signature tourism assets and events add value to our local economy	Administration CEO/ Community Development Community/ Economic Development
2.3. Local businesses and the Shire have access to diverse skills and experiences	Housing and rental stock assists in attraction and retention of the local workforce Progress towards residential land expansion and lifestyle promotion Local education, care and learning facilities are advocated for and retained	CEO/ DCEO CEO/ Planning CEO/ Community Development

## Our Infrastructure

Strategy	Success Measures	Workforce Implications
3.1. Parks, gardens, streetscapes, recreational and social spaces are safe and encourage active and healthy lifestyles	Town streets are enhanced, attractive and easy to access The community feels safe Sport and Recreation improvements are planned in a coordinated manner	Works  Community Development CEO/ DCEO/ Works
3.2. We prepare and maintain our assets for current and future community use	Maintenance and expansion of our Road and Footpath network in line with community expectation and resource availability Less impact on our roads due to extreme weather events and increased vehicle tonnage (road engineering, stormwater management) Progress and achievement towards our Integrated Resourcing Plan	Works  Works  CEO/ DCEO

## Our Natural Environment

Strategy	Success Measures	Workforce Implications
4.1. A high standard of environmental health and waste services	Compliance with environmental health and waste legislation	Works/ EHO
4.2. Conservation of our natural environment	Community partnerships that help protect and preserve our natural assets Efficient resource consumption including water, energy and non-renewable resources	EHO/ Community Development  EHO

## Our Organisation

Strategy	Success Measures	Workforce Implications
5.1. Investment in the skills and capabilities of our staff and leaders	Service levels are achieved Succession planning for key roles	CEO/ DCEO/ Works CEO/ DCEO/ Works
5.2. Shire communication is consistent, engaging and inclusive	The community can participate in the decision-making processes Residents and community groups believe they are being listened to and fairly treated Shire brand reflects all three communities	Workforce  Workforce  Workforce
5.3. Forward planning and implementation of plans to achieve strategic priorities	Collaborative planning amongst key stakeholders and regional groups Performance against commitments made – Shire Priorities	CEO  CEO/ DCEO

## **Our Commitment**

- We will treasure and promote the beauty and history of our Shire and our region;
- We will value and support the volunteers in our community;
- We will value and support local business;
- We will spend local as often as we can;
- We will consult our community on any issue that affects them;
- We will make things as simple as possible;
- We will treat people with respect; and
- We will seek and embrace new ideas and smarter ways of doing things.

## **Corporate Business Requirements**

In addition to increasing efficiency and effectiveness in service delivery, key drivers for the 2021-2025 Corporate Plan are the review and development in the following areas:

- Asset Management;
- Waste and Conservation Management;
- Community/ Economic Development, Culture and Youth Services;
- Human Resources Management; and
- Governance Management.

### **Asset Management Requirements**

In reference to the Corporate Business plan item 3.2.2 Develop and implement a comprehensive Asset Management framework to ensure a strategic approach to infrastructure planning, maintenance, and enhancement. The identification of workforce requirements in delivering this framework will need to be reported, adopted and implemented.



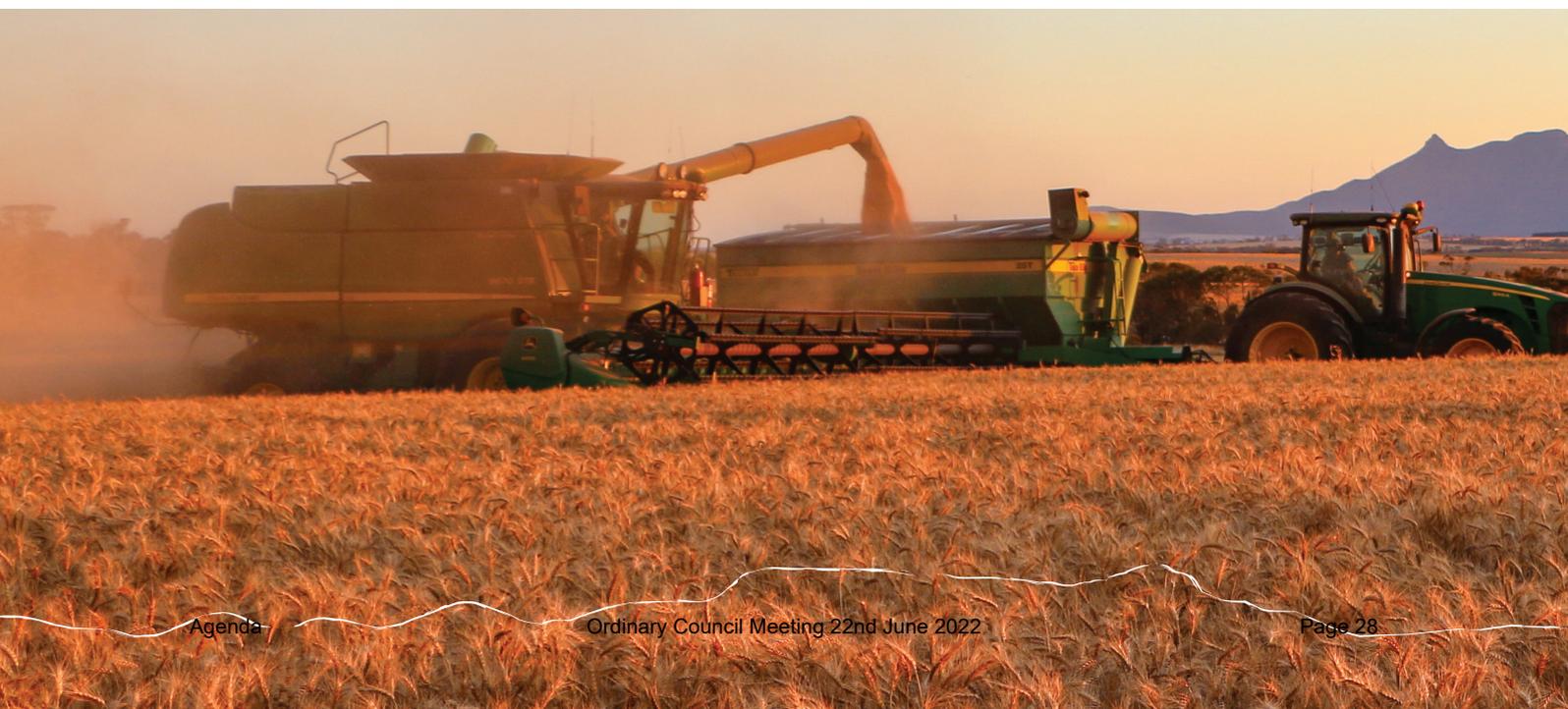
## 5.0 Workforce Implementation

### Employee Attraction and Recruitment

Issue	Strategy / Action	Timing	Performance Measures	Responsibility	Notes
Recruitment and selection systems	Design and implement an accurate Recruitment and Selection system that will attract new employees with the right skills and knowledge to help deliver the Strategic Community Plan Includes review of policies and procedures	Draft implementation 2022	Average length of employee service Length of time to recruit (set initial target time) Staff turnover figures comparable to neighbouring shires and/or best practice Goals and outcomes from Strategic Community Plans are met.	CEO/ DCEO	Potential to standardise with neighbouring Shires
Improve recruitment outcomes including on boarding process	Train managers/ supervisors in efficient recruitment and selection techniques	2022	Improve recruitment outcomes and on-boarding process (85% success rate) Monitor through length of service, staff position accuracy (satisfaction), probation completion periods, staff turnover and exit interviews	CEO/ DCEO	A formal recruitment and on-boarding process was identified by staff through consultation
Prospective employee attraction	Develop strategy to create a positive image as an attractive regional preferred employer	2022/23	Prospective employee attraction campaign rollout (TBD) Measurement based on applicant numbers and quality.	CEO/ DCEO	Input needed from Elected Members
New employee inductions	Design, test and implement new compliant employee inductions. Make the induction an integral part of the recruitment process	2022	Survey new employees for feedback after 6 and 12 months. Monitor through length of service, probation completion periods, staff turnover and exit interviews	DCEO	Capture WHS Act 2020

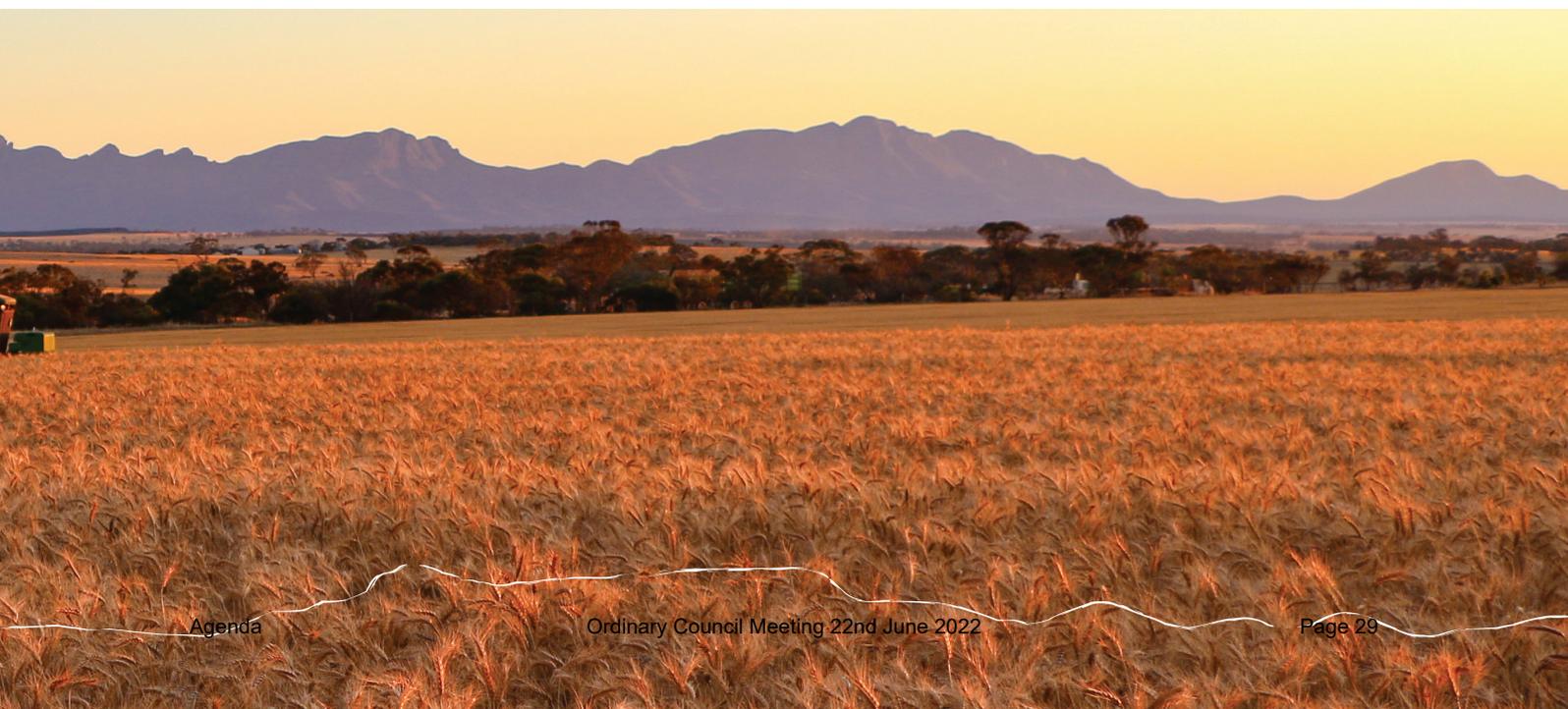
## Employee Morale/ Retention

Issue	Strategy / Action	Timing	Performance Measures	Responsibility	Notes
Work/life balance	Review and design flexible working arrangements where appropriate for office staff, including hours, conditions etc.	2022	Measure through annual employee satisfaction survey, exit interviews, turnover rates in office staff	CEO/ DCEO	
Regular employee satisfaction surveys	Monitor employees' views on several work-related topics, issues, and concerns through an annual survey (electronic or personal interview)	2022	Answers evaluated and data compared to previous surveys to identify trends. Annual report generated with action/ responsibilities identified as required. Annual reporting	CEO	
Remuneration and reward	Ensure Shire of Gnowangerup offers an attractive and competitive salary which retains and attracts skilled employees Prioritise remuneration review for skill shortage positions	Annual pay and performance reviews are timely and effective	Calculation of length of time taken to complete annual review. Data from employee satisfaction survey Exit interview statistics	CEO/ DCEO	
Available housing	Design, fund and deliver appropriate staff housing	2025	New staff accommodation provided to applicable Shire staff	CEO/ DCEO/ MCD	Access to housing was identified by multiple staff members during in person interviews



## Employee Development

Issue	Strategy / Action	Timing	Performance Measures	Responsibility	Notes
Training and development	Provide and promote learning and development opportunities for employees to enable them to help deliver the Strategic Community Plan	Ongoing with annual end of calendar year review	Annual training/skills audit to review progress Use of efficient electronic training database.	CEO/DCEO	
Internal promotions	Design and implement a formal process that encourages staff to seek opportunities for internal promotion where available	Ongoing with annual review of position requirements	Internal promotions occurring as applicable, Staff Satisfaction Surveys, staff actively involved in improving delivery of programs	CEO/ DCEO/ MWS/ MSS	Internal promotion has occurred previously
Identifying and addressing skills gap	Complete full Training Needs Assessment (TNA) to verify training gaps possibly previously identified by employees Develop training strategy to address Shire needs	2023	Delivery of TNA Report outlining future training plan and strategy Measure against training figures EOFY 2022/23	DCEO	



## Human Resource Management

Issue	Strategy / Action	Timing	Performance Measures	Responsibility	Notes
Implementation of the Workforce Plan	Implement all strategies and actions as outlined in the Plan	2022-2027	Success in each individual strategy as outlined Annual reporting.	CEO	
HR Policies and Procedures	Audit, review and develop policies consistent with current legislation and Shire's goals	2022		CEO/ DCEO	
HR system and process gaps to be addressed	Review all manual and electronic HR data collection processes currently used. Standardise and implement compatible system	2022/23	All relevant HR data is stored, located and readily retrieved as needed All employees have access to their employment details All agreed employment remuneration including allowances are recorded accurately and delivered Audit and report initially and after 12 months	CEO/ DCEO	
Position description audit and review	Ensure each employee has an accurate and up to date position description	2022/23 and as positions are vacated prior to recruitment	100% compliance for completion and accuracy	CEO/ DCEO	
Position Descriptions maintenance	Ensure all PDs are kept up-to-date, and each employee has access to a copy	2022	PD updated within 10 working days after changes approved by Department Manager and CEO Newly recruited employees have an up-to-date PD upon commencement	DCEO	
Exit interviews	Design, test and implement an exit interview process and questionnaire	2022	Make integral part of the employment termination process. Annual statistics audit and feedback to council	CEO	
WHS Management	Audit and review WHS policy/ plans and make appropriate adjustments	2022/2023	100% compliance with current WHS legislative requirements	CEO/ DCEO	

## Ageing Workforce

Issue	Strategy / Action	Timing	Performance Measures	Responsibility	Notes
Imminent retirements	Devise and implement strategies to support a well-managed transition to retirement	Current to ongoing for lifetime of plan	Employees are treated with dignity and respect (measure from analysis of exit interview comments) Legislation is not breached i.e. nil complaints	Executive	
Attract employees to join the organisation	Refer to recruitment and attraction strategy	2022/23	Refer to recruitment and attraction strategy	CEO	
Traineeships	Appoint trainee in area(s) of Shire (Admin/Works) Include mentoring strategies	TBD	Completed trainee gaining the skills capable of filling vacancies as they arise	CEO	
Succession planning	Identify vulnerable positions and develop succession strategy plan	Strategy/ Plan 2022/23 Implement 2023/24	Develop strategy and plan Implementation of the plan As employees retire, successors appointed to vacant positions	CEO	
Flexible working arrangements	Create Flexible working arrangements to assist in the smooth transition of employees into retirement	2023/2024	Produce report and options. Implement after approvals. Organisation retains knowledge base for as long as required	CEO/ DCEO/ MWS	
Job redesign	Investigate job redesign feasibility/ possibilities for applicable positions	2022/2023	Produce report and options. Implement after approvals	DCEO/ MWS	
Knowledge loss	Document all relevant procedures and work instructions that are currently not recorded	2022/23	Work procedure manuals produced that can be successfully interpreted by new employees/ trainees	DCEO/ MWS	

## 6.0 Reporting

In developing this Workforce Plan, the Shire was very mindful of the need to:

- Continually review and refine this plan going forward so this is not a static document;
- Keep this plan as practical as possible as the Shire only has limited financial and human resources; and
- Keep monitoring and reporting on the key outcomes that will make a difference.

The key monitoring and reporting strategies that will support this plan include the following;

1. Regular discussions to review and up-date the operational plan to align it with workforce capacity annually at the strategic workshop conducted with senior staff prior to providing an up-date to the Council meeting;
2. Monitor and discuss key workforce risks and plan mitigating strategies;
3. Develop a training needs assessment and up-date every year as part of the performance review to monitor key workforce data and the skills and experience of new and existing staff; and
4. Develop and Implement applicable Human Resource functions in line with the plan.



## 7.0 References

Department LGSC, 2021. *DLGSC*. [Online]

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[Accessed 31 January 2022].

Government of Western Australia , 2021. *Western Australian Government*. [Online]

Available at: <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.wa.gov.au%2Fsystem%2Ffiles%2F2022-01%2FWA%2520Economic%2520Profile%2520-%2520December%25202021.docx&wdOrigin=BROWSELINK>

[Accessed 31 January 2022].



*Heart of the Stirlings*



SHIRE OF GNOWANGERUP

28 Yougenup Road  
Gnowangerup WA 6335

P: (08) 9827 1007

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

[gnowangerup.wa.gov.au](http://gnowangerup.wa.gov.au)

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<b>11.2</b>	<b>REVIEW OF DELEGATIONS OF COUNCILS POWERS</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	13 <sup>th</sup> June 2022
<b>Business Unit:</b>	Strategy and Governance
<b>Officer:</b>	Bob Jarvis Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil

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### ATTACHMENTS

- Draft reviewed Delegations Register

### PURPOSE OF THE REPORT

Council's annual review of its Delegations of Powers as required by Section 5.18 of the Local Government Act 1995.

### BACKGROUND

Sections 5.18 and 5.46 of the Local Government Act 1995 require the Shire to maintain a register of delegations made under that Act, which includes delegations from:

- Council to Committees and the CEO; and
- CEO to employees.

The delegations are to be reviewed at least once every financial year. The Shire's Compliance Calendar was amended in 2020 to include that the Delegations will be annually reviewed by staff, to ensure that this process is completed as required.

The document before Council is typical of the delegations to staff in local government so that the Council is not dealing with a multitude of reports on matters which can be best dealt with in a swift and responsible use of delegation. Council can choose to withdraw a delegation which would require any exercise of that power to come to Council for a decision, and Council can place conditions on the exercise of a delegation to ensure that they are in the manner in which Council would want.

### COMMENTS

Senior staff have reviewed the 2021 adopted version and made minor changes, including deletions and additions, correction of errors and to address any changes in circumstances or legislation, as well as clarify some ambiguities. It is believed that the amended document reflects the current needs of the Administration to provide an effective service to the residents of the Shire.

### CONSULTATION

The matters highlighted in this report were discussed at the Councillors and Executives Workshop on the 8<sup>th</sup> June 2022

### LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 Sections 5.18 and 5.46, Sections 5.16 and 5.17 Delegations to Committees, 5.41, 5.42, 5.43 Delegations to the CEO, 5.44, 5.45, 5.46 Sub delegations to employees and Register of exercise of delegations.

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

Appropriately structured delegation of authority will provide administrative and customer service efficiencies and will contribute to control of risks.

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Recommended conditions and limitations on delegated authorities contribute to minimising risk and ensure that decisions are appropriately directed to Council, where delegated authority is limited.

### IMPACT ON CAPACITY

The proper and considered delegation of powers enables the smooth delivery of service to the community.

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may wish to amend or revoke any of its delegations but would also need to be mindful of the impacts of those changes on its ability to exercise those powers through Council decision making.

### CONCLUSION

This review is a legislated requirement of the local government's powers through delegation, with minor amendments to the 2020 adopted version, as discussed at the Councillors and Executives Workshop on the 12<sup>th</sup> May 2021.

### VOTING REQUIREMENTS

Absolute majority

## **OFFICER RECOMMENDATION**

**0622. That Council:**

- 1. Adopts the delegation of some of its powers to the Audit and Risk Committee, and to the CEO as outlined in the Delegation Register attached to this report which provides a written record of Council's delegations as required by the Local Government Act (1995)**
- 2. Requires the CEO to ensure that any sub delegation to employees is in writing and pursuant to those identified in the Delegation Register adopted in (1).**



**SHIRE OF GNOWANGERUP**

# **DELEGATION REGISTER 2022**

Reviewed: 22<sup>nd</sup> June 2022

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# 1. Local Government Act 1995 Delegations

## 1.1. Delegations from Council to Committees

### 1.1.1 Audit and Risk Committee – Meeting with Auditor

<b>Date Adopted:</b>	22 <sup>nd</sup> June 2005
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Audit Committee
<b>Policy Reference:</b>	Nil

**Power Enabling Delegation:**

- Local Government Act 1995, s.5.16 Delegation of some powers and duties to certain committees

**Power Enabling Sub-Delegation:**

- Prohibited by Local Government Act 1995, section 7.1B Delegation of some powers and duties to audit committees

**Power Delegated:**

- Local Government Act 1995, Section 7.12A(2) and (3)

### Description of Functions Delegated

Council delegates its authority and power to the Audit Committee:

1. To meet with the Shire’s Auditor at least once every year [s.7.12A(2)]; and
2. To examine the report of the auditor and to determine if any matters raised by the report require action to be taken by the Shire and to ensure that appropriate action is taken in respect of those matters. [s.7.12A(3)].

## 1.2. Delegations from Council to CEO

### 1.2.1 Temporary Road Closures

<b>Date Adopted:</b>	22 <sup>nd</sup> June 1998
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

#### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

#### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

#### Power Delegated:

- Local Government Act 1995, sections
  - 3.50 Closing certain thoroughfares to vehicles
  - 3.50A Partial closure of thoroughfare for repairs or maintenance
  - 3.51 Affected owners to be notified of certain proposals

### Description of Functions Delegated

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

1. Determine to temporarily close a thoroughfare, wholly or partially, to vehicles or particular classes of vehicles [s.3.50(1), (1a) and (2)], including for the purposes of but not limited to:
  - a. Repairs and maintenance.
  - b. In cases of emergency.
  - c. Where, in the opinion of the CEO that due to heavy rain, a thoroughfare is likely to be damaged by the passage of vehicles of a particular class, or by the passage of vehicles generally.
  - d. For the conduct of an Event in accordance with the *Road Traffic (Events on Roads) Regulations 1991* and the authority provided to the Shire by the Commissioner of Main Roads.
2. Revoke an order to temporarily close a thoroughfare [s.3.50(6)].
3. Give notice to the public and the Commissioner of Main Roads and consider any resulting submissions received relevant to road closures for a period exceeding 4-weeks [s.3.50(4), (5) and (8)].

#### Subject to:

- (a) Compliance with the procedural requirements of Sections 3.50, 3.50A and 3.51 of the *Local Government Act 1995*, and Regulations 4, 5 and 6 of the *Local Government (Functions and General) Regulations 1996*.

<b>Sub-delegate/s:</b>	Manager of Works
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### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

## 1.2.2 Altering Thoroughfare Level or Alignments

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, Section 3.51(3) Affected owners to be notified of certain proposals

### Description of Functions Delegated

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

1. Before doing anything in regard to a proposal, give notice to each person having an interest and where required local public notice, seeking submissions regarding any proposal to:
  - (1) Fix or alter the level of, or the alignment of, a public thoroughfare; or
  - (2) Drain water from a public thoroughfare or other public place onto adjoining land [s.3.51(1)(a)].

#### Subject to:

- (a) The notice being in accordance with Section 3.51(4) of the *Local Government Act 1995*.
- (b) Consideration of any submissions made [s.3.51(3)(b)].

<b>Sub-delegate/s:</b>	Manager of Works
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### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

### 1.2.3 Reserves under Control of Local Governments

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>5.42 Delegation of some powers or duties to the CEO</li> <li>5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, Section 3.54 Reserves under control of local government</li> </ul>
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#### Description of Functions Delegated

Council delegates its authority and power to do anything permitted under section 5 of the *Parks and Reserves Act 1895*, for the purposes of controlling and managing land reserved under the *Land Administration Act 1997* that is vested in or placed under the control and management of the Shire of Gnowangerup. [s.3.54]

#### Subject to:

- Any express provision to the contrary made by an order under the *Land Administration Act 1997* in respect of the land.
- Limited to the maintenance or repair of existing infrastructure, where a sufficient and relevant allocation is provided in the adopted Annual Budget.
- For proposals for new infrastructure or services, or where the budget allocation is insufficient for required maintenance or repairs, a report must be referred to Council for decision.

<b>Sub-delegate/s:</b>	Nil
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#### CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

## 1.2.4 Expressions of Interest and Tenders for Goods & Services

<b>Date Adopted:</b>	18 <sup>th</sup> June 1997
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	4.1

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, s.3.57 Tenders for providing goods or services
- Local Government (Functions and General) Regulations 1996, Regulations:
  - 11 When tenders have to be publicly invited
  - 13 Requirements when local government invites tenders though not required to do so
  - 14 Publicly inviting tenders, requirements for
  - 18 Rejecting and accepting tenders
  - 20 Variation of requirements before entry into contract
  - 21A Varying a contract for the supply of goods or services
  - 21 Limiting who can tender, procedure for
  - 23 Rejecting and accepting expressions of interest to be acceptable tenderer

## Description of Functions Delegated

### 1. Call For and Determine Expressions of Interest:

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

- 1.1 Determine when to seek and to invite expressions of interest with respect to the supply of the goods or services before entering the tender process, on the basis that a preliminary selection from amongst prospective tenderers due to:

- (i) the nature of the goods or services; or
- (ii) the cost of preparing plans, specifications or other information for the purpose of adequately describing the goods or services required,

would be advantageous to the local government if tenders were invited only from persons it considers to be capable of satisfactorily supplying the goods or services [F&G r.21(1) & (2)].

- 1.2 Determine, in writing, the criteria for the preliminary selection of prospective tenderers [F&G r.21(4)].

#### Subject to:

Compliance with Regulation 21(1) of the Local Government (Functions and General) Regulations 1996;

- (i) The goods or services being listed in the Shire's Adopted Annual Budget;
- (ii) The criteria, once determined, are to be incorporated in the expression of interest documentation.

- 1.3 Consider any submissions of expression of interest that have not been rejected and decide which, if any, are capable of satisfactorily supplying the goods or services [F&G r.23].

Subject to:

- (a) Compliance with Regulation 23(3) of the Local Government (Functions and General) Regulations 1996; and
- (b) Compliance with Regulations 14(2), 15(2), 17(2)(c) and 18(3) of the Local Government (Functions and General) Regulations 1996.

2. Call For and Determine Tenders:

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

- 2.1 Call tenders for goods or services with others in respect to supply of goods or services exceeding \$250,000 [F&G r.11(1)] up to max \$600,000.
- 2.2 Determine to call tenders for the provision of goods or services although not required to do so, and to determine to accept the most advantageous tender or reject a tender or to decline to accept any tender, where the value does not exceed \$250,000 [F&G r.13 and r.18(2), (4) and (5)].
- 2.3 Determine in writing the criteria for deciding which tender should be accepted with this criteria being included in the invitation to tender or submit expression of interest [F&G r.14(2a)].
- 2.4 Vary tender information, after public notice of invitation to tender and before the close of tenders [F&G r.14(5)].
- 2.5 Seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].
- 2.6 Determine, that because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier and not publicly invite tenders before the Shire enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$250,000 [F&G r.11(f)].
- 2.7 After a successful tenderer has been selected, determine only as necessary, minor variation to the goods or services required before the contract has been entered into, limited to an order of magnitude of +/- 10% [F&G r.20(1)].

Subject to:

- (a) the tenderer agreeing to the minor variations; and
  - (b) the variation is minor having regard to the total goods or services that tenderers were invited to supply (deliverables and price).
- 2.8 After a contract has been entered into, determine contract variations only where necessary in order for the goods or services to be supplied and the variation does not change the scope of the contract [F&G r.21A(a)].
  - 2.9 Select the next most advantageous tender if the successful tenderer does not want to accept the contract with the variation, or the local government and the tenderer cannot reach agreement [F&G r.20(2)].
  - 2.10 Exercise a contract renewal or extension only where the term of the original contract contained a provision for the renewal or extension and the renewal or extension clause was noted by Council at the time of resolving to accept the tender [F&G r.21A(b)].

Generally Subject to:

- (a) Compliance with Council's Purchasing Policy.
- (b) The goods or services being listed in the Shire's Adopted Annual Budget.

<b>Sub-delegate/s:</b>	Nil
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**CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

## 1.2.5 Disposal of Property

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, Section 3.58 Disposing of property
- Local Government (Functions and General) Regulations 1996, Regulation 30 Dispositions of property excluded from Act s.3.58

## Description of Functions Delegated

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

1. Dispose of local government property by way of lease, including the renewal of existing leases, where the renewal option is detailed in the original lease agreement.

### Subject to:

- (a) New leases may only be established where, the lessor's operations are consistent with community development or commercial objectives specified in the Shire's Corporate Business Plan.
  - (b) Proposals for disposal by lease of newly acquired infrastructure or property must be determined by Council in the first instance.
  - (c) The lease fee not exceeding \$20,000 for the term of the lease.
  - (d) The lease term not exceeding a five year period.
  - (e) Compliance with the requirements of Section 3.58 of the Local Government Act 1995 and Regulation 30 of the *Local Government (Functions and General) Regulations 1996*.
2. Dispose of assets, which have a residual value on the Shire's Asset Register, and are required to be disposed of to facilitate capital works.

### Subject to:

- (a) Limited to a maximum value of less than \$100,000 for any single capital works project.
3. Dispose of surplus property, other than land, including; equipment, furniture, consumable materials and tools, with a market value of less than \$20,000 by:
    1. Publically advertising a request for proposals; or
    2. Publically advertising a surplus goods sale at the Council depot, where pricing of goods has been pre-determined under this delegation; or
    3. Any other fair means, that provides public accountability and transparency as to the method of disposal and equitable access to the disposal process.
    4. In any case, the method of disposal is to ensure that best value return is achieved for the Shire.
    5. Where the property is determined as having nil material market value, then the disposal must be environmentally responsible.

Subject to:

- (a) The items not being listed on or not being erroneously omitted from Council's Asset Register.
- (b) The items being either; surplus to the Shire's needs and / or no longer fit for purpose.
- (c) A record being retained of the method of disposal and the goods disposed of.

<b>Sub-delegate/s:</b>	Nil
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**CEO Conditions on Sub-Delegation**

## 1.2.6 Payments From Municipal Fund and Trust Fund (10)

<b>Date Adopted:</b>	16 <sup>th</sup> April 1997
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government (Financial Management) Regulations 1996, Regulation 12(1)(b)

## Description of Functions Delegated

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

1. Authorise and make payments by cheque or electronic funds transfer (EFT) from the Municipal Fund or the Trust Fund [FM r.12(1)(b)]

### Subject to:

- (a) The payment(s) only being for items of expenditure:
  - (i) detailed in the adopted annual budget, or
  - (ii) for payments that have been authorised by a resolution of Council in advance, or
  - (iii) authorised in advance by the president in an emergency; and
- (b) Compliance with the requirements of Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

2. Allocate and make payments for the annual donations budget for cultural, event and corporate sponsorship.

### Subject to:

- (a) The maximum value of any one sponsorship is not to exceed \$2,000; and
- (b) The total value of donations granted is not exceeding the allocation approved in the Adopted Budget;

<b>Sub-delegate/s:</b>	Deputy CEO Manager of Works Asset and Waste Management Coordinator
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## CEO Conditions on Sub-Delegation

- (a) Payments must be jointly exercised by any combination of at least two delegates or sub-delegates i.e. two signatories to cheques or two separate and individual authorisations for EFT payments.
- (b) Decisions for the allocation of annual donations is not sub-delegated.

## 1.2.7 Waiving and Granting of Concessions and Write-Off of Debts other than Rates & Service Charges

<b>Date Adopted:</b>	25 <sup>th</sup> May 2005
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil.

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, Sections 6.12

### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to approve or refuse to approve applications or requests for:

1. A waiver of a debt other than rates or a service charge.
2. The granting of a concession in relation to a debt other than rates or service charge.
3. The write-off of a debt other than rates or a service charge.

### Subject to:

- (a) the amount of the request or application not exceeding \$200.00.
- (b) Keep a local government record as per the State Records Act 2000

## 1.2.8 Investment of Surplus Funds

<b>Date Adopted:</b>	25 <sup>th</sup> May 2005
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	4.3

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, Section 6.14 Power to invest
- Local Government (Financial Management Regulations) 1996, Regulation 19 Investments, control procedures for

### Description of Functions Delegated

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

- To invest money held in the municipal or trust fund that is not, for the time being, required for any other purpose, in accordance with Part III of the Trustees Act 1962 [s.6.14(1)].

#### Subject to:

- Compliance with the Shire's documented internal control procedures established in accordance with Regulation 19 of the *Local Government (Financial Management) Regulations 1996*; and
- Compliance with Council Policy 4.3

- To establish and amend, as necessary, documented internal control procedures to be followed by employees that ensure control over investments and which enable the identification of the nature and location of all investments and the transactions related to each investment [FM r.19].

#### Subject to:

- Keep a local government record as per the State Records Act 2000

<b>Sub-delegate/s:</b>	n/a
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## 1.2.9 Amending the Rate Record

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, Section 6.39(2)(b) Rate Record

### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to determine whether to amend the rate record for the preceding five years.

#### Subject to:

- (a) Compliance with the requirements of Section 6.39 of the *Local Government Act 1995*.

<b>Sub-delegate/s:</b>	Finance & Emergency Management Officer Senior Finance Officer
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### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

## 1.2.10 Agreement as to Payment of Rates and Service Charges

<b>Date Adopted:</b>	22 <sup>nd</sup> June 1998
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, s.6.49 Agreement as to payment of rates and services charges

### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to make an agreement with a person for the payment of rates and service charges.

### Subject to:

- (a) Having regard for the requirements of Council's Recovery of Rates policy; and
- (b) The arrangements agreed to being on the basis that the total debt outstanding will be extinguished by 30 June next following.

<b>Sub-delegate/s:</b>	Nil
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### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

## 1.2.11 Due Date for Payment of Rates and Service Charges

<b>Date Adopted:</b>	22 <sup>nd</sup> June 1998
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil.

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, s.6.50(1) Rates or Service charges due and payable

### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to determine the date a rate or service charge becomes due and payable.

Subject to:

- (a) the date to be determined is not to be earlier than 35 days after the date of issue on the rate notice.

<b>Sub-delegate/s:</b>	Deputy CEO
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### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

## 1.2.12 Recovery of Unpaid Rates or Service Charges

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, Sections:
  - 6.56(1) Rates or services charges recoverable in court
  - 6.60(2) and (4) Local government may require lessee to pay rent

## Description of Functions Delegated

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

- When court action should be taken to recover an unpaid rate or service charge that is due and payable [s.6.56(1)].

### Subject to:

- Recovery action having been taken in accordance with Council's Collection of outstanding Rates Procedure and Collection of outstanding Debt Policy and Procedure.
- When a notice should be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge [s.6.60(2)].
  - To recover the amount of the rates or service charges as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].

<b>Sub-delegate/s</b> :	Deputy CEO
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## CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

## 1.2.13 Objection to Rate Record – Extension of Time

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, section 6.76(4) and (5)  
Grounds of objection

## Description of Functions Delegated

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

1. Determine applications by a person for an extension of time to make an objection to the rate record [s.6.76(4)].

### Subject to:

- (a) Any extension granted being no longer than 30 days.

2. Consider any objection to the rate record and either disallow it or allow it, wholly or in part [s.6.76(5)].

### Subject to:

- (a) Giving written notice of the decision made under (2) above in accordance with Section 6.76(6) of the *Local Government Act 1995*.

<b>Sub-delegate/s:</b>	Deputy CEO
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## CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

## 1.2.14 Crossing from Public Thoroughfare to Private Land or Private Thoroughfare

<b>Date Adopted:</b>	30 <sup>th</sup> October 2013
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>5.42 Delegation of some powers or duties to the CEO</li> <li>5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>Local Government (Uniform Provisions) Regulations:             <ul style="list-style-type: none"> <li>12(1) Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2)</li> <li>13 Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3)</li> </ul> </li> </ul>
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### Description of Functions Delegated

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

- Approve or refuse an application from an owner of land, to construct a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, and impose conditions in respect to the approval [ULP r.12(1)].

Subject to:

- The requirements of Regulation 14(2) of the *Local Government (Uniform Provisions) Regulations 1996*.

- Issue a notice to the owner or occupier of private land requiring the owner or occupier to construct or repair a crossing from a public thoroughfare to the land, or a private thoroughfare serving the land [ULP r.13(1)].

Subject to:

- The requirements of Regulation 14(2) of the *Local Government (Uniform Provisions) Regulations 1996*.

- If the person fails to comply with the notice, determine to construct or repair the crossing as the notice required and recover 50% of the cost of doing so, as a debt due from the person [ULP r.13(2)].

<b>Sub-delegate/s:</b>	Managers of Works
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### CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

## 1.2.15 Private Works On, Over or Under Public Places

<b>Date Adopted:</b>	18 <sup>th</sup> June 1997
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government (Uniform Provisions) Regulations 1996, r.17 Private works on, over, or under public places — Sch. 9.1 cl. 8

### Description of Functions Delegated

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

1. Grant permission to a person to construct anything on, over, or under a public thoroughfare or other public place that is Local Government property, and impose conditions in respect to the permission [ULP r.17(3) and (5)].

Subject to:

- (a) The requirements of Regulation 17 of the *Local Government (Uniform Provisions) Regulations 1996*; and
- (b) Determining a sufficient bond being imposed, as listed in Council's Schedule of Fees and Charges; and
- (c) Owners and Occupiers of adjoining properties being advised of the works and provided sufficient time to make submissions regarding the proposed works. If any reasonable objection is made known, prior to works commencing, the determination of the application for permission is to be referred to Council.

<b>Sub-delegate/s:</b>	Manager of Works
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### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

## 1.2.16 Excavation on Public Thoroughfares

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government (Uniform Provisions) Regulations, r.11 Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6

## Description of Functions Delegated

Council delegates its authority and power to:

- Determine if an excavation in a public thoroughfare or land adjoining a public thoroughfare is dangerous and determine to fill in or fence the excavation or, in writing, request the owner or occupier of the land to fill in or securely fence the excavation [ULP r.11(1)].
- Grant permission to a person to make or make and leave, an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare, and impose conditions in respect to the permission [ULP r.11(4) and (6)].

### Subject to:

- The requirements of Regulation 11 of the *Local Government (Uniform Provisions) Regulations 1996*.

<b>Sub-delegate/s:</b>	Manager of Works
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## CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

## 1.2.17 Obstruction of Public Thoroughfare by Things Placed and Left – Grant Permission

<b>Date Adopted:</b>	22 <sup>nd</sup> March 2017
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government (Uniform Provisions) Regulations, r.6 Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl.3.(1)(a)

## Description of Functions Delegated

Council delegates its authority and power to:

- Grant permission to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare [ULP r.6(2)].
- Determine to impose conditions on granting permission to place one or more specified things that may obstruct a public thoroughfare [ULP r.6(4)].

### Note:

It is the CEO's function to determine:

- In accordance with Regulation 6(4)(d), the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from granting permission to place specified things on a public thoroughfare.
- In accordance with Regulation 6(5)(b), the protective structures necessary for public safety.
- In accordance with Regulation 6(5)(d), satisfaction with the repair of damage to a public thoroughfare resulting from granting permission to obstruct or place things on a public thoroughfare.

<b>Sub-delegate/s:</b>	Manager of Works
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## CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

## 1.2.18 Gates and Other Devices Across Thoroughfares (38)

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government (Uniform Provisions) Regulations 1996, r.9 Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)

## Description of Functions Delegated

Council delegates its authority and power to:

1. Grant permission to a person to have a gate or other device across a public thoroughfare under the care, control and management of the Shire, and impose conditions in respect to the permission [ULP r.11(1) and (4).

Subject to:

- (a) The requirements of Regulation 9 of the *Local Government (Uniform Provisions) Regulations 1996*; and
  - (b) A register of gates and other devices being kept in accordance with Clause 9(8) of the *Local Government (Uniform Provisions) Regulations 1996*.
2. Before dealing with an application, determine when an applicant is required to give public notice of the application and in what manner the notice is required [ULP r.11(2)].
  3. Determine renewal of permissions for a gate or other device across a public thoroughfare and, vary any condition imposed on the original permission [ULP r.11(5)].
  4. Determine to cancel permission by written notice and request the person responsible for the gate or device to remove it within a time specified in the request [ULPr.11(6)].

<b>Sub-delegate/s:</b>	Manager of Works
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## CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

## 1.2.19 Performing Functions Outside Own District

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, Section 3.20 Performing functions outside district

## Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to determine whether things done by the Shire in performing its executive function will be done outside the Shire of Gnowangerup District.

### Subject to:

- Compliance with the requirements of Section 3.20 of the Local Government Act 1995; and
- Details of the actions taken are to be recorded on the appropriate file and a report on the actions taken is to be presented to Council at its next ordinary meeting.

<b>Sub-delegate/s:</b>	Manager of Works
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## CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

## 1.2.20 Disposal of Sick or Injured Animals

<b>Date Adopted:</b>	26 <sup>th</sup> May 2021
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Local Government Act 1995:

- s.3.47A Sick or injured animals, disposal of
- s.3.48 Impounding expenses, recovery of

### Description of Functions Delegated

1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].
2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].

<b>Sub-delegate/s:</b>	Manager of Works Ranger
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### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

## 1.2.21 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

<b>Date Adopted:</b>	26 <sup>th</sup> May 2021	<b>Delegate:</b>	Chief Executive Officer
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022	<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><i>Local Government (Uniform Local Provisions) 1996:</i></p> <ul style="list-style-type: none"> <li>• r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12</li> </ul>
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### **Description of Functions Delegated**

Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)]

<b>Sub-delegate/s:</b>	Nil
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### **CEO Conditions on Sub-Delegation**

## 1.3 Delegations from CEO to Employees

### 1.3.1 Appoint Authorised Persons

<b>Date Adopted:</b>	26 <sup>th</sup> May 2021
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegator</b>	Chief Executive Officer
<b>Policy Reference:</b>	

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

#### Power Delegated:

- Local Government Act 1995
  - s.3.24 Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2 – Certain provisions about land)
  - 9.10 Appointment of Authorised Persons

#### Description of Functions Delegated

- Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:
  - [Local Government Act 1995](#) and its subsidiary legislation, including Local Government Act Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the Local Government Act.
  - Caravan Parks and Camping Grounds Act 1995*;
  - Cat Act 2011*;
  - Cemeteries Act 1986*;
  - Control of Vehicles (Off-road Areas) Act 1978*;
  - Dog Act 1976*;
  - [Graffiti Vandalism Act 2016](#) – refer s.15; and
  - any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995*.
- Authority to appoint authorised persons for the purposes of section 9.16 of the Local Government Act 1995, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the Criminal Procedure Act 2004.

#### **Subject to:**

- A register of Authorised Persons is to be maintained as a Local Government Record.
- At least once each financial year, the CEO is required to circulate to Councillors a copy of the Shire of Gnowangerup's Schedule of Authorisations.
- Keep a local government record as per the State Records Act 2000

## 1.4 Local Law Delegations

### 1.4.1 Dogs Local Law 2016

<b>Date Adopted:</b>	24 <sup>th</sup> May 2017
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil.

**Power Enabling Delegation:**

- Dog Act 1976, section 10AA(1) Delegation of local government powers and duties

**Power Enabling Sub-Delegation:**

- Dog Act 1976, section 10AA(3) Delegation of local government powers and duties

**Power Delegated:**

- Dogs Local Law 2016, clauses:
  - 4.2(d) and (f)
  - 4.3(3)
  - 4.5(c)
  - 4.8(1) and (2)
  - 4.10
  - 4.12(1) and (2)
  - 4.13(1)(a)
  - 4.13(3)

### Description of Functions Delegated

Council delegates its authority and power to:

#### 1. Approved Kennel Establishments

- 1.1. Determine the code of practice applicable to the keeping of dogs [cl 4.2(d)].
- 1.2. Request such other information as required in respect of an application for a licence for an approved kennel [cl 4.2(f)].
- 1.3. Refuse to determine an application for an approved kennel licence until all notices are given in accordance with directions [cl 4.3(3)].
- 1.4. Consider any written submission received within the time specified on the proposed use of the premises [cl 4.5(c)].
- 1.5. Subject to having consideration of the matters prescribed in clause 4.6, approve an application for a licence inclusive of conditions [cl 4.8(1) and (2)].
- 1.6. Determine the form of the licence [cl 4.10].
- 1.7. Vary the conditions of a licence [cl 4.12(1)].
- 1.8. Cancel a licence [cl 4.12(2)].
- 1.9. Determine the form of an application for the transfer of a valid licence [cl 4.13(1)(a)].
- 1.10. Approve or refuse to approve an application for the transfer of a valid licence [cl 4.13(3)].

<b>Sub-delegate/s:</b>	N/A
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## 1.4.2 Local Government Property Local Law 2016

<b>Date Adopted:</b>	24 <sup>th</sup> May 2017
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil.

### Power Enabling Delegation:

- Local Government Act 1995, section 5.42 Delegation of some powers or duties to the CEO and section 5.43 Limitations on delegations to the CEO.

### Power Enabling Sub-Delegation:

- Local Government Act 1995, section 5.44 CEO may delegate some powers and duties to other employees.

### Power Delegated:

- Local Government Property Local Law 2016, clauses:
  - 2.3
  - 3.2(2-5)
  - 3.3(1,2,4)
  - 3.3(4)
  - 3.9(2)
  - 3.11(1)
  - 3.12 (2) and (3)
  - 5.3
  - 6.1(2)
  - 8.3
  - 8.4
  - 9.2

## Description of Functions Delegated

Council delegates its authority and power to:

### 2. Determinations in Respect of Local Government Property

- 1.11. Erect a sign on local government property to give notice of the effect of a determination which applies to that property [cl 2.3].

### 2. Permits

- 2.1 Determine the form of an application for a permit under this local law [cl 3.2(2)].
- 2.2 Require an applicant to provide additional information before determining an application for a permit [cl 3.2(3)].
- 2.3 Require an applicant to give local public notice of the application for a permit [cl 3.2(4)].
- 2.4 Refuse to consider an application for a permit [cl 3.2(5)].
- 2.5 Approve an application for a permit unconditionally or subject to conditions as considered appropriate, or refuse to approve an application for a permit [cl 3.3(1)].
- 2.6 Determine the form of a permit, and issue a permit to the applicant [cl 3.3(2)].
- 2.7 Amend a condition of approval and provide written notice to the permit holder [cl 3.3(4)].
- 2.8 Approve or refuse to approve an application for the transfer of a permit, subject to any conditions considered appropriate [cl 3.9(2)].
- 2.9 Cancel a permit [c 3.11(1)].

2.10 Exempt a person or property from the list of activities requiring a permit in clause 3.12(1) [cl 3.12(2) and (3)].

3. Matters Relating to Particular Local Government Property

3.1 Authorise entry to a fenced off or closed local government property [cl 5.3].

4. Fees for Entry on to Local Government Property

4.1 Exempt a person from having to pay an admission fee for entry to a function on local government property [cl 6.1(2)].

5. Miscellaneous

5.1 Dispose of any article left on any local government property if not claimed within 3 months [cl 8.3].

5.2 Require a person who has unlawfully damaged local government property to replace the property or reinstate it to its pre-damaged state and, where the request has not been complied with, recover the costs as a local government debt [cl 8.4].

6. Enforcement

6.1 Authorise any action which was requested in a notice under this local law but not complied with to be done and the costs recovered from the person to whom the notice was given [cl 9.2].

<b>Sub-delegate/s:</b>	N/A
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## 1.4.3 Animals, Environment and Nuisance Local Law 2016

<b>Date Adopted:</b>	24 <sup>th</sup> May 2017
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil.

### Power Enabling Delegation:

- Local Government Act 1995, section 5.42 Delegation of some powers or duties to the CEO and section 5.43 Limitations on delegations to the CEO
- Cat Act 2011, section 44 Delegation by local government
- Health (Miscellaneous Provisions) Act 1911, Section 13A CEO and Chief Health Officer may delegate

### Power Enabling Sub-Delegation:

- Local Government Act 1995, section 5.44 CEO may delegate some powers and duties to other employees
- Cat Act 2011, section 45 Delegation by CEO of local government

### Power Delegated:

- Animals, Environment and Nuisance Local Law 2016, clauses:
  - 2.4(1)
  - 2.4(5)
  - 2.4(7)(a) and (b)
  - 2.4(8)
  - 2.5(a)
  - 2.7, 2.9 and 2.12
  - 2.14(2)(a)
  - 2.14(3)
  - 2.15(3)
  - 2.20
  - 2.21(1) and (3)
  - 2.23(1) and (2)
  - 2.27(1) and (3)
  - 3.3(1) and (2)
  - 3.4(2) and (4)
  - 3.5
  - 3.8(1), (2) and (3)
  - 4.3(1)
  - 4.4(1)
  - 4.7
  - 4.12
  - 4.14(1)
  - 6.3(2) and (3)

## Description of Functions Delegated

Council delegates its authority and power to:

### 3. Animals

- 1.12. Authorise, and provide in writing, an exemption to keep more than 3 cats over the age of 6 months on premises on any land within the district [cl 2.4(1)].
- 1.13. Require the recipient of an exemption to house, or keep cats in such a manner as directed by an EHO [cl 2.4(5)].
- 1.14. Approve the establishment of a cattery [cl 2.4(7)(a)] and issue a certificate of registration [cl 2.4(8)].
- 1.15. Approve the form of an application for registration of a cattery [cl 2.4(7)(b)].
- 1.16. Approve the form of a certificate of registration of a cattery [cl 2.4(8)(a)].
- 1.17. Approve the keeping of more than 12, and up to 20, poultry on premises in a residential zone [cl 2.5(a)].

- 1.18. Provide written permission for an owner or occupier to keep roosters, geese, turkeys or peafowls on land of less than 1 hectare in area [cl 2.7].
- 1.19. Order an owner or occupier of a house on or in which pigeons regularly nest or perch to take adequate steps to prevent them from continuing to do so [cl 2.9].
- 1.20. Approve the keeping of farm animals outside a rural zone [cl 2.12].
- 1.21. Approve the keeping of more than 1 miniature horse on land zoned residential or special rural [cl 2.14(2)(a)].
- 1.22. Prohibit or set conditions on the keeping of a miniature horse on any land [cl 2.14(3)].
- 1.23. Prohibit or set conditions on the keeping of a miniature pig on any land [cl 2.15(3)].
- 1.24. Approve the form of an application for a permit to become a beekeeper [cl 2.20].
- 1.25. Approve or refuse an application for a permit to become a beekeeper [cl 2.21(1)].
- 1.26. Approve the form of a permit to become a beekeeper [cl 2.21(3)].
- 1.27. Cancel or vary the conditions of a permit to become a beekeeper after it has been issued [cl 2.23(1) and (2)].
- 1.28. Give a notice to a beekeeper permit holder, land owner or occupier of land to remove bees and/or beehives from the land [cl 2.27(1)].
- 1.29. Dispose of the bees and/or beehives described in clause 2.27(1) if the recipient of the notice has failed to comply, and recover the costs of doing so from the notice recipient [cl 2.27(3)].

## 7. Building, Development and Land Care

- 7.1 Provide written approval to store construction materials on a property other than a building or development site [cl 3.3(1)].
- 7.2 Provide written approval to store construction materials on any road verge [cl 3.3(2)].
- 7.3 Serve the owner or occupier of land where dust has not been stabilised or liquid waste contained with a notice to remedy the situation [cl 3.4(2)].
- 7.4 Give the owner or occupier of land a notice with conditions to control activities which may result in the release or escape of dust or liquid waste [cl 3.4(4)].
- 7.5 Authorise the on-site burning of vegetation or other material cleared from a building or development site [cl 3.5], subject to compliance with the *Bush Fires Act 1954*.
- 7.6 Give notice to the owner or occupier of land to make safe by removing, cutting, moving or otherwise dealing with a tree that endangers any person or thing on adjoining land [cl.3.8(1)].

- 7.7 Take remedial action to make a tree which presents a serious and imminent danger safe, without giving a notice to the owner or occupier of land [cl.3.8(2)].
- 7.8 Determine when, and if to, recover any costs incurred in taking remedial action required by clause 3.8(2) [cl.3.8(3)].

8. Nuisances and Dangerous Things

- 8.1 Give notice to direct a land owner or occupier to take specified action to prevent emission or reflection of light onto other premises or which might be a nuisance to nearby road users [cl 4.3(1)].
- 8.2 Provide written approval to set fire to rubbish, refuse or other materials on rural residential zoned properties with an area of 2,000 square metres or less [cl 4.4(1)] , subject to compliance with the *Bush Fires Act 1954*.
- 8.3 Provide written consent to start or drive a truck on land zoned, approved or used for residential purposes between the hours of midnight and 5.00am [cl 4.7].
- 8.4 Authorise a person to provide or conduct any amusement on land so as to create or be a nuisance to any owner or occupier of land in the district [cl 4.12].
- 8.5 Authorise a person to place or affix any letter, figure, device, poster sign or advertisement on any buildings, fences or posts [cl 4.14(1)], subject to compliance with Local Planning Scheme and *Building Act 2011* requirements.

9. Enforcement

- 9.1 Determine to do anything considered necessary to achieve, so far as practicable, the purposes of a notice given under the *Animals, Environment and Nuisance Local Law 2016* [cl.6.3(2)].
- 9.2 Determine to recover the cost of anything done to achieve the purposes of a notice, as a debt due from the person who failed to comply with the notice [cl.6.3(3)].

<b>Sub-delegate/s:</b>	N/A
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## 1.4.4 Bush Fire Brigades Local Law 2019

<b>Date Adopted:</b>	24 <sup>th</sup> May 2017	<b>Delegate:</b>	Chief Executive Officer
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022	<b>Policy Reference:</b>	Nil.

### Power Enabling Delegation:

- Local Government Act 1995, section 5.42 Delegation of some powers or duties to the CEO and section 5.43 Limitations on delegations to the CEO
- Bush Fires Act 1954, section 48 Delegation by local government

### Power Enabling Sub-Delegation:

- Local Government Act 1995, section 5.44 CEO may delegate some powers and duties to other employees
- Bush Fires Act 1954, nil – sub-delegation prohibited by section 48(3)

### Power Delegated:

- Bush Fire Brigades Local Law 2019, clauses:
  - 2.2(5))
  - 8.2(1)

## Description of Functions Delegated

Council delegates its authority and power to:

### 4. Establishment of Bush Fire Brigade

- 1.30. Appoint a person as an officer of a bush fire brigade if the position becomes vacant prior to the conclusion of the first annual general meeting [cl 2.2(5)].

### 10. Notices and Proxies

- 10.1 Determine the form of the notice required to allow a proxy to vote at a meeting [cl 8.2(1)].

<b>Sub-delegate/s:</b>	N/A
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## 2 Other Legislation

### 2.1 Building Act 2011

#### 2.1.1 Building Act 2011 – Functions

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

#### Power Enabling Delegation:

- Building Act 2011, section 127 Delegation: special permit authorities and local governments

#### Power Enabling Sub-Delegation:

- Building Act 2011, section 127(6A) Delegation: special permit authorities and local governments (*powers of sub-delegation limited to CEO*)

- Power Delegated:
- Building Act 2011, sections:
- 20 Grant of Building Permit
- 21 Grant of demolition permit
- 22 Further grounds for not granting an application
- 27 (1) and (3) Impose Conditions on Permit
- 55 Further Information
- 58 Grant of Occupancy permit, building approval certificate
- 62 Conditions imposed by permit authority
- 65(4) Extension of period of duration
- 96(3) Authorised persons
- 110(1) A permit authority (local government) may make a building order
- 111(1) Notice of proposed building order other than building order (emergency)
- 117(1) and (2) A permit authority (local government) may revoke a building order or notify that it remains in effect
- 118(2) and (3) Permit authority may give effect to building order if non-compliance
- 131(2) Inspection, copies of building records
- 133(1) A permit authority may commence prosecution for an offence against this Act.
- Building Regulations 2012
- 55 Terms Used (Smoke Alarms)
- 61 Local Government approval of battery powered smoke alarms

#### Description of Functions Delegated

Council delegates its authority and power to:

#### 1. Permits, Approvals, Certificates

- 1.1. Grant or refuse a building permit [s.20(1) and (2) and s.22].
- 1.2. Grant or refuse a demolition permit [s.21(1) and (2) and s.22].
- 1.3. Impose conditions on the grant of a building permit or demolition permit [s.27(1) and (3)].
- 1.4. Determine approved alternative building solution to meet performance requirement in the Building Code relating to fire detection and early warning [Building r.55].
- 1.5. Grant or modify the occupancy permit or grant the building approval certificate [s.58] and determine to impose, add, vary or revoke conditions [s.62(1) and (3)].

- 1.6. Require an applicant for an occupancy permit or building approval certificate to provide any documentation or information required in order to determine an application [s.55].
- 1.7. Approve or refuse to approve applications for extension of period of duration for an occupancy permit or modification of the building approval certificate [s.65(4)].
- 1.8. Determine the application form for, and approve or refuse to approve a battery powered smoke alarm [Building r.61].
2. Designate Authorised Persons
  - 2.1. Designate employees as authorised persons for the purposes of the *Building Act 2011* in relation to buildings and incidental structures within the district of the Shire of Gnowangerup [s.96(3)].
3. Building Orders
  - 3.1. Make a building order, under section 110 of the *Building Act 2011*, in respect of one or more of the following-
    - (a) Particular building work;
    - (b) Particular demolition work; or
    - (c) A particular building or incidental structure.
  - 3.2. Give notice of a proposed building order other than a building order (emergency) and consider submissions received in response and determine actions [s. 111(1)].
  - 3.3. Revoke a building order [s.117(1)] by serving written notice to each person to whom the order is directed.
  - 3.4. If there is non-compliance with a building order, cause an authorised person to:
    - (a) take any action specified in the order, or
    - (b) commence or complete any work specified in the order; or
    - (c) if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease. [s.118(2)].
  - 3.5. Take court action to recover as a debt, reasonable costs and expenses incurred in doing anything in regard to non-compliance with a building order [s.118(3)].
  - 3.6. Initiate a prosecution for an offence under the *Building Act 2011* [s.133(1)].
4. Inspection and Copies of Building Records
  - 4.1. Determine an application from an interested person to inspect and copy a building record [s131(2)].

The CEO can only exercise any of the above delegations after considering a report from the Shire's Building Surveyor and/or the Environmental Health Officer, their recommendations, any precedents or policies set by Council, and where the CEO does not agree with the recommendation from the Building Surveyor and/or the Environmental Health Officer, either seek further clarification before making a decision or refer the matter to Council.

<b><i>Sub-delegate/s:</i></b>	Building Surveyor
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### **CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

## 2.2 Bush Fires Act 1954

### 2.2.1 Bush Fires Act 1954 – Authorise and Appoint Officers

<b>Date Adopted:</b>	
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Bushfires Act 1954, Section 48 Delegation by local government</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>NIL - sub-delegation prohibited by s.48(3)</li> </ul>
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<p><b>Power Delegated:</b></p> <ol style="list-style-type: none"> <li>Bush Fires Act 1954 – specified powers as detailed herein.</li> </ol>
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#### Description of Functions Delegated

Council delegates its authority and power to determine to:

- Request the FES Commissioner to authorise the designated Bush Fire Liaison Officer to take control of a bush fire burning in the Shire's District [s.13(4)].
- Appoint such persons as necessary to be Bush Fire Control Officer and of those officers, appoint two as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer and determine the respective seniority of the other Bush Fire Control Officers so appointed [s.38(1)].
- Appoint local government officers as authorised officers, to fulfil the duties and function of authorised officers in granting under the Bush Fires Act 1954 [r.24].
- Where the local government is an **approved local government** by the DFES Commissioner, appoint:
  - a person to the officer of Fire Weather Officer such number of senior bush fire control officers as considered necessary [s.38(7)].
  - one or more persons, as necessary to be deputy/ies of a Fire Weather Officer and determine the order of seniority where two or more appointed [s.38(10)].

#### Subject to:

- All such appointments being recorded in the Shire's Register of Authorised Persons.
- Compliance with relevant procedures described within the Bush Fires Act 1954 and Bush Fires Regulations 1954.
- Keep a local government record as per the State Records Act 2000

## 2.2.2 Bush Fires Act 1954 – Issue and Administer Permits, Approvals and Prohibitions

<b>Date Adopted:</b>	
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Bushfires Act 1954, Section 48 Delegation by local government</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>NIL - sub-delegation prohibited by s.48(3)</li> </ul>
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<p><b>Power Delegated:</b></p> <ol style="list-style-type: none"> <li>Bush Fires Act 1954 – specified powers as detailed herein.</li> </ol>
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### Description of Functions Delegated

Council delegates its authority and power to determine to:

- Vary the prohibited burning times, following consultation with an authorised DPaW Act officer [s.17(8)].
- Where seasonal conditions warrant and after consultation with an authorised DPaW Act officer, determine to vary the restricted burning times [s.18(5)].
- Approve or refuse to approve, with conditions as prescribed and as determined, applications for permission to set fire to the bush, in accordance with the resolved declaration of Council for burning only on such dates and by such persons and scheduled times [s.18(10B) and (10C)].
  - Recoup bush fire brigade expenses arising from preventing the extension of, or extinguishing, an out of control approved burn within restricted burning times [s.18(11)].
- Prohibit burning of the bush on Sundays and / or public holidays during restricted burning times by giving notice and determine to revoke such notice [r.15C].
- Declare during restricted burning times, that the use of harvesting machinery on land under crop, during the whole or part of any Sunday or public holiday, in the whole or part of the Shire's District, is prohibited unless with the written consent of the Bush Fire Control Officer [r.38C].
- Determine and advise the Bush Fire Control Officer of directions considered necessary, if any, during restricted or prohibited burning times for the prevention of fire on land where:
  - it is proposed to be used as a landing ground for aeroplanes used for agricultural purposes [r.39B(3)].
  - welding apparatus or power operated abrasive cutting discs are being or proposed to be operated [r.39C(3)].
  - a bee smoker device is being or proposed to be operated [r.39CA(5)].
  - explosives are being or proposed to be used [r.39D(2)].
  - fireworks are being or proposed to be used [r.39E(3)].
- Give permission for an incinerator to be used to burn garden refuse, where the incinerator is situated within 2m of a building or fence [s.24F(2)(b)(ii)].
- Prohibit or impose restrictions on the burning of garden refuse within the Shire's District, that would otherwise be permitted under section 24F by giving notice in the Government Gazette

and in a newspaper circulating in the District and determine to vary or cancel a notice, by giving a subsequent notice [s.24G(2) and (5)].

9. Approve or refuse to approve, lighting a camp or cooking fire during a period where the fire danger forecast is "catastrophic", "extreme", "severe" or "very high" [s.25(1)(a)].
10. Approve or refuse to approve, lighting a fire for the conversion of bush into charcoal or in a lime kiln, subject to directions given or specified by a Bush Fire Control Officer or Authorised CALM Act officer [s.25(1)(b)].
11. Where appropriate, set aside an area of land under the Shire's care, control and management, for the purposes of using a gas appliance for camping or cooking [s.25(1aa)].
12. Prohibit the lighting of fires in the open in the Shire's District for the purposes of camping or cooking for such period during the prohibited burning times, by giving notice in the Government Gazette and in a newspaper circulating in the District [s.25(1a)]. Vary or cancel such notice by giving a subsequent notice [s.25(1b)].
13. Prohibit a person, who has been granted a Ministerial exemption for compliance with restriction on fires in the open during restricted burning times, from lighting a fire to which the exemption relates for such period as is specified in the notice to that person [s.25A(5)].
14. Issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plant refuse are to be issued in the Shire's District [r.27(3)].
15. Give notice to an authorised officer, of objections to the issuing of a permit for the burning of a proclaimed plant on any land situated within Shire District [r.34].
16. Permit the use of tractors in orchards, where the tractor exhaust pipe is not vertical, during restricted or prohibited burning times, in accordance with the requirements of s.27 [s.27(2)].
17. Prohibit the operation of any tractor or self-propelled harvester other than a tractor or self-propelled harvester that is equipped with a fire extinguisher, by giving notice in a newspaper circulating in the District, broadcast from a radio station with coverage throughout the district and displaying the notice in prominent positions throughout the district [s.27(3)].
18. Issue directions, as appropriate for the control of depositing incendiary material on any land [s.27D(3)]. **Incendiary material** means hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning.
19. Where an occupier of land has failed to take appropriate measures to extinguish a fire they have lit or caused to be lit or not, recoup expenses incurred by the Shire, its Bush Fire Control Officer, to extinguish the fire [s.28(4)] and where necessary, determine to recoup such expenses in a court of competent jurisdiction [s.28(5)].
20. Where a Bush Fire Brigade is established, determine whether to apply to the Minister for the District to be declared an approved area [s.52(1)]. Note: An approved area facilitates provision of a reduction in insurance premiums on crops - refer s.53.

Generally subject to:

- (a) Compliance with relevant procedures described within the Bush Fires Act 1954 and Bush Fires Regulations 1954.
- (b) Keep a local government record as per the State Records Act 2000

## 2.2.3 Prohibited and Restricted Burning Times Variation (22)

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	President and Chief Bush Fire Control Officer (Jointly)
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Bushfires Act 1954:
  - S.48 Delegation by local government
  - S.17(10) Prohibited burning times may be declared by Minister
  - S.17(5C) Restricted burning times may be declared by FES

### Power Enabling Sub-Delegation:

- NIL - sub-delegation prohibited by s.48(3)

### Power Delegated:

- Bushfires Act 1954:
  - S.17(7) and (8) Prohibited burning times may be declared by Minister
  - S.18(5) Restricted burning times may be declared by FES Commissioner

## Description of Functions Delegated

Council delegates its authority and power to determine to:

1. Vary restricted and prohibited burning times within the District of the Shire of Gnowangerup, by:
  - (a) shortening, extending, suspending or reimposing a period of restricted or prohibited burning times; or
  - (b) imposing a further period of restricted or prohibited burning times.

### Subject to:

- (a) Compliance with notice and procedural requirements as prescribed in Sections 17 and 18 of the *Bush Fires Act 1954*.
- (b) Decisions must be made jointly between the Chief Bush Fire Control Officer and the President. Where agreement cannot be reached, then the matter shall be presented to Council for determination.
- (c) Keeping a local government record as per the State Records Act 2000

## 2.2.4 Bush Fires Act 1954 – Fire Breaks, Fire Break Notices and Bush Fire Control

<b>Date Adopted:</b>	
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Bushfires Act 1954, Section 48 Delegation by local government</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>NIL - sub-delegation prohibited by s.48(3)</li> </ul>
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<p><b>Power Delegated:</b></p> <ol style="list-style-type: none"> <li>Bush Fires Act 1954 – specified powers as detailed herein.</li> </ol>
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### Description of Functions Delegated

Council delegates its authority and power to determine to:

1. Make arrangements, as appropriate, for cooperation between the occupier of exempt land and the Bush Fire Brigade to cooperate in burning fire breaks on the respective land [s.22(6)].
2. Require adjoining exempt land occupier to clear fire breaks parallel to and at a specified distance to the common boundary [s.22(7)].
3. Determine satisfaction with a fire break constructed around land proposed to be used as a landing ground for an aeroplane that is being used in connection with crop dusting, spraying, spreading fertiliser or other agricultural purposes [r.39B(2)].
4. Give written notice to an owner or occupier of land, or publish notice in the Government Gazette and in a newspaper circulating in the Shire's District, requiring within a specified time to plough or clear fire breaks and / or act upon anything upon the land which is considered conducive to outbreak or spread of a bush fire [s.33(1)].
5. Direct the Bush Fire Control Officer or any other local government officer to enter upon land to carry out the requirements of a 'Fire Break Notice' which have not been complied with [s.33(4)].
6. Fix the amount of any costs and expenses incurred by the Bush Fire Control Officer or other local government officer in doing the things necessary to carry out the requirements of a 'Fire Break Notice' and where necessary, determine to recoup such costs and expenses in a court of competent jurisdiction [s.33(5)].
7. Where requested by an owner or occupier, determine to carry out on land at the expense of the owner or occupier, any works for the removal or abatement of a fire danger and if not paid on demand, recover the expenses from the owner or occupier in a court of competent jurisdiction [s.33(6)].
8. Issue directions to a Bush Fire Control Officer or officer of a Bush Fire Brigade, to burn bush on or at the margins of streets, roads and ways under the care, control and management of the local government [s.385A)].

### Generally subject to:

- (a) Compliance with relevant procedures described within the Bush Fires Act 1954 and Bush Fires Regulations 1954.
- (b) Keep a local government record as per the State Records Act 2000

## 2.2.5 Bush Fires Act 1954 – Enforcement

<b>Date Adopted:</b>	
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Bushfires Act 1954, Section 48 Delegation by local government</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>NIL - sub-delegation prohibited by s.48(3)</li> </ul>
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<p><b>Power Delegated:</b></p> <ol style="list-style-type: none"> <li>Bush Fires Act 1954 – sections 58 and 59</li> </ol>
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### Description of Functions Delegated

Council delegates its authority and power to determine to:

- Determine to recover from the person committing an offence, expenses incurred by the Bush Fire Control Officer, any officer or member of a Bush Fire Brigade or any other person acting under the provisions of the *Bush Fires Act 1954* in the performance of a duty or the doing of anything they are empowered or required to do. Recovery may be as a debt due in a court of competent jurisdiction, apply for court order for payment, or issue a certificate that the expense was incurred. [s.58]
- Institute and carry on proceedings against a person for an offence alleged to be committed against the *Bush Fires Act 1954* [s.59].

Generally subject to:

- Compliance with relevant procedures described within the Bush Fires Act 1954 and Bush Fires Regulations 1954.
- Keep a local government record as per the State Records Act 2000

## 2.3 Cat Act 2011

### 2.3.1 Cat Act 2011 – Appoint Authorised Persons

<b>Date Adopted:</b>	26 <sup>th</sup> August 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<b>Power Enabling Delegation:</b> <ul style="list-style-type: none"><li>Cat Act 2011, section 44 Delegation by local government.</li></ul> <b>Power Enabling Sub-Delegation:</b> <ul style="list-style-type: none"><li>Cat Act 2011, section 45 Delegation by CEO of local government</li></ul>
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<b>Power Delegated:</b> <ul style="list-style-type: none"><li>Cat Act 2011, section 48 Authorised persons</li></ul>
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#### Description of Functions Delegated

Council delegates its authority and power to:

1. Appoint persons or classes of persons to be authorised for the purposes of performing particular functions under this Act [s.48(1)].
2. Determine conditions on any authorisation [s.48(3)].
3. Cancel or vary an authorisation or a condition on an authorisation [s.48(4)].

#### Generally subject to:

- (a) At least once each financial year, the CEO is required to circulate to Councillors a copy of the Shire of Gnowangerup's Schedule of Authorisations.

<b>Sub-delegate/s:</b>	Nil
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#### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

## 2.3.2 Cat Act 2011 – Registrations

<b>Date Adopted:</b>	26 <sup>th</sup> August 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Cat Act 2011, section 44 Delegation by local government.

### Power Enabling Sub-Delegation:

- Cat Act 2011, section 45 Delegation by CEO of local government

### Power Delegated:

- Cat Act 2011:
  - S.9 Registration
  - S.10 Cancellation of registration
  - S.13 Notice to be given of certain decisions made under this Subdivision

### Description of Functions Delegated

Council delegates its authority and power to:

1. Grant or refuse to grant the registration of a cat [s.9(1)(a)].
2. Renew or refuse to renew the registration of a cat [s.9(1)(b)].
3. Require an applicant to provide any document or information required to determine an application for registration [s.9(5)].
4. Refuse to consider an application, where an applicant has not complied with a request for information [s.9(6)].
5. Cancel the registration of a cat [s.10].
6. Give notice of decisions [s.13].

<b>Sub-delegate/s:</b>	Nil
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### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

## 2.4 Dog Act 1976

### 2.4.1 Dog Act 1976 – Functions of Local Government

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<b>Power Enabling Delegation:</b> <ul style="list-style-type: none"><li>• Dog Act 1976, Section 10AA</li></ul> <b>Power Enabling Sub-Delegation:</b> <ul style="list-style-type: none"><li>• 10AA (3)</li></ul>
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<b>Power Delegated:</b> <ul style="list-style-type: none"><li>• Dog Act 1976, Sections 11, 12, 29(1) and 44(2)<ul style="list-style-type: none"><li>• Dog Regulations 2013</li></ul></li></ul>
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#### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to perform all the functions and duties of the local government under the Dog Act 1976.

<b>Sub-delegate/s:</b>	Ranger Works Assistant
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#### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

## 2.5 Food Act 2008

### 2.5.1 Food Act 2008 – Appoint Authorised Officers

<b>Date Adopted:</b>	22 <sup>nd</sup> Dec 2010
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer Environmental Health Officer
<b>Policy Reference:</b>	

#### Power Enabling Delegation:

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
  - S.118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
  - S.118(4) Sub-delegation only permissible if expressly provided in regulations

#### Power Enabling Sub-Delegation:

- Nil. Food Act / Regulations do not provide for sub-delegation.

#### Power Delegated:

- Food Act 2008, Sections:
  - S.122(1) Appointment of authorised officers
  - S.126(13) Infringement notices

### Description of Functions Delegated

Council delegates authority and power to appoint persons to be:

1. An Authorised Officer for the purposes of the Food Act 2008 [122(1)].
2. A Designated Officer for the purposes of the *Food Act 2008* [126(13)].

#### Generally subject to:

- (a) At least once each financial year, the CEO is required to circulate to Councillors a copy of the Shire of Gnowangerup's Schedule of Authorisations.
- (b) Keep a local government record as per the State Records Act 2000

## 2.5.2 Food Act 2008 – Food Business Registrations

<b>Date Adopted:</b>	22 <sup>nd</sup> Dec 2010
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer Environmental Health Officer
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
  - S.118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
  - S.118(4) Sub-delegation only permissible if expressly provided in regulations

### Power Enabling Sub-Delegation:

- Nil. Food Act / Regulations do not provide for sub-delegation.

### Power Delegated:

- Food Act 2008, sections:
  - S.110(1) and (5) Registration of food business
  - S.112 Variation of conditions or cancellation of registration of food businesses.

### Description of Functions Delegated

Council delegates its authority and power to:

1. Register a food business in respect of any premises for the purposes of Part 9 of the *Food Act 2008* and issue a certificate of registration, if approved [s.110(1)].
2. After considering an application, grant (with or without conditions) or refuse the application [s110(5)].
3. Vary the conditions imposed on Food Business Registration or cancel a Food Business Registration under Part 9 of the Food Act 2008 [s.112(1)].

### Subject to:

- (a) Keep a local government record as per the State Records Act 2000

## 2.5.3 Food Act 2008 – Prohibition Orders

<b>Date Adopted:</b>	22 <sup>nd</sup> March 2017
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer Environmental Health Officer
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
  - 118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
  - 118(4) Sub-delegation only permissible if expressly provided in regulations

### Power Enabling Sub-Delegation:

- Nil. Food Act / Regulations do not provide for sub-delegation.

### Power Delegated:

- Food Act 2008, sections:
  - 65(1) Prohibition Order
  - 66 Certificate of Clearance
  - 67(4) Request for Re-Inspection

## Description of Functions Delegated

Council delegates its authority and power to:

1. Serve a Prohibition Order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65].
2. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices [s.66].
3. Give written notice to proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].

### Subject to:

- (a) Keep a local government record as per the State Records Act 2000

## 2.5.4 Food Act 2008 – Prosecutions

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer Environmental Health Officer
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
  - S.118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
  - S.118(4) Sub-delegation only permissible if expressly provided in regulations

### Power Enabling Sub-Delegation:

- Nil. Food Act / Regulations do not provide for sub-delegation.
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### Power Delegated:

- Food Act 2008:
  - S.125 Institution of proceeding

### Description of Functions Delegated

Council delegates its authority and power to:

1. Institute proceedings for an offence under the *Food Act 2008* [s.125].

### Subject to:

- (a) Keep a local government record as per the State Records Act 2000

## 2.6 Graffiti Vandalism Act 2016

### 2.6.1 Graffiti Vandalism Act 2016 – Giving Notices, Obliterating Graffiti and Entry onto Land

<b>Date Adopted:</b>	22 March 2017
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

#### Power Enabling Delegation:

- Graffiti Vandalism Act 2016,
  - S.16 Delegation by local Government

#### Power Enabling Sub-Delegation:

- 17(3) Delegation by CEO of local government
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#### Power Delegated:

- Graffiti Vandalism Act 2016:
  - S.18(2)
  - S.19(3) & (4)
  - S.24(1)(b) & (3)
  - S.25 Local government graffiti powers on land not local government property
  - S.27 General procedure for entering property
  - S.29 Entry under warrant

### Description of Functions Delegated

Council delegates its authority and power to:

1. Give notice requiring a person who is an owner or occupier of a place, requiring the person to ensure the graffiti is obliterated in a manner acceptable to the local government within a time set out in the notice [s.18(2)].
  - 1.1. Where a person fails to comply with a notice, determine to do anything considered necessary to obliterate the graffiti in a manner acceptable to the local government [s.19(3)].
  - 1.2. Take action to recover costs, as a debt due from the person who failed to comply with the notice [s.19(4)].
2. Where an objection has been lodged (resulting in the suspension of the notice), consider if there are urgent reasons or reasonably likelihood of danger to the safety or any person or property or likelihood of creating a serious public nuisance, determine and take action to give effect to a notice and advice of such decision to affected persons [s.24(1)(b) and (3)].

#### Subject to:

- (a) Compliance with Part 3, Division 3 Objection to a notice, requirements, including advising the recipient of a notice and prescribe affected persons of the notice and review and objection rights.

#### Note:

An affected person may apply to the State Administrative Tribunal for a review of a decision to give a notice.

3. Obliterate graffiti that is visible from a public place and that has been applied without the consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent to do it [s.25].

4. Give notice, to an owner or occupier, of a proposed entry onto land, premises or thing for the purpose of performing any function of a local government under the *Graffiti Vandalism Act 2016* [s.27].
5. Obtain a warrant to authorise entry onto land, premises or thing for the purposes of any function of a local government under the *Graffiti Vandalism Act 2016* [s.29].

<b><i>Sub-delegate/s:</i></b>	Ranger Manger of Works
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#### **CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

## 2.7 Planning and Development Act 2005

### 2.7.1 Planning & Development Act 2005 – Illegal Development

<b>Date Adopted:</b>	30 <sup>th</sup> October 2013
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

#### Power Enabling Delegation:

- Local Government Act 1995, section 5.42  
Delegation of some powers and duties to CEO

#### Power Enabling Sub-Delegation:

- Nil.

#### Power Delegated:

- Planning & Development Act 2005, Section 214(2), (3) and (5) Illegal development, responsible authority's powers as to

#### Description of Functions Delegated

Council delegates its authority and power to:

1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements.
2. Give a written direction to the owner or any other person who undertook an unauthorised development:
  - (a) to remove, pull down, take up, or alter the development; and
  - (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.
3. Give a written direction to the person, whose duty it is to execute work to execute that work, where it appears that delay in the execution of the work, to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.

#### Subject to:

1. Keep a local government record as per the State Records Act 2000

## 2.8 Local Planning Scheme

### 2.8.1 Local Planning Scheme – Planning Functions

<b>Date Adopted:</b>	22 <sup>nd</sup> June 1998
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, Section 5.42.</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>Shire of Gnowangerup Town Planning Scheme No 2 (11.3.1)(11.3.2)</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>Planning &amp; Development Act 2005</li> </ul>
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#### Description of Functions Delegated

Council delegates its authority and power to:

- 1.0 Initiate the advertising notice process under c.9.4 of the Scheme for 'A' advertised planning applications prior to determination by the Council. The CEO may, without referral to Council, approve the application including the placement of conditions on the approval following the closure of the advertising period subject to no proper objection(s) being received. Any decision to refuse an application shall be referred to Council.
- 2.0 Initiate the advertising notice process under c.9.4 of the Scheme for a 'Use Not Listed' under c.4.4.2 prior to determination by the Council. The CEO may without referral to Council, approve the application including the placements of conditions on the approval following the closure of the advertising period subject to no proper objection(s) being received. Any decision to refuse an application shall be referred to Council.
- 3.0 Approve all 'P' permitted planning applications including the placement of conditions on the approval where the use and development complies with the standards prescribed by the Scheme and any relevant Local Planning Policies.
- 4.0 Approve all 'D' discretionary planning applications including the placement of conditions on the approval, subject to-
  - (a) The use and development complying with objectives for the zone;
  - (b) The use and development complying with the standards prescribed by the Scheme; and
  - (c) Complying with any relevant Local Planning Policies.
 In exercising this power, the CEO may require an application to be advertised under c.9.4 if considered necessary prior to determining the application. Any decision to refuse an application shall be referred to Council.
- 5.0 Approve planning applications in a Local Scheme Reserve where the proposed use is consistent with the ultimate purpose intended for the reserve under the Scheme.
- 6.0 Approve and accept tree planting and landscaping plans required for subdivisional approval or to satisfy a condition of planning approval where the plans involve the use of local native plant and tree species or other appropriate species.
- 7.0 Provide responses to mobile phone carriers in accordance with the Telecommunications Act in respect the installation of low impact facilities.
- 8.0 Approve requests for boundary setback variations required by the Residential Design Codes, the Scheme and relevant Local Planning Policies (where there is power to vary the standard)

and where the variation will not adversely impact on the amenity of adjoining residence and adjoining owners support has been received, if deemed necessary.

9.0 Approve applications for advertisements that comply with the requirements of the Scheme and any relevant Local Planning Policies.

10.0 Subdivision / Amalgamation Application

10.1 Recommend support to the Western Australian Planning Commission where the proposal complies with Local Planning Scheme No. 2 and any relevant Local Planning Policy. This delegation allows the CEO to ensure appropriate relevant conditions are requested to be placed on any approval granted for the application by the Western Australian Planning Commission

10.2 Endorse clearance of Freehold title and Strata title subdivisions on Deposited Plans or Plans of Strata/Survey Strata and Strata documents when compliant with all conditions imposed by Council have been satisfactorily met.

11.0 Scheme Amendments and Structure Plans

11.1 Require proponents to provide relevant supporting studies and modify Local Planning Scheme Amendments and Structure Plans and/or documents prior to them being considered by the Council.

11.2 Make inconsequential text and grammatical modifications to Local Planning Scheme Amendments and Structure Plans and/or documents at any stage of the process.

11.3 Accept and make modifications to Local Planning Scheme Amendments and Structure Plans and/or document as required by the Minister for Planning unless they are in direct conflict with Council's intentions following the consideration of submissions. In this event the CEO shall refer the Minister's decision to Council for consideration. This delegation does allow the CEO to accept the Minister's decision not to require modifications which were requested by the Council following consideration of submissions.

12.0 Appeals

Provide responses to the State Administrative Tribunal in respect to application for a review lodged by a proponent against a refusal of planning approval, unacceptable conditions imposed on an approval of planning approval or supporting statements for the Western Australian Planning Commission in respect to a subdivision application decision made by the Commission. The delegation includes advising the Tribunal if mediation is an option to consider for the appeal process.

13.0 Legal Proceeding

Authorised to appoint persons/companies to serve directions notices, initiate prosecutions and legal proceedings for breaches of the Scheme in accordance with the Planning and Development Act 2005 for and on behalf of the Shire of Gnowangerup.

14.0 Agreements

14.1 Undertake the preparation and endorsement in conjunction with the Shire President of agreements made under section c11.1.2 Powers of the Local Government' of the Scheme.

14.2 Appoint officers as authorised to undertake those compliance activities defined in c11.1.2 'Powers of the Local Government 'of the Scheme.

14.3 Accept performance bonds and/or cash-in-lieu payments for works required to be undertaken as a condition of subdivision or planning approval. The monies shall be held in trust and returned to the payee when the condition imposed has been satisfactorily completed.

#### 15.0 Retrospective Development Applications for existing Feedlots or Piggeries

Approve applications for retrospective development approval under the planning scheme and Health Local Law for existing feedlots or piggeries. This includes the placement of conditions and advice notes on the approval and waiving of penalty fees, subject to:

- (a) The use and development complying with the requirements of Local Planning Scheme No. 2; and
- (b) The proposal complying with the standards prescribed in the Health Local Law 2016.

Any application that does not comply with (a) and (b) above or any application that warrants a refusal shall be referred to Council.

#### 16.0 Local Development Plans

Approves development applications including the placement of conditions on the approval where the use and development complies with the standards prescribed by an adopted Local Development Plan.

### **Conditions on Delegations**

The CEO can only exercise any of the above delegations after considering a report from the Shire's Planning Officer and/or the Environmental Health Officer and/or Building Surveyor, their recommendations, any precedents or policies set by Council, and where the CEO does not agree with the recommendation from the above Officers, either seek further clarification before making a decision or refer the matter to Council.

### **CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

## 2.9 Public Health Act 2016

### 2.9.1 Public Health Act 2016 – Designate Authorised Officers

<b>Date Adopted:</b>	22 <sup>nd</sup> March 2017
<b>Date Last Reviewed:</b>	22 <sup>nd</sup> June 2022

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

#### Power Enabling Delegation:

- Public Health Act 2016:
  - s.21 Enforcement agency may delegate

#### Power Enabling Sub-Delegation:

- Nil power of sub-delegation – to be review on Gazettal of the Public Health Regulations.

#### Power Delegated:

- Public Health Act 2016:
  - s.24 Designation of authorised officers

### Description of Functions Delegated

Council delegates its authority and power to:

1. Designate a person or class of persons as authorised officers:
  - (1) for the purposes of the *Public Health Act 2016* or another specified Act; or
  - (2) for the purposes of the specified provisions of this Act or another specified Act; or
  - (3) for the purposes of the provisions of the *Public Health Act 2016* or another specified Act other than the specified provision of that Act [s.24(1)].

#### Subject to:

- (a) The requirements of s.24(3), being that designated authorised officers may be either:
  - (i) an environmental health officer or environmental health officers as a class; or
  - (ii) a person who is not an environmental health officer or a class of persons who are not environmental health officers; or
  - (iii) a mixture of the two.
- (b) Compliance with any relevant conditions established by the Chief Health Officer under s.20 of the *Public Health Act 2016*.

#### Subject to:

- (a) Keep a local government record as per the State Records Act 2000

## 2.9.2 Public Health Act 2016 & Health (Miscellaneous Provisions) Act 1911– Designate Authorised Officers

<b>Date Adopted:</b>	22 <sup>nd</sup> June 2022
<b>Date Last Reviewed:</b>	N/A

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

### Legislative Power

- Public Health Act 2016: s.312
- Health (Miscellaneous Provisions) Act 1911

### Power Delegated:

- Public Health Act 2016:
  - Section 21(1)(b)(i)
- Health (Miscellaneous Provisions) Act 1911
  - Section 26

### Description of Functions Delegated

Council delegates its authority and power to:

The Council delegates its authority and power pursuant to Section 21(1)(b)(i) of the *Public Health Act 2016* and Section 26 of the *Health (Miscellaneous Provisions) Act 1911* to the Chief Executive Officer to appoint authorized officers to exercise and discharge all or any of the powers and functions of the local government.

### Subject to:

- (b) Keep a local government record as per the State Records Act 2000

### 3. Authorities Assigned from State Government Agencies to Local Government

#### 3.1 Environmental Protection Act 1986

##### 3.1.1 Environmental Protection Act 1986 – Noise Control – Serve Environmental Protection Notices [s.65(1)]

Published in Government Gazette No.47, 19 March 2004

EV401

#### ENVIRONMENTAL PROTECTION ACT 1986

##### Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9<sup>th</sup> day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

### 3.1.2 Environmental Protection Act 1986 – Noise Control – Keeping of Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events [Reg.16]

**Published in Government Gazette No.232, 20 December 2013**

**EV402**

#### **ENVIRONMENTAL PROTECTION ACT 1986**

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* (“the Act”), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
- (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

3.1.3 Environmental Protection Act 1986 – Noise Control – Noise Management  
Plans – Construction Sites [Reg.13]

**Published in Government Gazette No.71 – 16 May 2014**

**EV405**

**ENVIRONMENTAL PROTECTION ACT 1986**

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* (“the Act”), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

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Approved by--

Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.

## 3.2 Planning and Development Act 2005

### 3.2.1 Western Australian Planning Commission – Section 25 of Strata Titles Act 1985

Published in the *Government Gazette* No.98 dated 9 June 2009 (pages 1936-1937)

PI409\*

PLANNING AND DEVELOPMENT ACT 2005  
INSTRUMENT OF DELEGATION  
DEL 2009/03 POWERS OF LOCAL GOVERNMENTS  
Delegation to local governments of certain powers and functions of the  
Western Australian Planning Commission relating to the issuing of certificates of  
approval under section 25 of the Strata Titles Act 1985

#### Preamble

Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the Government Gazette, delegate any function under the Act or any other written law to a local government, a committee established under the Local Government Act 1995 or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

#### Resolution under section 16 of the Act (delegation)

On 26 May 2009, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 25 of the Strata Titles Act 1985 as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.

TONY EVANS, Western Australian Planning Commission

#### SCHEDULE 1

##### 1. Applications made under section 25 of the Strata Titles Act 1985

Power to determine applications for the issuing of a certificate of approval under section 25 of the Strata Titles Act 1985 for a plan of subdivision, re-subdivision or consolidation, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
  - (i) a type of development; and/or
  - (ii) land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

##### 2. Reporting requirements

A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.

<b>11.3</b>	<b>RFT2202-3 GARDENING SERVICES CONTRACT</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	14 <sup>th</sup> June 2022
<b>Business Unit:</b>	Strategy & Governance
<b>Officer:</b>	Cherie Delmage – Deputy Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENT/S - CONFIDENTIAL

- Tender RFT2022-3 Gardening Services Contract (Confidential Attachment)

#### PURPOSE OF THE REPORT

For Council to consider the tender received for Tender RFT2022-3 Gardening Services Contract which closed 4.00pm, Monday 6 June 2022.

#### BACKGROUND

Tender RFT2022-3 Gardening Services Contract went out to state-wide Tender in the West Australian on 14 May 2022 and was also advertised on the Shire's website, Facebook page, local public notice boards, in the Borden, Gnowangerup and Ongerup newsletters as well as the Ongerup Library and Gnowangerup Library.

#### COMMENTS

The Shire of Gnowangerup currently outsources its gardening services rather than provide the services with Shire staff. The two main reasons for doing so are: attraction and retention of suitably skilled and qualified staff and the cost of purchasing and maintenance of specialised equipment that would be required.

It is noted that although the Tender is required to be advertised state-wide for legislative purposes, the significant local advertising coverage for this Tender shows that the engagement of service providers within the Shire of Gnowangerup is greatly encouraged.

The current contract with our Gardening Service Provider expires on 30 June 2022 so a decision is required to ensure continuity of service and standards.  
At the time of closing, only one tender had been received.

#### CONSULTATION

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

##### ***11. When tenders have to be publicly invited***

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.*

*\* Absolute majority required.*

### POLICY IMPLICATIONS

There are no foreseen policy implications with this report.

### FINANCIAL IMPLICATIONS

If the Council adopt the Officer's Recommendation, an annual allocation to cover the cost of the service will need to be included in the annual budget for the three-year period of the contract.

### STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Infrastructure

Objective: Parks, gardens, streetscapes, recreational and social spaces are safe and encourage active and healthy lifestyles.

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Primary Strategic Risk Category	Procurement/Contract Management
Description	RFT2202-3 Gardening Service Contract – Appointment of Successful Tenderer
Residual Risk: (Low, Moderate, High, Extreme)	Moderate
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Moderate
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

### IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

### CONCLUSION

At the time of closing, only one Tender submission has been received. It is considered that the costings within the Tender document are reasonable for the services provided. It is also acknowledged that the service currently provided by the Tenderer is of a high quality.

### VOTING REQUIREMENTS

Absolute Majority

### OFFICER RECOMMENDATION:

**0622. That Council:**

**Authorise the Chief Executive Officer (CEO) to accept the tender of \$137,731.77 per annum (GST Exclusive) as submitted by BGL Solutions, in accordance with the terms and conditions specified in the tender documentation.**

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<b>11.4</b>	<b>PROPOSED NEW OUTBUILDING ON No. 15 WHITEHEAD ROAD, GNOWANGERUP</b>
<b>Location:</b>	Lot 178 (No. 15) Whitehead Road, Gnowangerup
<b>Proponent:</b>	S Wells
<b>File Ref:</b>	A1247
<b>Date of Report:</b>	13 <sup>th</sup> June 2022
<b>Business Unit:</b>	Strategy & Governance
<b>Officer:</b>	Phil Shephard, Planning Officer
<b>Disclosure of Interest:</b>	Nil

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#### ATTACHMENTS

- Site Plan
- New Outbuilding Plans

#### PURPOSE OF THE REPORT

For Council to determine a development application which involves construction of a new 112m<sup>2</sup> outbuilding and small addition to an existing outbuilding that will exceed the some of the R-Codes and Shire's Local Planning Policy cumulative floor/site area, wall height and ridge height requirements.

There is no delegation available for staff to determine the application and it must be considered by Council.

#### BACKGROUND

Nil.

#### COMMENTS

##### *Proposal*

The proposed new 14m long by 8m wide outbuilding will be constructed of steel frames with a concrete floor and have a wall height of 3.6m and ridge height of 4.6m. The outbuilding will be clad with 'classic cream' coloured colorbond metal sheeting to match the existing outbuilding and dwelling walls. The outbuilding will have 2 roller access doors. The new outbuilding will be located behind the existing dwelling and setback 1.5m from the rear boundary to the laneway and 1m from northern side boundary shown on the attached Site Plan.

The proposed 2m long by 3m wide addition to the existing outbuilding will be constructed to match the existing 15m<sup>2</sup> outbuilding over an existing concrete slab. The additions will be located behind the existing outbuilding and setback 1m from the northern side boundary shown on the attached Site Plan.

The applicant intends to use the outbuildings for storage of vehicles, equipment and personal effects.

### Subject Site

Lot 178 faces Whitehead Road and is 1,012m<sup>2</sup> in area and the land gently slopes towards Searle Street. The property has been developed with a single dwelling and a detached outbuilding (see image below).



15 Whitehead Road, Gnowangerup bordered in red (Image Landagte Map Viewer Plus)

Whitehead Road is sealed and partly kerbed and is a local road under the management of the Shire of Gnowangerup. No change to the present access arrangements are proposed in the application. The property also has access to a rear laneway.

The lot has access to water supply, reticulated sewer, electricity and telecommunications infrastructure.

### Zoning and Land Use

The lot is zoned 'Residential' with a density code of R20 under the Shire's Local Planning Scheme No. 2 (LPS2). LPS2 (c.5.2) requires that residential development including outbuildings comply with the requirements of the Residential Design Codes (R-Codes) and the proposed new outbuilding does not comply with some elements of the R-Codes and the Shire's Local Planning Policy and requires Council to grant development approval to proceed.

The variations can be accommodated under the R-Codes and Council can approve, or not, the proposal.

The primary street for the property is Whitehead Road and the following standards apply from Table 1 of the R-Codes.

1 R-Code	2 Dwelling Type	3 Min site area per dwelling (m <sup>2</sup> )	4 Min lot area/rear battleaxe (m <sup>2</sup> )	5 Min frontage (m)	6 Open space		7 Minimum setbacks (m)		
					Min total (% of site)	Min outdoor living (m <sup>2</sup> )	Primary street	Secondary street	Other / rear
R20	Single house	Min 350 Av 450	450	10	50	30	6	1.5	*

\* see Tables 2a and 2b and clause 5.1.3

The R-Codes contain the following deemed-to-comply standards for large and multiple outbuildings.

5.4.3 Outbuildings	
Deemed-to-comply	
Development satisfies the following deemed-to-comply requirements (C)	
C3 Outbuildings associated with a dwelling site address either: i. the standards for small outbuildings (A. Small outbuilding); or ii. the standards for large and multiple outbuildings (B. Large and multiple outbuildings).	B. Large and multiple outbuildings (i) individually or collectively does not exceed 60m <sup>2</sup> in area or 10% in aggregate of the site area, whichever is the lesser; (ii) set back in accordance with Table 2a; (iii) does not exceed a wall height of 2.4m; (iv) does not exceed a ridge height of 4.2m; (v) not located within the primary or secondary street setback area; and (vi) does not reduce the open space and outdoor living area requirements in Table 1

The outbuildings achieve the setback (ii), primary/secondary setback (v) and open space/outdoor living area (vi) requirements. The outbuildings do not achieve the deemed-to-comply requirements for floor/site area (i) and wall height (iii) and ridge height (iv).

Where a proposal does not meet the deemed-to-comply requirements of the R-Codes, it must be assessed by Council against the design principles requirements which are discussed below.

5.4.3 Outbuildings	
Design principles	
Development demonstrates compliance with the following design principles (P)	
P3 Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.	Comment The majority of the developed streetscape along this section of Whitehead Road is dominated by dwellings fronted with extensive lawns and small garden areas facing the street. The setbacks and orientation of the dwellings varies with the majority built at the front of the lot with large rear yards. The age and style of the housing also varies along the

	<p>street with new larger dwellings mixed in with older and smaller dwellings. Those properties with outbuildings show them to be mainly built at the rear of the properties behind the dwelling.</p> <p>There are similar sized outbuildings in the town area.</p> <p>The outbuildings are along the rear and northern side boundary and behind the dwelling building line.</p> <p>The existing dwelling and boundary fencing provides screening from the street and laneway to the outbuildings.</p> <p>The new outbuilding is not expected to negatively impact on the streetscape and/or visual amenity of the area or the adjoining Lot 50.</p>
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*Matters to be Considered*

The Scheme and *Planning and Development (Local Planning Schemes) Regulations 2015* requires the Council have due regard to the 30 matters mentioned in determining whether to approve/refuse the development application. In this instance, not all matters affect the proposal, and those relevant ones are discussed in the table below.

<b>Matter to be Considered</b>	<b>Comment</b>
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	<p>The relevant aim from LPS2 for Residential zoned areas is to safeguard and enhance the character and amenity of the built and natural environment of the Shire.</p> <p>There are similar approved oversized outbuildings in the Gnowangerup town area and the proposal is considered consistent with the aim for development in the Residential zone.</p>
(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving;	The proposal meets the requirements of orderly and proper planning.
(e) any policy of the Commission;	<p>The outbuildings must comply with the R-Codes which is a WA Planning Commission State Planning Policy as discussed in this report.</p> <p>The outbuildings do not meet the deemed-to-comply requirements of the R-Codes and must be assessed against the design principles.</p>

Matter to be Considered	Comment
(g) any local planning policy for the Scheme area;	The proposal must comply with the Shire's Local Planning Policy. The outbuildings do not comply with some aspects of the Shire's Local Planning Policy as discussed in this report.
m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	The proposed new outbuilding is similar in size and dimensions to other existing outbuildings developed in the residential areas in Gnowangerup. The outbuildings are considered compatible with adjoining residential development in Whitehead Road and is not expected to create any adverse effect on the built character in the area.
(n) the amenity of the locality including the following – (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	The outbuildings are not expected to create any adverse effect on the amenity in the area.
(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;	The outbuildings will not adversely impact on the natural environment or water resource as the land is already cleared and stormwater will be contained on-site for reuse.
(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	No additional landscaping is considered necessary, and no clearing is required.
(s) the adequacy of - (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	The proposal does not propose any changes to the existing access/egress points.
(w) the history of the site where the development is to be located;	The site has a history of residential use.

#### CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Landowners (S Wells & P Cleland)

Part 4 of the Residential Design Codes provides that consultation may not be required if there is considered to be no negative impact to adjoining neighbours. In this case, it is considered that the proposed outbuildings will not pose any negative impact to adjoining landowners. Therefore, neighbour consultation was determined to be not required in this instance.

## LEGAL AND STATUTORY REQUIREMENTS

### *State Planning Policy 7.3 Residential Design Codes Volume 1*

The application is required to be determined in accordance with the requirements of the R-Codes which is a State Planning Policy prepared under the *Planning and Development Act 2005* to guide residential development in WA.

### *Shire of Gnowangerup Local Planning Scheme No. 2*

The application is required to be determined in accordance with the requirements of Local Planning Scheme No. 2 which is an operative local planning scheme under the *Planning and Development Act 2005*.

The Council is being requested to relax some requirements of the Scheme/R-Codes and its Local Planning Policy and approve the proposal.

## POLICY IMPLICATIONS

The Local Government has an adopted Local Planning Policy No. 2 - Outbuildings that applies to the development of outbuildings within the Shire.

The objectives of this Policy are to:

- a) To provide clear guidelines for the development of outbuildings in the Residential, Town Centre, Rural Residential and General Agriculture zones; and
- b) To achieve a balance between providing for the various legitimate needs for outbuildings, and minimising any adverse impacts outbuildings have on neighbours, the streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

The outbuildings do not comply with some of the requirements in the Policy Table 1 and requires Council approval to proceed.

<b>Zoning</b>	<b>Residential</b>	<b>Comment</b>
Max wall height	3.6m	Achieved – new outbuilding wall height will be 3.6m.
Max ridge height	4.2m	Not achieved – new outbuilding ridge height will be 4.6m.
Max floor area (aggregate)	90m <sup>2</sup>	Not achieved – cumulative floor area of outbuildings will be 133m <sup>2</sup> .
Special requirements	Setbacks are to be in accordance with the R-Codes. Any setback variation will be assessed on its individual merit and Council may consult with adjacent landowners. Floor area is not to reduce the amount of open space required by Table 1 of the R-Codes. Council will not support the construction of outbuildings in front of	Partly achieved – the outbuildings achieve i), ii), iv), v), vi) and vii) of the special requirements. As noted, the cumulative floor area of outbuildings will be 133m <sup>2</sup> which exceeds the 120m <sup>2</sup> limit in the Policy by 13m <sup>2</sup> .

Zoning	Residential	Comment
	<p>the main building line.</p> <p>Council may, in special circumstances, support the erection of no more than 2 outbuildings with a maximum aggregate of 120m<sup>2</sup> where:</p> <ul style="list-style-type: none"> <li>i) The lot size exceeds 1,000m<sup>2</sup>; and</li> <li>ii) The outbuildings are not visually prominent as viewed from a street or public place (in the opinion of the Council); and</li> <li>iii) Consultation has occurred with the adjacent landowners; and</li> <li>iv) The building is essential for the storage of goods or vehicles that the applicant has demonstrated they own; and</li> <li>v) The proposal complies with the open space requirements of Table 1 of the R-Codes; and</li> <li>vi) The materials are non-reflective; and</li> <li>vii) The outbuilding will not negatively impact the amenity of the area.</li> </ul>	

The Policy requires any variations to the Policy to demonstrate exceptional circumstances as to why the Policy should be relaxed with the proposal being presented to an Ordinary Meeting of Council for determination. Assessment of the application will require consultation with adjoining and affected landowners. The Policy requires the Council have regard to the following matters in considering the variation requested.

LP Policy No. 2 Consideration	Comment
<p>1 The visibility of the proposed outbuilding(s) as viewed from a street, public place or neighbouring property.</p>	<p>The outbuildings will be slightly visible from Searle Street as part of the walls/roof of the new outbuilding will still be able to be seen above the fence. An existing hedge screens the outbuildings from the northern side property.</p> <p>The outbuildings are not considered to adversely impact on the existing streetscape or views from the adjoining lots.</p>
<p>2 The need for removal of any native vegetation or major trees.</p>	<p>No vegetation is affected by the proposed development.</p>
<p>3 Comments from adjacent neighbours/landowners.</p>	<p>As the proposed outbuilding achieves the required minimum setbacks, no consultation with</p>

LP Policy No. 2 Consideration	Comment
	any neighbours is considered necessary in this instance.
4 Preservation of useable on-site open space areas.	The proposed outbuildings will achieve the 50% open space requirement under the R-Codes and Local Planning Policy.
5 The ability for the outbuilding(s) to be screened by existing or proposed landscaping.	There is no existing or proposed landscaping shown in the application. No landscaping is considered necessary in this instance as the existing fencing along the rear and hedge along the side boundary provides screening of the outbuildings.
6 Whether support for the application will set an undesirable precedent for similar sized surrounding lots.	The proposed new outbuilding is similar in size and dimensions to other existing outbuildings developed in the residential areas in Gnowangerup. The proposal is required to be judged on its merits and it does not create a precedent for other outbuildings in Gnowangerup and represents a minor variation to the Shire's Local Planning Policy.
7 The impact of the development on streetscape and the character of the area.	Most of the streetscape is comprised of single dwellings with expansive lawns and small gardens facing the street. The general character of the area consists of residential lots developed with houses and detached outbuildings. The dwellings are a mix of ages and materials. The outbuildings will not impact on the existing streetscape along Whitehead Road or Searle Street and will be screened by the dwelling and fencing/hedge. The proposal is not considered to adversely affect the character of the area.
8 Any potential for impact on the amenity of the locality.	Amenity is defined as all those factors which combine to form the character of an area and shall include the present and likely future amenity. The proposed outbuildings is not expected to adversely impact on the amenity or the pleasantness or attractiveness of the locality. The proposal is not considered to impact negatively on the future use or development opportunities on the adjoining land.
9 The objectives of the zone.	The land is within the Residential Zone and the objectives are to provide for residential

LP Policy No. 2 Consideration	Comment
	development at a range of densities with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes. The proposed outbuilding will be used to store the personal effects of the landowners and is considered consistent with the objectives for the Residential zone.
10 All relevant general matters as set out in Clause 10.2 of the Scheme.	See Matters to be Considered part of this report.
11 Any other matter considered relevant by the Council.	The construction of the outbuildings will also require the proponent to obtain a building permit from the Local Government and meet the Building Code of Australia requirements.

IMPACT ON CAPACITY

Nil.

RISK MANAGEMENT CONSIDERATIONS

Strategic Risk Category	Compliance
Consequence Rating	Insignificant
Likelihood Rating	Rare (1)
Acceptance Rating	Low (1)
Risk Acceptance Criteria	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring

FINANCIAL IMPLICATIONS

Statutory development application fees have been paid as set out in the Shire's Fees and Charges.

STRATEGIC IMPLICATIONS

Nil.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

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

*1 Not approve the proposal*

The Council can refuse the application. If this option was chosen, the proposed outbuilding could not be constructed, and it would have to be modified to achieve the R-Codes/Policy requirements. The Council would have to provide reasons for the refusal.

2 *Approve the proposal*

The Council can choose to approve the proposal, in whole or part, and with or without conditions. If this option was chosen, the proposed fence could proceed to be constructed.

3 *Defer the proposal*

The Council can choose to defer the matter for a period of time and seek additional information from the proponents, if deemed necessary to complete the assessment, before proceeding to make a decision.

This is a discretionary decision and the applicant has a right to request a review of any decision and/or condition made by the Local Government to the State Administrative Tribunal if aggrieved by the decision and/or any condition.

CONCLUSION

The proposed outbuildings represent a minor variation to the Shire's Local Planning Policy and are considered to achieve the design principle requirements of the R-Codes and it is recommended the proposal be approved subject to conditions.

VOTING REQUIREMENTS

Simple Majority.

COUNCIL RESOLUTION

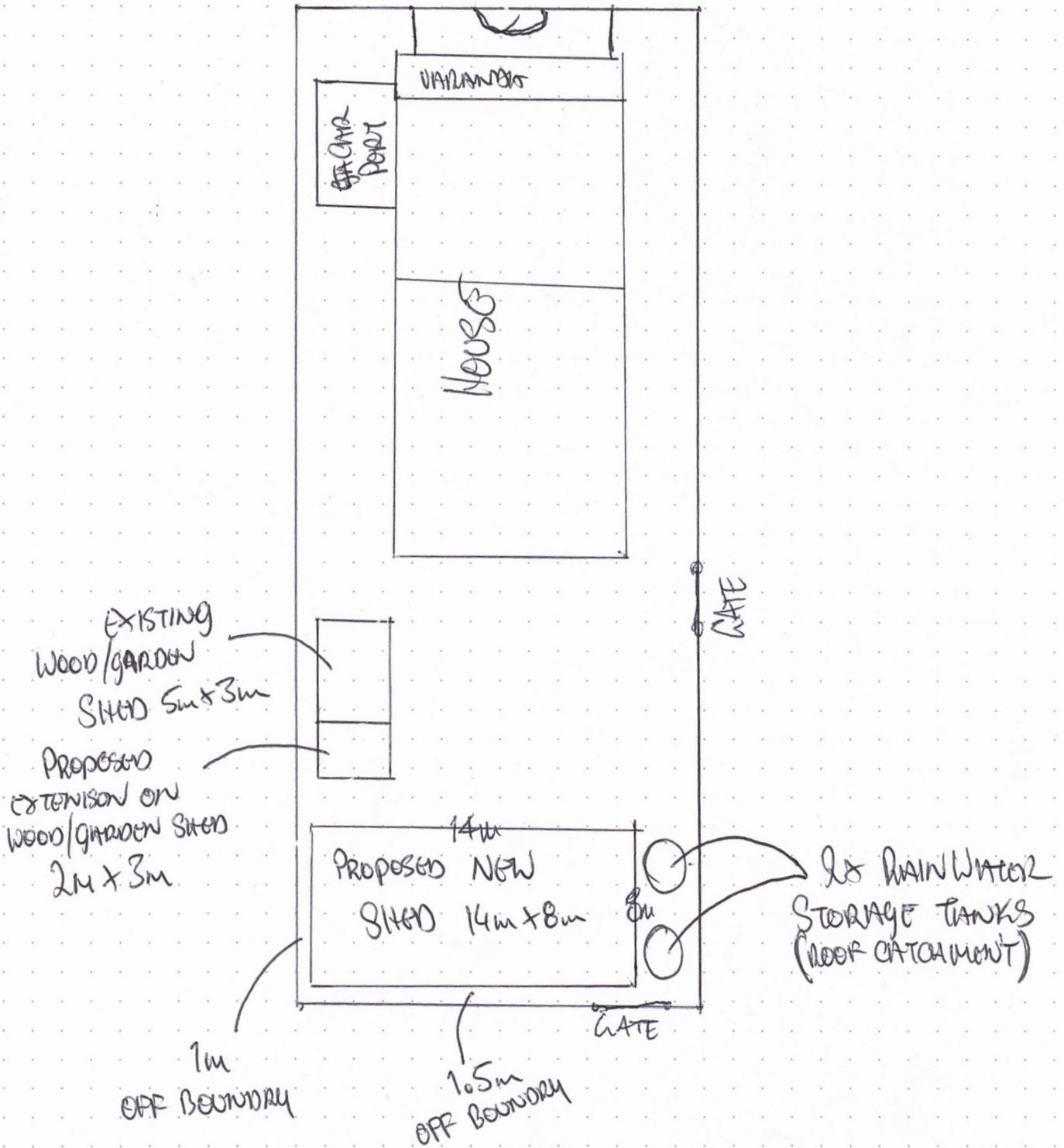
**0622. That Council:**

**Grant development approval for the proposed new 14m x 8m (112m<sup>2</sup>) outbuilding and small 6m<sup>2</sup> addition to the existing outbuilding at No. 15 Whitehead Road, Gnowangerup subject to:**

- 1) The developments to be fully implemented in accordance with the stamped approved plans/details unless a variation has been approved in writing by the Chief Executive Officer.**
- 2) The developments to be clad with 'classic cream' coloured metal sheeting.**
- 3) No changes are permitted to vehicular access/egress points unless approved by the Shire of Gnowangerup.**
- 4) All stormwater runoff from the outbuildings being controlled, retained and stored for reuse on-site and/or disposed of off-site to the satisfaction of the Shire of Gnowangerup. No discharge onto the adjoining properties is permitted.**

***Advice Notes:***

- a) A Building Permit from the local government must be obtained prior to the commencement of any construction work.***



# SITE PLAN





<b>11.5</b>	<b>SPORTING COMPLEXES OPERATIONAL SUPPORT 2022/23</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	Various
<b>Date of Report:</b>	18 <sup>th</sup> May 2022
<b>Business Unit:</b>	Corporate Services & Community Development
<b>Officer:</b>	Kirsty Buchanan – Community Development Coordinator
<b>Disclosure of Interest:</b>	Nil

## ATTACHMENTS

- Sporting Complex Operational Support Overview

## PURPOSE OF THE REPORT

For Council to consider the 2022/23 budget allocation of the Sporting Complexes Operational Support funds.

## BACKGROUND

Each year Council allocates funds to the Sporting complexes for operational support. The provision of Sporting Complexes Operational Support allows the Shire to fund the provision of community driven and operated services and activities across the Shire.

## COMMENTS

As per the attachments, Council has been provided with Operational Assistance Scenarios.

## Sporting Complexes Operational Support

Below is a summary of the recommendations for the 2022/23 Sporting Complex Operational Support allocations:

Full Organisation Name: Gnowangerup Sporting Complex Management Committee Inc  
 Percentage of operational costs: 80%  
 Amount: \$16,315.20

Full Organisation Name: Borden Pavilion Committee Inc  
 Percentage of operational costs: 80%  
 Amount: \$9,419.64

Full Organisation Name: Ongerup Sporting Complex Committee Inc  
 Percentage of operational costs: 80%  
 Amount: \$2,048.54

## CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil

## LEGAL AND STATUTORY REQUIREMENTS

Nil

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Sufficient funds are allocated in Council's 2022/23 Draft Budget to cover the cost of the recommended operational support contributions.

## STRATEGIC IMPLICATIONS

The three Sporting Complexes are a focal point for community activity and provide a range of benefits to the community. Support for the local sporting complexes aligns with the following components of the *Shire of Gnowangerup Strategic Community Plan 2021 – 2031*:

### Strategic Community Plan

Theme: 1. Our Community

Community Priority: 1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience.

## IMPACT ON CAPACITY

The Sporting Complexes Operational Support program allows the Shire to fund the provision of community driven and operated services and activities across the Shire. This structure for service delivery encourages greater community ownership of facilities and increases community activity.

Without this multiplier effect the Shire would not have the resources to deliver such a wide range of services across all three communities.

## RISK MANAGEMENT CONSIDERATIONS

Nil

## ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The 80% percentage calculation for all three facilities has been recommended in order to ensure equity across the Shire and a subsidy amount which is based on usage.

Council may wish to change the allocated amounts related to the Sporting Complexes and has been provided with a breakdown of costs in the attachments.

## CONCLUSION

The Sporting Complex Operational Support allocations have been based on 80% support for each facility. This will ensure equity across the Shire and will encourage a philosophy of *“increased use and therefore increased support”* which will in turn deliver better value for money and improved community sport and recreation services for ratepayers.

## VOTING REQUIREMENTS

Simple majority

## **OFFICER RECOMMENDATION**

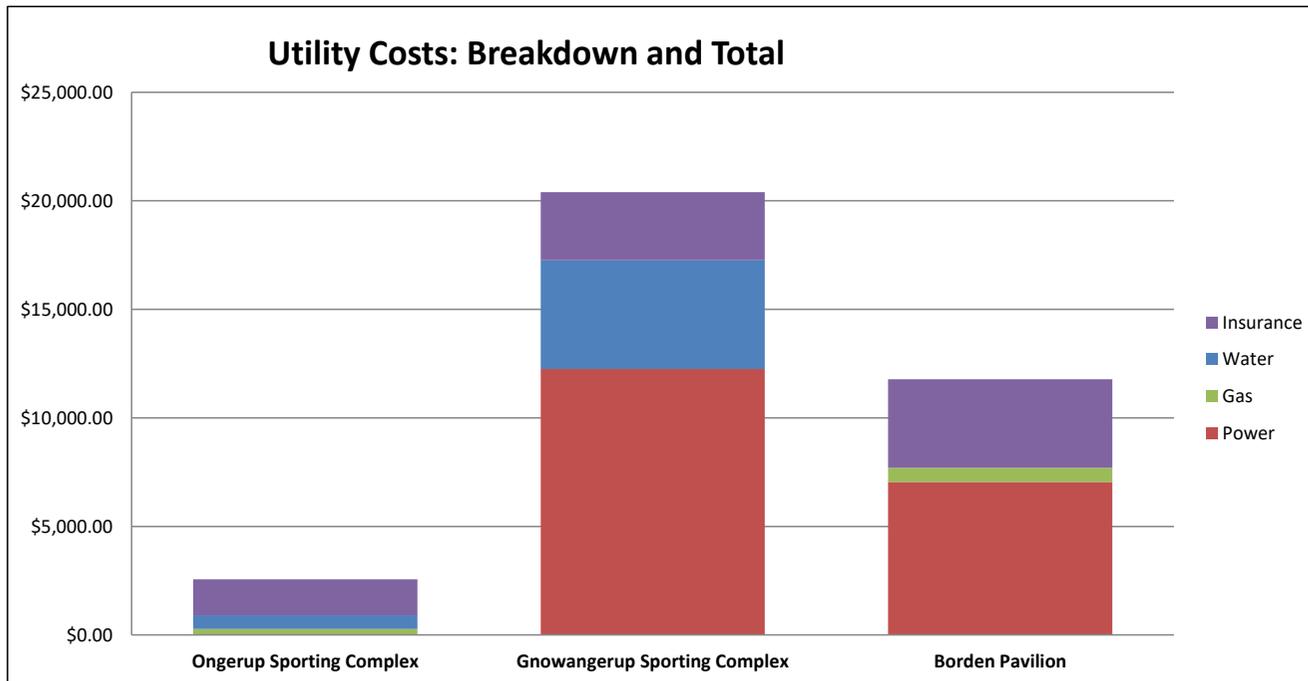
**0622. That Council:**

**Include the following amounts for consideration in the Draft 2022/23 Budget allocations for the Sporting Complexes Operational Support program:**

- **\$16,315.20 ex GST (80% allocation) Gnowangerup Sporting Complex Management Committee Inc**
- **\$9,419.64 ex GST (80% allocation) Borden Pavilion Committee Inc**
- **\$2,048.54 ex GST (80% allocation) Ongerup Sporting Complex Committee Inc**

### 2022/23 Budget: Council Operational Assistance Scenarios

	Water	Power	Gas	Insurance	Total	Council Contribution 2021/22	Percentage of Council Funding covering utility costs	Organisational Funded proportion of utility costs
Ongerup Sporting Complex	\$628.38	\$0.00	\$272.00	\$1,660.29	<b>\$2,560.67</b>	\$3,390.00	132.39%	-32.39%
Gnowangerup Sporting Complex	\$5,009.00	\$12,254.00	\$0.00	\$3,131.00	<b>\$20,394.00</b>	\$12,265.00	60.14%	39.86%
Borden Pavilion	\$0.00	\$7,048.65	\$647.16	\$4,078.74	<b>\$11,774.55</b>	\$8,142.00	69.15%	30.85%



**2022/23 Budget: Council Operational Assistance Scenarios**

		Ongerup Sporting Complex	Gnowangerup Sporting Complex	Borden Pavilion	Total
<b>Total operational costs for 2021</b>		\$2,560.67	\$20,394.00	\$11,774.55	<b>\$34,729.22</b>
<b>Council Contribution 2021/22</b>		\$3,571.00	\$13,642.00	\$7,165.00	<b>\$24,378.00</b>
<b>Percentage of Council Funding in 2021/22 covering utility costs 2021</b>		132.39%	60.14%	69.15%	
<b>Council Funding Scenarios</b>	<b>Scenario 1- Council fund 50%</b>	\$1,280.34	\$10,197.00	\$5,887.28	\$17,364.61
	<b>Scenario 2 - Council fund 60%</b>	\$1,536.40	\$12,236.40	\$7,064.73	\$20,837.53
	<b>Scenario 3 - Council fund 70%</b>	\$1,792.47	\$14,275.80	\$8,242.19	\$24,310.45
	<b>Scenario 3 - Council fund 80%</b>	<b>\$2,048.54</b>	<b>\$16,315.20</b>	<b>\$9,419.64</b>	<b>\$27,783.38</b>
	<b>Scenario 4 - Council fund 90%</b>	\$2,304.60	\$18,354.60	\$10,597.10	\$31,256.30

<b>11.6</b>	<b>SHIRE OF GNOWANGERUP COMMUNITY ENGAGEMENT GUIDELINES AND TOOLKIT – JUNE 2022</b>
<b>Location:</b>	Nil
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	14 <sup>th</sup> June 2022
<b>Business Unit:</b>	Strategy and Governance
<b>Officer:</b>	Kirsty Buchanan, Community Development Coordinator
<b>Disclosure of Interest:</b>	Nil

### ATTACHMENTS

- Draft Shire of Gnowangerup Community Engagement Toolkit and Guidelines – June 2022.

### PURPOSE OF THE REPORT

For Council to adopt the Shire of Gnowangerup Community Engagement Toolkit and Guidelines – June 2022.

### BACKGROUND

During the consultation for the Shire of Gnowangerup Integrated Strategic plan 2021/31, a community priority was identified to ensure Shire communication was consistent, engaging and inclusive. This Community Engagement Guidelines and Toolkit has been developed as a resource to assist Council staff and consultants in the delivery of community engagement activities.

### COMMENTS

Community engagement strives to achieve an effective two-way communication process between the Shire and our community. The outcome desired is effective public participation in the Shire’s projects and programs and meeting the Shire’s statutory obligations where consultation with the community is mandated.

The guidelines and toolkit outline a number of methods that the Shire can use to encourage community input into the Shire’s future plans and proposals for new services and initiatives.

The Community Engagement Guidelines and Toolkit captures methods that are currently used or likely to be used by Council in community engagement activities with respect to the level of resourcing required.

### CONSULTATION

A discussion was held with Councillors at their Councillor and Executive Workshop on 8<sup>th</sup> May 2022.

### LEGAL AND STATUTORY REQUIREMENTS

Nil.

### POLICY IMPLICATIONS

Nil.

### FINANCIAL IMPLICATIONS

Nil.

### STRATEGIC IMPLICATIONS

Strategic Community Plan 2021/31

Theme 3: Our Organisation

Community Priority: Shire communication is consistent, engaging, and inclusive.

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil.

### IMPACT ON CAPACITY

Council staff are already utilising most of these methods. Having this toolkit will assist them with this further.

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil.

### CONCLUSION

This Community Engagement Guidelines and Toolkit has been developed as a resource to assist Council staff and consultants in the delivery of community engagement activities.

### VOTING REQUIREMENTS

Simple Majority

### OFFICER RECOMMENDATION

**0622. That Council:**

**Adopts the Shire of Gnowangerup Community Engagement Guidelines and Toolkit – June 2022.**



*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

# SHIRE OF GNOWANGERUP

Community Engagement Guidelines and Toolkit

June 2022

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# COMMUNITY ENGAGEMENT GUIDELINES

## Objective

Community engagement strives to achieve an effective two-way communication process between the Shire and our community. The outcome desired is effective public participation in the Shire's projects and programs and meeting the Shire's statutory obligations where consultation with the community is mandated.

The guidelines and toolkit outline a number of methods that the Shire can use to encourage community input into the Shire's future plans and proposals for new services and initiatives.

## Guidelines

- 1) Whenever the Shire is proposing changes to levels of service, the introduction of new fees and charges, or any other changes which significantly change the way the Shire has interacted with its community, a high level of community engagement is required to explain and seek endorsement of these changes.
- 2) When the Shire is developing new projects and programs, a level of community engagement appropriate for the size and scale of the project or program will be undertaken to ensure that the community is well informed of what is proposed and given the opportunity for feedback

## Key Principles of Consultation

- All relevant stakeholders will be identified
- An appropriate method of community engagement will be developed by staff (with Council input if required)
- The process will allow stakeholders adequate time to respond to issues
- The consultation process will occur as early as possible
- The number and types of communications methods will be determined by the complexity of the matter, the range and availability of stakeholders to be consulted, and the timeframe available to complete the process.

## Types of Communication

- 1) Participation
- 2) Comment
- 3) Advice

### 1) Participation:

Appropriate for large projects affecting a wide range of stakeholders, involving significant investment of finance and other resources, or likely to have a major impact on the community during the timeframe of the project.

Participation is likely to be a process carried out before Council makes a decision to proceed.

### **Participation can take the form of:**

- Surveys & Questionnaires – sent to relevant stakeholders, especially those most likely to be affected by the decision.
- Public displays and online presentations
- Advisory Committee/Working Group – a group of representative stakeholders assembled to provide public input
- Public Meeting – formal meeting with scheduled agenda

## 2) Comment:

Appropriate for lesser projects under consideration by Council.

Comment is relevant when Council has a preferred position or preferred plan, option or method, and seeks community input before making a final resolution.

### **Comment can take the form of;**

- Submissions invited by way of public notices, social media notices etc.
- Surveys/Questionnaires advertised for the community to complete, again by way of notices and online and social media communication
- Face to face discussions with affected stakeholders or groups

## 3) Advising Stakeholders and the Community generally:

Appropriate for issues relating to compliance, statutory notices for planning and building service, administrative issues such as local laws, property, electoral enrolments, nomination of candidates for Council, footpath construction, advising the community of significant Council decisions.

Advice is relevant when Council has **made a decision** and wishes to communicate that decision to affected stakeholders and the community.

### **Advising stakeholders and the community generally can take the form of;**

- Media – Shire President and/or CEO informing public through press releases and social media articles
- Local newspaper and newsletters – public notices
- Council publications – Facebook, Shire Newsletter, Shire web page and notices on notice boards
- Direct Mail, SMS releases

## Other Public Consultation

Each financial year Council is required to hold an Annual Electors meeting within 56 days of accepting the Annual Report. The Annual Report itself is a significant communication asset outlining achievements during the year under review, highlighting the Shire's financial performance, its progress against its major planning documents, and information on a range of prescribed outcomes.

Council prepares a Community Strategic Plan which needs to be formally reviewed every four years. The required public consultation for this document represents one of the most important community engagement activities for a local government, because this plan forms the strategic direction which the local government will pursue on behalf of its community.

## Accessing Council Information

Copies of draft documents, where comments have been invited, will be displayed at Council Administration, Library and on Council's website.

Copies of Agendas and Council Minutes can be obtained free of charge and will be displayed on Council's website.

## Statutory Requirements

The Shire is required to comply with specific legislative requirements such as minimum periods, publication in the Government Gazette and public notices. Consultation processes identified in this policy should be seen as complementing any prescribed statutory requirements.

# COMMUNITY ENGAGEMENT TOOLKIT

## Introduction

This Community Engagement Toolkit has been developed as a resource to assist Council staff and consultants in the delivery of community engagement activities. These community engagement methods are described with information provided on situations under which they might be used, potential advantages and disadvantages, and tips on things to consider for their effective use.

This toolkit captures methods that are currently used or likely to be used by Council in community engagement activities with respect to the level of resourcing required. It is recognised that several other effective engagement methods are not covered in this toolkit. Most engagement methods in this toolkit are adaptable and could be effectively tailored to specific issues in the community. Although the engagement methods in this toolkit are categorised according to levels of engagement, some of the methods can be used for more than one level on the engagement spectrum.



# 1.PARTICIPATION

## 1.1 Committee

Description and Use	Think it Through	Best Practice Note
<p>A structured small group of community or stakeholder representatives that meet regularly and operate under a terms of reference. May also have members from Council (elected or employee). Can vary from members providing their own feedback or ideas to planning processes, to members acting as conduit between the broader community and Council.</p> <p>The committee offers expert and community advice on policies, plans, issues and initiatives. Committees are statutory requirements in some circumstances.</p> <p>The Local Government Act 1995 empowers Councils to establish special committees on such terms and for such purposes as it thinks fit.</p>	<p>It is a ready audience formed around common theme, suitable for long term engagement and addressing complex issues, highly political or high emotion issues.</p> <p>Can be effective for understanding the broader community better, improving quality of policy, strategy and plans, building community capacity for engagement and developing relationship. Committee members gain understanding of other perspectives, leading towards compromise.</p> <p>It is time and labour intensive and members may not achieve consensus.</p> <p>Valuable for checking views before going out to the wider audience.</p> <p>Balanced and full representation is difficult due to the small size of committees and the diversity of the community.</p>	<p>Define roles and responsibility up front.</p> <p>Be forthcoming with information.</p> <p>Use a consistently credible process.</p> <p>Interview potential committee members in person before selection.</p> <p>Council must accept need for give-and-take.</p> <p>Record of all meetings should be properly documented.</p> <p>Representativeness is vital.</p> <p>Consider the expertise that is required in the committee.</p>

## 1.2 Community Leaders

Description and Use	Think it Through	Best Practice Note
<p>Leaders of various communities or interest groups are briefed and they disseminate the information to their groups to elicit their views and opinions.</p>	<p>It is able to reach larger numbers of community members than would direct communication by Council.</p> <p>It is low cost, facilitates the development of relationships and may be effective for some hard to reach audiences. Depends on the availability of leaders, their skills and standing with their community.</p>	<p>Engage leaders who are affirmed by their community.</p> <p>Consider providing take away published materials, e.g. fact sheets.</p> <p>Be cautious when engaging with communities where factions exist.</p> <p>May be necessary to brief community leaders one-on-one.</p>

### 1.3 CEO Visits

Description and Use	Think it Through	Best Practice Note
<p>Open, invitation for community members to meet with the CEO in various locations. It is used to understand issues and identify opportunities and solutions.</p> <p>Currently the CEO visits the Yongergnow Malleefowl Centre once per week and the Borden Pavilion once per month.</p>	<p>It is effective in small groups (not more than 10) and helps build relationships.</p> <p>It is semi-formal and therefore not intimidating.</p> <p>The conversation can be dominated by an individual or persons.</p>	<p>Invite interested community members and groups.</p> <p>Use a familiar venue where conversation can be had while sharing a meal or drink.</p> <p>Keep it short (not more than 2 hours).</p>

### 1.4 Public Meeting

Description and Use	Think it Through	Best Practice Note
<p>A formal meeting where Council can share information or make a presentation to the general public and respond to questions asked by members of the public. It is usually a large group and is open to all interested members of the community to attend and ask questions.</p> <p>It has legislative requirements in some circumstances. See Part 6 of the Local Government Act 1995.</p>	<p>It is transparent and enables addressing immediately and directly any misconception and concerns.</p> <p>It may be helpful in understanding community reactions, implications of propositions and building relationships.</p> <p>The depth of the discussion is sometimes limited.</p> <p>Those attending may not be representative, meeting can be hijacked or dominated by individuals or groups and can quickly escalate out of control because emotions are high.</p> <p>Some people find public meetings intimidating.</p> <p>It can result in low turnout and can lead to bad public image if things go wrong.</p> <p>Suitable for engaging within a tight timeframe.</p>	<p>Ensure compliance with legislation where required.</p> <p>It is better to have a single issue up for consideration.</p> <p>Advertise widely, including details of date, time, venue and subject of discussion.</p> <p>Give enough notice for people to prepare ahead, e.g. organise child care.</p> <p>Use accessible venue that will be big enough for the meeting.</p> <p>Consider day and time of the meeting, including public parking space, closeness to public transport, traffic hour, etc.</p> <p>Arrange for knowledgeable guest speakers where necessary.</p> <p>Review all materials and presentation ahead of time.</p> <p>Set up the venue to allow for interaction between Council and the public.</p>

		Set the rules that will guide the meeting from the very beginning.
--	--	--

### 1.5 Working Group or Working Party

Description and Use	Think it Through	Best Practice Note
<p>A small ad hoc group of individuals with diverse and complementing expertise collaborating to achieve specified goals.</p> <p>The goal may be to study and report on a particular question and make recommendations based on its findings, develop a policy or implement a program.</p> <p>It might involve council staff from different departments, representatives of community groups, government officials or citizens.</p>	<p>Good for drawing on the expertise of a range of people to help develop policy or solve a problem.</p> <p>Useful for exploring issues before broader engagement takes place.</p> <p>Effective for internal consultation and the development of proposals.</p> <p>May be time consuming to set up.</p>	<p>Ensure all the required expertise is represented.</p> <p>Identify and invite directly persons with the required skills for the assignment.</p> <p>Keep meetings brief.</p> <p>Allow enough notice for members to plan ahead.</p> <p>Be forthcoming with information.</p> <p>Requires strong leadership.</p>

## 2. COMMENT

### 2.1 Customer Service Form

Description and Use	Think it Through	Best Practice Note
<p>Forms used to obtain feedback from the community and stakeholders.</p> <p>They are available on the Website and in hard copy in the following locations:</p> <ul style="list-style-type: none"> <li>• Admin Office</li> <li>• Depot</li> <li>• Library</li> <li>• Swimming Pool</li> </ul>	<p>Can be easily distributed, able to reach a wide audience and it is cost effective.</p> <p>Effective in collecting immediate response from participants at events.</p> <p>Response rate may be poor.</p>	<p>Provide writing materials, e.g. pen, when used at events.</p>

### 2.2 Focus Group

Description and Use	Think it Through	Best Practice Note
<p>A form of structured interview in which a small group of stakeholders are asked questions about their views, opinions or attitudes towards an issue or project.</p> <p>The facilitator allows for an open discussion guided by the questions but may follow the flow of participants' discussions.</p> <p>It is useful for gaining in-depth understanding of a target population's opinion of issues and for testing ideas before implementation.</p>	<p>It is effective for reaching target audience or particular segments of the community.</p> <p>Less formal and intimidating than public meetings.</p> <p>It is useful for exploring issues before broader consultation takes place.</p> <p>Selection of participants may be biased and some may request money before they participate.</p> <p>Usually needs to be combined with other engagement methods before making an informed decision.</p> <p>Information obtained is qualitative in nature.</p>	<p>A skilled focus group facilitator is required.</p> <p>It is more effective when a group is not more than 15 individuals.</p> <p>Explain the purpose and the process to participants at the beginning.</p> <p>Participants must be representative of the target population.</p> <p>Provide refreshments.</p> <p>Use location that is convenient to participants.</p> <p>Conduct at least two sessions for a given target population at alternate times/days.</p>

### 2.3 Forum, Briefing, Information Session

Description and Use	Think it Through	Best Practice Note
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<p>Presentations and discussions with community or stakeholder groups to provide information and gather feedback, ideas or opinions.</p> <p>It is useful in identifying the needs of stakeholders and getting them involved in the decision making process.</p>	<p>It works well with existing stakeholder groups and can be held during their usual meeting time.</p> <p>Effective for small and large groups, including hard to reach audiences.</p> <p>Provides opportunity to increase stakeholders' awareness, build capacity and relationships.</p> <p>It is suitable for issues that are highly emotional, highly political or where there is a need to understand the impact of Council's actions or decision on specific issues.</p> <p>May leave out people who are not part of or active in the existing group.</p> <p>Can be formal or semi-formal, depending on the audience.</p> <p>Some people find face-to-face public engagement intimidating.</p>	<p>Requires good facilitator and presenter that understand the issue and the stakeholders/audience.</p> <p>PowerPoint is a good tool to use.</p> <p>Keep presentation short and simple.</p> <p>Allow for question and answer time.</p> <p>Provide refreshments.</p> <p>Timing and date of the event is important to encourage attendance and depending on the needs of the stakeholder group.</p> <p>Provide publications to take away as necessary.</p> <p>Give opportunity for one-on-one chat after the session.</p>
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## 2.4 Survey

Description and Use	Think it Through	Best Practice Note
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<p>A series of questions provided to a sample which is representative of the stakeholder to collect information on their views, opinions or concerns on an issue or a range of issues. The information collected is analysed to understand stakeholder's perspective on the issue/s.</p> <p>Types of surveys include online surveys, telephone surveys or written surveys. They could be mailed out via email or surface mail. Surveys are either self-administered or interviewer administered.</p> <p>They are useful in understanding the community better, identifying issues and generating ideas.</p>	<p>Survey monkey is effective for online surveys.</p> <p>It is effective for hard to reach audiences and people who are unlikely to attend engagement events.</p> <p>The confidentiality results in more candid responses.</p> <p>Opinions can change and the response rate may be poor or unrepresentative.</p> <p>It takes time to plan and develop an effective survey.</p> <p>It is possible and sometimes advisable to use different types of surveys (online, phone, written) to gather feedback as this can facilitate greater participation.</p> <p>It can be difficult to measure qualitative information.</p> <p>People with literacy or language difficulties may find it challenging.</p>	<p>Ensure sufficient sample size and representativeness of the survey community is achieved.</p> <p>The officer designing the survey should be knowledgeable about the issue/s and every question must have a clear purpose.</p> <p>Before the questions, provide brief overview of the purpose of the survey, how the information gathered will be used and estimate time to answer the questions.</p> <p>Assure respondents of confidentiality.</p> <p>Request some demographic information. Make the survey as anonymous as possible.</p> <p>Provide incentive for participation, e.g. prize draw.</p> <p>Keep it short and simple.</p> <p>For easier collation, provide tick box options or use likert scale measure with space for comments where necessary.</p>
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## 2.5 Written Submissions

Description and Use	Think it Through	Best Practice Note
<p>Formal document intended to provide relevant facts and opinions of persons or groups of persons relating to an issue for which a decision is pending.</p> <p>Submission is made in response to a call for submission by Council.</p> <p>In some instances, written submission is prescribed by regulation or legislation.</p> <p>Submissions can be made in hard copy or online.</p>	<p>Useful for receiving detailed response to issues being considered.</p> <p>Able to provide information on underlining reasons for respondent's opinion.</p> <p>Response rate may be low.</p> <p>People with literacy or language difficulty may find it challenging.</p> <p>Suitable for engaging at the early stages.</p>	<p>Where submission is a legislative requirement, ensure full compliance is provided for.</p> <p>The person/group making the submission must self-identify. Anonymous submissions are often unacceptable.</p> <p>Provide details about what the submission should contain, closing date/time, and what the next step will be after the submission closes.</p> <p>Advertise call for submissions widely.</p>

## 3. ADVICE

### 3.1 Advertisement

Description and Use	Think it Through	Best Practice Note
<p>Paid advertisement in print media.</p> <p>Useful for promotion of engagement activities or projects.</p> <p>It is a legal obligation in some circumstances.</p>	<p>Opportunities exist for Council advertisements in following publications:</p> <ul style="list-style-type: none"> <li>• Great Southern Herald</li> <li>• Albany Advertiser</li> <li>• In the Gnow</li> <li>• Borden Bulletin</li> <li>• Ongerup Grapevine</li> </ul> <p>Potentially reaches most households.</p>	<p>Be aware of the cut-off date to submit an advertisement for publication that meets your needs or the legal requirement where it applies.</p> <p>Consider the best day and section of the publication to put your advertisement.</p> <p>Follow Council's Communications and Social Media Policy.</p>

### 3.2 Bill Stuffers/Rates Notice

Description and Use	Think it Through	Best Practice Note
<p>Information flyer included with scheduled Council rates notice.</p>	<p>High probability that target recipients will be informed.</p> <p>It is an economical use of existing mailing.</p> <p>Can only be used at specific times as rates notices are distributed periodically.</p>	<p>Flyer should be well designed and reader-friendly.</p>

### 3.3 Bulk Messaging

Description and Use	Think it Through	Best Practice Note
<p>Dissemination of a large number of text messages for delivery to mobile phone devices.</p> <p>It can be used to provide information or notification to members of the public.</p>	<p>Can be an effective way to disseminate urgent information directly to community members.</p> <p>It is convenient and can reach a large audience.</p> <p>It is not able to receive feedback through the same channel.</p> <p>Can send a message of up to 160 characters and longer messages may automatically split up into several parts.</p> <p>Most mobile phones support this type of text messaging.</p>	<p>Keep it short and simple.</p> <p>Ensure up-to-date contact list is used.</p> <p>Utilise links to website and other platforms to keep the message short.</p>

### 3.4 Letter Drop

Description and Use	Think it Through	Best Practice Note
<p>Personalised or bulk letters mailed directly to community members or stakeholders.</p> <p>Personalised letters are a legal obligation in some circumstances.</p> <p>They convey information to recipients and are useful for requesting direct feedback.</p> <p>They are often suitable for issues that are highly political.</p>	<p>Effective in building relationships and when engagement timeframe is short.</p> <p>High probability that target recipients will be informed.</p> <p>Letter drop can potentially reach all households in a postcode.</p> <p>It can target specific towns within the Shire.</p> <p>It can be low cost but requires time to prepare.</p>	<p>Keep it short and simple.</p> <p>Ensure content complies with legal requirements where necessary.</p> <p>Use envelopes that indicate it is an official communication.</p>

### 3.5 Media Release

Description and Use	Think it Through	Best Practice Note
<p>A media release is provided to journalists to publish for free through their media organisation. Media can be print, broadcast or online.</p> <p>Media releases are useful in keeping the media informed on important community issues and Council's position. They are often suitable on issues that are highly political.</p>	<p>Media releases are often perceived as more credible by the public because it has been vetted by an independent third party (the media organisation).</p> <p>If the media organisation deems the issue to be pertinent, they are likely to make further enquiries on it. This can help disseminate information quickly and broadly.</p>	<p>Be clear about the specific information you wish to communicate and do your research.</p> <p>The Shire President is the official spokesperson of Council.</p> <p>Build relations with local media organisations and journalists for an improved chance of having your media release published, including when and how you want it published.</p>

### 3.6 Reports

Description and Use	Think it Through	Best Practice Note
<p>Official document reporting research, policy findings or providing an account of actions that have taken place.</p> <p>It is useful for providing detailed information to the community.</p>	<p>Able to provide thorough information on issues or decisions.</p> <p>People with literacy or language difficulty may find it challenging.</p> <p>Suitable for engaging at the closing stages.</p>	<p>Format document to be reader-friendly, e.g. use appropriate font type and size, page the document, etc.</p> <p>Use graphs and charts where appropriate.</p> <p>Report should have a brief introduction, body and conclusion.</p>

### 3.7 Social Media

Description and Use	Think it Through	Best Practice Note
<p><b>Facebook</b> – Most common social media platform where comments, photos and videos can be exchanged with a closed group or the general public.</p>	<p>Increasingly popular, easy to access, convenient and used by a diverse range of stakeholders and organisations.</p> <p>Effective in promoting engagement opportunities and has multiplier effects as information is easily shared with others.</p> <p>Able to broadcast to a large audience and suitable for reaching the public instantly (e.g. it is very useful during emergency situations).</p> <p>They are mainly accessed through handheld devices which are quite common.</p> <p>It is cost effective but has high cost implications for setting up a system to moderate discussions on the platform.</p> <p>It can invite negative comments on the public domain.</p>	<p>Keep it short and simple.</p> <p>Refer to relevant Council policies for guidance.</p> <p>It is more effective to promote the engagement opportunity and how the public can participate, e.g. make submission, than seek direct feedback on any of the social media platforms.</p>

### 3.8 Website

Description and Use	Think it Through	Best Practice Note
<p>The use of Council's website home page or dedicated pages to convey information to the public.</p> <p>It is useful for informing and updating the community as well as receiving information from the feedback from.</p>	<p>Effective in getting information to the general public on demand and in real time.</p> <p>It is cost effective.</p>	<p>Have a good content management system in place.</p> <p>Use pictures to enhance visual appeal and ensure text is easy to read.</p> <p>Work closely with the Community Development Team to understand Council's requirements.</p>

<b>11.7</b>	<b>NORTH STIRLINGS PALLINUP NATURAL RESOURCES (NSPNR) GROUP REPORT 2022</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	North Stirlings Pallinup Natural Resources
<b>Date of Report:</b>	13 <sup>th</sup> June 2022
<b>Business Unit:</b>	Strategy and Governance
<b>Officer:</b>	Bob Jarvis - Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil

### ATTACHMENTS

- Report to the Shire by North Stirlings Pallinup Natural Resources (NSPNR).

### PURPOSE OF THE REPORT

Council's consideration of receiving a report by North Stirlings Pallinup Natural Resources to the Shire of Gnowangerup.

### BACKGROUND

Council has requested that North Stirlings Pallinup Natural Resources (NSPNR) provides a report each year to the Shire on its activities, with an emphasis on works and activities within the Shire. This requirement is based on the financial support that the Shire provides each year to the group.

### COMMENTS

The following is a breakdown of the Shire's support in recent year's:

- Council contribution 2019/20220 \$16,500
- Council contribution 2020/2021 \$16,500
- Council 2020/2021 Financial Assistance Grant Pallinup River Monitoring
- Council support in the draft 2022/2023 Budget is \$15,000 which covers vehicle servicing, license and insurance

It should be noted that it is proposed to use NSPNR to carry out the Shire's mosquito program in 2022/2023 for which a separate budget allocation will be made under the appropriate function in the draft 2022/2023 budget.

Council also spent more than \$70,000 on the Shire owned building in Borden occupied by NSPNR from the Drought Communities funding.

### CONSULTATION

The report has been distributed to councillors in advance of the agenda, and it is anticipated that a representative of the group will speak to the report under "Deputations" at this meeting.

### LEGAL AND STATUTORY REQUIREMENTS

Nil

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Nil, although it should be noted that a financial contribution for vehicle running costs and engagement of NSPNR for mosquito control are proposed for the 2022/2023 budget.

### STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Natural Environment

Objective: Conservation of our natural environment

Strategic Initiative: Community partnerships that help protect and preserve our natural assets.

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

### IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council could choose not to receive the report or seek clarification of any part, or all of the report.

### CONCLUSION

NSPNR are a valuable resource within the Shire to which we have turned to carry out specialist work in the past, including a concept plan for output of Ongerup Effluent Ponds in 2021 which was done at a competitive cost of \$4,935.

### VOTING REQUIREMENTS

Simple majority

### OFFICER RECOMMENDATION:

**0622. That Council:**

**Receives the report to the Shire of Gnowangerup for the period 2021/2022 from North Stirlings Pallinup Natural Resources.**



# NORTH STIRLINGS PALLINUP NATURAL RESOURCES

GNOWANGERUP SHIRE PRESENTATION  
JUNE 2022

# CONTENTS

**1. NATURAL RESOURCE  
MANAGEMENT pg.3**

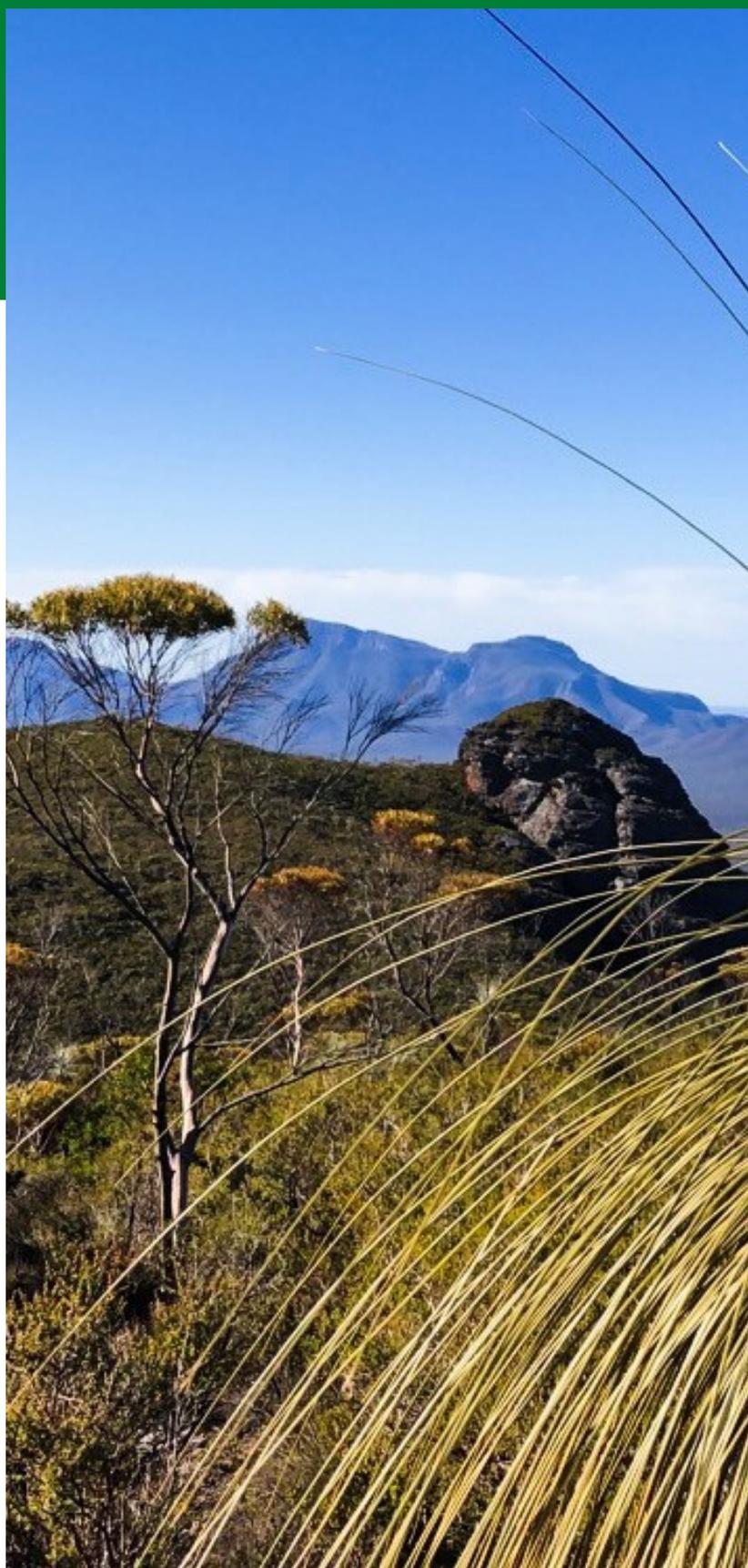
**2. COMMUNITY pg.6**

**3. OUR ORGANISATION  
pg.7**

**4. BARRIERS pg.8**

**5. ONGOING SUPPORT  
pg.9**

Produced by;  
Stevi Filipowski - NRM  
Officer



# 1. NATURAL RESOURCE MANAGEMENT

## I. WEEDS & PEST CONTROL

**a. Fox Shoot;** 2022 fox shoot a huge success! 16 registered teams in 2 counting locations. 294 foxes, 9 cats and 91 rabbits. The winning team alone brought in 40 foxes and 3 rabbits. We had amazing sponsors this year and ramped up the marketing quite heavily. We also had a competition with Jerry (FBG) and had our shoots strategically timed to be on the same evening.



**b. Fox baiting;** Currently expression of interest out for future training. No current funding specifically for baiting but we have applied for funding through State NRM to run a joint project with FBG. we are revisiting catchment plans as an approach to more effective and strategic fox baiting.

### **c. Mosquito baiting program; Shire of GN & NSPNR**

The Shire of Gnowangerup conducts a Mosquito Management Baiting Program to help minimise the public health risk associated with mosquitoes.

A schedule of rates was provided to the Shire of Gnowangerup in response to the request for quote intended for the North Stirling Pallinup Natural Resources (NSPNR) to take on the Shire's Mosquito Management Baiting Program for the next 2 years

### **d. Feral cat control in Borden tip; Shire of GN & NSPNR**

The Shire of Gnowangerup currently maintains the Borden, Gnowangerup and Ongerup tip on Mondays and Fridays. Since the recent upgrades to the fencing security around the Borden tip, there has been a noticeable increase of feral cats present inside the fenced area.

A schedule of rates has been provided in response to the request for quote intended for the North Stirling Pallinup Natural Resources (NSPNR) to take on a small level of feral cat management at the Borden tip, with potential to extend to the Ongerup tip if necessary.

# CONT. NRM

## II. MALLEEFOWL & CHUDITCH

Short film promoting our shire & community was produced last year on Malleefowl in the Gnowangerup shire and how much our community does for the conservation of the bird.

We recently designed and printed a birthday card which has information on Chuditch (Western quoll) and their conservation. These cards will be free and distributed throughout businesses in the shire and in Albany.

## III. DRAINAGE CONCEPT PLAN

Drainage concept plan was successfully produced by NSPNR and used as a tool to better the problems occurring in the Ongerup overflow.

## IV. CARBON PROJECT

The carbon industry is looking to be a huge opportunity for us as an organisation representing landholders seeking to revegetate and protect remnant vegetation and even investigate soil carbon. This project is piloting us towards the opportunities that will come with large companies endeavouring to be carbon neutral. Last season we put in 550 hectares of revegetation and 55kms of fencing between farms in the Gnowangerup shire, Cranbrook and Wellstead.



# CONT. NRM

## V. REGIONAL LANDCARE PROJECT: Project duration 2019-2023.

This project has two components with similar deliverables (revegetation, fencing, workshops, communication materials, etc.) but different outcomes. One component is RLPNSPP2 (EPBC) and focuses on improving the status of local species under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC). Two species heavily focussed on are the Chuditch and the Gnowangerup shires emblem, the Malleefowl. The second component is Climate Action (RLPNSPP6): supporting the region to adapt, innovate and address market demands for sustainable food production.

Year 3 of this project is wrapping up and we have recently taken on an extra component/deliverable that investigates opportunities for aboriginal farming in our shire. We are working with members of Gnowangerup Aboriginal Corporation to investigate what is the best conditions to grow delicious quondongs.

### I. WATERWAYS:

The waterways

- Waterways Project Warperup Creek Event a big success!
- community meeting tonight at Yongergnow with the Janickes presenting their findings on the health of the Pallinup river system.



## 2. COMMUNITY

### I. WHAT DO THEY WANT?

- a. Community survey
- b. Development of Strategic Plan

### II. Horse Power Highway;

NSPNR will partner with the Bush Fire Brigade to create 2 installations to represent our protection and preservation of local natural resources and the environment of the biodiverse Stirling Range National Park and surrounds. The Horsepower Highway is a series of installations that showcase rural life in our district.

### III. PRESENCE IN COMMUNITY

- a. Office in Borden (one of few businesses running from townsite)
- b. Potential to offer product & info on our area (e. Locals produce or seeds for native foliage etc. (as often tourist pop in!))

### IV. Rural women's Resilience event November 2021

NSPNR's Rural Women's Resilience event, hosted at the Borden Pavillion, brought together 75 men and women for a wonderful day of resilience building. We decided to create the event to bring people together, make new and strengthen old connections, and have a conversation about resilience, with a particular focus on our gardens and our surrounding environment. We had the wonderful Sabrina Hahn as our headline presenter, Ella Maesepp (Katanning Eco House) and Ellie Cameron (registered psychologist).



### V. ADHOC ADVICE AND

**COMMUNICATIONS:** NSPNR is not bound to only our funded projects and aims to provide as much of a service as possible to those who request it.

### VI. Recycling in Borden;

NSPNR is pushing for innovative waste management such as collecting milk bottle lids and sending them to be made into new materials.

### VII. Eco Party Packs;

NSPNR successfully received funding to create reusable party packs which will be available for hire from each CRC in our shire and from NSPNR. This project will provide the local community with an easy and delightful alternative to disposable party items. These packs will consist of all one needs to throw a party, including reusable cups, plates, bowls, cutlery, and decorations. There will be a kids and adult party pack in each of the three towns within the North Stirling Pallinup sub-region.

# 3. OUR ORGANISATION

## I. STAFF EXPANSION

We currently have 4 part-time staff with a total capacity of 1.6FTE per week. The combined experience & expertise that we have here now is very diverse! We have a Zoologist, Chartered Accountant, an Environmental Scientist & Agricultural Scientist - with a combined 14 year's experience specifically in NRM our newest team member is Tegan (top image) Knowles and has made her presence known in the shire already with her succesfull waterways event not long ago. We also have a new administration officer, Georgia (bottom image) who is doing a tremendous job.



## II. Office development

Thanks to the shires community drought funding we have been able to paint both the interior and exterior of the NSPNR office as well as complete some landscaping, electrical updates and a new shed to store our equipment in. Special thanks to Bec Omeehan who went above and beyond with organising everything for us !



## 4. ONGOING SUPPORT

We appreciate immensely the ongoing support from the Shire which allows us to continue the work we do, so thank you!

We find that with the budget specifications of the big projects we take on, there is little to no allowance for administration cost or technological upgrades. Nor do we receive money specifically for many important NRM and community projects and activities, like ad-hoc advice or in-kind expertise. The lack of security of funding for FTE next year is putting a lot of pressure on staff to spend more time applying for grants and is creating a lot of stress and burnout.

Therefore, the support we receive for you is extremely important for us to be able to do extra value adding work for the communities of the Gnowangerup Shire.

*(Pictured below, the staff of NSPNR, in front of the freshly painted office located in Borden)*



<b>11.8</b>	<b>DISPOSITION OF PROPERTY BY PRIVATE TREATY – JOHN DEERE GRADER</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	15 <sup>th</sup> June 2022
<b>Business Unit:</b>	Infrastructure and Asset Management
<b>Officer:</b>	Cherie Delmage – Deputy Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil

### ATTACHMENTS

- Harjway – Request to purchase 2011 John Deere 770GP Grader
- Advertisement seeking submissions on Council’s proposal to dispose of the grader by private treaty.

### PURPOSE OF THE REPORT

For Council to consider submissions to the proposal to dispose of the 2011 John Deere 770 GP Grader by private treaty and in the absence of any submissions, resolve to sell the vehicle.

### BACKGROUND

The grader was included in the 2021/2022 Annual Budget with a disposal value of \$75,000 GST exclusive as part of the Shire’s annual Plant Replacement Program. Council resolved (0222.20) at its Ordinary Council Meeting on 16<sup>th</sup> February 2022 to sell the grader by auction in conjunction with other items. Prior to the item being disposed of, the Shire was approached by Harjway with an offer to purchase the item by private treaty for the sum of \$100,000 GST exclusive.

At its Councillor and Executive Workshop in May 2022, Council concurred with a staff recommendation that a proposal to sell by private treaty in accordance with Section 3.58 of the Local Government Act 1995 should be advertised for the disposition of the grader to Harjway.

Shire staff received a valuation from Smith Broughton Auctioneers for the grader at \$110,000 plus GST, but noted that prices are volatile with the current shortages of new equipment. The proposal to dispose of the item by private treaty was advertised in local newsletters, the Shire’s website, and social media, and also placed on the Shire’s Official Noticeboards, for a period of three weeks, with a closing date for the receipt of submissions of the 14<sup>th</sup> June 2022.

### COMMENTS

The use of Section 3.38(3) was seen to be a way of achieving a better a more reliable outcome in what is currently a very volatile new and used road plant market.

### CONSULTATION

The matter was discussed at the Councillor and Executive Workshop on the 11<sup>th</sup> May 2022 and Councillors were advised of the valuation provided by Auctioneers Smith Broughton.

## LEGAL AND STATUTORY REQUIREMENTS

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

*Section 2.7(2) provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.*

*Section 3.1 provides that the general function of the local government is to provide good government of persons in its district.*

*Section 3.58(3) provides the legislative requirements for the sale of a shire asset by private treaty*

## POLICY IMPLICATIONS

There are no foreseen policy implications with this report.

## FINANCIAL IMPLICATIONS

The grader was included in the 2021/2022 Annual Budget with a disposal value of \$75,000 GST exclusive. The sale of the plant item for \$100,000 GST exclusive has a positive impact on our plant replacement program.

## STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Infrastructure

Objective: Parks, gardens, streetscapes, recreational and social spaces are safe and encourage active and healthy lifestyles.

## STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Primary Strategic Risk Category	Procurement/Contract Management
Description	RFT2202-3 Gardening Service Contract – Appointment of Successful Tenderer
Residual Risk: (Low, Moderate, High, Extreme)	Moderate
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Moderate
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

## IMPACT ON CAPACITY

Nil

## ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

## CONCLUSION

At the time of closing, no submissions had been received. It is recommended that Council approve the disposition to Harjway for the agreed price of \$110,000 including GST

## VOTING REQUIREMENTS

Absolute Majority Part 1 and Simple Majority Part 2

## VOTING REQUIREMENTS

Absolute Majority Part 1 and Simple Majority Part 2

*Pursuant to Regulation 10 parts (1)(b) and part (2) of the Local Government (Administration) Regulations 1996, Recommendation (1) will require three councillors inclusive of the mover to support the motion, that is; one mover and two seconders.*

## OFFICER RECOMMENDATION:

**0622. That Council:**

- 1. Revoke's part 2 of motion 0222.20 of the Ordinary Council Meeting held on 16<sup>th</sup> February 2022 which reads:**  
  
*Agrees to sell the current John Deere 770GP grader (11000 hrs) by auction in conjunction with the disposal of two side tipper trailers and dolly's, and;*
- 2. Notes that no submissions were received at the close of the notice period advising of the Shire's intent to dispose of the 2011 John Deere 770GP Grader to Harjway by private treaty pursuant to Section 3.58(3) of the Local Government Act 1995, and;**
- 3. Authorises the Chief Executive Officer (CEO) to finalise the sale by private treaty to Harjway for \$110,000 including GST.**



## SHIRE OF GNOWANGERUP

### EXPRESSION OF INTEREST

#### DISPOSITION OF PROPERTY BY PRIVATE TREATY 2011 JOHN DEERE 770 GP GRADER

In accordance with section 3.58 of the Local Government Act 1995, the Shire of Gnowangerup is considering disposing of one of its fleet vehicles being: **2011 John Deere 770 GP Grader; current licence GN11196; 9,635 hrs.** The vehicle will be sold unlicensed.

The Shire has been approached by Harjway to purchase the above vehicle at a cost of \$110,000 inclusive of GST.

The Shire have received a valuation of \$110,000 exclusive of GST from Smith Broughton Auctioneers.

If you would like to inspect the vehicle or require additional information, please contact Mr Geoff Carberry, Asset and Waste Management Coordinator on 0499 899 423.

Anyone wishing to make a submission should do so by **4.00pm ASWT Tuesday 14 June 2022.**

Submissions should be addressed to the Chief Executive Officer and emailed to [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au) or posted to 28 Yougenup Road, Gnowangerup WA 6335.

**Bob Jarvis**  
Chief Executive Officer



PO BOX 321  
Gnowangerup WA 6335  
[accounts@harjway.com.au](mailto:accounts@harjway.com.au)

10/5/2022

Dear Shire President, CEO Staff and Councillors,

Harjway is a small local Rental Business of which I am a partner in.

Harjway rents graders, loaders and other earthmoving equipment. The Gnowangerup Shire is one of our valued customers.

Harjway submit the following offer for due consideration by Council as satisfactory disposal of John Deere Road Grader that is now surplus to requirement.

Machine: John Deere 770GP Road Grader

VIN: 1DW770GPLBD639681

REGO: GN.11196 (to be sold unregistered)

HOURS: 9634.4 (at time of inspection)

PRICE: \$110,000 Inc GST

DELIVERY: Ex Works Depot, upon full payment. (If not prior, by Friday 27<sup>th</sup> May or at a mutually agreed date).

I trust this offer meets with full acceptance by Council and I await Council decision on this matter.

Best Regards,

A handwritten signature in black ink, appearing to read "Rod Richardson", with a long horizontal flourish extending to the right.

Rod Richardson

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**11.9 ENDORSEMENT OF A MEMORANDUM OF UNDERSTANDING (MOU) FOR A CONTIGUOUS LOCAL AUTHORITY GROUP (CLAG) BETWEEN THE SHIRE OF GNOWANGERUP, BROOMEHILL-TAMBELLUP & KATANNING**

**Location:** Shire of Gnowangerup  
**Proponent:** Department of Health  
**Date of Report:** 13<sup>th</sup> June 2022  
**Business Unit:** Strategy and Governance  
**Officer:** Llew Withers  
**Disclosure of Interest:** Nil

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#### ATTACHMENTS

- CLAG Terms of Reference
- Draft CLAG Memorandum of Understanding

#### PURPOSE OF THE REPORT

Council to note the Memorandum of Understanding formal agreement between the Great Southern Contiguous Local Authority Group (CLAG) and the Department of Health. The Shire of Gnowangerup, the Shire of Katanning and the Shire of Broomehill-Tambellup and the Department of Health (WA) make up the Great Southern CLAG.

#### BACKGROUND

The Shires of Gnowangerup, Broomehill-Tambellup and Katanning sought approval of the Department of Health's Mosquito Control Advisory Committee in 2021 to form a CLAG. The Mosquito Control Advisory Committee (MCAC) approved the request subject to each local government adopting their own mosquito management plan, establishing a CLAG meeting structure, adopting the Terms of Reference and the Memorandum of Understanding, and seeking funding of the Department of Health through a joint budget submission.

The funding arrangements for the operation of a CLAG are explained fully in the MOU documentation and Terms of Reference documents.

The Department of Health gave provisional approval to the member shires to form the Great Southern CLAG in September 2021.

The monitoring of mosquito breeding sites within the Shire of Gnowangerup is proposed to be undertaken by members of the North Stirlings Pallinup Natural Resources group (NSPNR). The CLAG is investigating the training of all field workers from the three shires before the mosquito breeding season commences.

#### COMMENTS

The CLAG met for the first time on Thursday 26<sup>th</sup> May by MS Teams. Shire of Katanning Chief Executive Officer Julian Murphy was elected Chair and Treasurer with secretarial support provided by Shire of Gnowangerup Environmental Health Officer Llew Withers. It was decided that it was more practical for the Chair & Vice Chair to be from the same local government and the Shire of Katanning be asked to undertake financial transactions on behalf of the CLAG.

## CONSULTATION

The three Shires and the Department of Health held an inaugural meeting on Thursday 26<sup>th</sup> May 2022 to establish the framework for future meetings and appointment of office bearers and financial arrangements, conducting training of field officers, preparing an annual budget submission to the Department of Health. A meeting addressing budgetary items will be held on Thursday 23<sup>rd</sup> June at the Shire of Gnowangerup Offices.

## LEGAL AND STATUTORY REQUIREMENTS

Nil.

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

The Shire will be able to receive funding for the mosquito control chemicals and for training and equipment.

## STRATEGIC IMPLICATIONS

### 4. OUR NATURAL ENVIRONMENT

#### 4.1 A high standard of environmental health and waste services

- Compliance with environmental health and waste Legislation

#### 4.2 Conservation of our natural environment

- Community partnerships that help protect and preserve our natural assets
- Efficient resource consumption including water, energy and non-renewable resources

## STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Primary Strategic Risk Category	Environmental
Description	Mosquito Management Plan
Residual Risk: (Low, Moderate, High, Extreme)	Likely
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Likely

### IMPACT ON CAPACITY

Access to funding, equipment and collaboration between the local Shire's and Department of Health should increase the Shire of Gnowangerup's capacity to control mosquitos within our waterways.

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

If the Shire was not a member of the CLAG, we would be required to fully fund the purchase of equipment, chemicals and would forgo any access to funding and joint collaborations and controls.

### CONCLUSION

The establishment of a CLAG is seen as a very positive outcomes for the Shire and neighbouring Shires in an attempt to control the serious health risk of mosquito borne diseases such as Ross River Virus.

### VOTING REQUIREMENTS

Simple Majority

### OFFICER RECOMMENDATION:

**That Council:**

**0622. Endorses the Draft Contiguous Local Authority Group (CLAG) Memorandum of Understanding (MOU) as attached and forming part of this report and authorises the CEO to complete the MOU Details and sign on behalf of the Shire of Gnowangerup.**



# Terms of Reference

XXXXXX Contiguous Local  
Authorities Group (CLAG)

## Contents

Sub Heads 1, 20pt Arial bold	1
Sub Heads 2, 14pt Arial Bold	1

## Objective

This Terms of Reference (ToR) describes how the XXXXXX Contiguous Local Authorities Group (CLAG) will function. This document includes information on the requirements of each Local Government (LG) member who has signed the Memorandum of Understanding (MoU) and the roles they will play.

## Formation of a CLAG

Once adjoining LG's have recognised the need to form a CLAG to undertake health-driven mosquito management, they must:

- Contact the Department of Health's (DoH) Medical Entomology team to discuss the requirements of forming a CLAG and ensure the eligibility criteria are met;
- Write to the Mosquito Control Advisory Committee's (MCAC) Chairman (Dr Michael Lindsay) within the Department of Health (PO BOX 8172 Perth Business Centre, Western Australia 6849) and include:
  - the reasons for forming a CLAG;
  - demonstration of a common mosquito management problem across LG borders;
  - evidence of a Mosquito Management Plan for each LG involved; and
  - agree to sign a Memorandum of Understanding (MoU) between all principal stakeholders.

## Role of the Mosquito Control Advisory Committee (MCAC)

The formation of any future CLAGs will require approval from the MCAC. This committee includes members from State Government, including the DoH, and LG representatives. The MCAC is tasked with assessing CLAG formation requests and their associated funding applications.

The MCAC meet on an annual basis to approve any new CLAG formation requests, assess funding applications and tend to other business that may have arisen. If required, new CLAG formation requests can be assessed by the MCAC out of session.

Once the MCAC endorses the formation of a CLAG, the DoH (Medical Entomology) will advise all LGs involved and request a meeting to fully execute the MoU and finalise the ToR (if applicable). Once this has taken place, the CLAG will be endorsed and eligible to apply for DoH funding for mosquito management activities.

## **Roles and Responsibilities of a CLAG:**

There are a number of roles and responsibilities that allow a CLAG to function effectively (See Appendix I). The roles and responsibilities of the positions are outlined in the following section:

### **Roles within a CLAG:**

The LG's forming a CLAG must agree on the roles of the CLAG members and will:

- select a Chairperson to act as the figurehead of the CLAG and for the submission of funding applications;
- select a Vice-Chairperson for the CLAG in case of absence of the Chairperson; and
- select a Secretary to document incoming and outgoing communications for each CLAG meeting (see Appendix 1).

### **Nomination and election of roles within the CLAG:**

The roles of Chairperson, Vice Chairperson and Secretary of the CLAG will be nominated and elected by the CLAG members:

- all members of a CLAG (excluding DOH) shall have the right to vote;
- a member shall be elected for a role within the CLAG through simple majority; and
- where a simple majority cannot be achieved, DOH shall have the casting vote.

### **Role of the CLAG Chairperson:**

- a CLAG Chairperson will be the figurehead of the CLAG and will be nominated and approved by the members of the CLAG; and
- will be rotated every one to two years as agreed by the CLAG members.

Duties of the Chairperson include:

- developing an annual calendar of events (Appendix 2) for the CLAG including a list of meetings scheduled for the upcoming year;
- approving the final budget submission (Appendix 3) for funding from the Department of Health (DOH) on or before the 31<sup>st</sup> July each year;
- writing a supporting cover letter for the CLAG funding submission outlining the season ahead and justifying the requested funding;
- calling for agenda items (Appendix 4) two weeks prior to each CLAG meeting;
- e-mailing the agenda to all CLAG members one week prior to each CLAG meeting;
- inviting guests to attend CLAG meetings when it is deemed beneficial by the CLAG (see "Inclusion of Additional Stakeholders");
- chairing CLAG meetings according to the agenda and time available; and

- ensuring all discussion items at a CLAG meeting end with a decision, action or definite outcome.

### **Role of the CLAG Vice-Chairperson:**

A CLAG Vice-Chairperson will be the figurehead of the CLAG in the absence of the Chairperson and will:

- be nominated and approved by the members of the CLAG; and
- be rotated every one to two years as agreed by the CLAG members.

Duties of the Vice-Chairperson include:

- covering the duties of the CLAG Chairperson when he/she is on leave or unable to attend a CLAG meeting; and
- being the figurehead of the CLAG while the Chairperson is absent.

### **Role of the CLAG Secretary:**

A CLAG Secretary will also be required for the formation of a CLAG to ensure its efficient functioning. The CLAG secretary will:

- be nominated and approved by the members of the CLAG; and
- be rotated every year to reduce impact on staffing levels and commitment to the CLAG.

Duties of the Secretary include:

- documenting all incoming and outgoing communications on behalf of the CLAG and reporting these at each CLAG meeting;
- documenting the minutes of each CLAG meeting (Appendix 5); and
- e-mailing the CLAG meeting minutes to each CLAG member within two weeks of each meeting.
  - The minutes shall be checked by the chairperson and accepted by CLAG members as a true and accurate record at the commencement of the next meeting.

### **Role of the Principle Stakeholders:**

#### **Local Governments (including the XXXXXXXXXXXXXXX)**

Members from each LG forming a CLAG will ensure they:

- provide a minimum of one Environmental Health staff member to attend each CLAG meeting (multiple staff may attend if deemed appropriate by that LG);
- invite other employees (e.g. Environmental Health Assistants / Mosquito control operators involved in the mosquito management programs at each Local Government) along to meetings, where possible;

- are willing to contribute to the CLAG meeting in an open and supportive manner by:
  - providing an update on mosquito trapping results (both adult and larval) for their jurisdiction;
  - discussing treatments performed since the last meeting; and
  - discussing any issues and concerns that may have arisen since the last meeting;
- maintain records of chemical use and treatment dates for funding applications; and
- conduct adult and larval surveys in alignment with their Mosquito Management Plan and provide results to the DOH on a regular basis.

### **Role of the Department of Health:**

At CLAG meetings, the DOH will make available a minimum of one staff member who will:

- help guide discussions and follow-up enquiries for future meetings;
- provide a summary of the latest Mosquito-Borne Disease statistics for the CLAG (including breakdown to suburb level for internal use only);
- provide weather forecasts for the following quarter and discuss any concerns that environmental conditions may have on mosquito breeding and development; and
- highlight any areas of concern and provide advice on any questions or queries raised by other parties at the meeting.

### **Inclusion of additional Stakeholders:**

In some instances, additional stakeholders may be included in CLAG meetings where the common goal of mosquito management is of prime concern. For instance, it may be an opportunity to include the Department of Environment and Conservation, the Swan River Trust or other LGs as members of the CLAG. The CLAG may invite additional stakeholder/s to:

- be included in the CLAG as a permanent member
  - Prior to the invitation and acceptance of a new permanent CLAG member, the Chairperson of the CLAG shall write to DOH, notifying them of the CLAG's intentions and requesting approval to proceed;
- attend CLAG meetings as invited guests:
  - when common concerns are identified;
  - to address specific concerns;
  - to provide guidance, knowledge and/or advice they have acquired as a member of an existing CLAG in another region; and/or
  - to determine if permanent inclusion in the CLAG would be beneficial to the existing CLAG.

## **Role of additional Stakeholders**

If the CLAG determines that additional stakeholders are to be included in the CLAG (either for a single or multiple meetings), the additional Stakeholders will:

- provide a minimum of one staff member to attend each meeting;
- contribute to the meeting in an open and supportive manner;
- discuss any issues and concerns that may arise;
- have no voting rights (unless made a permanent member) and may be requested to leave the meeting at any time by the chairperson (for discussion of CLAG specific issues); and
- provide feedback and information on issues or concerns at following meetings.

## **CLAG Meetings**

- A minimum of five CLAG meetings will be held each mosquito season.
- CLAG meetings will be hosted either at one LG base or by rotating each meeting between the LG's forming the CLAG;
  - This decision will be made by the CLAG at the first meeting of the season when the annual Calendar of Events is put forward for approval; and
- The Mayor, Chief Executive Officer or a Councillor from the hosting Local Government should be invited to attend each of the CLAG meetings.

## **Process for decision making within CLAG meetings**

All matters arising within the scope of a CLAG meeting that require a decision shall:

- be discussed/debated amongst CLAG members;
- have the final decision/position moved by a CLAG member by way of a motion;
- have the motion put forward seconded by another CLAG member;
- once seconded, be voted for by the members of the CLAG;
  - each LG shall have one vote only.
- be approved or rejected by simple majority; and
- where a simple majority cannot be reached DOH shall have the casting vote.

## **Funding and reporting requirements for a CLAG:**

- A single CLAG funding submission (using the DOH funding submission form) and a cover letter requesting funds will be sent to the DOH by the Chairperson on or before the 31<sup>st</sup> July each year;

- The CLAG will establish a single finance account (including a trust account) at one base (one of the LG members)
  - The LG holding the finance account will supply invoices to associated LG's and the DOH, for their contributions to the funding scheme, once budgets are approved;
- LG CLAG members and the DOH will pay invoices and contribute to the Trust Account in accordance to the breakdown described in the CLAG funding submission; and
- The CLAG shall provide a brief annual report on the mosquito season for the CLAG at the conclusion of each season as part of the funding application for the following year.

### **Amendments, modifications or variations**

This Terms of Reference may be amended, modified or varied in writing to DOH after consultation and agreement by the CLAG members (outlined above).

This Terms of Reference (ToR) is supported by:

Department of Health, Western Australia  Dr Michael Lindsay Managing Scientist Environmental Health Hazards  Signed _____ Date _____ (dd/mm/yyyy)	Chairperson of XXXXXXXX CLAG  Signed _____ Date _____ (dd/mm/yyyy)
Vice-Chairperson of XXXXXXXX CLAG  Signed _____ Date _____ (dd/mm/yyyy)	Secretary of XXXXXXXX CLAG  Signed _____ Date _____ (dd/mm/yyyy)

**This document can be made available in alternative formats on request for a person with disability.**

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# Memorandum of Understanding

**[Name]** Contiguous Local Authorities  
Group (CLAG)

## Objective:

This Memorandum of Understanding (MoU) recognises the [formation/continuation] of the [NAME] Contiguous Local Authorities Group (CLAG) to undertake health-driven mosquito management across the borders of [City/Town/Shires].

The MoU outlines the requirements for the [formation/continuation] of the CLAG, the Principal Stakeholders involved and the responsibilities of each Stakeholder. By signing the MoU, all parties agree to the [formation/continuation] of the CLAG and the designated responsibilities of each member within the group.

The parties acknowledge that the provisions of this document are not intended to create binding legal obligations between them.

The parties acknowledge that:

- a) nothing in this document authorises a party to incur costs or expenses on behalf of the other party; and
- b) a party has no authority to act for, create or assume any responsibility, obligation or liability on behalf of, the other party.

## Commencement of this MoU:

This MoU shall come into effect from the date that it is signed by all Principal Stakeholders.

## Review and amendment of this MoU:

It is recommended that the MoU be regularly reviewed to improve its operation and resolve any issues that may arise. At a minimum, the Principal Stakeholders will review the document every five (5) years.

Earlier review will need to be undertaken if any party wishes to withdraw from or revise the CLAG arrangements. All parties will be required to resign the MoU once any amendments have been finalised.

If the review process indicates that no amendments are required, the existing MoU may remain in place and will not need resigning.

## The [NAME] Region

Include a brief summary of the mosquito problems encountered within the local government regions. One to two paragraphs should be adequate.

## Principal Stakeholders:

This MoU covers the following Principal Stakeholders:

- Department of Health, Western Australia (the Department)
- City/Shire/Town of [Name]
- City/Shire/Town of [Name]
- City/Shire/Town of [Name].

## Responsibilities of the Principal Stakeholders:

### Department of Health, Western Australia

#### 1. Funding

The Department will provide funding to the CLAG, in accordance with the CLAG Funding Guidelines and following assessment of the CLAG's annual application by the Mosquito Control Advisory Committee (MCAC), to support the following:

- chemical control strategies
- physical control strategies
- cultural control strategies (including *Fight the Bite* resources)
- mosquito management equipment
- training and development
- other requests (upon consultation with the MCAC).

#### 2. Technical expertise

The Department may also assist the CLAG through the provision of:

- training to improve the capacity of CLAG members to undertake mosquito management activities
- staff to assist in ground surveillance to identify mosquito breeding sites (both natural and man-made)
- assistance with further development and revision of individual Mosquito Management Plans (MMPs) for local governments within the CLAG
- advice on local issues and possible resolution options;
- notified case data related to mosquito-borne disease within their region
- mosquito management options (including adulticides/larvicides) for each jurisdiction
- assistance with the identification of difficult adult and larval mosquitoes from surveillance activities (with advice from relevant specialists as required)
- staff attendance and advice at CLAG meetings
- assistance in developing a Terms of Reference (ToR) to guide the CLAG's activities (note, the ToR is optional)
- other advice as required.

## Local Governments within the [CLAG NAME]

The [CLAG NAME], consisting of the [City/Town/Shires] agrees to:

- nominate a CLAG Chairperson to:
  - chair CLAG meetings
  - submit annual funding applications and reports to the Department
  - document CLAG related incoming and outgoing communications
- nominate a local government within the CLAG to receive funding on behalf of the group from the Department, and where appropriate, establish a:
  - CLAG operational account (to receive funding from the Department)
  - CLAG trust account (with the ability to roll funding over between years)
- ensure each member of the CLAG has developed their own mosquito management plan (MMP), ie. one for each local government, to document specific program objectives, nuisance and disease risks, mosquito breeding sites, management strategies, land owners, necessary permits/approvals, budget and resource requirements etc.
- regularly revise individual local government Mosquito Management Plans to ensure management activities are appropriate and reflect current mosquito issues
- submit a single CLAG funding submission and cover letter requesting annual funds from the Department by the specified date. This request will be assessed by the MCAC
- submit a single CLAG annual report to the Department, including financial statements and invoices related to Department/CLAG funded purchases, by the specified date. This information is required, to ensure the CLAG is eligible to apply for Department funding
- contribute 50% of the cost of MCAC approved budget items, unless otherwise specified. The required CLAG contribution will be outlined in the Department's annual funding outcome letter
- contribute to a trust fund, ensuring each local government within the CLAG has access to additional funding to manage mosquitoes when the nuisance factor or mosquito-borne disease risk is greater than normal. In regards to the trust fund, CLAGs are required to:
  - annually contribute an additional 10% of the CLAG's own contribution to mosquito management (as specified in the CLAG funding submission) to the trust account. Note, this amount is calculated by the Department **before** any financial carryover is deducted; OR negotiate an alternative trust fund arrangement with the Department that adequately ensures all local governments within the CLAG have capacity to manage mosquitoes in an abnormally busy mosquito season
  - seek approval from the MCAC, by way of a written request, to access trust fund account
  - seek approval from the MCAC, by way of a written request, to 'cap' the trust fund account. The 'capped' sum represents an amount that the CLAG deems to be sufficient to cover an abnormally busy mosquito season. Once this amount is reached, no further trust fund contributions are required. If the trust fund falls below the 'capped' amount, CLAG contributions must begin again following the next budget submission

- discuss the CLAG's mosquito management activities with the Department a minimum of three (3) times throughout the season, by way of [choose the most appropriate option]:
  - face-to-face meetings (Metropolitan and South West CLAGs)
  - telephone meetings (Northern and more regional CLAGs)
- conduct adult and larval mosquito surveys in alignment with individual MMPs and include results in the CLAG's annual report
- maintain accurate records of all chemical treatments (date, product used and size of treatment) and include in the CLAG's annual report
- collaborate with, and support, other members of the CLAG, through provision of advice, sharing of information, equipment loans, assistance with ground surveillance etc, in an effort to improve mosquito management within the CLAG's jurisdiction
- develop a Terms of Reference (ToR), detailing the function of the CLAG and roles/responsibilities of parties within it (note, the ToR is optional).

**This Memorandum of Understanding is supported by:**

**The Department of Health, Western Australia**

Dr Michael Lindsay  
A/Executive Director  
Environmental Health Directorate  
Public and Aboriginal Health Division

Signed:

Date: (dd/mm/yyyy)

**The Town/Shire/City of Name**

Name  
Chief Executive Officer

Signed:

Date: (dd/mm/yyyy)

**The Town/Shire/City of Name**

Name  
Chief Executive Officer

Signed:

Date: (dd/mm/yyyy)

<b>11.10</b>	<b>ACCOUNTS FOR PAYMENT AND AUTHORISATION – MAY 2022</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	9 June 2022
<b>Business Unit:</b>	Finance
<b>Officer:</b>	SM Miniter– Senior Finance Officer
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

- May 2022 Listing of Payments

#### PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of May 2022.

#### BACKGROUND

Nil

#### COMMENTS

The May 2022 payments for the period 01/05/2022 to 31/05/2022 is attached as follows:

<b>FUND</b>	<b>AMOUNT</b>
Municipal Fund	\$1,057,946.31
Credit Card	\$ 2,085.79
<b>TOTAL</b>	<b>\$1,060,032.10</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

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:

<b>Strategic Risk Category</b>	Financial Sustainability
<b>Consequence Rating</b>	Catastrophic
<b>Likelihood Rating</b>	Unlikely
<b>Acceptance Rating</b>	Acceptable
<b>Risk Acceptance Criteria</b>	Risk Acceptable with adequate controls

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

This is a standard item in the Ordinary Council Meeting Agenda.

VOTING REQUIREMENTS

Simple Majority

**OFFICER RECOMMENDATION:**

**0622. That Council:**

**Approves the Schedule of Accounts:**

**Municipal Fund Cheques 00091 - 00101, EFT 18677 – EFT 18748, Superannuation and Direct Deposits totalling \$1,057,946.31 and Corporate Credit Card totalling \$2,085.79**

Chq/EFT	Date	Name	Description	Amount
91	06/05/2022	ALBANY INSTANT RACKING	INSTALLING MEZZANINE FLOOR	2930.00
92	06/05/2022	AUSTRALIAN TAXATION OFFICE	FBT 21/22	\$ 830.30
93	06/05/2022	GM & K PEAKALL	GRAVEL AS PER AGREEMENT 222	\$ 11,880.00
94	06/05/2022	GNOWANGERUP SHIRE MEDICAL PRACTICE	PRE PLACEMENT MEDICAL	\$ 150.00
95	06/05/2022	KATANNING TYRE POWER	ISUZU SPACE CAB GN.0028 - REPLACE TYRES	\$ 1,335.00
96	06/05/2022	SYNERGY	STREET LIGHTS 01/04/2022-02/05/2022	\$ 3,879.44
97	06/05/2022	WATER CORPORATION	WATER USAGE	\$ 10.92
98	20/05/2022	KNUD NYMANN	GRAVEL AGREEMENT 221	\$ 6,600.00
99	20/05/2022	MCLEODS BARRISTERS AND SOLICITORS	PREPARATION OF VARIATION TO CONTRACT- MEDICAL SERVICES	\$ 948.89
100	20/05/2022	SYNERGY	POWER SUPPLY	\$ 133.48
101	20/05/2022	WATER CORPORATION	WATER USAGE	\$ 2,867.45
EFT18677	06/05/2022	A D CONTRACTORS PTY LTD	EMULSION FOR BITUMEN PATCHING @ \$1.42/LTR	\$ 827.86
EFT18678	06/05/2022	AERODROME DESIGN SERVICES PTY LTD	PREPARE NEW DRAWINGS FOR AERODROME	\$ 5,434.00
EFT18679	06/05/2022	AIR LIQUIDE	CYLINDER HIRE FEE MED, SMALL, LGE	\$ 127.52
EFT18680	06/05/2022	ALBANY WORLD OF CARS	WINDSCREEN WIPER BLADES	\$ 40.28
EFT18681	06/05/2022	ARMADILLO PRODUCTS	SEMI TRAILER GN.17252 - REPAIRS TO HYDRAULICS	\$ 30.01
EFT18682	06/05/2022	BEST OFFICE SYSTEMS	RICOH IMC6000 COLOUR PHOTOCOPIER - PERIOD 20/03/2022 - 20/04/2022	\$ 961.89
EFT18683	06/05/2022	BOOKTOPIA PTY LTD	BOOK/DVD'S FOR GNOWANGERUP LIBRARY	\$ 464.06
EFT18684	06/05/2022	CAST-TECH GROUP	HEADWALLS FOR EXTENSIONS ON KWOBURUP ROAD	\$ 9,030.78

EFT18685	06/05/2022 COLEMAN CONSULTING	DESIGN OF TENDER FOR STAGE THREE OF KWOBURUP ROAD SHOULDER WIDENING	\$	5,296.00
EFT18686	06/05/2022 DA & KJ MURRAY	ACCOMODATION & MEALS - 13 & 28 APRIL 20220 -	\$	180.00
EFT18687	06/05/2022 EDGE PLANNING & PROPERTY	PREPARATION OF SHIRE OF GNOWANGERUP LOCAL PLANNING STRATEGY AS QUOTED	\$	9,900.00
EFT18688	06/05/2022 EFTSURE PTY LTD	EFTSURE SOFTWARE - APRIL 2022	\$	418.00
EFT18689	06/05/2022 GATEWAY PRINTING	LETTERHEADS	\$	583.00
EFT18690	06/05/2022 GNOWANGERUP CRC	LIBRARY COVER STAFFING - APRIL	\$	967.55
EFT18691	06/05/2022 GNOWANGERUP IGA	CONSUMABLES	\$	497.64
EFT18692	06/05/2022 GNOWANGERUP PHARMACY	FIRST-AID PRODUCTS	\$	36.63
EFT18693	06/05/2022 GNP HARDWARE	TIMBER BOARDS FOR MEZZANINE FLOOR UPGRADE	\$	2,807.11
EFT18694	06/05/2022 GREAT SOUTHERN TOYOTA	TOYOTA KLUGER AWD WAGON GN.00 - SERVICE FOR 90,000KM	\$	363.95
EFT18695	06/05/2022 KATANNING HARDWARE	TIMBER FOR SIGN COVER	\$	2,415.01
EFT18696	06/05/2022 LANDGATE	UV VALUATION CHARGEABLE	\$	108.80
EFT18697	06/05/2022 MESSAGEMEDIA	8287 MESSAGES SENT APRIL 2022	\$	1,093.88
EFT18698	06/05/2022 MINI PROJECT WA	SCISSOR LIFT HIRE FOR CEILING REPAIRS	\$	340.00
EFT18699	06/05/2022 OLUMAYOKUN OLUYEDE	CASH SUBSIDY AS PER CONTRACT APRIL 2022	\$	13,750.00
EFT18700	06/05/2022 ONGERUP TYRES & AUTOMOTIVE	DIAPHRAGM FOR ONGERUP FIRE TRUCK	\$	380.00
EFT18701	06/05/2022 ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR APRIL 2022 MEMBERSHIP FEES	\$	632.50
EFT18702	06/05/2022 RAY FORD SIGNS	2 X ADVISORY SIGNS	\$	170.28
EFT18703	06/05/2022 REBECCA ANNE O'MEEHAN	PROJECT MANAGEMENT HOURS - JANUARY - MARCH 2022	\$	800.00

EFT18704	06/05/2022 RED SPARK PROGRAMMED SERVICES & ELECTRICAL	REPLACE DOWNLIGHTS WITH LED LIGHTS - ADMIN	\$	5,040.52
EFT18705	06/05/2022 ROXAINE O'TOOLE	ANZAC WREATHS X 3	\$	330.00
EFT18706	06/05/2022 SUPERLOOP (OPERATIONS) PTY LTD	FIXED WIRELESS MONTHLY FEE MAY 2022	\$	1.10
EFT18707	06/05/2022 TOLL TRANSPORT PTY LTD	FREIGHT	\$	42.72
EFT18708	06/05/2022 VIZONA PTY LTD	5 X SOLAR LIGHTS AND POLES	\$	1,740.75
EFT18709	06/05/2022 WA LIBRARY SUPPLIES	LIBRARY FURNITURE AND SUNDRIES	\$	1,859.90
EFT18710	06/05/2022 WINC. (WORK INCORPORATED)	STATIONERY ORDER - ONGERUP DEPOT - APRIL 2022	\$	62.21
EFT18711	20/05/2022 ABA SECURITY	BORDEN REFUSE SITE - REPAIRS TO GATE	\$	878.15
EFT18712	20/05/2022 ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	100.00
EFT18713	20/05/2022 AUSTRALIA POST	POSTAGE - APRIL 2022	\$	144.96
EFT18714	20/05/2022 B P HARRIS & SON	JD GRADER GN.11196 - PROTECTOR GRILL	\$	48.29
EFT18715	20/05/2022 BEST OFFICE SYSTEMS	RICOH SP3710SF TONER - BLACK	\$	209.00
EFT18716	20/05/2022 BGL SOLUTIONS	GNOWANGERUP TOWN GARDENING MAINTENANCE AS PER CONTRACT	\$	10,429.53
EFT18717	20/05/2022 BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	120.00
EFT18718	20/05/2022 BULLSEYE PLUMBING & GAS	BLOCKED DRAIN OUTSIDE OF TOILET BLOCK	\$	2,884.20
EFT18719	20/05/2022 BUNNINGS ALBANY	DEPOT SUPPLIES	\$	122.69
EFT18720	20/05/2022 CORSIGN WA	REPLACEMENT OF VARIES STREET / ROAD SIGNS	\$	6,488.90
EFT18721	20/05/2022 DWER	GREASE TRAPS - CONTROLLED WASTE TRACKING FORM	\$	44.00
EFT18722	20/05/2022 DEPT OF HUMAN SERVICES	PAYROLL DEDUCTIONS	\$	197.02

EFT18723	20/05/2022 DURAQUIP	IVECO - GN.0044 - REPLACE HYDRAULIC OIL TANK	\$	874.50	
EFT18724	20/05/2022 EAST KIMBERLEY CIVIL AND HIRE PTY LTD	WIDEN SEAL & INSTALL AUDIBLE EDGE LINE ON GNP - TAM ROAD AS PER TENDER RFT2022-1	\$	689,700.00	P
EFT18725	20/05/2022 EDWARDS ISUZU & KATANNING MAZDA	SUPPLY OF SPACE CAB ISUZU 4X4 DIESEL UTE WITH OPTIONS AS QUOTED	\$	25,205.80	
EFT18726	20/05/2022 FIRE & SAFETY WA	PPE BFB - FRONTLINE FIRE GOGGLE, CLEAR ANTI FOG	\$	3,744.84	R
EFT18727	20/05/2022 GNOWANGERUP COMMUNITY RESOURCE CENTRE	SHIRE CONTRIBUTION NAIDOC WEEK 2022	\$	3,366.00	
EFT18728	20/05/2022 GNOWANGERUP IGA	COUNCIL REFRESHMENTS	\$	502.95	
EFT18729	20/05/2022 GNOWANGERUP PHARMACY	ANNUAL FLU VACCINATIONS FOR STAFF & COUNCILLORS	\$	548.90	
EFT18730	20/05/2022 GNOWANGERUP TYRE SERVICE	MACK TRUCK PRIME MOVER - BATTERY	\$	280.00	
EFT18731	20/05/2022 GNP HARDWARE	PAINT AND SEALER	\$	556.77	
EFT18732	20/05/2022 HANSON CONSTRUCTION MATERIALS	5/7MM STONE FOR BITMEN PATCHING	\$	2,258.10	
EFT18733	20/05/2022 J.E. & K.N. DAVIS	PUSH UP 7500 GRAVEL AT NEWBYS PROPERTY FOR CORACKERUP ROAD GRAVEL SHEETING	\$	39,765.00	
EFT18734	20/05/2022 KATANNING FURNISHINGS	REPLACE CARPETS - 20 MCDONALD STREET	\$	6,995.00	
EFT18735	20/05/2022 KOMATSU AUSTRALIA PTY LTD	KOMATSU GRADER - GN.0021 - REPAIRS	\$	876.25	
EFT18736	20/05/2022 LGRCEU	PAYROLL DEDUCTIONS	\$	154.00	
EFT18737	20/05/2022 MARKETFORCE	ADVERT WEST AUSTRALIAN 14 MAY 2022 RFT2022-3 GARDENING SERVICE	\$	669.72	
EFT18738	20/05/2022 ONGERUP FARM SUPPLIES	BORDEN PARKS & GARDENS GEN - SUPPLIES	\$	45.05	
EFT18739	20/05/2022 P G NEWBEY	GRAVEL AGREEMENT 0027	\$	11,000.00	
EFT18740	20/05/2022 SADLERS BUTCHERS	DINNER FOR COUNCIL MEETING	\$	216.00	
EFT18741	20/05/2022 SKN CONTRACTING	DEPOT FENCING	\$	5,074.30	

EFT18742	20/05/2022 THINK WATER ALBANY	ONGERUP SPORTING COMPLEX GROUNDS - REPAIRS TO DAM PUMP	\$	1,517.05
EFT18743	20/05/2022 TOLL TRANSPORT PTY LTD	FREIGHT	\$	57.06
EFT18744	20/05/2022 TRUCKLINE	SIDE TIPPER - GN.17003 - SPARE BRAKE BOOSTER	\$	184.50
EFT18745	20/05/2022 VIZONA PTY LTD	PROVIDE 5 X SOLAR LIGHTS AND POLES AS PER QUOTE	\$	4,061.75
EFT18746	20/05/2022 WA CONTRACT RANGER SERVICES	RANGER SERVICES 28/04/22, 29/04/22 & 03/05/22	\$	1,930.50
EFT18747	20/05/2022 WARREN BLACKWOOD WASTE	240LTR BIN PICK UP 07/04/22, 14/04/2022, 21/04/2022 & 28/04/2022	\$	7,578.25
EFT18748	20/05/2022 YONGERGNOW-ONGERUP CRC	SERVICE WA ASSISTANT GRANT FOR ONGERUP LIBRARY	\$	1,725.00
DD5073.2	06/05/2022 TELSTRA	USAGE, SERVICE AND EQUIPMENT	\$	857.08
DD5076.1	17/05/2022 WESTNET	ADMIN INTERNET	\$	436.83
DD5076.2	09/05/2022 TELSTRA	USAGE, SERVICE AND EQUIPMENT	\$	58.66
DD5087.1	30/05/2022 TELSTRA	MOBILE AND DATA PACKS	\$	1,074.78
DD5091.1	11/05/2022 AWARE SUPER	PAYROLL DEDUCTIONS	\$	6,199.92
DD5091.2	11/05/2022 OASIS SUPERANNUATION MASTER TRUST	SUPERANNUATION CONTRIBUTIONS	\$	177.50
DD5091.3	11/05/2022 THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$	544.25
DD5091.4	11/05/2022 ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	99.41
DD5091.5	11/05/2022 BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$	245.75
DD5091.6	11/05/2022 WALGS PLAN	PAYROLL DEDUCTIONS	\$	286.69
DD5091.7	11/05/2022 SMSF	SUPERANNUATION CONTRIBUTIONS	\$	720.24
DD5091.8	11/05/2022 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	823.74

DD5091.9	11/05/2022 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 846.75
DD5092.3	18/05/2022 AUSTRALIAN TAXATION OFFICE	APRIL BAS	\$ 99,332.00
DD5095.1	25/05/2022 AWARE SUPER	PAYROLL DEDUCTIONS	\$ 6,548.75
DD5095.2	25/05/2022 OASIS SUPERANNUATION MASTER TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 200.00
DD5095.3	25/05/2022 THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 561.75
DD5095.4	25/05/2022 ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 99.41
DD5095.5	25/05/2022 BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 248.75
DD5095.6	25/05/2022 WALGS PLAN	PAYROLL DEDUCTIONS	\$ 136.69
DD5095.7	25/05/2022 SMSF	SUPERANNUATION CONTRIBUTIONS	\$ 749.92
DD5095.8	25/05/2022 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 823.74
DD5095.9	25/05/2022 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 846.75
DD5091.10	11/05/2022 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 966.51
DD5091.11	11/05/2022 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,908.04
DD5091.12	11/05/2022 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 303.46
DD5091.13	11/05/2022 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 99.94
DD5091.14	11/05/2022 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 230.52
DD5095.10	25/05/2022 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,034.17
DD5095.11	25/05/2022 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,985.94
DD5095.12	25/05/2022 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 314.45

DD5095.13	25/05/2022 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	99.94
DD5095.14	25/05/2022 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$	230.52
				\$ 1,057,946.31

**Credit Card**

1/04/2022	ONLINE BUSINESS	DOT PHOTO SCREEN	\$	1,259.20
04/04/2022	PUME ENERGY	FUEL GN.00	\$	68.92
05/04/2022	PORONGURUP SHOP	FUEL GN.001	\$	110.49
07/04/2022	EG GROUP	FUEL GN.001	\$	66.31
13/04/2022	SAI GLOBAL	AUSTRALIAN STANDARDS - EHO	\$	154.07
17/04/2022	PUMA ENERGY	FUEL GN.00	\$	64.73
21/04/2022	SEEK	MANAGER OF WORKS ADVERTISING	\$	291.50
25/04/2022	EG GROUP	FUEL GN.00	\$	70.57
29/04/2022	BENDIGO BANK	CARD FEE	\$	4.00
			\$	2,085.79

**CERTIFICATE OF SENIOR FINANCE OFFICER**

**I HEREBY CERTIFY THE FOLLOWING SCHEDULE OF ACCOUNTS:**

TOTAL FOR MUNICIPAL FUND: EFT 18677 - 18748, Cheque 00091 - 00101, DD and Super Clearing House = \$1,057,946.31  
TOTAL FOR CREDIT CARD: \$2,085.79

- F** Fully Grant Funded
- P** Partial Grant Funded
- R** Other Funding (Reimbursements)

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<b>11.11</b>	<b>MAY 2022 MONTHLY FINANCIAL REPORT</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	15 May 2022
<b>Business Unit:</b>	Corporate and Community Services
<b>Officer:</b>	D. Long – Finance Consultant S. Minitier – Senior Finance Officer
<b>Disclosure of Interest:</b>	NIL

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#### ATTACHMENTS

Monthly Financial Statements for the period 01/05/2022 to 31/05/2022 including:

- Statement of Financial Activity
- Report on Material Differences
- Comprehensive Income by Program and Nature & Type
- Statement of Cash Flows
- Current Assets and Liabilities

#### PURPOSE OF THE REPORT

For Council to receive and accept the Monthly Financial Report to the 31 May 2022, note that figures are subject to change as a result of end of year procedures and the audit process.

#### BACKGROUND

Nil

#### COMMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month.

#### CONSULTATION

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

*Local Government (Financial Management) Regulations 1996*  
Reg. 34 Financial activity statement required each month

#### POLICY IMPLICATIONS

Investment Policy 4.3

#### FINANCIAL IMPLICATIONS

Nil

### 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:

<b>Strategic Risk Category</b>	Financial Sustainability
<b>Consequence Rating</b>	Catastrophic
<b>Likelihood Rating</b>	Unlikely
<b>Acceptance Rating</b>	Acceptable
<b>Risk Acceptance Criteria</b>	Risk Acceptable with adequate controls

### IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

### CONCLUSION

This is a standard item in the Ordinary Council Meeting Agenda.

### VOTING REQUIREMENTS

Simple Majority

### OFFICER RECOMMENDATION

**0622: That Council:**

**Receives and accepts the Monthly Financial Report for May 2022.**

**SHIRE OF GNOWANGERUP**

**MONTHLY FINANCIAL REPORT**

**31 May 2022**

**SHIRE OF GNOWANGERUP**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE PERIOD ENDING 31 MAY 2022**

NOTES	2021-22 ANNUAL BUDGET	2021-22 YTD ACTUAL
<b>EXPENDITURE (Excluding Finance Costs)</b>	<b>\$</b>	<b>\$</b>
General Purpose Funding	(106,929)	(54,406)
Governance	(821,399)	(683,083)
Law, Order, Public Safety	(383,968)	(305,680)
Health	(299,375)	(240,240)
Education and Welfare	(29,789)	(26,953)
Housing	(37,110)	(28,999)
Community Amenities	(578,207)	(422,353)
Recreation and Culture	(1,596,000)	(1,336,002)
Transport	(3,447,983)	(3,203,432)
Economic Services	(161,221)	(113,941)
Other Property and Services	(650,790)	(776,497)
	(8,112,771)	(7,191,587)
<b>REVENUE</b>		
General Purpose Funding	4,758,059	6,469,833
Governance	0	3,526
Law, Order, Public Safety	75,687	79,563
Health	350	1,294
Education and Welfare	11,200	0
Housing	94,028	84,563
Community Amenities	283,567	313,056
Recreation and Culture	19,848	22,647
Transport	169,097	350,633
Economic Services	23,357	16,174
Other Property & Services	99,996	139,520
	5,535,189	7,480,810
<i>Increase(Decrease)</i>	(2,577,582)	289,223
<b>FINANCE COSTS</b>		
Housing	(8,309)	(8,454)
Recreation & Culture	(14,966)	(11,985)
Other Property & Services	(279)	(672)
Total Finance Costs	(23,554)	(21,111)
<b>NON-OPERATING REVENUE</b>		
General Purpose Funding	0	0
Law, Order & Public Safety	0	129,517
Housing	0	(16,225)
Community Amenities	0	0
Recreation & Culture	0	0
Transport	1,339,691	1,623,446
Economic Services	246,000	0
Other Property & Services	127,187	0
Total Non-Operating Revenue	1,712,878	1,736,738
<b>PROFIT/(LOSS) ON SALE OF ASSETS</b>		
Transport Profit	0	14,334
Transport Loss	0	0
<i>Total Profit/(Loss)</i>	0	14,334
<b>NET RESULT</b>	(888,258)	2,019,184
<b>Other Comprehensive Income</b>		
Changes on revaluation of non-current assets	0	0
<i>Total Abnormal Items</i>	0	0
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(888,258)</b>	<b>2,019,184</b>

**SHIRE OF GNOWANGERUP**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 31 MAY 2022**

	<b>2021-22 BUDGET</b>	<b>2021-22 ACTUAL</b>
<b>Expenses</b>		
Employee Costs	(2,650,345)	(2,419,754)
Materials and Contracts	(2,358,089)	(2,221,419)
Utility Charges	(178,508)	(145,603)
Depreciation on Non-Current Assets	(2,291,412)	(2,014,891)
Interest Expenses	(23,554)	(21,111)
Insurance Expenses	(251,066)	(199,399)
Other Expenditure	(383,351)	(190,520)
	<b>(8,136,325)</b>	<b>(7,212,698)</b>
<b>Revenue</b>		
Rates	4,223,193	4,228,452
Operating Grants, Subsidies and Contributions	896,348	2,781,847
Fees and Charges	305,559	321,723
Service Charges	0	0
Interest Earnings	37,455	32,946
Other Revenue	72,634	115,843
	<b>5,535,189</b>	<b>7,480,810</b>
	<b>(2,601,136)</b>	<b>268,112</b>
Non-Operating Grants, Subsidies & Contributions	1,712,878	1,736,738
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0
Profit on Asset Disposals	0	14,334
Loss on Asset Disposals	0	0
	<b>1,712,878</b>	<b>1,751,072</b>
<b>Net Result</b>	<b>(888,258)</b>	<b>2,019,184</b>
<b>Other Comprehensive Income</b>		
Changes on revaluation of non-current assets	0	0
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(888,258)</b>	<b>2,019,184</b>

**SHIRE OF GNOWANGERUP**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDING 31 MAY 2022**

	Note	2020-21 ACTUAL \$	2021-2022 ACTUAL \$	Variance \$
<b>Current assets</b>				
Unrestricted Cash & Cash Equivalents		2,765,030	1,465,201	-1,299,829
Restricted Cash & Cash Equivalents		2,145,965	2,139,149	-6,816
Trade and other receivables		388,315	1,631,195	1,242,880
Inventories		23,344	42,389	19,045
Other assets		370,948	30,948	-340,000
<b>Total current assets</b>		<b>5,693,602</b>	<b>5,308,882</b>	-384,720
<b>Non-current assets</b>				
Trade and other receivables		114,788	114,788	0
Self Supporting Loans		0	60,000	60,000
Other Financial Assets - WALGA Unit Trust		73,807	73,807	0
Land		1,050,074	1,050,074	0
Buildings		29,110,541	28,813,787	-296,754
Plant & Equipment		3,830,310	4,263,725	433,415
Furniture & Equipment		82,180	79,155	-3,025
Infrastructure Assets - Roads		75,885,388	77,541,732	1,656,344
Infrastructure Assets - Footpaths		699,025	686,638	-12,387
Infrastructure Assets - Drainage		3,496,095	3,434,158	-61,937
Infrastructure Assets - Parks & Ovals		5,872,194	5,640,913	-231,281
Infrastructure Assets - Other		906,914	949,281	42,367
Infrastructure Assets - Sewerage		225,384	221,240	-4,143
Infrastructure Assets - Airport		3,007,586	2,913,983	-93,603
Infrastructure Assets - Solid Waste		323,471	311,652	-11,818
Right of Use Assets		4,184	0	-4,184
<b>Total non-current assets</b>		<b>124,681,942</b>	<b>126,154,933</b>	1,472,992
<b>Total assets</b>		<b>130,375,543</b>	<b>131,463,815</b>	1,088,272
<b>Current liabilities</b>				
Trade and other payables		398,278	113,672	284,606
Contract Liabilities		188,809	691	188,118
Interest-bearing loans and borrowings		556,784	24,996	531,788
Bonds and Deposits		0	0	0
Finance Lease Liability		4,323	4,849	-527
Provisions		394,658	394,658	0
<b>Total current liabilities</b>		<b>1,542,851</b>	<b>538,866</b>	1,003,985
<b>Non-current liabilities</b>				
Interest-bearing loans and borrowings		564,832	624,832	-60,000
Finance Lease Liability		0	13,072	-13,072
Provisions		89,450	89,450	0
<b>Total non-current liabilities</b>		<b>654,282</b>	<b>727,353</b>	-73,072
<b>Total liabilities</b>		<b>2,197,133</b>	<b>1,266,220</b>	930,913
<b>Net assets</b>		<b>128,178,411</b>	<b>130,197,595</b>	2,019,184
<b>Equity</b>				
Retained surplus		43,872,509	43,420,681	-451,828
Net Result		0	2,019,184	2,019,184
Reserve - asset revaluation		82,167,207	82,618,581	451,374
Reserve - Cash backed		2,138,695	2,139,149	454
<b>Total equity</b>		<b>128,178,411</b>	<b>130,197,595</b>	2,019,184

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

**SHIRE OF GNOWANGERUP  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 31 MAY 2022**

	2020-21 ACTUAL \$	2021-22 BUDGET \$	2021-22 ACTUAL \$
<b>Cash Flows from operating activities</b>			
<b>Payments</b>			
Employee Costs	(2,548,029)	(2,810,221)	(2,452,414)
Materials & Contracts	(1,791,826)	(2,182,394)	(2,548,963)
Utilities (gas, electricity, water, etc)	(159,395)	(193,747)	(145,603)
Insurance	(211,119)	(234,191)	(199,399)
Interest Expense	(32,319)	(31,838)	(21,111)
Goods and Services Tax Paid	0	0	50,674
Other Expenses	(228,800)	(376,416)	(190,520)
	<b>(4,971,488)</b>	<b>(5,828,807)</b>	<b>(5,507,336)</b>
<b>Receipts</b>			
Rates	4,103,719	4,125,515	4,182,864
Operating Grants & Subsidies	1,663,805	912,608	2,770,098
Contributions, Reimbursements & Donations	0	0	0
Fees and Charges	346,915	307,371	321,723
Interest Earnings	58,837	46,338	33,899
Goods and Services Tax	(39,343)	0	(69,746)
Other	193,492	84,856	(1,011,475)
	<b>6,327,425</b>	<b>5,476,688</b>	<b>6,227,363</b>
<b>Net Cash flows from Operating Activities</b>	<b>9</b> <b>1,355,937</b>	<b>(352,119)</b>	<b>720,027</b>
<b>Cash flows from investing activities</b>			
<b>Payments</b>			
Purchase of Land	(30,619)	(27,000)	0
Purchase of Buildings	(92,961)	(176,778)	(329,014)
Purchase Plant and Equipment	(465,144)	(699,500)	(665,282)
Purchase Furniture and Equipment	(42,580)	(45,000)	(11,007)
Purchase Road Infrastructure Assets	(1,992,967)	(2,105,192)	(2,364,844)
Purchase of Footpath Assets	0	(5,000)	0
Purchase Aerodrome Assets	(55,680)	(55,250)	(141)
Purchase Drainage Assets	0	(5,000)	0
Purchase Parks & Ovals Assets	(60,906)	(58,810)	0
Purchase Infrastructure Other Assets	(653,972)	(839,396)	(71,494)
Purchase Right of Use Assets	0	0	(17,190)
<b>Receipts</b>			
Proceeds from Sale of Assets	158,636	192,000	45,634
Non-Operating grants used for Development of Assets	2,442,124	2,527,849	1,564,854
	<b>(794,069)</b>	<b>(1,297,077)</b>	<b>(1,848,484)</b>
<b>Cash flows from financing activities</b>			
Repayment of Debentures	(548,606)	(208,606)	(871,788)
Repayment of Finance Leases	(12,661)	(12,664)	(3,591)
Advances to Community Groups	(340,000)	0	(60,000)
Loan advances repaid	340,000	0	0
Revenue from Self Supporting Loans	29,729	29,729	340,000
Proceeds from New Finance Leases	0	0	17,190
Proceeds from New Debentures	340,000	0	400,000
<b>Net cash flows from financing activities</b>	<b>(191,538)</b>	<b>(191,541)</b>	<b>(178,189)</b>
<b>Net increase/(decrease) in cash held</b>	<b>370,330</b>	<b>(1,840,737)</b>	<b>(1,306,646)</b>
<b>Cash at the Beginning of Reporting Period</b>	<b>4,540,665</b>	<b>4,540,665</b>	<b>4,910,995</b>
<b>Cash at the End of Reporting Period</b>	<b>9</b> <b>4,910,995</b>	<b>2,699,928</b>	<b>3,604,349</b>

**SHIRE OF GNOWANGERUP  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 31 MAY 2022**

	2020-21 ACTUAL \$	2021-22 BUDGET \$	2021-22 ACTUAL \$
<b>RECONCILIATION OF CASH</b>			
Cash at Bank - Unrestricted	2,764,129	471,376	1,464,300
Cash at Bank Reserves - Restricted	2,145,965	2,227,752	2,139,149
Cash on Hand	900	800	900
<b>TOTAL CASH</b>	<b>4,910,994</b>	<b>2,699,928</b>	<b>3,604,349</b>
<b>RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT</b>			
Net Result (As per Comprehensive Income Statement)	1,242,843	(888,259)	2,019,184
Add back Depreciation	2,331,548	2,291,412	2,014,891
(Gain)/Loss on Disposal of Assets	4,136	0	(14,334)
Less: Movement in contract liabilities	(176,370)	0	171,884
Less: Movement in Local Government House Unit Trust	(2,586)	0	0
Less: Self Supporting Loan Principal Reimbursements	1,219	0	0
Less: Contributions for the Development of Assets	(2,265,754)	(1,712,878)	(1,736,738)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(8,149)	0	(19,045)
(Increase)/Decrease in Receivables	(85,319)	0	(1,243,091)
Increase/(Decrease) in Accounts Payable	274,219	(15,442)	(472,724)
Increase/(Decrease) in Prepayments	0	(19,422)	0
Increase/(Decrease) in Employee Provisions	40,151	68,888	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
<b>NET CASH FROM/(USED) IN OPERATING ACTIVITIES</b>	<b>1,355,937</b>	<b>(275,701)</b>	<b>720,027</b>

**SHIRE OF GNOWANGERUP  
FINANCIAL ACTIVITY STATEMENT  
FOR THE PERIOD ENDING 31 MAY 2022**

	2021-22 ANNUAL BUDGET	2021-22 YTD BUDGET (a)	2021-22 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VARIANCE
<b>OPERATING REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>			
General Purpose Funding	781,328	738,066	2,491,264	1,753,198	238%	▲
Governance	0	0	3,526	Within Threshold	0%	
Law, Order Public Safety	75,687	75,687	79,563	Within Threshold	Within Threshold	▲
Health	350	300	1,294	Within Threshold	331%	▲
Education and Welfare	11,200	10,263	0	(10,263)	(100%)	▼
Housing	94,028	86,158	84,563	Within Threshold	Within Threshold	▼
Community Amenities	283,567	281,915	313,056	31,141	11%	▲
Recreation and Culture	19,848	18,902	22,647	Within Threshold	20%	▲
Transport	169,097	169,097	364,967	195,870	116%	▲
Economic Services	23,357	23,250	16,174	Within Threshold	30%	▼
Other Property and Services	99,996	90,212	139,520	49,308	55%	▲
	<b>1,558,458</b>	<b>1,493,849</b>	<b>3,516,575</b>			
<b>LESS OPERATING EXPENDITURE</b>						
General Purpose Funding	(106,929)	(62,338)	(54,406)	Within Threshold	13%	
Governance	(821,399)	(717,499)	(683,083)	34,417	Within Threshold	
Law, Order, Public Safety	(383,968)	(341,833)	(305,680)	36,152	11%	
Health	(299,375)	(269,385)	(240,240)	29,145	11%	
Education and Welfare	(29,789)	(26,512)	(26,953)	Within Threshold	Within Threshold	
Housing	(45,419)	(41,424)	(37,454)	Within Threshold	Within Threshold	
Community Amenities	(578,207)	(527,876)	(422,353)	105,522	20%	
Recreation and Culture	(1,610,966)	(1,472,352)	(1,347,987)	124,365	Within Threshold	
Transport	(3,447,983)	(3,212,691)	(3,203,432)	Within Threshold	Within Threshold	
Economic Services	(161,221)	(124,535)	(113,941)	10,594	Within Threshold	
Other Property & Services	(651,069)	(589,536)	(777,169)	(187,633)	(32%)	
	<b>(8,136,325)</b>	<b>(7,385,980)</b>	<b>(7,212,698)</b>			
<i>Increase(Decrease)</i>	<b>(6,577,867)</b>	<b>(5,892,131)</b>	<b>(3,696,123)</b>			
<b>ITEMS EXCLUDED FROM OPERATIONS</b>						
Movement in Employee Benefits (Non-current)	69,438	0	0	Within Threshold	0%	
Movement in Deferred Pensioners (Non-current)	0	0	0	Within Threshold	0%	
Movement in SS Loan (Non-current)	0	0	0	Within Threshold	0%	
Movement in LG House Unit Trust	0	0	0	Within Threshold	0%	
Loss on the disposal of assets	0	0	0	Within Threshold	0%	
(Profit) on the disposal of assets	0	0	(14,334)	(14,334)	0%	
Depreciation Written Back	2,291,412	2,099,621	2,014,891	(84,730)	Within Threshold	▼
	<b>2,360,850</b>	<b>2,099,621</b>	<b>2,000,557</b>			
<i>Sub Total</i>	<b>(4,217,017)</b>	<b>(3,792,510)</b>	<b>(1,695,566)</b>			
<b>INVESTING ACTIVITIES</b>						
Purchase of Land	0					
Purchase Buildings	(634,091)	(634,091)	(184,534)	449,557	71%	
Purchase Plant and Equipment	(1,026,000)	(1,026,000)	(880,414)	145,586	14%	
Purchase Furniture and Equipment	(25,740)	(7,500)	(11,007)	Within Threshold	(47%)	
Purchase Furniture and Equipment - Right of use Assets	0	(18,240)	(17,190)	Within Threshold	Within Threshold	
Infrastructure Assets - Roads	(1,637,045)	(1,637,045)	(2,364,844)	(727,799)	(44%)	
Infrastructure Assets - Footpaths	0	0	0	Within Threshold	0%	
Infrastructure Assets - Aerodromes	(274,100)	(274,100)	(141)	273,959	100%	
Infrastructure Assets - Drainage	(5,000)	(5,000)	0	Within Threshold	100%	
Infrastructure Assets - Sewerage	0	0	0	Within Threshold	0%	
Infrastructure Assets - Parks & Ovals	(24,256)	(24,256)	0	24,256	100%	
Infrastructure Assets - Solid Waste	0	0	0	Within Threshold	0%	
Infrastructure Assets - Other	(121,613)	(121,613)	(86,457)	35,156	29%	
Proceeds from Sale of Assets	362,000	362,000	131,248	(230,752)	(64%)	▼
Contributions for the Development of Assets	1,712,878	1,589,878	1,736,738	146,860	Within Threshold	▲
<b>Amount Attributable to Investing Activities</b>	<b>(1,672,967)</b>	<b>(1,795,967)</b>	<b>(1,676,601)</b>			
<b>FINANCING ACTIVITIES</b>						
Repayment of Debt - Loan Principal	(216,784)	(207,562)	(871,788)	(664,226)	(320%)	
Repayment of Debt - Finance Lease	(5,945)	(5,584)	(3,591)	Within Threshold	36%	
Self Supporting Loan Principal Income	30,949	30,949	0	(30,949)	100%	▼
Loan Advances to Community Groups	(60,000)	(60,000)	(60,000)	Within Threshold	Within Threshold	▲
Loan Advance - Principal Repaid	0	0	340,000	340,000	0%	
Transfer to Reserves	(268,398)	(4,946)	(454)	Within Threshold	91%	
	<b>(520,178)</b>	<b>(247,143)</b>	<b>(595,833)</b>			
Plus Rounding						
<i>Sub Total</i>	<b>(6,410,162)</b>	<b>(5,835,621)</b>	<b>(3,967,999)</b>			
<b>FUNDING FROM</b>						
Transfer from Reserves	173,000	0	0	Within Threshold	0%	
Loans Raised	78,240	78,240	400,000	321,760	411%	▲
Leases Raised	0	0	17,190	17,190	0%	
Estimated Opening Surplus at 1 July	2,182,200	2,182,200	2,202,004	19,804	Within Threshold	▲
Amount Raised from General Rates	3,976,731	3,976,731	3,978,569	Within Threshold	Within Threshold	▲
	<b>6,410,171</b>	<b>6,237,171</b>	<b>6,597,762</b>			
<b>NET SURPLUS/(DEFICIT)</b>	<b>9</b>	<b>401,550</b>	<b>2,629,764</b>			

**SHIRE OF GNOWANGERUP**  
**SUMMARY OF CURRENT ASSETS AND LIABILITIES**  
**FOR THE PERIOD ENDING 31 MAY 2022**

<b>CURRENT ASSET</b>	<b>ACTUAL 31-May-22</b>	<b>ACTUAL 30 JUNE 2021</b>
91000 Municipal Fund Bank Account - NAB	\$343,258	\$2,764,130
91001 Municipal Fund Bank Account - Bendigo	\$1,121,043	
91003 Gnp Office Till Float	\$300	\$300
91004 Gnp Office Petty Cash	\$300	\$300
91005 Swimming Pool Float	\$300	\$300
91008 SWIMMING POOL VENDING MACHINE	\$0	\$0
91009 CASH ON HAND - BANKING CHANGE	\$0	\$0
99000 TRUST FUND BANK ACCOUNT	\$0	\$0
91010 Restricted Cash - Long Service Leave Reserve	\$197,743	\$197,701
91011 Restricted Cash - Plant Reserve	\$733,630	\$733,474
91014 Restricted Cash - Ongerup Effluent Line Reserve	\$47,230	\$47,220
91017 Restricted Cash - Area Promotion Reserve	\$30,663	\$30,656
91020 Restricted Cash - Borden Community Development Reserve	\$0	\$0
91023 Restricted Cash - Swimming Pool Upgrade Reserve	\$294,502	\$294,439
91025 Restricted Cash - Land Development Reserve	\$193,421	\$193,380
91026 Restricted Cash - Unspent Grants Reserve	\$0	\$0
91027 Restricted Cash - Computer Replacement Reserve	\$53,276	\$53,265
91029 Restricted Cash - Waste Disposal Reserve	\$250,953	\$250,899
91030 Restricted Cash - Royalties for Regions Unspent Grant	\$0	\$0
91031 Restricted Cash - Futures Fund Reserve	\$205,443	\$205,400
91034 RESTRICTED CASH - LIQUID WASTE FACILITY	\$31,838	\$31,831
91035 RESTRICTED CASH - COVID-19 RESERVE	\$100,451	\$100,429
91070 Restricted Cash - Kidz Sports Grant	\$0	\$0
91071 Restricted Cash - Cat Sterilisation Grant (DLG)	\$0	\$0
91072 Restricted Cash - ICCWA Stay on Your Feet Grant	\$0	\$0
91073 Restricted Cash - CSRFF Grant Swim Pool (DSR)	\$0	\$0
91074 Restricted Cash - CLGF Grant Swim Pool (RDL)	\$0	\$0
91075 Restricted Cash - Workforce Planning Grant (DLG)	\$0	\$0
91076 Restricted Cash - Club Development Officer Grant (DSR)	\$0	\$0
91077 RESTRICTED CASH - STATE EMERGENCY SERVICES GRANT	\$0	\$0
91078 RESTRICTED CASH - BUSH FIRE SERVICES GRANT	\$0	\$7,270
91079 RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR	\$0	\$0
91080 RESTRICTED CASH - CAT TRAP BONDS	\$0	\$0
91081 RESTRICTED CASH - TENANCY HOUSING BONDS	\$0	\$0
91100 Rates Debtor - Rates	\$183,222	\$161,324
91101 Rates Debtor - Specified Area Rates	\$15,250	\$10,588
91102 Rates Debtor - Rubbish Collection	\$8,675	\$6,941
91103 Rates Debtor - Health Act Rate	\$22,940	\$18,834
91104 Rates Debtor - Legal Charges	\$9,752	\$11,474
91105 Rates Debtor - Interest/Admin Charges	\$25,446	\$20,782
91106 Rates Debtor - ESL	\$10,148	\$8,053
91107 Rates Debtor - Sundry Charges	\$0	\$0
91108 Rates Debtor - Recycling Charges	\$7,066	\$5,512
91110 Sundry Debtors Control	\$1,245,239	\$117,844
91111 Pensioner Rebate Claims - General Rates	\$11,014	\$4,585
91112 Pensioner Rebate Claims - ESL Levy	\$846	\$318
91113 PROVISION FOR DOUBTFUL DEBTS	(\$23,137)	(\$23,137)
91120 GST Receivable	\$0	\$41,005
GST Payable	\$0	\$0
93041 GST Claimable	\$110,751	\$0
91130 Accrued Interest on SSL's	\$0	(\$425)
91131 ACCRUED INCOME	\$3,983	\$3,983
91140 Self Supporting Loans (Current)	\$370,948	\$30,948
80034 LOAN ADVANCE - ONGERUP COMMUNITY DEVELOPMENT	\$0	\$340,000
80015 PRINCIPAL REPAYED - SELF SUPPORTING LOAN INCOME	(\$340,000)	\$0
55022 Less Allocated To Works	\$0	\$0
55032 Fuel & Oils Purchased	\$213,830	\$163,761
55042 Less Fuel & Oils Allocated	(\$194,785)	(\$155,612)
91200 Stock On Hand - Fuel & Oils	\$23,344	\$15,194
91201 Stock On Hand - Materials	\$0	\$0

93031	Suspense	\$0	\$0
		<b>5,308,882</b>	<b>5,692,967</b>
	<b>LESS CURRENT LIABILITIES</b>		
93000	Sundry Creditors Control	\$1,386	(\$303,223)
93001	ESL Payable	\$4,794	\$4,886
93002	ACCRUED EXPENSES	(\$33,690)	(\$33,690)
93003	Part Proceeds - Sale of Land	\$0	\$0
93010	Accrued Interest On Loans	(\$4,160)	(\$4,160)
93020	Accrued Salaries & Wages	\$0	(\$32,659)
93040	GST Payable	\$0	\$0
93004	GRANT REVENUE RECEIVED IN ADVANCE	\$0	\$0
93030	Rate Payments Received In Advance	(\$29,737)	(\$29,376)
93043	Net Gst Payable/Receivable	(\$50,674)	\$0
93050	Net Salaries & Wages	\$0	\$0
93042	GST Liability (Payable)	\$3,981	\$0
93051	SGC Award Superannuation	\$0	\$0
93060	HALL HIRE BONDS	\$0	\$0
93061	ANIMAL TRAP BONDS	\$0	\$0
93062	HOLLOW LOG TOURNAMENT	\$0	\$0
93063	HOUSING RETENTION MONIES	\$0	\$0
93064	TENANCY HOUSING BONDS	\$0	\$0
93065	Building Commission Levy	(\$452)	\$0
93066	BCITF Levy	(\$501)	(\$8,565)
93072	Bond - Truck fill fob	(\$20)	\$523,234
93073	Animal Microchipping	(\$57)	
99300	Trust Liabilities	\$0	\$7,111
99100	POLICE LICENSING (PAY)	\$882,480	\$5,795
99101	BCITF LEVY (PAY)	\$0	\$11,155
99102	BUILDING SERVICES LEVY (PAY)	\$0	\$480
99110	OTHER GENERAL TRUST (PAY)	\$0	\$50
99112	NOMINATION DEPOSITS PAYMENTS	\$0	(\$523,234)
99114	MICRO-CHIP BOND PAYMENTS	\$0	(\$7,115)
99200	POLICE LICENSING (REC)	(\$882,480)	(\$5,792)
99201	BCITF LEVY (REC)	\$0	(\$9,376)
99202	BUILDING SERVICES LEVY (REC)	\$0	(\$100)
99203	TENNANCY HOUSING BONDS (REC)	\$0	(\$2,640)
99208	CAT TRAP BONDS (REC)	\$0	(\$480)
99210	OTHER GENERAL TRUST (REC)	\$0	(\$56)
99212	NOMINATION DEPOSITS RECEIPTS	\$0	(\$5,648)
93067	UNCLAIMED RATES REFUND	(\$56)	(\$5,792)
93068	ADVANCE OPERATIONAL GRANT SES	(\$691)	(\$4,486)
93069	ADVANCE OPERATIONAL GRANT BFB	\$0	(\$171,884)
93070	CONTRACT LIABILITIES - LRCI PHASE 1	(\$4,486)	(\$216,784)
93071	CONTRACT LIABILITIES - LRCI PHASE 2	\$0	(\$680,000)
93110	Loan Liability (Current)	\$315,004	(\$16,984)
80035	WATC SHORT TERM LOAN	(\$340,000)	\$12,661
93120	LEASE LIABILITY (CURRENT)	(\$8,440)	(\$199,000)
80024	PRINCIPAL ON FINANCE LEASES	\$3,591	(\$149,701)
93200	Provision For Annual Leave (Current)	(\$199,000)	(\$45,957)
93210	Provision For Long Service Leave (Current)	(\$149,701)	\$0
93220	Provision for Sick Leave Bonus (Current)	(\$45,957)	\$0
			\$0
80004	Principal Repayments on Loans	\$0	\$0
80014	WATC SHORT TERM LOAN Principal	\$0	\$0
		<b>-538,866</b>	<b>-1,892,328</b>
	<b>SUB-TOTAL</b>	<b>4,770,015</b>	<b>3,800,640</b>
	<b>ADJUSTMENTS</b>	-	-
95100	Reserves Cash backed	(\$2,139,149)	(\$2,138,695)
	Add Back Loan & Finance Lease Liability	\$29,845	\$901,106
	Deduct Off Self Supporting Loan Repayments	(\$30,948)	(\$370,948)
		\$0	\$0
	Rounding	\$1	\$0
	<b>SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES</b>	<b>\$ 2,629,764</b>	<b>\$ 2,192,102</b>

**SHIRE OF GNOWANGERUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 MAY 2022**

**EXPLANATION OF MATERIAL VARIANCES**

2021-22

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<b>OPERATING REVENUE</b>			
<b>General Purpose Funding</b>			
Financial Assistance Grant Funding higher than anticipated for reporting period. Advance payments received	PERMANENT	1,753,198	237.54%
<b>Governance</b>			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	0%
<b>Law Order &amp; Public Safety -</b>			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	Within Threshold
<b>Health</b>			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	331.38%
<b>Education &amp; Welfare</b>			
School mowing contract fee not yet invoiced.	TIMING	(10,263)	(100.00%)
<b>Housing</b>			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	Within Threshold
<b>Community Amenities</b>			
Rubbish Charges, Cemetery Fees, Planning App and Septic cleaning higher than anticipated	TIMING	31,141	11.05%
<b>Recreation &amp; Culture</b>			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	19.82%
<b>Transport</b>			
Profit of assets & reimbursements higher than anticipated.		195,870	115.83%
<b>Economic Services</b>			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	30.44%
<b>Other Property and Services</b>			
Private Works income higher and Paid Parental Leave not anticipated for reporting period	PERMANENT/ TIMING	49,308	54.66%
<b>OPERATING EXPENDITURE</b>			
<b>General Purpose Funding</b>			
Variance within 10% or \$10,000 materiality threshold.		Within Threshold	12.72%
<b>Governance</b>			
Community Grant expenditure, Council allowances, Audit fees & subscriptions less than anticipated	TIMING	34,417	Within Threshold
<b>Law Order &amp; Public Safety -</b>			
Emergency Services expenditure less than anticipated	TIMING	36,152	10.58%
<b>Health</b>			
Superannuation & Pest Control less than anticipated	TIMING	29,145	10.82%
<b>Education &amp; Welfare</b>			
Variance within 10% or \$10,000 materiality threshold.		Within Threshold	Within Threshold
<b>Housing</b>			
Variance within 10% or \$10,000 materiality threshold.		Within Threshold	Within Threshold
<b>Community Amenities</b>			
Sanitation Household Refuse, Effluent Drainage, Town Planning and Other Community Amenities expenditure less than anticipated	TIMING	105,522	19.99%
<b>Recreation &amp; Culture</b>			
Swimming Pool, Libraries and Other Culture expenditure less than anticipated	TIMING	124,365	Within Threshold
<b>Transport</b>			
Variance within 10% or \$10,000 materiality threshold.		Within Threshold	Within Threshold
<b>Economic Service</b>			
Information bay expenses and caravan park expenses less than anticipated for reporting period	TIMING	10,594	Within Threshold
<b>Other Property &amp; Services</b>			
Public works overheads leave payouts higher than anticipated. Plant operation costs for fuel purchases, tyre expenses and parts and repair expenses higher than anticipated.	TIMING	(187,633)	(31.83%)

<b>CAPITAL REVENUES</b>			
<b>Non-Operating Grants, Subsidies &amp; Contributions</b>			
<b>Law, Order &amp; Public Safety</b>			
Non-Operating Grants - Grant for new SES vehicle not anticipated	PERMANENT	129,517	
<b>Housing</b>			
Commonwealth Grants - Refund of overpaid BRRF grant for housing project	PERMANENT	(16,225)	
<b>Transport</b>			
Regional Road Group Grants - Increase in funding for Gnowangerup-Tambellup Road project	PERMANENT	738,821	
Roads to Recovery Grants -		0	
LRCI Grants - Second instalment of Phase 2 grant funding not yet received	TIMING	(146,132)	
Airstrip Grants & Contributions - Regional Airport funding application not successful	TIMING	(137,050)	
<b>Economic Services</b>			
Non-Operating Grants & Subsidies - BBRF funding for chalets not successful	PERMANENT	(123,000)	
<b>Other Property &amp; Services</b>			
Commonwealth Water Grants	TIMING	0	
Drought Extension Grants - Final instalment of grant funding not yet received	TIMING	(127,187)	
		<u>318,744</u>	<b>Within Threshold</b>
<b>Proceeds from Sale of Assets</b>			
Sale of Grader GN.015 - Grader not yet sold		(150,000)	
Sale of Manager Works GN.004 - Plant item not yet traded	TIMING	(30,000)	
Sale of Mower GN0029 - Proceeds from trade of vehicle higher than anticipated	TIMING	2,007	
Sale of Mower GN0034 - Proceeds from trade of vehicle higher than anticipated	TIMING	7,456	
Sale of Side Tipper GN.0050 - Plant item not yet traded	TIMING	(40,000)	
Sale of Side Tipper GN.17003 - Plant item not yet traded	TIMING	(40,000)	
Sale of Dolly GN.170002 - Plant item not yet traded	TIMING	(10,000)	
Sale of Dolly GN.17067 - Plant item not yet traded	TIMING	(10,000)	
Sale of Utility GN.0028 - proceeds on sale not anticipated	PERMANENT	29,171	
Sale of Utility GN.037 - Plant item not yet traded	TIMING	9,171	
Sale of Utility GN.0051 - Plant item not yet traded	TIMING	7,273	
Sale of Utility GN.0036 - Plant item not yet traded	TIMING	9,171	
Sale of Utility GN.0048 - Plant item not yet traded	TIMING	(15,000)	
		<u>(230,752)</u>	<b>(63.74%)</b>
<b>Transfers from Reserve</b>			
Transfers from Reserve -			

<b>CAPITAL EXPENDITURE</b>			
<b>Transfers to Reserve</b>			
Transfers to Reserve		<b>Within Threshold</b>	90.82%
<b>Furniture &amp; Equipment</b>			
<b>Other Property &amp; Services</b>			
Administration Furniture & Equipment - Acquisition costs higher than anticipated	PERMANENT	(3,507)	
ADMINISTRATION- RoU Asset - Photocopier	PERMANENT	1,050	
<b>Total (Over)/Under Budget</b>		<b>(2,456)</b>	<b>(46.76%)</b>
<b>Buildings</b>			
<b>Economic Services</b>			
Construction Chalets BBRF		468,000	
Transportable - Staff Quarters		0	
Transportable - Kitchen/Lunchroom		0	
<b>Transport</b>			
Upgrade Depot Mezzanine Floor & Lighting - Project not yet commenced	TIMING	(5,808)	
<b>Other Property &amp; Services</b>			
Kitchen Upgrade and New Oven - Project commenced earlier than anticipated	TIMING	5,192	
<b>Recreation &amp; Culture</b>			
Borden CWA Building - Renewals and safety measures - Project expenses lower than anticipated for reporting period.	TIMING	(13,353)	
Ongerup Sports Pavilion Capital - Renewals & Renovations - Project expenses higher than anticipated for reporting period	TIMING	(9,744)	
Borden Pavilion Multipurpose Shed & Shelter		5,270	
		<b>449,557</b>	<b>70.90%</b>
<b>Plant &amp; Equipment</b>			
<b>Law, Order &amp; Public Safety</b>			
Ses Vehicle Replacement - Acquisition not anticipated	PERMANENT	(129,517)	
<b>Recreation &amp; Culture</b>			
Purchase Mower GN.0029 - Mower purchased earlier than anticipated, purchase price higher than budget estimate	PERMANENT/ TIMING	(6,370)	
Purchase Mower GN.0034 - Mower purchased earlier than anticipated, purchase price higher than budget estimate	PERMANENT/ TIMING	(7,096)	
Rebuild of Tree Saw - Acquisition not yet occurred	TIMING	30,000	
<b>Transport</b>			
Purchase Side Tipper GN.0050 - Acquisition not yet occurred	TIMING	110,000	
Purchase Side Tipper GN.17003 - Acquisition not yet occurred	TIMING	10,060	
Purchase Dolly GN.17002		570	
Purchase Dolly GN.17067 - Acquisition not yet occurred	TIMING	30,000	
Purchase of Utility GN.0036 - Acquisition cost higher than anticipated	TIMING	(1,679)	
Purchase of Utility GN.0051 - Acquisition cost higher than anticipated	TIMING	(1,679)	
Purchase of Utility GN.0048 - Acquisition cost less than anticipated.	TIMING	776	
Purchase of Utility GN.0028		0	
Purchase of Utility GN.037 - Acquisition cost higher than anticipated	TIMING	(1,679)	
Purchase Manager Works GN.004 - Acquisition not yet occurred	TIMING	45,000	
Purchase Grader GN.015 - Acquisition cost less than anticipated		22,200	
Free Roller Rebuild - Rebuilds not yet occurred.		45,000	
<b>Total (Over)/Under Budget</b>		<b>145,586</b>	<b>14.19%</b>

<b><u>Road Construction</u></b>			
<b><u>Roads to Recovery</u></b>			
RTR Rabbit Proof Fence Rd - Gravel Sheet		0	
RTR - Magitup Road	TIMING	0	
RTR - Boxwood Hill Ongerup Road - Additional expenses for increased works undertaken	PERMANENT	(25,927)	
<b><u>Regional Road Group</u></b>			
RRG - Kowbrup Road	TIMING	(1,096)	
RRG - Borden - Bremer Road		(8,968)	
<b><u>Commonwealth Local Roads &amp; Community Infrastructure</u></b>			
LRCIP - Phase 2 Projects	TIMING	(326,287)	
<b><u>Municipal Road Projects</u></b>			
Toompup Road South Reseal		66,111	
Boxwood Hill-Ongerup Rd Reseal - Additional costs for part funded RTR project	PERMANENT	(252)	
Quinn Street RAV Reseal		72,089	
Corakerup Road Reseal		90,308	
Coromup Road Reseal		33,295	
Gnp Tambellup Road Reseal		(627,071)	
<b>Total (Over)/Under Budget</b>		<b>(727,799)</b>	<b>(44.46%)</b>
<b><u>Drainage</u></b>			
Drainage Renewals		5,000	
		<b>5,000</b>	<b>0%</b>
<b><u>Airport Infrastructure</u></b>			
Airport Infrastructure		273,959	
<b>Total (Over)/Under Budget</b>		<b>273,959</b>	<b>99.95%</b>
<b><u>Parks &amp; Ovals</u></b>			
Playground Gnp Sports Complex		3,671	
Weir Park Improvements		20,585	
<b>Total (Over)/Under Budget</b>		<b>24,256</b>	<b>100.00%</b>
<b><u>Other Infrastructure</u></b>			
<b><u>Community Amenities</u></b>			
Gnp Cemetery Project - Increase in project costs to relocate toilet	PERMANENT	(14,071)	
<b><u>Recreation &amp; Culture</u></b>			
Solar Lighting to Footpath at Recreation Complex - Project funded from LRCI Pahse 3 grant	PERMANENT	(5,275)	
<b><u>Transport</u></b>			
Depot Fencing Renewal - project expenses less than anticipated	TIMING	5,728	
Depot Adblue Storage Tank - project not yet commenced	TIMING	10,000	
Gnp Precinct Renewal Project - project expenses less than anticipated	TIMING	6,983	
Stirlings/Borden Streetscape Project - project expenses less than anticipated	TIMING	6,373	
Ongerup Streetscape and Signage Works - project expenses less than anticipated	TIMING	1,610	
<b><u>Economic Services</u></b>			
Toompup Dam Renewal - project not yet commenced	TIMING	24,583	
Magitup Dam Renewal - project not yet commenced	TIMING	5,227	
Gnowangerup Depot Water Harvesting project - project not yet commenced	TIMING	12,554	
Amelup Potable Water Supply & Firefighting Tank - Expenses for sign cover not anticipated	PERMANENT	(1,199)	
Electronic Public Notice Board LRCI Phase 3 - To be funded from LRCI Phase 3 grant funding	PERMANENT	(17,356)	
<b>Total (Over)/Under Budget</b>		<b>35,156</b>	<b>28.91%</b>
<b>Note: (NB) = No Budget Provision Made</b>			

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

Nil

**OTHER BUSINESS AND CLOSING PROCEDURES**

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

**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 27<sup>th</sup> July 2022.

**16. CLOSURE**

The Shire President thanks Council and staff for their time and declares the meeting closed at \_\_\_\_\_ pm.