



AGENDA

ORDINARY MEETING OF COUNCIL

13th December 2023
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 13th December 2023, at the Council Chambers 28 Yougenup Road Gnowangerup, commencing at 3:30pm.

Signed:  _____

David Nicholson
CHIEF EXECUTIVE OFFICER

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

When Council uses this expression it means that:

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

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



DISCLAIMER

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

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

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

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

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

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

Signed: _____

David Nicholson

CHIEF EXECUTIVE OFFICER



DECLARATION OF INTEREST FORM

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

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

Agenda Item(3) _____

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

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

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

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

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

Yours sincerely

Signed

Date

Notes:

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

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE)

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

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

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

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

NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

DEFINITION:

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

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

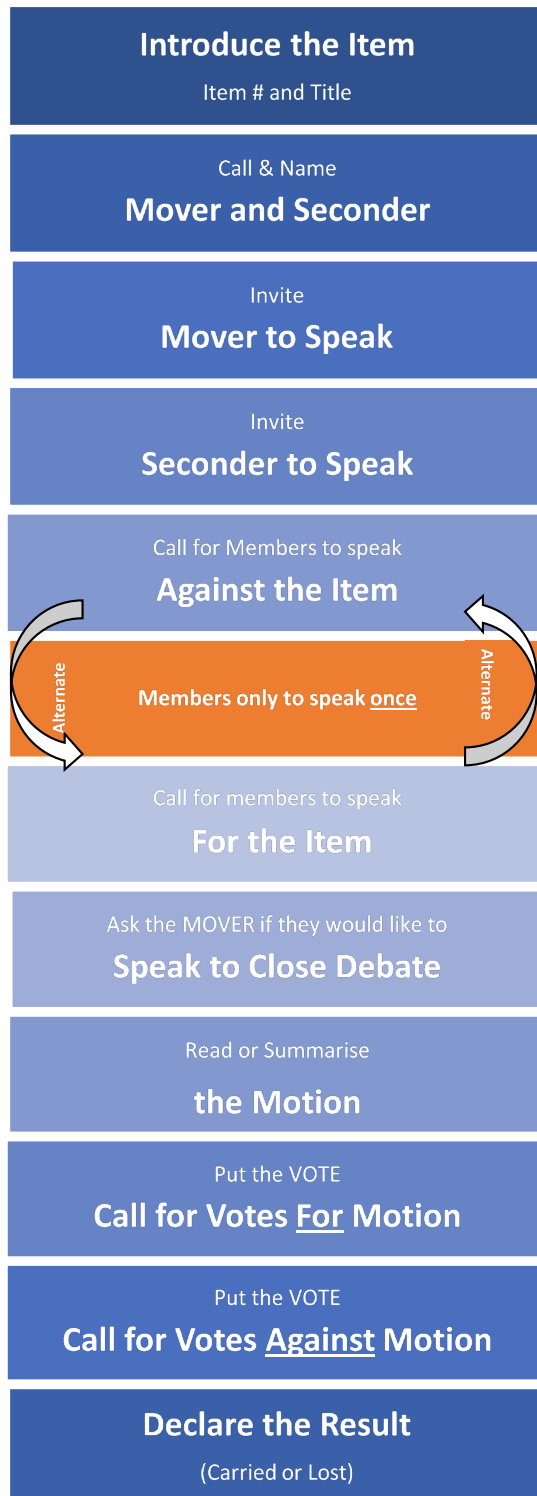
- (a) in a written notice given to the Chief Executive Officer before the meeting; or
- (b) at the meeting, immediately before the matter is discussed.

IMPACT OF AN IMPARTIALITY DISCLOSURE

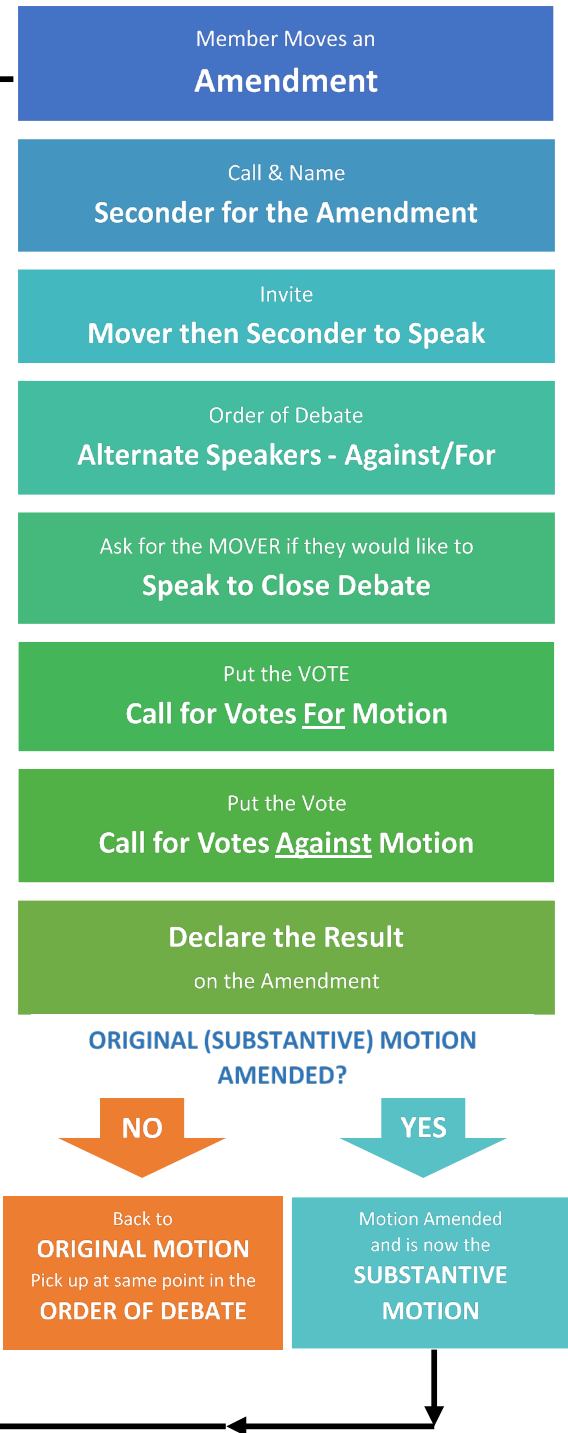
There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member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

Process of Motions

ORIGINAL MOTION

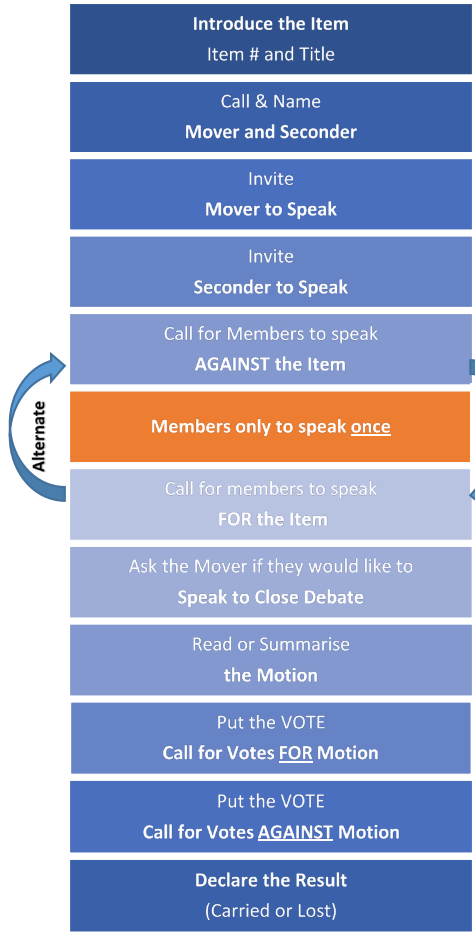


AMENDMENT



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

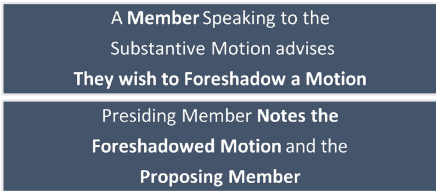
Substantive Motion



Alternate

During Debate of Substantive Motion
Debate of the Substantive Motion continues

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



Foreshadowed Motion

Substantive Motion LOST

Alternate



Alternate

CARRIED

Foreshadowed Motion Lapses

Note:

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

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OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President, Cr Kate O'Keeffe 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

Nil

4. APPLICATION FOR LEAVE OF ABSENCE

5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME

7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1 PETITIONS

NIL

8.2 DEPUTATIONS

NIL

8.3 PRESENTATIONS

NIL

9. CONFIRMATION OF PREVIOUS MEETING MINUTES

9.1 ORDINARY MEETING OF COUNCIL MINUTES 22nd November 2023

OFFICER RECOMMENDATION

1223. That the minutes of the Ordinary Council Meeting held on 22nd November 2023 be confirmed as a true record of proceedings.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1	ELECTED MEMBERS ACTIVITY REPORT
Date of Report:	22nd November 2023
Councillors:	Various

Cr K O'Keeffe

- 22nd November 2023 Audit Committee Meeting
- 22nd November 2023 Information Briefing and Ordinary Meeting of Council
- 24th November 2023 Tidy Towns Sustainable Communities Awards – Perth
- 27th November Meeting with Cr Martin
- 30th November GNP360 AGM
- 6th December 2023 Ongerup Primary School Awards Night.
- 8th December Shire Christmas Party
- 8th December Borden PS Award Night
- 12th December 2023 Gnowangerup District High School Award Night

Cr R O'Meehan:

- 22nd November 2023 Audit Committee Meeting
- 22nd November 2023 Information Briefing and Ordinary Meeting of Council
- 24th November 2023 WALGA Zone Meeting Broomehill-Tambellup
- 4th December 2023 NSPNR Executive committee Meeting
- 6th December 2023 Ongerup Primary School Concert & Award Night
- 8th December 2023 Shire Christmas Party
- 8th December 2023 Borden PS Award Night
- 12th December 2023 Gnowangerup District High School Award Night

Cr R Minter:

- 22nd November 2023 Audit Committee Meeting
- 22nd November 2023 Information Briefing and Ordinary Meeting of Council
- 5th December 2023 Reconciliation Australia Sundowner – Perth
- 6th December 2023 Wargyl Kia Southern Noongar Nation co-operative Committee
- 8th December Shire Christmas Party
- 14th December 2023 Great Southern Development Commissions Meeting - Denmark

Cr L Martin:

- 22nd November 2023 Audit Committee Meeting
- 22nd November 2023 Information Briefing and Ordinary Meeting of Council
- 27th November Meeting with Cr Kate O'Keeffe
- 8th December Shire Christmas Party

Cr M Creagh:

- 22nd November 2023 Audit Committee Meeting
- 22nd November 2023 Information Briefing and Ordinary Meeting of Council
- 6th December 2023 Gnowangerup District High School Awards night
- 8th December Shire Christmas Party

Cr R Kiddle:

- 22nd November 2023 Audit Committee Meeting
- 22nd November 2023 Information Briefing and Ordinary Meeting of Council
- 8th December Shire Christmas Party

Cr P Callaghan:

- 22nd November 2023 Audit Committee Meeting
- 22nd November 2023 Information Briefing and Ordinary Meeting of Council
- 24th November 2023 WALGA Zone Meeting Broomehill-Tambellup
- 28th November 2023 Aboriginal Cultural Heritage legislation update. Teams meeting.
- 30th November GNP360 AGM
- 5th December 2023 Meeting with DCEO
- 12th December 2023 Gnowangerup District High School Award Night

11.1	PROPOSED EXPANSION AT MT TRIO BUSH CAMP AND CARAVAN PARK
Location:	Lot 4006 Salt River Road, North Stirlings
Proponent:	J & M Byrne
File Ref:	A6071
Date of Report:	10 November 2023
Business Unit:	Strategy & Governance
Officer:	Phil Shephard, Planning Officer
Disclosure of Interest:	Nil

ATTACHMENTS

Biodiverse Solutions - Bushfire Management Plan & Bushfire Emergency Evacuation Plan

PURPOSE OF THE REPORT

For Council to determine a development application to expand the camping area at Mt Trio Bush Camp and Caravan Park.

BACKGROUND

Mt Trio's existing bush camp and caravan park has operated since 2003 and includes roadways, ablution and laundry facilities, camp kitchen, games room, portable toilets, water tanks and powered and unpowered sites (30 sites).

COMMENTS

Proposal

The landowners are seeking approval to expand the current accommodation/activities available on-site which will include 260+ additional powered/unpowered sites and a new kitchen and ablution block to service this area. The expansion will be located to the southwest of the existing camping facilities.

The applicant's estimate the new campground facility (combined with the existing) will cater for:

- 35 powered sites with up to 4 people per site - 140 people.
- 80 unpowered sites with up to 4 people per site - 320 people.
- 150 sites in new overflow area up to 2 people – 300 people.
- Self-contained area - 300 people.

The applicants advise the camping facility is very seasonal with high visitation in Easter Period (late March to April) and spring flowering periods (September to October). The facility has continued to grow in popularity and over the last 10 years the average number of people at Mt Trio Bush Camp and Caravan Park from January 1 to March 31st is:

2023 - 28 people per night average

2022 - 40 people per night average

2021 - 28 people per night average

2020 - 8 people per night average

2019 - 8.5 people per night average

2014 – 2018 less than 8 people per night

Subject Site

The lot is 83.5666 hectares and has been developed with a single dwelling, detached outbuildings and caravan park/camping ground (see images below).



Lot 4006 Salt River Road, North Stirlings bordered in red (Image Landgate Map Viewer Plus)



Existing and proposed caravan/camping area bordered in red (Image Landgate Map Viewer Plus)

The property has no direct frontage to a road and has an existing crossover and driveway access via an easement onto Salt River Road. Salt River Road is sealed with open stormwater drains and a local road under the management of the Shire of Gnowangerup.

The property has access to electricity and telecommunications infrastructure.

The land to the south form part of the Stirling Ranges National Park with the other land to north/east/west used for agriculture.

Zoning and Land Use

The lot is zoned 'General Agriculture' and included within the Amelup Special Control Area under the Shire's Local Planning Scheme No. 2 (LPS2).

The Amelup Special Control Area defines 'Caravan and Camping – Not including Chalets and Cabins' as a D discretionary use within the Amelup Special Control Area Zoning Table meaning Council must grant development approval for the proposal to proceed.

As Mt Trio also conduct bushwalks, concerts, artist retreats etc. where the participants may not be staying at the park, it is recommended that Council also approve Recreation-Private use on the property to cover these activities.

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.

Matter to be Considered	Comment
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	<p>The objective for land in the General Agriculture zone under LPS2 (cl.4.2) is:</p> <p style="text-align: center;"><i>To provide for a range of rural uses which are compatible with the capability of the land and retain the rural character and amenity of the locality.</i></p> <p>The proposal is considered consistent with Council’s intention to support tourism on farms where the proposal does not adversely affect the continued operation of farming activities on surrounding agricultural land.</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;	<p>The use/development of caravan/camping activities is a permissible use within the General Agriculture zone and Amelup Special Control Area Zoning Table under LPS2.</p> <p>The proposal therefore meets the requirements of orderly and proper planning.</p>
(e) any policy of the Commission; <i>State Planning Policy 2.5 - Rural Planning</i> <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</i>	<p>The proposal is considered to be consistent with SPP 2.5 Part 5.5 Regional variation, economic opportunities and regional developments as it will provide an expanded tourist operation combined with the continued primary production activities on the property and will not affect any adjoining land uses.</p> <p>The site of the proposed expansion (and the existing park area) is declared as bushfire prone under Department of Fire and Emergency Services mapping as bushfire prone. The application includes a Bushfire Management Plan and Bushfire Emergency Evacuation Plan as required under SPP 3.7.</p>

Matter to be Considered	Comment
(fa) any local planning strategy for this Scheme endorsed by the Commission;	<p>The lot is within the Amelup Planning Strategy approved by the WA Planning Commission in September 2009.</p> <p>The proposal is considered consistent with the Vision and requirements of the Amelup Planning Strategy and recognises the existing Mt Trio tourism uses.</p> <p>The proposal will expand the current Mt Trio nature-based experiences and rural tourism opportunities within the Shire whilst maintaining the current rural character and appeal of the area adjoining the Stirling Range National Park.</p>
(g) any local planning policy for the Scheme area;	See Policy Implication part of the 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;	<p>The expansion will occupy a small area of the existing paddock area (approx. 3.2 hectares in total).</p> <p>The area is not visible from Salt River Road or land to the east. The area is visible from land to the west (the applicants have provided support from those affected landowners) and the National Park.</p> <p>The proposal is considered low-key with the only built structures being the ablution block and watertank with the camping area remaining largely grassed area with unsealed roads accessing the development. These developments are considered compatible with those on adjoining land.</p>
(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;	<p>The proposal is for the expansion of the existing low-key nature based tourism activities and is not expected to adversely impact on the amenity or the pleasantness or attractiveness of the rural locality or on the future use or development opportunities on the adjoining land.</p> <p>The proposal is not expected to create any adverse environmental or social impacts in the area.</p>

Matter to be Considered	Comment
(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 proposal will not adversely impact on the natural environment or any water resource as the land is already cleared.
(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;	<p>No landscaping is required in the Development Table for uses in the General Agriculture zone.</p> <p>It is expected that the applicant's will undertake some landscaping of the new camping area when completed.</p> <p>No clearing is required.</p>
(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;	<p>Part of the land is designated bushfire prone by Department of Fire and Emergency Service mapping including the site of the proposed expansion (and the existing park area).</p> <p>The application includes a Bushfire Management Plan and Bushfire Emergency Evacuation Plan prepared by a consultant (Biodiverse Solutions) as required under SPP 3.7.</p> <p>The Bushfire Management Plan concludes the majority of the expansion area has a BAL-12.5 (Low) rating with the periphery areas being BAL-19/BAL-29 (Medium) rating. Some areas along the boundary adjoining the National Park include BAL-40/BAL-FZ (High) ratings.</p> <p>The recommendations contained with the Bushfire Management Plan shall be placed as conditions of development approval, if granted.</p>
(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;	<p>The proposal does not propose any changes to the existing access/egress points.</p> <p>Salt River Road is sealed with open stormwater drains and a local road under the management of the Shire of Gnowangerup. The proposal will increase the amount of traffic in the area and no upgrading of the road is considered necessary.</p>

Matter to be Considered	Comment
	There are adequate areas available on-site for loading/unloading, manoeuvring and parking of vehicles.
(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;	The proposal is expected to have a positive economic impact within the Shire and on the community by providing additional tourism facilities and activities within the Shire.
(y) any submissions received on the application;	<p>The proposal was advertised providing an opportunity to provide comments, whether supportive or not. At the close of the submission period, no submissions were received.</p> <p>The applicants provided a letter support from the adjoining affected landowners on Lot 1925 Salt River Road (to the west).</p>

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

The proposal was included on the Shire's website and Public Notice Board for comment Phil and Sharon Dawson (Lot 1925 Salt River Road, North Stirlings)
Site Visit undertaken on 4 October 2023

LEGAL AND STATUTORY REQUIREMENTS

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*.

POLICY IMPLICATIONS

The Local Government has an adopted Local Planning Policy No. 1 – Tourism Based Land Uses that applies to the development of tourism on farms within the Shire.

The objective of the Policy is:

To encourage and facilitate tourism development that meets tourism needs and that is sympathetic to community and environmental standards.

The proposal achieves the objective and requirements of the Local Planning Policy.

IMPACT ON CAPACITY

Nil.

RISK MANAGEMENT CONSIDERATIONS

Strategic Risk Category	
Consequence Rating	
Likelihood Rating	
Acceptance Rating	
Risk Acceptance Criteria	

FINANCIAL IMPLICATIONS

The development application fee has 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 proposal would not be able to proceed, and 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 proposal could proceed.

3 Defer the proposal

The Council can choose to defer the matter for a period of time and seek additional information from the proponents, or undertake additional consultation, 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 proposal is considered consistent with the objective to support tourism activities on farms where compatible with farming activities. Mt Trio has a successful record of operating the existing facility and their expansion will generate additional tourism accommodation opportunities and activities within the Shire and Amelup area.

It is recommended the proposal be approved subject to conditions.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECCOMENDATION

1223. That Council:

Grant development approval for the proposed expansion of the Mt Trio Bush Camp and Caravan Park including Caravan and Camping and Recreation-Private uses at Lot 4006 Salt River Road, North Stirlings subject to the following conditions:

- 1. The development to be fully implemented in accordance with the plans/details contained within the Biodiverse Solutions - Bushfire Management Plan & Bushfire Emergency Evacuation Plan (dated 21/09/2023) unless a variation has been approved in writing by the Chief Executive Officer.**
- 2. The applicant must implement all of the recommendations contained in the Bushfire Management Plan prepared by Biodiverse Solutions - Bushfire Management Plan & Bushfire Emergency Evacuation Plan (dated 21/09/2023) for the duration of the development.**
- 3. Prior to the use of the development, the Asset Protection Zone (APZ) must be established and thereafter maintained in accordance with the Bushfire Management Plan prepared by Biodiverse Solutions - Bushfire Management Plan & Bushfire Emergency Evacuation Plan (dated 21/09/2023).**
- 4. No changes are permitted to vehicular access/egress points onto Salt River Road unless approved by the Shire of Gnowangerup.**
- 5. All stormwater runoff from any building(s), roadways or hardstand area(s) etc must be contained and controlled on-site to the satisfaction of the Shire of Gnowangerup. No discharge onto the adjoining properties is permitted.**
- 6. A notation may be placed on the certificate of title pursuant to Section 70A *Transfer of Land Act 1893* ensuring that future landowners are aware that the lot is located within a bushfire prone area and the property is subject to a Bushfire Management Plan and that the management strategies contained in the Bushfire Management Plan must continue to be implemented.**
- 7. The ablution building to be connected to an approved water supply and on-site effluent disposal system to the satisfaction of the Shire of Gnowangerup.**

Advice Notes:

- *The development to comply with the Caravans Park and Camping Grounds Act/Regulations.***

Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

Bushfire Management Plan and Site Details

Site Address / Plan Reference: Lot 4006 (No.4850) Salt River Road

Suburb: Amelup

State: WA

P/code: 6338

Local government area: Shire of Gnowangerup

Description of the planning proposal: Caravan Park proposing a Nature Based Park expansion adjoining the Caravan Park.

BMP Plan / Reference Number: MSC0485

Version: DRAFT 1.0

Date of Issue: 21/09/2023

Client / Business Name: John and Margot Byrne

Reason for referral to DFES	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the proposal any of the following special development types (see SPP 3.7 for definitions)?		
Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minor development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vulnerable land-use	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the development is a special development type as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

Caravan Park proposing a Nature Based Park expansion adjoining the Caravan Park considered Vulnerable Land Use under SPP 3.7

Note: The decision maker (e.g. local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

BPAD Accredited Practitioner Details and Declaration

Name Kathryn Kinnear	Accreditation Level Level 2	Accreditation No. BPAD30794	Accreditation Expiry 28/02/2024
Company Bio Diverse Solutions		Contact No. 08 9842 1575	

I declare that the information provided within this bushfire management plan is to the best of my knowledge true and correct

Signature of Practitioner *Kathryn Kinnear* **Date** 21/09/2023

BUSHFIRE MANAGEMENT PLAN + BUSHFIRE EMERGENCY EVACUATION PLAN



Lot 4006 (No.4850) Salt River Road

Amelup, WA 6338

Draft

21/09/2023



Site Details			
Address:	Lot 4006 (No. 4850) Salt River Road		
Suburb:	Amelup	State:	W.A. Postcode 6338
Local Government Area:	Shire of Gnowangerup		
Description of Proposal:	Development Application, Proposed Nature Based Camping		
Stage of WAPC Planning	Development Application		

BAL Contour Plan Details			
Report / Job Number:	MSC0485	Report Version:	Draft
Assessment Date:	14 August 2023	Report Date:	21 September 2023
BPAD Practitioner	Jason Benson (Level 2)	Accreditation No.	BPAD 37893
BPAD Practitioner	Kathryn Kinnear (Level 2)	Accreditation No.	BPAD 30794
BPAD Practitioner	Erika Dawson (Level 3)	Accreditation No.	BPAD 36371



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ABN 46 643 954 929

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1. Introduction

Bio Diverse Solutions (Bushfire Consultants) were commissioned by John and Margot Byrne to prepare a Bushfire Management Plan (BMP) and Bushfire Emergency Evacuation Plan (BEEP) to support a development application at Lot 4006 Salt River Road, Amelup within the Shire of Gnowangerup (SoG). The Development Application (DA) to the Shire of Gnowangerup (SoG) is to expand the existing Mt Trio Bush Camp and Caravan Park to include additional (nature based) camping facilities. The current caravan facility is licenced for 30 sites (approximately 300 people).

Nature based camping is classified/defined as a “Vulnerable Land Use”. A DA for a vulnerable land use in a designated bushfire prone area requires the application of the State Planning Policy (SPP) 3.7 Planning in Bushfire Prone Areas 2015 (WAPC, 2015) and the Guidelines for planning in bushfire prone areas 1.4 (WAPC, 2021). SPP 3.7 requires a BMP which addresses the bushfire protection criteria as well evacuation information for occupants/residents of the proposed accommodation. The intent of this policy measure is to recognise that such sites require special consideration when located in a bushfire prone area. This BMP has been prepared to assess the subject site to the current and endorsed Guidelines for Planning in Bushfire Prone Areas Version (WAPC, 2021) and the State Planning Policy 3.7 (WAPC, 2015).

Evacuation information has been provided in support of this proposal in the form of a Bushfire Emergency Evacuation Plan (BEEP). The evacuation information in Appendix E of this report contains specific consideration for the management of the occupants of the campground facility during a bushfire emergency and can be removed to form a stand-alone document. The BEEP has been prepared by a level 2 accredited bushfire practitioner and has been peer reviewed by an accredited BPAD level 3 bushfire practitioner, see peer review letter, Appendix F. Please note these documents are to support the expansion of the site to the current DA as outlined in Appendix C. Any future expansion or increase of visitation to the site other than outlined in this DA and BMP may require a review and update of this BMP and BEEP.

1.1 Location

The subject site is approximately 835,666m² in size, zoned ‘General Agriculture’ under the Shire of Gnowangerup Local Planning Scheme (No. 2) and Special Control Area (SCA) SCA 1 (Gnowangerup) (PlanWA, 2023). The subject site is approximately 835,666m² and located 50km to the south of the Gnowangerup townsite and to the north of the Stirling Range National Park in the locality of Amelup, see Figure 1.



Figure 1: Location Mapping of the subject site.

1.2 Development Proposal

The landowner is preparing a development application with the SoG to create an additional campsite, build a new kitchen and ablution block to service this area. The proposed development will be located to the southwest of the existing camping facilities. The development includes an ablution block, extending the internal driveway network and nature-based camping sites (unpowered). Refer to Figure 2 for the proposed location of the proposed camping area. The existing bush camp has been operating since 2003, and includes formed driveway access, ablution and laundry facilities, a camp kitchen, games room, portable toilets, water tanks and powered and unpowered sites. Refer to Figure 3.

The new campground facility (combined with the existing) will have approximately 800 people:

- 35 powered sites with up to 4 people per site - 140 people.
- 80 unpowered sites with up to 4 people per site 320 people.
- 150 sites in new overflow area up to 2 people Self-contained area - 300 people.

Proposed works associated with the DA include a new kitchen, ablution building and additional camp sites. The camping facility is very seasonal with high visitation in Easter Period (late March to April) and spring flowering periods (September to October). The highest bushfire risk season is January to February, when grasses can be cured to over 100% and the period with Fire Danger Ratings (FDR) are highest. Over the last 10 years the average number of people at Mt Trio Bush Camp & Caravan Park from January 1 to March 31st is:

- 2023 - 28 people per night average
- 2022 - 40 people per night average
- 2021 - 28 people per night average
- 2020 - 8 people per night average
- 2019 - 8.5 people per night average
- 2014 – 2018 less than 8 people per night

(Pers comms J & M Byrne)

Peak capacity for the site will be during high tourism periods as mentioned above during Easter and spring flowering periods.

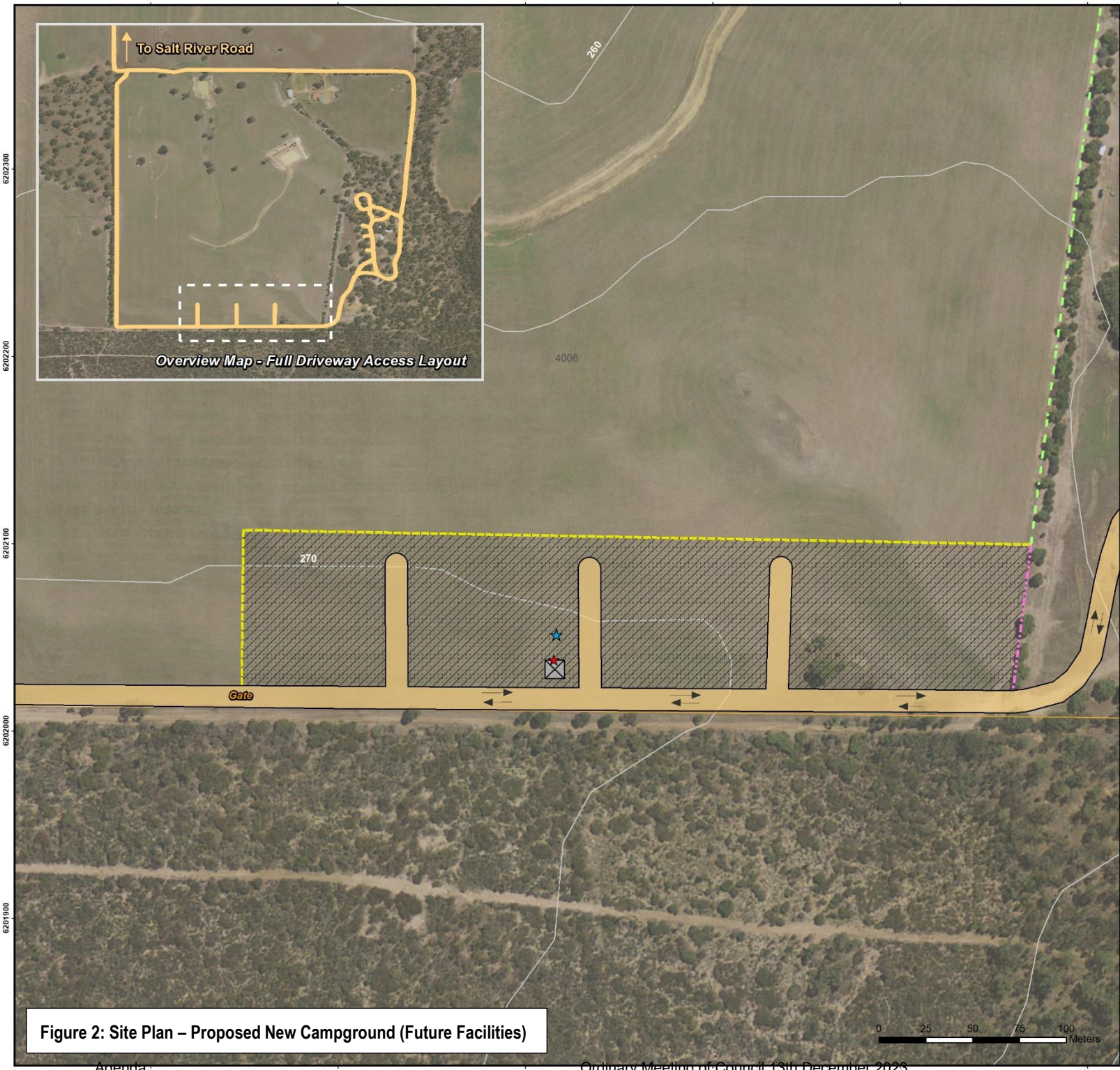


Figure 2: Site Plan – Proposed New Campground (Future Facilities)

Albany Office:
29 Hercules Crescent
Albany, WA 6330
(08) 9842 1575

Denmark Office:
7/40 South Coast Highway
Denmark, WA 6333
(08) 9848 1309

Esperance Office:
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Esperance, WA 6450
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BPAD
Bushfire
Planning & Design
Accredited Practitioner
Level 2

**BIO
DIVERSE
SOLUTIONS**

Overview Map Scale 1:100,000

Legend

- Cadastre
- 5m Contours
- Traffic Direction
- Proposed Fence
- Proposed Bollards
- Existing Fence
- ★ Proposed Fire Extinguisher
- ★ Proposed Water Tank (25,000L)
- Driveway Access
- Proposed Ablution (10x10m)
- Asset Protection Zone (Future Low Fuel)
- Proposed New Camping Area

Scale
1:2,000 @ A3
GDA MGA 94 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

CLIENT
Mount Trio Bush Camp and Caravan Park
Lot 4006 Salt River Road
Amelup, WA 6338

Site Plan - Future Facilities

BAL Assessor -	QA Check KPK	Drawn by BRM
STATUS FINAL	FILE MSC0485	DATE 17/08/2023

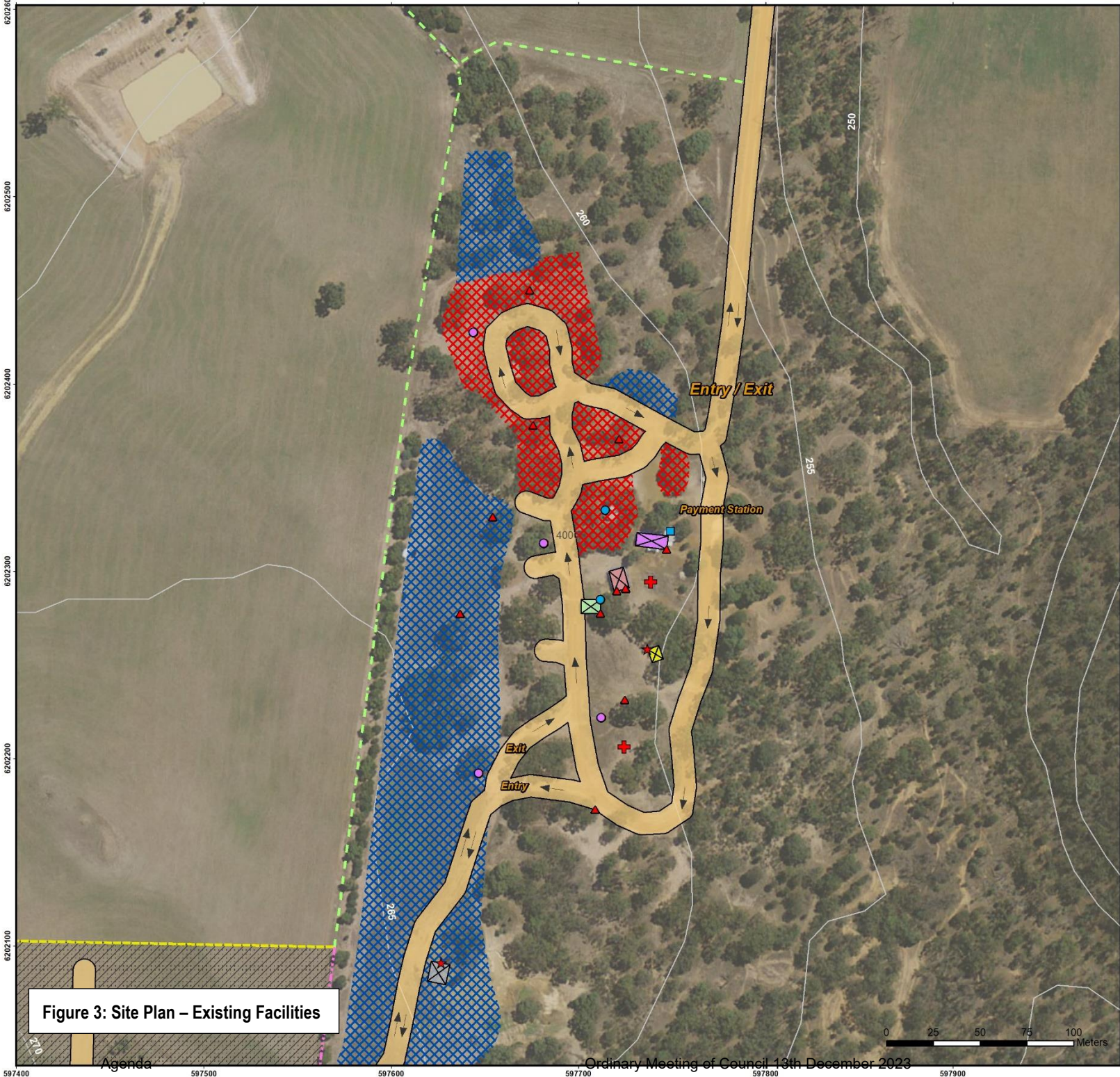
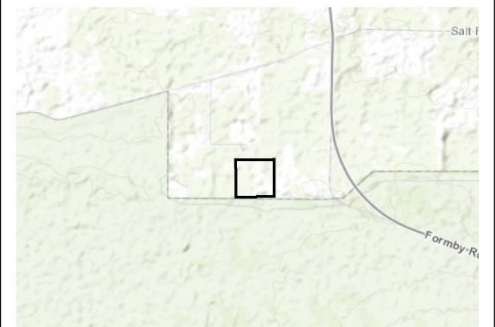


Figure 3: Site Plan – Existing Facilities

Albany Office: 29 Hercules Crescent Albany, WA 6330 (08) 9842 1575
 Denmark Office: 7140 South Coast Highway Denmark, WA 6333 (08) 9848 1309
 Esperance Office: 2A/113 Dempster Street Esperance, WA 6450 (08) 9072 1382



Overview Map Scale 1:100,000

Legend

- 5m Contours
- ← Traffic Direction
- - - Existing Fence
- Orange Driveway Access
- ▲ Fire Extinguisher
- ★ Proposed Fire Extinguisher
- ⊕ Fire Pit
- Water Tank (90,000L)
- Water Tank (150,000L)
- Portable Toilet
- Grey Proposed Ablution and Kitchen
- Yellow Proposed Stage (6x6m)
- Red Camp Kitchen and Lounge
- Green Games Room
- Purple Ablution and Laundry Block
- Red X-hatch Powered Sites
- Blue X-hatch Unpowered Sites

Scale
 1:2,000 @ A3
 GDA MGA 94 Zone 50

Data Sources
 Aerial Imagery: WA Now, Landgate Subscription Imagery
 Cadastre, Relief Contours and Roads: Landgate 2017
 RIS Road Network: Main Roads Western Australia 2017
 Overview Map: World Topographic map service, ESRI 2012

CLIENT
 Mount Trio Bush Camp and Caravan Park
 Lot 4006 Salt River Road
 Amelup, WA 6338

Site Plan - Existing Facilities

BAL Assessor -	QA Check KPK	Drawn by BRM
STATUS FINAL	FILE MSC0485	DATE 30/08/2023

The publicly released Bushfire Prone Area Mapping (OBRM, 2021) shows that the subject site is located within a Bushfire Prone Area (within 100m of >1ha of bushfire prone vegetation) and as such is subject to a planning assessment of the bushfire risks. Bushfire Prone Area Mapping (OBRM, 2021) is shown in Figure 4.



Figure 4: Map of Bushfire Prone Areas and relevance to subject site (OBRM, 2021).

1.3 Statutory Framework

This document and the recommendations contained within are aligned to the following policy and guidelines:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Scheme) Regulations 2015;*
- State Planning Policy (SPP) 3.7 Planning in Bushfire Prone Areas 2015 (WAPC, 2015);
- Guidelines for Planning in Bushfire Prone Areas, Vers 1.4 (WAPC, 2021);
- A Guide to developing a Bushfire Emergency Evacuation Plan (WAPC, 2019);
- *Building Act 2011;*
- *Building Regulations 2012;*
- Building code of Australia (National Construction Code) (NCC, n.d.);
- *Fire and Emergency Services Act 1998;*
- AS3959-2018 "Construction of Buildings in Bushfire Prone Areas" current and endorsed standards;
- *Bushfires Act 1954;* and
- SoG Firebreak Order (SoG, 2023/24).

2 Environmental Considerations

2.1 Native Vegetation – Modification and Clearing

This BMP utilises the assumption that all the proposed camping sites can have an Asset Protection Zone (APZ) maintained in a low fuel state as per the WAPC Asset Protection Zone (APZ) Standards, Schedule 1, see Appendix B. The camping area will require the management of vegetation to achieve BAL-29 across the campground area. The implementation of this APZ will only involve the removal of grassland vegetation, regular slashing and maintenance of trees. The low fuel areas are to be managed in perpetuity and implemented by the landowner at the development approval stage. Strategies to manage low fuel areas for the landowner is outlined in Section 5.2 of this report.

2.2 Review of the Environmental Data Sets (Landgate, 2022)

A review of the environmental data sets (Landgate, 2022) as identified in the Department of Planning Lands and Heritage BMP Template for a complex development application, does not identify that any regulated (restricted) vegetation will be affected by the proposal, see Table 1 Environment Dataset Review.

Table 1: Environmental Dataset Review.

Dataset	Impact on Proposal	Comment
Conservation category wetlands and buffer	No	
Wetlands and Waterways	No	
RAMSAR wetlands (DBCA-010)	No	
Threatened and priority flora (DBCA-036)	Unaware	The site is highly modified so it is unlikely to house threatened and priority flora.
Threatened Ecological Communities (DBCA-038)	Located Nearby	Eucalypt woodlands and Kwongkan Shrublands may be present.
Bush Forever areas 2000 (DPLH-019)	No	
Clearing regulations –Environmentally Sensitive Areas (DWER-046)	No	
Swan Bioplan Regionally Significant Natural Areas 2010 (DWER-069)	No	
Conservation Covenants Western Australia (DPIRD-023)	Unaware	This dataset is not publicly available.

Note: Relevant checks have been completed and the proposal does not currently impact on and of the above sites. However, the management strategies contained in this BMP, assume that all environmental approvals will be achieved or clearing permit exemptions will be applied. It is recommended that the proponent seeks specific advice in relation to the clearing of any native vegetation that is proposed as part of this development. Clearing of native vegetation may utilise an exemption under the EP act through the DA process. It is advised that the proponent seek further advice from an Environmental Consultant or the WA Department of Biodiversity, Conservation and Attractions (DBCA) on the condition and species contained within the development area and any requirement for referral of the proposal.

2.3 Revegetation or Landscaping

There is some revegetation/landscaping proposed for this development application in the new campground area. Planting of trees and shrubs may occur for amenity, any future landscaping in the site will be done so as to not negatively impact the BAL rating. It is recommended that an accredited Level 2 Bushfire Practitioner is to review and approve any future plantings or landscape concept plans to ascertain if the actions increase the bushfire risk in the development.

3 Bushfire Assessment Results

The bushfire assessment for this site has followed the Bushfire Attack Level (BAL) Assessment and WAPC Planning in Bushfire Prone Areas Guidelines Vers 1.4 (WAPC, 2021).

3.1 Assessment Inputs

Bushfire Assessment inputs for the site have been calculated using the Method 1 BAL Assessment procedure as outlined in AS3959-2018. This incorporates the following factors:

- WA adopted Fire Danger Index (FDI), being FDI 80;
- Vegetation Classes;
- Effective Slope under classified vegetation; and
- Distance between proposed development site and classified vegetation.

3.1.1 Vegetation Classification

Site assessment occurred on the 28th July 2022 by a Bushfire Practitioner from Bio Diverse Solutions, Jason Benson (BPAD 37893) and recheck by Bob McGonnell (BPAD 58381) on the 14th August 2023. All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified in the following pages and shown on the Vegetation Classes Map (Figure 5) on the following page.

A summary of the Plot data assessed as per Clause 2.2.3 of AS 3959-2018 is provided below in Table 2 below, detailed plot data is provided in Appendix A.

Table 2: Vegetation Classification Table (in accordance with AS 3959-2018) of the subject site.

Plot Number	Vegetation Classification	Effective Slope
1	Excluded 2.2.3.2 (e)	N/A
2	Excluded 2.2.3.2 (f)	N/A
3	Grassland Type G	Upslope/flat
4	Grassland Type G	Downslope >0-5 degrees
5	Grassland Type G	Downslope >5-10 degrees
6	Woodland Type B	Upslope/flat
7	Woodland Type B	Downslope >0-5 degrees
8	Forest Type A	Upslope/flat
9	Forest Type A	Downslope >0-5 degrees
10	Forest Type A	Downslope >5-10 degrees
11	Scrub Type D	Upslope/flat
12	Scrub Type D	Downslope >0-5 degrees
13	Forest Type A	Upslope/flat
14	Forest Type A	Downslope >0-5 degrees

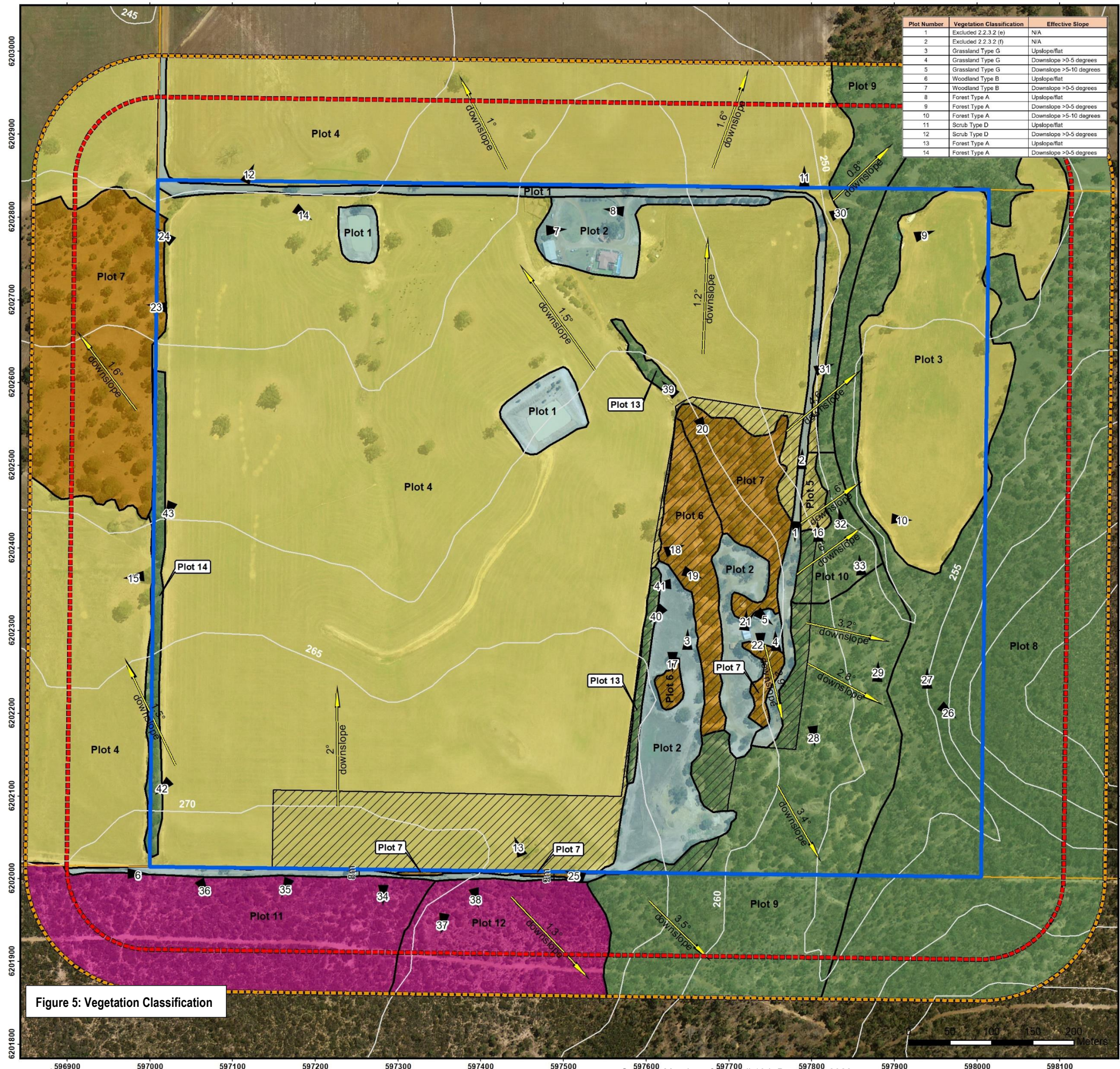
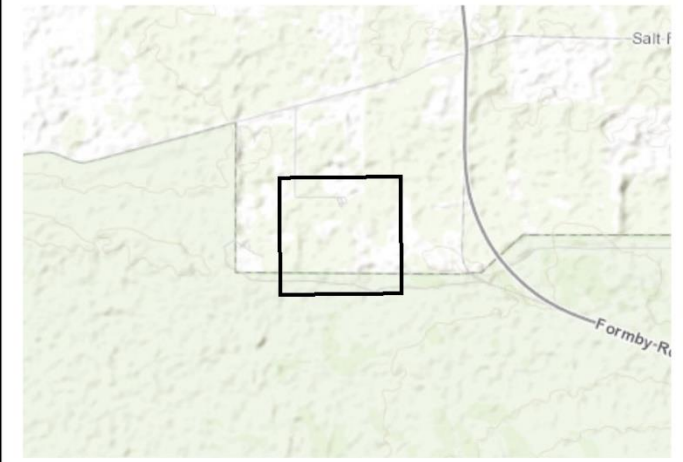


Figure 5: Vegetation Classification

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7/40 South Coast Highway
Denmark, WA 6333
(08) 9848 1309

Esperance Office:
2A/113 Dempster Street
Esperance, WA 6450
(08) 9072 1382



Overview Map Scale 1:100,000

- Legend**
- Subject Site
 - 100m Assessment Boundary
 - 150m Assessment Boundary
 - Cadastre
 - 5m Contours
 - Separation Distance
 - Slopes Degrees
 - Photo Point
 - Future Low Fuel (Asset Protection Zone)
 - Vegetation/Plot Boundary
- Vegetation**
- Forest Type A
 - Woodland Type B
 - Scrub Type D
 - Grassland Type G
 - Low fuel or non vegetated 2.2.3.2
- Scale
1:4,500 @ A3
GDA MGA 94 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

CLIENT
Mount Trio Bush Camp and Caravan Park
Lot 4006 Salt River Road
Amelup, WA 6338

Vegetation Classes

BAL Assessor	QA Check	Drawn by
JRB	MLH	BRM
STATUS	FILE	DATE
FINAL	MSC0485	15/08/2023

3.2 Assessment Outputs

A Method 1 BAL calculation (in the form of BAL contours) has been completed for the proposed development in accordance with AS3959-2018 methodology. The BAL rating gives an indication of the level of bushfire attack (i.e., the radiant heat flux) that may be received by proposed buildings and subsequently informs the standard of building construction required to increase building tolerance to potentially withstand such impacts in line with the assessed BAL. No construction for habitable buildings is planned as part of this proposal, in this case the BAL contour map is being utilised to show the overall risk to the site.

The assessed BAL ratings for the camping site are depicted as BAL contours, as shown on Figure 6 and Table 3.

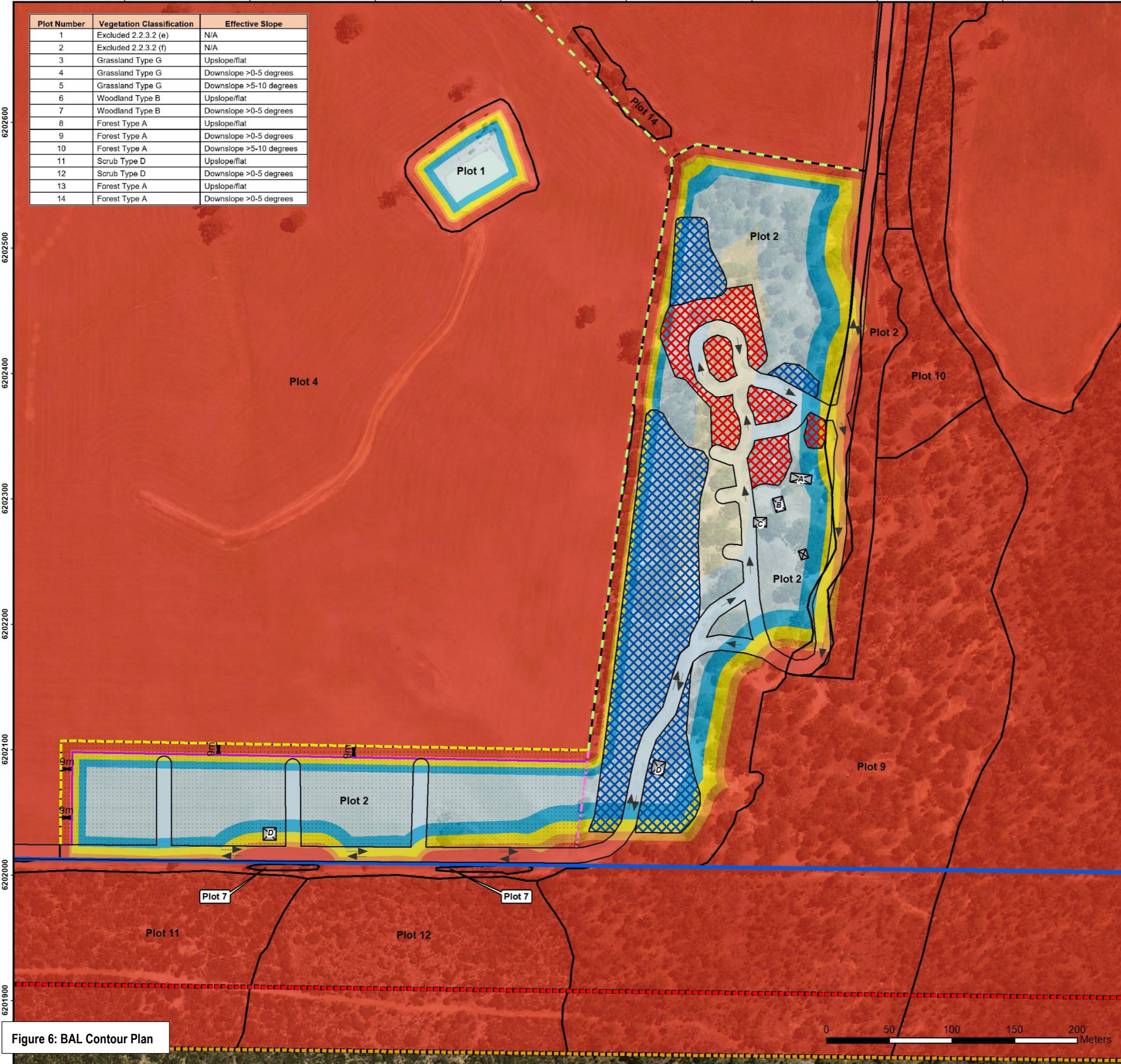
Table 3: AS3959 Determined BAL Rating for the Camping Ground.

Subject Site	Vegetation Classification	Effective Slope	Separation Distance	Highest BAL rating impacting the campground	BAL Allocation across the campground
Existing Campground	Forest Type A (Plot 9)	Downslope >0-5 degrees	27m	BAL-29	BAL-29, BAL-19 and BAL12.5
	Forest Type A (Plot 10)	Downslope >5-10 degrees	33m	BAL-29	BAL-29, BAL-19 and BAL12.5
	Grassland Type G (Plot 4)	Downslope >0-5 degrees	9m	BAL-29	BAL-29, BAL-19 and BAL12.5
Future Campground	Scrub Type D (Plot 11)	Upslope/flat	13m	BAL-29	BAL-29, BAL-19 and BAL12.5
	Scrub Type D (Plot 12)	Downslope >0-5 degrees	15m	BAL-29	BAL-29, BAL-19 and BAL12.5
	Grassland Type G (Plot 4)	Downslope >0-5 degrees	9m	BAL-29	BAL-29, BAL-19 and BAL12.5
	Woodland Type B (Plot 7)	Downslope >0-5 degrees	17m	BAL-29	BAL-29, BAL-19 and BAL12.5

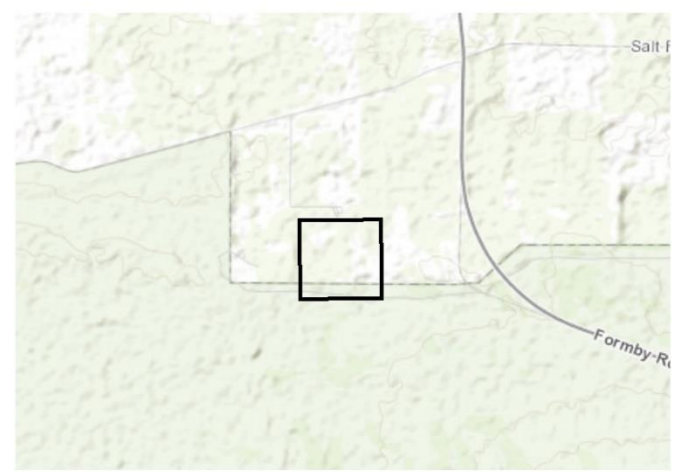
Assumptions/comments on BAL Contour Plan:

- Method 1 (AS3959-2018) Simplified procedure was used for vegetation classification and BAL Assessment process;
- The BAL Contour Plan was prepared by an Accredited Level 2 Bushfire Planning Practitioner (BPAD37893);
- The BAL Contour Map (Figure 5) has been prepared in accordance with Department of Planning (WAPC) Guidelines for Planning in Bushfire Prone Areas (WAPC, 2021);
- All vegetation within the APZ Area, indicated on Figure 4 Vegetation Classes Map, will be removed/modified to a low threat state and managed in perpetuity to APZ standards as outlined in Appendix B, Schedule 1 WAPC Asset Protection Zone (APZ) standards to apply;
- It is noted that BAL and construction to AS3959 does not apply to camping structures or kitchen/ablution facilities (Class 10A non habitable under the NCC);
- The assumptions contained within the BAL Contour Plan are based on the plan of the development as supplied by the client (Figure 2 and 3);
- Subject site is partially located in a Bushfire Prone Area, see Figure 3 (OBRM, 2021) and
- Building to BAL and AS3959 only applies to Class 1, 2, 3 and 10A and decks associated with these buildings. Allocation of BAL has been done for a measure of risk for the site.

Plot Number	Vegetation Classification	Effective Slope
1	Excluded 2.2.3.2 (e)	N/A
2	Excluded 2.2.3.2 (f)	N/A
3	Grassland Type G	Upslope/flat
4	Grassland Type G	Downslope >0-5 degrees
5	Grassland Type G	Downslope >5-10 degrees
6	Woodland Type B	Upslope/flat
7	Woodland Type B	Downslope >0-5 degrees
8	Forest Type A	Upslope/flat
9	Forest Type A	Downslope >0-5 degrees
10	Forest Type A	Downslope >5-10 degrees
11	Scrub Type D	Upslope/flat
12	Scrub Type D	Downslope >0-5 degrees
13	Forest Type A	Upslope/flat
14	Forest Type A	Downslope >0-5 degrees



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Esperance Office: 2A/113 Dempster Street Esperance, WA 6450 (08) 9072 1382



Legend

- Subject Site
- 100m Assessment Boundary
- 150m Assessment Boundary
- Cadastre
- Developable Area (BAL-29)
- Setback Distance
- Traffic Direction
- Existing Fence
- Proposed Fence
- Proposed Bollards
- Hardstand Areas and Existing Infrastructure
- Powered Sites
- Unpowered Sites
- Proposed New Camping Area
- Vegetation/Plot Boundary

BAL Contours

- BAL-FZ
- BAL-40
- BAL-29
- BAL-19
- BAL-12.5
- BAL-LOW

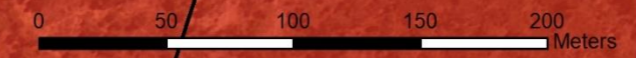
Scale 1:3,000 @ A3
GDA MGA 94 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

CLIENT
Mount Trio Bush Camp and Caravan Park
Lot 4006 Salt River Road
Amelup, WA 6338

BAL Contour Plan		
BAL Assessor	QA Check	Drawn by
JRB	KPK	BRM
STATUS	FILE	DATE
FINAL	MSC0485	31/08/2023

Figure 6: BAL Contour Plan



4 Identification of Bushfire Hazard Issues

4.1 Bushfire Hazard Level

The identified bushfire risks associated with the subject site is the continuous vegetation to the south, west and east. This area presents as Forest Type A and Scrub Type D which is defined as Extreme Bushfire Hazard Level (BHL). The land adjacent to the south is national park associated with Stirling Range National Park. Strategic firebreaks are maintained by Department of Biodiversity Conservation and Attractions in accordance with the South Coast Region Management Plan 1992-2002 (CALM, 1991) (still current). The development is not reliant on management of firebreaks from the national park.

Currently, internal to Lot 4006 surrounding the subject site and in the adjacent lot to the east is large areas of Grassland Type G. These areas, if left unmanaged, will pose a moderate BHL to the proposed development. Under hot, dry and unstable conditions (Severe to Catastrophic bushfire weather) the subject site is most at risk from bushfire from the south, southwest, southeast and east directions.

All current and proposed camps can be located in BAL-29, BAL-19 and BAL-12.5 zones within the camping area (refer to the BAL Contour Plan Figure 6). Internal driveway access separates the bushfire risk from the national park to the south of the proposed new campsite and additional fuel reduction strategies internal to the existing camp will be employed by the owners to maintain APZ standards.

The new campground facility (combined with the existing) will have approximately 800 people:

- 35 powered sites with up to 4 people per site - 140 people.
- 80 unpowered sites with up to 4 people per site 320 people.
- 150 sites in new overflow area up to 2 people Self-contained area - 300 people.

Proposed works associated with the DA include a new kitchen, ablution building and additional camp sites. The camping facility is very seasonal with high visitation in Easter Period (late March to April) and spring flowering periods (September to October). The highest bushfire risk season to the site is January to February, when grasses can be cured to over 100% and the period with Fire Danger ratings (FDR) are highest. Over the last 10 years the average number of people at Mt Trio Bush Camp and Caravan Park from January 1 to March 31st is:

- 2023 - 28 people per night average
- 2022 - 40 people per night average
- 2021 - 28 people per night average
- 2020 - 8 people per night average
- 2019 - 8.5 people per night average
- 2014 – 2018 less than 8 people per night

(Pers comms J & M Byrne)

Analysis of risk during peak bushfire season (January to March inclusive) indicates there is low visitation to the site. To avert the bushfire risk to life and property of the camping visitors to the bush camp facility, the Bushfire Emergency Evacuation Plan has recommended site closures during Catastrophic Fire Danger Rated (FDR) days and early evacuation. In Extreme FDI rated days tourists will be encouraged to leave the site from 9am to 3pm. Refer to Section 5.2.5 and Appendix E.

4.2 Landscape Risk

Analysis of the vegetation types and corresponding bushfire fuels (to AS3959-2018) outlines the south and west of the subject site which correspondingly has the highest risk of fire run into the subject site. Forest Type A and Scrub Type D are classified as Extreme BHL and present the highest risks to the subject site. Landscape scale bushfires are most likely to impact the site from the south and west, if a bushfire presents in the nearby state forests of national parks. Surrounding farm land can also pose a landscape scale bushfire risk over the high threat period whilst harvesting activities are carried out, hot machinery in dry crops can quickly spark fast moving grassland fires. Harvest and vehicle movement bans can be put in place by the Local Government to mitigate the risk of these fires occurring.

4.3 Access

Currently the subject site is accessed via Salt River Road which provides the option to travel east to Chester Pass Road to Amelup and south to Albany city centre or west along Salt River Road to Cranbrook. These options enable evacuees to travel in two different directions to two suitable locations, see Figure 7 Access Map. To the east and north, Gnowangerup townsite is accessed via Salt River Road, this is the primary evacuation route to Gnowangerup Sporting Complex (see BEEP Appendix E). To the east, multiple locations can be accessed

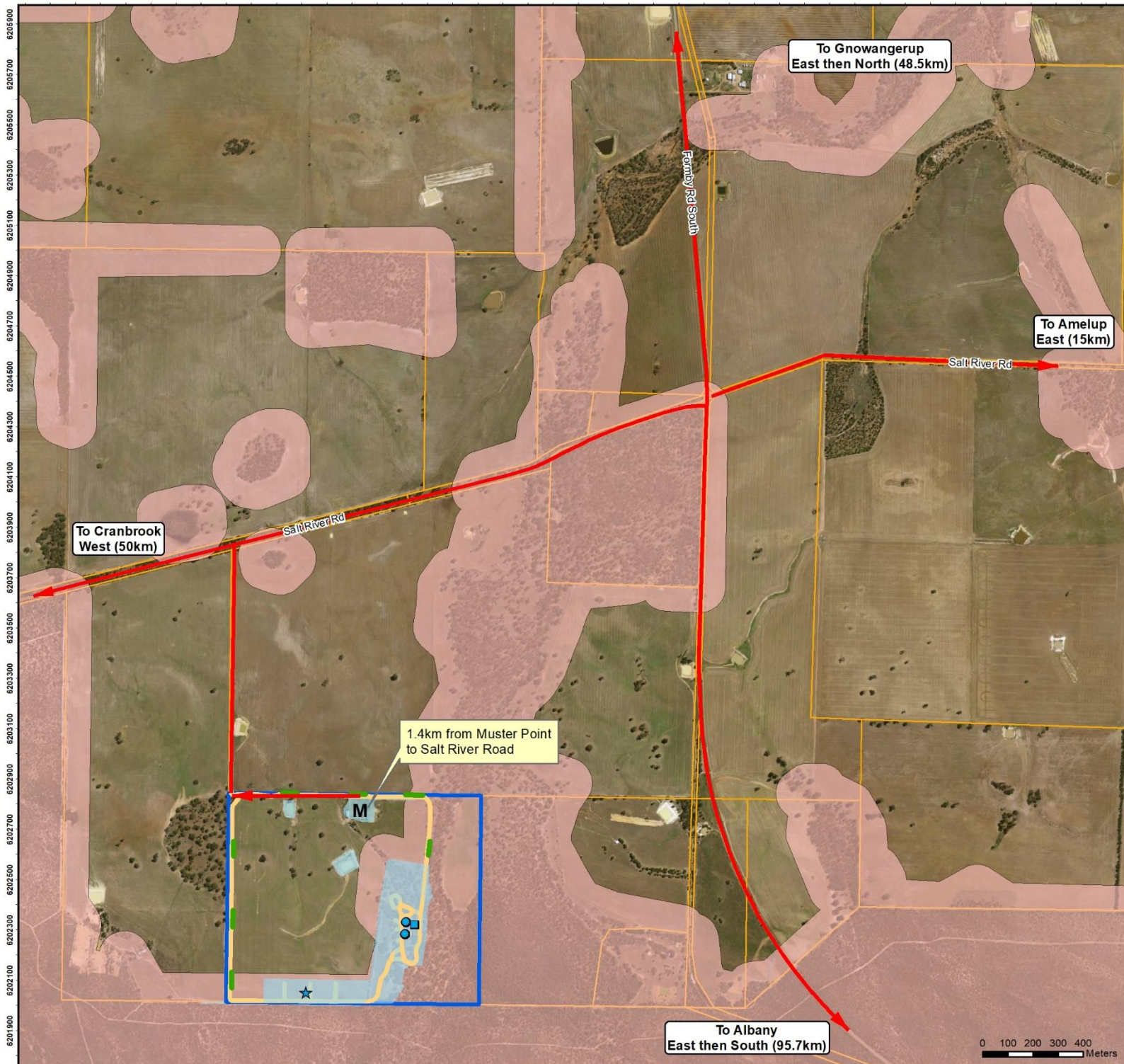
via Salt River Road and Formby Road. While considered compliant with the guidelines, the primary route for evacuating this property, where possible, should be the eastern and north route to Gnowangerup townsite. Refer to Figure 7.

No new public roads will be constructed as part of this proposal and the existing public road network is constructed to the required standards. All new driveways will be constructed 10-12m to enable caravans passing on site which will meet the minimum technical requirements established by the guidelines. The width of 10-12m is considered suitable for use as a passing area for vehicles, although formal passing bay areas are noted on the Access and Water Mapping, Figure 7.

Lot 4006 is noted to be accessed via a 20m easement over Location 1868, refer to easement document, Appendix B.

4.4 Water Supply

Under the Guidelines for Planning in Bushfire Prone Areas (WAPC, 2021), for nature-based camping Acceptable Solution 5.12a, there is no requirement for a water tank for firefighting purposes. A 25,000L water tank is to be installed in the new campground for firefighting purposes, to assist with any strategic firefighting in the south adjacent to the national park or structural fires occur from caravans in the new camp facility. This will assist firefighting operations in the event of a bushfire. The site will not be actively defended as the primary action in the event of a bushfire, the primary action will be evacuation.



Albany Office:
29 Hercules Crescent
Albany, WA 6330
(08) 9642 1575

Denmark Office:
7/40 South Coast Highway
Denmark, WA 6333
(08) 9848 1309

Esperance Office:
2A/113 Dempster Street
Esperance, WA 6450
(08) 9072 1382

Overview Map Scale 1:250,000

Legend

- Water Tank (150,000L)
- Water Tank (90,000L)
- ★ Proposed Water Tank (25,000L)
- Passing Bay (200m Separation)
- ➔ Access Route
- Subject Site
- Cadastrate
- Driveway Access
- APZ - Future Low Fuel and current low fuel areas
- Bush_Fire_Prone_Areas_2021_OBRM_019

Scale 1:15,000 @ A3 GDA MGA 94 Zone 50

Data Sources
Aerial Imagery: WAnow, Landgate Subscription Imagery
Cadastrate, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

CLIENT
Mount Trio Bush Camp and Caravan Park
Lot 4006 Salt River Road
Amelup, WA 6338

Figure 7: Water and Access Map

BAL Assessor JRB	QA Check KPK	Drawn by BRM
STATUS FINAL	FILE MSC0485	DATE 21/09/2023

5 Assessment against the Bushfire Protection Criteria

5.1 Compliance Table

The Guidelines for Planning in Bushfire Prone Areas (WAPC, 2021) outlines bushfire protection criteria which subdivision and development proposals are assessed for compliance. The bushfire protection criteria (Appendix 4; WAPC, 2021) are performance-based criteria utilised to assess bushfire risk management measures and they outline five elements, being:

- Element 1: Location;
- Element 2: Siting and Design of Development;
- Element 3: Vehicle Access;
- Element 4: Water; and
- Element 5: Vulnerable Tourism Land Uses.

This proposed development is required to be assessed against Element 5 being a vulnerable tourism land use, it is required to meet the "Acceptable Solutions" of each of the subcomponents of siting and design, access and water contained in this element of the bushfire mitigation measures (WAPC, 2021). The proposal has been found to be compliant, refer to Table 4.

Table 4: Bushfire protection criteria applicable to the subject site.

Element	Acceptable Solution	Applicable or not Yes/No	Proposal meets Acceptable Solution
Element 5.10 – Siting and Design	A5.10a	Yes	<p>Compliant.</p> <p>By maintaining a minimum 27-33m separation distance from the Forest Type A (Plot 9 and 10) to the east and Scrub Type D (Plot 11 and 12) to the south and implementing a managed APZ area, all camping sites will have the ability to have camps located in an area that will be subject to a BAL rating of BAL-29 or lower. As the BAL contour Plan (Figure 6) demonstrates all tents and camps are to be located in BAL-29, BAL-19 and BAL-12.5 zones. The camping site location has been optimised to reduce the potential levels of radiant heat impacting the site and provide hazard separation between areas of classified vegetation. The low fuel managed area surrounding the camp ground will be managed in a low threat state in perpetuity, as per Schedule 1 Appendix B and it is recommended that the camping area is fenced/ to delineate areas available for camping.</p> <p>Proposal meets Acceptable Solution A5.10a.</p>
	A5.10b	Yes	<p>Compliant.</p> <p>Fire pits will be used in a central, controlled location only in the site to contain camping and cooking fires at all time and will be utilised in accordance with the current Section 33 LGA notice (See example Appendix D), <i>Bush Fires Act 1954</i> and the local authority total fire ban designations.</p> <p>Proposal meets Acceptable Solution A5.10b.</p>
	A5.10c	No	An on-site shelter is not being proposed. Not assessed to A5.10c
	A5.10d	No	An open space area is not being proposed as an on-site shelter. Not assessed to A5.10d
Element 5.11 – Vehicular Access	A5.11a	Yes	<p>Compliant.</p> <p>Salt River Road and the existing public road network provides safe access and egress in two different directions to at least two different destinations. The two-road network provides safe access and egress to two different destinations. As public roads, they will be available to all residents and the public at all times and under all weather conditions. Refer to the Access Map (Figure 7). The recommended primary route for evacuation is to the east and north to Gnowangerup townsite, for further information regarding evacuation, see Appendix E Bushfire Emergency Evacuation Plan.</p> <p>Proposal meets Acceptable Solution A5.11a.</p>
	A5.11b	Yes	<p>Compliant.</p> <p>Salt River Road and the surrounding road network are considered through roads.</p> <p>Proposal meets Acceptable Solution A5.11b</p>
	A5.11c	No	Compliance with A5.11a and A5.11b can be achieved, compliance to 11c is not required to be achieved. Not assessed to A5.11c
	A5.11d	No	Compliance with A5.11a and A5.11b can be achieved, compliance to 11d is not required to be achieved. Not assessed to A5.11d
	A5.11e	Yes	<p>Compliant.</p> <p>The internal access will provide a single access point of approximately 1.4km from the Muster Point onto Salt River Road (see Figure 7). Additional access points were investigated but not able to be achieved due to the lot being accessed via an easement to Salt River Road, creeks to the east and national park to the south. Refer to the Access Map (Figure 7).</p> <p>Proposal meets Acceptable Solution A5.11e.</p>

Table 4 cont.

Element	Acceptable Solution	Applicable or Not Yes/No	Proposal meets Acceptable Solution
Element 5.11 – Vehicular Access Cont.	A5.11f	Yes	<p style="text-align: center;">Compliant.</p> <p>The internal access is approximately 1.4km from the Muster Point onto Salt River Road (see Figure 7) and will meet the technical requirements established by the guidelines, see Figure 8 Column 4. The internal access is to be between 10-12m to allow for caravans passing with ease, which also allows for heavy duty firefighting trucks and vehicles.</p> <p style="text-align: center;">Proposal meets Acceptable Solution A5.11f.</p>
	A5.11g	Yes	<p style="text-align: center;">Compliant.</p> <p>Signage will be provided advising of where the internal access travels to and the distance, whether the vehicular access is 4-wheel drive only and what to do in the event of a bushfire. Illuminated (reflective) directional signage is recommended to ensure visitors can locate the exits in a bushfire emergency. See further detail on the recommended signage in Section 5.2.4.</p> <p style="text-align: center;">Proposal meets Acceptable Solution A5.11g.</p>
Element 5.6 – Provision of Water	A5.12a	Yes	<p style="text-align: center;">Compliant.</p> <p>A water tank for firefighting purposes is proposed in the new campground and will be a minimum of 25,000L for firefighting operations.</p> <p style="text-align: center;">Proposal meets Acceptable Solution A5.12a</p>
	A5.12b	Yes	<p style="text-align: center;">Compliant.</p> <p>A water tank for firefighting purposes is proposed in the new campground and will be a minimum 25,000L for firefighting operations.</p> <p style="text-align: center;">Proposal meets Acceptable Solution A5.12b</p>
	A5.12c	Yes	<p style="text-align: center;">Compliant.</p> <p>A water tank for firefighting purposes is proposed in the new campground and will be a minimum 25,000L for firefighting operations.</p> <p style="text-align: center;">Proposal meets Acceptable Solution to A5.12c</p>

5.2 Other Bushfire Mitigation Measures for the lot owner

The bushfire risk assessment (Section 4.0) has outlined the bushfire risks for the site and the future development. The following section outlines additional measures to assist in mitigating the bushfire risk for the proposed development.

This proposal does not include any new public access. Internal access/private driveways will meet the standards stated in the Figure 8 Column 4 'Private Driveways' below.

TECHNICAL REQUIREMENTS	1 Public roads	2 Emergency access way ¹	3 Fire service access route ¹	4 Battle-axe and private driveways ²
Minimum trafficable surface (metres)	In accordance with A3.1	6	6	4
Minimum horizontal clearance (metres)	N/A	6	6	6
Minimum vertical clearance (metres)	4.5			
Minimum weight capacity (tonnes)	15			
Maximum grade unsealed road ³	As outlined in the IPWEA Subdivision Guidelines	1:10 (10%)		
Maximum grade sealed road ³		1:7 (14.3%)		
Maximum average grade sealed road		1:10 (10%)		
Minimum inner radius of road curves (metres)		8.5		

Notes:

¹ To have crossfalls between 3 and 6%.

² Where driveways and battle-axe legs are not required to comply with the widths in A3.5 or A3.6, they are to comply with the Residential Design Codes and Development Control Policy 2.2 Residential Subdivision.

³ Dips must have no more than a 1 in 8 (12.5% -7.1 degree) entry and exit angle.

Figure 8: Vehicle Access Technical Requirements.

5.2.1 Minimise Ignition Sources

There is little control of offsite ignition sources, however the following is recommended to be undertaken by the landowner while in ownership of the land.

Prior to the bushfire season (October) the following activities are undertaken:

- Mowing, slashing and brush cutting (noting illegal to do so on designated total fire ban days); and
- Sub-contractors are aware of their obligations through contractual requirements.

During the summer bushfire season (December to April inclusive as designated in the fire control notice) maintenance activities internal to the site should be planned and risk assessed prior to commencement. This includes but not limited to:

- Mowing, slashing and brush cutting (noting illegal to do so on designated total fire ban days);
- Welding, grinding and hot works (not undertaken on designated total fire ban days);
- Any fires for camping or cooking should be contained in fire pits and not undertaken on designated total fire ban days;
- Temporary waste disposal areas and green waste dumps – ensure piles are not exceeding 1.5m high and have bare mineral earth surrounding (min of 10m).

The landowner is responsible for fire safety in mitigation activities during the bushfire season and is to ensure safety of the site and adjacent properties at all times from potential ignition sources.

5.2.2 Fuel Reduction and APZ Management

Ongoing fuel reduction by landowners to ensure their allocated BAL applies through mechanical slashing and mowing will be required to be undertaken regularly to ensure the grasses within the low threat managed area are slashed and maintained in a low fuel condition. The lot owner is to be responsible for implementation of the maintenance schedule to maintain their BAL and general bushfire preparedness which should generally reflect the following actions, refer to Table 5.

Table 5: Maintenance schedule – landowners.

<i>Frequency</i>	<i>Activity</i>
Weekly (During fire season operations and prior to bushfire event) Also refer to Schedule 1, Appendix B	Ensure all vegetation within the low fuel managed area surrounding the camp site is maintained in a low fuel condition in perpetuity.
	Check waste materials collected from site are correctly sorted and stored (i.e., green waste, refuelling in designated areas only).
	Mowing, slashing and maintaining grasses as required, more frequent during Spring and Autumn growth periods.
Monthly	Pruning climbing vegetation (such as vines) on a trellis.
	Whipper snipper/grass cutter around all buildings and fences.
	Trimming and removing dead plants or leaf litter.
	Ensure piles of combustible material is not stored within the managed area and disposed of correctly.
Yearly (prior to bushfire season)	Ensure weeds or woody material is not encroaching into the APZ area (see Figure 5 Vegetation Classes Map), attend to any dead material through trimming and pruning, raking and removing to green waste.
	Under trimming trees 2m from ground level, removing all fallen debris, raking and mechanical slashing to remove undergrowth.
	Any material from pre fire season preparation is either disposed to green waste or burn in piles with a 10m mineral earth break around each pile.
	Maintaining fire breaks as per the SoG annual gazetted notice under s33 of the Bushfires Act.

5.2.3 Strategic Water Sources for Bushfire

Strategic, standalone water sources for bushfire and structural fires are not planned as part of this proposal. However, if a strategic water supply is installed for firefighting purposes in addition to any water tanks for drinking and domestic water purposes. It is recommended that it is installed as per Schedule 2 of the WAPC guidelines (WAPC, 2021):

Above ground tanks: should be constructed of a non-combustible material, and may need to comply with AS/NZ 35001:2018. Fittings for above ground tanks are to be in accordance with the following standards:

- Commercial land uses: 125mm Storz fitting; or
- Strategic water tanks: 50mm or 100mm male camlock coupling with full flow valve; and
- Combined water tanks: 50mm male camlock coupling with full flow valve or a domestic fitting, being a standard house hold tap that enables an occupant to access the water supply with domestic hoses or buckets for extinguishing minor fire.

Below ground tanks: Should have a 200mm dia access hole to allow tankers or emergency service vehicles to refill direct from the tank with the outlet clearly marked on the top. The tank may need to comply with AS/NZ 35001:2018.

Tank outlets: Where an outlet is provided for an emergency service then an unobstructed, hardened surface is to be provided within 4m of the water supply. Refer to Figure 9 below outlining the location of a tank to a hardstand area.

Pipe fittings: All above-ground; exposed water supply pipes and fittings should be metal. Fittings should be located away from the source of the bushfire attack.

Water tank location: Tanks are to be located with a consideration to surrounding vegetation and should avoid locations where the tanks is situated near or under vegetation or where vegetation might grow or overhang the tank. Refer to Figure 9 below.



Figure 9: A good and a bad example of landscaping around a water tank and relation to hardstand areas (WAPC, 2021).

Hardstand and turnaround areas should be provided adjacent to strategic water supply sources. Turnaround areas adjacent to strategic tanks should meet the requirements similar to driveway standards where able to be accommodated and depending on the location of the tank to the driveway for the house, refer to Figure 10 below.

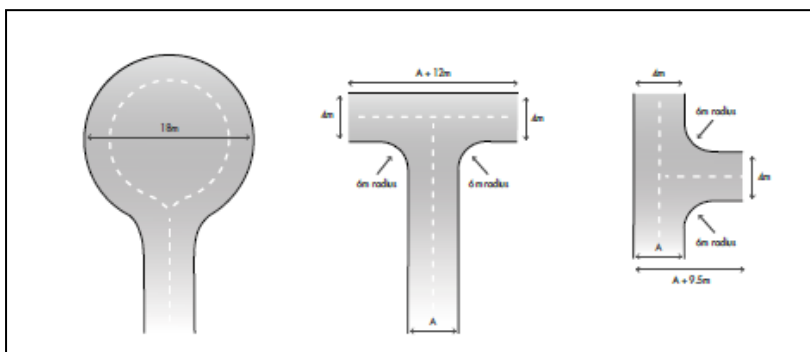


Figure 10: Turnaround standards for Driveways (WAPC, 2021)

5.2.4 Signage for Emergency Fire Exit

Reflective directional signage for emergency fire exit to be used along driveways, Emergency Access Ways and Fire Service Access Ways, as applicable to site. The signage is to assist people to navigate the access in a smoke and ember filled environment. It is noted that evacuation should always be early and ahead of fire scenarios.

Reflective signage is to assist to guide vehicles and cars along the access way. Approval from the Local government should be sought prior to ordering the signage. Examples below are of and can be ordered from most sign makers in WA, see Figure 11 and 12.



Figure 11: National signage standards directional signage examples

2.5.1 Hazard Marker Series: MR-HM




Sign	Name	Sign No.	Replace with
	LARGE ARROW	MR-HM-13 (L or R)	Use <u>MR-HM-3</u> .
	LARGE ARROW	MR-HM-14 (L or R)	
	LARGE ARROW BIDIRECTIONAL	MR-HM-15	Use <u>MR-HM-2</u> .

Figure 12: Main Roads Western Australia (MRWA) directional hazard marking signs, (MRWA, 2022).

5.2.5 Bushfire Emergency Evacuation Planning

Evacuation information has been provided in support of this proposal in the form of a Bushfire Emergency Evacuation Plan (BEEP). The evacuation information in Appendix E of this report contains specific consideration for the management of occupants during a bushfire emergency and can be removed to form a stand-alone document. The evacuation plan relies on site closures to avoid extreme and catastrophic bushfire risk periods (FDR) and for early offsite evacuation. The BEEP has been prepared by a level 2 accredited bushfire practitioner pertinent to the size and scale of the proposed development and has been peer reviewed by an accredited BPAD level 3 bushfire practitioner, see peer review letter (Appendix F).

Further information regarding bushfire evacuation and preparedness can be found at the websites below, the DFES Emergency home page is shown in Figure 13, information on the DFES FDR ratings and warning systems are shown in Figure 14.

The BEEP should be reviewed annually and updated as there are changes to emergency procedures or identification of safer places/destination in the local area are identified. The appointed bushfire consultant should be regularly consulted by the owners, fire warden and site managers to assist in the implementation of the BEEP.

Any updates to emergency management procedures and standards for bushfire preparedness and safety can be accessed by DFES at the following websites:

www.dfes.wa.gov.au

www.emergency.wa.gov.au



Figure 13: DFES emergency access plan home page (DFES, 2022).

The DFES FDR ratings and warning systems are shown below in Figure 14.

Australian Fire Danger Rating System

YOUR FIRE RISK TODAY IS

Moderate: Plan and prepare.
Most fires can be controlled. Stay up to date and be alert for fires in your area.

High: Be ready to act.
Fires can be dangerous. Decide what you will do if a fire starts. Leave bushfire risk areas if necessary.

Extreme: Take action now to protect your life and property.
Fires will spread quickly and be extremely dangerous. Put your bushfire plan into action. If you and your property are not prepared to be evacuated, plan to leave early.

Catastrophic: For your survival, leave bushfire risk areas.
These are the most dangerous conditions for a fire. If a fire starts and takes hold, fires are likely to be fast. Homes cannot withstand fires in these conditions.

When there is no rain or fall, Fire Danger Ratings will be set to **No Rating**. On these days you will need to remain alert and abide by local seasonal bans and regulations.

Monitor conditions and emergency warnings on fire ratings and bushfire warnings. If a fire starts near you, take action immediately to protect your life. Do not wait for a warning.

Your life may depend on the decisions you make, even before there is a fire. Create or review your bushfire plan at mybushfireplan.nsw.gov.au

Fire Danger Ratings and Bushfire Warnings

When a bushfire starts, things can change in a matter of minutes so it's important to stay up to date through official information sources.

During a bushfire, emergency services will provide you with as much information as possible, but no system is foolproof. If you believe you are in danger, act immediately to stay safe and do not wait for a warning.

If you see smoke or flames call Triple Zero (000) and put your bushfire plan into action immediately.

Remember warning levels change to reflect the increasing risk to your life or property, and the decreasing amount of time you have to act.

The warning levels for bushfires are:

Advice	Watch and Act	Emergency Warning	All Clear
A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.	There is a possible threat to lives or homes. You need to have at get ready to defend - do not wait and see.	There is a threat to lives or homes. You are in danger and need to take immediate action to survive.	The danger has passed and the fire is under control. Take care and remain vigilant in case the situation changes.

Where to find ratings and warnings:

- Emergency WA emergency.wa.gov.au
- DFES Emergency Information Line 15 B-FES (13 3333)
- ABC Radio in 4PM - Your local radio frequency
- DFES Facebook [facebook.com/dfes.wa](https://www.facebook.com/dfes.wa)
- DFES Twitter twitter.com/dfes.wa

Make a plan

Dangerous bushfires can start at any time and can quickly turn into a life-threatening situation for you and your loved ones. Your safety will be more secure if you've prepared your plan and the choices you make.

Create a bushfire plan in under 15 minutes at mybushfireplan.nsw.gov.au

For more information visit dfes.wa.gov.au/prepare

Figure 14: DFES Warning Systems (DFES, 2022).

6 Implementation Actions

The responsibilities of the developer(s), Landowners and local government are shown in Table 6 and 7.

6.1 Developer/Landowner Responsibility

It is recommended the developer/landowner be responsible for the following:

Table 6: Implementation actions landowner.

Developer/Landowner Prior to use as a Nature Based Camping Site		
No	Implementation Action	Clearance Stage
1	A notation may be placed on the certificate of title pursuant to Section 70A Transfer of Land Act 1893 ensuring that future landowners are aware that their lot is located within a bushfire prone area, the property is subject to a Bushfire Management Plan and that the management strategies contained in the bushfire management plan must continue to be implemented. This may be a local government condition of development approval.	Condition of DA
2	Continue to manage lot (balance of land) as per the current SoG Firebreak and Fuel Hazard Reduction Notice and this BMP requirements.	Ongoing
3	Ensure the APZ area internal to and surrounding the camping area (see Figure 5 Vegetation Classes Map) is implemented. Fencing/bollarding is recommended to clearly demarcating the tent/camping areas to ensure sites are located BAL-29 or less.	Condition of DA
4	Maintain the APZ area internal to and surrounding the camping ground (see Figure 5 Vegetation Classes Map) to the dimensions and standard stated in this BMP, as per WAPC Asset Protection Zone (APZ) Standards, Schedule 1 (refer to Appendix B).	Ongoing
5	Ensure all fires for camping and cooking are contained within fire pits to ensure the fire is contained, in accordance with the <i>Bush Fires Act 1954</i> and not lit on total fire ban days.	Ongoing
6	Install the internal access and private driveways to the standards stated in the BMP, see Figure 8, Column 4.	Condition of DA
7	Ensure the internal access and private driveways are maintained to the standards stated in the BMP.	Ongoing
8	Ensure signage is provided within the site, advising of where each access route travels to, the distance to the destination and general information signs on what to do in the event of a bushfire, see Section 5.2.4 of this document.	Condition of DA
9	Maintain signage within the site in good working order, to ensure the signs and directions are readable and useable at all times, advising occupants of where each access route travels to.	Ongoing
10	Ensure a 25,000L strategic water tanks is supplied in the new camping area for strategic bushfire fighting or structural fires associated with caravans occurs.	Condition of DA
11	Prepare a Bushfire Emergency Evacuation Plan (BEEP) to assist in evacuation planning and response for this site.	Prior to DA
12	Ensure Bushfire Emergency Evacuation Plan (BEEP) is implemented at all times. An annual review of the BEEP is recommended every year prior to the bushfire season to ensure any protocols from Emergency Services have not changed.	Annually and ongoing
13	Ensure that the people responsible for the management of occupants in the event of a bushfire emergency are aware of the BEEP and their responsibilities.	Ongoing
14	Implement the measures in this BMP and the associated BEEP, in perpetuity.	Ongoing

6.2 Local Government Responsibility

It is recommended the local government be responsible for the following:

Table 7: Implementation actions, Shire of Gnowangerup

SoG		
No	Implementation Action	Clearance Stage
1	Monitor landowner compliance with the Bushfire Management Plan and the SoG Firebreak and Fuel Hazard Reduction Notice.	Annually
2	Ensure the low fuel area internal to and surrounding the camping area is implemented through condition of DA.	Prior to Use
3	All internal access/private driveways to be designated/ installed for access into the site to the minimum technical standards as required by WAPC and outlined in Figure 7, Column 4 of this document. To be demonstrated to SoG at Planning approval/building approval stages.	Prior to Use
4	Ensure Signage is installed within the site, advising of where each access route travels to, the distance to the destination and general information signs on what to do in the event of a bushfire.	Prior to Use
5	Ensure a 25,000L strategic water tanks is supplied in the new camping area for strategic bushfire fighting or structural fires associated with caravans occurs.	Prior to Use
6	A review and update of this BMP and the associated BEEP is required if any aspect of the design changes in subsequent stages.	Ongoing

7 Disclaimer

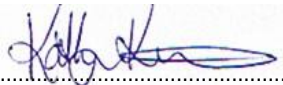
The recommendations and measures contained in this assessment report are based on the information available at the time of writing following the instructions of the regulatory authorities and following the requirements of the Australian Standards 3959-2018 – Building in Bushfire Prone Areas, WAPC State Planning Policy 3.7 (WAPC, 2015), WAPC Guidelines for Planning in Bushfire Prone Areas vers 1.4 (WAPC, 2021), and applying best practise as described by Fire Protection Association Australia. These are considered the minimum standards required to balance the protection of the dwellings and occupants with the aesthetic and environmental conditions required by local, state and federal government authorities. They DO NOT guarantee that a building will not be destroyed or damaged by a bushfire, people injured, or fatalities occur either at the site or while evacuating. All surveys and forecasts, projections and recommendations made in this assessment report and associated with this proposed development are made in good faith on the basis of the information available to the fire protection consultant at the time of assessment. The achievement of the level of implementation of fire precautions will depend amongst other things on actions of the landowner or occupiers of the land, over which the bushfire consultant has no control. Notwithstanding anything contained within, the consultant/s will not, except as the law may require, be liable for any loss or other consequences (whether or not due to negligence of the bushfire consultant) arising out of the services rendered by the consultant.

AS3959-2018 disclaimer: It should be borne in mind that the measures contained within this Standard (AS3959-2018) cannot guarantee that a building will survive a bushfire event on every occasion. This is substantially due to the unpredictable nature and behaviour of fire and extreme weather condition.

Building to AS3959-2018 is a standard primarily concerned with improving the ability of buildings in designated bushfire prone areas to better withstand attack from bushfire thus giving a measure of protection to the building occupants (until the fire front passes) as well as to the building itself (AS3959, 2018).

8 Certification

I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level (s) stated in this document have been prepared in accordance with the requirements of AS 3959-2018 and the Guidelines for Planning in Bushfire Prone Areas (WAPC, 2021).

SIGNED, ASSESSOR:  DATE: 21/09/2023

Kathryn Kinnear, Bio Diverse Solutions

Accredited Level 2 Bushfire Practitioner (Accreditation No: BPAD30794)



9 Revision Record

Revision	Prepared By	Summary	Reviewed By	Date
Draft Id	Kathryn Kinnear	Internal QA review	Bob McGonnell	31/08/2023
Draft Id	Kathryn Kinnear	Internal Technical Review	Jason Benson	6/09/2023
Draft Id	Kathryn Kinnear	Client Review	J & M Byrne	19/09/2023
Draft Id	Kathryn Kinnear	Issued to Level 3 for Peer Review	Erika Dawson	21/09/2023
Draft Id	Kathryn Kinnear	Amendments as per Level 3 Peer Review	Erika Dawson	6/09/2023
Final Id	Kathryn Kinnear	Issued to client		6/09/2023

10 References

AS3959-2018 Australian Standard, *Construction of buildings in bushfire-prone areas*, Building Code of Australia, Primary Referenced Standard, Australian Building Codes Board and Standards Australia.

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11 Appendices

Appendix A: Vegetation Classifications to AS3959-2018

Appendix B: Easement Documents and Asset Protection Zone (APZ) standards to apply

Appendix C: Application for Development Approval Shire of Gnowangerup

Appendix D: Shire of Gnowangerup, Firebreak Notice (SoG 2023/2024)

Appendix E: Bushfire Emergency Evacuation Plan

Appendix F: Level 3 Peer Review

Appendix A

Vegetation Classification to AS3959-2018

Vegetation classification to AS3959-2018

Site Details			
Address:	Lot 4006 Salt River Road		
Suburb:	Amelup	State:	W.A.
Local Government Area:	Shire of Gnowangerup		
Stage of Planning	Development Application: Existing Caravan Park proposing a Nature Based Park expansion adjoining the Caravan Park.		

BMP Plan Details			
Report / Job Number:	MSC0485	Report Version:	Final
Assessment Date:	14 August 2023	Report Date:	19 September 2023
BPAD Practitioner	Jason Benson Bob McGonnell	Accreditation No.	BPAD 37893 BPAD 58381

Vegetation Classification

Site assessment occurred on the 28th July 2022 by Jason Benson (BPAD 37893) and Bob McGonnell (BPAD 58381) and rechecked on the 14th August 2023 by and Bob McGonnell (BPAD 58381). All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level (BAL) is identified in the following pages and shown on the Vegetation Classes Map Page 3.

Plot Number	Vegetation Classification	Slope (Table 2.4.3)
1	Excluded 2.2.3.2 (e)	N/A
2	Excluded 2.2.3.2 (f)	N/A
3	Grassland Type G	Upslope/flat
4	Grassland Type G	Downslope >0-5 degrees
5	Grassland Type G	Downslope >5-10 degrees
6	Woodland Type B	Upslope/flat
7	Woodland Type B	Downslope >0-5 degrees
8	Forest Type A	Upslope/flat
9	Forest Type A	Downslope >0-5 degrees
10	Forest Type A	Downslope >5-10 degrees
11	Scrub Type D	Upslope/flat
12	Scrub Type D	Downslope >0-5 degrees
13	Forest Type A	Upslope/flat
14	Forest Type A	Downslope >0-5 degrees



Plot Number	Vegetation Classification	Effective Slope
1	Excluded 2.2.3.2 (e)	N/A
2	Excluded 2.2.3.2 (f)	N/A
3	Grassland Type G	Upslope/flat
4	Grassland Type G	Downslope >0-5 degrees
5	Grassland Type G	Downslope >5-10 degrees
6	Woodland Type B	Upslope/flat
7	Woodland Type B	Downslope >0-5 degrees
8	Forest Type A	Upslope/flat
9	Forest Type A	Downslope >0-5 degrees
10	Forest Type A	Downslope >5-10 degrees
11	Scrub Type D	Upslope/flat
12	Scrub Type D	Downslope >0-5 degrees
13	Forest Type A	Upslope/flat
14	Forest Type A	Downslope >0-5 degrees

Albany Office:
29 Hercules Crescent
Albany, WA 6330
(08) 9842 1575

Denmark Office:
7/40 South Coast Highway
Denmark, WA 6333
(08) 9848 1309

Esperance Office:
2A/113 Dempster Street
Esperance, WA 6450
(08) 9072 1382



Overview Map Scale 1:100,000

Legend

- Subject Site
- 100m Assessment Boundary
- 150m Assessment Boundary
- Cadastre
- 5m Contours
- Separation Distance
- Slopes Degrees
- Photo Point
- Future Low Fuel (Asset Protection Zone)
- Vegetation/Plot Boundary

Vegetation

- Forest Type A
- Woodland Type B
- Scrub Type D
- Grassland Type G
- Low fuel or non vegetated 2.2.3.2

Scale
1:4,500 @ A3
GDA MGA 94 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

CLIENT
Mount Trio Bush Camp and Caravan Park
Lot 4006 Salt River Road
Amelup, WA 6338

Vegetation Classes		
BAL Assessor	QA Check	Drawn by
JRB	MLH	BRM
STATUS	FILE	DATE
FINAL	MSC0485	15/08/2023


Plot	1	Classification or Exclusion Clause	Non-vegetated areas exclusion 2.2.3.2 (e)
			<p>Location: External north of the subject site. Internal central, north, northeast, northwest, west and southwest of the subject site.</p> <p>Description: Roads, driveways, firebreaks, dams and other non-vegetated areas.</p> <p>As per exclusion clause 2.2.3.2 (e) of AS3959-2018.</p>

Photo Id 1: View facing south along access towards campground, located central to the subject site in the east.


Plot	1 cont.	Classification or Exclusion Clause	Non-vegetated areas exclusion 2.2.3.2 (e)
			<p>Additional Photo of Plot 1.</p>

Photo Id 2: View facing north along access away from campground, located central to the subject site in the east.


Plot	2	Classification or Exclusion Clause	Low fuel areas exclusion 2.2.3.2 (f)
			<p>Location: External south and southwest of the subject site. Internal north and southeast of the subject site.</p> <p>Description: Managed lawns and gardens within campground area, Asset Protection Zone (APZ) surrounding existing dwelling and firebreaks.</p> <p>Excluded as per AS3959-2018 exclusion clause 2.2.3.2 (f).</p> <p>Available fuel loading: <2 t/ha.</p>

Photo Id 3: View facing north-northwest towards managed low threat area within campground, located central to the subject site in the southeast.


Plot	2 cont.	Classification or Exclusion Clause	Low fuel areas exclusion 2.2.3.2 (f)
			<p>Additional Photo of Plot 2.</p>

Photo Id 4: View facing north towards managed low threat area surrounding camp kitchen, located central to the subject site in the southeast.

Plot	2 cont.	Classification or Exclusion Clause	Low fuel areas exclusion 2.2.3.2 (f)
			<p data-bbox="991 286 1334 320">Additional Photo of Plot 2.</p>

Photo 1d 5: View facing southeast towards managed low threat area surrounding camp kitchen, located central to the subject site in the southeast.

Plot	2 cont.	Classification or Exclusion Clause	Low fuel areas exclusion 2.2.3.2 (f)
			<p data-bbox="991 1079 1334 1113">Additional Photo of Plot 2.</p>

Photo 1d 6: View facing east along firebreak, located to the south of the subject site. Note: Error in photo direction.

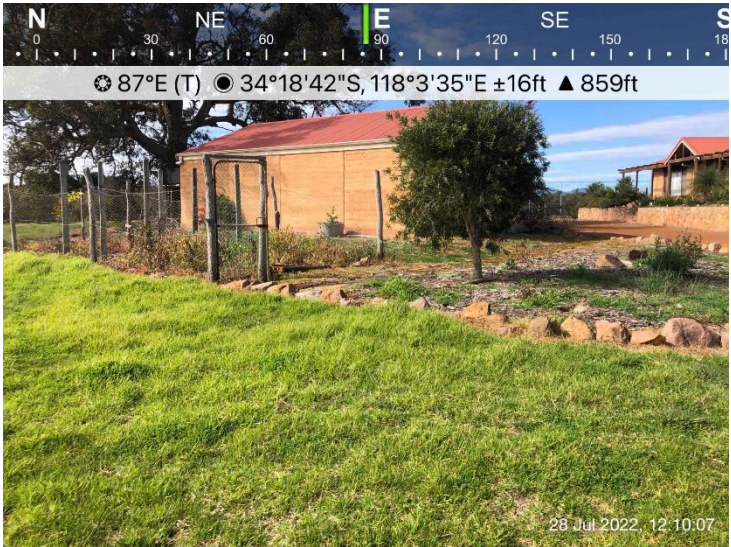
Plot	2 cont.	Classification or Exclusion Clause	Low fuel areas exclusion 2.2.3.2 (f)
			<p data-bbox="991 286 1334 315">Additional Photo of Plot 2.</p>

Photo Id 7: View facing east towards APZ surrounding existing dwelling, located internal to the subject site in the north.


Plot	2 cont.	Classification or Exclusion Clause	Low fuel areas exclusion 2.2.3.2 (f)
			<p data-bbox="991 1079 1334 1108">Additional Photo of Plot 2.</p>

Photo Id 8: View facing west towards APZ surrounding existing dwellings and shed, located internal to the subject site in the north.


Plot	3	Classification or Exclusion Clause	Grassland Type G
			<p>Location: Internal and external to the subject in the northeast and east.</p> <p>Separation Distance: 0m.</p> <p>Description: Sown pasture in paddock area.</p> <p>Average vegetation height: 100-300mm.</p> <p>Vegetation Coverage: <10% Trees.</p> <p>Available fuel loading: 4.5t/ha.</p> <p>Effective slope: Upslope/flat.</p>

Photo Id 9: View facing east-northeast towards sown pasture within paddock area, located internal to the subject site in the northeast.


Plot	3 cont.	Classification or Exclusion Clause	Grassland Type G
			<p>Additional Photo of Plot 3.</p>

Photo Id 10: View facing east towards sown pasture within paddock area, located internal to the subject site in the east.


Plot	4	Classification or Exclusion Clause	Grassland Type G
			<p>Location: External north, northwest and west. Internal central, north, south, east and west.</p> <p>Separation Distance: 0m.</p> <p>Description: Sown pasture in paddock area.</p> <p>Average vegetation height: 100-300mm.</p> <p>Vegetation Coverage: <10% Trees.</p> <p>Available fuel loading: 4.5t/ha.</p> <p>Effective slope: Downslope >0-5 degrees.</p>

Photo Id 11: View facing north towards sown pasture within paddock area, located to the north of the subject site.


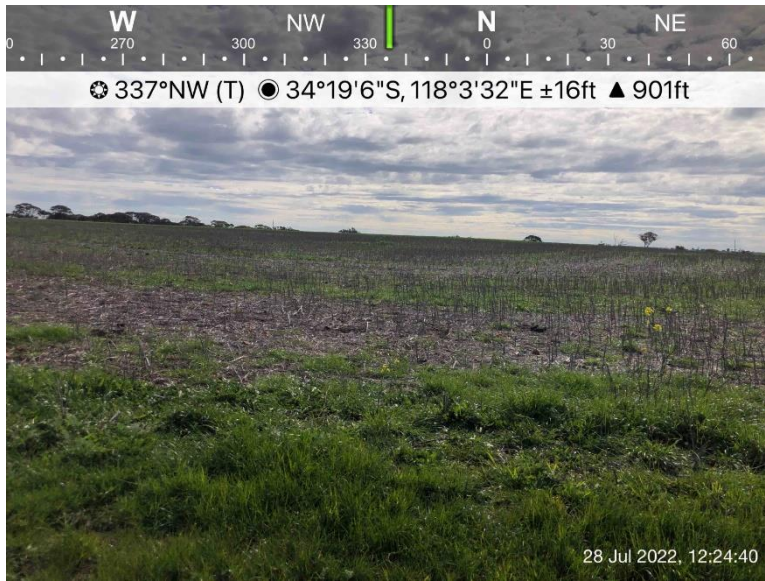
Plot	4 cont.	Classification or Exclusion Clause	Grassland Type G
			<p>Additional Photo of Plot 4.</p>

Photo Id 12: View facing northeast towards sown pasture within paddock area, located to the north of the subject site.

Plot	4 cont.	Classification or Exclusion Clause	Grassland Type G
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Additional Photo of Plot 4.

Photo Id 13: View facing north-northwest towards sown pasture within paddock area, located internal to the subject site in the south.

Plot	4 cont.	Classification or Exclusion Clause	Grassland Type G
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Additional Photo of Plot 4.

Photo Id 14: View facing southeast towards sown pasture within paddock area, located internal to the subject site in the northwest.

Plot	4 cont.	Classification or Exclusion Clause	Grassland Type G
			<p>Additional Photo of Plot 4.</p>

Photo Id 15: View facing west towards sown pasture within paddock area, located to the west of the subject site.

Plot	5	Classification or Exclusion Clause	Grassland Type G
			<p>Location: Internal east of the subject site.</p> <p>Separation Distance: 0m.</p> <p>Description: Mixed unmanaged grasses and weeds.</p> <p>Average vegetation height: 100-300mm.</p> <p>Vegetation Coverage: <10% Trees.</p> <p>Available fuel loading: 4.5t/ha.</p> <p>Effective slope: Downslope >5-10 degrees.</p>

Photo Id 16: View facing north towards grassland alongside campground access, located central to the subject site in the east.


Plot	6	Classification or Exclusion Clause	Woodland Type B
			<p>Location: Internal central south, east and southeast of the subject site.</p> <p>Separation Distance: 0m.</p> <p>Description: Woodland vegetation consisting of mixed Eucalyptus trees and Acacia with a grassy understorey. No multilayering.</p> <p>Average vegetation height: 6-10m.</p> <p>Vegetation Coverage: 10-30% foliage cover.</p> <p>Available fuel loading: 15-25t/ha.</p> <p>Effective slope: Upslope/flat.</p>

Photo Id 17: View facing south-southwest towards patch of woodland vegetation within campground area, located central to the subject site in the south.


Plot	6 cont.	Classification or Exclusion Clause	Woodland Type B
			<p>Additional Photo of Plot 6.</p>

Photo Id 18: View facing east-northeast towards woodland vegetation surrounding campground area, located central to the subject site to the east.

Plot	6 cont.	Classification or Exclusion Clause	Woodland Type B
			<p data-bbox="991 286 1334 320">Additional Photo of Plot 6.</p>

Photo Id 19: View facing east-southeast towards woodland vegetation surrounding campground area, located central to the subject site to the east.


Plot	7	Classification or Exclusion Clause	Woodland Type B
			<p data-bbox="991 1079 1382 1198">Location: Internal central south, east and southeast of the subject site and external in the west.</p> <p data-bbox="991 1218 1315 1252">Separation Distance: 0m.</p> <p data-bbox="991 1267 1358 1417">Description: Woodland vegetation consisting of mixed Eucalyptus trees and Acacia with a grassy understorey. No multilayering.</p> <p data-bbox="991 1435 1374 1491">Average vegetation height: 6-10m.</p> <p data-bbox="991 1509 1374 1570">Vegetation Coverage: 10-30% foliage cover.</p> <p data-bbox="991 1588 1326 1644">Available fuel loading: 15-25t/ha.</p> <p data-bbox="991 1662 1382 1722">Effective slope: Downslope >0-5 degrees.</p>

Photo Id 20: View facing southeast towards woodland vegetation surrounding campground area, located central to the subject site.

Plot	7 cont.	Classification or Exclusion Clause	Woodland Type B
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Additional Photo of Plot 7.

Photo Id 21: View facing north-northeast towards woodland vegetation surrounding campground area, located central to the subject site in the southeast.

Plot	7 cont.	Classification or Exclusion Clause	Woodland Type B
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Additional Photo of Plot 7.

Photo Id 22: View facing south towards woodland vegetation surrounding campground area, located central to the subject site in the southeast.

Plot	7 cont.	Classification or Exclusion Clause	Woodland Type B
			<p>Additional Photo of Plot 7.</p>

Photo Id 23: View facing west towards woodland vegetation, located on the western boundary of the subject site in the northwest.

Plot	7 cont.	Classification or Exclusion Clause	Woodland Type B
			<p>Additional Photo of Plot 7.</p>

Photo Id 24: View facing west-northwest towards woodland vegetation, located on the western boundary of the subject site in the northwest.

Plot	7 cont.	Classification or Exclusion Clause	Woodland Type B
			<p>Additional Photo of Plot 7.</p>

Photo 1d 25: View facing west-northwest towards thin strip woodland vegetation alongside firebreak, located to the south of the subject site.

Plot	8	Classification or Exclusion Clause	Forest Type A
			<p>Location: Internal and external to the subject site in the north, northeast, east and southeast and south.</p> <p>Separation Distance: 0m.</p> <p>Description: Forest vegetation consisting of mixed Eucalyptus trees, Marri and Casuarina. Mid/understorey of Acacia sedges, rushes and grasses. Possible Woodland Type B in some areas, precautionary principle applied.</p> <p>Average vegetation height: 10-15m.</p> <p>Vegetation Coverage: 30-70% foliage cover.</p> <p>Available fuel loading: 25-35t/ha.</p> <p>Effective slope: Upslope/flat.</p>

Photo 1d 26: View facing southeast towards forest vegetation, located internal to the subject site in the southeast.


Plot	8 cont.	Classification or Exclusion Clause	Forest Type A
			<p>Additional Photo of Plot 8.</p>

Photo Id 27: View facing north towards forest vegetation, located internal to the subject site in the southeast.


Plot	9	Classification or Exclusion Clause	Forest Type A
			<p>Location: Internal and external to the subject site in the north, northeast, east and southeast and south.</p> <p>Separation Distance: 0m.</p> <p>Description: Forest vegetation consisting of mixed Eucalyptus trees, Marri and Casuarina. Mid/understorey of Acacia sedges, rushes and grasses. Possible Woodland Type B in some areas, precautionary principle applied.</p> <p>Average vegetation height: 10-15m.</p> <p>Vegetation Coverage: 30-70% foliage cover.</p> <p>Available fuel loading: 25-35t/ha.</p> <p>Effective slope: Downslope >0-5 degrees.</p>

Photo Id 28: View facing south towards forest vegetation, located internal to the subject site in the southeast.


Plot	9 cont.	Classification or Exclusion Clause	Forest Type A
			<p data-bbox="995 286 1334 315">Additional Photo of Plot 9.</p>

Photo Id 29: View facing north towards forest vegetation, located internal to the subject site in the southeast.


Plot	9 cont.	Classification or Exclusion Clause	Forest Type A
			<p data-bbox="1002 1077 1340 1106">Additional Photo of Plot 9.</p>

Photo Id 30: View facing east-northeast towards forest vegetation, located internal to the subject site in the northeast.


Plot	9 cont.	Classification or Exclusion Clause	Forest Type A
			<p>Additional Photo of Plot 9.</p>

Photo Id 31: View facing east-northeast towards forest vegetation, located internal to the subject site in the northeast.


Plot	10	Classification or Exclusion Clause	Forest Type A
			<p>Location: Internal east of the subject site.</p> <p>Separation Distance: 0m.</p> <p>Description: Forest vegetation consisting of mixed Eucalyptus trees, Marri and Casuarina. Mid/understorey of Acacia sedges, rushes and grasses. Possible Woodland Type B in some areas, precautionary principle applied.</p> <p>Average vegetation height: 10-15m.</p> <p>Vegetation Coverage: 30-70% foliage cover.</p> <p>Available fuel loading: 25-35t/ha.</p> <p>Effective slope: Downslope >5-10 degrees.</p>

Photo Id 32: View facing north towards forest vegetation, located internal to the subject site in the east.



Plot	10 cont.	Classification or Exclusion Clause	Forest Type A
 			<p>Additional Photo of Plot 10.</p>

Photo Id 33: View facing north-northwest towards forest vegetation, located internal to the subject site in the east.



Plot	11	Classification or Exclusion Clause	Scrub Type D
 			<p>Location: South and southwest of the subject site.</p> <p>Separation Distance: 8m.</p> <p>Description: Acacia, Leucopogon, sedges, rushes and grasses.</p> <p>Average vegetation height: 2-4m. Occasional 6m.</p> <p>Vegetation Coverage: >30% foliage cover.</p> <p>Available fuel loading: 25t/ha.</p> <p>Effective slope: Upslope/flat.</p>

Photo Id 34: View facing south-southeast towards scrub vegetation, located to the south of the subject site. Note: 2m height staff in photo for reference.


Plot	11 cont.	Classification or Exclusion Clause	Scrub Type D
			Additional Photo of Plot 11.

Photo 1d 35: View facing south-southwest towards scrub vegetation, located to the south of the subject site. Note: 1.75m height staff in photo for reference.


Plot	11 cont.	Classification or Exclusion Clause	Scrub Type D
			Additional Photo of Plot 11.

Photo 1d 36: View facing southeast towards scrub vegetation, located to the south of the subject site. Note: 1.75m height staff in photo for reference.


Plot	12	Classification or Exclusion Clause	Scrub Type D
			<p>Location: South of the subject site.</p> <p>Separation Distance: 9m.</p> <p>Description: Acacia, Leucopogon, sedges, rushes and grasses.</p> <p>Average vegetation height: 2-4m. Occasional 6m.</p> <p>Vegetation Coverage: >30% foliage cover.</p> <p>Available fuel loading: 25t/ha.</p> <p>Effective slope: Downslope >0-5 degrees.</p>

Photo Id 37: View facing south towards scrub vegetation, located to the south of the subject site. Note: 2m height staff in photo for reference.

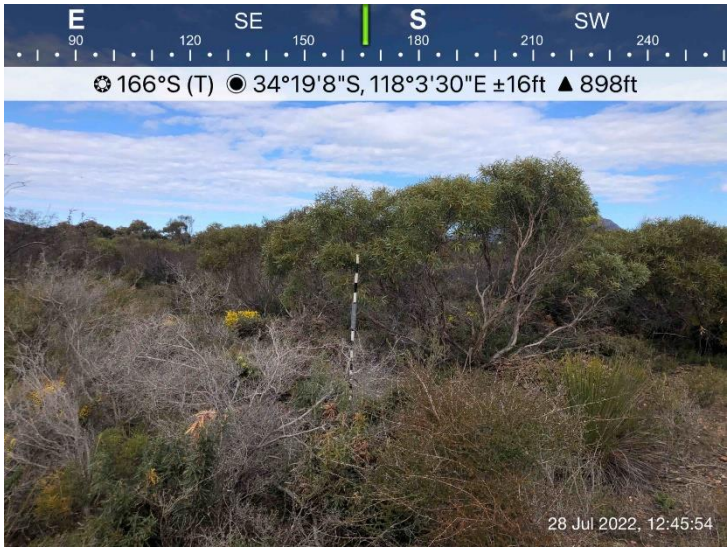
Plot	12 cont.	Classification or Exclusion Clause	Scrub Type D
			<p>Additional Photo of Plot 12.</p>

Photo Id 38: View facing south towards scrub vegetation, located to the south of the subject site. Note: 1.75m height staff in photo for reference.

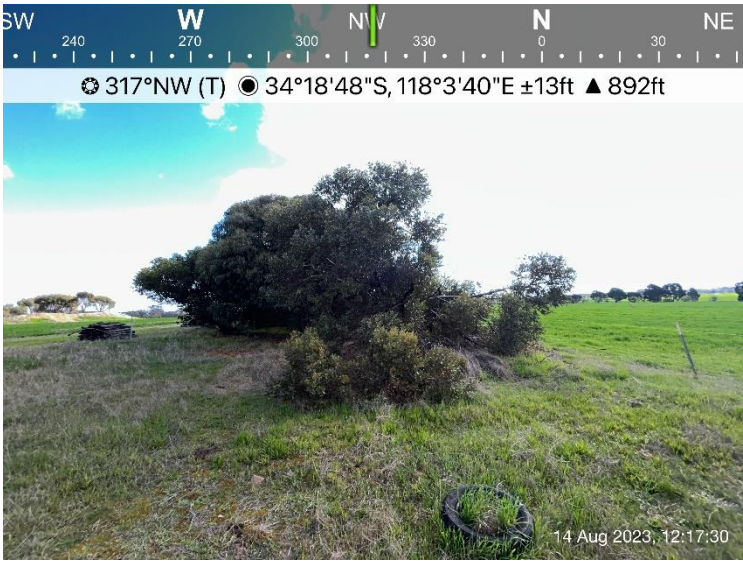
Plot	13	Classification or Exclusion Clause	Forest Type A
 <p data-bbox="288 434 884 461">317°NW (T) 34°18'48"S, 118°3'40"E ±13ft ▲ 892ft</p>			<p data-bbox="994 288 1382 349">Location: Central to the subject site in the north and south.</p> <p data-bbox="994 367 1315 396">Separation Distance: 0m.</p> <p data-bbox="994 414 1366 719">Description: Forest vegetation consisting of mixed Eucalyptus trees planted in rows of two or more. Understorey predominately consists of grasses and sedges. Limited scrub midstorey. This area has been assessed on the dense canopy cover, rather than the open understorey.</p> <p data-bbox="994 736 1370 797">Average vegetation height: 6-8m.</p> <p data-bbox="994 815 1370 875">Vegetation Coverage: 30-70% foliage cover.</p> <p data-bbox="994 893 1326 954">Available fuel loading: 25-35t/ha.</p> <p data-bbox="994 972 1350 1001">Effective slope: Upslope/flat.</p>

Photo Id 39: View facing northwest towards forest vegetation, located central to the subject site in the north. Note: Photo taken from a distance due to limited access.


Plot	13 cont.	Classification or Exclusion Clause	Forest Type A
 <p data-bbox="288 1285 884 1312">228°SW (T) 34°18'56"S, 118°3'39"E ±13ft ▲ 906ft</p>			<p data-bbox="994 1196 1342 1225">Additional Photo of Plot 13</p>

Photo Id 40: View facing southwest towards forest vegetation, located central to the subject site.


Plot	13 cont.	Classification or Exclusion Clause	Forest Type A
			<p>Additional Photo of Plot 13.</p>

Photo Id 41: View facing west towards forest vegetation, located central to the subject site.



Plot	14	Classification or Exclusion Clause	Forest Type A
			<p>Location: Internal west and southwest of the subject site.</p> <p>Separation Distance: 0m.</p> <p>Description: Forest vegetation consisting of mixed Eucalyptus trees planted in rows of two or more. Understorey predominately consists of grasses and sedges. Limited scrub midstorey. This area has been assessed on the dense canopy cover, rather than the open understorey.</p> <p>Average vegetation height: 6-8m.</p> <p>Vegetation Coverage: 30-70% foliage cover.</p> <p>Available fuel loading: 25-35t/ha.</p> <p>Effective slope: Downslope >0-5 degrees.</p>

Photo Id 42: View facing southwest towards forest vegetation, located internal to the subject site in the southwest.

Plot	14 cont.	Classification or Exclusion Clause	Forest Type A
			<p data-bbox="1038 286 1394 320">Additional Photo of Plot 14.</p>
<p data-bbox="204 913 1374 981"><i>Photo Id 43: View facing south-southwest towards forest vegetation, located internal to the subject site in the west.</i></p>			

COMMENTS ON VEGETATION CLASSIFICATIONS:

- Distances from vegetation were made based on surface fuels to edge of lot (subject site) boundary;
- Effective slopes were measured in the field using a Nikon Forestry Pro and represented on the respective plots;
- Method 1 (AS3959-2018) Simplified procedure was used for vegetation classification Assessment process;
- All vegetation was classified within the subject site and within 150m of the lot boundaries to AS3959 Table 2.3; and
- The perimeter of the vegetation was measured using field GPS and notations on field GIS maps.

CERTIFICATION

I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level stated above in accordance with the requirements of AS 3959-2018.

SIGNED, ASSESSOR:  DATE: 15/08/2023

Jason Benson, Bio Diverse Solutions
Accredited Level 2 BAL Assessor (Accreditation No: BPAD-37893)

Kathryn Kinnear , Bio Diverse Solutions
Accredited Level 2 BAL Assessor (Accreditation No: BPAD-30794)



REVISION RECORD

Revision	Prepared By	Summary	Reviewed By	Date
Draft Id 15/08/2023	Bob McGonnell	Internal Review	Kathryn Kinnear	15/08/2023
Final Id 15/08/2023	Kathryn Kinnear	Final Issued to Client		15/08/2023

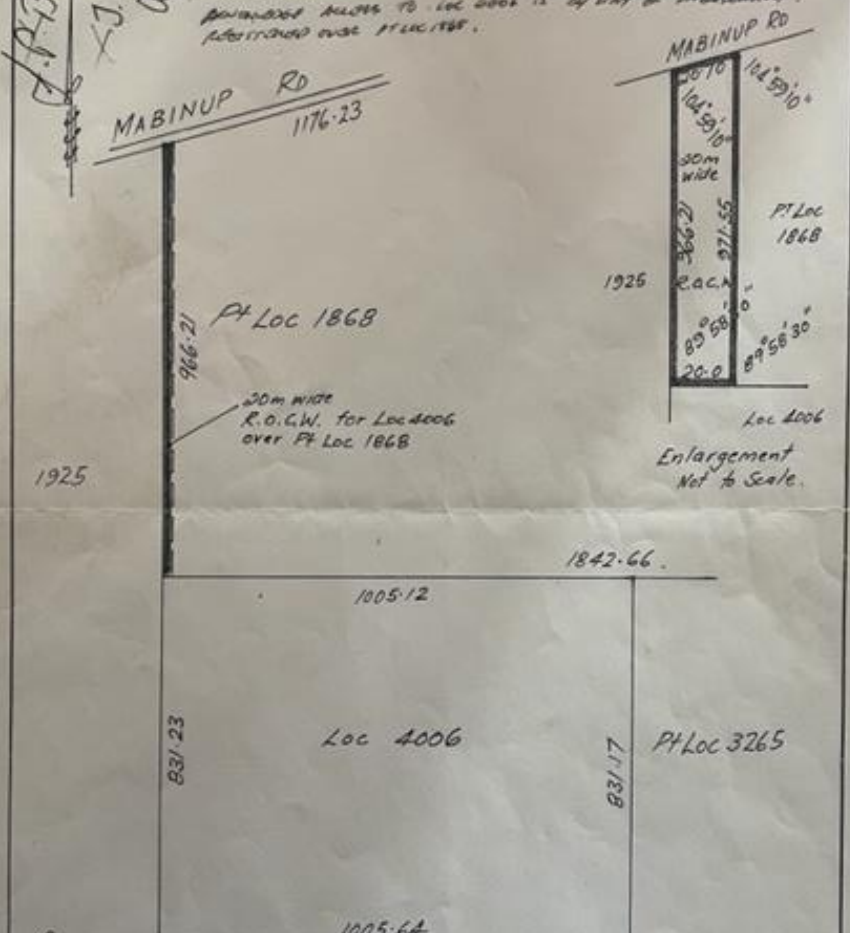
Appendix B

Easement Document and
Schedule 1 WAPC Asset Protection Zone (APZ) standards to apply

Please initial
 J.P.B.
 X.J.A.W.

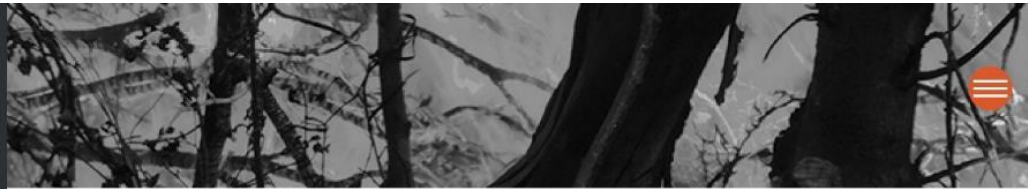
APPENDIX "A"

NOTE: JOHN PEARCE LINE AND TIPPENY SANDS BOUNDARY LINE
 POSITIONED AS PER TO LOC 4006 IS BY WAY OF MISDEMAND.
 REPOSITIONED OVER PT LOC 1868.



WE, JAWAGRA PTY LTD ACKNOWLEDGE THERE IS AN
 ENLARGEMENT BEING CLAIMED OVER LOCAL PT LOC 1868 GIVING EVIDENCE
 OF DISCREPANCY OVER CORNER POINT TO LOCATION MARK
 Sketch of Proposed R.O.C.W in
 Favour of Plantagenet Loc 4006
 over Pt Plantagenet Loc 1868

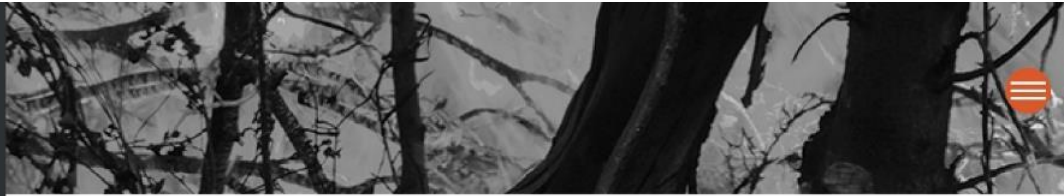
Scale	1:1000	HARLEY, HEDDERWICK & WEBBER PTY LTD CONSULTING LICENSED SURVEYORS PO BOX 207 A.C. 88 91 74 78 SERPENTINE ROAD ALBANY W.A. Phone 085 411343	MEMBER 9947 AMDT
Survey	A.S.C 11-7-94		
Drawn	A.S.C 11-7-94		
Traced	A.S.C 11-7-94		
Checked	alc 1-7-94		
Legal Opinion			



ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	<ul style="list-style-type: none"> Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	<ul style="list-style-type: none"> Should be managed and removed on a regular basis to maintain a low threat state. Should be maintained at <2 tonnes per hectare (on average). Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	<ul style="list-style-type: none"> Trunks at maturity should be a minimum distance of six metres from all elevations of the building. Branches at maturity should not touch or overhang a building or powerline. Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. Canopy cover within the APZ should be <15 per cent of the total APZ area. Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ. <p data-bbox="603 1218 1118 1279">Figure 19: Tree canopy cover – ranging from 15 to 70 per cent at maturity</p> <div data-bbox="603 1305 1251 1581"> </div>
Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.	<ul style="list-style-type: none"> Should not be located under trees or within three metres of buildings. Should not be planted in clumps >5 square metres in area. Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	<ul style="list-style-type: none"> Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.



ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

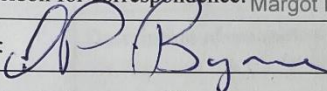
OBJECT	REQUIREMENT
Grass	<ul style="list-style-type: none"> • Grass should be maintained at a height of 100 millimetres or less, at all times. • Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
Defendable space	<ul style="list-style-type: none"> • Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	<ul style="list-style-type: none"> • Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. • The pressure relief valve should point away from the house. • No flammable material within six metres from the front of the valve. • Must sit on a firm, level and non-combustible base and be secured to a solid structure.

* Plant flammability, landscaping design and maintenance should be considered – refer to explanatory notes

Appendix C

Application for Development Approval Shire of Gnowangerup

Application for development approval

Owner details			
Name: John and Margot Byrne			
ABN (if applicable): ABN96699471674			
Address: 4850 Salt River Rd , Amelup			
			Postcode: 6330
Phone:	Fax:	Email:	
Work: 0419751801		mt.trio@bigpond.com	
Home: 0427279270			
Mobile:			
Contact person for correspondence: Margot Byrne			
Signature: 		Date: 19/09/2023	
Signature: Margot Byrne		Date: 19/09/2023	
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>			
Applicant details (if different from owner)			
Name:			
Address:			
			Postcode:
Phone:	Fax:	Email:	
Work:			
Home:			
Mobile:			
Contact person for correspondence:			
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Signature:		Date:	
Property details			
Lot No: PL Loc 4006		House/Street No: 4850	Location No: 4006
Certificate of Title	Diagram or Plan No:	Vol. No:	Folio:
.....
Title encumbrances (e.g. easements, restrictive covenants):			
20 metre wide R.O.C.W in favour of Plantagent Loc 4006 over PI Loc 1868			
Street name: Salt River Rd		Suburb: Amelup	
Nearest street intersection: Salt River Rd & Sth Formby Rd			

Proposed development	
Nature of development:	<input checked="" type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use:	Addition of a Nature Based Park adjoining Mt Trio Bush Camp & Caravan Park with non powered self-contained campsites in the new Nature Based Park and incl additional ablutions and
Description of exemption claimed (if relevant):	Mt Trio Bush Camp & Caravan Park licenced for 40 sites
Nature of any existing buildings and/or land use:	Mt Trio Bush Camp & Caravan Park
Approximate cost of proposed development:	\$100,000
Estimated time of completion:	July 2024
<i>OFFICE USE ONLY</i>	
Acceptance Officer's initials:	Date received:
Local government reference No:	

Appendix D

Shire of Gnowangerup Firebreak Notice

Heart of the Stirlings



SHIRE OF GNOWANGERUP

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

FIREBREAK ORDER 2023-2024

Bush Fires Act 1954 – Section 33

**FIREBREAKS MUST BE INSTALLED ON ALL PROPERTIES
WITHIN THE SHIRE BY 15 OCTOBER 2023
AND MAINTAINED CLEAR OF ALL FLAMMABLE MATERIAL
UP TO AND INCLUDING 30 APRIL 2024**

To seek permission for a Fire Break variation, please contact the Shire

**RESTRICTED BURNING PERIOD
15 OCTOBER – 31 OCTOBER 2023
17 FEBRUARY – 30 APRIL 2024**

You must obtain a permit to burn from your nearest Fire Control Officer
(please refer to back page for details)

**PROHIBITED BURNING PERIOD
* NO BURNING ALLOWED ***

1 NOVEMBER 2023 - 16 FEBRUARY 2024 (inclusive)

*Protective Burning may be carried out between 4pm – 12 midnight
provided you obtain a permit from your nearest Fire Control Officer

IN CASE OF FIRE-FOR ALL EMERGENCIES PHONE 000

Base Operator	0427 281 018
Shire of Gnowangerup Office	9827 1007
Police (Gnowangerup)	9827 2800
Harvest Ban/Vehicle Movement Hotline	9827 1711

FIREBREAK INFORMATION

THE SHIRE OF GNOWANGERUP IS FROM 1 SEPTEMBER 2022 IN A NEW FIRE WEATHER DISTRICT STIRLING NORTH

RURAL (FARM) PROPERTIES

EXTERNAL BOUNDARIES

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

CROPS

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

BUILDINGS/STRUCTURES/FUEL STORAGE

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

PRIOR TO BURNING (permit requirement)

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

RURAL RESIDENTIAL

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

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

FIREBREAK INFORMATION

URBAN PROPERTIES

TOWNSITE PROPERTIES - 2000m² OR LESS

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

TOWNSITE PROPERTIES - LARGER THAN 2000m²

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

PLANTATIONS

All plantations within the Shire of Gnowangerup are to comply with the "FESA Guidelines for Plantation Fire Protection" 2011. A copy of this is located on the Shire of Gnowangerup's website www.gnowangerup.wa.gov.au

DEFINITION OF A PLANTATION

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

BOUNDARY FIREBREAKS

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

PLANTING COMPARTMENTS

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

REMAINDER OF THE PROPERTY

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

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

FIREBREAK OFFENDERS AND PENALTIES

It is the responsibility of the owner/occupier to ensure compliance with the 2023/2024 Firebreak Order - FAILURE TO DO SO MAY PLACE PROPERTY INSURANCE AT RISK.

Failure to comply with the requirements of the firebreak order may result in a FINE OF UP TO \$5000.

In addition, the Shire of Gnowangerup may arrange for the required work to be carried out at the cost of the owner/occupier.

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

CATEGORY 1

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

CATEGORY 2

Burning on open ground may only be done between the hours of 6pm and 11pm during the Prohibited and Restricted Burning Period. An area of five (5) metres is to be cleared around the burn. At least one person is to remain in attendance until the fire is out.

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

A category 1 offender in the past automatically becomes Category 2. Penalty – 21 days' notice given to comply.

CATEGORY 3

A category 2 offender in the past automatically becomes Category 3. Penalty – Immediate prosecution by council plus costs for Council having to put in firebreaks.

HARVEST INFORMATION

HARVEST BAN / VEHICLE MOVEMENT HOTLINE 9827 1711

Subject to 38A: A ban on harvesting and the movement of vehicles in paddocks is likely to be imposed when the predicted weather conditions are classified as very high or above. Please be aware it remains the responsibility of the landholder to ensure they are aware a ban has been put in place. The Shire of Gnowangerup provides a text service to landholders to inform them when a ban has been imposed. Please contact the Shire should you wish to be added to this list.

NO HARVESTING WHEN A BAN IS IMPOSED

HARVEST BAN IN PLACE FOR CHRISTMAS DAY

HARVESTING/VEHICLE MOVEMENT IN PADDOCK BAN

- (1) *Where a Bush Fire Control Officer is of the opinion that the use or operation of any engines, vehicles, plant or machinery during the prohibited burning times or restricted burning time, or both, is likely to cause a bush fire or would be conducive to the spread of bush fire, the Bush Fire Control Officer may, by notice or direction, prohibit or regulate the carrying out of any activity or operation in a specified area either absolutely or except in accordance with conditions specified in the notice or direction, or with consent of the Local Authority Bush Fire Control Officer.*
- (2) *A notice of direction, under regulation (1) of the regulation.*
 - (a) *May be given by wireless broadcast or in writing;*
 - (b) *Shall have effect for such period during the prohibited burning times or restricted burning times, or both, as is specified in the notice or direction.*
 - (c) *May be varied or cancelled by a Bush Fire Control Officer by subsequent notice or direction in the manner set out in the sub-regulation.*

GRAIN STORAGE FACILITY

All property owners can have access to a registered grain storage facility during a harvesting/vehicle movement ban provided the area is cleared of inflammable material of at least fifty (50) metres radius, to enable grain to be carted.

Registration of grain storage facilities must be obtained from a Fire Control Officer. Applications for out-loading depot permits must be submitted by 1 November.

HARVEST INFORMATION

HARVEST/VEHICLE MOVEMENT/FIRE BANS

MAY BE IMPOSED IN THE WHOLE SHIRE OR IN A PORTION ONLY, IN ACCORDANCE WITH THE FOLLOWING SHIRE DIVISIONS:



Northwest Section

Bounded by the Chester Pass Road from the northern boundary of the Shire to Magitup Road, then Maileeup Road. It follows Maileeup Road west to the Warperup Creek, along the Warperup Creek to the Pallinup River. Along the Pallinup River to Formby South Road, down to Kybelup Road and along to the Western boundary of the Shire.



Northeast Section

Bounded by the Chester Pass Road from the northern boundary of the Shire to Laurier Road, along Godfrey Road, Toompup South Road, Pendelup Road, Boxwood/Ongerup Road along Holden Road to the eastern boundary of the Shire.



Southwest Section

Bounded by Kybelup Road from the western boundary of the Shire, to Formby South Road. Up Formby South Road to the Pallinup River, then follow the Pallinup River east to the Warperup Creek, to Maileeup Road, to Magitup Road, then to Chester Pass Road. It then follows Chester Pass Road south to the southern boundary of the Shire.



Southeast Section

Divided by a line commencing at a point on the eastern boundary of the Shire at Holden Road, Boxwood/ Ongerup Road, Pendelup Road, Godfrey Road, Laurier Road to the Chester Pass Road. It then follows the Chester Pass Road south to the southern boundary of the Shire.

PROHIBITED/RESTRICTED BURNING REGULATIONS

USE OF MACHINERY

OPERATION OF HARVESTING, AND OTHER MACHINERY REGULATIONS (Regulations 38 & 38A)

A person shall not operate any harvesting machinery or header in any crop during the prohibited time unless:-

- *One hand held, water filled fire extinguisher (minimum capacity 7.5 litres) is fitted in a readily available accessible position on the machine.*
- *A vehicle mounted operational unit, of a minimum 600 litre capacity powered by an engine driven pump, is situated in, or adjacent to, the entrance of the paddock being harvested.*
- *All trucks/tractors must carry a hand held fire extinguisher while operating in the paddock during harvest time.*
- *Council will issue a written warning to a resident for a first time breach of this policy, provided the offence was not deliberate, then issue a penalty for every offence thereafter.*

Number of Headers or Harvester	Equivalent Fire Fighting Capacity
1	1 x mobile firefighting unit (minimum 600L capacity)
2 or more	1 x mobile firefighting unit per header (minimum 600L capacity)

TRACK RAKING & SIMILAR OPERATIONS

- *During the Prohibited & Restricted Burning Period, track raking, slashing and similar operations are not permitted unless permission is granted by a Fire Control Officer.*
- *A fire control officer has the authority under the Bush Fires Act 1954 to halt any activity or operation that they deem as hazardous or likely to start a fire.*
- *It remains the responsibility of the permit holder to ensure the validity of permit due to weather conditions prior to commencement of track raking, slashing or similar operations.*
- *In the Restricted and Prohibited burning times fire-fighting equipment must be available in the immediate area of the track raking, slashing or similar operations. Such firefighting equipment must meet the minimum standard currently required by the Local Government for harvesting operations.*
- *Track raking, slashing and similar operations include the dragging of a heavy chain (or other implements) by one or two tractors, bulldozers or graders for the reduction of bush/vegetation height, or for the clearing of bush, and grading, or mechanical rock picking operations.*

RYEGRASS TOXICITY BURNING DURING PROHIBITED PERIOD

- *Permit to be obtained from specially authorised Fire Control Officers.*
- *Proposed burn is to be advertised on the radio at least two (2) days before.*
- *Shire regulations require six (6) fire units to attend.*
- *Proposed burn is to be lit between the hours of 2pm and extinguished by 12 midnight of the same day.*
- *All the other conditions of permit are to be complied with.*

BURNING TO COLLECT CLOVER DURING PROHIBITED BURNING PERIOD

- *A special permit is required from an Authorised Officer, not a Bush Fire Control Officer, unless specially authorised.*
- *Burning may take place between the hours of 4pm and 12 midnight of the same day.*
- *Proposed burn to be advertised on local ABC Radio Station*

PERMIT TO BURN: RESTRICTED BURNING PERIOD

DURING THE RESTRICTED BURNING PERIOD

LANDHOLDERS MUST OBTAIN A PERMIT TO BURN FROM THEIR NEAREST FIRE CONTROL OFFICER (FCO)

(refer to the listing on back page)

CONDITIONS OF A "PERMIT TO BURN"

1. Have a permit on-site and available for inspection and Permit Holders must comply with all condition on the permit.
2. Have a readily available fire-fighting unit, of a minimum of 600 litres capacity, powered by an engine driven pump in attendance at all fires lit under a permit.
3. The fire-fighting unit must remain in the location of the fire (do not light several paddocks at once).
4. Three able-bodied persons are to be in attendance at all times.
5. Notify all of your neighbours.
6. Notify the Department of Biodiversity, Conversation and Attractions if its reserve are within 3km of permit burn.
7. Ensure all firebreaks are in place (as per the firebreak order on Page 1).
Reminder: 3 metre wide firebreak must be constructed around stubble and pasture prior to burning.
8. **ALL PERMITS ARE CANCELLED OVER THE EASTER PERIOD.** Permits are invalid and fires are to be extinguished by midnight on the Wednesday before Good Friday.
9. Notify radio base station or your FCO before you burn.
10. **PERMITS ARE CANCELLED IF A TOTAL FIRE BAN IS ISSUED FOR THE SHIRE.**

INSTRUCTIONS: ATTENDING A FIRE

- ENSURE YOU ARE WEARING YOUR PROTECTIVE CLOTHING OR EQUIVALENT (long pants and shirts, boots and goggles/glasses – please contact your local Bushfire Brigade to obtain a firefighting uniform prior to the fire season).
- REGISTER/RADIO IN TO YOUR LOCAL FIRE CONTROL OFFICER SO THAT HE CAN GUIDE YOU WHERE TO GO. UHF 5
- IF YOUR LOCAL FIRE CONTROL OFFICER IS NOT IN ATTENDANCE, THEN RADIO THE NEXT CLOSEST FIRE CONTROL OFFICER AND SO ON.
- FROM THE MOMENT YOU ARRIVE, YOU ARE UNDER THE INSTRUCTION OF THE FIRE CONTROL OFFICERS.
- PLEASE LISTEN TO INSTRUCTIONS – THEY ARE FOR YOUR OWN SAFETY.
- AS OF OCTOBER 2021 FIRE-FIGHTING EQUIPPED TRAILERS ARE NO LONGER PERMITTED ONTO THE FIRE GROUND DURING A FIRE EMERGENCY.
- WATER TANKERS MAY ONLY BE USED FOR WATER TRANSFER TO OTHER APPLIANCES FIGHTING AN ACTIVE FIRE.

NOTHING IN THE FOREGOING SHALL BE DEEMED TO RELIEVE ANY PERSON FROM LIABILITY FOR DAMAGE

KNOW THE BUSHFIRE WARNING SYSTEM

During a bushfire, emergency services will provide you with as much information as possible through a number of different methods. The alerts provide information on the severity of a bushfire once it has started. The alert levels reflects the risk to life and property.



EMERGENCY WARNING

There is a threat to lives or homes.
You are in danger and need to take immediate action to survive.



WATCH AND ACT

There is a threat to lives or homes.
You need to leave or get ready to defend – do not wait and see.



ADVICE

A fire has started but there is no immediate threat to lives or homes.
Be aware and keep up to date.

BROADCAST OF HARVEST & VEHICLE MOVEMENT BANS

ABC - will broadcast fire bans daily at 10.05am, 12.35pm and 2.05pm.
On weekends the times will be 12.35pm and 2.05pm.

Shire's Harvest Ban Hotline – 9827 1711 recorded message stating what type of ban is currently active in the Shire.

SMS Messaging of harvest and vehicle movement bans, and other important information are sent to mobile phones as the information is received. Contact the Shire Office 9827 1007 if you would like to include your mobile on the SMS register.

The Shire has a dedicated number that you will receive messages on **0421 268 868** - please save this number to your phone.

EMERGENCY CONTACT INFORMATION

000 for fire or life-threatening emergencies
132 500 for SES Assistance
13 3337 for Emergency Information
1800 709 355 for Total Fire Ban Information

Please refer to the <https://www.emergency.wa.gov.au> for the best available information and community warnings about emergencies in Western Australia.

FIRE CONTROL OFFICERS 2023-24

Chief Fire Control Officer:	DARREN BAUM	0427 471 015
Deputy Chief Fire Control Officer 1:	BILL O'KEEFFE	0428 273 522
Deputy Chief Fire Control Officer 2:	JEREMY BAILEY	0427 824 739
Fire Weather Officer:	WAYNE PECH	0428 428 124
Communications Officer:	PAUL RICHARDSON	0447 279 232
Base Operator:	CHRIS STONE	0427 281 018

FIRE CONTROL OFFICERS

TITLE	NAME	MOBILE	CALL SIGN
Gnowangerup			
<i>Captain</i>	<i>Paul Nicholas</i>	<i>0427 387 690</i>	<i>Gnowangerup 1</i>
	<i>Brad Kiddle</i>	<i>0428 271 353</i>	<i>Gnowangerup 2</i>
	<i>Bill O'Keeffe</i>	<i>0428 273 522</i>	<i>Gnowangerup 3</i>
	<i>Scott Hemley</i>	<i>0428 436 539</i>	<i>Gnowangerup 4</i>
	<i>Wayne Pech</i>	<i>0428 428 124</i>	<i>Gnowangerup 5</i>
	<i>Richard House</i>	<i>0428 271 565</i>	<i>Gnowangerup 6</i>
	<i>Brandon Wise</i>	<i>0467 271 075</i>	<i>Gnowangerup 7</i>
	<i>Shane Kingston</i>	<i>0429 101 706</i>	<i>Gnowangerup 8</i>
	<i>Ernie Stutley</i>	<i>0427 271 215</i>	<i>Gnowangerup 9</i>
	<i>Tom McInerney</i>	<i>0429 876 016</i>	<i>Gnowangerup 10</i>
Ongerup			
<i>Captain</i>	<i>Brenden O'Neill</i>	<i>0427 282 195</i>	<i>Ongerup 1</i>
	<i>Greg Hyde</i>	<i>0428 353 047</i>	<i>Ongerup 2</i>
	<i>Greg O'Neill</i>	<i>0437 285 049</i>	<i>Ongerup 3</i>
	<i>Mick Creagh</i>	<i>0427 641 044</i>	<i>Ongerup 4</i>
	<i>Kelvin Hams</i>	<i>0428 258 226</i>	<i>Ongerup 5</i>
	<i>Rick Carpenter</i>	<i>0428 544 970</i>	<i>Ongerup 6</i>
	<i>Travis Hawkins</i>	<i>0427 716 895</i>	<i>Ongerup 7</i>
	<i>Graeme Savage</i>	<i>0428 282 101</i>	<i>Ongerup 8</i>
	<i>Ernie Jaekel</i>	<i>0428 282 121</i>	<i>Ongerup 9</i>
	<i>Jared Nehme</i>	<i>0455 553 509</i>	<i>Ongerup 10</i>
	<i>Rohan Vaux</i>	<i>0429 870 690</i>	<i>Ongerup 11</i>
	<i>Darren Baum</i>	<i>0427 471 015</i>	<i>Ongerup 12</i>
Borden			
<i>Captain</i>	<i>Wayne Davis</i>	<i>0427 603 113</i>	<i>Borden 1</i>
	<i>Jeremy Bailey</i>	<i>0427 824 739</i>	<i>Borden 2</i>
	<i>Paul Richardson</i>	<i>0447 279 232</i>	<i>Borden 3</i>
	<i>William Gaze</i>	<i>0488 273 538</i>	<i>Borden 4</i>
	<i>Jeremy Hitsert</i>	<i>0428 276 043</i>	<i>Borden 5</i>
	<i>Jason Stone</i>	<i>0427 998 398</i>	<i>Borden 6</i>
	<i>Chris Stone</i>	<i>0427 281 018</i>	<i>Borden 7</i>
	<i>Brendan Barrows</i>	<i>0428 281 113</i>	<i>Borden 8</i>
	<i>Tim O'Meehan</i>	<i>0428 279 296</i>	<i>Borden 9</i>
	<i>Darren Moir</i>	<i>0428 279 256</i>	<i>Amelup 1</i>
	<i>Murray Moir</i>	<i>0427 464 555</i>	<i>Amelup 2</i>
<i>CESM/FCO</i>	<i>TBC</i>		
<i>Shire President</i>	<i>Fiona Gaze</i>	<i>0428 273 526</i>	
<i>DFES Albany</i>	<i>Derek Jones</i>	<i>0439 384 954</i>	

Appendix E

Bushfire Emergency Evacuation Plan

Bushfire Emergency Evacuation Plan

Site Details				
Name of Facility:	Mt Trio Bush Camp and Caravan Park			
Proposal Details:	Caravan Park proposing a Nature Based Park expansion adjoining the Caravan Park.			
Address:	Lot 4006 (No.4850) Salt River Road			
Suburb:	Amelup	State:	W.A.	Postcode 6338
Local Government Area:	Shire of Gnowangerup			
Owner/Operator:	John and Margot Byrne			
Report / Job Number:	MSC0485	Report Date:	21 September 2023	
BPAD Practitioner	Jason Benson (Level 2)	Accreditation No.	BPAD 37893	
BPAD Practitioner	Kathryn Kinnear (Level 2)	Accreditation No.	BPAD 30794	
BPAD Practitioner	Erika Dawson (Level 3)	Accreditation No.	BPAD 36371	



Document Control

Revision	Prepared By	Summary	Reviewed By	Date
Draft Id	Kathryn Kinnear	Internal QA review	Bob McGonnell	6/09/2023
Draft Id	Kathryn Kinnear	Internal Technical review	Jason Benson	6/09/2023
Draft Id	Kathryn Kinnear	Level 3 Peer Review	Erika Dawson	21/09/2023
Draft Id	Kathryn Kinnear	Amendments as per Level 3 Peer Review	Erika Dawson	6/09/2023
Final Id	Kathryn Kinnear	Final submitted to the client		6/09/2023

Emergency Management Team

Name	Organisation	Contact Details
John and Margot Byrne	Landowner/Managers	Ph John 0427279270 Margot 0419751801
Kathryn Kinnear	Bio Diverse Solutions (Bushfire Consultant)	0447 555 516
Additional Emergency Management Team Personnel		
Name	Organisation	Contact Details
Mt Trio Caravan Park Office	Manager on duty	9827 1007
Jo McColl	First Caretaker	0499 714 704
Roger Luff	Back up caretaker	0499 714 704

Disclaimer: The recommendations and measures contained in this assessment report are based on the requirements of the Australian Standards 3959-2018 – Building in Bushfire Prone Areas, WAPC State Planning Policy 3.7 (WAPC, 2015), WAPC Guidelines for Planning in Bushfire Prone Areas (WAPC, 2021), applying best practise as described by Fire Protection Association Australia and CSIRO's research into Bushfire behaviour. These are considered the minimum standards required to balance the protection of the proposed dwelling and occupants with the aesthetic and environmental conditions required by local, state and federal government authorities. They DO NOT guarantee that a building will not be destroyed or damaged by a bushfire, people injured, or fatalities occur either at the site or while evacuating. All surveys and forecasts, projections and recommendations made in this assessment report and associated with this proposed dwelling are made in good faith on the basis of the information available to the bushfire consultant at the time of assessment. The achievement of the level of implementation of fire precautions will depend amongst other things on actions of the landowner or occupiers of the land, over which the bushfire consultant has no control. Notwithstanding anything contained within, the fire consultant/s or local government authority will not, except as the law may require, be liable for any loss or other consequences (whether or not due to negligence of the fire consultant/s and the local government authority, their servants or agents) arising out of the services rendered by the fire consultant/s or local government authority.

TO BE REVIEWED ANNUALLY

Section 5 of this plan is removable to assist in Evacuation

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1 Facility Details

1.1 Summary

This Bushfire Emergency Evacuation Plan (BEEP) is for the camp ground associated with the existing Mt Trio Bush Camp and Caravan Park at Lot 4006 (No. 4850) Salt River Road, Amelup within the Shire of Gnowangerup, and has been designed to assist the management of occupants/campers to protect life and property in the event of a bushfire. This plan was developed in line with 'A Guide to Developing a Bushfire Emergency Evacuation Plan' (WAPC 2019) to assist with emergency management and align with the recently completed Bushfire Management Plan (BMP) for a nature-based camping site.

This plan outlines procedures for evacuation only to enhance the protection of occupants/campers from the threat of a bushfire.

The Primary Action to follow under normal bush fire conditions is to:

Shelter **Evacuate**

The key to the evacuation plan is preparedness.

Table 1: Facility Details.

Site Information - Lot 4006, (No.4850) Salt River Road, Amelup	
Contact Person (s):	John and Margot Byrne
Position/Role:	Landowner / Manager / Fire Warden
Phone Number:	(m) Ph John 0427279270 Margot 0419751801
Type of Development:	Additional campground and infrastructure
Number of Buildings:	5 (ablutions, kitchen and associated amenity buildings)
Lot Size:	Approximately 835,666m ²
Nearest Road:	Salt River Road, Amelup
Nearest Intersecting Roads:	Formby Road South (2km east)
Nearest Town:	Amelup (14km east)
Water Supply:	Onsite tank supply
Hazards Onsite:	No
Muster point:	Owners house on site, 750m from caravan park
Number of Employees:	2 (Landowner / Managers) onsite
Number of Occupants/campers:	Less than 50 people (summer periods)
Number of Occupants/campers with support needs:	Less than 50 people (summer periods)
Permanent or Transient:	Transient (Caravan and Nature-based camping)
Caretaker onsite:	Yes. Manager/caretaker located in camp in existing caravan park
Mt Trio Caravan Park Office (Manager on duty)	0427 279 270
Caretakers (on rotation)	0499 714 704

2 Roles & Responsibilities

The following table or pages outlines who has responsibility of implementing the emergency procedures in the event of a bushfire.

Table 2: Responsibilities in the Event of a Bushfire Emergency.

Position	Name of Person	Area of Responsibility	Contact numbers
Landowner / Manager	John Byrne	Contact DFES as required. Inform all occupants/campers onsite of any potential emergency situations. Make contact with occupants/campers and ensure they are aware of the situation and assist in evacuation as required. Close site in Catastrophic FDR conditions.	(m) 0427 279 270
Joint Landowner / Manager	Margot Byrne	Contact DFES as required; Inform all occupants/campers of any potential emergency situation; Make contact with occupants/campers and ensure they are aware of the situation and assist in evacuation as required.	(m) 0419 751 801
Additional Responsibilities			
Position	Name of Person	Area of Responsibility	Contact numbers
Manager on duty Mt Trio Caravan Park Office	John & Margot Byrne	Contact DFES as required; Inform all occupants/campers of any potential emergency situation; Make contact with occupants/campers and ensure they are aware of the situation and assist in evacuation as required.	0427 279 270
Caretaker(s) on rotation	Roger luff, Jo McCombe Lone Neilsen Mick Sherley	Contact DFES as required; Inform all occupants/campers of any potential emergency situation; Make contact with occupants/campers and ensure they are aware of the situation and assist in evacuation as required.	0499 714 704

3 Emergency Contacts

Name of Organisation	Office / Contact	Phone Number / Website
DFES	Emergency and Fire	000
DFES	Emergency Information	13 33 37 DFES - Department of Fire and Emergency Services
DFES	Speech or Hearing Impediment	106
DFES	If calling from a satellite phone, international or interstate	+61 8 9395 9395
Emergency WA	Warnings and Incidents	Home - Emergency WA Warnings & Incidents
WA Ambulance	Accident / Injury	000
WA Police	Criminal Activity	000
Bureau of Meteorology (BoM) Recorded Information	Recorded Information	1300 659 213
SES	Emergency Assistance	132 500
Main Roads WA	Traffic Incidents and Road Closures	138 138
Gnowangerup Volunteer Fire and Rescue Service	Local Fire	0427 281 018
Gnowangerup Police	Local Police	(08) 9827 2800
Gnowangerup Hospital	Medical	(08) 08 9827 2222
Shire of Gnowangerup	Office	(08) 9827 1007
Harvest Ban/Vehicle movement hotline		(08) 9827 1711
DBCA Regional Office	Albany District office	(08) 9842 4500

Radio:

- ABC: Great southern – Local Radio (630AM, 558AM or 105.9FM)

Internet Sites:

- ABC Emergency Website - [ABC Emergency](#)
- Prepare your property – [property-preparation-dfes-checklist.pdf](#)
- Emergency WA – www.emergency.wa.gov.au
- DFES on Facebook – www.facebook.com/dfeswa
- DFES on Twitter – www.twitter.com/dfes.wa
- National Bushfires app – [**Australia's Number 1 Bushfire App** \(bushfireblankets.com\)](#)

4 Bushfire Preparedness, Awareness and Pre-Emptive Measures

The following actions are to be undertaken by the Landowner / Managers at the specified times, see Table 3 Maintenance Schedule.

4.1 Ongoing Actions.

To ensure the APZ area internal to and surrounding the camping area is maintained in a low threat state **at all times**, management of onsite vegetation will be as per Table 3 Maintenance Schedule and Schedule 1 standards for Asset Protection Zone (WAPC 2021), see below:

- **Fine fuel load (combustible, dead vegetation matter <6 mm in thickness):** All combustible and dead vegetation should be managed and removed on a regular basis to maintain a low threat state, should be maintained at <2 tonnes per hectare (on average). Non-combustible mulches such as stone, gravel, crushed mineral earth or wood mulch >6 millimetres in thickness may be used.
- **Trees (>6 metres in height):** Any trees located within the APZ area at maturity should have lower branches, dead material and loose bark removed to a height of two metres above the ground and / or surface vegetation. Canopy cover within the APZ should be <15 per cent of the total APZ area. Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to a tree canopy outside the APZ.
- **Shrub and scrub (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees:** Shrubs should not be located under trees and should not be planted in clumps >5 square metres in area. All clumps should be separated from each other by at least 10 metres.
- **Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs):** Ground covers can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above.
- **Grass:** Grass should be maintained at a height of 100 millimetres or less, at all times. Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and water efficient irrigation.

Table 3: Maintenance Schedule.

Frequency	Activity
Weekly (During fire season operations and prior to event)	Ensure all vegetation within the low fuel managed area surrounding the camp site and amenities is maintained in a low fuel condition in perpetuity.
	Check waste materials collected from site are correctly sorted and stored (i.e., green waste, refuelling in designated areas only).
	Mowing, slashing and maintaining grasses as required, more frequent during Spring and Autumn growth periods.
Monthly	Pruning climbing vegetation (such as vines) on a trellis.
	Whipper snipper/grass cutter around all buildings and fences.
	Trimming and removing dead plants or leaf litter.
	Ensure piles of combustible material is not stored within the managed area and disposed of correctly.
Yearly (prior to bushfire season)	Ensure weeds or woody material is not encroaching into the APZ area attend to any dead material through trimming and pruning, raking and removing to green waste.
	Any material from pre fire season preparation is either disposed to green waste or burn in piles with a 10m mineral earth break around each pile.

The above maintenance schedule is to be implemented as part of the ongoing management for the site.

For any replanting or landscaping within the camping area refer to the Country Fire Authority's Landscaping for Bushfire: Garden Design and Plant Selection (CFA, 2012) – Plant Selection Key or aim for plants within the APZ that have the following characteristics:

- Grow in a predicted structure, shape and height.
- Are open and loose branching with leaves that are thinly spread.
- Have a coarse texture and low surface-area-to-volume ratio.
- Will not drop large amounts of leaves or limbs, that require regular maintenance.
- Have wide, flat, and thick or succulent leaves.
- Trees that have bark attached tightly to their trunk or have smooth bark.
- Have low amounts of oils, waxes, and resins (which will often have a strong scent when crushed).
- Do not produce or hold large amounts of fine dead material in their crowns.
- Will not become a weed in the area.

4.2 Actions Prior the Bushfire Season.

It is recommended that prior to the start of each bushfire season, this Evacuation Plan is reviewed and updated with assistance from a Bushfire Consultant as required. The below points should be considered, but are not limited to.

- Review Emergency Evacuation Plan to ensure details, procedures and contact phone numbers are correct.
- Ensure employees and other occupants/campers are informed and familiar with the procedures laid out in the Emergency Evacuation Plan.
- Place current version of site layout in facility in visible location(s).
- Any issues or suggestions noted during the previous bushfire season should be actioned and amended in the Evacuation Plan.
- Any changes to the responsible persons mentioned in this report or their associated contact details, should be reflected in the amended Evacuation Plan.
- Any changes to evacuation routes.
- Changes to the emergency contact details or information sources to be reflected in the amended Evacuation Plan.
- Ensure no hazards are present (for example, rubbish piles) that could contribute to increased fire intensity.
- Ensure property access is kept clear and easily trafficable.
- Ensure first aid kits, fire extinguishers, emergency lighting and other emergency resources are current, serviceable and accessible.
- Display Evacuation Route and Plan in obvious and accessible position.
- Get an understanding of the situation by consulting a range of information sources including local ABC radio, the Emergency WA website (emergency.wa.gov.au), DFES Facebook or Twitter, 13 DFES (13 33 37) information line and local emergency services.

4.3 Actions During the Bushfire Season.

It is recommended the actions below, but not limited to are completed throughout the bushfire season.

- Ensure evacuation plan and maps of evacuation routes are made available to all guests during their stay.
- Take note of any relevant information regarding potential amendments or improvements that could be made to this Evacuation Plan.
- Maintain the camping area and its surrounds to the standards stated in section 4.1 of this Evacuation Plan **at all times**.
- Maintain compliance with the local government's annual firebreak and fuel load notice issued under section 33 of the Bush Fires Act 1954.
- Ensure the private driveway and passing areas are maintained as an all-weather surface that provides access to all occupants and campers at all times.
- Ensure assembly points are maintained.
- Update contact details of the emergency management team and employees as required.
- Ensure that on very hot days occupants/campers are made aware that the property is located in a bushfire prone area and may be subject to closure if weather conditions are Catastrophic Fire Danger Rating (FDR).
- Ensure that the camp ground is closed and all occupants are relocated to a safer location when the weather conditions are Catastrophic Fire Danger Rating (FDR).
- Prepare all guests during the bushfire danger period (1st November to 30th April) on bushfire evacuation procedures. Briefing of evacuation procedures by the Manager (or person responsible) to guests prior to stay.
- Daily checks of the Fire Danger Rating (FDR).
- Be aware of fires located within and nearby the 5km Evacuation Zone and the 10km Bushfire Awareness Zone.
- Fuel reduction through mechanical slashing and mowing will be required to be undertaken regularly to ensure all internal grasses are maintained. The landowner or site manager is to be responsible for implementation of the maintenance schedule, refer to Table 3.

4.4 Fire Danger Ratings

Evacuation and additional preparedness actions to be undertaken under certain Fire Danger Rating (FDR) conditions and / or Total Fire Ban (TFB) days.

The FDR tells you how dangerous a fire would be if one started. The higher the FDR, the more severe the bushfire is expected to be.

A TFB is issued for days when in the event of a fire weather conditions would make it very difficult to control and are most likely to threaten lives and property. On a TFB day, all open-air fire activities are prohibited, including campfires, cookers and ovens that use solid fuel like wood or charcoal.

It is vital that you are aware of the FDR and TFB for the areas you plan to travel in. You can find all of the current FDRs and TFB for WA [Here](#) or on the TFB information line on 1800 709 355.

Table 4: Bushfire Preparedness.

ACTION	NO RATING	MODERATE	HIGH	EXTREME	CATASTROPHIC
Site Manager to perform daily check (after 4pm) on the DFES and BoM websites to determine the Fire Danger Rating (FDR) for the following day and weekly prediction. Update employees / visitors if there is a likelihood of the site being closed due to a Catastrophic or Extreme FDR.					
BUSHFIRE PREPAREDNESS MATRIX					
Site Manager to monitor Emergency WA or DFES websites, ABC Radio or 'National Bushfire's app for fire incidents.	No Requirement for FDR checks	Min. 1pm	Min. 6.15am, 1pm, 3pm	Close site 9am to 3pm and relocate occupants/campers. Assist occupants/campers to relocate away from the site until there is a reduction in FDI.	Close site and relocate occupants/campers. Cancel future bookings, or assist occupants/campers to relocate away from the site until there is a reduction in FDI.

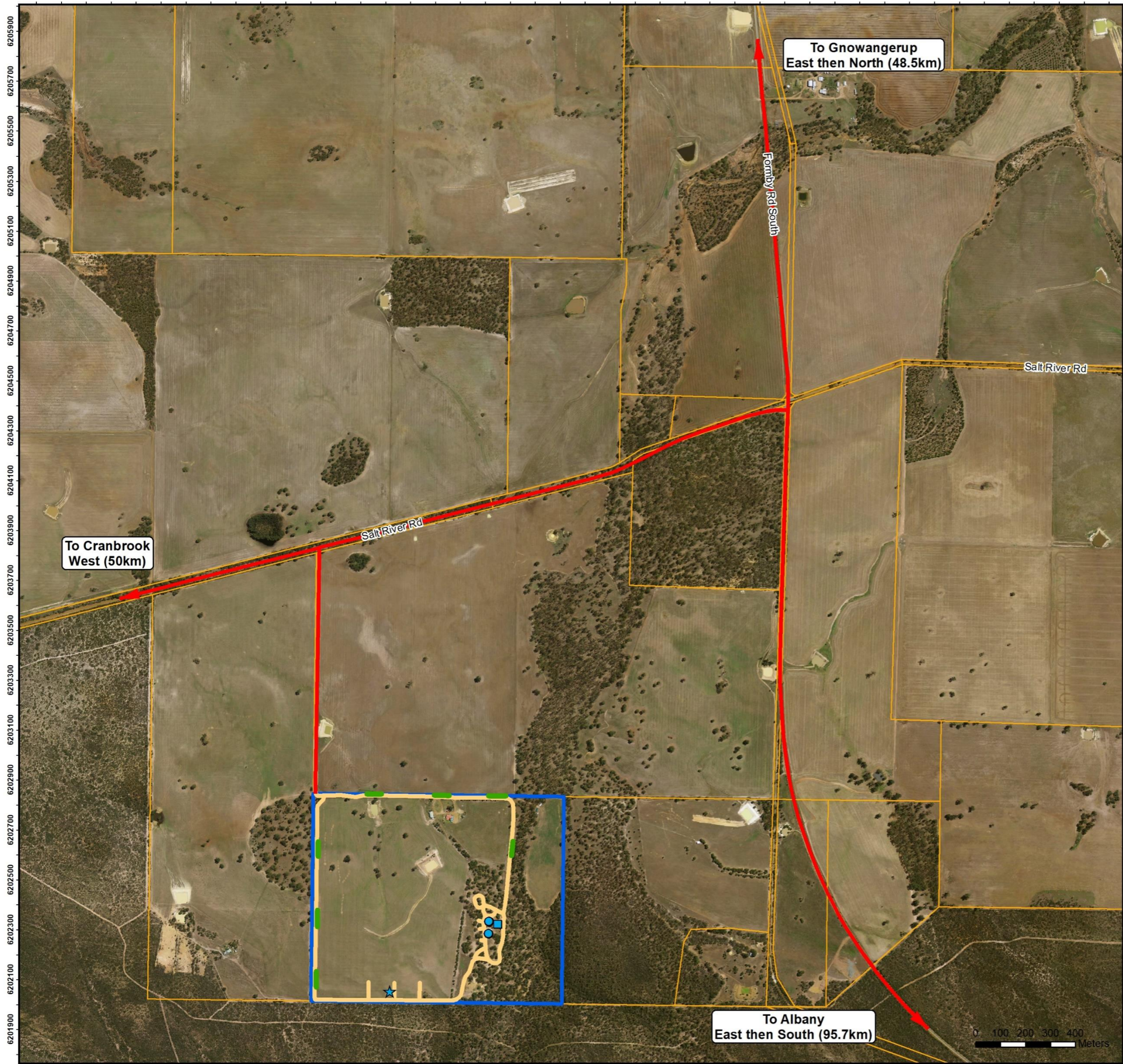
Note: The camping ground is to be closed on Catastrophic and Extreme FDR Days.

Section 5 Bushfire Emergency Evacuation Plan

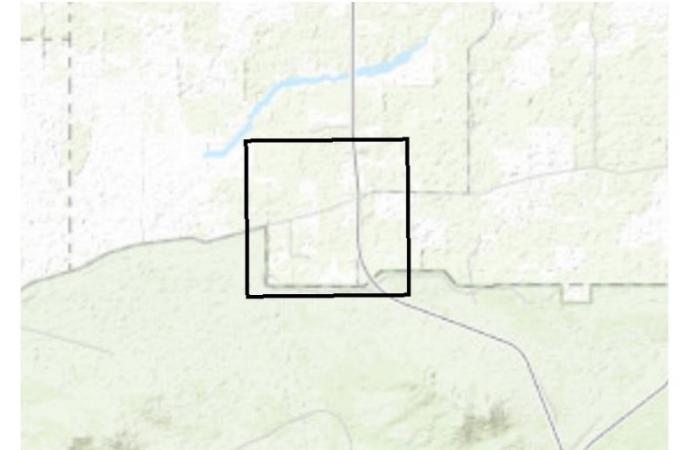
Removeable Section for use during the Bushfire Season

Site Details					
Name of Facility:		Mt Trio Bush Camp and Caravan Park			
Address:		Lot 4006 (No.4850) Salt River Road			
Suburb:		Amelup	State:	W.A.	Postcode 6338
Local Government Area:	Shire of Gnowangerup				





Albany Office: 29 Hercules Crescent Albany, WA 6330 (08) 9842 1575
 Denmark Office: 7/40 South Coast Highway Denmark, WA 6333 (08) 9848 1309
 Esperance Office: 2A/113 Dempster Street Esperance, WA 6450 (08) 9072 1382



Overview Map Scale 1:250,000

Legend

- Subject Site
- Cadastre
- Access Route
- Passing Bay (200m Separation)
- Driveway Access
- Water Tank (150,000L)
- Water Tank (90,000L)
- ★ Proposed Water Tank (25,000L)



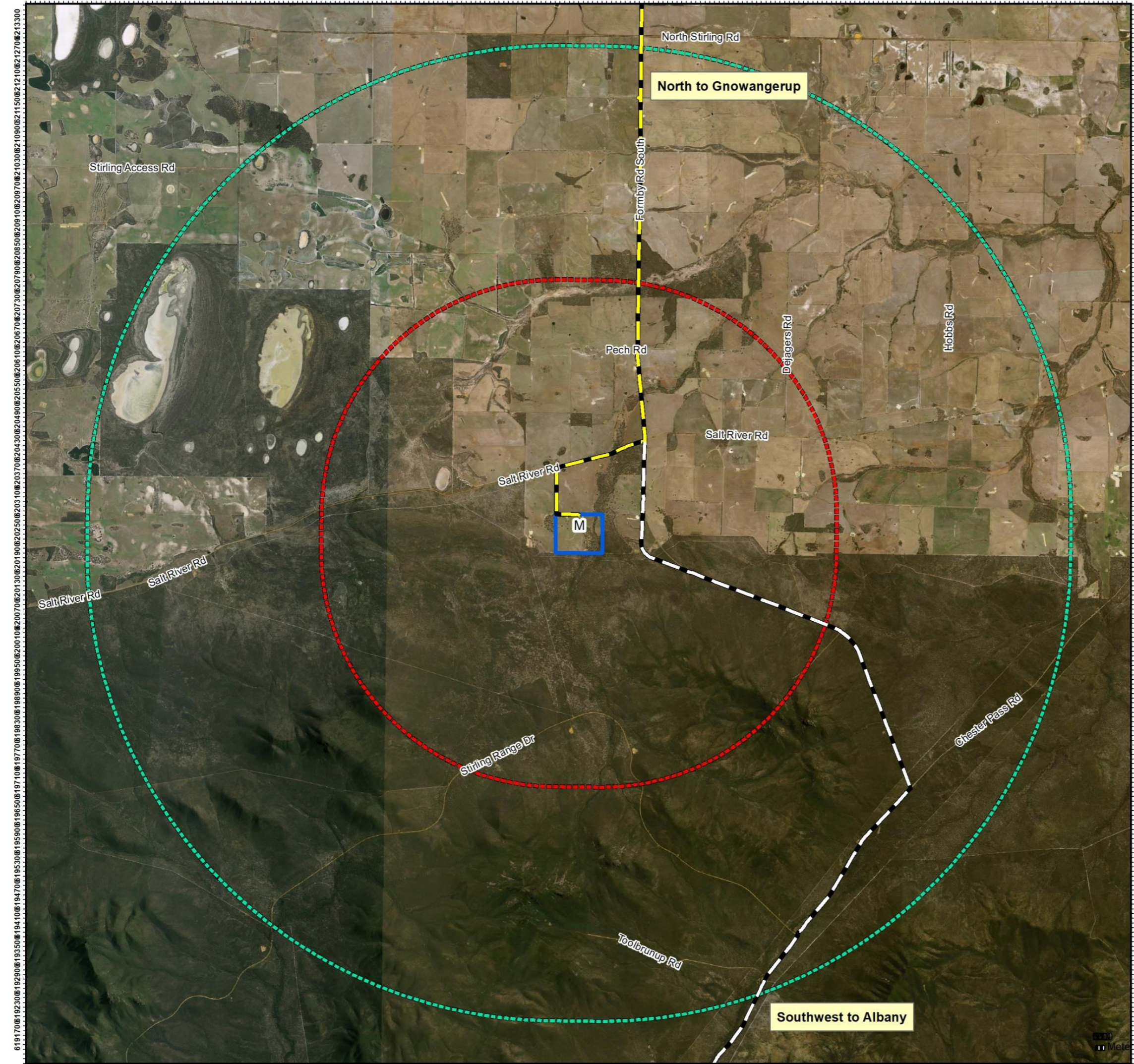
Scale
 1:15,000 @ A3
 GDA MGA 94 Zone 50

Data Sources
 Aerial Imagery: WA Now, Landgate Subscription Imagery
 Cadastre, Relief Contours and Roads: Landgate 2017
 IRIS Road Network: Main Roads Western Australia 2017
 Overview Map: World Topographic map service, ESRI 2012

CLIENT
 Mount Trio Bush Camp and Caravan Park
 Lot 4006 Salt River Road
 Amelup, WA 6338

Figure 1: Site Layout Access plan

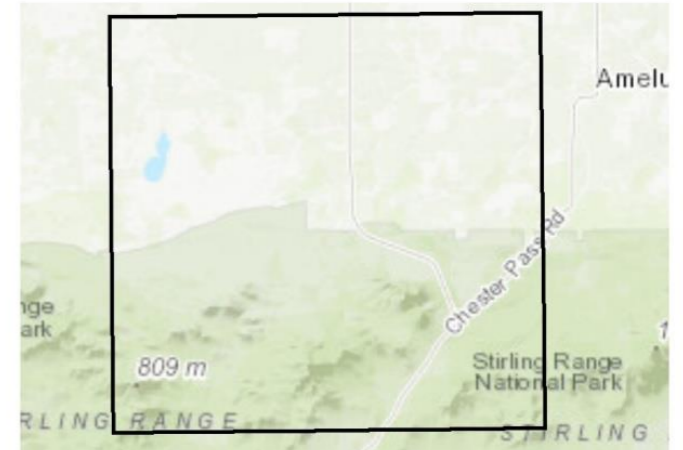
BAL Assessor JRB	QA Check KPK	Drawn by BRM
STATUS FINAL	FILE MSC0485	DATE 15/08/2023



Albany Office:
29 Hercules Crescent
Albany, WA 6330
(08) 9842 1575

Denmark Office:
7/40 South Coast Highway
Denmark, WA 6333
(08) 9848 1309

Esperance Office:
2A/113 Dempster Street
Esperance, WA 6450
(08) 9072 1382



Overview Map Scale 1:500,000

Legend

- Subject Site
- Evacuation Route
- Secondary Route
- Evacuation Zone (5km)
- Awareness Zone (10km)
- Muster Point



Scale
1:80,000 @ A3
GDA MGA 94 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastral, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

CLIENT
Mount Trio Bush Camp and Caravan Park
Lot 4006 Salt River Road
Amelup, WA 6338

Figure 2 Bushfire Awareness Map

BAL Assessor JRB	QA Check MLH	Drawn by GSK
STATUS FINAL	FILE MSC0485	DATE 06/09/2023

612340 12670 13000 13330 13660 13990 14320 14650 14980 15310 15640 15970 16300 16630 16960 17290 17620 17950 18280 18610 18940 19270 19600 19930 20260 20590 20920 21250 21580 21910 22240 22570 22900 23230 23560 23890 24220 24550



Albany Office: 29 Hercules Crescent Albany, WA 6330 (08) 9842 1575
 Denmark Office: 7/40 South Coast Highway Denmark, WA 6333 (08) 9848 1309
 Esperance Office: 2A/113 Dempster Street Esperance, WA 6450 (08) 9072 1382



Legend

- Subject Site
- Evacuation Route
- Secondary Route
- Evacuation Zone (5km)
- Awareness Zone (10km)
- Muster Point

Scale
 1:450,000@ A3
 GDA MGA 94 Zone 50

Data Sources
 Aerial Imagery: WA Now, Landgate Subscription Imagery
 Cadastre, Relief Contours and Roads: Landgate 2017
 IRIS Road Network: Main Roads Western Australia 2017
 Overview Map: World Topographic map service, ESRI 2012

CLIENT
 Mount Trio Bush Camp and Caravan Park
 Lot 4006 Salt River Road
 Amelup, WA 6338

Figure 3 Evacuation Route and Plan

BAL Assessor KPK	QA Check BRM	Drawn by GSK
STATUS FINAL	FILE MSC0485	DATE 06/09/2023

5 Emergency Response

5.1 Evacuation (Primary Emergency Action)

Evacuation is the primary action in the event of a bushfire, if safe to do so.

Triggers for Evacuation:

- ‘Advice’, ‘Watch and Act’ or ‘Emergency Warning’ alert from the Department of Fire and Emergency Services or Department of Biodiversity, Conservation and Attractions.
- Direction to evacuate from an emergency service authority.
- When a bushfire is within the 5km Evacuation Zone.
- When the Fire Danger Rating (FDR) is “Catastrophic” and “Extreme”.
- Also be aware of any bushfire within the 10km Bushfire Awareness Zone and be ready to implement evacuation procedures if required or directed by emergency services.

The designated evacuation location is the Gnowangerup Sporting Complex (Primary) or the Albany Leisure and Aquatic Centre (ALAC) (Secondary).

Early evacuation should always be the primary action – you should never ‘wait and see what happens’. Sheltering-in-place during a bushfire should be a **Last Resort Option**, when all other plans fail, and occupants/campers are unable to leave due to there being insufficient time to evacuate early to a safer place well away from the fire; or emergency services advise, through official warnings, that sheltering-in-place is the safest option. Given this is a camping site and the occupants/campers will likely be in caravans or vehicles it is strongly recommended against sheltering in place as an option.

If caught in a vehicle in a bushfire, follow the directions stated in Section 5.6 of this Evacuation Plan.

5.2 The Procedures for Evacuation:

Managers are to lead the evacuation procedures and ensure the occupants/campers have a clear direction of the below procedures. Evacuation is considered the safest alternative, provided adequate time is available to complete the evacuation safely. Evacuating well in advance of a fire's predicted arrival time is safer than remaining on-site.

- The Managers are to confirm with lead agencies (DFES or other Emergency Service) prior to evacuation and provide the directions to the occupants/campers.
- Managers are to make contact with the occupants/campers and provide direction, occupants/campers should gather in one location (Muster Point) and prepare to evacuate.
- Any occupants/campers that are away from the site once an evacuation has commenced, must not return to the site under any circumstances. In this situation occupants/campers must find alternative accommodation, go to the nearest designated refuge centre or follow the directions of the leading emergency agency.
- Managers should ensure the occupants/campers have sufficient space in vehicles to account for all people. If there is not enough space for all occupants/campers in the designated vehicles the manager should organise for alternative transport.
- The youngest children or persons with support needs, should be in the first evacuating vehicles.
- Managers and occupants/campers should monitor the ABC local radio (Great Southern– (630AM, 558AM or 107.5FM) regularly for local bushfire information (weather trends, warnings and bushfire locations).
- Managers should look to identify the bushfire location on the Bushfire Awareness Map (Figure 2), consider the wind direction and identify the direction the fire might be traveling.
- Managers should ensure the evacuation route is safe to travel, alternative routes may be available and safer.
- Manager to decide the evacuation location Gnowangerup Sporting Complex (Primary) or the Albany Leisure and Aquatic Centre (ALAC) (Secondary), or other as directed by emergency services.
- If safe to do so, as directed, the occupants/campers should evacuate the property to a safer location Gnowangerup Sporting Complex (Primary) or the Albany Leisure and Aquatic Centre (ALAC) (Secondary), or other as directed by emergency services.
- Continue to monitor the situation, the evacuation route may become untenable.

If the designated evacuation route/s are no longer considered safe to evacuate occupants/campers may be required to Shelter in Place, managers to follow direction from Lead Agencies (DFES or other Emergency Service).

5.3 Managers Responsibilities

The Managers, John Byrne and or /Margot Byrne, have the following responsibilities during evacuation. Section 5 of this Evacuation Plan should be printed out and made available to the occupants/campers prior to their stay to aid evacuation in the event of a bushfire:

- Arrange for communication with Lead Agencies (DFES or other Emergency Service) and advise them of the emergency situation (include phone number).
- Make contact with the occupants/campers and ensure they are aware of the bushfire emergency; people should gather in one location (Muster Point) and prepare to evacuate.
- Occupants/campers will generally have arrived in their own transport and will be directed to leave the property immediately via the driveway to Salt river Road (see Figure 3).
- Ensure all persons are accounted for prior to departure (use client listing).
- Ensure occupants/campers understand the evacuation procedure.
- Contact off-site location Gnowangerup Recreation Centre (Primary) or the Albany Leisure and Aquatic Centre (ALAC) (Secondary), or other as directed by emergency services and inform them of pending arrival.
- Maintain situational awareness through radio, DFES website, ABC radio, smart phone applications and local firefighting resources.
- Manager (person responsible) to advise the local emergency service (include phone number) that all the persons have been evacuated and are accounted for and safe at the designated location.
- If in the event occupants/campers are unable to drive or do not have a vehicle available, people must group into other available vehicles or alternative transport must be arranged to assist.
- At the designated off-site location, move all persons inside and ensure all persons are accounted for and safe.

5.4 PRIMARY Evacuation Route – North to Gnowangerup Sporting Complex – 48.92km

The **Primary** Evacuation Route should be the first option. If the Fire Warden/s have made the decision to evacuate staff and occupants/campers and the Primary evacuation route is safe, follow the directions below to the Gnowangerup Sporting Complex. If the Primary evacuation route is not safe, the Fire Warden/s is to establish if another alternative route is safe. Direction from Lead Agencies (DFES or other Emergency Service) may also determine the appropriate evacuation route.

1. From the Muster Point, use the private driveway to travel to Salt River Road (1.5km).
2. Turn right on Salt River Road and proceed east towards Formby Road South Road (2km).
3. Turn left on to Formby Road South Road and head north towards Gnowangerup Townsite (38.5km).
4. At the intersection continue straight onto Gnowangerup-Jerramungup Road to Gnowangerup townsite (6.5km)
5. Turn left into Strathaven Road and continue south to the Gnowangerup Sporting Complex (280m).
6. Turn right into Gnowangerup Sporting Complex (140m).

NOTE: The Gnowangerup Sporting Complex is a Primary Local Emergency Management Arrangement Welfare Centre, but given the proximity to the camping site, may not be the optimal safer location. Further direction from Lead Agencies (DFES or other Emergency Service) may also determine alternative safer location/s.

5.5 Secondary Evacuation Route - South to Albany Leisure and Aquatic Centre (ALAC) – 95.05km

The **Secondary** Evacuation Route should be considered if the fire is located in an area that will put the primary safer location under threat (i.e., access to the north is justified). If the Fire Warden/s have made the decision to evacuate and the **Secondary** evacuation route is safe, follow the direction below to the Albany Leisure and Aquatic centre. If the **Secondary** evacuation route is not safe, the Fire Warden/s is to establish if another alternative route is safe. Direction from Lead Agencies (DFES or other Emergency Service) may also determine the appropriate evacuation route.

1. From the Muster Point, use the private driveway to travel to Salt River Road (1.5km).
2. Turn right on Salt River Road and proceed east towards Formby Road South Road (2km).
3. Turn right on to Formby Road South Road and head south towards Chesterpass Road (10.3km).
4. turn right onto Chesterpass Road and head south towards Albany townsite (79km).
5. At the roundabout take the second exit onto Albany Highway Centennial Park (1.7km)
6. Turn left into Barker Road Centennial Park and continue straight towards Albany Leisure Centre (550m)

NOTE: The Gnowangerup Sporting Complex is a Primary Local Emergency Management Arrangement Welfare Centre, but given the proximity to the camping site, may not be the optimal safer location. Further direction from Lead Agencies (DFES or other Emergency Service) may also determine alternative safer location/s

5.6 What to do if caught in a vehicle in a bushfire:

- Park the vehicle where there is no vegetation, with the vehicle facing toward the fire front and turn the engine off.
- Close the vehicles doors, windows and outside vents.
- Stay as close to the floor as possible and cover your mouth with a damp cloth to avoid smoke inhalation.
- If woollen blankets are available, cover up with them and drink plenty of water to avoid dehydration.
- Remain in the vehicle until the fire front has past and wait for assistance.
- Once the fire front has passed and the temperatures have dropped, cautiously exit the vehicle.

Sheltering in a vehicle is a **last resort option**, and should only occur if it is too late to safely evacuate. If you have to shelter in a vehicle, please follow the DFES “Traveling During a Bushfire” fact sheet attached.

5.7 Emergency Management Team Contact List

Name	Organisation	Contact Details
John Byrne	Landowner/manager	0427 279 270
Margot Byrne	Landowner/Manager	0419 751 801
Kathryn Kinnear	Bio Diverse Solutions (Bushfire Consultant)	0447 555 516
Additional Emergency Management Team Personnel		
Name	Organisation	Contact Details
Mt Trio Caravan Park Office	Manager on duty	0427 279 270
Camp Caretakers (on rotation)		
Roger Luff	Caretaker	0499 714 704
Line Neilsen	Caretaker	0499 714 704
Jo McCombe	Caretaker	0499 714 704
Mick Shirley	Caretaker	0499 714 704

5.8 List of Emergency Contacts

Name of Organisation	Office / Contact	Phone Number / Website
DFES	Emergency and Fire	000
DFES	Emergency Information	13 33 37 DFES - Department of Fire and Emergency Services
DFES	Speech or Hearing Impediment	106
DFES	If calling from a satellite phone, international or interstate	+61 8 9395 9395
Emergency WA	Warnings and Incidents	Home - Emergency WA Warnings & Incidents
WA Ambulance	Accident / Injury	000
WA Police	Criminal Activity	000
Bureau of Meteorology (BoM) Recorded Information	Recorded Information	1300 659 213
SES	Emergency Assistance	132 500
Main Roads WA	Traffic Incidents and Road Closures	138 138
Gnowangerup Volunteer Fire and Rescue Service	Local Fire	0427 281 018
Gnowangerup Police	Local Police	(08) 9827 2800
Gnowangerup Hospital	Medical	(08) 08 9827 2222
Shire of Gnowangerup	Office	(08) 9827 1007
Harvest Ban/Vehicle movement hotline		(08) 9827 1711
DBCA	District Office	(08) 9842 4500

Radio:

- ABC: Great Southern– Local Radio (630AM, 558AM or 107.5FM)

Internet Sites:

- ABC Emergency Website - [ABC Emergency](#)
- Prepare your property – [property-preparation-dfes-checklist.pdf](#)
- Emergency WA – www.emergency.wa.gov.au
- DFES on Facebook – www.facebook.com/dfeswa
- DFES on Twitter – www.twitter.com/dfes.wa
- National Bushfires app – [**Australia's Number 1 Bushfire App** \(bushfireblankets.com\)](#)

Australian Fire Danger Rating System



Moderate: Plan and prepare.

Most fires can be controlled. Stay up to date and be alert for fires in your area.

High: Be ready to act.

Fires can be dangerous. Decide what you will do if a fire starts. Leave bushfire risk areas if necessary.

Extreme: Take action now to protect your life and property.

Fires will spread quickly and be extremely dangerous. Put your bushfire plan into action. If you and your property are not prepared to the highest level, plan to leave early.

Catastrophic: For your survival, leave bushfire risk areas.

These are the most dangerous conditions for a fire. If a fire starts and takes hold, lives are likely to be lost. Homes cannot withstand fires in these conditions.



When there is minimal risk, Fire Danger Ratings will be set to 'No Rating'. On these days you still need to remain alert and abide by local seasonal laws and regulations.



Monitor conditions and [emergency.wa.gov.au](https://www.emergency.wa.gov.au) for ratings and bushfire warnings. If a fire starts near you, take action immediately to protect your life. Do not wait for a warning.



Your life may depend on the decisions you make, even before there is a fire. Create or review your bushfire plan at mybushfireplan.wa.gov.au



➤ **When a bushfire starts, things can change in a matter of minutes so it's important to stay up to date through official information sources.**

During a bushfire, emergency services will provide you with as much information as possible, but no system is foolproof. If you believe you are in danger, act immediately to stay safe and do not wait for a warning.

If you see smoke or flames call Triple Zero (000) and put your bushfire plan into action immediately.

Bushfire warning levels change to reflect the increasing risk to your life or property, and the decreasing amount of time you have until the fire arrives.

The warning levels for bushfires are:

Advice



A fire has started but there is no immediate threat to lives or homes.
Be aware and keep up to date.

Watch and Act



There is a possible threat to lives or homes.
You need to leave or get ready to defend – do not wait and see.

Emergency Warning



There is a threat to lives or homes.
You are in danger and need to take immediate action to survive.

All Clear



The danger has passed and the fire is under control.
Take care and remain vigilant in case the situation changes.

Where to find ratings and warnings:

- Emergency WA emergency.wa.gov.au
- DFES Emergency Information Line 13 DFES (13 3337)
- ABC Radio or 6PR - Your local radio frequency
- DFES Facebook facebook.com/dfeswa
- DFES Twitter twitter.com/dfes_wa



Make a plan

Dangerous bushfires can start at any time and can quickly turn into a life-threatening situation for you and your loved ones. Your safety will depend on how prepared you are and the decisions you make.

Create a bushfire plan in under 15 minutes at mybushfireplan.wa.gov.au



For more information visit dfes.wa.gov.au/prepare

HOW DO I KEEP INFORMED?



FIRES CAN HAPPEN SUDDENLY AND CHANGE QUICKLY, SO DON'T RELY ON RECEIVING A WARNING. It's your responsibility to stay informed and alert. Be flexible – get emergency information from multiple sources and never rely on any one source of information. **Take these four steps to help you keep informed about bushfires and emergencies near you:**



STAY CONNECTED

Connected communities are safer communities.

Join a Bushfire Ready Group to get to know the risk in your local area.

Keep in contact with neighbours, friends and family, especially during high fire-risk day.

Talk to your local brigade about how to prepare for a bushfire.



STAY ALERT

If you can see or smell a bushfire – that's your warning.

Your surroundings could be the best source of information.

If you live in, or near bush, you need to stay alert. If there are signs of a bushfire you could be in danger. Act immediately to keep you and your family safe.



KEEP YOUR DETAILS UP TO DATE

A telephone warning might be sent to your mobile phone or landline in extreme circumstances. This warning system (Emergency Alert) uses the address held by your phone company.

Keep your address details up to date with your phone company to give yourself the best chance of receiving a warning if one is issued.



MONITOR OFFICIAL WARNINGS

During an emergency monitor what's happening. You can find bushfire alerts and warnings at:

Emergency WA
emergency.wa.gov.au

DFES Public Information
13 DFES (13 3337)

DFES Facebook
facebook.com/dfeswa

DFES Twitter
twitter.com/dfes_wa

ABC Radio or 6PR
Your local radio frequency

RSS feeds
(subscribe via www.emergency.wa.gov.au)



For more information visit
dfes.wa.gov.au/bushfire

or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au

or **9395 9816**

Preparing your Emergency Evacuation Kit

LEAVE EARLY



IN A BUSHFIRE, YOUR HOUSE IS UNSAFE AND MAY BE DAMAGED OR DESTROYED.

Your Emergency Evacuation Kit should include the essential items you need to keep your family comfortable and safe. Prepare your Emergency Evacuation Kit before bushfire season and keep it in an accessible spot. Make sure everyone knows where it is kept.



Our Emergency Evacuation Kit list:

- Important/legal documents
- Precious items (jewellery, medals)
- Clothing for everyone
- First aid kit
- Drinking water, food for the trip
- Personal hygiene items

Prepare your emergency kit before bushfire season.



Items to grab when leaving:

- Wallet
- Medications, life support equipment
- Phone and charger
- House and car keys
- Laptop and charger
- Pets and supplies (food, bowl, cage, leash, etc.)



For more information visit
dfes.wa.gov.au/bushfire

or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au

or **9395 9816**

BUSHFIRE PROTECTIVE CLOTHING



IT DOESN'T MATTER IF YOU'RE STAYING OR LEAVING, EVERYONE NEEDS PROTECTIVE CLOTHING.
Prepare for everyone in your household before bushfire season and store with your Emergency Kit.



- Thick loose fitting clothing made from natural fibres (wool, cotton, denim).
- Long sleeved shirt and a thick woolen coat.
- Trousers or long pants.
- Sturdy boots.



- Thick woollen or cotton socks.
- Wide brimmed helmet or hat to protect your head and shoulders.
- Gloves.
- Fire protection goggles/glasses.
- Smoke or particle mask, or wet cloth.



Remember to have a place where everyone can shelter already decided before a bushfire threatens.



For more information visit
dfes.wa.gov.au/bushfire

or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au

or **9395 9816**

TRAVELLING DURING A BUSHFIRE



BUSHFIRES CAN START WITHOUT WARNING. People have been killed or seriously injured during bushfires. If you are travelling or staying near bushland, fire is a real risk to you. **Pack an emergency kit including important items such as woollen blankets, drinking water and protective clothing.**



IF THERE IS A LOT OF SMOKE

- Slow down as there could be people, vehicles and livestock on the road.
- Turn your car headlights and hazard lights on.
- Close the windows and outside vents.
- If you can't see clearly, pull over and wait until the smoke clears.



IF YOU BECOME TRAPPED BY A FIRE

- Sheltering inside a vehicle is a very high risk strategy. It is unlikely that a person will survive in all but the mildest circumstances.**
- Park the vehicle off the roadway where there is little vegetation, with the vehicle facing towards the oncoming fire front.
- Turn the engine off.
- Close the car doors, windows and outside vents, **and call 000.**
- Stay in the car until the fire front has passed. Stay as close to the floor as possible and cover your mouth with a damp cloth to avoid inhalation of smoke.
- Stay covered in woollen blankets, continue to drink water and wait for assistance.
- Once the front has passed and the temperature has dropped, cautiously exit the vehicle.



IMPORTANT INFORMATION

- Find the local ABC radio frequency in the area. Stay up to date in a major emergency, when lives and property are at risk, ABC radio will issue broadcast warnings at a quarter to and a quarter past the hour.
- Main Roads provides updated information on road closures throughout WA. Call 138 138 or www.mainroads.wa.gov.au
- Check the weather forecast and current fire restrictions. Be aware of the Fire Danger Rating for the area you are travelling to and be prepared to reassess your plans.
- Download the Bushfire Traveller's Checklist at www.dfes.wa.gov.au



For more information visit
dfes.wa.gov.au/bushfire

or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au

or **9395 9816**

SHELTERING IN YOUR OWN HOME



SHELTERING IN YOUR HOME DURING A BUSHFIRE SHOULD BE YOUR LAST OPTION, WHEN ALL OTHER PLANS FAIL AND YOU ARE UNABLE TO LEAVE. You need to be well prepared if you can no longer leave your property. Have an emergency kit prepared and ensure there is protective clothing and masks for everyone who may need to shelter.



IF IT IS TOO LATE TO LEAVE THE PROPERTY:

- Stay in the house when the fire front is passing.
- If people are expecting you to leave, let them know you are now staying.
- People have died sheltering in bathrooms and other rooms without an exit door.** Take shelter inside in a room with two exits, furthest from the fire front. At least one exit must lead outside (do not shelter in your bathroom).
- Make sure all doors and windows are sealed as best as possible.
- Soak towels and rugs in water, and lay them along the inside of external doorways.
- Keep woolen blankets handy for protection against radiant heat.
- Take down curtains and push furniture away from windows.
- Remove flammable items from outside the house - like door mats.
- Get down low to limit your exposure to smoke.
- Actively defend your property by putting out spot fires.
- Remember to check the roof cavity through the manhole for any spot fires.
- Drink plenty of water to avoid becoming dehydrated.
- Shelter in the house for as long as possible.
- If your house catches fire and the conditions inside become unbearable, leave through the door furthest from the approaching fire and go to an area that has already been burnt.
- People die in a bushfire from radiant heat. Protect yourself with thick long sleeves and long trousers, strong leather boots, gloves and head protection.



For more information visit
dfes.wa.gov.au/bushfire

or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au

or **9395 9816**

Appendix F

Level 3 Peer Review

Insert PEER REVIEW Here

11.2 RESIGNATION OF COUNCILLOR AND EXTRAORDINARY ELECTION

Location:	N/A
Proponent:	N/A
Date of Report:	4 December 2023
Business Unit:	Strategy & Governance
Responsible Officer:	David Nicholson – Chief Executive Officer
Author:	Anita Finn – Senior Governance & Risk Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

Nil

PURPOSE OF THE REPORT

For Council to

- resolve the method for conducting the extraordinary election, and
- set a date for the extraordinary election, and
- decide if they wish to authorise the CEO to seek a ministerial exemption from having to hold an extraordinary election in accordance with s4.8 of the Act and for the number of Councillors to be reduced from eight to seven.

BACKGROUND

Former Councillor Greg Stewart JP resigned as an elected member from the Shire of Gnowangerup, effective 22 November 2023. Mr. Stewart was elected at the 2021 elections, with his term due to expire at the 2025 Ordinary Elections.

The Local Government Act 1995 requires the Council to fix a date for an extraordinary election within one (1) month of when the vacancy occurs. The date must be within four (4) months after the office became vacant.

COMMENTS

Following Mr Stewart's resignation, an extraordinary election will be required to fill the vacancy for the remainder of the resigned Councillor's term ending in 2025 (*s.4.8 Local Government Act*) The backfilling provisions prescribed in Schedule 4.1A of the Local Government Act 1995 (Act) do not apply, as the vacancy did not occur within the first 12 months of Mr. Stewart's term.

Option 1

A day for an extraordinary election decided and fixed by the Shire President or by the Council at a meeting held within a month after the vacancy occurred. If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and advise the CEO of the day fixed. (*S4.9 (1) of the Local Government Act*).

The election day fixed for an extraordinary election is to be a day that allows enough time (80 days) for the electoral requirements to be complied with but, unless the Electoral Commissioner agrees, it cannot be later than 4 months after the vacancy occurs. (S4.9 (2) of the Local Government Act)

Officers have liaised with the Western Australian Electoral Commission (WAEC) with respect to a potential date for holding an extraordinary election. The WAEC have indicated that Friday the 15 March 2024 would be a suitable date.

Option 2

Whilst holding an extraordinary election is the only option available to Council under the Act, there may be a possibility of gaining ministerial exemption. This is based on the voluntary pathways reform process where Council have committed to downsize the number of Councillors to seven.

Councillor can choose to authorise the CEO to seek a ministerial exemption from having to hold an extraordinary election in accordance with s4.8 of the Act and for the number of Councillors to be reduced from eight to seven.

To gain some time for the Minister to consider this application, we would have to apply to the Electoral Commissioner for the extraordinary election to be held after the (four) 4-month time frame (S4.9 (2) of the Local Government Act). The WAEC have indicated that Friday the 12 April 2024 is a date, the Electoral Commissioner would consider. To hold the election on 12 April 2024, the Minister must provide consent by 22 January 2024 (80 days before the election date). If this is not received by this date the WAEC cannot stop the election process.

Due to the WAEC schedule, a date later in May might not be approved.

CONSULTATION

- Department of Local Government
- WALGA
- WAEC Officers have liaised with the WAEC with respect to potential dates for holding an extraordinary election

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

s2.31. Resignation

- (1) An elector mayor or president may resign from the office of mayor or president.
- (2) A councillor may —
 - (a) resign from the office of councillor;
 - (b) resign from the office of councillor mayor or president, deputy mayor or deputy president.
- (3) Written notice of resignation is to be signed and dated by the person who is resigning and delivered to the CEO.
- (4) The resignation takes effect from the date of delivery of the notice or from a later day specified in the notice.

s.4.8. Extraordinary elections

- (1) If the office of a councillor or of an elector mayor or president becomes vacant under section 2.32, an election to fill the office is to be held, except if the vacancy is filled under Schedule 4.1A or 4.1B.
- (2) An election is also to be held under this section if section 4.57 or 4.58 so requires.
- (3) An election under this section is called an extraordinary election.

s.4.9. Election day for extraordinary election

- (1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —
 - (a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or
 - (b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).
- (2) The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.
- (3) If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —
 - (a) fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and
 - (b) advise the CEO of the day fixed.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The cost of the extraordinary election has not been budgeted for, as such an eventuality was not anticipated. This will need to be accounted for through the Budget Review.

The estimated cost for the Electoral Commissioner to conduct the extraordinary election as a postal election is approximately \$15,500.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Nil. Statutory requirement

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk description	Not to hold an extraordinary Election without a ministerial exemption
Primary Strategic Risk Category	Adverse Regulatory Change
Primary Strategic Risk Category Description	Potential changes to the regulatory landscape that will have an adverse effect on the Shire's ability to maintain compliance. <ul style="list-style-type: none"> • Reputational damage • Investigation of Council for non-compliance
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY

Additional workload for Shire's officers. As in the past this requirement will be managed by administrative staff which will have impact on the capacity of the organisation.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The Council could choose not to set a date for the extraordinary election.

In this case, according to s.4.9(3) of the Local Government Act, the Electoral Commissioner is to set the day for the extraordinary Election if the date has not been set at the end of one month after the vacancy occurs by Council.

CONCLUSION

Where a resignation of an elected member is received in the third year of a four-year term, an extraordinary election is required.

The outcome from the request of ministerial exemption as per option 2 is unknown.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION

1223. That Council

OPTION 1

- 1. Acknowledges former Councillor Greg Stewart JP service on Council.**
- 2. In accordance with section 4.9(1)(b) of the Local Government Act 1995, fixes Friday 15 March 2024 as the date for an extraordinary election.**
- 3. Declares, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the extraordinary election.**
- 4. Decides, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election will be as a postal election.**
- 5. Authorises the CEO to convey this information (2. to 4.) to the Western Australian Electoral Commission**

OPTION 2

- 1. Acknowledges former Councillor Greg Stewart JP service on Council.**
- 2. Authorises the CEO to write to the Minister of Local Government to apply for an exemption from having to hold an extraordinary election in accordance with section 4.8 of the Local Government Act and for the number of Councillors to be reduced from eight to seven, based on the Council's commitment to downsize the number of Councillors to seven. under the state government's voluntary pathways initiative in 2025.**
- 3. Seek Approval from the Electoral Commissioner in accordance with section 4.9(2) of the Local Government Act 1995 to hold the extraordinary on Friday 12 April 2024.**
- 4. Declares, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the extraordinary election.**

5. **Decides, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election will be as a postal election.**
6. **Authorises the CEO to convey this information (2 to 5) to the Western Australian Electoral Commission.**

11.3 APPOINTMENT OF DELEGATES AND REPRESENTATIVES TO VARIOUS COMMUNITY & REGIONAL COMMITTEES

Location:	N/A
Proponent:	N/A
Date of Report:	30 November 2023
Business Unit:	Strategy & Governance
Responsible Officer:	David Nicholson – Chief Executive Officer
Author:	Anita Finn – Senior Governance & Risk Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

Nil

PURPOSE OF THE REPORT

To resolve to dissolve the Housing and Accommodation Working Group and to appoint members/Shire's representatives to the following committees for the remainder of 2023, 2024 & 2025:

- Local Emergency Management Committee (LEMC)
- Regional Road Group- -(Great Southern Zone Regional Road Group – GSRRG)
- Great Southern Recreation Advisory Group (GSRAG)
- Great Southern Treasures
- Southern Link Voluntary Organisation of Councils (VROC)
- Yongergnow Inc.
- Bushfire Advisory Committee
- Gnowangerup Sporting Management Committee Inc.
- Ongerup Sporting Complex Committee Inc.
- Borden Pavilion Committee
- North Stirling Pallinup Natural Resources Inc. (NSPNR)

BACKGROUND

Appointment as a Council representative on committees, planning and working groups ceased at the Ordinary Local Government Elections on 21 October 2023. It is therefore necessary to appoint members to committees for the period ending October 2025.

COMMENTS

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

SHIRE COMMITTEES

LOCAL EMERGENCY MANAGEMENT COMMITTEE	
Purpose	<p>LEMC is established in accordance with section 38-40 of the Emergency Management Act 2005 which obligates local governments to establish this committee. The operational requirements for the Local Emergency Management Committee are not prescribed within the legislation and the requirements of the Local Government Act 1995 do not apply. The Shire will therefore manage the operations of the Local Emergency Management Committee in general accordance with the following requirements:</p> <ul style="list-style-type: none"> • Meetings to be called and convened by the Shire of Gnowangerup • Quorum to be a minimum of 5 members • Decisions to be made by simple majority • Notices of meeting, agenda and minutes to be distributed in a timely manner to members. There is no requirement for publication in accordance with the local government Act 1995 s5.25, Admin Regulation 13 &14. Declarations of interest to accord with Local Government Act 1995, s5.60-s5.73 • The Local Emergency Management Committee has no decision making authority and may only make recommendations to Council.
Membership	<ul style="list-style-type: none"> • Chairperson (preferable the Shire President as they are also the media contact) • 1 Councillor (will not be the proxy for the Chairperson, as this is the DCEO)
Quorum	Five (5) members of the committee
Other Committee Members	Emergency Services representatives such as SES, WA Police, Fire Brigade rep, State Governments, Department of Child Protection, Executive Manager Infrastructure and Assets
Meeting Frequency	Four times per year in the months of December, March, June and September. Other Meetings as required
Reporting	The committee shall report to the next available Ordinary Meeting of Council with the recommendations arising from the LEMC Meeting for Council consideration.
Responsible Officer	Deputy Chief Executive Officer

SHIRE BASED ORGANISATIONS

To appoint members to various advisory groups and committees run or managed by external organisations or organisations where the Shire has a social and economic or financial interest. The Shire is requested to appoint Councillors to represent the Shire on a range of groups and committees run by external organisations. The Shire appoints Councillors as delegates to these external groups and committees by way of membership or invitation.

YOUNGERGNOW INC.	
Required Councillors	1 Councillor
Meeting Frequency	As Required
Reporting & Delegation	As Required. There is no delegation to this committee
Terms of References	To manage the Council's obligations with respect to the care, management and control of relevant buildings and reserves in accordance with the Lease Agreement.
Responsible Officer	Deputy Chief Executive Officer

GNOWANGERUP SPORTING COMPLEX MANAGEMENT COMMITTEE INC.	
Required Councillors	1 Councillor
Other Committee Members	Representatives of the various sporting bodies located within the Shire such as the Gnowangerup Football Club, the Gnowangerup Netball Club and so on.
Meeting Frequency	As Required
Reporting & Delegation	The Committee has no delegated authority from Council. The Councillor is required to report on a regular basis to Council on the activities of the Committee.
Terms of References	To provide an advisory and liaison link between the Management Committee and Council on matters that affect the Gnowangerup Sporting facility and reserve. To ensure that Council obligations with respect to the care, management and control of the facility and land are in accordance with the principles of the provision of quality recreational programs and facilities and to report to Council activities or programs that could impact on the future activities of the facility and reserve.
Responsible Officer	Deputy Chief Executive Officer

ONGERUP SPORTING COMPLEX COMMITTEE INC.	
Required Councillors	1 Councillor
Other Committee Members	Representatives of the various sporting bodies located within the Shire such as the Ongerup Bowling Club, the Tennis Club and other associated and affiliated sporting clubs and groups.
Meeting Frequency	As Required

Reporting & Delegation	The Committee has no delegated authority from Council. The Councillor is required to report on to Council on the activities of the Committee after each meeting of the Committee.
Terms of References	To provide an advisory and liaison link between the Complex Committee and Council on matters that affect the Ongerup Sports Complex facility and reserve. To ensure that Council obligations with respect to the care, management and control of the facility and land are in accordance with the principles of the provision of quality recreational programs and facilities and to report to Council activities or programs that could impact on the future activities of the facility and reserve.
Responsible Officer	Deputy Chief Executive Officer

BORDEN PAVILION COMMITTEE INC.	
Required Councillors	1 Councillor
Other Committee Members	Representatives of the various sporting bodies located within the Shire such as the Borden Football Club, the Bowling Club and other associated recreation clubs and groups.
Meeting Frequency	As Required
Reporting & Delegation	The Committee has no delegated authority from Council. The Councillor is required to report on a monthly basis to Council on the activities of the Committee.
Terms of References	To provide an advisory and liaison link between the Pavilion Committee and Council on matters that affect the Borden Pavilion facility and reserve. To ensure that Council obligations with respect to the care, management and control of the facility and land are in accordance with the principles of the provision of quality recreational programs and facilities and to report to Council activities or programs that could impact on the future activities of the facility and reserve.
Responsible Officer	Deputy Chief Executive Officer

NORTH STIRLING PALLINUP NATURAL RESOURCES INC.	
Required Councillors	1 Councillor
Other Committee Members	Representatives of the various land care and environmental groups
Meeting Frequency	As Required
Reporting & Delegation	The Committee has no delegated authority from Council. The Councillor is required to report on a monthly basis to Council on the activities of the Committee.
Terms of References	The Committee was formerly known as the Land Conservation District Committee. The aim of the group is to inspire current and future generations to undertake sustainable management of the region's natural resources through coordination, education and implementation programs. In

	addition, the group seeks to encourage the viability of landowners within the Shire by forging connections with other environmentally related fields to benefit the social, economic and environmental status of the North Stirlings Pallinup areas.
Responsible Officer	Chief Executive Officer

BUSHFIRE ADVISORY COMMITTEE	
Required Councillors	1 Councillor
Other Committees Members	Volunteer members of the Bush Fire Brigade across the Shire.
Meeting Frequency	As required
Reporting & Delegation	The committee has no delegated authority. To report to the next available Ordinary Council Meeting on the matters referred to the committee from Council and recommendations and any outcomes from the advisory committee
Terms of Reference	To recommend and review Council policies relating to the delivery of fire prevention, preparedness, response and recovery. To provide support and guidance to all Bush Fire Brigades within the Shire of Gnowangerup and to assist those brigades to fulfil their objectives. To establish and maintain an operational command and control structure by developing procedures to enhance the ability of the brigades to carry out activities, training and operations in the most efficient and effective way. To advise Council regarding all matters relating to prosecutions for breached of the Bush Fire act 1954 to review the Bush Fire Advisory Charter
Responsible Officer	Chief Executive Officer

STATE WIDE OR REGIONAL ORGANISATIONS

GREAT SOUTHERN RECREATION ADVISORY GROUP (GSRAG)	
Required Councillors	1 Councillor & 1 Proxy
Purpose	<p>The Great Southern Outdoor Recreation Strategy provides an integrated, whole-of-region approach to planning, developing, managing and promoting outdoor recreation in the Great Southern. It aims to:</p> <ul style="list-style-type: none"> • Establish strong partnerships that will guide infrastructure development and management; • Build and manage world-class trails and facilities; • Promote the Great Southern as an adventure tourism

	<p>destination;</p> <ul style="list-style-type: none"> • Build capacity and capability amongst outdoor recreation providers; • Ensure all people have more opportunities to participate in outdoor recreation. <p>The Great Southern Outdoor Recreation Strategy was received and adopted by all local governments in the region in early 2019. Actions and initiatives towards achieving the strategy are monitored by the Great Southern Recreation Advisory Group (GSRAG).</p>
Meeting Frequency	Every two months
Responsible Officer	Chief Executive Officer

GREAT SOUTHERN TREASURES	
Required Councillors	1 Councillor & 1 Proxy
Other Committees Members	Volunteer members of the Bush Fire Brigade across the Shire.
Purpose	Established in 2004, the Great Southern Treasures is a Local Tourism Organisation representing nine Shires in the Upper Great Southern region
Meeting Frequency	As requested
Responsible Officer	Chief Executive Officer

SOUTHERN LINK VOLUNTARY ORGANISATION OF COUNCILS (VROC)	
Required Councillors	Shire President Deputy Shire President 2 Proxies
Purpose	<p>The Shire of Gnowangerup is one of six VROC member Councils (Broomehill-Tambellup, Cranbrook, Gnowangerup, Katanning, Kojonup and Plantagenet)</p> <p>The VROC represents independent communities working together to achieve mutually beneficial outcomes. These Councils have achieved a good collaboration on priorities such as the provision of aged housing and independent living facilities, the development of regional records archiving, water recycling and regional road initiatives.</p>

Meeting Frequency	<ul style="list-style-type: none"> • Full VROC meetings (CEO & Shire President & Deputy Shire President) (approx. three meetings p.a.) • CEO VROC Meeting (CEO only) (approx. three meetings p.a.)
Responsible Officer	Chief Executive Officer

GREAT SOUTHERN REGIONAL ROAD GROUP	
Required Councillors	1 Councillor & 1 Proxy
Other Committees Members	There are 10 Regional Road Groups (RRG) in WA, established under the State Road Funds to Local Government Agreement which is overseen by a State Advisory Committee (SAC). The RRGs make recommendations to SAC in relation to the Annual Local Government Roads Program for their Region and any other relevant issues. The RRGs are comprised of elected representatives from each Local Government within the road group. Most groups are supported by a technical committee comprised of Local Government staff. Administrative support is provided by Main Roads WA.
Meeting Frequency	Two p.a
Responsible Officer	Chief Executive Officer

CONSULTATION

Raised with Councillors at the Information Briefing Session on the 22 November 2023.

LEGAL AND STATUTORY REQUIREMENTS

LEMC: *section 38-40 of the Emergency Management Act 2005*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial remuneration of mileage for Councillor attendance is payable.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	5.2. Shire communication is consistent, engaging and inclusive

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

NIL

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

If Council nominates not to appoint members & delegates to the committees, the consequences will mean that the Council has no local representation at regional and Shire's community groups.

CONCLUSION

Council representation at these Committees is important and assists with good community engagement and communication.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

1223. That Council

1. Appoints Shire President Kate O’Keeffe as members of the LOCAL EMERGENCY MANAGEMENT COMMITTEE, and Councillors Lex Martin and Robert Minter as Proxy delegates;
2. Appoints Councillor Peter Callaghan as Council delegate to YONGERGNOW INC;
3. Appoints Councillor Rebecca Kiddle as Council delegate to the GNOWANGERUP SPORTING MANAGEMENT COMMITTEE;
4. Appoints Deputy Shire President Rebecca O’Meehan as Council delegate to the ONGERUP SPORTING COMPLEX COMMITTEE;
5. Appoints Councillor Mick Creagh as Council delegate to the BORDEN PAVILION COMMITTEE;
6. Not to appoint a Councillor as Council delegate to NORTH STIRLING PALLINUP NATURAL RESOURCES INC;
7. Appoints Councillor Rebecca Kiddle as Council delegate to the BUSHFIRE ADVISORY COMMITTEE;
8. Appoints Shire President Kate O’Keeffe as Council delegate to the GREAT SOUTHERN RECREATIONAL ADVISORY GROUP, and Councillor Peter Callaghan as Proxy delegate;
9. Appoints Councillor Lex Martin as Council delegate to the GREAT SOUTHERN TREASURES, and Councillor Rebecca O’Meehan as Proxy delegate;
10. Appoints Shire President Kate O’Keeffe and Deputy Shire President Rebecca O’Meehan as Council delegates to the SOUTHERN LINK VROC, and Councillors Peter Callaghan and Rebecca Kiddle as Proxy delegates.
11. Appoints Councillor Lex Martin as Council delegate to the REGIONAL ROAD GROUP (Great Southern Regional Road Group), and Councillor Robert Minter as Proxy delegates; and

12. Endorses to dissolve the HOUSING AND ACCOMMODATION WORKING GROUP;
and
13. Directs the CEO to inform the public members of the Housing and Accommodation Working Group Ben Richardson, Graeme Savage and Richard House about Councillor's decision to dissolve the group.

11.4	MINUTES AUDIT COMMITTEE MEETING 22 NOVEMBER 2023
Location:	N/A
Proponent:	N/A
Date of Report:	29 November 2023
Business Unit:	Strategy & Governance
Responsible Officer:	Chiara Galbraith - Deputy Chief Executive Officer
Author:	Anita Finn – Governance Casual Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Unconfirmed minutes of the Audit Committee meeting held on 22 November 2023

PURPOSE OF THE REPORT

For Council to receive and note the minutes of the Audit Committee meeting of 22 November 2023.

BACKGROUND

The Audit Committee met on 22 November 2023 and resolved as follows:

6.1 STRATEGIC RISK PROFILES STATUS REPORT

Moved: Cr R Kiddle

Seconded: Cr R Minter

AC1123.08 That the Audit Committee:

Notes that there were nil changes to the Strategic Risk Profiles Dashboard presented at the Audit Committee Meeting on 9 August 2023.

UNANIMOUSLY CARRIED 8/0

And

6.2 PURCHASE ORDER NON-COMPLIANCE REGISTER REPORT

Moved: Cr L Martin

Seconded: Cr M Creagh

AC1123.09 That the Audit Committee

Notes the Non-Compliance Purchase Order Register Report for the period July 2023 to October 2023

UNANIMOUSLY CARRIED 8/0

COMMENTS

Nil

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

Section 5.22(2) Minutes of council and committee meetings

(2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

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

Risk description	Not to receive and note the unconfirmed minutes of the Audit Committee meeting
Primary Strategic Risk Category	Adverse Regulatory Change
Primary Strategic Risk Category Description	Potential changes to the regulatory landscape that will have an adverse effect on the Shire's ability to maintain compliance. <ul style="list-style-type: none">• Reputational damage• Investigation of Council for non-compliance
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely,	Possible

Rare)	
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IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil. This is a statutory requirement.

CONCLUSION

The recommendation has been made to ensure compliance with the Local Government Act and Regulations.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

1223. That Council

Receives and notes the unconfirmed minutes of the Audit Committee meeting held on the 22 November 2023.

Heart of the Stirling



SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP

MINUTES

Audit Committee Meeting

22 November 2023
Commencing at 1:30pm

Council Chambers
Yougenup Road, Gnowangerup WA 6335

COUNCIL'S VISION

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

AUDIT COMMITTEE TERMS OF REFERENCE

Objectives of the Audit Committee

The primary objective of the audit committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- the enhancement of the credibility and objectivity of external financial reporting;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- the provision of an effective means of communication between the external auditor, the CEO and the Council.

Powers of the Audit Committee

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

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

Membership

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

The CEO and employees are not members of the committee.

The Deputy CEO will attend meetings, not as a member but to assist the Committee with any queries or requests for information.

The Executive Assistant or another nominated staff member will attend meetings to take the minutes.

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

Meetings

The committee shall meet at least quarterly.

Additional meetings shall be convened at the discretion of the Presiding Member.

Reporting

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

Functions of the Audit Committee

The functions of the committee, pursuant to Reg. 16 of the *Local Government (Audit) Regulations 1996* will be to:

- a) guide and assist the local government in carrying out its functions:
 - i. under Part 6 (Financial Management) of the Act; and
 - ii. relating to other audits and other matters related to financial management;
- b) guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 (Audit) of the Act;
- c) review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to:
 - i. report to the council the results of that review; and
 - ii. give a copy of the CEO's report to the council;
- d) monitor and advise the CEO when the CEO is carrying out functions in relation to a review under
 - i. regulation 17(1); and
 - ii. the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- e) support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- f) oversee the implementation of any action that the local government:
 - i. is required to take by section 7.12A(3) of the Act; and
 - ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a) of the Act; and
 - iii. has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and

- iv. has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- g) perform any other function conferred on the audit committee by these regulations or another written law.

Unconfirmed

Shire of Gnowangerup

NOTICE OF A COMMITTEE MEETING OF COUNCIL

Dear Committee Member

A meeting of the Audit Committee of the Shire of Gnowangerup will be held on Wednesday, 22 November 2023, in the Council Chambers, 28 Yougenup Road, Gnowangerup, commencing at 1:30pm.

Signed 

Chiara Galbraith
DEPUTY CHIEF EXECUTIVE OFFICER

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

When Council uses this expression it means that:

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

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



DISCLAIMER

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

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

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

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

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

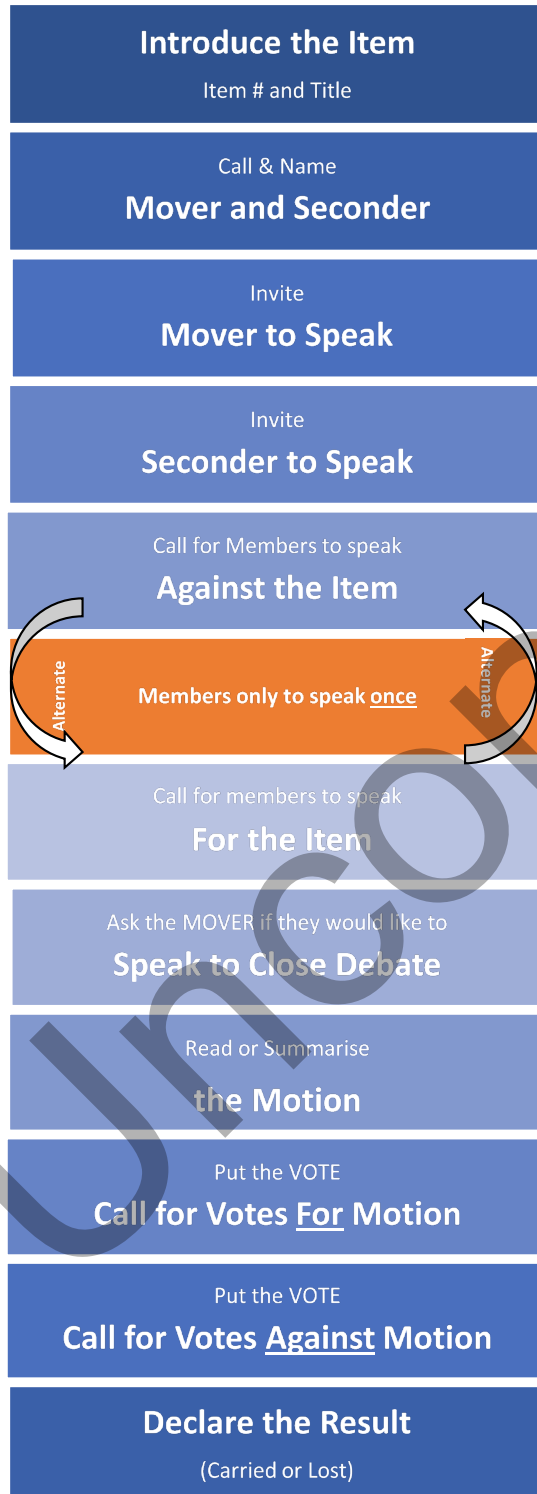
These minutes are not a verbatim record but include the contents pursuant to Regulation 11 of Local Government (Administration) Regulations 1996.

Signed 

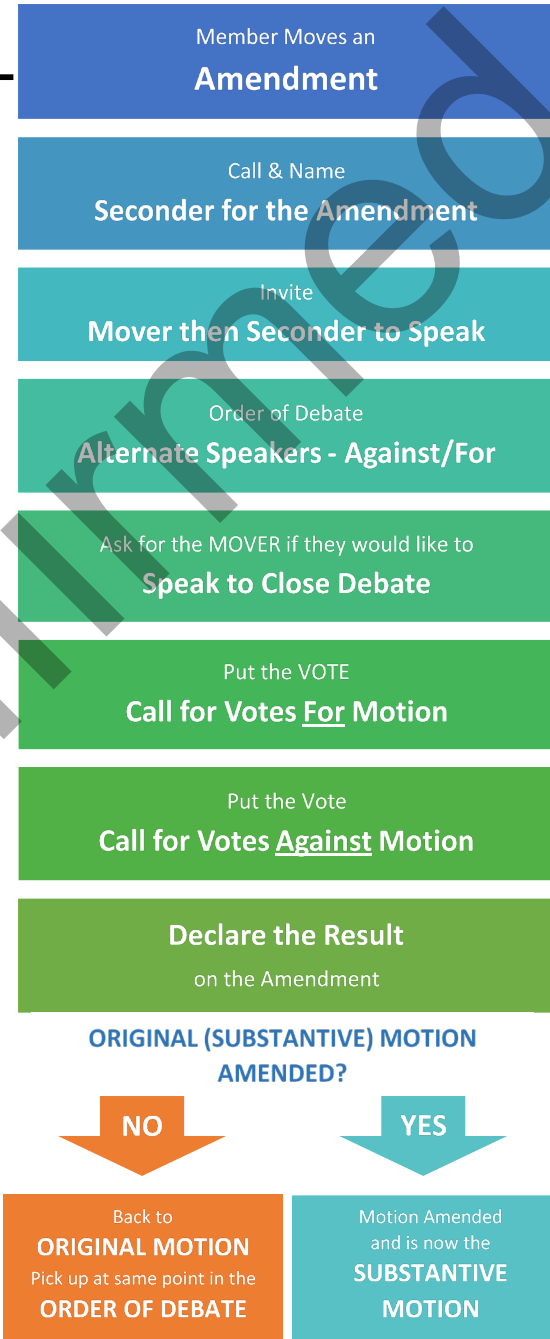
Chiara Galbraith
DEPUTY CHIEF EXECUTIVE OFFICER

Process of Motions

ORIGINAL MOTION

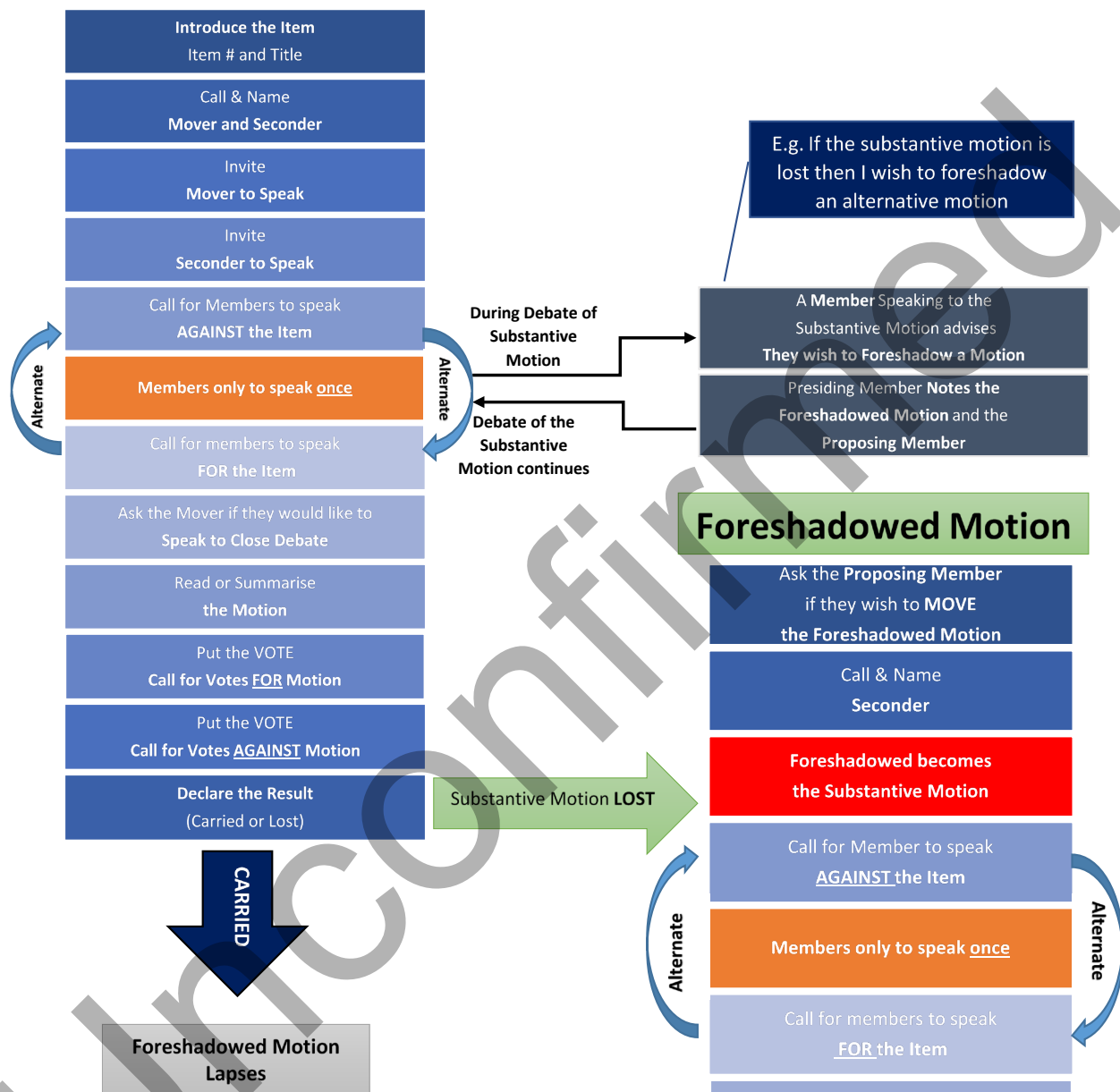


AMENDMENT



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

Substantive Motion



Note:

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

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OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

The Chief Executive Officer David Nicholson welcomed Committee members and staff and opened the meeting at 1.32pm.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

3.1 ATTENDANCE

Cr Kate O'Keeffe	Shire President
Cr Rebecca O'Meehan	Deputy Shire President
Cr Greg Stewart JP	
Cr Mick Creagh	
Cr Rebecca Kiddle	
Cr Lex Martin	
Cr Peter Callaghan	
Cr Robbie Minter	
David Nicholson	Chief Executive Officer
Chiara Galbraith	Deputy Chief Executive Officer
Anita Finn	Senior Governance & Risk Management Officer

3.1 APOLOGIES

Nil

4. ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBERS

As this is the first meeting of the Audit Committee since the 2023 Local Government elections, the Committee is required to elect a Presiding Member from amongst themselves in accordance with Section 5.12 of the Local Government Act 1995.

ELECTION OF PRESIDING MEMBER (CHAIRPERSON)

The Election of Presiding Member was conducted by the Chief Executive Officer David Nicholson.

David advised that he had received two (2) written nominations for the position of Presiding Member for Cr Kate O’Keeffe.

The Chief Executive Officer then called for any other nominations. No further nominations were received.

Cr Kate O’Keeffe accepted her nomination when asked by Chief Executive Officer David Nicholson.

As only Cr Kate O’Keeffe was nominated, Chief Executive Officer David Nicholson declared Cr Kate O’Keeffe duly elected as Presiding Member for the Audit Committee, term expiry October 2025.

Cr Kate O’Keeffe took over as Presiding Member of the meeting.

ELECTION OF DEPUTY PRESIDING MEMBER (DEPUTY CHAIRPERSON)

The Presiding Member Kate O’Keeffe assumed the chair.

Presiding Member Kate O’Keeffe advised that three (3) written nominations had been received for the position of Deputy Presiding Member, two (2) for Cr Rebecca O’Meehan and one (1) for Cr Greg Stewart.

Presiding Member Kate O’Keeffe then called for any other nominations. No further nominations were received.

As there were two candidates nominated, a secret ballot was conducted:

CEO David Nicholson signed the ballot papers and handed them out to the Audit Committee members to cast their votes.

Deputy CEO Chiara Galbraith and GSRMO Anita Finn counted the ballot paper in front of the Councillors.

The result is as follows:

Eight (8) formal votes, Nil informal votes were received:

- Four (4) votes for Cr Rebecca O’Meehan
- Four (4) votes for Cr Greg Stewart

After the result was announced, Cr Greg Stewart advised that he wishes to withdraw his nomination.

Cr Rebecca O’Meehan accepted the position when asked by Presiding Member Kate O’Keeffe. Presiding Member Kate O’Keeffe declared Cr Rebecca O’Meehan duly elected as Deputy Presiding Member for the Audit Committee, term expiry October 2025.

5. CONFIRMATION OF PREVIOUS MEETING MINUTES

5.1 AUDIT COMMITTEE MEETING MINUTES 9th AUGUST 2023

COMMITTEE RESOLUTION:

Moved: Cr R Kiddle

Seconded: Cr P Callaghan

AC1123.07 That the minutes of the Audit Committee Meeting held on 9 August 2023 be confirmed as a true record of proceedings.

UNANIMOUSLY CARRIED 8/0

FOR: Cr K O’Keeffe, Cr R O’Meehan, Cr G Stewart, Cr R. Minitier, Cr L Martin, Cr R Kiddle, Cr M Creagh, Cr P Callaghan

AGAINST: Nil

6. OFFICER ITEMS

6.1	STRATEGIC RISK PROFILES STATUS REPORT
Location:	N/A
Proponent:	N/A
Date of Report:	13 November 2023
Business Unit:	Corporate and Community Services
Responsible Officer:	Chiara Galbraith – Deputy Chief Executive Officer
Author:	Anita Finn – Senior Governance & Risk Management Officer
Disclosure of Interest:	Nil

ATTACHMENT

- Strategic Risk Profiles Dashboard
- Strategic risks – full details

PURPOSE OF THE REPORT

To provide Council’s Audit Committee with the organisation’s strategic risk management status.

BACKGROUND

The Dashboard report provides the following information for each risk profile:

- A brief description of the risk.
- A list of current actions to mitigate the risk.
- A rating as to what degree the risk can be influenced.
- A risk rating.
- A rating of how successful existing controls are.

Officers presented a new Risk Management Policy and Procedure to Council at its Ordinary Meeting of 27 September 2018.

A review of the Risk Management Policy was approved by Council at its Ordinary Meeting of 27 September 2023. The reviewed Policy states:

“The Shire’s Strategic Risks will be presented to the Audit Committee every six months.”

During March and April 2023, the Shire’s Management Team undertook a review of the strategic and operational risks as previously listed in the Risk Management Plan. As part of this review, it was considered that Business Disruption and IT and Communications should be elevated from Operational to Strategic.

In addition the IT and Communications risk was elevated from a control level of adequate to inadequate, reflecting heightened cyber risk.

COMMENTS

As noted, a review of the Risk Management Plan was conducted in April 2023 and two risks were elevated to strategic in order that Council may monitor these through its Audit Committee.

It was ascertained that whilst all tasks noted in the risks listed as Operational were being adequately controlled, these should still be monitored by the Shire's Management Team.

Whilst no documented requirement for six monthly reporting on Risk Management could be located the current Policy review will ensure this is incorporated.

Business Disruption and IT and Communications are as with other risk categories, interrelated to some extent, in that an issue with IT or communications would impact on the organisation's ability to operate. IT and Communication risks are ever present and increasing. So it is important that these not only be managed, by the Shire's Management Team, but also be reported to Council on a periodic basis and not just when an issue arises.

A review of the Risk Management Plan is planned in January 2024 and February 2024 and will be presented to the Audit Committee in March 2024.

CONSULTATION

Shire's Management Team

LEGAL AND STATUTORY REQUIREMENTS

Nil specific to this report

POLICY IMPLICATIONS

Risk Management Policy

FINANCIAL IMPLICATIONS

Nil

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

Nil specific to this report

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil specific to this report

CONCLUSION

The Strategic Risk Profile Dashboard report is provided for noting by the Audit Committee.

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RESOLUTION:

Moved: Cr R Kiddle

Seconded: Cr R Minter

AC1123.08 That the Audit Committee:

Notes that there were nil changes to the Strategic Risk Profiles Dashboard presented at the Audit Committee Meeting on 9 August 2023.

UNANIMOUSLY CARRIED 8/0

FOR: Cr K O’Keeffe, Cr R O’Meehan, Cr G Stewart, Cr R. Minter, Cr L Martin,
Cr R Kiddle, Cr M Creagh, Cr P Callaghan

AGAINST: Nil

**Shire of Gnowangerup
Risk Dashboard Report May 2023**

Strategic Risks

Population Decline			Influence	Risk	Control
			Low	Moderate	Adequate
Inability to control or stem a decline in the Shire's population.					
Actions	Due Date	Responsibility			
Resource sharing through membership of VROC	Ongoing	CEO			
Lobby for improved internet service	Ongoing	CEO			
Review land zoning to meet demand	Ongoing	CEO			
Release / develop surplus land and buildings	Dec-24	CEO			
Encourage new businesses and existing businesses in the Shire	Ongoing	CEO			
Expand portfolio of residential properties available for rent	Ongoing	DCEO			

Adverse Regulatory Change			Influence	Risk	Control
			Low	High	Adequate
Potential changes to the regulatory landscape that will have an adverse effect on the Shire's ability to maintain compliance.					
Actions	Due Date	Responsibility			
Lobbying activities	Ongoing	CEO			
Training for staff	Ongoing	DCEO			
Mandatory training for Elected Members	Ongoing	CEO			
Review and update policies and procedures	Ongoing	DCEO			

Leadership			Influence	Risk	Control
			High	High	Effective
Risk of ineffective strategic leadership of Council. This includes the relationship between Council and the CEO.					
Actions	Due Date	Responsibility			
Mandatory training for Councillors	Ongoing	CEO			
Ongoing training and development for Executive staff	Ongoing	DCEO			
Refresh and promotion of the Shire's Vision, Mission and Core Values	Jun-24	CEO			

Financial Sustainability			Influence	Risk	Control
			High	Moderate	Adequate
Inability to maintain service and infrastructure levels for the Shire.					
Actions	Due Date	Responsibility			
Complete Asset Management Plans	Jun-24	MW			
Budgets workshoped with Councillors	Yearly	DCEO			
LTFP developed as part of budget process	Yearly	DCEO			
Resource sharing with neighbouring Shires	Ongoing	CEO			
All capital projects supported by a business plan	Jun-24	DCEO			
Maintain Asset Management Plans and Assets in accordance with plans	Ongoing	MW			

Community disruption			Influence	Risk	Control
			Low	High	Adequate
Failure to adequately prepare and respond to events that cause disruption to the local community.					
Actions	Due Date	Responsibility			
Update and maintain Bushfire Risk Management Plan	Dec-23	DCEO			
Incident Management Training for CEO and DCEO	Dec-23	DCEO			
Effective road asset monitoring to ensure DRFAWA funding	Ongoing	MW			
Employment of CESM	Jun-23	CEO			
Employment of BRMC	Dec-23	CEO			
Bushfire awareness training	Annual	DCEO			

Business disruption			Risk	Control
			High	Adequate
Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage/terrorism).				
Actions	Due Date	Responsibility		
Maintain Business Continuity Plan	Ongoing	DCEO		
Staff awareness training of Business Continuity Plan	Ongoing	DCEO		

IT or communication systems and infrastructure			Influence	Risk	Control
			High	High	Inadequate
Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.					
Actions	Due Date	Responsibility			
Full IT systems audit	Dec-23	DCEO			
Test for cyber vulnerability	Dec-23	DCEO			

Population Decline

Apr-23

Risk Description	
Inability to control or stem a decline in the Shire's population.	
Causal Factors	Potential Outcomes
<ul style="list-style-type: none"> Services not matching community expectations Aging population Consolidation of farms Lack of affordable or quality homes Children being sent to schools out of the Shire 	<ul style="list-style-type: none"> Withdrawal of government and health services Challenges to financial sustainability Retail / Commercial enterprises close (or relocate) Increased unemployment Antisocial behaviour Reduction of service or level of service across the Shire. Amalgamation of Shires

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Inherent Risk	Consequence	Likelihood	High
	Major (4)	Possible (3)	

Risk Velocity	> 5 years	10 years +
Ability to Influence	Low	

Key Controls	Type	Date	Control Operating Effectiveness
Business Engagement	Preventative	Ongoing	Adequate
Financial contribution to GP retention	Preventative	Ongoing	Effective
Recreation Facilities	Preventative	Ongoing	Effective
Community Engagement	Prevent / Detect	Ongoing	Adequate
TPS and Strategy - Scheme review	Preventative	Dec-23	Effective

4

Overall Control Effectiveness	Adequate
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8

Residual Risk	Consequence	Likelihood	Moderate
	Major (4)	Unlikely (2)	

Actions / Treatments	Due Date	Responsibility
Resource sharing through membership of VROC	Ongoing	CEO
Lobby for improved internet service	Ongoing	CEO
Review land zoning to meet demand	Ongoing	CEO
Release / develop surplus land and buildings	Dec-24	CEO
Encourage new businesses and existing businesses in the Shire	Ongoing	CEO
Expand portfolio of residential properties available for rent	Ongoing	DCEO

Key Indicators	Tolerance	Latest Result	Trend

Comments / Justifications
As determined by Bob Jarvis (CEO) and Ian Graham (DCEO) on 5 March 2020
As determined by MANEX 29 March 2023

Risk Description

Potential changes to the regulatory landscape that will have an adverse effect on the Shire's ability to maintain compliance.

Causal Factors	Potential Outcomes
<ul style="list-style-type: none"> Inadequate staffing / resources Lack of training for staff / volunteers 	<ul style="list-style-type: none"> Litigation Reputational damage Reduction / removal of other services Management of change Investigation of Council for non-compliance Decrease of volunteer services Re-allocation of Shire priorities Increased workload of staff

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Inherent Risk	Consequence	Likelihood	High
	Catastrophic (5)	Possible (3)	

Risk Velocity	< 6mths
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Ability to Influence	Low
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Key Controls	Type	Date	Control Operating Effectiveness
Lobbying Activities (increase awareness for regional issues in implementing changes)	Preventative	Ongoing	Adequate
Training for staff	Preventative	Ongoing	Adequate
Mandatory training for Elected Members	Preventative	Ongoing	Effective
Department updates	Preventative	Ongoing	Effective
State Law Publisher legislative updates	Preventative	Ongoing	Effective

10

Overall Control Effectiveness	Effective
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5

Residual Risk	Consequence	Likelihood	Moderate
	Catastrophic (5)	Rare (1)	

Actions / Treatments	Due Date	Responsibility
Lobbying activities	Ongoing	CEO
Training for staff	Ongoing	DCEO
Mandatory training for Elected Members	Ongoing	CEO
Review and update policies and procedures	Ongoing	DCEO

Key Indicators	Tolerance	Latest Result	Trend

Comments / Justifications
As determined by Bob Jarvis (CEO) and Ian Graham (DCEO) on 5 March 2020
As determined by MANEX 29 March 2023

Risk Description

Risk of ineffective strategic leadership of Council. This includes the relationship between Council and the CEO.

Causal Factors	Potential Outcomes
<ul style="list-style-type: none"> Inadequate skill set of CEO Elections - change of Councillors Poor internal relationships Inadequate training undertaken by Councillors Poor working relationship between President / CEO Ineffective community engagement 	<ul style="list-style-type: none"> Loss of strategic direction Elected members involvement in operational matters Loss of expertise Community dissatisfaction Increased staff turnover Loss of morale Disgruntled community

12

Inherent Risk	Consequence	Likelihood	High
	Major (4)	Possible (3)	

Risk Velocity	< 1 year
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Ability to influence	High
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Key Controls	Type	Date	Control Operating Effectiveness
Succession Planning - CEO and DCEO	Preventative	Ongoing	Effective
Mandatory Training programme (Elected Members)	Preventative	Ongoing	Effective

0

Overall Control Effectiveness	Effective
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12

Residual Risk	Consequence	Likelihood	High
	Major (4)	Possible (3)	

Actions / Treatments	Due Date	Responsibility
Mandatory training for Councillors	Ongoing	CEO
Ongoing training and development for Executive staff	Ongoing	DCEO
Refresh and promotion of the Shire's Vision, Mission and Core Values	Jun-24	CEO

Key Indicators	Tolerance	Latest Result	Trend

Comments / Justifications

As determined by Bob Jarvis (CEO) and Ian Graham (DCEO) on 5 March 2020

As determined by MANEX 29 March 2023

Risk Description	
Inability to maintain service and infrastructure levels for the Shire.	
Causal Factors	Potential Outcomes
<ul style="list-style-type: none"> State cost shifting Loss of funding Increasing community expectations Legislative changes Change in State Gov't direction Socio-economic factors 	<ul style="list-style-type: none"> Reduction of services Removal of services Increase in rates Increase responsibility for additional services from State Gov't.

16

Inherent Risk	Consequence	Likelihood	High
	Major (4)	Likely (4)	

Risk Velocity	< 3 years
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Ability to Influence	High
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Key Controls	Type	Date	Control Operating Effectiveness
Integrated Planning Suite of Plans	Prevent / Detect	Mar-23	Adequate
Lobby against Cost Shifting	Preventative	Mar-23	Adequate
Independent oversight of financials	Prevent / Detect	Mar-23	Effective
Training for staff	Preventative	Mar-23	Adequate
Alternative sources of funding	Preventative	Mar-23	Adequate

8

Overall Control Effectiveness	Adequate
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8

Residual Risk	Consequence	Likelihood	Moderate
	Major (4)	Unlikely (2)	

Actions / Treatments	Due Date	Responsibility
Complete Asset Management Plans	Jun-24	MW
Budgets workshopped with Councillors	Yearly	DCEO
LTFP developed as part of budget process	Yearly	DCEO
Resource sharing with neighbouring Shires	Ongoing	CEO
All capital projects supported by a business plan	Jun-24	DCEO
Maintain Asset Management Plans and Assets in accordance with plans	Ongoing	MW

Key Indicators	Tolerance	Latest Result	Trend

Comments / Justifications
As determined by Bob Jarvis (CEO) and Ian Graham (DCEO) on 5 March 2020

As determined by MANEX 29 March 2023

Community disruption

Apr-23

Risk Description	
Failure to adequately prepare and respond to events that cause disruption to the local community.	
Causal Factors	Potential Outcomes
<ul style="list-style-type: none"> Bushfire Flooding Other weather event Sabotage / terrorism Epidemic / pandemic Major utility failure Social unrest 	<ul style="list-style-type: none"> Loss of community infrastructure Loss of life Potential litigation Severe reputational damage Major investigation Destruction of natural and built area Inability to perform core services to the community Residents move on Shops close Property values diminish

15

Inherent Risk	Consequence	Likelihood	High
	Catastrophic (5)	Possible (3)	

Risk Velocity	Unknown
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Ability to influence	Low
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Key Controls	Type	Date	Control Operating Effectiveness
Annual Works Plan	Preventative	Mar-23	Effective
LEMC Framework (inc. arrangements)	Prevent / Recovery	Mar-23	Adequate
Bushfire Risk Management Planning	Preventative	Mar-23	Adequate
Volunteer BFB Management & Training	Prevent / Recovery	Mar-23	Effective

5

Overall Control Effectiveness	Adequate
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10

Residual Risk	Consequence	Likelihood	High
	Catastrophic (5)	Unlikely (2)	

Actions / Treatments	Due Date	Responsibility
Update and maintain Bushfire Risk Management Plan	Dec-23	DCEO
Incident Management Training for CEO and DCEO	Dec-23	DCEO
Effective road asset monitoring to ensure DRFAWA funding	Ongoing	MW
Employment of CESM	Jun-23	CEO
Employment of BRMC	Dec-23	CEO
Bushfire awareness training	Annual	DCEO

Key Indicators	Tolerance	Latest Result	Trend

Comments / Justifications
As determined by Bob Jarvis (CEO) and Ian Graham (DCEO) on 5 March 2020
As determined by MANEX 29 March 2023

Risk Description

Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage/terrorism). This includes:

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training for specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Causal Factors	Potential Outcomes
<ul style="list-style-type: none"> • Cyclone, storm, fire, earthquake • Terrorism / sabotage / criminal behaviour • Epidemic / Pandemic • Loss of suppliers • Extended utility outage • Economic factors • Loss of key staff • Loss of key infrastructure 	<ul style="list-style-type: none"> • Loss of community infrastructure • Loss of life • Potential litigation • Severe reputational damage • Major investigation • Destruction of natural and built area • Inability to perform core services to the community •

15

Inherent Risk	Consequence	Likelihood	High
	Catastrophic (5)	Possible (3)	

	Risk Velocity	Unknown
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	Ability to Influence	Low
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Key Controls	Type	Date	Rating
Business Continuity Plan	Recovery	Mar-23	Adequate
Bushfire Management Risk Plan	Prevent / Recovery	Mar-23	Adequate
Overall Control Ratings:			Adequate

15

Residual Risk	Consequence	Likelihood	High
	Catastrophic (5)	Possible (3)	

Actions / Treatments	Due Date	Responsibility
Review of Business Continuity Plan required	2023	DCEO
Staff awareness training of Business Continuity Plan	2023	DCEO

Key Indicators	Tolerance	Latest Result	Trend
Business Continuity Plan	Annual Review		
Local Emergency Management Arrangements	Annual Review		
Bushfire Management Risk Plan	Annual Review		

Comments / Justifications

Reviewed at MANEX Meeting 11 January 2021 - Bob Jarvis, Ian Graham, Yvette Wheatcroft, Carol Shaddick, Geoff Carberry & Anrie van Zyl
 Reviewed at MANEX Meeting 29 March 2023

Risk Description

Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Disruption, financial loss or damage to reputation from a failure of information technology systems.

Causal Factors	Potential Outcomes
<ul style="list-style-type: none"> Weather impacts Power outage on site or at service provider premises Out-dated, inefficient or unsupported hardware or software Incompatibility between operating systems Cyber attack Non-renewal of licences Inadequate IT incident, problem management & disaster recovery processes Lack of process and training Vulnerability to user error 	<ul style="list-style-type: none"> Potential litigation Severe reputational damage Major investigation Inability to perform core services to the community

12

Inherent Risk	Consequence	Likelihood	High
	Major (4)	Possible (3)	

Risk Velocity	< 1 year
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Ability to Influence	High
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Key Controls	Type	Date	Rating
Data Back-up Systems	Recovery	Ongoing	Adequate
Outsourcing Performance Monitoring	Detective	Ongoing	Adequate
Vendor Support	Recovery	Ongoing	Adequate
Business Continuity Plan	Preventative	Ongoing	Effective
UPS/Generator entry point	Recovery	Ongoing	Adequate
IT Infrastructure Replacement Program	Preventative	Ongoing	Effective
Include instructions on emails and phishing emails in Induction Package	Preventative	Ongoing	Inadequate
Overall Control Ratings:			Inadequate

12

Residual Risk	Consequence	Likelihood	High
	Major (4)	Possible (3)	

Actions / Treatments	Due Date	Responsibility
Full IT systems audit	Dec-23	DCEO
Test for cyber vulnerability	Dec-23	DCEO

Key Indicators	Tolerance	Latest Result	Trend
System outages	1 per month	Within Tolerance	
Number of customer complaints due to IT/Comms issues	5 per outage	Within Tolerance	
Vendor Help Desk support requests	5 per outage	Within Tolerance	

Comments / Justifications

Reviewed at MANEX Meeting 7 September 2021 - Bob Jarvis, Ian Graham, Carol Shaddick, Yvette Wheatcroft, Geoff Carberry, Olivia Letter & Anrie van Zyl.

Reviewed at MANEX Meeting 29 March 2023

6.2	PURCHASE ORDER NON-COMPLIANCE REGISTER REPORT
Location:	N/A
Proponent:	N/A
Date of Report:	13 November 2023
Business Unit:	Strategy & Governance
Responsible Officer:	Chiara Galbraith – Deputy Chief Executive Officer
Author:	Anita Finn – Senior Governance & Risk Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Purchase Order Non-Compliance Register (July 23 – October 23)
- Purchasing Policy 4.1

PURPOSE OF THE REPORT

Highlight non-compliance purchase orders and/or emerging trends by delegated procurement staff. Non-compliance includes but not limited to instances like insufficient quotes, retrospective purchase orders, inconsistencies between purchase orders and invoices or the omittance of purchase orders for invoices.

BACKGROUND

Butler Settineri (Dry Kirkness) undertook the 2021/2022 Interim Audit on behalf of the OAG in May 2022 and "Inadequate Procurement Practices" was identified as one of 3 moderate risk findings during the audit.

COMMENTS

As a result of the above finding the "Non-Compliance Purchase Order Register" was set up in August 2022. The register is used to track instances of non-compliance items providing name of supplier, date of EFT transfer, EFT number, the invoice amount, the date the purchase was order created, the responsible officer and reason why the instance occurred.

Since the creation of the register it has been noted that the Shire's current purchasing policy and procedure is in need of updating to included exemptions for instances where the issue of a purchase order is not possible, i.e. utility accounts, service provision items like media messaging services, postal services, Toll freight charges, etc. that greatly varies month to month, pending on usage.

The Shire's current procedure states that a *"Shire Purchase Order must be used for all purchases except for purchases made by Credit Card or petty cash."*

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 3.57

Local Government (Functions and General) Regulations – Regulation
11A State Record Act 2000

Shire of Gnowangerup Code of Conduct

Shire of Gnowangerup Purchasing Policy 4.1

Shire of Gnowangerup Purchasing
Procedure 4.8

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, and associated purchasing procedures and policies.

POLICY IMPLICATIONS

Shire of Gnowangerup Purchasing Policy 4.1 and Purchasing Procedure 4.8 sets out the process and thresholds to be adhered to. Not following these processes reduces the likelihood the Shire will get value for money and increases the potential for misappropriation of funds.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic objectives

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk description	Not to note the Compliance Purchase Order Register Report
Primary Strategic Risk Category	Adverse Regulatory Change
Primary Strategic Risk Category Description	<ul style="list-style-type: none">• Investigation of Council for non-compliance• Litigation• Reputational damage
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The Non-Compliance Purchase Order Register was created to track and address instances of non-compliance to help ensure compliance with the Regulations and the Shire's purchasing policy and procedure.

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RESOLUTION:

Moved: Cr L Martin

Seconded: Cr M Creagh

AC1123.09 That the Audit Committee

Notes the Non-Compliance Purchase Order Register Report for the period July 2023 to October 2023

UNANIMOUSLY CARRIED 8/0

FOR: Cr K O’Keeffe, Cr R O’Meehan, Cr G Stewart, Cr R. Minitier, Cr L Martin, Cr R Kiddle, Cr M Creagh, Cr P Callaghan

AGAINST: Nil

Unconfirmed

Procurement Non-Compliance

Purchase Order Registration

Creditor	Invoice Amount	Invoice Date	PO	PO Date	Responsible Manager	Responsible / Requesting Officer	EXPLANATION
THE BOTTLE-O NORTH ROAD	\$ 204.02	8/07/2023	22264	7/07/2023	David Nicholson	Bobbie van Rensburg	Variance greater than 10%: PO was an estimate only.
KATANNING HARDWARE	\$ 171.90	13/07/2023	22278	13/07/2023	David Nicholson	Damon Lukins	Variance greater than 10%: bought 2 rolls. PO was for one roll only
LGIS	\$ 171,942.79	3/07/2023	22308	25/07/2023	David Nicholson		Breakdown of Insurance schedule was received after the invoice date

Unconfirmed

Procurement Non-Compliance

Purchase Order Registration

Creditor	Invoice Amount	Invoice Date	PO	PO Date	Responsible Manager	Responsible / Requesting Officer	EXPLANATION
Bullseye Plumbing & Gas	\$ 6,545.00	17/07/2023	22304	25/07/2023	CEO	Damon Lukins	PO was created after the invoice date
Jerramungup Electrical	\$ 452.62	10/07/2023	22315	28/07/2023	CEO	Damon Lukins	PO was created after the invoice date
Ongerup Tyres & Aotomotive	\$ 3,802.50	20/07/2023	22298	21/07/2023	CEO	Damon Lukins	PO was created after the invoice date
WALGA	\$ 649.00	2/08/2023	22318	31/07/2023	CEO	Bobby van Rensburg	Variance greater than 10%: GST omitted from PO
WALGA	\$ 649.00	2/08/2023	22301	24/07/2023	CEO	Bobby van Rensburg	Variance greater than 10%: GST omitted from PO
ABA Security	\$ 2,072.46	28/07/2023	22314	28/07/2023	CEO	Damon Lukins	PO was created after work had already commenced
CORE SRM	\$ 7,796.25	27/07/2023	22184	8/06/2023	CEO	CEO	Variance greater than 10%: Acting Manager of Works – more hours worked than the 38hrs/week allocated
DA &KJ Murray	\$ 480.00	31/07/2023	22238	4/07/2023	Senior Finance Officer	Pamela Lemin	Variance greater than 10%: PO was for 3 nights, Llew stayed for 4 nights
Position Partners	\$ 2,623.50	31/07/2023	22325	4/08/2023	CEO	Damon Lukins	PO was created after the invoice date
Truck Centre (WA) Pty Ltd	\$ 1,169.19	31/07/2023	22302	25/07/2023	CEO	Damon Lukins	Variance greater than 10%: PO was based on an estimate only
Gnowangerup Smash Repairs	\$ 440.00	23/02/2023			Geoff Carberry	Romeo Mendoza	No purchase order for repair job was issued
Dhu South Electrical	\$ 1,434.40	19/07/2023			DCEO	Chiara Galbraith	No purchase order. This was emergency work as no lights in offices at admin building. Due to not knowing what was causing the fault no quote could be obtained.
Ongerup Tyres & Aotomotive	\$ 194.75	31/07/2023			CEO	Damon Lukins	No purchase order for repair job was issued
Reece	\$ 79.82	18/08/2023	22324	4/08/2023	Manager of Works	Robyn Rodney	Variance greater than 10%: PO was for only 3 taps, but 4 was required

Unconformities

Procurement Non-Compliance Purchase Order Registration

Creditor	Invoice Amount	Invoice Date	PO	PO Date	Responsible Manager	Responsible / Requesting Officer	EXPLANATION
CROWN PERTH	\$ 6,460.00	29/08/2023	22350	15/08/2023	CEO	EA	Variance greater than 10%: Original estimate received from Crow was for 2 nights. Councillors are staying 3 nights and not 2
DWER	\$ 1,303.50	7/08/2023	22307	25/07/2023	CEO	AWMC	Variance greater than 10%: Based on previous years liquid waste which was over our base limit of 100t and the fee charged moves to the next level charge
KATANING MAZDA	\$ 41.76	22/08/2023	22374	18/08/2023	MW	WORKS ASSISTANT	Variance greater than 10%: Freight was omitted from PO
LMH REPAIRERS	\$ 2,335.75	18/08/1929	22429	5/09/2023	MW	MECHANIC	PO was created after the invoice date
LMH REPAIRERS	\$ 115.50	4/09/2023	22429	5/09/2023	MW	MECHANIC	PO was created after the invoice date
LMH REPAIRERS	\$ 3,274.61	31/08/2023	22429	5/09/2023	MW	MECHANIC	PO was created after the invoice date
DWER	\$ 88.00	1/09/2023	22430	6/09/2023	CEO	MW	PO was created after the invoice date

Unconfirmed

Procurement Non-Compliance

Purchase Order Registration

Creditor	Invoice Amount	Invoice Date	PO	PO Date	Responsible Manager	Responsible / Requesting Officer	EXPLANATION
Sadlers Butchers	\$ 231.00	18/08/2023	22335	14/08/2023	CEO	EA	Variance greater than 10%: PO was made out for \$1 while waiting on estimate – omitted to change amount upon receipt of estimate
Sadlers Butchers	\$ 315.00	2/08/2023	23305	25/07/2023	CEO	EA	Variance greater than 10%: PO was an estimate only.
DA & KJ Murray	\$ 600.00	30/09/2023	22410	29/08/2023	SFO	CSO	Variance greater than 10%: PO was for 4 nights, WHS officer stayed 5 nights
DA & KJ Murray	\$ 600.00	30/09/2023	NO PO		SFO	CSO	No PO was created for the accommodation of EHO for the month on September
Department of Water and Environmental Regulation	\$ 44.00	15/09/2023	22535	13/10/2023	CEO	EMIA	PO was created after the invoice date
GNP Hardware	\$ 21.78	5/09/2023	22525	11/10/2023	EMIA	WA	PO was created after the invoice date
WALGA	\$ 10,372.19	30/08/2023	22354	15/08/2023	CEO	EA	Variance greater than 10%: PO error – EA accidentally used Crown Perth amount and not the WALGA booking confirmation amount
Yongergnow Australian Malleefowl Centre	\$ 360.00	16/10/2023	22475	26/09/2023	CEO	EA	Variance greater than 10%: PO was an estimate only.

Unconfirmed

4.1 PURCHASING POLICY

Policy Type:	Finance
Date Adopted:	22 June 1998

Policy No:	4.1
Date Last Reviewed:	28 July 2021

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 – Section 3.57. 2. Local Government (Functions and General) Regulations – Regulation 11A

Legal (Subsidiary):
<ol style="list-style-type: none"> 1. State Records Act 2000 2. Shire of Gnowangerup Code of Conduct

Delegation of Authority Applicable	Yes
Delegation Numbers	1.2.5, 1.2.7

Staff Procedure Applicable	Yes
Staff Procedure Number	4.7

ADOPTED POLICY	
Title:	PURCHASING POLICY
Objective:	<p>To ensure that all purchasing activities:</p> <p>This policy:</p> <ol style="list-style-type: none"> 1. Ensures compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 to establish a framework of operational standards for contracts to purchase goods and services; 2. Provides guidance to all Council employees on all levels of procurement to ensure ethical behavior, and to ensure probity, and transparency; 3. Ensures that the Shire receives value for money as a result of its purchasing activities; 4. Aims to deliver a high level of accountability whilst providing a flexible, efficient and effective and transparent procurement framework; 5. Ensures that the Shire considers the environmental and sustainability implications of the procurement process across the life cycle of goods and services; and 6. Ensures that all purchasing transactions are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire.

1.0 Strategy

The Shire is committed to sustainable procurement practices. The Shire will advertise and assess quotes and tenders to secure supply arrangements that contribute to achieving the Shire's strategic goals and objectives in line with the following principles:

- Enhance our natural and built environment by purchasing products and services that demonstrate environmental best practice and will reduce negative impacts;
- Enhance our economic environment by ensuring value for money in all contracting and purchasing;
- Ensure Good Governance by maintaining transparency in contracting and purchasing, minimising the risk to the Shire of Gnowangerup through the application of a robust risk management mechanisms ensuring that the products and services it purchases are in line with the Shire's objectives; and
- Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace sustainable business practices.
- Where possible suppliers operating within the Great Southern Region are to be given the opportunity to quote for goods & services required by the Shire

2.0 Ethics and Integrity

Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements, shall observe the highest standards of ethics and integrity and act in an honest and professional manner at all times which supports the standing of the Shire.

3.0 Purchasing Procedure

For detailed purchasing procedures, please refer to the Purchasing Procedure

4.0 Purchasing Thresholds

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Purchase Value Threshold (Ex GST)	Purchasing Requirement
Up to \$5,000 annually	Purchase directly from a supplier using Petty Cash for minor items, a Purchase Order or Corporate Credit Card issued by the Shire, or seek at least one (1) oral or written quotation from a suitable supplier, either from: an existing panel of pre-qualified suppliers administered by the Shire; or a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or

Purchase Value Threshold (Ex GST)	Purchasing Requirement
	from the open market.
Over \$5,000 and up to \$20,000 annually	<p>Seek at least two (2) verbal or written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <p>an existing panel of pre-qualified suppliers administered by the Shire; or</p> <p>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</p> <p>from the open market.</p>
Over \$20,000 and up to \$50,000 annually	<p>Seek at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <p>an existing panel of pre-qualified suppliers administered by the Shire; or</p> <p>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</p> <p>from the open market.</p>
Over \$50,000 and up to \$250,000 (over 3 year period)	<p>Seek at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <p>an existing panel of pre-qualified suppliers administered by the Shire; or</p> <p>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</p> <p>from the open market.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or</p>

Purchase Value Threshold (Ex GST)	Purchasing Requirement
	State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.
Over \$250,000 and up to \$600,000 Request for Tender (RFT) Required	<p>1. Tender Exempt arrangements: i.e. WALGA PSA, CUA or other tender exemption under F&G Reg.11(2). This requires at least three (3) written quotes from suppliers under a formal Request for Quotation (RFQ),</p> <p>OR</p> <p>2. Public Tender: conduct a public Request for Tender (RFT) process in accordance with the <i>Local Government Act 1995 and Local Government (Functions and General) Regulations 1996</i>, this Policy and the Shire's tender and purchasing procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>
Emergency Purchases	Refer to Purchasing Procedure.
LGIS Services LG Act 1995 Section 9.58(6)(b)	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>
Over \$600,000 RFT Required	As above AND Council is to approve the tender process prior to commencement of tender (as per Delegations Register 1.2.4 Expressions of Interest and Tenders for Goods & Services).

5.0 Records Management

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Recordkeeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or

services, the contractor's obligations for creating, maintaining and where necessary the transferal of records to the Shire relevant to the performance of the contract.

6.0 Application and Quality Assurance

Responsibility for the application, implementation and quality assurance of this policy rests with the Chief Executive Officer, Management, Shire President and Councilors.

Unconfirmed

7. CLOSURE

There being no further business, Presiding Member Kate O’Keeffe thanked committee members and staff and closed the meeting at 1:50 pm.

Unconfirmed

11.5	LOCAL ROAD AND INFRASTRUCTURE (LRCI) PROGRAM PHASE 4 PROJECTS
Location:	N/A
Proponent:	N/A
Date of Report:	17 November 2023
Business Unit:	Strategy and Governance
Responsible Officer:	Chiara Galbraith – Deputy CEO
Author:	Chiara Galbraith – Deputy CEO
Disclosure of Interest:	Nil

ATTACHMENTS

Nil

PURPOSE OF THE REPORT

For Council to approve the proposed projects for the Phase 4 LRCIP funding.

BACKGROUND

The Local Roads and Community Infrastructure (LRCI) Program was announced on 22 May 2020. The LRCI Program supports Eligible Funding Recipients to create jobs by delivering priority local road and community infrastructure projects across Australia.

The LRCI Program commenced on 1 July 2020 and has delivered projects across Phase 1, 2 and 3. Phase 4 provides a further \$750 million provided in two funding allocations:

- Part A - \$500 million available to 550 councils across Australia to spend on local roads and community infrastructure projects, and
- Part B - \$250 million available to 466 councils in rural, regional or outer-urban areas to spend exclusively on roads projects. Including Phase 4, the total Australian Government investment in the program is \$3.2 billion.

The Shire of Gnowangerup total grant funding allocation for Phase 4 is \$677,573 and is comprised of

Part A: \$429,708

Part B: \$247,865

COMMENTS

As per the budget adopted by Council on 9th August 2024, Part B funding is to be applied to the following roads:

- Kwoborup Road Seal	\$145,513
- Chillinup Road Seal	\$ 88,650
- Corbet Street Seal	<u>\$ 34,913</u>
TOTAL	<u>\$269,076</u>

Part A funding of \$429,708 is required to be allocated to approved projects as outlined in the Guidelines. Part A can also be allocated to road projects.

Attached is the spreadsheet setting out the Phase 4 Part A projects to be funded.

1. Repairing and upgrading footpaths aligns with the Shires Corporate Business Plan (CBP) action 1.2.2 – Improve access and inclusion for disabled people by delivering the actions detailed in the Shires Disability Access and Inclusion Plan. The 12-month review of the CBP as presented to Council on 25th October 2023 included the proposed actions for 2024 – Complete audit of Yougenup Road footpaths and repair Yougenup footpaths as per audit recommendations. The proposed actions presented to council were endorsed.
2. The Town Hall is an asset of historical significance to the Shire and is currently unable to be used by the community due to safety concerns. The ceiling in the hall requires removal and then re-installment. This aligns with the Shires CBP priority 3.2 – We prepare and maintain our assets and infrastructure for current and future community use.

CONSULTATION

Council Breifing session 22nd November 2024

LEGAL AND STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Footpath and Town Hall ceiling repairs are required to be completed regardless of grant funding availability, but by using grant funding it significantly reduces the cost to the Shire to minor staffing expenses of managing the grant.

The 2023/2024 Budget requires amending to include the footpath and Town Hall projects. Overall, this has nil effect on the budget.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Infrastructure
Community Priority	Safety and Security

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

Risk description	Not to approve the submission of the LRCIP Schedule and the budget amendments
Primary Strategic Risk Category	Financial Sustainability
Primary Strategic Risk Category Description	Inability to maintain service and infrastructure levels for the Shire. Loose the Phase 4 Part A funding Increase in rates
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY

Minor impact on capacity, as the repairing and upgrade of footpaths is required to be undertaken and therefore the extra capacity is administration of the grant.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The alternative option is to not allocate the Phase 4 Part A funding to the footpath repairs and upgrades or the Town Hall ceiling which will require the Shire to either source alternative grants or fully self-fund the program.

CONCLUSION

That the CEO submit the Phase 4 Work Schedule Project Nominations as follows:

Part A

- Yougenup Footpaths – footpath audit and repairs and upgrades \$300,708
- Town Hall ceiling – remove and repair \$129,000

Part B

- Kwoborup Road Seal \$145,513
- Chillinup Road Seal \$ 88,650
- Corbet Street Seal \$ 34,913

Amend the 2023/2024 budget accordingly.

VOTING REQUIREMENTS

Absolute majority for budget amendments.

OFFICER RECOMMENDATION

That Council

1. Approves submission of the Local Roads and Community Infrastructure Program Phase 4 Work Schedule – Project Nominations & Variations as follows:

1.1 Part A:

Allocate \$300,708 to Yougenup Road footpaths project to include audit, repairs and upgrades.

Allocate \$129,000 to the Town Hall ceiling project which will incorporate removal and reinstatement of the ceiling.

1.2 Part B:

- Kwoborup Road Seal \$145,513
- Chillinup Road Seal \$ 88,650
- Corbet Street Seal \$ 13,702

2. Amends the 2023/24 Budget by adding a provision of \$300,708 for Yougenup Road footpath project and adding a provision of \$129,000 for a Town Hall ceiling project.
3. Authorises the Chief Executive Officer to seek further amendments to the Approved Work Schedule, as required to maximise use of the grant funding, and report back to Council with details of any changes.
4. Note funds will be allocated as follows:

LRCIP (Phase 4) PROJECTS					
Project	Location	Renewal, Upgrade or New Capital	LRCI Program funding \$	Council funding inc. in 2021-22 Annual Budget \$	Total Project Budget Estimate \$
Kwoborup Road seal	Gnowangerup	Renewal	\$145,513	\$0	\$145,513
Chillinup Road seal		Renewal	\$88,650		\$88,650
Corbet Street Seal	Gnowangerup	Renewal	\$13,702	\$21,211	\$34,913
Yougenup Road Footpath audit repairs and upgrades	Gnowangerup	Renewal	\$300,708	\$0	\$300,708
GNP Town Hall Stage Ceiling	Gnowangerup	Renewal	\$129,000	\$0	\$129,000
Budget Estimate for Projects:			\$698,784	\$21,211	\$698,784
Phase 4 LRCIP Grant Funding:			\$677,573		
Variance:			\$21,211		

11.6 LIST OF NOVEMBER 2023 ACCOUNTS FOR PAYMENT AND AUTHORISATION

Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	3 December 2023
Business Unit:	Corporate and Community Services
Responsible Officer:	Chiara Galbraith – Deputy Chief Executive Officer
Author:	Anrie van Zyl – Human Resource & Emergency Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- List of Payments for November 2023

PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of November 2023.

BACKGROUND

Nil

COMMENTS

The List of Payments for November 2023 covering the period 01/11/2023 to 30/11/2023 is as follows:

FUND	AMOUNT
Municipal Fund	\$1,030,712.80
Credit Card	\$ 5,051.92
TOTAL	\$1,035,764.72

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

Regulation 12 states that:

- (1) *A payment may only be made from the municipal fund or the trust fund –*
 - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds – by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*

POLICY IMPLICATIONS

Purchasing Policy 4.1

Corporate Credit Card Policy 4.4

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

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

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

That Council receive and approve the November 2023 List of Payments as per the Officer's Recommendation

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

1223 That Council:

Receive and approve the payment of accounts for November 2023 consisting of:

Cheque 128 - \$1023.62;

EFT20471– EFT20610 totalling \$892,760.52;

Superannuation and Direct Deposits totalling \$136,928.66; and

Corporate Credit Card totalling \$5,051.92

ITEM 11.6

SHIRE OF GNOWANGERUP LIST OF PAYMENTS - NOVEMBER 2023

Chq/EFT	NAME	DESCRIPTION	DATE	AMOUNT
DD6360.2	3E ADVANTAGE PTY LIMITED	ADMIN PRINTER	17/11/2023	\$ 418.00
EFT20573	AA CONTRACTORS	WET HIRE - SIDE TRIPPER - ROAD TRAIN	30/11/2023	\$ 11,380.60
EFT20508	ABA SECURITY	TOWN HALL - CCTV	16/11/2023	\$ 1,079.99
EFT20505	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	09/11/2023	\$ 110.00
EFT20561	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	23/11/2023	\$ 110.00
EFT20471	AFGRI EQUIPMENT AUSTRALIA PTY LTD	DURA-MAX C	03/11/2023	\$ 711.18
EFT20509	AFGRI EQUIPMENT AUSTRALIA PTY LTD	FILTER ELEMENT	16/11/2023	\$ 300.04
EFT20574	AFGRI EQUIPMENT AUSTRALIA PTY LTD	HY-GARD 20L	30/11/2023	\$ 850.34
EFT20510	AIDINVILLE FARMS PTY LTD AS TRUSTEE OF AIDINVILLE NO.2 TRUST	GRAVEL EXTRACTION - BILL BAILEY - PIT	16/11/2023	\$ 39,688.00
EFT20511	AIR LIQUIDE	ANNUAL CYLINDER HIRE FEE FOR LARGE, MEDIUM & SMALL - 2023/24	16/11/2023	\$ 131.76
EFT20512	AL CURNOW HYDRAULICS	LABOUR PER HOUR	16/11/2023	\$ 83.95
EFT20513	ALBANY 4X4 ACCESSORIES	AIR BAGS 2021	16/11/2023	\$ 1,327.00
EFT20472	ALBANY LOCK & SECURITY	DISABLE TOILET LOCK	03/11/2023	\$ 210.85
EFT20473	ALBANY PLUMBING & GAS	CONNECT 32MM WATER SUPPLY TO NEW CABINS	03/11/2023	\$ 4,972.00
EFT20514	ALBANY PLUMBING & GAS	INSTALL SEWER CONNECTION AND HEAT PUMP - NEW CHALETS - CARAVAN PARK	16/11/2023	\$ 20,494.10
EFT20515	ALBANY RECORDS MANAGEMENT	CONFIDENTIAL DOCUMENT MANAGEMENT - SHREDDING BIN EXCHANGE 26/06/23	16/11/2023	\$ 165.00
EFT20575	ANDREW HARRIS	PRE-EMPLOYMENT MEDICAL REIMBURSEMENT	30/11/2023	\$ 165.00
EFT20474	ANGELINA COUCH	AWMC MEAL ALLOWANCE - 20/10/23 - 01/11/23	03/11/2023	\$ 1,028.30
EFT20516	ANGELINA COUCH	4 X REPLACEMENT TYRES FOR GN.010	16/11/2023	\$ 3,095.06
EFT20576	ANGELINA COUCH	AWMC MEAL ALLOWANCE WE 29/11/23	30/11/2023	\$ 1,156.47
EFT20517	ANNA MARIA VAN ZYL	ACCOMMODATION AND MEAL REIMBURSEMENT - HR TRAINING	16/11/2023	\$ 654.89
EFT20577	ANNA MARIA VAN ZYL	STAFF REIMBURSEMENT FOR ACCOMMODATION, PARKING & MEALS	30/11/2023	\$ 361.30
DD6336.7	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	08/11/2023	\$ 459.14
DD6368.7	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	22/11/2023	\$ 454.55
EFT20518	ARMADILLO GROUP	HOSE CRIMPING AND LABOUR	16/11/2023	\$ 298.66
EFT20578	ARMADILLO GROUP	HYDRAULIC HOSE	30/11/2023	\$ 315.46
EFT20475	ASHLEY MARK EADES	STAFF REIMBURSEMENT	03/11/2023	\$ 139.10
EFT20519	AUSTRALIA POST	POSTAL SUPPLY CHARGES - OCT 23	16/11/2023	\$ 422.45
DD6336.5	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	08/11/2023	\$ 1,543.17
DD6368.5	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	22/11/2023	\$ 1,616.08
DD6322.2	AUSTRALIAN TAXATION OFFICE	SEPTEMBER 23 BAS	02/11/2023	\$ 18,196.00
DD6336.1	AWARE SUPER	PAYROLL DEDUCTIONS	08/11/2023	\$ 6,917.96
DD6368.1	AWARE SUPER	PAYROLL DEDUCTIONS	22/11/2023	\$ 6,968.65
EFT20476	BARRY GIBBS	STAFF REIMBURSEMENT	03/11/2023	\$ 48.30
EFT20579	BARRY GIBBS	FUEL REIMBURSEMENT	30/11/2023	\$ 51.00
EFT20520	BECKS TRANSPORT	FREIGHT	16/11/2023	\$ 266.54
DD6321.1	BENDIGO COMMUNITY BANK	BPAY MONTHLY FEE	01/11/2023	\$ 97.39
DD6327.1	BENDIGO COMMUNITY BANK	EFTPOS FEES	02/11/2023	\$ 526.22
DD6332.1	BENDIGO COMMUNITY BANK	DIRECT DEBIT FEES	03/11/2023	\$ 5.10
DD6334.1	BENDIGO COMMUNITY BANK	DEPOSIT FEE	06/11/2023	\$ 4.00
DD6343.1	BENDIGO COMMUNITY BANK	DIRECT DEBIT FEE	09/11/2023	\$ 6.15
DD6347.2	BENDIGO COMMUNITY BANK	DEPOSIT FEES	13/11/2023	\$ 4.00
DD6350.1	BENDIGO COMMUNITY BANK	ACCOMMODATION FOR RATES TRAINING	14/11/2023	\$ 3,502.32
DD6360.3	BENDIGO COMMUNITY BANK	DIRECT DEBIT FEES	17/11/2023	\$ 7.95
DD6362.4	BENDIGO COMMUNITY BANK	DEPOSIT FEE	20/11/2023	\$ 4.00
DD6371.2	BENDIGO COMMUNITY BANK	DEPOSIT FEES	23/11/2023	\$ 6.75
DD6377.2	BENDIGO COMMUNITY BANK	DEPOSIT FEES	27/11/2023	\$ 4.00
DD6382.1	BENDIGO COMMUNITY BANK	DIRECT DEBIT FEES	28/11/2023	\$ 1.05
EFT20477	BEST OFFICE SYSTEMS	SERVICE CHARGES - RICOH IMC6000 - ADMIN COPIER	03/11/2023	\$ 704.33
EFT20580	BEST OFFICE SYSTEMS	SUPPLY CHARGES - ADMIN PRINTER IMC6000	30/11/2023	\$ 1,358.14
EFT20521	BGL SOLUTIONS	SUPPLY & INSTALL FERTILIZER, ETC	16/11/2023	\$ 13,306.04
EFT20581	BGL SOLUTIONS	HOLMAN PRO SPLITTER 2,3,4 WAY VH7324	30/11/2023	\$ 570.46
EFT20506	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	09/11/2023	\$ 120.00
EFT20562	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	23/11/2023	\$ 120.00
EFT20582	BOC GASES	DRY ICE	30/11/2023	\$ 14.85
EFT20522	BORDEN PRIMARY SCHOOL	SPONSORSHIP - END OF YEAR BOOK PRIZE 2023	16/11/2023	\$ 100.00
EFT20478	BUNNINGS ALBANY	AEG 18V 2 SPEED GREASE GUN SKIN ONLY	03/11/2023	\$ 493.05
EFT20523	BUNNINGS ALBANY	AEG 18V 6.0AH FORCE BATTERY - TWIN PACK I/N: 0385370	16/11/2023	\$ 363.99

Chq/EFT	NAME	DESCRIPTION	DATE	AMOUNT
EFT20479	BURANDO HILL	(INTELLIFLO XFVSF) VARIABLE SPEED AND FLOW PUMP AS PER QUOTE #K3802EST	03/11/2023	\$ 5,459.30
EFT20524	BURANDO HILL	FREIGHT FOR POOL PUMP	16/11/2023	\$ 66.67
DD6336.4	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	08/11/2023	\$ 795.34
DD6368.4	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	22/11/2023	\$ 750.88
EFT20480	CHANDLER MACLEOD GROUP LTD	ASSET AND WASTE MANAGEMENT COORDINATOR - BACKFILL WE 15/10/23	03/11/2023	\$ 6,777.46
EFT20525	CHANDLER MACLEOD GROUP LTD	ASSET AND WASTE MANAGEMENT COORDINATOR - BACKFILL WE 29/10/23	16/11/2023	\$ 6,915.24
EFT20583	CHANDLER MACLEOD GROUP LTD	ASSET AND WASTE MANAGEMENT COORDINATOR - BACKFILL WE 12/11/23	30/11/2023	\$ 6,843.69
EFT20481	CHELSEA WHY	STAFF REIMBURSEMENT	03/11/2023	\$ 222.94
EFT20526	CHELSEA WHY	STAFF REIMBURSEMENT - TRAINING	16/11/2023	\$ 186.24
EFT20482	CHIARA GALBRAITH	STAFF REIMBURSEMENT - STARLINK SERVICES	03/11/2023	\$ 556.00
EFT20527	CITY OF ALBANY	SPYDUS SUBSCRIPTION 23/24	16/11/2023	\$ 4,613.40
EFT20584	CORA BIKE RACK PTY LTD	TWO BIKE RACKS FOR IGA QUOTE NUMBER QU-21770	30/11/2023	\$ 709.50
EFT20528	CORSIGN WA	CUSTOM SIGN - RESTRICTED AREA - PASSENGERS ONLY PAST THIS POINT.	16/11/2023	\$ 173.80
EFT20529	D M STANICH & CO	RATES REFUND FOR ASSESSMENT A102 GNOWANGERUP-JERRAMUNGUP ROAD ONGERUP WA 6338	16/11/2023	\$ 3,038.25
EFT20530	DA & KJ MURRAY	SUPPLY MEALS & ACCOMMODATION FOR EHO - LLEW WITHERS 4 X NIGHTS - OCTOBER 2023	16/11/2023	\$ 1,080.00
EFT20585	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2023/24 ESL QUARTER 2 IN ACCORDANCE WITH DFES ACT 1998 PART 6A	30/11/2023	\$ 26,460.00
DD6321.3	DEPARTMENT OF TRANSPORT	DOT LICENSING 30/10/2023	01/11/2023	\$ 4,756.10
DD6327.2	DEPARTMENT OF TRANSPORT	DOT LICENSING 31/10/2023	02/11/2023	\$ 1,481.60
DD6334.4	DEPARTMENT OF TRANSPORT	DOT LICENSING 02/11/23	06/11/2023	\$ 1,052.15
DD6339.1	DEPARTMENT OF TRANSPORT	DOT LICENSING 03/11/23	07/11/2023	\$ 2,185.20
DD6341.1	DEPARTMENT OF TRANSPORT	DOT LICENSING 06/11/23	08/11/2023	\$ 625.25
DD6343.2	DEPARTMENT OF TRANSPORT	DOT LICENSING 07/11/23	09/11/2023	\$ 3,514.35
DD6345.1	DEPARTMENT OF TRANSPORT	DOT LICENSING 08/11/23	10/11/2023	\$ 371.55
DD6347.3	DEPARTMENT OF TRANSPORT	DOT LICENSING 09/11/23	13/11/2023	\$ 1,122.25
DD6350.3	DEPARTMENT OF TRANSPORT	DOT LICENSING 10/11/23	14/11/2023	\$ 9,101.30
DD6354.1	DEPARTMENT OF TRANSPORT	DOT LICENSING 13/11/23	15/11/2023	\$ 404.80
DD6358.1	DEPARTMENT OF TRANSPORT	DOT LICENSING 14.11.2023	16/11/2023	\$ 384.90
DD6360.1	DEPARTMENT OF TRANSPORT	DOT LICENSING 15/11/2023	17/11/2023	\$ 3,075.80
DD6362.2	DEPARTMENT OF TRANSPORT	DOT LICENSING 20/11/23	20/11/2023	\$ 1,059.50
DD6364.1	DEPARTMENT OF TRANSPORT	DOT LICENSING	21/11/2023	\$ 15,404.95
DD6371.1	DEPARTMENT OF TRANSPORT	POLICE LICENSING 23/11/2023	23/11/2023	\$ 9,778.20
DD6366.1	DEPARTMENT OF TRANSPORT	DOT LICENSING 22/11/23	22/11/2023	\$ 253.60
DD6373.1	DEPARTMENT OF TRANSPORT	DOT LICENSING	24/11/2023	\$ 448.75
DD6377.1	DEPARTMENT OF TRANSPORT	DOT LICENSING 27/11/23	27/11/2023	\$ 731.05
DD6382.2	DEPARTMENT OF TRANSPORT	DOT LICENSING	28/11/2023	\$ 114.55
DD6388.1	DEPARTMENT OF TRANSPORT	DOT LICENSING 27/11/2023	29/11/2023	\$ 2,308.45
DD6393.1	DEPARTMENT OF TRANSPORT	DOT LICENSING 30/11/2023	30/11/2023	\$ 587.70
EFT20531	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	CONTROLLED WASTE DRIVER LICENCE RENEWAL	16/11/2023	\$ 164.00
EFT20586	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	WASTE TRACKING FORM (6548735)	30/11/2023	\$ 88.00
EFT20532	DHU SOUTH ELECTRICAL	INVESTIGATE SECURITY LIGHTING AT MAIN ADMIN BUILDING. COMPLETE REPAIRS TO LIGHTING AS REQUIRED SUPPLY AND INSTALL NEW LIGHTING CONTROLLER AS REQUIRED (AS PER QUOTE #5263)	16/11/2023	\$ 1,577.95
EFT20587	DHU SOUTH ELECTRICAL	INSTALL NEW AIR-CONDITION TO REPLACE THE OLD ONE IN PRESIDENT'S OFFICE	30/11/2023	\$ 2,233.45
EFT20483	DL CONSULTING	FINANCIAL SERVICES AS PER CONTRACT FOR THE 23/24 FINANCIAL YEAR (AUG23 - JUN23)	03/11/2023	\$ 2,062.50
EFT20533	DURAQUIP	BRAKE SHOE REPAIR KIT	16/11/2023	\$ 613.10
EFT20484	FIRE RESCUE SAFETY AUSTRALIA	04.06.0198 BLUEWATER II ++ STATIC 11.2MM SES GOLD/BL/OR - 200M	03/11/2023	\$ 1,617.72
EFT20534	G&K TRUCK & 4X 4 PTY LTD	20KG HEAVY DUTY GREASE	16/11/2023	\$ 356.77
EFT20485	GLENELG ESTATE (G MOIR)	SUPPLY AND PUSH UP OF GRAVEL	03/11/2023	\$ 4,633.20
EFT20535	GNOWANGERUP COMMUNITY RESOURCE CENTRE	STAFFING OF LIBRARY 02, 06, 09, 1 3, 16, 20, 23, 27 & 30 OCTOBER	16/11/2023	\$ 2,121.41
EFT20588	GNOWANGERUP DISTRICT HIGH SCHOOL	DONATION FOR BOOK PRIZE FOR AWARDS NIGHT 23	30/11/2023	\$ 100.00
EFT20536	GNOWANGERUP FAMILY SUPPORT ASSOC INC	TRAVELLING OF GFSA STAFF - OCTOBER 2023	16/11/2023	\$ 1,773.02
EFT20589	GNOWANGERUP FAMILY SUPPORT ASSOC INC	TRAVELLING OF GFSA STAFF - AUGUST 23	30/11/2023	\$ 1,248.81
EFT20486	GNOWANGERUP FUEL SUPPLIES	ULP FUEL - SEPTEMBER 23	03/11/2023	\$ 444.69
EFT20537	GNOWANGERUP FUEL SUPPLIES	SES FUEL - OCTOBER 2023	16/11/2023	\$ 1,862.12

Chq/EFT	NAME	DESCRIPTION	DATE	AMOUNT
EFT20590	GNOWANGERUP FUEL SUPPLIES	15,000 LITRES DIESEL @ \$1.8397 P/L	30/11/2023	\$ 27,595.50
EFT20487	GNOWANGERUP IGA	SES REFRESHMENTS - GST INCL ITEMS	03/11/2023	\$ 1,038.46
EFT20538	GNOWANGERUP PHARMACY	FIRST AID SUPPLIES - POOL SEASON 2023-24	16/11/2023	\$ 221.79
EFT20539	GNOWANGERUP SHIRE MEDICAL PRACTICE	ORE-EMPLOYMENT MEDICAL	16/11/2023	\$ 150.00
EFT20488	GNP HARDWARE	FOAM EXPANDING INSULATION 750ML SOUDAL	03/11/2023	\$ 113.96
EFT20540	GNP HARDWARE	SWIMMING POOL- MISC. SUPPLIES	16/11/2023	\$ 545.85
EFT20591	GNP HARDWARE	RETIC FITTINGS	30/11/2023	\$ 338.72
EFT20541	GREAT SOUTHERN EQUIPMENT REPAIR	CARRY OUT SERVICE AND SAFETY INSPECTIONS OF AIR COMPRESSOR AND FORWARD LIFT VEHICLE HOIST AT GNOWANGERUP DEPOT	16/11/2023	\$ 1,118.01
DD6334.3	HOUSING AUTHORITY	AWMC RENT GROCOCK STREET	06/11/2023	\$ 420.00
DD6347.1	HOUSING AUTHORITY	RENT AWMC GROCOCK STREET	13/11/2023	\$ 420.00
DD6362.3	HOUSING AUTHORITY	RENT AWMC GROCOCK STREET, GNP	20/11/2023	\$ 420.00
DD6377.3	HOUSING AUTHORITY	ASSET & WASTE COORDINATOR RENT - 3/14 GROCOCK ST GNP	27/11/2023	\$ 420.00
EFT20489	IT VISION USER GROUP INC	IT VISION USER GROUP MEMBERSHIP 23/24	03/11/2023	\$ 770.00
EFT20490	J.E. & K.N. DAVIS	GRAVEL EXTRACTION - PEAKALL GRAVEL PIT	03/11/2023	\$ 43,428.00
EFT20542	JANINE MAREE THORNTON - THE SOUL VAN	SIT DOWN STYLE MEAL FOR THE EVENING OF 8TH NOVEMBER FOR OUR COUNCILLOR'S WORKSHOP MEETING APPROX 12 PEOPLE OF WHICH 4 ARE VEGAN (SO 8 NORMAL DIET AND 4 VEGAN). \$30PP DELIVERY AT 4PM	16/11/2023	\$ 360.00
EFT20570	JANINE MAREE THORNTON - THE SOUL VAN	EVENING MEAL FOR COUNCILLORS INDUCTION AND OCM 15 PAX OF WHICH 4 ARE VEGAN.	28/11/2023	\$ 300.00
EFT20592	KATANNING BETTA HOME LIVING	SPEEDQUEEN 8.5KG TOP LOAD WASHER	30/11/2023	\$ 3,295.00
EFT20593	KATANNING FURNISHINGS	INSTALL VINYL PLANK FLOORING IS NEW CABINS	30/11/2023	\$ 8,982.00
EFT20491	KATANNING MAZDA	898398-069-0 CONNECTOR	03/11/2023	\$ 402.73
EFT20594	KATANNING MAZDA	OIL FILTER ELEMENT	30/11/2023	\$ 257.95
EFT20565	KATE EMMA O'KEEFFE	ELECTION NOMINATION FEE REFUND	28/11/2023	\$ 100.00
EFT20595	KIDSAFE WESTERN AUSTRALIA (INC)	PLAYGROUND SAFETY & MAINTENANCE WORKSHOP - 15 AUG 23	30/11/2023	\$ 800.00
EFT20492	KLEENHEAT GAS	45KG VAP CYL	03/11/2023	\$ 200.20
EFT20596	LANDGATE	GRV INTERIM VALS COUNTRY FULL VALUE SCHEDULE NO: G2023/05	30/11/2023	\$ 93.90
EFT20493	LGISWA	WORKS WORKERS COMPENSATION	03/11/2023	\$ 171,942.75
EFT20507	LGRCEU	PAYROLL DEDUCTIONS	09/11/2023	\$ 110.00
EFT20563	LGRCEU	PAYROLL DEDUCTIONS	23/11/2023	\$ 110.00
EFT20543	MAPIEN	DEPOT CULTURE/ORGANISATION REVIEW	16/11/2023	\$ 17,339.82
EFT20544	MARKETFORCE	ADVERTISING OF EMPLOYMENT IN ALBANY ADVERTISER	16/11/2023	\$ 482.08
EFT20494	MESSAGEMEDIA	MESSAGING OUTBOUND - SEPTEMBER 23 (6236 MESSAGES)	03/11/2023	\$ 823.15
EFT20545	MESSAGEMEDIA	MESSAGING OUTBOUND - OCTOBER 2023 (8855 MESSAGES)	16/11/2023	\$ 1,168.86
EFT20566	MICHAEL CREAGH	ELECTION NOMINATION FEE REFUND	28/11/2023	\$ 100.00
EFT20597	MICHAEL RICHARDSON	REIMBURSEMENT OF TRAVEL EXPENSES	30/11/2023	\$ 1,194.15
EFT20546	OFFICEWORKS	HARD DRIVE FOR SES	16/11/2023	\$ 290.52
EFT20598	OFFICEWORKS	STATIONERY ORDER - POOL - NOVEMBER 2023	30/11/2023	\$ 393.80
EFT20495	OLUMAYOKUN OLUYEDE	MONTHLY SERVICE FEE AS PER CONTRACT - OCT 23	03/11/2023	\$ 13,750.00
EFT20599	OLUMAYOKUN OLUYEDE	MONTHLY SERVICE FEE AS PER CONTRACT - NOV 23	30/11/2023	\$ 13,750.00
EFT20571	ONGERUP COMMUNITY DEVELOPMENT INC	2023/24 COMMUNITY GRANT - WEEDING OUT THE PROBLEMS PROJECT	28/11/2023	\$ 11,666.66
EFT20547	ONGERUP FARM SUPPLIES	WATER FOR BUSHFIRE BRIGADES	16/11/2023	\$ 147.70
EFT20600	ONGERUP TYRES & AUTOMOTIVE	4 X TYRES	30/11/2023	\$ 1,572.00
EFT20496	ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR MEMBERSHIP FEES 2023/24 - SEPT 23 PAYG TERM COMMITMENT	03/11/2023	\$ 632.50
EFT20548	ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR MEMBERSHIP FEES 2023/24 - OCTOBER 2023 PAYG TERM COMMITMENT	16/11/2023	\$ 632.50
DD6322.1	PATHWEST LABORATORY MEDICINE WA	CONFIRMATION (ANALYSIS) OF DRUG TEST FOR A NON-NEGATIVE RESULT	02/11/2023	\$ 209.00
DD6325.1	PATHWEST LABORATORY MEDICINE WA		02/11/2023	-\$ 209.00
EFT20549	QHSE INTEGRATED SOLUTIONS PTY LTD	SKYTRUST INTELLIGENCE SYSTEM - ANNUAL LICENCE FEE - 2023/24 - NOVEMBER 2023	16/11/2023	\$ 603.90
DD6336.9	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	08/11/2023	\$ 68.39
DD6368.9	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	22/11/2023	\$ 68.39
EFT20567	ROBERT CHARLES MINITER	ELECTION NOMINATION FEE REFUND	28/11/2023	\$ 100.00
EFT20568	ROSLYNN HAYTER THOMPSON	ELECTION NOMINATION FEE REFUND	28/11/2023	\$ 100.00
EFT20569	S HMELJAK	ELECTION NOMINATION FEE REFUND	28/11/2023	\$ 100.00
EFT20497	SHARON MAE MINITER	STAFF REIMBURSEMENT	03/11/2023	\$ 51.90

Chq/EFT	NAME	DESCRIPTION	DATE	AMOUNT
EFT20601	SHIRE OF CRANBROOK	CONTRIBUTION TOWARDS CESM EXPENSES JULY - SEPT 23	30/11/2023	\$ 3,007.06
128	SHIRE OF GNOWANGERUP	PAYROLL DEDUCTIONS	09/11/2023	\$ 1,023.62
EFT20564	SHIRE OF GNOWANGERUP	PAYROLL DEDUCTIONS	23/11/2023	\$ 615.36
EFT20602	SHORT STAY VILLA	ACCOMMODATION HEALTH AND SAFETY OFFICER	30/11/2023	\$ 240.00
DD6329.1	SOAPS IN STONE	PAYMENT OF INVOICE #000007 TO GO TOWARDS RATES FOR 10 STONE STREET, BORDEN WA 6338	03/11/2023	\$ 936.00
EFT20550	SOLUTIONS IT	ANNUAL FEE 2023/24 - OCTOBER 23	16/11/2023	\$ 7,128.44
EFT20603	SOLUTIONS IT	PHONE AT GNP ADMIN OFFICE 2023/24	30/11/2023	\$ 963.75
EFT20551	STIRLING RANGE RETREAT	PROVIDE ACCOMMODATION FOR THE FOLLOWING DATES AT \$149 PER NIGHT (TOTAL 5X NIGHTS = \$745) 1ST OCTOBER - 4TH OCTOBER 30TH OCTOBER - 1ST NOVEMBER THIS IS AN ESTIMATED AMOUNT ONLY	16/11/2023	\$ 596.00
DD6334.2	SYNERGY	SUPPLY PERIOD 17/08/23-16/10/23	06/11/2023	\$ 137.90
DD6350.2	SYNERGY	SUPPLY PERIOD 29/07/23-03/10/23	14/11/2023	\$ 148.31
DD6355.2	SYNERGY	SUPPLY CHARGES - 09/09/23 - 08/11/23	27/11/2023	\$ 362.30
DD6355.1	SYNERGY	SUPPLY CHARGES - 27/09/23 - 09/11/23	28/11/2023	\$ 99.29
DD6388.3	SYNERGY	SUPPLY PERIOD FOR 9 SEPT 2023 - 8 NOV 2023	29/11/2023	\$ 340.32
DD6388.2	SYNERGY	SUPPLY PERIOD 25 SEPT 2023 - 24 OCT 2023	29/11/2023	\$ 8,220.49
DD6393.2	SYNERGY	SUPPLY PERIOD 12 SEPT 2023 - 9 NOV 2023	30/11/2023	\$ 871.39
EFT20498	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - HERSEY	03/11/2023	\$ 68.27
EFT20552	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT - PATHWEST	16/11/2023	\$ 355.97
DD6322.3	TELSTRA	SERVICE CHARGES - SEPTEMBER 23	02/11/2023	\$ 1,092.40
DD6355.3	TELSTRA	SUPPLY CHARGES - NOV 23 - EFTPOS MACHINE	21/11/2023	\$ 49.83
DD6390.1	TELSTRA	SUPPLY CHARGES OCTOBER 2023 - SES	30/11/2023	\$ 1,608.84
DD6336.6	THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	08/11/2023	\$ 291.13
DD6368.6	THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	22/11/2023	\$ 261.91
EFT20604	THE PUB BORDEN	PIZZA FOR FIREFIGHTERS FOR INCIDENT ON 23/11/24 - BUNGEY FIRE INCIDENT# 649195	30/11/2023	\$ 840.00
DD6336.8	THE TRUSTEE FOR MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	08/11/2023	\$ 274.32
DD6368.8	THE TRUSTEE FOR MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	22/11/2023	\$ 191.30
EFT20553	THE WOOLY SHEEP CAFE & GIFT SHOP	BUSINESS LEADERS FORUM CATERING FOR 80 PEOPLE	16/11/2023	\$ 2,400.00
EFT20499	TROPICAL SHADE N SAILS	REINSTATE SHADE SAILS	03/11/2023	\$ 5,544.00
EFT20554	TRUCK CENTRE WA PTY. LTD.	SUPPLY AND DELIVER 1 X UD GW 26 460 TRUCK WITH 2 WAY TIPPING BODY AS PER RFT 2023-05	16/11/2023	\$ 291,870.29
EFT20555	TRUSTEE FOR STROHAWK INVESTMENTS TRUST	RATES REFUND FOR ASSESSMENT A871 23 VAUX STREET ONGERUP WA 6336	16/11/2023	\$ 411.77
EFT20500	WA CONTRACT RANGER SERVICES	RANGER SERVICES YEARLY FEES 2023/24 ONE ROSTERED DAY PER WEEK	03/11/2023	\$ 2,970.00
EFT20556	WA CONTRACT RANGER SERVICES	RANGER SERVICES YEARLY FEES 2023/24 ONE ROSTERED DAY PER WEEK	16/11/2023	\$ 1,955.25
EFT20605	WA CONTRACT RANGER SERVICES	RANGER SERVICES YEARLY FEES 2023/24 ONE ROSTERED DAY PER WEEK	30/11/2023	\$ 1,782.00
DD6336.2	WALGS PLAN	PAYROLL DEDUCTIONS	08/11/2023	\$ 177.62
DD6368.2	WALGS PLAN	PAYROLL DEDUCTIONS	22/11/2023	\$ 185.18
EFT20557	WARREN BLACKWOOD WASTE	240L BIN PICK UP - 2023/24 5X PICK UPS A MONTH @ 1065	16/11/2023	\$ 8,710.10
DD6332.2	WATER CORPORATION	SERVICE CHARGES AND USAGE	03/11/2023	\$ 272.37
EFT20606	WBS MODULAR PTY LTD T/A EVOKE LIVING HOMES	PRACTICAL COMPLETION	30/11/2023	\$ 19,469.42
DD6336.3	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	08/11/2023	\$ 3,155.94
DD6368.3	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	22/11/2023	\$ 2,202.86
EFT20501	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	EFFECTIVE SUPERVISION TRAINING	03/11/2023	\$ 1,089.00
EFT20558	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA ELEARNING SUBSCRIPTION 5 ESSENTIAL ELECTED MEMBERS COURSES; NOVEMBER 2023 TO OCTOBER 2024	16/11/2023	\$ 6,633.00
EFT20607	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	MEETING PRACTICES FOR GOOD GOVERNANCE OUTCOMES, 5TH FEBRUARY 2024 9AM- 4:30PM	30/11/2023	\$ 638.00
DD6362.1	WESTERN AUSTRALIAN TREASURY CORPORATION	PRINCIPAL PAYMENT LOAN 273	20/11/2023	\$ 12,903.65
DD6321.2	WESTNET	CEO HOME INTERNET	01/11/2023	\$ 277.83
EFT20502	WESTRAC EQUIPMENT PTY LTD	CAT SKID STEER	03/11/2023	\$ 5,019.66
EFT20608	WESTRAC EQUIPMENT PTY LTD	18L COOLANT	30/11/2023	\$ 525.89
EFT20503	WINC. (WORK INCORPORATED)	STATIONARY ORDER - ADMIN	03/11/2023	\$ 25.61
EFT20559	WINC. (WORK INCORPORATED)	STATIONARY ORDER - BORDEN PUBLIC TOILETS	16/11/2023	\$ 598.20
EFT20609	WINC. (WORK INCORPORATED)	STATIONERY ORDER - NOVEMBER 2023 - SWIMMING POOL	30/11/2023	\$ 72.13
EFT20572	WINDROW PTY LTD	RATES REFUND FOR ASSESSMENT A1359 34 CORBETT STREET GNOWANGERUP WA 6335	29/11/2023	\$ 1,938.16

Chq/EFT	NAME	DESCRIPTION	DATE	AMOUNT
EFT20504	WITHERS & ASSOCIATES PTY LTD	ANNUAL COST 2023/24 FOR EHO - LLEW WITHERS	03/11/2023	\$ 8,232.40
EFT20610	YONGERGNOW INC	CATERING FOR BUSINESS LEADERS FORUM 03 NOVEMBER 2023.LIGHT AFTERNOON AND NIBBLES FOR 80X PEOPLE. \$7 PER HEAD	30/11/2023	\$ 560.00
EFT20560	ZANZARA	COMPLETE TRAP WITH VERANDA AND 2.2LTR CATCH	16/11/2023	\$ 559.00
				\$ 1,030,712.80

BREAKDOWN OF CREDIT CARD EXPENDITURE

WOOLWORTHS ONLINE	REFRESHMENTS FOR BUSINESS LEADERS FORUM	01/11/2023	\$ 160.50	
BWS LIQUOR	REFRESHMENTS FOR BUSINESS LEADERS FORUM	01/11/2023	\$ 384.00	
WOOLWORTHS KATANNING	LOLLIES FOR HALLOWEEN EVENT	01/11/2023	\$ 33.19	
IGA Gnowangerup	MILK FOR BUSINESS LEADERS FORUM	01/11/2023	\$ 7.65	
PATHWEST LABORATORIES	DRUG & ALCOHOL TESTING	05/11/2023	\$ 49.50	
PATHWEST LABORATORIES	DRUG & ALCOHOL TESTING	05/11/2023	\$ 159.50	
SPOTLIGHT ALBANY	LINEN FOR CHALETs	07/11/2023	\$ 426.50	
SHIRE OF GNOWANGERUP	PLATE SWOP - GN.0014 TO IIAV796	08/11/2023	\$ 18.90	
BP CON E PERTH	FUEL GN.00	14/11/2023	\$ 92.30	
ARRB GROUP LTD	BEST PRACTICE GUIDE TO UNSEALED ROADS TRAINING	14/11/2023	\$ 1,714.95	
EINSTEINS COFFEE AN - WEST PERTH	LUNCH WITH PRESIDENT - MINISTER OF LG MEETING	15/11/2023	\$ 19.20	
EINSTEINS COFFEE AN - WEST PERTH	LUNCH WITH PRESIDENT - MINISTER OF LG MEETING	15/11/2023	\$ 10.20	
SNAPFISH AUSTRALIA	CANVAS PRINTS FOR AUSTRALIA DAY AWARD WINNERS	15/11/2023	\$ 365.60	
SPOTLIGHT PTY LT - MELBOURNE	CHALETs - BEDDING & MUGS	17/11/2023	\$ 144.00	
SMALL BUSINESS DEVELOPMENT COMMISSION	INSTAGRAM TRAINING	17/11/2023	\$ 40.00	
SHEPHERDS HUT, GNOWANGERUP	WINE FOR COUNCIL	18/11/2023	\$ 156.00	
CHATGPT	MONTHLY SUBSCRIPTION	19/11/2023	\$ 31.01	
INTERNATIONAL TRANSACTION FEE	BANK FEE	19/11/2023	\$ 0.93	
AMPOL NEDLANDS	FUEL GN.001	22/11/2023	\$ 78.81	
SHIRE OF GNOWANGERUP	VEHICLE REGISTRATION (SES - GN.17113)	23/11/2023	\$ 25.30	
7-ELEVEN 3016 - HAYNE'S	FUEL GN.001	24/11/2023	\$ 126.70	
QUAY PERTH	STAFF TRAINING ACCOMMODATION	27/11/2023	\$ 602.64	
AMPOL NEDLANDS	FUEL GN.001	28/11/2023	\$ 55.68	
VIBE PIARA WATER	FUEL FOR GN.00	29/11/2023	\$ 77.91	
BANK FEES	BANK FEES	29/11/2023	\$ 8.00	
KMART - MULGRAVE	CHRISTMAS DECORATIONS	30/11/2023	\$ 207.00	
AUSPIRE, NEDLANDS	AUSTRALIA DAY MERCHANDISE	30/11/2023	\$ 55.95	
				\$ 5,051.92

11.7 NOVEMBER 2023 MONTHLY FINANCIAL STATEMENTS

Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	13 DECEMBER 2023
Business Unit:	Corporate and Community Services
Officer:	Darren Long – Finance Consultant
Disclosure of Interest:	Nil

ATTACHMENTS

November Monthly Financial Statements for the period of 01/11/2023 to 30/11/2023 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 the November Monthly Financial Statements for the period of 01/11/2023 to 30/11/2023.

BACKGROUND

Nil

COMMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Organisation

Community Priority:

Forward planning and implementation of plans to achieve strategic priorities.

Action: Performance against commitments made.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	Financial Sustainability
Consequence Rating	Catastrophic
Likelihood Rating	Unlikely
Acceptance Rating	Acceptable
Risk Acceptance Criteria	Risk Acceptable with adequate controls

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

1123. That Council:

Receives the Monthly Financial Statements for the month of November 2023.



MONTHLY FINANCIAL REPORT

30 NOVEMBER 2023

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SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	NOTES	2023-24 ANNUAL BUDGET	2023-24 YTD BUDGET	2023-24 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)		\$	\$	\$
General Purpose Funding		(106,180)	(35,303)	(21,940)
Governance		(925,093)	(417,440)	(350,696)
Law, Order, Public Safety		(631,378)	(251,952)	(121,164)
Health		(364,760)	(134,985)	(120,907)
Education and Welfare		(27,627)	(11,221)	(10,652)
Housing		(50,406)	(24,161)	(5,825)
Community Amenities		(676,045)	(304,571)	(166,830)
Recreation and Culture		(1,802,689)	(814,386)	(382,903)
Transport		(3,790,249)	(1,587,304)	(653,511)
Economic Services		(123,557)	(45,207)	(33,531)
Other Property and Services		(854,457)	(460,711)	(360,288)
		(9,352,441)	(4,087,240)	(2,228,247)
REVENUE				
General Purpose Funding		4,506,584	4,475,244	4,545,008
Governance		0	0	0
Law, Order, Public Safety		203,824	101,411	51,311
Health		960	480	1,550
Education and Welfare		11,200	4,665	0
Housing		96,758	40,298	23,769
Community Amenities		320,704	309,920	310,419
Recreation and Culture		17,320	7,843	8,518
Transport		185,513	185,413	199,566
Economic Services		12,820	1,386	1,799
Other Property & Services		87,250	35,652	24,826
		5,442,933	5,162,311	5,166,767
	<i>Increase(Decrease)</i>	(3,909,508)	1,075,070	2,938,520
FINANCE COSTS				
General Purpose Funding		0	0	0
Housing		(4,246)	(2,198)	(2,198)
Recreation & Culture		(8,939)	(323)	(2,183)
Other Property & Services		(215)	(72)	(106)
Total Finance Costs		(13,400)	(2,593)	(4,487)
NON-OPERATING REVENUE				
Recreation & Culture		0	0	95,100
Transport		1,031,422	78,578	0
Economic Services		455,416	0	0
Total Non-Operating Revenue		1,486,838	78,578	95,100
PROFIT/(LOSS) ON SALE OF ASSETS				
Transport Profit		0	0	0
Transport Loss		0	0	0
Total Profit/(Loss)		0	0	0
NET RESULT		(2,436,070)	1,151,056	3,029,133
Other Comprehensive Income				
Changes on revaluation of non-current assets		0	0	0
Total Abnormal Items		0	0	0
TOTAL COMPREHENSIVE INCOME		(2,436,070)	1,151,056	3,029,133

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	2023-24 ANNUAL BUDGET	2023-24 YTD BUDGET	2023-24 YTD ACTUAL
Expenses			
Employee Costs	(3,390,327)	(1,326,974)	(1,077,593)
Materials & Contracts	(2,548,503)	(1,129,521)	(758,253)
Utility Charges	(188,600)	(77,627)	(51,904)
Depreciation on Non-Current Assets	(2,508,163)	(1,044,650)	0
Interest Expenses	(13,400)	(4,765)	(4,487)
Insurance Expenses	(314,654)	(314,654)	(240,911)
Other Expenditure	(402,194)	(191,642)	(99,586)
	(9,365,841)	(4,089,833)	(2,232,734)
Revenue			
Rates	4,615,429	4,615,429	4,620,621
Operating Grants, Subsidies and Contributions	382,907	284,161	288,853
Fees and Charges	329,982	206,179	155,307
Service Charges	0	0	0
Interest Earnings	48,790	21,513	41,842
Other Revenue	65,825	35,029	60,143
	5,442,933	5,162,311	5,166,767
	(3,922,908)	1,072,478	2,934,033
Non-Operating Grants, Subsidies & Contributions	1,486,838	78,578	95,100
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0	0
Profit on Asset Disposals	0	0	0
Loss on Asset Disposals	0	0	0
	1,486,838	78,578	95,100
Net Result	(2,436,070)	1,151,056	3,029,133
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	(2,436,070)	1,151,056	3,029,133

SHIRE OF GNOWANGERUP
FINANCIAL ACTIVITY STATEMENT BY NATURE/TYPE
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	2023-24 ANNUAL BUDGET	2023-24 YTD BUDGET (a)	2022-23 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VARIANCE
OPERATING REVENUE						
Exgratia Rates & Specified Area Rates	\$ 219,505	\$ 219,505	\$ 222,409	Within Threshold	Within Threshold	
Operating Grants, Subsidies and Contributions	382,907	284,161	288,853	Within Threshold	Within Threshold	
Fees and Charges	329,982	206,179	155,307	(50,872)	(25%)	▼
Interest Earnings	48,790	21,513	41,842	20,329	94%	▲
Other Revenue	65,825	35,029	60,143	25,115	72%	▲
Profit on disposal of assets	0	0	0			
	1,047,009	766,387	768,555			
LESS OPERATING EXPENDITURE						
Employee Costs	(3,390,327)	(1,326,974)	(1,077,593)	249,381	19%	
Materials and Contracts	(2,548,503)	(1,129,521)	(758,253)	371,268	33%	
Utility Charges	(188,600)	(77,627)	(51,904)	25,723	33%	
Depreciation on Non-Current Assets	(2,508,163)	(1,044,650)	0	1,044,650	100%	
Interest Expenses	(13,400)	(4,765)	(4,487)	Within Threshold	Within Threshold	
Insurance Expenses	(314,654)	(314,654)	(240,911)	73,743	23%	
Loss on disposal of assets	0	0	0	Within Threshold	0%	
Other Expenditure	(402,194)	(191,642)	(99,586)	92,056	48%	
	(9,365,841)	(4,089,833)	(2,232,734)			
<i>Increase(Decrease)</i>	(8,318,832)	(3,323,446)	(1,464,179)			
ITEMS EXCLUDED FROM OPERATIONS						
Movement in Employee Benefits (Non-current)	78,798	0	0	Within Threshold	0%	
Movement in LG House Unit Trust		0	0	Within Threshold	0%	
Loss on the disposal of assets		0	0	Within Threshold	0%	
(Profit) on the disposal of assets	0	0	0	Within Threshold	0%	
Depreciation Written Back	2,508,163	1,044,650	0	(1,044,650)	(100%)	▼
	2,586,961	1,044,650	0			
<i>Sub Total</i>	(5,731,871)	(2,278,796)	(1,464,179)			
INVESTING ACTIVITIES						
Purchase Buildings	(794,320)	(548,620)	(301,008)	247,612	45%	
Purchase Plant and Equipment	(1,533,000)	(524,000)	(610,006)	(86,006)	(16%)	
Infrastructure Assets - Roads	(1,519,653)	(215,790)	(95,932)	119,858	56%	
Infrastructure Assets - Footpaths	0	0	0	Within Threshold	0%	
Infrastructure Assets - Aerodromes	0	0	0	Within Threshold	0%	
Infrastructure Assets - Sewerage	(20,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Parks & Ovals	(70,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Other	(187,270)	(62,270)	(42,952)	19,318	31%	
Proceeds from Sale of Assets	364,000	110,000	110,773	Within Threshold	Within Threshold	
Contributions for the Development of Assets	1,486,838	78,578	95,100	16,522	21%	▲
Amount Attributable to Investing Activities	(2,273,405)	(1,162,102)	(844,025)			
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal	(95,949)	(37,789)	(30,403)	7,386	20%	
Repayment of Debt - Finance Lease	(4,346)	(1,810)	(1,794)	Within Threshold	Within Threshold	
Self Supporting Loan Principal Income	14,817	7,386	0	(7,386)	(100%)	
Transfer to Reserves	(352,000)	(2,499)	(107,827)	(105,328)	(4215%)	
Transfer from Reserves	666,000	0	0	Within Threshold	0%	
	228,522	(34,712)	(140,024)			
Plus Rounding						
<i>Sub Total</i>	(7,776,754)	(3,475,610)	(2,448,228)			
FUNDING FROM						
Loans Raised	0	0	0	Within Threshold	0%	
Estimated Opening Surplus at 1 July	3,380,830	3,380,830	3,507,348	126,518	Within Threshold	
Amount Raised from General Rates	4,395,924	4,395,924	4,398,212	Within Threshold	Within Threshold	
	7,776,754	7,776,754	7,905,560			
NET SURPLUS/(DEFICIT)	0	4,301,144	5,457,332			

SHIRE OF GNOWANGERUP
FINANCIAL ACTIVITY STATEMENT BY PROGRAM
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	2023-24 ANNUAL BUDGET	2023-24 YTD BUDGET (a)	2022-23 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VARIANCE
OPERATING REVENUE	\$	\$	\$			
General Purpose Funding	110,660	79,320	146,796	67,476	85%	▲
Governance	0	0	0	Within Threshold	0%	
Law, Order Public Safety	203,824	101,411	51,311	(50,099)	(49%)	▼
Health	960	480	1,550	Within Threshold	223%	
Education and Welfare	11,200	4,665	0	Within Threshold	(100%)	
Housing	96,758	40,298	23,769	(16,529)	(41%)	▼
Community Amenities	320,704	309,920	310,419	Within Threshold	Within Threshold	
Recreation and Culture	17,320	7,843	8,518	Within Threshold	Within Threshold	
Transport	185,513	185,413	199,566	14,153	Within Threshold	
Economic Services	12,820	1,386	1,799	Within Threshold	30%	
Other Property and Services	87,250	35,652	24,826	(10,827)	(30%)	▼
	1,047,009	766,387	768,555			
LESS OPERATING EXPENDITURE						
General Purpose Funding	(106,180)	(35,303)	(21,940)	13,363	38%	
Governance	(925,093)	(417,440)	(350,696)	66,745	16%	
Law, Order, Public Safety	(631,378)	(251,952)	(121,164)	130,788	52%	
Health	(364,760)	(134,985)	(120,907)	14,078	10%	
Education and Welfare	(27,627)	(11,221)	(10,652)	Within Threshold	Within Threshold	
Housing	(54,652)	(26,359)	(8,023)	18,336	70%	
Community Amenities	(676,045)	(304,571)	(166,830)	137,742	45%	
Recreation and Culture	(1,811,628)	(814,709)	(385,085)	429,623	53%	
Transport	(3,790,249)	(1,587,304)	(653,511)	933,793	59%	
Economic Services	(123,557)	(45,207)	(33,531)	11,675	26%	
Other Property & Services	(854,672)	(460,783)	(360,395)	100,388	22%	
	(9,365,841)	(4,089,833)	(2,232,734)			
<i>Increase(Decrease)</i>	(8,318,832)	(3,323,446)	(1,464,179)			
ITEMS EXCLUDED FROM OPERATIONS						
Movement in Employee Benefits (Non-current)	78,798	0	0	Within Threshold	0%	
Loss on the disposal of assets		0	0	Within Threshold	0%	
(Profit) on the disposal of assets	0	0	0	Within Threshold	0%	
Depreciation Written Back	2,508,163	1,044,650	0	(1,044,650)	(100%)	▼
	2,586,961	1,044,650	0			
<i>Sub Total</i>	(5,731,871)	(2,278,796)	(1,464,179)			
INVESTING ACTIVITIES						
Purchase Buildings	(794,320)	(548,620)	(301,008)	247,612	45%	
Purchase Plant and Equipment	(1,533,000)	(524,000)	(610,006)	(86,006)	(16%)	
Infrastructure Assets - Roads	(1,519,653)	(215,790)	(95,932)	119,858	56%	
Infrastructure Assets - Aerodromes	0	0	0	Within Threshold	0%	
Infrastructure Assets - Sewerage	(20,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Parks & Ovals	(70,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Other	(187,270)	(62,270)	(42,952)	19,318	31%	
Proceeds from Sale of Assets	364,000	110,000	110,773	Within Threshold	Within Threshold	
Contributions for the Development of Assets	1,486,838	78,578	95,100	16,522	21%	▲
Amount Attributable to Investing Activities	(2,273,405)	(1,162,102)	(844,025)			
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal	(95,949)	(37,789)	(30,403)	7,386	20%	
Repayment of Debt - Finance Lease	(4,346)	(1,810)	(1,794)	Within Threshold	Within Threshold	
Self Supporting Loan Principal Income	14,817	7,386	0	(7,386)	(100%)	
Transfer to Reserves	(352,000)	(2,499)	(107,827)	(105,328)	(4215%)	
Transfer from Reserves	666,000	0	0	Within Threshold	0%	
	228,522	(34,712)	(140,024)			
Plus Rounding						
<i>Sub Total</i>	(7,776,754)	(3,475,610)	(2,448,228)			
FUNDING FROM						
Loans Raised	0	0	0	Within Threshold	0%	
Estimated Opening Surplus at 1 July	3,380,830	3,380,830	3,507,348	126,518	Within Threshold	
Amount Raised from General Rates	4,395,924	4,395,924	4,398,212	Within Threshold	Within Threshold	
	7,776,754	7,776,754	7,905,560			
NET SURPLUS/(DEFICIT)	0	4,301,144	5,457,332			

SHIRE OF GNOWANGERUP
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	ACTUAL YTD	ACTUAL 30 JUNE 2023
Cash - Unrestricted	4,693,510	3,765,193
Cash - Restricted Reserves	2,777,296	2,669,469
Accounts Receivable - Rates	1,193,208	266,386
Accounts Receivable - Sundry	115,775	158,193
GST Receivable	0	0
Inventories	35,533	29,144
Loans - Clubs	14,817	14,817
CURRENT ASSETS	8,830,139	6,903,202
LESS: CURRENT LIABILITIES		
Payables	(100,879)	(377,252)
ATO Liabilities	27,393	0
Contract Liabilities	(221,236)	(48,343)
Employee Provisions	(283,849)	(283,849)
Accrued Interest on Loans	(2,124)	(2,124)
Interest Bearing Loans	(65,547)	(95,950)
Lease Liabilities	(2,551)	(4,345)
CURRENT LIABILITIES	(648,792)	(811,863)
EXCLUSIONS		
Cash - Restricted Reserves	(2,777,296)	(2,669,469)
Interest Bearing Loans	65,547	95,950
Lease Liabilities	2,551	4,345
Less Self Supporting Loans	(14,817)	(14,817)
	(2,724,015)	(2,583,991)
Rounding	1	0
NET CURRENT POSITION - SURPLUS/(DEFICIT)	5,457,332	3,507,348

**SHIRE OF GNOWANGERUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances.

For the Shire of Gnowangerup, material variances are to be reported when exceeding 10%, and a minimum of \$10,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Revenue</u>						
Fees & Charges	206,179	155,307	(50,872)	-25%	PERMANENT/ TIMING	Decrease in housing rental charges \$15k, Increase in refuse collection charges of \$10k. Decrease in Asbestos disposal charges \$6k, Increase in recycling income \$5k, decrease in septic tank cleaning \$5k, decrease in private works income \$28k due to credit note to cancel invoice from last year raised in error, decrease in admin staff housing rental of \$8k.
Interest Earnings	21,513	41,842	20,329	94%	TIMING	Increase in interest earned on reserve funds \$11k, increase in Rates penalty interest \$10k.
Other Revenue	35,029	60,143	25,115	72%	TIMING	Increase in workers compensation reimbursements \$18k, increase in Licensing receipts \$6k.

**SHIRE OF GNOWANGERUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances.

For the Shire of Gnowangerup, material variances are to be reported when exceeding 10%, and a minimum of \$10,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Expenses</u>						
Employee Costs	(1,326,974)	(1,077,593)	249,381	19%	PERMANENT	Decrease in Employee costs of \$249k due to unfilled vacant positions (budgeted for) .
Materials & Contracts	(1,129,521)	(758,253)	371,268	33%	PERMANENT/ TIMING	Decrease in Election expenses \$22k, Decrease in Refreshments and reception costs of \$10k, Increase in Fair value expenses \$39k, decrease in hazard reduction expenses \$19k, increase in Gnowangerup Bushfire brigade expenses \$6k, Increase in SES expenditure \$12k, decrease in Bushfire Risk Management Coordinator expenses \$13k, increase in health contract expenses \$18k, decrease in medical practice incentive payment \$12k, decrease in 8 Grocock St maintenance \$5k, decrease in 25 McDonald St maintenance \$10k, decrease in 20 Mcdonald St maintenance \$7k, decrease in Lot 271B Quinn St maintenance \$5k, decrease in refuse site maintenance \$9k, decrease in drum muster expenses \$5k, increase in Gnowangerup library maintenance \$13k, decrease in Road maintenance expenses \$364k, , increase in other supervision expenses \$13k.
Depreciation on Non-Current Assets	(1,044,650)	0	1,044,650	100%	TIMING	Depreciation unable to be raised until audit is complete.
Insurance Expenses	(314,654)	(240,911)	73,743	23%	TIMING	Decrease in Town Planning insurances \$3k, decrease in Swimming Pool insurances \$3k, decrease inb Workers Compensation insurance \$43k, Decrease in Admin Workers Compensation insurance \$21k.
Other Expenses	(191,642)	(99,586)	92,056	48%	TIMING	Decrease in conference expenses by \$9k, increase in donations and grants by \$5k, decrease in councillor training expenses \$5k, decrease in SES expenditure by \$8k, and decrease in NSPNRG expenses by \$20k, decrease in other FBT expenses \$17k, decrease in admin staff training expenses \$17k, decrease in donations & grant expenses \$5k, other minor variations.

SHIRE OF GNOWANGERUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2023

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances.

For the Shire of Gnowangerup, material variances are to be reported when exceeding 10%, and a minimum of \$10,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Investing Activities</u>						
Purchase Buildings	(548,620)	(301,008)	247,612	45%	TIMING	Decrease in Swimming Pool Shade shelters project expenses \$15k, Decrease in Town Hall project expenses of \$14k, Decrease in Ongerup Sports Pavilion disabled toilet project expenses \$20k, Decrease in Gnowangerup chalet construction expenses by \$199k for reporting period.
Purchase Plant and Equipment	(524,000)	(610,006)	(86,006)	-16%	TIMING	Utility replacement GN0016 \$43k, and vehicle replacement GN002 \$36k, not carried forward into 2023-2024 budget, Increase in Tip Truck x 2 purchases by \$5k .
Infrastructure Assets - Roads	(215,790)	(95,932)	119,858	56%	TIMING	Decrease in Corackerup Rd project expenses \$47k, Decrease in O'Neill Rd project expenses \$80k, increase in Pinnacle Rd project expenses \$12k, Increase in LRCI road project expenses \$11k due to additional funding becoming available, decrease in Walsh St reseal project expenses \$7k, decrease in Eldridge St seal project expenses \$8k.
Infrastructure Assets - Other	(62,270)	(42,952)	19,318	31%	TIMING	Decrease in Stutley dam project expenses \$20k.
Contributions for the Development of Assets	78,578	95,100	16,522	21%	TIMING	Increase in contribution for skate park not anticipated - transferred to Reserve. Decrease in Roads to Recovery grant \$78k.
<u>Financing Activities</u>						
Repayment of Debt - Loan Principal	(37,789)	(30,403)	7,386	20%	TIMING	Decrease in loan principal repayments - Loan 283 - Ongerup Bowling club self supporting loan not yet paid.
Self Supporting Loan Principal Income	7,386	0	(7,386)	-100%	TIMING	Decrease in self supporting loan principal for Loan 283 - Ongerup Bowling club.
Transfer to Reserves	(2,499)	(107,827)	(105,328)	-4215%	TIMING	Interest earned on Reserve accounts transferred to Reserve and contribution of \$95k for Skate park.
<u>Surplus</u>						
Surplus Carried Forward	3,380,830	3,507,348	126,518	Within Threshold	PERMANENT	Year end adjustments resulted in higher surplus.

SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	Note	2022-23 ACTUAL \$	2023-24 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		3,765,193	4,693,510	928,317
Restricted Cash & Cash Equivalents		2,669,469	2,777,296	107,827
Trade and other receivables		424,579	1,308,983	884,404
Inventories		29,144	35,533	6,389
Other assets		14,817	14,817	0
Total current assets		6,903,202	8,830,139	1,926,937
Non-current assets				
Trade and other receivables		124,579	124,579	0
Self Supporting Loans		37,843	37,843	0
Other Financial Assets - WALGA Unit Trust		81,490	81,490	0
Land		1,101,537	1,101,537	0
Buildings		28,391,504	28,734,926	343,422
Plant & Equipment		3,819,363	4,318,596	499,233
Furniture & Equipment		48,486	48,486	0
Infrastructure Assets - Roads		117,129,524	117,225,456	95,932
Infrastructure Assets - Footpaths		903,967	903,967	0
Infrastructure Assets - Drainage		4,064,629	4,064,629	-0
Infrastructure Assets - Parks & Ovals		8,446,969	8,446,969	-0
Infrastructure Assets - Other		3,068,886	3,069,425	539
Infrastructure Assets - Sewerage		453,737	453,737	0
Infrastructure Assets - Airport		6,248,211	6,248,211	0
Infrastructure Assets - Solid Waste		1,234,773	1,234,773	0
Right of Use Assets		3,095	3,095	-0
Total non-current assets		175,158,592	176,097,717	939,125
Total assets		182,061,794	184,927,856	2,866,062
Current liabilities				
Trade and other payables		379,319	75,552	303,767
Contract Liabilities		48,343	221,236	-172,893
Interest-bearing loans and borrowings		95,950	65,547	30,403
Bonds and Deposits		58	58	-1
Finance Lease Liability		4,345	2,551	1,794
Provisions		283,849	283,849	0
Total current liabilities		811,864	648,793	163,071
Non-current liabilities				
Interest-bearing loans and borrowings		423,639	423,639	0
Finance Lease Liability		4,855	4,855	0
Provisions		23,765	23,765	0
Total non-current liabilities		452,259	452,259	0
Total liabilities		1,264,123	1,101,052	163,071
Net assets		180,797,671	183,826,804	3,029,133
Equity				
Retained surplus		47,323,392	47,215,565	-107,827
Net Result		0	3,029,133	3,029,133
Reserve - asset revaluation		130,804,810	130,804,810	0
Reserve - Cash backed		2,669,469	2,777,296	107,827
Total equity		180,797,671	183,826,804	3,029,133

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

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

	2022-23 ACTUAL \$	2023-24 BUDGET \$	2023-24 ACTUAL \$
<i>Cash Flows from operating activities</i>			
Payments			
Employee Costs	(2,428,203)	(3,311,529)	(1,121,156)
Materials & Contracts	(2,054,009)	(2,548,506)	(1,011,700)
Utilities (gas, electricity, water, etc)	(161,712)	(188,600)	(51,904)
Insurance	(290,125)	(13,400)	(240,911)
Interest Expense	(16,863)	(314,654)	(4,487)
Goods and Services Tax Paid	(20,666)	0	0
Other Expenses	(278,301)	(402,194)	(99,586)
	(5,249,879)	(6,778,883)	(2,529,744)
Receipts			
Rates	4,309,268	4,615,429	3,728,266
Operating Grants & Subsidies	2,737,870	382,907	285,373
Fees and Charges	402,912	329,982	140,713
Interest Earnings	139,556	48,790	41,842
Goods and Services Tax	0	0	(27,393)
Other	898,856	65,828	115,042
	8,488,462	5,442,936	4,283,843
<i>Net Cash flows from Operating Activities</i>	3,238,583	(1,335,947)	1,754,099
<i>Cash flows from investing activities</i>			
Payments			
Purchase of Buildings	(277,992)	(794,320)	(301,008)
Purchase Plant and Equipment	(220,941)	(1,533,000)	(610,006)
Purchase Furniture and Equipment	0	0	0
Purchase Road Infrastructure Assets	(2,147,409)	(1,519,653)	(95,931)
Purchase Aerodrome Assets	(302,827)	0	0
Purchase Sewerage Assets	0	(20,000)	0
Purchase Parks & Ovals Assets	(43,500)	(70,000)	0
Purchase Infrastructure Other Assets	(88,116)	(187,270)	(42,952)
Receipts			
Proceeds from Sale of Assets	115,601	364,000	110,773
Non-Operating grants used for Development of Assets	1,159,462	1,438,495	253,367
	(1,809,940)	(2,321,748)	(685,757)
<i>Cash flows from financing activities</i>			
Repayment of Debentures	(105,242)	(95,949)	(30,403)
Repayment of Finance Leases	(4,218)	(4,346)	(1,794)
Revenue from Self Supporting Loans	7,341	14,817	0
Proceeds from New Finance Leases	0	0	0
Proceeds from New Debentures	0	0	0
<i>Net cash flows from financing activities</i>	(102,119)	(85,478)	(32,197)
Net increase/(decrease) in cash held	1,326,523	(3,743,173)	1,036,145
Cash at the Beginning of Reporting Period	5,090,991	6,536,066	6,434,661
Cash at the End of Reporting Period	6,417,514	2,792,893	7,470,806

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

	2022-23	2023-24	2023-24
	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$
RECONCILIATION OF CASH			
Cash at Bank - Unrestricted	3,747,141	436,524	4,692,610
Cash at Bank Reserves - Restricted	2,669,469	2,355,469	2,777,296
Cash on Hand	900	900	900
TOTAL CASH	6,417,510	2,792,893	7,470,806
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	1,665,287	(2,436,070)	3,029,133
Add back Depreciation	2,491,950	2,508,163	0
(Gain)/Loss on Disposal of Assets	(15,039)	0	0
Less: Movement in contract liabilities	0	(48,343)	0
Less: Movement in Local Government House Unit Trust	(3,686)	0	0
Less: Self Supporting Loan Principal Reimbursements	0	0	0
Less: Contributions for the Development of Assets	(1,589,170)	(1,438,495)	(95,100)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	34,644	0	(6,390)
(Increase)/Decrease in Receivables	739,667	0	(884,404)
Increase/(Decrease) in Accounts Payable	(30,120)	0	(289,140)
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	(54,950)	78,798	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	3,238,583	(1,335,947)	1,754,099

**SHIRE OF GNOWANGERUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Adopted Budget	2023/2024 YTD Actuals	% of Annual Budget
Law Order & Public Safety							
05044	Ongerup Fire Station Capital - Siteworks	MOW	L&B	Upgrade	5,000	0	0%
07064	Emergency Services Storage - Shipping Container	MOW	L&B	Upgrade	7,500	0	0%
					12,500	0	
Health							
14024	32 McDonald Street - External Painting	MOW	L&B	Renewal	20,000	0	0%
14044	Doctors Vehicle Replacement	MOW	P&E	Renewal	55,000	0	0%
					75,000	0	
Housing							
23064	Quinn St Precinct - Western Power appraisal & business case	DCEO	L&B	New	65,000	0	0%
23094	25 McDonald Street - External paint	MOW	L&B	Renewal	20,000	0	0%
58004	2 Cecil Street - Bathrom renovation & external paint	MOW	L&B	Renewal	35,000	0	0%
					120,000	0	
Community Amenities							
26014	Ongerup Effluent Scheme - Install sub soil drain to pond outlet	MOW	Sewer	Upgrade	20,000	0	0%
					20,000	0	
Recreation & Culture							
32004	Swimming Pool - Solid Shade Shelters	MOW	L&B	Upgrade	15,000	0	0%
31024	Gnowangerup Town Hall - Paint front fascia	MOW	L&B	Renewal	20,000	2,015	10%
31014	Ongerup Town hall - Renovation of windows	MOW	L&B	Renewal	15,000	0	0%
33414	Borden Pavilion - Floor and stairs to stage	MOW	L&B	Renewal	25,000	0	0%
33604	Ongerup Sports Pavilion - Disabled Toilet	MOW	L&B	Upgrade	50,000	0	0%
33154	Weir Park - Retaining wall replacement for softfall	MOW	Parks	Renewal	10,000	0	0%
33174	Nobarach Park - Replace softfall	MOW	Parks	Renewal	60,000	0	0%
CPK01	Ongerup Sports Complex Car Park - Seal	MOW	Other	Renewal	45,000	539	1%
					240,000	2,553	
Transport							
39004	Gnowangerup Depot - Concreting of Sign Shed floor	MOW	L&B	Upgrade	19,200	0	0%
40634	Grader Replacement - GN0021	MOW	P&E	Renewal	420,000	0	0%
40364	Construction Tip Truck Replacement - GN007	MOW	P&E	Renewal	65,000	0	0%
40544	Tip Truck Replacement - GN0014	MOW	P&E	Renewal	262,000	264,881	101%
40554	Tip Truck Replacement - GN0044	MOW	P&E	Renewal	262,000	264,838	101%
40294	Vibrating Roller Replacement - GN051	MOW	P&E	Renewal	190,000	0	0%
40084	Utility Replacement - GN010	MOW	P&E	Renewal	45,000	0	0%
40354	Utility Replacement - GN010	MOW	P&E	Renewal	40,000	0	0%
40174	Utility Replacement - GN010	MOW	P&E	Renewal	38,000	0	0%
40034	Utility Replacement - GN010	MOW	P&E	Renewal	38,000	0	0%
40584	Utility Replacement - GN010	MOW	P&E	Renewal	35,000	0	0%
40674	Radio Equipment Depot Link Replacement	MOW	P&E	Renewal	15,000	0	0%
40694	Portable Toilet	MOW	P&E	New	8,000	0	0%
40374	Utility Replacement - GN0016	MOW	P&E	Renewal	0	43,747	0%
40164	Poo Vehicle Replacement - GN002	MOW	P&E	Renewal	0	36,539	0%
RR040	Corackerup Road - Roads to Recovery	MOW	Road	Renewal	107,678	59,693	55%
RR060	Jones Road - Roads to Recovery	MOW	Road	Renewal	106,092	0	0%
RR066	O'Neill Road - Roads to Recovery	MOW	Road	Renewal	92,012	12,677	14%
RR103	Pinnacle Road - Roads to Recovery	MOW	Road	Renewal	87,109	12,027	14%
RG001	Kwobrup Road - Regional Road Group	MOW	Road	Upgrade	637,921	0	0%
RG044	Buncle Street - Regional Road Group	MOW	Road	Upgrade	16,176	0	0%
RS001	Kwobrup Road - Seal	MOW	Road	Upgrade	145,513	0	0%
RS007	Chillinup Road - Reseal	MOW	Road	Upgrade	88,650	0	0%
RS019	Corbett Street - Seal	MOW	Road	Renewal	34,913	0	0%
RS033	Walsh Street - Seal	MOW	Road	Renewal	7,500	0	0%
RS035	Eldridge Street - Investigation and design for reconstruction	MOW	Road	Renewal	8,600	0	0%
GS079	Clear Hills Road - Gravel Sheet	MOW	Road	Renewal	95,003	0	0%
GS131	Moore's Dam Road - Gravel Sheet	MOW	Road	Renewal	92,486	0	0%
38204	LRCI Project	MOW	Road	Renewal	0	11,535	0%
38604	Park Road Footbridge Replacement	MOW	Other	Renewal	80,000	0	0%
					3,036,853	705,938	

**SHIRE OF GNOWANGERUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Adopted Budget	2023/2024 YTD Actuals	% of Annual Budget
Economic Services							
46004	Gnowangerup Caravan Park - Chalet Construction and fit-out	MOW	L&B	New	497,620	298,993	60%
51114	Stutley Dam - Water Tank and pump and earthworks	MOW	Other	New	62,270	42,414	68%
					559,890	341,407	
Other Property & Services							
40154	Replacement Vehicle GN001	MOW	P&E	Upgrade	60,000	0	0%
					60,000	0	
Total Capital Expenditure					4,124,243	1,049,898	

SUMMARIES:			
Land & Buildings	794,320	301,008	37.9%
Plant & Equipment	1,533,000	610,006	39.8%
Infrastructure - Roads	1,519,653	95,932	6.3%
Infrastructure - Sewer	20,000	0	0.0%
Infrastructure - Parks & Ovals	70,000	0	0.0%
Infrastructure - Other	187,270	42,952	22.9%
	4,124,243	1,049,898	25.5%
At No Cost	0	0	0.0%
Asset Renewal	2,426,393	708,491	29.2%
New Asset	632,890	341,407	53.9%
Upgrading Asset	1,064,960	0	0.0%
	4,124,243	1,049,898	25.5%
Deputy Chief Executive Officer	65,000	0	0.0%
Manager of Works	4,059,243	1,049,898	25.9%
	0	0	0.0%
	4,124,243	1,049,898	25.5%

**SHIRE OF GNOWANGERUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

RESERVES - CASH BACKED	2024 Actual Opening Balance	2024 Actual Transfer to	2024 Actual Transfer (from)	2024 Actual Closing Balance	2024 Budget Opening Balance	2024 Budget Transfer to	2024 Budget Transfer (from)	2024 Budget Closing Balance
Leave	218,564	1,042	0	219,606	218,564	50,491	0	269,055
Plant & equipment	915,994	4,367	0	920,361	915,994	152,059	(566,000)	502,053
Ongerup effluent	68,859	328	0	69,187	68,859	10,155	0	79,014
Area Promotion	31,549	150	0	31,699	31,548	71	0	31,619
Aerodrome	91,059	434	0	91,493	91,059	205	0	91,264
Swimming Pool	416,490	1,986	0	418,476	416,490	56,936	0	473,426
Land Development	274,948	1,311	0	276,259	274,948	618	0	275,566
Computer Replacement	89,950	429	0	90,379	89,950	30,202	0	120,152
Waste Disposal	258,202	1,231	0	259,433	258,202	580	0	258,782
Future Funds	211,378	1,008	0	212,386	211,378	475	(100,000)	111,853
Liquid Waste Facility	32,757	156	0	32,913	32,757	74	0	32,831
COVID-19	9,715	46	0	9,761	9,715	22	0	9,737
Disaster Recovery Reserve	50,005	238	0	50,243	50,005	50,112	0	100,117
Skate Park Reserve	0	95,100	0	95,100				
	2,669,470	107,826	0	2,777,296	2,669,469	352,000	(666,000)	2,355,469

**SHIRE OF GNOWANGERUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

LOAN REPAYMENTS	Loan Number	2024 Actual	2024 New	2024 New	2024 Actual	2024 Actual	2024 Budget	2024 Budget	2024 Budget	2024 Budget	2024 Budget
		Principal 1 July 2023	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding	Principal 1 July 2023	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding
		\$		\$	\$	\$		\$	\$	\$	\$
Housing											
Staff Housing	281	289,157	0	(19,653)	(2,198)	269,504	259,124	0	(39,455)	(4,246)	219,669
Recreation and culture											
Gnowangerup Community Centre	273	69,692	0	(10,750)	(2,154)	58,942	69,694	0	(21,832)	(3,975)	47,862
Gnowangerup Synthetic Surface	279	108,080	0	0	0	108,080	108,078	0	(19,845)	(4,364)	88,233
Ongerup Bowls Club	283	52,659	0	0	0	52,659	52,659	0	(14,817)	(600)	37,842
		519,588	0	(30,403)	(4,351)	489,185	489,555	0	(95,949)	(13,185)	393,606

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
Proceeds Sale of Assets					
40095	Sale of DCEO Vehicle GN001	\$0	\$0	(\$25,000)	\$0
40345	Sale of Pool Vehicle GN002	\$0	(\$23,500)	\$0	\$0
40115	Sale of Doctor Vehicle GN006	\$0	\$0	(\$25,000)	\$0
40385	Sale of Tip Truck GN.0014	(\$55,000)	(\$53,636)	(\$55,000)	\$0
40395	Sale of Tip Truck GN.0044	(\$55,000)	\$0	(\$55,000)	\$0
40285	Sale of Tip Truck (GN.007)	\$0	\$0	(\$20,000)	\$0
40294	Sale of Vibrating Roller GN051	\$0	\$0	(\$45,000)	\$0
40145	Sale of Utility (GN0028)	\$0	\$0	(\$20,000)	\$0
40275	Sale of Utility GN.010	\$0	\$0	(\$20,000)	\$0
40025	Sale of Utility GN.003	\$0	\$0	(\$17,000)	\$0
40085	Sale of Utility GN.0016	\$0	(\$33,636)	\$0	\$0
40035	Sale of Utility GN.0046	\$0	\$0	(\$20,000)	\$0
40555	Sale of Utility - GN372	\$0	\$0	(\$22,000)	\$0
40565	Sale of Grader GN.0021	\$0	\$0	(\$40,000)	\$0
PROCEEDS FROM SALE OF ASSETS		(\$110,000)	(\$110,773)	(\$364,000)	\$0
Written Down Value					
Written Down Value - Works Plant		\$0	\$0	\$0	\$364,000
Sub Total - WDV ON DISPOSAL OF ASSET		\$0	\$0	\$0	\$364,000
Total - GAIN/LOSS ON DISPOSAL OF ASSET		(\$110,000)	(\$110,773)	(\$364,000)	\$364,000
Total - OPERATING STATEMENT		(\$110,000)	(\$110,773)	(\$364,000)	\$364,000

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES		ADOPTED BUDGET	
		30 NOVEMBER 2023		2023-24	
		Budget	Actual	Income	Expenditure
RATES					
OPERATING EXPENDITURE					
01012	Administration Activity Costs	\$22,129	\$18,058	\$0	\$53,130
01032	Notice Printing & Stationary	\$4,000	\$903	\$0	\$4,000
01042	Advertising & Promotion	\$1,000	\$0	\$0	\$1,000
01052	Collection Costs	\$5,000	\$0	\$0	\$5,000
01062	Valuation Charges	\$169	\$212	\$0	\$36,000
01072	Search Costs	\$80	\$0	\$0	\$500
01082	Rates Written Off	\$0	\$14	\$0	\$50
Sub Total - GENERAL RATES OP EXP		\$32,378	\$19,187	\$0	\$99,680
OPERATING INCOME					
01003	Rates Income	(\$4,395,924)	(\$4,396,499)	(\$4,395,924)	\$0
01013	Ex Gratia Rates Contribution	(\$47,470)	(\$51,173)	(\$47,470)	\$0
01053	Admin Fee Rate Instalments	(\$4,000)	(\$4,010)	(\$4,000)	\$0
01043	Interest On Rates Instalments	(\$10,390)	(\$12,645)	(\$10,390)	\$0
01033	Non Payment Penalty	(\$5,100)	(\$15,198)	(\$15,000)	\$0
01023	Pensioner Deferred Rate Interest	(\$800)	\$0	(\$800)	\$0
01063	Rate Enquiries	(\$2,660)	(\$2,335)	(\$7,000)	\$0
01073	ESL Administration Fees	(\$4,000)	(\$4,000)	(\$4,000)	\$0
01083	Back Rates Raised	\$0	(\$1,712)	\$0	\$0
01113	Specified Area Rate - Gnp	\$0	\$0	\$0	\$0
01143	Specified Area Rate - Borden	\$0	\$0	\$0	\$0
Sub Total - GENERAL RATES OP INC		(\$4,470,344)	(\$4,487,572)	(\$4,484,584)	\$0
Total - GENERAL RATES		(\$4,437,966)	(\$4,468,385)	(\$4,484,584)	\$99,680
OTHER GENERAL PURPOSE FUNDING					
OPERATING EXPENDITURE					
02042	Bank Fees	\$2,925	\$2,753	\$0	\$6,500
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP		\$2,925	\$2,753	\$0	\$6,500
OPERATING INCOME					
02003	WA Local Govt Grants Commission - General Purpose	\$0	(\$24,002)	\$0	\$0
02013	WA Local Govt Grants Commission - Untied Roads Grant	\$0	(\$19,434)	\$0	\$0
02033	Interest on Investments	(\$3,040)	(\$1,273)	(\$16,000)	\$0
02043	Interest on Reserve Fund	(\$1,860)	(\$12,727)	(\$6,000)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC		(\$4,900)	(\$57,436)	(\$22,000)	\$0
Total - OTHER GENERAL PURPOSE FUNDING		(\$1,975)	(\$54,683)	(\$22,000)	\$6,500
Total - GENERAL PURPOSE FUNDING		(\$4,439,941)	(\$4,523,068)	(\$4,506,584)	\$106,180

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
MEMBERS OF COUNCIL					
OPERATING EXPENDITURE					
03002	Strategy & Governance Unit Costs	\$14,724	\$13,875	\$0	\$35,352
03032	Members Travelling	\$2,461	\$0	\$0	\$6,650
03042	Conference Expenses	\$27,000	\$17,811	\$0	\$27,000
03052	Election Expenses	\$24,947	\$2,084	\$0	\$28,374
03062	Members Allowances	\$0	\$0	\$0	\$98,265
03072	Telecommunication Allowance	\$0	\$0	\$0	\$5,742
03082	Refreshments & Receptions	\$17,160	\$7,143	\$0	\$27,000
03102	Members Insurance	\$9,552	\$9,654	\$0	\$9,552
03112	Consultants Expenses	\$0	\$0	\$0	\$6,500
03122	Subscriptions	\$20,038	\$19,518	\$0	\$20,358
03132	Other Member Related Costs	\$600	\$28	\$0	\$1,500
03142	Donations & Grants	\$69,142	\$73,739	\$0	\$69,142
03152	Publications & Legislation	\$0	\$0	\$0	\$500
03162	Training Programs	\$10,000	\$5,040	\$0	\$10,000
03172	Project/Development Funds	\$1,840	\$0	\$0	\$8,000
03202	Administration Activity Costs	\$38,329	\$21,541	\$0	\$92,027
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$235,792	\$170,433	\$0	\$445,962
OPERATING INCOME					
03003	Reimbursements	\$0	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	\$0	\$0	\$0
Total - MEMBERS OF COUNCIL		\$235,792	\$170,433	\$0	\$445,962
GOVERNANCE					
OPERATING EXPENDITURE					
04002	Strategy & Governance Costs	\$154,098	\$129,363	\$0	\$369,982
04032	Public Relations	\$2,920	\$0	\$0	\$8,000
04042	Shire Website	\$11,083	\$7,633	\$0	\$11,683
04052	Civic Receptions & Events	\$3,693	\$455	\$0	\$19,016
04062	Refreshments	\$300	\$326	\$0	\$2,000
04072	Minor Furniture & Equipment	\$300	\$0	\$0	\$2,000
04082	Legal Costs	\$4,165	\$0	\$0	\$10,000
04092	Audit Fees	\$2,450	\$0	\$0	\$45,450
04102	Advertising	\$2,400	\$1,164	\$0	\$10,000
04112	Minor Admin Expenses	\$240	\$2,398	\$0	\$1,000
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$181,648	\$180,262	\$0	\$479,131
OPERATING INCOME					
04023	Grants Revenue	\$0	\$0	\$0	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		\$0	\$0	\$0	\$0
Total - GOVERNANCE - GENERAL		\$181,648	\$180,262	\$0	\$479,131
Total - GOVERNANCE		\$417,440	\$350,696	\$0	\$925,093

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L JOB

YTD COMPARATIVES
30 NOVEMBER 2023
Budget Actual

ADOPTED BUDGET
2023-24
Income Expenditure

		Budget	Actual	Income	Expenditure
LAW, ORDER AND PUBLIC SAFETY					
FIRE PREVENTION					
OPERATING EXPENDITURE					
05032	Bushfire Insurance	\$39,150	\$38,308	\$0	\$39,150
05042	Advertising/Printing/Other Expenses	\$0	\$0	\$0	\$3,900
05062	Fire Vehicles - Operations	\$8,000	\$3,728	\$0	\$8,000
05092	Bushfire Depreciation	\$36,423	\$0	\$0	\$87,450
05102	Minor Plant & Equipment	\$200	\$0	\$0	\$200
05122	Base Operators Allowance	\$0	\$0	\$0	\$800
05152	Other Expenses	\$750	\$1,253	\$0	\$1,500
05162	Hazard Reductions/Mitigation Activity Expenses	\$10,400	(\$10,715)	\$0	\$26,000
05182	Gnp BFB Expenses	\$1,617	\$7,092	\$0	\$8,083
05192	Borden BFB Expenses	\$1,617	\$1,089	\$0	\$8,084
05202	Ongerup BFB Expenses	\$1,617	\$1,218	\$0	\$8,083
05212	Fire Break Inspection Costs	\$0	\$2,862	\$0	\$3,500
05222	Fire Fighting Expenses	\$0	\$0	\$0	\$1,925
Sub Total - FIRE PREVENTION OP/EXP		\$99,773	\$44,835	\$0	\$196,675
OPERATING INCOME					
05003	DFES BFB Grant	(\$32,703)	(\$28,226)	(\$65,406)	\$0
05013	Other Grant Revenue	(\$26,000)	\$0	(\$26,000)	\$0
05023	Fines & Penalties	(\$750)	(\$300)	(\$1,500)	\$0
Sub Total - FIRE PREVENTION OP/INC		(\$59,453)	(\$28,526)	(\$92,906)	\$0
Total - FIRE PREVENTION		\$40,320	\$16,309	(\$92,906)	\$196,675
ANIMAL CONTROL					
OPERATING EXPENDITURE					
06032	Ranger Services Expenses	\$20,406	\$19,457	\$0	\$48,995
06042	Other Animal Control Expenses	\$1,387	\$44	\$0	\$3,330
06072	Admin Allocations	\$21,788	\$15,424	\$0	\$52,313
06092	Animal Welfare in Emergencies	\$0	\$0	\$0	\$0
Sub Total - ANIMAL CONTROL OP/EXP		\$43,582	\$34,924	\$0	\$104,638
OPERATING INCOME					
06003	Fines & Penalties	(\$90)	(\$2,669)	(\$1,000)	\$0
06013	Dog Registration Fees	(\$2,655)	(\$2,189)	(\$4,500)	\$0
06023	Dog Pound Fees	(\$88)	(\$173)	(\$250)	\$0
Sub Total - ANIMAL CONTROL OP/INC		(\$2,833)	(\$5,031)	(\$5,750)	\$0
Total - ANIMAL CONTROL		\$40,749	\$29,893	(\$5,750)	\$104,638

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
OTHER LAW ORDER & PUBLIC SAFETY					
OPERATING EXPENDITURE					
07012	Corporate & Community Costs	\$17,751	\$13,277	\$0	\$42,620
07052	Emergency Vehicle Maintenance	\$3,515	\$939	\$0	\$7,015
07082	SES Emergency Building Operation	\$3,028	\$1,734	\$0	\$4,632
07092	Gnp SES Depreciation	\$17,921	\$0	\$0	\$43,028
07112	SES Expenditure	\$8,320	\$14,350	\$0	\$26,000
07132	SMS Register Expenses	\$3,080	\$4,237	\$0	\$11,000
07142	Kerbside Numbering	\$0	\$0	\$0	\$250
07152	Emergency Management Expenses	\$1,610	\$0	\$0	\$4,900
07182	SES Shed Building Maintenance	\$277	\$0	\$0	\$664
07192	CCTV Maintenance	\$375	\$4,135	\$0	\$1,805
07202	CESM Expenses Contribution	\$7,500	\$2,734	\$0	\$30,000
07212	BRMC Expenses	\$45,221	\$0	\$0	\$158,151
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP		\$108,597	\$41,405	\$0	\$330,065
OPERATING INCOME					
07003	Emergency Grant Income	(\$13,000)	(\$17,755)	(\$26,000)	\$0
07043	BRMC Grants, Subsidies & Contributions	(\$26,125)	\$0	(\$79,168)	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC		(\$39,125)	(\$17,755)	(\$105,168)	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY		\$69,472	\$23,650	(\$105,168)	\$330,065
Total - LAW ORDER & PUBLIC SAFETY		\$150,542	\$69,852	(\$203,824)	\$631,378

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
HEALTH ADMINISTRATION & INSPECTION					
OPERATING EXPENDITURE					
11012	Infrastructure Unit Costs	\$2,466	\$3,656	\$0	\$5,923
11032	Analytical Costs	\$540	\$674	\$0	\$1,000
11042	Other Health Costs	\$14,075	\$1,745	\$0	\$2,100
11052	Health Costs - Contract Services	\$0	\$30,261	\$0	\$75,000
11082	Insurances	\$0	\$0	\$0	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP		\$17,081	\$37,224	\$0	\$84,023
OPERATING INCOME					
11003	Health Act Licences	(\$320)	(\$352)	(\$800)	\$0
11053	Hawker/Street Stall licence	(\$60)	\$0	(\$60)	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC		(\$380)	(\$352)	(\$860)	\$0
Total - HEALTH ADMIN & INSPECTION		\$16,701	\$36,872	(\$860)	\$84,023
PREVENTIVE SERVICES- PEST CONTROL					
OPERATING EXPENDITURE					
12032	Mosquito Control	\$3,750	\$2,633	\$0	\$5,000
Sub Total - PEST CONTROL OP/EXP		\$3,750	\$2,633	\$0	\$5,000
OPERATING INCOME					
Sub Total - PEST CONTROL OP/INC		\$0	\$0	\$0	\$0
Total - PEST CONTROL		\$3,750	\$2,633	\$0	\$5,000
PREVENTIVE SERVICES - OTHER					
OPERATING EXPENDITURE					
14002	Strategy & Governance Unit Costs	\$9,115	\$8,498	\$0	\$21,885
14032	25 McDonald St Building Maintenance	\$12,827	\$2,509	\$0	\$28,263
14052	Medical Centre Building Maintenance	\$5,154	\$1,654	\$0	\$18,511
14062	Medical Centre Building Operations	\$6,441	\$1,739	\$0	\$12,878
14112	Doctor Vehicle Expenses	\$2,707	\$2,527	\$0	\$6,500
14132	Surgery IT Costs	\$2,500	\$915	\$0	\$5,000
14152	Medical Equipment	\$440	\$709	\$0	\$2,200
14162	Other Surgery Costs	\$0	\$0	\$0	\$500
14182	Practice Incentive Costs	\$74,970	\$62,500	\$0	\$180,000
Sub Total - PREVENTIVE SRVS - OP/EXP		\$114,154	\$81,050	\$0	\$275,737
OPERATING INCOME					
14013	Reimbursements	(\$100)	(\$1,198)	(\$100)	\$0
Sub Total - PREVENTIVE SRVS - OP/INC		(\$100)	(\$1,198)	(\$100)	\$0
Total - PREVENTIVE SERVICES		\$114,054	\$79,853	(\$100)	\$275,737
Total - HEALTH		\$134,505	\$119,358	(\$960)	\$364,760

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
OTHER EDUCATION					
OPERATING EXPENDITURE					
16032	School Mowing Contract	\$2,566	\$4,978	\$0	\$7,775
16052	Corporate & Community Costs	\$442	\$373	\$0	\$1,061
Sub Total - OTHER EDUCATION OP/EXP		\$3,008	\$5,351	\$0	\$8,836
OPERATING INCOME					
16003	School Mowing Contract Income	(\$4,665)	\$0	(\$11,200)	\$0
Sub Total - OTHER EDUCATION OP/INC		(\$4,665)	\$0	(\$11,200)	\$0
Total - OTHER EDUCATION		(\$1,657)	\$5,351	(\$11,200)	\$8,836
CARE OF FAMILIES AND CHILDREN					
OPERATING EXPENDITURE					
17022	Old Kindy Building Maintenance	\$2,833	\$786	\$0	\$5,874
17082	Corporate & Community Costs	\$5,380	\$4,515	\$0	\$12,917
Sub Total - CARE OF FAMILIES AND CHILDREN OP/EXP		\$8,213	\$5,301	\$0	\$18,791
OPERATING INCOME					
17003	Rental Income - Family Centre	\$0	\$0	\$0	\$0
Sub Total - CARE OF FAMILIES AND CHILDREN OP/INC		\$0	\$0	\$0	\$0
Total - CARE OF FAMILIES AND CHILDREN		\$8,213	\$5,301	\$0	\$18,791
Total - EDUCATION & WELFARE		\$6,556	\$10,652	(\$11,200)	\$27,627

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
STAFF HOUSING					
OPERATING EXPENDITURE					
23152	2 CECIL STREET - BUILDING OPERATION	\$3,922	\$1,716	\$0	\$7,653
23162	2 CECIL STREET - BUILDING MAINTENANCE	\$9,723	\$0	\$0	\$18,200
23172	4 Grocock Street Building Maintenance	\$11,744	\$8,096	\$0	\$20,665
23182	4 Grocock Street Building Operation	\$4,559	\$2,642	\$0	\$8,908
23212	25 McDonald St Building Maintenance	\$7,987	\$0	\$0	\$18,945
23222	25 McDonald St Building Operation	\$4,840	\$2,509	\$0	\$9,318
23072	20 McDonald Street - Building Operation	\$6,070	\$2,939	\$0	\$12,098
23142	20 McDonald Street - Building Maintenance	\$8,668	\$2,002	\$0	\$15,530
23252	Lot 271A Quinn St - Building Maintenance	\$2,637	\$222	\$0	\$3,298
23262	LOT 271A QUINN STREET - BUILDING OPERATIONS	\$2,142	\$3,875	\$0	\$3,614
23272	Lot 271B Quinn St - Building Maintenance	\$5,968	\$114	\$0	\$8,515
23282	LOT 271B QUINN ST (FACING WHITEHEAD) - OPERATING	\$1,554	\$1,452	\$0	\$2,539
23292	28 QUINN STREET	\$663	\$98	\$0	\$1,413
23302	30 QUINN STREET	\$663	\$98	\$0	\$1,413
23312	Lot 271A Whitehead Road Building Maintenance	\$1,080	\$0	\$0	\$2,295
23322	Lot 271B Whitehead Road Building Maintenance	\$1,080	\$0	\$0	\$2,295
23232	Less Housing Allocation to Other Programs	(\$69,812)	(\$25,568)	\$0	(\$129,283)
Sub Total - STAFF HOUSING OP/EXP		\$3,486	\$196	\$0	\$7,416
OPERATING INCOME					
23043	Commonwealth Grants	\$0	\$0	\$0	\$0
Sub Total - STAFF HOUSING OP/INC		\$0	\$0	\$0	\$0
Total - STAFF HOUSING		\$3,486	\$196	\$0	\$7,416
HOUSING OTHER					
OPERATING EXPENDITURE					
23002	Housing Admin Costs	\$5,501	\$4,619	\$0	\$13,208
23012	Grocock Street Buildings Maintenance	\$5,460	\$0	\$0	\$10,920
23102	Lot 61 Corbett St - Building operations	\$3,649	\$1,602	\$0	\$7,193
23112	Lot 61 Corbett St - Building Maintenance	\$591	\$51	\$0	\$1,178
23122	Lot 191 Corbett St - Building operations	\$3,789	\$1,554	\$0	\$7,333
23132	Lot 191 Corbett St - Building Maintenance	\$579	\$0	\$0	\$1,148
23242	Interest on Staff Housing & Well Aged Housing Loan 281	\$3,304	\$0	\$0	\$6,256
Sub Total - HOUSING OTHER OP/EXP		\$22,873	\$7,827	\$0	\$47,236
OPERATING INCOME					
23003	Other Housing Rental Income	(\$1,135)	\$0	(\$2,730)	\$0
23013	Reimbursements	(\$39,163)	(\$23,769)	(\$94,028)	\$0
Sub Total - HOUSING OTHER OP/INC		(\$40,298)	(\$23,769)	(\$96,758)	\$0
Total - HOUSING OTHER		(\$17,425)	(\$15,942)	(\$96,758)	\$47,236
Total - HOUSING		(\$13,939)	(\$15,746)	(\$96,758)	\$54,652

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
SANITATION - HOUSEHOLD REFUSE					
OPERATING EXPENDITURE					
24022		Refuse Collection	\$20,442	\$20,422	\$0 \$49,080
24032		Refuse Site Management		\$32,677	
24032	TM02	Gnowangerup Refuse Site	\$20,397		\$0 \$47,293
24032	TM03	Ongerup Refuse Site	\$13,763		\$0 \$33,058
24032	TM04	Borden Refuse Site	\$7,847		\$0 \$18,630
24052		Recycling Domestic & Commercial	\$21,477	\$21,131	\$0 \$51,565
		Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP	\$83,925	\$74,230	\$0 \$199,626
OPERATING INCOME					
24003		Refuse Collection Charges	(\$49,500)	(\$60,147)	(\$49,500) \$0
24013		Waste Avoidance & Resource Recovery Fees	(\$132,600)	(\$131,800)	(\$132,600) \$0
24063		Asbestos/Rubbish Disposal	(\$15,000)	(\$8,612)	(\$15,000) \$0
24073		Recycling Income	(\$51,754)	(\$57,305)	(\$51,754) \$0
		Sub Total - SANITATION H/HOLD REFUSE OP/INC	(\$248,854)	(\$258,000)	(\$248,854) \$0
		Total - SANITATION HOUSEHOLD REFUSE	(\$164,929)	(\$183,770)	(\$248,854) \$199,626
SANITATION OTHER					
OPERATING EXPENDITURE					
25002		Drum Muster	\$5,551	\$39	\$0 \$6,134
25012		Refuse Collection From Streets Works Dept	\$14,925	\$17,842	\$0 \$35,835
25022		Oil Disposal (Wren Oil)	\$0	\$0	\$0 \$283
		Sub Total - SANITATION OTHER OP/EXP	\$20,476	\$17,881	\$0 \$42,252
OPERATING INCOME					
25003		Drum Muster & Oil Collection	(\$6,020)	\$0	(\$6,020) \$0
		Sub Total - SANITATION OTHER OP/INC	(\$6,020)	\$0	(\$6,020) \$0
		Total - SANITATION OTHER	\$14,456	\$17,881	(\$6,020) \$42,252
EFFLUENT DRAINAGE SYSTEM					
OPERATING EXPENDITURE					
26022		Septic Tank Cleaning	\$12,024	\$10,527	\$0 \$20,731
26032		Grease Trap Cleaning	\$3,834	\$2,913	\$0 \$7,310
26042		Ongerup Effluent Maintenance	\$15,809	\$768	\$0 \$25,136
26072		Ongerup Effluent operations	\$0	\$0	\$0 \$10,500
		Sub Total - SEWERAGE OP/EXP	\$31,666	\$14,208	\$0 \$63,677
OPERATING INCOME					
26023		Septic Tank Cleaning	(\$6,160)	(\$1,039)	(\$11,000) \$0
26033		Grease Trap Cleaning	(\$146)	(\$79)	(\$260) \$0
26043		Ongerup Sewerage Specified Area Rate	(\$39,435)	(\$39,437)	(\$39,435) \$0
26063		Septic Waste Receiving - Gnp Ponds	\$0	\$1,185	\$0 \$0
		Sub Total - SEWERAGE OP/INC	(\$45,741)	(\$39,370)	(\$50,695) \$0
		Total - SEWERAGE	(\$14,074)	(\$25,162)	(\$50,695) \$63,677

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MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
PROTECTION OF THE ENVIRONMENT					
OPERATING EXPENDITURE					
28022	Other Environment Costs	\$530	\$345	\$0	\$530
28032	Yongergnow Eco Tourism Centre	\$36,669	\$8,930	\$0	\$76,268
28042	NSPNRG Contribution	\$21,410	\$404	\$0	\$21,410
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$58,609	\$9,680	\$0	\$98,208
OPERATING INCOME					
28003	Reimbursements	(\$8,135)	(\$8,832)	(\$8,135)	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		(\$8,135)	(\$8,832)	(\$8,135)	\$0
Total - PROTECTION OF THE ENVIRONMENT		\$50,474	\$847	(\$8,135)	\$98,208
TOWN PLANNING & REGIONAL DEVELOPMENT					
OPERATING EXPENDITURE					
29022	Town Planning Consultants	\$4,000	\$139	\$0	\$18,000
29032	Local Planning Scheme No. 3	\$4,000	\$0	\$0	\$11,500
29072	Land Development	\$5,684	\$3,409	\$0	\$10,845
29102	Town Planning Salaries	\$40,917	\$18,406	\$0	\$102,171
29112	Town Planning Insurances	\$4,244	\$3,851	\$0	\$4,244
29122	Town Planning Superannuation	\$6,080	\$1,914	\$0	\$14,599
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$64,926	\$27,720	\$0	\$161,359
OPERATING INCOME					
29023	Planning Applications/ Approval Fees	(\$450)	(\$1,452)	(\$3,000)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$450)	(\$1,452)	(\$3,000)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$64,476	\$26,267	(\$3,000)	\$161,359
OTHER COMMUNITY AMENITIES					
OPERATING EXPENDITURE					
30002	Cemeteries Administration	\$3,035	\$2,548	\$0	\$7,287
30012	Cemeteries Maintenance	\$13,926	\$4,587	\$0	\$32,923
30022	Grave Digging	\$6,079	\$1,797	\$0	\$14,495
30032	Public Conveniences Building Maintenance		\$3,158		
30032 CA01	Gnp Public Toilets Building Maint	\$343		\$0	\$5,160
30032 CA02	Ongerup Public Toilets Building Maintenance	\$892		\$0	\$3,334
30032 CA03	Borden Public Toilets Building Maintenance	\$1,247		\$0	\$2,495
30032 CA04	Gnowangerup Cemetery Public Toilets Maintenance	\$250		\$0	\$1,000
30042	Public Conveniences Building Operation		\$11,022		
30042 CO01	Gnp Public Toilets Building Operation	\$9,721		\$0	\$22,368
30042 CO02	Ongerup Public Toilets Building Operation	\$5,803		\$0	\$13,028
30042 CO03	Borden Public Toilets Building Operation	\$3,553		\$0	\$8,213
30042 CO04	Gnowangerup Cemetery Public Toilets Operation	\$120		\$0	\$620
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP		\$44,969	\$23,112	\$0	\$110,923
OPERATING INCOME					
30003	Cemetery Fees- Gnowangerup	(\$720)	(\$2,363)	(\$4,000)	\$0
30033	GRANT OF RIGHT OF BURIAL	\$0	(\$402)	\$0	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC		(\$720)	(\$2,765)	(\$4,000)	\$0
Total - OTHER COMMUNITY AMENITIES		\$44,249	\$20,347	(\$4,000)	\$110,923

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MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L JOB

		YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
URBAN STORMWATER DRAINAGE					
OPERATING EXPENDITURE					
27002	Drainage Maintenance	\$0	\$0	\$0	\$0
Sub Total - URBAN STORMWATER DRAINAGE OP/EXP		\$0	\$0	\$0	\$0
Total - URBAN STORMWATER DRAINAGE		\$0	\$0	\$0	\$0
Total - COMMUNITY AMENITIES		(\$5,348)	(\$143,589)	(\$320,704)	\$676,045

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MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L JOB

YTD COMPARATIVES
30 NOVEMBER 2023
 Budget Actual

ADOPTED BUDGET
2023-24
 Income Expenditure

		YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
PUBLIC HALL & CIVIC CENTRES					
OPERATING EXPENDITURE					
31012	Gnp Memorial Hall Building Maintenance	\$17,260	\$0	\$0	\$26,118
31022	Gnp Memorial Hall Building Operation	\$34,657	\$11,355	\$0	\$73,448
31052	Ongerup Hall Building Maintenance	\$2,060	\$32	\$0	\$21,920
31062	Ongerup Hall Building Operation	\$19,832	\$11,319	\$0	\$46,439
31092	Borden NSPNR Building Maintenance	\$205	\$302	\$0	\$529
31102	Borden NSPNR Building Operation	\$659	\$0	\$0	\$1,580
31152	Gnp Old Ambulance Building - Building Operation	\$257	\$113	\$0	\$318
31182	Ongerup CWA	\$494	\$113	\$0	\$1,240
31202	Yougenup Centre - Building Maintenance & Operation	\$24,065	\$7,540	\$0	\$48,844
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$99,489	\$30,774	\$0	\$220,436
OPERATING INCOME					
31003	Gnowangerup Memorial Hall	\$0	\$0	(\$200)	\$0
31023	Ongerup Hall	\$0	(\$500)	\$0	\$0
31043	Borden NSPNR Hire Income	\$0	\$0	(\$600)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		\$0	(\$539)	(\$800)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$99,489	\$30,235	(\$800)	\$220,436

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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES		ADOPTED BUDGET	
		30 NOVEMBER 2023		2023-24	
		Budget	Actual	Income	Expenditure
OTHER RECREATION & SPORT					
OPERATING EXPENDITURE					
33012	Depreciation	\$26,748	\$0	\$0	\$64,220
33022	Gnowangerup Parks & Gardens		\$61,920		
33022	PG01 Nobarach Community Park	\$9,785		\$0	\$21,700
33022	PG02 Admin Office Gardens	\$3,229		\$0	\$7,623
33022	PG03 Yougenup Centre/Library Gardens	\$2,931		\$0	\$6,938
33022	PG04 Family Centre Gardens	\$1,832		\$0	\$4,298
33022	PG05 ANZAC Park	\$4,987		\$0	\$11,445
33022	PG06 Main Street Gardens	\$7,303		\$0	\$14,026
33022	PG07 Porteous St Park	\$1,179		\$0	\$2,780
33022	PG08 Varey Park	\$1,138		\$0	\$2,660
33022	PG09 Town Entrance Surrounds	\$966		\$0	\$2,320
33022	PG10 Gnp Town Parks & Gardens	\$43,270		\$0	\$98,835
33032	Ongerup Parks & Gardens	\$30,231	\$25,562	\$0	\$69,631
33042	Borden Parks & Gardens	\$17,694	\$16,479	\$0	\$41,620
33052	Gnp Sporting Complex Grounds Maintenance	\$64,375	\$26,822	\$0	\$145,245
33062	Gnp Sporting Complex Building Maintenance	\$17,653	\$0	\$0	\$28,633
33072	Gnp Sporting Complex Building Operation	\$97,783	\$22,897	\$0	\$207,397
33082	Ongerup Sporting Complex Grounds Maintenance	\$11,410	\$7,927	\$0	\$25,645
33092	Ongerup Sporting Complex Building Maintenance	\$7,671	\$428	\$0	\$12,143
33102	Ongerup Sporting Complex Building Operation	\$21,986	\$6,773	\$0	\$43,398
33112	Borden Sporting Complex Grounds Maintenance	\$13,985	\$5,852	\$0	\$31,153
33122	Borden Sporting Complex Building Maintenance	\$1,467	\$1,279	\$0	\$4,530
33132	Borden Sporting Complex Building Operation	\$49,227	\$10,026	\$0	\$104,368
33222	Gnowangerup Bowling Club	\$10,700	\$3,550	\$0	\$20,811
33252	Old Borden Bowling Club	\$55	\$0	\$0	\$110
33232	Depreciation - Infrastructure	\$1,574	\$0	\$0	\$3,778
33282	Corporate & Community Unit Costs	\$8,276	\$5,137	\$0	\$19,871
33332	Pistol Club Building Operations	\$2,557	\$921	\$0	\$4,715
33422	Depreciation (Complex Buildings)	\$227	\$0	\$0	\$545
33432	Other Recreation Expenditure	\$217	\$600	\$0	\$520
33452	Nobarach Park - Building Maintenance	\$7,705	\$1,046	\$0	\$17,661
33352	Sports Complex Dam Maint	\$0	\$187	\$0	\$0
33532	Ongerup Bowls Club SSL Interest	\$425	\$0	\$0	\$785
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$468,586	\$197,436	\$0	\$1,019,404
OPERATING INCOME		\$289,958			
33003	Other Sport and Rec Income	(\$323)	\$0	(\$600)	\$0
33053	VARIOUS REIMBURSEMENT	\$0	\$0	\$0	\$0
33113	Non-Operating Grants	\$0	(\$95,100)	\$0	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$323)	(\$95,100)	(\$600)	\$0
Total - OTHER RECREATION & SPORT		\$468,263	\$102,336	(\$600)	\$1,019,404

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And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
SWIMMING POOL					
OPERATING EXPENDITURE					
32002	Strategy & Governance Unit Costs	\$3,166	\$849	\$0	\$7,602
32012	Administration Activity Costs	\$19,226	\$12,430	\$0	\$46,161
32032	Depreciation	\$0	\$0	\$0	\$0
32042	Gnowangerup Swimming Pool Staff Salaries	\$35,577	\$38,306	\$0	\$102,206
32052	Gnowangerup Swimming Pool Building Maintenance	\$13,319	\$1,716	\$0	\$15,935
32062	Gnowangerup Swimming Pool Building Operation	\$51,734	\$12,003	\$0	\$120,140
32072	Gnowangerup Swimming Pool Grounds Maintenance	\$6,938	\$4,743	\$0	\$14,863
32082	Gnowangerup Swimming Pool Chemicals	\$228	\$0	\$0	\$7,595
32092	Gnowangerup Swimming Pool Minor Equipment & Servicing	\$10,516	\$1,057	\$0	\$18,362
32102	30 Corbett St Building Maintenance	\$0	\$0	\$0	\$148
32142	Swimming Pool Insurances	\$3,937	\$3,897	\$0	\$3,937
32152	Swimming Pool Superannuation	\$5,692	\$7,006	\$0	\$15,812
32162	Swimming Pool Other Costs	\$1,209	\$1,043	\$0	\$4,650
Sub Total - SWIMMING POOL OP/EXP		\$151,542	\$83,050	\$0	\$357,411
OPERATING INCOME					
32003	Swimming Pool Entrance Fees	(\$6,600)	(\$5,855)	(\$15,000)	\$0
Sub Total - SWIMMING POOL OP/INC		(\$6,600)	(\$5,855)	(\$15,000)	\$0
Total - SWIMMING POOL		\$144,942	\$77,195	(\$15,000)	\$357,411
LIBRARIES					
OPERATING EXPENDITURE					
35002	Administration Activity Costs	\$23,411	\$17,071	\$0	\$56,209
35022	Gnowangerup Library Salaries	\$16,951	\$13,624	\$0	\$42,043
35042	Gnp Library Building Maintenance	\$301	\$0	\$0	\$713
35052	Gnp Library Building Operation	\$4,178	\$3,128	\$0	\$9,925
35072	Gnowangerup Library Book Exchange	\$562	\$0	\$0	\$1,350
35082	Ongerup Library Book Exchange	\$146	\$0	\$0	\$350
35092	Gnowangerup Library Minor Items	\$1,000	\$0	\$0	\$2,000
35102	Ongerup Library Minor Items	\$255	\$0	\$0	\$510
35112	Gnowangerup Library	\$7,582	\$24,844	\$0	\$15,375
35122	Ongerup Library	\$8,392	\$1,416	\$0	\$18,020
35142	Regional Library Costs	\$2,200	\$1,363	\$0	\$2,200
35192	Library Insurance Expenses	\$1,296	\$1,404	\$0	\$1,296
35202	Technology & Digital inclusion Expenses	\$0	\$0	\$0	\$0
Sub Total - LIBRARIES OP/EXP		\$66,275	\$62,849	\$0	\$149,991
OPERATING INCOME					
35013	Gnp Library Other	(\$920)	(\$2,125)	(\$920)	\$0
Sub Total - LIBRARIES OP/INC		(\$920)	(\$2,125)	(\$920)	\$0
Total - LIBRARIES		\$65,355	\$60,724	(\$920)	\$149,991

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G/L JOB

YTD COMPARATIVES
30 NOVEMBER 2023
 Budget Actual

ADOPTED BUDGET
2023-24
 Income Expenditure

		YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
OTHER CULTURE					
OPERATING EXPENDITURE					
37002	Corporate & Community Unit Costs	\$5,125	\$4,396	\$0	\$12,305
37032	Old Gnowangerup Police Station & Gaol Building Maintenance	\$283	\$0	\$0	\$283
37042	Old Gnowangerup Gaol Building Operation	\$1,361	\$1,155	\$0	\$2,623
37072	Ongerup Community Centre Building Maintenance	\$50	\$0	\$0	\$100
37082	Ongerup Community Centre Building Operation	\$4,090	\$1,571	\$0	\$7,526
37112	Gnp Historic Centre Building Maintenance	\$0	\$0	\$0	\$130
37122	Gnp Historic Centre Building Operation	\$1,635	\$895	\$0	\$3,163
37262	Ongerup Museum Building Maintenance	\$72	\$0	\$0	\$173
37132	Ongerup Museum Building Operation	\$4,670	\$1,573	\$0	\$9,643
37172	Aylmore Mineral Springs	\$4,635	\$0	\$0	\$9,270
37222	Heritage Strategy & Municipal Inventory	\$0	\$0	\$0	\$2,500
37322	Old Gnowangerup Star Building Operation	\$1,784	\$1,389	\$0	\$3,500
37332	Old Gnowangerup Star Building Maintenance	\$5,112	\$0	\$0	\$13,170
Sub Total - OTHER CULTURE OP/EXP		\$28,816	\$10,978	\$0	\$64,386
OPERATING INCOME					
37023	Reimbursements/ Donations	\$0	\$0	\$0	\$0
37043	Government Grants	\$0	\$0	\$0	\$0
Sub Total - OTHER CULTURE OP/INC		\$0	\$0	\$0	\$0
Total - OTHER CULTURE		\$28,816	\$10,978	\$0	\$64,386
Total - RECREATION AND CULTURE		\$806,866	\$281,467	(\$17,320)	\$1,811,628

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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE					
OPERATING EXPENDITURE					
39002	Depreciation - Roads	\$411,092	\$0	\$0	\$987,015
39012	Bridges - Pallinup Bridge	\$14,803	\$3,011	\$0	\$32,048
39022	Depreciation - Footpaths	\$6,204	\$0	\$0	\$14,895
39032	Depreciation - Other	\$15,265	\$0	\$0	\$36,650
39042	Gnp Depot Building Maintenance	\$5,947	\$4,981	\$0	\$32,420
39052	Gnp Depot Building Operation	\$12,343	\$7,026	\$0	\$26,548
39062	Ongerup Depot Building Maintenance	\$3,449	\$8,461	\$0	\$19,840
39072	Ongerup Depot Building Operation	\$2,100	\$1,145	\$0	\$4,233
39082	36 John St Building Maintenance	\$492	\$0	\$0	\$983
39102	Gravel Pit Reinstatements	\$1,728	\$0	\$0	\$4,150
39112	Road Maintenance	\$930,832	\$511,708	\$0	\$2,223,953
39122	Administration Department Costs allocated to Transport	\$15,101	\$0	\$0	\$36,258
39132	Roman/Asset Development	\$62,173	\$67,084	\$0	\$126,315
39142	Street Lighting	\$19,076	\$18,537	\$0	\$45,800
39182	Gnowangerup Depot General Maintenance	\$12,474	\$16,094	\$0	\$29,950
39202	WORKS DEPARTMENT COSTS	\$250	\$0	\$0	\$500
39242	Kerb Renewal	\$0	\$0	\$0	\$0
39252	Urban Drainage Renewals/Maintenance	\$1,312	\$0	\$0	\$3,150
39272	Laneway Maintenance	\$3,249	\$4,279	\$0	\$7,800
39352	Footpath Maintenance	\$0	\$645	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$1,517,890	\$642,971	\$0	\$3,632,508
OPERATING INCOME					
38013	Regional Road Group Grants	\$0	\$0	(\$390,666)	\$0
38023	Other Road Grants			(\$247,865)	\$0
38033	Roads To Recovery Grants	(\$78,578)	\$0	(\$392,891)	\$0
39003	MRWA Road Preservation Grant	(\$185,413)	(\$199,436)	(\$185,413)	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$263,991)	(\$199,436)	(\$1,216,835)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$1,253,899	\$443,535	(\$1,216,835)	\$3,632,508
ROAD PLANT					
OPERATING EXPENDITURE					
49999	PLANT SALES EXPENSES	\$0	\$1,855	\$0	\$5,000
Sub Total - ROAD PLANT OP/EXP		\$0	\$1,855	\$0	\$5,000
Total - ROAD PLANT		\$0	\$1,855	\$0	\$5,000
TRAFFIC CONTROL					
OPERATING EXPENDITURE					
Sub Total - TRAFFIC CONTROL OP/EXP		\$0	\$0	\$0	\$0
OPERATING INCOME					
42013	Sale of Plates	\$0	(\$130)	(\$100)	\$0
Sub Total - TRAFFIC CONTROL OP/INC		\$0	(\$130)	(\$100)	\$0
Total - TRAFFIC CONTROL		\$0	(\$130)	(\$100)	\$0

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
AERODROMES					
OPERATING EXPENDITURE					
43002	Gnowangerup Airstrip Maintenance	\$6,204	\$6,759	\$0	\$15,525
43012	Gnowangerup Airstrip Operations	\$63,210	\$2,842	\$0	\$137,216
Sub Total - AERODROMES OP/EXP		\$69,414	\$9,601	\$0	\$152,741
OPERATING INCOME					
43003	Gnowangerup Airstrip Income	\$0	\$0	\$0	\$0
Sub Total - AERODROMES OP/INC		\$0	\$0	\$0	\$0
Total - AERODROMES		\$69,414	\$9,601	\$0	\$152,741
Total - TRANSPORT		\$1,323,312	\$453,006	(\$1,216,935)	\$3,790,249

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MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
TOURISM AND AREA PROMOTION					
OPERATING EXPENDITURE					
46012	Strategy & Governance Unit Costs	\$12,754	\$11,859	\$0	\$30,622
46092	Gnowangerup Caravan Park - Operation Costs	\$3,065	\$3,485	\$0	\$6,561
46102	Gnowangerup Caravan Park Building Maintenance Costs	\$0	\$136	\$0	\$5,000
46122	Local Tourism Promotion	\$0	\$0	\$0	\$3,000
Sub Total - TOURISM & AREA PROMOTION OP/EXP		\$15,819	\$15,481	\$0	\$45,183
OPERATING INCOME					
46003	Grants & Subsidies	\$0	\$0	(\$455,416)	\$0
46013	Caravan Park Licences	\$0	(\$800)	(\$600)	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC		\$0	(\$800)	(\$456,016)	\$0
Total - TOURISM & AREA PROMOTION		\$15,819	\$14,681	(\$456,016)	\$45,183
BUILDING CONTROL					
OPERATING EXPENDITURE					
47012	Building Administration Allocations	\$1,600	\$1,346	\$0	\$3,841
47022	Building Services - Salaries	\$13,634	\$9,549	\$0	\$39,512
47032	Building Services - Superannuation	\$2,182	\$1,297	\$0	\$5,896
47042	Building Control Insurances	\$1,388	\$1,332	\$0	\$1,388
Sub Total - BUILDING CONTROL OP/EXP		\$18,803	\$13,524	\$0	\$50,637
BUILDING CONTROL OP/INC					
47003	Building Licences & Fees	(\$1,080)	(\$928)	(\$4,000)	\$0
47013	BRB & BCITF Commissions	(\$19)	(\$25)	(\$70)	\$0
Sub Total - BUILDING CONTROL OP/INC		(\$1,099)	(\$953)	(\$4,070)	\$0
Total - BUILDING CONTROL		\$17,704	\$12,571	(\$4,070)	\$50,637
ECONOMIC DEVELOPMENT					
OPERATING EXPENDITURE					
50002	Administration Allocations	\$1,116	\$1,020	\$0	\$2,679
50022	Community Capacity Building	\$0	\$0	\$0	\$400
50112	Banners and Banner Pole Maintenance	\$3,000	\$0	\$0	\$3,000
Sub Total - ECONOMIC DEVELOPMENT OP/EXP		\$4,116	\$1,020	\$0	\$6,079
OPERATING INCOME					
Sub Total - ECONOMIC DEVELOPMENT OP/INC		\$0	\$0	\$0	\$0
Total - ECONOMIC DEVELOPMENT		\$4,116	\$1,020	\$0	\$6,079

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Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L JOB

YTD COMPARATIVES
30 NOVEMBER 2023
 Budget Actual

ADOPTED BUDGET
2023-24
 Income Expenditure

		YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
PUBLIC UTILITY SERVICES					
OPERATING EXPENDITURE					
51002	Standpipe Maintenance	\$544	\$654	\$0	\$9,410
51012	Gnowangerup Standpipe	\$3,016	\$1,323	\$0	\$5,850
51022	Ongerup Standpipe	\$485	\$0	\$0	\$1,000
51032	Borden Standpipe	\$97	\$0	\$0	\$200
51042	Formby Road Bore	\$973	\$1,176	\$0	\$2,835
51052	Highdenup Road Bore	\$1,154	\$354	\$0	\$2,163
51092	Toompup Bore	\$200	\$0	\$0	\$200
Sub Total - PUBLIC UTILITY SERVICES OP/EXP		\$6,469	\$3,506	\$0	\$21,658
OPERATING INCOME					
51003	Gnowangerup Standpipe Fees	(\$287)	\$0	(\$700)	\$0
51013	Ongerup Standpipe Fees	\$0	\$0	\$0	\$0
51033	Virginia Land Lease	\$0	\$0	(\$7,350)	\$0
51063	Exploration on Road Reserves & Reserves	\$0	\$0	\$0	\$0
51073	Standpipe Swipe Card	\$0	(\$47)	(\$100)	\$0
Sub Total - PUBLIC UTILITY SERVICES OP/INC		(\$287)	(\$47)	(\$8,150)	\$0
Total - PUBLIC UTILITY SERVICES		\$6,182	\$3,460	(\$8,150)	\$21,658
Total - ECONOMIC SERVICES		\$43,821	\$31,732	(\$468,236)	\$123,557

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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
PRIVATE WORKS					
OPERATING EXPENDITURE					
53002	Private Works	\$5,135	\$9,690	\$0	\$11,410
53022	Motor Vehicle Licensing	\$14,319	\$11,043	\$0	\$34,379
Sub Total - PRIVATE WORKS OP/EXP		\$19,453	\$20,733	\$0	\$45,789
OPERATING INCOME					
53003	Private Works Income	(\$5,135)	\$23,099	(\$11,410)	\$0
Sub Total - PRIVATE WORKS OP/INC		(\$5,135)	\$23,099	(\$11,410)	\$0
Total - PRIVATE WORKS		\$14,319	\$43,832	(\$11,410)	\$45,789
PUBLIC WORKS OVERHEADS					
OPERATING EXPENDITURE					
57002	Annual Leave	\$53,076	\$32,116	\$0	\$132,689
57012	Long Service Leave	\$0	\$12,964	\$0	\$66,014
57022	Public Holidays	\$4,590	\$6,361	\$0	\$57,374
57032	Sick Leave	\$18,360	\$14,638	\$0	\$57,374
57042	Supervision & Administration	\$141,603	\$120,241	\$0	\$339,984
57052	General Duties	\$17,478	\$20,622	\$0	\$27,310
57062	Toolbox Meetings	\$3,342	\$2,877	\$0	\$5,665
57072	Strategy & Governance Unit Costs	\$3,361	\$3,328	\$0	\$8,070
57082	Superannuation	\$109,911	\$50,981	\$0	\$263,891
57092	Works Training/ Conferences	\$21,018	\$20,893	\$0	\$44,450
57102	Workers Compensation Insurance	\$43,400	\$41,936	\$0	\$43,400
57112	Job Costed Expenses	\$5,243	\$0	\$0	\$10,485
57122	Mobile Phones - Works	\$2,974	\$1,939	\$0	\$6,760
57132	EBA Uniforms & Licence Expenses	\$1,344	\$4,815	\$0	\$8,610
57142	Safety Clothing & Equipment	\$111	\$1,172	\$0	\$3,700
57152	Other Costs	\$18,959	\$25,867	\$0	\$45,521
57162	Insurance	\$20,557	\$20,623	\$0	\$20,557
57182	Administration Allocations	\$43,813	\$32,628	\$0	\$105,194
57192	Rostered Days Off	\$1,083	(\$402)	\$0	\$2,600
57202	Housing Rental	\$4,038	\$7,693	\$0	\$9,695
57252	LOT 271A QUINN STREET Housing ALLOCATIONS	\$4,779	\$4,097	\$0	\$6,912
57262	LOT 271B QUINN STREET HOUSING ALLOCATIONS	\$7,522	\$1,565	\$0	\$11,054
57272	Housing Expenses - Works Manager	\$0	\$0	\$0	\$0
57992	Less Recovered From Works	(\$526,563)	(\$348,700)	\$0	(\$1,277,309)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		\$0	\$78,256	\$0	\$0
OPERATING INCOME					
57003	Reimbursements	\$0	\$0	(\$900)	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC		\$0	\$0	(\$900)	\$0
Total - PUBLIC WORKS OVERHEADS		\$0	\$78,256	(\$900)	\$0

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And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
PLANT OPERATIONS COSTS					
OPERATING EXPENDITURE					
58002	Fleet Maintenance	\$75,690	\$36,209	\$0	\$181,729
58012	Insurance	\$35,748	\$35,159	\$0	\$35,748
58022	Fuels & oils	\$115,900	\$100,788	\$0	\$305,000
58032	Tyres	\$1,800	\$12,772	\$0	\$20,000
58042	Parts & Repairs	\$33,957	\$34,369	\$0	\$131,500
58052	Licences	\$14,000	\$12,118	\$0	\$14,000
58062	Blades & points	\$3,720	\$13	\$0	\$12,000
58072	Expendable Tools	\$16,100	\$3,476	\$0	\$35,000
58082	Depreciation - Plant	\$113,950	\$0	\$0	\$273,590
58092	Depreciation - Minor Plant	\$2,003	\$0	\$0	\$4,810
58112	2 CECIL STREET - BUILDING OPERATION	\$13,644	\$1,716	\$0	\$25,853
58132	Mechanic Utility Costs	\$3,540	\$5,555	\$0	\$8,500
58142	Housing - 2 Cecil Street	\$2,166	\$0	\$0	\$5,200
58162	Other Costs	\$3,018	\$2,300	\$0	\$7,245
58992	Less Recovered From Works	(\$435,237)	(\$278,586)	\$0	(\$1,060,175)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$0	(\$34,110)	\$0	\$0
OPERATING INCOME					
58003	Reimbursements	(\$2,166)	(\$558)	(\$5,200)	\$0
58013	Fuel Rebates	(\$9,880)	(\$11,942)	(\$26,000)	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$12,046)	(\$12,500)	(\$31,200)	\$0
Total - PLANT OPERATIONS COSTS		(\$12,046)	(\$46,610)	(\$31,200)	\$0
MATERIALS AND STOCK					
OPERATING EXPENDITURE					
55032	Fuel & Oils Purchased	\$127,033	\$97,907	\$0	\$305,000
55042	Less Fuel & Oils Allocated	(\$127,033)	(\$91,518)	\$0	(\$305,000)
Sub Total - MATERIALS AND STOCK		\$0	\$0	\$0	\$0
Total - MATERIALS AND STOCK		\$0	\$0	\$0	\$0
SALARIES AND WAGES					
OPERATING EXPENDITURE					
54002	Gross Salaries & Wages	\$1,262,476	\$917,887	\$0	\$2,935,991
54012	Less Salaries Allocated	(\$1,262,476)	(\$917,887)	\$0	(\$2,935,991)
54022	Workers Compensation Payments	\$2,150	\$683	\$0	\$5,000
Sub Total - SALARIES AND WAGES OP/EXP		\$2,150	\$683	\$0	\$5,000
OPERATING INCOME					
54003	Workers Compensation Reimbursements	(\$2,150)	(\$19,579)	(\$5,000)	\$0
Sub Total - SALARIES AND WAGES OP/INC		(\$2,150)	(\$19,579)	(\$5,000)	\$0
Total - SALARIES AND WAGES		\$0	(\$18,896)	(\$5,000)	\$5,000

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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
ADMINISTRATION					
OPERATING EXPENDITURE					
Administration activity units					
59022	IT Licence & Support Expenditure	\$95,996	\$66,704	\$0	\$149,729
59032	Accounting	\$22,200	\$7,087	\$0	\$48,000
59042	Admin Telephone Mail & Reception	\$6,248	\$4,263	\$0	\$15,000
59052	Office Supplies & Equipment	\$10,181	\$5,225	\$0	\$24,445
59062	Records Management Costs	\$17,958	\$1,351	\$0	\$20,000
59072	Occ Health & Safety	\$34,848	\$6,574	\$0	\$56,070
59082	Administration Office Building Maintenance	\$12,143	\$5,089	\$0	\$19,705
59092	Administration Office Building Operation	\$32,950	\$13,779	\$0	\$68,263
59102	Police Licensing	\$0	\$0	\$0	\$1,500
59112	DEPRECIATION - EQUIPMENT RIGHT OF USE	\$3,072	\$0	\$0	\$7,376
59992	Less Recovered From Activities	(\$161,929)	(\$110,074)	\$0	(\$388,785)
Governance & Strategy					
60282	Governance & Strategy Salaries	\$127,873	\$138,696	\$0	\$307,017
60002	Employee Leave	\$0	\$11,799	\$0	\$0
60012	Long Service Leave	\$0	\$0	\$0	\$7,574
60022	Superannuation	\$20,460	\$17,408	\$0	\$49,123
60032	Governance Training/ Conferences	\$21,950	\$328	\$0	\$39,450
60042	Workers Compensation	\$6,875	\$6,389	\$0	\$6,875
60052	Housing Rent Salary Sacrifice	\$3,998	\$0	\$0	\$9,600
60082	Vehicle Expenses (Inc FBT)	\$13,997	\$10,584	\$0	\$31,000
60102	4 Grocock Street Building Maintenance	\$16,302	\$10,738	\$0	\$29,573
60142	Insurances	\$7,096	\$7,115	\$0	\$7,096
60152	G&S Mobile Phone Expenses	\$2,058	\$382	\$0	\$2,700
60162	S&G Uniforms	\$1,275	\$0	\$0	\$1,275
60172	S&G Other Minor Expenses	\$2,470	\$983	\$0	\$2,815
60252	Resource Sharing Expenses	\$4,500	\$0	\$0	\$6,000
60292	Consulting Expenses	\$10,000	\$6,000	\$0	\$54,000
60992	Less Allocated To works	(\$126,370)	(\$125,106)	\$0	(\$303,409)
Corporate & Community					
61262	Corporate & Community Salaries	\$258,744	\$197,430	\$0	\$621,235
61002	Employee Leave	\$0	\$15,690	\$0	\$0
61012	Long Service Leave	\$0	\$0	\$0	\$18,914
61022	C&C Superannuation	\$41,399	\$35,067	\$0	\$99,398
61032	C&C Workers Compensation	\$14,692	\$17,061	\$0	\$14,692
61042	C&C Vehicle Costs	\$9,165	\$2,352	\$0	\$20,000
61062	C&C Mobile Phone Costs	\$1,833	\$395	\$0	\$2,300
61072	Corporate & Community Uniforms	\$3,500	\$992	\$0	\$3,500
61082	Corporate & Community Training Costs	\$16,000	\$13,855	\$0	\$20,000
61112	Corporate & Community Other Minor Costs	\$1,250	\$87	\$0	\$2,500
61122	Corporate & Community Insurance	\$11,669	\$11,784	\$0	\$11,669
61222	Rostered Days Off	\$21	\$309	\$0	\$50
61232	Housing 20 McDonald Street	\$18,323	\$4,941	\$0	\$36,268
61272	Human Resource Costs	\$17,246	\$1,461	\$0	\$33,000
61992	Less Allocated To Services	(\$155,722)	(\$94,554)	\$0	(\$373,883)
Sub Total - ADMINISTRATION OP/EXP		\$425,409	\$293,235	\$0	\$785,050
OPERATING INCOME - ADMINISTRATION					
59003	Licensing Services	(\$8,600)	(\$13,845)	(\$20,000)	\$0
60003	Reimbursements	(\$7,722)	(\$2,000)	(\$18,740)	\$0
Sub Total - ADMINISTRATION OP/INC		(\$16,322)	(\$15,845)	(\$38,740)	\$0
Total - ADMINISTRATION		\$409,087	\$277,390	(\$38,740)	\$785,050

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L JOB

YTD COMPARATIVES
30 NOVEMBER 2023
 Budget Actual

ADOPTED BUDGET
2023-24
 Income Expenditure

		YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
UNCLASSIFIED					
OPERATING EXPENDITURE					
62022	Donations & Grants	\$5,300	\$200	\$0	\$5,300
62032	Insurance Claims	\$750	\$0	\$0	\$3,000
62042	Other Minor Expenses	\$0	\$294	\$0	\$5
62082	Toompup Dam Maintenance	\$711	\$0	\$0	\$1,708
62092	Old Airport Dam Maintenance	\$492	\$0	\$0	\$1,080
62102	Airport Dam Maintenance	\$933	\$187	\$0	\$2,140
62112	Magitup Dam Maintenance	\$250	\$0	\$0	\$500
62122	Bowling Club Dams Maintenance	\$50	\$0	\$0	\$100
62132	Interest on Loan #282	\$0	\$0	\$0	\$0
62142	Pistol Club Dam Maintenance	\$0	\$0	\$0	\$0
62152	Contribution to Mindarabin Water Tank Installation	\$0	\$0	\$0	\$0
62162	Stutley Dam & Pump Maintenance			\$0	\$5,000
Sub Total - UNCLASSIFIED OP/EXP		\$8,486	\$682	\$0	\$18,833
OPERATING INCOME					
62003	Insurance Claims Reimbursed	\$0	\$0	\$0	\$0
62013	PROFIT CHANGE ON LOCAL GOVT HOUSE UNIT TRUST	\$0	\$0	\$0	\$0
62033	DCEP Grant	\$0	\$0	\$0	\$0
62053	UNCLASSIFIED / MISCELLANEOUS REVENUE	\$0	\$0	\$0	\$0
Sub Total - UNCLASSIFIED OP/INC		\$0	\$0	\$0	\$0
Total - UNCLASSIFIED		\$8,486	\$682	\$0	\$18,833
Total - OTHER PROPERTY AND SERVICES		\$419,846	\$334,653	(\$87,250)	\$854,672

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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
TRANSFERS TO/FROM RESERVES					
EXPENDITURE					
95001	Transfers To Reserve Funds - (Inc Interest Earned)	\$2,499	\$107,827	\$0	\$352,000
	Sub Total - TRANSFER TO OTHER COUNCIL FUNDS	\$2,499	\$107,827	\$0	\$352,000
INCOME					
95002	Transfer from Reserve Fund	\$0	\$0	(\$666,000)	\$0
	Sub Total - TRANSFER FROM OTHER COUNCIL FUNDS	\$0	\$0	(\$666,000)	\$0
	Total - FUND TRANSFER	\$2,499	\$107,827	(\$666,000)	\$352,000
	000000 (Surplus) / Deficit - Carried Forward	(\$3,380,830)	(\$3,507,348)	(\$3,380,830)	\$0
	Sub Total - SURPLUS C/FWD	(\$3,380,830)	(\$3,507,348)	(\$3,380,830)	\$0
	Total - SURPLUS	(\$3,380,830)	(\$3,507,348)	(\$3,380,830)	\$0
LIABILITY LOANS - PRINCIPAL REPAYMENTS					
CAPITAL EXPENDITURE					
80004	Principal On Loans	\$37,789	\$30,403	\$0	\$95,949
80024	Finance Leases - Principal	\$1,810	\$1,794	\$0	\$4,346
	Sub Total - LOAN REPAYMENTS	\$39,599	\$32,197	\$0	\$100,295
CAPITAL INCOME					
80015	Principal Repaid - Self Supporting Loans	(\$7,386)	\$0	(\$14,817)	\$0
	Sub Total - LOANS RAISED	(\$7,386)	\$0	(\$14,817)	\$0
	Total - NON CURRENT LIABILITIES	\$32,213	\$32,197	(\$14,817)	\$100,295
6					
	000000 Depreciation Written Back	(\$1,044,650)	\$0	\$0	(\$2,508,163)
	000000 Book Value of Assets Sold Written Back	\$0	\$0	\$0	(\$364,000)
	000000 Profit on Sale of Asset Written Back	\$0	\$0	\$0	\$0
	000000 Loss on Sale of Asset Written Back	\$0	\$0	\$0	\$0
	000000 Long Service Leave - Non Cash	\$0	\$0	\$0	(\$78,798)
	000000 Movement in LG House Unit Trust	\$0	\$0	\$0	\$0
	000000 Deferred Pensioner Rates	\$0	\$0	\$0	\$0
	000000 SS Loan (Non-Current Movement)	\$0	\$0	\$0	\$0
	Sub Total - OPERATING ACTIVITIES EXCLUDED	(\$1,044,650)	\$0	\$0	(\$2,950,961)
	Total - OPERATING ACTIVITIES EXCLUDED	(\$1,044,650)	\$0	\$0	(\$2,950,961)

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Details By Function Under The Following Program Titles
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G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
LAND AND BUILDINGS					
LAW ORDER AND PUBLIC SAFETY					
CAPITAL EXPENDITURE					
05044	Ongerup Fire Station Capital	\$0	\$0	\$0	\$5,000
07064	Emergency Services Storage	\$0	\$0	\$0	\$7,500
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$12,500
TOTAL - LAW ORDER AND PUBLIC SAFETY		\$0	\$0	\$0	\$12,500
LAND AND BUILDINGS					
HEALTH					
CAPITAL EXPENDITURE					
14024	32 McDonald Street - Building Capital	\$0	\$0	\$0	\$20,000
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$20,000
TOTAL - HEALTH		\$0	\$0	\$0	\$20,000
LAND AND BUILDINGS					
HOUSING					
CAPITAL EXPENDITURE					
23064	Quinn St Precinct Development Project	\$0	\$0	\$0	\$65,000
23094	25 McDonald Street Capital Expenditure	\$0	\$0	\$0	\$20,000
58004	2 Cecil Street	\$0	\$0	\$0	\$35,000
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$120,000
Total - HOUSING		\$0	\$0	\$0	\$120,000
LAND AND BUILDINGS					
RECREATION AND CULTURE					
CAPITAL EXPENDITURE					
32004	Swimming Pool Capital Expenditure	\$15,000	\$0	\$0	\$15,000
31024	Gnp Town Hall Capital	\$16,000	\$2,015	\$0	\$20,000
31014	Ongerup Town Hall Capital Expenditure	\$0	\$0	\$0	\$15,000
33604	Ongerup Sports Pavilion Capital	\$20,000	\$0	\$0	\$50,000
33414	Borden Pavilion Capital	\$0	\$0	\$0	\$25,000
Sub Total - CAPITAL WORKS		\$51,000	\$2,015	\$0	\$125,000
Total - RECREATION AND CULTURE		\$51,000	\$2,015	\$0	\$125,000

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
		LAND AND BUILDINGS			
		TRANSPORT			
		CAPITAL EXPENDITURE			
39004	Gnowangerup Works Depot Capital	\$0	\$0	\$0	\$19,200
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$19,200
	Total - TRANSPORT	\$0	\$0	\$0	\$19,200
		LAND AND BUILDINGS			
		ECONOMIC SERVICES			
		CAPITAL EXPENDITURE			
46004	Gnowangerup Caravan Park Chalet Buildings	\$497,620	\$298,993	\$0	\$497,620
	Sub Total - CAPITAL WORKS	\$497,620	\$298,993	\$0	\$497,620
	Total - ECONOMIC SERVICES	\$497,620	\$298,993	\$0	\$497,620
	Total - LAND AND BUILDINGS	\$548,620	\$301,008	\$0	\$794,320

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
PLANT AND EQUIPMENT HEALTH					
CAPITAL EXPENDITURE					
14044	Doctors Vehicle	\$0	\$0	\$0	\$55,000
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$55,000
Total - HEALTH		\$0	\$0	\$0	\$55,000
PLANT AND EQUIPMENT TRANSPORT					
CAPITAL EXPENDITURE					
40634	Purchase Grader GN.0021	\$0	\$0	\$0	\$420,000
40364	Purchase Construction Tip Truck GN.007	\$0	\$0	\$0	\$65,000
40544	Purchase Tip Truck GN.0014	\$262,000	\$264,881	\$0	\$262,000
40554	Purchase Tip Truck GN.0044	\$262,000	\$264,838	\$0	\$262,000
40294	Purchase Vibrating Roller GN051	\$0	\$0	\$0	\$190,000
40084	Purchase of Utility (GN.010)	\$0	\$0	\$0	\$45,000
40354	Purchase of Utility GN.003	\$0	\$0	\$0	\$40,000
40374	Purchase of Utility GN.0016	\$0	\$43,747	\$0	\$0
40174	Purchase of Utility GN.0028	\$0	\$0	\$0	\$38,000
40034	Purchase of Utility GN.0046	\$0	\$0	\$0	\$38,000
40584	Purchase of Utility Maint Officer GN372	\$0	\$0	\$0	\$35,000
40674	Radio Equipment	\$0	\$0	\$0	\$15,000
40694	Portable Toilet	\$0	\$0	\$0	\$8,000
Sub Total - CAPITAL WORKS		\$524,000	\$573,467	\$0	\$1,418,000
Total - TRANSPORT		\$524,000	\$573,467	\$0	\$1,418,000
PLANT AND EQUIPMENT OTHER PROPERTY & SERVICES					
CAPITAL EXPENDITURE					
40154	DCEO Vehicle GN001	\$0	\$0	\$0	\$60,000
40164	Pool Vehicle GN002	\$0	\$36,539	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$36,539	\$0	\$60,000
Total - OTHER PROPERTY & SERVICES		\$0	\$36,539	\$0	\$60,000
Total - PLANT AND EQUIPMENT		\$524,000	\$610,006	\$0	\$1,533,000

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L JOB

YTD COMPARATIVES
30 NOVEMBER 2023
 Budget Actual

ADOPTED BUDGET
2023-24
 Income Expenditure

		YTD COMPARATIVES		ADOPTED BUDGET	
		30 NOVEMBER 2023		2023-24	
		Budget	Actual	Income	Expenditure
ROAD INFRASTRUCTURE CAPITAL					
ROAD CONSTRUCTION					
38014	Roads To Recovery Projects				
38014	RR040 RTR - Corackerup Road	\$107,678	\$59,693	\$0	\$107,678
38014	RR060 RTR - Jones Road	\$0	\$0	\$0	\$106,092
38014	RR066 RTR - O'Neill Road	\$92,012	\$12,677	\$0	\$92,012
38014	RR103 RTR - Pinnacle Road	\$0	\$12,027	\$0	\$87,109
38004	Regional Road Group Projects				
38004	RG001 RRG - Kowbrup Road	\$0	\$0	\$0	\$637,921
38004	RG044 RRG - Buncle St	\$0	\$0	\$0	\$16,176
Commonwealth Local Roads Community infrastructure Program					
38204	LRCIP - Road Project	\$0	\$11,535	\$0	\$0
Municipal Road Construction Projects					
Road Reseals					
38104	RS001 Seal - Kwobrup Road	\$0	\$0	\$0	\$145,513
38104	RS007 Chillinup Road Reseal	\$0	\$0	\$0	\$88,650
38104	RS019 Seal - Corbett Street	\$0	\$0	\$0	\$34,913
38104	RS033 Seal - Walsh Street	\$7,500	\$0	\$0	\$7,500
38104	RS035 Seal & Reconstruct - Eldridge Street	\$8,600	\$0	\$0	\$8,600
38094	Council Gravelsheet Road Program				
38094	GS079 Clear Hills Road Gravel Sheet	\$0	\$0	\$0	\$95,003
38094	GS131 Moores Dam Road Gravel Sheet	\$0	\$0	\$0	\$92,486
Sub Total - CAPITAL WORKS		\$215,790	\$95,932	\$0	\$1,519,653
Total - ROADS		\$215,790	\$95,932	\$0	\$1,519,653
Total - INFRASTRUCTURE ASSETS ROADS		\$215,790	\$95,932	\$0	\$1,519,653

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
SEWERAGE					
26014	Ongerup Waste Water Ponds	\$0	\$0	\$0	\$20,000
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$20,000
	Total - COMMUNITY AMENITIES - SEWERAGE	\$0	\$0	\$0	\$20,000
	Total - SEWERAGE ASSETS	\$0	\$0	\$0	\$20,000
PARKS & OVALS					
33154	Weir Park Improvements	\$0	\$0	\$0	\$10,000
33174	Nobarach Community Park Capital	\$0	\$0	\$0	\$60,000
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$70,000
	Total - PARKS & OVALS	\$0	\$0	\$0	\$70,000
	Total - INFRASTRUCTURE ASSETS - PARKS & OVALS	\$0	\$0	\$0	\$70,000

Shire of Gnowangerup
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

G/L JOB

YTD COMPARATIVES
30 NOVEMBER 2023
 Budget Actual

ADOPTED BUDGET
2023-24
 Income Expenditure

		YTD COMPARATIVES 30 NOVEMBER 2023		ADOPTED BUDGET 2023-24	
		Budget	Actual	Income	Expenditure
INFRASTRUCTURE OTHER					
RECREATION & CULTURE					
33804	REC & CULTURE - OTHER INFRASTRUCTURE CAPITAL				
33804	CPK01 Ongerup Sports Complex - Car Park Improvements	\$0	\$539	\$0	\$45,000
	Sub Total - CAPITAL WORKS	\$0	\$539	\$0	\$45,000
	Total - RECREATION & CULTURE	\$0	\$539	\$0	\$45,000
INFRASTRUCTURE OTHER					
TRANSPORT					
38604	Footbridge - Park Road	\$0	\$0	\$0	\$80,000
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$80,000
	Total - TRANSPORT	\$0	\$0	\$0	\$80,000
INFRASTRUCTURE OTHER					
ECONOMIC SERVICES					
51114	Stutley Dam Capital Expenditure	\$62,270	\$42,414	\$0	\$62,270
	Sub Total - CAPITAL WORKS	\$62,270	\$42,414	\$0	\$62,270
	Total - ECONOMIC SERVICES	\$62,270	\$42,414	\$0	\$62,270
	Total - INFRASTRUCTURE ASSETS - OTHER	\$62,270	\$42,952	\$0	\$187,270
	GRAND TOTALS	(\$4,306,428)	(\$5,459,187)	(\$11,355,418)	\$11,355,418

REPORTS FOR DECISION

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 28th February 2024.

16. CLOSURE

The Shire President thanks Council and staff for their time and declares the meeting closed at _____ pm.