



## **MINUTES**

### **ORDINARY MEETING OF COUNCIL**

**22<sup>nd</sup> April 2020**  
**Commencing at 3:30pm**

**Gnowangerup Town Hall**  
**Yougenup Road, Gnowangerup WA 6335**

#### **COUNCIL'S VISION**


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

Shire of Gnowangerup

**NOTICE OF AN ORDINARY MEETING OF COUNCIL**

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 22<sup>nd</sup> April 2020, at the Gnowangerup Town Hall, Yougenup Road Gnowangerup, commencing at 3:30pm.



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

**Bob Jarvis**  
**CHIEF EXECUTIVE OFFICER**

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

*When Council uses this expression it means that:*

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

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



### DISCLAIMER

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

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

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

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

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

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

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

**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**

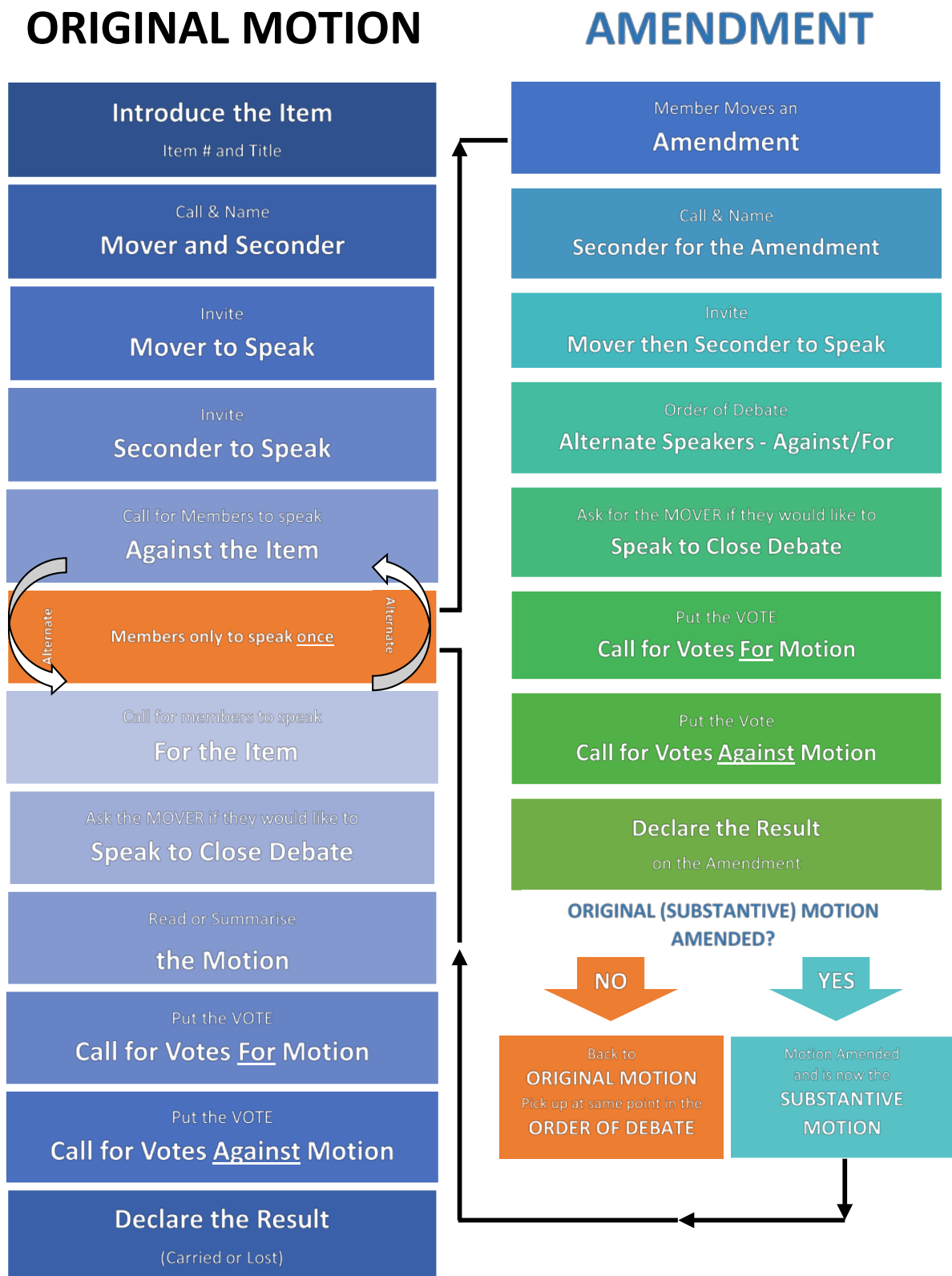
DEFINITION: An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter to be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

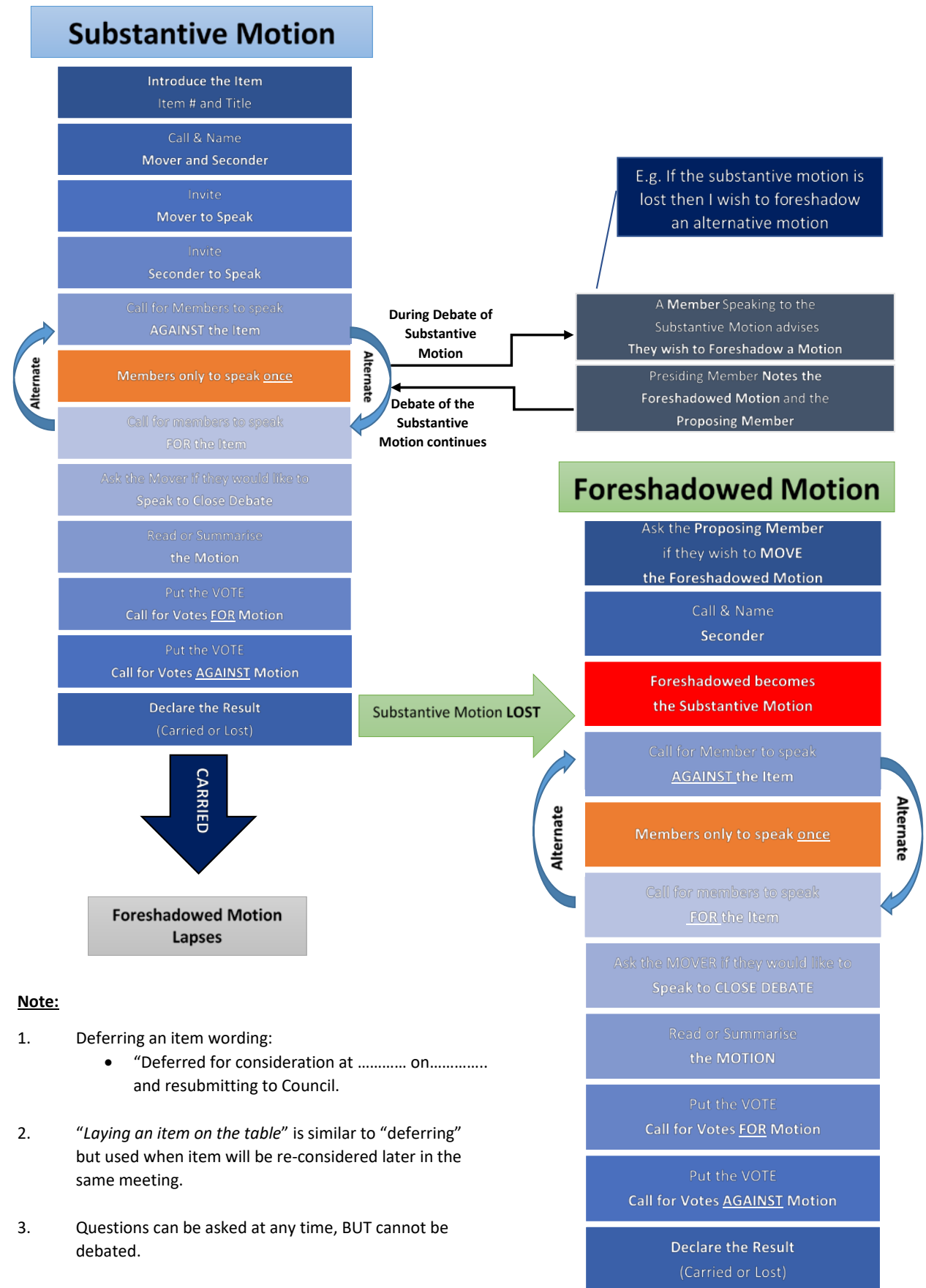


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**OPENING PROCEDURES**

**1. OPENING AND ANNOUNCEMENT OF VISITORS**

Shire President, Fiona Gaze welcomed Councillors, staff and visitors and opened the meeting at 3:35pm.

**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**

|                 |                                |
|-----------------|--------------------------------|
| Fiona Gaze      | Shire President                |
| Greg Stewart    | Deputy Shire President         |
| Keith House     |                                |
| Chris Thomas    |                                |
| Richard House   |                                |
| Shelley Hmeljak |                                |
| Frank Hmeljak   |                                |
| Michael Creagh  |                                |
| Kate O’Keeffe   |                                |
| Bob Jarvis      | Chief Executive Officer        |
| Ian Graham      | Deputy Chief Executive Officer |
| Anita Finn      | Executive Assistant            |

**3.2 APOLOGIES**

|                   |  |
|-------------------|--|
| Yvette Wheatcroft | Manager of Works                       |
| John Skinner      | Asset and Waste Management Coordinator |
| Carol Shaddick    | Senior Finance Officer                 |
| Kirsty Buchanan   | Community Development Coordinator      |

**3.3 APPROVED LEAVE OF ABSENCE**

Nil

**4. APPLICATION FOR LEAVE OF ABSENCE**

Nil

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

Nil

**6. PUBLIC QUESTION TIME**

Nil

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

17.1 CEO Bob Jarvis Financial interest

**8. PETITIONS / DEPUTATIONS / PRESENTATIONS**

**8.1 PETITIONS**

Nil

**8.2 DEPUTATIONS**

Nil

**8.3 PRESENTATIONS**

Nil

**9. CONFIRMATION OF PREVIOUS MEETING MINUTES**

9.1 ORDINARY MEETING OF COUNCIL MINUTES 25<sup>th</sup> March 2020

**COUNCIL RESOLUTION**

Moved: Cr K House

Seconded: Cr C Thomas

**0420.37 That the minutes of the Ordinary Council Meeting held on 25<sup>th</sup> March 2020 be confirmed as a true record of proceeding subject to the following amendment:**

**Item 12.2 Initiation of New Shire of Gnowangerup Local Planning Scheme No. 3, Resolution 0320.21:**

**The number of the Local Planning Scheme No 4 to be deleted and replaced with No. 3.**

**UNANIMOUSLY CARRIED: 9/0**

## 10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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### 10.1 ELECTED MEMBERS ACTIVITY REPORT

**Date of Report:** 22<sup>nd</sup> April 2020

**Councillors:** Various

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#### Attended the following meetings/events

Cr G Stewart:

- 25<sup>th</sup> March 20 Information & Briefing Session  
Ordinary Council Meeting
- 8<sup>th</sup> April 20 GHA AGM & Special Meeting

Cr K House:

- 25<sup>th</sup> March 20 Information & Briefing Session  
Ordinary Council Meeting
- 31<sup>st</sup> March 20 Special Covid-19 LEMC Meeting
- 7<sup>th</sup> April 20 Special Covid-19 LEMC Meeting
- 8<sup>th</sup> April 20 GHA AGM & Special Meeting

Cr K O’Keeffe:

- 25<sup>th</sup> March 20 Information & Briefing Session  
Ordinary Council Meeting
- 2 WALGA Online Seminars
- New Shire staff house visit

Cr F Hmeljak:

- Nil

Cr M Creagh:

- 24<sup>th</sup> March 20 Special Covid-19 LEMC Meeting
- 25<sup>th</sup> March 20 Information & Briefing Session  
Ordinary Council Meeting

Cr C Thomas:

- 25<sup>th</sup> March 20 Information & Briefing Session  
Ordinary Council Meeting

Cr R House:

- 25<sup>th</sup> March 20 Information & Briefing Session  
Ordinary Council Meeting
- 8<sup>th</sup> April 20 GHA AGM & Special Meeting



Cr S Hmeljak:

- 25<sup>th</sup> March 20 Information & Briefing Session  
Ordinary Council Meeting
- 8<sup>th</sup> April 20 GHA AGM & Special Meeting

Cr F Gaze:

- 25<sup>th</sup> March 20 Information & Briefing Session  
Ordinary Council Meeting
- 31<sup>st</sup> March 20 Shire's Incident Management Meeting (BCRP)  
Special Covid-19 LEMC Meeting
- 7<sup>th</sup> April 20 Shire's Incident Management Meeting (BCRP)  
Special Covid-19 LEMC Meeting
- 14<sup>th</sup> April 20 Shire's Incident Management Meeting (BCRP)  
Special Covid-19 LEMC Meeting
- 21<sup>st</sup> April 20 Shire's Incident Management Meeting (BCRP)  
Special Covid-19 LEMC Meeting
- 3 WALGA Online Seminars
- New Shire staff house visit

## REPORTS FOR DECISION

### 11. COMMITTEES OF COUNCIL

#### 11.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING

|                                |  |
|--------------------------------|--|
| <b>Proponent:</b>              | N/A                                    |
| <b>File Ref:</b>               | ADM0119                                |
| <b>Date of Report:</b>         | 13 <sup>th</sup> April 2020            |
| <b>Business Unit:</b>          | Corporate and Community Services       |
| <b>Officer:</b>                | Anrie van Zyl – Corporate Risk Officer |
| <b>Disclosure of Interest:</b> | Nil                                    |

#### ATTACHMENTS

- Confirmed Minutes of the special Covid-19 LEMC meeting held on the 24<sup>th</sup> March 2020.
- Confirmed Minutes of the special Covid-19 LEMC meeting held on the 31<sup>st</sup> March 2020.
- Confirmed Minutes of the special Covid-19 LEMC meeting held on the 7<sup>th</sup> April 2020.

#### PURPOSE OF THE REPORT

For Council to receive and note the minutes of the special Covid-19 LEMC meetings held on the 24<sup>th</sup> March 2020, 31<sup>st</sup> March 2020 and the 7<sup>th</sup> April 2020.

#### BACKGROUND

The Shire of Gnowangerup LEMC usually meets on a quarterly basis and minutes of the meeting are provided to Council for its information. However, in response to the Covid-19, Local Governments were encouraged to hold Special LEMC meetings to discuss preparedness, response and recovery matters. The Shire of Gnowangerup LEMC has been meeting on a weekly basis from the 24<sup>th</sup> March 2020, and will continue until advised otherwise by the Great Southern District Emergency Management Advisor, Adam Smith.

#### COMMENTS

Nil

#### CONSULTATION

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

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

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gnowangerup Strategic Community Plan 2017 – 2027

Theme 3: Our Community

Objective 1: Build connectivity between the three communities.

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

RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

LEMC is a committee of Council and Council is required to receive and note the confirmed minutes from the special Covid-19 meetings held on the 24<sup>th</sup> March 2020, 31<sup>st</sup> March 2020 and the 7<sup>th</sup> April 2020.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

**Moved: Cr K House**

**Seconded: Cr R House**

**0420.38 That Council**

**Receives and notes the confirmed special Covid-19 minutes of the Local Emergency Management Committee (LEMC) meetings held on the 24<sup>th</sup> March 2020, 31<sup>st</sup> March 2020 and the 7<sup>th</sup> April 2020.**

**UNANIMOUSLY CARRIED: 9/0**

# Covid-19 Local Emergency Management Committee (LEMC) MINUTES

DATE OF MEETING: 24<sup>th</sup> March 2020  
 TIME OF MEETING: 4:00pm  
 VENUE: GNOWANGERUP TOWN HALL, YOUGENUP ROAD, GNOWANGERUP WA 6335  
 TELECONFERENCE DETAILS: N/A  
 CORRESPONDENCE EMAIL: anrie.vanzyl@gnowangerup.wa.gov.au

Agency Links: Department of Health WA - <https://ww2.health.wa.gov.au>  
 Department of Health Federal - <https://www.health.gov.au>  
 Healthy WA: <https://healthywa.wa.gov.au/>

|                           |  |
|---------------------------|--|
| Incident Type             | Human Epidemic   |
| Incident Number/Name      | COVID 19   |
| Incident Level            | CHO (State Human Epidemic Controller) declared Level 3.  |
| Meeting opening & Welcome | <p><i>"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay my respect to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander people here today."</i></p> <p>The Chair, Fiona Gaze, welcomed all in attendance and declared the meeting open at 4:03pm</p>  |
| Record of attendance      | <ul style="list-style-type: none"> <li>• Cr Fiona Gaze – Shire of Gnowangerup Shire President (Chair) &amp; Principal Gnowangerup District High School</li> <li>• Cr Mick Creagh – Shire Councillor &amp; Ongerup General Store</li> <li>• Bob Jarvis – Shire of Gnowangerup- Chief Executive Officer</li> <li>• Yvette Wheatcroft – Shire of Gnowangerup Manager of Works</li> <li>• Kirsty Buchanan – Shire of Gnowangerup Community Development Coordinator</li> <li>• Anrie van Zyl – Shire of Gnowangerup Corporate Risk Officer (Agenda and Minutes Officer)</li> <li>• Llew Withers – Shire of Gnowangerup Environmental Health Officer</li> <li>• Lex Martin – Recovery Coordinator</li> </ul> |

|           |  |
|-----------|--|
|           | <ul style="list-style-type: none"> <li>• Mark Bruce – Principal – Ongerup Primary School</li> <li>• Shenae Meier – Principal – Borden Primary School</li> <li>• Stuart Walker – Pharmacist – Gnowangerup Pharmacy</li> <li>• Dr Wole Oluyede – Gnowangerup Shire Medical Practice</li> <li>• Julie Hankinson - Acting CNM - Gnowangerup Hospital - Nurse Practitioner (Katanning Hospital) - Department of Health</li> <li>• Linda Royce - Theatre Co-Ordinator - Katanning Hospital - WA Country Health Service</li> <li>• Andrew Brooker – Community Paramedic – St John Ambulance WA</li> <li>• Les Nayda – Gnowangerup SES</li> <li>• Randall Moulden – OIC – Gnowangerup Police</li> <li>• John Rigg – IGA Gnowangerup (left the room at 4:58pm)</li> </ul> |
| Apologies | <ul style="list-style-type: none"> <li>• Murray Hatton - District Officer - Operations Command - DFES - Great Southern Region</li> <li>• Nadine Mcloughlin - Regional Manager – St John Ambulance WA – Goldfields</li> <li>• Neville Blackburn – Department of Communities</li> <li>• Gail Blaszczyk - Team Leader - Department of Communities - Children Protection and Family Support - Great Southern District</li> <li>• Adam Smith – DFES District Emergency Management Advisor - Great Southern Region – Operations</li> </ul>   |

## ITEM

### 1. HMA/Agency Report

#### • **Andrew Brooker – St John Ambulance WA**

- With St John being in the front line, everyone from staff to volunteers are all well informed. Everyone is “geared up” and ready to go.
- All crews have been educated in relation to appropriate usage of PPE.
- Staffing might become an issue as the COVID-19 situation progresses -
  - St John will be losing volunteers – volunteers not prepared to risk the possibility of an infection while out on a call
  - If staff or volunteers are sick or unwell, they will be grounded and will not be allowed on call outs.
- PPE -
  - already an issue with low stock numbers
- St John already have procedures in place with doctors in the COMMS Centres to 2<sup>nd</sup> triage calls. If symptoms presented are moderate, an ambulance will not be sent. Ambulances will only respond if patient is critically unwell.

#### • **Julie Hankinson – Acting Nurse Manager - Gnowangerup Hospital**

- The hospitals have similar issues as St John.
- The Gnowangerup Hospital will not be seeing any patients presenting with COVID-19 symptoms. Plans are in place should an ambulance arrive with a patient with potential COVID-19.
- Staffing levels are good at this moment and have access to staff from over East, should the need arise.
  - The main focus is protecting own staff.
  - Keeping up levels of maintenance.
  - If staff present any influenza like symptoms, they will not be permitted to come to work.
- PPE levels at the moment are looking good and being supplied from Albany Hospital.
- The main concern is the 7 aged care residents. Tight restrictions are in place in relations to –
  - Number of visitors allowed
  - Visiting hours, etc.
- Hospital staff feel that they are prepared as much as they can be, but that can change at any moment.

#### • **Bob Jarvis – Chief Executive Officer – Shire of Gnowangerup**

- The Shire is taking the lead from WALGA and will keep on delivering services as long as possible.
  - Capital Works Program is going ahead as planned.
  - Rubbish removal is a concern, but provider is training extra drivers for their trucks.
  - The Shire has good processes in place.
  - All Shire public buildings have been closed to the members of the public –
    - Public Pool
    - Libraries – provisions have been made for senior readers
    - Admin Office – available by appointment only
    - Depot Office – available by appointment only
  - The Shire is waiting on direction from the Department of Transport (DoT). Most DoT services are available online. Services requiring a visit to the office, can be done by appointment.

#### ○ Council meetings –

- Provisions are in place for councillors who wish not to attend. They will be able to attend via telephonic linkups.

- If members of the public wish to attend, they need to arrange attendance to the council meeting prior to the meeting taking place.
  - All non-essential meetings have been cancelled or deferred to a later date.
  - Social distancing is in place for essential meetings.
  - The Shire will be managing things day by day and can only try and manage issues as best we can with what we have.
  - The Shire will be encouraging their community members to stay up to date with the Shire's Facebook page and website for community related information.
- **Shenae Meier – Principal of Borden Primary School**
  - Arrangements have been made for staff to work from home without effecting their leave entitlements, which is a huge relief to all teachers.
  - School had 50% attendance on Monday, but is now down to only about 5 kids.
  - Looks like home learning will be inevitable and teachers are preparing lessons for online learning.
  - Can only wait and see what happens.
- **Dr Wole Oluyede – Gnowangerup Shire Medical Practice**
  - The Gnowangerup Medical Practice is still open for now and will be until it is no longer possible.
  - Made some changes –
    - Reduced the number of seats available.
    - Longer gaps in-between appointments.
    - Screening people before they come in for an appointment and advise them not to come if they don't really need too.
    - Tele -consults
  - Understandably, everyone would like to be tested, but unfortunately, that won't be the case due to the number of testing kits available.
  - Affordability of PPE is becoming an issue
  - Currently strict criteria in place for screening people having the tests done.
  - If comes to the worst and the practice will need to close, Dr Wole will divert calls to his mobile phone and consult with patients this way.
  - The Practice and pharmacy are working closely together in relation to medication. Not prescribing medications that are not available or hard to come by.
  - This is presenting a challenging time with scripts. People are asking to be prescribed medications that they normally don't have i.e. Ventolin.
  - The hospital should not be overwhelmed with people presenting to the hospital with symptoms.
  - An information advert in relation to the operational aspect of the Gnowangerup Medical Practice will be made available to the public soon (now finalised and attached).
  - Advert will be sent to the three newsletters and posted to the Shire Facebook page and website.
- **Stewart Walker – Gnowangerup Pharmacy**
  - We can currently manage with the stock we have.
  - Stock used during the bushfires (Ventolin and other asthma drugs) are now creating a bit of a shortage, but we manage the best we can.
  - People are now not allowed to fill prescriptions sooner than 21 days and are only allowed a script for one month's supply.
  - Had an increase in people coming through the door asking for medications that they have no history of using before and would like to acquire without a script. Not issuing those medications.
  - Shortage of asthma and diabetic drugs and are dispensed by methods of
    - timing supplies and
    - by triage.
  - No PPE stock for sale in the pharmacy. Stewart and Shelley are wearing masks inside the pharmacy while serving customers.

- Question is being asked, if showing signs and symptoms of a viral infection and not allowed to get tested, what to do?
    - Do you assume it is COVID-19?
  - Every step will be taken not to close the pharmacy.
  - Shortage of Children's Panadol (kids under age of 12).
  - Plenty of liquid ibuprofen, but people have been advised not to use with COVID-19.
  - Look after the most vulnerable people in our community and looking at procedures to minimise exposure. People can phone ahead and arrange collection of medications.
  - Focus should be on education of personal hygiene.
  - The pharmacy do not have someone to stand in and if we should get sick the pharmacy will have to be closed, therefore we need to protect what we have.
  - Local residents have priority to available stock first.
  - Pharmacy has managed to secure 200 flu vaccinations for this year and is currently sitting at the depot waiting to be released. Last year only had a 100 and managed to double that order. Unsure of when they will arrive, but hoping April/May.
- **Yvette Wheatcroft – Manager of Works, Shire of Gnowangerup**
    - Bob about covered everything.
    - The Depot has processes in place to protect their staff.
    - Depot Office Staff that are able to work from home, will be doing so, unfortunately not everyone is in that position. Enough space at the depot office for social distancing and visits are permitted by prearranged appointment only.
- **Mark Bruce – Principal Ongerup Primary School**
    - Currently school is operating at 90% attendance.
    - Community is trying to keep the kids at school for as long as they possibly can.
    - If kids are sick, they are asked to stay at home.
    - School is taking all precautions in regards to hygiene.
    - Limiting visitors to the school and needs to hand sanitize before entering the door.
    - Currently in a transmission mode and the school is supporting families with educational support.
- **Ian Graham – Deputy Chief Executive Officer, Shire of Gnowangerup**
    - Ian introduced himself to everyone in attendance.
    - Ian stated that Bob covered most of the preparations the Shire is making.
    - Focus is on the health and wellbeing of Shire staff -
      - Encouraging all staff and councillors to have a flu vaccination this year.
        - Julie Hankinson advised the following individuals in WA are eligible to receive government funded vaccine:
          - persons 65 years or older
          - children 6 months to less than 5 years
          - primary school-aged children (born after 30 June 2007)
          - pregnant women (any trimester)
          - Aboriginal people 6 months and older
          - individuals 6 months and older with medical conditions that place them at risk for complications of influenza, including:
            - cardiac disease
            - chronic respiratory conditions



- chronic neurological conditions
- impaired immunity
- diabetes and other metabolic disorders
- renal disease
- haematological disorders
- children aged 6 months to 10 years receiving long term aspirin therapy.

- **John Rigg – IGA, Gnowangerup**

- Struggling with receiving orders as everyone else.
- Items struggling to get and sold with limitations include the following:
  - Toilet paper
  - Pasta
  - Flour
  - Long life milk
  - Soaps
  - Hand sanitising
- Orders are placed for the above, but when deliveries arrive, it is a bit of a “lotto” on what has actually been delivered.
- Arrangements are in place for elderlies, vulnerable people, health staff, teachers etc. for either delivering goods or order by phone and pick up later.
- IGA will help where they can and as long as they are able too. The IGA does have a good supply of “Easter Eggs” so please support😊

- **Mick Creagh – Ongerup General Store and Shire of Gnowangerup Councillor**

- The Ongerup shop has run out of toilet paper, hand sanitiser. Has been ordered and will hopefully receive soon.
- Most soaps and disinfectants are out of stock and even when you place an order, supplier will let you know that items are out of stock.
- Might get harder to source items.
- Shop is encouraging staff to practise good hygiene to minimise the risk of exposure.
- The shop is very busy though with CBH in full operation, shearing crews and road workers in the area.
- Shop has seen an increase in people coming through the shop and town (not locals).

- **Les Nayda – Gnowangerup SES**

- SES is not currently conducting any training exercises, no volunteer meetings
- Keeping themselves busy with equipment and vehicle maintenance.
- SES has a limited amount of P2 masks, just enough for a couple of incidents and will not be for general use (about 20 masks left) and will try and make them last as long as possible.
- Received direction from DFES that they will be allowed to assist with the following:
  - Delivery of food, medications if requested.
  - Normal support roles
  - Assist police if they go through the proper channels
  - Assist where they possibly can.
- SES is ready to go if their services are required
- PPE is a problem, but they are all adhering to improved hygiene regimes.
- New procedures have also been put in place when attending incidents.

- Should the local, critical SES members have to isolate, Perth will be able to assist.
- **Llew Withers – Environmental Health Officer (EHO), Shire of Gnowangerup**
  - Llew introduced himself to everyone in attendance.
  - Llew explained the process under which Public Health is the designated agency under the Act to deal with pandemics. Public health Act has the powers under this arrangement.
  - In his opinion, there is an overload of media coverage and that is driving the panic buying, etc.
  - As the Shire EHO he can inform the community on good hygiene practices, provide advice and available for support.
  - As an EHO, he can advise that the only masks worth purchasing is either P2 or N95 masks.
  - Only wear one to prevent the spread of germs.
- **Linda Royce - Theatre Co-Ordinator - Katanning Hospital - WA Country Health Service**
  - Assisting the Great Southern in preparing hospital sites.
  - Erecting signage of handwashing and hygiene procedures.
  - Katanning Aged Care is in lock down and all visitors are being screened.
  - Katanning Hospital visiting hours have been revised.
  - All external doors have been locked and only the main entrance remains open and being closely monitored.
  - All elective surgeries have been cancelled and all urgent surgeries will be complete by Thursday.
  - Semi urgent surgery cases are being referred to Albany for review and will be postponed if possible.
  - No timeframes for postponement is available at this stage.
  - Very good information available on the Healthy WA website (<https://healthywa.wa.gov.au/coronavirus>)
  - Department is preparing a letter drop for aboriginal communities.
  - If agencies are struggling with PPE, please contact the hospital to see if they can assist.
  - Running low on available testing kits and screening criteria is in place.
  - Coronavirus Hotline available to phone if you are unsure: **1800 020 080**
  - Katanning and Gnowangerup currently have enough staff, but should that change, staff from interstate will be made available.
  - Community must be educated in the importance of social distancing.
  - If you are feeling unwell, do not go into the community.
- **Lex Martin – Recovery Coordinator**
  - Lex is there in his role as recovery coordinator, but that role is mainly for floods, fires, etc. and not for pandemics.
  - Lex is available for assistance if required.
- **Randall Moulden – OIC, Gnowangerup Police**
  - Nothing has really changed at Gnowangerup.
  - Reduced services – most issues will be dealt with telephonically
  - For anything else, it is business as usual.
  - They have started to impose strict hygiene regimes too.
  - PPE stock is low and really hard to come by.
  - Self-isolation is not at this stage being monitored by police in WA.
  - People not self-isolating, could receive fines, but haven't received any clear direction in this regard yet.
  - WA Borders are now closed and people who come in need to self-isolate for 14 days.

- Not sure at this stage how that will be controlled.
- State Government is looking at putting regional restrictions in place.
- Travel within the State might get restricted with only essential services allowed to travel across regions and borders.
- Bob asked if Randall was aware of the aboriginal funeral in Tambellup next week? He was not aware and will follow up. Make sure that funeral is kept to the restricted numbers.
- Bob advised that Shire staff who were planning to attend, were fully made aware of the procedures that will follow, should they attend. Yvette was advising staff not to attend.
- 
- **Fiona Gaze – Principal Gnowangerup District High School and Shire of Gnowangerup Shire President (Chair)**
  - The school currently has about 60% attendance.
  - All staff are still at school and everyone is well aware of what they should be doing.
  - They are all practicing social distancing
  - Sick and unwell kids are sent home.
  - Restrictions are in place for all visitors and parents.
  - Teachers are working in the “Connect Space” to make online resources available to students for home learning.
  - A 6-page information brochure is available with things kids could be doing with their parents.
  - Rules around school attendance has been relaxed and parents can keep their kids home, should they wish to do so.
  - There is already kids not attending school, roaming the streets during school hours. In this instance it is better to send the kids to school where they can be looked after.
  - Schools will be disinfected while kids are away, but the main concern is when they return, what are they bringing in with them?
  - Early days and things are rapidly changing.

## 2. Preparedness

### 2.1 Agency preparations

- Please refer to agency reports

### 2.2 Communications/public information

- Members of the Public are currently being overloaded with information from various sources and therefore it was decided that important information intended for the Gnowangerup Shire Community should be channelled through the Shire. The Shire will be posting information to their Facebook page and Shire website. Information that is more urgent could possibly be conveyed through a text sent out via the Shire’s SMS System.

### 2.2 Business continuity plans (review and update all agencies)

- The Shire of Gnowangerup has activated their Business Continuity Plan and established an Incident Team. The first Incident Team meeting took place in Monday, the 23<sup>rd</sup> March 2020. The Incident Team will endeavour to meet on a weekly basis going forward.

### 2.3 Identification of vulnerable people

- The elderly
- Aboriginal and Torres Strait
- People with underlying medical conditions

### 2.4 Identification of critical services

- Rubbish removal

- Medical Services
- Supply of goods to the community, i.e. toilet paper, hand wash, hand sanitizer, masks, gloves, medical supplies i.e. Ventolin, Children's Panadol, etc.

### **2.5 Community actions to promote resilience**

- Educating public
  - Importance of social distancing
  - Self-isolation, if you experience any symptoms
  - Only go to town when you need too.
  - Practice good hygiene
  - Stay up to date with reliable sources of information

## **3. Impact Assessment**

### **3.1 Detail any local/regional impacts – if relevant**

- Availability of PPE and goods

### **3.2 Outline response to someone fulfilling the case definition**

- Nil.

## **4. Recovery**

### **4.1 Potential for significant, prolonged business disruptions**

- Not discussed.

### **4.2 Implications for Psychosocial impacts**

- Not discussed.

### **4.3 Other**

- Nil.

## **5. Agency Updates**

### **5.1 Anticipated impacts**

- See agency reports.

### **5.2 Issues of concern**

- See agency reports.

### **5.3 Information requirements**

- As far as possible, information will be distributed through the Shire.

### **5.4 Other issues**

- Nil.<sup>Minutes</sup>

**6. Other items**

**7. Next meeting:**

- 31<sup>st</sup> March 2020 commencing at 4:00pm at the Gnowangerup Shire Town Hall, Yougenup Road, Gnowangerup WA

**8. Meeting closed**

- The meeting was declared closed by the Chair at 5:19pm.

## LEMC talking points

- **Business continuity planning:**
  - Consider at least 25-30% absenteeism for at least a few months? (may wish to model on a number of different scenarios)
  - Consider at what stage your staff will self-isolate?
  - Consider putting triggers in place to enact such things as employees working from home?
  
- **Understand staff profile:**
  - Do they have underlying health issues?
  - Age?
  - Vaccines - for usual flu season to be strongly encouraged. What is the availability?
  
- **Community communications – a key focus:**
  - How do we build and maintain community confidence? Community isolating is to prevent the spread of the virus as quickly as has happened elsewhere. It is all about reducing the peak in cases, so that economically, socially and in terms of public health we can cope and don't have to go into complete shut down as has happened overseas. Keep it all in perspective (remember at least 80% of infected people will have only mild symptoms. 20% will have significant symptoms and of them a small percentage will end up in hospital).
  - Some LEMCs/LGs are now preparing messages to send out via their CRC in regard to fun ways to cook with limited ingredients, different recipes. Ideas on how to manage isolation etc.
  
- **What can your community do to assist?**
  - Look after your neighbours. Keep the sick and aged away from crowds, offer to do their grocery and pharmacy shopping etc.
  - Assist the local grocery store and other key retail outlets... e.g. volunteers to keep surfaces wiped (doors, fridges, shelves counters etc... on a very regular basis)
  - Can staple packages be made up at the local grocery store for deliveries? Is assistance with deliveries available? Volunteers required?
  - Basic hygiene and personal distancing are things the community can easily achieve which will greatly assist in the decrease in transmission.
  
- **Home care Facilities** (i.e. HACCC, meals on wheels) do they have enough staff to respond? Do they require more volunteers?
  
- **Community Resilience**
  - Including your community in actions to assist promotes significant benefits in reducing anxiety and empowering individuals.
  - By carrying out some of the above, small rural communities are in an excellent position to be very resilient.

## Information from Red Cross

### Psychosocial Preparedness

Psychosocial preparedness is really important right now – clearly the community is anxious. It is important to prepare the mind and have good stress management and wellbeing strategies right now

Our Webpage link to how to prepare for COVID-19 <https://www.redcross.org.au/coronavirus>

Our Facebook page has a lot of wellbeing messaging and Psychosocial Preparedness tips you can share

<https://www.facebook.com/RedCrossEmergencyServicesWA/?ref=bookmarks>

An example social media tile attached

Our preparedness tools are non-hazard specific (and hence cover pandemic), focus on vulnerable community and promote the importance of social connectedness. This is really important in any emergency but especially when looking at pandemic isolation. So our Get Prepared App is a great tool to promote – especially about identifying your support network. <https://www.redcross.org.au/get-help/emergencies/preparing-for-emergencies/get-prepared-app>

### Communicating in Recovery

It's important to acknowledge and educate the public about the normalisation of their feelings as this can help with calming. It's okay to feel stressed and confused, even scared and angry, about the [#coronavirus](#) (COVID-19) outbreak. It's normal to have a range of feelings. But good information can help. We've put together simple steps you can take to stay on top of the situation and look after others. <https://www.redcross.org.au/coronavirus>

### WALGA Information on Recovery

*From a State Recovery perspective, the State Recovery Coordination Group (SRCG) has been formed and will be meeting on a regular basis to develop a State Recovery Plan. The key objectives of the plan will be to:*

- Establish and maintain comprehensive State level situational awareness of the impacts of COVID-19 within the State focusing on the social and economic dimensions.*
- Ensure that all recovery activities across the state are coordinated and wherever possible delivered in accordance with existing emergency management frameworks and local arrangements.*
- Transition communities to a post recovery state.*

*An initial draft of the plan will be tabled at the State Emergency Coordination Group (SECG) on Thursday 19 March.*

*The State Recovery team are also looking at resources to assist in the development of support plans and communications to guide recovery.*

*In addition, WALGA are providing regular advice and information to LG's, with a focus, at this point in time, on the operational aspects of COVID-19. This includes recommendations around the following:*

*Set-up of IMT's*

- Review and update of Business Continuity Plans*
- Identification of critical services*

- *Legislative responsibilities i.e. identification of Local Recovery Coordinators and responsibilities of EHOs*
- *Ensuring LG's are using expertise across the LG i.e. not just focusing on the Governance part of the business that may be responding to COVID-19*

*The WALGA website also has a landing page that will be updated on a regular basis to provide key messages relevant to COVID-19.*





## GNOWANGERUP MEDICAL PRACTICE

Please be advised that due to the COVID-19 situation that our community is facing the Gnowangerup Shire Medical Practice requires all patients to phone the surgery office on 9827 1116 before attending the Surgery if you are experiencing any of the following:

- Flu like symptoms; or
- Have recently returned from Overseas or have been in contact with someone who has recently been Overseas.

The Doctor will return your call if he is unable to answer immediately.

Please also be advised that all interstate arrivals are now required to self-isolate for 14 days.

# Covid-19 Local Emergency Management Committee (LEMC) MINUTES

DATE OF MEETING: 31<sup>st</sup> March 2020  
 TIME OF MEETING: 4:02pm  
 VENUE: GNOWANGERUP TOWN HALL, YOUGENUP ROAD, GNOWANGERUP WA 6335  
 TELECONFERENCE DETAILS: N/A  
 CORRESPONDENCE EMAIL: anrie.vanzyl@gnowangerup.wa.gov.au

Agency Links: Department of Health WA - <https://ww2.health.wa.gov.au>  
 Department of Health Federal - <https://www.health.gov.au>  
 Healthy WA: <https://healthywa.wa.gov.au/>

|                           |   |
|---------------------------|---|
| Incident Type             | Human Epidemic  |
| Incident Number/Name      | COVID 19  |
| Incident Level            | CHO (State Human Epidemic Controller) declared Level 3.   |
| Meeting opening & Welcome | <i>"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay my respect to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander people here today."</i>   |
| Record of attendance      | <ul style="list-style-type: none"> <li>• Cr Fiona Gaze – Shire of Gnowangerup Shire President (Chair) &amp; Principal Gnowangerup District High School</li> <li>• Cr Keith House, Gnowangerup Shire Councillor</li> <li>• Bob Jarvis – Shire of Gnowangerup- Chief Executive Officer</li> <li>• Yvette Wheatcroft – Shire of Gnowangerup Manager of Works</li> <li>• Kirsty Buchanan – Shire of Gnowangerup Community Development Coordinator</li> <li>• Anrie van Zyl – Shire of Gnowangerup Corporate Risk Officer (Agenda and Minutes Officer)</li> <li>• Lex Martin – Recovery Coordinator</li> <li>• Stuart Walker – Pharmacist – Gnowangerup Pharmacy</li> <li>• Dr Wole Oluyede – Gnowangerup Shire Medical Practice</li> <li>• Julie Hankinson - Acting CNM - Gnowangerup Hospital - Nurse Practitioner (Katanning Hospital) - Department of Health</li> <li>• Andrew Brooker – Community Paramedic – St John Ambulance WA (left room at 5:00pm)</li> <li>• Les Naylor – Gnowangerup SES</li> </ul> |

|  |   |                         |                             |
|--|---|-------------------------|-----------------------------|
|  | <ul style="list-style-type: none"> <li>• Robyn Crabbe, St John Ambulance, Gnowangerup Sub Centre Chair</li> <li>• Randall Moulden – OIC – Gnowangerup Police</li> <li>• John Rigg – IGA Gnowangerup (left the room at 4:58pm)</li> <li>• Gail Blaszczyk, Team Leader, Department of Communities - Children Protection and Family Support, Great Southern District, Katanning Office</li> <li>• Robbie Minitier, Department of Communities, Senior Community Engagement Officer Early Years Initiative - Central Great Southern</li> </ul> |                         |                             |
| Apologies                                | <ul style="list-style-type: none"> <li>• Shenae Meier – Principal, Borden Primary</li> <li>• Neville Blackburn, Department of Communities</li> <li>• Llew Withers – Shire of Gnowangerup Environmental Health Officer</li> </ul>  |                         |                             |
| Confirmation of Previous Meeting Minutes | <p>That the minutes of the Local Emergency Management Committee meeting held on Tuesday the 24<sup>th</sup> March 2020 be confirmed as a true and accurate record of proceedings.</p> <table border="1"> <tr> <td><b>Moved:</b> Les Nayda</td> <td><b>Seconded:</b> Lex Martin</td> </tr> </table> <p style="text-align: right;"><b>UNANIMOUSLY CARRIED</b></p>   | <b>Moved:</b> Les Nayda | <b>Seconded:</b> Lex Martin |
| <b>Moved:</b> Les Nayda                  | <b>Seconded:</b> Lex Martin   |                         |                             |

## ITEM

### 1. Business arising from previous Minutes

#### 1.1. Shortage of PPE

1.1.1. **SJA** – PPE is slowly trickling in. Received stock of masks, gowns and hand sanitisers. Reusable Honeywell Masks are being introduced for paid SJA staff with disposable masks being made available for country centres.

1.1.2. **Gnowangerup Hospital** – Inventory are checked on a daily basis and have secured enough stock. Have sufficient amounts of hand sanitiser, but advising staff to wash hands with soap and water more often.

1.1.3. **SES** – Still have no hand sanitiser and have the same amount of masks as last week. Masks will not be used unless attending an incident.

1.1.4. **Shire of Gnowangerup** – The Shire has received limited stock of hand sanitiser and has shared some with a local retailer. The Shire did order in conjunction with the Shire's of Cranbrook and Broomehill Tambellup a pallet of hand sanitiser. Each shire will receive a 1/3<sup>rd</sup> of the pallet, 320 x 500ml bottles. Delivery is only expected end May. Shire is prepared to share with local retailers, not for resale, but for staff usage only. Once received, will bring distribution back to LEMC as a point of discussion.

In addition to the above, the Shire only has a few P2 masks left. They are used when cleaning grease traps. Hopefully we will be able to secure more stock.

The Shire will also shortly start to disinfect seats, etc. in the main street. Hopefully, people seeing the Shire disinfecting will make them realise the seriousness of the situation.

1.1.5. **Gnowangerup Pharmacy** – getting in small amounts of sanitiser and will set aside for agencies as it comes in. Will keep everyone up to

1.1.6. Andrew Brooker advised Les Nayda, that should the SES be required at an incident, that the ambulance will have sanitiser for use by SES crew.

1.2. **Shortage of stock delivery to local grocery suppliers.**

1.2.1. John Rigg – Gnowangerup IGA – IGA has now finally received some toilet paper, but still not received any stock of disinfectant, soap or hand sanitiser. Currently only receiving 40% of ordered stock. Hopefully with the travel restrictions in place, the pressure will be off the bigger stores to supply visitors and that the flow on effect will be more stock deliveries to regional towns.

Bread and fresh milk supplies have been steady and no real issues. Fruit and veggies are expensive at the moment with the higher demand.

1.3. **Freight Logistics Council contact**

1.3.1. Bob advised that he has sent an email to the Freight and Logistics Council WA in relation to shortages and purchasing restrictions. Farmers with multiple households are struggling with getting supplies, as there are currently no exemptions in place to purchase more if you have a big family or have multiple households.

Bob hasn't received back any response to date.

Gnowangerup is still only receiving 1 delivery per week, where shops in the metro areas during the Easter period, would get it 7 days a week, instead of their usual 3 deliveries a week. With smaller demand in the metro, hopefully stock will be coming into regional areas.

1.4. **Enforcing prohibited activities**

1.4.1. **Randall Moulden, OIC, Gnowangerup Police** - There will not be any hard roadblocks at the Great Southern borders, but they will be targeting areas where people would normally enter into the Great Southern. Major highways will not be closed.

Police just don't have the resources to move people on. Not sure at this stage how they will be dealing with travellers and waiting on directive from WA Police - still needs some clarification.

- Question was asked whether the Gnowangerup Caravan Park is still open – Caravan Park open, but don't have any travelers at the moment.
- Stirling Range Retreat is advertising on Facebook that they are able to give grey nomads a safe place to stay if they have no fixed address to return to.
- Playgrounds have been closed with tape, but tape was removed overnight and kids are playing in parks.
- Question was asked whether the police could address this with the kids. Reply was that they can't charge kids. It was further suggested that maybe the police could speak to the parents.
- Robbie Minter stated that it is important that kids and community be educated about the risks of them not socially isolating and the risk it has on the vulnerable members of our community. Educate them first and then enforce if not adhering to restrictions.
- It was further suggested that SJA volunteers could talk to the kids as they might just listen to them.
- SES volunteered to assist with education, but will have to get permission from their Superintendent.
- Randall Moulden stated that until he has clear direction, dealing with juveniles is unclear

## 2. HMA/Agency Report

- **Cr Keith House** - Nil
- **Stuart Walker, Gnowangerup Pharmacy** – Flu vaccinations not received yet. The medical practice has received theirs for the over 65-age group and other eligible members of the community. The pharmacy will keep everyone up to date on expected dates. Bob offered to write to the Minister of Health to try and help speed up the process. Pharmacy is also only seeing one customer at a time with both Shelley and himself wearing masks when dealing with the public. Patients are able to drop their scripts off and come back later to collect.
- **Robyn Crabbe, Chair, St John Ambulance Gnowangerup Sub-Centre** – Concerned about the amount of children and adults in town not taking self-isolation seriously and not sure how that can be enforced. Not sure whether it is an issue of lack in education and or understanding of the seriousness of the situation. The point was made that when engaging in conversation, when seeing someone in the street in large numbers, be careful to assume they are in breach, because families are allowed to move in the same space.
- **Yvette Wheatcroft, Manager of Works, Shire of Gnowangerup** – Playgrounds were taped up, but will put bunting (orange barrier mesh) up and see if that will help to keep people out of the playground. Question was asked whether it could be fenced up for the next couple of months? Yvette stated that it would be very expensive.
- **Bob Jarvis, Chief Executive Officer (CEO), Shire of Gnowangerup** – Kirsty is doing a great job messaging out information on the Shire Facebook page, website and community newsletters.
- **Gail Blaszczyk, Team Leader, Department of Communities** – The Department is there to support and is available to vulnerable people. They currently have no active cases in the Great Southern. Expecting an increase in domestic violence and suicide rates over the next couple of months.
- **Julie Hankinson - Acting CNM - Gnowangerup Hospital** – Currently 7 cases in the Great Southern. Good news is that not one of those cases require any hospitalisation. Pushing hand washing in lieu of hand sanitising at the hospital. Another change was made to the visiting hours at the aged care section of the hospital. Only one visitor allowed per day, either in room or outside. Visiting only allowed for one hour. All entrances, except the main entrance, are now locked. Try and limit exposure to outside contact and this practice will be in place for the next 4-6 months. Question was asked about visitors in the A&E? If no respiratory issues, then two as per normal, otherwise none.
- **John Rigg, IGA Gnowangerup** – Nothing else besides what has already been discussed in relation to deliveries etc.
- **Robbie Minter, Department of Communities** – Going through communities and engaging with them. This helps to increase the flow of information. Looking at ways to make things work for our community. Everyone needs to support their own community, by example purchasing products locally. Community needs to understand that they should stay in the community to protect the community. Communication and education is vital. Have to approach the young sensibly and try and make them understand the seriousness of the situation. Leaders need to try and address issues before the law steps in.
- Cr Keith House enquired whether a flyer can be personalised for our indigenous community. Julie advised that WACHS has great material and will forward to Anrie. Message that goes out to the community needs to be brief and clear. Important that contact is made with households that don't quite understand the seriousness of social distancing.

- **Andrew Brooker, Community Paramedic, St John Ambulance** – Developing a driver initiative, where people will be trained as ambulance drivers only. No first aid training required. A change was also made in relation to ride-a-longs in the ambulance. No family/friends will be allowed to go with patient in the ambulance, unless a child under the age of 12 or if an interpreter. Julie enquired whether the age could be changed to 16, as they need parental consent at the hospital for all kids 16 years and under. Additional changes are also being made to various practices to try and prevent the spread of the virus.
- **Ian Graham, Deputy Chief Executive Officer, Shire of Gnowangerup** – Nil
- **Les Nayda, Gnowangerup SES** – Les offered to have SES members walk around town and talk to kids, but will need clearance from their Superintendent. The SES have been asked to do up a roster of two teams doing 12 hour shifts to assist at the regional borders. Have not received any directive to date, so not sure if their services will still be required. Little bit frustrating as it was hard to get people to commit and to set up. Otherwise, it is business as usual for them. They still have no supplies of hand sanitiser.
- **Lex Martin – Recovery Coordinator** – Educating the community should be a planned approach. Get letter out first and then see if there is a change. After that, the Police should step in to do what they can. If that doesn't work, then maybe look at individual approach.
- **Randall Moulden, OIC, Gnowangerup Police** – The Gnowangerup Police have some PPE and are getting in a bit more. They will be working on preventing group gatherings and talk to the groups/families, not obeying, that they are aware of. The Police attended an incident on Sunday where a group of about 20 was gathering. There is a dedicated Police Covid-19 hotline that can be contacted on 131 444 to report mass gatherings.

Bob Jarvis commented that with States and Territories all having their own legislation this is making it confusing for some people. Make sure that information relayed to the community is WA based. The Police should try and prevent people going from house to house. Each family must understand that they are to stay at their own houses and that kids and parents should understand that playgrounds are totally off limits.

Robbie Minitier raised the concern that all the additional welfare payments available are going to create additional social problems with people having extra cash to spend on drugs and alcohol and will affect already vulnerable families. Family violence may increase and that scary times are ahead.

Julie commented that there has been a significant drop in the amount of fit packs given out at the hospital. Could be because of border closures and that drugs are harder to come by in Gnowangerup? Alcohol restrictions also in place, and mass amounts of alcohol might be harder to come by.

- **Fiona Gaze, Principal Gnowangerup District High School and LEMC Chair** – The school had five kids yesterday and only three today. Staff are communicating with families on how to entertain kids at home. Parents and kids have access to Connect with online learning. Teachers can see who is not connecting and will follow up. Big issues are the cost and access to the internet. The school will be expecting kids to be online at least 1 hour in the morning and 1 hour in the afternoon. Not sure how this will go. Kids learn differently and the school will be trying to find a way that works for everyone. There are an estimated 45,000 kids on Connect, running on 12 servers, causing networks to drop. The school will work closely with parents on the best way to use it. Staff will still be at school until the 9<sup>th</sup> April and will be pretty bored. If teachers can help with putting all the bunting up, please let Fiona know.

Bob Jarvis stated that the Shire might be looking at employing someone for a couple of days to help with the disinfecting of the towns. If you know of someone, please contact the Shire.

- **Dr Wole, Gnowangerup Shire Medical Practice** – No big change from last week. All patients are adhering to the new rules at the practice. The medical practice has received the flu vaccinations for the over 65 group and other vulnerable groups meeting the criteria discussed last week. Not more than two people are allowed at the surgery at any one time.

Two people returned home from Canberra and did not inform the practice of this when they came for their over 65 vaccinations. Dr Wole was not happy about this. They placed everyone at risk by not disclosing vital information like this.

Only the over 65's are being vaccinated this week, all other vulnerable groups will be done next week.

The practice is able to test for Covid-19, by taking swabs and sending it away to Perth for testing. First test that was done, results took 5 days, second test – result was available after only 48 hours.

- **Shenae Meier – Principal, Borden Primary** (emailed report) - I don't have much of an update to give from last week except that Principal's have a web conference with the Director General this afternoon to hopefully give us a plan for what teaching in Term 2 will look like. Also we have 0% attendance at school with all children staying at home.
- **Llew Withers, EHO, Shire of Gnowangerup** (emailed report)- The Department of Health has requested Local Government Environmental Health Officers to continue inspecting premises that process food, provide accommodation and deliver personal services e.g. hairdressing etc.

### 3. Preparedness

Nil

### 4. Agency preparations

#### 4.1. Communications/public information

Kirsty and Anrie to design a flyer for mail drop. Flyer to be simple. Design flyer with specific target group in mind.

#### 4.2. Business continuity plans (review and update all agencies)

Nil

#### 4.3. Identification of vulnerable people

See discussion on relation to extra welfare payments and social problems it may cause.

#### 4.4. Identification of critical services

Not discussed.

#### 4.5. Community actions to promote resilience

See Agency reports.

### 5. Impact Assessment

#### 5.1. Detail any local/regional impacts – if relevant

See discussion in relation to delivery of goods and logistics.

#### 5.2. Outline response to someone fulfilling the case definition

Nil

### 6. Recovery

#### 6.1. Potential for significant, prolonged business disruptions

Not discussed.

#### 6.2. Implications for Psychosocial impacts

See Agency reports

#### 6.3. Other

Nil.

### 7. Agency Updates

#### 7.1. Anticipated impacts

See agency reports.

#### 7.2. Issues of concern – to be conveyed to Adam Smith:

7.2.1. Availability of additional Police resources.

7.2.2. Social implications with extra welfare payments available to already social vulnerable community members

7.2.3. Shortage of PPE

7.2.4. Shortage of delivery of ordered goods at local shops.

#### 7.3. Information requirements

Keep community information as simple as possible.

#### 7.4. Other issues

Nil

### 8. Other items

Anrie requested that if agencies are unable to attend, that they email a short report to be included in the Agenda.

### 9. Next meeting

LEMC to continue to meet on a Tuesday at 4pm until directed otherwise.

Next meeting date – **7 April 2020 at 4:00pm** at the Gnowangerup Town Hall

### 10. Meeting closed

The meeting was declared closed by the Chair at 5:26pm.



## LEMC talking points

- **Business continuity planning:**
  - Consider at least 25-30% absenteeism for at least a few months? (may wish to model on a number of different scenarios)
  - Consider at what stage your staff will self-isolate?
  - Consider putting triggers in place to enact such things as employees working from home?
  
- **Understand staff profile:**
  - Do they have underlying health issues?
  - Age?
  - Vaccines - for usual flu season to be strongly encouraged. What is the availability?
  
- **Community communications – a key focus:**
  - How do we build and maintain community confidence? Community isolating is to prevent the spread of the virus as quickly as has happened elsewhere. It is all about reducing the peak in cases, so that economically, socially and in terms of public health we can cope and don't have to go into complete shut down as has happened overseas. Keep it all in perspective (remember at least 80% of infected people will have only mild symptoms. 20% will have significant symptoms and of them a small percentage will end up in hospital).
  - Some LEMCs/LGs are now preparing messages to send out via their CRC in regard to fun ways to cook with limited ingredients, different recipes. Ideas on how to manage isolation etc.
  
- **What can your community do to assist?**
  - Look after your neighbours. Keep the sick and aged away from crowds, offer to do their grocery and pharmacy shopping etc.
  - Assist the local grocery store and other key retail outlets... e.g. volunteers to keep surfaces wiped (doors, fridges, shelves counters etc... on a very regular basis)
  - Can staple packages be made up at the local grocery store for deliveries? Is assistance with deliveries available? Volunteers required?
  - Basic hygiene and personal distancing are things the community can easily achieve which will greatly assist in the decrease in transmission.
  
- **Home care Facilities** (i.e. HACCC, meals on wheels) do they have enough staff to respond? Do they require more volunteers?
  
- **Community Resilience**
  - Including your community in actions to assist promotes significant benefits in reducing anxiety and empowering individuals.
  - By carrying out some of the above, small rural communities are in an excellent position to be very resilient.

## Information from Red Cross

### Psychosocial Preparedness

Psychosocial preparedness is really important right now – clearly the community is anxious. It is important to prepare the mind and have good stress management and wellbeing strategies right now

Our Webpage link to how to prepare for COVID-19 <https://www.redcross.org.au/coronavirus>

Our Facebook page has a lot of wellbeing messaging and Psychosocial Preparedness tips you can share

<https://www.facebook.com/RedCrossEmergencyServicesWA/?ref=bookmarks>

An example social media tile attached

Our preparedness tools are non-hazard specific (and hence cover pandemic), focus on vulnerable community and promote the importance of social connectedness. This is really important in any emergency but especially when looking at pandemic isolation. So our Get Prepared App is a great tool to promote – especially about identifying your support network. <https://www.redcross.org.au/get-help/emergencies/preparing-for-emergencies/get-prepared-app>

### Communicating in Recovery

It's important to acknowledge and educate the public about the normalisation of their feelings as this can help with calming. It's okay to feel stressed and confused, even scared and angry, about the [#coronavirus](#) (COVID-19) outbreak. It's normal to have a range of feelings. But good information can help. We've put together simple steps you can take to stay on top of the situation and look after others. <https://www.redcross.org.au/coronavirus>

### WALGA Information on Recovery

*From a State Recovery perspective, the State Recovery Coordination Group (SRCG) has been formed and will be meeting on a regular basis to develop a State Recovery Plan. The key objectives of the plan will be to:*

- Establish and maintain comprehensive State level situational awareness of the impacts of COVID-19 within the State focusing on the social and economic dimensions.*
- Ensure that all recovery activities across the state are coordinated and wherever possible delivered in accordance with existing emergency management frameworks and local arrangements.*
- Transition communities to a post recovery state.*

*An initial draft of the plan will be tabled at the State Emergency Coordination Group (SECG) on Thursday 19 March.*

*The State Recovery team are also looking at resources to assist in the development of support plans and communications to guide recovery.*

*In addition, WALGA are providing regular advice and information to LG's, with a focus, at this point in time, on the operational aspects of COVID-19. This includes recommendations around the following:*

*Set-up of IMT's*

- Review and update of Business Continuity Plans*
- Identification of critical services*
- Legislative responsibilities i.e. identification of Local Recovery Coordinators and responsibilities of EHOs*

- *Ensuring LG's are using expertise across the LG i.e. not just focusing on the Governance part of the business that may be responding to COVID-19*

*The WALGA website also has a landing page that will be updated on a regular basis to provide key messages relevant to COVID-19.*

# Covid-19 Local Emergency Management Committee (LEMC) MINUTES

DATE OF MEETING: 7 APRIL 2020  
 TIME OF MEETING: 4:04pm  
 VENUE: GNOWANGERUP TOWN HALL, YOUGENUP ROAD, GNOWANGERUP WA 6335  
 TELECONFERENCE DETAILS: N/A  
 CORRESPONDENCE EMAIL: [anrie.vanzyl@gnowangerup.wa.gov.au](mailto:anrie.vanzyl@gnowangerup.wa.gov.au)

Agency Links: Department of Health WA - <https://ww2.health.wa.gov.au>  
 Department of Health Federal - <https://www.health.gov.au>  
 Healthy WA: <https://healthywa.wa.gov.au/>

|                           |   |
|---------------------------|---|
| Incident Type             | Human Epidemic  |
| Incident Number/Name      | COVID 19  |
| Incident Level            | CHO (State Human Epidemic Controller) declared Level 3.   |
| Meeting opening & Welcome | <i>"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay my respect to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander people here today."</i>   |
| Record of attendance      | <ul style="list-style-type: none"> <li>• Cr Fiona Gaze – Shire of Gnowangerup Shire President (Chair) &amp; Principal Gnowangerup District High School</li> <li>• Cr Keith House - Gnowangerup Shire Councillor</li> <li>• Bob Jarvis – Shire of Gnowangerup- Chief Executive Officer</li> <li>• Yvette Wheatcroft – Shire of Gnowangerup Manager of Works</li> <li>• Anrie van Zyl – Shire of Gnowangerup Corporate Risk Officer (Agenda and Minutes Officer)</li> <li>• Lex Martin – Recovery Coordinator</li> <li>• Stuart Walker – Pharmacist – Gnowangerup Pharmacy</li> <li>• Dr Wole Oluyede – Gnowangerup Shire Medical Practice</li> <li>• Julie Hankinson - Acting CNM - Gnowangerup Hospital - Nurse Practitioner (Katanning Hospital) - Department of Health</li> <li>• Les Nayda – Gnowangerup SES</li> <li>• Randall Moulden – OIC – Gnowangerup Police</li> <li>• Gail Olszowyk – Team Leader, Department of Communities - Children Protection and Family</li> </ul> |

|  |  |                                |
|--|--|--------------------------------|
|  | <p>Support, Great Southern District, Katanning Office</p> <ul style="list-style-type: none"> <li>• Robbie Minter - Department of Communities, Senior Community Engagement Officer Early Years Initiative - Central Great Southern</li> </ul>   |                                |
| Apologies                                | <ul style="list-style-type: none"> <li>• Neville Blackburn - Department of Communities</li> <li>• Shanae Meier – Principal Borden Primary School</li> <li>• Andrew Brooker – Community Paramedic, St John Ambulance</li> <li>• Robyn Crabbe – Chair, Gnowangerup St John Ambulance Sub-Centre</li> <li>• Kirsty Buchanan – Shire of Gnowangerup Community Development Coordinator</li> <li>• John Rigg – IGA Gnowangerup</li> <li>• Cr Mick Creagh - Gnowangerup Shire Councillor</li> </ul> |                                |
| Confirmation of Previous Meeting Minutes | That the minutes of the Local Emergency Management Committee meeting held on Tuesday the 31 <sup>st</sup> March 2020 be confirmed as a true and accurate record of proceedings.  |                                |
|  | <b>Moved:</b> Bob Jarvis   | <b>Seconded:</b> Robbie Minter |
|  | <b>UNANIMOUSLY CARRIED</b>   |                                |

## ITEM

### 1. Business arising from previous Minutes

#### 1.1. Shortage of PPE

Mostly unchanged from last week's report.

#### 1.2. Shortage of stock delivery to local grocery suppliers.

See agency reports.

#### 1.3. Freight Logistics Council contact

Not discussed.

#### 1.4. Enforcing prohibited activities

See agency reports.

#### 1.5. Social concerns with additional welfare payments paid to already vulnerable members of the community

Already some evidence witnessed in community.

### 2. Agency Reports

#### Bob Jarvis –CEO, Shire of Gnowangerup

- Had an online meeting with all the other CEO's in the Great Southern on Monday the 6<sup>th</sup> April 2020.
- Staff who are able to work from home are now doing so.
- Very happy that all staff are adhering to the social distancing rules.
- The Shire has lost 10% of staff:
  - Two staff members from the pool – closed the pool a week early, but doesn't affect their normal employment arrangements.
  - The Librarian took 3 months unpaid leave before the whole pandemic started and the libraries were closed.
  - Vacant Plant Operator position not advertised and won't be filled at this stage.
- Offices are still being manned with limited staff.
- Limited licencing services available. Only transactions that cannot be done online will be done at the Admin Office and by appointment only (i.e. physically have to collect number plates, etc.).
- Maximum of five people are now allowed in Council Chambers. Council meetings will now take place in the Gnowangerup Town Hall or until online facilities are available.
- The Shire has enough PPE for their needs and sharing with retailers where possible. If agencies are still in need, please let Bob know. Bob is collecting 5 x boxes of 10 P2 masks each, on Thursday.
- Once bulk hand sanitiser order is received, will bring it back to LEMC to discuss distribution and needs.

### **Cr Mick Creagh – Ongerup General Store (read out by Bob Jarvis)**

- This is a brief summary of the situation in Ongerup.
- General Store Shortages.
  - Toilet paper is now in good supply.
  - Hand sanitizer is still not available.
  - Soaps and disinfectants – limited supply.
  - Female sanitary products – limited supply.
  - Medicinal products (Panadol etc.) – limited supply.
  - Flour – not available.
  - Frozen vegetables – limited supply.
- Our weekly grocery sales are still 50-60% up on normal, which causes temporary shortages of a lot of items which we can only get in once or twice per week.
- Covid 19 safety procedures.
  - Staff continue to up the ante with their own personal protection, with gloves, hand sanitiser and frequent hand washing, as well as regular disinfecting of surfaces around the shop. We have tried to improve separation between customers and staff by improvising barriers at the checkout and other areas. However we are concerned that quite a few members of the public are not exercising sufficient social distancing. We have had to ask customers showing cold and flu symptoms to leave the store and have had to place a ban on children coming into the shop except for young ones in prams or pushers. A lot of people just not getting the message that they should be staying at home and only coming to the shop when they really need to.
- There has been a number of people move into the town ahead of the movement ban, coming from the city and moving in with family or friends to see out the crisis. This has caused a fair bit of concern from some local residents, who are worried about what infections they may have brought down here with them.
- Other than that, Ongerup is still ticking along quite nicely, with very little disruption to normal life.

### **Robbie Minter, Department of Communities, Senior Community Engagement Officer Early Years Initiative - Central Great Southern**

- Gave an example of the other communities and the related work he is currently engaging with local LEMC meeting and, keeping the message out in the open with Community Communication.
- Robbie also mentioned the local COVID – 19 funeral rules and regulations, we must keep the rules equally across the board, example there was a funeral in Kojonup that could have been easily an opportunity for the pandemic to increase as 80 people attended a local lad's funeral. Another example where an Elder was buried a week before and only 10 were allowed to attend, we must also acknowledge from a community perspective that the grieving families are assisted through the times of sorrow.
- Robbie also gave an example of the education levels of some communities and how we need to continue to educate local Aboriginal families on the global crisis. (things are getting better though)

### **Dr Wole Oluyede – Gnowangerup Shire Medical Practice**

- Nothing really new at the practice. Only a 150 flu vaccinations were received. Huge demand in amount of people wanting the flu vaccination this year.
- We normally have two nurses, but one is now home with her children, same for their receptionist and Kemi has taken on that role.
- Kate will be in 1-2 times per week to assist with flu vaccinations.
- There is a bigger risk with more people coming in and are not allowing more than 1-2 people in the practice at a time. People so far have been very cooperative.

- No children are allowed, but challenging when parent has to come in for consult and doesn't have anywhere to leave the kids.

**Yvette Wheatcroft – Manager of Works, Shire of Gnowangerup**

- Nil

**Ian Graham – Deputy Chief Executive Officer, Shire of Gnowangerup**

- The Shire has been mostly unaffected so far.
- The Shire will however do some financial modelling with Council to look at different scenarios should there for instance be a delay in income i.e. rates, grants, etc. Hopefully there will be no change in amounts received for grant programs.
- Staff that can do so, are now working from home.
- Everyone needs to be aware of the longer term effect of this virus situation – how it effects mental health etc. Try and keep in touch with everyone.
- Some larger councils are in the unfortunate situation where they had to let staff go. Gnowangerup Shire is mostly unaffected, apart from what Bob has mentioned, and should be seen as a positive.

**Julie Hankinson - Acting CNM - Gnowangerup Hospital - Nurse Practitioner (Katanning Hospital) - Department of Health**

- The Gnowangerup Hospital is doing well. Decline in the number of cases presenting to the ED and this is a trend seen all over the country.
- The Department of Health was able to procure a shipment of PPE. Supplies are coming in and will be dispatched as required.
- The Gnowangerup Hospital has enough PPE for current needs.
- Just some advice on people using gloves when going to town, etc. Gloves are single use and offers a false sense of protection. If you touch your face after you have touched something else with the gloves on, you are not protected. Best is to avoid touching your face and wash your hands regularly.
- Staffing not a problem at this stage and should remain unchanged.
- Amount of fit packs required is still down from normal requirements.
- Julie advised that this is her last week at the hospital and that Meih (pronounced as May) Singh will be taking over from next week. Will provide his contact details to Anrie (received).

**Stuart Walker – Pharmacist – Gnowangerup Pharmacy**

- The pharmacy has now received their shipment of vaccines and a flu clinic will be running on Thursday. Thanks to Dr Wole for his assistance with this.
- Looking at running another clinic later.
- Pharmacy has received some stock of PPE. Have N95 rated masks for the SES. Still waiting on shipment of hand sanitiser. When received, will reserve for those agencies and retailers requiring it for their staff.
- Pharmacy has started deliveries to the indigenous communities in the area. Investigating options to deliver to Tambellup and Ongerup in the near future if further restrictions are put in place
- Stuart asked the question around the protocol of getting tested for Covid-19 and where to go. Julie replied that the following are currently in place.
  - COVID-19 Testing has been expanded in WA:
  - General public testing : Any person presenting with BOTH a fever >38°C AND an acute respiratory infection (e.g. shortness of breath, cough, sore throat) can be tested.
- Testing can be done at both the hospital and medical practice, but testing at the hospital is preferred as they are equipped to do so and have a special room allocated for testing. Swabs are taken and the person is advised to self-isolate until test results are known. Person will be



notified via text and will receive a follow-up phone call. If positive they will need to go into quarantine and not just isolation. After testing positive, the patient will have to test negative twice before cleared. Some results are known within 24 hours others have taken 72.

- Fever is the key word. If person has a fever above 38°, they can be tested.
- Hopefully with travel restrictions in place, less instances of Covid-19 will be identified.
- As of 10:00am this morning there were 9 confirmed cases in the Great Southern. All are travel related or associated with being in contact with someone who had travelled. No cases have required hospitalisation and two have already tested negative. No cases in Gnowangerup Shire.
- Three tests have been done at the practice and all tested negative.
- Stuart also raised the concern of members of the public being rude and abusive in regards to the safety measures put in place at the pharmacy.

#### **Gail Blaszczyk, Team Leader, Department of Communities - Children Protection and Family Support, Great Southern District, Katanning Office**

- Firstly, I'm glad that Robbie has mentioned the funeral as I have made a few calls and totally agree with Robbie. Frustration within communities as some people are not adhering to the social distancing rules. Not even allowing 40 people is okay.
- Anrie to raise issue with Adam Smith,
- Everything is still normal within the DOC; we are hoping that families are doing the right thing while in isolation.
- We continue to spread the important message and would also hope that people are taking things seriously.
- Gail has sent some posters through to Kirsty for use.
- Aboriginal households are provided with educational material in relation to the importance of social distancing and hygiene practices.

#### **Les Nayda – Gnowangerup SES**

- Les started off by thanking the Shire and the pharmacy with assisting with PPE.
- No training is currently allowed and starting to impact the morale of the members (road crash team). They work closely together and not being able to train is mentally affecting them.
- They are trying to work with DFES & the Volunteer Association in regards to the above.
- Online training available and is probably better than nothing.
- A funding application has been lodged for some new equipment.
- It is frustrating when you are called "State Emergency Services" and are not being utilised during the emergency.
- Otherwise, business as usual.
- Les asked the question whether beaches in the Great Southern would be closed for the Easter weekend.
- Replies – Jerramungup Shire has requested people to leave Bremer Bay if they are not locals. All their beaches will be closed and patrolled.
- City of Albany has closed all public parks and public camping areas, except for those holding valid permit.
- People are requested not to take holidays and to stay home.

#### **Cr Keith House, Gnowangerup Shire Councillor**

- Keith mentioned it's great to sit in on these meetings and see the respect and care within the community groups, as a community member looking in, I see everyone doing well. People need to deal with personal stress and do so within the family function.
- Farming is an essential service and no major problems so far.
- PPE and other situations will always be a challenge at this point and time,
- I am a local famer and still waiting for something that I ordered a while ago, getting angry won't change anything. Just have to be more creative and use other opportunities.

### **Lex Martin – Local Recovery Coordinator**

- Good to be a part of the group, I sit home all alone and to come along and listen helps me focus on what's happening locally

### **Randall Moulden – OIC – Gnowangerup Police**

- Business as usual.
- Police have sufficient PPE and more is coming in.
- Road blocks will continue to be in place.
- 24 hour road blocks will be in place over the Easter weekend.
- Bremer will be doing road blocks as they have already catered for the police to be there over the Easter weekend.
- I would request to all people who ring in to please stay at home.
- Enforcement and fines will be handed out for those not adhering to the rules. Fines have already been issued in the Great Southern.
- Social distancing is looking pretty good in town and smaller groups are moving around.
- Great to see most homes are starting to look after themselves and seeing all the signage being placed at homes.

### **Cr Fiona Gaze – Shire of Gnowangerup Shire President (Chair) & Principal Gnowangerup District High School**

- Term 2 at school will be done via online education. Not sure at this stage if it will be for the whole term.
- Teachers are contacting families to see what they need.
- Parents will be able to send kids back to school once school starts, but will mainly be for those students whose parents are working in essential services. School does not want 20 kids in a class and then still be expected to teach online as well.
- School is looking for old laptops, desktops that can be upgraded to Windows 10 or iPads that they can repurpose for those students who don't have access to IT.
- Families will also be provided with work packages who don't have access to online learning.
- It is predicted that schools will have an influx of students after the school holidays because parents don't want to look after them.
- Schools should be closed to all students, except those who have parents working in essential services.

### **Andrew Brooker – Community Paramedic, St John Ambulance (telephonic report to Anrie)**

- Business as usual
- All ambulances in the Shire have adequate PPE stock.

### **John Rigg – IGA Gnowangerup (verbal report to Anrie)**

- Will see on Thursday if more than 40% of stock ordered is delivered.
- Some items not available for ordering before, can now be ordered with limitations in place and not guaranteed that it will be received.

### **3. Items for Adam Smith:**

- With kids having to do online learning and home schooling, the question was raised what Telstra can do to capture a wider audience? Kids not having access to internet services are going to be left even further behind than those that have access to all things IT. The fear is that the gap is only going to get bigger between the advantaged and the disadvantaged. This is going to create a social issue in the future. Some families also only have access to Skymuster and have limited data allowances. Is this something that could be addressed? Shire president Fiona Gaze did raise this issue with Bruce Manning of the GSDC as well.

and again only today) and with people confined to their homes and relying on online shopping and delivery and it is starting to create a big problem for certain industries. People are also being forced to go out to go and get their goods that they normally would have received through Australia Post in a very short time frame.

- Last week there was a funeral of a young aboriginal man in Kojonup and there were between 90 and 100 in attendance. Special permission was apparently given for 40, but ended with 90-100 people. Concerns were raised in the first place for allowing 40 and staff from the Department of Communities contacted 3 different people with concern for the wider community, but was not replied too. Small regional towns see this as a big red flag if things like this are going to be allowed. It is already an issue educating vulnerable community members on social distancing and when events like the aforementioned are being allowed, they feel like they are fighting a losing battle.

#### **4. Other items**

- Support for retailers trying to enforce social distancing
  - Information has been posted on the Shire Facebook page.
- Prioritising local and regional suppliers
  - Not discussed.
- Vulnerable persons strategy
  - Refer to agency reports.

#### **5. Next meeting**

Next meeting date – **14 April 2020 at 4:00pm** at the Gnowangerup Town Hall

#### **6. Meeting closed**

The meeting was declared closed by the Chair at 5:20pm



# Coronavirus (COVID-19)

## Information sheet – What you need to know

Take care of yourself, your family and community.  
By being kind and staying calm you can help our mob stay strong.

This is an information sheet for Aboriginal people on what they need to know about the Coronavirus (COVID-19) – what it is, how it spreads, how it makes them feel and what they can do to help it stop spreading.

### What is Coronavirus?

Coronavirus are a large family of viruses that can make people sick ranging from a mild cold to severe respiratory illness.

The coronavirus is called COVID-19.

It is a new virus spreading across the world.

### How it makes you feel?

Most people who get COVID-19 feel like they have a cold or flu.

Some people feel mild symptoms and others can get very ill very quickly and need medical help.

### What are the symptoms?

- Fever (sweats)
- Cough
- Shortness of breath
- Sore throat
- Fatigue.

### How does the virus spread?

It can spread from person to person through:

- Close contact with a person who is infectious.
- Touching or being in close contact with a person with a confirmed infection who coughs or sneezes.
- Touching objects or surfaces like door handles, tables or phones that have cough or sneeze droplets from a sick person, and then touching your mouth or face.



## Stop the spread

We need to take care of each other and keep our community safe by doing what we can to stop the virus bugs spreading to each other. This means practising good personal hygiene and social distancing.

- Stay away from people who are sick with cold or flu symptoms.
- Stay home and rest to stay strong.
- Stay 2 arms lengths away from everyone (at least 1.5 metres apart).

- Avoid touching your face, especially your eyes, mouth and nose.
- Keep your distance – don't shake hands, kiss, hug or do high fives.
- Do not share smokes, drink or food.
- Avoid big mobs of people like family and community gatherings.

### AND

- If you unwell, avoid any contact with anyone and contact your local clinic or hospital and they will tell you what to do.



## For more information

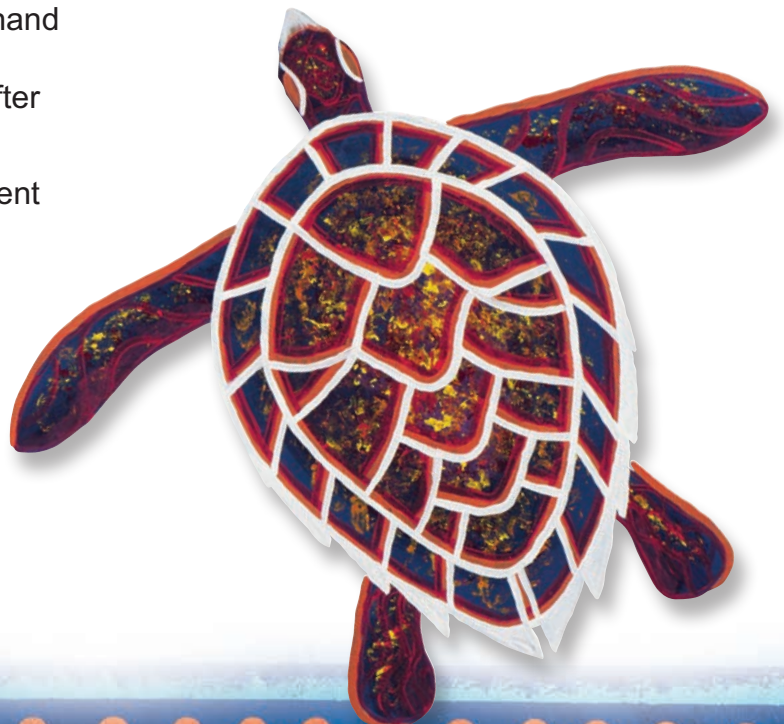
Go to **Healthy WA** website for up to date information on COVID-19.

[www.healthywa.wa.gov.au/coronavirus](http://www.healthywa.wa.gov.au/coronavirus)

or

Call the  
**Coronavirus Health Information Line**  
1800 020 080

- Wash your hands a lot with soap and water (for 20 to 30 seconds) or use hand sanitiser especially before and after eating, after going to the toilet and after coughing or sneezing.
- Cough and sneeze into a tissue or bent elbow, **NOT** into your hands.
- Throw used tissues in the bin.



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Produced by Aboriginal Health  
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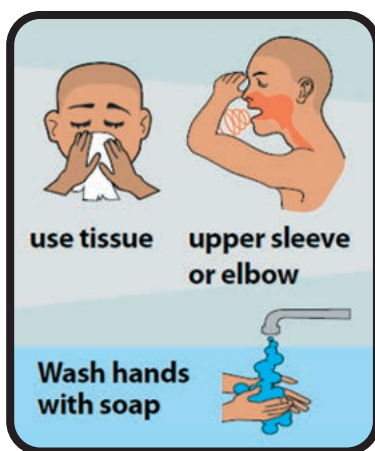


# Coronavirus (COVID-19)

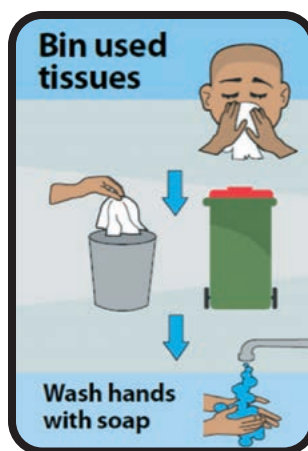
## How to protect yourself, your family and community



Wash your hands a lot with soap and water (20-30 seconds)



Cough or sneeze into a tissue or bent elbow, not into your hands



Do not shake hands, kiss or hug

Do not share smokes, drink or food



Last updated 26 March 2020.  
Images courtesy of WA Government,  
NT Government and NACCHO.





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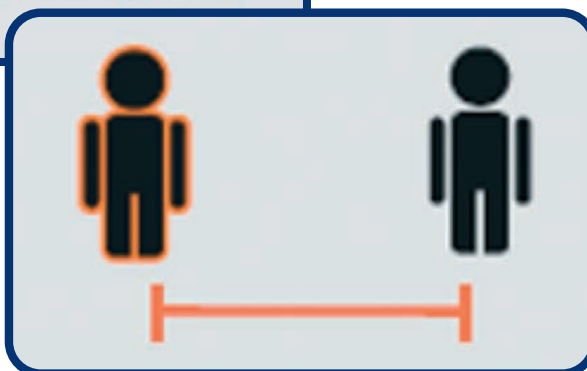


# Coronavirus (COVID-19)

## How to protect yourself, your family and community



Stay home and rest  
to stay strong



Stay 2 arms lengths  
away from  
everyone



Avoid big mobs of people

Last updated 26 March 2020.  
Images courtesy of WA Government,  
NT Government and NACCHO.







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# Coronavirus (COVID-19)

## Stay strong when you are sick



### Rest

Resting helps you fight the virus



### Water

Drink plenty of water



### Food

Good tucker helps you stay strong



### Medicines

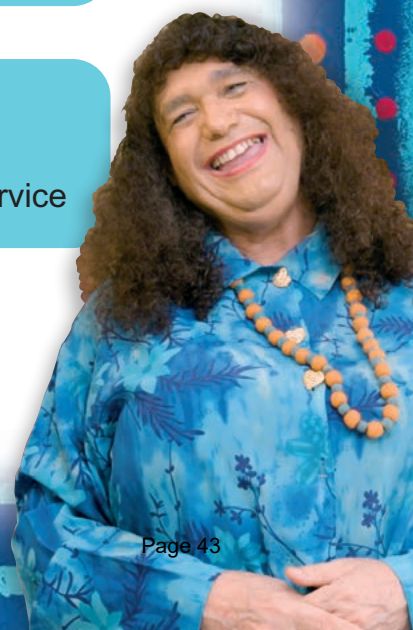
Take your usual medicines



### Medical help

Stay in touch with your local medical service

Last updated 26 March 2020. Images courtesy of WA Government and NT Government.





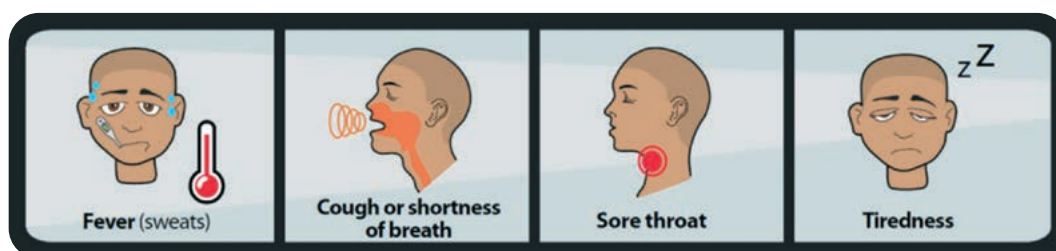


Government of Western Australia  
Department of Health



# Coronavirus (COVID-19)

How to protect yourself, your family and community



What are the symptoms?



If you are crook with COVID-19 symptoms, contact the clinic or hospital and they will tell you what to do

Last updated 26 March 2020.  
Images courtesy of WA Government,  
NT Government and NACCHO.





# Our Elders are at risk



**THIS HOUSE IS AN  
ELDERS PROTECTED  
AREA COVID-19**

**IF YOU DON'T LIVE HERE,  
PLEASE DON'T COME IN**



# Please do not enter this house



## MY FAMILY ARE AT RISK FROM COVID-19

## 12. STRATEGY AND GOVERNANCE

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|                                |                            |
|--------------------------------|----------------------------|
| <b>12.1</b>                    | <b>WORKFORCE PLAN 2020</b> |
| <b>Location(s):</b>            | N/A                        |
| <b>Proponent:</b>              | N/A                        |
| <b>File Ref:</b>               | ADM0436                    |
| <b>Date of Report:</b>         | 6 <sup>th</sup> April 2020 |
| <b>Business Unit:</b>          | Strategy and Governance    |
| <b>Officer:</b>                | Ian Graham – Deputy CEO    |
| <b>Disclosure of Interest:</b> | Nil                        |

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### ATTACHMENTS

- DRAFT Shire of Gnowangerup Workforce Plan 2020.

### PURPOSE OF THE REPORT

For Council to consider the adoption of the Shire of Gnowangerup Workforce Plan 2020.

### BACKGROUND

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

On 24<sup>th</sup> April 2018 a Workforce Plan was presented to Council at the Information Briefing Session, however the plan was not formally adopted by Council. The non-compliance was subsequently reported in the 2019 Compliance Audit Return.

### COMMENTS

As a result of the non-compliance in regard to the Workforce Plan as reported in the 2019 Compliance Audit Return, senior staff have completed a review of the Workforce Plan.

The current Corporate Business Plan (CBP) runs for four (4) years from 2017/18 to 2020/21. Therefore a decision was made to complete a minor review only of the Workforce Plan, retaining the original staff survey results, with an update on current staffing statistics and focusing on the 2020/21 workforce requirements, to align staffing with key strategic goals in year four (2020/21) of the current CBP.

A new Workforce Plan will be developed in 2021 in conjunction with the new Corporate Business Plan for the four (4) year period 2021/22 to 2024/25.

### CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The proposed workforce amendments will impact the 2020/21 Annual Budget with an increase of .60 FTE, being the increase for the Records & Research Officer role from part-time to full-time.

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:

|   |  |
|---|--|
| Primary Strategic Risk Category               | Financial Sustainability   |
| Description                                   | Inability to maintain service and infrastructure levels for the Shire. |
| Residual Risk: (Low, Moderate, High, Extreme) | Moderate   |

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

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

N/A.

CONCLUSION

Adoption of the Shire of Gnowangerup Workforce Plan 2020 is recommended to ensure alignment of staffing with key strategic goals in year four (4) of the current Corporate Business Plan and workforce planning compliance for the 2020 calendar year.

VOTING REQUIREMENTS

Simple majority

COUNCIL RESOLUTION

**Moved: Cr G Stewart**

**Seconded: Cr M Creagh**

**0420.39 That Council:**

**Adopts the Shire of Gnowangerup Workforce Plan 2020.**

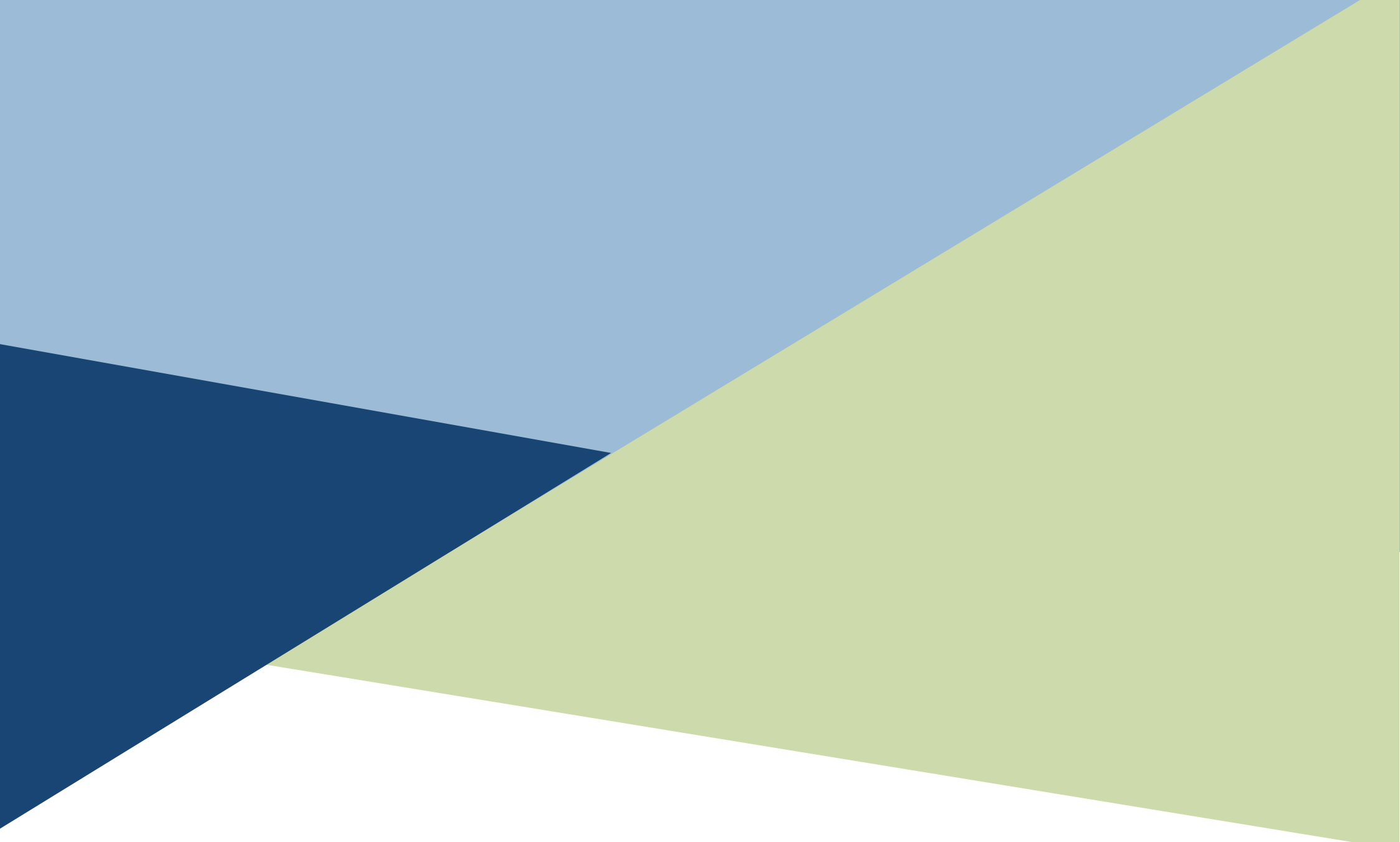
**UNANIMOUSLY CARRIED: 9/0**





# THE SHIRE OF GNOWANGERUP WORKFORCE PLAN 2020

**Our  
Team  
Focus**





# INTRODUCTION

The Shire of Gnowangerup Workforce Plan 2020 demonstrates our commitment to building the capacity of our workforce to maintain a highly skilled and experienced team to deliver our strategic outcomes, as detailed in the Corporate Business Plan 2017-2021. We are a small regional council with limited staff resources, but we are passionate about what we do and the sustainability of our community.

Our strategic workforce objective is to attract and retain a talented and diverse workforce, ensuring we implement strategies that build our organisational capacity and capability to support the community.

Our guiding principles include the following:

**Build and maintain** a culture of high performance living the Shire's values and demonstrating that the Shire is a great place to work;

**Create** the "right mix" (right skills, right time, right place) to respond effectively and efficiently to planned or unplanned change;

**Actively manage** the recruitment of new employees and the ongoing development and retention of existing employees;

**Align** the workforce profile with the Shire's quarterly and annual planning;

**Optimise** the potential of employees through effective performance management and professional development;

**Educate** the local community on the range of activities undertaken by the council and key job requirements to promote local employment;

**Develop** flexible and adaptable recruitment strategies to give local people the best opportunity to demonstrate they meet the position requirements;

**Support** and encourage managers and supervisors to mentor and develop their staff to be highly competitive candidates for future job opportunities.

## Why do we have a Workforce Plan?

Workforce Planning is about forecasting future labour market needs and is also useful for: identifying any staffing issues, managing risk and minimising crisis, containing workforce costs e.g., absenteeism, turnover, developing workforce skills, and ensuring adequate service delivery in the future.

# PART 1: OUR COMMUNITIES VISION AND KEY GOALS

The Shire of Gnowangerup is located in the Great Southern region of Western Australia, covers 4,268 sq km's and includes the towns of Borden, Ongerup, and Gnowangerup. The Shire is approximately 354 kilometers from Perth and 140 kilometers from Albany. It is a prosperous grain and sheep producing area.

The Shire exists in a landscape that is constantly changing with a gradual population decrease across the Shire and in each of the key towns mainly due to the key factors that impact on many regional agricultural centres<sup>1</sup>:

***“Efficiencies and technological innovation are***

***generating higher levels of agricultural production using less labour. This is driving a long-term trend of lower employment in agricultural regions. There is also a pattern of consolidation from smaller towns to larger regional centres, which affects the social fabric of these communities”.***

Population Figures for each town in the Shire

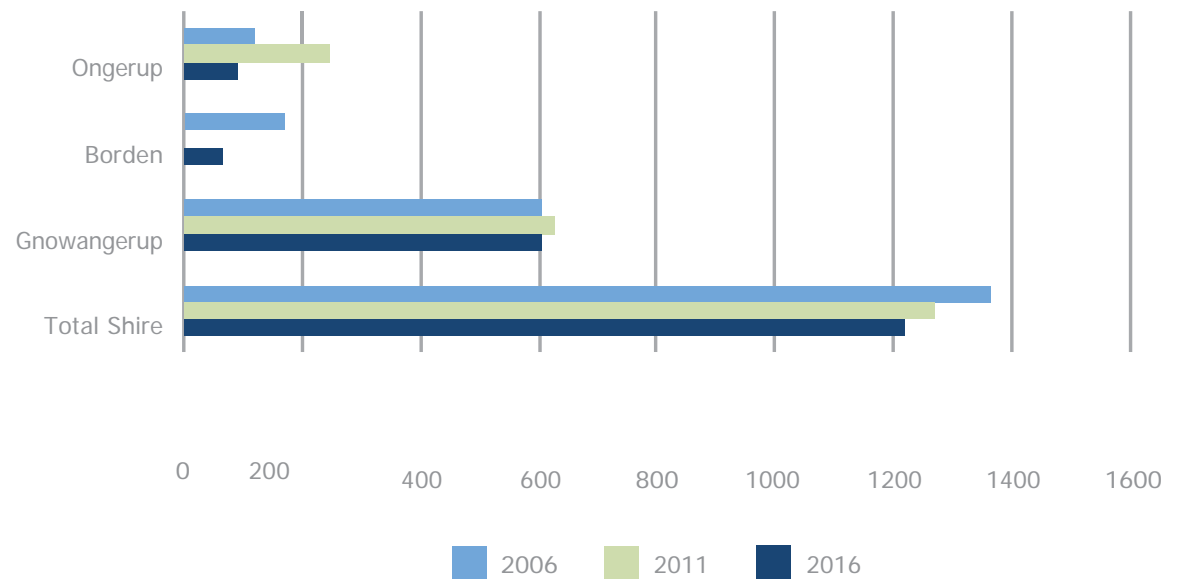


Figure 1: Source: 2016 Australian Bureau Census Data

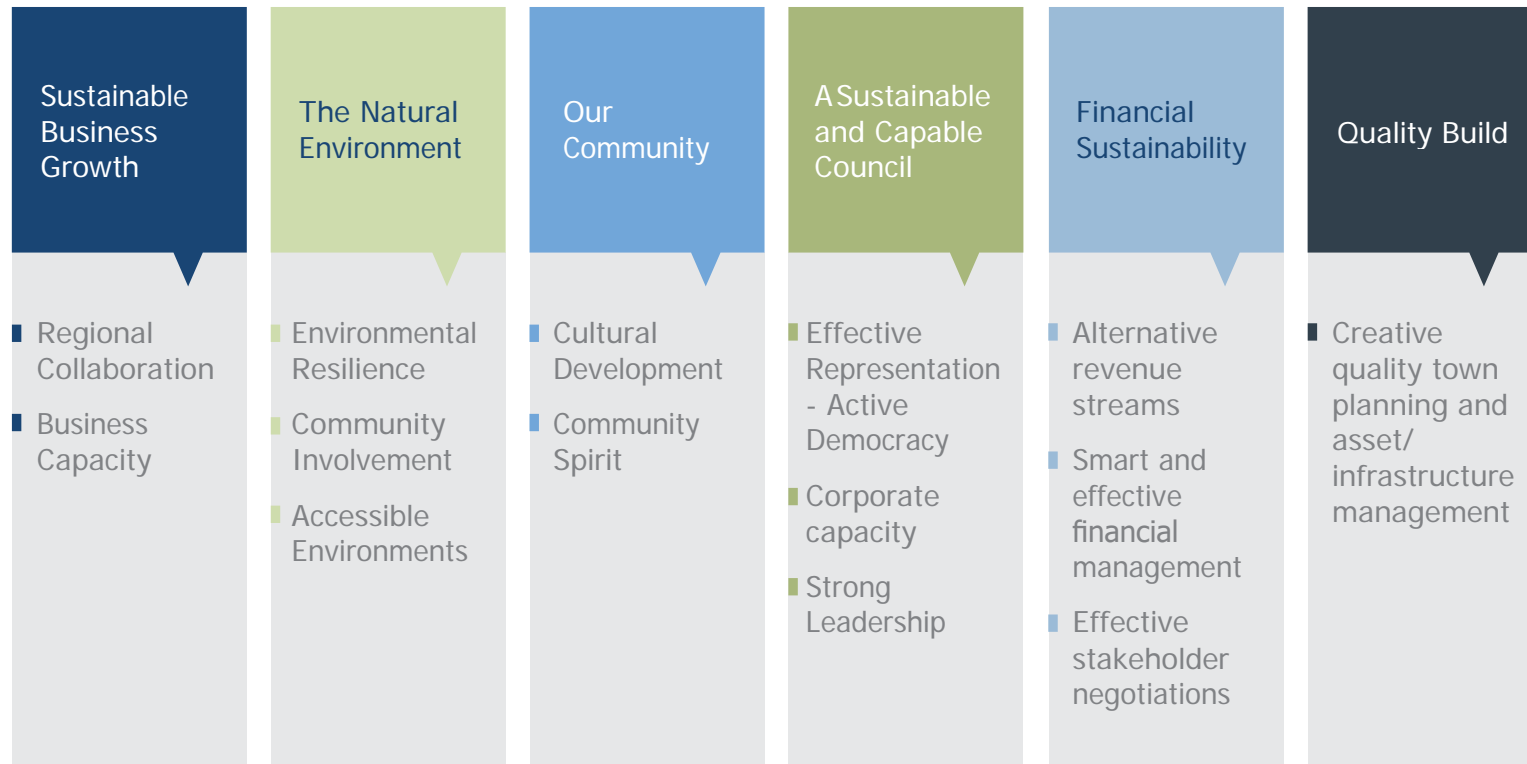
The planning and consultation work that has been undertaken in the Shire recognises these challenges and is focused on building:

***“A progressive inclusive and prosperous community built on opportunity”.***

<sup>1</sup> Australian Government Productivity Review December 2017, Transitioning Regional Economies, Study Report Overview and recommendations.

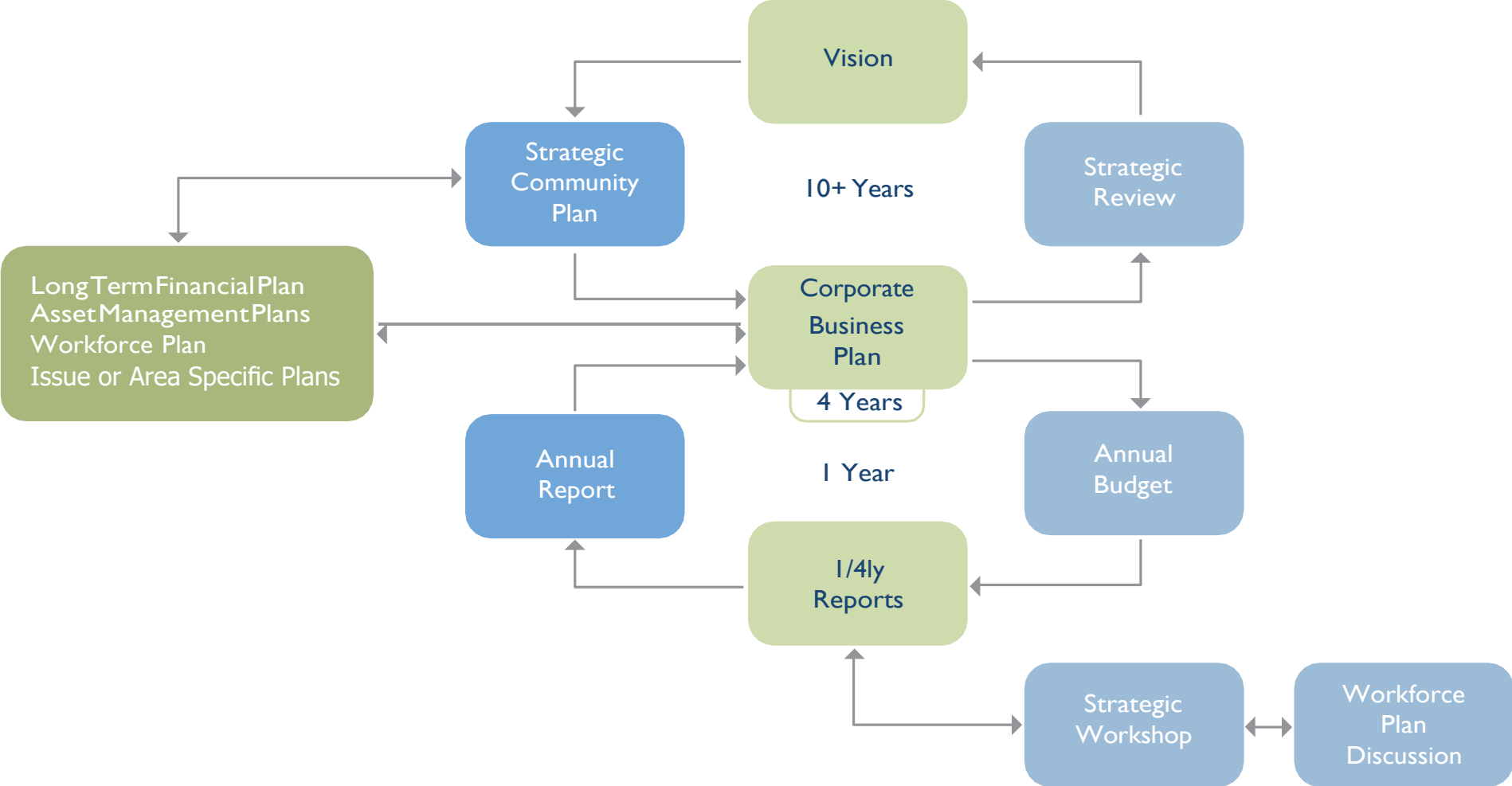
The Shire of Gnowangerup Corporate Business Plan 2017-2021 established to achieve this vision focuses on six key themes.

### Key Themes



### Key Success Factors

Strategic Planning Framework and Workforce Planning



## KEY CHALLENGES

A shortage of serviced industrial land, housing, digital infrastructure, appropriately skilled staff, an aging population and workforce and budget limitations are all factors that impact on the district's goals and the Shire's workforce. The Shire's workforce has been restructured to meet changing needs over the past five years with FTE decreasing from:

- 42 staff in 2014/15;
- 40 in 2015/16;
- 34 in 2016/17;
- 31 in 2020.

These figures do not include the external contractors (6 in 2020) who have remained the same over the past three years and provide the Shire with skills not available in the district on a flexible and cost-effective basis. On a positive note, staff turnover at the Shire has decreased over the past three year

## REVIEW OF ORGANISATION STRUCTURE

As part of 2020 review of the Shire of Gnowangerup Workforce Plan, senior management considered the current organisation structure and determined that three (3) revisions were required.

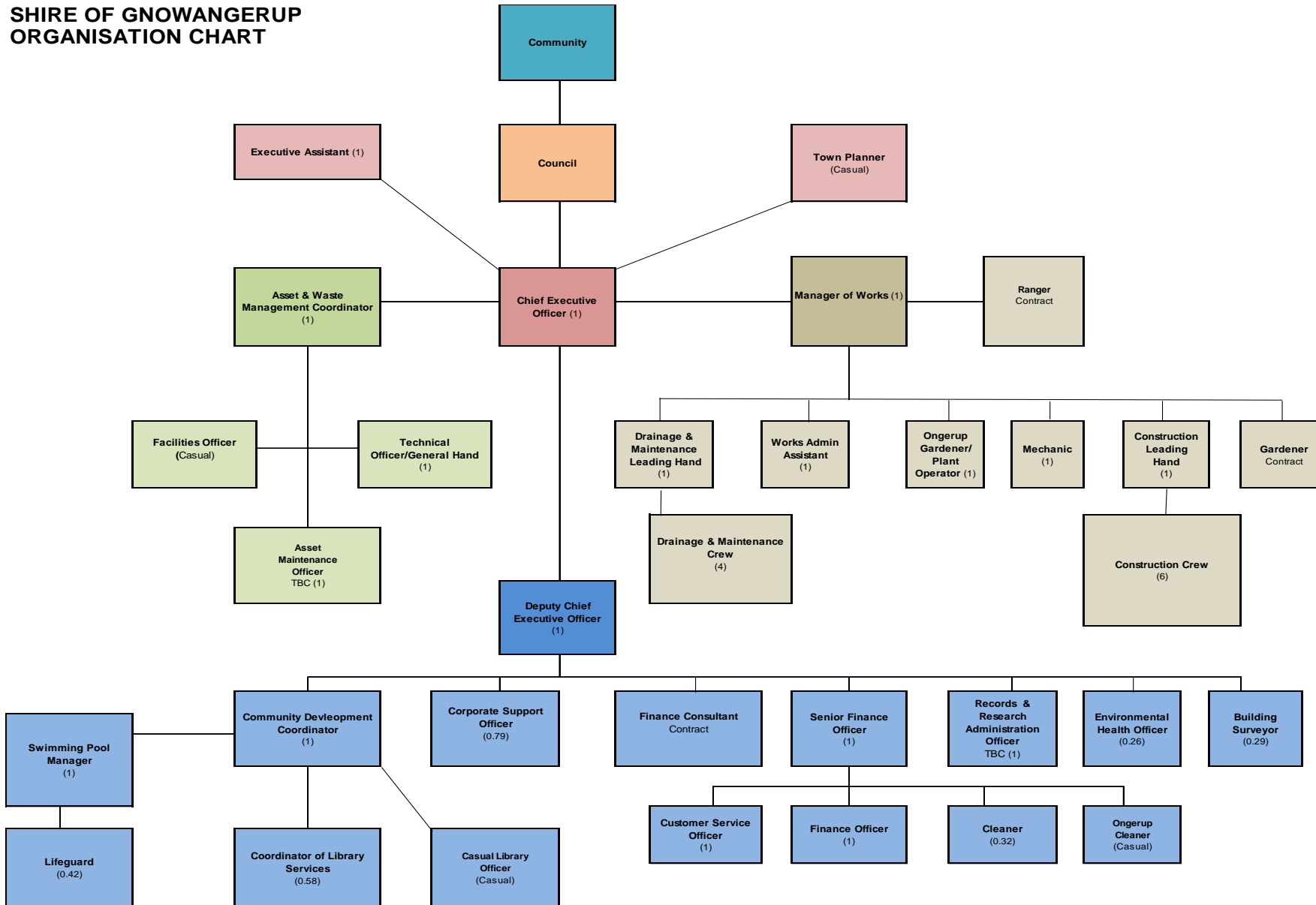
Firstly, the creation of a new fulltime Asset Management Officer position, to assist with building and other asset maintenance in accordance with our Asset Management Plan.

Secondly, the existing casual Records Administration role to become fulltime Records and Research Officer, in order to achieve ongoing compliance with records management (including the medical centre records) and provide research capability. Both positions to commence in May 2020. For the remainder of FY20, these positions will be funded by savings from vacant positions.

Thirdly a (currently vacant) Plant Operator role will not be filled for 2020/21, to fund the Asset Management Officer role with a review to be undertaken in 2021.

# PROPOSED STRUCTURE

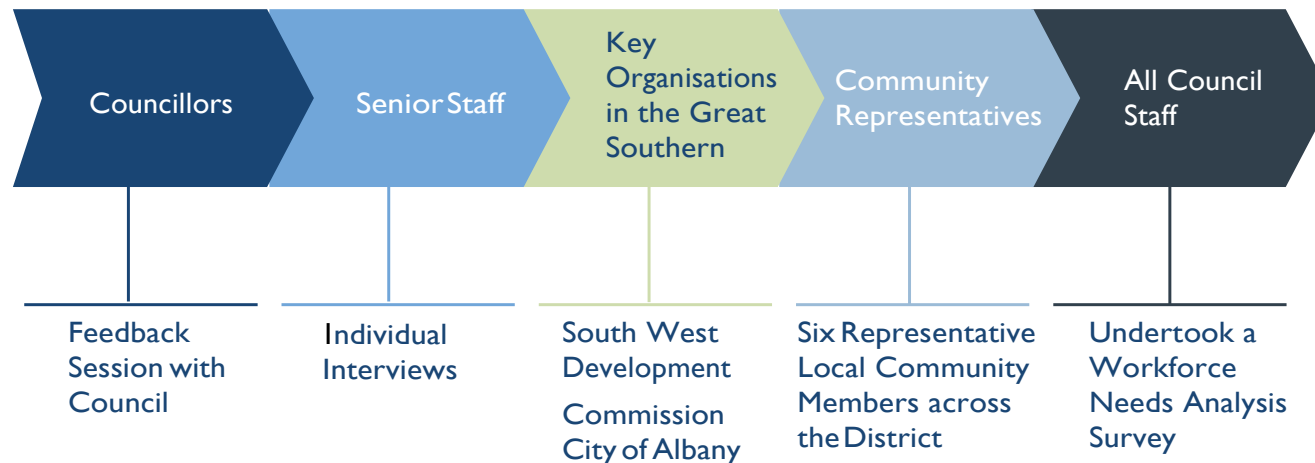
## SHIRE OF GNOWANGERUP ORGANISATION CHART



## PART 2: WHO WE CONSULTED AND OUR APPROACH

In 2017, the Shire undertook a limited, yet very informative, consultation process with key stakeholders listed below to help inform this workforce plan<sup>2</sup>. The goal was to:

- Confirm what each group considered “the most critical issue” that needed to be addressed in the Corporate Business Plan 2017-2021 to help focus the workforce priorities?
- Acknowledging the limited resources of the Shire, how can the Shire staff help the community build on the success of their current community development projects?
- How can the Shire increase the recruitment of competitive local applicants?
- Establish the future career goals of staff and their development needs.



<sup>2</sup> This consultation process was undertaken within the context of the broader Community Consultation Planning process 2017-2027

## PART 3: OUR KEY WORKFORCE CHALLENGES

For our workforce, we see our key challenges as being able to:

- implement practical workforce strategies and embed them 'into the way we work and plan';
- attract and retain a diverse workforce with the skills and experience to meet position requirements;
- meet staff development needs with a limited budget and staffing profile;
- embrace digital innovation and technology;
- develop and equip staff to be mentors and coaches to develop transferable skills and experience within the workforce;
- adopt flexible and targeted strategies to employ locally, where possible to reduce costs, staff turnover and build on local knowledge and support;
- build a positive and high performing culture that supports lifelong learning and development to promote an agile and responsive workforce to the changing environment.

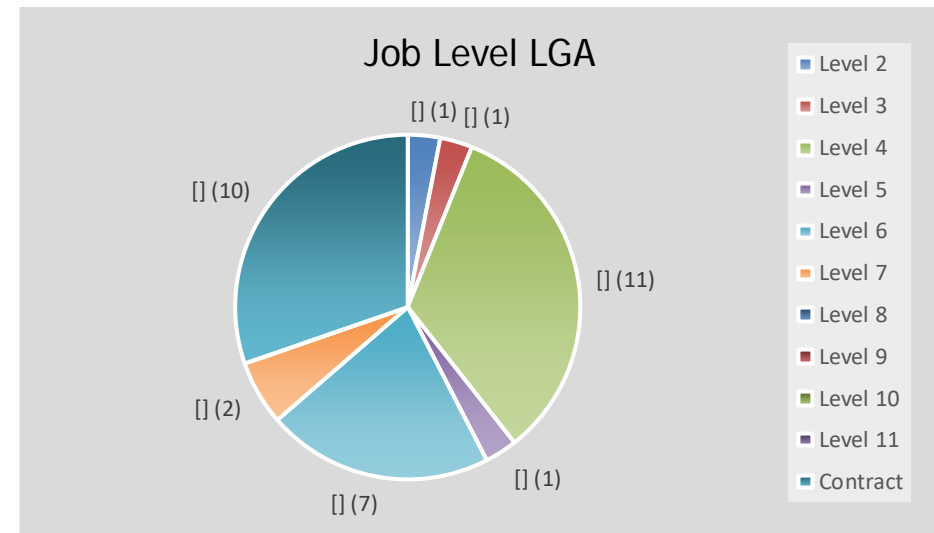
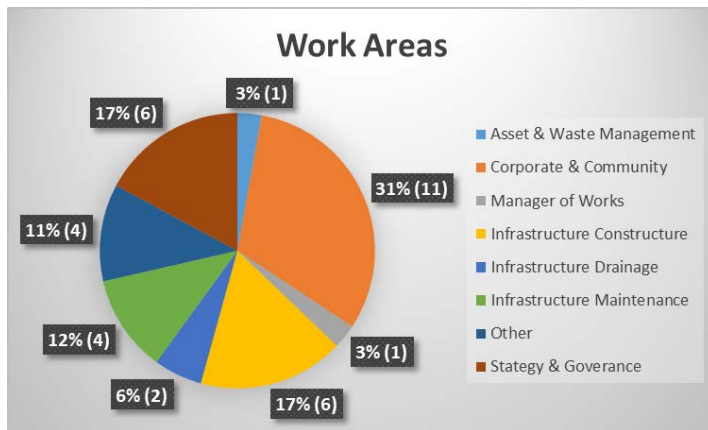
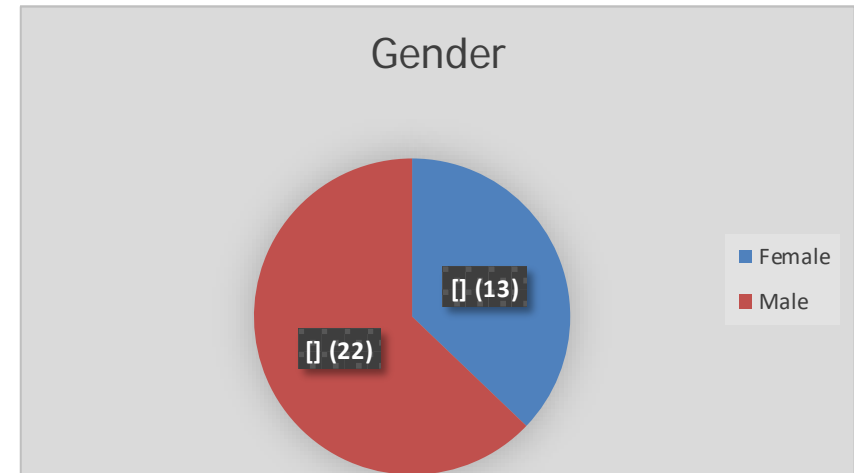
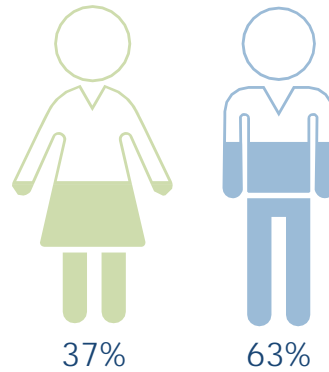




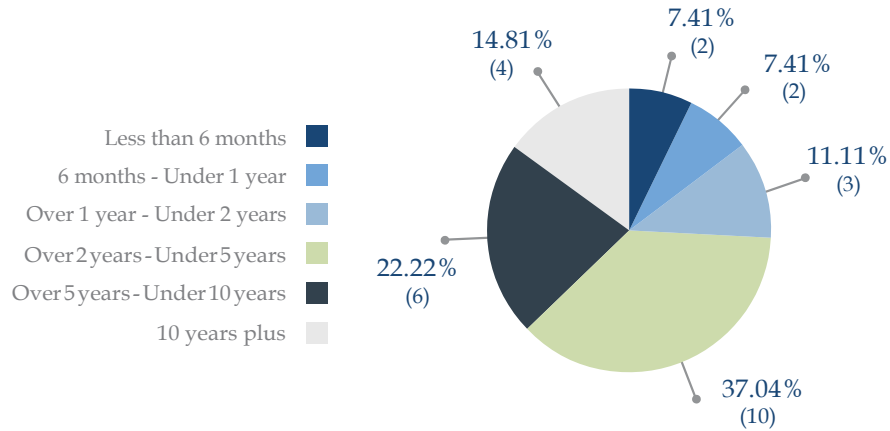
# PART 4: OUR PROFILE

## Quick Snapshot 2020

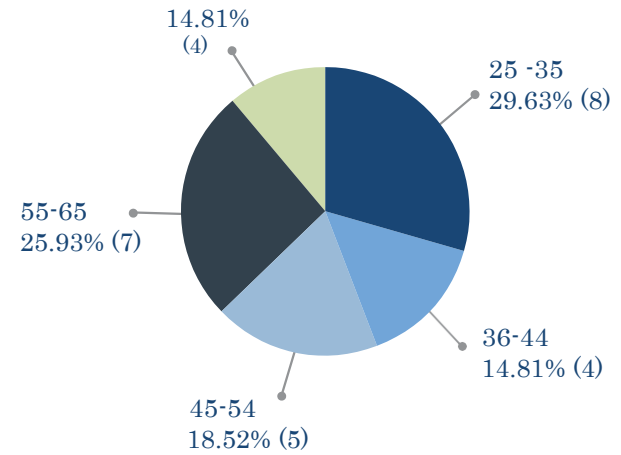
- 35** Total Head Count
- 31** FTE
- 24** Full time staff
- 6** Part Time
- 5** Casual
- 50** Average age
- 4** Eligible to retire
- 67** Average age: retirement eligibility



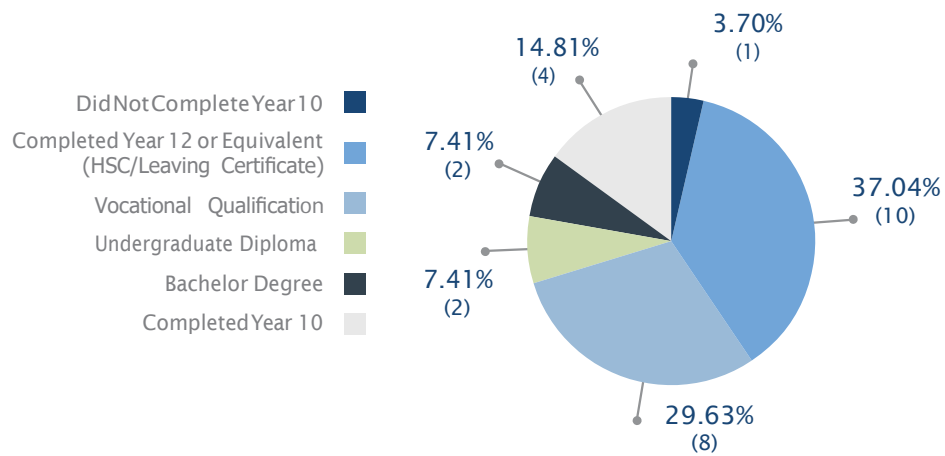
### Tenure



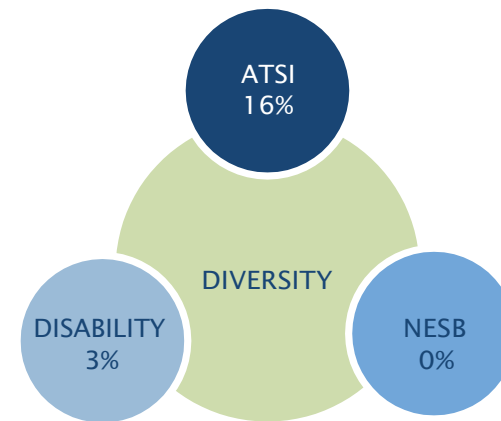
### Age Grouping



### Qualifications



### Workforce Diversity



# PART 5: RESULTS

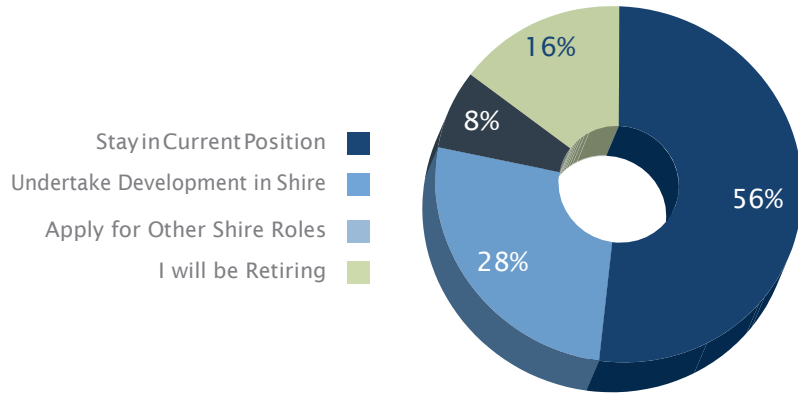
## WORKFORCE SURVEY: 27 STAFF RESPONSES

### ATTRACTING AND RECRUITING STAFF

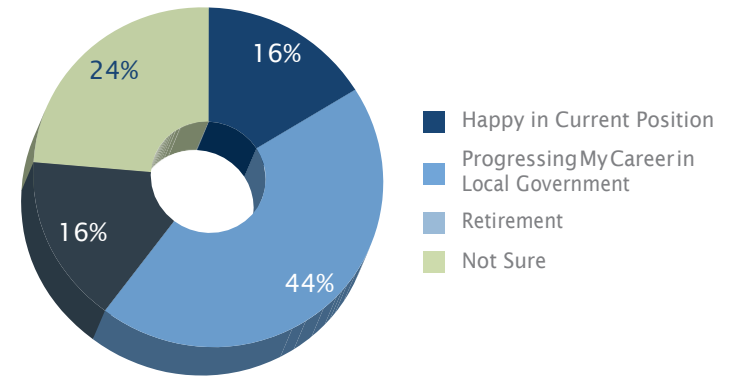
| Positions most difficult to recruit qualified and experienced applicants  | Why are positions difficult to fill?  | Staff suggestions   |
|---|---|---|
| <p>Senior staff</p> <p>Pool lifeguard</p> <p>Pool manager</p> <p>Grader operator</p> <p>Rates officer</p> <p>Plant operators (experience in plant operations and road construction)</p> | <p>We can match salary. It is often about available housing and whether the partner can find a job</p> <p>Money and housing are the biggest problem</p> <p>We are competing with the city and the mining Industry</p> <p>Not enough staff available to supervise trainee/apprentices</p> <p>Only part-time contract roles on offer.</p> | <p>Develop and train local people</p> <p>More leadership from the top</p> <p>Pay higher for experience</p> <p>Offer appropriate housing</p> <p>Make it more attractive for workers with young families to move to this area</p> <p>Give existing staff exposure and training for other areas within the Shire</p> <p>Develop a clear strategy on whether Council wants to invest in training locals or providing housing options</p> <p>Make sure workload is managed and appropriate</p> |

# OUR TRAINING AND DEVELOPMENT NEEDS

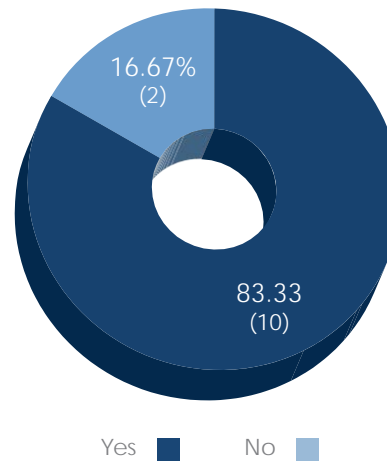
Short Term Career Goals



Long Term Career Goals

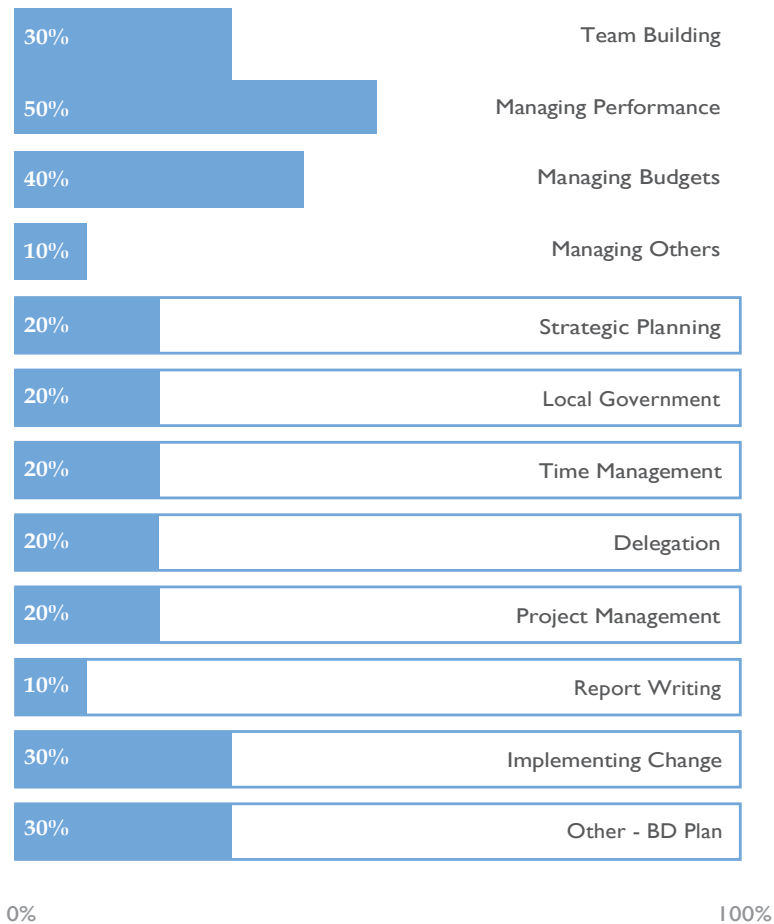


% of Staff Receiving Annual Performance Reviews

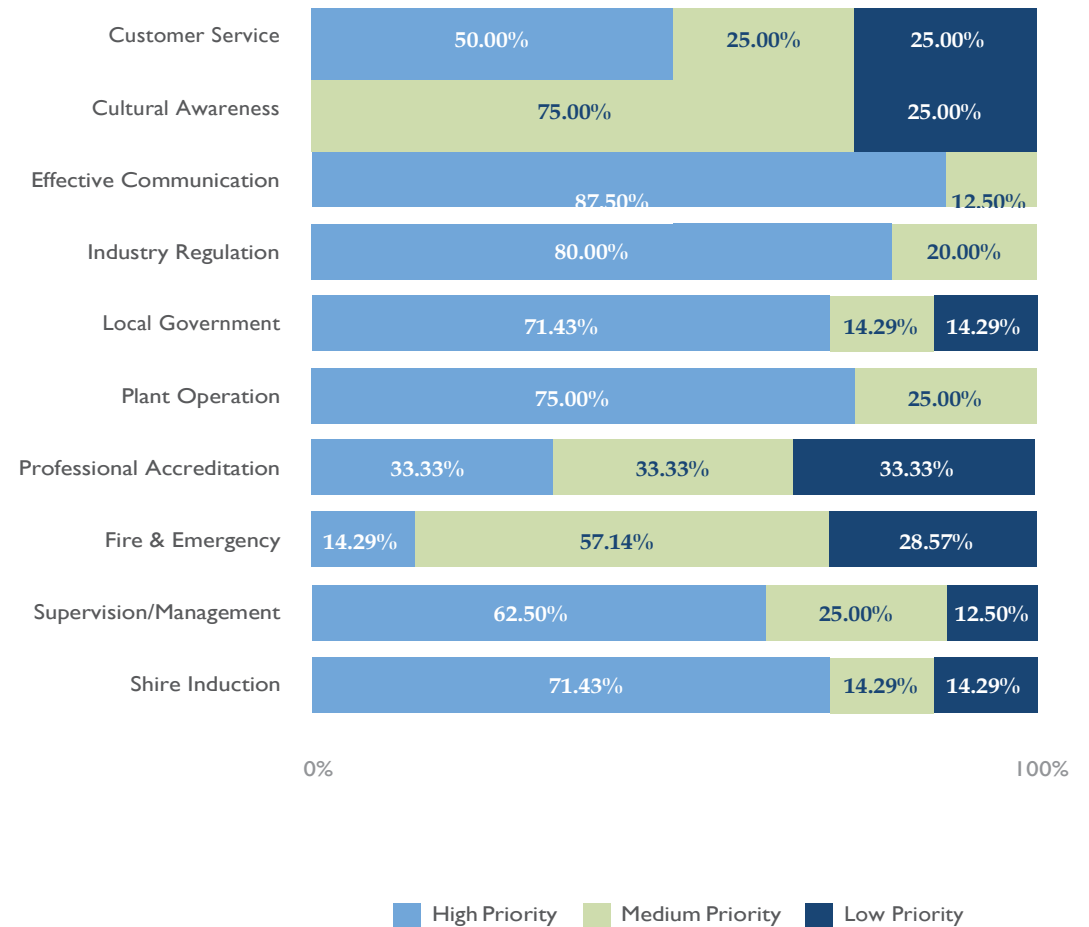


# TRAINING PRIORITIES IDENTIFIED BY MANAGERS/SUPERVISORS

## High Priority Training Required for Managers/Supervisors

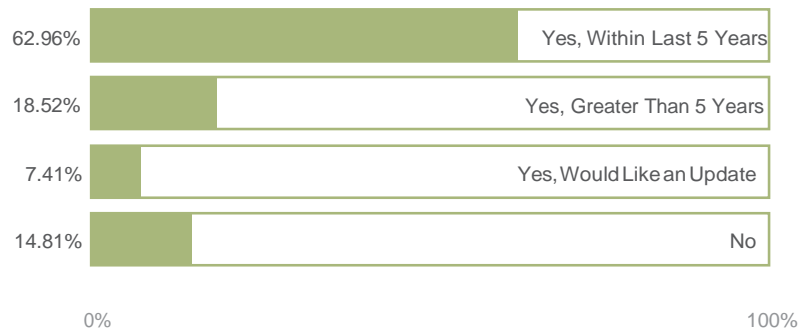


## High Priority Training Required for Staff

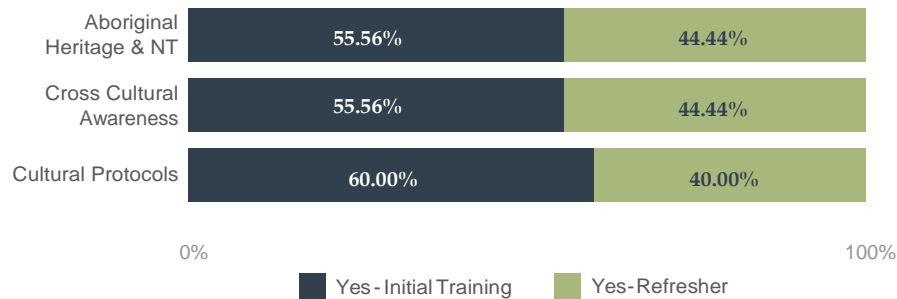


# TRAINING PRIORITIES IDENTIFIED BY STAFF ALL NON-MANAGEMENT/SUPERVISORY STAFF

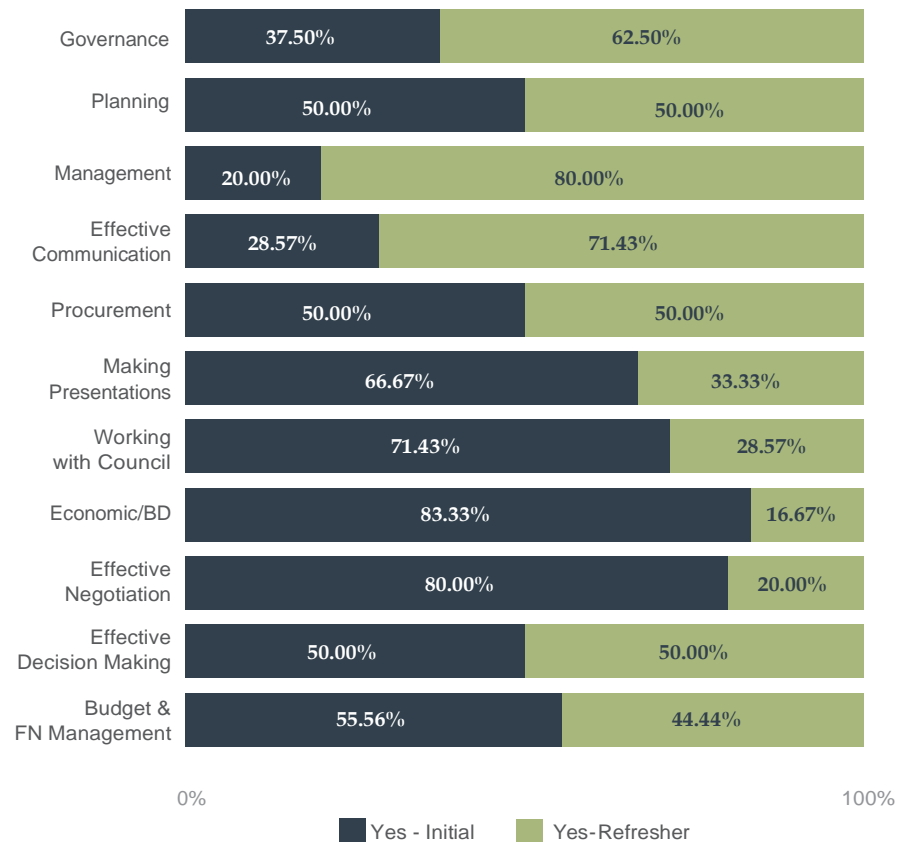
## Induction



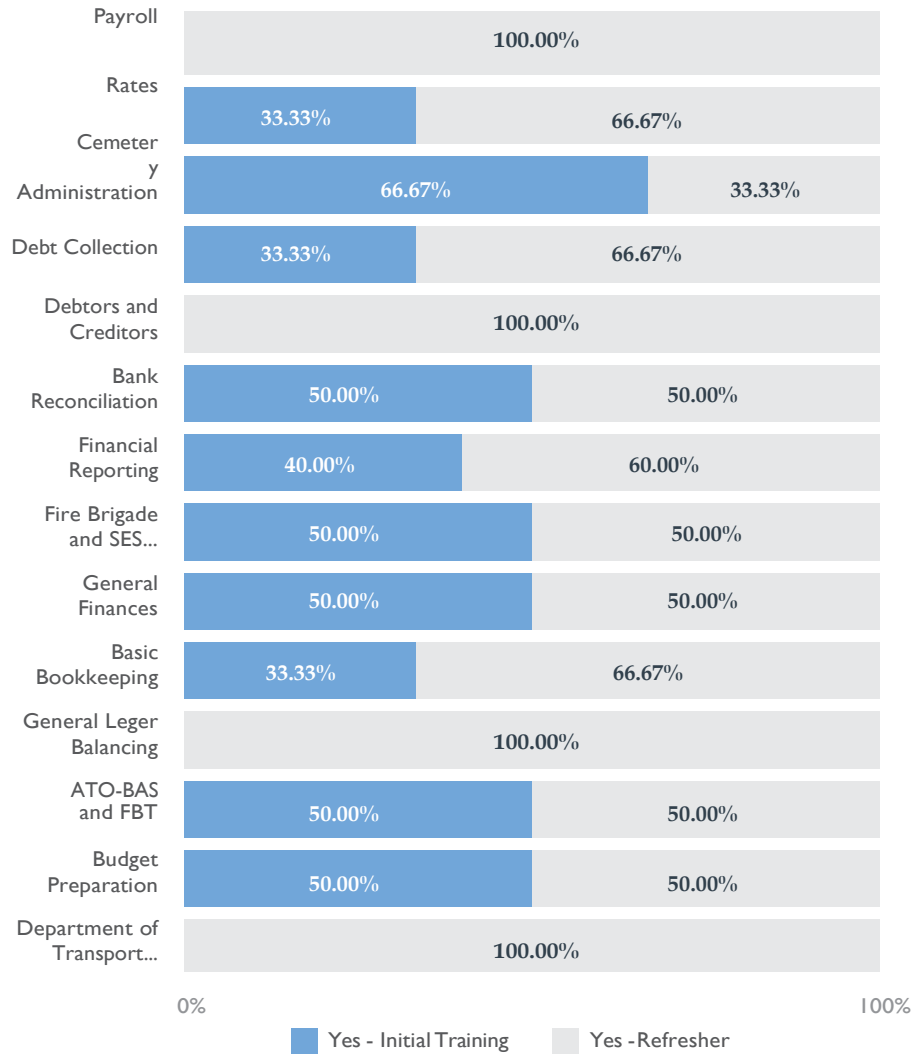
## Cultural Development Training



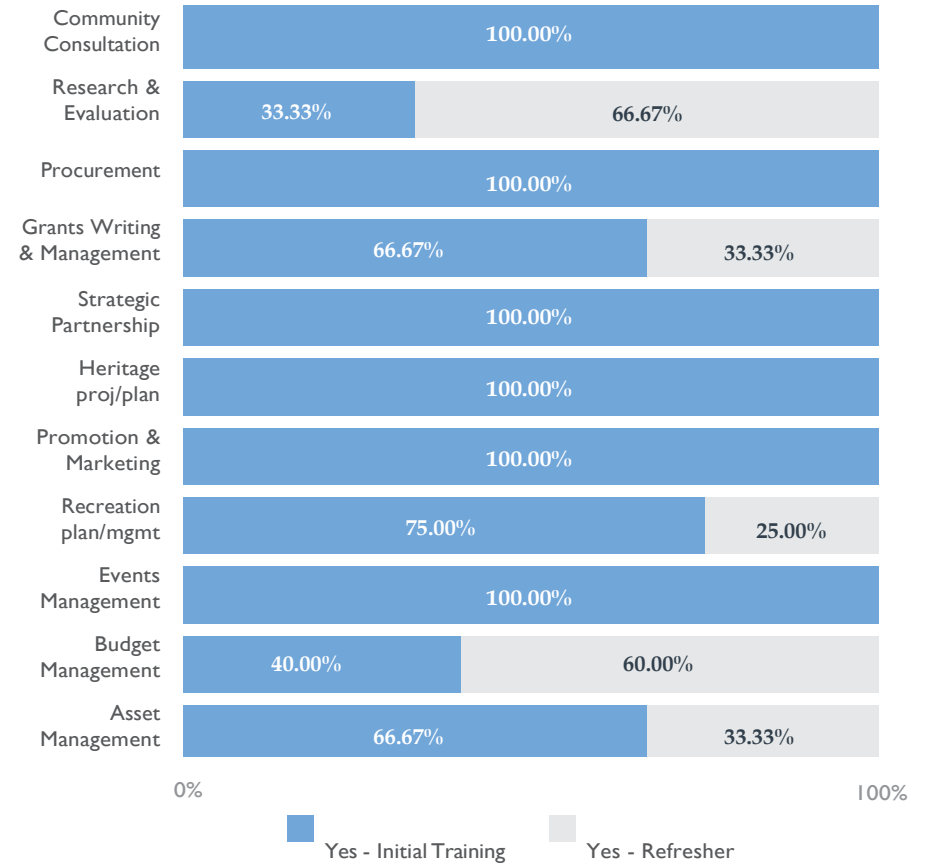
## Strategy & Governance Services



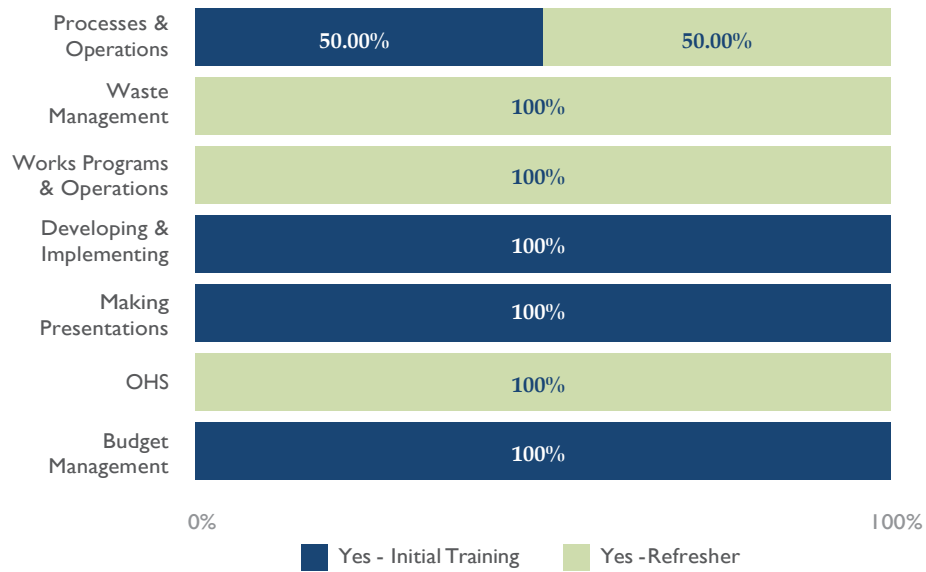
### Financial Services Training



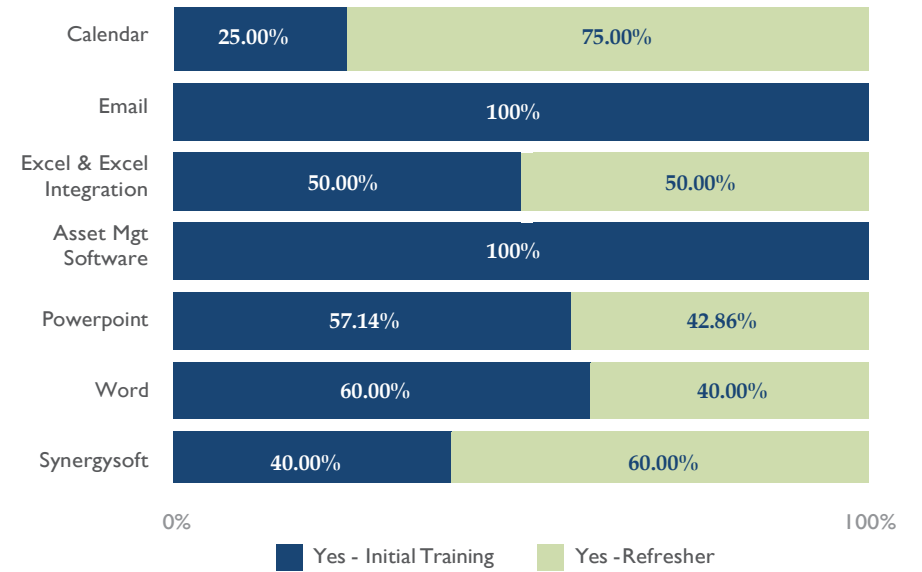
### Community Services Training



### Asset and Waste Management Training

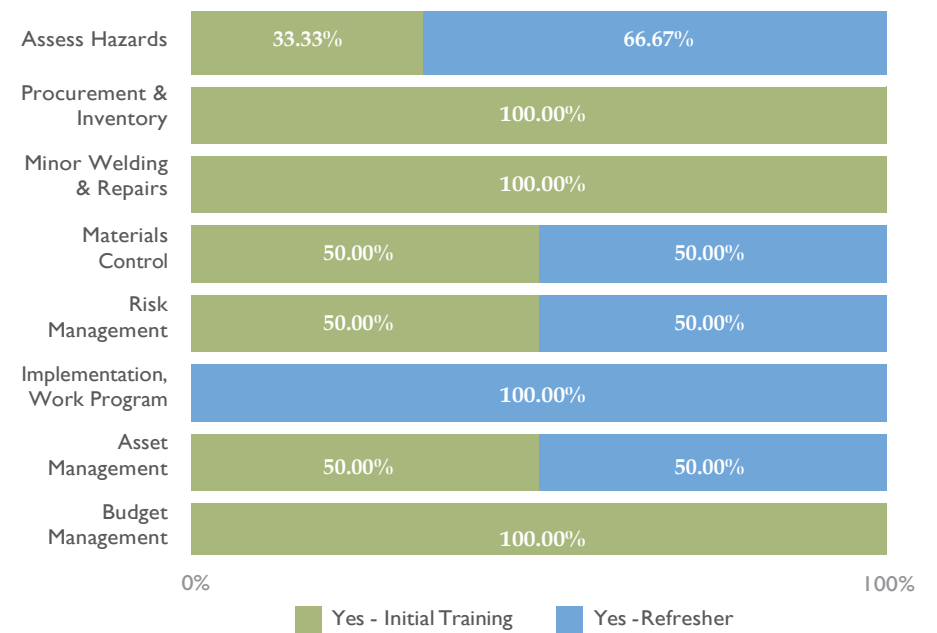
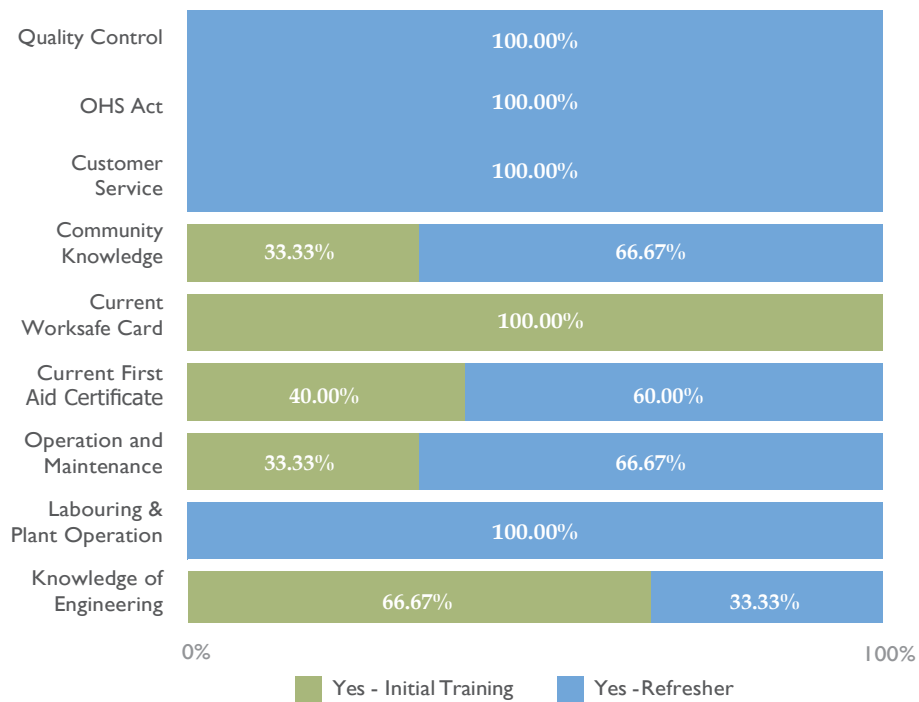


### Computer and/or Systems Training

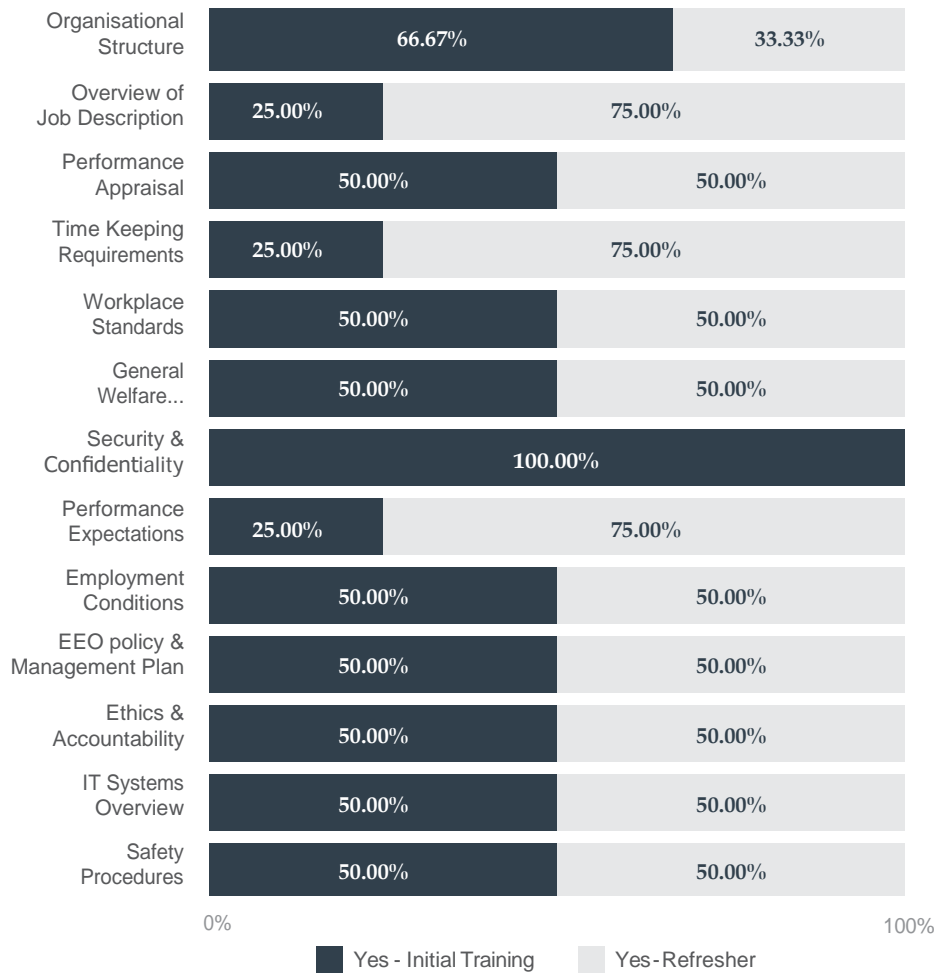




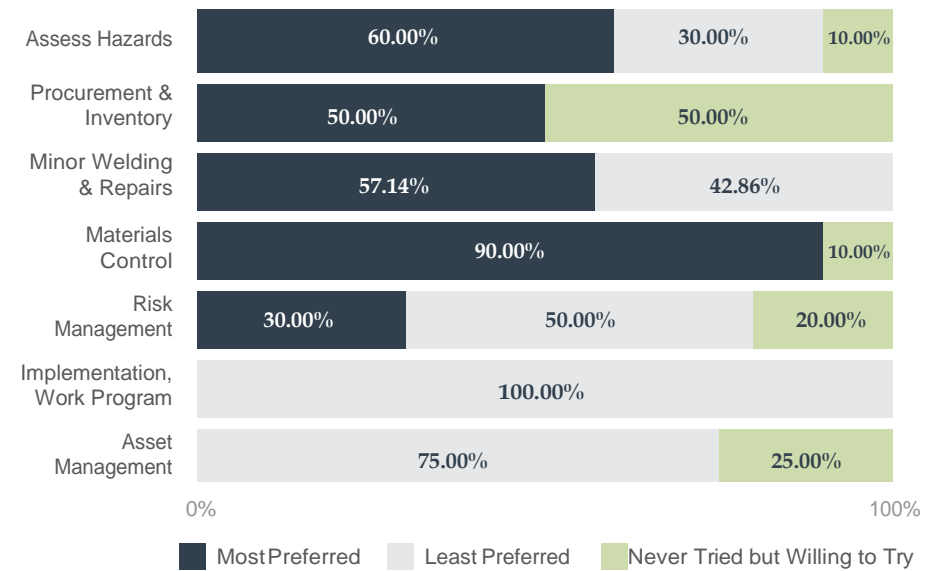
## Infrastructure Services (Maintenance, Drainage & Construction) Training



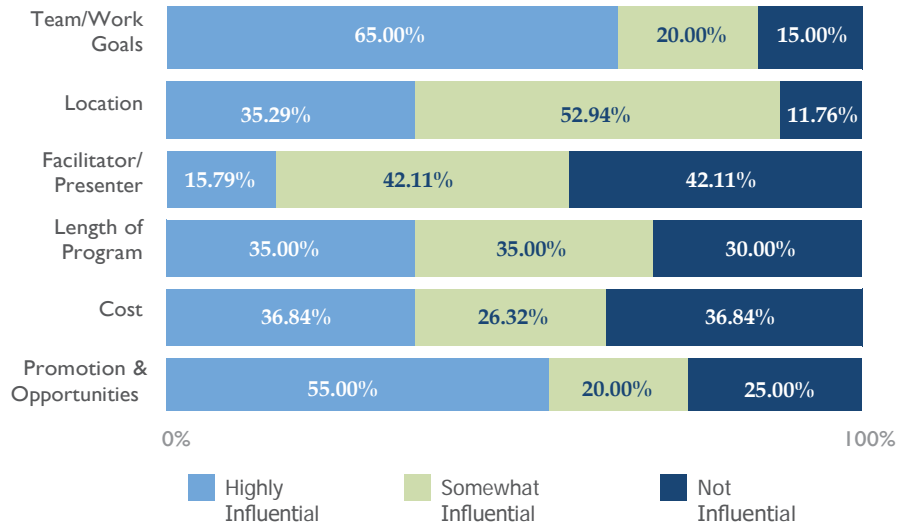
### Induction Training



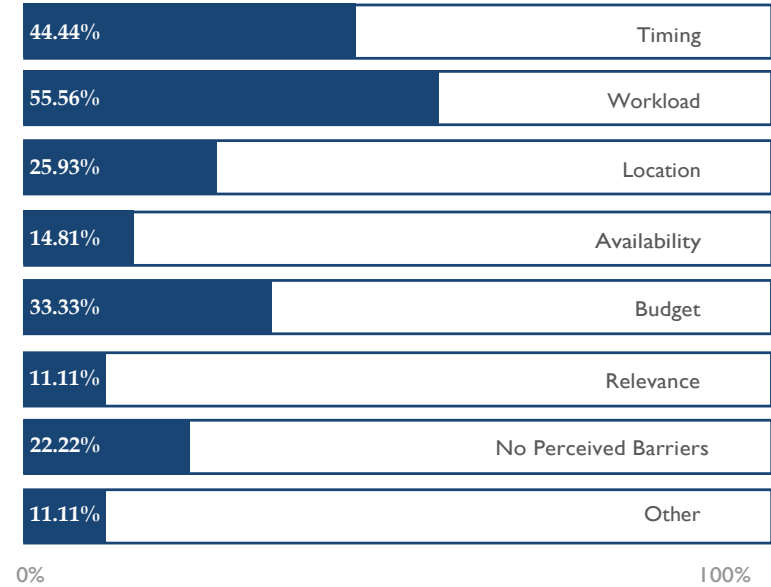
### Preferred Method of Training/Learning



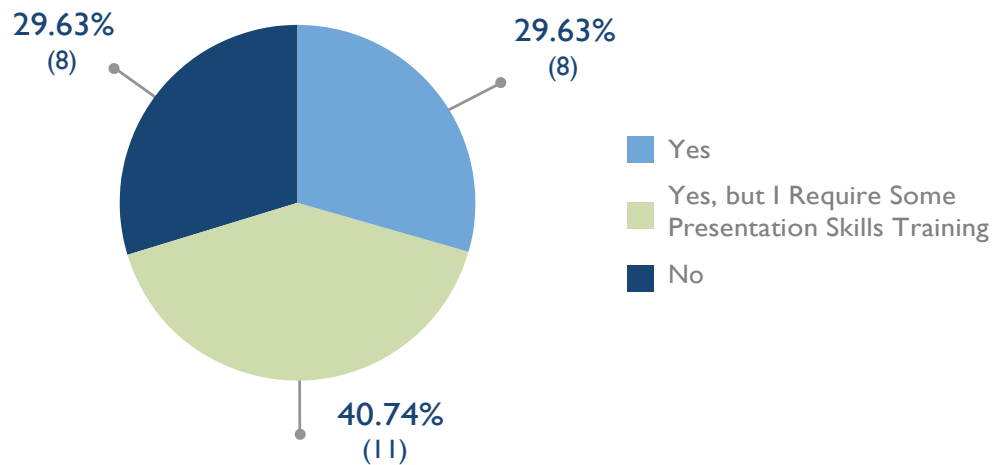
### Key Factors that Influence you to register for a Training Program



### Barriers to Attending Training and Development Activities



### Staff Interested in Delivering Training/Information Sessions on their Area of Expertise



## PART 6: STRATEGIC CONTEXT

**This Workforce plan has been developed to support the strategic goals outlined in the Gnowangerup Corporate Business Plan 2017-2021 within the broader context of:**

- workforce resources are planned within the next three years to deliver business plan outcomes;
- The Great Southern Regional Blue Print to 2040 and Royalties for Regions funding opportunities are currently under review;
- the population of the district has been declining over the past few years;
- there are no significant regional initiatives known at this stage that will reverse this trend;
- technology and communication capacity challenges necessary for business to thrive within the district as well a lack of funding and funding sources for major infrastructure projects to facilitate building projects; and
- the supply of suitable housing is another key challenge.

**However, the key focus of the Shire going forward is to work toward;**

- building the sustainability of the towns (Gnowangerup, Borden and Ongerup);
- bringing the three communities to work together to maximise outcomes;

- balancing community expectations and the allocation of resources, which is not always practicable due to the different population numbers in each town;

- building community collaboration across the district to work together to maintain and build the economic viability of the district;

- support the many capable people and groups across the district initiating, implementing and managing some key projects on a voluntary basis.

**Within this context the Shire of Gnowangerup;**

- was acknowledged in 2017 by The Department of Local Government, Sport and Cultural Industries Better Practice Review. The review found that “the Shire is an organisation that functions well and displays various strengths and good practice across a range of operations and in particular in the areas of customer service, financial and asset management and community engagement”;

- was recommended by the Department of Local Government, Sport and Cultural Industries to participate on a panel on Long Term Financial Plan Best Practices at the 2018 Local Government Professionals WA Finance Professionals Conference;

- has responded to changing circumstances by restructuring the existing workforce for maximum efficiencies and building a strong team. The key focus moving forward will be building capacity and up-skilling existing staff through mentoring and training and succession planning.

## PART 7: STAKEHOLDER FEEDBACK

Most stakeholders enthusiastically provided a broad range of feedback, which has been provided to the Shire however, the key points that will help the Shire focus the Workforce Plan are listed below.

### Councillors

1. The most critical issue that needs to be addressed in the Corporate Business Plan 2017-2021 to help focus the workforce priorities?

Facilitation of sustainable business growth and better community relations between the three towns of Gnowangerup, Borden and Ongerup. This includes providing quality services/facilities to support business (land availability and services, telecommunications, shopping local, maintaining health services, developing accommodation options and maintaining roads.

2. Acknowledging the limited resources of the Shire, how can the Shire staff help the community build on the success of their current community development projects?

Fully engage with the community and where possible employ appropriately qualified and experienced local people to build the capacity of the community to undertake projects. There needs to be strong community engagement skills within the Shire.

3. How can the Shire increase the recruitment of competitive local applicants?

Enhanced communication with the community, promote the shires successes, encourage greater Council participation across the district.

## Community Stakeholders

1. The most critical issue” that needs to be addressed in the Corporate Business Plan 2017-2021 to help focus the workforce priorities?

- Keep businesses alive to build the sustainability of the district.
- Improve roads and focus on the traditional services rates, roads and rubbish.
- Facilitate where possible better telecommunications, industrial land availability and services (power and water), housing projects, and the creation of enhanced streetscapes in each town.
- Develop a specialty for each town and share resources more fairly.
- Bring the towns together to share resources-keep trying new ideas.

2. Acknowledging the limited resources of the Shire, how can the Shire staff help the community build on the success of their current community development projects?

- Develop a list of key community groups in the district to find out what they are planning to do during the year re community development projects and establish a peak group to liaise with and establish the key skills and experience within these groups to support each other.
- Put the Shire works timetable for the year on the web so that community groups running events know when standard Shire maintenance will be undertaken e.g. lawns, gardening and road maintenance in each town etc.
- Provide easily accessible information on what each person in the Shire does so people know who to consult.
- Improve communication with the community - put the quarterly operational plan reports to Council (very conspicuously) on the Web and link to Face Book.
- The towns need to work together.
- Bring community groups together to maintain a few buildings that the Shire supports so they can be sold off to provide more resources for other community development projects.
- Actively support community groups by not presenting roadblocks, rather adopting an approach of how we can overcome issues.

3. How can the Shire increase the recruitment of competitive local applicants?

- The person filling the community engagement / development position needs to live locally. Change hours so not full time to attract a local e.g. job share; school hours or work from home.
- Mentor a new graduate from the district who has great skills.
- Hold information sessions re employment opportunities and consult key community groups to help sell the message and increase engagement.

# PART 8: OUR WORKFORCE PRIORITIES AND STRATEGIES FOR 2017 TO 2021

Our team focus is built on four key themes to support the Shire's Corporate Goals.



Goals

1

Foster a culture of high performance that demonstrates the Shire is a great place to work



What success looks like

### Our workforce:

- understand and demonstrate the Shire's values and key goals
- the Shire is known as a great place to work across the district and region
- employee engagement is high- staff are heard and valued; there is a good work life balance; a strong workplace camaraderie and support; and they are given the opportunity to develop.



Actions

### Implement workforce initiatives to:

- determine the key behaviours required to demonstrate the Shire's values and clearly articulate and reinforce to all staff, align to recruitment, induction and performance discussions/reviews
- ensure all staff have a development plan each year.



How we will measure and report on success

### Measures will include:

- staff performance is rated in feedback and reviews aligned to the organisational strategic goals
- level of job satisfaction – staff survey results
- no. of suitably qualified staff attracted and employed by the Shire
- staff turnover rate
- feedback from managers / supervisors and staff on the effectiveness of development plans.



## Goals

2

A Shire with great talent - employing the right people, in the right place and the right time with the right skills.



## What success looks like

### Our workforce:

- promote and demonstrate the benefits of working for the Shire in the way they act, talk and engage with the community and the high -quality outcomes they produce
- is highly skilled, agile and responsive to changing workplace priorities
- is committed to continuous learning and actively engages in activities that build both personal and professional capability
- harnesses ideas generated through an inclusive, diverse and a multi- generational workforce
- shares expertise and knowledge in the workplace
- is keen to participate in community engagement activities
- is comprised of a range of highly skilled and qualified local staff.



## Actions

### Implement workforce initiatives to:

- regularly review the operational plan and align it with workforce capacity
- work with community representatives to identify ways to attract local applicants
- trial the engagement of independent local or regional representatives on selection panels
- conduct community information sessions to inform and encourage suitably skilled and qualified applicants to apply for positions
- promote the achievements of the Shire through Facebook and other mediums
- promote the Shire in the Region as a great way for new graduates to start a career in local government (LG) and work with other regional LGs to develop a program to share resources and build their capacity
- encourage and facilitate staff to provide information and presentations on the work they do to other staff and to community groups
- engage staff across the Shire in community development activities.



## How we will measure and report on success

### Measures will include:

- number of local applicants that apply for positions
- number of suitably qualified and experienced local applicants and employees
- number of community members who attend information sessions and their level of satisfaction with the event
- feedback from the community through social media on the ease of access to relevant Shire/ Council information and the greater transparency
- number of staff making presentations and mentoring others, feedback obtained.





## Goals



## What success looks like



## Actions



## How we will measure and report on success

3

A sustainable workplace with well-developed succession planning

### We:

- have a diverse multi-generational workforce with broad transferable skills
- expect managers and supervisors to build the capacity of their staff to be competitive for internal promotions or sideways appointments
- encourage all staff to seek opportunities to build their computer skills and experience
- expect workforce silos to be minimised, as all staff understand the role of other departments and have the opportunity to build relationships through project collaboration and regular interactions

### Develop and implement:

- provide easy community access to the quarterly Operational Plan up-dates to Council and encourage feedback
- a recruitment strategy that focuses on employing a multigenerational workforce offering flexible employment options
- a mentoring program with emphasis on those staff that want to further their careers
- provide the opportunity for all staff to work across the organisation within the first weeks of their employment
- focus on creating a "tech savvy" workforce that embraces technology
- develop an up-to-date training calendar based on key job requirements and staff feedback
- undertake staff exit interviews and act on feedback
- undertake a skills audit/matrix review as part of the performance review
- monitor key workforce data inc. cost of recruitment, retention and satisfaction of new recruits, establish a skills matrix for new staff and record all future training and development activities.

### Measures will include:

- workforce planning initiatives completed
- multi-generational staff employed into vacant positions
- number of internal applicants that are selected for advertised vacancies through merit-based selection processes
- number of critical roles with a succession plan in place
- number of staff who complete training and/or mentoring programs
- number of staff who are skilled in their role and/or to be able to relieve their manager/supervisor.



4  
 Our leaders are of the highest quality and they inspire, motivate and are accountable to achieve outcomes

**Our Managers & Supervisors:**

- are strong role models for the Shire
- are authentic, accessible and champions of two-way communication and collaboration
- make evidence-based decisions and drive performance ensuring all employees embrace shared responsibility for delivering results
- are open and transparent in their decision making and are accountable for their actions
- understand and demonstrate high-level leadership and management practices.

**Develop and implement:**

- mentor and support managers and supervisors to conduct meaningful and regular performance reviews to build the capacity of staff and hold them to account
- staff receive training and development to enable progression to first management/supervisory role and on-going training to keep up-to-date with modern practices.

**Measures will include:**

- % of staff that indicate satisfaction with the organisational leadership
- % of managers & supervisors that consistently perform to a high standard as indicated through their performance review, act on any areas for development
- Achievement of strategic organisational goals.

## PART 9: MONITORING AND REPORTING

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

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

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

- regular discussions to review and up-date the operational plan to align it with workforce capacity quarterly at the strategic workshop conducted with senior staff prior to providing an-up- date to the Council meeting;
- monitor and discuss key workforce risks and plan mitigating strategies;
- develop a training needs matrix and up-date every quarter to monitor key workforce data and the skills and experience of new and existing staff.







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## 12.2 QUARTERLY REVIEW OF CORPORATE BUSINESS PLAN

|                                |                            |
|--------------------------------|----------------------------|
| <b>Location:</b>               | N/A                        |
| <b>Proponent:</b>              | N/A                        |
| <b>File Ref:</b>               | ADM0432                    |
| <b>Date of Report:</b>         | 6 <sup>th</sup> April 2020 |
| <b>Business Unit:</b>          | Strategy and Governance    |
| <b>Officer:</b>                | Ian Graham – Deputy CEO    |
| <b>Disclosure of Interest:</b> | Nil                        |

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### ATTACHMENTS

- Quarterly Corporate Business Plan Review for 3rd Quarter 2019/2020

### PURPOSE OF THE REPORT

For Council to note the Quarterly Corporate Business Plan (CBP) Review for the quarter ending 31<sup>st</sup> March 2020 (i.e. the progress of the actions/projects in the existing CBP) and to adopt any amendments to the existing CBP.

### BACKGROUND

Council adopted its Strategic Community Plan and Corporate Business Plan in 2017. Regulation 19DA(4) of the *Local Government (Administration) Regulations 1996* requires a local government to review its current Corporate Business Plan each year. Regulation 19C(4) requires a local government to review its Strategic Community Plan at least once every four years.

### COMMENTS

The attached report confirms that the Shire is on track to meet its Integrated Planning and Reporting (IP&R) commitments and satisfies Regulations 19C and 19DA of the *Local Government (Administration) Regulations 1996*.

### CONSULTATION

Nil

### LEGAL AND STATUTORY REQUIREMENTS

LG Act 1995 s5.56:

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

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

Local Government (Administration) Regulations 1996:

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

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

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

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
  
\*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil. All actions/projects have been budgeted for or will be budgeted for in future years.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Integrate planning, resources and reporting

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

|                                 |                        |
|---------------------------------|------------------------|
| <b>Strategic Risk Category</b>  | Ineffective Leadership |
| <b>Consequence Rating</b>       | Minor                  |
| <b>Likelihood Rating</b>        | Unlikely               |
| <b>Control Rating</b>           | Effective              |
| <b>Risk Acceptance Criteria</b> | Acceptable             |

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The new reporting tool is a relatively simple way to report to Council on the progress of the CBP actions. The adoption of the revised CBP reinforces Council's commitment to meaningful strategic planning and provides a sound basis for continual improvement within the Shire.

VOTING REQUIREMENTS

Absolute majority

COUNCIL RESOLUTION

**Moved: Cr G Stewart**

**Seconded: Cr R House**

**0420.40 That Council:**

- 1. Note and approve the achievements against the actions in the attached Quarterly Corporate Business Plan Review for the quarter ending 31<sup>st</sup> March 2020;**
- 2. Note that there were no amendments to the existing CBP during this quarter; and;**
- 3. Direct the CEO to publish the attached report on the Shire's web page.**

**CARRIED BY ABSOLUTE MAJORITY: 9/0**



**GNOWANGERUP SHIRE STRATEGIC BUSINESS PLAN FY 2018/19 - 2021/22 v1**

**OUR VALUES**

We believe in the following values which will guide our behaviours:

- Honesty      • Responsibility      • Respect
- Excellence      • Fairness      • Teamwork

**19/20 QUARTERLY REVIEW - END OF QUARTER THREE**

| OUR KEY THEMES and OBJECTIVES<br>Note, these should be broad, long term aims that work towards achieving the vision and purpose. Extract from your Community Strategic Plan |  | OPERATIONAL IMPLEMENTATION |   |                    |          | PROJECT STATUS |                      | ACTION UPDATE COMMENTS   |
|---|--|----------------------------|---|--------------------|----------|----------------|----------------------|--|
|   |  | ACTIONS                    | RESPONSIBILITY  | DELIVERY TIMELINE  |          | ON TRACK       | HELD / NOT COMMENCED |  |
|   |  |                            |   | FY 19/20           | FY 20/21 | CANCELLED      |                      |  |
| <b>A. SUSTAINABLE BUSINESS GROWTH</b>   |  | <b>A1.1.1</b>              | Develop and implement an Economic Development Strategy/ Plan to guide and drive economic development in the Shire.  | CEO                |          |                |                      |  |
|   |  | <b>A1.1.2</b>              | 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               |          |                |                      | Plan presented to Council September 2018   |
| <b>A1</b>   | Actively support and develop existing business and attract new local business.   | <b>A1.1.3</b>              | Implement the Digital Workplan.   | DCEO               | ●        | ●              |                      | Digital awareness community training sessions are well under way in Gnowangerup, Ongerup and Borden  |
|   |  | <b>A1.2.1</b>              | Identify a community project to facilitate, that encourages business growth i.e. Business Development Group.  | CEO                | ●        | ●              |                      |  |
|   |  | <b>A1.3.1</b>              | Monitor progress on infrastructure plans.   | TOWN PLANNER       | ●        | ●              |                      |  |
|   |  | <b>A1.4.1</b>              | Work with Landcorp to release the industrial lots in Quinn Street.  | CEO / TOWN PLANNER | ●        | ●              |                      |  |
|   |  | <b>A1.4.2</b>              | Monitor development rates and ensure future supply of industrial land for subdivision and development.  | TOWN PLANNER       | ●        | ●              |                      |  |
|   |  | <b>A1.4.3</b>              | Progress Cuneo Close commercial development   | MW                 |          |                |                      |  |
|   |  | <b>A1.5.1</b>              | Hold annual Business Forum.   | CEO                | ●        |                |                      |  |
|   |  |                            |   |                    |          |                |                      |  |
| <b>A2</b>   | For the Shire's business community to have the technology and communication capability necessary to thrive within a competitive environment. | <b>A2.1.1</b>              | Work with external partners to provide an improved internet service within the District.  | DCEO               | ●        | ●              |                      | Waiting on further update from Superloop. Project involves a fixed wireless network from the Gnowangerup district to Narrogin. EOI's are on hold at present. |
| <b>A3</b>   | Enhance and develop the Tourism industry to promote growth and prosperity.   | <b>A3.1.1</b>              | Work with the community to attract a Major Event/Festival or Attraction to the Shire  | CDC                | ●        | ●              |                      |  |
|   |  | <b>A3.2.1</b>              | Complete Gnowangerup Heritage Trail Project.  | CDC                |          |                |                      | Postponed until 2020/21  |
|   |  | <b>A3.2.2</b>              | Develop Tourism Strategy.   | CEO                |          |                |                      |  |
|   |  | <b>A3.2.3</b>              | Develop Management Plan for the Gnowangerup Star.   | CEO                | ●        |                |                      |  |

| Community Strategic Plan          |  |               |  | FY 19/20                 | FY 20/21 | COMPLETE | D  |
|-----------------------------------|--|---------------|--|--------------------------|----------|----------|--|
| <b>B. THE NATURAL ENVIRONMENT</b> |  |               |  |                          |          |          |  |
| <b>B1</b>                         | Environmentally sustainable leadership.  | <b>B1.1.1</b> | 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                     | ●        | ●        | On Hold due lack of resources and the current and likley future enviornment  |
|                                   |  | <b>B1.1.2</b> | Take management order over Borden Community Dam reserve.   | DCEO                     |          |          | To be reviewed as part of overall Water Management Strategy  |
|                                   |  | <b>B1.2.1</b> | Design and cost the installation of recycling stations at each landfill. Trial at Gnowangerup in Feb 2018.   | AWMC                     |          |          | Work commenced as part of the Regional Waste project anticipate completion end April 2020  |
|                                   |  | <b>B1.2.2</b> | Roll out the recycling stations to the Borden and Ongerup landfills.   | AWMC                     |          |          | Work commenced as part of the Regional Waste project anticipate completion end April 2020  |
|                                   |  | <b>B1.2.3</b> | 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                     | ●        | ●        | On Hold due lack of resources and the current and likley future enviornment  |
| <b>B2</b>                         | Adapt to the effects of Climate change.  | <b>B1.2.4</b> | <del>Hold a meeting with the business community to discuss becoming a plastic bag free Shire.</del>  | <del>AWMC</del>          |          |          |  |
|                                   |  | <b>B1.2.5</b> | <del>Plan to become a plastic bag fee Shire in 2018/19.</del>  | <del>AWMC</del>          |          |          |  |
|                                   |  | <b>B2.1.1</b> | Investigate alternative sources of power for Shire owned buildings.  | AWMC                     |          |          |  |
|                                   |  | <b>B2.1.2</b> | Install solar systems at the Shire's Administration and Depot buildings.   | AWMC                     |          |          |  |
|                                   |  | <b>B2.1.3</b> | Formulate a plan to help reduce power consumption at the new pool site.  | AWMC                     |          |          |  |
|                                   |  | <b>B2.1.4</b> | Implement pool power plan.   | AWMC                     |          |          |  |
| <b>B3</b>                         | Enhance reserves and protect local ecology and biodiversity of natural ecosystems. | <b>B2.1.5</b> | Investigate large-scale power generation opportunities.  | AWMC                     |          | ●        | Investigation completed and our area is currently not suitable for large scale power generation projects. This may change in the medium term (5 to 10 years) and should be revisited then. |
|                                   |  | <b>B2.1.6</b> | Participate in State Risk Project.   | DCEO                     |          |          |  |
|                                   |  | <b>B3.1.1</b> | Continue to maintain Parks & Reserves to a high standard.  | MW                       | ●        | ●        |  |
|                                   |  | <b>B3.2.1</b> | Continue to preserve the conservation road side areas and support local conservation groups.   | MW / CEO                 | ●        | ●        |  |
|                                   |  | <b>B3.2.2</b> | <del>Investigate partnering in the native plant subsidy scheme.</del>  | <del>DCEO</del>          |          |          |  |
| <b>C. OUR COMMUNITY</b>           |  |               |  |                          |          |          |  |
| <b>C1</b>                         | Build connectivity between the three communities.                                  | <b>C1.1.1</b> | Support annual funds to local arts and culture groups.   | COUNCIL / CEO            | ●        | ●        |  |
|                                   |  | <b>C1.1.2</b> | Identify opportunities to strengthen the relationship between our three communities.   | CDC                      | ●        | ●        |  |
|                                   |  | <b>C1.1.3</b> | Promote and support the needs of disadvantaged people within the community.  | CDC                      | ●        | ●        |  |
|                                   |  | <b>C1.2.1</b> | Work with the indigenous community to celebrate NAIDOC week.   | CDC                      | ●        | ●        |  |
|                                   |  | <b>C1.2.2</b> | Implement the DAIP to guide Shire operations and services to ensure they are inclusive of all members of the community.  | CEO                      | ●        | ●        |  |
|                                   |  | <b>C1.3.1</b> | <del>Investigate the process required and the cost associated with changing the name of the Shire.</del>   | <del>COUNCIL / CEO</del> |          |          |  |
|                                   |  | <b>C1.3.2</b> | <del>Hold a referendum to allow the community to vote on the proposed change.</del>  | <del>CEO</del>           |          |          |  |
|                                   |  |               |  |                          |          |          |  |

| Community Strategic Plan |  |        |   | FY 19/20       | FY 20/21 |   | COMPLETE D |  |
|--------------------------|--|--------|---|----------------|----------|---|------------|--|
| C2                       | Build proud and active residents who participate in local activities and services for the betterment of the community. | 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            | ●        | ● |            |  |
|                          |  | C2.1.2 | <del>Subscribe to and develop locally based statistical service programs to enhance demographic analysis capability, including Community Profile, Economic Profile and Population forecasts.</del>  | <del>CEO</del> | ●        | ● |            |  |
|                          |  | 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                       | Assist in building the sustainable management of local organisations and community groups.                             | C3.1.1 | Work in partnership with other Shires and community organisations to facility 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                       | Ensure residents feel safe and confident in their ability to travel and socialise within their community.              | 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            | ●        | ● |            |  |
|                          |  |        |   |                |          |   |            |  |

| D. A SUSTAINABLE AND CAPABLE COUNCIL |  |        |   | FY 19/20   | FY 20/21 |   |  |
|--------------------------------------|--|--------|---|------------|----------|---|--|
|                                      |  | D1.1.1 | Annually review the Shire's Policy Manual and develop new policies as required.                           | DCEO       | ●        | ● | Ongoing  |
|                                      |  | D1.1.2 | Major re-development of Policy Manual.  | DCEO       |          |   |  |
|                                      |  | D1.2.1 | Develop a seamless suite of plans aligning the strategic direction with operational actions and projects. | CEO        |          |   |  |
|                                      |  | D1.2.2 | Develop the Asset Management Framework which includes policy, strategy and plans.                         | AWMC       |          |   |  |
|                                      |  | D1.2.3 | Develop a Workforce Plan.   | CEO / DCEO |          |   | Revised version being presented to Council for adoption April 2020 |
|                                      |  | D1.2.4 | Review the Long Term Financial Plan.  | DCEO       | ●        | ● | Currently working with Finance Consultant on draft scenarios       |

| Community Strategic Plan |   |        |   | FY 19/20                   | FY 20/21 |         | COMPLETE D |   |
|--------------------------|---|--------|---|----------------------------|----------|---------|------------|---|
| D1                       | Provide accountable and transparent leadership.   | D1.3.1 | Ensure the Annual Report includes all the information that is required by legislation and in a format easily understandable by the community.   | CEO / DCEO                 | ●        | ●       |            |   |
|                          |   | D1.4.1 | Develop a community engagement / consultation strategy.   | CDC                        |          |         |            |   |
|                          |   | D1.4.2 | Establish and manage a Strategic Community Reference Group from a wide demographic to provide advice to Council on matters of significant community interest.                                   | CEO                        |          |         |            |   |
|                          |   | D1.4.3 | Prepare and publish all Agendas and Minutes of Council in accordance with legislation and make them accessible to the public.   | CEO                        | ●        | ●       |            |   |
|                          |   |        |   |                            |          |         |            |   |
| D2                       | To have a highly skilled and effective Council that represents the best interests of the community.                                 | D2.1.1 | Manage election process and ensure new councillors receive relevant documentation.  | CEO                        | ●        |         |            |   |
|                          |   | D2.1.2 | Develop an Induction Manual for elected members.  | CEO                        |          |         |            |   |
|                          |   | D2.1.3 | Develop an annual elected members training calendar.  | EA                         |          |         |            |   |
| D3                       | Improve the capability and capacity of the Shire.   | D3.1.1 | Implement the outcomes of the Better Practice Review.   | CEO / DCEO                 |          |         |            | Completed 2017/18   |
|                          |   | D3.1.2 | <del>Implement new Synergysoft and ALTUS Human Resources module to provide management with relevant HR statistics to assist decision making.</del>  | DCEO                       |          |         |            |   |
|                          |   | D3.1.3 | Implement new ALTUS Financial Reporting system to provide a more efficient monthly financial reporting process.   | DCEO                       |          |         |            | PowerBI implemented by Synergysoft, reports are being refined   |
|                          |   | D3.1.4 | Conduct five yearly review of Recordkeeping Plan.   | DCEO                       |          |         |            |   |
|                          |   | D3.1.5 | Conduct two-yearly Reg 17 Audit Review.   | DCEO                       | ●        |         |            | Review conducted by external consultants and presented to Council in September 2018   |
|                          |   | D3.1.6 | Implement recommendations from Records Management review including records disaster recovery plan, records policies and procedures, completion of archiving program and medical practice files. | DCEO                       |          |         |            |   |
|                          |   | D3.1.7 | Annually conduct a review of local laws with a major review to be done eight-yearly.(Last major review was 2016).   | DCEO                       | ●        | ●       |            | Bush Fires Brigade Local Law is in process of being amended. Standing Orders Local Law is under consideration for replacement |
|                          |   | D3.1.8 | Complete an annual Compliance Audit Return to demonstrate compliance with legislation.  | DCEO                       | ●        | ●       |            | Compliance Audit Return for 2019 lodged with Department on 27/03/2020   |
|                          |   | D3.1.9 | Design and adopt new industry standard Chart of Accounts to provide improved reporting.   | DCEO                       | ●        |         |            | Assess in 2020/21   |
|                          |   | D3.2.1 | Conduct a bi-annual survey of residents to measure customer satisfaction with services.   | CEO                        |          |         |            |   |
|                          |   | D3.2.2 | Review the Shire's Customer Service Charter to inform and enhance service outcomes.   | DCEO                       | ●        | ●       |            |   |
|                          |   |        |   |                            |          |         |            |   |
| D3.3.1                   | Ensure staff training opportunities are identified during performance management process.   | DCEO   | ●   | ●                          |          | Ongoing |            |   |
| D4                       | For the Shire to demonstrate advocacy in promoting the needs and ambitions of the district and the advancement of Local Government. | D4.1.1 | Continue representation on external Boards and committees such as the GSDC, WALGA Zone, School Boards, Hidden Treasures and others to influence positive local and regional outcomes.           | CEO / DCEO / COUNCILLORS   | ●        | ●       |            | Ongoing   |
|                          |   | D4.1.2 | Participate in State policy development processes affecting local government where appropriate.   | CEO / SHIRE PRESIDENT/DCEO | ●        | ●       |            | Ongoing   |

| Community Strategic Plan           |  |               |  | FY 19/20                  | FY 20/21 | COMPLETE | D  |
|------------------------------------|--|---------------|--|---------------------------|----------|----------|--|
| <b>E. FINANCIAL SUSTAINABILITY</b> |  | <b>E1.1.1</b> | Embrace outcomes from the local government reform process that allow for alternative means of raising revenue and innovative partnership opportunities.  | CEO / DCEO / TOWN PLANNER |          |          | On hold pending completion of review of Local Government Act   |
| <b>E1</b>                          | To be less reliant on rates as the primary basis for revenue by leveraging alternative income streams. | <b>E1.2.1</b> | Monitor State Government media releases and take action when appropriate.  | CEO                       | ●        | ●        |  |
| <b>E2</b>                          | Effective management to conduct business in a financially sustainably manner.                          | <b>E2.1.1</b> | Develop Property Strategy and review annually.   | -CEO-                     |          |          |  |
|                                    |  | <b>E2.1.2</b> | Develop an ITC Strategy.   | DCEO                      |          |          | New IT Managed Services vendor has been appointed and commenced. Draft ITC Strategy to be developed 2020/21        |
|                                    |  | <b>E2.1.3</b> | Update medical practice IT hardware and connect to Shire server.   | DCEO                      |          |          | Completed in 2017/18, however further upgrade to be included in 2020/21 budget                                     |
|                                    |  | <b>E2.1.4</b> | Convert CEO & Mechanic houses from Reserve to freehold and separate into 2 lots.   | DCEO                      |          |          |  |
|                                    |  | <b>E2.1.5</b> | Convert Police OIC and Doctor houses from Reserve to freehold and separate into 2 lots.  | DCEO                      |          |          | Waiting on Department of Planning, Lands & Heritage  |
|                                    |  | <b>E2.1.6</b> | Convert to freehold and on-sell the Old Ongerup Police Station.  | DCEO                      |          |          |  |
|                                    |  | <b>E2.1.7</b> | 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                      |          |          |  |
|                                    |  | <b>E2.1.8</b> | Acquire vacant block at 25 Yougenup Rd, Gnowangerup for the purpose of creating a park.  | DCEO                      |          |          | Rating of property has been recommenced with a view to acquiring the property after 3 years if rates remain unpaid |
|                                    |  | <b>E2.2.1</b> | Complete and maintain Asset Management Plans.  | AWMC                      |          |          |  |
|                                    |  | <b>E2.2.2</b> | Review Asset Management Plan.  | AWMC                      | ●        | ●        | Ongoing  |
|                                    |  | <b>E2.3.1</b> | 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                | ●        | ●        | Ongoing  |
| <b>E3</b>                          | To effectively plan for the funding and delivery of major projects.                                    | <b>E3.1.1</b> | Implement Capital Works Program as detailed in the Capital Works Program 2017-2018.  | MW                        | ●        | ●        |  |
|                                    |  | <b>E3.1.2</b> | 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                        | ●        | ●        |  |
| <b>E4</b>                          | Continue to liaise with key stakeholders such as State and Federal Government Agencies.                | <b>E4.1.1</b> | 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                        | ●        | ●        |  |
|                                    |  | <b>E4.1.2</b> | 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                        | ●        | ●        |  |
|                                    |  | <b>E4.1.3</b> | Maximise WANDRRA funding opportunities by reviewing and incorporating works completed by WANDRRA and adjust works program accordingly.   | MW                        | ●        | ●        |  |

**F. QUALITY BUILT FORM**

**F1**  
For the Shire's commercial and residential areas to be filled with quality buildings and appealing streetscapes.

|               |   |                                  |   |   |  |
|---------------|---|----------------------------------|---|---|--|
| <b>F1.1.1</b> | Design Stage 1 of residential subdivision in Quinn Street.  | TOWN PLANNER                     | ● | ● |  |
| <b>F1.2.1</b> | Ensure environmental consideration is reflected in Town Planning and Building Approvals.                                  | TOWN PLANNER / BUILDING SURVEYOR | ● | ● |  |
| <b>F1.3.1</b> | Facilitate the redevelopment of Aylmore Springs.<br>Stage 1: Community Consultation.<br>Stage 2: Design & Implementation. | CEO / TOWN PLANNER               | ● | ● |  |
| <b>F1.3.2</b> | Review and ensure the Shire Planning Scheme & Policies reflect Council's strategic initiative and community values.       | TOWN PLANNER                     | ● | ● |  |

**F2**  
Facilitate and integrate housing options, local services, employment and recreational spaces.

|               |   |                    |   |   |  |
|---------------|---|--------------------|---|---|--|
| <b>F2.1.1</b> | Support Landcorp release of residential blocks.   | CEO                | ● | ● |  |
| <b>F2.1.2</b> | Acquire 11 & 13 Bell Street Gnowangerup vacant blocks for re-sale.  | -DCEO-             |   |   |  |
| <b>F2.1.3</b> | Purchase grouped housing block from Landcorp.   | CEO                |   |   |  |
| <b>F2.1.4</b> | Construct two houses on grouped housing block.  | DCEO / AWMC        | ● |   |  |
| <b>F2.2.1</b> | Encourage better use of existing underutilised community spaces across the Shire.   | CEO / TOWN PLANNER | ● | ● |  |
| <b>F2.2.2</b> | Support projects that improve community spaces and that incorporate the sustainable management of community assets into the future e.g. Community Garden. | CEO                | ● | ● |  |

**F3**  
To provide facilities of the highest quality which reflect the needs of the community now and into the future.

|               |  |                |  |  |  |
|---------------|--|----------------|--|--|--|
| <b>F3.1.1</b> | <del>Prepare a demographic profile for each of the 3 communities using the 2016 Census data.</del> | <del>CEO</del> |  |  |  |
|---------------|--|----------------|--|--|--|

**F4**  
Manage current and future assets and infrastructure.

|               |  |              |   |   |  |
|---------------|--|--------------|---|---|--|
| <b>F4.1.1</b> | Develop a long-term approach to significant facility upgrades and improvements.  | AWMC         | ● | ● |  |
| <b>F4.1.2</b> | Develop an Asset Management Strategy 2018-2028 to guide the Shire's approach to managing its assets.   | AWMC         |   |   |  |
| <b>F4.1.3</b> | Maintain and protect heritage building and places.   | CEO          | ● | ● |  |
| <b>F4.1.4</b> | Complete planned shade facility and niche wall at Gnowangerup Cemetery.  | MW / COUNCIL | ● | ● |  |
| <b>F4.1.5</b> | Update mapping of plots and number grave sites at Gnowangerup Cemetery.  | DCEO         |   |   |  |
| <b>F4.1.6</b> | Continue to work with GSDC and the Gnowangerup Aboriginal Corporation in progressing the business case for the agricultural training facility. | CEO          |   |   |  |
| <b>F4.1.7</b> | Update Municipal Heritage Inventory.   | CDC          |   |   |  |
| <b>F4.1.8</b> | Construct new plant and equipment shed at Depot.   | MW / AWMC    |   |   |  |
| <b>F4.1.9</b> | Infrastructure upgrades to Ongerup Waste Water Ponds.  | AWMC         |   |   |  |

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|                                |   |
|--------------------------------|---|
| <b>12.3</b>                    | <b>COUNCIL POLICY RESPONSE TO THE COVID-19 PANDEMIC N/</b>                                  |
| <b>Location:</b>               | A   |
| <b>Proponent:</b>              | N/A   |
| <b>File Ref:</b>               | ADM0596   |
| <b>Date of Report:</b>         | 15 <sup>th</sup> April 2020   |
| <b>Business Unit:</b>          | Strategy and Governance   |
| <b>Officer(s):</b>             | Bob Jarvis (Chief Executive Officer); Ian Graham (Deputy CEO); Phil Shephard (Town Planner) |
| <b>Disclosure of Interest:</b> | Nil   |

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#### ATTACHMENTS

- Circular from the Minister for Local Government to all Councils.
- Exemption Notice from the Minister for Transport and Planning.

#### PURPOSE OF THE REPORT

To inform the Shire of Gnowangerup community of Council's response to the COVID-19 Pandemic, and how it plans to mitigate against the effects of the pandemic on business and residents in the Shire, and to assist the recovery of the Shire as quickly as possible to a pre-pandemic status when the emergency is over.

#### BACKGROUND

The current pandemic has placed an enormous strain on businesses and residents alike as they come to grips with rapidly changing circumstances and restrictions on movement and trade practices. Some businesses are more able to adapt and change the operational mode to continue business at a close to normal level, whilst others struggle with the rules of social distancing in industries where close contact or large numbers attend the place of business in normal mode such as restaurants and theatres, health clubs and spas, gymnasiums and pools. Residents are impacted by not being able to use those types of businesses, and their sports events as a spectator or participant, and places of worship.

Online services work for some but not all and the experience is often a degraded one for the user and repeat business can fail.

As a result there will be losses of employment, loss of business income or reductions in income from reduced hours or business.

The Minister for Local Government is urging Council's to put in place policy changes and practices which will reduce the impact on families, residents, business and those with an existing disadvantage through poor health, age, or isolation (voluntary or enforced). Local Government Councils are being asked as a minimum to consider no increase in rates, or fees and charges, in their upcoming 2020/2021 budgets and to look at ways to assist those who find it difficult to meet outstanding fees and rates.



The Minister is suggesting that Councils look at their reserves as a way of funding expenditure in the next budget and to look at bringing forward new asset construction or remediation as a way of stimulating economic activity and reducing unemployment.

To assist Councils in achieving these ends the State Government has made the following changes to Regulations:

### **Local Government (Financial Management) Regulations 1996**

#### **Reg.18**

Contains exemptions from the requirement for a local government to give local public notice of a change of “use of money” set aside in a Reserve Account (previously one month’s notice was required). During a state of emergency in a local government district or part of a district, a further exemption is being provided to allow a change of the “use of money” required to address a need arising from a hazard or from the impact or consequences of the hazard, to which the state of emergency declaration relates. The decision of Council and the reasons for it must be recorded in the formal minutes of Council.

#### **Reg. 20**

Contains exemptions from the requirement for a Local Government to give public notice of the “power to borrow” under section 6.20 of the Act. An additional exemption from the period for giving local public notice is provided if the decision is made while a state of emergency declaration is in force and the local government considers that the borrowing is required to address a need arising from the hazard or from the impact or consequences of the hazard. The decision of Council and the reasons for it must be recorded in the formal minutes of Council.

#### **Reg.21**

Provides further flexibility to a Local Government to re-purpose money borrowed, but not spent, to address a hazard or the impact or consequences of a hazard. This is tied to the declaration of a state of emergency and has the effect of exempting the local government from providing local public notice before they can gain access to the funds for the new purpose. The decision of Council and the reasons for it must be recorded in the formal minutes of Council.

### **Local Government (Functions and General) Regulations 1996**

The primary purpose of these amendments is to increase the flexibility of the local government sector to contract with local suppliers during and in the aftermath of the State of Emergency Declaration under the Emergency Management Act 2005.

An amendment has been made to Reg. 11(1) to increase the threshold for tenders to \$250,000.

In addition there are two further exemptions when tenders do not have to be publicly invited, as follows:

Reg. 11(2)(aa) is a new regulation, ensures that the formal tender process does not need to be undertaken when sourcing and securing essential goods and services to respond to a state of emergency.



Reg. 11(2)(ja) gives local governments the discretion to renew or extend a contract that expires when a state of emergency declaration is in force. The original contract must have less than three (3) months to run, the renewal or extension cannot be for more than twelve (12) months and there must be a state of emergency declaration applying to the district or part of the district when the renewal or extension is entered into.

A further exemption in Reg. 11(2)(h) is being updated to encourage local governments to purchase goods or services supplied by Aboriginal businesses.

As a result of the above changes, officers will review the Shire Purchasing policy to reflect the legislative changes and review other aspects of the Policy and the Buy Local Policy – Regional Price Preference, including the geographical area defined as “local”. This review will be completed during April and presented to the May 2020 Council meeting.

### **Local Government (Long Service Leave) Regulations 1996**

The purpose of these amendments is to provide greater access to paid leave for local government employees stood down during a state of emergency declaration under the Emergency Management Act 2005.

New Reg. 4(da) provides that any period of absence from duty connected with an employer’s response to a hazard, or the impact or consequences of a hazard declared under the Emergency Management Act 2005, is deemed as continuous service towards an employee’s next entitlement of long service leave.

The restriction under Reg. 7 (leave may only be granted and taken in one consecutive period) has been lifted to allow leave by agreement in two or more separate periods.

Reg. 7A(2) establishes a new right for a worker to take advance leave by agreement with their employer if they have completed at least seven (7) years continuous service and the approval for the advance leave is given where there is a state of emergency declaration applying to all or part of the district in which they work.

### **COMMENTS**

It is recommended that, in addition to the measures recommended by the State, the Council establish a COVID-19 Recovery Reserve to be funded principally from the end of year surplus (although Council might wish to transfer additional funds from other existing reserves into the new recovery reserve). It is proposed that Council will resolve that this Reserve is: “To fund any project, programme or activity of any kind which contributes to the recovery of the Shire of Gnowangerup from the COVID-19 pandemic”. Recommendations for funding from the Reserve will be made by staff to Council, and funds from the Reserve can also be applied to recoup the Municipal Fund in the event that the Shire President has approved expenditure in an emergency (which is related to COVID-19) pursuant to Section 6.8 (1) (c) of the Local Government Act 1995. The suggested application of the reserve is broad because it is as yet unclear how long the

emergency will last or indeed how long the recovery will take, and the issues that arise for the Shire and the community may be diverse.

The Minister for Planning has now issued a Notice of Exemption from certain planning requirements under local planning schemes during the current period of state of emergency with the COVID-19 emergency (Notice attached). The details within the Notice are still being considered, although it is not expected to negatively impact the present operations within the Shire greatly, as we do not have the same regulatory planning burden as metropolitan local governments and staff are committed to Council's goal of ensuring that we support the community and not prevent changes required by businesses during the emergency. As time elapses, the Planning Officer will monitor the situation and advise Council of any changes to the Shire's planning practices/procedures deemed necessary to support the operations and or recovery of businesses within the Shire.

Additional procedures and practices that have been implemented by the Shire since late March 2020 in response to the COVID-19 pandemic include:

- Implementation of the Business Continuity Plan and weekly meetings of the Incident Management Team
- Working from home procedure has been developed and implemented
- Appropriate social-distancing and hygiene rules are practiced in the work environment
- Weekly Local Emergency Management Committee (LEMC) meetings
- PPE stocktake, ordering of additional hand sanitiser and face masks and distribution to local businesses and SES (ongoing)
- Regular updates posted on COVID-19, resources and assistance available to individuals and businesses via website, Facebook and LinkedIn
- Libraries, playgrounds and swimming pool closed.

#### CONSULTATION

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

Local Government (Functions and General) Regulations 1996

Local Government (Long Service Leave) Regulations 1996

#### POLICY IMPLICATIONS

Purchasing Policy

Buy Local Policy – Regional Price Preference

#### FINANCIAL IMPLICATIONS

To be determined during the budget process each year.

#### STRATEGIC IMPLICATIONS

Nil

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

The full impact of COVID-19 is difficult to fully assess, however the ability to access and engage with suitable contractors will be an issue due to travel restrictions and demand. The related regulation and policy changes will assist in dealing with the issues. Working from home and social distancing procedures are aimed at reducing the potential spread and impact on the workforce.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may choose to ask for a different format for the policy.

CONCLUSION

The establishment of a COVID-19 Reserve Account for the setting aside of funds to assist with the community recovery from the impacts of COVID-19 will allow Council to ensure there is a cash funding available to meet some of the costs associated with recovery and support economic activity.

VOTING REQUIREMENTS

Simple majority - Recommendations 1&2

Absolute majority – Recommendations 3&4

COUNCIL RESOLUTION

Moved: Cr K House

Seconded: Cr G Stewart

**0420.41 That Council:**

- 1. Notes the Shire of Gnowangerup Council Policy Response to the COVID-19 Pandemic Report, and**
- 2. Establishes a COVID-19 Reserve Account fund pursuant to Section 6.11 of the Local Government Act 1995 for the purpose of funding any project, programme or activity of any kind which contributes to the recovery of the Shire of Gnowangerup from the COVID-19 pandemic, including recouping any expenditure from the Municipal Fund approved by the Shire President in an emergency pursuant to Section 6.8(1)(c) of the Local Government Act 1995 where that expenditure is related to the COVID-19 pandemic, and**
- 3. Allocates an initial sum of \$100,000 from the projected surplus of \$161,586 as per the Budget Review as at 31<sup>st</sup> December 2019 to the COVID-19 Reserve Account, with a further review for additional fund transfers to the reserve to be undertaken following completion of the draft 2019-20 annual financial statements, and**

4. Notes the Notice of Exemption from certain planning requirements signed by the Minister for Planning on 8 April 2020 and delegates to the CEO the power to implement the directions contained within the Notice until such time as the Notice/Exemption expires.
5. When the COVID-19 pandemic is declared over, any residual funds will be transferred to other reserves at the discretion of Council.

*No 5. was accepted by the officers as a practical addition to the substantive recommendation.*

**CARRIED BY ABSOLUTE MAJORITY: 9/0**



**Hon David Templeman MLA**  
**Minister for Local Government; Heritage; Culture & the Arts**

Our Ref: 66-12084

TO ALL LOCAL GOVERNMENTS

CIRCULAR N<sup>o</sup> 01-2020

**PRACTICAL ASSISTANCE FOR LOCAL GOVERNMENTS TO RESPOND DURING  
A STATE OF EMERGENCY (COVID-19)**

I am advising that His Excellency the Governor, in Executive Council, has approved regulation amendments dealing with access to funding, procurement and long service leave during the COVID-19 outbreak.

Amendments are being made to the following regulations:

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

The purpose of these amendments is to increase the flexibility of the local government sector to access funding in a timelier manner to respond to the State of Emergency Declaration under the *Emergency Management Act 2005*.

Regulation 18 contains exemptions from the requirement for a local government to give local public notice of a change of 'use of money' set aside in a Reserve Account (this currently requires one month's public notice). During a state of emergency in a local government district or part of a district, a further exemption is being provided to allow the local government to change the 'use of money' required to address a need arising from the hazard or from the impact or consequences of the hazard to which the state of emergency declaration relates. This decision, and the reasons for it, must be recorded in the formal minutes of the council.

Regulation 20 contains exemptions from the requirement for a local government to give local public notice of a 'power to borrow' under section 6.20 of the Act. An additional exemption from the period for giving local public notice is provided if the decision is made while a state of emergency declaration is in force and the local government considers that the borrowing is required to address a need arising from the hazard (in this case COVID-19) or from the impact or consequences of the hazard. Once again, this decision, and the reasons for it, must be recorded in the formal council minutes.



Regulation 21 provides further flexibility to a local government to re-purpose money borrowed, but not spent, to address a hazard or the impact or consequences of the hazard. This is tied to the declaration of a state of emergency and has the effect of exempting the local government from providing local public notice before they can access the funds for the new purpose. Once again, this decision, and the reasons for it, must be recorded in the council minutes.

***Local Government (Functions and General) Regulations 1996***

The primary purpose of these amendments is to increase the flexibility of the local government sector to contract with local suppliers during, and in the aftermath of, the State of Emergency Declaration under the *Emergency Management Act 2005*.

An amendment is being made to regulation 11(1) to increase the threshold to \$250,000 to align with State Government tendering thresholds. This will permit local governments to extend the use of their own purchasing policy and apply local content provisions more readily to goods and services acquired via written quotations.

Local governments should update their purchasing policy to cover the direct purchase of goods and services under \$250,000. For purchases over \$150,000, local governments should ensure that quotations are requested in writing and offers are received in writing. Regulation 11A covering purchasing policies will be updated in the coming weeks.

Regulation 11(2) contains two further exemptions when tenders do not have to be publicly invited.

The first exemption, in new regulation 11(2)(aa), ensures the formal tender process does not need to be undertaken when sourcing and securing essential goods and services to respond to a state of emergency. As outlined in regulation 11(3), there must be a state of emergency declaration in force for the local government district or part of the district and the goods or services must be required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates.

The other exemption in regulation 11(2)(ja) gives a local government the discretion to renew or extend a contract that expires when a state of emergency declaration is in force, even though this option is not included in the original contract. This will overcome the practical difficulty of businesses responding to a formal tender process while they are shut down or in the transition period when normal business resumes. Limits on this apply: the original contract must have less than three months left to run, the renewal or extension cannot be for more than twelve months, and there must be a state of emergency declaration applying to the district or part of the district when the renewal or extension is entered into.

A further exemption in regulation 11(2)(h) is being updated to encourage local governments to purchase goods or services supplied by Aboriginal businesses. The exemption will now reflect the fact that the Chamber of Commerce and Industry administers the Aboriginal Business Directory. A new exemption has been added recognising goods or services may also be supplied by Supply Nation.

***Local Government (Long Service Leave) Regulations***

The purpose of these amendments is to provide greater access to paid leave for local government employees stood down during a state of emergency declaration under the *Emergency Management Act 2005*.

Regulation 4 governs rules towards entitlements for long service leave. New regulation 4(da) provides that any period of absence from duty connected with an employer's response to a hazard, or the impact or consequences of the hazard declared under the *Emergency Management Act 2005*, is deemed as continuous service towards an employee's next entitlement of long service leave.

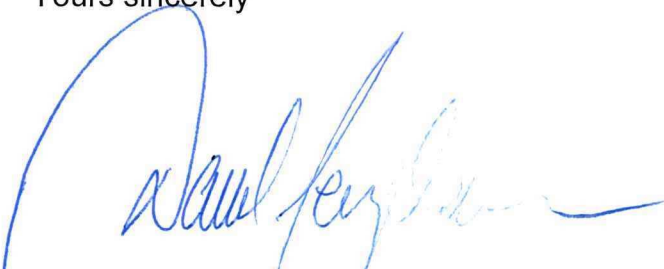
Regulation 7 deals with the actual taking of long service leave. Currently, leave may only be granted and taken in one consecutive period or, by agreement, not more than three consecutive periods. This restriction has been lifted to allow employees to take leave by agreement in two or more separate periods.

In addition, regulation 7A(2) establishes a new right for a worker to take advance leave by agreement with their employer if:

- (a) the worker has completed at least seven years of continuous service of the normal accrual period; and
- (b) the approval for the advance leave is given when there is a state of emergency declaration applying to the district or part of the district in which they work.

If you have any questions, please email [LGresponse@dlgsc.wa.gov.au](mailto:LGresponse@dlgsc.wa.gov.au). This is a new email address which has been established to assist local governments during this time.

Yours sincerely



HON DAVID TEMPLEMAN MLA  
**MINISTER FOR LOCAL GOVERNMENT;  
HERITAGE; CULTURE AND THE ARTS**



**CLAUSE 78H NOTICE OF EXEMPTION  
FROM PLANNING REQUIREMENTS  
DURING STATE OF EMERGENCY**

Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) contains deemed provisions which have effect and may be enforced as part of each local planning scheme to which they apply, whether they are prescribed before or after the scheme comes into force. If a Deemed Provision that has effect as part of a local planning scheme is inconsistent with another provision in the scheme, the Deemed Provision prevails and the other is, to the extent of the inconsistency, of no effect.

Part 10B of Schedule 2, made by the *Planning and Amendment (Local Planning Schemes) Amendment Regulations 2020*, enables the Minister for Planning to issue notices exempting the need for compliance with one or more requirements of a local planning scheme.

On 16 March 2020, a State of Emergency Declaration was made in relation to the State of Western Australia. The issue of a notice under clause 78H (1), Schedule 2 of the LPS Regulations (this Notice), is now required for the purpose of facilitating a response to, or recovery from, the emergency occasioned by the COVID-19 pandemic.

Accordingly, I, **Rita Saffioti MLA**, Minister for Planning, pursuant to the powers vested in me under Part 10B, Schedule 2 of the LPS Regulations, HEREBY:

- A. ISSUE an exemption from the planning requirements identified in column 1 of the attached Schedules, for the local planning schemes specified in column 2 of the attached Schedules (to which the Deemed Provisions apply), subject to the conditions specified in column 3 of the attached schedules.
- B. DECLARE that this Notice made will remain in effect until midnight, 1 May 2023. The exemptions detailed in this Notice will expire at midnight 1 May 2023, unless otherwise stated in this Notice.
- C. RECORD that this Notice is signed by me at 5.00 am/pm upon this 8th day of April 2020



The Hon Rita Saffioti MLA  
MINISTER FOR PLANNING

**SCHEDULES**

| Column 1 - Requirements  | Column 2 - Schemes          | Column 3 - Conditions   |
|--|-----------------------------|---|
| <b>Schedule 1 – Exemption from requirement to obtain approval</b>  |                             |   |
| 1.1 Proponents are exempted from the requirement to obtain development approval for the use of, or undertaking of works on, land, where such use or works relate to medical or health related activities associated with a response to the COVID-19 Pandemic.  | All local planning schemes. | <p>1. Provided that a Public Authority or local government advises or identifies the medical or health related activities as necessary in response to the COVID-19 Pandemic.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>  |
| 1.2 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these: <ul style="list-style-type: none"> <li>i. shop;</li> <li>ii. restaurant/café;</li> <li>iii. convenience store (excluding those selling petroleum products);</li> <li>iv. consulting rooms;</li> <li>v. office.</li> </ul> | All local planning schemes. | <p>1. Provided that:</p> <ul style="list-style-type: none"> <li>a) the land to be used is located in a commercial, centre and/or mixed use zone;</li> <li>b) the use is not prohibited by the scheme;</li> <li>c) no new permanent structures are required (with the exception that car parking bays are permitted);</li> <li>d) for shop uses, once the proposed use is in place, the net lettable area for the land use does not exceed 400m<sup>2</sup>; and</li> <li>e) the land is connected to all reticulated utility services, and does not depend on any onsite effluent disposal.</li> </ul> <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. Despite any other condition, this exemption does not apply to a Heritage-Protected Place.</p> <p>4. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p> |
| 1.3 Proponents are exempted from the requirement to obtain   | All local planning schemes. | 1. Provided that:   |

| Column 1 - Requirements   | Column 2 - Schemes                 | Column 3 - Conditions   |
|---|------------------------------------|---|
| <p>development approval for the following uses, and temporary works associated with these:</p> <ul style="list-style-type: none"> <li>i. industry;</li> <li>ii. industry-light;</li> <li>iii. trade supplies;</li> <li>iv. warehouse/storage;</li> <li>v. transport depot.</li> </ul> |                                    | <ul style="list-style-type: none"> <li>a) the land to be used is located in an industrial zone;</li> <li>b) the use is not prohibited by the scheme;</li> <li>c) the land is connected to all reticulated utility services, and does not depend on any onsite effluent disposal; and</li> <li>d) either: <ul style="list-style-type: none"> <li>i. no new permanent structures are required; or</li> <li>ii. any structures required to facilitate the use are deemed temporarily approved for a period of no more than 2 years, from the date the use commences, after which the structures must be removed.</li> </ul> </li> </ul> <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. Despite any other condition, this exemption does not apply to a Heritage-Protected Place.</p> <p>4. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p> |
| <p>1.4 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these:</p> <ul style="list-style-type: none"> <li>i. home business;</li> <li>ii. home occupation.</li> </ul>                           | <p>All local planning schemes.</p> | <ul style="list-style-type: none"> <li>1. Provided that the land to be used is located in: <ul style="list-style-type: none"> <li>a) a residential zone; or</li> <li>b) where a dwelling, grouped dwelling or multiple dwelling is a permitted use.</li> </ul> </li> <li>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</li> <li>3. An exemption under this clause will expire 90 days after the date upon which the State</li> </ul>  |



| Column 1 - Requirements  | Column 2 - Schemes          | Column 3 - Conditions   |
|--|-----------------------------|---|
|  |                             | of Emergency Declaration ceases to have effect, or is revoked.  |
| <p>1.5 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these:</p> <ul style="list-style-type: none"> <li>i. commercial vehicle parking.</li> </ul> | All local planning schemes. | <p>1. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>  |
| <p>1.6 Proponents are exempted from the requirement to obtain development approval to the use of, or undertaking of works on, land, where such use or works concern temporary workers' accommodation.</p>                                  | All local planning schemes. | <p>1. Provided that the temporary workers' accommodation applies to a workforce necessary for the installation of, or construction of, and maintenance of, essential services such as (but not limited to) power stations, water, desalination plants or sewer treatment facilities.</p> <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p> |
| <b>Schedule 2 – Exemptions from requirements under a condition of development approval</b>   |                             |   |
| <p>2.1 Proponents are exempted from any restriction upon loading or unloading times, related to the delivery of goods and/or petroleum products.</p>   | All local planning schemes. | <p>1. Confined to premises with an existing approval, or the benefit of an exemption under this Notice, to sell goods and/or petroleum products.</p> <p>2. Provided that the proponent notifies the local government within 7 days of commencing use of this exemption.</p> <p>3. An exemption under this clause will expire 90 days after the date upon which the State</p>  |

| Column 1 - Requirements  | Column 2 - Schemes          | Column 3 - Conditions  |
|--|-----------------------------|--|
|  |                             | of Emergency Declaration ceases to have effect or is revoked.  |
| <b>Schedule 3 – Exemptions relating to non-conforming uses</b>   |                             |  |
| 3.1 Any approval for a non-conforming use, is exempt from a provision that annuls the approval because of a discontinuance of that non-conforming use. | All local planning schemes. | <p>1. The period during which the State of Emergency is declared shall be excluded from any calculation of the period for which a non-conforming use ceases to exist.</p> <p>2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>  |
| <b>Schedule 4 – Exemption from requirements re: consultation, advertisement, applications, time limits or forms</b>                                    |                             |  |
| 4.1 In relation to making a local planning policy, local governments are exempted from the requirements under cl.4.                                    | All local planning schemes. | <p>1. Provided that:</p> <ul style="list-style-type: none"> <li>a) the policy relates to exemptions from the requirement to obtain approval to a change of use;</li> <li>b) the local government advertises the proposed policy on its website for a minimum of 3 days; and</li> <li>c) publishes the adopted version of the policy on its website.</li> </ul> <p>2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p> |
| 4.2 In relation to an approved development application, proponents are exempted from the requirement to substantially commence development.            | All local planning schemes. | <p>1. Provided that:</p> <ul style="list-style-type: none"> <li>a) the original deadline for substantial commencement is exempted; and</li> <li>b) a new deadline for substantial commencement is substituted, being the original deadline plus a further period of 2 years.</li> </ul> <p>2. The exemption under this clause will only be available for development applications decided on, or before, the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>                    |

| Column 1 - Requirements  | Column 2 - Schemes                 | Column 3 - Conditions  |
|--|------------------------------------|--|
| <p>4.3 In relation to a structure plan under cl.18-cl.20 or activity centre plan under cl.34-cl.36, local governments are exempted from any requirements relating to the manner and timeframe of advertising, consideration or submission.</p> | <p>All local planning schemes.</p> | <p>1. Provided that, in relation to structure plans, the local government:</p> <ul style="list-style-type: none"> <li>a) advertises the structure plan and accompanying materials on its website for no more than 42 days and installs a sign somewhere prominent on the land to which the said plan applies notifying the public of where the documents are online;</li> <li>b) complies with the requirements of cl.20(1) within 90 days of the latest to occur of cl.20(1)(a) - (c).</li> </ul> <p>2. Provided that, in relation to activity centre plans, the local government:</p> <ul style="list-style-type: none"> <li>a) advertises the activity centre plan and accompanying materials on its website for no more than 42 days and installs a sign somewhere prominent on the land to which the said plan applies notifying the public of where the documents are online;</li> <li>b) complies with the requirements of cl.36(1) within 90 days of the latest of cl.36(1)(a) - (c).</li> </ul> <p>3. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p> |
| <p>4.4 Local governments exempted from the requirements under the Deemed Provisions to make any documents, whatsoever, available for public inspection at a local government's offices.</p>  | <p>All local planning schemes.</p> | <p>1. Provided that the documents are published for public inspection on the local government website.</p> <p>2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>   |
| <b>Schedule 5 – Exemptions from other requirements</b>   |                                    |  |
| <p>5.1 Where premises are approved for use, or in relation to any application for development approval,</p>  | <p>All local planning schemes.</p> | <p>1. Provided that this exemption only applies to:</p> <ul style="list-style-type: none"> <li>a) non-residential development; and</li> </ul>  |



| Column 1 - Requirements  | Column 2 - Schemes          | Column 3 - Conditions  |
|--|-----------------------------|--|
| proponents are exempted from a requirement to provide car parking facilities.  |                             | <p>b) where the proponent provides less than the number of parking bays required for the use in question, and the shortfall is 10 parking bays or less.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>   |
| 5.2 In relation to an approved development application, proponents are exempted from the requirement to provide cash-in lieu payments, as an alternative to providing car parking facilities.  | All local planning schemes. | <p>1. Provided that this exemption only applies to non-residential development.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>   |
| <b>Schedule 6 – Exemptions of a type that may fall within multiple categories</b>  |                             |  |
| <p>6.1 Where premises are approved for use as an hotel, tavern, restaurant/café or other similar venue, proponents are exempted from:</p> <ul style="list-style-type: none"> <li>i. any condition of approval, or designation in the approved use, requiring the food prepared at the premises to be consumed on the premises;</li> <li>ii. any requirement to obtain approval for food to be prepared for consumption off premises;</li> <li>iii. any requirement to obtain approval to minor, temporary, works that are necessary to adapt existing premises to use the exemption contemplated under (i) or (ii) above;</li> </ul> | All local planning schemes. | <p>1. Provided that no new permanent structures are required (with the exception that car parking bays are permitted).</p> <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. In relation to signage, provided the signage</p> <ul style="list-style-type: none"> <li>a) is not installed in a residential zone;</li> <li>b) relates only to the business conducted on the premises; and</li> <li>c) does not contain any illumination, animation, movement, reflective, retro-reflective or fluorescent materials in its design structure.</li> </ul> <p>4. Despite any other condition, this exemption does not apply to a Heritage-Protected Place where works are required.</p> <p>5. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p> |



| Column 1 - Requirements  | Column 2 - Schemes          | Column 3 - Conditions   |
|--|-----------------------------|---|
| iv. any requirement to obtain approval to signage of uses now permitted by virtue of this exemption.   |                             |   |
| 6.2 Proponents are exempted from the requirement to obtain approval to changes to existing approved signage.   | All local planning schemes. | <p>1. Provided that:</p> <ul style="list-style-type: none"> <li>a) such signage is not installed in a residential zone;</li> <li>b) relates only to the business conducted on the premises; and</li> <li>c) the changes do not: <ul style="list-style-type: none"> <li>i. alter the size of the approved sign; or</li> <li>ii. contain any illumination, animation, movement, reflective, retro-reflective or fluorescent materials in its design structure.</li> </ul> </li> </ul> <p>2. Despite any other condition, this exemption does not apply to a Heritage-Protected Place where works are required.</p> <p>3. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p> |
| 6.3 Exemption from any requirement under a scheme that would ordinarily apply to development required to implement a direction or authorisation issued under the <i>Emergency Management Act 2005</i> or the <i>Public Health Act 2016</i> | All local planning schemes. | 1. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.   |

**Interpretation and Guidance notes**

1. In this Notice a generous, broad interpretation is to be given to terms.
2. “Deemed Provisions” means Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

3. The term “all local planning schemes” relates to those schemes to which the Deemed Provisions apply.
4. The term “proponent” should be interpreted broadly and includes any owner or occupier of land, and also includes any applicant or agent acting on their behalf.
5. Unless otherwise stated, a reference to a clause in this Notice is to a clause in the Deemed Provisions.
6. “Approved development application” is a term intended to cover applications for which approval is granted, whether that is granted before or after the commencement of this Notice.
7. “DAP” means Development Assessment Panel.
8. Heritage-Protected Place means a place that is —
  - a) entered in the State Register of Heritage Places under the *Heritage Act 2018* section 42; or
  - b) the subject of an order under the *Heritage Act 2018* Part 4; or
  - c) the subject of a heritage agreement that has been certified under the *Heritage Act 2018* section 90; or
  - d) included on a heritage list prepared in accordance with a Scheme; or
  - e) within an area designated under a Scheme as a heritage area.
9. “State of Emergency Declaration” means the State of Emergency declared by the Minister for Emergency Services, as effective from 12am, 16 March 2020. This was made under s56 of the *Emergency Management Act 2005*.
  - a) When the State of Emergency Declaration is no longer required, the declaration will expire on either:
    - i. a date specified in a notice issued under s58 of the *Emergency Management Act 2005*, by the Minister for Emergency Services; or
    - ii. a date specified in a revocation notice issued by the said Minister.
  - b) Information relating to this will be available on websites such as:
 

<https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-state-of-emergency-declarations>
10. “Public Authority” has the same definition as “public authority” in section 4, *Planning and Development Act 2005*.
11. For the avoidance of doubt, this Notice provides **temporary** exemptions from planning requirements. Consistent with clause 78J (2) of the Deemed Provisions, this Notice cannot provide a permanent exemption from a planning requirement under a scheme.
  - a) For example, the exemption in clause 5.2 of this Notice, from paying a cash in lieu requirement, is not a permanent waiver of the requirement. This exemption, like all others, expires at the conclusion of the timeframe specified for the exemption. Upon

that expiry, payment must be made. Nothing in this clause prevents a proponent from exercising its rights of review in relation to cash in lieu conditions.

12. An exemption provided for under this Notice only relates to planning requirements applicable pursuant to a local planning scheme (including under the Deemed Provisions), and does not exempt any other requirement that might apply under any other law. For example, a proponent seeking to rely upon an exemption set out in this Notice may still require approvals under health, building, environment, liquor licencing and other statutory requirements.
13. In interpreting both this Notice and different local planning schemes to which this Notice applies, including but not limited to land use terms and zoning classification descriptions, words can express the same idea in a different form of words and ideas are not to be taken as different just because different forms of words were used. For example, a reference to a “residential” zone and uses includes all such zones and uses substantively of this type or genus, whatever nomenclature is used by a local government in their particular local planning scheme.
14. In clause 1.3 provision is made for temporary approval of 2 years to any structures required to facilitate the uses listed in 1.3. There is no need to remove such structures if, before the 2 year period expires, development approval is granted to those structures.
15. To avoid any doubt, the exemption in clause 3.1 operates to “stop the clock” on the period of discontinuance for a non-conforming use, which is usually 6 months or other longer period approved by the local government, and will be paused for such time as the State of Emergency Declaration is in force.
16. An exemption relied upon by a local government or proponent under this Notice does not preclude a local government or proponent from relying upon any other exemption, if applicable, including but not limited to cl.61 of the Deemed Provisions.
17. An exemption under this Notice is a discretionary right afforded to the person designated in the Notice – it is not an obligation imposed on that person. A local government afforded an exemption under this Notice may exercise their discretion not to rely upon that exemption. A proponent afforded an exemption under this Notice may likewise exercise their discretion not to rely upon that exemption.

**13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT**

**13.1 MEMBERS FEES AND ALLOWANCES 2020/21 FINANCIAL YEAR**

**Location(s):** N/A  
**Proponent:** N/A  
**File Ref:** ADM0040  
**Date of Report:** 9<sup>th</sup> April 2020  
**Business Unit:** Corporate Services & Community Development  
**Officer:** Ian Graham – Deputy CEO  
**Disclosure of Interest:** Nil

ATTACHMENTS

Nil.

PURPOSE OF THE REPORT

For Council to consider the annual Members Fees and Allowances for the 2020/21 financial year.

BACKGROUND

The Salaries and Allowances Tribunal provides an annual determination in regard to fees, allowances and reimbursements payable to Elected Members. Local Government CEO and Elected Members Determination No. 1 of 2020, dated 8<sup>th</sup> April 2020, stipulates the following minimum and maximum annual allowances apply for the 2020/21 year for a Band 4 Local Government:

|   | <b>Min. \$</b> | <b>Max. \$</b> |
|---|----------------|----------------|
| SHIRE PRESIDENT – ANNUAL ALLOWANCE              | \$513.00       | \$20,063.00    |
| DEPUTY SHIRE PRESIDENT – ANNUAL ALLOWANCE (25%) | \$128.25       | \$5,015.75     |
| SHIRE PRESIDENT - ANNUAL MEETING FEES           | \$3,589.00     | \$19,534.00    |
| COUNCILLOR – ANNUAL MEETING FEES                | \$3,589.00     | \$9,504.00     |
| ICT EXPENSES – ANNUAL ALLOWANCE                 | \$500.00       | \$3,500.00     |

COMMENTS

The current (2019/20) Members Fees and Allowances are:

|   | \$          |
|---|-------------|
| SHIRE PRESIDENT – ANNUAL ALLOWANCE              | \$15,315.00 |
| DEPUTY SHIRE PRESIDENT – ANNUAL ALLOWANCE (25%) | \$3,065.00  |
| SHIRE PRESIDENT - ANNUAL MEETING FEES           | \$16,000.00 |
| COUNCILLOR – ANNUAL MEETING FEES                | \$8,000.00  |
| ICT EXPENSES – ANNUAL ALLOWANCE                 | \$660.00    |

Please note that the Deputy Shire President – Annual Allowance was not correctly calculated at \$3,065.00, it should have been \$3,828.75 ( $\$15,315.00 \times 25\%$ ).

CONSULTATION

Nil.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 s.5.98 and 5.99.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The Members Fees and Allowances will be included in the 2020/21 Annual Budget.

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.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil.

CONCLUSION

Due to the current COVID-19 pandemic a nil increase is recommended.

VOTING REQUIREMENTS

Absolute majority.

**COUNCIL RESOLUTION**

**Moved: Cr F Hmeljak**

**Seconded: Cr S Hmeljak**

**0420.42 That Council:**

**Adopts the following Members Fees and Allowances for the 2020/21 financial year  
(nil increase on 2019/20):**

|   | <b>\$</b>   |
|---|-------------|
| SHIRE PRESIDENT – ANNUAL ALLOWANCE              | \$15,315.00 |
| DEPUTY SHIRE PRESIDENT – ANNUAL ALLOWANCE (25%) | \$3,828.75  |
| SHIRE PRESIDENT - ANNUAL MEETING FEES           | \$16,000.00 |
| COUNCILLOR – ANNUAL MEETING FEES                | \$8,000.00  |
| ICT EXPENSES – ANNUAL ALLOWANCE                 | \$660.00    |

**CARRIED BY ABSOLUTE MAJORITY: 9/0**



**14. INFRASTRUCTURE AND ASSET MANAGEMENT**

Nil

**15. STATUTORY COMPLIANCE**

Nil

**16. FINANCE**

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**16.1 ACCOUNTS FOR PAYMENT AND AUTHORISATION – MARCH 2020**

**Location:** Shire of Gnowangerup  
**Proponent:** N/A  
**File Ref:** ADM0451  
**Date of Report:** 14<sup>th</sup> April 2020  
**Business Unit:** Finance  
**Officer:** CA Shaddick – Senior Finance Officer  
**Disclosure of Interest:** Nil

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ATTACHMENTS

- March 2020 Cheque Listing

PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of March 2020.

BACKGROUND

Nil

COMMENTS

The March 2020 cheque list for the period 01/03/2020 to 31/03/2020 is attached as follows:

| <b>FUND</b>    | <b>AMOUNT</b>        |
|----------------|----------------------|
| Municipal Fund | \$ 384,577.98        |
| Credit Card    | \$ 3,167.70          |
| <b>TOTAL</b>   | <b>\$ 387,745.68</b> |

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

*Local Government (Financial Management) Regulations 1996*

Regulation 12 states that:

- (1) A payment may only be made from the municipal fund or the trust fund —
- (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or



(b) otherwise, if the payment is authorised in advance by a resolution of the council.

**POLICY IMPLICATIONS**

Purchasing Policy 4.1

Corporate Credit Card Policy 4.4

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Strategic Community Plan

Theme: Sustainable and Capable Council

Objective: Provide accountable and sustainable leadership

Strategic Initiative: Nil

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

|                                 |  |
|---------------------------------|--|
| <b>Strategic Risk Category</b>  | Financial Sustainability               |
| <b>Consequence Rating</b>       | Catastrophic                           |
| <b>Likelihood Rating</b>        | Unlikely                               |
| <b>Acceptance Rating</b>        | Acceptable                             |
| <b>Risk Acceptance Criteria</b> | Risk Acceptable with adequate controls |

**IMPACT ON CAPACITY**

Nil

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil

**CONCLUSION**

This is a standard item in the Ordinary Council Meeting Agenda.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION**

**Moved: Cr S Hmeljak**

**Seconded: Cr R House**

**0420.43 That Council:**

**Approves the Schedule of Accounts:**

**Municipal Fund Cheques 27683 - 27697, EFT 15866 – EFT 15968, Superannuation and Direct Deposits totalling \$384,577.98 and Corporate Credit Card totalling \$3,167.70.**

**UNANIMOUSLY CARRIED: 9/0**

| Chq/EFT  | Date      | Name                                | Description  | Amount                                      |
|----------|-----------|-------------------------------------|--|---|
| EFT15866 | 6/03/2020 | ADMIN SOCIAL CLUB                   | PAYROLL DEDUCTIONS   | \$ 100.00                                   |
| EFT15867 | 6/03/2020 | AIR LIQUIDE                         | CYLINDER HIRE FEE LGE, MED, SMALL  | \$ 140.02                                   |
| EFT15868 | 6/03/2020 | ALBANY AUTOS                        | PURCHASE REPLACEMENT GN.0016 MECHANICS UTILITY<br>LESS TRADE IN<br>12 MONTHS REGISTRATION GN.0016  | \$ 38,869.10<br>- \$ 27,000.00<br>\$ 203.45 |
| EFT15869 | 6/03/2020 | ALBANY LOCK SERVICE                 | ADMINISTRATION OFFICE BUILDING - RECONFIGURE LOCK FUNCTION ON FRONT COUNTER DOOR, INSTALL NEW LOCKS WITH STOREROOM FUNCTION TO ANTE ROOM AND COUNCIL CHAMBERS, REINSTALL EXISTING BILOCK BARRELS                 | \$ 614.90                                   |
| EFT15870 | 6/03/2020 | AUTOSMART (WA)                      | 1 X TIGER PLUS 20 LITRE, ARMOURGLOW 5LT, PAN DANDY 5LT   | \$ 166.16                                   |
| EFT15871 | 6/03/2020 | BEST OFFICE SYSTEMS                 | DEPOT PHOTO COPIER READING FROM 28/01/2020 - 28/02/2020  | \$ 487.56                                   |
| EFT15872 | 6/03/2020 | BLACK AND GOLD SOCIAL CLUB          | PAYROLL DEDUCTIONS   | \$ 120.00                                   |
| EFT15873 | 6/03/2020 | BORDEN PRIMARY P&C ASSOCIATION INC. | CATERING FOR THANK A FIRIE BBQ ON THE 21ST FEBRUARY 2020   | \$ 2,400.00                                 |
| EFT15874 | 6/03/2020 | BTW CONTRACTING PTY LTD             | EXTENDABLE PIPE FITTINGS   | \$ 30.00                                    |
| EFT15875 | 6/03/2020 | CJD EQUIPMENT PTY LTD               | IVECO STRALIS AD500 - GN.0014 - REPLACE MOTORISED WINDOW MECHANISM ELECT   | \$ 412.47                                   |
| EFT15876 | 6/03/2020 | CORPORATE ENERGY AUSTRALIA PTY LTD  | RESTOCKING SUPPLIES 2 X 25 LITRE MORRIS MULTILIFE FS 5W/30 C-THREE<br>TEXXON ULTRA BLUE GREASE   | \$ 411.79<br>\$ 159.96                      |
| EFT15877 | 6/03/2020 | CORSIGN WA                          | ROAD MAINTENANCE BLUFF KNOLL ROAD - REPLACE SIGNS FROM STIRLING RANGES BUSH FIRE 1 X D4-1-1 UNIDIRECTIONAL HAZARD MARKER - SIZE: A 1600X400 WITH 2 X UNISTRUTS CHEVRON BOARD BLK/WHT CL1 REFL 1.6ALI WITH STRUTS | \$ 160.60                                   |
| EFT15878 | 6/03/2020 | DWER                                | GREASE TRAP CLEANING   | \$ 44.00                                    |
| EFT15879 | 6/03/2020 | DEPT OF LAND ADMINISTRATION         | RURAL UV'S SCHED'S R2020/1 & R2020/2   | \$ 125.64                                   |
| EFT15880 | 6/03/2020 | IAN GRAHAM                          | REIMBURSEMENT DCEO FUEL GN.001, HOME INTERNET FEB/MARCH AND IPHONE PROTECTOR COVER   | \$ 290.35                                   |
| EFT15881 | 6/03/2020 | JERRAMUNGUP ELECTRICAL SERVICE      | SUPPLY AND FIT NEW SUBMERSIBLE PUMP FOR HIGNDENUP BORE   | \$ 4,068.22                                 |
| EFT15882 | 6/03/2020 | JR & A HERSEY PTY LTD               | RE ORDER SUPPLIES OF STOCK 1 BOX OF JB'S 12 BROWN LENS SAFETY GLASSES - POLARISED SPEC 1337  | \$ 1,791.52                                 |
| EFT15883 | 6/03/2020 | LEASEIT LTD                         | COPY MANAGEMENT PLAN BILLING PERIOD JANUARY-FEBRUARY 2020  | \$ 1,030.15                                 |

|          |  |   |                            |
|----------|--|---|----------------------------|
| EFT15884 | 6/03/2020 LGRCEU                             | PAYROLL DEDUCTIONS  | \$ 184.50                  |
| EFT15885 | 6/03/2020 MARKETFORCE                        | ADVERTISEMENT PLANT OPERATOR / GENERAL HAND THE WEST AUSTRALIAN 22/2/20<br>ADVERTISEMENT PLANT OPERATOR/ GSH AND ALBANY ADVERTISER                        | \$ 939.91<br>\$ 702.64     |
| EFT15886 | 6/03/2020 METROCOUNT                         | ROMAN DEVELOPMENT - SUPPLIES 2 X 100M ROLL OF TUBING  | \$ 1,405.80                |
| EFT15887 | 6/03/2020 OLUMAYOKUN OLUYEDE                 | CASH SUBSIDY AS PER CONTRACT FEBRUARY 2020  | \$ 11,000.00               |
| EFT15888 | 6/03/2020 ONGERUP CARAVAN PARK               | CONTRACT CLEANING ONGERUP HALL & PUBLIC CONVENIENCES FOR FEBRUARY   | \$ 335.88                  |
| EFT15889 | 6/03/2020 ONLINE SAFETY SYSTEMS PTY LTD      | PLANT ASSESSOR MONTHLY ACCESSOR MONTHLY ACCESS FEE HYBRID LEVEL 2 FOR MARCH 2020  | \$ 528.00                  |
| EFT15890 | 6/03/2020 RAY FORD SIGNS                     | CONSTRUCTION 2 HOUSES CNR QUINN & WHITEHEAD GEN -GRANT FUNDING SIGNAGE SUPPLY, PRINT, UV LAMINATE & FIT TO ALUMINIUM SHEETING 1 X 900 X 1200MM SIGN PANEL | \$ 292.60 P                |
| EFT15891 | 6/03/2020 RODERICK FRANKLYN WELLSTEAD        | RATES INCENTIVE 17/18 - CHEQUE CANCELLED AND FUNDS RECEIPTED TO ASSESSMENT  | \$ 100.00                  |
| EFT15892 | 6/03/2020 SOLUTIONS IT                       | MARCH MANAGED SUPPORT-35 USERS DEVICE AS PER CONTRACT   | \$ 2,647.96                |
| EFT15893 | 6/03/2020 STAR SALES & SERVICE               | HUSQVARNA MOWER GN.0034 - REPAIRS TO MOWER 3 X PULLEY ITEM NO: HUP5391121 25  | \$ 304.05                  |
| EFT15894 | 6/03/2020 TOLL TRANSPORT PTY LTD             | FREIGHT   | \$ 10.73                   |
| EFT15895 | 6/03/2020 WA CONTRACT RANGER SERVICES        | RANGER SERVICES 19/02, 26/02  | \$ 1,782.00                |
| EFT15896 | 6/03/2020 WATERMAN IRRIGATION PTY LTD        | STANDPIPE MAINTENANCE GEN - WI - SP - CLOUD SERVER ACCESS CLOUD SERVER ACCESS FEE FROM 1ST JANUARY 2020 TO 30TH JUNE 2020 PRICE LIST RATE: \$695.000      | \$ 639.65                  |
| EFT15897 | 10/03/2020 ALBANY LOCK SERVICE               | PUBLIC TOILET SERVICE DUCT DOOR LOCK ASSEMBLY   | \$ 196.00                  |
| EFT15898 | 10/03/2020 AUSTRALIA POST                    | POSTAGE FOR FEBRUARY 2020   | \$ 197.24                  |
| EFT15899 | 10/03/2020 B P HARRIS & SON                  | CATERPILLAR 930H WHEEL LOADER - REPAIRS TO CAT LOADER HINGE PIN KEEPER  | \$ 418.44                  |
| EFT15900 | 10/03/2020 BUNNINGS ALBANY                   | VARIOUS HARDWARE ITEMS (SHOVELS,STORAGE CONTAINERS, WATERPROOF MEMBRANE)  | \$ 264.61                  |
| EFT15901 | 10/03/2020 CJD EQUIPMENT PTY LTD             | IVECO STRALIS AD500 - GN.0014 - OIL FILTERS AND FUEL FILTERS 1 X FUEL FILTER CARTRIDGE 1 X ELEMENT 2 X OIL FILTER   | \$ 1,771.11                |
| EFT15902 | 10/03/2020 DA & KJ MURRAY                    | ACCOMODATION AND MEALS FOR LLEW WITHERS 06/02,20/02 & 21/02   | \$ 210.00                  |
| EFT15903 | 10/03/2020 DEPT PLANNING, LANDS AND HERITAGE | DOCUMENT PREPARATION FEES<br>10% DEPOSIT RESERVE 32642 - 25 MCDONALD STREET, GNOWANGERUP  | \$ 1,333.00<br>\$ 1,272.72 |

|          |   |   |   |
|----------|---|---|---|
| EFT15904 | 10/03/2020 DWER                           | GREASE TRAP CLEANING  | \$ 88.00                                |
| EFT15905 | 10/03/2020 G & M DETERGENTS               | 4 X SHARPS DISPOSAL   | \$ 112.00                               |
| EFT15906 | 10/03/2020 GNOWANGERUP CRC                | STAFFING FOR LIBRARY, CLEANING, TELEPHONE & INTERNET  | \$ 1,332.75                             |
| EFT15907 | 10/03/2020 GNOWANGERUP FUEL SUPPLIES      | FUEL FOR ADMIN FLEET  | \$ 1,058.37                             |
| EFT15908 | 10/03/2020 GNOWANGERUP TYRE SERVICE       | MITSUBISHI NX PAJERO WAGON GN.004 - (WORKS MANAGER) -DUNLOP TYRES DUNLOP GRANDTREK<br>ISUZU SPACE CAB TYRES GN.0048<br>PUNCTURE REPAIRS TO JD MOWER | \$ 1,300.00<br>\$ 1,240.00<br>\$ 208.00 |
| EFT15909 | 10/03/2020 GREAT SOUTHERN TOYOTA          | GN.OO 10,000 KLM SERVICE  | \$ 281.71                               |
| EFT15910 | 10/03/2020 INTERSECTIONAL LINEMARKERS     | LINE MARKING BLUFF KNOLL ROAD AFTER FIRES   | \$ 2,750.00                             |
| EFT15911 | 10/03/2020 JERRAMUNGUP ELECTRICAL SERVICE | RENEW ELECTRICAL SAFETY CERTIFICATE 61 & 191 CORBETT ST   | \$ 276.10                               |
| EFT15912 | 10/03/2020 JETBLACK CREATIVE MEDIA        | YEARLY CMS MAINTENANCE AND SUPPORT 2020/2021  | \$ 858.00                               |
| EFT15913 | 10/03/2020 JR & A HERSEY PTY LTD          | EBA UNIFORMS DEPOT STAFF  | \$ 6,009.23                             |
| EFT15914 | 10/03/2020 MOORE STEPHENS                 | MOORE STEPHENS FINANCIAL REPORTING MANUAL   | \$ 3,148.20                             |
| EFT15915 | 10/03/2020 PRIMARIES GNOWANGERUP          | VARIOUS HARDWARE ITEMS  | \$ 802.63                               |
| EFT15916 | 10/03/2020 TOLL TRANSPORT PTY LTD         | FREIGHT   | \$ 16.56                                |
| EFT15917 | 10/03/2020 WARREN BLACKWOOD WASTE         | 240LT BIN PICKUP 06/02, 13/02, 20/02, 27/02   | \$ 8,437.95                             |
| EFT15918 | 18/03/2020 ALBANY AUTOS                   | ISUZU D-MAX FUEL FILTERS  | \$ 196.24                               |
| EFT15919 | 18/03/2020 ALBANY ENGINEERING CO          | GN.0015 JD GRADER - REBUILD FREE ROLLER SHAFT AND INSTALL NEW BEARINGS  | \$ 1,681.39                             |
| EFT15920 | 18/03/2020 ALBANY LOCK SERVICE            | EXPENDABLE TOOLS GEN - KEY CABINET 1X BOX (200) ASSORTED COLOURED KEY TAGS  | \$ 60.00                                |
| EFT15921 | 18/03/2020 BEST OFFICE SYSTEMS            | REPLACED YELLOW AND MAGENTA DRUM GENERAL CHECK AND CLEAN OF ADMIN PHOTOCOPIER   | \$ 77.00                                |
| EFT15922 | 18/03/2020 BGL SOLUTIONS                  | MONTHLY GROUNDS MAINTENANCE AS PER CONTRACT   | \$ 10,429.53                            |
| EFT15923 | 18/03/2020 BUNNINGS ALBANY                | CHAIRS X6 FOR SWIMMING POOL AREA  | \$ 30.00                                |
| EFT15924 | 18/03/2020 CAROL ANNE SHADDICK            | IT VISION TRAINING AND FINANCE CONFERENCE MEALS AND PARKING X 2 STAFF   | \$ 190.33                               |
| EFT15925 | 18/03/2020 CAST-TECH GROUP                | ONGERUP-PINGRUP ROAD RRG 3 X BULK CEMENT BAGS - 500KGS - GREY   | \$ 990.00 P                             |

|          |            |                                    |   |    |                          |
|----------|------------|------------------------------------|---|----|--------------------------|
| EFT15926 | 18/03/2020 | CORPORATE ENERGY AUSTRALIA PTY LTD | MORRIS LODEXOL 25LT, TEXXON ULTRA BLUE GREASE 20KG, COOLANT PREMIX 20LT                                   | \$ | 750.96                   |
| EFT15927 | 18/03/2020 | GNOWANGERUP FUEL SUPPLIES          | DIESEL FOR GNOWANGERUP DEPOT 15,900 LITRES @ \$1.2756<br>DIESEL FOR ONGERUP DEPOT 4,300 LITRES @ \$1.1856 | \$ | 20,282.04<br>\$ 5,098.08 |
| EFT15928 | 18/03/2020 | GNOWANGERUP PHARMACY               | FIRST AID SUPPLIES - DEPOT 1 X 100 PACK OF PARAPANE   | \$ | 5.95                     |
| EFT15929 | 18/03/2020 | HANSON CONSTRUCTION MATERIALS      | ROAD MAINTENANCE - AGGREGATE  | \$ | 1,736.28                 |
| EFT15930 | 18/03/2020 | JERRAMUNGUP ELECTRICAL SERVICE     | INSTAL SIX NEW ILLUMINATED EXIT SIGNS AS PER UPDATED EVACUATION PLAN - ADMIN BUILDING                     | \$ | 1,080.42                 |
| EFT15931 | 18/03/2020 | JOHN ARTHUR SKINNER                | GIFT VOUCHER TASSIE HAYWARD FAREWELL PURCHASED FROM BUNNINGS  | \$ | 290.00                   |
| EFT15932 | 18/03/2020 | NUTRIEN AG SOLUTIONS               | 1 X 20 LITRE DBAG WATERGUARD  | \$ | 384.26                   |
| EFT15933 | 18/03/2020 | ONGERUP FARM SUPPLIES              | REFRESHMENTS FOR THANK A FIREY FUNCTION<br>VARIOUS HARDWARE ITEMS   | \$ | 740.00<br>\$ 245.69      |
| EFT15934 | 18/03/2020 | ONGERUP TYRES & AUTOMOTIVE         | ISUZU MEDIUM TIPPER NPR 300 GN.0038 - 2 X KUMHO KRS03 ITEM NO: T215/75R17.5K                              | \$ | 658.00                   |
| EFT15935 | 18/03/2020 | RAPTOR GROUP PTY LTD               | EXCAVATOR HIRE TO CLEAR SILT PIT AT MAGITUP DAM   | \$ | 13,794.00                |
| EFT15936 | 18/03/2020 | ROB OWEN DECORATING SERVICES       | REPAINTING TWO TOILETS AT COMMUNITY PARK  | \$ | 2,073.50                 |
| EFT15937 | 18/03/2020 | SADLERS BUTCHERS                   | CATERING COUNCIL MEETINGS HELD IN FEBRUARY  | \$ | 241.00                   |
| EFT15938 | 18/03/2020 | SOLUTIONS IT                       | ONBOARDING FEE  | \$ | 1,485.00                 |
| EFT15939 | 18/03/2020 | ST JOHN AMBULANCE ASSOC OF WA      | COMMUNITY FINANCIAL ASSISTANCE GRANT ST JOHN AMBULANCE<br>FIRST AID KITS                                  | \$ | 5,500.00<br>\$ 444.30    |
| EFT15940 | 18/03/2020 | TOLL TRANSPORT PTY LTD             | FREIGHT   | \$ | 29.98                    |
| EFT15941 | 18/03/2020 | WESTRAC EQUIPMENT PTY LTD          | 2016 AA 12M MOTOR GRADER GN.0020 - REPAIRS TO WIPER MOTOR 1 X RIGHT HAND DOOR                             | \$ | 256.42                   |
| EFT15942 | 18/03/2020 | WINC. (WORK INCORPORATED)          | CLEANING SUPPLIES   | \$ | 234.48                   |
| EFT15943 | 18/03/2020 | YONGERGNOW-ONGERUP CRC             | ADVERTISING IN THE GRAPEVINE 2X HALF PAGES  | \$ | 180.00                   |
| EFT15944 | 27/03/2020 | A D CONTRACTORS PTY LTD            | ROAD MAINTENANCE - EMULSION 2 X 1080 LITRE (EMULSION) CATAMOL @ \$1.42 PLUS GST                           | \$ | 3,373.92                 |
| EFT15945 | 27/03/2020 | ADMIN SOCIAL CLUB                  | PAYROLL DEDUCTIONS  | \$ | 100.00                   |
| EFT15946 | 27/03/2020 | ARMADILLO PRODUCTS                 | 2 X 1000 SHUTTLE PODS WITH FRAMES FOR EMULSION  | \$ | 200.00                   |

|          |  |  |              |   |
|----------|--|--|--------------|---|
| EFT15947 | 27/03/2020 ASSIST ENGINEERING                      | DESIGN INDUSTRIAL RAV ACCESS THROUGH INDUSTRIAL AREA DESIGN STORM WATER RUN OFF CALCULATIONS FOR QUINN STREET  | \$ 2,805.00  |   |
|          |  | BUDGET ESTIMATES & ANALYSIS RAV 7 INDUSTRIAL ROUTES  | \$ 3,630.00  |   |
| EFT15948 | 27/03/2020 B & B STREET SWEEPING                   | SUCTION SWEEP STONE STREET BORDEN PRE RESEALING  | \$ 858.00    |   |
|          |  | SUCTION SWEEP LAMONT STREET ONGERUP PRE RESEALING  |              |   |
| EFT15949 | 27/03/2020 BEST OFFICE SYSTEMS                     | DEPOT COPIER 28/02/2020-28/03/2020   | \$ 296.95    |   |
| EFT15950 | 27/03/2020 BGL SOLUTIONS                           | REPLACE LEAKING SOLONIOD AT ANZAC PARK   | \$ 203.50    |   |
| EFT15951 | 27/03/2020 BLACK AND GOLD SOCIAL CLUB              | PAYROLL DEDUCTIONS   | \$ 120.00    |   |
| EFT15952 | 27/03/2020 CJD EQUIPMENT PTY LTD                   | IVECO STRALIS AS500 - GN.0044 - REPAIRS 1 X SET OF BRAKE PADS PART NO: 500086211   | \$ 2,151.47  |   |
| EFT15953 | 27/03/2020 DL CONSULTING                           | BUDGET REVIEW WORKPAPERS   | \$ 4,193.75  |   |
|          |  | TRAINING SESSION FOR COUNCILLORS   | \$ 1,470.70  |   |
| EFT15954 | 27/03/2020 ENVIRONMENTAL HEALTH AUSTRALIA (SA) INC | AFSA INSPECTION PADS   | \$ 93.50     |   |
| EFT15955 | 27/03/2020 FULCHER CONTRACTORS                     | ONGERUP-PINGRUP ROAD RRG - SHOULDER WIDENING AS PER RFQ-2019-MW1   | \$ 81,730.00 | P |
|          |  | ONGERUP-PINGRUP RD RRG BOXOUT & CEMENT ROAD FAILURE PRE RESEALING  | \$ 26,132.37 | P |
|          |  | ONGERUP-PINGRUP RD CARTING WATER   | \$ 8,712.00  | P |
| EFT15956 | 27/03/2020 G & M DETERGENTS                        | FOAM SOAP, CTN TOILET ROLLS 20 BOXES TISSUES BOX CENTRE FEED HAND TOWEL  | \$ 283.80    |   |
| EFT15957 | 27/03/2020 GNOWANGERUP PHARMACY                    | FIRST AID KITS FOR SHIRE VEHICLES  | \$ 112.05    |   |
| EFT15958 | 27/03/2020 GNOWANGERUP VOLUNTEER SES UNIT INC      | 4TH QUARTER OPERATING GRANT FUND LESS EXPENDITURE BY SHIRE   | \$ 5,243.95  | F |
| EFT15959 | 27/03/2020 IAN DAVID BEATON                        | CONNECT NEW TANK TO EXISTING CONCRETE TANK HIGHDENUP RD BORE   | \$ 1,353.00  |   |
|          |  | CONNECT NEW TANK TO EXISTING CONCRETE TANK FORMBY RD BORE  | \$ 1,287.00  |   |
|          |  | RESET SOLAR HOT WATER SYSTEM GROCOCK ST  | \$ 88.00     |   |
| EFT15960 | 27/03/2020 LGRCEU                                  | PAYROLL DEDUCTIONS   | \$ 184.50    |   |
| EFT15961 | 27/03/2020 ONGERUP TYRES & AUTOMOTIVE              | GN.0032 - TO FIT 2 X NEW TYRES TO JD LAWNMOWER   | \$ 60.00     |   |
| EFT15962 | 27/03/2020 QUALTARP PTY LTD                        | ISUZU D-MAX 2020 (MECHANIC) UTILITY GN.0016 - 1 X SEAT COVERS FOR UTE DRIVER AND PASSENGER BUCKETS WITH MAP POCKET (AIR BAG COMPATIBLE) CANVAS GREY CODE: IDM122SXABC BD STEERING WHEEL COVER - (PROMOTION CREDIT) CODE: SWC20 | \$ 377.30    |   |
| EFT15963 | 27/03/2020 THE WOOLY SHEEP CAFE & GIFT SHOP        | SUNDOWNER FAREWELL FUNCTION EMPLOYEE VERDUN TASMAN HAYWARD, COUNCILLOR & EXECUTIVE WORKSHOP REFRESHMENTS 11 MARCH 20   | \$ 300.00    |   |



|          |            |                             |   |    |            |
|----------|------------|-----------------------------|---|----|------------|
| EFT15964 | 27/03/2020 | TOLL TRANSPORT PTY LTD      | FREIGHT   | \$ | 67.71      |
| EFT15965 | 27/03/2020 | TRAILBLAZERS                | EBA UNIFORMS WORKBOOTS  | \$ | 200.00     |
| EFT15966 | 27/03/2020 | WA CONTRACT RANGER SERVICES | RANGER SERVICES 04/03, 11/03, 18/03                               | \$ | 2,673.00   |
| EFT15967 | 27/03/2020 | WILSONS SIGN SOLUTIONS      | SUPPLY OF HONOUR BOARD UPDATES AND DESK NAME FOR COUNCIL CHAMBERS | \$ | 323.40     |
| EFT15968 | 27/03/2020 | WINC. (WORK INCORPORATED)   | CLEANING SUPPLIES FOR ONGERUP TOWN HALL                           | \$ | 142.40     |
| 27683    | 6/03/2020  | GNOWANGERUP IGA             | CONSUMABLES   | \$ | 460.76     |
| 27684    | 6/03/2020  | SYNERGY                     | STREET LIGHT SUPPLY PERIOD 30 DAYS TO 03/03/2020                  | \$ | 3,684.88   |
| 27685    | 10/03/2020 | AUSTRALIAN TAXATION OFFICE  | BAS PYMENT FOR FEBRUARY 2020                                      | \$ | 22,262.00  |
| 27686    | 10/03/2020 | REECE AUSTRALIA PTY LTD     | REPLACE SEAT FOR GNOWANGERUP PUBLIC TOILETS (DISABLE)             | \$ | 198.12     |
| 27687    | 10/03/2020 | SYNERGY                     | SUPPLY PERIOD 63 DAYS VARIOUS SHIRE BUILDINGS                     | \$ | 1,078.55   |
| 27688    | 10/03/2020 | WATER CORPORATION           | WATER USAGE AND SERVICE CHARGES GNOWANGERUP STANDPIPE             | \$ | 6,229.34 R |
|          |            |                             | WATER USAGE AND SERVICE CHARGES                                   | \$ | 667.90     |
| 27689    | 18/03/2020 | REECE AUSTRALIA PTY LTD     | 100M PIPE FOR SPORTING COMPLEX DAM PIPE FROM AIRPORT              | \$ | 935.00     |
| 27690    | 18/03/2020 | SYNERGY                     | SUPPLY PERIOD 63 DAYS   | \$ | 2,176.86   |
| 27691    | 18/03/2020 | TELSTRA                     | USAGE, SERVICE AND EQUIPMENT                                      | \$ | 1,037.20   |
| 27692    | 18/03/2020 | WATER CORPORATION           | WATER USAGE AND SERVICE CHARGES                                   | \$ | 6,555.04   |
|          |            |                             | WATER USAGE AND SERVICE CHARGES GNOWANGERUP STANDPIPE             | \$ | 6,064.72 R |
| 27693    | 27/03/2020 | HARDWARE BARGAINS PTY LTD   | STAINLESS STEEL BALUSTRADING KIT FOR ADMIN COUNTER                | \$ | 195.34     |
| 27694    | 27/03/2020 | SYNERGY                     | SUPPLY PERIOD 29 DAYS   | \$ | 5,063.95   |
| 27695    | 27/03/2020 | T & C SUPPLIES              | TOOLBOXES FOR GN.0016 MECHANIC UTILITY                            | \$ | 2,266.77   |
| 27696    | 27/03/2020 | TELSTRA                     | MOBILE PHONE AND DATA PLANS                                       | \$ | 567.62     |
| 27697    | 27/03/2020 | WATER CORPORATION           | WATER USAGE AND SERVICE CHARGES                                   | \$ | 3,385.25   |
| DD4527.1 | 4/03/2020  | WALGS PLAN                  | PAYROLL DEDUCTIONS  | \$ | 6,248.41   |

|           |   |  |             |
|-----------|---|--|-------------|
| DD4527.2  | 4/03/2020 REST SUPERANNUATION                     | SUPERANNUATION CONTRIBUTIONS                 | \$ 170.26   |
| DD4527.3  | 4/03/2020 CBUS                                    | SUPERANNUATION CONTRIBUTIONS                 | \$ 314.49   |
| DD4527.4  | 4/03/2020 MLC MASTERKEY                           | SUPERANNUATION CONTRIBUTIONS                 | \$ 204.25   |
| DD4527.5  | 4/03/2020 OASIS SUPERANNUATION MASTER TRUST       | SUPERANNUATION CONTRIBUTIONS                 | \$ 185.25   |
| DD4527.6  | 4/03/2020 COMMONWEALTH ESSENTIAL SUPER            | SUPERANNUATION CONTRIBUTIONS                 | \$ 50.58    |
| DD4527.7  | 4/03/2020 SMSF                                    | PAYROLL DEDUCTIONS                           | \$ 844.75   |
| DD4527.8  | 4/03/2020 WEALTH PERSONAL SUPERANNUATION          | SUPERANNUATION CONTRIBUTIONS                 | \$ 331.96   |
| DD4527.9  | 4/03/2020 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER  | SUPERANNUATION CONTRIBUTIONS                 | \$ 795.33   |
| DD4528.1  | 25/03/2020 LEASEIT LTD                            | PHOTOCOPIER LEASE AS PER AGREEMENT           | \$ 1,196.25 |
| DD4536.1  | 18/03/2020 WALGS PLAN                             | PAYROLL DEDUCTIONS                           | \$ 6,561.44 |
| DD4536.2  | 18/03/2020 REST SUPERANNUATION                    | SUPERANNUATION CONTRIBUTIONS                 | \$ 170.26   |
| DD4536.3  | 18/03/2020 CBUS                                   | SUPERANNUATION CONTRIBUTIONS                 | \$ 314.49   |
| DD4536.4  | 18/03/2020 OASIS SUPERANNUATION MASTER TRUST      | SUPERANNUATION CONTRIBUTIONS                 | \$ 190.00   |
| DD4536.5  | 18/03/2020 COMMONWEALTH ESSENTIAL SUPER           | SUPERANNUATION CONTRIBUTIONS                 | \$ 73.57    |
| DD4536.6  | 18/03/2020 SMSF                                   | PAYROLL DEDUCTIONS                           | \$ 844.75   |
| DD4536.7  | 18/03/2020 WEALTH PERSONAL SUPERANNUATION         | SUPERANNUATION CONTRIBUTIONS                 | \$ 331.96   |
| DD4536.8  | 18/03/2020 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER | SUPERANNUATION CONTRIBUTIONS                 | \$ 795.33   |
| DD4536.9  | 18/03/2020 AUSTRALIAN SUPER                       | SUPERANNUATION CONTRIBUTIONS                 | \$ 1,119.79 |
| DD4539.1  | 30/03/2020 WESTNET                                | ADMIN INTERNET                               | \$ 234.09   |
| DD4539.2  | 10/03/2020 NATIONAL AUSTRALIA BANK                | ITEMISED BELOW                               | \$ 0.00     |
| DD4544.1  | 31/03/2020 WESTNET                                | ADDITION TO CEO HOME INTERNET AS PER INVOICE | \$ 48.74    |
| DD4527.10 | 4/03/2020 AUSTRALIAN SUPER                        | SUPERANNUATION CONTRIBUTIONS                 | \$ 1,137.85 |
| DD4527.11 | 4/03/2020 CARE SUPER                              | SUPERANNUATION CONTRIBUTIONS                 | \$ 740.68   |

|           |  |  |    |                      |
|-----------|--|--|----|----------------------|
| DD4527.12 | 4/03/2020 PRIME SUPER                    | SUPERANNUATION CONTRIBUTIONS                       | \$ | 224.69               |
| DD4527.13 | 4/03/2020 BENDIGO SMARTOPTIONS SUPER     | SUPERANNUATION CONTRIBUTIONS                       | \$ | 109.15               |
| DD4527.14 | 4/03/2020 MLC NAVIGATOR RETIREMENT PLAN  | SUPERANNUATION CONTRIBUTIONS                       | \$ | 210.52               |
| DD4536.10 | 18/03/2020 CARE SUPER                    | SUPERANNUATION CONTRIBUTIONS                       | \$ | 740.68               |
| DD4536.11 | 18/03/2020 PRIME SUPER                   | SUPERANNUATION CONTRIBUTIONS                       | \$ | 224.22               |
| DD4536.12 | 18/03/2020 BENDIGO SMARTOPTIONS SUPER    | SUPERANNUATION CONTRIBUTIONS                       | \$ | 110.07               |
| DD4536.13 | 18/03/2020 MLC NAVIGATOR RETIREMENT PLAN | SUPERANNUATION CONTRIBUTIONS                       | \$ | 210.52               |
|           |  | <b>TOTAL MIUNICIPAL ACCOUNT</b>                    |    | <b>\$ 384,577.98</b> |
|           | 14/02/2020 EG FUEL COMPANY               | FUEL FOR GN.00                                     | \$ | 102.23               |
|           | 19/02/2020 CLICK BUSINESS                | BUSINESS CARDSA IAN GRAHAM                         | \$ | 69.20                |
|           | 21/02/2020 NAVIGATE NORTH BUNBURY        | REPLACEMENT IPHONES DCEO & MANAGER WORKS           | \$ | 2,098.00             |
|           | 21/02/2020 TRIBE PERTH                   | ACCOMODATION LIFESAVER TRAINING                    | \$ | 352.95               |
|           | 21/02/2020 SEEK MELBOURNE                | PLANT OPERATOR POSITION ADVERTISING                | \$ | 313.50               |
|           | 26/02/2020 SHIRE OF GNOWANGERUP          | PLATE CHANGE GN.0016 TRADE IN                      | \$ | 27.70                |
|           | 2/03/2020 EG FUEL COMPLANY               | FUEL FOR GN.00                                     | \$ | 50.12                |
|           | 2/03/2020 MURRAY HOTEL                   | STAFF ACCOMODATION ATTENDING PAYROLL AWARD UPDATES | \$ | 145.00               |
|           | 10/03/2020 NAB                           | MONTHLY CARD FEE                                   | \$ | 9.00                 |
|           |  | <b>TOTAL CORPORATE CREDIT CARD</b>                 | \$ | <b>3,167.70</b>      |

**CERTIFICATE OF SENIOR FINANCE OFFICER**

**I HEREBY CERTIFY THE FOLLOWING SCHEDULE OF ACCOUNTS:**

TOTAL FOR MUNICIPAL FUND: EFT 15866 -15968, Cheque 27683 - 27697, DD and Super Clearing House = \$384,577.98

TOTAL FOR CREDIT CARD: \$3,167.70

**F** Fully Grant Funded

**P** Partial Grant Funded

**R** Other Funding (Reimbursements)

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**16.2 MARCH 2020 MONTHLY FINANCIAL REPORT**

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Shire of Gnowangerup   |
| <b>Proponent:</b>              | N/A  |
| <b>File Ref:</b>               | ADM0451  |
| <b>Date of Report:</b>         | 14 <sup>TH</sup> April 2020  |
| <b>Business Unit:</b>          | Corporate and Community Services                                     |
| <b>Officer:</b>                | D. Long – Finance Consultant<br>C. Shaddick – Senior Finance Officer |
| <b>Disclosure of Interest:</b> | NIL  |

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**ATTACHMENTS**

Monthly Financial Statements for the period 01/03/2020 to 31/03/2020 including:

- Statement of Financial Activity
- Report on Material Differences
- Comprehensive Income by Program and Nature & Type
- Statement of Cash Flows
- Current Assets and Liabilities

**PURPOSE OF THE REPORT**

For Council to receive and accept the Monthly Financial Report to the 31<sup>st</sup> March 2020, 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 Initiative: Nil

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

|                                 |  |
|---------------------------------|--|
| <b>Strategic Risk Category</b>  | Financial Sustainability               |
| <b>Consequence Rating</b>       | Catastrophic                           |
| <b>Likelihood Rating</b>        | Unlikely                               |
| <b>Acceptance Rating</b>        | Acceptable                             |
| <b>Risk Acceptance Criteria</b> | Risk Acceptable with adequate controls |

**IMPACT ON CAPACITY**

Nil

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil

**CONCLUSION**

This is a standard item in the Ordinary Council Meeting Agenda.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION**

**Moved: Cr R House**

**Seconded: Cr K O’Keeffe**

**0420.44 That Council:**

**Receives and accepts the Monthly Financial Report for March 2020.**

**UNANIMOUSLY CARRIED: 9/0**

**SHIRE OF GNOWANGERUP**

**MONTHLY FINANCIAL REPORT**

**31-Mar-20**

**SHIRE OF GNOWANGERUP**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE PERIOD ENDING 31 MARCH 2020**

| NOTES  | 2019-20<br>ANNUAL<br>BUDGET | 2019-20<br>YTD<br>BUDGET | 2019-20<br>YTD<br>ACTUAL |
|--|-----------------------------|--------------------------|--------------------------|
| <b>EXPENDITURE (Excluding Finance Costs)</b> | <b>\$</b>                   | <b>\$</b>                | <b>\$</b>                |
| General Purpose Funding                      | (81,604)                    | (58,068)                 | (62,611)                 |
| Governance                                   | (937,524)                   | (682,822)                | (634,883)                |
| Law, Order, Public Safety                    | (377,637)                   | (262,539)                | (267,298)                |
| Health                                       | (372,745)                   | (278,404)                | (230,642)                |
| Education and Welfare                        | (47,261)                    | (38,231)                 | (20,457)                 |
| Housing                                      | (54,508)                    | (42,792)                 | -35,292.10               |
| Community Amenities                          | (570,367)                   | (430,862)                | -344,660.18              |
| Recreation and Culture                       | (1,407,164)                 | (1,104,068)              | (1,052,841)              |
| Transport                                    | (3,112,232)                 | (2,549,068)              | (1,983,886)              |
| Economic Services                            | (278,899)                   | (246,243)                | (105,690)                |
| Other Property and Services                  | (585,290)                   | (551,381)                | (485,744)                |
|  | (7,825,231)                 | (6,244,478)              | (5,224,005)              |
| <b>REVENUE</b>                               |                             |                          |                          |
| General Purpose Funding                      | 4,649,831                   | 0                        | 4,551,012                |
| Governance                                   | 0                           | 1,636,306                | 339                      |
| Law, Order, Public Safety                    | 69,260                      | (7,521)                  | 68,221                   |
| Health                                       | 300                         | 115,943                  | 1,649                    |
| Education and Welfare                        | 11,800                      | 0                        | 400                      |
| Housing                                      | 86,598                      | 1,744,728                | 65,868                   |
| Community Amenities                          | 283,139                     | (3,193,747)              | 285,719                  |
| Recreation and Culture                       | 17,999                      | 0                        | 19,392                   |
| Transport                                    | 140,886                     | 0                        | 149,675                  |
| Economic Services                            | 52,340                      | 0                        | 43,233                   |
| Other Property & Services                    | 119,610                     | (839,840)                | 123,843                  |
|  | 5,431,763                   | (544,130)                | 5,309,352                |
| <i>Increase(Decrease)</i>                    | (2,393,468)                 | (6,788,607)              | 85,347                   |
| <b>FINANCE COSTS</b>                         |                             |                          |                          |
| General Purpose Funding                      | 0                           | (5,570)                  | 0                        |
| Housing                                      | (24,568)                    | (308,000)                | (5,521)                  |
| Community Amenities                          | 0                           | (58,000)                 | 0                        |
| Recreation & Culture                         | (23,471)                    | (787,000)                | (11,656)                 |
| Transport                                    | 0                           | 0                        | 0                        |
| Other Property & Services                    | (2,015)                     | 256,500                  | 0                        |
| Total Finance Costs                          | (50,054)                    | (896,500)                | (17,177)                 |
| <b>NON-OPERATING REVENUE</b>                 |                             |                          |                          |
| General Purpose Funding                      | 0                           | (21,029)                 | 0                        |
| Law, Order & Public Safety                   | 0                           | 0                        | 0                        |
| Housing                                      | 367,500                     | (1,932,983)              | 0                        |
| Community Amenities                          | 300,000                     | 0                        | 0                        |
| Recreation & Culture                         | 0                           | 0                        | 0                        |
| Transport                                    | 699,558                     | 0                        | 396,557                  |
| Economic Services                            | 0                           | 0                        | 0                        |
| Total Non-Operating Revenue                  | 1,367,058                   | (1,954,012)              | 396,557                  |
| <b>PROFIT/(LOSS) ON SALE OF ASSETS</b>       |                             |                          |                          |
| Law, Order & Public Safety                   | 0                           | (1,932,983)              | 0                        |
| Health                                       | 0                           | (5,126,730)              | 0                        |
| Housing                                      | 0                           | 0                        | 0                        |
| Community Amenities                          | 0                           | 404,520                  | 0                        |
| Recreation & Culture Profit                  | 0                           | 1,811,529                | 0                        |
| Recreation & Culture Loss                    | 0                           | 0                        | 0                        |
| Transport Profit                             | 0                           | 3,876,849                | 626                      |
| Transport Loss                               | (115,943)                   | 6,092,898                | (5,523)                  |
| Other Property & Services Profit             | 7,521                       | 966,168                  | 0                        |
| Other Property & Services Loss               | 0                           | 0                        | 0                        |
| Total Profit/(Loss)                          | (108,422)                   | 8,025,234                | (4,897)                  |
| <b>NET RESULT</b>                            | (1,184,886)                 | (1,613,885)              | 459,829                  |
| <b>Other Comprehensive Income</b>            |                             |                          |                          |
| Changes on revaluation of non-current assets | 0                           | 0                        | 0                        |
| Total Abnormal Items                         | 0                           | 0                        | 0                        |
| <b>TOTAL COMPREHENSIVE INCOME</b>            | <b>(1,184,886)</b>          | <b>(1,613,885)</b>       | <b>459,829</b>           |



**SHIRE OF GNOWANGERUP**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 31 MARCH 2020**

|  | <b>2019-20<br/>BUDGET</b> | <b>2019-20<br/>ACTUAL</b> |
|--|---------------------------|---------------------------|
| <b>Expenses</b>  |                           |                           |
| Employee Costs   | (2,597,413)               | (1,940,290)               |
| Materials and Contracts  | (2,222,641)               | (1,064,192)               |
| Utility Charges  | (180,080)                 | (134,855)                 |
| Depreciation on Non-Current Assets   | (2,182,615)               | (1,720,106)               |
| Interest Expenses  | (50,054)                  | (17,177)                  |
| Insurance Expenses   | (232,304)                 | (194,975)                 |
| Other Expenditure  | (410,178)                 | (170,487)                 |
|  | <b>(7,875,285)</b>        | <b>(5,242,082)</b>        |
| <b>Revenue</b>   |                           |                           |
| Rates  | 4,085,295                 | 4,122,519                 |
| Operating Grants, Subsidies and Contributions                                | 852,667                   | 748,781                   |
| Fees and Charges   | 337,229                   | 198,320                   |
| Service Charges  | 0                         | 0                         |
| Interest Earnings  | 68,470                    | 43,968                    |
| Other Revenue  | 88,102                    | 196,664                   |
|  | <b>5,431,763</b>          | <b>5,310,252</b>          |
|  | <b>(2,443,522)</b>        | <b>68,170</b>             |
| Non-Operating Grants, Subsidies & Contributions                              | 1,367,058                 | 396,557                   |
| Fair Value Adjustments to financial assets at fair value through profit/loss | 0                         | 0                         |
| Profit on Asset Disposals  | 7,521                     | 626                       |
| Loss on Asset Disposals  | (115,943)                 | (5,523)                   |
|  | <b>1,258,636</b>          | <b>391,660</b>            |
| <b>Net Result</b>  | <b>(1,184,886)</b>        | <b>459,829</b>            |
| <b>Other Comprehensive Income</b>  |                           |                           |
| Changes on revaluation of non-current assets                                 | 0                         | 0                         |
| <b>Total Other Comprehensive Income</b>                                      | <b>0</b>                  | <b>0</b>                  |
| <b>TOTAL COMPREHENSIVE INCOME</b>  | <b>(1,184,886)</b>        | <b>459,829</b>            |

**SHIRE OF GNOWANGERUP**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDING 31 MARCH 2020**

|   | Note | 2018-19<br>ACTUAL<br>\$ | 2019-20<br>ACTUAL<br>\$ | Variance<br>\$ |
|---|------|-------------------------|-------------------------|----------------|
| <b>Current assets</b>                         |      |                         |                         |                |
| Unrestricted Cash & Cash Equivalents          |      | 584,969                 | 2,803,231               | 2,218,263      |
| Restricted Cash & Cash Equivalents            |      | 1,994,946               | 1,740,153               | -254,793       |
| Trade and other receivables                   |      | 2,476,324               | 438,577                 | -2,037,748     |
| Inventories                                   |      | 29,548                  | 47,510                  | 17,961         |
| Other assets                                  |      | 0                       | 0                       | 0              |
| <b>Total current assets</b>                   |      | <b>5,085,788</b>        | <b>5,029,471</b>        | -56,317        |
| <b>Non-current assets</b>                     |      |                         |                         |                |
| 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              | 29,911,009              | -357,904       |
| Infrastructure Assets                         |      | 89,714,587              | 89,506,630              | -207,957       |
| <b>Total non-current assets</b>               |      | <b>120,206,483</b>      | <b>119,669,320</b>      | -537,163       |
| <b>Total assets</b>                           |      | <b>125,292,271</b>      | <b>124,698,791</b>      | -593,480       |
| <b>Current liabilities</b>                    |      |                         |                         |                |
| Trade and other payables                      |      | 233,000                 | 84,985                  | 148,015        |
| Interest-bearing loans and borrowings         |      | 1,163,537               | 486,703                 | 676,834        |
| Provisions                                    |      | 324,814                 | 444,844                 | -120,030       |
| <b>Total current liabilities</b>              |      | <b>1,721,351</b>        | <b>1,016,532</b>        | 704,819        |
| <b>Non-current liabilities</b>                |      |                         |                         |                |
| Interest-bearing loans and borrowings         |      | 749,852                 | 586,221                 | 163,630        |
| Provisions                                    |      | 104,800                 | 54,321                  | 50,479         |
| <b>Total non-current liabilities</b>          |      | <b>854,651</b>          | <b>640,542</b>          | 214,109        |
| <b>Total liabilities</b>                      |      | <b>2,576,003</b>        | <b>1,657,074</b>        | 918,929        |
| <b>Net assets</b>                             |      | <b>122,716,268</b>      | <b>123,041,716</b>      | 325,448        |
| <b>Equity</b>                                 |      |                         |                         |                |
| Retained surplus                              |      | 43,260,431              | 42,302,400              | -958,031       |
| Net Result                                    |      | -628,654                | 459,829                 | 1,088,483      |
| Reserve - asset revaluation                   |      | 78,094,181              | 78,549,140              | 454,959        |
| Reserve - Cash backed                         |      | 1,990,309               | 1,730,347               | -259,962       |
| <b>Total equity</b>                           |      | <b>122,716,268</b>      | <b>123,041,716</b>      | 325,448        |

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

**SHIRE OF GNOWANGERUP  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 31 MARCH 2020**

| Note  | 2018-19<br>ACTUAL<br>\$ | 2019-20<br>BUDGET<br>\$ | 2019-20<br>ACTUAL<br>\$ |
|---|-------------------------|-------------------------|-------------------------|
| <b>Cash Flows from operating activities</b>         |                         |                         |                         |
| <b>Payments</b>                                     |                         |                         |                         |
| Employee Costs                                      | (2,322,997)             | (2,110,373)             | (1,956,471)             |
| Materials & Contracts                               | (9,288,820)             | (5,497,574)             | (1,215,274)             |
| Utilities (gas, electricity, water, etc)            | (152,816)               | (173,500)               | (134,855)               |
| Insurance   | (169,375)               | (56,054)                | (194,975)               |
| Interest Expense                                    | (47,253)                | (211,068)               | (17,177)                |
| Goods and Services Tax Paid                         | (300,000)               | 0                       | 0                       |
| Other Expenses                                      | (194,954)               | (371,689)               | (170,487)               |
|   | <b>(12,476,215)</b>     | <b>(8,420,258)</b>      | <b>(3,689,239)</b>      |
| <b>Receipts</b>                                     |                         |                         |                         |
| Rates   | 3,856,106               | 4,005,853               | 3,861,388               |
| Operating Grants & Subsidies                        | 1,216,396               | 746,003                 | 748,781                 |
| Contributions, Reimbursements & Donations           | 0                       | 0                       | 0                       |
| Fees and Charges                                    | 223,463                 | 346,222                 | 198,320                 |
| Interest Earnings                                   | 103,186                 | 67,420                  | 43,968                  |
| Goods and Services Tax                              | 189,811                 | 109,879                 | (449)                   |
| Other   | 6,759,854               | 5,591,971               | 823,032                 |
|   | <b>12,348,816</b>       | <b>10,867,348</b>       | <b>5,675,040</b>        |
| <b>Net Cash flows from Operating Activities</b>     | <b>9</b>                | <b>(127,399)</b>        | <b>2,447,090</b>        |
| <b>Cash flows from investing activities</b>         |                         |                         |                         |
| <b>Payments</b>                                     |                         |                         |                         |
| Purchase of Land                                    | (250,688)               | (510,000)               | (2,369)                 |
| Purchase of Buildings                               | (93,045)                | (954,930)               | (773,238)               |
| Purchase Plant and Equipment                        | (327,274)               | (732,000)               | (142,543)               |
| Purchase Furniture and Equipment                    | (18,739)                | (5,000)                 | 0                       |
| Purchase Road Infrastructure Assets                 | (1,218,668)             | (1,300,381)             | (679,036)               |
| Purchase of Footpath Assets                         | 0                       | (5,000)                 | 0                       |
| Purchase Aerodrome Assets                           | (3,099)                 | 0                       | 0                       |
| Purchase Drainage Assets                            | 0                       | (9,000)                 | (2,607)                 |
| 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)                 | (48,083)                |
| <b>Receipts</b>                                     |                         |                         |                         |
| Proceeds from Sale of Assets                        | 77,809                  | 223,000                 | 85,155                  |
| Non-Operating grants used for Development of Assets | 654,212                 | 1,095,672               | 396,557                 |
|   | <b>(1,229,968)</b>      | <b>(2,260,497)</b>      | <b>(1,166,964)</b>      |
| <b>Cash flows from financing activities</b>         |                         |                         |                         |
| Repayment of Debentures                             | (163,109)               | (1,163,539)             | (80,927)                |
| 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                 | 404,000                 |
| <b>Net cash flows from financing activities</b>     | <b>863,243</b>          | <b>(768,606)</b>        | <b>323,073</b>          |
| <b>Net increase/(decrease) in cash held</b>         | <b>(494,124)</b>        | <b>(582,013)</b>        | <b>1,141,909</b>        |
| <b>Cash at the Beginning of Reporting Period</b>    | <b>3,074,039</b>        | <b>2,579,916</b>        | <b>3,401,475</b>        |
| <b>Cash at the End of Reporting Period</b>          | <b>9</b>                | <b>2,579,915</b>        | <b>1,997,903</b>        |
|   |                         |                         | <b>4,543,384</b>        |

**SHIRE OF GNOWANGERUP  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 31 MARCH 2020**

**Notes**

|  | 2018-19<br>ACTUAL<br>\$ | 2019-20<br>BUDGET<br>\$ | 2019-20<br>ACTUAL<br>\$ |
|--|-------------------------|-------------------------|-------------------------|
| <b>RECONCILIATION OF CASH</b>  |                         |                         |                         |
| Cash at Bank - Unrestricted  | 587,764                 | 1,996,061               | 2,802,431               |
| Cash at Bank Reserves - Restricted   | 1,990,309               |                         | 1,740,154               |
| Cash on Hand   | 1,842                   | 1,842                   | 800                     |
| <b>TOTAL CASH</b>  | <b>2,579,915</b>        | <b>1,997,903</b>        | <b>4,543,385</b>        |
| <b>RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT</b> |                         |                         |                         |
| Net Result (As per Comprehensive Income Statement)                                 | -923,476                | -1,184,886              | 459,829                 |
| Add back Depreciation  | 2,932,726               | 2,182,615               | 1,720,106               |
| (Gain)/Loss on Disposal of Assets  | 23,298                  | 108,422                 | 4,897                   |
| Self Supporting Loan Principal Reimbursements                                      | 0                       | 0                       | 0                       |
| Contributions for the Development of Assets  | -654,212                | -1,367,058              | -396,557                |
| Changes in Assets and Liabilities  |                         |                         |                         |
| (Increase)/Decrease in Inventory   | -8,345                  | 0                       | -26,515                 |
| (Increase)/Decrease in Receivables   | -1,555,399              | 2,248,147               | 367,641                 |
| Increase/(Decrease) in Accounts Payable  | -28,471                 | 5,642                   | -141,054                |
| Increase/(Decrease) in Prepayments   | 0                       | 0                       | 0                       |
| Increase/(Decrease) in Employee Provisions   | 86,480                  | 47,299                  | -2,547                  |
| Increase/(Decrease) in Accrued Expenses  | 0                       | 0                       | 0                       |
| Rounding   | 0                       | 0                       | 0                       |
| <b>NET CASH FROM/(USED) IN OPERATING ACTIVITIES</b>                                | <b>-127,399</b>         | <b>2,040,181</b>        | <b>1,985,801</b>        |

**SHIRE OF GNOWANGERUP  
FINANCIAL ACTIVITY STATEMENT  
FOR THE PERIOD ENDING 31 MARCH 2020**

|   | 2019-20            | 2019-20            | 2019-20            | 2019-20            | MATERIAL<br>VARIANCES<br>%                 |
|---|--------------------|--------------------|--------------------|--------------------|--|
|   | ORIGINAL<br>BUDGET | AMENDED<br>BUDGET  | YTD<br>BUDGET      | YTD<br>ACTUAL      |  |
| <b>OPERATING REVENUE</b>                      | <b>\$</b>          |                    | <b>\$</b>          | <b>\$</b>          |  |
| General Purpose Funding                       | 772,982            | 866,392            | 595,827            | 670,989            | 12.61%                                     |
| Governance                                    | 0                  | 339                | 0                  | 339                | 0.00%                                      |
| Law, Order Public Safety                      | 69,260             | 70,244             | 46,541             | 68,221             | 46.58%                                     |
| Health  | 300                | 1,000              | 0                  | 1,649              | 0.00%                                      |
| Education and Welfare                         | 11,800             | 11,800             | 8,745              | 400                | (95.43%)<br>Variance within %<br>Threshold |
| Housing                                       | 86,598             | 86,598             | 70,144             | 65,868             | Variance within %<br>Threshold             |
| Community Amenities                           | 283,139            | 280,117            | 279,332            | 285,719            | Variance within %<br>Threshold             |
| Recreation and Culture                        | 17,999             | 19,297             | 17,845             | 19,392             | Variance within %<br>Threshold             |
| Transport                                     | 148,407            | 157,137            | 148,383            | 150,301            | Variance within %<br>Threshold             |
| Economic Services                             | 52,340             | 58,758             | 47,044             | 43,233             | Variance within %<br>Threshold             |
| Other Property and Services                   | 119,610            | 145,853            | 92,141             | 123,843            | 34.41%                                     |
|   | <b>1,562,435</b>   | <b>1,697,535</b>   | <b>1,306,003</b>   | <b>1,429,955</b>   |  |
| <b>LESS OPERATING EXPENDITURE</b>             |                    |                    |                    |                    |  |
| General Purpose Funding                       | (81,604)           | (87,719)           | (58,068)           | (62,611)           | Variance within %<br>Threshold             |
| Governance                                    | (937,524)          | (935,132)          | (682,822)          | (634,883)          | Variance within %<br>Threshold             |
| Law, Order, Public Safety                     | (377,637)          | (377,251)          | (262,539)          | (267,298)          | Variance within %<br>Threshold             |
| Health  | (372,745)          | (372,743)          | (278,404)          | (230,642)          | (17.16%)                                   |
| Education and Welfare                         | (47,261)           | (47,177)           | (38,231)           | (20,457)           | 46.49%<br>Variance within %<br>Threshold   |
| Housing                                       | (79,076)           | (85,264)           | (42,792)           | (40,813)           | 20.01%                                     |
| Community Amenities                           | (570,367)          | (570,165)          | (430,862)          | (344,660)          | Variance within %<br>Threshold             |
| Recreation and Culture                        | (1,430,635)        | (1,438,867)        | (1,104,068)        | (1,064,498)        | (21.96%)                                   |
| Transport                                     | (3,228,175)        | (3,143,422)        | (2,549,068)        | (1,989,409)        | (57.08%)                                   |
| Economic Services                             | (278,899)          | (139,599)          | (246,243)          | (105,690)          | (11.90%)                                   |
| Other Property & Services                     | (587,305)          | (545,731)          | (551,381)          | (485,744)          |  |
|   | <b>(7,991,228)</b> | <b>(7,743,070)</b> | <b>(6,244,478)</b> | <b>(5,246,705)</b> |  |
| <i>Increase/(Decrease)</i>                    | <b>(6,428,793)</b> | <b>(6,045,535)</b> | <b>(4,938,475)</b> | <b>(3,816,751)</b> |  |
| <b>ADD</b>                                    |                    |                    |                    |                    |  |
| Movement in Employee Benefits (Non-current)   | 50,764             | 50,764             | 0                  | 0                  | 0.00%                                      |
| Movement in Deferred Pensioners (Non-current) | 0                  | 0                  | 0                  | 0                  |  |
| Movement in SS Loan (Non-current)             | 0                  | 0                  | 0                  | 0                  |  |
| Depreciation Written Back                     | 2,182,615          | 2,182,615          | 1,636,306          | 1,720,106          | Variance within %<br>Threshold             |
| (Profit) on the disposal of assets            | (7,521)            | (7,521)            | (7,521)            | (626)              | 91.68%                                     |
| Loss on the disposal of assets                | 115,943            | 115,943            | 115,943            | 5,523              | 95.24%                                     |
|   | <b>2,341,801</b>   | <b>2,341,801</b>   | <b>1,744,728</b>   | <b>1,725,003</b>   |  |
| <i>Sub Total</i>                              | <b>(4,086,992)</b> | <b>(3,703,734)</b> | <b>(3,193,747)</b> | <b>(2,091,747)</b> |  |
| <b>LESS CAPITAL PROGRAMME</b>                 |                    |                    |                    |                    |  |
| Purchase of Land                              | 0                  |                    |                    |                    | Variance within %<br>Threshold             |
| Purchase Buildings                            | (839,840)          | (859,611)          | (839,840)          | (775,607)          | (44.44%)                                   |
| Infrastructure Assets - Roads                 | (1,374,436)        | (1,421,312)        | (1,222,136)        | (679,036)          | 100.00%                                    |
| Infrastructure Assets - Footpaths             | (5,000)            | (5,000)            | (5,000)            | 0                  | 0.00%                                      |
| Infrastructure Assets - Aerodromes            | 0                  | 0                  | 0                  | 0                  | 0.00%                                      |
| Infrastructure Assets - Drainage              | (9,000)            | (9,000)            | (9,000)            | (2,607)            | 71.03%                                     |
| Infrastructure Assets - Sewerage              | (10,000)           | (10,000)           | (10,000)           | 0                  | 100.00%                                    |
| Infrastructure Assets - Parks & Ovals         | (5,570)            | (5,570)            | (5,570)            | (800)              | (85.64%)                                   |
| Infrastructure Assets - Solid Waste           | (308,000)          | (308,000)          | (308,000)          | 0                  | 100.00%                                    |
| Infrastructure Assets - Other                 | (58,000)           | (96,365)           | (58,000)           | (48,083)           | 17.10%                                     |
| Purchase Plant and Equipment                  | (787,000)          | (520,169)          | (787,000)          | (142,543)          | 81.89%                                     |
| Purchase Furniture and Equipment              | 0                  | (5,300)            | 0                  | 0                  | 0.00%                                      |
| Proceeds from Sale of Assets                  | 256,500            | 82,600             | 256,500            | 85,155             | 66.80%                                     |
| Contributions for the Development of Assets   | 1,367,058          | 1,367,058          | 1,142,883          | 396,557            | 65.30%<br>Variance within %<br>Threshold   |
| Repayment of Debt - Loan Principal            | (194,184)          | (205,219)          | (80,926)           | (80,927)           | 100.00%                                    |
| Self Supporting Loan Principal Income         | 28,557             | 28,557             | 14,135             | 0                  | 83.17%                                     |
| Transfer to Reserves                          | (396,991)          | (504,370)          | (21,029)           | (3,539)            |  |
|   | <b>(2,335,906)</b> | <b>(2,471,701)</b> | <b>(1,932,983)</b> | <b>(1,251,430)</b> |  |
| Plus Rounding                                 |                    |                    |                    |                    |  |
| <i>Sub Total</i>                              | <b>(6,422,898)</b> | <b>(6,175,435)</b> | <b>(5,126,730)</b> | <b>(3,343,178)</b> |  |
| <b>FUNDING FROM</b>                           |                    |                    |                    |                    |  |
| Transfer from Reserves                        | 330,000            | 249,500            | 0                  | 0                  | 0.00%<br>Variance within %<br>Threshold    |
| Loans Raised                                  | 404,520            | 404,520            | 404,520            | 404,000            | Variance within %<br>Threshold             |
| Estimated Opening Surplus at 1 July           | 1,811,529          | 1,799,894          | 1,811,529          | 1,799,892          | Variance within %<br>Threshold             |
| Amount Raised from General Rates              | 3,876,849          | 3,883,107          | 3,876,849          | 3,880,023          | Variance within %<br>Threshold             |
|   | <b>6,422,898</b>   | <b>6,337,021</b>   | <b>6,092,898</b>   | <b>6,083,915</b>   |  |
| <b>NET SURPLUS/(DEFICIT)</b>                  | <b>0</b>           | <b>161,586</b>     | <b>966,168</b>     | <b>2,740,737</b>   |  |

| <b>NOTE 1</b>  |                          |                    |                             |
|--|--------------------------|--------------------|-----------------------------|
| <b>CURRENT RATIO</b>   |                          | Current Asset      | 2,875,577                   |
|  |                          | Current Liabil     | 877,088                     |
|  |                          |                    | 3.28                        |
| Ratios greater than one indicate that Council has sufficient current assets to meet it's short term current liabilities.         |                          |                    |                             |
| <b>NOTE 2 - VARIANCES EXPLAINED</b>  |                          |                    |                             |
|  | <b>OPERATING REVENUE</b> | <b>\$ VARIANCE</b> | <b>% VARIANCE</b>           |
| <b>General Purpose Funding</b>   |                          |                    |                             |
| FAG Grant income more than anticipated for reporting period  |                          | 75,162             | 12.61%                      |
| <b>Governance</b>  |                          |                    |                             |
| Anglicare Contribution to the Purple Bench   |                          | 339                | 0.00%                       |
| <b>Law Order &amp; Public Safety -</b>   |                          |                    |                             |
| DFES Operating Grant 4th Quarter paid in advance   |                          | 21,679             | 46.58%                      |
| <b>Health</b>  |                          |                    |                             |
| Reimbursement of Medical Centre expenditure and Health License fees received   |                          | 1,649              | 0.00%                       |
| <b>Education &amp; Welfare</b>   |                          |                    |                             |
| Education Dept mowing contract received annually not monthly as anticipated  |                          | (8,345)            | (95.43%)                    |
| <b>Housing</b>   |                          |                    |                             |
| Variance within 10% materiality threshold  |                          | (4,276)            | Variance within % Threshold |
| <b>Community Amenities</b>   |                          |                    |                             |
| Variance within 10% materiality threshold  |                          | 6,387              | Variance within % Threshold |
| <b>Recreation &amp; Culture</b>  |                          |                    |                             |
| Variance within 10% materiality threshold  |                          | 1,547              | Variance within % Threshold |
| <b>Transport</b>   |                          |                    |                             |
| Variance within 10% materiality threshold  |                          | 1,918              | Variance within % Threshold |
| <b>Economic Service</b>  |                          |                    |                             |
| Variance within 10% materiality threshold  |                          | (3,811)            | Variance within % Threshold |
| <b>Other Property and Services</b>   |                          |                    |                             |
| Insurance dividend and reimbursements higher than anticipated. Dividend of \$15,429.00 to be transferred to Future Funds Reserve |                          | 31,702             | 34.41%                      |

| <b>OPERATING EXPENDITURE</b>  |                    |                                   |
|---|--------------------|-----------------------------------|
|   | <b>\$ VARIANCE</b> | <b>% VARIANCE</b>                 |
| <b>General Purpose funding</b>  |                    |                                   |
| Variance within 10% materiality threshold   | (4,543)            | within %<br>Threshold             |
| <b>Governance</b>   |                    |                                   |
| Variance within 10% materiality threshold   | 47,939             | Variance<br>within %              |
| <b>Law Order &amp; Public Safety -</b>  |                    |                                   |
| Variance within 10% materiality threshold   | (4,759)            | within %<br>Threshold             |
| <b>Health</b>   |                    |                                   |
| 25 McDonald St & Surgery building maintenance and operating costs less than anticipated for reporting period                  | 47,762             | (17.16%)                          |
| <b>Education &amp; Welfare</b>  |                    |                                   |
| Mowing costs and building maintenance less than anticipated,  | 17,774             | 46.49%                            |
| <b>Housing</b>  |                    |                                   |
| Variance within 10% materiality threshold   | 1,979              | Variance<br>within %<br>Threshold |
| <b>Community Amenities</b>  |                    |                                   |
| Maintenance of Refuse sites, Ongerup Effluent and Town Planning expenditure less than anticipated for reporting period        | 86,202             | 20.01%                            |
| <b>Recreation &amp; Culture</b>   |                    |                                   |
| Variance within 10% materiality threshold   | 39,570             | Variance<br>within %<br>Threshold |
| <b>Transport</b>  |                    |                                   |
| Road maintenance expenditure and decommissioning of fuel tanks expenditure less than anticipated for reporting period.        | 559,659            | (21.96%)                          |
| <b>Economic Service</b>   |                    |                                   |
| Building Services Contractor fees less than anticipated, District Fixed Wireless Project not to proceed as per amended budget | 140,553            | -57.08%                           |
| <b>Other Property &amp; Services</b>  |                    |                                   |
| Toompup and Magitup Dam maintenance not expended as anticipated, fuel costs less than anticipated for reporting period        | 65,637             | (11.90%)                          |

| <b>CAPITAL REVENUE</b>                                |                 |          |
|---|-----------------|----------|
| <b><u>Proceeds on Sale of Assets</u></b>              |                 |          |
| Sale of Vehicle GN00 - NOW DCEO VEHICLE - not trading | -29,500         |          |
| 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>-8,891</u>   | 66.80%   |
| <b><u>Non-Operating Revenue</u></b>                   |                 |          |
| <b><u>Housing</u></b>                                 |                 |          |
|   | Receiving in    |          |
| Commonwealth Grants BBR Funding                       | April           | -143,325 |
| <b><u>Transport</u></b>                               |                 |          |
| Regional Road Group Grants                            | TIMING          | -184,001 |
| Roads To Recovery Grants                              | TIMING          | -119,000 |
|   | <u>-446,326</u> | 65.30%   |
| <b><u>Transfers from Reserve</u></b>                  |                 |          |
| Transfer from Reserve Fund                            | 0               | 0        |



| <b>CAPITAL EXPENDITURE</b>   |                                  |               |                                    |
|--|----------------------------------|---------------|------------------------------------|
| <b><u>Transfers to Reserve</u></b>   |                                  |               |                                    |
| Transfers To Reserve Funds - (Inc Interest Earned) - Term  |                                  |               |                                    |
| Deposit not maturing till April  | TIMING                           | 17,490        |                                    |
|  |                                  | <u>17,490</u> | 83.17%                             |
| <b><u>Furniture &amp; Equipment</u></b>  |                                  |               |                                    |
| Administration - Computers and monitor replacements  |                                  | 0             |                                    |
|  | <b>Total (Over)/Under Budget</b> | <u>0</u>      | <b>0.00%</b>                       |
| <b><u>Land &amp; Buildings</u></b>   |                                  |               |                                    |
| <b><u>Housing</u></b>  |                                  |               |                                    |
| Construction of 2 houses on cnr Quinn & Whitehead Sts  | TIMING                           | 4,224         |                                    |
| 20 McDonald St Renewals  |                                  | 0             |                                    |
| 2 Cecil Street Bathroom Renewal  | TIMING                           | 4,000         |                                    |
| <b><u>Community Amenities</u></b>  |                                  |               |                                    |
| Land Development Cuneo Close - Project expenses higher than anticipated for the reporting period |                                  | 0             |                                    |
| <b><u>Recreation &amp; Culture</u></b>   |                                  |               |                                    |
| 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   | TIMING                           | 592           |                                    |
| Gnowangerup Star Building Capital  |                                  | 0             |                                    |
| <b><u>Transport</u></b>  |                                  |               |                                    |
| Gnowangerup Works Depot Capital  |                                  | 0             |                                    |
| Ongerup Works Depot Capital  | TIMING                           | 2,720         |                                    |
| <b><u>Other Property &amp; Services</u></b>  |                                  |               |                                    |
| Administration Centre Building Capital   | TIMING                           | 1,996         |                                    |
|  |                                  | <u>13,533</u> | <b>Variance within % Threshold</b> |
|  | <b>Total (Over)/Under Budget</b> | <u>13,533</u> | <b>Threshold</b>                   |

| <b>CAPITAL EXPENDITURE</b>                               |              |                        |                |
|--|--------------|------------------------|----------------|
| <b><u>Plant &amp; Equipment</u></b>                      |              |                        |                |
| <b><u>Recreation &amp; Culture</u></b>                   |              |                        |                |
| Purchase Pump and Water Tank - Ongerup oval              |              | 0                      |                |
| <b><u>Transport</u></b>                                  |              |                        |                |
| 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 Side Tipper                                  | Deposit paid | (19,038)               |                |
| Purchase Canopy for Utility (Ranger)                     |              | 0                      |                |
| <b><u>Other Property &amp; Services</u></b>              |              |                        |                |
| CEO Vehicle - LESS THAN ANTICIPATED                      |              | 5,364                  |                |
| MCS Vehicle - GN.002 replaced, insurance claim           |              | (28,533)               |                |
| <b>Total (Over)/Under Budget</b>                         |              | <b><u>(42,207)</u></b> | <b>81.89%</b>  |
| <b><u>Road Construction</u></b>                          |              |                        |                |
| <b><u>Roads to Recovery</u></b>                          |              |                        |                |
|  | DEFERRED     |                        |                |
| Rabbit Proof Fence Rd - Gravel Sheet                     | 20/21        | 119,000                |                |
| Salt River Road  |              | 0                      |                |
| Gleeson Road Gravel Sheet SLk 5.00 - 9.00                |              | 0                      |                |
| <b><u>Regional Road Group</u></b>                        |              |                        |                |
| Tieline Road Reseal                                      | TIMING       | 138,000                |                |
| Borden - Bremer Road                                     | TIMING       | (6,471)                |                |
| Ongerup-Pingrup Road                                     | TIMING       | 85,483                 |                |
| <b><u>Municipal Fund Roads</u></b>                       |              |                        |                |
| Sandalwood Road Reseal                                   |              | 0                      |                |
| Borden Bremer Bay Road                                   | TIMING       | (93)                   |                |
| Tieline Rd Resheet                                       | TIMING       | 152,300                |                |
| Nightwell Rd   |              | 0                      |                |
| Highdenup Rd Gravel Sheet                                |              | 0                      |                |
| <b>Total (Over)/Under Budget</b>                         |              | <b><u>488,219</u></b>  | <b>-44.44%</b> |
| <b><u>Footpath Construction</u></b>                      |              |                        |                |
| Footpath Construction                                    | TIMING       | 5,000                  |                |
| <b>Total (Over)/Under Budget</b>                         |              | <b><u>5,000</u></b>    | <b>100.00%</b> |
| <b><u>Drainage Infrastructure</u></b>                    |              |                        |                |
| Drainage Renewals  | TIMING       | 6,393                  |                |
| <b>Total (Over)/Under Budget</b>                         |              | <b><u>6,393</u></b>    | <b>71.03%</b>  |
| <b><u>Sewerage Infrastructure</u></b>                    |              |                        |                |
| Ongerup Waste Water Ponds                                | TIMING       | 10,000                 |                |
| <b>Total (Over)/Under Budget</b>                         |              | <b><u>10,000</u></b>   | <b>100.00%</b> |
| <b><u>Parks, Ovals &amp; Reserves Infrastructure</u></b> |              |                        |                |
| Community Park Capital                                   | TIMING       | 4,770                  |                |
| <b>Total (Over)/Under Budget</b>                         |              | <b><u>4,770</u></b>    | <b>-85.64%</b> |
| <b><u>Other Infrastructure</u></b>                       |              |                        |                |
| Caravan Park Other Infrastructure                        | TIMING       | 5,000                  |                |
| Street Banners & Banner Poles                            | TIMING       | 3,000                  |                |
| <b>Total (Over)/Under Budget</b>                         |              | <b><u>8,000</u></b>    | <b>100.00%</b> |
| <b>Note: (NB) = No Budget Provision Made</b>             |              |                        |                |

**SHIRE OF GNOWANGERUP**  
**SUMMARY OF CURRENT ASSETS AND LIABILITIES**  
**FOR THE PERIOD ENDING 31 MARCH 2020**

| <b>CURRENT ASSET</b>   | <b>ACTUAL<br/>31-Mar-20</b> | <b>ACTUAL<br/>30 JUNE 2019</b> |
|--|-----------------------------|--------------------------------|
| 91000 Municipal Fund Bank Account                            | \$2,802,431                 | \$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                          | \$0                         | \$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       | \$211                       | \$5,150                        |
| 91078 RESTRICTED CASH - BUSH FIRE SERVICES GRANT             | \$119                       | \$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                                   | \$360,057                   | \$111,155                      |
| 91101 Rates Debtor - Specified Area Rates                    | \$11,953                    | \$6,450                        |
| 91102 Rates Debtor - Rubbish Collection                      | \$5,960                     | \$5,596                        |
| 91103 Rates Debtor - Health Act Rate                         | \$16,817                    | \$15,531                       |
| 91104 Rates Debtor - Legal Charges                           | \$6,870                     | \$12,286                       |
| 91105 Rates Debtor - Interest/Admin Charges                  | \$17,339                    | \$16,209                       |
| 91106 Rates Debtor - ESL                                     | \$10,990                    | \$5,685                        |
| 91107 Rates Debtor - Sundry Charges                          | \$0                         | \$0                            |
| 91108 Rates Debtor - Recycling Charges                       | \$4,950                     | \$4,637                        |
| 91110 Sundry Debtors Control                                 | \$19,653                    | \$646,020                      |
| 91111 Pensioner Rebate Claims - General Rates                | \$2,122                     | \$1,306                        |
| 91112 Pensioner Rebate Claims - ESL Levy                     | \$149                       | \$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                                  | \$129,273                   | \$199,324                      |
| 55042 Less Fuel & Oils Allocated                             | (\$102,758)                 | (\$207,878)                    |
| 91200 Stock On Hand - Fuel & Oils                            | \$20,994                    | \$29,548                       |
| 91201 Stock On Hand - Materials                              | \$0                         | \$0                            |
|  | <b>5,029,471</b>            | <b>4,229,020</b>               |
| <b>LESS CURRENT LIABILITIES</b>                              |                             |                                |
| 93000 Sundry Creditors Control                               | (\$33,291)                  | (\$157,535)                    |
| 93001 ESL Payable  | \$5,046                     | \$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                      | (\$10,068)                  | \$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                                  | \$0                         | \$0                            |
| 93063 HOUSING RETENTION MONIES                               | \$0                         | \$0                            |
| 93064 TENANCY HOUSING BONDS                                  | \$0                         | (\$9,376)                      |
| xx2x Lease Liability   | \$0                         | \$0                            |
| xx3x Lease Payment   | \$0                         | \$0                            |
| 93110 Loan Liability (Current)                               | (\$82,703)                  | (\$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)             | (\$153,257)                 | (\$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                    |
|  | <b>-612,532</b>             | <b>-794,139</b>                |
| <b>SUB-TOTAL</b>   | <b>4,416,939</b>            | <b>3,434,881</b>               |
| <b>ADJUSTMENTS</b>   |                             |                                |
| 95100 Reserves Cash backed                                   | (\$1,730,347)               | (\$1,726,808)                  |
| Add Back Loan Liability                                      | \$82,703                    | \$163,630                      |
| Deduct Off Self Supporting Loan Repayments                   | (\$28,558)                  | (\$28,890)                     |
| Rounding   | \$0                         | \$0                            |
|  | <b>\$ 2,740,738</b>         | <b>\$ 1,842,814</b>            |

## 17. CONFIDENTIAL ITEMS

Chief Executive Officer Bob Jarvis declared Financial Interest in item 17.1 as he is the subject of this report and it concerns his employment with the Shire.

### PROCEDURAL MOTION

Moved: Cr S Hmeljak

Seconded: Cr K House

#### 0420.45 That Council:

**Closes the meeting to staff and members of the public to discuss item 17.1 as the item is considered confidential pursuant to Section 5.23(2)(a) of the Local Government Act 1995 due to the matter affecting an employee.**

*Staff including CEO left the room at 4:50pm*

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|                                |   |
|--------------------------------|---|
| <b>17.1</b>                    | <b>CEO REVIEW COMMITTEE MEETING 22<sup>nd</sup> APRIL 2020<br/>(CONFIRMATION OF THE COMPLETION OF THE CEO'S CONTRACTUAL SIX MONTHS PROBATIONARY PERIOD)</b> |
| <b>Location:</b>               | Shire of Gnowangerup  |
| <b>Proponent:</b>              | N/A   |
| <b>File Ref:</b>               | ADM0525   |
| <b>Date of Report:</b>         | 22 <sup>nd</sup> April 2020   |
| <b>Business Unit:</b>          |   |
| <b>Officer:</b>                | N/A   |
| <b>Disclosure of Interest:</b> | CEO is subject of this report   |

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### ATTACHMENT

- CEO KPI's with update on progress as at the time of writing this report.

### PURPOSE OF THE REPORT

To advise Council of the CEO Review Committee Meeting held on 22<sup>nd</sup> April 2020.

### BACKGROUND

The CEO Review Committee met on 22<sup>nd</sup> April 2020 and made the following recommendations to Council;

- **Confirms or does not confirm the CEO's employment in writing now that the contractual six month's probationary period has elapsed.**

### COMMENTS

Nil

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil

LEGAL AND STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

**COUNCIL RESOLUTION**

**Moved: Cr K House**

**Seconded: Cr S Hmeljak**

**0420.46 That Council:**

**Confirms the CEO's employment in writing now that the contractual six month's probationary period has elapsed.**

**UNANIMOUSLY CARRIED: 9/0**

**COUNCIL RESOLUTION**

**Moved: Cr K House**

**Seconded: Cr C Thomas**

**0420.47 That Council:**

**Reopens the meeting to members of the public and staff.**

**UNANIMOUSLY CARRIED: 9/0**

*Staff including CEO returned to the meeting at 4:53pm.*

*The Presiding Member Fiona Gaze announced the resolution and result which was unanimously carried by 9/0:*

**That Council:**

**Confirms the CEO's employment in writing now that the contractual six month's probationary period has elapsed.**

## **Chief Executive Officer's KPI's for the period December 2019 to November 2020**

### **Capital Works Programme**

- Complete the capital works programme for the 2019/2020 budget  
**On track to be completed on time**
  
- Prepare a capital works programme for the 2020/2021 budget based on Asset management Plans, a pre-budget capital works bus tour for Councillors and Senior staff, and projects previously approved for the financial year or identified in the Long Term Financial Plan  
**Capital budget is being prepared based on the premise that capital projects will be funded from reserves or grants to contribute to a no rate or fee increase process as requested by the State Government in response to the COVID-19 pandemic. As a result of social distancing requirements, the bus tour will not proceed but suggestions for individual councillor inspection might be made where appropriate or direction is sought.**
  
- Demonstrate appropriate level of implementation of the 2020/2021 capital works programme to the review date via a report to Council as part of the CEO review.  
**Due late 2020.**
  
- Carry out a detailed analysis of the Shire's Asset management systems and provide a report to Council for budget consideration for the 2020/2021 Budget.  
**Analysis has been carried out and further improvements are being made. Report on asset management will accompany the draft budget.**
  
- Submit to Council and have adopted a formal and comprehensive Asset Management policy and establish the basis for Asset Management Plans for key asset groups to comply with the standard established by the Department of Local Government.  
**This will be done in late 2020 where it is expected that the Shire will comply with the Standard. Considerable progress has been made in this space over the last six months.**
  
- Carry out key asset renewal and maintenance programmes identified in the 2019/2020 budget, and in particular all road maintenance projects.  
**Refuse site works are underway, new prime mover and trailer have been ordered and maintenance programmes are substantially completed. Maintenance grading is continuing.**



## Environmental Projects

- Complete a comprehensive Water Strategy for the Shire which addresses water conservation, water storage, water usage and access, and water security by the end of November 2020, but ensure that the Shire does not take on any State, Federal or private responsibilities in the process without appropriate resources or support being provided.

Water strategy will be completed within the time frame allowed and considerable progress has been made towards increased storage capacity and identifying key capital projects for securing the Shire's water future with assistance from government agencies and the establishment of a Water Strategy Working Group. Funding sources have been secured for major water projects for the 2020/2021 financial year.

- Provide a budget submission to Council for the 2020/2021 budget to provide for funds for expert analysis of water supplies, catchments, technologies, and projects towards implementing a Water Strategy.

Much of this work has been done already in conjunction with the Department of Water and Environmental Regulation which has supplied professional advice and assistance as well as the provision of infrastructure to make substantial gains in this area. This has led to the identification of future projects and funding sources to secure works that will support a viable water strategy.

- Prior to the end of the 2019/2020 Financial Year, have in place a framework for a water strategy and several shovel ready projects to take advantage of the Federal Government's

National Drought Response Resilience Funding Plan.

Shovel ready projects almost complete but will access the Drought Communities Extension funds allocated to the Shire instead so that no Shire co-contribution is required.

- Establish a Water Strategy working group including staff, State Agencies, adjacent Local Governments, and a consulting Hydrologist

Working Group established and formal liaison with agencies and neighbouring local governments in place through regular liaison with DWER and through the VROC

## Economic Development

- With the Shire's Town Planner, carry out a review with Council of all of the land holdings of the Shire, including Reserves vested in the Shire, vacant land, housing, and land with buildings other than housing.

Land holdings identified, and preliminary work with Town Planner commenced.

- Identify land and housing which may be suitable for encouraging population growth and development of commercial enterprises or community and tourism assets.  
**Some preliminary discussions have been held in this area.**
- Investigate the possibility of some underutilised State Reserves being made freehold to the Shire.  
**Transfer of Reserve on which the Doctor's house is located is in process of being transferred to the Shire. Other locations are being investigated.**
- Demonstrate a significant contribution to projects in collaboration with community and government agencies and neighbouring local governments.  
**Housing initiative with other local governments now complete, and the Shire has been invited to join the VROC with a number of neighbouring local governments to support joint projects. Waste management infrastructure upgrade (joint grant with other local governments) now underway and will be completed by end of June 2020. Community Water Supply grant will be the subject of an application for 2020/2021 budget developed with DWER.**

### **Community engagement**

- Have in place, and working, a regular "meet the CEO" programme in all three towns to enable first hand engagement with community members and groups.  
**Ongerup and Borden CEO engagement schedule in place since the beginning of February 2020. CEO has had scheduled meetings with key Gnowangerup agencies.**
- Have in place a periodic joint, CEO and Shire President, community engagement programme to demonstrate the Council's wish to have open communications with the community.  
**CEO and Shire President have had numerous meetings with agencies and government departments as a result of emergencies such as the fires and pandemic, and continue to meet with agencies as part of the LEMAC on a weekly basis. When social distancing cease and time permits the CEO and the Shire President will meet to discuss further opportunities.**

### **Governance**

- Review of the Shire's Integrated Planning and Reporting framework following the report by the Great Southern Peer Support Network's assessment of the Shire's current plans.  
**Completed, and review shows substantial compliance with recommendations for action which are now being pursued.**

- Employment and induction of a new Deputy CEO  
Completed
- A review with Council of governance policies (post budget)  
Is a task identified in the compliance calendar for completion by the CEO and Deputy CEO
- Standing Orders Local Law review  
Yet to be commenced and will be influenced by changes being made to the Local Government Regulations
- Fraud and Corruption control plan  
Australian Standard has been purchased and modified right sized programme being investigated for the Shire.

The above is in keeping with the CEO's contractual obligation to establish achievable KPI's with the Council within the first three months of employment. It is proposed that these will be reported on quarterly, with a final report to be prepared for a CEO's Review Committee meeting in November 2020.

**OTHER BUSINESS AND CLOSING PROCEDURES**

**18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL**

Nil

**19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**20. DATE OF NEXT MEETING**

That the next Ordinary Council Meeting will be held on the 27<sup>th</sup> May 2020.

**21. CLOSURE**

The Shire President thanked Council and staff for their time and declared the meeting closed at 4:55pm.