



AGENDA

ORDINARY MEETING OF COUNCIL

18th December 2019
Commencing at 3:30pm

Council Chambers
28 Yougenup Road, Gnowangerup WA 6335

COUNCIL'S VISION

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

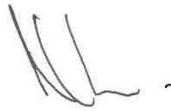


Shire of Gnowangerup

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 18th December 2019, at the Council Chambers 28 Yougenup Road Gnowangerup, commencing at 3:30pm.



Signed: _____

Bob Jarvis
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:  _____

Bob Jarvis
CHIEF EXECUTIVE OFFICER



DECLARATION OF INTEREST FORM

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

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

Agenda Item (3) _____

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

- ☐ Financial pursuant to Section 5.60A of the Local Government Act 1995
- ☐ Proximity pursuant to Section 5.60B of the Local Government Act 1995
- ☐ Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- ☐ Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

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

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

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

Yours sincerely

Signed

Date

Notes:

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

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE)

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

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

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

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

NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

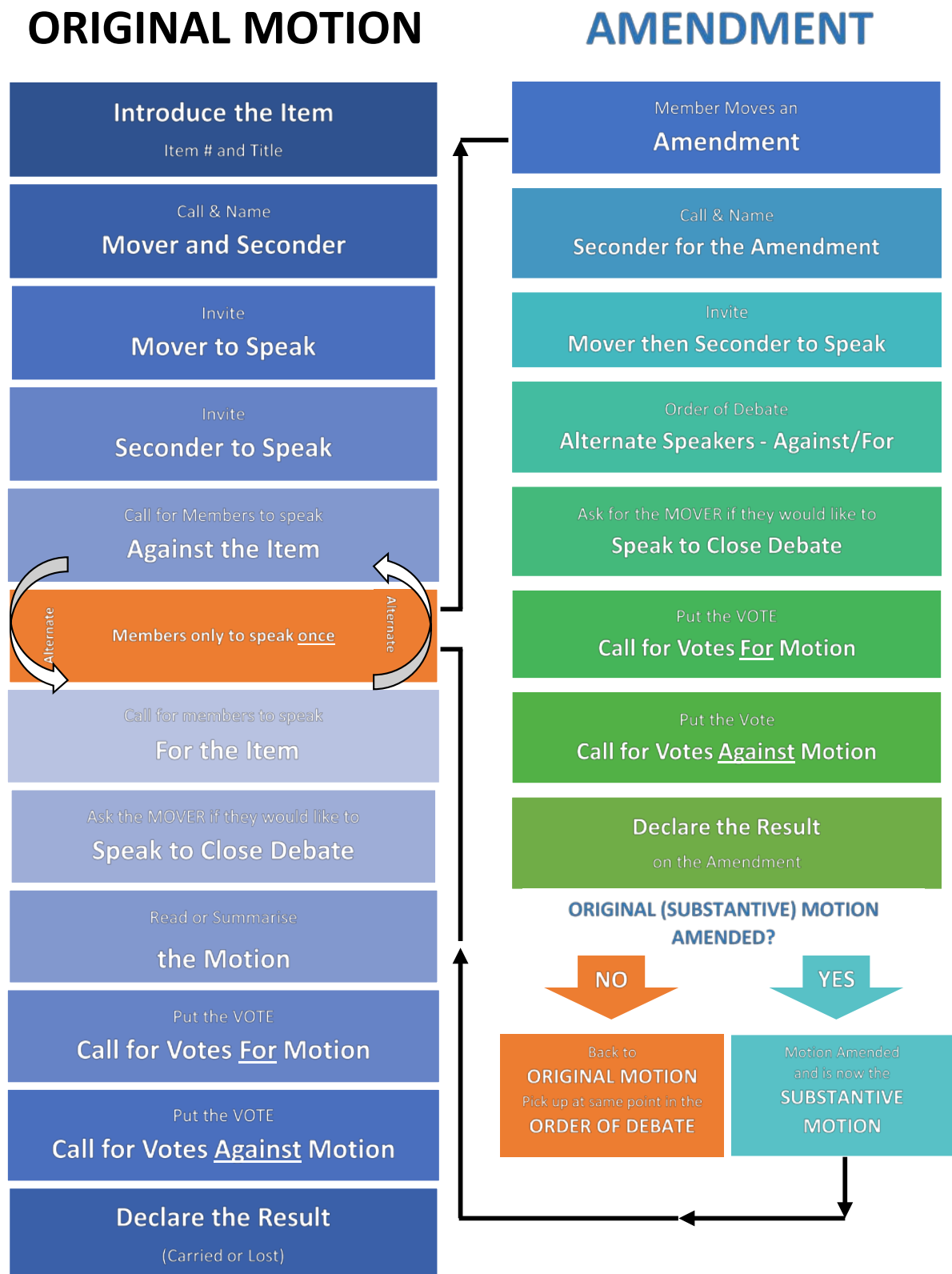
DEFINITION: An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

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

IMPACT OF AN IMPARTIALITY DISCLOSURE

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

Process of Motions



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

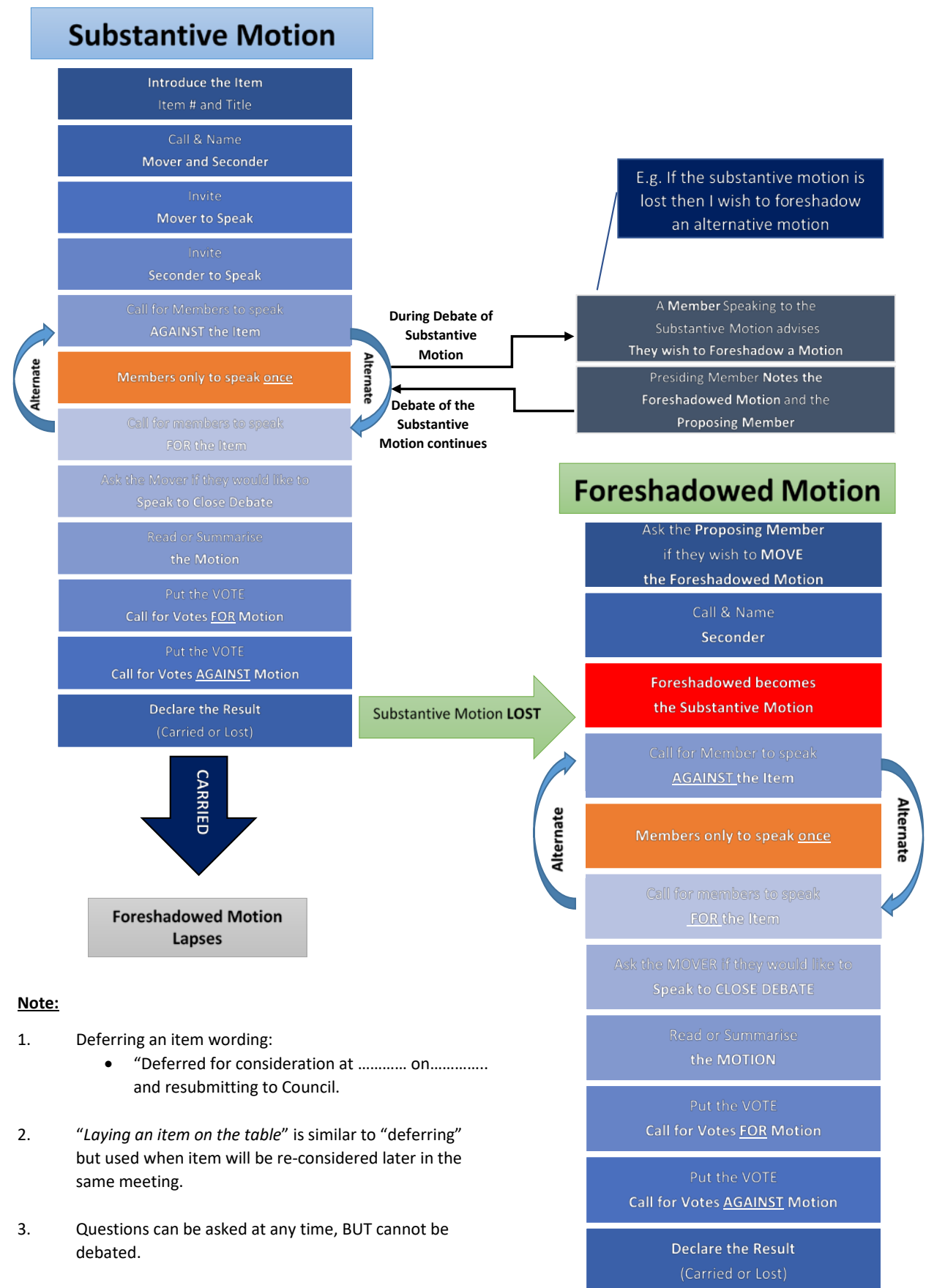


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OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

Shire President, Fiona Gaze welcomed Councillors, staff and visitors and opened the meeting at _____pm.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

3.1 ATTENDANCE

3.2 APOLOGIES

3.3 APPROVED LEAVE OF ABSENCE

4. APPLICATION FOR LEAVE OF ABSENCE

5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME

7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1 PETITIONS

8.2 DEPUTATIONS

8.3 PRESENTATIONS

9. CONFIRMATION OF PREVIOUS MEETING MINUTES

9.1 ORDINARY MEETING OF COUNCIL MINUTES 27th NOVEMBER 2019

OFFICER RECOMMENDATION:

1219. That the minutes of the Ordinary Council Meeting held on 27th November 2019 be confirmed as a true record of proceedings.

9.2 SPECIAL MEETING OF COUNCIL MINUTES 8TH NOVEMBER 2019

OFFICER RECOMMENDATION:

- 1219. That the minutes of the Special Council Meeting held on 8th November 2019 be confirmed as a true record of proceedings.**

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1 ELECTED MEMBERS ACTIVITY REPORT

Date of Report: 18th December 2019

Councillors: Various

Attended the following meetings/events

REPORTS FOR DECISION

11. COMMITTEES OF COUNCIL

11.1	AUDIT COMMITTEE MEETING 29th NOVEMBER 2019 2018-2019 ANNUAL FINANCIAL REPORT AND AUDIT REPORT
Location:	N/A
Proponent:	N/A
File Ref:	ADM0524
Date of Report:	6 th December 2019
Business Unit:	Community of Council
Officer:	B Jarvis – Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENT

- Unconfirmed Minutes of the Audit Committee Meeting held on Wednesday 29th November 2019 (**Tabled separately**)
- Signed Independent Auditor's Report dated 2nd December 2019
- Signed Auditors Interim Management Report dated 25th June 2019

PURPOSE OF THE REPORT

To advise Council of the Audit Committee Meeting held on 29th November 2019, accept the Audit Committee's recommendations and adopt the 2018/2019 Annual Financial Report.

BACKGROUND

The Audit Committee met on 29th November 2019 and made the following recommendations to Council:

That the Audit Committee recommends to Council that it:

1. Adopts the Annual Financial Report for the year ended 30th June 2019 for inclusion in the Shire's Annual Report for the 2018-2019 financial year.
2. Receives the unsigned independent auditors report for the 2018-2019 financial year; and recommends to Council to accept the signed version of the independent audit report.
3. Recognises and congratulates the staff and especially Senior Finance Officer, Carol Shaddick and Deputy Chief Executive Officer, Vin Fordham Lamont, for the great result of the audit.

COMMENTS

Nil

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Section 6.4 of the *Local Government Act 1995* states:

6.4 Financial Report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*
- (2) *The financial report is to —*
 - (a) *be prepared and presented in the manner and form prescribed; and*
 - (b) *contain the prescribed information.*
- (3) *By 30th September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —*
 - (a) *the accounts of the local government, balanced up to the last day of the preceding financial year; and*
 - (b) *the annual financial report of the local government for the preceding financial year.*

Regulation 51 of the *Local Government (Financial Management) Regulations 1996* states:

51. Annual financial report to be signed etc. by CEO and given to Department

- (1) *After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.*
- (2) *A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

It is recommended that Council adopt the Annual Financial Report and accept the accompanying audit report for the year ended 30th June 2019.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION:

1219. That Council:

- 1. Accepts the minutes of the Audit Committee held on Wednesday 29th November 2019; and**
- 2. Adopts the Annual Financial Report for the year ended 30th June 2019 for inclusion in the Shire's Annual Report for the 2018-2019 financial year.**
- 3. Accepts the signed version of the independent audit report.**
- 4. Recognises and congratulates the staff and especially Senior Finance Officer, Carol Shaddick and Deputy Chief Executive Officer, Vin Fordham Lamont, for the great result of the audit.**



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Gnowangerup

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the Shire of Gnowangerup which comprises the Statement of Financial Position as at 30 June 2019, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

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

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2019 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

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

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

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

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

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

Auditor's Responsibility for the Audit of the Financial Report

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

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

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

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

Report on Other Legal and Regulatory Requirements

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

- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:
 - a. The Operating Surplus Ratio as reported in Note 30 of the financial report is below the Department of Local Government, Sport and Cultural Industries' (DLGSCI) standard for the last three financial years
- (ii) All required information and explanations were obtained by me.
- (iii) All audit procedures were satisfactorily completed.
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Other Matter

The annual financial report of the Shire for the year ended 30 June 2018 was audited by another auditor who expressed an unmodified opinion on that annual financial report. The financial ratios for 2017 and 2018 in Note 30 of the audited annual financial report were included in the supplementary information and/or audited annual financial report for those years.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Gnowangerup for the year ended 30 June 2019 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.



DON CUNNINGHAME
ASSISTANT AUDITOR GENERAL FINANCIAL AUDIT
Delegate of the Auditor General for Western Australia
Perth, Western Australia
2 December 2019



Office of the Auditor General
Serving the Public Interest

Our Ref: 8306

7th Floor, Albert Facey House
469 Wellington Street, Perth

President
Shire of Gnowangerup
28 Yougenup Road
GNOWANGERUP WA 6335

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: (08) 6557 7500
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Email: info@audit.wa.gov.au

Dear President

**ANNUAL FINANCIAL REPORT
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2019**

We have completed the interim audit for the year ending 30 June 2019. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate the overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management Control Issues

I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the *Local Government (Audit) Regulations 1996*. If so, we will inform you before we finalise the report.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the CEO. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7640 if you would like to discuss these matters further.

Yours faithfully

CARLY MEAGHER
DIRECTOR FINANCIAL AUDIT
25 June 2019

Attach

SHIRE OF GNOWANGERUP

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Purchasing and Payments Procedures		✓	
2. Payroll Exceptions		✓	
3. Credit Note Approval		✓	
4. Processing of Interim Rates Notices		✓	
5. Private Works Invoicing			✓

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF GNOWANGERUP**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****1. Finding – Procurement and Payments Procedures**

During our procurement and payments testing, the following matters were identified:

- Senior Finance Officer does not sign the "Creditor Batch Transaction Listing" as evidence of review;
- Deputy Chief Executive Officer ticks the "Creditors To Be Paid Report," however does not sign as evidence of review;
- Four purchase orders out of a sample of 21 were raised after the invoice date;
- Two instances where the requisite number of quotations as prescribed by the Shire's purchasing policy were not obtained;
- The petty cash policy in place is not sufficiently detailed in regards to the application of petty cash funds and the procedure regarding reimbursement; and
- Two instances where petty cash receipts had not been attached to petty cash dockets, and two instances where petty cash dockets were not attached to receipts as evidence of approval.

Rating: Moderate**Implication**

Lack of documentation to support compliance with the Shire's purchasing policy and internal controls.

Recommendation

We recommend:

- Senior Finance Officer signs "Creditor Batch Transaction Listings" as evidence of review;
- Deputy Chief Executive Officer signs the "Creditors to be Paid Report" as evidence of review;
- Purchase orders are to be completed prior incurring the expenditure;
- Where the requisite number of quotations for a purchase cannot be obtained, the reason therefore should be documented; and
- The Shire's petty cash policy be revised to reflect the application of petty cash funds and the procedure regarding reimbursement communicated to staff.

Management Comment

- SFO will stamp and sign going forward.
- As discussed with AMD, DCEO will initial report going forward.
- SFO will return purchase orders to authorising officer for adjustment if found to be incorrect.
- SFO will return invoices and purchase orders to authorising officer for quotes to be attached and/or quotes box to be fully completed.
- Petty cash procedure revised and updated by SFO.

Responsible Officer:

Senior Finance Officer

Completion Date:

30 June 2019

SHIRE OF GNOWANGERUP**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****2. Finding - Payroll Exceptions**

During our payroll, testing our audit sample identified the following exceptions:

- Lack of documentation to evidence employee deduction for union fees (employee number 57) and lack of documentation to support employee approval for an increase in union fee deductions (employee number 219);
- The timesheet for the fortnight ending 9 January 2019 for employee number 351 included totals of 9.5 work hours and 7 plant hours; however the actual hours recorded in the timesheet added up to 9.1 work hours and 7.9 plant hours. When the timesheet was subsequently processed into Synergy, 9.5 work hours and 8.3 plant hours were recorded;
- An exit checklist was not completed for employee number 356 on termination;
- An industry allowance of \$0.65 per hour included in the employment contract for employee number 356 does not appear to have been paid to the employee; and
- Employee number 356 indicated their last day of employment with the Shire would be 22 February 2019 while the employee appears to have been terminated effective 20 February 2019. Their personal file did not indicate the reason for the two day discrepancy in dates.

Rating: Moderate**Implication**

The absence of review and approval of pay rates, termination calculations, allowances and deductions could result in incorrect amounts being paid to employees and risk of non-compliance with Regulation 5(1) of the Local Government (Financial Management) Regulations 1996.

Recommendation

We recommend:

- Deductions and changes to deductions be approved by employees with approval retained in their personal files.
- Errors noted in the preparation of timesheets should be referred to the employee's supervisor for correction.
- Termination checklists be completed and termination calculations be generated and signed off by an independent reviewer as evidence of the review. Furthermore we recommend the termination calculation for employee number 356 be reviewed to ensure correctly calculated and paid including allowances and deductions.

Management Comment

- Finance Officer contacted union for member listing and current fees. All new deductions or amendments will be supported by written approvals from employees, a copy of which will be retained in their personnel files.
- any discrepancies in timesheets will result in the finance officer returning them to employee and supervisor for correction before they are entered.
- DCEO will inform supervisors at next manex meeting that exit process must be completed. Exit forms are situated under corporate documents folder (w:\public\corporate documents folder\forms and templates\personnel and payroll\termination forms). Termination calculation for employee 356 has been reviewed and industry allowance adjustments will be completed by 30 June 2019. Employee 356 will also be backpaid for two extra days by 30 June 2019.

Responsible Officer: Deputy CEO

Completion Date: 30 June 2019

SHIRE OF GNOWANGERUP

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

3. Finding - Credit Note Approval

Our review of credit note procedures indicates there is no formal approval of credit notes raised (for example, Credit note number 364 dated 18 September 2019 was not evidenced to indicate approval).

Rating: Moderate

Implication

Without approval, there is a risk that unattained credit notes may be raised, increasing the risk of fraud or error.

Recommendation

We recommend credit notes raised be independently approved and evidence maintained. The implementation of a "Request for Credit Note" form would assist in this regard.

Management Comment

SFO has sourced a credit note request form, which will be completed for all credit notes going forward.

Responsible Officer:	Senior Finance Officer
Completion Date:	30 June 2019

SHIRE OF GNOWANGERUP

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

4. Finding - Issuing of Interim Rates Notices

The interim rate notice relating to the Landgate valuation report R2018/5 dated 20 July 2018 was subsequently issued on 19 March 2019, 242 days later; while the interim notice relating to Landgate valuation report R2018/6 dated 13 October 2018 was issued on 12 March 2019, 150 days later.

Rating: Moderate

Implication

Interim rates not raised in a timely manner.

Recommendation

Interim rates notices should be issued as soon as practical, after updated valuation reports from Landgate are received.

Management Comment

The interim rates in question were missed as the valuation reports were received after the end of the financial year. The Finance Officer had put them aside to issue them after the date of the next rates instalment but overlooked them. SFO has brought this to the attention of the Finance Officer and the issuing of interim rates notices will be actioned correctly moving forward.

Responsible Officer:

Senior Finance Officer

Completion Date:

30 June 2019

SHIRE OF GNOWANGERUP

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

5. Finding - Private Works Invoicing

Our review of private works invoicing, indicated invoices raised are not subject to independent review (for example Invoice 5516 dated 31 March 2019 recorded the supply at 1.5 cubic meters of sand and 0.5 cubic meters of gravel sweepings, however the invoice only charged for 1 cubic meter of sand/gravel, resulting in an under charge of \$23.50).

Rating: Minor

Implication

Loss of income in respect to Private Works.

Recommendation

Following completion of a "Private Works Request", we recommend independent review of private works invoices, to ensure invoices raised correctly reflect income due to the Shire.

Management Comment

Moving forward, Customer Service Officer and SFO will check additions and, if errors are found, will return private works form to depot for clarification.

Responsible Officer: Senior Finance Officer

Completion Date: 30 June 2019

12. STRATEGY AND GOVERNANCE

12.1 PROPOSED SCHEME AMENDMENT FOR LOTS 30 & 31 HOUSE STREET, LOT 1 AYLMOORE STREET AND LOT 8 FORMBY STREET, GNOWANGERUP

Location: Lots 30 & 31 House Street, Lot 1 Aylmore Street and Lot 8 Formby Street, Gnowangerup

Proponent: Edge Planning & Property for Duraquip Pty Ltd

File Ref:

Date of Report: 4th December 2019

Business Unit: Strategy & Governance

Officer: Phil Shephard - Planning Officer

Disclosure of Interest: Nil

ATTACHMENTS

- Scheme Amendment Report

PURPOSE OF THE REPORT

To consider the request from Edge Planning & Property to amend the current zoning of:

- Lot 30 and Pt. Lot 31 House Street, Gnowangerup from Residential to Industry; and
- Lot 1 Aylmore Street and Lot 8 Formby Street, Gnowangerup from Residential to Light and Service Industry.

BACKGROUND

The landowners operate the Duraquip manufacturing/fabrication business on the adjoining lots. They have acquired these properties (Lot 8 Formby Street was purchased from the Shire in 2018) and now seek to zone them to enable the expansion of their business.

The Shire completed Amendment No. 2 in December 2010 that rezoned portion of then Lot 106 (now Lot 31) House Street to Industry to allow the extension of the adjoining Duraquip premises.

COMMENTS

The scheme amendment would enable the expansion of the existing Duraquip business and the amendment report (see Attachment 5) includes an Indicative Site Development Plan showing the possible expansion activity would occur.



Lots to be rezoned bordered in red (Image Landgate Map Viewer Plus)

The amendment report addresses the relevant planning matters including State and Shire Planning Strategies and development control including surrounding uses, industrial impacts/emissions, buffers and transport access.

There are a number of modifications required to the amendment report to ensure it reflects the Shire's intent for the rezoning if it is supported by Council including:

- Deleting reference to a zoning anomaly on Lot 31;
- Inclusion of all lots within Part 2 Background;
- Altering the local planning strategy comments;
- Changes to the Indicative Site Development Plan; and
- Altering the comments in Part 5 Planning Considerations and Planning Justification.

These will be negotiated with the consulting planner before the document is referred to the Environmental Protection Authority and WA Planning Commission for their assessment.

The planning consultant considers the amendment to be a 'standard' amendment under the Planning Regulations which would require a 42-day submission period, although staff consider the WA Planning Commission may determine the amendment to be a 'complex' amendment, and if this is the case, the proposal would require a 60-day submission period. The landowner can request the WA Planning Commission advise which type of amendment it is. If the WA Planning Commission does determine the amendment to be a different type, the Council must amend its resolution accordingly.

Upon approval for the amendment to proceed, the scheme amendment will be referred to government agencies, adjoining/nearby landowners and the general public with an invite to inspect the amendment document and allow for submissions. At the close of the submission period, Council will need to determine any submissions received and whether to proceed with the amendment or not.

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Steve Thompson – Edge Planning & Property (Applicant's planning consultant)

As noted above, if the amendment proceeds to advertising, it will include a submission period of between 42 – 60-days.

LEGAL AND STATUTORY REQUIREMENTS

Planning and Development Act 2005 & Planning and Development (Local Planning Schemes) Regulations 2015 - The Act/Regulations set out the process and requirements for undertaking local planning scheme amendments.

POLICY IMPLICATIONS

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

IMPACT ON CAPACITY

Nil.

RISK MANAGEMENT CONSIDERATIONS

Strategic Risk Category	Compliance
Consequence Rating	Insignificant
Likelihood Rating	Unlikely
Acceptance Rating	Low
Risk Acceptance Criteria	Acceptable. Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring

FINANCIAL IMPLICATIONS

The cost of administering a scheme amendment is charged by the hourly rate set in the 2019/2020 Schedule of Fees and Charges and recouped from the applicant at the completion of the process.

STRATEGIC IMPLICATIONS

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

Strategic Focus	Built Environment and Infrastructure
Goals:	A built environment and infrastructure that supports the community and the economy
Outcome 3.1:	• Appropriate planning and development
Strategy 3.1.2	Provide planning and development advice on land developments.
Strategic Focus	Governance and Organisation
Goals:	Proactive leadership, good governance and efficient service delivery
Outcome 5.1:	• Strategic governance and leadership
Strategy 5.1.5	Ensure compliance with Local Laws and statutory requirements.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

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

1 *Not support the scheme amendment*

The Local Government can choose to not support the request. If this option was chosen, the amendment would not proceed, and the land would remain for residential use.

2 *Support the scheme amendment*

The Local Government can choose to support the request and commence the scheme amendment process. The final decision on whether the scheme amendment will proceed lies with the WA Planning Commission and Minister for Planning.

3 *Defer the request*

The Local Government may elect to defer the request for a period and seek additional information or comment, if deemed necessary, before proceeding to make a decision.

CONCLUSION

The scheme amendment proposal would enable the expansion of the existing Duraquip business.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATIONS:

1219. That Council:

In accordance with the Section 75 of the *Planning and Development Act 2005*, amends the Shire of Gnowangerup Local Planning Scheme No. 2 by:

- 1. Rezoning Lot 30 and Pt. Lot 31 House Street, Gnowangerup from Residential zone to Industry zone.**
- 2. Rezoning Lot 1 Aylmore Street and Lot 8 Formby Street, Gnowangerup from Residential zone to Light and Service Industry zone.**
- 3. Removing the R20 density code from the lots.**
- 4. Amending the Scheme Map accordingly.**

1219. That Council:

Determines Amendment No. 13 is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* on the basis it is:

- a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;**
- b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;**
- e) an amendment that would have minimal impact on land in the scheme area that is not subject of the amendment;**
- f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and**
- g) any other amendment that is not a complex or basic amendment.**



Shire of Gnowangerup Local Planning Scheme No. 2 Scheme Amendment No. 13

**Lots 30 & 31 House Street,
Lot 1 Aylmore Street & Lot 8 Formby Street,
Gnowangerup**

Prepared by Edge Planning & Property for Duraquip Pty Ltd

www.edgeplanning.com.au

November 2019

**PLANNING AND DEVELOPMENT ACT 2005
RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME**

SHIRE OF GNOWANGERUP LOCAL PLANNING SCHEME No. 2

AMENDMENT No. 13

RESOLVED that the local government in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Rezoning Lot 30 and portion of Lot 31 House Street from 'Residential' zone to 'Industry' zone.
2. Rezoning Lot 1 Aylmore Street and Lot 8 Formby Street from 'Residential' zone to 'Light and Service Industry' zone.
3. Amending the Scheme Map accordingly.

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- i) The amendment relates to a zone that is consistent with the objectives identified in the scheme for that zone.
- ii) The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment.
- iii) The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this _____ day of _____ 2019

Chief Executive Officer

Date

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PROPOSAL TO AMEND A LOCAL PLANNING SCHEME

1. **LOCAL GOVERNMENT:** Shire of Gnowangerup
2. **DESCRIPTION OF LOCAL PLANNING SCHEME:** Local Planning Scheme No. 2
3. **TYPE OF SCHEME:** Local Planning Scheme
4. **SERIAL NUMBER OF AMENDMENT:** 13
5. **PROPOSAL:**
 - i) Rezoning Lot 30 and portion of Lot 31 House Street from 'Residential' zone to 'Industry' zone.
 - ii) Rezoning Lot 1 Aylmore Street and Lot 8 Formby Street from 'Residential' zone to 'Light and Service Industry' zone.
 - iii) Amending the Scheme Map.

REPORT BY THE SHIRE OF GNOWANGERUP

1. INTRODUCTION

The Shire of Gnowangerup seeks the support of the Western Australian Planning Commission (WAPC) and the approval of the Hon. Minister for Planning to rezone four Residential zoned lots to 'Industry' and 'Light and Service Industry' zone (to be called the 'site').

The purpose of this report and associated plans are to explain the proposal and set out the planning merits of the Amendment. The Amendment in part addresses a current anomaly in the zoning of Lot 31 House Street which has two zonings in 'Residential' and 'Industry'. Inclusion of all of Lot 31 House Street within the 'Industry' zone will reflect long established usage of this portion of the site and will reduce the potential for land use conflict. Creating a Light and Service Industry zone, on portion of the site, provides an appropriate transition use between the Industry zone and the Residential zone.

More detailed planning and investigations will occur at the Development Application and Building Permit stages.

2. BACKGROUND

2.1 Cadastral details

A copy of the Certificates of Title are provided in Attachment 1. Cadastral details for the site are summarised below in Table 1.

Table 1 – Cadastral Details

Lot	Diagram	Volume	Folio	Area	Owner
Lot 30 House Street	70024	2800	374	3416m ²	Cahejo Pty Ltd
Lot 31 House Street	70024	2800	375	10215m ² . The portion subject to the Amendment is 1699m ² .	RH Richardson EM Richardson
Lot 1 Aylmore Street	26234	1263	119	2139m ²	Cahejo Pty Ltd
Lot 8 Formby Street	65728	1658	796	1259m ²	Cahejo Pty Ltd

2.2 Regional context

The site is in the Shire of Gnowangerup and is located within the Gnowangerup townsite.

Gnowangerup is located 365 kilometres south-east of Perth, 156 kilometres north of Albany and 85 kilometres south-east of Katanning. Gnowangerup is a district centre in the Great Southern Region. The town provides a range of services and facilities to residents and visitors.

2.3 Local context

The site is within the Gnowangerup townsite and is located approximately 550 metres south-west of the Gnowangerup town centre (see Attachment 2).

The site adjoins and is near a range of uses including industry, residential and community. The site adjoins the Gnowangerup Industrial Area, which includes businesses such as panel beaters, buildings supplies, transport depot and manufacturing. Attachment 3 shows the Context Plan.

From a spatial perspective, the rezoning of the site will provide a logical extension to providing additional industrial land (to be zoned 'Industry' and 'Light and Service Industry') without causing adverse amenity impacts to the locality. Creating a Light and Service Industry zone, on portion of the site, provides an appropriate transition use between the Industry zone and the Residential zone.

2.4 Physical characteristics

The site is outlined in Attachment 4 and has the following characteristics and features:

- it contains a dwelling and a portion is used for commercial storage. Otherwise, the site is essentially vacant;
- it has previously been cleared of remnant native vegetation and contains limited trees;
- the site has a gentle gradient which slopes from approximately 265 metres AHD on the western boundary to 262 AHD on the eastern boundary;
- the *Katanning Area Land Resources Survey* (2000), by the Department of Agriculture and Food, sets out that the site is contained within the Upper Pallinup System and the Upper Pallinup Subsystem (Up1). The subsystem relates to the upper slopes and hillcrests. It contains duplex sandy gravels and grey deep sandy duplex soils with minor areas of deep sandy gravels; and
- it is not on the Department of Water and Environmental Regulation's Contaminated Site Database.

The site adjoins Duraquip which is located on Lot 31 House Street and Lot 103 Cecil Street. Duraquip is a substantial manufacturing operation. Further details are outlined in section 2.7.

2.5 Existing services

2.5.1 Roads

The site adjoins three sealed roads in House, Aylmore and Formby Streets. Duraquip also adjoins Cecil Street which provides the key access by larger vehicles to/from Duraquip.

2.5.2 Drainage

The site drains towards the north-east.

2.5.3 Water supply

The site is connected to the reticulated water system.

2.5.4 Wastewater disposal

The site is connected to the reticulated sewerage system.

2.5.5 Power and Telecommunications

Power and telephone services are currently available to the site.

2.6 Heritage

The Department of Planning, Lands and Heritage's Aboriginal Heritage Inquiry System at <https://maps.daa.wa.gov.au/ahis/> reveals there are no Registered Aboriginal Sites applying to the subject land. Registered Aboriginal Site 4429 is located to the west of the site. While noting this, land developers have an obligation under the *Aboriginal Heritage Act 1972* to protect places and objects in Western Australia that are important to Aboriginal people because of the connections to their culture.

Additionally, the site does not contain any structure or place of non-indigenous heritage significance on the *Shire of Gnowangerup Municipal Inventory* or on the Shire's Heritage List.

2.7 About Duraquip Pty Ltd

Duraquip is a Gnowangerup owned and operated manufacturing firm that is dedicated to supplying quality, innovative transport equipment solutions for the transport, mining, agricultural, industrial and earthmoving industries. Duraquip manufacture transport equipment including trailers, tippers, dollies, wheels and accessories. Duraquip provide a wide range of services including 3D design, in-house manufacturing, blasting and painting.

Duraquip are a major Gnowangerup business employing 24 full-time staff, 1 part-time staff and 1 trainee. They also support several other local businesses and contractors.

2.8 Council resolution

Duraquip/Garry Richardson (trading under Cahejo Pty Ltd) recently acquired Lot 8 Formby Street from the Shire. The Council at its Ordinary Meeting on 27 September 2018 supported the disposal of Lot 8 to Garry Richardson. The agenda report noted Mr Richardson intends to seek an industrial rezoning over Lot 8 Formby Street and other adjoining lots.

3. PLANNING FRAMEWORK

3.1 Overview

The following section will outline how the Amendment suitably addresses relevant planning policies, strategies, plans and the *Shire of Gnowangerup Local Planning Scheme No. 2*. These documents consider key planning, environmental, servicing and economic development matters.

3.2 State planning framework

The following strategies and policies are of relevance to the Amendment:

- *State Planning Strategy 2050* - sets a broad strategic plan for Western Australia built on sustained growth and prosperity. The Strategy highlights the importance of job creation and supports developing strong and resilient regions. The Strategy also supports the availability of project-ready industrial land, including buffers and infrastructure, which is a key component for economic development. Table 2 - A strategic approach to economic development - outlines the aspiration that 'Suitable land is allocated and zoned for enterprises, business and industry, including project ready industrial lands, buffer and infrastructure';
- *State Planning Policy 1 State Planning Framework Policy*;
- *State Planning Policy 2 Environment and Natural Resources*;
- *State Planning Policy No. 2.9 Water Resources*;
- *State Planning Policy 3.7 Planning in Bushfire Prone Areas* – the site is not classified as a Bushfire Prone Area as shown at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>;
- *State Planning Policy No. 3 Urban Growth and Settlement*;
- *State Planning Policy 4.1 State Industrial Buffer Policy*; and
- EPA Guidance Statements including *Guidance Statement 33 – Environmental Guidance for Planning and Development* and *Guidance Statement 3 – Separation Distances between Industrial and Sensitive Land Uses*.

3.3 Regional planning framework

3.3.1 Great Southern Regional Planning and Infrastructure Framework

The Framework supports a diverse and adaptive economy including a growing industrial sector. The Framework recognises the importance of business development and job creation and it supports the provision of additional industrial land and precincts. The Framework identifies Gnowangerup as a district centre. District centres provide services and facilities for the local community and the rural population in their local hinterland.

3.3.2 Great Southern Regional Blueprint

The Blueprint establishes priorities for economic development and growth of the Great Southern region and provides an analysis of local, regional, national and global factors influencing the region. A strategic economic growth plan and proposed transformational projects are set out. The Blueprint supports growing the region's population, promoting a vibrant economy and growing the economy.

The Blueprint supports the provision of serviced industrial land to attract increased industry activity. In particular, the Blueprint states 'Other areas identified as needing more industrial land include Denmark, Mount Barker, Gnowangerup and Cranbrook'

(page 46). Transformational Project 4: Avenues to Opportunity relates to transport and industry hubs.

3.4 Local planning framework

3.4.1 Shire of Gnowangerup Local Planning Strategy (2014)

The LPS guides the vision and long-term land use planning direction for the district. The LPS was originally endorsed by the WAPC on 26 May 2009 and then updated and endorsed by the WAPC on 12 August 2014. The LPS review focused on proposed industrial development in the Gnowangerup townsite, given 'there is a chronic shortage of zoned industrial land within the south western portion of the townsite' (page 5).

Section 3.2.3 of the LPS sets out recommendations for the location, design and requirements in establishing industrial development. The LPS supports the provision of a sufficient supply of project ready industrial land of various types (e.g. general industry, light industry and land for transport logistics and laydown) which are in consolidated industrial areas. As such, the Amendment is consistent with the LPS objectives and recommendations.

The Gnowangerup Strategy Plan (Figure 9) shows principal land uses, however it is not a zoning map. Figure 9 reflects the current zoning for the site which is 'Residential', shows the established Duraquip factory as 'Industry' and shows some additional areas south of Quinn Street as 'Industry'.

The Gnowangerup Strategy Plan shows the largest additional industry area is Lot 347 Quinn Street (Reserve 28654). While Lot 347 is 17.18 hectares, it has several constraints for industrial development as evidenced that the only industrial/employment use is occupied by a temporary concrete batching plant. Lot 347 is constrained by tenure (a Shire reserve and not freehold land), it is not serviced, it contains areas of native vegetation and there are associated bushfire risks. It is expected that it will take considerable time to address these and other issues to facilitate 'shovel ready' industrial land that is suitable for the private sector. In the meantime, the south-west section of the Gnowangerup townsite continues to have a shortage of serviced industrial land which is required to grow the district and local economy. Accordingly, other options and sites are required including as evidenced by this scheme amendment request.

3.4.2 Shire of Gnowangerup Local Planning Scheme No. 2

The site is zoned 'Residential' in the *Shire of Gnowangerup Local Planning Scheme No. 2* (LPS2).

The Amendment in part addresses a current anomaly in the zoning of Lot 31 House Street which has two zonings in 'Residential' and 'Industry'. Inclusion of all of Lot 31 House Street within the 'Industry' zone will reflect long established usage of this portion of the site and will reduce the potential for land use conflict. As outlined below, the current split zoning of Lot 31 House Street does not fulfil LPS2 objectives to provide separation between industry operations and residential areas.

Sections of LPS2 relevant to the Amendment include:

- Clause 1.6, the aims of the Scheme, include to:
 - ensure there is sufficient supply of serviced and suitable land for housing, employment and commercial activities;

- assist employment and economic growth by facilitating the timely provision of suitable land for industrial developments; and
- safeguard and enhance the character and amenity of the built and natural environment of the Shire;
- Clause 4.2 outlines zone objectives. The objective for the 'Industry' zone is 'To provide for manufacturing industry, the storage and distribution of goods and associated uses, which by the nature of their operations should be separated from residential areas.' The objective for the Light and Service Industry zone is 'To provide for light and service industries and associated uses which are compatible with residential uses.'
- Table 1 – Zoning Table, shows that a broader range of industrial and associated uses, with greater impacts on sensitive uses, can be considered in the Industry Zone compared to the Light and Service Industry zone. As shown in Table 1 of LPS2, the uses in the Light and Service Industry zone are 'low key', largely commercial and are intended to be an interface between the Industry zone and sensitive uses. Significantly, the use of 'industry-general' is not permitted in the Light and Service Industry zone.
- Clause 5.12, Development within the Industry Zone, outlines:
 - '5.12.1 The impact of development within the Industry zone is to be contained within the extent of that zone in terms of odour, electrical interference, fumes, service, vapour, steam or other potentially negative outputs.
 - 5.12.2 Subdivision within the Industry zone is to be in accordance with a guide plan adopted by the local government which provides for remnant vegetation protection and waterway protection and where considered appropriate by the local government, visual amenity as viewed from Residential zones and public roads to the local government's satisfaction.'

Given the above, the Amendment is consistent with LPS2. This includes it will address the current anomaly of the site's zoning and will create an appropriate interface zoning (Light and Service Industry) between the Industry zone and sensitive uses. Further, the site is appropriately located for industrial development and it will address the aims and objectives of LPS2.

3.4.3 Local Planning Policies

The Council has endorsed several Local Planning Policies. Various policies are of relevance to the future use and development of the site including industrial design guidelines and signage.

3.4.4 Shire of Gnowangerup Strategic Community Plan 2017 - 2027

The Strategic Community Plan sets the community's vision for the future and it is the principal strategic guide for the Council's future planning and activities. The vision is 'A progressive inclusive and prosperous community built on opportunity.'

There are six key result areas (themes) which include sustainable business growth. An objective is to 'Actively support and develop existing business and attract new local business.'

The Amendment is consistent with the vision and objectives of the Strategic Community Plan.

3.5 Planning framework implications for Amendment

Common themes of the policies, strategies, plans and LPS2 and their implications for the Amendment include:

- addressing land use compatibility;
- supporting sustained growth, job creation and economic development;
- promoting industrial development in appropriate locations;
- there is a shortage of serviced industrial land in the south-west section of the Gnowangerup townsite, noting the constraints with Lot 347 (Reserve 28654) Quinn Street;
- as set out in LPS2, the Light and Service Industry zone promotes low key, largely commercial and light industrial uses. The Light and Service Industry zone is intended to be an interface between the Industry zone and sensitive uses. Significantly, the use of 'industry-general' is not permitted in the Light and Service Industry zone;
- supporting local communities and local economies;
- addressing key environmental assets and bush fire risk; and
- appropriate servicing.

Based on the above, the Amendment is consistent with the planning framework and is consistent with the principles of orderly and proper planning.

4. AMENDMENT PROPOSAL

4.1 Proposed scheme amendment

The Amendment proposes to rezone four Residential zoned lots to 'Industry' and 'Light and Service Industry'. The purpose of this Amendment will address the current anomaly of the site's zoning (Lot 31 House Street), facilitate the expansion of Duraquip's operations, along with buffering existing dwellings with the proposed Light and Service Industry zoning.

4.2 Indicative Site Development Plan

In support of the Amendment, an Indicative Site Development Plan is provided in Attachment 5 which conceptually shows how the site could be developed. The Indicative Site Development Plan has considered the site's context, including adjoining and nearby land uses, considered the future requirements of Duraquip and considered land use compatibility. In addition to the existing development and uses associated with Duraquip's operations, the proposal is to:

- retain the existing buildings with the suggested uses outlined on the plan;
- show buffers/setbacks to off-site uses;
- provide storage and low-key uses in the portion of the site to be zoned 'Light and Service Industry';
- provide generous parking areas; and
- upgrade landscaping and replanting.

The Indicative Site Development Plan will be refined at the Development Application stage.

5. PLANNING CONSIDERATIONS AND PLANNING JUSTIFICATION

5.1 Overview

This section brings together an assessment of the site's attributes and the planning framework in considering key planning matters and justifying the Amendment.

5.2 Planning suitability of proposed uses

The site is suitable for general industry (for portion of the property), light/service industry and storage uses for reasons including:

- it is consistent with the planning framework;
- the uses are complementary to existing uses on the adjoining Duraquip site. There are also appropriate buffers and mitigation measures to off-site dwellings including the proposed Light and Service Industry zoning;
- the site is located between land zoned 'Industry' to the south and 'Residential' to the north and the proposed zoning provides a suitable interface between the zones and existing uses;
- it builds on existing development on the Duraquip site and consolidates their operations;
- traffic impacts will be manageable, and traffic can readily be accommodated on local roads. Light/domestic vehicles associated with Duraquip's operations will predominantly use Aylmore Street and Formby Street, while large vehicles will predominantly access Duraquip via Cecil Street;
- vehicles can enter and leave the site in a forward gear;
- car parking will be provided on-site;
- it is gentle sloping land on suitable soil types;
- the development will be appropriately serviced;
- the site has been previously cleared and it contains limited environmental assets;
- there will be no environmental or landscape impacts;
- the site is not subject to heritage constraints nor is it located in a public drinking water source area;
- the proposal will complement Gnowangerup increasing its overall viability, vitality and prosperity, increasing the economic viability of existing services and adding to the range of services that can be provided;
- it will support the local economy by providing employment opportunities; and
- future uses and development require the submission of a Development Application and addressing relevant planning considerations.

Further details relating to the site's suitability for the proposed additional uses are outlined in this section and summarised in Table 2.

5.3 Compatibility with adjoining and nearby land uses

A key planning requirement is separating potentially conflicting land uses. This section outlines how the Amendment is compatible with adjoining and nearby land uses.

Environmental Protection Authority Guidance Statement No. 3 provides recommendations on separation distances for industrial and sensitive land uses. The purpose of EPA Guidance Statement No. 3 is to outline generic setback distance between industrial and sensitive land uses, in order to ensure that the impacts of industrial development do not adversely affect the amenity and enjoyment of sensitive land uses.

The proposed uses on the Amendment site incorporate general industry, light industry and storage. The use of transport equipment manufacturing is not listed in the Guidance Statement, nor is there an exact comparable use. By way of comparison, Guidance Statement No. 3 outlines the following generic buffers:

- automotive spray painting - 200 metres;
- metal coating - 200 metres;
- metal finishing - 500 metres;

As stated on Page 2 of the EPA's Guidance Statement No. 3:

'In line with the requirements of the EP Act, it is necessary for individual industrial developers to take all reasonable and practicable measures to prevent or minimise emissions from their premises. It is generally expected that, through appropriate site layout, design of facilities, and the implementation of engineering and process controls, emissions from an individual industrial land use can be prevented from causing an adverse environmental impact beyond the boundaries of the particular site or beyond the boundaries of an industrial estate.'

The Amendment is compatible with adjoining and nearby land uses/development. The reasons include:

- compared to the current zoning, which includes Lot 31 House Street having a split Industry and Residential zoning, the Amendment proposes an 'Industry' zone further from land zoned 'Residential'. The Amendment also proposes a 'Light and Service' zone where the site adjoins dwellings not owned by Duraquip;
- industrial land currently adjoins residential land in various parts of the Gnowangerup townsite including Duraquip's existing operations;
- an appropriate buffer is provided to existing off-site dwellings as outlined on the Indicative Site Development Plan;
- proposed revegetation/landscaping - a vegetated buffer is proposed between the industrial area and existing off-site dwellings which will assist in conserving residential amenity;
- there is a requirement for industrial operators to appropriately manage their operation and control their impacts on their own property in accordance with standard practice and legal principles;
- the Amendment proposes a transition from industrial operations potentially requiring off-site buffers (i.e. 'General Industry') to operations containing emissions on-site (i.e. 'Light and Service Industry'). The Light and Service Industry zone provides an appropriate transition use between the Industry zone and the Residential zone;
- the Duraquip factory is approved on the southern portion of the property fronting Cecil Street, which is zoned 'Industry'. As outlined on the Indicative Site Development Plan, the portions of the Amendment site adjoining off-site dwellings will be used for ancillary storage, manoeuvring and parking purposes;
- House Street and Aylmore Street provide a buffer. Currently, House Street provides a buffer to Duraquip's existing operations;
- as is the case in various small country towns, many industrial premises are in proximity or directly opposite sensitive land uses such as dwellings. There is an existing successful operation of industrial land uses adjacent or opposite to sensitive land uses in Gnowangerup, including in the vicinity of Aylmore and House Streets;

- the impact of development is to be contained within the extent of that zone in terms of odour, electrical interference, fumes, service vapour, steam or potentially negative outputs. This will be assisted with the proposed 'Light and Service Industry' zone which will ensure that all emissions resulting from onsite operations do not adversely impact the amenity of the locality;
- any future operations within the Amendment site are required to control emissions on-site and this will be further assessed through the Development Application process. LPS2 outlines development control provisions which provide adequate controls to ensure the appropriate use and development within the 'Industry' and 'Light and Service Industry' zones; and
- conditions imposed by the Shire through development approvals will assist to control the impacts of industrial and associated uses.

5.4 Managing bushfire risks and addressing emergency management

The site is not classified as a Bushfire Prone Area as outlined at <https://maps.slip.wa.gov.au/landgate/bushfireprone>. While noting this, a range of measures will assist to lower bushfire risks including provision of appropriate water supplies, nearby fire hydrants, low-fuel areas around buildings and multiple access/escape routes. The site is also close to Gnowangerup's Emergency Evacuation Centre at the Sports Complex on Strathaven Road.

5.5 Landscape enhancement

The site and area are characterised by a mix of land uses including industry, residential and community. The site contains limited trees and shrubs.

As set out in the Indicative Site Development Plan, it shows proposed landscaping/revegetation. Replanting will improve the site's landscape character.

5.6 Environmental impact

It is expected future development will have manageable environmental impacts given the site is cleared, stormwater can be effectively managed, new development will be connected to reticulated sewerage and landscaping/revegetation is proposed.

Dust impacts from driveways and car parking areas should be minimal due to appropriate separation to off-site residential properties. If required, in certain times of the year, there may be the need to adopt suitable measures to control dust including water binding.

The proposed development is expected to produce minimal noise impacts noting Duraquip's existing operations. There are opportunities to reduce noise impacts through carefully locating development (as outlined on the Indicative Site Development Plan). In any event, any development is required to address the *Environmental Protection (Noise) Regulations 1997*.

5.7 Traffic and car parking

The Amendment site adjoins the sealed House, Aylmore and Formby Streets. Large vehicles will predominantly access Duraquip via Cecil Street.

Based on the Indicative Site Development Plan:

- the site can provide considerable on-site car parking;

- the development will have limited impacts on local roads, including on traffic flow;
- the existing road network and intersections have sufficient capacity to address traffic generation from the proposed development;
- most heavy vehicle traffic to/from Duraquip will be via Cecil Street, with only a small percentage of traffic (light/domestic) on other streets. Accordingly, most traffic to/from Duraquip will not go past residential properties; and
- car parking and vehicular manoeuvring will enable vehicles to enter and leave the site in a forward gear.

The site is near the Gnowangerup townsite and there are opportunities to promote cycling to/from the site. There are opportunities to provide bicycle parking on the site via storage areas and/or bike racks. This can be addressed at the Development Application stage.

5.8 Services

Future development is required to be appropriately serviced including being connected to reticulated sewerage.

5.9 Stormwater management

The development will create manageable stormwater implications and there is the opportunity to revegetate where appropriate.

The landowner is required to appropriately manage stormwater to the satisfaction of the local government. This is expected to adopt a water sensitive design that seeks to detain, slow down and treat peak flows that especially addresses 'first flush' run off treatment.

The development will harvest the stormwater from the buildings for reuse within their operations and as required for firefighting purposes. Additionally, there are various opportunities for other water sensitive initiatives such as utilising water-efficient fixtures and fittings and encouraging water wise practices.

5.10 Supporting the local economy

Approval and implementation of the Amendment will have various economic benefits including supporting local employment, supporting local services, assisting in a more sustainable local economy and it will add to Gnowangerup's overall viability, vitality and prosperity. A growing and more diverse industrial base will provide an important foundation for the future economic base of the community. This is consistent with the planning framework which promotes employment and economic growth in Gnowangerup.

Development of the site as proposed will generate economic activity and provide significant employment opportunities in Gnowangerup.

Duraquip are a major Gnowangerup business and employ 24 full-time staff plus part-time staff and trainees. Duraquip utilises local services and industries where available and practical. The operation provides benefits to the local community through direct and indirect employment opportunities and multiplier effects from the economic benefits flowing from the activities of Duraquip.

5.11 Planning justification

The planning justification for the Amendment is summarised below in Table 2:

Table 2 – Summarised Planning Justification				
Strategic	Land Use Planning	Environment and Landscape	Transport and Servicing	Economic and Community
<p>The Amendment is consistent with the planning framework.</p> <p>Future development will reinforce Gnowangerup as a district centre.</p> <p>The site is well located for industrial and storage uses including it is compatible with adjoining and nearby uses.</p> <p>The introduction of the Light and Service Industry zone, between the Industry zone and sensitive uses, represents orderly and proper planning.</p>	<p>There are appropriate buffers and mitigation measures.</p> <p>The site is suitable and capable for industrial and storage uses.</p> <p>Development will be effectively controlled through LPS2 provisions.</p> <p>The Indicative Site Development Plan provides a co-ordinated approach with existing and proposed development.</p> <p>The Amendment removes dual zoning on Lot 31 House Street. The current zoning does not meet the requirements of orderly and proper planning. Given the two land uses are conflicting, this is a key advantage in removing future complaints should the northern portion of the Lot 31 House Street be developed for residential housing.</p>	<p>The site contains no environmental assets and will not create environmental impacts.</p> <p>The site is not within a bushfire prone area.</p> <p>There are opportunities to enhance the site's amenity through replanting and landscaping.</p> <p>There are no heritage constraints nor is it located in a public drinking water source area.</p>	<p>Traffic impacts can be readily accommodated on local roads.</p> <p>Safe vehicular access can be achieved between the site and local roads.</p> <p>Car parking will be provided on-site.</p> <p>The site is well located for cycling.</p> <p>The site is appropriately serviced.</p>	<p>It will promote job creation by supporting the development of Gnowangerup and assist to diversify and grow the local economy.</p> <p>The development will generate economic activity.</p> <p>The proposal will assist in enhancing Gnowangerup and assist in creating jobs. This includes adding to its overall viability, vitality and prosperity and adding to the range of services that can be provided.</p>

In view of the above, the Amendment is consistent with the planning framework and the principles of orderly and proper planning.

6. CONCLUSION

This report confirms that the Amendment is consistent with the planning framework and that the site is both suitable and capable of accommodating 'Industry' and 'Light and Service Industry' zoning and associated development.

The support of the WAPC and the Hon. Minister for Planning is requested to approve the Amendment.

PLANNING AND DEVELOPMENT ACT 2005

SHIRE OF GNOWANGERUP

LOCAL PLANNING SCHEME No. 2

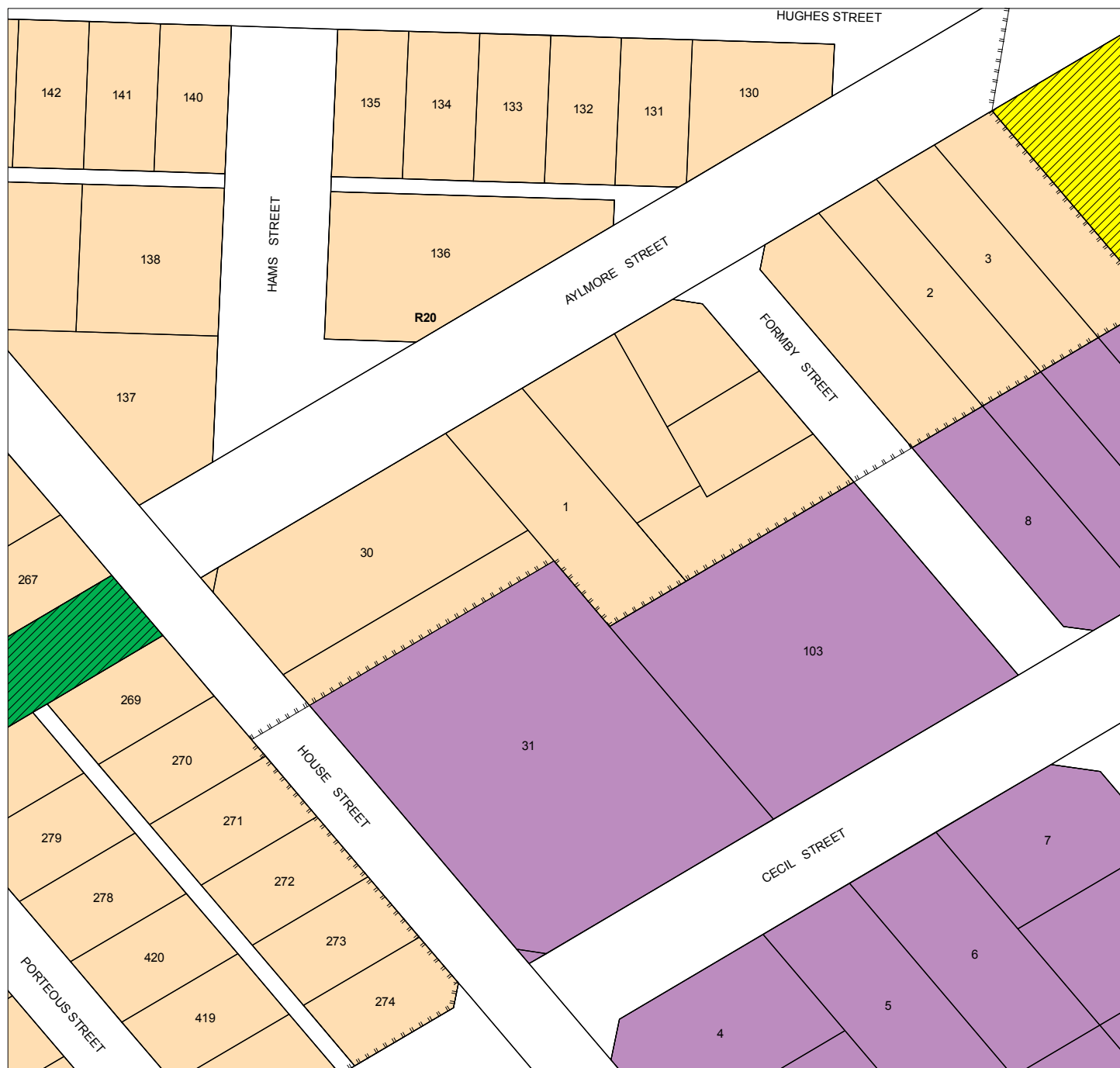
AMENDMENT No. 13

The Shire of Gnowangerup under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above local planning scheme by:

1. Rezoning Lot 30 and portion of Lot 31 House Street from 'Residential' zone to 'Industry' zone.
2. Rezoning Lot 1 Aylmore Street and Lot 8 Formby Street from 'Residential' zone to 'Light and Service Industry' zone.
3. Amending the Scheme Map accordingly.

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- i) The amendment relates to a zone that is consistent with the objectives identified in the scheme for that zone.
- ii) The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment.
- iii) The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.



EXISTING SCHEME MAP

Legend

- Cadastre with Lot number
- Recreation
- Scheme boundary
- Road
- R Codes
- LPS Zones**
 - Industry
 - Residential
- LPS Reserves**
 - Public purposes



**Department of Planning,
Lands and Heritage**

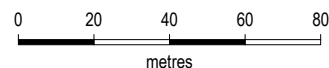
Produced by Geospatial Research and Modelling,
Department of Planning, Lands and Heritage, Perth WA
Base Information supplied by Western Australian
Land Information Agency SLIP 1096-2018-1

Shire of Gnowangerup

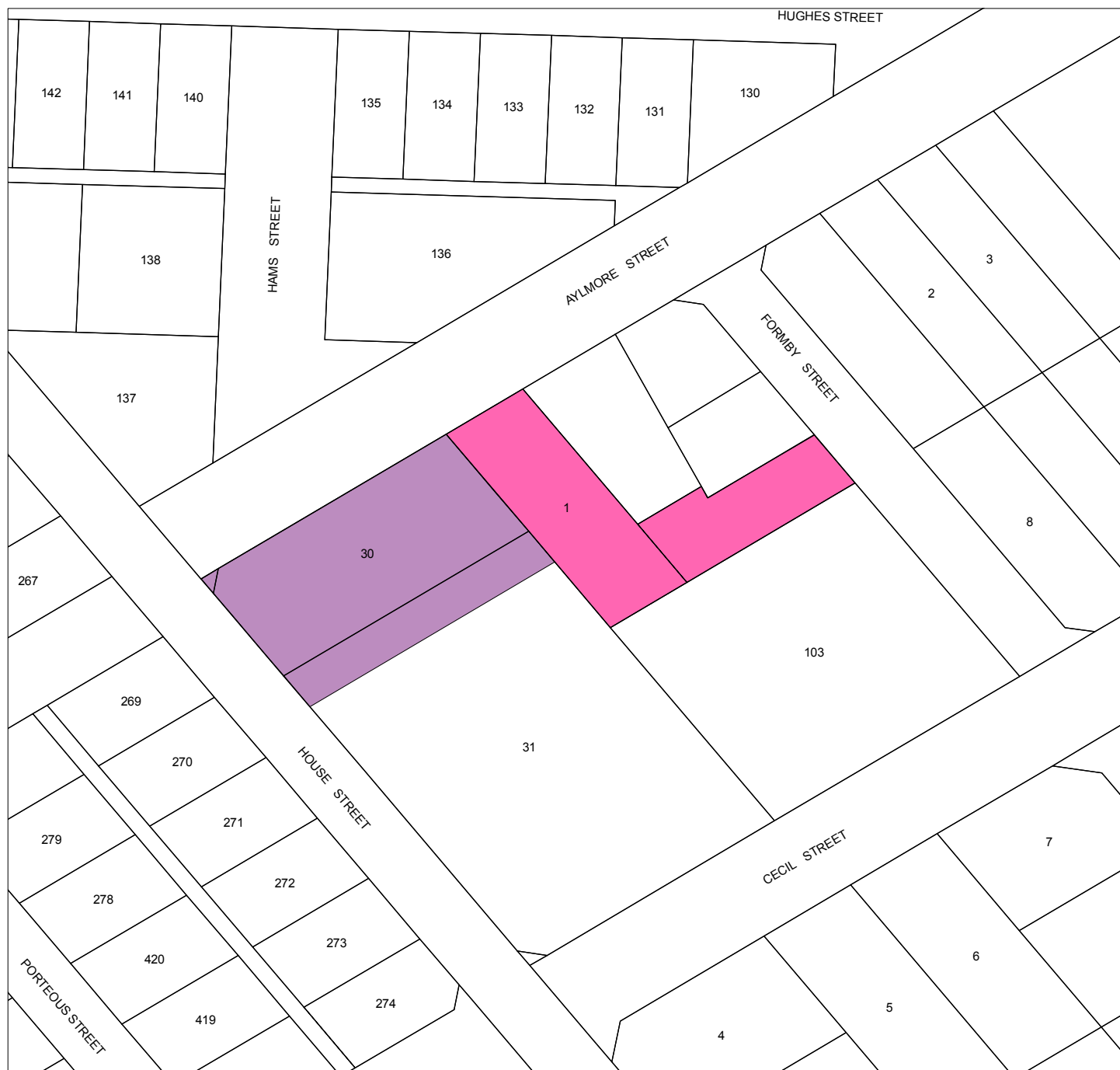
Local Planning Scheme No. 2

Amendment No. 13

Ordinary Council Meeting 18 December 19



metres
Page 39




PROPOSED SCHEME AMENDMENT MAP

Legend

 Cadastre with Lot number

LPS Zones and Reserves Amendments

 Industry

 Light and service industry



Department of Planning,
Lands and Heritage

Produced by Geospatial Research and Modelling,
Department of Planning, Lands and Heritage, Perth WA
Base Information supplied by Western Australian
Land Information Agency SLIP 1096-2018-1

Shire of Gnowangerup

Local Planning Scheme No. 2

Amendment No. 13

Ordinary Council Meeting 18 December 19



0 20 40 60 80
metres

Page 40

COUNCIL ADOPTION FOR ADVERTISING

This Standard Amendment was adopted by resolution of the Council of the Shire of Gnowangerup at the Ordinary Meeting of the Council held on the day of 2019.

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL

This Amendment is recommended for approval by resolution of the Shire of Gnowangerup at the Ordinary Meeting of the Council held on the day of 2019 and the Common Seal of the Shire of Gnowangerup was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDED/SUBMITTED FOR APPROVAL

.....
DELEGATED UNDER S.16 OF THE
PLANNING AND DEVELOPMENT ACT 2005

DATE.....

APPROVAL GRANTED

.....
MINISTER FOR PLANNING
S.87 OF THE PLANNING AND DEVELOPMENT ACT 2005

DATE.....

ATTACHMENT 1

WESTERN



AUSTRALIA

REGISTER NUMBER

1/D26234DUPLICATE
EDITION**3**

DATE DUPLICATE ISSUED

23/7/2018VOLUME
1263FOLIO
119

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 1 ON DIAGRAM 26234

REGISTERED PROPRIETOR:
 (FIRST SCHEDULE)

CAHEJO PTY LTD OF PO BOX 1 GNOWANGERUP WA 6335

(T N946950) REGISTERED 20/7/2018

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
 (SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
 * Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
 Lot as described in the land description may be a lot or location.

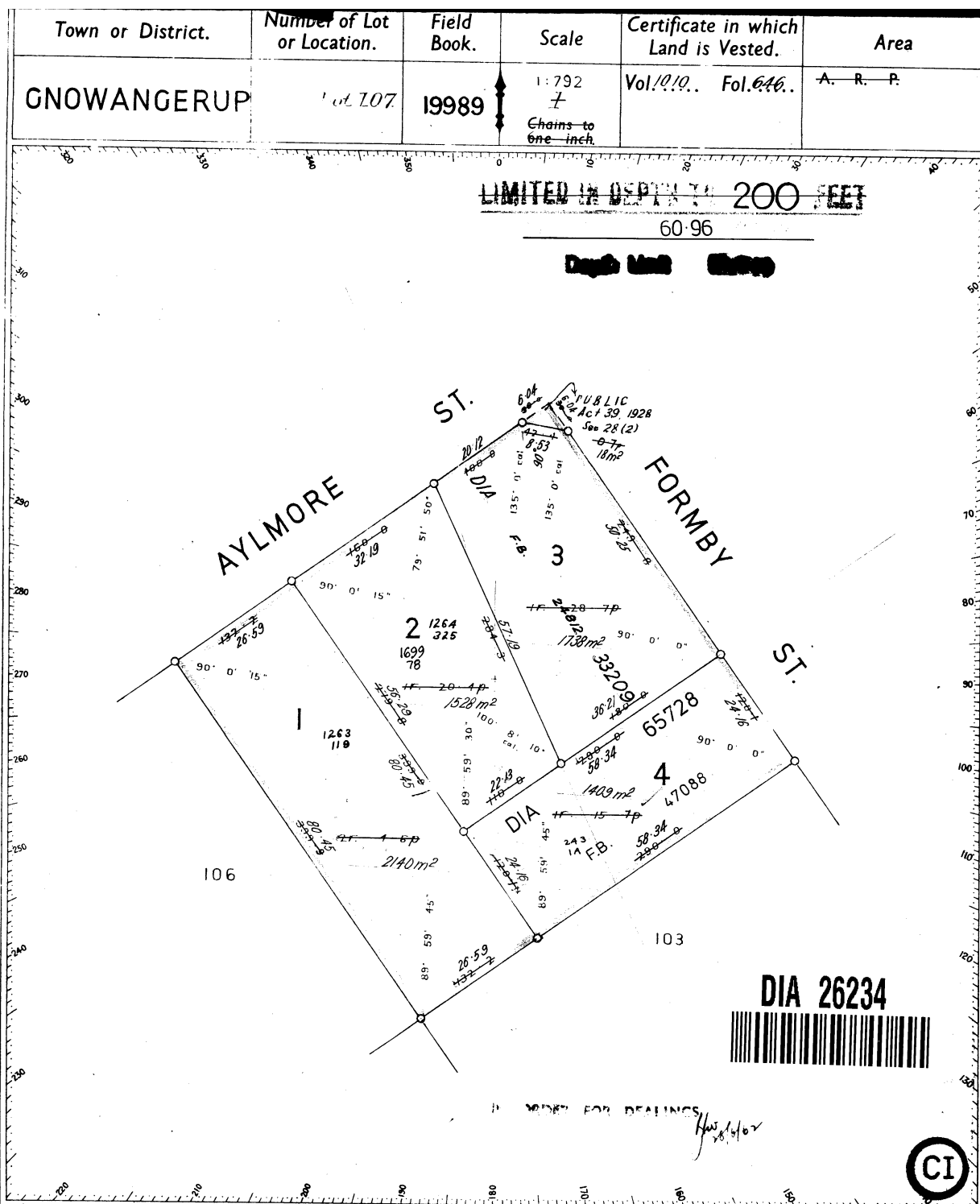
-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1263-119 (1/D26234)
 PREVIOUS TITLE: 1010-646
 PROPERTY STREET ADDRESS: 21 AYLMORE ST, GNOWANGERUP.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF GNOWANGERUP

NOTE 1: M468479 SECTION 138D TLA APPLIES TO CAVEAT H859679



CERTIFICATE		Approved by Town Planning Board	
<p>I hereby certify that this survey was performed by me personally (or under my personal supervision, inspection, and field check), in strict accordance with the Regulations for the guidance of Surveyors, and that this plan is in all respects accurate.</p> <p style="text-align: center;"><u>R. J. Rule</u> Licensed Surveyor.</p> <p>Date:</p>		<p style="text-align: right;"><u>Chairman</u> Chairman</p> <p>Date: <u>27-10-60</u></p>	
<p>Approved</p> <p style="text-align: center;">APPROVED Inspector of Plans and Surveys</p> <p>Examined <u>R.W.G. 20/5/62</u> Date <u>23.7.62</u> <u>J. Scharf</u></p>	<p>On</p> <p>Plan Diagram Index Plan COYRECUP. 2000. 18-04</p>	<p>Registered</p> <p>1-4-0 148598 1/1/1/1</p>	<p>Diagram No.</p> <p style="font-size: 2em;">26234</p>

Dkt prepared.

WESTERN



AUSTRALIA

REGISTER NUMBER

8/D65728DUPLICATE
EDITION**N/A**

DATE DUPLICATE ISSUED

N/A

VOLUME

1658

FOLIO

796

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 8 ON DIAGRAM 65728

REGISTERED PROPRIETOR:
 (FIRST SCHEDULE)

CAHEJO PTY LTD OF 102 CECIL STREET GNOWANGERUP WA 6335

(T 0090005) REGISTERED 13/2/2019

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
 (SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
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 Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

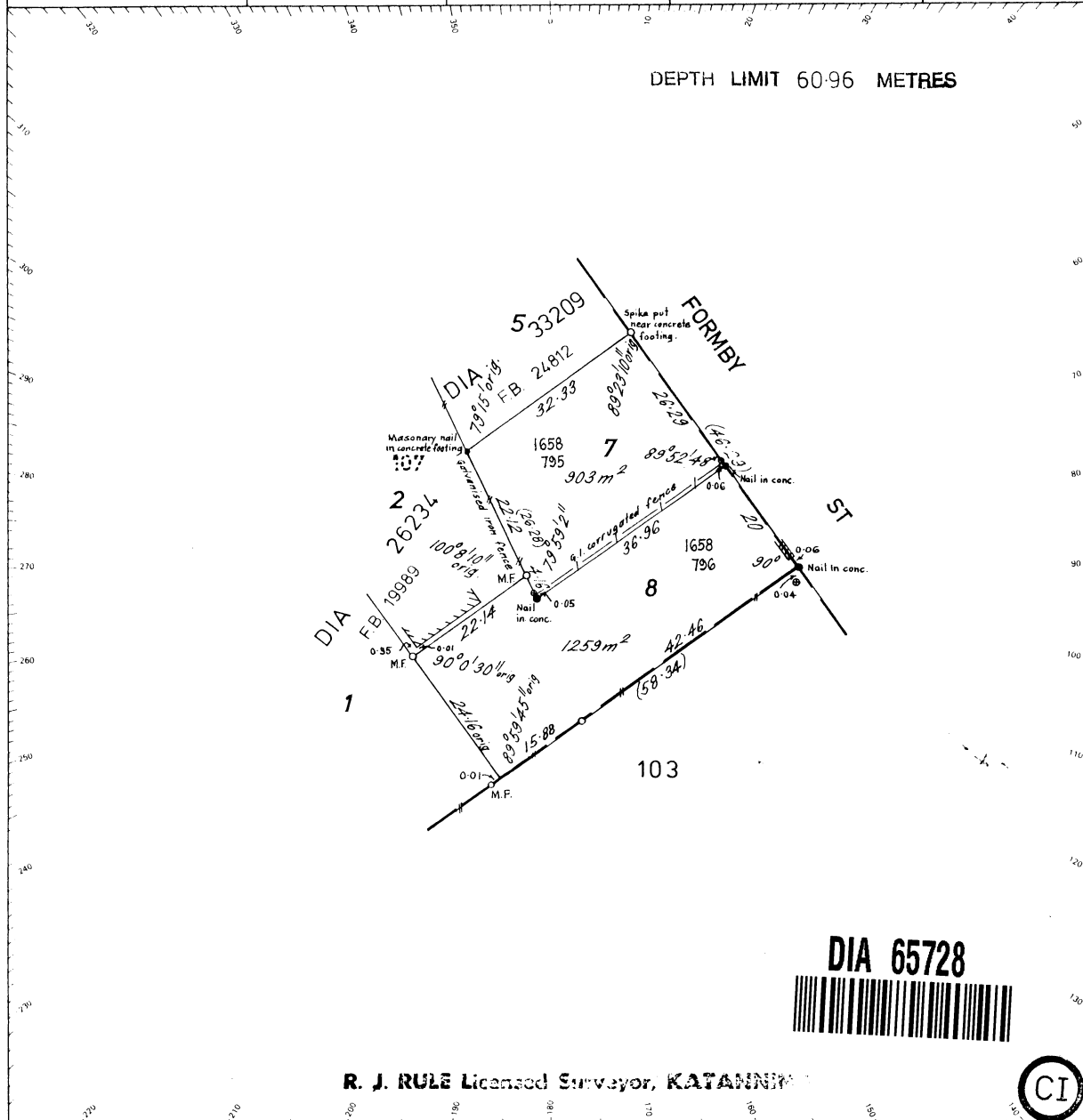
STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1658-796 (8/D65728)
 PREVIOUS TITLE: 1658-794
 PROPERTY STREET ADDRESS: 5 FORMBY ST, GNOWANGERUP.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF GNOWANGERUP

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING
 0090005

Town or District.	Number of Lot or Location.	Field Book.	Scale.	Certificate in which Land is Vested.	Area
GNOWANGERUP	LOTS 4 & 6 OF LOT 107	47088	1:750	Vol. 243... 243 NOW 1658 Fol. 1A... 3A 794	2162 m ² TOTAL



<p>CERTIFICATE</p> <p>I hereby certify that this survey was performed by me personally (or under my own personal supervision, inspection and field check) in strict accordance with the Licensed Surveyors (Guidance of Surveyors) Regulations, 1961.</p> <p>Date 19.5.1982</p> <p>Licensed Surveyor</p>		<p>Approved by Town Planning Board</p> <p>Date 15th November 1983</p> <p>Chairman</p>	
<p>Approved</p> <p>Examined</p> <p>9.12.83</p>	<p>On</p> <p>Plan</p> <p>Diagram 26234, 33209</p> <p>Index Plan COVRECUP 2000 18-04</p>	<p>Registered</p> <p>OFFICE OF TITLES</p> <p>FEE PAID \$45</p> <p>63618</p> <p>17-11-83</p>	<p>Diagram No.</p> <p>65728</p>

Det. Dia. 26234

WESTERN



AUSTRALIA

REGISTER NUMBER

30/DP70024DUPLICATE
EDITION**1**

DATE DUPLICATE ISSUED

23/10/2012

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

VOLUME
2800FOLIO
374

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 30 ON DEPOSITED PLAN 70024

REGISTERED PROPRIETOR:
 (FIRST SCHEDULE)

CAHEJO PTY LTD OF POST OFFICE BOX 1, GNOWANGERUP

(AF M071564) REGISTERED 10/10/2012

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
 (SECOND SCHEDULE)

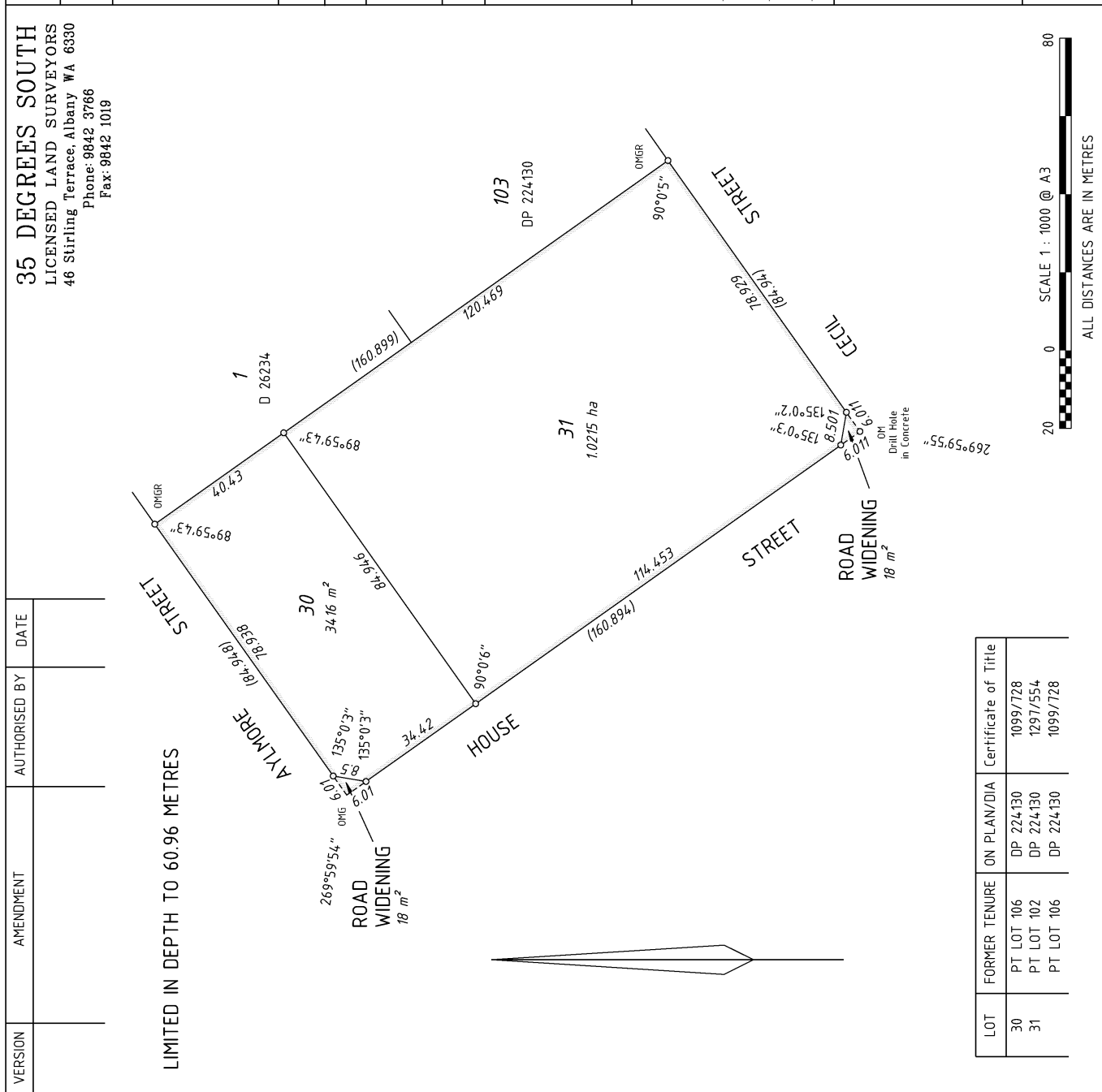
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-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP70024
 PREVIOUS TITLE: 1099-728
 PROPERTY STREET ADDRESS: 23 AYLMORE ST, GNOWANGERUP.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF GNOWANGERUP



WESTERN



AUSTRALIA

REGISTER NUMBER

31/DP70024DUPLICATE
EDITION**2**

DATE DUPLICATE ISSUED

20/8/2013VOLUME
2800FOLIO
375

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 31 ON DEPOSITED PLAN 70024

REGISTERED PROPRIETOR:
 (FIRST SCHEDULE)

RUSSELL HAROLD RICHARDSON
 ELWYN MARY RICHARDSON
 BOTH OF 13 WHITEHEAD ROAD, GNOWANGERUP
 AS JOINT TENANTS

(T M278499) REGISTERED 21/5/2013

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
 (SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
 * Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
 Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

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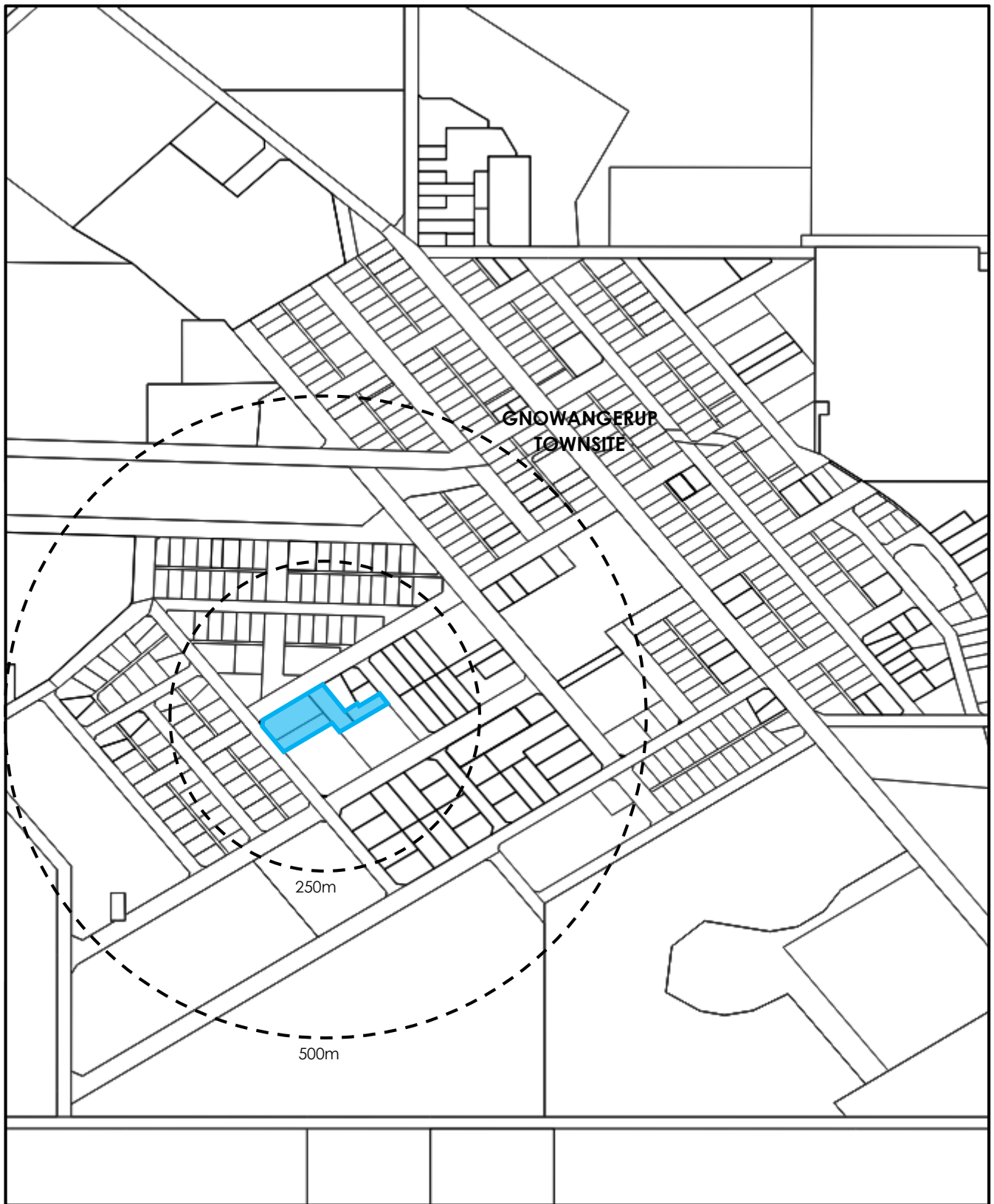
SKETCH OF LAND: DP70024
 PREVIOUS TITLE: 1099-728, 1297-554
 PROPERTY STREET ADDRESS: 20 HOUSE ST, GNOWANGERUP.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF GNOWANGERUP

35 DEGREES SOUTH LICENSED LAND SURVEYORS 46 Stirling Terrace, Albany WA 6330 Phone: 9842 3766 Fax: 9842 1019		FREEHOLD	
VERSION AMENDMENT AUTHORISED BY DATE		PURPOSE SUBDIVISION SSA - NO	
LIMITED IN DEPTH TO 60.96 METRES		PLAN OF LOTS 30, 31 AND ROAD WIDENINGS	
DISTRICT KOJONUP TOWNSITE GNOWANGERUP LOCALITY GNOWANGERUP LOCAL AUTHORITY SHIRE OF GNOWANGERUP FORMER TENURE ON SEE TABLE INDEX BK29 (2) 18.04 FIELD BOOK 115907		SCALE 1 : 1000 @ A3 ALL DISTANCES ARE IN METRES	
SURVEYOR'S CERTIFICATE - Reg 54 I, Mark Anderson hereby certify that this plan is accurate and is a correct representation of the - (a) survey; and/or (b) measurements taken in accordance with the provisions of the Survey Act 1968 (c) measurements taken in accordance with the provisions of the Survey Act 1968 undertaken for the purposes of this plan and that it complies with the relevant written laws in relation to which it is lodged. Signed and sealed at Albany on 10/10/2012 Mark Anderson License No. 10951 (S) - 40020			
LODGED DATE 4-Nov-11 FEE PAID \$351.00 ASSESS No. 9657156		TYPE OF VALIDATION FULL AUDIT LEGAL COMPONENT J.S. TRIM PLANNING CORRECT 20-12-11 LSC F.S.C.	
IN ORDER FOR DEALINGS SUBJECT TO SEC 168(3) P&DA		APPROVED BY WESTERN AUSTRALIAN PLANNING COMMISSION FILE 143592 DATE 09-May-2012 DELEGATED UNDER S 19.4.3 Act 2005	
FOR INSPECTOR OF PLANS & SURVEYS/ AUTHORIZED LAND OFFICER 9-5-12 DATE		DEPOSITED PLAN 70024 SHEET 1 OF 1 VERSION 1	

**HELD BY LANDGATE
IN DIGITAL FORM ONLY.**

LOT	FORMER TENURE	ON PLAN/DIA	Certificate of Title
30	PT LOT 106	DP 224130	1099/728
31	PT LOT 102	DP 224130	1297/554
	PT LOT 106	DP 224130	1099/728

ATTACHMENT 2



LOCATION PLAN

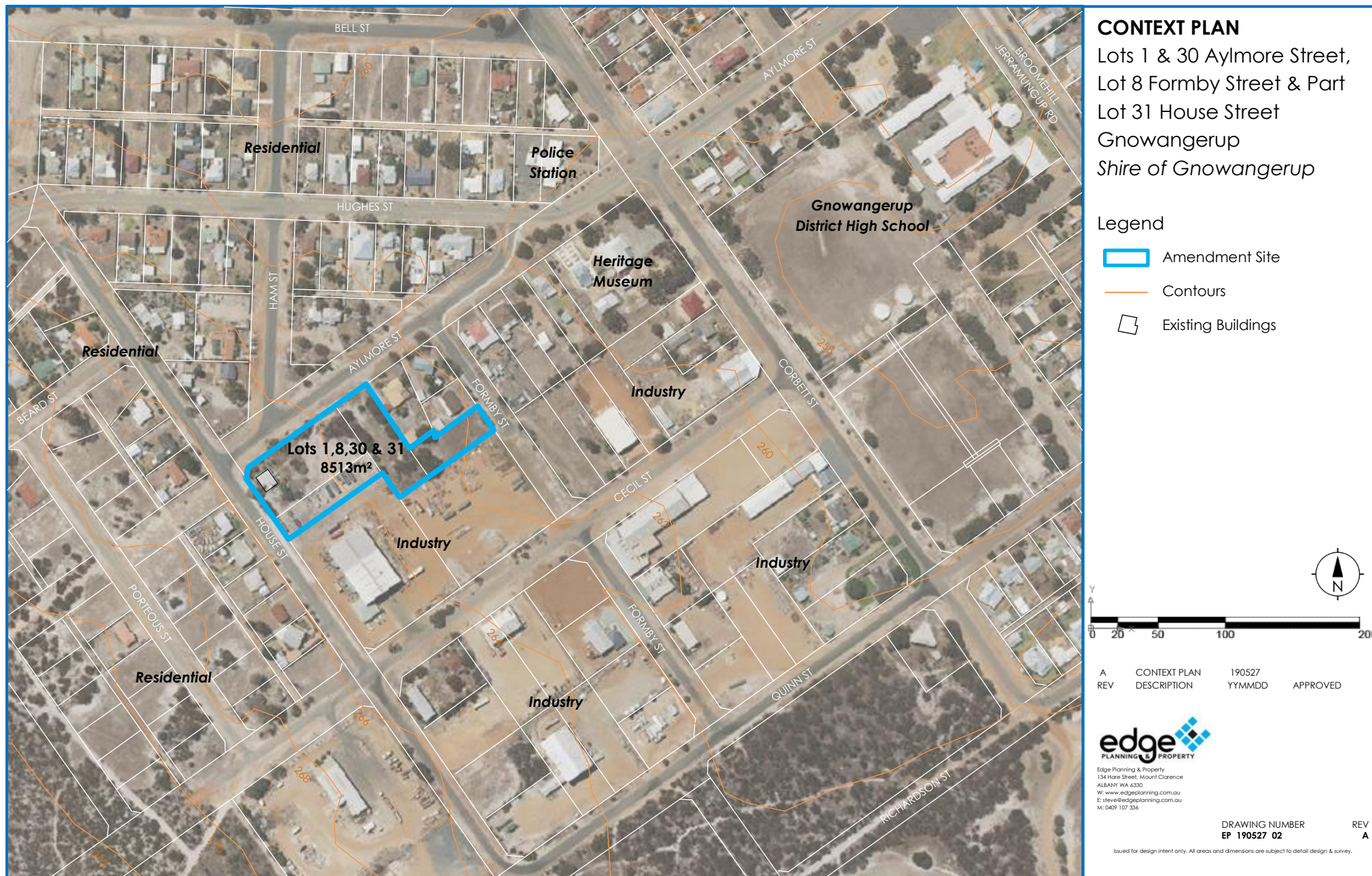
Lots 1 & 30 Aylmore Street,
Lot 8 Formby Street &
Part Lot 31 House Street

Gnowangerup

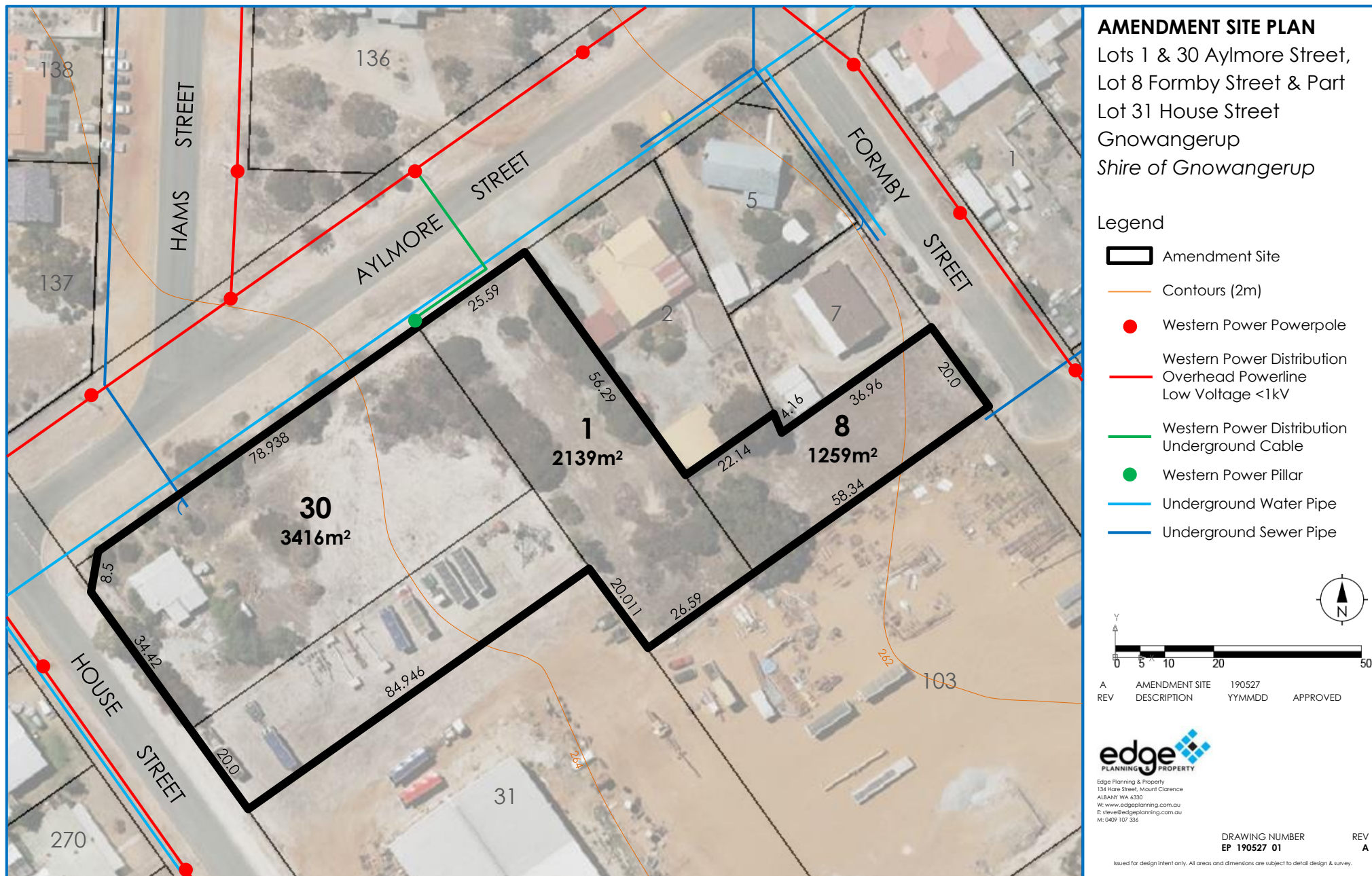


edge
PLANNING & PROPERTY
Edge Planning & Property
134 Hare Street, Mount Clarence
ALBANY WA 6330
W: www.edgeplanning.com.au
E: steve@edgeplanning.com.au
M: 0409 107 336

ATTACHMENT 3



ATTACHMENT 4



ATTACHMENT 5

12.2	2018/2019 ANNUAL REPORT
Location:	N/A
Proponent:	N/A
File Ref:	ADM0017
Date of Report:	6 th December 2019
Business Unit:	Strategy and Governance
Officer:	Bob Jarvis – Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENT

- 2018/2019 Annual Report

PURPOSE OF THE REPORT

The 2018/2019 Annual Report is presented to Council for acceptance.

BACKGROUND

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

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

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

COMMENTS

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

CONSULTATION

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

LEGAL AND STATUTORY REQUIREMENTS

Section 5.54 (1) of the *Local Government Act 1995* states that:

Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.

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

(1) A general meeting of the electors of a district is to be held once every financial year.

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

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

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not accepting the 2018/2019 Annual Report prior to 31 December 2019 would contravene the Local Government Act 1995, Section 5.54 (1) as outlined above.

CONCLUSION

It is recommended that Council accept the 2018/2019 Annual Report, as presented.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION:

1219. That Council:

- 1. Accepts the Annual Report, as presented, for the year ended 30th June 2019.**
- 2. Authorises the CEO to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.**
- 3. Authorises the CEO to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.**
- 4. Convenes the Annual Electors' Meeting for 7:00pm on 5th February 2020 at the Borden Pavilion.**
- 5. Advertises the Annual Electors' Meeting in accordance with the *Local Government Act 1995*.**

Heart of the Stirlings



SHIRE OF GNOWANGERUP

2018-2019



► SHIRE OF GNOWANGERUP

ANNUAL REPORT

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THE DISTRICT AT A GLANCE

Population:	1,215 (2016 Census Data)
Area:	4,268 km ²
Number of Electors:	759 (2019 WA Electoral Commission)
Towns:	Borden, Gnowangerup, Ongerup
Postcodes:	6338, 6335, 6336
Libraries:	Gnowangerup, Ongerup
Primary Schools (K-6):	Borden, Gnowangerup, Ongerup
Secondary Schools:	Gnowangerup District High School Woodthorpe (Private)
Doctor:	Gnowangerup Shire Medical Practice
Hospitals:	Gnowangerup District Hospital & Health Service (A&E)
Aged Care:	Mallee Springs Aged Care Facility, Gnowangerup Homes for the Aged Residential Units, Gnowangerup
Length of sealed roads:	226km
Length of unsealed roads:	838km
Rates levied (2018/2019):	\$3,797,536
Total revenue (2018/2019):	\$8,807,428

OUR VISION

A progressive, inclusive and prosperous community built on opportunity.

OUR MISSION

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

OUR VALUES

Honesty through integrity, ethical behaviour and trustworthiness.

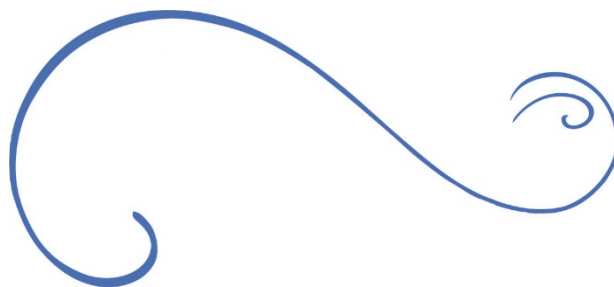
Responsibility through accountability, transparency and ownership.

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

Excellence through consistency and the pursuit of continual excellence.

Fairness through justice and equality.

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



OUR HISTORY

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

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

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

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

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

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

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

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

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

OUR COUNCIL

SHIRE PRESIDENT'S REPORT

It is with great pleasure that I provide a report on the 2018/2019 Financial Year as the President of the Shire for that reporting year.

At the start of the period, the shadow of amalgamation had all but disappeared but was closely followed by the commencement of the review of the Local Government Act 1995, which, although it had served the sector well for many years, was no longer in tune with changes in community expectations and the desire for more open and accountable local governance.



The changes to the Act, foreshadowed early in the period under review, have now been all but completed and include mandatory training for Councillors and a range of new reporting regimes for local governments to the State and their communities. Higher standards of behaviour from elected members and candidates in elections are being finalised and will come into force during this next financial year.

Widely publicised poor financial performance, and even misconduct from some local governments have made headlines which tarnish the reputation of a sector which provides, on the whole, great service to its communities and sound financial stewardship. This Shire's financial performance for the period under review is excellent, and follows on from many years of prudent management by preceding Councillors. The Audit this year was the first under the oversight of the Office of Auditor General, and despite this additional lens on our performance the results demonstrate responsible decision making by Councillors and sound management by the Administration.

I am pleased to say that the Shire has now completed all of the works required to repair the damage to roads and transport infrastructure caused by floods. It has now embarked on the Great Southern Housing Initiative infrastructure project for the benefit of the Shire with two houses being built on the Landcorp development on the corner of Whitehead Rd for key worker accommodation. Additionally, Ongerup Community Development Inc. is also constructing two houses in Ongerup as part of the same project.

Other significant infrastructure projects included:

- State CCTV Strategy Infrastructure Fund – funds used for network of CCTV cameras in Gnowangerup town centre.
- Undertook major renewal activities in relation to the Ongerup Effluent System.
- Replaced obsolete electrical switchboards in Council buildings.

The Shire's long serving CEO, Shelley Pike, retired shortly after the end of the review period, and I take this opportunity to thank her for her service and to wish her well. The new CEO, Bob Jarvis, has commenced and we welcome him to the team.

Looking to the future the Shire has a number of challenges to face including water resources and water security, waste management, and the issue of asset management in a climate of reducing funding and increased expectations and demands on local governments.

The Council has requested the development of a comprehensive water strategy covering: storage, access, water harvesting, and water security. The final strategy should be completed by the end of next calendar year but is expected to be advanced enough to have in place some shovel-ready projects for the next budget, and for advertised funding rounds from the Federal government in the middle of 2020.

Whilst the Shire made significant progress in Asset Management Planning in the year under review, it is planned to take it to a level as close to best practice as possible as determined by the Department of Local Government and other external sources. It is vital that modern local governments not only keep track of all of their physical assets and their condition, but sensibly plan for repair,

renewal and replacement as required. The Shire has responsibility for millions of dollars of physical assets including the road network, drainage, buildings, and plant and equipment, and these need to be managed in a responsible manner to ensure best value for the community for the rates levied by the Shire.

In closing I wish to thank my fellow Councillors for their support, and the staff of the Shire for their commitment and dedicated service during my time as President. I would also like to wish the new Council under the leadership of Councillor Fiona Gaze all the best for this next Financial Year.

Cr Keith House
Shire President

Shire President Keith House presents the 2019 Community Award 'Active Citizenship – Group or Event' to the Ongerup Branch Women in Farming Enterprises.



OUR COUNCILLORS



Cr Keith House JP - Shire President 2017 - 2021

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



Cr Fiona Gaze - Deputy Shire President 2015 - 2019

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



Cr Chris Thomas 2017 – 2021

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



Shelley Hmeljak 2015 - 2019

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



Cr Frank Hmeljak 2017- 2021

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



Cr Richard House 2017 –2021

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



Cr Greg Stewart 2017 - 2021

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



Cr Lex Martin 2015 - 2019

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



Cr Ben Moore 2015 - 2019

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

COUNCIL MEETINGS

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

Special Meetings of Council are held as and when required. In this reporting period, Special Meetings were held on the following dates

- 13th August 2018 Adoption of the Annual Budget for 2018/2019
- 22nd May 2019 Confirmation & Approval of CEO Review Committee Meeting 15th May 2019
- 30th May 2019 Endorsement of the new CEO Appointment
- 4th June 2019 Workplace investigation

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

ANNUAL MEETING OF ELECTORS

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

COUNCIL ELECTIONS

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

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

COUNCIL DELEGATES TO COMMITTEES

Committee	Representative
Great Southern Recreational Advisory Group	Cr Richard House
WALGA Great Southern Zone	Cr Keith House Cr Lex Martin
Great Southern Joint Development Assessment Panel	Cr Keith House Cr Fiona Gaze
Great Southern Development Commission	Cr Fiona Gaze
Regional Road Group	Cr Frank Hmeljak
North Stirling Pallinup Natural Resources Inc.	Cr Lex Martin
Yongergnow	Cr Ben Moore
Borden Pavilion Committee	Cr Fiona Gaze
Gnowangerup Sporting Complex Committee	Cr Richard House
Ongerup Sporting Complex Committee	Cr Keith House
Great Southern Treasures	Cr Chris Thomas
Audit Committee	All Councillors
CEO Review Committee	All Councillors
Local Emergency Management Committee (LEMC)	Cr Keith House Cr Lex Martin
Bushfire Advisory Committee	Cr Greg Stewart

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

COMPLAINTS

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

OTHER MATTERS OF GOVERNANCE

PUBLIC INTEREST DISCLOSURES (PIDs)

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

The Shire of Gnowangerup did not receive any public interest disclosures during 2018/2019.

NATIONAL COMPETITION POLICY (NCP)

The Competition Principles Agreement (CPA) is a contractual agreement between Federal Government and all State and Territory Governments which aims to ensure that all public enterprises operate in a transparent manner in the best interests of the public. Under the CPA, public enterprises are required to review their operations to ensure they have no competitive advantage or disadvantage as a result of their public status. The Shire has no examples of any competitive advantage or disadvantage as a result of its operations.

RECORD KEEPING PLAN

The State Records Act 2000 requires all local government authorities to develop and maintain a Recordkeeping Plan. This plan must be endorsed by the State Records Commission and reviewed at least every five years.

During the 2018/2019 financial year the Shire of Gnowangerup continued to contract Records Archivist Kim Boulton. In addition to his continuing work implementing recommendations from the Records Management Review, Kim has also been assisting with the development of a new Recordkeeping Plan.

The draft Records Keeping Plan and Procedures were submitted to the State Records Office, and feedback and comments have been provided for our consideration. Staff are working closely with Kim to address the SRO's suggestions before making a final submission to the State Records Office in late 2019.

In May 2019 the Shire employed a casual officer 2 days a week to assist with implementation of specific areas as outlined in the Records Management Review.

As part of this role, informal training (in-house) and information is provided to staff on an as needs basis. This can include practical training on how to navigate the Central Records Module of Synergysoft or information distributed to staff via emails or procedures.

New employees receive informal face-to-face training and/or formal training through IT Vision.

In addition, the Shire has also initiated informal Records Management meetings. These meetings are attended by relevant employees who input or access to records as part of their role. The meetings provide a forum to self-check, ensuring everyone is aware of current issues and allowing for collaboration when creating or re-writing procedures.

FREEDOM OF INFORMATION (FOI)

In 2018/2019, the Shire published its annual FOI statement in accordance with the requirements of the *Freedom of Information Act 1992*. A copy of the current statement is available on our website www.gnowangerup.wa.gov.au . We confirm that the Shire complies with the relevant legislation and welcomes FOI enquiries.

The Shire of Gnowangerup received the following FOI applications during 2018/2019:

FOI REF.	APPLICANT NAME	APPLICANT'S REPRESENTATIVE	SUBJECT	DARE REQUEST RECEIVED	DATE RESPONSE DUE (45 CALENDAR DAYS)	DATE RESPONSE SENT	DATE INFORMATION SENT
2018/1	Ryan Kelly	Havilah Legal	Vegetation removal	13/07/2018	27/08/2018	27/07/2018	31/07/2018
2019/1	Phil Vardy	Nil	Complaints about newsagency and demand letters for outstanding rates	27/03/2019 Adjusted request received: 07/06/2019	11/05/2019	01/04/2019 Adjusted Request send: 18/06/2019	18/06/2019

DISABILITY ACCESS AND INCLUSION PLAN (DAIP)

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

The seven outcomes are:

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

In 2018/2019, the Shire provided an annual progress report on the DAIP to the Department of Communities. The main achievement for the year was implementing E-Resources at the Gnowangerup and Ongerup Library. Library members now have access to Kanopy, BorrowBox, RBDigital Magazines, and Emagazines from their computer, mobile or tablet device. Having this resource allows people with a disability to access the Library service from their home.

ELECTED MEMBERS ATTENDANCE AT MEETINGS

Councillors	House	Cr K Gaze	Cr F Hmeljak	Cr F Moore	Cr B Martin	Cr L Stewart	Cr G House	Cr R Thomas	Cr C Hmeljak	Cr S
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July 2018	O	O	O	O	O	O	O	O	O	O
August 2018	O	O	O	X	X	O	O	O	O	O
September 2018	O	O	O	X	O	O	O	X	O	O
October 2018	O	O	O	O	X	O	O	O	O	O
November 2018	O	O	O	O	O	O	O	O	O	O
December 2018	O	X	O	O	X	O	O	O	O	O
February 2019	O	O	X	X	O	O	X	O	O	X
March 2019	X	O	O	O	O	O	O	O	O	O
April 2019	O	O	X	X	O	O	O	O	O	O
May 2019	O	O	O	O	O	O	O	O	O	O
June 2019	O	O	O	X	X	O	O	O	O	O
SPECIAL COUNCIL MEETING 13/8/18	O	O	O	O	O	O	O	O	O	O
SPECIAL COUNCIL MEETING 22/5/19	O	O	X	O	O	O	O	O	O	X
SPECIAL COUNCIL MEETING 30/5/19	O	O	O	O	O	X	O	O	O	O
SPECIAL COUNCIL MEETING 4/6/19	O	O	O	X	O	O	O	O	O	O
ANNUAL ELECTORS MEETING 13/2/19	O	O	X	X	O	O	X	O	O	X
CEO REVIEW COMMITTEE MEETING 10/10/18	O	O	O	X	O	O	O	O	O	O

CEO REVIEW COMMITTEE MEETING 13/3/19	O	O	O	O	X	O	O	O	O
CEO REVIEW COMMITTEE MEETING 10/4/19	O	O	X	O	O	O	O	O	O
CEO REVIEW COMMITTEE MEETING 15/5/19	O	O	O	X	O	O	O	O	O
AUDIT COMMITTEE MEETING 27/9/18	O	O	O	X	O	O	O	X	O
AUDIT COMMITTEE MEETING 28/11/18	O	O	O	O	X	O	O	O	O
AUDIT COMMITTEE MEETING 27/3/19	X	O	O	O	O	O	O	O	O
AUDIT COMMITTEE MEETING 26/6/19	O	O	O	X	X	O	O	O	X

Councillors	Cr S Hmeljak	Cr C Thoma	Cr R House	Cr G Stewart	Cr L Martin	Cr B Moore	Cr F Hmeljak	Cr F Gaze	Cr K House
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Attendance: O
Apology: X

CEO's MESSAGE 2018-2019



It gives me great pleasure to present the Shire of Gnowangerup's Annual Report for 2018/2019. This has been a special year for me, on both a personal and professional level, as it marks my last year as Chief Executive Officer at the Shire. Over the last seven years, I've experienced the passion of those who live in our Shire; understanding the issues that matter most to them and their families.

2018/2019 was another busy year for the Shire of Gnowangerup. Our Annual Report allows us to share our achievements and list our objectives for the future of our Shire.

At the Shire of Gnowangerup, planning is central to every decision we make. We are constantly looking to the future to ensure we can continue to provide exceptional services in a time of economic restraint. Infrastructure and services are at the core of our planning for the years ahead. Maintaining and improving existing facilities and roads will always remain a priority for our Shire, as we continue to deliver the services expected by our community. It has been an immense privilege to lead a team of people who work so hard to improve the lives of others and I would like to extend my sincere thanks to my executive team and all Shire staff for their ongoing hard work, diligence and commitment to making the Shire of Gnowangerup the very best it can be. I also thank our Council for their leadership and dedication, to both the Shire and the community who live here.

The Shire had a number of notable achievements in 2018/2019. With the assistance of a WA Police grant, a network of CCTV cameras was installed around the town centre of Gnowangerup. The imagery is fed back into a system that is accessible by both the Shire and Police. It is hoped that this will have a positive effect on the crime rate in this town.

The Old Gnowangerup Telecentre and Childcare Centre buildings were located on a Shire-managed Crown Reserve on Aylmore Street. During the year, the Shire handed over the management of these buildings to the Gnowangerup CRC

and Gnowangerup Family Support Association Inc respectively. This will provide those bodies with security of tenure into the future.

A major upgrade of cemetery records was completed during 2018/2019. Shire staff, led by our Finance Officer, Sharon Minter, spent many hours checking physical graves against old paper records and have now converted it all to electronic format. This will make it easier for members of the public to identify exactly where family members are buried. In addition, relevant signage has been updated and installed at the cemetery.

Council resolved to donate Lot 169 John Street, Ongerup to Ongerup Community Development Inc. The purpose of this transfer was to provide OCD with a block of land on which the group can construct a 4x2 house for community worker accommodation. OCD was able to obtain Commonwealth funding to assist with this project.

The Ongerup library was relocated from its old location in the Ongerup Town Hall to its bright new premises at the Yongergnow building. Yongergnow-Ongerup CRC staff are now managing the library and patrons have the added benefit of being able to grab a tea or coffee from the Yongergnow Café when they borrow or return library books.

The “Gnowangerup Star” property in Yougenup Road, including contents, was gifted to the Shire in 2018/2019 by the Walker family. This family operated the local newspaper from these premises for many years. The premises of the “Gnowangerup Star” are unique in that it is believed that there is not another complete hot-metal press newspaper site remaining in Australia. The site has potential as a tourist attraction as well as providing for workshop experiences.

Over the last year, the rehabilitation of the Ongerup Effluent System continued with the clearing of the last two ponds and the installation of new interconnecting piping. With the completion of this year’s work, the project is now 95% complete with only some minor earthworks and fencing planned for 2019/2020. This \$250,000, four-year renewal project has ensured Ongerup town site has an efficient and safe effluent system now and into the future.

The 2018/2019 capital works program was completed with major works being the Ongerup Pingrup Road widening and resealing, 14km of gravel re-sheeting and over 27km of bitumen resealing. All flood damage work was completed by May 2019 with over \$10 million of rehabilitation work across the Shire.

The 2019/2020 financial year will see the completion of the shoulder widening and resealing on Ongerup Pingrup road through to the Shire of Kent boundary and the continuation of gravel re-sheeting and bitumen sealing across the shire road network. New street kerbing will be undertaken in both Gnowangerup and Borden towns.

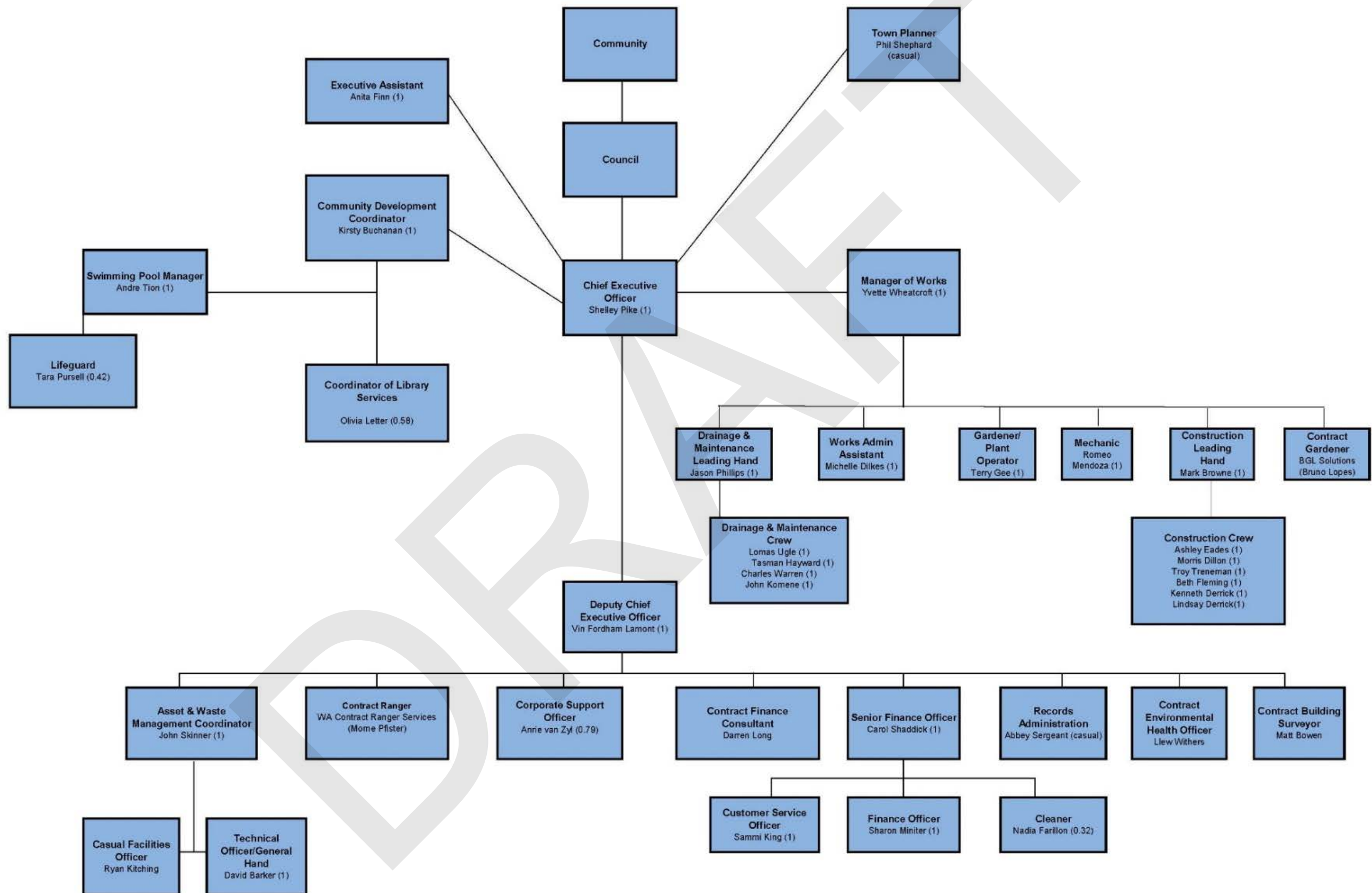
I wish Council, staff and community members in the Shire of Gnowangerup all the best for the future and encourage you to actively participate in continuing to make the district a wonderful place to live.

Shelley Pike

Chief Executive Officer



SHIRE'S ORGANISATIONAL CHART



EMPLOYEE REMUNERATION

Salary Range	15/16	16/17	17/18	18/19
\$100,000 - \$109,999	1			
\$110,000 - \$119,999		1	1	1
\$120,000 - \$129,999				
\$130,000 - \$139,999				
\$140,000 - \$149,999				
\$150,000 - \$159,999	1	1	1	1
\$160,000 - \$169,999				



SHIRE FACILITIES

Libraries:

Gnowangerup

Yougenup Centre

47 Yougenup Rd, Gnowangerup, WA, 6335

P: 08 9827 1635

E: library@gnowangerup.wa.gov.au

Ongerup

c/-Yongergnow-Ongerup CRC

Lot 260 Jaekel St, Ongerup, WA, 6336

P: 08 9828 2325

E: library@gnowangerup.wa.gov.au



Recreation Centres:

Borden Pavilion

51 Stone St, Borden, WA, 6338

P: 08 9828 1116

Ongerup Sporting Complex

Jaekel St, Ongerup, WA 6336

P: 08 9828 2013

Gnowangerup Sporting Complex

Strathaven Road, Gnowangerup, WA, 6335

P: 08 9827 1386

Swimming Pool:

Strathaven Road, Gnowangerup, WA, 6335

P: 08 9827 1741



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

INTRODUCTION

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

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

1. An overview for key strategies or actions.
2. A description regarding those actions that are completed.
3. Whether an action of strategy has another action against it i.e. cancelled/deferred.
4. Listing key strategies/actions that are planned for 2018/2019.



SUSTAINABLE BUSINESS GROWTH

OPERATIONAL IMPLEMENTATION				
	ACTIONS	RESPONSIBILITY	DELIVERY TIMELINE	
			FY 18/19	FY 19/20
A1.1.1	Develop and implement an Economic Development Strategy/ Plan to guide and drive economic development in the Shire.	CEO	•	
A1.1.2	Develop a Digital Workplan to position the Shire as a "Smart Shire" and to maximise the benefits of digital communication technology and initiatives within the Shire for local businesses and the community.	DCEO	•	
A1.1.3	Implement the Digital Workplan.	DCEO	•	•
A1.2.1	Identify a community project to facilitate, that encourages business growth i.e. Business Development Group.	CEO	•	•
A1.3.1	Monitor progress on infrastructure plans.	TOWN PLANNER	•	•
A1.4.1	Work with Landcorp to release the industrial lots in Quinn Street.	CEO / TOWN PLANNER	•	•
A1.4.2	Monitor development rates and ensure future supply of industrial land for subdivision and development.	TOWN PLANNER	•	•
A1.4.3	Progress Cuneo Close commercial development	MW	•	
A1.5.1	Hold annual Business Forum.	CEO		•
A2.1.1	Work with external partners to provide an improved internet service within the District.	DCEO	•	•
A3.1.1	Work with the community to attract a Major Event/Festival or Attraction to the Shire	CDC	•	•
A3.2.1	Complete Gnowangerup Heritage Trail Project.	CDC		
A3.2.2	Develop Tourism Strategy.	CEO	•	
A3.2.3	Develop Management Plan for the Gnowangerup Star.	CEO	•	•

MAJOR ITEMS COMPLETED 2018/2019

A1.1.2 Develop Digital Workplan

Council requested Shire officers to develop a Digital Workplan to position the organisation as a "Smart Shire" and to maximise the benefits of digital communication technology and initiatives within the District for local businesses and the community. The completed plan was presented to Council in September 2018.

NOT COMPLETED

A1.1.3 Implement Digital Workplan

Officers have sourced funding from the Commonwealth to develop a digital awareness training course for community members. A local person has been

appointed as the project manager and three other community members have signed on to deliver the training at Borden, Ongerup and Gnowangerup.

The training sessions will be delivered in 2019/2020 and it is hoped that they will increase the awareness of digital technology and its applications in today's world, within our local communities.

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

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

A1.4.3 Cuneo Close Commercial Development

The lot created for Landmark has been finalised and they are now developing their plans for the development of the property.

A1.5.1 Hold Annual Business Forum.

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

A2.1.1 Fixed Wireless Internet Service

Superloop was one of the successful applicants for the Department of Primary Industry and Regional Development's (DPIRD's) Smart Farms grants program. Its project involves constructing a fixed wireless network from the Gnowangerup district to Narrogin. It is hoped that this will provide our communities with a much improved internet service. The project is waiting on agreement between DPIRD and Superloop on the scope of the project.

A3.2.2 & A1.1.1 Development Tourism & Economic Development Strategy/Plan

A Draft Marketing Strategy Plan has been developed by Wheatbelt Business Network which will form a future Economic Development & Tourism Strategy/Plan.

A3.2.3 Develop Management Plan for the Gnowangerup Star

In March 2019 printing experts Geoff Moore, Claire & David Bolton and Ann Ong visited the Gnowangerup Star building to start taking the inventory of the contents in the building. The process of systematically cataloguing the contents will continue in 2019/2020. The visitors quoted the Gnowangerup Star Newspaper building and contents as 'unique'.



DEFERRED/CANCELLED

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

Still a work in progress.

MAJOR ITEMS PLANNED FOR 2019/2020

The following actions are planned for 2019/2020:

- **A1.1.3** Implement Digital Workplan
- **A2.1.1** Progress Fixed Wireless Internet Service
- **A3.2.1** First stages of the Gnowangerup Heritage Trail extension (war memorial to Aylmore Springs)



THE NATURAL ENVIRONMENT

OPERATIONAL IMPLEMENTATION				
ACTIONS		RESPONSIBILITY	DELIVERY TIMELINE	
			FY 18/19	FY 19/20
B1.1.1	Facilitate active involvement from the community in preserving and enhancing the natural environment by using all available resources such as The West Australian Waste Authority's CIE Grants, which are available each year.	AWMC	•	•
B1.1.2	Take management order over Borden Community Dam reserve.	DCEO	•	
B1.2.1	Design and cost the installation of recycling stations at each landfill. Trial at Gnowangerup in Feb 2018.	AWMC	•	
B1.2.2	Roll out the recycling stations to the Borden and Ongerup landfills.	AWMC	•	
B1.2.3	Investigate Recycling and waste management Education and Awareness Activities such as the West Australian Waste Authority's CIE Grants, which have been used to fund projects of this type.	AWMC	•	•
B2.1.1	Investigate alternative sources of power for Shire owned buildings.	AWMC		
B2.1.2	Install solar systems at the Shire's Administration and Depot buildings.	AWMC		
B2.1.3	Formulate a plan to help reduce power consumption at the new pool site.	AWMC		
B2.1.4	Implement pool power plan.	AWMC	•	
B2.1.5	Investigate large-scale power generation opportunities.	AWMC		
B2.1.6	Participate in State Risk Project.	DCEO	•	
B3.1.1	Continue to maintain Parks & Reserves to a high standard.	MW	•	•
B3.2.1	Continue to preserve the conservation road side areas and support local conservation groups.	MW / CEO	•	•

MAJOR ITEMS COMPLETED 2018/2019

Nil.

NOT COMPLETED

B1.1.2 Take Management Order over Borden Community Dam Reserve

The Water Corporation offered the management of this reserve to the Shire. All parties are presently waiting on the Department of Planning, Lands and Heritage to issue a management order in favour of the Shire.

DEFERRED/CANCELLED

B1.1.1 Facilitate active involvement from the community in preserving and enhancing the natural environment by using all available resources such as the West Australian Waste Authority's CIE Grants, which are available each year
Deferred until 2019/2020.

B1.2.2 Roll out the recycling stations to the Borden and Ongerup landfills
Commenced but deferred to 2019/2020 to utilise available funding under the "Regional and Strategic Waste Management Project".

B2.1.3 Formulate a Plan to help Reduce Power Consumption at the new Pool Site
Deferred until 2019/2020.

B2.1.4 Implement pool power plan
Deferred until 2019/2020.

MAJOR ITEMS PLANNED FOR 2019/2020

The following actions are planned for 2019/2020:

- **B1.1.2 Take Management Order over Borden Community Dam Reserve.**
- Completion of the recycling stations at the three landfills as part of the Regional and Strategic Waste Project.

OUR COMMUNITY

OPERATIONAL IMPLEMENTATION				
	ACTIONS	RESPONSIBILITY	DELIVERY TIMELINE	
			Fy 18/19	Fy 19/20
C1.1.1	Support annual funds to local arts and culture groups.	COUNCIL / CEO	•	•
C1.1.2	Identify opportunities to strengthen the relationship between our three communities.	CDC	•	•
C1.1.3	Promote and support the needs of disadvantaged people within the community.	CDC	•	•
C1.2.1	Work with the indigenous community to celebrate NAIDOC week.	CDC	•	•
C1.2.2	Implement the DAIP to guide Shire operations and services to ensure they are inclusive of all members of the community.	CEO	•	•
C2.1.1	Actively engage the community and event promoters to host iconic, cultural and sporting events within the Shire in partnership with other community organisations e.g. Australia Day, NAIDOC Week, National Youth Week, Mental Health Week, Thank a Volunteer Day / Volunteer Week.	CDC	•	•
C2.1.3	Prepare a Community Development Plan to guide the provision of community based services delivered or facilitated by the Shire.	CDC		
C2.1.4	Support annual funds to local community groups & individuals to assist in delivering local passive recreational activities.	CDC	•	•
C2.2.1	Increase Ongerup Library membership and introduce library activities to be delivered to the community.	CDC		
C2.2.2	Investigate needs associated with staffing the Gnowangerup Community Swimming Pool to maintain optimal operations.	CEO	•	
C2.2.3	Relocate Ongerup Library to Yongergnow-Ongerup CRC.	CEO	•	
C3.1.1	Work in partnership with other Shires and community organisations to facilitate the development of local leaders through skills development opportunities and capacity building activities e.g. Regional Passive Recreation Development Project, Governance Training, Training and Skills Development Project and Community Leadership Project.	CEO and CDC	•	•
C3.2.1	Promote the sustainable management of local organisations and community groups.	CDC		
C3.2.2	Facilitate and promote partnerships between volunteer organisations, NGO's, Local Businesses and Local Government Organisations.	CDC	•	•
C3.2.3	Develop a community asset map to facilitate a sustainable volunteer base and reduce volunteer burnout.	CDC		
C4.1.1	Conduct environmental health initiatives in the community, including inspections and assessments relating to: food, water, noise, disease, pest control and safety.	EHO & CEO	•	•
C4.1.2	Continue to monitor the Ongerup Sewerage Scheme.	EHO	•	•
C4.2.1	Shire remain an Act-Belong-Commit Partner Site.	CDC	•	•
C4.2.2	Support community driven preventative health initiatives and support the provision of services for community members impacted by mental health issues.	CDC	•	•

MAJOR ITEMS COMPLETED 2018/2019

C1.1.1 Support annual funds to local arts and culture groups

ARTGN Gnowangerup Art Exhibition Opening Night was funded and supported by the Shire of Gnowangerup.

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

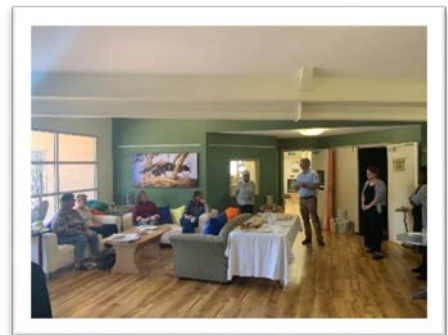
The Wirrpanda Sports Carnival held during NAIDOC week was funded and supported locally. Also refer to C1.2.1 Work with the Indigenous community to celebrate NAIDOC week.

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

In its new location, the Ongerup Library has commenced Storytime once a week. Also, by circulating items between Gnowangerup and Ongerup libraries we have been able to offer a wider selection to patrons.

C2.2.3 Relocate Ongerup Library to Yongergnow-Ongerup CRC.

Ongerup Library has successfully relocated to Yongergnow-Ongerup CRC. The Library is now open to the public five days per week instead of only one, thereby increasing borrowers. Inter Library Loans have also been utilised more frequently.



NOT COMPLETED

C1.1.2 Identify opportunities to strengthen the relationship between our three towns.

A marketing strategy is in the process of being developed; this will be identified within the plan.

C2.1.3 Prepare a Community Development Plan

The relevant officer commenced her job mid-year.

C3.2.1 Promote the sustainable management of local organisations and community groups.

The relevant officer commenced her job mid-year.

DEFERRED/CANCELLED

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

Data not available for all our small towns.

MAJOR ITEMS PLANNED FOR 2019/2020

The following actions are planned for 2019/2020:

- **C1.2.1** Work with the Aboriginal community to host an event for NAIDOC Week.
- **C3.1.1** Engage with local Elders and the Aboriginal community to implement the first stages of the Gnowangerup Heritage Trail extension.
- **C3.2.3** Develop a community asset map to facilitate a sustainable volunteer base and reduce volunteer burnout.



2019 Community 'Young Citizen of the Year Award' Recipient Anthony Swalwell



2019 Community 'Citizen of the Year Award' Winner Shelley Hmeljak with her husband Frank

PUBLIC HEALTH ACT OF WESTERN AUSTRALIA 2016 - MANDATORY REPORTING REQUIREMENTS					
PUBLIC HEALTH PLAN – KPI'S					
SHIRE OF GNOWANGERUP					
Reporting period is from 1 July 2018 to 30 June 2019					
No.	2018		2019		
Premises	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	
Air Quality					
No. of odour complaints	0	0			
No. of asbestos complaints	0	0			
No. of dust complaints	0	0			
No. of warning letters issued (air quality)	0	0			
Built Environment					
No. planning applications					
No. planning applications with environmental health impact assessment					
% planning application with environmental health assessment					
No. building licence applications	2	3			
No. of building permits issued	2	3			
No. demolition permits applications	1	1			
No. of demolition permits issued	1	1			
No. building licence applications with environmental health assessment	0	0			
% building licence applications with environmental health assessment					
Caravan Parks and Camping Grounds					
No. of caravan parks in the Shire	3				
No. of inspections caravan parks	3	4			
Complaints					
No. of complaints about residential properties	2	2			
No. of complaints about non-residential properties	0	0			
Contaminated Land					
No. of known contaminated sites in the Shire	4				
No. contaminated sites owned or vested in the Council	4				
Drinking Water Quality					
No. of food premises/public buildings not connected to scheme water	4				
No. drinking water samples taken for examination	15	17			
No. drinking water samples non-compliant with potable water standards	2	0			
Effluent Re-use Scheme					
No. of effluent reuse schemes in the Shire	0				
No. of water samples taken for examination as per licence requirements					
No. of water samples non-compliant with re-use water standards					
Annual Report on effluent reuse scheme submitted to DoH of WA*					
*DoH of WA is Department of Health of Western Australia					
Environment					
No. of complaints about the environment in the Shire	0	0	0	0	
Food Safety					
Do you have a formal enforcement policy	No				
No. complaints about food premises	0	0			
No. complaints about food products	0	0			
No. food premises total	20				
No. high risk food premises	0				
No. medium risk food premises	20				
No. low risk food premises	0				
No. of very low or exempt premises	0				
No. of inspections high risk food premises					
No. of inspections medium risk food premises	15	13			
No. of inspections low risk food premises					
No. of infringement notices issued	0	0			

Reporting period is from 1 July 2018 to 30 June 2019					
	No.	2018		2019	
	Premises	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Food Safety - continued					
No. of improvement notices issued		0	0	0	0
No. of prohibition notices issued		0	0	0	0
No. of food premises prosecuted		0	0	0	0
No. of food samples taken		0	0	0	0
No. of food samples non compliant as % of samples		0	0	0	0
No. of warning letters issued (food)		0	0	1	2
No. of mandatory food reports submitted to the DoH of WA*		1	0	0	0
No. food premises/public buildings not connected to scheme water	5				
No. of water samples taken for examination		4	15		
No. of water samples non-compliant with potable water standards		0	1		
*DoH of WA is Department of Health of Western Australia					
Hairdressers/Skin Penetration					
No. of hairdressers in the Shire					
No. of inspections of hairdressers		0	0		
No. of skin penetration premises	0				
No. of inspections of skin penetration premises					
Legal					
Health Act Notices issued		0	0		
Health Act Notices complied with		0	0		
Local Government Act Notices issued		0	0		
Local Government Act Notices complied with		0	0		
Liquor licences					
No. of new liquor licence applications		0	0		
No. of Section 39 (Health) certificates issued		0	0		
No. of Section 40 (Planning) certificates issued		0	0		
Lodging Houses/ Bed and Breakfast					
No. of lodging houses	1				
No. of inspections lodging houses	0	0	1		
No. of bed and breakfast	1				
No. of inspections of bed and breakfast	0	0	0	0	0
Noise					
No. noise complaints not including dogs		0	1		
No. noise complaints air conditioners		0	0		
No. noise complaints from industry/commercial premises		0	0		
No. noise complaints music/parties		0	0		
No. noise management plans approved		0	0		
No. non complying noise events		0	0		
No. warning letters issued (noise)		0	1		
No. infringement notices issued (noise)		0	0		
		0	0		
Offensive Trades					
No. offensive Trades	0				
On-Site Effluent Disposal					
No. on site effluent disposal systems approved		0	0		
No. on site effluent disposal systems installed (septic tanks)		0	0		
No. on site effluent disposal systems installed (nutrient retentive)		0	0		
No. on site effluent disposal systems installed (ATUs)		0	0		
No. on site effluent disposal systems installed (Greywater)		0	0		
No. of site inspections/inspections of on-site effluent disposal systems		0	0		

Reporting period is from 1 July 2018 to 30 June 2019		No.	2018		2019	
	Premises		Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Public Buildings						
No. of public buildings	0					
No. of high risk public buildings	0					
No. of medium risk public buildings	4					
No. of low risk public buildings	1					
No. of inspections high risk public buildings			0	2	1	1
No. of inspections medium risk public buildings			1	1	0	0
No. of inspections low risk public buildings			0	0	0	0
No. of public events less than 1000 people			0	0	0	0
No. of public events 1000 to 5000 people			0	0	0	0
No. of public events more than 5000 people			0	0	0	0
Private Swimming Pools						
No. of private swimming pools in the Shire	10	6 other pools not due for inspection				
No. of mandatory inspections of private swimming pools			5	0	1	
No. of private swimming pools compliant with Building Act 2011			3	0	1	
No. of private swimming pools non-compliant with Building Act 2011			2	2	2	
No. of mandatory inspections of private swimming pools over-due			0	0	0	
Public Swimming Pools - Water Quality						
No. of semi-public swimming pools in the Shire	2					
No. of swimming pool water samples taken for examination			0	22		
No. of water samples non-compliant with recreational water standards			0	0		
Sewerage Scheme (Ongerup)						
No. of premises registered with the DWER in the Shire	1					
No. of inspections of licenced premises in the Shire			4	5		
Annual Data Report on licenced premises submitted to ERA*			1	0		
Annual Audit Compliance Returns submitted to ERA			1	0		
Tri-Annual Audit of licenced sewerage system			0	1		
Post Audit Implementation plan received/submitted from/to the ERA			0	0		
*ERA is the Economic Regulation Authority						
Vectors & Pests						
No. complaints – mosquitoes			0	0		
No. complaints – rodents			0	1		
No. complaints - other (not mosquitoes or rodents)			0	1		
Waste Management						
No. of registered premises in the Shire	3					
No. of licenced premises in the Shire	1					
No. of inspections of registered sites in the Shire			3	3		
No. of inspections of licenced sites in the Shire			2	2		
Annual Environmental Report submitted to DWER*			0	0		
Annual Audit Compliance Return submitted to DWER			0	0		
Annual licence renewal application submitted to DWER			1	0		
No. of complaints about waste disposal sites in the Shire			0	0		
No. of complaints illegal tipping			0	0		
No. of complaints illegal tipping - asbestos			0	0		
*DWER is Department Water & Environmental Regulation						

A SUSTAINABLE AND CAPABLE COUNCIL

ACTIONS	RESPONSIBILITY	DELIVERY TIMELINE	
		FY 18/19	FY 19/20
D1.1.1	Annually review the Shire's Policy Manual and develop new policies as required.	•	•
D1.1.2	Major re-development of Policy Manual.	•	
D1.2.1	Develop a seamless suite of plans aligning the strategic direction with operational actions and projects.		
D1.2.2	Develop the Asset Management Framework which includes policy, strategy and plans.		
D1.2.3	Develop a Workforce Plan.		
D1.2.4	Review the Long Term Financial Plan.	•	•
D1.3.1	Ensure the Annual Report includes all the information that is required by legislation and in a format easily understandable by the community.	•	•
D1.4.1	Develop a community engagement / consultation strategy.		
D1.4.2	Establish and manage a Strategic Community Reference Group from a wide demographic to provide advice to Council on matters of significant community interest.		
D1.4.3	Prepare and publish all Agendas and Minutes of Council in accordance with legislation and make them accessible to the public.	•	•
D2.1.1	Manage election process and ensure new councillors receive relevant documentation.		•
D2.1.2	Develop an Induction Manual for elected members.	•	
D2.1.3	Develop an annual elected members training calendar.	•	
D3.1.1	Implement the outcomes of the Better Practice Review.		
D3.1.3	Implement new ALTUS Financial Reporting system to provide a more efficient monthly financial reporting process.	•	
D3.1.4	Conduct five yearly review of Recordkeeping Plan.	•	
D3.1.5	Conduct two-yearly Reg 17 Audit Review.		•
D3.1.6	Implement recommendations from Records Management review including records disaster recovery plan, records policies and procedures, completion of archiving program and medical practice files.	•	
D3.1.7	Annually conduct a review of local laws with a major review to be done eight-yearly. (Last major review was 2016).	•	•
D3.1.8	Complete an annual Compliance Audit Return to demonstrate compliance with legislation.	•	•
D3.1.9	Design and adopt new industry standard Chart of Accounts to provide improved reporting.		•
D3.2.1	Conduct a bi-annual survey of residents to measure customer satisfaction with services.	•	
D3.2.2	Review the Shire's Customer Service Charter to inform and enhance service outcomes.	•	•
D3.3.1	Ensure staff training opportunities are identified during performance management process.	•	•
D4.1.1	Continue representation on external Boards and committees such as the GSDC, WALGA Zone, School Boards, Hidden Treasures and others to influence positive local and regional outcomes.	•	•
D4.1.2	Participate in State policy development processes affecting local government where appropriate.	•	•

MAJOR ITEMS COMPLETED 2018/19

D1.2.2 Asset Management Framework

Completed

D3.1.3 Implement new ALTUS Financial Reporting system to provide a more efficient monthly financial reporting process

IT Vision provides the corporate software package, Synergysoft, to local government. Support staff from IT Vision have worked with the Shire's financial team to provide an alternative system for presenting financial data. Whilst the Board system was fully implemented, the Shire has been advised that there will be a free migration to Power BI so additional training will be required.

D3.2.2 Review of Customer Service Charter

The Shire of Gnowangerup is committed to providing the highest standard of service to all of its customers. Customers have the right to expect excellent service from all areas of the organisation. Each year the Shire reviews its Customer Service Charter. No significant changes were made as a result of the September 2018/2019 review.

NOT COMPLETED

D1.1.1 Major re-development of the Policy Manual.

One of the roles of Council is to determine the local government's policies. Officers worked diligently to update and expand Council's Policy Manual, based on recent audit feedback. The new manual will be adopted by Council in 2019/2020.

D3.1.6 Records Management Review

A Records Management Review was conducted in 2017/2018 by an external consultant. A number of recommendations were made, including the update of the Shire's Recordkeeping Plan. The Shire is required, pursuant to the *State Records Act 2000*, to review its recordkeeping plan every five years. Implementation of most recommendations from the Records Management review were implemented in 2018/2019. The major exception was the new Recordkeeping Plan, which has been submitted to the State Records Commission but is subject to feedback from the SRC in 2019/2020.

DEFERRED/CANCELLED

Nil

MAJOR ITEMS PLANNED FOR 2019/2020

The following actions are planned for 2019/2020:

- **D1.1.1** Major re-development of the Policy Manual
- **D3.1.6** Records Management Review – continue implementation
- **D3.1.7** Replace the existing Bush fire Brigades Local Law



FINANCIAL SUSTAINABILITY

ACTIONS	RESPONSIBILITY	DELIVERY TIMELINE	
		FY 18/19	FY 19/20
E1.1.1	Embrace outcomes from the local government reform process that allow for alternative means of raising revenue and innovative partnership opportunities.	CEO / DCEO / TOWN PLANNER	●
E1.2.1	Monitor State Government media releases and take action when appropriate.	CEO	●
E2.1.2	Develop an ITC Strategy.	DCEO	●
E2.1.3	Update medical practice IT hardware and connect to Shire server.	DCEO	
E2.1.4	Convert CEO & Mechanic houses from Reserve to freehold and separate into 2 lots.	DCEO	
E2.1.5	Convert Police OIC and Doctor houses from Reserve to freehold and separate into 2 lots.	DCEO	●
E2.1.6	Convert to freehold and on-sell the Old Ongerup Police Station.	DCEO	●
E2.1.7	Reserve 14184: Divide into three - Old Telecentre, Childcare Centre, Old Police Station & Gaol with the Shire to retain management over the Old Police Station & Gaol portion.	DCEO	●
E2.1.8	Acquire vacant block at 25 Yougenup Rd, Gnowangerup for the purpose of creating a park.	DCEO	●
E2.2.1	Complete and maintain Asset Management Plans.	AWMC	
E2.2.2	Review Asset Management Plan.	AWMC	●
E2.3.1	Take part in regional collaboration opportunities related to community services such as sharing of regional resources, hosting of regional community development activities and support for regional activities taking place in other communities across the Great Southern.	CEO / DCEO	●
E3.1.1	Implement Capital Works Program as detailed in the Capital Works Program 2017-2018.	MW	●
E3.1.2	Major Road Construction Program, continue to update road asset information and develop construction/maintenance program that optimises funding opportunities for future road asset sustainability. Gravel re-sheeting a minimum of 8km per year to be reassessed post WANDRRA.	MW	●
E4.1.1	Roads to Recovery funding to focus on preservation and resealing of single seal bitumen roads – Ongerup Pingrup Rd, Sandalwood Rd, Nightwell Rd, Old Ongerup Rd, Salt River Rd, Gleeson Rd and Laurier Rd. Urban towns as required by condition assessment.	MW	●
E4.1.2	Submit funding for Regional Road Group funds. Focus on preservation resealing of single seal bitumen roads – Borden Bremer Bay Rd, Tieline Rd, Tambellup Rd, Kwobrup Rd. Complete widening and resealing of Ongerup Pingrup Rd.	MW	●
E4.1.3	Maximise WANDRRA funding opportunities by reviewing and incorporating works completed by WANDRRA and adjust works program accordingly.	MW	●

MAJOR ITEMS COMPLETED 2018/2019

E2.1.6 Old Ongerup Police Station

As part of Council's strategy to rationalise the number of building assets it owns, we completed the process of converting the above property from Crown Reserve to freehold land in October 2017. The property was sold by the Shire in 2018/2019.

E2.1.7 Reserve 14184

Subdivided into three reserves - Old Telecentre, Childcare Centre, Old Police Station & Gaol, and the Shire retains management over the Old Police Station & Gaol portion. The Childcare Centre portion is now managed by Gnowangerup Family Support and the Old Telecentre portion by the Gnowangerup CRC.

E2.2.1 Complete and Maintain Asset Management Plans

The Roads, Footpaths, Sewer and Airport Asset Management Plans were completed.



E3.1.1 Capital Works Program

The 2018/2019 Works Program was completed as follows:

Road Name	Described Works and Funding Source
Ongerup Pingrup Road	<ul style="list-style-type: none"> Continue to rebuild shoulders, widen pavement and reconstruct drains for a further 6.6km. Reseal new shoulder 0.5m each side then reseal entire width of road to 6.4m. Total cost \$357,765 – Regional Road Group funded \$238,510, Shire contribution \$119,255.
Borden Bremer Bay Road	<ul style="list-style-type: none"> Reseal 6km of Borden Bremer Bay Road. Total project cost \$120,000 – Regional Road Group funded \$80,000 and Council funds \$40,000. Council spent a further \$59,509 on shoulder rehabilitation.
Tieline Road	<ul style="list-style-type: none"> Widen and reseal a further 6 km. Total cost \$138,000. Regional Road Group funds \$92,000 Council funds \$46,000. Council spent a further \$90,347 to widen shoulders.
Nightwell Road	<ul style="list-style-type: none"> Widen culverts and headwalls. Total project cost \$45,509. Fully Council funded.
Sandalwood Road	<ul style="list-style-type: none"> Reseal 3.6km to protect pavement integrity. Total project cost \$88,582 fully Council funded.
Salt River Road	<ul style="list-style-type: none"> Reseal 5.8km. Total project cost \$133,000. Fully funded by Roads To Recovery.
Rabbit Proof Fence Road	<ul style="list-style-type: none"> Form up and gravel re-sheet sections of road. Total project cost \$55,143. Fully funded by Roads To Recovery.
Gleeson Road	<ul style="list-style-type: none"> Form up and gravel re-sheet 4km. Total project cost \$88,029. Fully funded by Road To Recovery.
Highdenup Road	<ul style="list-style-type: none"> Form up and gravel sheet sections of road. Total project cost \$91,482. Fully funded by Council.
Road maintenance	<ul style="list-style-type: none"> Routine road maintenance program consists of: maintenance grading, tree pruning, road verge spraying and shoulder grading. Total funds spent on road maintenance: \$1,290,438.

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

Flood damage restoration work for AGRN743 continued throughout the 2018/2019 year and all work was finalised by 30th June 2019. Reimbursement for 2018/2019 was \$2,534,527. Total reimbursement for AGRN743 over the two years was \$10,145,164. This does not include Council's own contribution for opening up works.

NOT COMPLETED

E2.1.5 Convert Police OIC and Doctor houses from Reserve to freehold and separate into 2 lots

Properties were separated into two lots in 2018/2019, and the Doctor's house is in the process of being converted to freehold land in the name of the Shire.

DEFERRED/CANCELLED

E2.1.2 Develop an ITC Strategy

Deferred to align with expiry of current IT support contract.

E2.1.8 Vacant block at 25 Yougenup Rd, Gnowangerup

Council previously resolved to acquire this property for the purpose of creating a park. Due to some deceased estate issues, this matter has been deferred for three years.

MAJOR ITEMS PLANNED FOR 2019/20

The following actions are planned for 2018/2019:

- E2.1.5 Convert Doctor's house from Reserve to freehold
- E2.1.2 Develop an ITC Strategy
- E3.1.1 Capital Works Program for 2019/2020:
 - The capital works program for 2019/2020 will continue with the preservation of ageing bitumen roads by resealing the single (prime seal) roads. These roads include Borden Bremer Bay Road, Old Ongerup Road, Boxwood Hill Ongerup Road, Tieline Road and Hinkley Road.
 - Ongerup Pingrup Road widening and resealing project has received Regional Road Group funding for 2019/2020 and this will see the completion of this road to the Shire of Kent boundary.
 - Gravel sheeting will be carried out on Tieline Road and Rabbit Proof Fence Road.
 - Council will fund the resealing of Lamont Street in Ongerup, Moir Street and Stone Street in Borden and Bell Street in Gnowangerup.
 - New kerbing will be installed in Bell Street in Gnowangerup and Moir Street in Borden as well as a small section on John Street near the Borden Primary School.

QUALITY BUILT FORM

ACTIONS		RESPONSIBILITY	DELIVERY TIMELINE	
			FY 18/19	FY 19/20
F1.1.1	Design Stage 1 of residential subdivision in Quinn Street.	TOWN PLANNER	●	●
F1.2.1	Ensure environmental consideration is reflected in Town Planning and Building Approvals.	TOWN PLANNER / BUILDING SURVEYOR	●	●
F1.3.1	Facilitate the redevelopment of Aylmore Springs. Stage 1: Community Consultation. Stage 2: Design & Implementation.	CEO / TOWN PLANNER	●	●
F1.3.2	Review and ensure the Shire Planning Scheme & Policies reflect Council's strategic initiative and community values.	TOWN PLANNER	●	●
F2.1.1	Support Landcorp release of residential blocks.	CEO	●	●
F2.1.3	Purchase grouped housing block from Landcorp.	CEO		
F2.1.4	Construct two houses on grouped housing block.	DCEO / AWMC	●	●
F2.2.1	Encourage better use of existing underutilised community spaces across the Shire.	CEO / TOWN PLANNER	●	●
F2.2.2	Support projects that improve community spaces and that incorporate the sustainable management of community assets into the future e.g. Community Garden.	CEO	●	●
F4.1.1	Develop a long-term approach to significant facility upgrades and improvements.	AWMC	●	●
F4.1.2	Develop an Asset Management Strategy 2018-2028 to guide the Shire's approach to managing its assets.	AWMC		
F4.1.3	Maintain and protect heritage building and places.	CEO	●	●
F4.1.4	Complete planned shade facility and niche wall at Gnowangerup Cemetery.	MW / COUNCIL	●	●
F4.1.5	Update mapping of plots and number grave sites at Gnowangerup Cemetery.	DCEO	●	
F4.1.6	Continue to work with GSDC and the Gnowangerup Aboriginal Corporation in progressing the business case for the agricultural training facility.	CEO		
F4.1.7	Update Municipal Heritage Inventory.	CDC	●	
F4.1.8	Construct new plant and equipment shed at Depot.	MW / AWMC	●	
F4.1.9	Infrastructure upgrades to Ongerup Waste Water Ponds.	AWMC	●	

MAJOR ITEMS COMPLETED 2018/2019

F1.1.1 Design Stage 1 of residential subdivision in Quinn Street

Subdivision design completed for whole lot and Stage 1 accordingly.

F1.2.1 Ensure environmental consideration is reflected in Town Planning and Building Approvals.

Ongoing.

F1.3.2 Review and ensure the Shire Planning Scheme & Policies reflect Council's strategic initiative and community values.

Ongoing.

F4.1.1 Develop a long-term approach to significant facility upgrades.

Ongoing throughout 2018/2019.

F4.1.2 Develop an Asset Management Strategy

Completed.

F4.1.5 Update Maps and Signs for Gnowangerup Cemetery

Shire officers finalised a major project by digitising existing cemetery records and then using these new electronic records to develop maps for the cemetery. This will help all interested parties more easily locate the graves of loved ones.

New section identification signs will be installed at the cemetery in 2019/2020.

F4.4.8 Construct new Depot Shed.

Completed.

F4.1.9 Upgrades to the Ongerup Waste Water Ponds.

Completed.

NOT COMPLETED

F2.2.1 Encourage better use of existing underutilised community spaces across the Shire.

Will be reviewed as part of D1.4.2 in 2019/2020.

DEFERRED/CANCELLED

Nil

MAJOR ITEMS PLANNED FOR 2019/2020

The following actions are planned for 2019/2020:

- F2.1.4 Construct Two Houses on Grouped Housing Block



OUR FINANCES

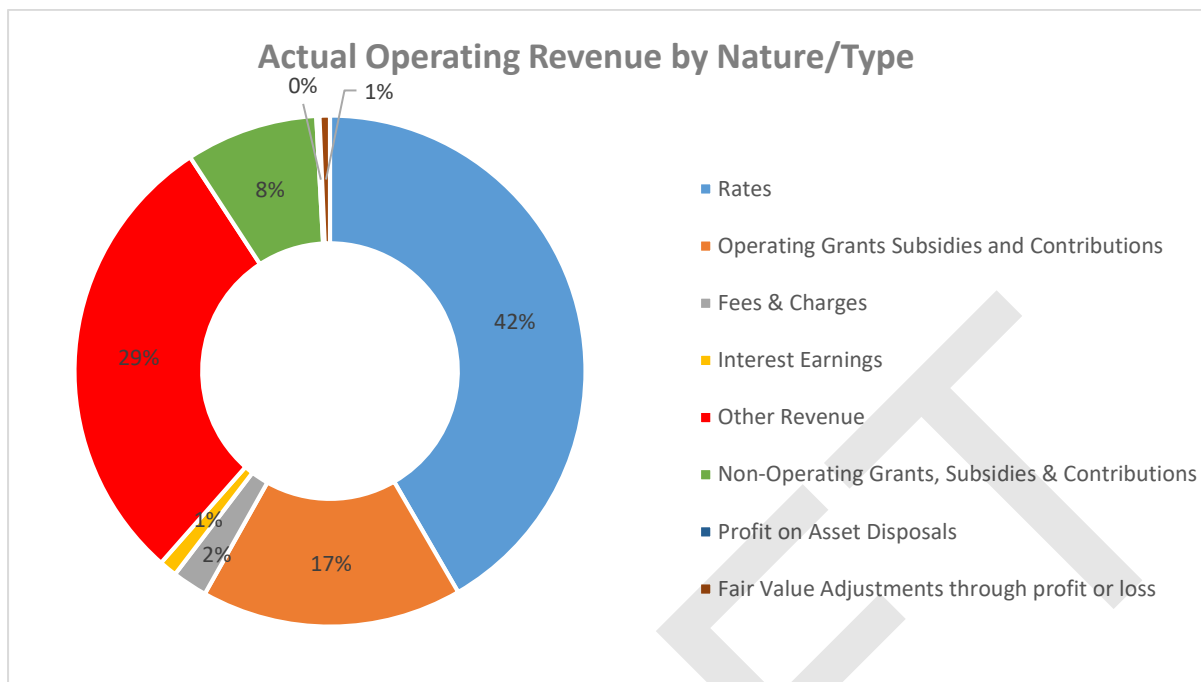
Financial Health Overview

2018/19 RESULTS OVERVIEW	2017/18 ACTUAL \$	2018/19 ACTUAL \$	VARIANCE TO 2017/18
Total Operating Revenue	14,246,391	9,701,697	(32%)
Total Operating Expenses	14,875,044	10,291,035	(31%)
Net Result from Operations	(628,653)	(589,338)	6%
Total Assets	125,292,271	124,059,492	(1%)
Total Liabilities	2,576,003	1,477,602	(43%)
Net Assets	122,716,268	122,581,890	(0.1%)
Total Cash & Investments	2,579,916	3,401,475	32%

Operating Revenue

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

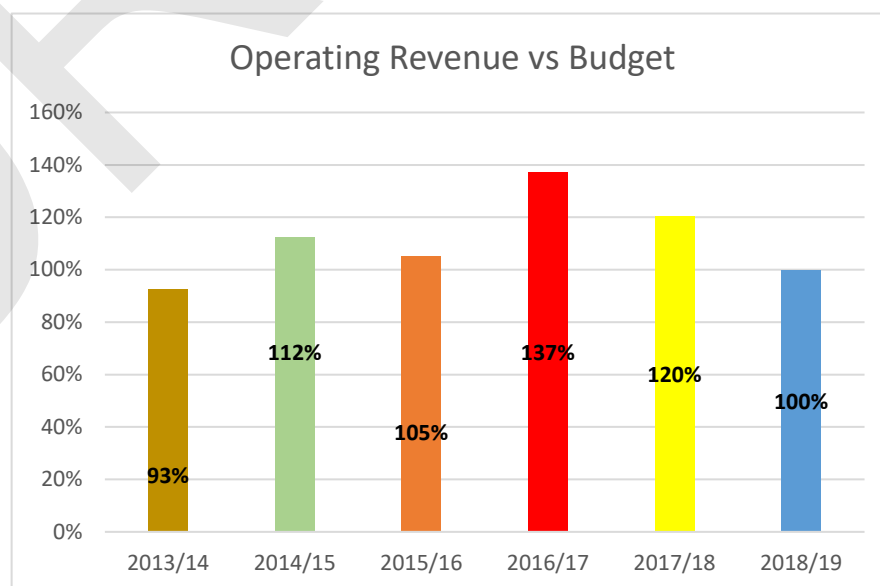
Operating Revenue By Nature	2016/17 \$	2017/18 \$	2018/19 \$
Rates	3,724,132	3,858,184	4,039,331
Operating Grants, Subsidies & Contributions	2,195,338	1,466,396	1,602,206
Fees & Charges	211,038	223,463	215,564
Interest Earnings	109,837	102,785	109,367
Other Revenue	2,011,003	7,941,351	2,840,960
Non-Operating Grants, Subsidies, Contributions	1,258,389	654,212	810,852
Profit on Asset Disposals	0	0	19,535
Fair value adjustments through profit or loss	0	0	63,882
Total	9,509,737	14,246,391	9,701,697



Actual vs Budget	2016/17 \$	2017/18 \$	2018/19 \$
Total Actual Revenue	9,509,737	14,246,391	9,701,697
Total Budget Revenue	6,932,513	11,843,103	9,714,873

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

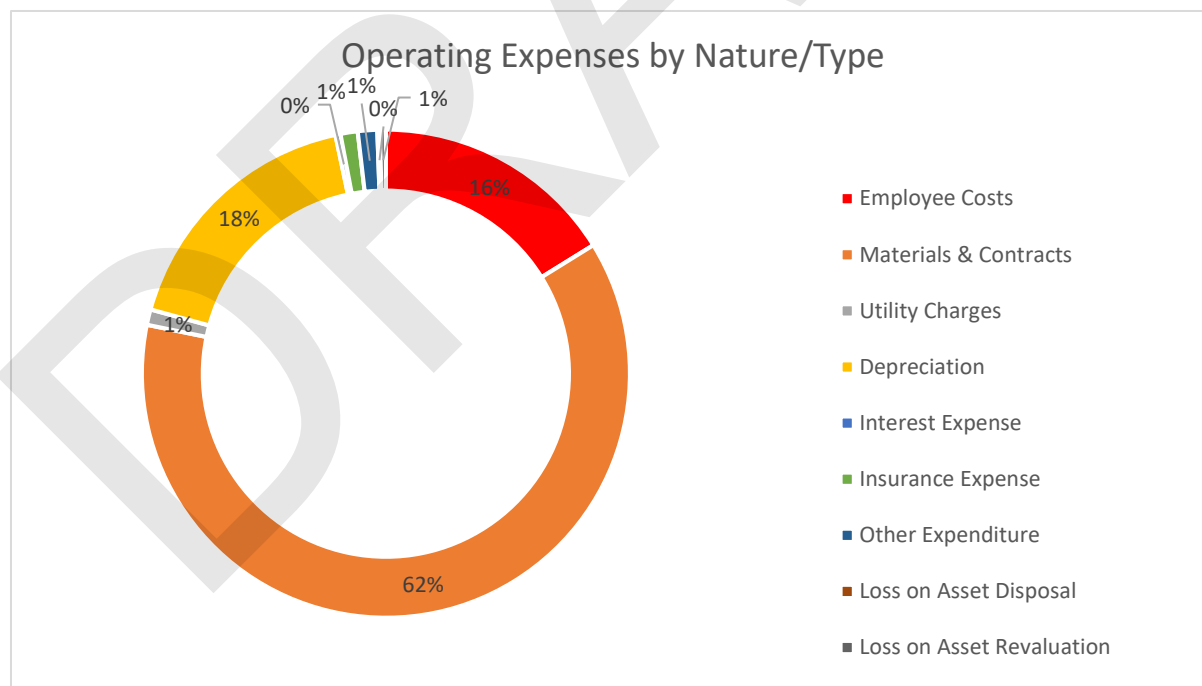
Significant contributors to Revenue are Rates income, which generated \$4.03 million, and Other Revenue \$2.84 million from WANDRRA flood damage reimbursements.



Operating Expense

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

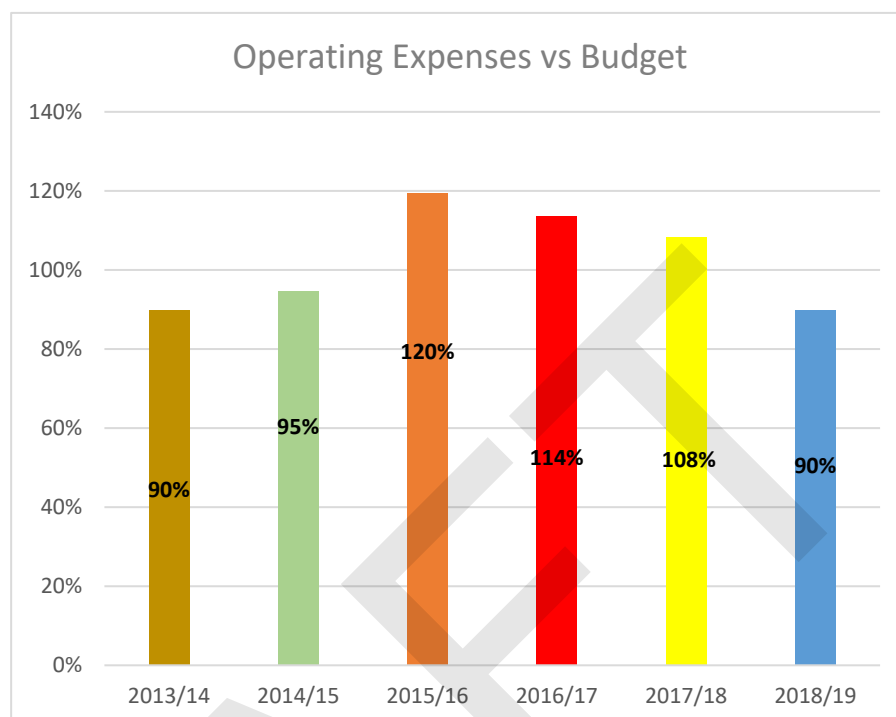
Operating Expenses By Nature	2016/17 \$	2017/18 \$	2018/19 \$
Employee Costs	2,182,154	2,405,761	2,333,010
Materials & Contracts	3,242,984	9,228,386	3,993,665
Utility Charges	142,256	152,816	151,422
Depreciation	2,461,460	2,594,679	2,168,243
Interest Expense	63,490	49,491	46,526
Insurance Expense	158,494	169,375	183,191
Other Expenses	217,596	191,101	254,093
Loss on Asset Disposal	67,171	25,074	1,160,885
Loss on Asset Revaluation	0	58,361	0
Total	8,535,605	14,875,044	10,291,035



Actual vs Budget	2016/17 \$	2017/18 \$	2018/19 \$
Total Actual Expenses	8,535,605	14,875,044	10,291,035
Total Budget Expenses	7,506,425	13,735,907	11,459,159

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

When comparing 2018/19 actual spend to the budget, Materials & Contract costs decreased due to less expenses for flood damage reinstatement works. Depreciation expenses decreased due to rate adjustments. Loss on disposal of assets increased due to the disposal of several properties at values below carrying cost.



Net Result from Operations

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

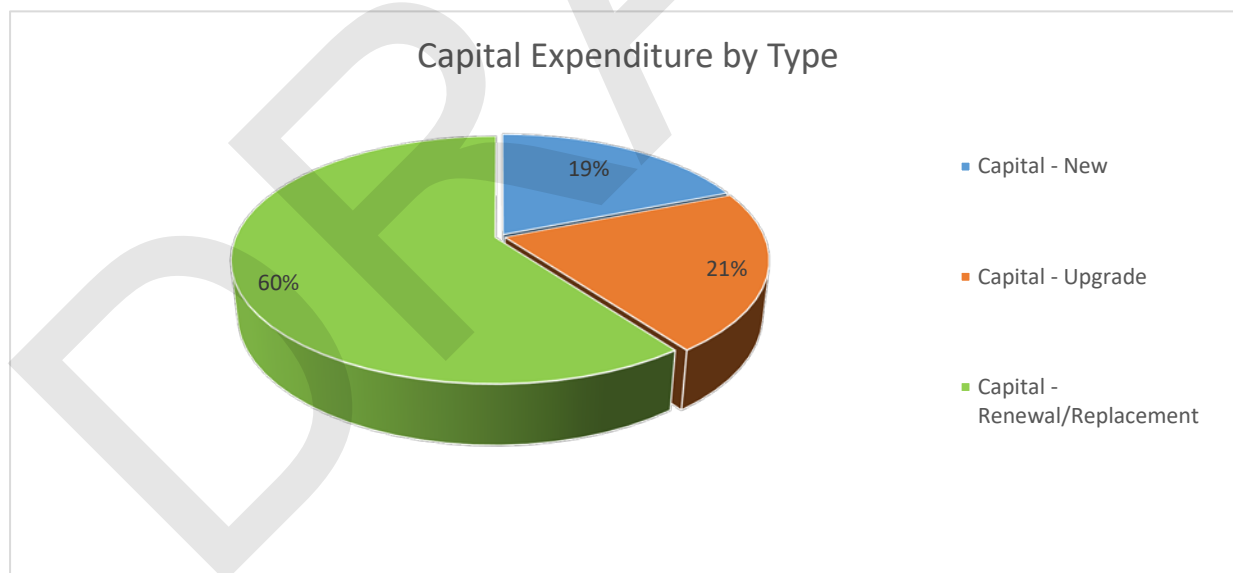
Description	2016/17 \$	2017/18 \$	2018/19 \$
Net Result from operations	974,132	(628,653)	(589,338)

The figure for 2018/2019 shows a negative result, which is attributable to the recorded loss on disposal of assets of \$1.16 million.

Capital Expenditure

Effectively implementing capital projects is essential to achieve the Shire's vision. A total of \$2,795,846 of capital projects was delivered during 2018/2019. A summary of projects is shown by Function below:

Operating Expenses By Nature	2018/19 Original Budget \$	2018/19 Revised Budget \$	2018/19 Actual \$
Law, Order & Public Safety	0	130,000	124,555
Housing	747,000	378,500	7,191
Community Amenities	560,000	564,000	495,239
Recreation & Culture	138,888	205,408	111,447
Transport	2,110,381	2,121,016	1,986,451
Economic Services	8,000	8,000	8,990
Other Property & Services	14,500	70,744	61,973
Total	3,579,169	3,477,668	2,795,846



Actual Performance Against Budget

The Shire's budget is regularly reviewed, where necessary. A statutory mid-year review is undertaken and presented to Council. The analysis below is based on the mid-year budget review for 2018/2019.

Total Operating Revenue	2018/19 Actual \$	2018/19 Revised Budget \$	Variance \$	Variance %
Rates	4,039,331	4,005,106	34,225	0.9%
Operating Grants, Subsidies & Contributions	1,602,206	849,355	752,851	88.6%
Fees & Charges	215,564	341,354	(125,790)	(36.9%)
Interest Earnings	109,367	75,714	33,653	44.4%
Other Revenue	2,840,960	3,475,705	(634,745)	(18.3%)
Non-Operating Grants, Subsidies, Contributions	810,852	853,172	(42,320)	(5.0%)
Profit on Asset Disposals	19,535	0	19,535	N/A
Fair Value Adjustments through profit or loss	63,882	0	63,882	N/A
Total	9,701,697	9,600,406	101,291	1.1%

Total Operating Expenses	2018/19 Actual \$	2018/19 Revised Budget \$	Variance \$	Variance %
Employee Costs	2,333,010	2,100,874	232,136	11.0%
Materials & Contracts	3,993,665	5,539,476	(1,545,811)	(27.9%)
Utility Charges	151,422	173,915	(22,493)	(12.9%)
Depreciation	2,168,243	2,373,988	(205,745)	(8.7%)
Interest Expense	46,526	55,606	(9,080)	(16.3%)
Insurance Expense	183,191	212,311	(29,120)	(13.7%)
Other Expenses	254,093	368,278	(114,185)	(31.0%)
Loss on Disposal of Assets	1,160,885	30,185	1,130,700	3745.9%
Loss on Asset Revaluation	0	0	0	0.0%
Total	10,291,035	10,854,633	(563,598)	(5.2%)

Total Capital Expenditure	2018/19 Actual \$	2018/19 Revised Budget \$	Variance \$	Variance %
Total	2,795,846	3,477,668	681,822	19.6%

Financial Position

Assets	2016/17 \$	2017/18 \$	2018/19 \$
Cash & Cash Equivalents	3,074,039	2,579,916	3,401,475
Trade & Other Receivables	1,157,888	2,576,454	898,597
WA Local Govt House Unit Trust	6,186	6,186	70,068
Other Financial Assets	0	116,667	89,235
Inventories	27,389	29,548	20,994
Property, Plant & Equipment	30,606,092	30,246,527	29,808,487
Infrastructure	127,087,536	89,736,973	89,770,636
Total	161,959,130	125,292,271	124,059,492

Total assets for 2018/2019 decreased by (\$1,232,779) compared to 2017/2018 due to reduction in outstanding receivables (\$1.7M), and increased consumption of property plant and equipment assets (\$0.43M) when compared to investment in asset renewal.

Liabilities	2016/17 \$	2017/18 \$	2018/19 \$
Trade & Other Payables	224,247	233,001	226,039
Current Provisions	316,537	324,814	447,391
Non-Current Provisions	44,370	104,800	54,321
Long Term Borrowings	1,076,497	1,913,388	749,851
Total	1,661,651	2,576,003	1,477,602

Total liabilities for 2018/19 decreased by 43% compared to 2017/2018, with the decrease in loan borrowings being the largest contributor. This was attributable to the repayment of the \$1 million loan drawn down in 2017/2018 to assist with cash flow relating to flood damage works.

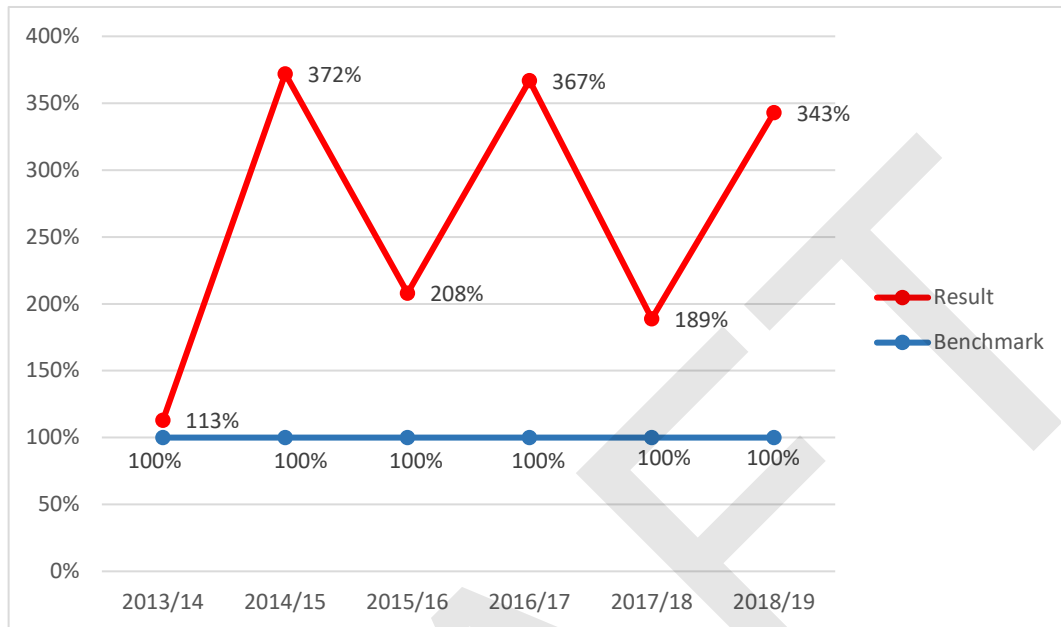
Net Community Assets	2016/17 \$	2017/18 \$	2018/19 \$
Total	160,297,479	122,716,268	122,581,890

Community Equity	2016/17 \$	2017/18 \$	2018/19 \$
Retained Surplus	43,354,363	42,631,778	42,305,941
Reserves – Cash backed	1,896,378	1,990,309	1,726,808
Reserves – Asset Revaluation	115,046,738	78,094,181	78,549,141
Total	160,297,479	122,716,268	122,581,890

Cash Flows	2016/17 \$	2017/18 \$	2018/19 \$
Cash Flows from Operating Activities	1,988,014	(91,034)	3,597,068
Cash Flows from Investing Activities	(1,162,549)	(1,266,332)	(1,639,404)
Cash Flows from Financing Activities	(156,302)	863,243	(1,136,105)
Net Increase/(Decrease) in Cash Held	669,163	(494,123)	821,559

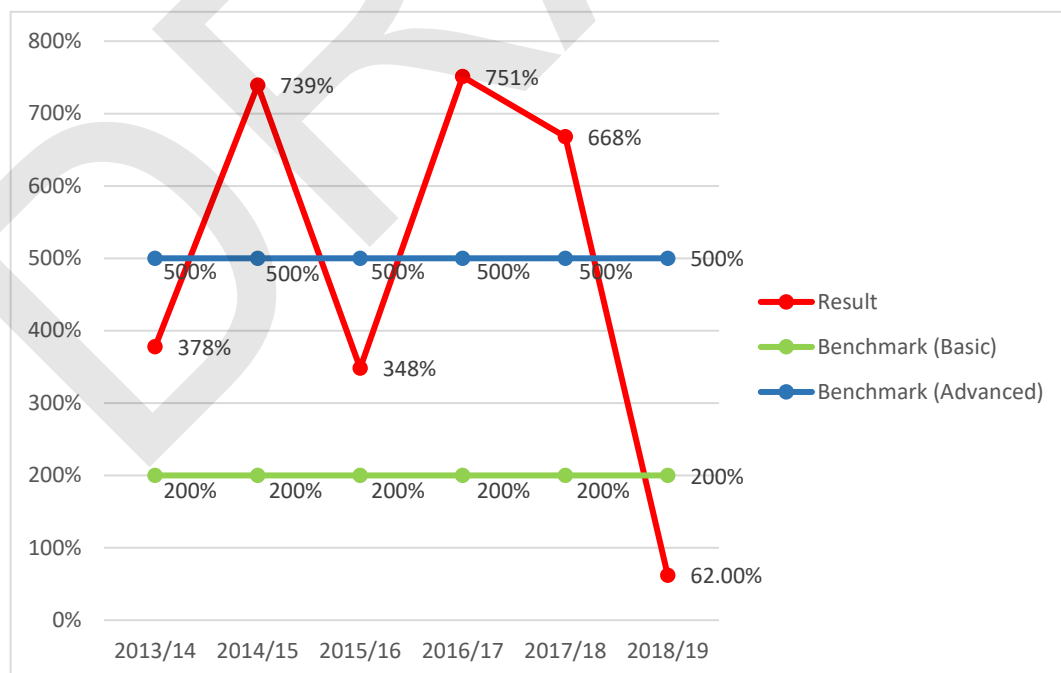
Financial Ratios

Current Ratio



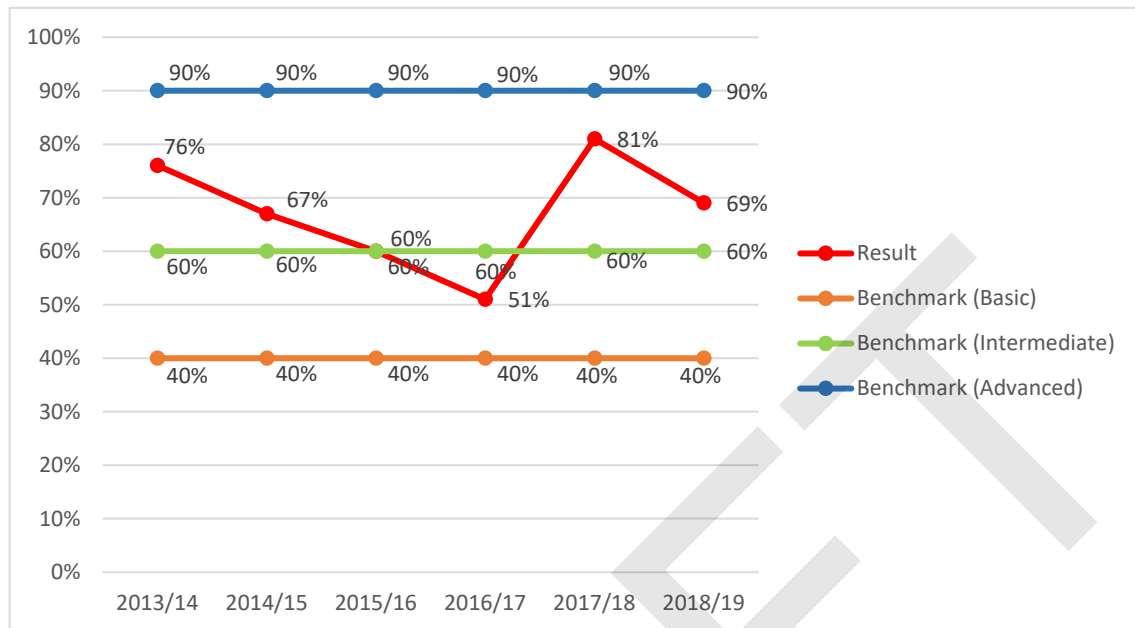
This is a modified commercial ratio designed to focus on the liquidity position of the Shire that has arisen from past years' transactions. This ratio has increased due to the decrease in current loan liabilities of \$0.86 million.

Debt Service Cover Ratio



This ratio is a measurement of the Shire's ability to repay its debt obligations including lease payments. The decrease in this ratio is attributable to large amount of debt repaid (\$1.16M) during 2018/19.

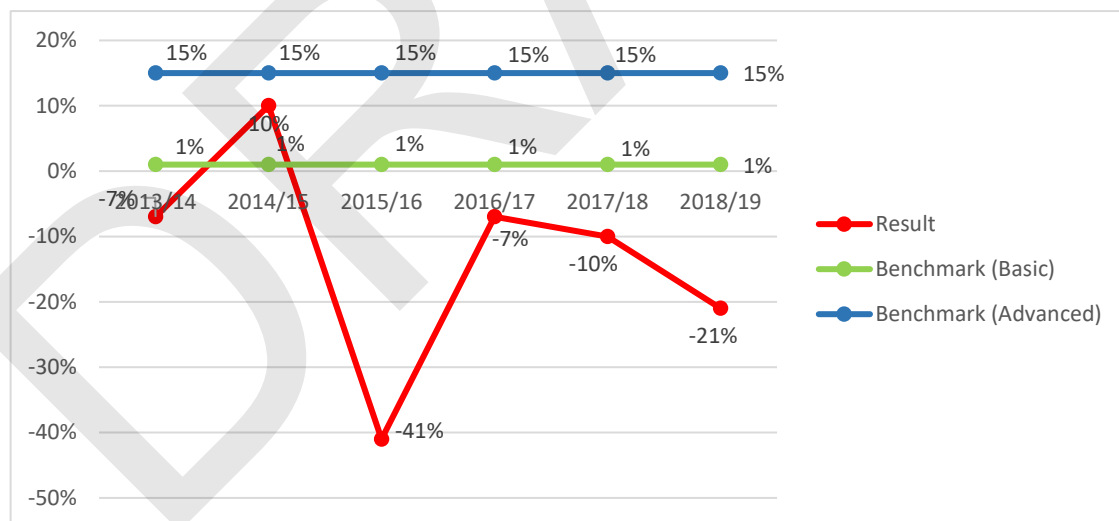
Own Source Revenue Coverage Ratio



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

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

Operating Surplus Ratio

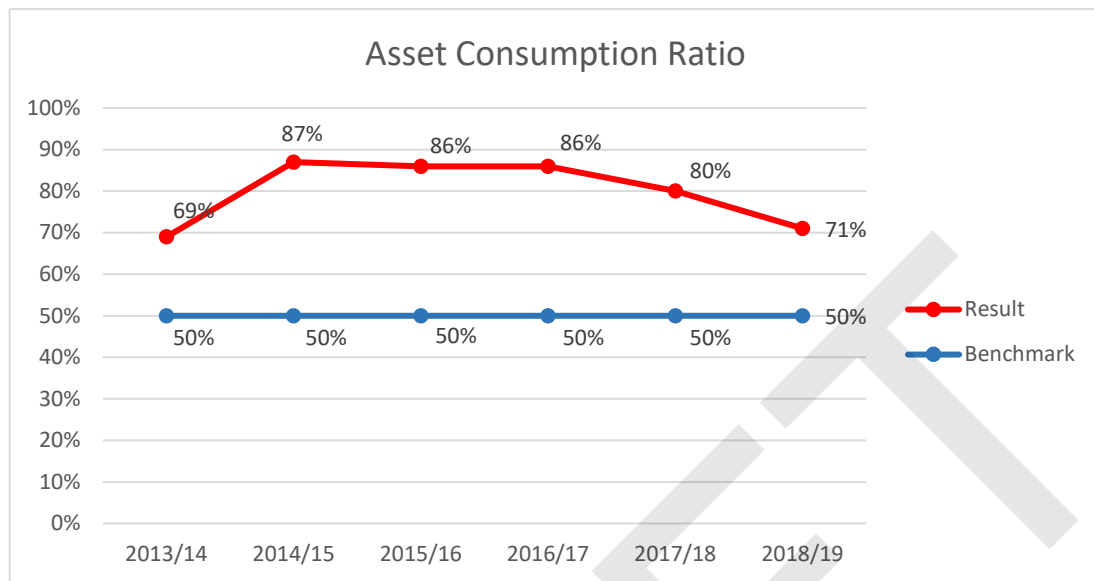


This ratio is a measurement of the Shire's ability to cover its operational costs and have revenues available for capital funding or other purposes.

The decrease in this ratio is attributable to the increase in loss on disposal of assets booked to operations, which resulted in an operating deficit being posted for the reporting period. Currently the Shire's operating expenses exceed its operating revenue by approximately \$0.5M; operating expenses include depreciation of non-current assets of \$2.16 million.

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

Asset Consumption Ratio

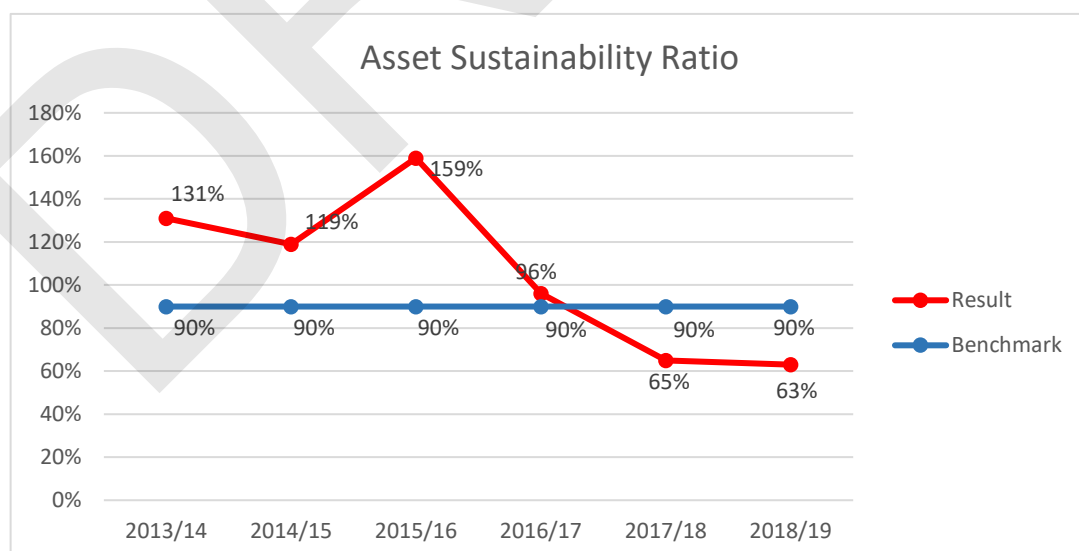


This ratio measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost.

The decline in this ratio is related to the recent revaluation and updated condition assessments of plant and equipment, and furniture and equipment assets. The revaluation has resulted in increases in current replacement costs for these asset classes, which is the denominator in calculating the ratio. The increase in replacement cost indicates that assets will cost more to replace when they reach the end of their useful life.

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

Asset Sustainability Ratio

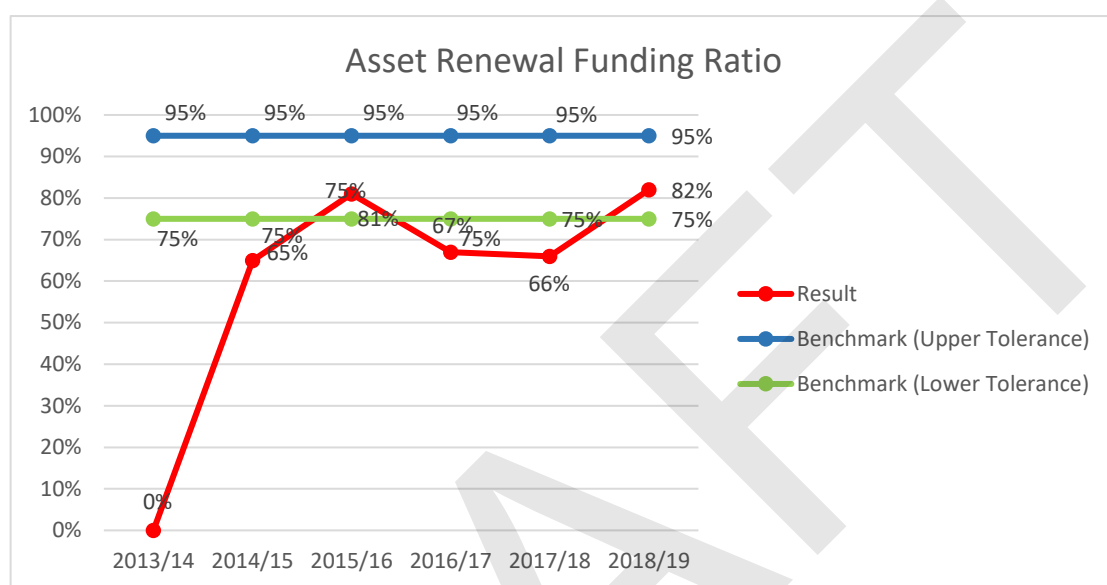


This ratio indicates whether the Shire is replacing or renewing existing assets at the same rate that its overall asset stock is wearing out.

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

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

Asset Renewal Funding Ratio



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

The data is based on the Long Term Financial Plan, which the Council reviews each year. Council's aim is to maintain this ratio above 75% in future revisions of its Long Term Financial Plan.

The standard has been met, as the ratio is greater than 75%.



SHIRE OF GNOWANGERUP

FINANCIAL REPORT

FOR THE YEAR ENDED 30TH JUNE 2019

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COMMUNITY VISION

"A progressive, inclusive and prosperous community built on opportunity"

Principal place of business:
28 Yougenup Road
GNOWANGERUP WA 6335

**SHIRE OF GNOWANGERUP
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019**

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Gnowangerup for the financial year ended 30 June 2019 is based on proper accounts and records to present fairly the financial position of the Shire of Gnowangerup at 30 June 2019 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 29TH day of NOVEMBER 2019



Chief Executive Officer

BOB JARVIS

Name of Chief Executive Officer

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
Revenue				
Rates	21(a)	4,039,331	4,005,853	3,858,184
Operating grants, subsidies and contributions	2(a)	1,602,206	746,003	1,466,396
Fees and charges	2(a)	215,564	346,222	223,463
Interest earnings	2(a)	109,367	67,420	102,785
Other revenue	2(a)	2,840,960	3,453,703	7,941,351
		8,807,428	8,619,201	13,592,179
Expenses				
Employee costs		(2,333,010)	(2,157,672)	(2,405,761)
Materials and contracts		(3,993,665)	(5,503,216)	(9,228,386)
Utility charges		(151,422)	(173,500)	(152,816)
Depreciation on non-current assets	10(b)	(2,168,243)	(2,985,960)	(2,594,679)
Interest expenses	2(b)	(46,526)	(56,054)	(49,491)
Insurance expenses		(183,191)	(211,068)	(169,375)
Other expenditure		(254,093)	(371,689)	(191,101)
		(9,130,150)	(11,459,159)	(14,791,609)
		(322,722)	(2,839,958)	(1,199,430)
Non-operating grants, subsidies and contributions	2(a)	810,852	1,095,672	654,212
Profit on asset disposals	10(a)	19,535	0	0
(Loss) on asset disposals	10(a)	(1,160,885)	0	(25,074)
Fair value adjustments to financial assets at fair value through profit or loss	7	63,882	0	0
(Loss) on revaluation of Infrastructure - Sewer	9(a)	0	0	(12,035)
(Loss) on revaluation of Infrastructure - Solid Waste	9(a)	0	0	(46,326)
		(266,616)	1,095,672	570,777
Net result for the period		(589,338)	(1,744,286)	(628,653)
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	11	454,960	0	(36,952,558)
Total other comprehensive income for the period		454,960	0	(36,952,558)
Total comprehensive income for the period		(134,378)	(1,744,286)	(37,581,211)

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

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
Revenue				
Governance		5,362	0	182
General purpose funding		5,378,659	4,569,139	5,128,420
Law, order, public safety		72,765	54,052	75,889
Health		551	300	395
Education and welfare		11,972	11,500	12,023
Housing		86,442	84,280	79,729
Community amenities		302,620	293,921	317,181
Recreation and culture		27,987	24,400	36,259
Transport		2,676,058	3,448,829	7,721,579
Economic services		15,275	12,372	15,524
Other property and services		229,737	120,408	204,998
		8,807,428	8,619,201	13,592,179
Expenses				
Governance		(744,464)	(1,102,041)	(679,597)
General purpose funding		(193,825)	(129,467)	(164,396)
Law, order, public safety		(301,896)	(340,336)	(288,803)
Health		(238,120)	(250,299)	(243,068)
Education and welfare		(16,109)	(26,524)	(15,828)
Housing		(51,081)	(56,914)	(43,942)
Community amenities		(465,759)	(598,782)	(512,513)
Recreation and culture		(1,328,126)	(1,694,532)	(1,403,089)
Transport		(5,146,305)	(6,646,343)	(10,762,311)
Economic services		(117,169)	(343,278)	(83,267)
Other property and services		(480,770)	(214,589)	(545,304)
		(9,083,624)	(11,403,105)	(14,742,118)
Finance Costs				
	2(b)			
Housing		(12,778)	(16,874)	(16,094)
Community amenities		(182)	(221)	(993)
Recreation and culture		(25,511)	(26,959)	(28,905)
Transport		(8,055)	(12,000)	(3,499)
		(46,526)	(56,054)	(49,491)
		(322,722)	(2,839,958)	(1,199,430)
Non-operating grants, subsidies and contributions	2(a)	810,852	1,095,672	654,212
Profit on disposal of assets	10(a)	19,535	0	0
(Loss) on disposal of assets	10(a)	(1,160,885)	0	(25,074)
Fair value adjustments to financial assets at fair value through profit or loss	7	63,882	0	0
(Loss) on revaluation of Infrastructure - Sewer	9(a)	0	0	(12,035)
(Loss) on revaluation of Infrastructure - Solid Waste	9(a)	0	0	(46,326)
		(266,616)	1,095,672	570,777
Net result for the period		(589,338)	(1,744,286)	(628,653)
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	11	454,960	0	(36,952,558)
Total other comprehensive income for the period		454,960	0	(36,952,558)
Total comprehensive income for the period		(134,378)	(1,744,286)	(37,581,211)

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

SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2019

	NOTE	2019 \$	2018 \$
CURRENT ASSETS			
Cash and cash equivalents	3	3,401,475	2,579,916
Trade receivables	5	777,663	2,448,893
Other financial assets	7(a)	28,558	27,432
Inventories	6	20,994	29,548
TOTAL CURRENT ASSETS		4,228,690	5,085,789
NON-CURRENT ASSETS			
Trade receivables	5	120,934	127,561
Other financial assets	7(b)	130,745	95,421
Property, plant and equipment	8	29,808,487	30,246,527
Infrastructure	9	89,770,636	89,736,973
TOTAL NON-CURRENT ASSETS		119,830,802	120,206,482
TOTAL ASSETS		124,059,492	125,292,271
CURRENT LIABILITIES			
Trade and other payables	12	226,039	233,001
Borrowings	13(a)	163,630	1,163,536
Employee related provisions	14	447,391	324,814
TOTAL CURRENT LIABILITIES		837,060	1,721,351
NON-CURRENT LIABILITIES			
Borrowings	13(a)	586,221	749,852
Employee related provisions	14	54,321	104,800
TOTAL NON-CURRENT LIABILITIES		640,542	854,652
TOTAL LIABILITIES		1,477,602	2,576,003
NET ASSETS		122,581,890	122,716,268
EQUITY			
Retained surplus		42,305,941	42,631,778
Reserves - cash backed	4	1,726,808	1,990,309
Revaluation surplus	11	78,549,141	78,094,181
TOTAL EQUITY		122,581,890	122,716,268

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

SHIRE OF GNOWANGERUP
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2017		43,354,363	1,896,377	115,046,739	160,297,479
Comprehensive income					
Net result for the period		(628,653)	0	0	(628,653)
Other comprehensive income	11	0	0	(36,952,558)	(36,952,558)
Total comprehensive income		(628,653)	0	(36,952,558)	(37,581,211)
Transfers from/(to) reserves		(93,932)	93,932	0	0
Balance as at 30 June 2018		42,631,778	1,990,309	78,094,181	122,716,268
Comprehensive income					
Net result for the period		(589,338)	0	0	(589,338)
Other comprehensive income	11	0	0	454,960	454,960
Total comprehensive income		(589,338)	0	454,960	(134,378)
Transfers from/(to) reserves		263,501	(263,501)	0	0
Balance as at 30 June 2019		42,305,941	1,726,808	78,549,141	122,581,890

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

SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		4,048,217	4,005,853	3,856,107
Operating grants, subsidies and contributions		1,604,053	746,003	1,466,396
Fees and charges		215,564	346,222	223,463
Interest received		109,675	67,420	103,186
Goods and services tax received		440,702	109,879	219,811
Other revenue		4,359,619	5,591,971	6,509,853
		10,777,830	10,867,348	12,378,816
Payments				
Employee costs		(2,259,499)	(2,110,373)	(2,336,517)
Materials and contracts		(4,014,350)	(5,497,574)	(9,242,787)
Utility charges		(151,422)	(173,500)	(152,816)
Interest expenses		(51,308)	(56,054)	(47,254)
Insurance paid		(183,191)	(211,068)	(169,375)
Goods and services tax paid		(330,000)	0	(330,000)
Other expenditure		(190,992)	(371,689)	(191,101)
		(7,180,762)	(8,420,258)	(12,469,850)
Net cash provided by (used in) operating activities	15	3,597,068	2,447,090	(91,034)
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	8(a)	(1,257,455)	(2,201,930)	(667,361)
Payments for construction of infrastructure	9(a)	(1,538,392)	(1,377,239)	(1,294,628)
Non-operating grants, subsidies and contributions	2(a)	810,852	1,095,672	654,212
Proceeds from sale of property, plant & equipment	10(a)	345,591	223,000	41,445
Net cash provided by (used in) investing activities		(1,639,404)	(2,260,497)	(1,266,332)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	13(b)	(1,163,537)	(1,163,539)	(163,109)
Proceeds from new borrowings	13(b)	0	367,500	1,000,000
Proceeds from self supporting loans	13(b)	27,432	27,433	26,352
Net cash provided by (used in) financing activities		(1,136,105)	(768,606)	863,243
Net increase (decrease) in cash held		821,559	(582,013)	(494,123)
Cash at beginning of year	3	2,579,916	2,579,916	3,074,039
Cash and cash equivalents at the end of the year	3	3,401,475	1,997,903	2,579,916

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

SHIRE OF GNOWANGERUP
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	22 (b)	2,510,233	2,248,000	1,560,516
		2,510,233	2,248,000	1,560,516
Revenue from operating activities (excluding rates)				
Governance		5,362	0	182
General purpose funding		1,581,123	771,744	1,510,711
Law, order, public safety		72,765	54,052	75,889
Health		551	300	395
Education and welfare		11,972	11,500	12,023
Housing		86,442	84,280	79,729
Community amenities		302,620	293,921	317,181
Recreation and culture		27,987	24,400	36,259
Transport		2,695,593	3,448,829	7,721,579
Economic services		15,275	12,372	15,524
Other property and services		293,619	120,408	204,998
		5,093,309	4,821,806	9,974,470
Expenditure from operating activities				
Governance		(744,464)	(1,102,041)	(679,597)
General purpose funding		(193,825)	(129,467)	(164,396)
Law, order, public safety		(301,896)	(340,336)	(288,803)
Health		(238,120)	(250,299)	(243,068)
Education and welfare		(16,109)	(26,524)	(15,828)
Housing		(75,901)	(73,788)	(60,036)
Community amenities		(468,032)	(599,003)	(513,506)
Recreation and culture		(1,793,422)	(1,721,491)	(1,431,994)
Transport		(5,240,920)	(6,658,343)	(10,790,884)
Economic services		(117,169)	(343,278)	(83,267)
Other property and services		(1,101,177)	(214,589)	(603,665)
		(10,291,035)	(11,459,159)	(14,875,044)
Non-cash amounts excluded from operating activities	22(a)	3,201,859	3,033,259	2,729,603
Amount attributable to operating activities		514,366	(1,356,094)	(610,455)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	2(a)	810,852	1,095,672	654,212
Proceeds from disposal of assets	10(a)	345,591	223,000	41,445
Purchase of property, plant and equipment	8(a)	(1,257,455)	(2,201,930)	(667,361)
Purchase and construction of infrastructure	9(a)	(1,538,392)	(1,377,239)	(1,294,628)
Amount attributable to investing activities		(1,639,404)	(2,260,497)	(1,266,332)
FINANCING ACTIVITIES				
Repayment of borrowings	13(b)	(1,163,537)	(1,163,539)	(163,109)
Proceeds from borrowings	13(c)	0	367,500	1,000,000
Proceeds from self supporting loans	13(b)	27,432	27,433	26,352
Transfers to reserves (restricted assets)	4	(531,740)	(202,500)	(322,881)
Transfers from reserves (restricted assets)	4	795,241	790,302	228,949
Amount attributable to financing activities		(872,604)	(180,804)	769,311
Surplus/(deficit) before imposition of general rates		(1,997,642)	(3,797,395)	(1,107,476)
Total amount raised from general rates	21(a)	3,797,536	3,797,395	3,617,709
Surplus/(deficit) after imposition of general rates	22(b)	1,799,894	0	2,510,233

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

1. BASIS OF PREPARATION

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

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

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

CRITICAL ACCOUNTING ESTIMATES

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 24 to these financial statements.

2. REVENUE AND EXPENSES

(a) Revenue

Grant Revenue

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

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Operating grants, subsidies and contributions			
Governance	1,814	0	0
General purpose funding	1,383,864	612,542	1,310,189
Law, order, public safety	66,651	49,732	70,578
Recreation and culture			1,900
Transport	140,786	83,729	83,729
Other property and services	9,091	0	0
	1,602,206	746,003	1,466,396
Non-operating grants, subsidies and contributions			
Law, order, public safety	124,170	0	0
Housing	0	367,500	0
Transport	686,682	728,172	654,212
	810,852	1,095,672	654,212
Total grants, subsidies and contributions	2,413,058	1,841,675	2,120,608

SIGNIFICANT ACCOUNTING POLICIES

Grants, donations and other contributions

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

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

Grants, donations and other contributions (Continued)

a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 20.

That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Other revenue			
Reimbursements and recoveries*	2,665,045	3,400,013	7,761,597
Other	175,915	53,690	179,754
	2,840,960	3,453,703	7,941,351

*WANDRRA flood damage reimbursements came to \$2,534,003 of the \$2,665,045.

Fees and Charges

Governance	164	0	0
General purpose funding	15,740	46,724	14,570
Law, order, public safety	6,113	4,320	5,311
Health	50	0	240
Education and welfare	11,972	11,500	12,023
Housing	0	84,280	0
Community amenities	128,427	114,726	133,226
Recreation and culture	17,474	24,400	22,388
Transport	217	100	105
Economic services	15,183	12,302	14,782
Other property and services	20,224	47,870	20,818
	215,564	346,222	223,463

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

Interest earnings

Loans receivable - clubs/institutions	4,155	4,793	5,141
Reserve accounts interest	39,112	27,000	40,157
Rates instalment and penalty interest (refer Note 21(d))	33,630	24,500	35,358
Other interest earnings	32,470	11,127	22,129
	109,367	67,420	102,785

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (Continued)

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes

2. REVENUE AND EXPENSES (Continued)

(b) Expenses

Significant expense

WANDRRA Flood Damage Expenses

Auditors remuneration

- Audit of the Annual Financial Report
- Other services

Interest expenses (finance costs)

Borrowings (refer Note 13(b))

Rental charges

- Operating leases

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
WANDRRA Flood Damage Expenses	2,534,527	3,365,000	7,634,977
Auditors remuneration			
- Audit of the Annual Financial Report	30,000	44,000	18,680
- Other services	12,400	3,750	0
	42,400	47,750	18,680
Interest expenses (finance costs)			
Borrowings (refer Note 13(b))	46,526	56,054	49,491
	46,526	56,054	49,491
Rental charges			
- Operating leases	13,050	12,680	11,830
	13,050	12,680	11,830

3. CASH AND CASH EQUIVALENTS

	NOTE	2019 \$	2018 \$
Cash at bank and on hand		1,644,577	584,970
Cash backed reserves & restricted cash		1,756,898	1,994,946
		3,401,475	2,579,916
Comprises:			
- Unrestricted cash and cash equivalents		1,644,577	584,970
- Restricted cash and cash equivalents		1,756,898	1,994,946
		3,401,475	2,579,916
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Reserve accounts			
Reserves cash backed - Leave Reserve	4	115,741	84,089
Reserves cash backed - Plant & equipment	4	851,666	884,288
Reserves cash backed - Ongerup effluent	4	26,774	54,629
Reserves cash backed - Area promotion	4	30,201	29,619
Reserves cash backed - Swimming pool	4	209,174	150,222
Reserves cash backed - Land development	4	190,512	501,969
Reserves cash backed - Computer replacement	4	7,973	7,819
Reserves cash backed - Waste disposal	4	247,178	240,319
Reserves cash backed - Future funds	4	16,230	15,917
Reserves cash backed - Liquid waste facility	4	31,359	21,438
	4	1,726,808	1,990,309
Other restricted cash and cash equivalents			
Unspent grants/contributions	20	20,614	4,637
Bonds and deposits held	12	9,476	0
Total restricted cash and cash equivalents		1,756,898	1,994,946

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash

Cash and cash equivalents (Continued)

and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

SHIRE OF GNOWANGERUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

4. RESERVES - CASH BACKED

	2019 Actual Opening Balance	2019 Actual Transfer to	2019 Actual Transfer (from)	2019 Actual Closing Balance	2019 Budget Opening Balance	2019 Budget Transfer to	2019 Budget Transfer (from)	2019 Budget Closing Balance	2018 Actual Opening Balance	2018 Actual Transfer to	2018 Actual Transfer (from)	2018 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Reserves cash backed - Leave Reserve	84,089	31,652	0	115,741	84,089	1,141	0	85,230	81,091	2,998	0	84,089
(e) Reserves cash backed - Plant & equipment	884,288	267,378	(300,000)	851,666	884,288	111,996	(300,000)	696,284	780,181	149,882	(45,775)	884,288
(f) Reserves cash backed - Ongerup effluent	54,629	11,074	(38,929)	26,774	54,629	10,741	0	65,370	42,754	11,875	0	54,629
(g) Reserves cash backed - Area promotion	29,619	582	0	30,201	29,619	402	0	30,021	29,005	614	0	29,619
(h) Reserves cash backed - Swimming pool	150,222	58,952	0	209,174	150,222	58,038	0	208,260	92,268	57,954	0	150,222
(i) Reserves cash backed - Land development	501,969	144,855	(456,312)	190,512	501,969	6,809	(490,302)	18,476	608,696	76,447	(183,174)	501,969
(j) Reserves cash backed - Computer replacement	7,819	154	0	7,973	7,819	106	0	7,925	7,657	162	0	7,819
(k) Reserves cash backed - Waste disposal	240,319	6,859	0	247,178	240,319	3,260	0	243,579	227,448	12,871	0	240,319
(l) Reserves cash backed - Future funds	15,917	313	0	16,230	15,917	216	0	16,133	15,587	330	0	15,917
(m) Reserves cash backed - Liquid waste facility	21,438	9,921	0	31,359	21,438	9,791	0	31,229	11,690	9,748	0	21,438
	1,990,309	531,740	(795,241)	1,726,808	1,990,309	202,500	(790,302)	1,402,507	1,896,377	322,881	(228,949)	1,990,309

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

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

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Reserves cash backed - Leave Reserve	Ongoing	to be used to fund annual and long service leave requirements
(e) Reserves cash backed - Plant & equipment	Ongoing	to be used for the purchase of major plant
(f) Reserves cash backed - Ongerup effluent	Ongoing	to be used for the maintenance of the Ongerup Effluent System
(g) Reserves cash backed - Area promotion	Ongoing	to be used for the promotion of the Gnowangerup Shire
(h) Reserves cash backed - Swimming pool	Ongoing	To be used to assist with upgrade of the Gnowangerup Swimming Pool
(i) Reserves cash backed - Land development	Ongoing	to be used to fund the purchase or development of land and buildings and building renewal
(j) Reserves cash backed - Computer replacement	Ongoing	to be used to fund the maintenance and replacement of the administration computer system
(k) Reserves cash backed - Waste disposal	Ongoing	to be used to fund waste disposal in the Shire, including rehabilitation, transfer stations and post closure of sites
(l) Reserves cash backed - Future funds	Ongoing	to be used for contributions towards major externally grant funded projects and programs within the Shire of Gnowangerup
(m) Reserves cash backed - Liquid waste facility	Ongoing	to be to fund the maintenance, renewal and upgrade of the liquid waste facility

5. TRADE RECEIVABLES

Current

Rates receivable	178,930
Sundry receivables	646,020
GST receivable	(449)
Accrued interest on loans receivable	(216)
Allowance for impairment of receivables	(46,622)

Non-current

Pensioner's rates and ESL deferred	120,934
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2019	2018
\$	\$
178,930	183,345
646,020	2,155,204
(449)	110,253
(216)	91
(46,622)	0
777,663	2,448,893
120,934	127,561
120,934	127,561

Rates outstanding aged analysis

Current	3,240	3,089
More than 1 year past due	89,587	111,926
More than 2 years past due	47,145	46,428
More than 3 years past due	159,892	149,463
	299,864	310,906

Sundry debtor aged analysis

Current	604,160	2,149,666
More than 30 days past due	28,524	1,492
More than 60 days past due	12,165	291
More than 90 days past due	1,171	3,755
	646,020	2,155,204

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

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

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

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 23.

Classification and subsequent measurement

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

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

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

6. INVENTORIES

Current

Fuel	20,994	29,548
	20,994	29,548

The following movements in inventories occurred during the year:

Carrying amount at 1 July	29,548	21,203
Inventories expensed during the year	(207,878)	(157,681)
Additions to inventory	199,324	166,026
Carrying amount at 30 June	20,994	29,548

SIGNIFICANT ACCOUNTING POLICIES

General

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

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

7. OTHER FINANCIAL ASSETS

(a) Current assets

Other loans and receivables

Financial assets previously classified as loans and receivables

- Loans receivable - clubs/institutions

(b) Non-current assets

Financial assets at fair values through other comprehensive income - Local Government House Unit Trust

Other loans and receivables

Financial assets at fair values through other comprehensive income

Financial assets at fair values through other comprehensive income - Local Government House Unit Trust

Financial assets previously classified as loans and receivables

- Loans receivable - clubs/institutions

	2019	2018
	\$	\$
Other loans and receivables	28,558	27,432
	28,558	27,432
Financial assets previously classified as loans and receivables		
- Loans receivable - clubs/institutions	28,558	27,432
	28,558	27,432
Financial assets at fair values through other comprehensive income		
Financial assets at fair values through other comprehensive income - Local Government House Unit Trust	70,068	6,186
Other loans and receivables	60,677	89,235
	130,745	95,421
Financial assets at fair values through other comprehensive income		
Financial assets at fair values through other comprehensive income - Local Government House Unit Trust	70,068	6,186
	70,068	6,186
Financial assets previously classified as loans and receivables		
- Loans receivable - clubs/institutions	60,677	89,235
	60,677	89,235

Loans receivable from clubs/institutions have the same terms and conditions as the related borrowing disclosed in Note 13(b) as self supporting loans.

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

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

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

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 23.

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Carrying Amounts

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

	Land - freehold land	Land - vested in and under the control of Council	Total land	Buildings - non- specialised	Buildings - specialised	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2017	1,032,500	0	1,032,500	1,574,000	24,362,772	25,996,280	27,028,780	73,373	3,503,939	30,606,092
Additions	250,688	0	250,688	16,920	53,739	70,659	321,347	18,739	327,275	667,361
(Disposals)	0	0	0	0	0	0	0	0	(66,519)	(66,519)
Depreciation (expense)	0	0	0	(39,773)	(505,642)	(545,415)	(545,415)	(13,511)	(341,973)	(900,899)
Transfers	0	0	0	0	0	(59,508)	(59,508)	0	0	(59,508)
Carrying amount at 30 June 2018	1,283,188	0	1,283,188	1,551,147	23,910,869	25,462,016	26,745,204	78,601	3,422,722	30,246,527
Comprises:										
Gross carrying amount at 30 June 2018	1,283,188	0	1,283,188	1,590,920	24,414,019	26,004,939	27,288,127	105,665	4,098,779	31,492,571
Accumulated depreciation at 30 June 2018	0	0	0	(39,773)	(503,150)	(542,923)	(542,923)	(27,064)	(676,057)	(1,246,044)
Carrying amount at 30 June 2018	1,283,188	0	1,283,188	1,551,147	23,910,869	25,462,016	26,745,204	78,601	3,422,722	30,246,527
Additions	456,312	0	456,312	7,190	123,149	130,339	586,651	0	670,804	1,257,455
(Disposals)	(723,176)	0	(723,176)	0	(278,745)	(278,745)	(1,001,921)	0	(277,616)	(1,279,537)
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	0	0	0	13,037	441,923	454,960
Depreciation (expense)	0	0	0	(39,773)	(504,434)	(544,207)	(544,207)	(30,078)	(314,133)	(888,418)
Transfers	0	0	0	0	0	0	0		17,500	17,500
Carrying amount at 30 June 2019	1,016,324	0	1,016,324	1,518,564	23,250,839	24,769,403	25,785,727	61,560	3,961,200	29,808,487
Comprises:										
Gross carrying amount at 30 June 2019	1,016,324	0	1,016,324	1,598,110	24,248,618	25,846,728	26,863,052	61,560	3,961,200	30,885,812
Accumulated depreciation at 30 June 2019	0	0	0	(79,546)	(997,779)	(1,077,325)	(1,077,325)	0	0	(1,077,325)
Carrying amount at 30 June 2019	1,016,324	0	1,016,324	1,518,564	23,250,839	24,769,403	25,785,727	61,560	3,961,200	29,808,487

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land	Level 2	Income approach using discounted cashflow methodology; Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuers	June 2017	Price per hectare/market borrowing rate
Land - freehold land	Level 3	Income approach using discounted cashflow methodology; Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuers	June 2017	Price per hectare/market borrowing rate
Buildings - non-specialised	Level 2	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuer	June 2017	Improvements to land using construction costs (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs
Buildings - specialised	Level 3	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuer	June 2017	Improvements to land using construction costs (Level 2); current condition, residual values and remaining useful life assessments (Level 3) inputs
Furniture and equipment	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2019	Current condition, residual values and remaining useful life assessments (Level 3) inputs.
Plant and equipment	Level 2	Cost approach using depreciated replacement cost	Independent registered valuers	June 2019	Current condition, residual values and remaining useful life assessments (Level 3) inputs.
Plant and equipment	Level 3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2019	Current condition, residual values and remaining useful life assessments (Level 3) inputs.

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

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

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9. INFRASTRUCTURE

(a) Movements in Carrying Amounts

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

	Infrastructure - Roads	Infrastructure - Footpaths	Infrastructure - Drainage	Infrastructure - Parks & ovals	Infrastructure - Other	Infrastructure - Airports	Infrastructure - Sewer	Infrastructure - Solid Waste	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2017	96,081,602	335,388	2,020,927	4,202,817	81,584	20,981,186	684,789	123,318	124,511,611
Additions	1,218,668	0	0	9,586	17,500	3,099	45,775	0	1,294,628
Revaluation increments / (decrements) transferred to revaluation surplus	(21,448,726)	417,913	1,715,759	(57,852)	439,715	(17,526,474)	(492,893)	0	(36,952,558)
Revaluation (loss) / reversals transferred to profit or loss	0	0	0	0	0	0	(12,035)	(46,326)	(58,361)
Depreciation (expense)	(1,158,787)	(9,657)	(63,914)	(251,519)	(1,764)	(174,911)	(25,036)	(8,192)	(1,693,780)
Transfers	0	0	0	2,631,168	4,265	0	0	0	2,635,433
Carrying amount at 30 June 2018	74,692,757	743,644	3,672,772	6,534,200	541,300	3,282,900	200,600	68,800	89,736,973
Comprises:									
Gross carrying amount at 30 June 2018	74,692,757	743,644	3,672,772	6,534,200	541,300	3,282,900	200,600	68,800	89,736,973
Carrying amount at 30 June 2018	74,692,757	743,644	3,672,772	6,534,200	541,300	3,282,900	200,600	68,800	89,736,973
Additions	1,251,720	0	45,510	71,949	130,284	0	38,929	0	1,538,392
(Disposals)	0	0	0	(207,404)	0	0	0	0	(207,404)
Depreciation (expense)	(778,550)	(14,873)	(73,455)	(274,994)	(21,374)	(110,331)	(4,196)	(2,052)	(1,279,825)
Transfers	0	0	0	0	(17,500)	0	0	0	(17,500)
Carrying amount at 30 June 2019	75,165,927	728,771	3,644,827	6,123,751	632,710	3,172,569	235,333	66,748	89,770,636
Comprises:									
Gross carrying amount at 30 June 2019	75,944,477	743,644	3,718,282	6,392,756	654,084	3,282,900	239,529	68,800	91,044,472
Accumulated depreciation at 30 June 2019	(778,550)	(14,873)	(73,455)	(269,005)	(21,374)	(110,331)	(4,196)	(2,052)	(1,273,836)
Carrying amount at 30 June 2019	75,165,927	728,771	3,644,827	6,123,751	632,710	3,172,569	235,333	66,748	89,770,636

9. INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

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

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

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

9. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

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

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost where the fair value of the asset at date of acquisition is equal to or above \$5,000. All assets are subsequently revalued in accordance with the mandatory measurement framework.

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

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

Revaluation

The fair value of fixed assets is determined at least every three years and no more than five years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value.

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

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under control

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

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

Land under roads

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

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

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

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

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

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10. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(a) Disposals of Assets

	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss	2019 Budget Net Book Value	2019 Budget Sale Proceeds	2019 Budget Profit	2019 Budget Loss	2018 Actual Net Book Value	2018 Actual Sale Proceeds	2018 Actual Profit	2018 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land - freehold land	723,176	88,636	0	(634,540)	36,000	36,000	0	0	0	0	0	0
Buildings - specialised	278,745	46,364	0	(232,381)	0	0	0	0	0	0	0	0
Plant and equipment	277,616	210,591	19,535	(86,560)	187,000	187,000	0	0	66,519	41,445	0	(25,074)
Infrastructure - Parks & ovals	207,404	0	0	(207,404)	0	0	0	0	0	0	0	0
	1,486,941	345,591	19,535	(1,160,885)	223,000	223,000	0	0	66,519	41,445	0	(25,074)

The following assets were disposed of during the year.

	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss
	\$	\$	\$	\$
Plant and Equipment				
Governance				
Isuzu Space Cab	18,668	23,182	4,514	0
Isuzu Space Cab	18,668	23,182	4,514	0
Holden Insignia	45,742	16,363	0	(29,379)
Isuzu Crew Cab	21,335	25,682	4,347	0
Holden Colorado	28,988	28,182	0	(806)
Case Wheeled Loader	126,375	70,000	0	(56,375)
JD Backhoe Loader	17,840	24,000	6,160	0
	277,616	210,591	19,535	(86,560)
Land				
Housing				
17 Carpenter Street	12,042	0	0	(12,042)
Community amenities				
107 Formby Street	18,000	15,909	0	(2,091)
Other Property and Services				
Lot 169 Lamont Street	15,000	0	0	(15,000)
Lot 560 Yougenup Rd	678,134	72,727	0	(605,407)
	723,176	88,636	0	(634,540)
Buildings - Specialised				
Recreation and culture				
17 Carpenter Street Police Stn	226,772	46,364	0	(180,408)
Swimming Pool Building	2,484	0	0	(2,484)
Swimmin Pool Plant Building	21,777	0	0	(21,777)
Swimming Pool Amenities	27,712	0	0	(27,712)
	278,745	46,364	0	(232,381)
Parks & ovals				
Program				
Aylmore Park Swimming Pool	18,450	0	0	(18,450)
Brick paving at Swimming Pool	6,336	0	0	(6,336)
4 Lane Swimming Pool	182,618	0	0	(182,618)
	207,404	0	0	(207,404)
	1,486,941	345,591	19,535	(1,160,885)

10. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(b) Depreciation	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Buildings - non-specialised	39,773	39,773	39,773
Buildings - specialised	504,434	859,601	505,642
Furniture and equipment	30,078	13,753	13,511
Plant and equipment	314,133	348,227	341,973
Infrastructure - Roads	778,550	1,179,656	1,158,787
Infrastructure - Footpaths	14,873	9,831	9,657
Infrastructure - Drainage	73,455	65,065	63,914
Infrastructure - Parks & ovals	274,994	256,370	251,519
Infrastructure - Other	21,374	1,796	1,764
Infrastructure - Airports	110,331	178,061	174,911
Infrastructure - Sewer	4,196	25,487	25,036
Infrastructure - Solid Waste	2,052	8,340	8,192
	2,168,243	2,985,960	2,594,679

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

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

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

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

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

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	50 years
Sewerage piping	25 to 80 years
Water supply piping and drainage systems	50 years
Airport infrastructure	13 to 100 years
Parks & ovals infrastructure	2 to 100 years
Other infrastructure	10 to 50 years
Solid waste infrastructure	15 to 25 years

Depreciation (Continued)

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

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

11. REVALUATION SURPLUS

	2019 Opening Balance	2019 Revaluation Increment	2019 Revaluation (Decrement)	Total Movement on Revaluation	2019 Closing Balance	2018 Opening Balance	2018 Revaluation Increment	2018 Revaluation (Decrement)	Total Movement on Revaluation	2018 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land - freehold land	814,452	0	0	0	814,452	814,452	0	0	0	814,452
Revaluation surplus - Buildings - non-specialised	9,113	0	0	0	9,113	9,113	0	0	0	9,113
Revaluation surplus - Buildings - specialised	18,463,939	0	0	0	18,463,939	18,463,939	0	0	0	18,463,939
Revaluation surplus - Furniture and equipment	0	13,037	0	13,037	13,037	0	0	0	0	0
Revaluation surplus - Plant and equipment	503,077	441,923	0	441,923	945,000	503,077	0	0	0	503,077
Revaluation surplus - Infrastructure - Roads	48,816,887	0	0	0	48,816,887	70,265,613	0	(21,448,726)	(21,448,726)	48,816,887
Revaluation surplus - Infrastructure - Footpaths	417,913	0	0	0	417,913	0	417,913	0	417,913	417,913
Revaluation surplus - Infrastructure - Drainage	3,408,530	0	0	0	3,408,530	1,692,771	1,715,759	0	1,715,759	3,408,530
Revaluation surplus - Infrastructure - Parks & ovals	1,903,113	0	0	0	1,903,113	1,960,965	0	(57,852)	(57,852)	1,903,113
Revaluation surplus - Infrastructure - Other	439,715	0	0	0	439,715	0	439,715	0	439,715	439,715
Revaluation surplus - Infrastructure - Airports	3,317,442	0	0	0	3,317,442	20,843,916	0	(17,526,474)	(17,526,474)	3,317,442
Revaluation surplus - Infrastructure - Sewer	0	0	0	0	0	492,893	0	(492,893)	(492,893)	0
	78,094,181	454,960	0	454,960	78,549,141	115,046,739	2,573,387	(39,525,945)	(36,952,558)	78,094,181

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

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13. INFORMATION ON BORROWINGS

(a) Borrowings

	2019	2018
	\$	\$
Current	163,630	1,163,536
Non-current	586,221	749,852
	749,851	1,913,388

(b) Repayments - Borrowings

Particulars	Loan Number	Institution	Interest Rate	30 June 2019					30 June 2019					30 June 2018				
				Actual Principal	Actual New Loans	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding	Budget Principal	Budget New Loans	Budget Principal repayments	Budget Interest repayments	Budget Principal outstanding	Actual Principal	Actual New Loans	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding
				1 July 2018					1 July 2018					1 July 2017				
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing																		
GROH Housing	277	WATC	4.20%	343,570	0	80,614	12,778	262,956	343,570	0	80,614	16,874	262,956	420,902	0	77,332	16,094	343,570
Staff Housing	281	WATC		0	0	0	0	0	0	367,500	0	0	367,500	0	0	0	0	0
Community amenities																		
Yongergnow Centre	270	WATC	6.34%	6,865	0	6,865	182	0	6,864	0	6,864	221	0	19,957	0	13,092	993	6,865
Recreation and culture																		
Gnp Community Centre	273	WATC	6.18%	160,973	0	16,104	9,584	144,869	160,975	0	16,105	9,703	144,870	176,126	0	15,153	10,542	160,973
Borden Pavilion	278	WATC	4.29%	89,565	0	16,425	3,499	73,140	89,565	0	16,425	4,351	73,140	105,307	0	15,742	4,188	89,565
Gnp Complex Synthetic Turf	279	WATC	4.23%	195,747	0	16,097	8,061	179,650	195,747	0	16,098	8,112	179,649	211,185	0	15,438	8,724	195,747
Transport																		
WANDRRA Flood Damage	280	WATC	2.41%	1,000,000	0	1,000,000	8,055	0	1,000,000	0	1,000,000	12,000	0	0	1,000,000	0	3,499	1,000,000
				1,796,720	0	1,136,105	42,159	660,615	1,796,721	367,500	1,136,106	51,261	1,028,115	933,477	1,000,000	136,757	44,040	1,796,720
Self Supporting Loans																		
Recreation and culture																		
Gnp Sporting Complex	275	WATC	4.06%	80,770	0	18,991	3,023	61,779	80,769	0	18,992	3,088	61,777	99,014	0	18,244	3,774	80,770
Borden Pavilion	276	WATC	4.06%	35,898	0	8,441	1,344	27,457	35,898	0	8,441	1,705	27,457	44,006	0	8,108	1,677	35,898
				116,668	0	27,432	4,367	89,236	116,667	0	27,433	4,793	89,234	143,020	0	26,352	5,451	116,668
				1,913,388	0	1,163,537	46,526	749,851	1,913,388	367,500	1,163,539	56,054	1,117,349	1,076,497	1,000,000	163,109	49,491	1,913,388

Self supporting loans are financed by payments from third parties. These are shown in Note 7 as other financial assets at amortised cost.
 All other loan repayments were financed by general purpose revenue.

13. INFORMATION ON BORROWINGS (Continued)

(c) New Borrowings - 2018/19

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2019 Actual	2019 Budget	2019 Actual	2019 Budget		
Staff Housing	WATC	Debenture	10	4.00%	\$ 0	\$ 367,500	\$ 0	\$ 367,500	\$ 0	\$ 0
					0	367,500	0	367,500	0	0

(d) Undrawn Borrowing Facilities

Credit Standby Arrangements

	2019	2018
	\$	\$
Bank overdraft limit	500,000	500,000
Bank overdraft at balance date	0	0
Credit card limit	10,000	10,000
Credit card balance at balance date	(87)	(710)
Total amount of credit unused	509,913	509,290

Loan facilities

Loan facilities - current	163,630	1,163,536
Loan facilities - non-current	586,221	749,852
Total facilities in use at balance date	749,851	1,913,388

Unused loan facilities at balance date

Nil Nil

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

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

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

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

Borrowing costs

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

Risk

Information regarding exposure to risk can be found at Note 23.

14. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

Opening balance at 1 July 2018

Current provisions

Non-current provisions

	Provision for Annual & Sick Leave	Provision for Long Service Leave	Total
	\$	\$	\$
Current provisions	209,022	115,792	324,814
Non-current provisions	0	104,800	104,800
	209,022	220,592	429,614

Additional leave provision accrued

Amounts used

Balance at 30 June 2019

Additional leave provision accrued	182,603	54,844	237,447
Amounts used	(100,037)	(65,312)	(165,349)
Balance at 30 June 2019	291,588	210,124	501,712

Comprises

Current

Non-current

	2019	2018
	\$	\$
Current	268,982	147,974
Non-current	232,730	281,640
	501,712	429,614

Amounts are expected to be settled on the following basis:

Less than 12 months after the reporting date

More than 12 months from reporting date

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

Other long-term employee benefits (Continued)

rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions

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

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

15. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

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

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Cash and cash equivalents	3,401,475	1,997,903	2,579,916

Reconciliation of Net Cash Provided By Operating Activities to Net Result

Net result	(589,338)	(1,744,286)	(628,653)
Non-cash flows in Net result:			
Adjustments to fair value of financial assets	(63,882)	0	0
Depreciation	2,168,243	2,985,960	2,594,679
(Profit)/loss on sale of asset	1,141,350	0	25,074
Loss on revaluation of fixed assets	0	0	58,361
Changes in assets and liabilities:			
(Increase)/decrease in receivables	1,677,857	2,248,147	(1,555,399)
(Increase)/decrease in inventories	8,554	0	(8,345)
Increase/(decrease) in payables	(6,962)	5,642	8,754
Increase/(decrease) in provisions	72,098	47,299	68,707
Non-Operating grants & contributions for the development of assets	(810,852)	(1,095,672)	(654,212)
Net cash from operating activities	3,597,068	2,447,090	(91,034)

16. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2019	2018
	\$	\$
General purpose funding	253,242	310,906
Law, order, public safety	1,943,917	1,721,658
Health	541,266	561,113
Education and welfare	15,000	15,000
Housing	1,739,263	1,792,512
Community amenities	1,479,540	1,468,250
Recreation and culture	26,785,826	27,832,344
Transport	87,054,921	86,282,185
Economic services	315,830	325,534
Other property and services	1,247,988	1,524,184
Unallocated	2,682,699	3,458,585
	124,059,492	125,292,271

17. CONTINGENT LIABILITIES

The Shire of Gnowangerup has identified the following sites, in relation to land owned, vested or leased, that is known to be, or suspected of being contaminated. As at the date of this report the value and timing of remediation has not been ascertained.

Lot 193 (16) Corbett St, Gnowangerup - Possibly contaminated, investigation required

Lot 9319 Airport Road, Pallinup - Possibly contaminated, investigation required

Lot 9196 Airport Road, Pallinup - Possibly contaminated, investigation required

Lot 500 on DP77797 - Possibly contaminated, investigation required

Reserve 23659 - Possibly contaminated, investigation required

Lot 5631 on Plan 144307 - Possibly contaminated, investigation required

Lot 150 on DP67780 - Possibly contaminated, investigation required

DRAFT

19. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

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

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Meeting fees	72,000	80,000	72,000
President's allowance	15,000	15,000	15,000
Deputy President's allowance	3,000	3,000	3,000
Travelling expenses	3,037	6,500	4,178
Telecommunications allowance	5,610	5,940	5,940
	98,647	110,440	100,118

Key Management Personnel (KMP) Compensation Disclosure

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

	2019 Actual	2018 Actual
	\$	\$
Short-term employee benefits	306,508	270,493
Post-employment benefits	44,512	46,423
Other long-term benefits	6,681	6,625
	357,701	323,541

Short-term employee benefits

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

Post-employment benefits

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

Other long-term benefits

These amounts represent long service benefits accruing during the year.

20. CONDITIONS OVER GRANTS/CONTRIBUTIONS

Grant/Contribution	Opening Balance ⁽¹⁾ 1/07/17	Received ⁽²⁾ 2017/18	Expended ⁽³⁾ 2017/18	Closing Balance ⁽¹⁾ 30/06/18	Received ⁽²⁾ 2018/19	Expended ⁽³⁾ 2018/19	Closing Balance 30/06/19
	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety							
Bushfire Operational grant	11,007	45,622	(55,934)	695	15,464	(695)	15,464
SES Operational Grant	6,327	21,209	(26,459)	1,077	5,150	(1,077)	5,150
Recreation and culture							
ICCWA - Stay On Your Feet	476	0	0	476	0	(476)	0
DSR - KidzSports Grant	4,884	0	(4,884)	0	0	0	0
CLGF - Youth Dev Scholarship	1,514	875	0	2,389	0	(2,389)	0
Total	24,208	67,706	(87,277)	4,637	20,614	(4,637)	20,614

Notes:

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

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

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

21. RATING INFORMATION

(a) Rates

RATE TYPE

Differential general rate / general rate

Gross rental valuations

	Rate in \$	Number of Properties	2018/19 Actual Rateable Value \$	2018/19 Actual Rate Revenue \$	2018/19 Actual Interim Rates \$	2018/19 Actual Back Rates \$	2018/19 Actual Total Revenue \$	2018/19 Budget Rate Revenue \$	2018/19 Budget Interim Rate \$	2018/19 Budget Back Rate \$	2018/19 Budget Total Revenue \$	2017/18 Actual Total Revenue \$
GRV Residential	0.151769	318	2,721,980	413,112	2,037	0	415,149	413,112	0	0	413,112	394,364
GRV Commercial	0.151769	27	409,602	62,165	0	0	62,165	62,165	0	0	62,165	82,512
GRV Industrial	0.151769	17	185,266	28,118	0	0	28,118	28,118	0	0	28,118	27,606
GRV Amelup Tourism	0.151769	4	114,660	17,402	0	0	17,402	17,402	0	0	17,402	19,972
Unimproved valuations												
UV Rural	0.011010	352	287,834,015	3,169,052	(1,899)	0	3,167,153	3,169,049	0	0	3,169,049	3,012,280
UV Mining	0.011010	0	0	0	0	0	0	0	0	0	0	0
Sub-Total		718	291,265,523	3,689,849	138	0	3,689,987	3,689,846	0	0	3,689,846	3,536,734

Minimum payment

Gross rental valuations

	750	99	182,202	74,250	(750)	0	73,500	74,250	0	0	74,250	55,692
GRV Residential	750	22	35,767	16,500	0	0	16,500	16,500	0	0	16,500	9,996
GRV Commercial	750	9	14,733	6,750	0	0	6,750	6,750	0	0	6,750	6,426
GRV Industrial	750	1	4,160	750	0	0	750	750	0	0	750	714
GRV Amelup Tourism												
Unimproved valuations												
UV Rural	750	20	724,685	15,000	750	0	15,750	15,000	0	0	15,000	14,280
UV Mining	750	4	84,510	3,000	0	0	3,000	3,000	0	0	3,000	3,853
Sub-Total		155	1,046,057	116,250	0	0	116,250	116,250	0	0	116,250	90,961

Discounts/concessions (refer Note 21(c))

Total amount raised from general rate

Specified Area Rate (refer Note 21(b))

Ex-gratia rates

Waste Collection Rate

Totals

SIGNIFICANT ACCOUNTING POLICIES

Rates

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

21. RATING INFORMATION (Continued)

(b) Specified Area Rate

Specified Area Rate	Basis of Valuation	Rate in \$	2018/19 Rateable Value	2018/19 Rate Revenue	2018/19 Interim Rate Revenue	2018/19 Back Rate Revenue	2018/19 Total Specified Area Rate Revenue	2018/19 Budget Rate Revenue	2018/19 Budget Back Rate Revenue	2018/19 Budget Interim Rate Revenue	2018/19 Total Budget Revenue	2017/18 Total Actual Revenue
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Gnp Sporting Complex	GRV	0.00380	2,748,039	10,522	84	0	10,606	10,522	0	0	10,522	10,531
Gnp Sporting Complex	UV	0.00020	128,868,500	19,459	0	0	19,459	19,459	0	0	19,459	19,488
Borden Pavilion	GRV	0.00220	225,694	506	0	0	506	506	0	0	506	518
Borden Pavilion	UV	0.00010	101,823,500	9,570	0	0	9,570	9,571	0	0	9,571	9,794
Ongerup Effluent	GRV	0.07650	457,274	35,000	0	0	35,000	35,000	0	0	35,000	35,000
				75,057	84	0	75,141	75,058	0	0	75,058	75,331

Specified Area Rate	Purpose of the rate	Area/properties Rate Imposed	2018/19 Actual Rate Applied to Costs	2018/19 Actual Rate Set Aside to Reserve	2018/19 Actual Reserve Applied to Costs	2018/19 Budget Rate Applied to Costs	2018/19 Budget Rate Set Aside to Reserve	2018/19 Budget Reserve Applied to Costs
			\$	\$	\$	\$	\$	\$
Gnp Sporting Complex	To meet part of the loan repayments for the Gnowangerup Sporting Complex Facility	Applied to all properties in the old Gnowangerup Townsite Ward and Gnowangerup Rural Ward	10,606	0	0	10,522	0	0
Gnp Sporting Complex	To meet part of the loan repayments for the Gnowangerup Sporting Complex Facility	Applied to all properties in the old Gnowangerup Townsite Ward and Gnowangerup Rural Ward	19,459	0	0	19,459	0	0
Borden Pavilion	To meet the loan repayments for the Borden Pavilion Facility	Applied to all properties of the Old Borden Townsite Ward and Borden Rural Ward	506	0	0	506	0	0
Borden Pavilion	To meet the loan repayments for the Borden Pavilion Facility	Applied to all properties of the Old Borden Townsite Ward and Borden Rural Ward	9,570	0	0	9,571	0	0
Ongerup Effluent	To contribute towards the maintenance, renewal and replacement of the Ongerup Effluent System	Applied to all properties in the Ongerup Townsite	35,000	0	0	35,000	0	0
			75,141	0	0	75,058	0	0

SHIRE OF GNOWANGERUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019
21. RATING INFORMATION (Continued)

(c) Discounts, Incentives, Concessions, & Write-offs

Waivers or Concessions

Rate or Fee and
Charge to which
the Waiver or
Concession is Granted

Type	Discount	Discount	2019 Actual	2019 Budget	2018 Actual
	%	\$	\$	\$	\$
43 Whitehead Road	Waiver	100.00%	N/A	462	448
35 Yougenup Road	Waiver	100.00%	N/A	1,035	1,167
30 Eldridge Street	Waiver	100.00%	N/A	1,089	954
Rates small balances	Write-off	N/A	N/A	121	181
				2,707	2,750
General rates on Assessment A213	Concession	50.00%	N/A	2,368	2,978
General rates on Assessment A293	Concession	50.00%	N/A	4,459	5,003
General rates on Assessment A314	Concession	50.00%	N/A	809	814
General rates on Assessment A556	Concession	50.00%	N/A	1,065	1,191
				8,701	9,986

Rate or Fee and
Charge to which
the Waiver or
Concession is Granted

Circumstances in which
the Waiver or Concession is
Granted and to whom it was
available

Objects of the Waiver
or Concession

Reasons for the Waiver
or Concession

General rates on Assessment A213	Concession of 50% granted off of general rates to the owner of the property of Assessment A213	To assist promote the tourist industry in the Amelup Tourism Precinct	To assist promote the tourist industry in the Amelup Tourism Precinct.
General rates on Assessment A293	Concession of 50% granted off of general rates to the owner of the property of Assessment A293	To assist promote the tourist industry in the Amelup Tourism Precinct	To assist promote the tourist industry in the Amelup Tourism Precinct.
General rates on Assessment A314	Concession of 50% granted off of general rates to the owner of the property of Assessment A314	To assist promote the tourist industry in the Amelup Tourism Precinct	To assist promote the tourist industry in the Amelup Tourism Precinct.
General rates on Assessment A556	Concession of 50% granted off of general rates to the owner of the property of Assessment A556	To assist promote the tourist industry in the Amelup Tourism Precinct	To assist promote the tourist industry in the Amelup Tourism Precinct.

21. RATING INFORMATION (Continued)

(d) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Option One				
One payment	04 Oct 2018	0.00	0.00%	11.00%
Option Two				
Instalment 1	04 Oct 2018	0.00	5.50%	11.00%
Instalment 2	04 Dec 2018	10.00	5.50%	11.00%
Instalment 3	04 Feb 2019	10.00	5.50%	11.00%
Instalment 4	04 Apr 2019	10.00	5.50%	11.00%

	2019 Actual \$	2019 Budget \$	2018 Actual \$
Interest on unpaid rates	18,680	13,000	22,428
Interest on instalment plan	12,794	11,500	12,014
Charges on instalment plan	4,980	4,500	4,740
Pensioner deferred interest	2,156	920	916
	38,610	29,920	40,098

22. RATE SETTING STATEMENT INFORMATION

		2018/19 Budget	2017/18
		(30 June 2019)	(30 June 2018)
Note	2018/19 (30 June 2019 Carried Forward)	Budget (30 June 2019 Carried Forward)	2017/18 (30 June 2018 Brought Forward)
	\$	\$	\$
(a) Non-cash amounts excluded from operating activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to operating activities			
Less: Profit on asset disposals	10(a) (19,535)	0	0
Less: Movement in local government house unit trust	7(b) (63,882)	0	0
Movement in pensioner deferred rates (non-current)	5 6,627	0	(8,941)
Movement in employee benefit provisions (non-current)	14 (50,479)	47,299	60,430
Add: Loss on disposal of assets	10(a) 1,160,885	0	25,074
Add: Loss on revaluation of fixed assets	9(a) 0	0	58,361
Add: Depreciation on assets	10(b) 2,168,243	2,985,960	2,594,679
Non cash amounts excluded from operating activities	3,201,859	3,033,259	2,729,603
(b) Surplus/(deficit) after imposition of general rates			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
Adjustments to net current assets			
Less: Reserves - restricted cash	3 (1,726,808)	(1,402,507)	(1,990,309)
Less: - Financial assets at amortised cost - self supporting loans	7(a) (28,558)	(28,066)	(27,432)
Add: Borrowings	13(a) 163,630	236,118	1,163,536
Total adjustments to net current assets	(1,591,736)	(1,194,455)	(854,205)
Net current assets used in the Rate Setting Statement			
Total current assets	4,228,690	2,265,163	5,085,789
Less: Total current liabilities	(837,060)	(1,070,708)	(1,721,351)
Less: Total adjustments to net current assets	(1,591,736)	(1,194,455)	(854,205)
Net current assets used in the Rate Setting Statement	1,799,894	0	2,510,233

23. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

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

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2019					
Cash and cash equivalents	2.1044%	3,401,475	3,401,475	0	0
2018					
Cash and cash equivalents	2.4143%	2,579,916	2,579,916	0	0

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2019	2018
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	34,015	25,799

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs.

The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 13(b).

23. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade Receivables

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

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

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

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2018 or 1 July 2019 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors. There are no material receivables that have been subject to a re-negotiation of repayment terms.

The loss allowance as at 30 June 2019 and 1 July 2018 (on adoption of AASB 9) was determined as follows for rates receivable. No expected credit loss was forecast on 1 July 2018 or 30 June 2019 for rates receivable as penalty interest applies to unpaid rates and properties associated with unpaid rates may be disposed of to recover unpaid rates.

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
30 June 2019					
Rates receivable					
Gross carrying amount	3,240	89,587	47,145	159,892	299,864

01 July 2018					
Rates receivable					
Gross carrying amount	3,089	111,926	46,428	149,463	310,906

The loss allowance as at 30 June 2019 and 1 July 2018 (on adoption of AASB 9) was determined as follows for sundry receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2019					
Sundry Receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	604,160	28,524	12,165	1,171	646,020
Loss allowance	0	0	0	0	0

01 July 2018					
Sundry Receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	2,149,666	1,492	291	3,755	2,155,204
Loss allowance	0	0	0	0	0

The loss allowance calculated above is immaterial.

23. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 13(d).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
2019					
Payables	226,039	0	0	226,039	226,039
Borrowings	211,306	795,628	270,170	1,277,104	749,851
	437,345	795,628	270,170	1,503,143	975,890
2018					
Payables	233,001	0	0	233,001	233,001
Borrowings	1,204,221	661,907	199,670	2,065,798	1,913,388
	1,437,222	661,907	199,670	2,298,799	2,146,389

24. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2018	Amounts Received	Amounts Paid	Reclassified to Restricted Cash	30 June 2019
	\$	\$	\$		\$
Builders Registration Board	0	1,716	(1,716)	0	0
BCITF	0	928	(928)	0	0
Hall Hire Bonds	0	56	(56)	0	0
Agricultural Society	4,436	0	(4,436)	0	0
Housing Bonds	9,305	0	0	(9,305)	0
Unclaimed Rates	56	0	0	0	56
Micro-Chip Deposits	0	50	0	0	50
Police Licensing	0	818,129	(818,129)	0	0
Cat Trap Bonds	150	100	(150)	(100)	0
Other - Interest	59	69	(28)	(71)	29
Hollow Log Golf Donations	0	3,720	0	0	3,720
Building Applications Overpayments	0	57	(57)	0	0
CWA Stirling Trust Grant	0	2,698	(2,698)	0	0
Furniture Hire Bond	0	200	(200)	0	0
Building Retention Funds	0	23,893	(19,183)	0	4,710
	14,006	851,616	(847,581)	(9,476)	8,565

In previous years bonds and deposits, were held as trust monies. They are now included in restricted cash at Note 3 and shown as a current liability in Note 12.

25. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

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

Whilst many reflected consequential changes associated with the amendment of existing standards, the only new standard with material application is AASB 9 *Financial Instruments*.

AASB 9 Financial instruments

AASB 9 *Financial Instruments* replaces AASB 139 *Financial Instruments: Recognition and Measurement* for annual reporting periods beginning on or after 1 January 2018, bringing together all three aspects of the accounting for financial instruments: classification and measurement; impairment; and hedge accounting.

There was no effect of adopting AASB9.

26. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE YEARS

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

This note explains management's assessment of the new and amended pronouncements that are relevant to the Shire, the impact of the adoption of AASB 15 *Revenue from Contracts with Customers*, AASB 16 *Leases* and AASB 1058 *Income for Not-for-Profit Entities*.

These standards are applicable to future reporting periods and have not yet been adopted.

(a) Revenue from Contracts with Customers

The Shire will adopt AASB 15 *Revenue from Contracts with Customers* (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire will adopt the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. In summary the following adjustments are expected to be made to the amounts recognised in the Statement of Financial Position at the date of initial application (1 July 2019):

	Note	AASB 118 carrying amount 30 June 2019 \$	Reclassification \$	AASB 15 carrying amount 01 July 2019 \$
Contract liabilities - current				
Unspent grants, contributions and reimbursements	20	0	20,614	20,614
Contract liabilities non-current				
Adjustment to retained surplus from adoption of AASB 15	26(d)		(20,614)	

(b) Leases

The Shire adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Shire has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB 16 recognised on 1 July 2019. In applying the AASB 16 under the specific transition provisions chosen, the Shire will not restate comparatives for prior reporting periods.

On adoption of AASB 16, the Shire will recognise lease liabilities in relation to leases which had previously been classified as an 'operating lease' applying AASB 117. These lease liabilities will be measured at the present value of the remaining lease payments, discounted using the lessee's incremental borrowing rate on 1 July 2019. The weighted average lessee's incremental borrowing rates applied to the lease liabilities on 1 July 2019 is 3.50%.

	Note	2019 \$
Operating lease commitments disclosed as at 30 June 2019	18	30,450
Right-of-use asset recognised at 1 July 2019		29,218

On adoption of AASB 16, the Shire will recognise a right-of-use asset in relation to a lease which had previously been classified as an 'operating lease' applying AASB 117. This right-of-use asset is to be measured as if AASB 16 had been applied since its commencement date by the carrying amount but discounted using the lessee's incremental borrowing rate as on 1 July 2019.

On adoption of AASB 16 *Leases* (issued February 2016), for leases which had previously been classified as an 'operating lease' when applying AASB 117, the Shire is not required to make any adjustments on transition for leases for which the underlying asset is of low value. Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5).

In applying AASB 16 for the first time, the Shire will use the following practical expedient permitted by the standard.

- The exclusion of initial direct costs from the measurement of the right-of-use asset at the date of initial application.

26. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE YEARS (Continued)

(c) Income For Not-For-Profit Entities

The Shire will adopt AASB 1058 Income for Not-for-Profit Entities (issued December 2016) on 1 July 2019 which will result in no changes in accounting policies as the Shire already recognises prepaid rates as a financial liability

(d) Impact of changes to Retained Surplus

The impact on the Shire of the changes as at 1 July 2019 is as follows:

	Note	Adjustments	2019
			\$
Retained surplus - 30 June 2019			42,305,941
Adjustment to retained surplus from adoption of AASB 15	26(a)	(20,614)	
Adjustment to retained surplus from adoption of AASB 16	26(b)	40,070	
Retained surplus - 01 July 2019			42,325,397

28. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

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

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

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

b) Current and non-current classification

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

c) Rounding off figures

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

d) Comparative figures

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

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

e) Budget comparative figures

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

f) Superannuation

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

g) Fair value of assets and liabilities

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

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

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

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

h) Fair value hierarchy

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

Level 1

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

Level 2

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

Level 3

Measurements based on unobservable inputs for the asset or liability.

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

Valuation techniques

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

Market approach

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

Income approach

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

Cost approach

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

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

i) Impairment of assets

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

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

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

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

29. ACTIVITIES/PROGRAMS

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

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

30. FINANCIAL RATIOS

	2019 Actual	2018 Actual	2017 Actual
Current ratio	3.43	1.89	3.67
Asset consumption ratio	0.71	0.80	0.86
Asset renewal funding ratio	0.82	0.66	0.67
Asset sustainability ratio	0.63	0.65	0.96
Debt service cover ratio	0.62	6.68	7.51
Operating surplus ratio	(0.21)	(0.10)	(0.07)
Own source revenue coverage ratio	0.69	0.81	0.51

The above ratios are calculated as follows:

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



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Gnowangerup

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the Shire of Gnowangerup which comprises the Statement of Financial Position as at 30 June 2019, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

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

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2019 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

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

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

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

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

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

Auditor's Responsibility for the Audit of the Financial Report

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

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

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

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

Report on Other Legal and Regulatory Requirements

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

- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:
 - a. The Operating Surplus Ratio as reported in Note 30 of the financial report is below the Department of Local Government, Sport and Cultural Industries' (DLGSCI) standard for the last three financial years
- (ii) All required information and explanations were obtained by me.
- (iii) All audit procedures were satisfactorily completed.
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Other Matter

The annual financial report of the Shire for the year ended 30 June 2018 was audited by another auditor who expressed an unmodified opinion on that annual financial report. The financial ratios for 2017 and 2018 in Note 30 of the audited annual financial report were included in the supplementary information and/or audited annual financial report for those years.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Gnowangerup for the year ended 30 June 2019 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.



DON CUNNINGHAME
ASSISTANT AUDITOR GENERAL FINANCIAL AUDIT
Delegate of the Auditor General for Western Australia
Perth, Western Australia
2 December 2019

12.3 NEW POLICY: RECRUITMENT AND SELECTION

Location: N/A
Proponent: N/A
File Ref: ADM0175
Date of Report: 6th December 2019
Business Unit: Strategy and Governance
Officer: V Fordham Lamont – Deputy CEO
Disclosure of Interest: Nil

ATTACHMENTS

- New draft policy: Recruitment and Selection
- New procedure: Recruitment and Selection
- Existing policy 3.9: Verifying Employee Identity and Credentials

PURPOSE OF THE REPORT

For Council to adopt a new Recruitment and Selection policy to replace the existing policy 3.9 Verifying Employee Identity and Credentials, and incorporate the amendment into the Shire of Gnowangerup Policy Manual.

BACKGROUND

At its Ordinary Meeting of 28 August 2019, Council adopted its new Policy Manual. Included in the manual was policy 3.9 Verifying Employee Identity and Credentials. This policy was introduced following discussions with the Office of the Auditor General (OAG) as a result of the publication of a report on the subject. The report can be found online at <https://audit.wa.gov.au/reports-andpublications/reports/verifying-employee-identity-and-credentials/> and basically found that:

“All entities need to improve their practices for screening employees. We identified many instances where local government entities were not checking the identity, right to work in Australia, employment history, qualifications and criminal backgrounds of new and existing employees.

While this audit was not designed to identify individual cases of inappropriate staff appointment, it did reveal significant shortcomings in policy and practices. If not addressed, these control weaknesses could impact the quality of employees in, and the integrity of, the public sector.”

One of the recommendations of the OAG report was that local governments should ensure that appropriate policies are in place to deal with these matters.

COMMENTS

Since the adoption of Policy 3.9, officers have noted that Council does not currently have a Recruitment and Selection policy. Management, therefore, made the decision to develop an appropriate policy and procedure that could also incorporate the verification of employee identity and credentials.

Section 5.40 of the Local Government Act 1995 states:

“The following principles apply to a local government in respect of its employees —

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) employees are to be treated fairly and consistently; and*
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) such other principles, not inconsistent with this Division, as may be prescribed.”*

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

Section 5.40 Principles affecting employment by local governments

POLICY IMPLICATIONS

The new Recruitment and Selection policy will be added to the Policy Manual.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

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

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The draft policy ensures appropriate and consistent recruitment and selection standards are applied at the Shire of Gnowangerup.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION:

1219. That Council:

- **Adopts the new Recruitment and Selection policy;**
- **Approves its inclusion into the Shire of Gnowangerup Policy Manual; and**
- **Approves the removal of the existing Verifying Employee Identity and Credentials policy from the Shire of Gnowangerup Policy Manual.**

3.9 RECRUITMENT AND SELECTION POLICY

Policy Type:	Human Resources & Communication	Policy No:	3.9
Date Adopted:	XX	Date Last Reviewed:	Nil
Legal (Parent): <ol style="list-style-type: none"> 1. Local Government Act 1995 2. Equal Opportunity Act 1984 3. Occupational Safety and Health Act 1984 		Legal (Subsidiary): <ol style="list-style-type: none"> 1. Local Government (Administration) Regulations 1996 	
Delegation of Authority Applicable	No	Staff Procedure Applicable	Yes
Delegation Number	N/A	Staff Procedure Number	XX

ADOPTED POLICY	
Title:	RECRUITMENT AND SELECTION POLICY
Objective:	To ensure appropriate and consistent recruitment and selection standards are applied at the Shire of Gnowangerup.

1.0 POLICY STATEMENT

- 1.1 This policy outlines the Shire of Gnowangerup's commitment to undertake the recruitment and selection of employees in accordance with the principles outlined in section 5.40 of the *Local Government Act 1995* (the Act) and to ensure successful recruitment and selection decisions are made.

2.0 APPLICATION

- 2.1 This policy applies to the recruitment and selection of all vacant positions excluding the Chief Executive Officer (CEO).
- 2.2 CEO recruitment and employment procedures are prescribed in the relevant sections of the Act and the *Local Government (Administration) Regulations 1996*.
- 2.3 If the CEO is recruiting a "senior employee" as defined in section 5.37 of the Act, this policy applies in addition to the requirement for the CEO to inform Council of any decision to employ or dismiss a "senior employee".

3.0 MERIT AND EQUITY

- 3.1 The Shire of Gnowangerup is committed to ensuring recruitment, selection, promotion and other personnel decisions are fair, consistent, transparent, professional and compliant with the principles set out in section 5.40 of the Act.
- 3.2 Recruitment and selection practices are to be conducted to ensure high calibre candidates apply for vacancies.

4.0 EQUAL OPPORTUNITY EMPLOYMENT

- 4.1 The Shire of Gnowangerup recognises its legal, moral, social and ethical obligations to actively promote and practice the principles of equal opportunity in all aspects of employment.
- 4.2 The Local Government will ensure it meets its obligations to coordinate a process free from discrimination by ensuring:
- all advertisements, job descriptions and titles are non-discriminatory;
 - the most suitable person is appointed to a position based on qualifications, skills, expertise, experience and aptitude;
 - all personnel forms are non-discriminatory and relevant in phrasing and requirements, and
 - benefits and entitlements are accessible and administered in a consistent manner throughout the workforce.

5.0 AUTHORITIES AND RESPONSIBILITIES

- 5.1 Managers and supervisors are responsible for the recruitment and selection of employees:
- by assessing the need to recruit for a position;
 - within the scope of their direct or indirect supervision;
 - within approved budget allocations;
 - in accordance with this policy and relevant operational procedures; and
 - in consultation with the CEO.
- 5.2 The CEO is required to execute the employment contract on behalf of the Shire of Gnowangerup.
- 5.3 The Deputy CEO is responsible for working with the relevant manager or supervisor to ensure procedural integrity of the recruitment and selection process.

6.0 CONFIDENTIALITY OF INFORMATION AND CONFLICT OF INTEREST

6.1 All employees involved in the recruitment and selection process will be bound by:

- strict standards of confidentiality; and
- disclosure of interest requirements as outlined in the Shire of Gnowangerup's Code of Conduct.

7.0 REVIEW OF POSITIONS

7.1 The Shire of Gnowangerup reserves the right to review the need for any position within its existing organisational structure. All positions need to comply with the allocation of resources to meet the objectives of the Workforce Plan, Strategic Community Plan and Corporate Business Plan.

8.0 INTERNAL APPOINTMENTS

8.1 The Shire of Gnowangerup recognises that it may have internal applicants for vacancies. All internal applicants will be subject to the same recruitment and selection processes and pre-employment checks as external applicants.

9.0 SELECTION AND APPOINTMENT

9.1 Selection of the preferred candidate must demonstrate substantial alignment with the requirements of the role, as described in the relevant Position Description.

9.2 As a general rule, all required pre-employment checks as documented in the Recruitment and Selection Procedure will be undertaken before a preferred candidate is offered a contract of employment for the position.

10.0 PROBATION

10.1 All new permanent or maximum/fixed term appointments of more than six months will be subject to a probation period of at least three months but no more than six months.

11.0 RECORD KEEPING

11.1 Records must be created and maintained to evidence compliance with this policy, in accordance with the Shire of Gnowangerup's Recordkeeping Plan and the *State Records Act 2000*.

3.x RECRUITMENT AND SELECTION PROCEDURE

Policy Type:	Human Resources & Communication
Date Adopted:	XX

Policy No:	3.x
Date Last Reviewed:	Nil

Legal (Parent): <ol style="list-style-type: none"> 1. Local Government Act 1995 2. Equal Opportunity Act 1984 3. Occupational Safety and Health Act 1984
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Legal (Subsidiary): <ol style="list-style-type: none"> 1. Local Government (Administration) Regulations 1996
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Delegation of Authority Applicable	No
Delegation Number	N/A

Policy Applicable	Yes
Policy Number	3.9

ADOPTED PROCEDURE	
Title:	RECRUITMENT AND SELECTION POLICY
Objective:	To ensure the Shire of Gnowangerup develops a sound recruitment strategy, utilises best practice selection methods, undertakes the appropriate pre-employment checks before offering employment to new and existing employees, and verifies employee credentials on an ongoing basis.

1.0 RECRUITMENT STRATEGY

1.1 Before the Shire of Gnowangerup commences a recruitment process, a recruiting strategy must be developed by the manager/supervisor responsible for the recruitment process in conjunction with the Deputy CEO. The recruitment strategy will contemplate and document:

- Present and future corporate needs;
- Alternative staffing needs i.e. structural change and/or redistribution of duties to other positions;
- The development of a new or revised position description;
- Competencies, skills and capabilities required for the role;
- Use of an external recruitment consultant (if required) and appointed in accordance with the Shire of Gnowangerup's Purchasing Policy;
- Attraction strategy including advertising, remuneration, benefits and candidate sourcing methods;
- Selection methods;

- The relevant pre-employment checks that must be conducted once a preferred candidate is selected; and
- Alternative methods if the process is unsuccessful or preferred candidate declines.

2.0 POSITION DESCRIPTION

2.1 Before recruitment commences, the Shire of Gnowangerup must review, update or draft a new position description which is a true representation of the position and its requirements.

2.2 When reviewing or drafting a new position description, the relevant recruiting manager/supervisor and the Deputy CEO will consult with relevant employees to confirm the following information:

- purpose of the position
- direct and indirect reporting relationships of the position
- decision-making authority
- main responsibilities of the role
- knowledge, skills and experience required
- qualifications, certifications and licences required
- any delegated authority, and
- key stakeholders.

3.0 ADVERTISING

3.1 To attract a broad range of candidates, the position may be advertised in any of the following ways:

- internally via email and direct approach
- via the Shire of Gnowangerup's web site
- in local newsletters
- via online job marketplaces such as the Australian Local Government Job Directory, LG Assist, SEEK, CareersOne
- through social media forums such as LinkedIn
- at tertiary education institutions
- using print advertising in newspapers or industry publications.

3.2 Including a diversity statement in adverts which encourages people from different backgrounds to apply, may also need to be considered when advertising roles.

4.0 SELECTION PANEL

- 4.1 A selection panel will be constituted by the recruiting manager/supervisor and the Deputy CEO to shortlist candidates and undertake face to face interviews. Once the selection panel is constituted, the same panel must be used throughout the entire selection process.

5.0 SELECTION METHODS

- 5.1 The following selection methods may be applied to assist the Shire of Gnowangerup to identify candidate suitability:

- face to face interview (this is a mandatory requirement)
- references (this is a mandatory requirement)
- psychometric testing
- phone interview
- written assessment
- site testing
- group exercise
- work sample
- presentation (where the candidate is provided with a timeframe to deliver a presentation on a particular topic).

- 5.2 The same selection methods will be applied to all candidates that are shortlisted. While undertaking the candidate selection process, the Shire of Gnowangerup will commence undertaking the relevant pre-employment checks in clause 8.0 below.

6.0 SHORTLISTING CANDIDATES

- 6.1 All members of the selection panel must participate in the shortlisting of candidates on the basis of merit by considering key competencies and attributes for a role, the position description and the organisational strategy.

7.0 FACE TO FACE INTERVIEWS

- 7.1 Each interview should be allocated the same time period and the candidates should be asked the same questions.
- 7.2 A record of the interview process is to be maintained and notes taken during the interview.

8.0 PRE-EMPLOYMENT CHECKS

Before making a decision to make an offer of employment to a preferred candidate, the Local Government must screen candidates by:

- verifying the candidate's identity

- confirming the candidate's eligibility to work in Australia
- undertaking a criminal records screening if required for the role
- verifying the candidate's qualifications
- confirming the candidate has an appropriate driver's licence, professional memberships and any other relevant cards or licences as required
- confirming the candidate has a current Working with Children Check Card if required for the role
- directing the candidate to undertake a pre-employment medical, and
- conducting referee checks.

Note: The Shire of Gnowangerup reserves the right to use an external professional provider to conduct any of these pre-employment checks.

8.1 Verifying Employee Identity

The preferred candidate's identity must be verified using a 100 point identity check. The relevant identification documents which can be used for a 100 point identity check are set out on the website of the WA Police. The original proof of identity documents from the candidate must be viewed, copied and placed on their personnel file.

8.2 Eligibility to Work in Australia

The preferred candidate's right to work in Australia must be confirmed by:

- viewing and taking a copy of the candidate's original Australian passport, or
- using the Australian Government's Visa Entitlement Verification Online system to check the candidate's visa conditions, if the candidate is not an Australian citizen.

8.3 Criminal Record Screening

Depending on the risks associated with a particular role, the Shire of Gnowangerup may require the preferred candidate to produce a current National Police Clearance issued by the WA Police.

8.4 Verification of Qualifications

Where necessary to the role, the preferred candidate must provide an original or certified copy of their certificate of qualification such as a degree, diploma or certificate. Further, the qualification must be verified by the Shire of Gnowangerup:

- seeking confirmation from the institute that issued the qualification, or
- engaging an external provider to verify the qualification.

8.5 Verification of Licences, Certificates and Professional Memberships

The Shire of Gnowangerup may require the preferred candidate to have a driver's licence, a particular professional membership or other licence or certificate as documented in the position description for the role.

For example, a candidate may be required to have a HR driver's licence, first aid certificate, Construction Induction Training Card (also known as a White Card), Certified Practising Accountant membership or legal practising certificate.

Any licences, cards, certificates or memberships the candidate is required to maintain in their role, must be verified by the Shire of Gnowangerup:

- viewing and taking a copy of the original licence, card, certificate or proof of membership document, and
- exercising its discretion to check the licence, card, certificate or proof of membership with the issuing authority, institute or organisation where required.

The expiry date of the licence, certificate or professional membership must be noted and regularly monitored by the Shire of Gnowangerup to ensure they are current at all times.

8.6 Working with Children Check

A position may require the preferred candidate to obtain a Working with Children (WWC) Card and this will be documented in the position description for the role.

The candidate's WWC Card must be verified by the Shire of Gnowangerup:

- viewing and taking a copy of the original WWC Card, and
- checking the validity of the card on the Government of Western Australia's WWC Check website.

The expiry date of the WWC Card must be noted and regularly monitored by the Local Government to ensure the employee maintains a current and valid WWC Card at all times.

8.7 Pre-employment Medical

The Shire of Gnowangerup may direct a preferred candidate to undertake a pre-employment medical to ascertain whether the candidate is fit to undertake the inherent requirements of the role as specified.

For the pre-employment medical assessment the Shire of Gnowangerup will provide relevant information about the role to the assessing practitioner including a position description and a job task analysis or job dictionary.

9.0 POSITION DESCRIPTIONS

9.1 All employee position descriptions will expressly state whether:

- the role requires the employee to produce a National Police Clearance before commencing employment
- the employee is required to maintain a current driver's licence or any other licences, cards, certifications or professional memberships
- there are any essential qualifications that must be held by the employee to perform the role, and
- the employee must have a valid WWC Card.

10.0 EMPLOYEE DECLARATION

10.1 Before commencement of employment, an employee is required to fill out an annual employee declaration form. Subsequently the annual employee declaration form must be completed annually by all employees to allow the Shire of Gnowangerup to monitor whether employees are maintaining all essential clearances, licences, certifications, cards and professional memberships required by their role.

If an employee's circumstances change after they have completed the annual employee declaration form, it is the employee's responsibility to notify the Deputy CEO or their relevant manager/supervisor of any changes as soon as possible.

11.0 EXPIRY DATE OF LICENCES, CERTIFICATES OR WWC CARD

11.1 The relevant supervisor/manager is responsible for monitoring the expiry date of any licences, certificates and the WWC Card which an employee is required to maintain as an essential requirement of their role.

Four weeks before an employee's essential licence, certificate or WWC Card is due to expire, the relevant supervisor/manager must contact the employee to ensure that the licence, certificate or WWC Card is renewed before the expiry date and that a new copy of the licence, certificate or WWC Card is saved to the employee's personnel file.

Heart of the Stirlings



SHIRE OF GNOWANGERUP

Appendix 1: Pre-Employment Checklist

Candidate Name:	
Job Title:	
Date:	

	CHECK TYPE	APPLICABILITY (circle relevant answer)	METHOD OF CHECK	DATE COMPLETED
1.	Verification of candidate identity	Mandatory	<ul style="list-style-type: none">100 point¹ identity check – relevant documents inspected and copy kept on personnel file	
2.	Right to work in Australia	Mandatory	<ul style="list-style-type: none">Australian passport or birth certificate inspected and copy kept on personnel file	

¹ For information on a 100 point identity check please see: <https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates/Proof-of-identity>



SHIRE OF GNOWANGERUP

	CHECK TYPE	APPLICABILITY (circle relevant answer)	METHOD OF CHECK	DATE COMPLETED
			<ul style="list-style-type: none"> If employee is not an Australian citizen, undertake a Visa Entitlement Verification Online system check 	
3.	Criminal record check	Required/not required	National Police Certificate issued by WA Police Force	
4.	Verification of qualifications	Required/not required	<ul style="list-style-type: none"> Certified copy of the academic qualification or trade qualification inspected; Verification of qualification through institution that provided the qualification; or Verification through other external provider 	
5.	Driver's licence	Required/not required	<ul style="list-style-type: none"> Original licence inspected and copy saved to personnel file Expiry date of driver's licence noted 	
6.	Other relevant licences, cards or professional	Required/not required	<ul style="list-style-type: none"> Original licence or card inspected, or evidence of professional membership provided, and copy saved to personnel file 	



SHIRE OF GNOWANGERUP

	CHECK TYPE	APPLICABILITY (circle relevant answer)	METHOD OF CHECK	DATE COMPLETED
	memberships as listed here		<ul style="list-style-type: none"> Expiry date noted 	
7.	Working with children check	Required/not required	<ul style="list-style-type: none"> WWC card inspected and copy saved to personnel file Check WWC card validity or application status on WWC Check website Expiry date of WWC card noted 	
8.	Pre-employment medical	Required/not required	Candidate directed to undertake pre-employment medical assessment at GP of their choosing or at provided nominated by the Local Government	
9.	Referee check	Mandatory	At least two referees contacted including a current or recent manager	

3.9 VERIFYING EMPLOYEE IDENTITY AND CREDENTIALS POLICY

Policy Type:	Human Resources & Communication
Date Adopted:	28 August 2019

Policy No:	3.9
Date Last Reviewed:	31 May 2019

Legal (Parent): 1. Working With Children (Criminal Record Checking) Act 2004
--

Legal (Subsidiary): 1. Working With Children (Criminal Record Checking) Regulations 2005
--

Delegation of Authority Applicable	No
Delegation Number	N/A

Staff Procedure Applicable	No
Staff Procedure Number	N/A

ADOPTED POLICY	
Title:	VERIFYING EMPLOYEE IDENTITY AND CREDENTIALS POLICY
Objective:	To provide a framework for the verification of a new employee's identity, credentials and work history, and for ensuring the ongoing currency of existing employees' accreditations.

- 1.0 The Shire of Gnowangerup has undertaken, as part of its recruiting process, to contract the verification of preferred candidates' identities and credentials out to an external provider.
- 2.0 Depending on the requirements of the role, the following checks will be undertaken:
 - 2.1. Work History and Reference Check
 - 2.2. National Police check
 - 2.3. Qualifications, Licenses and Other Accreditation Check
 - 2.4. Right to Work in Australia Check
- 3.0 Depending on the requirements of the role, the following checks will be provided by the preferred candidates:
 - 3.1. Working with Children Check
- 4.0 All managers/supervisors are responsible for maintaining, for their staff, a register of accreditations that are legally required on an ongoing basis in relation to their role/duties.
 - 4.1. A quarterly item will be maintained in the Shire's Compliance Calendar reminding all managers/supervisors to check their respective accreditations registers and ensure that accreditations are renewed before they expire.

- 5.0 As part of the annual performance review process, each employee will provide an annual declaration to advise whether there have been any significant changes in their circumstances which could impact their employment.

12.4	COUNCILLORS' CONTINUING PROFESSIONAL DEVELOPMENT POLICY
Location:	N/A
Proponent:	N/A
File Ref:	ADM0175
Date of Report:	9 th December 2019
Business Unit:	Strategy and Governance
Officer:	B Jarvis – Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Draft Councillors' Professional Development Policy

PURPOSE OF THE REPORT

To seek Council's adoption of a Councillors' Professional Development Policy.

Section 5.128 of the Local Government Act 1995 requires that a Local Government adopt a policy in relation to the continuing professional development of elected members. The adoption of the policy requires an Absolute Majority decision of Council.

BACKGROUND

Quite apart from the recently proclaimed amendment to the Local Government Act 1995 which prescribes compulsory training for newly elected councillors, a separate and equally binding requirement is for Local Governments to make provision for the ongoing professional training costs for Councillors through the adoption of a policy which is to be reviewed after each local government ordinary election.

COMMENTS

The changes to the Local Government Act provided a strong emphasis on training for elected members, and the requirement to commit to ongoing professional development for all, not just newly elected, councillors is an indication of that emphasis.

The Act does not prescribe an amount to be set aside for this purpose, and the draft policy provided suggests that this be done during the budget process so that WALGA and other agencies (prescribed in the policy) can provide an overview and indication of costs for training for consideration.

CONSULTATION

The draft policy was provided to Councillors at the Audit Committee on the 29th November 2019.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 Section 5.128

POLICY IMPLICATIONS

New policy

FINANCIAL IMPLICATIONS

To be determined during the budget process each year

STRATEGIC IMPLICATIONS

Nil

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

The cost of compliance with the statutory requirement will depend on how much is allocated in the budget each year, and it can be argued that training for elected members has the effect of increasing the Council's capacity as a result of more informed decision making and good governance.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may choose to ask for a different format for the policy.

CONCLUSION

The State Government has made changes to the Local Government Act 1995 to ensure that local government elected members are adequately trained. The requirement to develop a policy to that end is satisfied by the draft policy attached.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION:

1219. That Council:

- 1. Adopts the Councillors' Professional Development Policy attached to and forming part of this report.**
- 2. Makes provision in the draft 2020/2021 budget of an amount per councillor for ongoing professional development.**

Councillors Professional Development Policy

Policy Type:	Strategy & Governance
Date Adopted:	XXXX

Policy No:	xx
Date Last Reviewed:	N/A

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):
1. Local Government (Administration) Regulations 1996 Regulation 35

Delegation of Authority Applicable	No
Delegation Number	N/A

Work Procedure Applicable	No
Work Procedure Number	N/A

ADOPTED POLICY	
Title:	COUNCILLORS PROFESSIONAL DEVELOPMENT POLICY
Objective:	To provide guidelines and protocols for the continuing professional development of councillors which is <u>in addition</u> to the training required for newly elected councillors after each election

1.0 Introduction

Section 5.128 of the Local Government Act 1995 requires that a Local Government adopt a policy in relation to the continuing professional development of elected members. The adoption of the policy requires an Absolute Majority decision of Council.

The continuing professional development of councillors which is in addition to the training required for newly elected councillors after each election (see below).

Local Government (Administration) Regulations 1996 – Regulation 35. Training for council members (Act s. 5.126(1))

- (1) *A council member completes training for the purposes of section 5.126(1) if the council member passes the course of training specified in subregulation (2) within the period specified in subregulation (3).*
- (2) *The course of training is the course titled Council Member Essentials that —*
 - (a) *consists of the following modules —*
 - (i) *Understanding Local Government;*
 - (ii) *Serving on Council;*

- (iii) Meeting Procedures;*
- (iv) Conflicts of Interest;*
- (v) Understanding Financial Reports and Budgets;*
- and*

(b) is provided by any of the following bodies —

- (i) North Metropolitan TAFE;*
- (ii) South Metropolitan TAFE;*
- (iii) WALGA.*

- (3) The period within which the course of training must be passed is the period of 12 months beginning on the day on which the council member is elected.*

2.0 Ongoing Professional Development

The professional development of Councillors is an important activity of the Shire to ensure that its decision making is of the highest standard and is the product of informed and ethical debate by well trained and committed elected members acting in the best interest of all of the community.

Definition: “formal training event” means conferences, seminars, forums, workshops, courses and information sessions.

3.0 Eligible Formal Training Events

The formal training events to which this policy applies is limited to those conducted by, or organised by, any of the following organisations or individuals:

The West Australian Local Government Association (WALGA)

Local Government Professionals WA

Accredited training organisations offering training which directly relates to the role and responsibilities of councillors.

Information sessions organised by the Department of Local Government, Sport and Cultural Industries.

Seminars, training and or information sessions provided by individuals with a demonstrably strong knowledge of local government in Western Australia.

4.0 Funding

To provide equity in access for all elected members, an annual budget allocation of an amount per councillor will be made for ongoing professional development

The Shire President shall have an additional amount allocated in the budget for training specifically aimed at the development of Mayors and Presidents in Western Australia.

Unexpended funds for each councillor cannot be carried over into the next financial year.

5.0 Choice of Formal Training Event

Councillors wishing to attend a formal training event should indicate to the President or CEO the wish to be enrolled in the event. This advice should be in a timely manner so that bookings and other arrangements can be made, and so that the proposed event can be determined as meeting the eligible status described above, and that the councillor making the application has sufficient allocated funds to attend.

6.0 Interstate Formal Training Events

Attendance at interstate training events is at the discretion of Council and needs to be funded from a "Governance – Conference Account" which will have an annual allocation in the budget primarily for the attendance of Councillors and the CEO at the WALGA Annual General Meeting and Convention held in Perth each year.

7.0 General

Where necessary travel, accommodation and other related costs will be met from the budget allocations for training.

International Training Events will not be considered by Council.

8.0 Review

Section 5.128 (5) of the Local Government Act 1995 **requires** that this policy be reviewed after each ordinary election, and at any other time that Council wishes to carry out a review.

13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT

13.1 REQUEST FOR DONATION OF GRAVEL

Location:	N/A
Proponent:	St John Ambulance Gnowangerup Sub Centre
File Ref:	ADM0012
Date of Report:	9 th December 2019
Business Unit:	Corporate Services and Community Development
Officer:	B Jarvis – Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Letter of request for donation of gravel from St John Ambulance Sub Centre

PURPOSE OF THE REPORT

Council's consideration of a request for a donation of gravel for the construction of a driveway at the St John Ambulance Sub Centre in Gnowangerup.

BACKGROUND

The Shire is in receipt of a letter dated 26th November 2019 from the St John Ambulance Sub Centre in Gnowangerup, signed by Robyn Crabbe the Chairperson, seeking the donation of three semi-trailer loads of gravel from the Shire to construct the driveway at the sub centre. The request identifies the proposed donation as in-kind, however the Shire will have to obtain the gravel and have it delivered to the site.

There is no delegation from Council to the CEO to approve donations.

COMMENTS

The CEO has asked the Manager of Works to quantify the cost of supplying and delivering the requested quantity of gravel. The response is an estimate:

Three semi-trailer loads is equivalent to approximately 54m³.

54m³ x \$23.80 = \$1,285.20

Delivery 1 hour at \$160 per hour

Total price would be \$1,445.20

The other works to be carried out on site are being donated by community members.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is no budget allocation for grants in the current budget. If Council wishes to provide the funds it could allocate the expenditure to GL62022 – *Miscellaneous allocation for donations*, and an adjustment to the budget would need to be made to recognise the expenditure.

STRATEGIC IMPLICATIONS

Nil

IMPACT ON CAPACITY

The cost is approximately \$1,500.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may choose to not provide the requested material, however it is believed that at least one neighbouring Shire has provided gravel to its St John's facility at no cost.

CONCLUSION

Whilst it is acknowledged that there is no budget allocation to meet this request, the St John Ambulance service is a vital community service and there is a community expectation that it will be supported in its activities.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION:

1219. That Council:

- 1. Agrees to provide three semi-trailer loads of gravel to the St John Ambulance Sub Centre in Gnowangerup.**
- 2. Allocates the expenditure for the donation in (1) to Account GL62022 and amends the 2019/2020 budget to reflect the expenditure.**



**St John Ambulance Gnowangerup Sub Centre
Gnowangerup || Ongerup | Borden**

Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
Gnowangerup WA 6335

Dear Bob,

As you are aware Gnowangerup St John Ambulance are currently undertaking major upgrades to our building. This will see us having an extra training room for training our volunteers and providing first aid classes. The new shed now has three bays to store vans if an extra one is ever needed. The works are now at a near completion stage and we are now starting to commence the works to the driveway and gardens.

The committee of Gnowangerup St John Ambulance are enquiring if the Shire of Gnowangerup would be able to supply in-kind gravel for the driveway? The amount we require to get the works complete is three semi-trailer loads.

The Gnowangerup St John Ambulance is a not-for-profit organisation that is operated purely by volunteers. Without the support of the Gnowangerup St John Ambulance Sub Branch, the Shire of Gnowangerup would be without a functioning emergency response service and would have to rely on the Katanning branch.

I thank you for taking the time to read my request and I hope the Shire can provide some assistance. When the building is ready, an invite will be sent to you and the Shire Councillors to the official opening. If you require any further information, please call me on 0487 569 673.

Kind Regards

Robyn Crabbe
Chairperson
Gnowangerup St John Ambulance

26/11/19

14. INFRASTRUCTURE AND ASSET MANAGEMENT

14.1 BUDGET AMENDMENT – PURCHASE OF TIP TRUCKS GN.0014 AND GN.0044

Proponent: N/A
File Ref: ADM0347 & ADM0510 & ADM0040
Date of Report: 5th December 2019
Business Unit: Infrastructure and Asset Management
Officer: J Skinner – Asset & Waste Management Coordinator
Disclosure of Interest: Nil

ATTACHMENTS

- Condition report on GN.0014 and GN.0044.

PURPOSE OF THE REPORT

That council endorse the following budget amendments.

Account No	Description	Budget Variation
40385	Sale of GN.0014	Delete the allocated (\$90,000) income.
40395	Sale of GN.0044	Delete the allocated (\$90,000) income.
40544	Purchase of GN.0014	Delete the allocated \$315,000 expenditure.
40544	Purchase of GN.0044	Delete the allocated \$315,000 expenditure.
40314	Purchase of new Prime-mover.	Add \$270,000 expenditure.
40334	Purchase of new Tri-Axle Trailer.	Add \$125,000 expenditure.

BACKGROUND

GN.0044 and GN.0014 are 2012 Iveco AD500 Stralis's used as the front line trucks for the Shire road construction programme.

They were brought into service in June 2013 replacing the previous trucks that were in service for seven and eight years respectively and since that time, the trucks have been utilised by the works department for the construction, maintenance and drainage programmes, predominately used to cart construction materials as required.

With the sale of the shire's prime mover in October 2014, the work load of the three trucks was now being performed by the remaining two, this change combined with the type of trucks initially purchased has effected the remaining life of GN.0014 and GN.0044. The result was their replacement was brought forward three years and was included in the 2019/2020 budget.

At a Councillor and Executive meeting the sale of the two trucks was questioned and staff were asked to come up with alternative options.

COMMENTS

These budget amendments are required to reflect the changes made to the ten year plant replacement programme which has been modified to include the purchase of a prime mover and trailer in this financial year and the proposed replacements of GN.0014 and GN.0044 have been moved to ten years.

The purchase of a prime mover will have the added benefits of extending the life of the remaining two trucks.

The flexibility and productivity of the construction fleet will be significantly improved with one truck dedicated as a water truck and the ability of the prime mover to move larger amounts of gravel. This has become increasingly important as gravel sources diminish and longer lead times are encountered adding to the cost of road construction and maintenance.

CONSULTATION

Spoke extensively to other Local Governments in regards to their truck replacement programs. The replacement varies across other Local Governments from 5 to 10 years depending on local road conditions.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995.

Part 6 Financial management.

Division 4 General financial provisions.

Section 6.8 Expenditure from municipal fund not included in annual budget.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The 2019/20 adopted budget included allocations of:

- \$90,000 (GL40385) being the income for sale of GN.0014.
- \$90,000 (GL40395) being the income for sale of GN.0044.
- \$630,000.00 (GL40544) for the purchase of two trucks to replace GN.0044 and GN.0014.

With the changes made to the Plant Replacement Programme these allocations are no longer required and will be replaced with the following:

- \$270,000 (GL account 40314) purchase of new prime-mover
- \$125,000 (GL account 40334) purchase of new tri-axle trailer

The adopted budget has allocated \$630,000 in expenditure and \$180,000 in income for a net of \$450,000.

The amendment has allocated \$395,000 in expenditure which is a positive impact of \$55,000 on the 2019/2020 budget.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 3 A Built Environment and Infrastructure that Supports the Community and the Economy

Outcome 3.5 A sustainable asset and infrastructure base

RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

The flexibility and productivity of the construction fleet will be significantly improved.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Replace one truck this year with like specifications.

Replace two trucks this year as per original budget.

Leaving the decision to purchase the new truck too long and there being no time/availability this financial year.

The implications on not managing the ageing trucks is the fleet will continue to deteriorate and this will have an impact on maintenance costs and the productivity of the works department to deliver the construction and maintenance programs.

CONCLUSION

The purchase of a prime mover will extend the life of GN.0014 and GN.0044 and provide a greater flexibility and productivity for the work department as per below:

- Align the 2019-20 budget with the amended 10 year Plant Replacement Programme.
- Extend the operational life of GN.0044 and GN.0014.
- Operational cost savings due to better fleet utilisation.
- No negative impact on the 2019/2020 budget.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION:

1219. That Council:

Approves the following budget amendments to amend the 2019/2020 budget allocations / account numbers and to fund the additional cost for the purchase of a prime mover and trailer.

Account No	Description	Budget Variation
40385	Sale of GN.0014	Delete the allocated (\$90,000) income.
40395	Sale of GN.0044	Delete the allocated (\$90,000) income.
40544	Purchase of GN.0014	Delete the allocated \$315,000 expenditure.
40544	Purchase of GN.0044	Delete the allocated \$315,000 expenditure.
40314	Purchase of new Prime-mover.	Add \$270,000 expenditure.
40334	Purchase of new Tri-Axle Trailer.	Add \$125,000 expenditure.

14.1 ATTACHMENT

Construction Truck Replacement GN.0044 and GN.0014

Background.

The trucks are a 2012 Iveco AD500 Stralis and a 2012 Iveco AS500 Stralis both are 72 tonnes rated.

They went into service in June 2013 replacing the previous trucks that were in service for 7 and 8 years respectively. Since that time, the trucks have been utilised by the Works Department for the construction, maintenance and drainage programmes, predominately used to cart construction materials as required. With the sale of the shire's prime mover in October 2014, GN.0014 was then also used to pull the heavy machinery float to move the construction equipment as required.

Current Condition

Over the last two years the Shires mechanic has become more concerned about the suitability of the trucks for the type of work we use them for (working on gravel roads) and the increasing need for maintenance and repairs. Both trucks have increasing electrical and sensor problems which mostly cannot be fixed in-house and require servicing in Bunbury. More concerning are the increasing problems in the drivetrain, engines, and chassis with them not aging that well.

GN.0014 condition is worse and has had more than \$48,000 spent on parts and labour in the last two years (Gearbox, Chassis, and Suspension and Electrical repairs) and currently there are concerns about the engine, which is missing at start up each morning.

GN.0044 condition is not as bad and has not experienced any of the major failures yet, only the electrical/sensor problems and some suspension repairs. This may be due to it not being used as much to pull the float, which up to recently has been done mainly by GN.0014.

Future of trucks

With the uncertainty around the longevity of the trucks, a bad reputation in the retail market and a sharply falling second hand value their replacement was brought forward to 2019/20 financial year.

Additional Information / Alternative Plan for discussion.

As discussed at the last councillor and executive meeting, an alternative plan for the replacement of the construction trucks has been prepared, this new plan would see one replaced in 2019/20 and the other replaced in 2020/21.

While researching this plan a number of other Local Works Managers and Engineers were contacted regarding their truck fleets in general and any experiences with the Iveco brand. The consensus was that when the Iveco's were released they were seen as higher optioned cheaper alternative to what was available at the time, unfortunately the brand has not aged well and is not well thought of in the industry due mainly to reliability issues that start to show at around 7 years. Broomehill Tambellup had the same problems with their Iveco's and replaced them at the same age ours are now.

Of the councils canvased, the timing of their construction truck replacements ranged between 5 and 10 years, for example Broomehill Tambellup change at 8 year intervals while Esperance is 5 yearly.

Our Current Plant Replacement plan has the construction trucks scheduled to be replaced every 10 years and with the benefit of hindsight this prediction may have been optimistic for the trucks we purchased. The attached alternative plan has been changed to an 8 year cycle, which is a more realistic expectation considering our own experience with truck replacement over the last sixteen years and the advice received from similar councils in our region.

All of this will be discussed at the meeting but if there are any specific questions councillors would like answered prior to the meeting please send them through to me.

Questions raised at the meeting.

Cr F Hmeljak questioned if we were exceeding the load limit for the current truck combination when moving the lager plant around (Graders, Loaders, and Rollers) as this would be dangerous and illegal and proposed that we should be using a Prime mover which is better suited for this work.

Heavy Vehicle Services were contacted and have advised that we are within the weight limits for the current combination for most of the machinery we move, there is one possible exception the Multi Tyred roller would be over the limit if transported with the water ballast (an extra 10 tonnes) this is not our current practice as we don't use the water ballast when operating this machine.

Notwithstanding this, Staff agree the Prime mover option is better suited for this work and the lack of one has helped to create the current problem. Purchasing a Prime mover was not originally considered as an option because its sale was the result of a council resolution in 2014. It is clear the original reason for the 2014 council resolution is no longer relevant and councils request to re-visit the prime mover option is both timely and appropriate.

If we change back to having a Prime mover in the fleet the following changes would be made to the 10 year plant replacement programme.

1. The replacement of the current construction trucks would be moved back to a 10 year cycle, this is possible due to having the extra truck in the fleet to share the load. We would also change the role of the GN.0014 the worst effected truck, it would no longer be used to pull a trailer which should improve its longevity, its new role would be as the secondary / water truck used for construction and drainage work.
2. Purchase the new Prime Mover and lead Tri Axle tipping trailer to replace the ones sold in 2014.

The proposed new 10 year plant replacement is attached, there is a surplus \$45,000 compared with the current budget which would be retained in the plant reserve.

15. STATUTORY COMPLIANCE

Nil

16. FINANCE

16.1 ACCOUNTS FOR PAYMENT AND AUTHORISATION – NOVEMBER 2019

Location: Shire of Gnowangerup
Proponent: N/A
File Ref: ADM0451
Date of Report: 6th December 2019
Business Unit: Finance
Officer: C Shaddick – Senior Finance Officer
Disclosure of Interest: Nil

ATTACHMENTS

- November 2019 Cheque Listing

PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of November 2019.

BACKGROUND

Nil

COMMENTS

The November 2019 cheque list for the period 01/11/2019 to 30/11/2019 is attached as follows:

FUND	AMOUNT
Municipal Fund	\$ 524,455.84
Trust Fund	\$ 677.82
Credit Card	\$ 1,953.07
TOTAL	\$ 527,086.73

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

Regulation 12 states that:

- (1) *A payment may only be made from the municipal fund or the trust fund*
- (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*

- (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*

POLICY IMPLICATIONS

Purchasing Policy 4.1

Corporate Credit Card Policy 4.4

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Sustainable and Capable Council

Objective: Provide accountable and sustainable leadership

Strategic Initiative: Nil

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	Financial Sustainability
Consequence Rating	Catastrophic
Likelihood Rating	Unlikely
Acceptance Rating	Acceptable
Risk Acceptance Criteria	Risk Acceptable with adequate controls

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

This is a standard item in the Ordinary Council Meeting Agenda.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION:

1219. That Council:

Approves the Schedule of Accounts:

Municipal Fund Cheques 27605 - 27627, EFT 15422 – EFT 15543, Superannuation and Direct Deposits totalling \$524,455.84 and Trust Fund Cheques 965 - 966 totalling \$677.82 and Corporate Credit Card totalling \$1,953.07.

Chq/EFT	Date	Name	Description	Amount
965	20/11/2019	DMIRS	BUILDING APPLICATION FOR 31/10/2019	\$ 672.82
966	20/11/2019	SHIRE OF GNOWANGERUP	COMMISSION FOR BUILDING APPLICATION 31/10/2019	\$ 5.00
TOTAL TRUST ACCOUNT				\$ 677.82
EFT15422	5/11/2019	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 100.00
EFT15423	5/11/2019	ADRIENNE JOYCE	4 WEEKS RENT 14/11/2019 - 11/12/2019 ONGERUP GRADER DRIVER	\$ 520.00
EFT15424	5/11/2019	AFGRI EQUIPMENT AUSTRALIA PTY LTD	JOHN DEERE 2011 315SJ BACKHOE LOADER - GN.0089 QUOTE 343295B - REPLACE TRANSMISSION & ENGINE FRONT SEAL - DOESN'T INCLUDE FREIGHT LABOUR: 14/10/2019 - HC INSTALLED NEW TRANSMISSION INTO BACKHOE. FILLED TRANSMISSION OIL & FIT DRIVE SHAFTS. FIT HYDRAULIC PUMP & RAN UP BACKHOE. REPLACED FRONT MAIN SEAL & TEST DROVE - OKAY. 25/10/2019 - HC FIT NEW HYDRAULIC HOSE & RAN UP - OK SUPPLY PARTS: TORQUE CONVERTER @ \$1,793.28 ELBOW FITTING - PART NO: AT324059 @ \$48.39 SUCTION HOSE - PART NO: AT323728 @ \$177.27 SEAL - PART NO: RE537071 @ \$46.95 TRANSMISSION REMAN - PART NO: PG200326 @ \$26,588.75 HYDRAULIC HOSE - PART NO: AT357648 @ \$520.95 WORKSHOP SUPPLIES - WORKSHOP SUNDRIES @ \$100.00	\$ 34,513.15
EFT15425	5/11/2019	AIR LIQUIDE	CYLINDER FEE LARGE, MED, SMALL	\$ 149.68
EFT15426	5/11/2019	ALBANY ENGINEERING CO	IVECO STRALIS AS500 - GN.0044 - REPAIR FUEL TANK - JOB NO: 56074 LABOUR	\$ 262.90
EFT15427	5/11/2019	ASHLEIGH ANNE NUTTALL	4 WEEKS RENT 19/11/2019 - 16/12/2019 GNP GRADER DRIVER	\$ 1,000.00
EFT15428	5/11/2019	B P HARRIS & SON	ROAD MAINTENANCE YUGENUP ROAD - PEDESTRIAN CROSSING F72 REO MESH	\$ 336.60
EFT15429	5/11/2019	BECKS TRANSPORT	FREIGHT- CUTTING EDGES	\$ 257.70
EFT15430	5/11/2019	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 140.00
EFT15431	5/11/2019	DA & KJ MURRAY	MEALS AND ACCOMODATION FOR EHO 10/10, 24/10/2019	\$ 140.00
EFT15432	5/11/2019	GNOWANGERUP BOWLING CLUB	REFRESHMENTS FOR COUNCIL MEETINGS	\$ 120.00
EFT15433	5/11/2019	GNOWANGERUP FUEL SUPPLIES	ADMIN FLEET FUEL	\$ 1,248.43

EFT15434	5/11/2019	GNOWANGERUP PHARMACY	GNOWANGERUP SWIMMING POOL FIRST AID SUPPLIES	\$	67.05
EFT15435	5/11/2019	GNOWANGERUP TYRE SERVICE	JOHN DEERE 997 MOWER GN.0029 - REPAIRS TO TYRE SVS-VULE CEMENT	\$	30.00
EFT15436	5/11/2019	GREAT SOUTHERN TOYOTA	PURCHASE OF CEO VEHICLE GN.00	\$	65,599.42
EFT15437	5/11/2019	IAN DAVID BEATON	4 GROCOCK REPLACE ROOF VENT	\$	275.00
EFT15438	5/11/2019	ICS GROUP AUTO ELECTRICAL	TRAVEL TO GNP AND REPAIR COMPUTER FAULT IN GNP BFB TRUCK FOR ELECTRONIC ENGINE CONTROL	\$	853.07 F
EFT15439	5/11/2019	IMPRINT PLASTIC BADGE & SIGNS	NAME BADGES FOR CRS K. HOUSE, F. GAZE, G. STEWART, M CREAGH, K O'KEEFFE & STAFF A TION, T PURSELL	\$	126.50
EFT15440	5/11/2019	KOMATSU AUSTRALIA PTY LTD	KOMATSU GD 555 GN 0021 DRIVERS SIDE WINDOW AND RUBBER TO SUIT 1 X GLASS ITEM NO: 23A-952-7340	\$	535.21
EFT15441	5/11/2019	LANDGATE	GRV SCHEDULE NO G2019/3	\$	94.05
EFT15442	5/11/2019	LEASEIT LTD	COPY MANAGEMENT PLAN BILLING PERIOD: SEPTEMBER 19- OCTOBER 19	\$	58.99
EFT15443	5/11/2019	LGRCEU	PAYROLL DEDUCTIONS	\$	184.50
EFT15444	5/11/2019	LOCAL GOVERNMENT SUPERVISORS ASSOCIATION WA INC	ANNUAL SUBSCRIPTION TO THE LGSA FOR 19/20 YEAR MANAGER OF WORKS	\$	55.00
EFT15445	5/11/2019	MESSAGEMEDIA	4495 OUTGOING MESSAGES FOR OCTOBER	\$	642.79
EFT15446	5/11/2019	ONGERUP CARAVAN PARK	CONTRACT CLEANING OCTOBER 2019	\$	360.76
EFT15447	5/11/2019	ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR MONTHLY ACCESS FEE HYBRID FOR NOVEMBER 2019	\$	528.00
EFT15448	5/11/2019	PHILIPPA JANE MOIR	DIGITAL AWARENESS WORKSHOP 23/10/2019.	\$	260.00 P
EFT15449	5/11/2019	RECORDS ARCHIVES HISTORICAL MANAGEMENT	RECORDS MANAGEMENT- MEDICAL RECORDS ARCHIVING	\$	5,398.25
EFT15450	5/11/2019	STAR SALES & SERVICE	HUSQVARNA MOWER GN.0034 - BACK ORDER OR BLADES 3 X BLADE 60IN (LZ & PZ29-60) STD LIFT ITEM NO: HUP 5391057 11	\$	234.00
EFT15451	5/11/2019	TOLL TRANSPORT PTY LTD	FREIGHT	\$	10.73

EFT15452	5/11/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 22/10, 30/10	\$	2,178.00
EFT15453	5/11/2019	CANCELLED	INCORRECT BANK DETAILS SUPPLIED	\$	0.00
EFT15454	13/11/2019	AMD CHARTERED ACCOUNTANTS	COMPLETION OF ROADS TO RECOVERY PROGRAM AUDIT 30.06.2019	\$	792.00
			DEFERRED PENSIONER RATES CERTIFICATION	\$	440.00
EFT15455	13/11/2019	ARMADILLO PRODUCTS	KOMATSU 2013 GRADER - GN.0021 - REPAIRS TO HYDRAULIC HOSE CRIMP	\$	129.02
EFT15456	13/11/2019	AUSTRALIA POST	POSTAGE FOR OCTOBER 2019	\$	348.51
EFT15457	13/11/2019	BECKS TRANSPORT	FREIGHT OF ONGERUP INFORMATION BAY	\$	70.62
EFT15458	13/11/2019	BGL SOLUTIONS	GROUNDS MAINTENANCE AS PER CONTRACT	\$	10,429.53
EFT15459	13/11/2019	BORDEN PAVILION COMMITTEE INC	HIRE OF THE BORDEN PAVILION FOR DIGITAL LITERACY WORKSHOPS - 14/08/2019; 03/09/2019; 19/09/2019; 26/09/2019; 03/10/2019; 16/10/2019; 23/10/2019	\$	1,720.00 P
EFT15460	13/11/2019	CAST-TECH GROUP	CORBETT STREET RESEAL - 2 X 500KG BULKER BAG OF CEMENT	\$	771.10
EFT15461	13/11/2019	CONPLANT PTY LTD	AMMANN VIBRATING ROLLER GN.0051 - REPLACEMENT OF WINDSCREEN ND082385 FLAT WINDSCREEN	\$	1,073.60
EFT15462	13/11/2019	CONSTRUCTION EQUIPMENT AUSTRALIA	DYNAPAC COMPACTION ROLLER HYDRAULIC & DRUM OIL	\$	390.28
EFT15463	13/11/2019	CORPORATE ENERGY AUSTRALIA PTY LTD	2019 CASE WHEEL LOADER 721F GN.008 - 80 LITRES OF SAE 50 OIL	\$	427.76
EFT15464	13/11/2019	CUTTING EDGES EQUIPMENT PARTS	2 X SETS GRADER BLADES FOR CAT GRADER (CAT 7D1577) HT CURV	\$	3,475.06
EFT15465	13/11/2019	DAVID CAMPBELL TRANSPORT	BELL STREET RESEAL - FREIGHT DELIVERED TO GNOWANGERUP	\$	128.78
EFT15466	13/11/2019	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	CONTROLLED WASTE DRIVER RENEWAL EXPIRY DATE: 10TH DECEMBER 2020 TRACKING FORMS	\$ \$	60.00 132.00
EFT15467	13/11/2019	DL CONSULTING	MAKE CHANGES TO ANNUAL FINANCIAL STATEMENTS AS REQUESTED BY AUDITORS AND OAG, PREPARE SEWER LTFP TEMPLATE	\$	3,685.00
EFT15468	13/11/2019	DURAQUIP	TANDEM AXLE DOLLY - BRAKE DRUM SHOES SEALS 4 X K HITCH DRUMS 10/285	\$	1,281.50

EFT15469	13/11/2019 G & M DETERGENTS	GNOWANGEURP PUBLIC TOILETS - 2 X STAINLESS STEEL BINS	\$ 392.00
EFT15470	13/11/2019 GNOWANGERUP CRC	STAFFING, CLEANING, ELECTRICITY AND TELEPHONE COSTS	\$ 1,102.84
		ADVERTISING	\$ 349.80
EFT15471	13/11/2019 GNOWANGERUP FUEL SUPPLIES	FUEL FOR DEPOT FLEET - BOWSER OUT OF ACTION	\$ 11,018.56
EFT15472	13/11/2019 GREAT SOUTHERN TOYOTA	MITSUBISHI NX PAJERO WAGON GN.004 - SERVICE 1 X PENRITE C3 5W 30 - 10 LITRES PART NUMBER: EPLUSC3010 PART NUMBER: MD050317	\$ 231.75
EFT15473	13/11/2019 CANCELLED	ASSIGNED TO INCORRECT CREDITOR FOR PAYMENT	\$ 0.00
EFT15474	13/11/2019 JERRAMUNGUP ELECTRICAL SERVICE	FORMBY BORE PUMP NOT WORKING - INVESTIGATE CHECK POWER TRIPPING 20 MCDONALD ST REPAIRS TO AIR STRIP LIGHTS	\$ 156.75 \$ 167.75 \$ 567.25
EFT15475	13/11/2019 L.M.H. REPAIRERS	JOHN DEERE 2011 315SJ BACKHOE - CHECK TRANSMISSION OPERATION CHECK FUEL PRESSURE ON START UP IVECO GN.0014	\$ 691.35 \$ 341.00
EFT15476	13/11/2019 MAMMOTH EQUIPMENT AND EXHAUSTS	IVECO STRALI GN.0044, GN.0014 AND SKID STEER - ECOBLUE	\$ 620.62
EFT15477	13/11/2019 MARKETFORCE	GSH ADVERT- BUSH FIRE BRIGADE LOCAL LAW 17/10/2019	\$ 581.68
EFT15478	13/11/2019 PRIMARIES GNOWANGERUP	HOLLOW LOG TOURNAMENT PRIZES VARIOUS HARDWARE ITEMS	\$ 800.00 F \$ 775.74
EFT15479	13/11/2019 PROTECTOR FIRE SERVICE	6 X FIRE EXTINGUISHER LOCATION SIGNS @ \$10.00 EACH	\$ 66.00
EFT15480	13/11/2019 QUALITY PRESS	STORM SMART BROCHURE 16PP SELF COVER A4 WITH PERFORATION	\$ 2,007.50
EFT15481	13/11/2019 RECORDS ARCHIVES HISTORICAL MANAGEMENT	MEDICAL PRACTICE FILES	\$ 8,315.45
EFT15482	13/11/2019 SADLERS BUTCHERS	HOLLOW LOG TOURNAMENT GEN - PRIZES 4 X \$60.00 MEAT PACKS COUNCIL CATERING	\$ 240.00 F \$ 351.00
EFT15483	13/11/2019 STEWART AND HEATON CLOTHING PTY LTD	BFB UNIFORMS	\$ 2,246.41 F
EFT15484	13/11/2019 TOLL TRANSPORT PTY LTD	FREIGHT	\$ 191.09
EFT15485	13/11/2019 TOPAZ GLOBAL	SHIRE POLO SHIRTS	\$ 409.04

EFT15486	13/11/2019 TROPICAL SHADE N SAILS	DISMANTLE SHADE SAILS AT COMMUNITY PARK IN GNP FOR WINTER AND ERECT AGAIN IN NOVEMBER FOR SUMMER	\$ 5,082.00
		GNP PARK - REPAIR, REPLACE BROKEN WIRES AND FIT NEW POLE	\$ 1,870.00
		ONGERUP - STITCH AND REPAIR SHADE SAIL, ADD QUICK RELEASE SYSTEM	\$ 400.00
EFT15487	13/11/2019 WARREN BLACKWOOD WASTE	BINS PICKUP 03/10, 10/10, 17/10, 24/10, 31/10	\$ 9,886.70
EFT15488	13/11/2019 YONGERGNOW-ONGERUP CRC	ADVERTISING	\$ 114.00
EFT15489	20/11/2019 ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 100.00
EFT15490	20/11/2019 ALBANY LOCK SERVICE SUPERIOR SECURITY	HARDWARE FOR TWO EXIT DOORS GNOWANGERUP BOWLING CLUB	\$ 748.60
EFT15491	20/11/2019 ALBANY SIGNS	SUPPLY ASSORTED SAFETY SIGNS	\$ 110.00
EFT15492	20/11/2019 BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 140.00
	DEPARTMENT OF WATER AND ENVIRONMENTAL		
EFT15493	20/11/2019 REGULATION	ANNUAL LICENSE FEE FOR GNP LIQUID WASTE	\$ 1,218.00
		CONTROLLED WASTE LICENSE RENEWAL FOR TWO STAFF	\$ 120.00
EFT15494	20/11/2019 GLENICE DAVIDSON	BORDEN PUBLIC TOILET CLEANING JULY TO OCTOBER 2019 AS PER CONTRACT	\$ 1,109.08
EFT15495	20/11/2019 IT VISION	UP DATING FINAL NOTICE NOTICES - RATES	\$ 247.50
EFT15496	20/11/2019 JANE FARMER	DIGITAL AWARENESS WORKSHOP 29/10, 05/11, 12/11	\$ 750.00 P
EFT15497	20/11/2019 JERRAMUNGUP ELECTRICAL SERVICE	INSTALL NEW FLOAT AND SWITCH FORMBY ROAD BORE	\$ 723.30
EFT15498	20/11/2019 LGIS INSURANCE BROKING	2018-19 MOTOR VEHICLE PREMIUM ADJUSTMENT	\$ 2,116.13
EFT15499	20/11/2019 LGISWA	ACTUAL WAGE ADJUSTMENT FOR PERIOD 30/06/18 TO 30/06/19	\$ 1,200.85
EFT15500	20/11/2019 LGRCEU	PAYROLL DEDUCTIONS	\$ 184.50
EFT15501	20/11/2019 OFFICEWORKS	ADMIN STATIONERY	\$ 157.68
EFT15502	20/11/2019 ONGERUP FARM SUPPLIES	VARIOUS HARDWARE ITEMS	\$ 221.77
EFT15503	20/11/2019 ONGERUP TYRES & AUTOMOTIVE	JOHN DEERE 2011 315SJ BACKHOE - PUNCTURE REPAIR	\$ 240.00

EFT15504	20/11/2019	PROTECTOR FIRE SERVICE	SHIRE BUILDINGS AND PLANT 6 MONTHLY CHECK AND REPLACE AS REQUIRED	\$	3,413.19	
EFT15505	20/11/2019	TOLL TRANSPORT PTY LTD	FREIGHT	\$	41.14	
EFT15506	20/11/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 05/11, 12/11	\$	1,782.00	
EFT15507	20/11/2019	WAUTERS ENTERPRISES	PROGRESS CLAIM 4. PROJECT GNOWANGERUP STAFF HOUSING	\$	129,774.13	P
EFT15508	20/11/2019	WALGA	E-LEARNING ENROLMENT FOR CR KATE O'KEEFFE	\$	975.00	
			FINANCE STAFF LOCAL GOVT AWARD TRAINING	\$	1,134.00	
EFT15509	20/11/2019	WESTRAC EQUIPMENT PTY LTD	CATERPILLAR SKID STEER LOADER - COLD PLANNER TOOTH PARTS	\$	431.75	
EFT15510	20/11/2019	WINC. (WORK INCORPORATED)	POOL, ADMIN & DEPOT STATIONERY	\$	220.55	
EFT15511	20/11/2019	WURTH AUSTRALIA PTY LTD	WURTH 1/2 INCH PNEUMATIC IMPACT WRENCH, IMPACT SOCKETS, MIST OILER AND SPRAY OIL BOTTLE	\$	153.70	
EFT15512	21/11/2019	VERDUN TASMAN HAYWARD	REFUND OVERPAYMENT OF RATES	\$	1,567.30	R
EFT15513	28/11/2019	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	100.00	
EFT15514	28/11/2019	ALBANY CITY MOTORS	WINDSCREEN REPAIR GN.001	\$	390.00	
EFT15515	28/11/2019	ALBANY LOCK SERVICE SUPERIOR SECURITY	GNOWANGERUP SWIMMING POOL -NEW DEADLOCK FOR LADIES TOILET BLOCK	\$	242.30	
			NEW LOCK FOR DEPOT SHED	\$	146.30	
EFT15516	28/11/2019	ALL CHEMICAL MANUFACTURING & CONSULTANCY	WATER TESTING HIGHDENUP ROAD	\$	710.60	
EFT15517	28/11/2019	AUTOSMART (WA)	1 X CLEAR VIEW - 20 LITRE ITEM CODE: CV.20	\$	172.17	
EFT15518	28/11/2019	BECKS TRANSPORT	FREIGHT	\$	40.68	
EFT15519	28/11/2019	BEST OFFICE SYSTEMS	DEPOT PHOTOCOPYING READING FROM 28/10/2019 TO 28/11/2019	\$	267.78	
EFT15520	28/11/2019	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	140.00	
EFT15521	28/11/2019	BUNNINGS ALBANY	TIMBER AND GLUE FOR SHED DOOR	\$	122.53	
			TOILET SEATS	\$	106.90	

EFT15522	28/11/2019	CAROL ANNE SHADDICK	REIMBURSE PURCHASE OF COFFEE AND COFFEE BEANS	\$ 117.00
EFT15523	28/11/2019	DEPARTMENT FIRE & EMERGENCY SERVICES	2019/20 ESL 2ND QUARTER CONTRIBUTION	\$ 25,729.20
EFT15524	28/11/2019	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	CONTROLLED WASTE DRIVER LICENCE RENEWAL TRACKING FORMS	\$ 60.00 \$ 44.00
EFT15525	28/11/2019	GNOWANGERUP DISTRICT HIGH SCHOOL	AWARD NIGHT PRIZE	\$ 80.00
EFT15526	28/11/2019	GNOWANGERUP FUEL SUPPLIES	DIESEL FOR GNOWANGERUP SHIRE DEPOT 15,800.00 LITRES @ \$1.3918 5400 LTS DIESEL ONGERUP DEPOT	\$ 21,990.44 \$ 7,515.72
EFT15527	28/11/2019	GNOWANGERUP SMASH REPAIRS	DYNAPAC COMPACTION ROLLER GN.0041 CALL OUT AND LOADING FEES - (\$100.00) TILT TRAY TRANSPORT DYNAPAC ROLLER 4.5 ON BOXWOOD ROAD BORDEN TO SHIRE DEPOT \$294.80) 134KMS @ \$2.20 PER KM REPLACE WINDSCREEN KOMATSU GRADER	\$ 434.28 \$ 187.00
EFT15528	28/11/2019	GNOWANGERUP SPORTING COMPLEX	ANNUAL CONTRIBUTION TO GNOWANGERUP SPORTING COMPLEX 2019/20	\$ 15,889.50
EFT15529	28/11/2019	GNOWANGERUP TYRE SERVICE	INNER TUBE NEEDED FOR BROOM TR13 TUBE SUPPLY ONLY	\$ 30.00
EFT15530	28/11/2019	JANE FARMER	DIGITAL AWARENESS WORKSHOP SESSION-12/11, 26/11	\$ 500.00 P
EFT15531	28/11/2019	JH COMPUTER SERVICES PTY LTD	PANASONIC TOUGH PAD FZ-G110.1 MK5 (RAMM MOBILE DEVICE)	\$ 4,488.00
EFT15532	28/11/2019	LEISURE INSTITUTE OF WESTERN AUSTRALIA AQUATICS	LIWA MEMBERSHIP TARA PURSELL - ONE YEAR	\$ 132.00
EFT15533	28/11/2019	LGRCEU	PAYROLL DEDUCTIONS	\$ 184.50
EFT15534	28/11/2019	OFFICEWORKS	PUBLIC TOILET SUPPLIES	\$ 252.87
EFT15535	28/11/2019	SHIRE OF BROOMEHILL-TAMBELLUP	GSHI PROJECT ADMIN REIMBURSEMENTS - JUNE 2019	\$ 2,967.66 P
EFT15536	28/11/2019	STARLINE PROMOTIONS (AUST) PTY LTD	WATERPROOF PVC DOCUMENT HOLDER PRINTED 3 COLOURS 2 SIDES: COLOUR NO. 23 (ORANGE) AS PER QUOTE NUMBER SP19158A	\$ 2,838.00
EFT15537	28/11/2019	THINK WATER ALBANY	REPAIR WORK FOR PIPELINE FROM CBH DAM	\$ 964.44
EFT15538	28/11/2019	TOLL TRANSPORT PTY LTD	FREIGHT	\$ 75.74

EFT15539	28/11/2019	TRAILBLAZERS	EBA UNIFORMS DEPOT STAFF	\$	154.00	
EFT15540	28/11/2019	WALGA	ESSENTIAL E-LEARNING COURSE FOR NEW COUNCILLORS : CR MICK CREAGH	\$	975.00	
EFT15541	28/11/2019	WESTRAC EQUIPMENT PTY LTD	2016 AA 12M MOTOR GRADER GN.0020 - REPLACE WORN OUT SLIDE ON BLADES	\$	1,134.41	
EFT15542	28/11/2019	WREN OIL	OIL WASTE AND DISPOSAL 3900.00 LITRES ADMIN AND COMPLIANCE FEES	\$	16.50	
EFT15543	28/11/2019	YONGERGNOW-ONGERUP CRC	ADVERTISING IN THE ONGERUP GRAPEVINE	\$	438.00	
27605	5/11/2019	DAVID TREVOR O'KEEFFE	REFUND OVERPAYMENT RATES	\$	97.99	R
27606	5/11/2019	GERALD EARDLY PIERCE WELLARD	REFUND OVERPAYMENT RATES	\$	2,522.68	R
27607	5/11/2019	GNOWANGERUP IGA	CONSUMABLES	\$	888.49	
27608	5/11/2019	MCLEODS BARRISTERS AND SOLICITORS	LEGAL FEES - WATER HARVESTING PROJECT	\$	5,020.95	
27609	5/11/2019	SYNERGY	SUPPLY PERIOD 31 DAYS TO 01/11/2019 STREET LIGHTS	\$	3,589.72	
27610	5/11/2019	WATER CORPORATION	WATER USAGE	\$	41.55	
27611	7/11/2019	AUSTRALIAN TAXATION OFFICE	OCTOBER BAS RETURN	\$	27,394.00	
27612	7/11/2019	KEWARRA NOMINEES PTY LTD	RATES REFUND	\$	7,810.51	R
27613	13/11/2019	DEPARTMENT OF TRANSPORT	REGISTRATION RENEWAL GN.17113	\$	24.00	F
27614	13/11/2019	SHIRE OF GNOWANGERUP	RUBBISH COLLECTION CHARGES FOR BFB	\$	362.00	F
27615	13/11/2019	SYNERGY	SUPPLY PERIOD 64 DAYS	\$	2,643.91	
27616	13/11/2019	TELSTRA	USAGE, SERVICE, EQUIPMENT AND DIRECTORY CHARGES	\$	1,191.39	
27617	13/11/2019	YVETTE PATRICIA WHEATCROFT	REIMBURSEMENT FUEL FOR SHIRE VEHICLE	\$	90.00	
27618	20/11/2019	SYNERGY	SUPPLY PERIOD 70 DAYS	\$	860.94	
27619	20/11/2019	T & C SUPPLIES	TOOL BOX FOR BORDEN BFB	\$	1,329.05	F

27620	20/11/2019	TELSTRA	USAGE, SERVICE AND EQUIPMENT RENTAL	\$	177.22
27621	20/11/2019	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES	\$	6,861.68
27622	28/11/2019	ICEBERG COUNTRYWIDE HOLDINGS PTY LTD	FUNCTION: WELCOME & FAREWELL FOR OUTGOING COUNCILLORS AT THE BORDEN PUB ON 8 NOVEMBER 19 - 27 PEOPLE	\$	1,969.00
27623	28/11/2019	SHIRE OF GNOWANGERUP	PETTY CASH REIMBURSEMENT	\$	273.80
27624	28/11/2019	SYNERGY	SUPPLY PERIOD 36 DAYS	\$	3,444.65
27625	28/11/2019	T & C SUPPLIES	WACKER PLATE COMPACTOR	\$	1,850.00
27626	28/11/2019	TELSTRA	MOBILE PHONE AND DATA PACKS	\$	579.91
27627	28/11/2019	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES	\$	703.76
DD4442.1	30/11/2019	LEASEIT LTD	LEASE AGREEMENT FOR PHOTOCOPIER NOVEMBER 2019	\$	1,196.25
DD4450.1	13/11/2019	WALGS PLAN	PAYROLL DEDUCTIONS	\$	6,987.30
DD4450.2	13/11/2019	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	170.26
DD4450.3	13/11/2019	CBUS	SUPERANNUATION CONTRIBUTIONS	\$	466.20
DD4450.4	13/11/2019	OASIS SUPERANNUATION MASTER TRUST	SUPERANNUATION CONTRIBUTIONS	\$	90.25
DD4450.5	13/11/2019	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	48.28
DD4450.6	13/11/2019	SMSF	PAYROLL DEDUCTIONS	\$	844.75
DD4450.7	13/11/2019	WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	331.96
DD4450.8	13/11/2019	COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	795.33
DD4450.9	13/11/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,110.93
DD4456.1	30/11/2019	NATIONAL AUSTRALIA BANK	ITEMISED LISTING BELOW	\$	0.00
DD4463.1	27/11/2019	WALGS PLAN	PAYROLL DEDUCTIONS	\$	6,864.11

DD4463.2	27/11/2019 REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 170.26
DD4463.3	27/11/2019 CBUS	SUPERANNUATION CONTRIBUTIONS	\$ 466.20
DD4463.4	27/11/2019 MLC MASTERKEY	SUPERANNUATION CONTRIBUTIONS	\$ 89.06
DD4463.5	27/11/2019 OASIS SUPERANNUATION MASTER TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 109.25
DD4463.6	27/11/2019 COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 41.38
DD4463.7	27/11/2019 SMSF	PAYROLL DEDUCTIONS	\$ 844.75
DD4463.8	27/11/2019 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 349.16
DD4463.9	27/11/2019 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 795.33
DD4450.10	13/11/2019 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 844.37
DD4450.11	13/11/2019 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 232.54
DD4450.12	13/11/2019 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 120.00
DD4450.13	13/11/2019 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 210.52
DD4463.10	27/11/2019 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,107.73
DD4463.11	27/11/2019 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 766.60
DD4463.12	27/11/2019 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 224.22
DD4463.13	27/11/2019 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 112.62
DD4463.14	27/11/2019 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 210.52
		TOTAL MUNICIPAL ACCOUNT	\$ 524,455.84
	1/11/2019 THE PERTH MINT	CITIZENSHIP AWARDS	\$ 51.65
	5/11/2019 SHIRE OF GNOWANGERUP	REGISTRATION & PLATE CHANGE GN.00	\$ 361.40
	14/10/2019 SARAHS FLOWERS PTY LTD	FLOWERS FOR CR PECH	\$ 81.85

21/10/2019	WA NEWSPAPERS	NOTICE FOR CR PECH	\$	110.90
22/10/2019	DROPBOX	PROGRAM FOR DCEO	\$	18.69
23/10/2019	COMPAC SALES	USB MEMORY STICK FOR DEPOT FUEL BOWSER	\$	65.10
4/11/2019	SHIRE OF GNOWANGERUP	PLATE CHANGE GN.001	\$	27.70
4/11/2019	WESTNET	ADMIN & CEO HOME INTERNET	\$	260.76
5/11/2019	7 ELEVEN KELMSCOTT	FUEL FOR GN.001	\$	120.02
11/11/2019	CROWN PROMENADE PERTH	ACCOMODATION DCEO LG PROFESSIONALS CONFERENCE	\$	627.44
11/11/2019	TELSTRA	DCEO HOME INTERNET (REIMBURSEMENT \$139.00)	\$	209.00
11/11/2019	NAB	CORPORATE CARD FEE	\$	18.56
		TOTAL CORPORATE CREDIT CARD	\$	1,953.07

CERTIFICATE OF SENIOR FINANCE OFFICER

I HEREBY CERTIFY THE FOLLOWING SCHEDULE OF ACCOUNTS:

TOTAL FOR MUNICIPAL FUND: EFT 15422 -15543, Cheque 27605 - 27627, DD Super Clearing House = \$524,455.84

TOTAL FOR TRUST FUND: Cheque 965 - 966 = \$677.82

TOTAL FOR CREDIT CARD: \$1,953.07

F Fully Grant Funded

P Partial Grant Funded

R Other Funding (Reimbursements)

16.2 NOVEMBER 2019 MONTHLY FINANCIAL REPORT

Location: Shire of Gnowangerup
Proponent: N/A
File Ref: ADM0451
Date of Report: 8th December 2019
Business Unit: Finance
Officer: D Long – Finance Consultant
C Shaddick – Senior Finance Officer
Disclosure of Interest: Nil

ATTACHMENTS

Monthly Financial Statements for the period 01/11/2019 to 30/11/2019 including:

- Statement of Financial Activity
- Report on Material Differences
- Comprehensive Income by Program and Nature & Type
- Statement of Cash Flows
- Current Assets and Liabilities

PURPOSE OF THE REPORT

For Council to receive and accept the Monthly Financial Report to the 30 November 2019, note that figures are subject to change as a result of end of year procedures and the audit process.

BACKGROUND

Nil

COMMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996
Reg. 34 Financial activity statement required each month

POLICY IMPLICATIONS

Investment Policy 4.3

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Sustainable and Capable Council

Objective: Provide accountable and sustainable leadership

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	Financial Sustainability
Consequence Rating	Catastrophic
Likelihood Rating	Unlikely
Acceptance Rating	Acceptable
Risk Acceptance Criteria	Risk Acceptable with adequate controls

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

This is a standard item in the Ordinary Council Meeting Agenda.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION:

- 1219. That Council:**
Receives and accepts the Monthly Financial Report for November 2019.

SHIRE OF GNOWANGERUP

MONTHLY FINANCIAL REPORT

30-Nov-19

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 30 November 2019

	NOTES	2019-20 ANNUAL BUDGET	2019-20 YTD BUDGET	2019-20 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)		\$	\$	\$
General Purpose Funding		(81,604)	(36,769)	(37,072)
Governance		(937,524)	(429,641)	(374,177)
Law, Order, Public Safety		(377,637)	(158,064)	(101,521)
Health		(372,745)	(164,414)	(94,730)
Education and Welfare		(47,261)	(27,944)	(11,286)
Housing		(54,508)	(20,363)	-10,888.41
Community Amenities		(570,367)	(271,896)	-136,517.95
Recreation and Culture		(1,407,164)	(664,331)	(384,633)
Transport		(3,112,232)	(1,474,062)	(750,321)
Economic Services		(278,899)	(104,856)	(51,787)
Other Property and Services		(585,290)	(364,787)	(126,097)
		(7,825,231)	(3,717,126)	(2,079,030)
REVENUE				
General Purpose Funding		4,649,831	0	4,358,349
Governance		0	909,059	339
Law, Order, Public Safety		69,260	0	23,418
Health		300	0	799
Education and Welfare		11,800	0	400
Housing		86,598	909,059	36,914
Community Amenities		283,139	(1,844,988)	273,801
Recreation and Culture		17,999	0	9,322
Transport		140,886	0	149,625
Economic Services		52,340	0	19,909
Other Property & Services		119,610	(320,248)	64,614
		5,431,763	(347,117)	4,937,490
<i>Increase(Decrease)</i>		(2,393,468)	(4,064,243)	2,858,460
FINANCE COSTS				
General Purpose Funding		0	(5,570)	0
Housing		(24,568)	(8,000)	(5,521)
Community Amenities		0	(58,000)	0
Recreation & Culture		(23,471)	0	(6,045)
Transport		0	0	0
Other Property & Services		(2,015)	0	0
Total Finance Costs		(50,054)	(66,000)	(11,566)
NON-OPERATING REVENUE				
General Purpose Funding		0	(11,683)	0
Law, Order & Public Safety		0	0	0
Housing		367,500	(261,998)	0
Community Amenities		300,000	0	0
Recreation & Culture		0	0	0
Transport		699,558	0	122,666
Economic Services		0	0	0
Total Non-Operating Revenue		1,367,058	(273,680)	122,666
PROFIT/(LOSS) ON SALE OF ASSETS				
Law, Order & Public Safety		0	(261,998)	0
Health		0	(2,106,985)	0
Housing		0	0	0
Community Amenities		0	0	0
Recreation & Culture Profit		0	1,811,529	0
Recreation & Culture Loss		0	0	0
Transport Profit		0	3,876,849	0
Transport Loss		(115,943)	5,688,378	0
Other Property & Services Profit		7,521	3,581,393	0
Other Property & Services Loss		0	0	0
Total Profit/(Loss)		(108,422)	12,851,163	0
NET RESULT		(1,184,886)	8,447,239	2,969,560
Other Comprehensive Income				
Changes on revaluation of non-current assets		0	0	0
Total Abnormal Items		0	0	0
TOTAL COMPREHENSIVE INCOME		(1,184,886)	8,447,239	2,969,560

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 30 November 2019

	2019-20 BUDGET	2019-20 ACTUAL
Expenses		
Employee Costs	(2,597,413)	(1,171,788)
Materials and Contracts	(2,222,641)	(562,799)
Utility Charges	(180,080)	(56,629)
Depreciation on Non-Current Assets	(2,182,615)	0
Interest Expenses	(50,054)	(11,566)
Insurance Expenses	(232,304)	(194,771)
Other Expenditure	(410,178)	(93,043)
	(7,875,285)	(2,090,597)
Revenue		
Rates	4,085,295	4,122,987
Operating Grants, Subsidies and Contributions	852,667	536,711
Fees and Charges	337,229	142,702
Service Charges	0	0
Interest Earnings	68,470	31,582
Other Revenue	88,102	103,508
	5,431,763	4,937,490
	(2,443,522)	2,846,894
Non-Operating Grants, Subsidies & Contributions	1,367,058	122,666
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0
Profit on Asset Disposals	7,521	0
Loss on Asset Disposals	(115,943)	0
	1,258,636	122,666
Net Result	(1,184,886)	2,969,560
Other Comprehensive Income		
Changes on revaluation of non-current assets	0	0
Total Other Comprehensive Income	0	0
TOTAL COMPREHENSIVE INCOME	(1,184,886)	2,969,560

SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 30 November 2019

	Note	2018-19 ACTUAL \$	2019-20 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		584,969	3,462,822	2,877,853
Restricted Cash & Cash Equivalents		1,994,946	1,760,437	-234,509
Trade and other receivables		2,476,324	1,007,704	-1,468,620
Inventories		29,548	39,803	10,255
Other assets		0	0	0
Total current assets		5,085,788	6,270,767	1,184,979
Non-current assets				
Trade and other receivables		216,796	181,612	-35,184
LG House Unit Trust		6,186	70,068	63,882
Property, infrastructure, plant and equipment		30,268,914	30,416,898	147,985
Infrastructure Assets		89,714,587	89,943,745	229,158
Total non-current assets		120,206,483	120,612,323	405,841
Total assets		125,292,271	126,883,090	1,590,820
Current liabilities				
Trade and other payables		233,000	131,947	101,053
Interest-bearing loans and borrowings		1,163,537	105,144	1,058,393
Provisions		324,814	454,011	-129,197
Total current liabilities		1,721,351	691,102	1,030,250
Non-current liabilities				
Interest-bearing loans and borrowings		749,852	586,221	163,630
Provisions		104,800	54,321	50,479
Total non-current liabilities		854,651	640,542	214,109
Total liabilities		2,576,003	1,331,644	1,244,359
Net assets		122,716,268	125,551,446	2,835,179
Equity				
Retained surplus		43,260,431	42,302,400	-958,031
Net Result		-628,654	2,969,560	3,598,213
Reserve - asset revaluation		78,094,181	78,549,140	454,959
Reserve - Cash backed		1,990,309	1,730,347	-259,962
Total equity		122,716,268	125,551,446	2,835,179

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 2019

	Note	2018-19 ACTUAL \$	2019-20 BUDGET \$	2019-20 ACTUAL \$
Cash Flows from operating activities				
Payments				
Employee Costs		(2,322,997)	(2,110,373)	(1,178,801)
Materials & Contracts		(9,288,820)	(5,497,574)	(677,591)
Utilities (gas, electricity, water, etc)		(152,816)	(173,500)	(56,629)
Insurance		(169,375)	(56,054)	(194,771)
Interest Expense		(47,253)	(211,068)	(11,566)
Goods and Services Tax Paid		(300,000)	0	0
Other Expenses		(194,954)	(371,689)	(72,983)
		(12,476,215)	(8,420,258)	(2,192,341)
Receipts				
Rates		3,856,106	4,005,853	3,285,349
Operating Grants & Subsidies		1,216,396	746,003	536,711
Contributions, Reimbursements & Donations		0	0	0
Fees and Charges		223,463	346,222	142,702
Interest Earnings		103,186	67,420	31,582
Goods and Services Tax		189,811	109,879	(449)
Other		6,759,854	5,591,971	735,573
		12,348,816	10,867,348	4,731,467
Net Cash flows from Operating Activities	9	(127,399)	2,447,090	2,539,126
Cash flows from investing activities				
Payments				
Purchase of Land		(250,688)	(510,000)	0
Purchase of Buildings		(93,045)	(954,930)	(580,852)
Purchase Plant and Equipment		(327,274)	(732,000)	(27,560)
Purchase Furniture and Equipment		(18,739)	(5,000)	0
Purchase Road Infrastructure Assets		(1,218,668)	(1,300,381)	(172,310)
Purchase of Footpath Assets		0	(5,000)	0
Purchase Aerodrome Assets		(3,099)	0	0
Purchase Drainage Assets		0	(9,000)	0
Purchase Sewerage Assets		(45,775)	(50,000)	0
Purchase Parks & Ovals Assets		(4,700)	(4,858)	(800)
Purchase Solid Waste Assets		0	0	0
Purchase Infrastructure Other Assets		0	(8,000)	0
Receipts				
Proceeds from Sale of Assets		77,809	223,000	0
Non-Operating grants used for Development of Assets		654,212	1,095,672	122,666
		(1,229,968)	(2,260,497)	(658,856)
Cash flows from financing activities				
Repayment of Debentures		(163,109)	(1,163,539)	(58,487)
Advances to Community Groups		0	0	0
Revenue from Self Supporting Loans		26,352	27,433	0
Proceeds from New Debentures		1,000,000	367,500	0
Net cash flows from financing activities		863,243	(768,606)	(58,487)
Net increase/(decrease) in cash held		(494,124)	(582,013)	1,821,784
Cash at the Beginning of Reporting Period		3,074,039	2,579,916	3,401,475
Cash at the End of Reporting Period	9	2,579,915	1,997,903	5,223,259

SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 30 November 2019

Notes

	2018-19 ACTUAL \$	2019-20 BUDGET \$	2019-20 ACTUAL \$
RECONCILIATION OF CASH			
Cash at Bank - Unrestricted	587,764	1,996,061	3,461,021
Cash at Bank Reserves - Restricted	1,990,309		1,760,438
Cash on Hand	1,842	1,842	1,800
TOTAL CASH	2,579,915	1,997,903	5,223,259
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	-923,476	-1,184,886	2,969,560
Add back Depreciation	2,932,726	2,182,615	0
(Gain)/Loss on Disposal of Assets	23,298	108,422	0
Self Supporting Loan Principal Reimbursements	0	0	0
Contributions for the Development of Assets	-654,212	-1,367,058	-122,666
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	-8,345	0	-18,809
(Increase)/Decrease in Receivables	-1,555,399	2,248,147	-201,486
Increase/(Decrease) in Accounts Payable	-28,471	5,642	-94,092
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	86,480	47,299	6,620
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	-127,399	2,040,181	2,539,126

SHIRE OF GNOWANGERUP
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDING 30 November 2019

	2019-20 ANNUAL BUDGET	2019-20 YTD BUDGET	2019-20 YTD ACTUAL	MATERIAL VARIANCES %
OPERATING REVENUE	\$	\$	\$	
General Purpose Funding	772,982	419,083	477,765	14.00%
Governance	0	0	339	0.00%
Law, Order Public Safety	69,260	24,053	23,418	Variance within
Health	300	0	799	0.00%
Education and Welfare	11,800	4,761	400	(91.60%)
Housing	86,598	38,969	36,914	Variance within
Community Amenities	283,139	266,340	273,801	% Threshold
Recreation and Culture	17,999	9,114	9,322	Variance within
Transport	148,407	140,821	149,625	% Threshold
Economic Services	52,340	2,510	19,909	Variance within
Other Property and Services	119,610	57,428	64,614	693.14%
	1,562,435	963,079	1,056,906	
LESS OPERATING EXPENDITURE				
General Purpose Funding	(81,604)	(36,769)	(37,072)	Variance within
Governance	(937,524)	(429,641)	(374,177)	% Threshold
Law, Order, Public Safety	(377,637)	(158,064)	(101,521)	(12.91%)
Health	(372,745)	(164,414)	(94,730)	(35.77%)
Education and Welfare	(47,261)	(27,944)	(11,286)	(42.38%)
Housing	(79,076)	(20,363)	(16,409)	59.61%
Community Amenities	(570,367)	(271,896)	(136,518)	(19.41%)
Recreation and Culture	(1,430,635)	(664,331)	(390,678)	49.79%
Transport	(3,228,175)	(1,474,062)	(750,321)	41.19%
Economic Services	(278,899)	(104,856)	(51,787)	(49.10%)
Other Property & Services	(587,305)	(364,787)	(126,097)	(50.61%)
	(7,991,228)	(3,717,126)	(2,090,597)	65.43%
<i>Increase(Decrease)</i>	(6,428,793)	(2,754,047)	(1,033,691)	
ADD				
Movement in Employee Benefits (Non-current)	50,764	909,059	0	100.00%
Movement in Deferred Pensioners (Non-current)	0	0	0	
Movement in SS Loan (Non-current)	0	0	0	
Loss on the disposal of assets	115,943	0	0	
(Profit)/ Loss on the disposal of assets	(7,521)	909,059	0	100.00%
Depreciation Written Back	2,182,615	(1,844,988)	0	100.00%
	2,341,801	(26,869)	0	
<i>Sub Total</i>	(4,086,992)	(2,780,916)	(1,033,691)	
LESS CAPITAL PROGRAMME				
Purchase of Land	0			
Purchase Buildings	(839,840)	0	(580,852)	0.00%
Infrastructure Assets - Roads	(1,374,436)	0	(172,310)	0.00%
Infrastructure Assets - Footpaths	(5,000)	0	0	0.00%
Infrastructure Assets - Aerodromes	0	(10,000)	0	100.00%
Infrastructure Assets - Drainage	(9,000)	(5,570)	0	100.00%
Infrastructure Assets - Sewerage	(10,000)	(8,000)	0	100.00%
Infrastructure Assets - Parks & Ovals	(5,570)	(58,000)	(800)	(98.62%)
Infrastructure Assets - Solid Waste	(308,000)	0	0	0.00%
Infrastructure Assets - Other	(58,000)	0	0	0.00%
Purchase Plant and Equipment	(787,000)	0	(59,636)	0.00%
Purchase Furniture and Equipment	0	279,823	0	(100.00%)
Proceeds from Sale of Assets	256,500	(72,621)	32,076	144.17%
Contributions for the Development of Assets	1,367,058	14,135	122,666	(767.82%)
Repayment of Debt - Loan Principal	(194,184)	(11,683)	(58,487)	400.62%
Self Supporting Loan Principal Income	28,557	0	0	0.00%
Transfer to Reserves	(396,991)	(261,998)	(3,539)	98.65%
	(2,335,906)	(133,913)	(720,881)	
Plus Rounding				
<i>Sub Total</i>	(6,422,898)	(2,914,830)	(1,754,572)	
FUNDING FROM				
Transfer from Reserves	330,000	0	0	0.00%
Loans Raised	404,520	0	0	0.00%
Estimated Opening Surplus at 1 July	1,811,529	0	1,799,892	0.00%
Amount Raised from General Rates	3,876,849	3,876,849	3,880,584	Variance within
	6,422,898	3,876,849	5,680,476	% Threshold
NET SURPLUS/(DEFICIT)	0	962,019	3,925,904	

NOTE 1			
CURRENT RATIO	Current Assets	2,875,577	3.28
	Current Liabilities	877,088	
Ratios greater than one indicate that Council has sufficient current assets to meet it's short term current liabilities			
NOTE 2 - VARIANCES EXPLAINED			
OPERATING REVENUE		\$ VARIANCE	% VARIANCE
General Purpose Funding			
FAG Grant income more than anticipated for reporting period		58,682	14.00%
Governance			
Anglicare Contribution to the Purple Bench		339	0.00%
Law Order & Public Safety -			
Variance within 10% materiality threshold		(635)	Variance within % Threshold
Health			
Reimbursement of Medical Centre expenditure and Health License fees received		799	0.00%
Education & Welfare			
Education Dept mowing contract received annually not monthly as anticipated		(4,361)	(91.60%)
Housing			
Variance within 10% materiality threshold		(2,055)	Variance within % Threshold
Community Amenities			
Variance within 10% materiality threshold, however Planning applications higher than anticipated		7,462	Variance within % Threshold
Recreation & Culture			
Variance within 10% materiality threshold		208	within % Threshold
Transport			
Variance within 10% materiality threshold		8,804	Variance within % Threshold
Economic Service			
Building applications higher than anticipated for reporting period, Received Digital Census progress payment \$7600		17,399	693.14%
Other Property and Services			
Insurance dividend and reimbursements higher than anticipated		7,185	12.51%
OPERATING EXPENDITURE			
		\$ VARIANCE	% VARIANCE
General Purpose funding			
Variance within 10% materiality threshold		(303)	within % Threshold
Governance			
Conference expenditure, Community Grants and Audit Fees less than anticipated for reporting period		55,464	-12.91%
Law Order & Public Safety -			
Depreciation on emergency services plant and buildings to be applied following OAG Audit, no monetary impact		56,542	-35.77%
Health			
EHO Salary less than anticipated, depreciation to Medical Centre to be applied following audit, no monetary impact		69,684	(42.38%)
Education & Welfare			
Mowing costs less than anticipated, depreciation of buildings to be applied following Audit, no monetary impact		16,658	59.61%
Housing			
Depreciation to be applied following OAG Audit, no monetary impact		3,953	(19.41%)
Community Amenities			
Depreciation to be applied following OAG Audit, no monetary impact		135,378	49.79%
Recreation & Culture			
Depreciation to be applied following OAG Audit, no monetary impact		273,653	41.19%
Transport			
Road maintenance expenditure (\$250K) less than anticipated for reporting period. Depreciation to be applied following OAG Audit, no monetary impact		723,740	(49.10%)
Economic Service			
Building Services Contractor fees less than anticipated, Community Capacity Building expenditure less than anticipated for reporting period		53,069	-50.61%
Other Property & Services			
Depreciation to be applied following OAG Audit, no monetary impact		238,690	65.43%

CAPITAL REVENUE			
<u>Proceeds on Sale of Assets</u>			
Sale of Vehicle GN00 - NOW DCEO VEHICLE		0	
Sale of Vehicle GN002 - INSURANCE WRITE OFF		20,609	
Sale of Utility (GN0048)		0	
Sale of Utility GN.037		0	
Sale of Utility GN.0004		0	
Sale of Loader GN.0040		0	
Sale of Backhoe GN.0089		0	
Proceeds - Sale of Land		0	
		<u>20,609</u>	144.17%
<u>Non-Operating Revenue</u>			
<u>Housing</u>			
Commonwealth Grants BBR Funding		0	
<u>Transport</u>			
Regional Road Group Grants	TIMING	-1	
Roads To Recovery Grants	TIMING	-157,156	
		<u>-157,157</u>	-767.82%
<u>Transfers from Reserve</u>			
Transfer from Reserve Fund		0	0

CAPITAL EXPENDITURE			
<u>Transfers to Reserve</u>			
Transfers To Reserve Funds - (Inc Interest Earned) - Offset by			
interest earned on Reserve Term Deposit	TIMING	8,144	
		<u>8,144</u>	98.65%
<u>Furniture & Equipment</u>			
Administration - Computers and monitor replacements		0	
Total (Over)/Under Budget		<u>0</u>	(100.00%)

<u>Land & Buildings</u>			
<u>Housing</u>			
Construction of 2 houses on cnr Quinn & Whitehead Sts	TIMING	(271,037)	
20 McDonald St Renewals		0	
2 Cecil Street Bathroom Renewal		0	
<u>Community Amenities</u>			
Land Development Cuneo Close - Project expenses higher than anticipated for the reporting period		0	
<u>Recreation & Culture</u>			
Swimming Pool Capital Expenditure		0	
Yougenup Community Centre		0	
Gnp Town Hall Capital		0	
Ongerup Town Hall Renewals		0	
Old Swimming Pool Redevelopment		0	
Ongerup Community Centre Capital		0	
Ongerup CWA Building Capital		0	
Ongerup Museum Capital		0	
Gnowangerup Star Building Capital		0	
Building Services Contractor fees less than anticipated, Community Capacity			
Building expenditure less than anticipated for reporting period		53,069	-50.61%
<u>Other Property & Services</u>			
Depreciation to be applied following OAG Audit, no monetary impact		238,690	65.43%
<u>Transport</u>			
Gnowangerup Works Depot Capital		0	
Ongerup Works Depot Capital		0	
<u>Other Property & Services</u>			
Administration Centre Building Capital	TIMING	(326)	
Total (Over)/Under Budget		<u>(271,363)</u>	0.00%

CAPITAL EXPENDITURE			
<u>Plant & Equipment</u>			
<u>Recreation & Culture</u>			
Purchase Pump and Water Tank - Ongerup oval		0	
<u>Transport</u>			
Purchase Loader GN0040		0	
Purchase Backhoe GN.0089		0	
Minor Plant Purchases		0	
4 Tonne Multi Roller		0	
Purchase of Utility GN.0048		0	
Purchase of Utility GN.037		0	
Purchase of Utility GN.004		0	
Purchase Canopy for Utility (Ranger)		0	
<u>Other Property & Services</u>			
CEO Vehicle - ANTICIPATED DECEMBER DELIVERY	TIMING	(59,636)	
MCS Vehicle - DECEMBER DELIVERY		0	
Total (Over)/Under Budget		(59,636)	0.00%
<u>Road Construction</u>			
<u>Roads to Recovery</u>			
Rabbit Proof Fence Rd - Gravel Sheet	TIMING	69,834	
Salt River Road		0	
Gleeson Road Gravel Sheet SLk 5.00 - 9.00		0	
<u>Regional Road Group</u>			
Tieline Road Reseal		0	
Borden - Bremer Road	TIMING	(1,965)	
Ongerup-Pingrup Road		0	
<u>Municipal Fund Roads</u>			
Sandalwood Road Reseal		0	
Borden Bremer Bay Road		0	
Tieline Rd Resheet		0	
Nightwell Rd		0	
Highdenup Rd Gravel Sheet		0	
Total (Over)/Under Budget		67,869	0.00%
<u>Footpath Construction</u>			
Footpath Construction		0	
Total (Over)/Under Budget		0	0.00%
<u>Drainage Infrastructure</u>			
Drainage Renewals		0	
Total (Over)/Under Budget		0	100.00%
<u>Sewerage Infrastructure</u>			
Ongerup Waste Water Ponds	TIMING	10,000	
Total (Over)/Under Budget		10,000	100.00%
<u>Parks, Ovals & Reserves Infrastructure</u>			
Community Park Capital	TIMING	4,770	
Total (Over)/Under Budget		4,770	-98.62%
<u>Other Infrastructure</u>			
Caravan Park Other Infrastructure		5,000	
Street Banners & Banner Poles		3,000	
Total (Over)/Under Budget		8,000	0.00%
Note: (NB) = No Budget Provision Made			

SHIRE OF GNOWANGERUP
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 30 NOVEMBER 2019

CURRENT ASSET		ACTUAL 30-Nov-19	ACTUAL 30 JUNE 2019
91000	Municipal Fund Bank Account	\$3,461,022	\$1,642,777
91003	Gnp Office Till Float	\$200	\$200
91004	Gnp Office Petty Cash	\$300	\$300
91005	Swimming Pool Float	\$300	\$300
91008	SWIMMING POOL VENDING MACHINE	\$0	\$0
91009	CASH ON HAND - BANKING CHANGE	\$1,000	\$1,000
91010	Restricted Cash - Long Service Leave Reserve	\$115,978	\$115,741
91011	Restricted Cash - Plant Reserve	\$853,411	\$851,666
91014	Restricted Cash - Ongerup Effluent Line Reserve	\$26,828	\$26,773
91017	Restricted Cash - Area Promotion Reserve	\$30,263	\$30,202
91020	Restricted Cash - Borden Community Development Reserve	\$0	\$0
91023	Restricted Cash - Swimming Pool Upgrade Reserve	\$209,603	\$209,174
91025	Restricted Cash - Land Development Reserve	\$190,903	\$190,512
91026	Restricted Cash - Unspent Grants Reserve	\$0	\$0
91027	Restricted Cash - Computer Replacement Reserve	\$7,989	\$7,973
91029	Restricted Cash - Waste Disposal Reserve	\$247,685	\$247,178
91030	Restricted Cash - Royalties for Regions Unspent Grant	\$0	\$0
91031	Restricted Cash - Futures Fund Reserve	\$16,263	\$16,230
91034	RESTRICTED CASH - LIQUID WASTE FACILITY	\$31,423	\$31,359
91070	Restricted Cash - Kidz Sports Grant	\$0	\$0
91071	Restricted Cash - Cat Sterilisation Grant (DLG)	\$0	\$0
91072	Restricted Cash - ICCWA Stay on Your Feet Grant	\$0	\$0
91073	Restricted Cash - CSRFF Grant Swim Pool (DSR)	\$0	\$0
91074	Restricted Cash - CLGF Grant Swim Pool (RDL)	\$0	\$0
91075	Restricted Cash - Workforce Planning Grant (DLG)	\$0	\$0
91076	Restricted Cash - Club Development Officer Grant (DSR)	\$0	\$0
91077	RESTRICTED CASH - STATE EMERGENCY SERVICES GRANT	\$5,150	\$5,150
91078	RESTRICTED CASH - BUSH FIRE SERVICES GRANT	\$15,464	\$15,464
91079	RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR	\$0	\$0
91080	RESTRICTED CASH - CAT TRAP BONDS	\$100	\$100
91081	RESTRICTED CASH - TENANCY HOUSING BONDS	\$9,376	\$9,376
91100	Rates Debtor - Rates	\$888,713	\$111,155
91101	Rates Debtor - Specified Area Rates	\$23,615	\$6,450
91102	Rates Debtor - Rubbish Collection	\$9,237	\$5,596
91103	Rates Debtor - Health Act Rate	\$28,446	\$15,531
91104	Rates Debtor - Legal Charges	\$11,095	\$12,286
91105	Rates Debtor - Interest/Admin Charges	\$18,665	\$16,209
91106	Rates Debtor - ESL	\$22,258	\$5,685
91107	Rates Debtor - Sundry Charges	\$0	\$0
91108	Rates Debtor - Recycling Charges	\$7,930	\$4,637
91110	Sundry Debtors Control	\$13,955	\$646,020
91111	Pensioner Rebate Claims - General Rates	\$1,944	\$1,306
91112	Pensioner Rebate Claims - ESL Levy	\$128	\$75
91113	PROVISION FOR DOUBTFUL DEBTS	(\$46,624)	(\$46,623.74)
91120	GST Receivable	\$0	\$0
93040	GST Payable	\$0	\$0
93041	GST Claimable	\$0	(\$449)
91130	Accrued Interest on SSL's	(\$216)	(\$216)
91140	Self Supporting Loans (Current)	\$28,558	\$28,890
55022	Less Allocated To Works	\$0	\$0
55032	Fuel & Oils Purchased	\$80,868	\$199,324
55042	Less Fuel & Oils Allocated	(\$62,059)	(\$207,878)
91200	Stock On Hand - Fuel & Oils	\$20,994	\$29,548
91201	Stock On Hand - Materials	\$0	\$0
		6,270,767	4,229,020
LESS CURRENT LIABILITIES			
93000	Sundry Creditors Control	(\$35,895)	(\$157,535)
93001	ESL Payable	(\$20,935)	\$4,722
93002	ACCRUED EXPENSES	(\$30,000)	\$0
93003	Part Proceeds - Sale of Land	\$0	\$0
93010	Accrued Interest On Loans	(\$5,348)	(\$5,348)
93020	Accrued Salaries & Wages	\$0	(\$13,634)
	Net Gst Payable/Receivable	\$0	\$0
93004	GRANT REVENUE RECEIVED IN ADVANCE	(\$1,847)	(\$1,847)
93030	Rate Payments Received In Advance	(\$8,385)	\$0
93043	Net Gst Payable/Receivable	\$0	\$0
93050	Net Salaries & Wages	\$0	\$0
93042	GST Liability (Payable)	\$0	\$0
93061	ANIMAL TRAP BONDS	\$0	(\$100)
93062	HOLLOW LOG TOURNAMENT	(\$1,010)	\$0
93063	HOUSING RETENTION MONIES	(\$19,051)	\$0
93064	TENANCY HOUSING BONDS	\$0	(\$9,376)
xx2x	Lease Liability	\$0	\$0
xx3x	Lease Payment	\$0	\$0
93110	Loan Liability (Current)	(\$105,144)	(\$1,163,630)
80025	WATC SHORT TERM LOAN	\$0	\$0
93200	Provision For Annual Leave (Current)	(\$233,472)	(\$233,472)
93210	Provision For Long Service Leave (Current)	(\$162,424)	(\$155,803)
93220	Provision for Sick Leave Bonus (Current)	(\$58,116)	(\$58,116)
xxxx1	Suspense - Trust	(\$9,476)	\$0
80004	Principal Repayments on Loans	\$0	\$0
80014	WATC SHORT TERM LOAN Principal	\$0	\$1,000,000
		-691,102	-794,139
SUB-TOTAL		5,579,665	3,434,881
ADJUSTMENTS			
95100	Reserves Cash backed	(\$1,730,347)	(\$1,726,808)
	Add Back Loan Liability	\$105,144	\$163,630
	Deduct Off Self Supporting Loan Repayments	(\$28,558)	(\$28,890)
		\$0	\$0
	Rounding	\$0	\$0
SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES		\$ 3,925,904	\$ 1,842,814

17. CONFIDENTIAL ITEMS

Nil

OTHER BUSINESS AND CLOSING PROCEDURES

18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL

19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

20. DATE OF NEXT MEETING

That the next Ordinary Council Meeting will be held on the 12th February 2020.

21. CLOSURE

The Shire President thanked Council and staff for their time and declared the meeting closed at _____ pm.