



AGENDA

ORDINARY MEETING OF COUNCIL

22nd July 2020
Commencing at 3:30pm

Council Chambers
Yougenup Road, Gnowangerup WA 6335

COUNCIL'S VISION

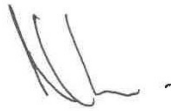
Gnowangerup Shire – A progressive, inclusive and prosperous community built on opportunity

Shire of Gnowangerup

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 22nd July 2020, at the Council Chambers 28 Yougenup Road Gnowangerup, commencing at 3:30pm.



Signed: _____

Bob Jarvis
CHIEF EXECUTIVE OFFICER

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

When Council uses this expression it means that:

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

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



DISCLAIMER

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

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

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

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

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

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

Signed:  _____

Bob Jarvis
CHIEF EXECUTIVE OFFICER



DECLARATION OF INTEREST FORM

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

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

Agenda Item(3) _____

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

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

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

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

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

Yours sincerely

Signed

Date

Notes:

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

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE)

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

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

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

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

NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

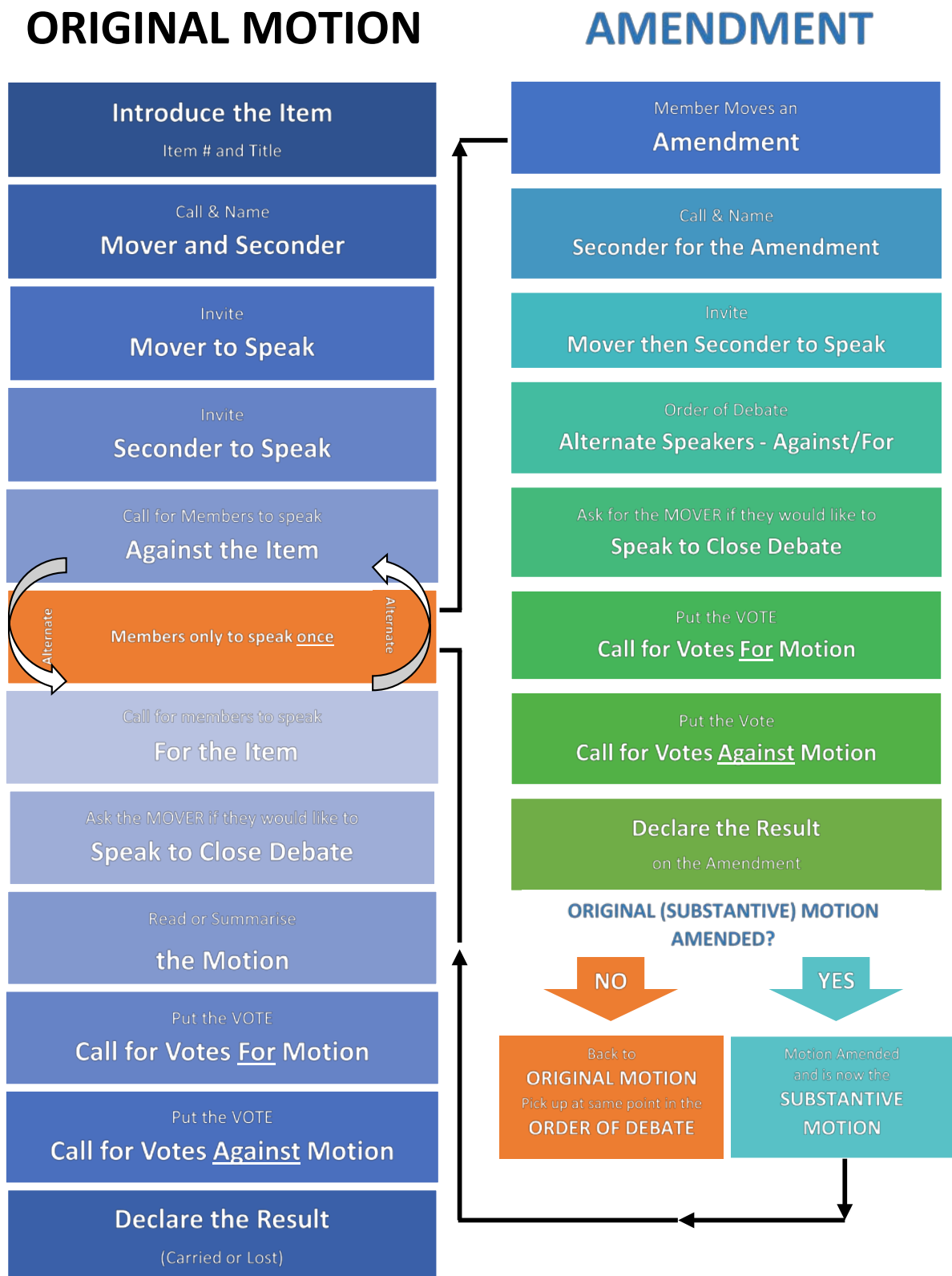
DEFINITION: An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter to be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

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

IMPACT OF AN IMPARTIALITY DISCLOSURE

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

Process of Motions



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

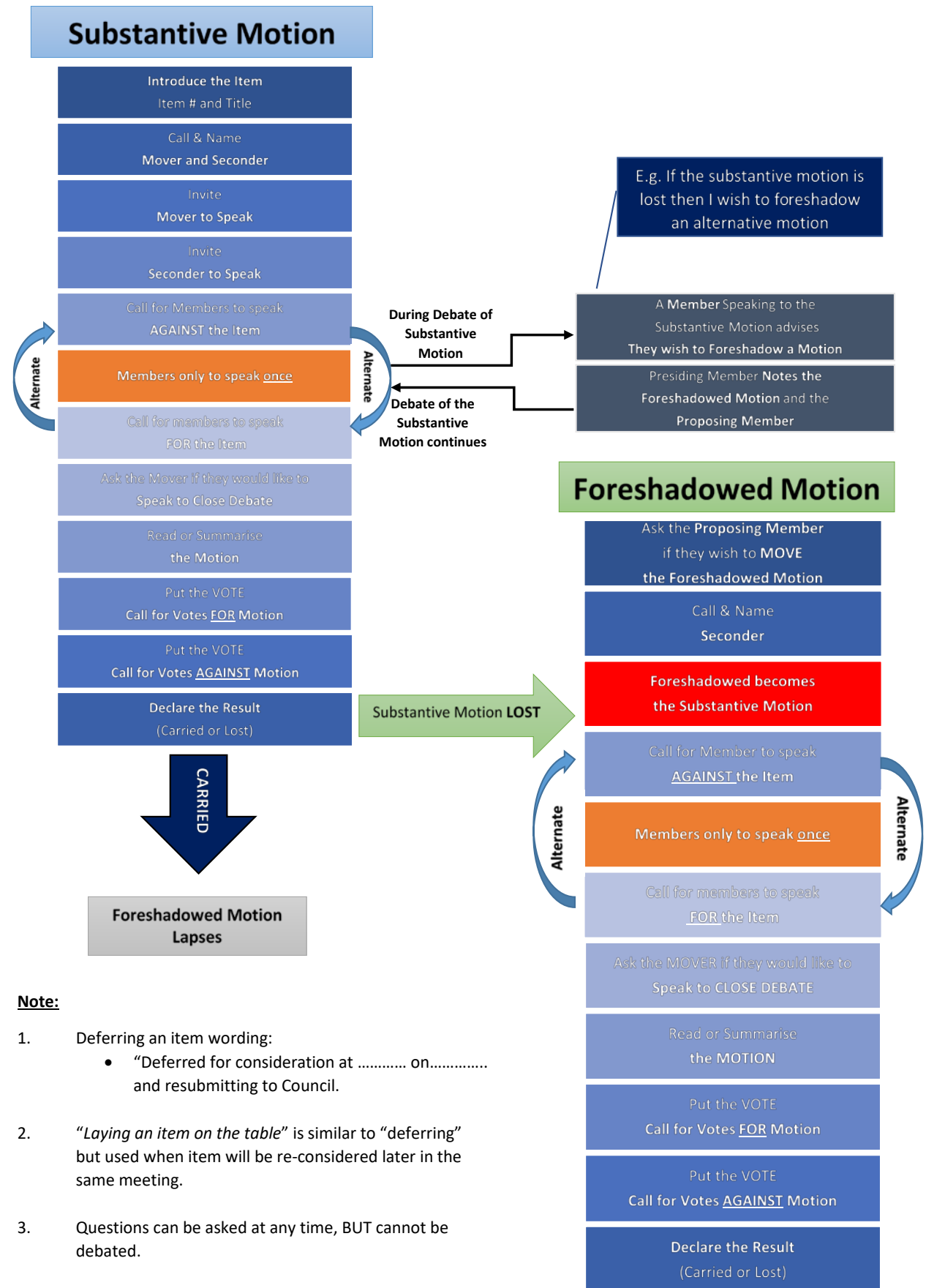


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OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

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

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

3.1 ATTENDANCE

3.2 APOLOGIES

3.3 APPROVED LEAVE OF ABSENCE

Cr Greg Stuart

Cr Richard House

4. APPLICATION FOR LEAVE OF ABSENCE

5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME

7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1 PETITIONS

8.2 DEPUTATIONS

8.3 PRESENTATIONS

9. CONFIRMATION OF PREVIOUS MEETING MINUTES

9.1 ORDINARY MEETING OF COUNCIL MINUTES 24TH JUNE 2020

OFFICER RECOMMENDATION:

0720. That the minutes of the Ordinary Council Meeting held on 24th June 2020 be confirmed as a true record of proceedings.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1	ELECTED MEMBERS ACTIVITY REPORT
Date of Report:	22 nd July 2020
Councillors:	Various

Attended the following meetings/events

REPORTS FOR DECISION

11. COMMITTEES OF COUNCIL

11.1 COVID-19 AND ORDINARY LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES

Proponent:	N/A
File Ref:	ADM0119
Date of Report:	7 th July 2020
Business Unit:	Corporate and Community Services
Officer:	Anrie van Zyl – Corporate Risk Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Confirmed Minutes for the special Covid-19 LEMC meeting held on the 19th May 2020.
- Confirmed Minutes for the special Covid-19 LEMC meeting held on the 2nd June 2020.
- Unconfirmed Minutes for the Ordinary LEMC meeting held on the 30th June 2020.

PURPOSE OF THE REPORT

For Council to receive and note the minutes of the special Covid-19 LEMC meetings held on the 19th May 2020 and the 2nd June 2020 and the Ordinary LEMC meeting held on the 30th June 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. At the beginning of the Pandemic in March 2020, the Shire of Gnowangerup LEMC met on a weekly basis. As recovery progressed and restrictions started easing, LEMC's were encouraged to have fortnightly meetings, which commenced on the 5th May 2020. At the meeting held on the 2nd June 2020 it was decided to have monthly meetings as per the SEMC recommendation received in May 2020.

SEMC advised on the 15th June 2020 that LEMC's may resume their business as usual. At the LEMC meeting on the 30th June 2020 it was agreed that the next LEMC meeting will take place in September, which will be the 1st quarterly meeting of the 20/21 financial year.

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 19th May 2020 and the 2nd June 2020 and the unconfirmed minutes for the ordinary meeting held in the 30th June 2020.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

0720. That Council

- **Receives and notes the confirmed special Covid-19 minutes of the Local Emergency Management Committee (LEMC) meetings held on the 19th May 2020 and the 2nd June 2020;**
- **Receive and note the unconfirmed ordinary minutes of the Local Emergency Management Committee (LEMC) meeting held on the 30th June 2020,**

Covid-19 Local Emergency Management Committee (LEMC) MINUTES

DATE OF MEETING: 19 MAY 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	<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"> • Cr Fiona Gaze – Shire of Gnowangerup Shire President (Chair) & Principal Gnowangerup District High School • Bob Jarvis – Shire of Gnowangerup- Chief Executive Officer • Ian Graham – Shire of Gnowangerup Deputy Chief Executive Officer • Yvette Wheatcroft – Shire of Gnowangerup Manager of Works • Kirsty Buchanan – Shire of Gnowangerup Community Development Coordinator • Anrie van Zyl – Shire of Gnowangerup Corporate Risk Officer (Agenda and Minutes Officer) • Stuart Walker – Pharmacist – Gnowangerup Pharmacy • Meih Singh - A/HSM Gnowangerup Health Services • Andrew Brooker – Community Paramedic – St John Ambulance WA • Gail Blaszczyk, Team Leader, Department of Communities - Children Protection and Family Support, Great Southern District, Katanning Office • Garry Mason – Gnowangerup Police • Dr Wojciech Gosciniak – Gnowangerup Shire Medical Practice

	<ul style="list-style-type: none"> • Les Nayda – Gnowangerup SES • Lex Martin – Recovery Coordinator 		
Apologies	<ul style="list-style-type: none"> • Neville Blackburn – Department of Communities • Shenae Meier, Principal, Borden Primary • Mark Bruce, Principal, Ongerup Primary 		
Confirmation of Previous Meeting Minutes	That the minutes of the Local Emergency Management Committee meeting held on Tuesday the 5 th May 2020 be confirmed as a true and accurate record of proceedings.		
	<table border="1"> <tr> <td>Moved: Les Nayda</td> <td>Seconded: Gail Blaszczyk</td> </tr> </table>	Moved: Les Nayda	Seconded: Gail Blaszczyk
Moved: Les Nayda	Seconded: Gail Blaszczyk		
	UNANIMOUSLY CARRIED		

ITEM

1. Business arising from previous Minutes

- 1.1. Shortage of PPE
See agency reports.
- 1.2. Shortage of stock delivery to local grocery suppliers.
Not discussed
- 1.3. Enforcing prohibited activities
See agency report in relation to opening of food businesses.

2. Agency Reports

Bob Jarvis – CEO, Shire of Gnowangerup

- Things are starting to get back to normal at the office.
- Libraries are now open, but with restrictions provided by the State Library.
- Shire Admin Office has had some modifications to the front office and is open to the public by appointment only.
- The Shire EHO is assisting food businesses to reopen. Operating requirement information has been sent out the food businesses in the Shire.
- The hand sanitiser that was ordered through WALGA hasn't arrived yet and Bob is following up on where the consignment of sanitiser is.
- As soon as it arrives will it be handed out to local businesses, sporting facilities, etc.
- Playgrounds remain closed and will be the last to open.
- Hopefully, the long weekend will bring in visitors to the area and be good for the recovery of our tourism businesses in the area.

Andrew Brooker – Community Paramedic – St John Ambulance WA

- Business as usual for St John Ambulance.
- Volunteer training will be able to restart again in a couple of weeks, with strict guidelines in place.
- Currently meetings and some training are done through Microsoft Teams.
- St John has plenty of hand sanitiser and PPE.

- Emergency call outs are picking up again.

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

- Nil

Lex Martin – Recovery Coordinator

- Lex will be an apology for the next meeting.

Meih Singh - A/HSM Gnowangerup Health Services

- Business as usual at the Gnowangerup Hospital.
- The hospital is now being more flexible regarding visitors to the aged care part of the hospital.
- Visitors can negotiate a longer stay, etc.
- Keep on reminding staff to not get too complacent and to continue with strict cleaning regimes and social distancing to avoid a second wave of Covid-19.

Stuart Walker – Pharmacist – Gnowangerup Pharmacy

- No change from the previous meeting.
- Business as usual.
- Hoping to get a second batch of flu vaccines in June/July.

Yvette Wheatcroft – Shire of Gnowangerup Manager of Works

- Nil

Ian Graham – Shire of Gnowangerup Deputy Chief Executive Officer

- All staff are now back at the office.
- There is enough space in the office for all staff to keep social distancing.
- Admin office is open by appointment only.

Garry Mason – Gnowangerup Police

- Business as usual for Gnowangerup Police.
- They have enough hand sanitiser
- The Gnowangerup Hotel is open, and the Borden Pub is in the process of reopening. As far as Garry is aware, Ongerup Hotel is not open, although several people in the meeting confirmed that they were operating, providing take aways.
- Gnowangerup Hotel will operate from 4.30pm to 9pm.
- Borden Pub will reopen on Thursday.
- Bluff Knoll Café is open and operating by the prescribed guidelines.
- Garry will communicate with the Shire EHO and visit food businesses to ensure they comply with required Covid hospitality training, etc.

Les Nayda – Gnowangerup SES

- Business as usual for Gnowangerup SES.
- They are now able to commence training again with groups not bigger than 20 and training will start tonight.
- Les received an email from their superintendent, advising that DBCA is planning to reopen the Bluff Knoll walking trail from Friday the 22nd May 2020.
- Bob advised that the Shire would contact Peter Hartley from the DBCA and get a formal statement/announcement. The Shire will actively promote the opening to help promote tourism in the area.
- Bob requested that Les forward him the email received from their superintendent.
- Les advised that the SES would like to go up and do a trial of the new trail and see how long it takes to get to the summit. The SES is expecting an influx of visitors over the long weekend and will be good to have an idea of what the new trail entails.

Dr Wole Oluyede – Gnowangerup Shire Medical Practice

- Nothing new to report.
- Things are slowly returning to normal.
- The practice is following up on people who falls within the vulnerable groups and haven't had the flu vaccine yet.
- They covered about 20 last week.
- Daily patient numbers are returning to normal.

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

- Almost all students have now returned to school. About 10 students that haven't returned yet, with 4 of those having attendance problems in the past.
- Otherwise, it is business as usual.
- The school have cleaners in, and the school has never been this clean before.
- Playground gets cleaned 4 times a day.
- Kids seem to be doing fine.
- The kids that staff have been worried of before, are still a major concern.
- Kids forget social distancing rules.
- Parents are adhering to the rules of not entering school grounds and for general access, people phone ahead and meet in front of the school.
- The school will, with the help of the police, chase up those kids not attending.
- Parents are asked to take responsibility for sick kids and to keep them home.
- Will be great to get through the winter with healthy kids.

3. Items for Adam Smith

Nil

4. Incoming Correspondence

- Briefing #7 LEMC Great Southern – Covid-19 OASG
- Updated government support summary
- Briefing #8 LEMC Great Southern – Covid 19 OASG

- Covid-19's six lessons for Australian Healthcare
- Social Distancing in the Workplace
- Social Stigma and Covid -19

5. Other items

- Lex Martin asked if anyone knew when the remaining regional borders will reopen and whether Shire's were consulted in closing the regional borders and where the borders would be?
- Bob replied that local governments were consulted and that hopefully in a short time we will know more about the remaining borders reopening.
- Bob stated that he is a bit concerned with the borders between Great Southern and Perth now being open and bringing in the risk of flu to the region.
- Dr Wole stated that the normal expected wave of flu has not happened, and we may not see it at all with the international borders being closed.
- The LEMC group was consulted whether they would like to have a "regular" quarterly LEMC meeting in June or whether LEMC continue with the fortnightly Covid-19 meetings?
- It was decided that LEMC will continue with Covid-19 meetings and will bring anything else that is urgent to these meetings. State Risk Project on Local Level will be completed later in the year.

6. Next meeting

Next meeting date – 2nd June 2020 at 4:00pm at the Gnowangerup Town Hall

7. Meeting closed

The meeting was declared closed at 4.30pm by the Chair.

Great Southern COVID19

Operational Area Support Group Summary for Local Emergency Management Committees #7

Local Emergency Management Committees are now encouraged to **meet on a fortnightly basis**. Local Emergency Coordinators will maintain a weekly contact with Local Government Chief Executive Officers.

The Great Southern Operational Area Support Group for COVID19 met on the 6th May 2020. Meetings are Chaired by the District Emergency Coordinator on behalf of the Hazard Management Agency. This is a summary of the meeting.

Agencies in attendance included;

<ul style="list-style-type: none"> • WA Country Health Service • WA Police Force • Dept. of Fire & Emergency Services • Great Southern Development Commission • Western Power • Water Corporation • St John Ambulance • Dept. of Communities • WA Primary Healthcare Alliance • Dept. Planning, Lands & Heritage 	<ul style="list-style-type: none"> • DEMC Local Government Representative • Dept. of Education • Dept. of Justice • Dept. of Transport • Silverchain • Dept. Primary Industries & Regional Development • Dept. Biodiversity, Conservation & Attractions • Main Roads
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WA Country Health Services

The WACHS outlined current health related actions within the Great Southern including;

- No current cases in Great Southern
- The numbers of people being tested in region remains consistent, 37 people were tested yesterday (5/5/20)
- Concerns for grey nomads not getting the flu vaccine being at increased risk
- Maintaining a key focus on staff movements and hygiene.
- On a global scale the pandemic has reached 3.6 million cases resulting in 250,00 deaths and is still growing
- Sound research from the United Kingdom has shown health care workers provided with the correct PPE and work environment did not contract COVID at a higher rate than compared to the community – this was also reflected in Italy.
- People with any symptoms must be tested immediately – this is because the test looks for the active virus.

As time goes on community leaders from all sectors need to re-enforce and demonstrate the measures in place particularly hygiene and social distancing

Key Issues & Actions

- With Mother's Day approaching people need to adhere to the current restrictions
- The 1.5 metre social distancing measure and 1 person per 4 sqm rules still apply
- The Development Commission and Human Services Forum continue to develop and implement new initiatives to support economic and social recovery
- Silverchain have received in increase in the number of referrals for services
- The Department of Communities continue to work through a number of social and economic stimulus measures. They are accommodating a number of people in hotels in Perth who have recently returned from overseas trips.
- The WA Police commented on how well parents have been with the new school drop-off & pick-up arrangements. The vehicle control points remain active.

The Great Southern Operational Area Support Group continues to meet on a weekly basis.

Local Emergency Management Committee Issues

No new issues were raised. Please refer to previous briefing notes for a list of past issues and resolutions

Next Meeting

13 May, 10:00am

Information to and from local emergency management committees and local governments can be sent via adam.smith@dfes.wa.gov.au

Don't forget to check the [WA Local Government Association](#) web site for the latest information for local government including State Emergency Declarations, Council Initiatives, Advocacy Updates, Business Continuity Planning, Tools, Templates and Resources.

Checkout [WALGAs Daily Updates](#) for current information.

Check the latest [Public Health Emergency Operations Centre Bulletin](#) (formerly Agency Advisory)

COVID-19 – Government Support

Date: 05 May 2020

Support for individuals

<p>Mental Health</p> <p>Get help to cope with life's changes.</p>	<p>Visit headtohealth.gov.au/ for links to online counselling or call:</p> <ul style="list-style-type: none"> • Lifeline 13 11 14 (24 hours) • Kids helpline 1800 55 1800 <p>Visit thinkmentalhealthwa.com.au</p>
<p>Superannuation</p> <p>Individuals can access up to \$10,000 of their super in 2019-20 and a further \$10,000 in 2020-21.</p>	<p>Apply to the ATO through MyGov (my.gov.au) from mid-April</p> <p>Find out more at Treasury.gov.au/coronavirus</p>
<p>Retirees</p> <p>Temporary reduction to minimum drawdown requirements for account-based pension.</p>	<p>Find out more at Treasury.gov.au/coronavirus</p>
<p>Financial Support</p> <p>Expanded eligibility for some payments and moves to make them easier to claim.</p>	<p>Claim online at servicesaustralia.gov.au</p> <p>Or over the phone on 132 850</p>
<p>Economic Support Payment</p> <p>\$750 payments for people on certain government payments.</p>	<p>Will be paid automatically to people who are eligible.</p> <p>Find out more at Treasury.gov.au/coronavirus</p>
<p>Job Keeper</p> <p>A subsidy of \$1,500/fortnight per employee for up to six months. Available to businesses, not-for-profits and sole traders.</p>	<p>Your employer will notify you if they intend to claim the payment on your behalf.</p> <p>Find out more at Treasury.gov.au/coronavirus</p>
<p>Relief Services</p> <p>Expanding access to the No Interest Loans Scheme.</p>	<p>Find out more on at moneysmart.gov.au (search 'No Interest Loans Scheme')</p>
<p>Child Care and Education</p> <p>Fee relief while supporting child care services to keep their doors open and employees in their job.</p> <p>Primary school-aged children will have access to free influenza vaccinations. The WA government will spend \$43 million to increase cleaning programs across all public schools.</p>	<p>For more information visit australia.gov.au and scroll down to 'Education & child care information'</p> <p>Find out more at education.wa.edu.au</p>

Support for individuals - continued

Renting

Evictions will be put on hold over the next six months, for those in financial distress.

A prohibition on rent increases during the emergency period and flexibility to fixed term tenancy agreements.

Reduced obligation to conduct ordinary repairs if the reason they cannot do so is COVID-19 related financial hardship or a lawful restriction on movement.

Grants of up to \$2,000 for residential tenants who have lost their job*

Updated information relating to these changes is available on the Consumer Protection website.

For more information visit commerce.wa.gov.au (search 'COVID-19 Tenancy')

For more information visit dmirs.wa.gov.au/covidrenting

WA government support - Household fees & charges

A freeze will be placed on household fees and charges, including electricity, water, motor vehicle charges, the emergency services levy and public transport fares.

No disconnection for power and water.

Visit wa.gov.au (search 'COVID-19 Western Australian Government Response')

WA government support - Energy Assistance Package

Payment will increase from \$300 to \$600 for eligible concession card-holders.

Visit wa.gov.au (search 'COVID-19 Western Australian Government Response')

WA Shopping hours

Coles and Woolworths to be granted temporary extended trading hours.

Special arrangements for pensioners, the elderly and people with disabilities to shop from 7am to 8am Monday to Saturday and 10am to 11am on Sunday.

Visit wa.gov.au (search 'COVID-19 Western Australian Government Response')

Shopping service for vulnerable community members

To support individuals isolated in their homes, including people with disability and mental health conditions, older Australians and Aboriginal and Torres Strait Islander people.

To be launched Monday April 20, 2020.

Call 1300 103 880 or visit cahoots.org.au/cahootsconnects for more information including eligibility details.

Support for individuals - continued

Temporary Visa Holders

Commonwealth funding to Red Cross to deliver emergency relief and casework support for people on temporary visas.

For more information visit redcross.org.au
(search 'temporary visa holders')

COVIDSafe

New app to slow the spread of COVID-19 through the digital tracking of contact between confirmed cases and the wider community*

For more information visit australia.gov.au/app

National Broadband Network (NB) assistance

Financial relief to internet providers so they can assist families in accessing the NBN. Includes maintaining connections for households that are unable to pay bills*

For more information visit nbnc.com.au

Support for small business and not-for-profits

Job Keeper

A subsidy of \$1,500/fortnight per employee for up to six months. Available to businesses, not-for-profits and sole traders.

WA businesses are exempt from any payroll tax on the wage subsidy.

Your employer will notify you if they intend to claim the payment on your behalf.

Find out more at [Treasury.gov.au/coronavirus](https://www.treasury.gov.au/coronavirus)

Boosting cash flow for employers

Up to \$100,000 to eligible small and medium-sized businesses and not for-profits that employ people, with a minimum payment of \$20,000.

Automatically applied to the accounts of eligible businesses when they lodge their activity statement for the relevant periods.

Find out more at [Treasury.gov.au/coronavirus](https://www.treasury.gov.au/coronavirus)

Supporting apprentices and trainees

Wage subsidy of up to \$21,000 per apprentice or trainee.

Talk to the Australian Apprenticeship Support Network (AASN) in your area. Search for your local AASN at [australianapprenticeships.gov.au](https://www.australianapprenticeships.gov.au)
Find out more at [Treasury.gov.au/coronavirus](https://www.treasury.gov.au/coronavirus)

One-off payment of \$2,000 to employers of existing apprentices and trainees currently receiving Construction Training Fund (CTF) grant payments*

Find out more at [ctf.wa.gov.au/](https://www.ctf.wa.gov.au/)

A new WA monthly payment program worth \$9.5 million to assist employers to retain their existing apprentices*

Loan Support

Government will provide lenders with a guarantee for loans, to increase their willingness and ability to provide credit. Loans of up to \$250,000 up to three years, with an initial six-month repayment holiday.

For more information visit:
[Business.gov.au](https://www.business.gov.au) (select 'coronavirus information')

Find out more at [Treasury.gov.au/coronavirus](https://www.treasury.gov.au/coronavirus)

Renting

Evictions will be on hold for six months by the states and territories, for those in financial distress.

See mandatory code of conduct for commercial tenancies

For more information visit [business.gov.au](https://www.business.gov.au) (select 'coronavirus information')

The WA Government will waive rental payments for small businesses and not-for-profit groups in Government-owned buildings for six months.

Land tax reduction for landlords who provide rent relief for commercial tenants*

For more information visit [smallbusiness.wa.gov.au](https://www.smallbusiness.wa.gov.au)

Support for small business and not-for-profits - continued

Temporary relief for financial distress

Increase to threshold at which creditors can issue statutory demand, extra time to respond.

Relief from personal liability for trading while insolvent.

Temporary flexibility in Corporations Act 2001.

You don't need to apply. These relief measures will be in place for six months.

For more information visit:

Business.gov.au (select Coronavirus information')

Find out more at Treasury.gov.au/coronavirus

Backing businesses to invest

Instant asset write-off threshold has been increased to \$150,000. Now includes larger businesses.

A time limited 15-month investment incentive to support business investment and economic growth over the short-term, by accelerating depreciation deduction.

Check your eligibility for the instant asset write-off with the Australian Taxation Office

For information visit:

Business.gov.au (select 'Coronavirus information')

Find out more at Treasury.gov.au/coronavirus

WA Government support for businesses

Payroll tax paying businesses with a payroll between \$1 million and \$4 million will receive a one-off grant of \$17,500.

\$1 million payroll tax threshold brought forward by six months to July 1, 2020. Businesses can now apply to defer payment of their 2019-20 payroll tax until July 21, 2020.

Visit wa.gov.au (Search Payroll Tax Employer Guide)

Small business support services

The Small Business Development Corporation has created a COVID-19 assistance center to provide dedicated guidance on available support options.

To access the service, contact 133 140 or email info@smallbusiness.wa.gov.au

Find out more at

smallbusiness.wa.gov.au/coronavirus

COVID-19 relief fund

Grants are available for eligible not for-profit and community organisations that are experiencing financial hardship related directly to COVID-19.

Temporary powers to enable Lotterywest to provide additional grants and fund other worthy grant programs.

Apply for grant support by visiting lotterywest.wa.gov.au or by calling 131 777.

Regional Chamber of Commerce

\$5,000 and \$20,000 to be provided to individual chambers across regional WA to keep their doors open and aid business recovery*

Find out more at: regionalchamberswa.com.au/

Great Southern COVID19
Operational Area Support Group Summary for Local Emergency
Management Committees #

Local Emergency Management Committees are now encouraged to **meet on a fortnightly basis**. Local Emergency Coordinators will maintain a weekly contact with Local Government Chief Executive Officers.

The Great Southern Operational Area Support Group for COVID19 met on the 13th May 2020. Meetings are Chaired by the District Emergency Coordinator on behalf of the Hazard Management Agency. This is a summary of the meeting.

Agencies in attendance included;

<ul style="list-style-type: none"> • WA Country Health Service • WA Police Force • Dept. of Fire & Emergency Services • Great Southern Development Commission • Western Power • Water Corporation • St John Ambulance • Dept. of Communities • WA Primary Healthcare Alliance • Dept. Planning, Lands & Heritage 	<ul style="list-style-type: none"> • DEMC Local Government Representative • Dept. of Education • Dept. of Justice • Dept. of Transport • Silverchain • Dept. Primary Industries & Regional Development • Dept. Biodiversity, Conservation & Attractions • Main Roads
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WA Country Health Services

The WACHS outlined current health related actions within the Great Southern including;

- No current cases in Great Southern
- There journal article '*Covid-19's six lessons for Australian healthcare*' was discussed – copy attached for LEMC reference
- The effectiveness of messaging and communication strategies from State and Federal government was discussed
- Impacts on how people conduct business into the future with increase use of video conferencing and working from was acknowledged.
- Globally there are over 4.25 million cases and rising, including over 250,000 deaths – even through Australia is doing well we all need to remember this.
- Testing is ongoing for people meeting the expanded criteria
- As measures are relaxed, complacency is becoming apparent. Everyone needs to adhere to all guidelines especially social distancing.
- Social stigma around COVID is an emerging issue – refer to fact sheet

As time goes on community leaders from all sectors need to re-enforce and demonstrate the measures in place particularly hygiene and social distancing

Key Issues & Actions

- Generally, agencies reported a gradual return to the new normal workplace practices with no significant issues raised
- With the changing restrictions on the 18th May the OASG will continue to meet weekly.

The Great Southern Operational Area Support Group continues to meet on a weekly basis.

Local Emergency Management Committee Issues

No new issues were raised. Please refer to previous briefing notes for a list of past issues and resolutions

Next Meeting

20 May, 10:00am

Information to and from local emergency management committees and local governments can be sent via adam.smith@dfes.wa.gov.au

Don't forget to check the [WA Local Government Association](#) web site for the latest information for local government including State Emergency Declarations, Council Initiatives, Advocacy Updates, Business Continuity Planning, Tools, Templates and Resources.

Checkout [WALGAs Daily Updates](#) for current information.

Check the latest [Public Health Emergency Operations Centre Bulletin](#) (formerly Agency Advisory)

Covid-19's six lessons for Australian healthcare

JENNIFER DOGGETT

20 MARCH 2020

The coronavirus has exposed structural flaws in the way we prevent and treat ill health

Right:

On message? Prime minister Scott Morrison (right) and chief medical officer Brendan Murphy arrive at a press conference on the coronavirus at Parliament House on Wednesday. Lukas Coch/AAP Image



After a century of advancements in healthcare and living conditions, it's understandable that the emergence of the coronavirus pandemic has taken many of us by surprise. But it's important to remember that it was only in 2008 that total worldwide deaths from infectious diseases fell below the number of lives lost to heart attacks, strokes and other non-communicable diseases. In Australia, we are still only a generation from the polio epidemic of the 1950s, which saw the widespread closure of schools, swimming pools and other meeting places.

Epidemics of infectious diseases have continued to devastate affected groups in Australia. But these have generally been smaller (and often marginalised) populations, including Aboriginal and Torres Strait Islander people, injecting drug users and gay men. Except for brief periods, such as the early days of the HIV epidemic in the 1980s, mainstream Australia has largely been able to ignore these outbreaks. The viruses we have come to worry most about have been the ones on our computers.

Just like the Australian population, our health system has little experience in dealing with a crisis of this scale. The National Communicable Disease Plan, drawing on experience gathered by the Exercise Cumpston system test in 2006, has assisted in guiding the government's response. But the realities of responding effectively to the virus have demonstrated the vulnerability of a fragmented, poorly coordinated and inequitable health system. The way it has met (or not met) expectations, so far at least, offers important lessons for our response to similar events in the future.

HEALTH ISN'T A SOLO EVENT

Health policies and programs focus on changing individuals' behaviour and treating disease and disability. But treating health much more as a team sport will be crucial to successfully combating the coronavirus pandemic. Developing strategies to halt the spread of this virus means thinking not only about how to protect our own health but also about how to work together to minimise its impact on the community.

A commitment to health equity is crucial. Like a soccer team with a poor defence, our abilities are only as good as our weakest players. A stockpile of hand sanitiser in the garage won't protect you or your family if this means others will expose themselves to infection and become vectors of transmission.

It's not just about being altruistic (although this is important). When it comes to health even the most selfish among us has an interest in helping others.

This perspective on health isn't new, of course. It's more than a decade since the World Health Organization's Commission on Social Determinants of Health described the vital role in good health played by employment, class, social status, housing and other social factors. A commitment to acting on these issues was recently renewed by the WHO.

Yet, despite a multi-party Senate committee unanimously recommending that the federal government adopt the WHO report, Australia has not acted on any of its recommendations. In fact, some measures of inequity, such as wealth distribution, have worsened: the wealthiest one-fifth of Australians now own nearly two-thirds of all wealth, while the least-wealthy half own less than a fifth. Although there's said to be "no better place to raise kids," an estimated 1.1 million Australian children live in poverty.

Despite these inequities, the advice coming from health authorities seems oblivious to the circumstances of many Australians. People are asked to self-quarantine at home; patients arriving at hospitals are told to "return to their cars" and phone for instructions; it's suggested that we stock up on two weeks' food. No advice is provided for people who don't have stable and safe housing, regular employment, a car, a mobile phone, internet access, the capacity to deal with a short-term lack of income, or the ability to purchase and store bulk foods. As lawyer Thalia Anthony points out in relation to prisoners, who are among the most marginalised populations in our community, this failure risks undermining the effectiveness of Australia's response to the virus.

FRAGMENTATION CREATES CONFUSION

It goes without saying that viruses don't respect borders. Cooperation and collaboration between the federal government and the states and territories is essential, but challenging when healthcare responsibilities are split.

For its part, the Commonwealth is responsible for primary healthcare, Medicare, regulation of therapeutic goods (including testing kits and protective equipment), aged care, the medical stockpile, and non-health policies including border control. The states and territories,

meanwhile, have primary responsibility for the public hospital system, disease surveillance and quarantine (within their jurisdictions), ambulance services, and most community and social care.

Divided responsibilities inevitably cause gaps, fragmentation and confusion. Getting eight jurisdictions and the Commonwealth to agree on a joint approach can slow the response to a fast-moving and rapidly changing environment. As a 2004 Parliamentary Library research paper observed, “Overlapping Commonwealth/state responsibilities and divisions between clinical health practitioners and public health policymakers were identified as two broad problem areas in Australia’s national arrangements for responding to an infectious disease outbreak.”

During Australia’s response to the epidemic thus far, different governments have provided conflicting advice. People experiencing symptoms have been told to visit their GP, to call (but not visit) their GP, to ring Healthdirect, to self-monitor, or to go to a public hospital for testing. Communication between governments, GPs and hospitals has been inadequate, with GPs receiving inconsistent information about testing protocols and facilities.

“To take one example,” says the president of the Royal Australian College of General Practitioners, Harry Nespolon, “there has been confusion about the type of face masks that GPs need to wear... We are also getting different advice from the states and territories on the tests for coronavirus and who should be taking them — should they be done by a GP in a clinic or should they be done in a hospital in a negative-pressure room?”

This fragmentation is not just a practical problem. It also adds to the confusion and anxiety in the community and reduces trust in governments’ ability to coordinate an effective response to the pandemic.

COORDINATED PRIMARY CARE MUST BE A PRIORITY

Even if every other part of the health system worked perfectly (which of course they don’t), a primary healthcare sector — GPs and other frontline practitioners — that is under-resourced, poorly coordinated and not always accessible will seriously undermine the effectiveness of our response.

Over the past month it has become clear that Australia’s primary care system is poorly prepared to respond to a major public health threat. This is not the fault of the profession or a reflection on individual doctors and their staff, who are generally highly dedicated professionals doing their best under extremely difficult circumstances. But their efforts have been challenged by a flawed system inadequately resourced by successive governments.

Despite this neglect, governments have counted on GPs to deal with patients concerned about their symptoms or potential exposure, and to provide advice on testing and deal with other enquiries, all on top of their normal workload. Governments’ first advice to people concerned about the virus or experiencing symptoms was to “call your GP,” but their unrealistic expectations of what GPs can and can’t do have exposed the vast gap between the government’s idea of general practice and the reality.

Most GPs are either small businesses or employed by profit-driven companies. They have neither the resources nor the incentive to carry additional capacity — such as quarantine rooms and stockpiles of equipment — to deal with crises. Expecting a local general practice to meet the increased demands for healthcare during a pandemic is like expecting the corner shop to supply everyone’s food and household goods.

“I don’t know of any GP practices that would be capable of testing or seeing a suspected case,” Sydney GP Richard Nguyen told the Guardian earlier this month. “In our practice we have four consulting rooms plus a procedure room. We’d have to dedicate one room as an isolation room. And then you’d have to clean and disinfect the room — logistically it’s just impossible for several reasons, including that we don’t have the physical space.”

In the short term, our primary healthcare system can probably muddle its way through this crisis, largely because of the professionalism and dedication of GPs (and their practice staff). But it won’t be ideal. GPs will take risks, as healthcare workers often do with infectious diseases, and some will undoubtedly get sick. This is not fair to these doctors or to their patients.

Solving this problem means tackling the fragmentation and variability built into the present system and better integrating primary care with other parts of the health system. For years experts and health groups have advocated exactly this kind of reform. The 2009 National Health and Hospitals Reform Commission, for example, called for “strengthened primary health care services” and “the development of Comprehensive Primary Health Care Centres and regional Primary Health Care Organisations... to support service coordination and population health planning.”

Successful examples already exist, including innovative private practices and Aboriginal Community Controlled Health Organisations, and could serve as models for reform. Learning from them and building on the existing (but limited) Primary Healthcare Network infrastructure would strengthen the capacity of the primary healthcare sector to manage future public health threats.

EFFECTIVE COMMUNICATION IS VITAL

The Communicable Disease Network Australia’s National Framework for Communicable Disease Control was supported by health ministers from all jurisdictions after it was released in 2014. One of its key conclusions was that identifying “a credible and trusted leader” and providing timely, effective and consistent communications were vital during a health emergency.

During this crisis the government has failed to meet this goal in a number of ways. Information has been inconsistent, patchy and sometimes contradictory; key details about the virus and its threat to the community are perceived to have been withheld from the general public; and positions have shifted significantly on some key issues (travel bans, border control, the financial impact of the epidemic) within days and sometimes hours of official announcements.

Political leaders and health authorities have fumbled when answering simple questions and struggled to explain in precise language the reasons for seemingly conflicting advice. When the Council of Australian Governments announced that non-essential gatherings of more than 500 people should be cancelled, the prime minister stated that this did not apply to workplaces, childcare centres, schools, university lectures, public transport, airports “or things of that nature.” The most important messages about behavioural changes required to limit the impact of the epidemic (washing hands, minimising social contact) risked being lost in the confusion.

Efforts by the government to communicate with health professionals have been similarly inadequate. Doctors working at the frontline of the epidemic have described the government’s dealing with them as a “shambles.” The Australian Medical Association has called for authorities to start “singing from the same song sheet” and the Australian Nursing and Midwifery Federation urged the federal government to send “clear and consistent messages to the community in order to contain the rapid spread of the coronavirus (Covid-19) and ease growing anxiety, confusion and concern about this public health emergency.”

Compounding this problem has been the seemingly contradictory behaviour of political leaders. At the same time that the prime minister announced the ban on non-essential gatherings of over 500 people he also said he would be going to a rugby league match. People in hazmat suits cleaned the Parliament House office of home affairs minister Peter Dutton after he tested positive, yet chief medical officer Brendan Murphy said that the prime minister and other cabinet members who had been in contact with Dutton needn’t be tested or self-isolate. Despite the recommendation to adopt social distancing, the PM continued to be seen in close contact with other political leaders, journalists and advisers.

This degree of inconsistency is a serious problem for a government trying to persuade people to change their behaviour in ways that can seriously limit their freedoms. Advice that seems contradictory or frankly impractical (staying 1.5 metres from other people on public transport, for example) or that is not being followed by political leaders themselves undermines the credibility of the message and the authority of the government, and risks people ignoring it altogether.

Of course, communicating in this complex and rapidly evolving situation is challenging. Both under- and overreacting carries significant potential costs. Maintaining a balance between encouraging sensible concern among the community and preventing public hysteria is crucial.

It is understandable that the government focused on avoiding panic. As health promotion expert Daniel Reiders has pointed out, panic encourages a range of ineffective behaviour: it encourages panic buying; it can prevent people from processing what they read or hear, making it much harder to convey accurate information; it puts people in a “me-and-mine first” frame of mind at a time when collective action is required; and it can cause people to dismiss “emotionally dissonant” messages — such as health experts giving calm, measured advice — in favour of hyper-emotive rumours and conspiracy theories.

But it is also important to acknowledge the limitations of the authorities' knowledge about health threats. As the WHO's guide to [Communicating Risk in Public Health Emergencies](#) puts it, public communications "should include explicit information about uncertainties associated with risks, events and interventions, and indicate what is known and not known at a given time."

"My biggest concern is people are not talking to their populations like adults," [says](#) the WHO's Bruce Aylward. "They're cherry-picking the best possible survival rates [and] outcomes, the lowest possible incidences. You're just going to compromise confidence of your population."

These problems are not just a failure of communications but a failure of leadership, which is an [essential component](#) of effective risk communication. According to the US Environmental Protection Agency's [Seven Cardinal Rules of Risk Communication](#), trust and credibility are a spokesperson's "most precious assets" when communicating risk information. "Long-term judgments of trust and credibility are based largely on actions and performance. Trust and credibility are difficult to obtain. Once lost they are almost impossible to regain."

This is bad news for a government in Canberra already struggling with criticism over its handling of the recent bushfire season. The trust and credibility that it will lose as a result of its poor response in the early days of the coronavirus pandemic may prove impossible to regain.

HEALTH LITERACY MATTERS

Part of the communication challenge facing governments is the low level of health literacy in the Australian population. Good health literacy helps people make decisions that maximise their own health and that of others. Poor health literacy makes communicating complex messages and trying to effect behaviour change in a stressful environment even more difficult.

Data on health literacy in Australia isn't great (which is a problem in itself) but the indications are that it is pretty poor. The most recent national data available from the [Australian Bureau of Statistics](#), which dates from 2006, shows that only 41 per cent of adult Australians were sufficiently literate about health matters to meet the complex demands of everyday life. This rate was even lower for older Australians, with only 28 per cent of people aged sixty to seventy-four considered to have adequate levels of health literacy.

Among the health stakeholders who have recognised this problem is the Australian Commission on Safety and Quality in Health Care. It [says](#) that low health literacy can significantly drain human and financial resources and may be associated with extra healthcare costs of 3 to 5 per cent. The problem has been evident in the seemingly irrational response of many in the community to the pandemic, such as [avoiding Chinese restaurants](#).

One of the greatest challenges has been to explain the urgency of slowing the transmission of the virus (or "[flattening the curve](#)"), a desired outcome of government policy but a difficult concept to explain.

Also important is health *system* literacy. When a system is experiencing dramatic increases in demand, it helps if people know where to go for information, advice and care. Talkback radio calls have made it clear that many Australians lack even a basic understanding of our health system. Callers described calling the national Australian Medical Association office for information about where to access telehealth consultations in their local communities, contacting their state health department for information on Medicare-funded services, and being frustrated when their local pharmacies didn't provide testing services.

THE PUBLIC HEALTH SYSTEM WILL ALWAYS BEAR THE BURDEN

Despite the government's (and the media's) obsession with private health insurance, this crisis has made clear that it is the public health system we rely on when serious health risks emerge.

The coronavirus pandemic is the greatest health crisis our country has faced for a generation, and private health insurance is basically missing in action. Our annual investment of around \$11 billion into this sector does not appear to have strengthened our overall capacity to respond to the pandemic in any respect. At all stages it has been the public health system that has stepped up to manage our response to the virus.

Our public universal insurer, Medicare, is funding bulk-billed and telehealth consultations for people at risk or showing symptoms of coronavirus. Public health microbiology laboratories developed the capability and capacity to detect and confirm cases following publication of the genome sequence for the virus at a publicly funded research institute. In Victoria, testing centres have been established at nineteen hospitals and health services, not one of which is private; nationwide, public hospitals are performing Covid-19 tests as well as treating people who are seriously ill with the virus, all at no out-of-pocket costs to patients.

Far from the "Better Cover, Better Access, Better Care" promised by the private health funds, people with private insurance are being left high and dry by their funds. Anyone who purchased private insurance under the illusion that a policy named "Security" or "Ultimate Health Cover" would be useful in the context of a major health threat would now be experiencing a major reality check.

As one reader of the health policy blog *Croakey* wrote, "I have maintained private hospital cover for many years because of a suspicion that the Lib-Nats would do away with Medicare if they could. Today I rang the largest, most modern private hospital in Perth and asked what they could do for me if I came down with Covid-19. The answer? Nothing, sorry, you'll have to go to a public hospital, you can go as a private patient, we don't have the facilities."

International experience in responding to the coronavirus pandemic indicates that the countries with strong universal public health systems are having more success than those with a privatised and less equitable approach to healthcare. The message from this pandemic is that private health insurance is (at best) an optional add-on that doesn't merit the resources it currently receives. If Australians ever needed convincing of the benefits of a strong and

well-functioning public health system, this pandemic should be more than sufficient to persuade them. •

Many thanks to Dr Ruth Armstrong for her help with this article.

Jennifer Doggett is Chair of the Australian Healthcare Reform Alliance and an editor of Croakey.

JENNIFER DOGGETT

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Social distancing in the workplace

Context

Everyone must practise social distancing to slow the spread of coronavirus. Social distancing in the workplace means, where possible:

- allowing 4m² per person in any environment
- staying at least 1.5 metres away from other people e.g. when exercising, visiting the supermarket or a medical centre
- limiting the size of gatherings i.e. no more than 10 people together indoors or outdoors at any time
- advising against hand shaking and other physical contact.

Gatherings at an office building, factory, mining site, construction site or other place of work that is necessary for the normal business of those premises are permitted, except where they are prohibited by Directions under the Emergency Management Act.

Should a colleague return a positive result to COVID-19, applying these measures in the workplace may assist in reducing the number of staff required to self-isolate due to being identified as close contacts.

A close contact of a confirmed case of COVID-19 is required to self-isolate until 14 days after the last close contact with the confirmed case.

A close contact is defined by the Communicable Diseases Network Australia as:

- a person having greater than 15 minutes cumulative, over the course of a week, face-to-face contact in any setting with a confirmed or probable case
- or
- sharing a closed space with a confirmed or probable case for a prolonged period i.e. greater than 2 hours in the period extending from 4 hours before the onset of signs and symptoms in the confirmed or probable case.

General workplace management

All workplaces are configured differently and pose unique challenges to social distancing. It is recognised that a workplace or business with staff that are required to self-isolate may create staff shortages which may be damaging to the workplace. Some general actions that may be applied to a variety of workplaces to help achieve social distancing include:

1. Ensure all staff understand the importance of monitoring their own health and direct them to stay at home if they are feeling unwell. If being absent from work risks placing the staff member in financial hardship, information and services for employees and businesses affected by COVID-19 can be found on the [Centrelink website](#).

2. Emphasize the importance of maintaining good hygiene to all staff. Hand washing or using an alcohol-based hand sanitiser frequently, avoiding hand shaking, avoid sharing food or drinks and

practising good cough and sneeze etiquette i.e. cough or sneeze into your elbow or tissue, dispose of tissue and immediately wash hands, will all help to reduce the spread of disease. Review staff kitchen areas to ensure appropriate cleaning of utensils and crockery and limit the number of people in the kitchen area at any one time.

3. Other considerations depend on the size and type of workplace, but may include:

- Rostering considerations: staggering shifts and breaks to limit the amount of contact staff have between each other.
- Staff skills mix: try to avoid rostering/allocating all senior staff to the same shift/area.
- Staff allocations: try to allocate staff to work with the same staff, in the same area, to avoid the amount of contact between large numbers of staff. This has been described as a staff pod/pool. (e.g. in a kitchen allocate the staff to a particular bench/task each day, in a healthcare facility allocate staff to the same rooms each shift, in a supermarket allocate staff to a particular aisle or checkout).
- Allocating areas for staff to have their tea/meal/rest breaks e.g. staff working together, have the same break time and have a table allocated to them in the tea room.
- Allocating staff change rooms and bathroom facilities.
- Allocating dedicated resources and equipment to the same staff to limit sharing of items between employees e.g. tools, kitchen appliances, vehicles.
- Limit visitors to the service such as company representatives to avoid staff unnecessarily having to move between areas to facilitate the visit.
- Allow fresh air to enter the work area as much as possible.
- Emphasize the importance of and provide products for staff to frequently clean commonly touched areas such as work stations, tables, chairs, equipment, door handles and lift buttons. Try to allow for 1.5 metres between staff as much as possible. For example, in a meeting room or a waiting area space chairs apart or remove every second chair. At desks and work stations space chairs apart or remove chairs to provide adequate space.
- At service counters, tape the floor or provide a barrier to keep people 1.5 metres away from service counter staff.
- Facilitate video conferencing for team or business meetings.
- Try to encourage staff to arrive/leave enclosed areas in the same order. Such as in a lift or a meeting room. This will help to reduce staff intermingling.
- Temperature and health checking of staff arriving to work each day is not currently a Department of Health recommendation, however some workplaces have found that this is a good way for employers to keep reminding staff of the importance to monitor their own health.
- The employer should keep a concise and documented record of staff for each shift, their allocated areas and the steps taken to maintain social distancing. In the event of a staff member returning a positive result to COVID-19, comprehensive record keeping will assist Public Health staff to conduct timely and accurate contact tracing i.e. working out who has been in close contact with the positive case and who has not.

Last updated 11 May 2020

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Social stigma and COVID-19

COVID-19 is a new disease about which we still have much to learn. It is understandable that people may be confused, anxious or fearful about these unknowns. Unfortunately, fear has led to social stigma towards certain groups in our community.

Everyone has an important role to play in preventing and stopping stigma associated with COVID-19. This document can be used as a tool to support conversations and general messaging around this important issue. It is intended for use by government agencies, health care providers, employers, community groups, local businesses, media and other groups who may need to address social stigma and COVID-19.

What is social stigma?

Social stigma is a strong feeling of disapproval that people in a society have about something, especially when this is unfair. The current COVID-19 outbreak has provoked social stigma and discriminatory behaviours against people of certain ethnic backgrounds as well as people who have become unwell with COVID-19. These feelings and behaviours have been extended to anyone perceived to have been in contact with the virus, such as recent travellers or healthcare workers.

Such attitudes can negatively affect those with the disease (or those who may have been in contact with the disease), as well as their caregivers, family, friends and communities.

Why is COVID-19 causing so much social stigma?

The level of stigma associated with COVID-19 is based on three main factors:

1. This is a new disease with many unknowns;
2. The unknowns create fear; and
3. Fear creates a need to blame others.

What is the impact?

Stigma can disrupt community harmony and prompt behaviours that result in the social isolation of certain groups. These behaviours can contribute to a situation where the virus is more, not less, likely to spread. For example, people may try to hide their illness to avoid discrimination.

How to address social stigma

How we communicate about COVID-19 is critical in supporting people to take effective action to help combat the disease and to avoid fuelling fear and stigma. The way we can do this is by:

- correcting misconceptions, rumours or misinformation;
- sharing facts and accurate information about COVID-19;
- sharing stories and experiences of people or groups who have been affected by COVID-19; and,

- communicating support and encouragement for people working on the COVID-19 response frontline (e.g. healthcare workers).

Important facts we can share to help reduce stigma

- Anyone can become sick with COVID-19 regardless of their nationality or cultural background.
- For most people, the risk of becoming seriously ill from the virus that causes COVID-19 is low.
- It can take between 2 and 14 days for a person to develop symptoms of COVID-19 after they have been exposed to the virus. If someone has completed their 14 days of self-isolation (e.g. after returning from travel or after close contact with a person unwell with COVID-19) and remained well, it means they do not have COVID-19. They do not pose any risk of infection to other people in the community and can safely return to normal activities.
- When someone who has been unwell with COVID-19 recovers and is medically cleared and released from self-isolation, they do not pose any risk of infection to other people in the community and can safely return to work, school and other normal activities.
- To help keep our community healthy, everyone (including those who are or have been in self-isolation and those who have recovered from COVID-19), must continue to practice good hand hygiene and cough etiquette and appropriate social distancing, and must stay home if they are sick.
- Stigmatising people can be harmful and can result in people not accessing health care or mental health support that they need.
- Everyone can help stop stigma related to COVID-19 by knowing the facts and sharing them with others in the community.
- There is no place for fear or anger towards people who have been in self-isolation because of COVID-19. We need to support each other through this difficult period. Stigma and discrimination hurt everyone.

Source of Information: [Guide to preventing and addressing social stigma associated with COVID-19](#), Produced by World Health Organization, UNICEF, IFRC

Last updated 8 May 2020

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Covid-19 Local Emergency Management Committee (LEMC) MINUTES

DATE OF MEETING: 2 JUNE 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	<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"> • Cr Fiona Gaze – Shire of Gnowangerup Shire President (Chair) & Principal Gnowangerup District High School • Bob Jarvis – Shire of Gnowangerup- Chief Executive Officer • Ian Graham – Shire of Gnowangerup Deputy Chief Executive Officer • Yvette Wheatcroft – Shire of Gnowangerup Manager of Works • Kirsty Buchanan – Shire of Gnowangerup Community Development Coordinator • Anrie van Zyl – Shire of Gnowangerup Corporate Risk Officer (Agenda and Minutes Officer) • Stuart Walker – Pharmacist – Gnowangerup Pharmacy • Meih Singh - A/HSM Gnowangerup Health Services • Gail Blaszczyk, Team Leader, Department of Communities - Children Protection and Family Support, Great Southern District, Katanning Office • Randall Moulden – OIC Gnowangerup Police • Dr Wole Oluyede – Gnowangerup Shire Medical Practice

Apologies	<ul style="list-style-type: none"> • Neville Blackburn – Department of Communities • Mark Bruce, Principal, Ongerup Primary • Les Nayda – Gnowangerup SES • Lex Martin – Recovery Coordinator 	
Confirmation of Previous Meeting Minutes	That the minutes of the Local Emergency Management Committee meeting held on Tuesday the 19 th May 2020 be confirmed as a true and accurate record of proceedings.	
	Moved: Yvette Wheatcroft	Seconded: Ian Graham
UNANIMOUSLY CARRIED		

ITEM

1. Business arising from previous Minutes

- 1.1. Shortage of PPE
See agency reports.
- 1.2. Shortage of stock delivery to local grocery suppliers.
Not discussed
- 1.3. Enforcing prohibited activities
See agency report in relation to opening of food businesses.

2. Agency Reports

Bob Jarvis – CEO, Shire of Gnowangerup

- Things are getting back quicker to “normal” than expected with more restrictions being lifted from the 6th June 2020.
- The Shire Office will open for business as usual as of next Monday, with social distancing restrictions still in place.
- Due to space, only three customers will be allowed in at a time.
- More information is still required on how to deal with the playgrounds when they reopen on Saturday the 6th June 2020. Waiting on guidelines in regards to cleaning regimes, etc.
- The bulk order of hand sanitiser has finally arrived and any agency or business who require hand sanitiser, please contact the Shire.
- Next council meeting will still take place in the Town Hall and a decision will be made about location for next meeting.
- Street sanitising will continue to be done on a regular basis.

Kirsty Buchanan – Shire of Gnowangerup Community Development Coordinator

- Libraries are now open, and it is going well with everyone adhering to the restrictions and cleaning regimes.
- Social distancing rules are in place at the CRC's.

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

- Nil

Meih Singh - A/HSM Gnowangerup Health Services

- Snapshot testing has now commenced. The testing is aimed at:
 - Police
 - Schools
 - Hospitality industry, etc.
- Meih will forward a copy of Snapshot testing information to the Shire for sharing on Facebook and Shire website.

Ian Graham – Shire of Gnowangerup Deputy Chief Executive Officer

- The Shire was holding its Business Continuity Plan meetings on the same days as the LEMC meetings, but decided that today's meeting would be the last one, unless further required.
- The Shire found these meetings very useful and were able to monitor staff movement and support staff working from home.

Stuart Walker – Pharmacist – Gnowangerup Pharmacy

- No change from the previous meeting.
- Business as usual.
- Hoping to get a second batch of flu vaccines in June/July and having stock will be useful. Vaccinations for the “at-risk” group was very good and overall double the amount of people were vaccinated than last year.
- The use of hand sanitiser will be an ongoing practice and be the new normal.
- There is now a good supply of hand sanitiser available and with sporting clubs reopening the demand may rise again.

Yvette Wheatcroft – Shire of Gnowangerup Manager of Works

- Depot front door has reopened for business with social distancing and hand sanitising rules in place.
- Asking visitors not to enter if they are unwell or experiencing flu-like symptoms.
- Otherwise it is business as usual for the depot.

Dr Wole Oluyede – Gnowangerup Shire Medical Practice

- Nothing new to report.
- Things are slowly returning to normal.
- Vaccine coverage is excellent this year with only 3 people from the “at-risk” group not being vaccinated. The practice tried to get hold of them but suspect that they are not currently in town. Unable to reach them at this stage.
- Daily patient numbers are returning to normal.

Randall Moulden – OIC, Gnowangerup Police

- Business as usual for Gnowangerup Police.
- They have enough hand sanitiser
- The Gnowangerup Hotel is open for customers for dining in with social distancing rules in place.
- The Borden Pub and Ongerup Hotel are only providing take away meals at this stage and will advise when they will reopen for dining in.
- Customers will from the weekend be able to have a drink at pubs while being seated, without having to order a meal.
- As social distancing rules are being relaxed, eateries will be able to have more diners dining in.

- So far everyone is adhering and complying with the rules and regulations.
- Police will continue to monitor.

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

- It is business as usual at the school.
- From next week parents will again be allowed on the school grounds and will be able to take their kids to their respective classrooms themselves.
- The school have two extra cleaners and hope the cleaning budget will remain the same into the future.
- Playgrounds gets cleaned 5 times a day.
- Kids seem to be doing well and the usual sniffing and coughing experienced this time of the year has not happened yet. Everyone seems extremely healthy and happy.
- Extra cleaning and hand sanitising is definitely contributing to the kids being healthier than normally this time of the year.

Les Nayda – Gnowangerup SES (report delivered via telephone)

- Business as usual for Gnowangerup SES.
- The SES climbed Bluff Knoll and can report that it much better than before, signage has been improved, huge improvement in steps and much more family friendly.
- Last week Tuesday the SES held a general meeting and two cadet members (children under the age of 16) attended the meeting. As cadets are not allowed to return home by themselves, they are taken home by other SES members of similar gender. On returning the female cadet home she informed the female SES member that her brother was tested for Covid-19 the day before. This was a major concern for the SES and an anxious wait on the rests results for all in attendance at the meeting. Fortunately, he tested negative, which was a huge relief to the SES members.
- Les just wanted to mention the incident as people now become a bit more complacent with restrictions being lifted. Could have been a major incident for our community if he tested positive.

3. Items for Adam Smith

Nil

4. Incoming Correspondence

- LEMC Briefing Note Update received from Adam Smith on the 28th May 2020 and circulated to all LEMC members.
- DPC Media Statement: State Recovery Advisory Group to guide WA's COVID-19 recovery – received from Adam Smith on the 28th May 2020 and circulated to all LEMC members.
- WA Managing Exercise Guideline received from Adam Smith on the 25th May 2020.
- SEMC Newsletter #4

5. Other items

Nil

6. Next meeting

Next meeting date – **30th June 2020 at 4:00pm** at the Gnowangerup Town Hall

7. Meeting closed

The meeting was declared closed at 4.20pm by the Chair.

From: [SMITH Adam](#)
Subject: ICR2011589 - LEMC Briefing Note Update
Date: Thursday, 28 May 2020 9:14:55 AM

Good Morning

The Great Southern OASG continues to meet on weekly basis, in terms of information for LEMCs there is little additional to report. The latest update is;

- LEMCs are encouraged to **meet on a monthly basis**
- The OASG will be conducting a series of discussion exercises in the next couple of weeks, copies will be provided to LEMCs for their information and use should they choose.
- SEMC still have their deferral of 'normal business' in place until further notice, however I would encourage you to start look at making each 3rd meeting a 'normal' LEMC meeting – in the next few weeks I will be in touch to confirm your 'normal' LEMC meeting dates for the remainder of 2020.
- A State Recovery Committee has ben formed, no further information on local recovery has been made available

<https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WAs-COVID-19-recovery.aspx>

As always, please continue to send me copies of minutes and raise any issues you may have via myself.

Regards

Adam Smith

**District Emergency Management Advisor
Great Southern Region | Operations**

Department of Fire and Emergency Services | 5 Hercules Crescent, Albany WA 6330

P: 08 9845 5007 | **M:** 0429 104 007 | **F:** 08 9841 6719 | **E:** adam.smith@dfes.wa.gov.au



Government of Western Australia
Department of Fire & Emergency Services



From: [SMITH Adam](#)
Subject: FW: DPC Media Statement : State Recovery Advisory Group to guide WA's COVID-19 recovery
Date: Thursday, 28 May 2020 8:45:24 AM

Good Morning

Please see the below information and link on COVID Recovery

Following is the Hansard extract which possibly outlines the direction best.

CORONAVIRUS — STATE RECOVERY PLAN Statement by Premier MR M. McGOWAN

(Rockingham — Premier) [2.05 pm]: I rise today to inform the house of the government's approach to leading and organising the recovery from the COVID-19 pandemic. We have already invested more than \$1.8 billion in measures to support households and businesses through this crisis. However, we want to return this state to a proper level of economic activity as it becomes safe to do so. As members are aware, on 15 April 2020, I announced the appointment of a state recovery controller, Sharyn O'Neill, Public Sector Commissioner, to develop, coordinate and oversee the recovery process. She has been working with ministers, directors general and key stakeholders, as well as being part of the national cabinet meetings. Although we know the immediate impacts of the pandemic and are already acting to mitigate them, the next steps of our recovery efforts will be a range of consultations with business, industry, not for profits, unions, the public sector, local governments and the community for their insight on issues, challenges and ideas. This will inform the state recovery plan and help bring forward any immediate actions we can implement. Given the complexity of the pandemic, recovery will be state-led through a partnership with the aforementioned sectors. Cooperation will occur across the three levels of government—national, state and local. Recovery will be driven through five recovery areas: health, the economy and infrastructure, social, industry and the regions. Each area will have a clear focus, with articulated impacts and action plans. There will also be interdependencies. Directors general will lead the work streams in each of the recovery areas across relevant departments and with relevant stakeholders. In a situation as complex as this pandemic, recovery efforts will not be linear. Planning and implementation will also not be linear; they will move at different speeds in different areas. The plan will not be a static document. It will be revised and added to as we get more information and priorities shift in line with health, economic and social circumstances. But what will not change is the government's commitment to getting this state back on its feet. The challenge is before us now. I have no doubt it will be hard. It will take time. It will not be a straight line. But we have a way forward and I have every confidence that we can do this together. Together we can rise to the challenge and support each other, as we move along the road to recovery.

<https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WAs-COVID-19-recovery.aspx>

Regards

Adam Smith

**District Emergency Management Advisor
Great Southern Region | Operations**

From: [SMITH Adam](#)
Subject: FW: WA Managing Exercises Guideline
Date: Monday, 25 May 2020 8:56:14 AM

FYI below, regards

Adam Smith

District Emergency Management Advisor

Great Southern Region | Operations

Department of Fire and Emergency Services | 5 Hercules Crescent, Albany WA 6330

P: 08 9845 5007 | **M:** 0429 104 007 | **F:** 08 9841 6719 | **E:** adam.smith@dfes.wa.gov.au



Government of Western Australia
Department of Fire & Emergency Services



From: SEMC Policy and Legislation
Sent: Monday, 25 May 2020 8:15 AM
Cc: VERNEY Matt <Matt.Verney@dfes.wa.gov.au>
Subject: WA Managing Exercises Guideline

Dear Emergency Management Colleagues,

Please be advised the State Emergency Management Committee (SEMC) has approved the new WA Managing Exercises Guideline effective 8 May 2020. The [WA Managing Exercises Guideline](#), [exercise templates and exemplars](#) are now available on the SEMC website.

The SEMC Business Unit (BU) recognises the resources devoted to COVID-19 and acknowledges that not every emergency management stakeholder may have had the appropriate time or resources to submit feedback during the consultation period (6 March 2020 to 17 April 2020). As such, the review date for the WA Managing Exercises Guideline has been set for 12 months (May 2021).

During the use of the new WA Managing Exercises Guideline, templates and resources, we encourage all emergency management stakeholders to submit any feedback, queries and suggestions to the SEMC BU via SEMC.PolicyLegislation@dfes.wa.gov.au so that we can consider these for the review in May 2021.

This email has been sent to Executive Officers of SEMC Subcommittees/Reference Groups, DEMAs, HMAs and agencies responsible for State Support Plans. We ask that you forward this email to members of your Subcommittee, Reference Group, DEMC, LEMC or your agency's stakeholders.

If you require further information on the new WA Managing Exercises Guideline, templates and resources please feel free to contact Mark Jeffs from the SEMC BU State Exercise Coordination Team:

Mark Jeffs

State Exercise Coordination Manager
9395 9317 Mark.Jeffs@dfes.wa.gov.au

Kind Regards

Matt Verney

State Emergency Management Principal Policy Officer
Department of Fire & Emergency Services | 20 Stockton Bend, Cockburn Central WA 6164
P. +61 8 9395 9334 | **E.** Matt.verney@dfes.wa.gov.au
www.dfes.wa.gov.au



Government of **Western Australia**
Department of **Fire & Emergency Services**



Anrie Van Zyl

From: Christine Comer <Christine.Comer=dfes.wa.gov.au@cmail19.com> on behalf of Christine Comer <Christine.Comer@dfes.wa.gov.au>
Sent: Wednesday, 27 May 2020 8:47 AM
To: Anrie Van Zyl
Subject: Newsletter # 4 May 2020

No images? [Click here](#)



SEMC Supported by Department of Fire and Emergency Services



Newsletter # 4 May 2020

State Emergency Management Exercise Framework Transition Project



WA Managing Exercises Guideline approved by SEMC.

The approved guidelines, templates and exemplars are now available on the SEMC website. Use the links below to connect direct to the Guidelines page and EM Tools for templates and exemplars.

GUIDELINES

TEMPLATES AND EXEMPLARS



Online Training

The Project Team is in the final stages of completing the online training module for WA Managing Exercises. This online course will provide agencies and organisations in the EM sector with a basic introduction to the State Exercise Framework and the management of exercises. It will be accessible on any device and provide optional activities to help you work through Managing Exercises and introduce you to online templates and exemplars.



**VOLUNTEER
HERE**

Volunteers Needed

Before we release the Managing Exercises online training to the sector, we would like to trial it by EM professionals to get feedback. We would like to get a broad selection of EM managers from Local Government and in particular from some of the more remote regions. You'll get the first look at the program delivery style and be able to be part of the review process. The course is designed to be 'self paced' learning, so you can take your time working through it, or come back to it if you get interrupted. If you can lend us some time please contact the Project Team via the link and we will get you started.

Exercise Schedules

We understand that during the operational response to COVID19, EM exercising has been the last thing on your mind. As we come out the other side and the sector slowly returns to normality, agencies and organisations will commence exercising again. The exercise framework requires you to develop an Exercise Schedule for your agency or organisation, so you can progressively plan your exercises over the three year period.

Submit your exercise schedules to the SECT via the link below. Schedules will eventually be used to populate the State Exercise Calendar.

EMAIL SECT



State Exercise Calendar

The State Exercise Calendar is in the final stages of development with an anticipated publish date of early August. It is proposed that the Calendar will initially be populated by the information we receive from the Annual Capability Survey when it is sent out. Entries will then be able to be edited by personnel within your agency or organisation who are responsible for exercising. We will keep you updated on the progress.



The State Emergency Management Exercise Framework Transition Project is funded through the National Disaster Resilience Program. NDRP grant projects implement sustained resilience or disaster mitigation strategies that will directly benefit the WA community.

Please share this newsletter within your agency and amongst your contacts, to promote a greater understanding of the Framework across the EM sector.

please share



DETECT Snapshot

The WA Department of Health's DETECT Snapshot program will invite people from identified groups in the community who show **no symptoms of COVID-19** to be tested for the virus to get a better understanding of any COVID-19 that may be in the community.

Eligible groups include:

- **Healthcare workers**, including WA Health staff, employees in private hospitals, residential aged care facilities, general practices, pharmacies, the disability sector, or any worker employed by an organisation delivering health services
- **WA Police staff**
- **School staff**, involved in any function in a school setting (pre-kindergarten to year 12), including Department of Education employees
- **Meat workers** employed in an abattoir, meat packing or in further processing such as small goods manufacture
- **Retail workers** such as employees in supermarkets, department stores and specialty stores
- **Hospitality workers** such as employees in cafes, restaurants, pubs or hotels.
- **Tourism sector employees**, involved in the planning, booking and delivery of tourism activities
- **Transport workers**, such as employees of road, rail, aviation and maritime workers, including Public Transport Authority employees

Participation is voluntary and if you fall within one of these categories, and are over the age of 18 years, we encourage your participation. Testing is free.

Testing is available from **Thursday 28 May 2020 to Wednesday 10 June 2020** (inclusive) for all eligible workers who do not have any symptoms of COVID-19.

Where can I be tested?

Clinic locations are available at www.healthywa.wa.gov.au/DETECTSnapshot or by calling 13 COVID (13 26843)

What do I need to do?

When you present to the clinic you will be asked to provide identification, such as a staff identification card or pay slip from your place of employment, to prove your eligibility. You will be required to confirm that you are asymptomatic (do not have any symptoms) of COVID-19 and complete a testing form.

What do I do if I have symptoms?

Symptoms of COVID-19 include fever ($\geq 37.5^{\circ}\text{C}$), or history of fever, or flu like symptoms such as coughing, sore throat and/or difficulty breathing. If you have any of these symptoms you **do not** qualify for the DETECT Snapshot program. However, you should be tested for COVID-19. As not

all clinics involved in the DETECT Snapshot program perform testing on patients with symptoms, please visit www.healthywa.wa.gov.au/coronavirus to find an appropriate testing facility or call 13 COVID (13 26843).

What does the testing involve?

A swab will be inserted into the back of your throat and through your nose by a qualified practitioner. This is a fast procedure, lasting less than a minute. It may cause some mild discomfort. Your swab sample will be taken to a laboratory for testing to determine whether the virus is detectable.

Are the clinics safe?

Yes. Appropriate physical distancing measures and infection control procedures are in place.

What happens after my test?

You will not need to isolate after testing as people who show symptoms of COVID-19 do. You can continue going to work doing your usual activities, in keeping with the current advice in Western Australia. If you develop symptoms of COVID-19 between testing and when your result is available, you should isolate whilst awaiting the result and seek medical advice, if needed.

What happens if my test is negative?

You will be advised of a negative test result via SMS within 3 business days of your test and can continue life as normal. However, you will need to be tested for COVID-19 again if you develop symptoms, regardless of how soon after the negative test that might occur.

What happens if my test is positive?

A member of the Department of Health's Public Health Unit will make contact with you within 3 business days to advise you what action to take, which will include a mandatory isolation period. They will also seek to identify who you have been in close contact with whilst you were potentially infectious. This is known as contact tracing.

You will only be permitted to return to work when you are officially given clearance by the Public Health Unit.

What will happen to my results?

Your results will be securely stored by the Department of Health and used for public health purposes. Your individual results will not be disclosed publicly or to your employer.

Where can I find more information?

Visit www.healthyWA.wa.gov.au/DETECTSnapshot

Call 13 COVID (13 26843)

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COVID-19 Snapshot

To get a better understanding of any COVID-19 that may be in the community, we're inviting people who have **no symptoms** of the virus from selected employment groups and aged over 18 to come forward for free, voluntary testing.

To participate in the DETECT Snapshot program, you must be a:

- healthcare worker
- WA Police staff member
- school staff
- meat worker
- retail employee
- hospitality worker
- transport worker
- tourism sector employees.

Testing is available until Wednesday 10 June 2020 (inclusive) at selected locations. For further information and locations, visit www.healthywa.wa.gov.au/DETECTSnapshot

Any member of the community who has symptoms of COVID-19 such as fever, or flu like symptoms including coughing, sore throat and/or difficulty breathing should be tested at a designated COVID-19 clinic. Information is available at www.healthywa.wa.gov.au/Coronavirus

Heart of the Stirlings



SHIRE OF GNOWANGERUP

SHIRE OF GNOWANGERUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES

TUESDAY 30TH JUNE 2020 COMMENCING AT 4:00PM

GNOWANGERUP TOWN HALL – YOUGENUP ROAD GNOWANGERUP

1. OPENING

“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.”

The Chair, Fiona Gaze, declared the meeting open at 4:05pm.

2. ATTENDANCE

Cr Fiona Gaze	Shire of Gnowangerup Shire President (Chair) & Principal - Gnowangerup District High School
Bob Jarvis	Shire of Gnowangerup Chief Executive Officer
Ian Graham	Shire of Gnowangerup Deputy Chief Executive Officer
Yvette Wheatcroft	Shire of Gnowangerup Manager of Works
Kirsty Buchanan	Shire of Gnowangerup Community Development Coordinator
Anrie van Zyl	Shire of Gnowangerup Corporate Risk Officer (Agenda and Minutes Officer)
Meih Singh	A/HSM Gnowangerup Health Services
Randall Moulden	OIC Gnowangerup Police
Les Nayda	Gnowangerup SES
Lex Martin	Recovery Coordinator
Vince Hilder	District Fire Coordinator, DBCA, Albany District

3. APOLOGIES

Andrew Brooker	Community Paramedic – St John Ambulance
Stuart Walker	Pharmacist – Gnowangerup Pharmacy
Gail Blaszczyk	Team Leader, Department of Communities - Children Protection and Family Support, Great Southern District, Katanning Office
Neville Blackburn	Department of Communities

4. CONFIRMATION OF PREVIOUS MINUTES

That the minutes of the Local Emergency Management Committee meeting held on **Wednesday 5th March 2020** and the Covid-19 LEMC Meeting held on **Tuesday 2nd June 2020**, be confirmed as a true and accurate record of proceedings.

Moved: Yvette Wheatcroft

Seconded: Randall Moulden
UNANIMOUSLY CARRIED

5. BUSINESS ARISING FROM PREVIOUS MINUTES

5.1. State Risk Project – Adam Smith

- Discussions in regards to treatments of identified risks.
- Date for workshop to be determined.
 - A workshop to complete the State Risk Project will take place on the 13th August 2020, commencing at 2:30pm.

5.2. Shire of Gnowangerup Emergency Animal Welfare Plan

- Animal in Emergency Preparedness Guidelines – WIP
 - Animal Welfare Plan to be discussed and developed with the new Community Emergency Services Manager when he commences in July 2020.

5.3. LEMC Exercises for 2019/2020 – proposals for exercises required from LEMC members

- Due to the Covid-19 Emergency, the required exercise report for 2019 (Stirling Ranges Fire December 2019) has not yet been completed. Will discuss requirement to complete with Adam Smith.
 - Above requirement to complete an Exercise Report for 19/20 was discussed with Adam Smith.
 - Adam confirmed that due to Covid-19 a report for 19/20 is not required.

6. IDENTIFYING WATER SOURCES FOR BUSHFIRE SEASON

- Bob to provide an update on Shire water situation.
 - Work on an old railway dam in Ongerup was done and dam now able to hold double the water capacity it had before.
 - Water Corporation's No.1 dam in Gnowangerup now has more water than at the start of the year. Water Corp kept on pumping water into the dam for about 5 months. Good result.
 - The quick fill tanks at Formby South and Highdenup Roads are now complete.
 - As part of the \$1m Drought Communities Grant Program a water tank will be installed at the old Salt River School Site, Chester Pass Road (Ireland Road). Initially a 290,000 litre tank will be installed and filled with potable water for use by Amelup residents and businesses in times of drought. If a 4th firefighting appliance application is successful, a shed for the aforementioned appliance will be erected at the site and rainwater harvested from the roof into the tank. The outcome of the application for a 4th appliance will only be known in about 18 months.
 - As part of the same grant, a water tank will be installed at the Gnowangerup Depot and water from the new shed roof will be harvested into the tank. Work will also be done to increase the catchment areas of the Toompup and Magitup Dams.

7. FUNDING FOR A CESM (COMMUNITY EMERGENCY SERVICES MANAGER)

- Bob to provide an update on progress.
 - The need for a CESM was identified during the past fire season.

- Bob and Fiona went to see Fran Logan, Minister for Emergency Services, to emphasise the need for a CESM after many past attempts by the Shire for funding, was denied.
- Funding became available after councils in the Mid West decided to exit the program and Gnowangerup, partnering with two other Shires were successful in their application for a CESM.
- The Gnowangerup Shire will be sharing a CESM with the Shire's of Cranbrook and Kojonup. An MOU has already been signed. Commencement date is the 1st July 2020.
- DFES will be responsible for 60% of the cost of the CESM and the remaining 40% will be shared by the 3 Shires. Cost to the Shire will be approximately \$19,000 per year (5 year agreement).
- The Shire of Gnowangerup is very pleased with the outcome and the new CESM will hopefully be introduced to everyone at the next LEMC meeting.

8. COVID-19

Bob Jarvis - Shire of Gnowangerup- Chief Executive Officer

- The Shire is close to having all the services back to normal (to pre-Covid level).
- All Department of Transport services have now resumed i.e. driving tests, photos for licences, etc.
- Things will never go back completely as before – permanent hand sanitising bollards have been installed. A rail has also been installed at the front counter. The rail is not just for Covid social distancing measures but also for securing the front counter against possible theft and assault of staff members by the public.
- All services in WA are mostly back up and running and risk remains low as long as the hard border remains and WA residents stay out of Victoria (current hotspot).
- Bob himself had a Covid test done last week and results were known within 36 hours. He commented that it was not a pleasant experience.
- The Shire is very proud of staff on the way they handled themselves during the emergency situation. Staff are continuing with their cleaning and sanitising regimes.
- The Shire received the bulk order of hand sanitiser and any agency requiring some, please contact the Shire.
- Sanitising and cleaning practices for street furniture during Covid has now ceased.

Meih Singh - A/HSM Gnowangerup Health Services

- All services at the hospital are back to normal.
- At the age care part of the hospital, social distancing rules still apply and only visitors are allowed who can provide proof of receiving a flu vaccination.

Les Nayda - Gnowangerup SES

- Business as usual for the Gnowangerup SES.
- Training has recommenced.

Randall Moulden - OIC Gnowangerup Police

- Business as usual for the Police.

Vince Hilder - District Fire Coordinator, DBCA, Albany District

- Business as usual for DBCA.
- Practices remain unchanged.

Cr Fiona Gaze - Shire of Gnowangerup Shire President (Chair) & Principal Gnowangerup District High School

- Cleaning frequency of high usage areas and playgrounds remain unchanged.
- The school is receiving lots of support from parents in relation to keeping sick kids home. This practice ensures the safety and health of teachers and other kids.

Yvette Wheatcroft - Shire of Gnowangerup Manager of Works

- The Gnowangerup Medical Practice has asked to have a glass pane installed on the front counter to separate staff from patients. An amount has been allowed for in the budget and will be installed soon.

9. CORRESPONDENCE

INWARDS:

- 9.1. SEMC Update – 15 June 2020 (attached).
- 9.2. COVID-19 Update for Local Government - 27.06.20 (attached)
- 9.3. Request for LEMC Meeting Dates for the 20/21 Financial Year – Adam Smith

OUTWARDS

- 9.4. Covid-19 LEMC Minutes distributed to all members on the 15th June 2020.
- 9.5. Response to request for LEMC Meeting Dates for the 20/21 Financial Year
 - 3rd September 2020
 - 3rd December 2020
 - 4th March 2021
 - 3rd June 2020

10. GENERAL BUSINESS

- Funding for Bushfire Management Plan
 - The Bushfire Management Plan will be of great benefit to the Shire.
 - Once the Plan is in place, will the Shire be eligible to apply for funding for bushfire mitigation work on Crown and Unmanaged Reserves.
 - Once a risk has been identified, money can be put towards mitigating the risk.
 - Melanie Haymont will be presenting to Council on the 12th August 2020 on the benefits of having a Plan.

11. REPORTS FROM MEMBERS

Bob Jarvis - Shire of Gnowangerup Chief Executive Officer

- See under Covid

Ian Graham - Shire of Gnowangerup Deputy Chief Executive Officer

- Business as usual for the Shire
- Covid-19 Recovery Reserve Fund has been established by Council. \$100,000 placed in reserve fund for community recovery purposes.

Kirsty Buchanan - Secretary for St John Ambulance - Gnowangerup Sub-Centre

- In the process of rescheduling the grand reopening of the Gnowangerup Sub-Centre now that the Covid restrictions have been lifted.
- The sub-centre received funding from the Shire of Gnowangerup's Community Grants programme. The grant was used to purchase tables, chairs, white boards, bar fridge, etc.
- In addition to the above, the sub-centre was able to purchase a BenQ interactive Flat Panel screen from the "Looking Forward Giving Back" Grant. These items will be of great assistance when training recommences.
- Things are getting back to normal and face-to-face training will be restarting in July 2020.
- All SJA volunteers have a strict timeline to complete their CEP (Continuous Education Program) and will be great to get back to training.

Lex Martin – Recovery Coordinator

- Nil

Meih Singh - A/HSM Gnowangerup Health Services

- Nothing additional to add.

Yvette Wheatcroft - Shire of Gnowangerup Manager of Works

- Really proud of the depot staff on the way they conducted themselves during lockdown and for sticking to their cleaning regimes.
- Will be good to get some decent rain in the Shire.

Les Nayda – Gnowangerup SES

- Testing communication as part of the SES's Operational Plan has commenced and will continue over the next couple of months.
- SES is testing out some thermal gear to try and find something that is suitable for everyone.
- The SES will have their compliance inspection tonight. They have to pass the inspection as part of the funding requirements and occurs every quarter-
 - Number of people attending training sessions
 - Number of training sessions
 - Condition of the vehicles, grounds and equipment maintained.
 - All relevant paperwork in place.
- The SES team has tested the new track at Bluff Knoll.
- The track has been much improved – steps are more manageable, proper signage and a guard rail has been installed at dangerous cliff.
- It is very cold and windy at the top with no trees to protect you from the elements.

Randall Moulden - OIC Gnowangerup Police

- Really happy with the way the community is behaving.
- Have only had 1 incident at the Gnowangerup Hotel when the pub reopened.

Vince Hilder - District Fire Coordinator, DBCA, Albany District

- A new senior ranger, Deon Grantham, has been appointed at the Stirling Ranges National Park. Deon is currently on leave and hoping to bring him along to the next meeting.
- DBCA applied for extra funding for the recovery process at the Stirling Ranges and that help make all the new improvements possible at Bluff Knoll.
- Only area left is Moingup Springs. It will now be turned into a day use area only. Had trouble with the house that was asbestos and had to get a specialist contractor to remove the damaged house.
- DBCA will be working with the Bushfire Brigades through issues like communications for the upcoming fire season.
- Revenue is coming in by people visiting the park.
- It is going to be a very good wild flower season with orchids already being spotted.
- Ridge walk is still closed due to endangered flora issues and might remain closed for a considerable time to give rare and endangered species a chance to recover.

Cr Fiona Gaze - Shire of Gnowangerup Shire President (Chair) & Principal Gnowangerup District High School

- Nothing to add, except that it is great to be kept informed of what is happening at the Stirling Ranges National Park. Communication from DBCA has been very good.

12. OTHER

Bob Jarvis - Shire of Gnowangerup- Chief Executive Officer

- It was noted in the media that sales in caravans have increased substantially over the past couple of weeks.
- That means that there will be many unexperienced drivers on the roads and that we might see an increase in road accidents concerning caravans.
- Les Nayda commented that the government should look at some type of licence requirement to tow caravans. Towing and parking caravans require a definite skill and drivers should be tested on their ability to do so.
- Yvette Wheatcroft offered to email Carl Beck at WALGA - Roadwise. Maybe they can add something to their newsletters or start a safety awareness/education campaign in regards to towing of Caravans.
- Yvette also stated that it could be a good topic for discussion at the Great Southern Safety Forum on the 26th November in Cranbrook.

13. CLOSING

The Chair declared the meeting closed at 4:50pm.

14. DATE OF NEXT MEETING

3rd September 2020 at 4:30pm at the Gnowangerup Council Chambers.



Your Ref:
Our Ref: 20/103352 : D12731
Enquiries: Stephanie Underwood
Telephone: 08 9395 9888

Mr Bob Jarvis
Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Rd
GNOWANGERUP WA 6335

VIA: gnpshire@gnowangerup.wa.gov.au

Dear Mr Jarvis

SEMC UPDATE

COVID-19 has had a significant impact on Western Australia (WA) and the emergency management (EM) sector has worked well together to deliver a coordinated response for the WA community. Thank you for the active and valuable role you have played.

Further to my letter dated 1 May 2020 outlining changes to State Emergency Management Committee (SEMC) business due to COVID-19, I wish to provide you with an update.

As your organisation's capacity allows I strongly encourage emergency management meetings and business as usual activities, such as risk workshops, consultation and emergency management arrangement development, to resume.

The Emergency Preparedness Report Steering Committee have determined not to release the Annual and Preparedness Report Capability Survey for 2020. This decision reflects the significant impact that COVID-19 had, and continues to have, on the EM sector across WA. It is expected that the 2021 survey will go ahead in April next year.

Yours sincerely

Dr Ron F Edwards
CHAIRPERSON
STATE EMERGENCY MANAGEMENT COMMITTEE

15 June 2020

From: [Bob Jarvis](#)
To: [All Staff](#); [Councillors](#)
Subject: FW: COVID-19 Update for Local Government - 27.06.20
Date: Sunday, 28 June 2020 2:20:52 PM
Attachments: [image002.png](#)
[image003.png](#)

FYI

Kind Regards,
Bob Jarvis | Chief Executive Officer
28 Yougenup Rd, Gnowangerup WA 6335 | Shire of Gnowangerup



T (08) 9827 1007
F (08) 9827 1377
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From: WALGA <communications@walga.asn.au>
Sent: Saturday, 27 June 2020 10:44 AM
To: Bob Jarvis <Bob.Jarvis@gnowangerup.wa.gov.au>
Subject: COVID-19 Update for Local Government - 27.06.20

[View in your browser](#)

COVID-19: Update from WALGA President and CEO

IMPORTANT INFORMATION FOR LOCAL GOVERNMENTS

27 June 2020

In this issue...

State of Emergency Directions for Phase 4 Released

Quick Links

- [Prime Minister Media State: National Cabinet Update, Friday, 26 June](#)
- [Recording of Prime Minister Press Conference on National Cabinet Update, Friday, 26 June](#)
- [State of Emergency Declarations](#)
- [All State Government Media Statements](#)



State of Emergency Directions for Phase 4 Released

Directions to bring into effect eased restrictions under Phase 4 of the State Government's [COVID-19 roadmap](#) for WA have been signed and released.

These State of Emergency Directions come into effect from Saturday, **27 June**.

In alerts issued yesterday, the Department of Local Government, Sport and Cultural Industries asked Local Governments to remind users of facilities or participants in activities that they have a personal responsibility to practice physical distancing and good personal hygiene.

Previous restrictions on the number of people that can attend a funeral have also been removed with Phase 4 provisions, with attendees now required to comply with physical distancing requirements of two square metres per person.

An updated Community Sport and Active Recreation COVID-19 Factsheet for Phase 4 can be found on the [DLGSC website](#).

View the Directions notice [here](#).

WALGA

ONE70, LV1, 170 Railway Parade,
West Leederville, WA 6007
PO Box 1544, West Perth, WA 6872
Tel: (08) 9213 2000 | Fax: (08) 9213 2077
Email: info@walga.asn.au
www.walga.asn.au

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COVID-19 WA roadmap Phase 4



Now (from 6 June)

- Non-work gatherings permitted up to 100 people, 300 for venues with multiple spaces
- 4sqm rule removed, replaced with reduced 2sqm rule
- Full contact sport and training permitted
- Seated service for food businesses and licensed premises
- The following reopened with conditions:
 - galleries, cinemas and theatres
 - gyms and other fitness studios
 - beauty salons, spas and wellness centres
 - playgrounds and play centres
 - Rottnest Island, zoos and wildlife parks

27 June

Gatherings

- All existing limits removed
- Limits now only determined by WA's reduced 2sqm rule
- The 2sqm rule includes staff only at venues that hold more than 500 patrons
- Optus Stadium, HBF Park and RAC Arena to operate at 50 per cent temporary capacity

Businesses

- Unseated service permitted at all food businesses and licensed premises
- Gyms can operate without staff present
- Casino gaming floor reopened, with temporary conditions
- Unseated events, performances, live music, concerts permitted, except for large scale multi-stage music festivals

18 July*

2sqm rule no longer applies

REMOVAL OF REMAINING STATE GOVERNMENT RULES.

*Dates may be adjusted, depending on health advice.

Phase 6

WA hard border and access to remote Aboriginal communities

WA's border removal will be considered based on best health advice, taking into account infection rates over east.

Stay vigilant, protect yourself and others

Avoid close contact with others
Practise physical distancing

Healthy hygiene
Wash your hands regularly. Cover your mouth/nose when you cough/sneeze

Download the COVIDSafe app

2 square metre per person capacity rule for WA venues

We're all in this together.

Community Sport and Active Recreation COVID-19 Phase 4 Factsheet

Sport and active recreation plays an important role in community development, connectiveness, physical and mental health. On 22 June 2020, the WA State Government announced further cautious easing of restrictions, by removing existing gathering limits and permitting unstaffed gyms to open, following the encouraging response to COVID-19 in WA.

What does this mean for community sport and active recreation in WA?



Complete or update your [COVID Safety Plan](#).
You are no longer required to keep a contact register as part of your plan.



A venue's maximum capacity will be subject to the 2 square metre rule or 50 per cent capacity rule for Optus Stadium, HBF Park and RAC Arena. This includes both indoor and outdoor venues. Exemptions for large sporting venues over 300 people are no longer required.



All sport and physical activity that involves close or physical contact with another person is allowed. This includes dancing and ballet.



You can share sporting, fitness and gym equipment provided it is cleaned between each training session or class. Continue to encourage people to bring their own equipment. Gym patrons should be encouraged to wipe down the equipment after each use and the gym supervisor will ensure regular cleaning is carried out.



Gyms, health clubs, indoor sports centres (including the use of all gym equipment) can open provided there is regular cleaning.



Change rooms and shower facilities can continue to open.

What should sport and active recreation organisations do before commencing any activities?



Familiarise yourself with the State Government's [State of Emergency Directions](#) and [FAQs](#).



Discuss your plans with your governing body, the State Sporting Association or National Sporting Organisation, as there may be insurance implications.



Complete your [COVID-19 Safety Plan](#) in conjunction with your local government and / or land manager.



Understand your hygiene policies and procedures - see over for more information.



Encourage everyone to download the COVID-Safe App as part of 'return to sport' protocols.



Ensure coaches / instructors understand the importance of a safe environment, including how to modify activities and manage risks.

Cleaning is an essential part of the removal of germs such as the COVID-19 virus. These tips are a guide for general cleaning of some common areas and items used by sport and active recreation clubs.



Wash your hands

- Regularly washing your hands is a great way to prevent the spread of germs and virus.
- **If cleaning your hands with soap and water;**
 - Lather for at least 20 seconds. Pay attention to the backs of hands and fingers, fingernails and the webbing between fingers.
 - Rinse hands under running water and dry hands with a clean towel, or fresh paper towel.
- **If cleaning your hands with an alcohol-based hand rub (hand sanitiser);**
 - Apply enough product to cover both hands.
 - Rub all surfaces of both hands until they are dry.



Washing equipment

- Equipment should be cleaned and disinfected following use and prior to being used again.
- Use products that are antiviral, meaning it can kill the virus, such as chlorine-based disinfectants or freshly made diluted bleach solution in accordance with Department of Health guidelines available the link below.
- Always follow the manufacturers guidelines for the correct mixture when working with chemicals.
- Wash equipment (such as balls, weights, dumbbells) in the cleaning mixture, leaving it on for at least ten minutes, before rinsing and drying.



During training and competition

- Coaches / instructors to reiterate social distancing at the start of each session.
- Wash your hands before and after training and competition.
- All players and support staff must bring their own water bottle and hand towel.
- No spitting.



Toilets

- Toilets and changerooms can open.
- They should be frequently cleaned and ensure 2sqm of space per person.
- For high use areas this may be a few times per day. For low use this may mean a daily clean.
- Always follow the manufacturers guidelines for the correct mixture when working with chemicals.
- Always refer to your land manager to ensure you are compliant with any other requirements.



More information can be found at: <https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>

For the latest information on COVID-19 visit <https://www.wa.gov.au/government/covid-19-coronavirus>



12. STRATEGY AND GOVERNANCE

12.1 QUARTERLY REVIEW OF CORPORATE BUSINESS PLAN

Location:	N/A
Proponent:	N/A
File Ref:	ADM0432
Date of Report:	7 th July 2020
Business Unit:	Strategy and Governance
Officer:	Ian Graham – Deputy CEO
Disclosure of Interest:	Nil

ATTACHMENTS

- Quarterly Corporate Business Plan Review for 4th Quarter 2019/2020

PURPOSE OF THE REPORT

For Council to note the Quarterly Corporate Business Plan (CBP) Review for the quarter ending 30th June 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:

Strategic Risk Category	Ineffective Leadership
Consequence Rating	Minor
Likelihood Rating	Unlikely
Control Rating	Effective
Risk Acceptance Criteria	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

OFFICER RECOMMENDATION

0720. That Council:

- 1. Notes and approves the achievements against the actions in the attached Quarterly Corporate Business Plan Review for the quarter ending 30th June 2020;**
- 2. Notes that there were no amendments to the existing CBP during this quarter; and;**
- 3. Directs the CEO to publish the attached report on the Shire's web page.**

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

OUR VISION	A progressive, inclusive and prosperous community built on opportunity.
OUR HORIZONS	Horizon 1 FY 2018/19 – 2021/22 (next 4 years): Horizon 2 FY 2022/23 – 2028/29 (next 5-10 years):
OUR VALUES	We believe in the following values which will guide our behaviours: <ul style="list-style-type: none"> • Honesty • Responsibility • Respect • Excellence • Fairness • Teamwork

OUR KEY THEMES and OBJECTIVES Note, these should be broad, long term aims that work towards achieving the vision and purpose. Extract from your Community Strategic Plan		OPERATIONAL IMPLEMENTATION				
		ACTIONS	RESPONSIBILITY	DELIVERY TIMELINE		
				FY 19/20	FY 20/21	
A. SUSTAINABLE BUSINESS GROWTH		A1.1.1	Develop and implement an Economic Development Strategy/ Plan to guide and drive economic development in the Shire.	CEO		
		A1.1.2	Develop a Digital Workplan to position the Shire as a “Smart Shire” and to maximise the benefits of digital communication technology and initiatives within the Shire for local businesses and the community.	DCEO		
A1	Actively support and develop existing business and attract new local business.	A1.1.3	Implement the Digital Workplan.	DCEO	●	●
		A1.2.1	Identify a community project to facilitate, that encourages business growth i.e. Business Development Group.	CEO	●	●
		A1.3.1	Monitor progress on infrastructure plans.	TOWN PLANNER	●	●
		A1.4.1	Work with Landcorp to release the industrial lots in Quinn Street.	CEO / TOWN PLANNER	●	●
		A1.4.2	Monitor development rates and ensure future supply of industrial land for subdivision and development.	TOWN PLANNER	●	●
		A1.4.3	Progress Cuneo Close commercial development	MW		
		A1.5.1	Hold annual Business Forum.	CEO	●	
		A2	For the Shire’s business community to have the technology and communication capability necessary to thrive within a competitive environment.	A2.1.1	Work with external partners to provide an improved internet service within the District.	DCEO
A3	Enhance and develop the Tourism industry to promote growth and prosperity.	A3.1.1	Work with the community to attract a Major Event/Festival or Attraction to the Shire	CDC	●	●
		A3.2.1	Complete Gnowangerup Heritage Trail Project.	CDC		
		A3.2.2	Develop Tourism Strategy.	CEO		
		A3.2.3	Develop Management Plan for the Gnowangerup Star.	CEO	●	

19/20 QUARTERLY REVIEW - END OF QUARTER 4 2019-20		
PROJECT STATUS	ACTION UPDATE COMMENTS	
ON TRACK		
HELD / NOT COMMENCED		
CANCELLED		
COMPLETED		
		Plan presented to Council September 2018
		Digital awareness community training sessions are completed in Gnowangerup, Ongerup and Borden
		Council has approved lease of tower site at Depot, waiting on site plan from Superloop. Project involves a fixed wireless network from the Gnowangerup district to Narrogin.
		Working with the Gnowangerup Giant Tractor group and the Tractoberfest Committee.
		Postponed until 2020/21. Working with GSCORE to add this to the Great Southern Treasures Recreation Circuit.

Community Strategic Plan				FY 19/20	FY 20/21	COMPLETED	
B. THE NATURAL ENVIRONMENT							
B1	Environmentally sustainable leadership.	B1.1.1	Facilitate active involvement from the community in preserving and enhancing the natural environment by using all available resources such as The West Australian Waste Authority's CIE Grants, which are available each year.	AWMC	●	●	On Hold due lack of resources and the current and likley future enviornment
		B1.1.2	Take management order over Borden Community Dam reserve.	DCEO			To be reviewed as part of overall Water Management Strategy
		B1.2.1	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
		B1.2.2	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
		B1.2.3	Investigate Recycling and waste management Education and Awareness Activities such as the West Australian Waste Authority's CIE Grants, which have been used to fund projects of this type.	AWMC	●	●	On Hold due lack of resources and the current and likley future enviornment
		B1.2.4	Hold a meeting with the business community to discuss becoming a plastic bag free Shire.	AWMC			
		B1.2.5	Plan to become a plastic bag fee Shire in 2018/19.	AWMC			
B2	Adapt to the effects of Climate change.	B2.1.1	Investigate alternative sources of power for Shire owned buildings.	AWMC			
		B2.1.2	Install solar systems at the Shire's Administration and Depot buildings.	AWMC			
		B2.1.3	Formulate a plan to help reduce power consumption at the new pool site.	AWMC			
		B2.1.4	Implement pool power plan.	AWMC			
		B2.1.5	Investigate large-scale power generation opportunities.	AWMC		●	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.
		B2.1.6	Participate in State Risk Project.	DCEO			
B3	Enhance reserves and protect local ecology and biodiversity of natural ecosystems.	B3.1.1	Continue to maintain Parks & Reserves to a high standard.	MW	●	●	
		B3.2.1	Continue to preserve the conservation road side areas and support local conservation groups.	MW / CEO	●	●	
		B3.2.2	Investigate partnering in the native plant subsidy scheme.	DCEO			
C. OUR COMMUNITY							
C1	Build connectivity between the three communities.	C1.1.1	Support annual funds to local arts and culture groups.	COUNCIL / CEO	●	●	
		C1.1.2	Identify opportunities to strengthen the relationship between our three communities.	CDC	●	●	
		C1.1.3	Promote and support the needs of disadvantaged people within the community.	CDC	●	●	
		C1.2.1	Work with the indigenous community to celebrate NAIDOC week.	CDC	●	●	Nothing held due to COVID.
		C1.2.2	Implement the DAIP to guide Shire operations and services to ensure they are inclusive of all members of the community.	CEO	●	●	
		C1.3.1	Investigate the process required and the cost associated with changing the name of the Shire.	COUNCIL / CEO			
		C1.3.2	Hold a referendum to allow the community to vote on the proposed change.	CEO			

Community Strategic Plan				FY 19/20	FY 20/21	COMPLETED			
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	●	●		Working with the Gnowangerup CRC and the Yorgeas group to implement a blue tree project in Gnowangerup.	
		C2.1.2	Subscribe to and develop locally based statistical service programs to enhance demographic analysis capability, including Community Profile, Economic Profile and Population forecasts.	CEO	●	●			
		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 facilitate the development of local leaders through skills development opportunities and capacity building activities e.g. Regional Passive Recreation Development Project, Governance Training, Training and Skills Development Project and Community Leadership Project.	CEO and CDC	●	●			
		C3.2.1	Promote the sustainable management of local organisations and community groups.	CDC		●			
		C3.2.2	Facilitate and promote partnerships between volunteer organisations, NGO's, Local Businesses and Local Government Organisations.	CDC	●	●			
		C3.2.3	Develop a community asset map to facilitate a sustainable volunteer base and reduce volunteer burnout.	CDC		●			
C4	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		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 plan presented to Council for adoption April 2020
		D1.2.4	Review the Long Term Financial Plan.	DCEO	●	●		Currently working with Finance Consultant on draft LTFP scenarios

Community Strategic Plan				FY 19/20	FY 20/21	COMPLETED		
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	●			Completed 2019/20 actions
		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				
		D3.1.2	Implement new Synergyssoft and ALTUS Human Resources module to provide management with relevant HR statistics to assist decision making.	DCEO				
		D3.1.3	Implement new ALTUS Financial Reporting system to provide a more efficient monthly financial reporting process.	DCEO				PowerBI implemented by Synergyssoft, 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	●			Re-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	●	●
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	COMPLETED		
E. FINANCIAL SUSTAINABILITY		E1.1.1	Embrace outcomes from the local government reform process that allow for alternative means of raising revenue and innovative partnership opportunities.	CEO / DCEO / TOWN PLANNER				On hold pending completion of review of Local Government Act
E1	To be less reliant on rates as the primary basis for revenue by leveraging alternative income streams.	E1.2.1	Monitor State Government media releases and take action when appropriate.	CEO	●	●		
E2	Effective management to conduct business in a financially sustainable manner.	E2.1.1	Develop Property Strategy and review annually.	CEO				
		E2.1.2	Develop an ITC Strategy.	DCEO				New IT Managed Services vendor has been appointed and commenced. Draft ITC Strategy to be developed 2020/21
		E2.1.3	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
		E2.1.4	Convert CEO & Mechanic houses from Reserve to freehold and separate into 2 lots.	DCEO				
		E2.1.5	Convert Police OIC and Doctor houses from Reserve to freehold and separate into 2 lots.	DCEO				Waiting on response from Department of Planning, Lands & Heritage
		E2.1.6	Convert to freehold and on-sell the Old Ongerup Police Station.	DCEO				
		E2.1.7	Reserve 14184: Divide into three - Old Telecentre, Childcare Centre, Old Police Station & Gaol with the Shire to retain management over the Old Police Station & Gaol portion.	DCEO				
		E2.1.8	Acquire vacant block at 25 Yougenup Rd, Gnowangerup for the purpose of creating a park.	DCEO				Rating of property has been recommenced with a view to acquiring the property after 3 years if rates remain unpaid
		E2.2.1	Complete and maintain Asset Management Plans.	AWMC				
		E2.2.2	Review Asset Management Plan.	AWMC	●	●		Ongoing
		E2.3.1	Take part in regional collaboration opportunities related to community services such as sharing of regional resources, hosting of regional community development activities and support for regional activities taking place in other communities across the Great Southern.	CEO / DCEO	●	●		Ongoing, invited to join VROC
E3	To effectively plan for the funding and delivery of major projects.	E3.1.1	Implement Capital Works Program as detailed in the Capital Works Program 2017-2018.	MW	●	●		
		E3.1.2	Major Road Construction Program, continue to update road asset information and develop construction/maintenance program that optimises funding opportunities for future road asset sustainability. Gravel re-sheeting a minimum of 8km per year to be reassessed post WANDRRA.	MW	●	●		
E4	Continue to liaise with key stakeholders such as State and Federal Government Agencies.	E4.1.1	Roads to Recovery funding to focus on preservation and resealing of single seal bitumen roads – Ongerup Pingrup Rd, Sandalwood Rd, Nightwell Rd, Old Ongerup Rd, Salt River Rd, Gleeson Rd and Laurier Rd. Urban towns as required by condition assessment.	MW	●	●		
		E4.1.2	Submit funding for Regional Road Group funds. Focus on preservation resealing of single seal bitumen roads – Borden Bremer Bay Rd, Tieline Rd, Tambellup Rd, Kwobrup Rd. Complete widening and resealing of Ongerup Pingrup Rd.	MW	●	●		
		E4.1.3	Maximise WANDRRA funding opportunities by reviewing and incorporating works completed by WANDRRA and adjust works program accordingly.	MW	●	●		

Community Strategic Plan				FY 19/20	FY 20/21	COMPLETED	
F. QUALITY BUILT FORM							
F1	For the Shire's commercial and residential areas to be filled with quality buildings and appealing streetscapes.	F1.1.1	Design Stage 1 of residential subdivision in Quinn Street.	TOWN PLANNER	●	●	
		F1.2.1	Ensure environmental consideration is reflected in Town Planning and Building Approvals.	TOWN PLANNER / BUILDING SURVEYOR	●	●	
		F1.3.1	Facilitate the redevelopment of Aylmore Springs. Stage 1: Community Consultation. Stage 2: Design & Implementation.	CEO / TOWN PLANNER	●	●	
		F1.3.2	Review and ensure the Shire Planning Scheme & Policies reflect Council's strategic initiative and community values.	TOWN PLANNER	●	●	
F2	Facilitate and integrate housing options, local services, employment and recreational spaces.	F2.1.1	Support Landcorp release of residential blocks.	CEO	●	●	
		F2.1.2	Acquire 11 & 13 Bell Street Gnowangerup vacant blocks for re-sale.	DCEO			
		F2.1.3	Purchase grouped housing block from Landcorp.	CEO			
		F2.1.4	Construct two houses on grouped housing block.	DCEO / AWMC	●		Completed 2019-20
		F2.2.1	Encourage better use of existing underutilised community spaces across the Shire.	CEO / TOWN PLANNER	●	●	Planner and CEO will commence review of all Council land late 2020
		F2.2.2	Support projects that improve community spaces and that incorporate the sustainable management of community assets into the future e.g. Community Garden.	CEO	●	●	Drough Communities Grant projects approved and application lodged
F3	To provide facilities of the highest quality which reflect the needs of the community now and into the future.	F3.1.1	Prepare a demographic profile for each of the 3 communities using the 2016 Census data.	CEO			
F4	Manage current and future assets and infrastructure.	F4.1.1	Develop a long-term approach to significant facility upgrades and improvements.	AWMC	●	●	
		F4.1.2	Develop an Asset Management Strategy 2018-2028 to guide the Shire's approach to managing its assets.	AWMC			
		F4.1.3	Maintain and protect heritage building and places.	CEO	●	●	
		F4.1.4	Complete planned shade facility and niche wall at Gnowangerup Cemetery.	MW / COUNCIL	●	●	
		F4.1.5	Update mapping of plots and number grave sites at Gnowangerup Cemetery.	DCEO			
		F4.1.6	Continue to work with GSDC and the Gnowangerup Aboriginal Corporation in progressing the business case for the agricultural training facility.	CEO			
		F4.1.7	Update Municipal Heritage Inventory.	CDC			
		F4.1.8	Construct new plant and equipment shed at Depot.	MW / AWMC			
		F4.1.9	Infrastructure upgrades to Ongerup Waste Water Ponds.	AWMC			

12.2	2021 COUNCIL MEETING DATES
Location:	Shire of Gnowangerup
Proponent:	N/A
File Ref:	ADM0008
Date of Report:	14 th July 2020
Business Unit:	Strategy & Corporate Governance
Officer:	A Finn – Executive Assistant
Disclosure of Interest:	Nil

ATTACHMENTS

- Council Meeting Calendar 2021

PURPOSE OF THE REPORT

To consider the dates for Ordinary Council meetings to be held in 2021.

BACKGROUND

Council's Ordinary meetings are generally held on the fourth Wednesday of the month, excluding January, commencing at 3:30pm at the Council Chambers, 28 Yougenup Road, Gnowangerup WA 6335. Exception are the February and December meetings which are scheduled for the third Wednesday of the month.

COMMENTS

It is the Officer's recommendation that Ordinary Council meetings be held on the following dates:

Wednesday 17th February 2021
Wednesday 24th March 2021
Wednesday 28th April 2021
Wednesday 26th May 2021
Wednesday 23rd June 2021
Wednesday 28th July 2021
Wednesday 25th August 2021
Wednesday 22nd September 2021
Wednesday 27th October 2021
Wednesday 24th November 2021
Wednesday 15th December 2021

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil.

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Administration) Regulations 1996
Regulation 12 Clause (1)(a) - Meetings, public notice of (Act s. 5.25(1)(g))

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which:

(a) the ordinary council meetings; are to be held in the next 12 months.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil.

IMPACT ON CAPACITY

Nil.

RISK MANAGEMENT CONSIDERATIONS

Nil.

CONCLUSION

Nil.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

0720. That Council:

1. Sets the Ordinary Council Meeting Dates for 2021 as follows:

Wednesday 17th February 2021
Wednesday 24th March 2021
Wednesday 28th April 2021
Wednesday 26th May 2021
Wednesday 23rd June 2021
Wednesday 28th July 2021
Wednesday 25th August 2021
Wednesday 22nd September 2021
Wednesday 27th October 2021
Wednesday 24th November 2021
Wednesday 15th December 2021

2. Directs the CEO to give local public notice of the dates, time and place for the Ordinary Council Meetings 2021.

COUNCIL MEETINGS

2021



Councillor and Executive Workshop



Information Briefing Session & Ordinary Council Meeting

JANUARY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

M	T	W	T	F	S	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Public Holidays

13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT

13.1 ONGERUP COMMUNITY DEVELOPMENT INC. LOAN REQUEST

Proponent: Graeme Savage, President OCD Inc.
File Ref:
Date of Report: 14th July 2020
Business Unit: Corporate Services & Community Development
Officer: Ian Graham – Deputy CEO
Disclosure of Interest: Nil

ATTACHMENTS

- Letter dated 11th July 2020 from Graeme Savage, President, Ongerup Community Development Inc.

PURPOSE OF THE REPORT

For Council to consider approval of a request from Ongerup Community Development Inc. (OCD Inc.) for a short-term self-supporting loan of up to \$340,000 to fund cash flow requirements for the construction of two houses under the GSHI project in Ongerup.

COMMENTS

The OCD Inc. is building two houses in Ongerup under the GSHI project. The total budget cost of the two houses is \$920,000. OCD Inc. were originally under the belief that the project funding from the Building Better Regions Fund would be on an as needs basis; however they now understand that it is on a reimbursement basis.

The OCD Inc. were required to fund 50% of the project cost. They were prepared to fund 25% in cash and were planning to borrow the other 25%. Due to the reimbursement basis of the grant funding and delays in obtaining finance for 25%, the OCD Inc. will not have sufficient cash flow to fund the project. They wish to avoid significant delays in payments to contractors and also ensure that the project is successfully completed; therefore they have made a request to Council for a short-term (6 month) loan to fund cash flow for the project.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 s6.20 and 6.21

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil - the proposed loan will be self-supporting and fully funded by OCD Inc.

STRATEGIC IMPLICATIONS

Strategic Community Plan
Theme: Quality Built Form

Objective: Facilitate and integrate housing options, local services, employment and recreational spaces.

Strategic Objective: Facilitate diverse, inclusive, housing options.

RISK MANAGEMENT CONSIDERATIONS:

Risk Profile: Not meeting Community expectations.

Results in reputational impacts.

Risks associated with lending including default on repayment by OCD Inc.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Should Council not support the request, possible implications would include long delays in payments to contractors working on the project and/or failure to complete the project.

CONCLUSION

As Council has a commitment to supporting community development within the Shire, it is recommended to support the proponents' request.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

0720. That Council:

- 1. Approves the request from Ongerup Community Development Inc. (OCD Inc.) for a short-term self-supporting loan of up to \$340,000 on the following terms and conditions:**
 - **The loan is for a maximum term of six (6) months, with interest and all other associated fees and costs to be fully funded by OCD Inc.,**
 - **The loan is to be drawn down no earlier than 1st September 2020 and fully repaid by no later than 28th February 2021,**
 - **The OCD Inc. provides evidence to the Shire of holding the 25% cash component of the project funding (expended and/or unexpended),**
 - **A Loan Deed between the Shire of Gnowangerup and OCD Inc. is prepared, with any variation to the Deed required in the future by OCD Inc. to be agreed to by Council, and**
 - **The Shire is able to raise funding for the loan from the Western Australian Treasury Corporation and/or the Shires' bank.**

- 2. Authorises the CEO to seek funding for the loan from the Western Australian Treasury Corporation and/or the Shires' bank.**



Ongerup Community Development Inc.

Working for our Community

*PO Box 55
ONGERUP 6336*

11 July 2020

Mr Bob Jarvis
Chief Executive Officer
Shire of Gnowangerup
Yougenup Rd
GNOWANGERUP WA 6335
bob.jarvis@gnowangerup.wa.gov.au

Dear Mr Jarvis,

The Ongerup Community Development Group (OCD) wishes to seek the support of the Shire of Gnowangerup in obtaining a short term loan to cover some of the building costs of the community houses that are being built as part of the GSHI project in Ongerup.

When the GSHI project was originally put to the OCD, we believed it was a 50-50 funding agreement and we were comfortable being able to fund 25% in cash and borrow the remaining 25%. As the project evolved, it has become apparent that the input from the Building Better Regions Fund (BBRF) is more of a reimbursement; the money is only distributed back once work is completed, invoices presented and when the BBRF is making a milestone payment. The result is a considerable delay may occur from when the builder's invoice is raised and paid, and the funds are received from the BBRF. This can take over 6 months.

We also experienced unforeseen delays in obtaining finance. When we originally approached the Shire of Gnowangerup for assistance, Council felt we should seek finance from the commercial banking sector. Unfortunately, there were some clauses in the BBRF grant that caused some issues with Bendigo Bank; namely one that stated we could not sell the houses in the first five years. Bendigo Bank was concerned how that would affect them in the event of a foreclosure. It took 5 months for Bendigo Bank to decide to finance the project if there were no caveats over the properties.

Bendigo Bank have now provided a Letter of Offer and WA Country Builders (WACB) have started construction. WACB are on schedule to finish both houses by November 2020. With the lack of an interim milestone payment before the project completion date of 31 December 2020; the OCD will be unable to pay the last \$340 000 until the BBFR funds are received.

We are asking the Shire of Gnowangerup to provide the OCD with a short-term loan of up to \$340 000. The first drawdown will most likely be required early September. The Shire of Gnowangerup can expect full repayment of this loan after the last milestone payment is received. I expect this to occur early to mid-February. The OCD is prepared to cover any costs that the Shire of Gnowangerup may incur in providing this loan.

I would also like to mention that the OCD has a proven record of completing projects and an unblemished record of repaying its loans. The self-supporting loan from the Shire of Gnowangerup for the purchase of our “Matty’s Lakes” block and our two original rental properties in Carpenter St have been paid in full and on time. Our two Carpenter Street properties have had better than a 95% occupancy since construction in 2005 and have been continuously rented for the last 5 years.

If you have any questions, please feel free to contact myself on 0428 282 101 and I trust our request will be viewed favourably by council.

Yours sincerely,

A handwritten signature in black ink that reads "G. Savage". The signature is written in a cursive, flowing style.

Graeme Savage
President
Ongerup Community Development Inc.

14. INFRASTRUCTURE AND ASSET MANAGEMENT

Nil

15. STATUTORY COMPLIANCE

Nil

16. FINANCE

16.1 BUDGET REALLOCATION – CHAIRS FOR CHAMBERS

Location(s): N/A
Proponent: N/A
File Ref: ADM0040
Date of Report: 30th June 2020
Business Unit: Finance
Officer: Ian Graham – Deputy CEO
Disclosure of Interest: Nil

ATTACHMENTS

Nil.

PURPOSE OF THE REPORT

For Council to approve a budget amendment in the 2019-20 budget expenditure, from GL 03042 Conference Expenses to GL 59040 Chairs for Chambers for the amount of \$6,300.

COMMENTS

Due to the COVID-19 pandemic, conference expenses were under-expended in the 2019-20 financial year, therefore making funds available for the purchase of new chairs for the Council Chambers. However a budget reallocation is required to transfer budget funding from Conference Expenses (operating expenditure) to Chairs for Chambers (capital expenditure).

CONSULTATION

Nil.

LEGAL AND STATUTORY REQUIREMENTS

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

PLAN IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Strategic Community Plan
Theme: A Sustainable and Capable Council
Objective: Provide accountable and transparent leadership

Strategic Initiative: Integrate planning, resources and reporting.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil.

CONCLUSION

The recommendation ensures compliance with legislative requirements.

VOTING REQUIREMENTS

Absolute majority.

OFFICER RECOMMENDATION

0720. That Council:

Approves an amendment to the 2019-20 budget expenditure of \$6,300 from GL 03042 to GL 59040 Chairs for Chambers.

16.2	ACCOUNTS FOR PAYMENT AND AUTHORISATION – JUNE 2020
Location:	Shire of Gnowangerup
Proponent:	N/A
File Ref:	ADM0451
Date of Report:	10 th July 2020
Business Unit:	Finance
Officer:	CA Shaddick – Senior Finance Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- June 2020 Cheque Listing

PURPOSE OF THE REPORT

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

BACKGROUND

Nil

COMMENTS

The June 2020 cheque list for the period 01/06/2020 to 30/06/2020 is attached as follows:

FUND	AMOUNT
Municipal Fund	\$ 549,190.04
Credit Card	\$ 2,668.54
TOTAL	\$ 551,858.58

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

Regulation 12 states that:

- (1) *A payment may only be made from the municipal fund or the trust fund*
-
- (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
- (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*

POLICY IMPLICATIONS

Purchasing Policy 4.1

Corporate Credit Card Policy 4.4

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Sustainable and Capable Council

Objective: Provide accountable and sustainable leadership

Strategic Initiative: Nil

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	Financial Sustainability
Consequence Rating	Catastrophic
Likelihood Rating	Unlikely
Acceptance Rating	Acceptable
Risk Acceptance Criteria	Risk Acceptable with adequate controls

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

0720. That Council:

Approves the Schedule of Accounts:

Municipal Fund Cheques 27730 - 27748, EFT 16145 – EFT 16289, Superannuation and Direct Deposits totalling \$549,190.04 and Corporate Credit Card totalling \$2,668.54.

Chq/EFT	Date	Name	Description	Amount
EFT16145	5/06/2020	A V TRUCK SERVICES	IVECO STRALIS AS500 - GN.0044 - REPAIRS TO RIGHT HAND SIDE WINDOW	\$ 276.10
EFT16146	5/06/2020	ABA SECURITY	REPLACE THE ALARM SYSTEM PANEL BACKUP BATTERY, CHANGE CALLOUT NUMBERS AND TEST SYSTEM ADMIN OFFICE	\$ 234.73
EFT16147	5/06/2020	AFGRI EQUIPMENT AUSTRALIA PTY LTD	2011 JOHN DEERE GRADER GN.0015 - REPAIRS TO TURNTABLE	\$ 8,988.35
EFT16148	5/06/2020	AFLEX TECHNOLOGY (NZ) LIMITED	ROCKER, MINI POLY RING & HIGH PRESSURE BLOWER FOR POOL	\$ 2,059.20
EFT16149	5/06/2020	AIR LIQUIDE	CYLINDER HIRE FEE	\$ 149.68
EFT16150	5/06/2020	ALBANY RADIO COMMUNICATIONS	SHIRE RADIO INSTALLATION IN NEW MACK TRUCK P2052	\$ 3,599.92
EFT16151	5/06/2020	AMELUP SERVICE STATION	CARTING GRAVEL FOR TIELINE ROAD GRAVEL SHEETING PROJECT	\$ 20,020.00
EFT16152	5/06/2020	ATHENA WATER SERVICES PTY LTD	PRELIMINARY WATER ANALYSIS & REPORT MINERAL SPRINGS	\$ 495.00
EFT16153	5/06/2020	AUSTRALIA DAY COUNCIL OF W.A.	GOLD ASSOCIATE MEMBERSHIP 2020-2021	\$ 594.00
EFT16154	5/06/2020	BECKS TRANSPORT	FREIGHT	\$ 128.92
EFT16155	5/06/2020	BEST OFFICE SYSTEMS	DEPOT PHOTOCOPY INK PERIOD 28/04/2020 - 28/05/2020	\$ 315.16
EFT16156	5/06/2020	BGL SOLUTIONS	INSTALL DRAIN TO SWIMMING POOL CONCOURSE MONTHLY GROUNDS MAINTENANCE AS PER CONTRACT	\$ 5,159.88 \$ 10,429.53
EFT16157	5/06/2020	BUNNINGS ALBANY	GNOWANGERUP TOWN PARKS & GARDENS EXPENDABLE TOOLS, ITEMS FOR SECURITY CAMERA INSTALLATION	\$ 866.27
EFT16158	5/06/2020	CASTLEDEX	ADM STICKERS X 6 FOR RECORDS FILING	\$ 87.28
EFT16159	5/06/2020	DA & KJ MURRAY	MEALS AND ACCOMODATION FOR EHO 12/05 & 26/05	\$ 140.00
EFT16160	5/06/2020	DWER	GREASE TRAP CLEANING	\$ 88.00
EFT16161	5/06/2020	GNOWANGERUP CRC	CLEANING, PHONE AND INTERNET FOR MAY	\$ 387.92

EFT16162	5/06/2020	GNOWANGERUP PHARMACY	PH SORBOLENE WITH VITAMIN E 500ML	\$	33.55
EFT16163	5/06/2020	GNOWANGERUP SMASH REPAIRS	ISUZU D-MAX GN.0036 - REPAIRS TO WINDSCREEN SUPPLY & FIT	\$	858.00
EFT16164	5/06/2020	JR & A HERSEY PTY LTD	SANTISER CONCENTRATE	\$	385.00
			LINE MARKING SUPPLIES	\$	495.00
EFT16165	5/06/2020	LEASEIT LTD	COPY MANAGEMENT PLAN BILLING PERIOD- APRIL-MAY 2020	\$	275.28
EFT16166	5/06/2020	MARKETFORCE	SITUATION VACANT ADVERTISING - RECORD & RESEARCH OFFICER, ASSET & WASTE MANAGEMENT CO-ORDINATOR	\$	3,410.78
EFT16167	5/06/2020	MESSAGEMEDIA	3084 MESSAGES SENT MAY 2020	\$	441.01
EFT16168	5/06/2020	OFFICEWORKS	IPAD GEN 10.2' WIFI + CELLULAR 32GB X 2 FOR OHS	\$	1,455.95
			CLEANING AND STATIONERY ITEMS	\$	726.38
EFT16169	5/06/2020	ONLINE SAFETY SYSTEMS PTY LTD	ONLINE ASSESSOR - MONTHLY ACCESS FEE HYBRID LEVEL 2	\$	528.00
EFT16170	5/06/2020	ROB OWEN DECORATING SERVICES	PUBLIC TOILETS IN BORDEN	\$	1,897.50
			INTERNAL DOORS AT GNP COMPLEX	\$	214.50
			REPAIRS AND PAINT INTERNAL WALLS & WINDOWS GNP TOWN HALL	\$	6,121.50
EFT16171	5/06/2020	SOLUTIONS IT	MANAGED SUPPORT UP TO 35 USERS JUNE 2020	\$	1,969.00
EFT16172	5/06/2020	SOUTHERN TOOL AND FASTENER CO	CHAIN SAW REPAIRS - CHAIN, BAR, FUEL	\$	400.00
EFT16173	5/06/2020	STAR SALES & SERVICE	BAR & CHAIN FOR CHAINSAW	\$	193.00
EFT16174	5/06/2020	STATE LIBRARY OF WA	FREIGHT FOR ONGERUP AND GNOWANGERUP LIBRARIES	\$	635.12
EFT16175	5/06/2020	T & C SUPPLIES	TOOLS FOR WORKSHOP PUMP FLEX DRIVE INC SHAFT WACKER 2 SP55/6"	\$	3,900.50
EFT16176	5/06/2020	TOLL TRANSPORT PTY LTD	FREIGHT	\$	309.56
EFT16177	5/06/2020	TRAILBLAZERS	EBA UNIFORMS FOR DEPOT STAFF	\$	140.00

EFT16178	5/06/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES 20/05, 27/05	\$	1,782.00
EFT16179	5/06/2020	WINC. (WORK INCORPORATED)	ADMIN STATIONERY AND CLEANING PRODUCTS	\$	591.51
EFT16180	5/06/2020	WREN OIL	OIL DISPOSAL (WREN OIL) GEN - OIL WASTE DISPOSAL ADMIN & COMPLIANCE FEES - 750.000 LITRES @ \$0.250 = \$187.50	\$	222.75
EFT16181	11/06/2020	A V TRUCK SERVICES	IVECO STRALIS AS500 - GN.0044 - REPAIRS TO FUEL TANK 1 X FUEL TANK CAP (DIESEL) 1 X RIGHT HAND SIDE (TOP STEP) PLASTIC FOOT STEP OF TRUCK 1 X SET OF STEP PROTECTORS FOR BOTH BOTTOM AND MIDDLE PLASTIC FOOT PLATE STEPS	\$	590.94
EFT16182	11/06/2020	AFGRI EQUIPMENT AUSTRALIA PTY LTD	2011 JOHN DEERE GRADER GN.0015 - REPAIRS TO GEAR CIRCLE BOX 1 X T167010 - SHAFT 2 X JD10144 - BEARINGS 2 X JD8240 - CAP BEARINGS	\$	1,904.75
EFT16183	11/06/2020	BECKS TRANSPORT	FREIGHT	\$	237.18
EFT16184	11/06/2020	BUILDING AND ENERGY DIVISION DMIRS	LEVY COLLECTED MAY 2020 AS PER FORM 81	\$	169.95
EFT16185	11/06/2020	BUNNINGS ALBANY	TIC 25MM SPLIT KEY RING - FOR KEY CABINETS	\$	24.00
EFT16186	11/06/2020	CAST-TECH GROUP	300MM & 375MM HEADWALLS BULK CEMENT 1TON & 500KG	\$ \$	8,769.27 3,960.00
EFT16187	11/06/2020	CORSIGN WA	3 X NEW STREET BLADE SIGNS WALSH STREET	\$	118.80
EFT16188	11/06/2020	CUTTING EDGES EQUIPMENT PARTS	2016 AA 12M MOTOR GRADER GN.0020 - REPLACE BLADES 1 X BUNDLE OF 10 - GRADER BLADE - (CAT#7D1577) HT CURV (GREEN) ITEM CODE: GB7834HT34H	\$	3,447.84
EFT16189	11/06/2020	DARRYL EDWARD HANCOCK	CONTRACT LOADER FOR CLEANING MAGITUP DAM SILT TRAP	\$	7,238.00
EFT16190	11/06/2020	ECHELON AUSTRALIA PTY LTD	2ND INSTALMENT REGIONAL RISK CO-ORDINATOR PROGRAM 2019-20	\$	5,445.00
EFT16191	11/06/2020	GNOWANGERUP FUEL SUPPLIES	FUEL FOR DEPOT PLANT WHILE TANKS BEING REPAIRED	\$	9,315.28
EFT16192	11/06/2020	GNOWANGERUP TYRE SERVICE	STEER TYRES FOR IVECO GN.0044 & GN.0014	\$	5,200.00

		TYRES FOR SIDE TIPPERS GN.17003 & GN.0050	\$ 4,640.00
		TYRES FOR CREW TIPPER GN.007	\$ 1,920.00
		TYRES FOR JD GRADER GN.0015	\$ 4,940.00
		MICKY THOMPSON TYRES FOR GN.0016	\$ 1,300.00
		TYRE REPAIRS VARIOUS PLANT	\$ 753.00
EFT16193	11/06/2020 HANSON CONSTRUCTION MATERIALS	65.96 TON OF BLUE METAL DUST COLLECTED FROM QUARRY	\$ 435.34
EFT16194	11/06/2020 HARJWAY	NIGHTWELL, GNOWELLEN, STRATHAVEN ROAD MAINTENANCE GRADING & GNP FIREBREAKS	\$ 2,640.00
EFT16195	11/06/2020 IAN DAVID BEATON	REPAIR PIPE LINE TO BORDEN PUBLIC TOILET	\$ 407.00
		REPAIR DISHWASHER 20 MCDONALD ST	\$ 121.00
		REPAIR GUTTER AT YOUGENUP CENTRE	\$ 187.00
EFT16196	11/06/2020 J.E. & K.N. DAVIS	CLEAN SILT & ENLARGE CAPACITY ONGERUP CATCHMENT DAM	\$ 11,921.25
EFT16197	11/06/2020 JERRAMUNGUP ELECTRICAL SERVICE	20 MCDONALD STREET - REWIRE SMOKE ALARMS AFTER ALARM SYSTEM WAS POWERED DOWN	\$ 396.33
EFT16198	11/06/2020 JR & A HERSEY PTY LTD	OCC HEALTH & SAFETY GEN - (COVID 19) 4 X STERLING SHIELD SANITISER DISPENSER @ \$495.00 EACH 4 X STERLING SHIELD SANITISER LIQUID (4.5 LITRES) @ \$155.00 EACH	\$ 2,860.00
EFT16199	11/06/2020 MCINTOSH & SON - PERTH	2019 CASE WHEEL LOADER GN.008 - PARTS AND OILS FOR SERVICE	\$ 2,892.56
EFT16200	11/06/2020 NSPNR INC.	CONTRIBUTION TO NSPNR	\$ 16,500.00
EFT16201	11/06/2020 NQPETRO WA PTY LTD	DECOMMISSIONING OF 3 UNDERGROUND FUEL TANKS GNOWANGERUP DEPOT	\$ 55,514.80
EFT16202	11/06/2020 OFFICEWORKS	IPAD FOR SWIMMING POOL ADMINISTRATION	\$ 791.31
EFT16203	11/06/2020 OLUMAYOKUN OLUYEDE	CASH SUBSIDY AS PER CONTRACT MAY 2020	\$ 11,000.00
EFT16204	11/06/2020 ONGERUP FARM SUPPLIES	ONGERUP PARKS & GARDENS GEN - SUPPLIES	\$ 270.17
EFT16205	11/06/2020 ONGERUP TYRES & AUTOMOTIVE	MINI COOPER R55 WAGON GN.004 - 1 X NS70LMF CENTURY BATTERY	\$ 170.00

		REPAIRS TO JD BACKHOE GN.0089	\$	70.00
EFT16206	11/06/2020	PRIMARIES GNOWANGERUP		
		3' WATER TRANSFER PUMP HONDA ENGINE - AIRPORT DAM	\$	1,150.00
		VARIOUS HARDWARE ITEMS FOR GNP DEPOT	\$	1,339.20
EFT16207	11/06/2020	SADLERS BUTCHERS		
		WORKS TRAINING CATERING - TRAFFIC MANAGEMENT TRAINING	\$	32.00
EFT16208	11/06/2020	SIGMA CHEMICALS		
		GNOWANGERUP SWIMMING POOL CHLORINE	\$	891.00
EFT16209	11/06/2020	TOLL TRANSPORT PTY LTD		
		FREIGHT	\$	60.06
EFT16210	11/06/2020	TRAILBLAZERS		
		EBA UNIFORM SUPPLIES FOR DEPOT STAFF	\$	205.00
EFT16211	11/06/2020	WARREN BLACKWOOD WASTE		
		BINS PICK UP 07/05, 14/05, 21/05, 28/05	\$	7,337.95
EFT16212	11/06/2020	WORKWEAR GROUP		
		UNIFORMS	\$	958.21
EFT16213	11/06/2020	WURTH AUSTRALIA PTY LTD		
		1 X BOX OF 12 - 500ML DRY LUBE	\$	294.38
EFT16214	19/06/2020	A V TRUCK SERVICES		
		IVECO STRALIS AS500 - GN.0044 - REPLACE FUEL CAP	\$	79.63
EFT16215	19/06/2020	ADMIN SOCIAL CLUB		
		PAYROLL DEDUCTIONS	\$	100.00
EFT16216	19/06/2020	ALBANY LOCK SERVICE		
		ONGERUP LANDFILL - BILOCK KEY TO SYSTEM # BEF - KEY ISSUES INCLUDES STAMPING & KEY CONTROL ABUS 8345 PADLOCK WITH 25MM STAINLESS SHACKLES & BILCK CYLINDER TO SYSTEM # DEF DOOR	\$	849.60 F
EFT16217	19/06/2020	AMELUP SERVICE STATION		
		CARTING SAND FROM KYBELUP PIT TO GNP AND ONGERUP DEPOT	\$	11,225.50
EFT16218	19/06/2020	ARMADILLO PRODUCTS		
		TANDEM AXLE DOLLY - REPAIRS TO HYDRAULIC HOSE	\$	500.35
EFT16219	19/06/2020	AUSTRALIA POST		
		POSTAGE FOR MAY 2020	\$	218.76
EFT16220	19/06/2020	BLACK AND GOLD SOCIAL CLUB		
		PAYROLL DEDUCTIONS	\$	120.00
EFT16221	19/06/2020	CORSIGN WA		
		ROAD SIGNS FOR GNOWANGERUP DEPOT	\$	66.00

EFT16222	19/06/2020	GNOWANGERUP BOWLING CLUB	REFRESHMENTS FOR COUNCIL - PICKED UP 6/03/2020	\$	120.00
EFT16223	19/06/2020	GNOWANGERUP CRC	STAFFING FOR LIBRARY 22ND MAY - 3.5HRS 29TH MAY - 3.5HRS	\$	171.99
EFT16224	19/06/2020	GNOWANGERUP FUEL SUPPLIES	FUEL FOR ONGERUP DEPOT @ \$1.0511 WITH 6,860 LITRES	\$	7,210.55
EFT16225	19/06/2020	GNOWANGERUP PHARMACY	EUCALYPTUS DISINFECTANT SPRAY	\$	159.34
EFT16226	19/06/2020	GNOWANGERUP SMASH REPAIRS	IVECO STRALIS AD500 - GN.0014 - SUPPLY AND FIT WINDSCREEN	\$	605.00
EFT16227	19/06/2020	GNOWANGERUP TYRE SERVICE	ISUZU D-MAX GN.003 - REPAIRS TO TYRE	\$	52.00
EFT16228	19/06/2020	GNP HARDWARE	10 X RECYCLING BINS FOR LANDFILL RECYCLING AREA	\$	2,250.00 F
			TEXXON BLUE GREASE, MORRIS TERRAIN OIL, GREEN COOLANT	\$	1,179.00
			VARIOUS HARDWARE ITEMS	\$	112.30
EFT16229	19/06/2020	GREAT SOUTHERN TOYOTA	TOYOTA KLUGER AWD WAGON GN.00 - 20,000KM SERVICE	\$	378.90
EFT16230	19/06/2020	HANSON CONSTRUCTION MATERIALS	58.80 T 50MM RAILWAY BALAST AND SPALLS	\$	5,850.97
			14MM SINGLE SIZE AGGREGATE	\$	2,942.87
			CRACKER DUST	\$	1,092.77
EFT16231	19/06/2020	IMPRINT PLASTIC	LABELS FOR ATTRACTIVE ASSET IDENTIFICATION	\$	239.80
EFT16232	19/06/2020	JR & A HERSEY PTY LTD	EBA UNIFORMS DEPOT STAFF	\$	172.21
EFT16233	19/06/2020	LGRCEU	PAYROLL DEDUCTIONS	\$	164.00
EFT16234	19/06/2020	MCINTOSH & SON - PERTH	2019 CASE WHEEL LOADER 721F GN.008 - REPLACEMENT OF CORRECT FILTERS	\$	240.31
EFT16235	19/06/2020	METROCOUNT	6 X BATTERY PACKS FOR TRAFFIC COUNTERS	\$	198.00
EFT16236	19/06/2020	NUTRIEN AG SOLUTIONS	GNOWANGERUP REFUSE SITE - FENCING MATERIAL TO INSTALL NEW FENCE	\$	439.52 F
EFT16237	19/06/2020	ONGERUP TYRES & AUTOMOTIVE	BATTERY, TYRE REPAIRS AND WHEEL ALIGNMENT	\$	466.25

EFT16238	19/06/2020	R MUNNS ENGINEERING	ONSITE VISIT AND PICKUP DETAILS - WRITE PROJECT REPORT FOR CWSP FUNDING INCLUDING COST ESTIMATE FOR PROJECT AND GIS WORK PLAN - GNOWANGERUP AIRSTRIP DAM UPGRADE	\$	2,420.00	
EFT16239	19/06/2020	S & R MASLIJ	BRICKPAVING AT QUINN STREET HOUSING PROJECT	\$	2,200.00	P
EFT16240	19/06/2020	SHIRE OF BROOMEHILL-TAMBELLUP	COVID-19 PANDEMIC PPE - HAND SANITISER - 500ML POP TOP BOTTLES	\$	2,602.16	
EFT16241	19/06/2020	SKN CONTRACTING	FENCING AT ONGERUP, GNP & BORDEN REFUSE SITES	\$	67,246.95	F
EFT16242	19/06/2020	SOLUTIONS IT	SPARE BATTERY AND 12 VOLT CHARGER FOR RAMM TABLET	\$	550.00	
EFT16243	19/06/2020	TOLL TRANSPORT PTY LTD	FREIGHT	\$	12.71	
EFT16244	19/06/2020	TOPAZ GLOBAL	UNIFORMS	\$	82.01	
EFT16245	19/06/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES 03/06, 10/06	\$	1,782.00	
EFT16246	19/06/2020	WAYFOUND	SUPPLY, DESIGN AND ARTWORK OF NEW TOURISM BROCHURE	\$	2,946.42	
EFT16247	19/06/2020	WINC. (WORK INCORPORATED)	BACK ORDER STATIONERY	\$	6.07	
EFT16248	30/06/2020	TRUCK CENTRE WA PTY. LTD.	2020 MACK TRIDENT 6X4 PRIME MOVER - FIRST SERVICE IN PERTH REPAIRS NEEDED TO REWIRING OF TRUCK TO BE CORRECTED	\$	1,351.28	
EFT16249	30/06/2020	A V TRUCK SERVICES	IVECO STRALIS AS500 - GN.0044 - SERVICE FOR BRAKE PADS	\$	295.82	
EFT16250	30/06/2020	ABA SECURITY	SUPPLY THE SECURITY WORK AT 20 MCDONALD STREET TO POWER DOWN SECURITY ALARM SYSTEM AND REMOVE SMOKE DETECTOR	\$	165.62	
EFT16251	30/06/2020	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	90.00	
EFT16252	30/06/2020	ARDESS NURSERY	ONGERUP PARKS & GARDENS - VARIETY OF PLANTS	\$	329.30	
EFT16253	30/06/2020	BECKS TRANSPORT	FREIGHT OF CHEMICALS FOR POOL	\$	49.13	
EFT16254	30/06/2020	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	120.00	

EFT16255	30/06/2020	CASTLEDEX	LABEL STICKERS FOR ADM FILES	\$	56.64
EFT16256	30/06/2020	CR KEITH HENRY HOUSE	COUNCILLOR ALLOWANCES JANUARY - JUNE 2020	\$	4,421.75
EFT16257	30/06/2020	CR S HMELJAK	COUNCILLOR ALLOWANCES JANUARY TO JUNE 2020	\$	4,343.00
EFT16258	30/06/2020	DEPT OF HUMAN SERVICES	PAYROLL DEDUCTIONS	\$	93.14
EFT16259	30/06/2020	DL CONSULTING	PREPARE FOR THE BUDGET WORKSHOP AND LTFP TEMPLATE (50.5 HRS), UPDATE APRIL MFR AND INTERIM AUDIT INFORMATION AASB15, 16, 1058	\$	7,837.50
EFT16260	30/06/2020	ECHELON AUSTRALIA PTY LTD	EMERGENCY EVACUATION DIAGRAMS AS PER SERVICE PROPOSAL	\$	1,650.00
EFT16261	30/06/2020	F J HMELJAK	COUNCILLOR ALLOWANCES JANUARY TO JUNE 2020	\$	4,343.00
EFT16262	30/06/2020	FINBRELLA UMBRELLAS	CUSTOM CANOPY, FITTINGS & INSTALLATION FOR POOL	\$	5,511.76
EFT16263	30/06/2020	FIONA JUNE GAZE	PRESIDENT ALLOWANCE JANUARY - JUNE 2020	\$	20,713.90
EFT16264	30/06/2020	GARRY LESTER RICHARDSON	REIMBURSEMENT OF OVERCHARGE ON WATER USAGE	\$	464.57
EFT16265	30/06/2020	GLENICE DAVIDSON	CONTRACT CLEANING DECEMBER - JUNE BORDEN TOILETS	\$	1,791.58
EFT16266	30/06/2020	GNOWANGERUP SMASH REPAIRS	MITSUBISHI NX PAJERO WAGON GN.004 - WINDSCREEN SUPPLY & FIT HINO CREW TIPPER GN.007 - WINDSCREEN CLAIM EXCESS	\$ \$	500.00 300.00
EFT16267	30/06/2020	GNOWANGERUP TYRE SERVICE	TYRE REPAIRS JD GRADER GN.0015 & SIDE TIPPER GN.0050	\$	191.00
EFT16268	30/06/2020	GNP HARDWARE	NISSAN GAS FORKLIFT GN.0059 - REPLACE GAS BOTTLE	\$	65.00
EFT16269	30/06/2020	GREGORY BRUCE STEWART	DEPUTY PRESIDENT ALLOWANCE JANUARY TO JUNE 2020	\$	5,891.75
EFT16270	30/06/2020	HANSON CONSTRUCTION MATERIALS	57.80T OF 20MM AGGREGATE FOR HEADWALL BALAST CRACKER DUST	\$ \$	3,245.12 2,603.71
EFT16271	30/06/2020	HUGHANS SAW SERVICE	CANCELLED - RETURNED FUNDS INCORRECT BANK DETAILS	\$	0.00

EFT16272	30/06/2020	J & K HOPKINS	ERGONOMIC CHAIRS FOR COUNCIL CHAMBERS	\$	6,924.00	
EFT16273	30/06/2020	JERRAMUNGUP ELECTRICAL SERVICE	GNOWANGERUP SWIMMING POOL - INSPECT CHOLRINE VIBRATOR AND FLOW METER REPLACE AS NEEDED- NEW PART 1 X 3/4 KELCO FLOW SWITCH 1 X PROCAL VIBRATOR AND BRACKET ASSEMBLY	\$	1,743.78	
			ELECTRICAL CERTIFICATE AND REPAIRS FOR SALE	\$	517.50	
			REPAIR FAULT MEDICAL CENTRE	\$	267.30	
EFT16274	30/06/2020	JOHN GORDON OWENS	REPLACEMENT DECODER FOR 3396 BROOMEHILL-GNOWANGERUP ROAD	\$	341.00	
EFT16275	30/06/2020	JR & A HERSEY PTY LTD	YELLOW AND WHITE SPRAY PAINT	\$	1,086.25	
EFT16276	30/06/2020	LGRCEU	PAYROLL DEDUCTIONS	\$	164.00	
EFT16277	30/06/2020	NUTRIEN AG SOLUTIONS	30 X 150 STEEL DROPPERS FOR FENCING OFF NEW TRENCH AT GNOWANGERUP REFUSE SITE	\$	235.93	F
EFT16278	30/06/2020	OFFICEWORKS	REPLACEMENT IPHONE FOR POOL MANAGER	\$	752.95	
			INDIVIDUAL PACKAGED REFRESHMENT SUPPLIES FOR AIRPORT	\$	322.61	
			STATIONERY ITEMS FOR STOCK	\$	268.77	
EFT16279	30/06/2020	OLUMAYOKUN OLUYEDE	CASH SUBSIDY AS PER CONTRACT JUNE 2020	\$	11,000.00	
EFT16280	30/06/2020	ONGERUP TYRES & AUTOMOTIVE	REPAIRS TO TYRES JD LOADER GN.0089 & ISUZU TIPPER GN.0019	\$	133.00	
EFT16281	30/06/2020	RAY FORD SIGNS	NEW OPENING HOURS SIGN FOR ONGERUP & BORDEN LANDFILL	\$	381.04	F
EFT16282	30/06/2020	SAFE4KIDS (AUST) PTY LTD	SEMINAR - FOR PARENTS/CARERS & PEOPLE WHO WORK WITH KIDS	\$	1,097.00	
EFT16283	30/06/2020	SANITEX	AUTOMATIC INFRARED HAND SANITISER DISPENSERS FOR ONGERUP AND GNOWANGERUP LIBRARIES	\$	593.89	
EFT16284	30/06/2020	SHAMARA RUTH LETTER	CATERING FOR SAFE4KIDS WORKSHOP	\$	360.00	
EFT16285	30/06/2020	SHIRE OF BROOMEHILL-TAMBELLUP	MILESTONE PROJECT ADMIN FEE FOR GSHI	\$	794.96	

EFT16286	30/06/2020	SKN CONTRACTING	GNP LANDFILL SITE - PAYMENT FOR VARIATION OF LENGTH OF FENCING AFTER BOUNDARY WAS SURVEYED	\$	8,984.45	F
EFT16287	30/06/2020	THINK WATER ALBANY	ONGERUP PARKS & GARDENS - REPAIRS TO RETIC SYSTEM 1 X CONTROLLER HUNTER NODE 200 2 X CONTROLLER BATTERY 9DVC 2 X VALVE SOLENOID IRRITROL 25MM 2 X TORO SOLND COIL 12DVS LATCH 50 X SCOTCH LOK 314 CABLE JOINERS 10 X VALVE SOLENOID IRRITROL 25MM 6 X PVC VALVE SOCKET 25X25 BSP 14 X LD DIRECTOR 19MMX25MM BSP 3X VALVE BOX SQUARE 150MM SQUAT 1 X VAVE BOX HR ECON 1419 - 2 X VALVE SOLENOID COIL 24 VAC	\$	816.76	
EFT16288	30/06/2020	TOLL TRANSPORT PTY LTD	FREIGHT	\$	10.73	
EFT16289	30/06/2020	WINC. (WORK INCORPORATED)	ADMIN STATIONERY	\$	175.11	
27730	5/06/2020	GNOWANGERUP COMMUNITY CHURCH	GNP COMMUNITY VEGE PATCH VOLUNTEERS COMMUNITY GRANT 2019/20	\$	550.00	
27731	5/06/2020	GNP HARDWARE	TOYOTA KLUGER AWD WAGON GN.00 - 20 LED LIGHT BAR (BIG RED)	\$	307.83	
27732	5/06/2020	KNUD NYMANN	1000M3 SAND AS PER AGREEMENT 20	\$	2,200.00	
27733	5/06/2020	MCLEODS BARRISTERS AND SOLICITORS	GOVERNANCE ADVICE	\$	3,813.98	
27734	5/06/2020	SYNERGY	STREET LIGHTING SUPPLY PERIOD 30 DAYS TO 24/05/2020	\$	3,566.07	
27735	11/06/2020	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR MAY 2020	\$	7,349.00	
27736	11/06/2020	GNOWANGERUP IGA	CONSUMABLES	\$	335.89	
27737	19/06/2020	DMIRS	BOND - LOT 271B QUINN STREET, GNOWANGERUP	\$	1,000.00	R
27738	19/06/2020	ELDERS BORDEN	CULVERT ENVIRO PIPES FOR ROAD MAINTNENACE	\$	10,604.00	
27739	19/06/2020	SYNERGY	SUPPLY PERIOD 65 DAYS	\$	246.53	
27740	19/06/2020	TELSTRA	LANDLINE USAGE, SERVICE AND EQUIPMENT	\$	1,081.19	

27741	19/06/2020	WATER CORPORATION	WATER USAGE	\$	231.14
27742	30/06/2020	CHRISTOPHER THOMAS	COUNCILLOR ALLOWANCE JANUARY TO JUNE 2020	\$	5,143.00
27743	30/06/2020	JOHN GERARD MCGURK RIGG	BOND REIMBURSEMENT ON RETURN OF CAT CAGE	\$	100.00
27744	30/06/2020	JOHN WILLIAM CAMPBELL	BASE OPERATOR ALLOWANCE 2019/20	\$	880.00
27745	30/06/2020	RICHARD OLIPHANT HOUSE	COUNCILLOR ALLOWANCE JANUARY TO JUNE 2020	\$	4,343.00
27746	30/06/2020	SYNERGY	SUPPLY PERIOD 29 DAYS TO 18/06/2020	\$	533.04
27747	30/06/2020	TELSTRA	MOBILE PLANS AND DATA PACKS	\$	567.29
27748	30/06/2020	WATER CORPORATION	WATER USAGE	\$	93.49
DD4589.1	30/06/2020	WESTNET	ADMIN AND CEO HOME INTERNET	\$	241.08
DD4589.2	30/06/2020	LEASEIT LTD	LEASE ON PHOTOCOPIER	\$	1,196.25
DD4592.1	10/06/2020	WALGS PLAN	PAYROLL DEDUCTIONS	\$	5,770.44
DD4592.2	10/06/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	222.96
DD4592.3	10/06/2020	CBUS	SUPERANNUATION CONTRIBUTIONS	\$	314.49
DD4592.4	10/06/2020	OASIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	190.00
DD4592.5	10/06/2020	SMSF	SUPERANNUATION CONTRIBUTIONS	\$	1,444.75
DD4592.6	10/06/2020	WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	331.96
DD4592.7	10/06/2020	COLONIAL FIRSTWRAP PLUS	SUPERANNUATION CONTRIBUTIONS	\$	795.33
DD4592.8	10/06/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,107.73
DD4592.9	10/06/2020	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	740.68

DD4595.1	10/06/2020	NATIONAL AUSTRALIA BANK	CORPORATE CREDIT CARD ITEMISED BELOW	\$	0.00
DD4599.1	24/06/2020	WALGS PLAN	PAYROLL DEDUCTIONS	\$	6,695.19
DD4599.2	24/06/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	222.96
DD4599.3	24/06/2020	CBUS	SUPERANNUATION CONTRIBUTIONS	\$	314.49
DD4599.4	24/06/2020	OASIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	190.00
DD4599.5	24/06/2020	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	80.47
DD4599.6	24/06/2020	SMSF	PAYROLL DEDUCTIONS	\$	944.75
DD4599.7	24/06/2020	WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	1,883.80
DD4599.8	24/06/2020	COLONIAL FIRSTWRAP	SUPERANNUATION CONTRIBUTIONS	\$	795.33
DD4599.9	24/06/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,107.73
DD4602.1	30/06/2020	NATIONAL AUSTRALIA BANK	CORPORATE CREDIT CARD ITEMISED BELOW	\$	0.00
DD4592.10	10/06/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	230.60
DD4592.11	10/06/2020	BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	109.15
DD4592.12	10/06/2020	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$	210.52
DD4599.10	24/06/2020	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	740.68
DD4599.11	24/06/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	224.22
DD4599.12	24/06/2020	BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	54.57
DD4599.13	24/06/2020	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$	210.52

	TOTAL MUNICIPAL ACCOUNT	\$ 549,190.04
12/05/2020 SHIRE OF GNOWANGERUP	PLATE REMAKE GN.005	\$ 36.90
18/05/2020 AUSRECORD PTY LTD	TABS FOR ASSESSMENT FILING	\$ 48.40
27/05/2020 IINET BATCH	DCEO HOME INTERNET - MAY	\$ 64.99
1/06/2020 EG FUEL	FUEL FOR GN.00	\$ 47.75
3/06/2020 SAI GLOBAL LIMITED	OSH REGULATIONS FOR DRUG TESTING	\$ 370.33
3/06/2020 SEEK	SITUATION VACANT - ASSET MAINTENANCE OPERATOR	\$ 313.50
10/06/2020 NAB	CORPORATE CREDIT CARD MONTHLY FEE	\$ 18.00
15/06/2020 CHARTERED ACCOUNTANTS AUST & NZ	SUBSCRIPTION DCEO	\$ 287.00
22/06/2020 EG FUEL	FUEL GN.00	\$ 61.40
23/06/2020 CALTEX SERVICE STATION	FUEL FOR GN.001	\$ 46.34
23/06/2020 WATTLE GROVE MOTEL	ACCOMODATION STAFF MEMBER FOR NEW PRIME MOVER SERVICE	\$ 323.00
29/06/2020 IINET BATCH	HOME INTERNET DCEO - JUNE	\$ 64.99
29/06/2020 JB HIFI	APPLE IPAD 128GB AND CASE DCEO	\$ 985.94
	TOTAL CORPORATE CREDIT CARD	\$ 2,668.54

CERTIFICATE OF SENIOR FINANCE OFFICER

I HEREBY CERTIFY THE FOLLOWING SCHEDULE OF ACCOUNTS:

TOTAL FOR MUNICIPAL FUND: EFT 16145 -16289, Cheque 27730 - 27748, DD and Super Clearing House = \$549,190.04

TOTAL FOR CREDIT CARD: \$2,668.54

- F** Fully Grant Funded
- P** Partial Grant Funded
- R** Other Funding (Reimbursements)

16.3	VALUATIONS AND GENERAL RATES FOR 2020-2021 ANNUAL BUDGET
Location:	Shire of Gnowangerup
File Ref:	ADM 0104
Date of Report:	17 th July 2020
Business Unit:	Finance
Officer:	D Long – Finance Consultant
Responsible Officer	I Graham – Deputy Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Copy of the proposed 2020-2021 Annual Budget (*under separate cover*)

PURPOSE OF THE REPORT

The purpose of this report is for Council to give consideration to the adoption of applicable valuations and the imposition of general rates on rateable property.

BACKGROUND

Section 6.32 of the *Local Government Act 1995* states

6.32. Rates and service charges-

- (1) *When adopting the annual budget, a local government*
 - (a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either:*
 - (i) *uniformly; or*
 - (ii) *differentially; and*
 - (b) *may impose* on rateable land within its district*
 - (i) *a specified area rate; or*
 - (ii) *a minimum payment; and*
 - (c) *may impose* a service charge on land within its district.*
- * Absolute majority required.*
- (2) *Where a local government resolves to impose a rate it is required to:*
 - (a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*
 - (b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

COMMENTS

Following the draft budget workshops held on 24th June 2020 and 15th July 2020, the following general rates are presented for Councils consideration.

The deficiency of expenditure over income for the purpose of striking the rate for the 2020-2021 financial year amounts to \$3,882,678

\$3,882,678 to be raised by way of rates will impact as follows-

- (a) Rates levied will result in \$2,6534 additional revenue when compared to the rates levied in the 2020-2021 financial year, due to increase in valuations from subdivisions.

Every year, the unimproved value (UV) of each property is reassessed by the State's Valuer Generals Office. The gross rental valuation (GRV) of each property for country local governments is reassessed by the State's Valuer Generals Office every five (5) years, with the most recent GRV valuation occurring in June 2018, with revaluations to take effect from 1 July 2018. The Shire's UV properties were revalued effective 1 July 2020.

The following valuations are currently recorded in Council's 2020-21 rate book-

- (a) Unimproved Valuations (UV) - \$332,064,131, of which \$174,000 applies to non-rateable property assessments, giving a net UV rateable value of \$331,890,131.
- (b) Gross Rental Valuations (GRV) - \$3,818,145, of which \$80,622 applies to non-rateable property assessments, giving a net GRV rateable value of \$3,737,523.

The Shire bases the determination of annual property rates payable upon the unimproved values (UV) for rural properties and the gross rental values (GRV) for non-rural properties; with the values set by Landgate (previously known as Valuer General). The Shire applies a rate in the dollar charge for each valuation category, which is multiplied against a property's valuation.

The rate in the dollar for the 2019-2020 financial year was set, for UV properties at 1.0189 cents, and for GRV properties at 15.4804 cents. This becomes the base rate in the dollar when determining the following year's rate in the dollar. When properties are revalued, the previous year's rate in the dollar is adjusted in consideration of the whether the valuation has increased or decreased. This allows for a revised base rate that would have generated the same amount of revenue using the revalued property valuations. The increase in UV valuations necessitates an adjustment to the UV rates in the dollar.

The rates in the dollar proposed in the draft budget are as follows-

- (a) GRV rate in the dollar for 2020-2021 will remain at 15.4804 cents; and
- (b) UV rate in the dollar for 2020-2021 will decrease from 1.0189 cents to 0.9784 cents, to offset the increase in UV valuations.

LEGAL AND STATUTORY ENVIRONMENT

Local Government Act 1995 s.6.32.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed in the Rating Information under Note 1(a).

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

0720. That Council

- 1. Adopts the valuations, as supplied by the Valuer General’s Office and recorded in the Rate Book, for the 2020-2021 year-**

Gross Rental Valuations	\$ 3,818,145
Unimproved Valuations	\$332,064,131

- 2. Pursuant to Section 6.32 of the Local Government Act 1995, imposes the following general rates for 2020-2021-**

GRV properties	15.4804 cents in the dollar
UV properties	0.9784 cents in the dollar

16.4 RATE CONCESSIONS FOR 2020-2021 ANNUAL BUDGET

Location:	Shire of Gnowangerup
File Ref:	ADM0099
Date of Report:	17 th July 2020
Business Unit:	Finance
Officer:	D Long – Finance Consultant
Responsible Officer:	I Graham – Deputy Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Nil

PURPOSE OF THE REPORT

The purpose of this report is for Council to give consideration to the granting of a concession to rateable assessments 213, 293, 314 and 556 for the 2020-2021 financial year.

BACKGROUND

Prior to 2014-15, the Shire had been using the Differential Rating provisions under Section 6.33 of the *Local Government Act 1995* to provide a lower general rate to properties located within the Amelup Tourism Precinct. The reason for the lower general rate was to assist with the promotion of the tourist industry within the Amelup Precinct. The lower general rating only applied to those properties on the Rate in the Dollar; those properties within the precinct that paid the minimum payment received no reduction.

The Amelup Differential Rate was applied to 5 rateable assessment, of which 4 were subject to the Rate in the Dollar calculation and 1 was subject to the Minimum Payment.

In 2015-16 Council resolved to grant a concession to the 4 property assessments by using the provisions of Section 6.47 of the *Local Government Act 1995*, rather than levying differential rates.

Section 6.47 of the *Local Government Act 1995* provides for a local government to grant a concession in relation to a rate or service charge.

Section 6.47 state-

6.47. Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

*** Absolute majority required.**

COMMENTS

The use of Section 6.47, to grant a concession to the four rateable assessment equivalent to the same rate reduction that was being provided under the previous Differential Rating System, is a much simpler and straight forward process.

Previously the Amelup Differential Rate in the Dollar was 50% of the standard GRV Rate in the Dollar.

The level of concession proposed is 50% of the proposed rates to be levied, which will yield the same result as was previously calculated under the Differential Rating System. The concession will apply to the following rateable assessments-

A213	50% concession
A293	50% concession
A314	50% concession
A556	50% concession

LEGAL AND STATUTORY ENVIRONMENT

Local Government Act 1995, s6.47.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed in the Notes to the Annual Budget.

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

0720. That Council:

Pursuant to Section 6.47 of the Local Government Act 1995, grants the following rating concessions for the 2020-2021 financial year-

A213	50% concession on 2020-2021 general rates only
A293	50% concession on 2020-2021 general rates only
A314	50% concession on 2020-2021 general rates only
A556	50% concession on 2020-2021 general rates only

16.5 MINIMUM PAYMENT FOR 2020-2021 ANNUAL BUDGET

Location:	Shire of Gnowangerup
File Ref:	ADM0104
Date of Report:	17 th July 2020
Business Unit:	Finance
Officer:	D Long – Finance Consultant
Responsible Officer	I Graham– Deputy Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Copy of the proposed 2020-2021 Annual Budget (*under separate cover*)

PURPOSE OF THE REPORT

The purpose of this report is for Council to give consideration to the imposition of the Minimum Payment on rateable property for 2020-2021.

BACKGROUND

Section 6.35 of the *Local Government Act 1995* states-

6.35. Minimum payment

- (1) *Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.*
- (2) *A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.*
- (3) *In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —*
 - (a) *50% of the total number of separately rated properties in the district; or*
 - (b) *50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.*
- (4) *A minimum payment is not to be imposed on more than the prescribed percentage of —*
 - (a) *the number of separately rated properties in the district; or*
 - (b) *the number of properties in each category referred to in subsection (6), unless the general minimum does not exceed the prescribed amount.*
- (5) *If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.*
- (6) *For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —*

- (a) to land rated on gross rental value; and
- (b) to land rated on unimproved value; and
- (c) to each differential rating category where a differential general rate is imposed.

COMMENTS

Following the draft budget workshops held on 24 June 2020 and 15 July 2020, the following minimum payments are presented for Councils consideration.

The deficiency of expenditure over income for the purpose of striking the rate for the 2020-2021 financial year amounts to \$3,882,678.

\$3,882,678 to be raised by way of rates in 2020-21 will impact as follows-

- (a) General Rates levied will result in \$2,653 additional revenue when compared to the rates levied in the 2019-20 financial year.

The Minimum Payment for both UV and GRV properties is proposed to remain at \$765.

The proposed 2020-2021 UV Minimum Payment will be imposed on 27 UV property assessments, being 7.22% of the total UV property assessments.

The proposed 2020-2021 GRV Minimum Payment will be imposed on 130 GRV property assessments, being 25.45% of the total GRV property assessments.

LEGAL AND STATUTORY ENVIRONMENT

Local Government Act 1995 s.6.35.

The imposition of the proposed Minimum Payment complies with the percentage requirements of subclause (3) of Section 6.35.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed in the Rating Information at Note 1(a) of the Statutory Budget.

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

0720. That Council:

Pursuant to Sections 6.32 and 6.35 of the Local Government Act 1995, imposes the following Minimum Payment for 2020-2021-

GRV properties	\$765 per rateable assessment
UV properties	\$765 per rateable assessment

16.6 SPECIFIED AREA RATES - GNOWANGERUP SPORTING COMPLEX FOR 2020-2021 ANNUAL BUDGET

Location: Shire of Gnowangerup
File Ref: ADM0472
Date of Report: 16th July 2020
Business Unit: Finance
Officer: D Long – Finance Consultant
Responsible Officer: I Graham – Deputy Chief Executive Officer
Disclosure of Interest: Nil

ATTACHMENTS

- Copy of the proposed 2020-2021 Annual Budget (*under separate cover*)

PURPOSE OF THE REPORT

The purpose of this report is for Council to give consideration to the imposition of the Specified Area Rates, to meet the loan repayments associated with the Gnowangerup Sporting Complex, on rateable properties within the Old Gnowangerup Townsite and the Old Gnowangerup Rural Ward for 2020-2021.

BACKGROUND

Sections 6.32 and 6.37 of the *Local Government Act 1995* apply to the imposition of Specified Area Rates.

Section 6.32 of the *Local Government Act 1995* states

6.32. Rates and service charges-

(1) *When adopting the annual budget, a local government-*

(a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either:*

(i) *uniformly; or*

(ii) *differentially; and*

(b) *may impose* on rateable land within its district*

(i) *a specified area rate; or*

(ii) *a minimum payment; and*

(c) *may impose* a service charge on land within its district.*

** Absolute majority required.*

(2) *Where a local government resolves to impose a rate it is required to:*

(a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*

(b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

6.37. Specified area rates

- (1) A local government may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service or facility if the local government considers that the ratepayers or residents within that area —
 - (a) have benefited or will benefit from; or
 - (b) have access to or will have access to; or
 - (c) have contributed or will contribute to the need for, that work, service or facility.
- (2) A local government is required to —
 - (a) use the money from a specified area rate for the purpose for which the rate is imposed in the financial year in which the rate is imposed; or
 - (b) to place it in a reserve account established under section 6.11 for that purpose.
- (3) Where money has been placed in a reserve account under subsection (2)(b), the local government is not to —
 - (a) change the purpose of the reserve account; or
 - (b) use the money in the reserve account for a purpose other than the service for which the specified area rate was imposed,and section 6.11(2), (3) and (4) do not apply to such a reserve account.

(NB: Section 6.11(2), (3) and (4) deal with the power to change the purpose or proposed use of money from a reserve account.)
- (4) A local government may only use the money raised from a specified area rate —
 - (a) to meet the cost of providing the specific work, service or facility for which the rate was imposed; or
 - (b) to repay money borrowed for anything referred to in paragraph (a) and interest on that money.
- (5) If a local government receives more money than it requires from a specified area rate on any land or if the money received from the rate is no longer required for the work, service or facility the local government —
 - (a) may, and if so requested by the owner of the land is required to, make a refund to that owner which is proportionate to the contributions received by the local government; or
 - (b) is required to allow a credit of an amount proportionate to the contribution received by the local government in relation to the land on which the rate was imposed against future liabilities for rates or service charges in respect of that land.
- (6) Where —
 - (a) before the coming into operation of the Local Government Amendment Act 2012 Part 2 Division 5, a specified area rate was imposed, or purportedly imposed, under this

section by a local government for the purpose of the provision of underground electricity; and

- (b) the underground electricity was not, or will not, be provided, or not wholly provided, by the local government, the rate is, and is taken always to have been, as validly imposed under this section as it would have been if, at the time of the imposition of the rate, the local government were to provide the underground electricity.

COMMENTS

The Shire initially introduced a Specified Area Rate in 2003-2004 with the purpose of meeting the loan repayments associated with the construction of the Gnowangerup Sporting Complex and also the cost of sealing the car park at the Sporting Complex.

The distribution method for this specified area rate in 2003-2004 was calculated as follows-

VALUATION CATEGORY	2003-2004		
	Min Rate	Revenue	% Split
GRV	50	10,395	33.53%
UV	30	20,605	66.47%
		31,000	100.00%

The Specified Area Rate purpose was amended in 2004-2005 so that it was solely for the purpose of meeting the payment of loans drawn down for the construction of the Gnowangerup Sporting Complex.

The distribution method for this specified area rate in 2004-2005 was calculated as follows-

VALUATION CATEGORY	2004-2005				
	Rate in \$	Min Rate	Rateable Value	Revenue	% Split
GRV	0.600	30	1,446,521	10,380	33.53%
UV	0.600	30	3,322,130	20,620	66.47%
				31,000	100.00%

The loans associated with the original construction of the Sporting Complex were paid out in 2010-2011.

At its meeting of 27 October 2010, Council, in part, passed the following resolution:

“That Council authorise the Gnowangerup Sporting Complex Committee’s request to extend the Specified Area Rate for an additional 10 years for the purpose of repaying the loan drawn down to facilitate the upgrade of the Gnowangerup Sporting Complex and construction of a Synthetic Hockey and Tennis Courts. Council considers that this project will be in the best interests and benefit of the Old Gnowangerup Ward residents. This rate is to be imposed to raise \$30,000 per annum with a minimum rate set at \$30 per assessment. This charge is created as per the regulations in Section 6.37 of the Local Government Act (1995).”

From the above resolution it is clear that the Councils intent was to cap the Specified Area Rate to \$30,000, even though the annual loan repayments for Loan 275 (Complex Upgrades) and Loan

279 (Synthetic Turf) were more than \$30,000. It has been assumed that the approach has been to fully fund the loan repayments for Loan 275 (totalling \$22,080 per annum) and fund part of the loan repayments for Loan 279 (totalling \$7,920 per annum), meeting the total estimated rate levied each year of \$30,000.

The new specified area rate was commenced in the 2011-2012 financial year, with the distribution method calculated as follows:

VALUATION CATEGORY	2004-2005				
	Rate in \$	Min Rate	Rateable Value	Revenue	% Split
GRV	0.004923	30	2,126,614	10,470	34.90%
UV	0.000173	30	112,890,200	19,530	65.10%
				30,000	100.00%

The above relative percentage spread of the rate burden was maintained until 2013-2014, where the distribution method was changed to the following-

VALUATION CATEGORY	2013-2014				
	Rate in \$	No of Props.	Rateable Value	Revenue	% Split
GRV	0.004925	351	2,504,368	12,300	41.00%
UV	0.000163	176	108,867,000	17,700	59.00%
				30,000	100.00%

Rate Burden Distribution Methodology

The current distribution methodology for this specified area rate is 35% GRV and 65% UV, giving a distribution of the rate burden as follows-

Rates to be levied = \$29,924.32

GRV Rates to be levied = \$29,924.32 x 35% = \$10,473.51 (rounded)

UV Rates to be levied = \$29,924.32 x 65% = \$19,450.81* (rounded)

Application of Rates levied

The purpose of the 2020-2021 Specified Area Rate for the Gnowangerup Sporting Complex is as follows-

“to contribute towards the loan repayments (current and future) associated with the Gnowangerup Sporting Complex and Synthetic Turf Facilities”.

To comply with the requirements of Section 6.37(4), the Council needs to take appropriate steps to ensure that it has applied all the specified area rate levied against the relevant costs associated with the work, service or facility. In this respect the Council needs to perform an annual reconciliation to establish whether it has levied more, less, or the precise amount, of specified area rates to meet the loan repayments associated with Loans 275 and 279 for the Gnowangerup Sporting Complex and Synthetic Turf.

The following table details a reconciliation for the specified area rates since its introduction.

Description	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Unspent/(Overspent) balance Carried Forward	\$37,973.85	\$7,973.85	\$62.57	(\$86.83)	(\$68.22)	(\$3.28)
Actual specified area rate levied	\$0	\$22,088.72	\$29,850.60	\$30,018.61	\$30,064.94	\$30,078.96
Less Expenses						
Loan Repayments (Principal & Interest for Loan 275 & Part of Loan 279)	(\$30,000.00)	(\$30,000.00)	(\$30,000.00)	(\$30,000.00)	(\$30,000.00)	(\$30,000.00)
Unspent/(Overspent) Balance Carried Forward	\$7,973.85	\$62.57	(\$86.83)	(\$68.22)	(\$3.28)	\$75.68

** - Loan 279 for the construction of the Synthetic Hockey and Tennis Courts was not drawn down until late in 2012-2013, therefore no loan repayments were incurred until the 2013-2014 financial year.

To comply with the requirements of Section 6.37(5) of the Act, the Council must either-

1. Refund the owners of the land the amount which is proportionate to the contributions received by the local government; or
2. Allow a credit of an amount proportionate to the contribution received by the local government in relation to the land on which the rate was imposed against future liabilities for rates or service charges in respect of that land.

The simplest solution for Council is to add the surplus specified area rate balance to the amount required to be raised for the 2020-2021 budget. This can be calculated as follows-

Current surplus from 2019-20	\$75.68
Less loan repayment for 2020-2021	<u>(\$30,000.00)</u>
Rates required to be levied in 2020-2021	<u>\$29,924.32</u>

Rate in Dollar Formula Calculation

The formula for the determination of the rate in the dollar is as follows-

Rates to be levied = GRV Rates + UV Rates

\$29,924.32 = GRV Rates + UV Rates

UV Rates = Rates to be levied x percentage split for UV = UV Rates to be levied

GRV Rates = Rates to be levied x percentage split for GRV = GRV Rates to be levied

Rate in Dollar for UV properties = UV Rates/Current UV values

Rate in Dollar for UV properties = \$19,450.81/148,551,600

Rate in Dollar for UV properties = \$0.000131 (rounded to 6 decimal places)

This will yield approximately \$19,460.25 due to rounding to 4 decimal places in the rating system.

This will be charged against 176 UV property assessments.

Rate in Dollar for GRV properties = GRV Rates/Current GRV values

Rate in Dollar for GRV properties = \$10,473.51/2,809,446

Rate in Dollar for GRV properties = \$0.003728 (rounded to 6 decimal places)

This will yield approximately \$10,473.61 due to rounding to 4 decimal places in the rating system.

This will be charged against 348 GRV property assessments.

Description of Land

GRV properties – “All rateable land comprised within the area of the Gnowangerup townsite”.

UV properties – “All rateable land comprised within the Gnowangerup Rural Ward”.

LEGAL AND STATUTORY ENVIRONMENT

Local Government Act 1995 s.6.32 and s.6.37.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed in the Statement of Rating Information and Note 1(e) in the Annual Budget.

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible. The actions in the Corporate Business Plan reflect the objectives and desired outcomes within Council’s Strategic Community Plan.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

0720. That Council:

Pursuant to Sections 6.32 and 6.37 of the Local Government Act 1995, imposes a specified area rate for 2020-2021 on GRV Gnowangerup townsite properties and UV Gnowangerup Rural Ward properties, for the purposes of meeting the loan repayments (current and future) associated with the Gnowangerup Sporting Complex, as follows-

GRV properties	\$0.003728 Rate in the dollar
UV properties	\$0.000131 Rate in the dollar

16.7 SPECIFIED AREA RATES – BORDEN PAVILION FACILITY FOR 2020-2021 ANNUAL BUDGET

Location: Shire of Gnowangerup
File Ref: ADM0472
Date of Report: 16th July 2020
Business Unit: Finance
Officer: D Long – Finance Consultant
Responsible Officer: I Graham – Deputy Chief Executive Officer
Disclosure of Interest: Nil

ATTACHMENTS

- Copy of the proposed 2020-2021 Annual Budget (*under separate cover*)

PURPOSE OF THE REPORT

The purpose of this report is for Council to give consideration to the imposition of Specified Area Rates, to meet the loan repayments associated with the Borden Pavilion facility, on rateable properties within the old Borden Townsite and the Old Borden Rural Ward for 2020-2021.

BACKGROUND

Sections 6.32 and 6.37 of the *Local Government Act 1995* apply to the imposition of Specified Area Rates.

Section 6.32 of the *Local Government Act 1995* states

6.32. Rates and service charges-

- (1) *When adopting the annual budget, a local government-*
- (a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either:*
 - (i) *uniformly; or*
 - (ii) *differentially; and*
 - (b) *may impose* on rateable land within its district*
 - (i) *a specified area rate; or*
 - (ii) *a minimum payment; and*
 - (c) *may impose* a service charge on land within its district.*
- * Absolute majority required.*
- (2) *Where a local government resolves to impose a rate it is required to:*
- (a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*
 - (b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

6.37. Specified area rates

- (1) *A local government may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service or facility if the local government considers that the ratepayers or residents within that area —*
 - (a) *have benefited or will benefit from; or*
 - (b) *have access to or will have access to; or*
 - (c) *have contributed or will contribute to the need for, that work, service or facility.*
- (2) *A local government is required to —*
 - (a) *use the money from a specified area rate for the purpose for which the rate is imposed in the financial year in which the rate is imposed; or*
 - (b) *to place it in a reserve account established under section 6.11 for that purpose.*
- (3) *Where money has been placed in a reserve account under subsection (2)(b), the local government is not to —*
 - (a) *change the purpose of the reserve account; or*
 - (b) *use the money in the reserve account for a purpose other than the service for which the specified area rate was imposed,*

and section 6.11(2), (3) and (4) do not apply to such a reserve account.

(NB: Section 6.11(2), (3) and (4) deal with the power to change the purpose or proposed use of money from a reserve account.)
- (4) *A local government may only use the money raised from a specified area rate —*
 - (a) *to meet the cost of providing the specific work, service or facility for which the rate was imposed; or*
 - (b) *to repay money borrowed for anything referred to in paragraph (a) and interest on that money.*
- (5) *If a local government receives more money than it requires from a specified area rate on any land or if the money received from the rate is no longer required for the work, service or facility the local government —*
 - (a) *may, and if so requested by the owner of the land is required to, make a refund to that owner which is proportionate to the contributions received by the local government; or*
 - (b) *is required to allow a credit of an amount proportionate to the contribution received by the local government in relation to the land on which the rate was imposed against future liabilities for rates or service charges in respect of that land.*
- (6) *Where —*
 - (a) *before the coming into operation of the Local Government Amendment Act 2012 Part 2 Division 5, a specified area rate was imposed, or purportedly imposed, under this*

section by a local government for the purpose of the provision of underground electricity; and

- (b) the underground electricity was not, or will not, be provided, or not wholly provided, by the local government, the rate is, and is taken always to have been, as validly imposed under this section as it would have been if, at the time of the imposition of the rate, the local government were to provide the underground electricity.

COMMENTS

The Shire initially introduced a Specified Area Rate in 2012-2013 with the purpose of meeting the loan repayments associated with the construction of the Borden Pavilion facility.

The distribution method for this specified area rate in 2012-2013 was calculated as follows-

VALUATION CATEGORY	2012-2013				
	Rate in \$	No.	Rateable Value	Revenue	% Split
GRV	\$0.002065	40	223,647	462	4.62%
UV	\$0.000112	115	85,157,200	9,538	95.38%
				10,000	100.00%

The distribution method for this specified area rate altered in 2013-2014, and was calculated as follows-

VALUATION CATEGORY	2013-2014				
	Rate in \$	No.	Rateable Value	Revenue	% Split
GRV	\$0.002065	40	262,200	540	5.40%
UV	\$0.000108	115	87,143,700	9,460	94.60%
				10,000	100.00%

Application of Rates levied

The purpose of the 2020-2021 Specified Area Rate for the Borden Pavilion facility is proposed to remain the same –

“to contribute towards the loan repayments (current and future) associated with the Borden Pavilion Facility”.

To comply with the requirements of Section 6.37(4), the Council needs to take appropriate steps to ensure that it has applied all the specified area rate levied against the relevant costs associated with the work, service or facility. In this respect the Council needs to perform an annual reconciliation to establish whether it has levied more, less, or the precise amount, of specified area rates to meet the loan repayments associated with Loan 276 for the Borden Pavilion.

The following table details a reconciliation for the previous five years of the specified area rates implementation.

Description	2015-16	2016-17	2017-18	2018-19	2019-20
Unspent/(Overspent) balance Carried Forward	(\$33.84)	\$233.81	(\$234.82)	(\$52.88)	(\$105.73)
Actual specified area rate levied	\$10,267.68	\$9,708.55	\$10,311.65	\$10,076.86	\$10,244.18
Less Expenses					
Loan Repayments (Principal & Interest for Loan 276)	(\$10,000.03)	(\$10,177.18)	(\$10,129.71)	(\$10,129.71)	(\$10,129.71)
Unspent/(Overspent) Balance Carried Forward	\$233.81	(\$234.82)	(\$52.88)	(\$105.73)	\$8.74

To comply with the requirements of Section 6.37(5) of the Act, the Council must either-

3. Refund the owners of the land the amount which is proportionate to the contributions received by the local government; or
4. Allow a credit of an amount proportionate to the contribution received by the local government in relation to the land on which the rate was imposed against future liabilities for rates or service charges in respect of that land.

The simplest solution for Council is to add the surplus specified area rate balance to the amount required to be raised for the 2020-2021 budget. This can be calculated as follows-

Current surplus 2019-20	\$8.74
Less loan repayment for 2020-2021	<u>(\$10,129.71)</u>
Rates required to be levied in 2020-2021	<u>\$10,120.97</u>

It is noted that the loan repayment for 2020-21 has been increased by the same amount of the increase in the guarantee fee passed on by WA Treasury.

Rate Burden Distribution Methodology

At its 2014-15 Special Meeting to adopt the budget, Council established that the distribution methodology for this rate would be 5% GRV and 95% UV. On this basis, the distribution of the rate burden for 2020-21 would be as follows-

Rates to be levied = \$10,120.97
GRV Rates to be levied = \$10,120.97 x 5% = \$506.05
UV Rates to be levied = \$10,120.97 x 95% = \$9,614.92

Rate in Dollar Formula Calculation

The formula for the determination of the 2020-2021 rate in the dollar is as follows-

Rates to be levied = GRV Rates + UV Rates
\$10,120.97 = GRV Rates + UV Rates

UV Rates = Rates to be levied x percentage split for UV = UV Rates to be levied

GRV Rates = Rates to be levied x percentage split for GRV = GRV Rates to be levied

Rate in Dollar for UV properties = UV Rates/Current UV values

Rate in Dollar for UV properties = \$9,614.92/118,456,600

Rate in Dollar for UV properties = \$0.000081

This will yield approximately \$9,594.98 due to rounding to 4 decimal places in the rating system.

This will be charged against 112 UV property assessments.

Rate in Dollar for GRV properties = GRV Rates/Current GRV values

Rate in Dollar for GRV properties = \$506.05/225,694

Rate in Dollar for GRV properties = \$0.002242

This will yield approximately \$506.00 due to rounding to 4 decimal places in the rating system.

This will be charged against 41 GRV property assessments.

Description of Land

GRV properties – “All rateable land comprised within the area of the old Borden townsite”.

UV properties – “All rateable land comprised within the old Borden Rural Ward”.

LEGAL AND STATUTORY ENVIRONMENT

Local Government Act 1995 s.6.32 and s.6.37.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed in the Statement of Rating Information and Note 1(c) in the Annual Budget.

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible. The actions in the Corporate Business Plan reflect the objectives and desired outcomes within Council’s Strategic Community Plan.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

0720. That Council:

Pursuant to Sections 6.32 and 6.37 of the Local Government Act 1995, imposes a specified area rate for 2020-2021 on old Borden townsite (GRV) properties and Old Borden Rural Ward (UV) properties, for the purposes of meeting the loan repayments (current and future) associated with the Borden Pavilion facility, as follows-

GRV properties	\$0.002242 Rate in the dollar
UV properties	\$0.000081 Rate in the dollar

16.8 SPECIFIED AREA RATES – ONGERUP EFFLUENT SYSTEM FOR 2020-2021 ANNUAL BUDGET

Location: Shire of Gnowangerup
File Ref: ADM0472
Date of Report: 16th July 2020
Business Unit: Finance
Officer: D Long – Finance Consultant
Responsible Officer: I Graham – Deputy Chief Executive Officer
Disclosure of Interest: Nil

ATTACHMENTS

- Copy of the proposed 2020-2021 Annual Budget (*under separate cover*)

PURPOSE OF THE REPORT

The purpose of this report is for Council to give consideration to the imposition of Specified Area Rates, to meet the operating costs associated with the Ongerup Effluent System, on rateable properties within the Ongerup Townsite for 2020-2021.

BACKGROUND

Sections 6.32 and 6.37 of the *Local Government Act 1995* apply to the imposition of Specified Area Rates.

Section 6.32 of the *Local Government Act 1995* states

6.32. Rates and service charges-

(1) *When adopting the annual budget, a local government-*

(a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either:*

(i) *uniformly; or*

(ii) *differentially; and*

(b) *may impose* on rateable land within its district*

(i) *a specified area rate; or*

(ii) *a minimum payment; and*

(c) *may impose* a service charge on land within its district.*

** Absolute majority required.*

(2) *Where a local government resolves to impose a rate it is required to:*

(a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*

(b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

6.37. Specified area rates

- (1) A local government may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service or facility if the local government considers that the ratepayers or residents within that area —
 - (a) have benefited or will benefit from; or
 - (b) have access to or will have access to; or
 - (c) have contributed or will contribute to the need for, that work, service or facility.
- (2) A local government is required to —
 - (a) use the money from a specified area rate for the purpose for which the rate is imposed in the financial year in which the rate is imposed; or
 - (b) to place it in a reserve account established under section 6.11 for that purpose.
- (3) Where money has been placed in a reserve account under subsection (2)(b), the local government is not to —
 - (a) change the purpose of the reserve account; or
 - (b) use the money in the reserve account for a purpose other than the service for which the specified area rate was imposed,and section 6.11(2), (3) and (4) do not apply to such a reserve account.

(NB: Section 6.11(2), (3) and (4) deal with the power to change the purpose or proposed use of money from a reserve account.)
- (4) A local government may only use the money raised from a specified area rate —
 - (a) to meet the cost of providing the specific work, service or facility for which the rate was imposed; or
 - (b) to repay money borrowed for anything referred to in paragraph (a) and interest on that money.
- (5) If a local government receives more money than it requires from a specified area rate on any land or if the money received from the rate is no longer required for the work, service or facility the local government —
 - (a) may, and if so requested by the owner of the land is required to, make a refund to that owner which is proportionate to the contributions received by the local government; or
 - (b) is required to allow a credit of an amount proportionate to the contribution received by the local government in relation to the land on which the rate was imposed against future liabilities for rates or service charges in respect of that land.
- (6) Where —
 - (a) before the coming into operation of the Local Government Amendment Act 2012 Part 2 Division 5, a specified area rate was imposed, or purportedly imposed, under this

section by a local government for the purpose of the provision of underground electricity; and

- (b) the underground electricity was not, or will not, be provided, or not wholly provided, by the local government, the rate is, and is taken always to have been, as validly imposed under this section as it would have been if, at the time of the imposition of the rate, the local government were to provide the underground electricity.

COMMENTS

The Ongerup Effluent System was constructed in 1967 with the purpose of collecting waste water from residential and commercial premises within the Ongerup Townsite. Waste water is collected from septic tanks at each property and is fed into an underground collection system consisting of 1,530m of vitreous clay pipe mains and 25 concrete man holes. The effluent is piped to 4 holding ponds via 600m of 150mm PVC pipe.

Shire has been imposing a specified area rate with the purpose of meeting the operational costs associated with the Ongerup Effluent System for over 15 years.

The distribution method for this specified area rate is calculated as follows-

VALUATION CATEGORY	2015-2016				
	Rate in \$	No.	Rateable Value	Revenue	% Split
GRV	\$0.04656	81	429,555	20,000	100.00%
				20,000	100.00%

Application of Rates levied

The purpose of the 2020-2021 Specified Area Rate for the Ongerup Effluent System is proposed to remain the same –

“to contribute towards the maintenance and operation, and renewal/replacement of the Ongerup Effluent System”.

To comply with the requirements of Section 6.37(4), the Council needs to take appropriate steps to ensure that it has applied all the specified area rate levied against the relevant costs associated with the work, service or facility. In this respect the Council needs to perform an annual reconciliation to establish whether it has levied more, less, or the precise amount, of specified area rates to meet the maintenance and operational costs associated with the Ongerup Effluent System. Any surplus is to be transferred to a reserve account for the specific purpose of the specified area rate, or refunded to the relevant ratepayers on a proportionate basis.

In 2016-17 the Economic Regulation Authority directed Council to start making provision in a reserve account for the replacement and renewal of the Ongerup Effluent System assets, given that the assets are close to reaching their useful life.

Council has renewed all of the vitreous clay piping with UPVC piping over the last 2 financial years, effectively extending the life of these assets for another 30 plus years.

The Council has now prepared a 20 Year Long Term Financial Plan, which is a licence condition requirement imposed by the ERA, to demonstrate that the Shire has the capacity to maintain, renew and replace the sewer system.

Rate in Dollar Formula Calculation

The formula for the determination of the 2020-2021 rate in the dollar is as follows-

Rates to be levied = GRV Rates

Rate in Dollar for GRV properties = GRV Rates/GRV Valuations

Rate in Dollar for GRV properties = \$35,908/462,214

Rate in Dollar for GRV properties = \$0.077689

This will be charged against 91 GRV property assessments within the Ongerup townsite.

Description of Land

GRV properties – “All rateable land comprised within the area of the Ongerup townsite”.

LEGAL AND STATUTORY ENVIRONMENT

Local Government Act 1995 s.6.32 and s.6.37.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed in the Statement of Rating Information and Note 1(e) in the Annual Budget.

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible. The actions in the Corporate Business Plan reflect the objectives and desired outcomes within Council’s Strategic Community Plan.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

0720 That Council:

- 1. Pursuant to Sections 6.32 and 6.37 of the Local Government Act 1995, imposes a specified area rate for 2020-2021 on Ongerup townsite (GRV) properties, for the purposes of contributing towards the operational and maintenance costs, and renewal/replacement of the Ongerup Effluent System, as follows-**

GRV properties \$0.077689 Rate in the dollar

- 2. Makes provision in the 2020-21 budget for a transfer of \$10,000 from the Municipal Fund to the Ongerup Effluent Reserve Account.**

16.9 WASTE COLLECTION RATE FOR 2020-2021 ANNUAL BUDGET

Location:	Shire of Gnowangerup
File Ref:	ADM0040
Date of Report:	17 July 2020
Business Unit:	Finance
Officer:	D Long – Finance Consultant
Responsible Officer:	I Graham, Deputy Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Nil

PURPOSE OF THE REPORT

The purpose of this report is for Council to give consideration to the imposition of a Waste Collection Rate for 2020-21 under the *Waste Avoidance and Resource Recovery Act 2007*.

BACKGROUND

Section 66 of the *Waste Avoidance and Resource Recovery Act 2007* permits a local government to impose an annual rate on rateable land for the purposes of providing for the performance of waste services.

Section 66 *Waste Avoidance and Resource Recovery Act 2007* states-

66 Local government may impose waste collection rate

- (1) *A local government may impose on rateable land within its district, and cause to be collected, an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides.*
- (2) *The annual rate must not exceed —*
 - (a) *12 cents in the dollar on the gross rental value; or*
 - (b) *where the system of valuation on the basis of the unimproved value is adopted, 3 cents in the dollar on the unimproved value of the land in fee simple.*
- (3) *The provisions of the Local Government Act 1995 relating to the making, payment and recovery of general rates apply with respect to rates referred to in subsection (1).*

Section 66(3) of the *Waste Avoidance and Resource Recovery Act 2007* requires that a local government comply with the provisions of the *Local Government Act 1995* that relate to the making, payment and recovery of general rates.

This means that all of the relevant provisions within Division 6 of Part 6 of the *Local Government Act 1995* that relate to the making, payment and recovery of general rates, apply to a waste collection rate imposed under the *Waste Avoidance and Resource Recovery Act 2007*. As the Waste Collection Rate is imposed as a Minimum Payment of \$200 per assessment, Section 6.35 of the Act applies.

Section 6.35 of the *Local Government Act 1995* states-

6.35. Minimum payment

- (1) *Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.*
- (2) *A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.*
- (3) *In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —*
 - (a) *50% of the total number of separately rated properties in the district; or*
 - (b) *50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.*
- (4) *A minimum payment is not to be imposed on more than the prescribed percentage of —*
 - (a) *the number of separately rated properties in the district; or*
 - (b) *the number of properties in each category referred to in subsection (6), unless the general minimum does not exceed the prescribed amount.*
- (5) *If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.*
- (6) *For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —*
 - (a) *to land rated on gross rental value; and*
 - (b) *to land rated on unimproved value; and*
 - (c) *to each differential rating category where a differential general rate is imposed.*

This also triggers the application of Regulations 52 and 53 of the *Local Government (Financial Management) Regulations 1996*.

Regulation 52 states-

52. Percentage prescribed for minimum payment (Act s. 6.35(4))

The percentage prescribed for the purposes of section 6.35(4) is 50%.

Regulation 53 states-

53. Amount prescribed for minimum payment (Act s. 6.35(4))

The amount prescribed for the purposes of section 6.35(4) is \$200.

COMMENTS

The Council introduced a Waste Collection Rate in 2013-2014 to assist in funding some of the issues facing the Council from a waste management perspective.

The Waste Collection Rate for 2013-2014 was set with a Rate in the Dollar of \$0.000001, and a Minimum Payment of \$130.00 per assessment. The introduction of the Waste Collection Rate was on the basis that only one rate be charged to landowners with more than one property assessment in the exact same name.

Section 66(3) of the *Waste Avoidance and Resource Recovery Act 2007* requires that a local government comply with the provisions of the *Local Government Act 1995* that relate to the making, payment and recovery of general rates. This means that all of the relevant provisions within Division 6 of Part 6 of the *Local Government Act 1995* that relate to the making, payment and recovery of general rates, apply to a waste collection rate imposed under the *Waste Avoidance and Resource Recovery Act 2007*.

The Waste Collection Rate for 2019-2020 resulted in 658 properties being levied with a minimum rate of \$200.00.

It is suggested that the Waste Collection Rate for 2020-2021 be imposed with a Rate in the Dollar of \$0.000001, and a minimum payment of \$200, with only one rate being charged to landowners with more than one property assessment in the exact same name. The rate will be imposed on 658 properties, providing a yield of \$131,600.

LEGAL AND STATUTORY ENVIRONMENT

Waste Avoidance and Resource Recovery Act 2007.

Local Government Act 1995

Local Government (Financial Management) Regulations 1996.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed at Note 1(e) to the Annual Budget.

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

0720. That Council:

Pursuant to Section 66 of the Waste Avoidance and Resource Recovery Act 2007, and Section 6.35 of the Local Government Act 1995, imposes a Waste Collection Rate for 2020-2021 on rateable land, but that only one rate be charged to landowners with more than one property assessment in the exact same name, as follows-

GRV properties	\$0.000001 Rate in the Dollar
UV properties	\$0.000001 Rate in the Dollar
GRV properties	\$200 per rateable assessment
UV properties	\$200 per rateable assessment

16.10 PAYMENT OF RATES OPTIONS AND INTEREST CHARGES FOR 2020-2021 ANNUAL BUDGET

Location: Shire of Gnowangerup
File Ref: ADM0151
Date of Report: 17th July 2020
Business Unit: Finance
Officer: D Long – Finance Consultant
Responsible Officer: I Graham– Deputy Chief Executive Officer
Disclosure of Interest: Nil

ATTACHMENTS

- Nil

PURPOSE OF THE REPORT

The purpose of this report is for Council to give consideration to the-

1. Setting of options for the payment of rates and service charges for the 2020-2021 financial year;
2. Imposition of an administration fee and instalment interest charge for payments made by instalments; and
3. Imposition of a rate of interest on overdue rates and service charges for the 2020-2021 financial year.

BACKGROUND

Section 6.45 requires a local government to set the options for the payment of rates or service charges; as well as the ability to impose an administration fee and an instalment interest charge applicable to those payment options.

Section 6.45 of the *Local Government Act 1995* states-

6.45. Options for payment of rates or service charges

- (1) *A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by —*
 - (a) *4 equal or nearly equal instalments; or*
 - (b) *such other method of payment by instalments as is set forth in the local government’s annual budget.*
- (2) *Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge —*
 - (a) *by a single payment; or*
 - (b) *by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.*
- (3) *A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or service charge is made by instalments and that*

additional charge is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.

(4) *Regulations may —*

- (a) *provide for the manner of making an election to pay by instalments under subsection (1) or (2); and*
- (b) *prescribe circumstances in which payments may or may not be made by instalments; and*
- (c) *prohibit or regulate any matters relating to payments by instalments; and*
- (d) *provide for the time when, and manner in which, instalments are to be paid; and*
- (e) *prescribe the maximum amount (including the maximum interest component) which may be imposed under subsection (3) by way of an additional charge; and*
- (f) *provide for any other matter relating to the payment of rates or service charges.*

Section 6.51 provides for a local government to impose an interest charge on a rate of service charge that remains unpaid after becoming due and payable.

6.51. Accrual of interest on overdue rates or service charges

- (1) *A local government may at the time of imposing a rate or service charge resolve* to impose interest (at the rate set in its annual budget) on —*
 - (a) *a rate or service charge (or any instalment of a rate or service charge); and*
 - (b) *any costs of proceedings to recover any such charge, that remains unpaid after becoming due and payable.*

*** Absolute majority required.**

COMMENTS

Payment options

The Shire has traditionally offered two payment options-

Option 1 Payment in full by the due date.

Option 2 Payment in four equal instalments, being-

- (a) Instalment 1 - 25% of the rates and service charges within 35 days of date of issue;
- (b) Instalment 2 - 25% of the rates and service charges within 2 months of (a);
- (c) Instalment 3 - 25% of the rates and service charges within 2 months of (b); and
- (d) Instalment 4 - 25% of the rates and service charges within 2 months of (c).

It is suggested that these payment options continue.

Administration fee and instalment interest charge

Section 6.45 of the Act permits Council to impose an administration charge where a payment of rate or service charge is made by instalments.

Regulations 67 and 68 of the *Local Government (Financial Management) Regulations 1996* limit how much can be imposed as an administration charge and as an instalment interest charge.

Traditionally the Shire has imposed an administration fee of \$10 on the second, third and fourth instalment payments.

It is suggested that a \$10 administration fee continue to apply to the second, third and fourth instalment payments.

The Shire has also previously imposed an instalment interest charge of 5.5% when option 2 is utilised by ratepayers.

Regulation 68 of the *Local Government (Financial Management) Regulations 1996* limits the maximum interest component to be imposed as an instalment interest charge to 5.5%.

It is suggested that Council continue to impose an instalment interest charge of 5.5%.

Accrual of interest on overdue rates or service charges

Section 6.51 of the Act permits Council to impose an interest charge on overdue rates or service charges.

Regulation 70 of *Local Government (Financial Management) Regulations 1996* limits the maximum rate of interest that can be imposed on overdue rates or service charges to 11%.

It is suggested that Council impose an interest charge of 8% on overdue rates or service charges not paid by the due date.

LEGAL AND STATUTORY ENVIRONMENT

Local Government Act 1995 s.6.45, 6.50, 6.51.

Local Government (Financial Management) Regulations 1996, Regulations 67, 68, 70 and 71.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed in the Notes to the Annual Budget.

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

0720. That Council:

- 1. Pursuant to Section 6.45 of the Local Government Act 1995, offer two payment options for rates and service charges for the 2020-21 financial year, being-**
 - (a.) Option 1 – Payment in full by a single instalment by the due date, being 35 days from the date of issue of the rate notice;**
 - (b.) Option 2 – Payment in four equal instalments, being**
 - (i) Instalment 1 - 25% of the rates and service charges within 35 days of date of issue of the rate notice;**
 - (ii) Instalment 2 - 25% of the rates and service charges within 2 months of (i);**
 - (iii) Instalment 3 - 25% of the rates and service charges within 2 months of (ii); and**
 - (iv) Instalment 4 - 25% of the rates and service charges within 2 months of (iii).**
- 2. Pursuant to Section 6.45 of the Local Government Act 1995, impose an instalment administration charge of \$10 (GST Free), which is to apply to Instalments 2, 3 and 4.**
- 3. Pursuant to Section 6.45 of the Local Government Act 1995, impose an instalment interest charge of 5.5% on payment option 2, which is to apply to Instalments 2, 3 and 4.**
- 4. Pursuant to Section 6.51 of the Local Government Act 1995, impose an 8% rate of penalty interest on overdue rates and service charges that remain unpaid after the due date.**

16.11 IMPOSITION OF FEES AND CHARGES INCLUDING RUBBISH REMOVAL CHARGES FOR 2020-2021 ANNUAL BUDGET

Location: N/A
File Ref: ADM0040
Date of Report: 16th July 2020
Business Unit: Finance
Officer: D Long, Finance Consultant
Ian Graham, Deputy CEO
Disclosure of Interest: Nil

ATTACHMENTS

- Schedule of Fees and Charges 2020-2021

PURPOSE OF THE REPORT

The purpose of this report is for Council to give consideration to the imposition, for the 2020-2021 financial year, of:

1. Fees and Charges; and
2. Rubbish Removal Charges and Recycling Removal Charges.

BACKGROUND

Sections 6.16 to 6.19 of the *Local Government Act 1995* govern how a local government may impose fee and charges for the provision of goods or services.

Section 6.16 states:

6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*
*** Absolute majority required.**
- (2) *A fee or charge may be imposed for the following —*
 - (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) *supplying a service or carrying out work at the request of a person;*
 - (c) *subject to section 5.94, providing information from local government records;*
 - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) *supplying goods;*
 - (f) *such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
 - (a) *imposed* during a financial year; and*
 - (b) *amended* from time to time during a financial year.*
*** Absolute majority required.**

6.17. Setting level of fees and charges

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
 - (a) *the cost to the local government of providing the service or goods; and*
 - (b) *the importance of the service or goods to the community; and*
 - (c) *the price at which the service or goods could be provided by an alternative provider.*

- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
 - (a) *under section 5.96; or*
 - (b) *under section 6.16(2)(d); or*
 - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
 - (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*
 - (b) *limit the amount of a fee or charge in prescribed circumstances.*

6.18. Effect of other written laws

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
 - (a) *determine an amount that is inconsistent with the amount determined under the other written law; or*
 - (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*
- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.*

Sections 67 and 68 of the *Waste Avoidance and Resource Recovery Act 2007* also apply to the imposition of rubbish and recycling removal charges. Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* states:

67. Local government may impose receptacle charge

- (1) *A local government may, in lieu of, or in addition to a rate under section 66, provide for the proper disposal of waste, whether within its district or not, by making an annual charge per waste receptacle, payable in one sum or by equal monthly or other instalments in advance, in respect of premises provided with a waste service by the local government.*
- (2) *The charge is to be imposed on the owner (as defined in section 64(1)) or occupier, as the local government may decide, of any premises provided with a waste service by the local government.*
- (3) *The provisions of the Local Government Act 1995 relating to the recovery of general rates apply with respect to a charge referred to in subsection (1).*
- (4) *In the case of premises being erected and becoming occupied during the year for which payment is to be made, the charge for the service provided is to be the sum that*

proportionately represents the period between the occupation of the premises and the end of the year for which payment is made.

- (5) *Notice of any charge made under this section may be included in any notice of rates imposed under section 66 or the Local Government Act 1995, but the omission to give notice of a charge does not affect the validity of the charge or the power of the local government to recover the charge.*
- (6) *A charge may be limited to premises in a particular portion of the area under the control of the local government.*
- (7) *Charges under this section may be imposed in respect of and are to be payable for all premises in respect of which a waste service is provided, whether such premises are rateable or not.*
- (8) *A local government may make different charges for waste services rendered in different portions of its district.*

Section 68 of the *Waste Avoidance and Resource Recovery Act 2007* states:

68. Fees and charges fixed by local government

Nothing in this Part prevents or restricts a local government from imposing or recovering a fee or charge in respect of waste services under the Local Government Act 1995 section 6.16.

COMMENTS

Incorporated into the Schedule of Fees and Charges are the following Rubbish Removal Charges relating to the 2020-2021 financial year:

2019-2020 NO OF SERVICES	2019-2020 AMOUNT \$ (GST FREE)	DESCRIPTION	2020-2021 AMOUNT \$ (GST FREE)	2020-2021 NO OF SERVICES
118	\$91.00	Commercial Rubbish Removal	93.00	114
374	\$91.00	Residential Rubbish Removal	93.00	374
450	\$90.00	Recycling Removal	94.00	451

LEGAL AND STATUTORY ENVIRONMENT

Local Government Act 1995, s6.16 to 6.19.

Waste Avoidance and Resource Recovery Act 2007, s67 and s68.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed in the Notes to the Annual Budget.

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible. The actions in the Corporate Business Plan reflect the objectives and desired outcomes within Council’s Strategic Community Plan.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

0720. That Council:

Pursuant to Section 6.16 of the Local Government Act 1995, adopts the fees and charges, as listed in the Schedule of Fee and Charges for 2020-2021, and incorporates the Schedule into the 2020-2021 Annual Budget.

SCHEDULE OF FEES AND CHARGES 2020-2021

Description of Fee/Charge	Basis of Fee	GST	2020/21 TOTAL AMOUNT (Includes GST, where applicable)
General Purpose Funding			
Rate Revenue General			
Rate Enquiry Fee (including Orders & Requisitions)	Council	N	175.00
Rates Enquiry only	Council	N	60.00
Rating enquiries not of a general nature requiring research (per hour)	Council	N	57.75
Administration Fee - Rate Instalments (per notice excluding first notice)	Council	Y	12.95
Copy of Rates Notice owner only per notice excluding first notice	Council	Y	5.85
Legal Fee incurred in Rate debt collection	Council	N	at cost
Dishonoured cheque fee	Council	N	10.75
Governance			
Other Governance			
Sale of Electoral Rolls	Council	N	60.25
Sale of Council Agendas AND Minutes (per annum)	Council	N	180.85
Sale of Council Minutes OR Agenda (per copy)	Council	N	at cost
Sale of Annual Report OR Budget	Council	N	18.00
Copies of Maps			
- Cadastral A4 size	Council	Y	2.45
- Cadastral A3 size	Council	Y	6.00
Freedom of Information			
- Application Fee (for an application of a non-personal information)	FOI Regs 1993	N	30.00
- Charge for time taken by staff dealing with the application (per hour, or pro rata for part of an hour)	FOI Regs 1993	N	30.00
- Charge for access time supervised by Staff (per hour, or pro rata for part of an hour) Plus the actual additional cost to the agency of any special arrangements (hire of facilities or equipment)	FOI Regs 1993	N	30.00
- Charges for Photocopying staff time (per hour, or pro rata for part of an hour)	FOI Regs 1993	N	30.00
- Charges for Photocopying per copy	FOI Regs 1993	N	0.20
- Charges for time taken by staff transcribing information from a tap or other devise. (per hour, or pro rata for part of an hour)	FOI Regs 1993	N	30.00
- Charges for duplicating a tape, film or computer information	FOI Regs 1993	N	actual cost
- Charge for delivery, packaging and postage	FOI Regs 1993	N	actual cost
Sale of Council Tie	Council	Y	12.65
Sale of Council Scarf	Council	Y	12.65
Enquiries not of a general nature requiring research (per hour)	Council	Y	66.85
Admin Fee for Sub contracting Shire Contractors to External parties	Council	Y	contractor fee + 10% + GST
Law, Order & Public Safety			
Fire Prevention			
Infringement Notices - Issuing of Final Demand	AGR Amendment Regs 2018	N	24.10
Works Costs Recoverable under the Bush Fires Act	Council	Y	at cost + GST
Animal and Ranger Control			
Dog Registration Fees (Statutory)			
- Dog/Bitch Unsterilised 1 year	Dog Regs 2013	N	50.00
- Dog/Bitch Unsterilised 3 years	Dog Regs 2013	N	120.00
- Dog/Bitch Unsterilised for its lifetime	Dog Regs 2013	N	250.00
- Dog/Bitch Sterilised 1 year	Dog Regs 2013	N	20.00
- Dog/Bitch Sterilised 3 years	Dog Regs 2013	N	42.50
- Dog/Bitch Sterilised for its lifetime	Dog Regs 2013	N	100.00
- Dangerous Dog 1 year	Dog Regs 2013	N	50.00
Pensioners are granted a 50% concession on above fees			
- Working Dog Unsterilised - 1 year (25% of standard fee)	S. 15(5) Dog Act 1976	N	12.50
- Working Dog Unsterilised - 3 years (25% of standard fee)	S. 15(5) Dog Act 1976	N	30.00
- Working Dog Sterilised - 1 year (25% of standard fee)	S. 15(5) Dog Act 1976	N	5.00
- Working Dog Sterilised - 3 years (25% of standard fee)	S. 15(5) Dog Act 1976	N	10.63
Registration of Dog kept in an approved kennel establishment licensed under s. 27 (per establishment)	Dog Regs 2013	N	200.00
Application to Keep More than Two Dogs	Council	N	53.00
Dog Impounding Fee (first impoundment)	Council	N	90.00
Dog Impounding Fee (second offence in same year)	Council	N	108.00
Sustenance fee of Dog in Pound (per day)	Council	N	32.00
Cat Registration Fees (Statutory)			
- Cat Sterilised - registered between 31 May and 31 October	Cat Regs 2012	N	10.00
- Cat Sterilised - 1 year	Cat Regs 2012	N	20.00

- Cat Sterilised - 3 years	Cat Regs 2012	N	42.50
- Cat Sterilised - Lifetime	Cat Regs 2012	N	100.00
- Application to Breed Cats (per breeding male or female cat)	Cat Regs 2012	N	100.00
Pensioners are granted a 50% concession on above fees			
Cat Impounding Fee (first impoundment)	Council	N	53.00
Cat Impounding Fee (second and subsequent impoundments)	Council	N	90.00
Cat Sustenance Fee (per day)	Council	N	32.00
Cat Trap Bond	WA Contract Ranger Services	N	100.00
Kennel Licence Fees	Council	N	211.75
Impounding Fees (other than dogs or cats)	Council	N	43.00
Sustenance Fees (other than dogs and cats)	Council	N	11.00
Animal destruction fee	Council	Y	118.75
Ranger Services - after hours callout	Council	Y	175.75
Microchipping	WA Contract Ranger Services	N	56.50
Microchipping - Pensioner concession	WA Contract Ranger Services	N	51.50
Impounding Fees for vehicle	Council	Y	118.75
Storage of vehicle (per day)	Council	Y	22.95
Towing fee for vehicle (at cost)	Council	Y	at cost + GST
Health			
Preventative Services - Administration & Inspection			
Hawkers Licenses (per annum)	Council	Y	117.25
Itinerant Vendors License - 3 Inspections (per annum)	Council	Y	117.25
Food Act 2008 (s110(3)) Registration (initial application)	Council	N	100.00
Food Premises - Annual Inspection Fee	Council	Y	50.00
Notification of a Food Business	Food Regulations 2009	N	74.00
Application for a Food Business	Food Regulations 2009	N	225.00
Non-Residential Water Sampling	Council	Y	58.50
Liquor Licensing Application & Inspection	Council	Y	58.50
Lodging Houses - Annual Inspection	Council	Y	58.50
Public Building Certificate of Approval	Health (Public Building) Regs 1992	N	750.00
Commercial Stallholders Permit	Council	Y	117.25
Commercial Stallholder Daily Charge	Council	Y	25.35
Community Group Stallholder Daily Charge	Council	Y	0.00
Community Amenities			
Sanitation - Household Refuse			
Rubbish Collection - 1 x 240 litre Sulo Bin	Council	N	93.00
Recycling Service	Council	N	94.00
Commercial Waste Tipping Fee (per cubic metre)	Council	Y	111.45
Swipe Card (Refuse Site) Replacement Fee	Council	Y	23.00
Sewerage			
Cleaning Septic Tanks	Council	Y	559.00
Cleaning Septic Tanks Mileage Outside of Shire (per kilometre ex Gnowangerup Depot)	Council	Y	2.95
Oil deposit at depot excluding cooking oil (per litre)	Council	Y	0.20
Cleaning of Grease Traps - once off	Council	Y	106.35
Contractual Cleaning of Grease Traps - small	Council	Y	65.85
Contractual Cleaning of Grease Traps - large	Council	Y	91.15
Receiving of septic waste from outside the Shire at the Gnowangerup liquid waste facility (per litre)	Council	Y	0.10
Application for the Approval of an Apparatus with a Local Government Report	Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regs 1974		66.00
Application for the Approval of an Apparatus (for the treatment of sewage and disposal of effluent and liquid waste)	Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regs 1974	N	118.00
Permit to Use Apparatus (for the treatment of sewage and disposal of effluent and liquid waste)	Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regs 1974	N	118.00
Site inspections	As Above	N	118.00

Local Government Planning Charges			
Maximum fees for certain planning services			
(5a) Determining an application to amend or cancel development approval	Planning & Dev Regs 2009 Schedule 2	N	\$ 295.00
Part 1 - Maximum fixed fees			
(1) Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is -			
a) Not more than \$50000	Planning & Dev Regs 2009	N	147.00
b) more than \$50,000 but not more than \$500,000	Planning & Dev Regs 2009	N	0.32% of estimated cost of development
c) more than \$500,000 but not more than \$2.5million	Planning & Dev Regs 2009	N	\$1,700 + 0.257% for every \$1 in excess of \$500,000
d) more than \$2.5million but not more than \$5million	Planning & Dev Regs 2009	N	\$7,161 + 0.206% for every \$1 in excess of \$2.5m
e) more than \$5million but not more than \$21.5million	Planning & Dev Regs 2009	N	\$12,633 + 0.123% for every \$1 in excess of \$5m
f) more than \$21.5million	Planning & Dev Regs 2009	N	34196.00
(2) Determining a development application (other than an extractive industry) where the development has commenced or been carried out	Planning & Dev Regs 2009	N	The fee in item (1) plus, by way of penalty, twice that fee
Determine an application to amend or cancel development approval	Planning & Dev Regs 2009	N	295.00
(3) Determining a development application for an extractive industry where the development has not commenced or been carried out	Planning & Dev Regs 2009	N	739.00
(4) Determining a development application for an extractive industry where the development has commenced or been carried out	Planning & Dev Regs 2009	N	The fee in item (3) plus, by way of penalty, twice that fee
(5) Providing a subdivision clearance for: (a) not more than 5 lots	Planning & Dev Regs 2009	N	\$73.00 per lot
b) more than 5 lots but not more than 195 lots	Planning & Dev Regs 2009	N	\$73.00 per lot for the first 5 lots and then \$35.00 per lot
c) more than 195 lots	Planning & Dev Regs 2009	N	7393.00
(6) Determining an initial application for approval of a home occupation where the home occupation has not commenced	Planning & Dev Regs 2009	N	222.00
(7) Determining an initial application for approval of a home occupation where the home occupation has commenced	Planning & Dev Regs 2009	N	The fee in item (6) plus, by way of penalty, twice that fee
(8) Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires	Planning & Dev Regs 2009	N	73.00
(9) Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired	Planning & Dev Regs 2009	N	The fee in item (8) plus, by way of penalty, twice that fee
(10) Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item (1) does not apply, where the change or the alteration, extension or change has not commenced or been carried out	Planning & Dev Regs 2009	N	295.00
(11) Determining an application for change of use or for alteration or extension or change of a non-conforming use to which item (2) does not apply, where the change or the alteration, extension or change has commenced or been carried out	Planning & Dev Regs 2009	N	The fee in item (10) plus, by way of penalty, twice that fee
(12) Providing a zoning certificate	Planning & Dev Regs 2009	N	73.00
(13) Replying to a property settlement questionnaire	Planning & Dev Regs 2009	N	73.00
(14) Planning written planning advice	Planning & Dev Regs 2009	N	73.00
Part 2 - Scheme Amendments & Structure Plans			
Shire Planner (per hour)	Planning & Dev Regs 2009	N	88.00
Other professional staff e.g. Environmental Health Officer (per hour)	Planning & Dev Regs 2009	N	36.85
Secretary/Administrative Clerk (per hour)	Planning & Dev Regs 2009	N	30.20
Other Town Planning Fees and Charges			
Copy of Scheme	Council	Y	29.35
Directional Signs	Council	Y	at cost plus GST
Assessment of Caravan Rigid Annexes	Council	N	107.00
Rural Number Application	Council	Y	57.70

Gate Permit Application	Council	Y	63.00
Gate Permit Renewal	Council	Y	63.00
Other Community Amenities			
Cemeteries			
Burials - 2.1 depth			
- Interment (no prior reservation)	Council	Y	1094.00
- Interment (with prior reservation)	Council	Y	1040.75
- Interment (child)	Council	Y	719.25
Extra Charges			
- Interment on a Saturday, Sunday or Public Holiday	Council	Y	445.75
- Exhumation of Grave to be completed by Metro Cemetery Board	Council	Y	at cost plus GST
- Re-opening of Grave for second interment	Council	Y	906.65
- Grant of Right of Burial	Council	Y	53.25
- Use of excavator (if required to dig grave)	Council	Y	at cost plus GST
Interment of Ashes			
- Interment of Ashes into Niche Wall single (plus cost of plaque)	Council	Y	168.65
- Interment of Ashes into Niche Wall double (plus cost of plaque)	Council	Y	223.75
- Grant of Right for interment in Niche Wall	Council	Y	53.25
- Interment of Ashes into gravesite	Council	Y	144.65
- Registration of Ashes interred into existing grave	Council	Y	30.50
- Transfer of Ashes (plus cost of plaque if required)	Council	Y	102.85
- Removal of Ashes from Cemetery to authorised family member	Council	Y	95.75
Miscellaneous Fees			
- Funeral Directors Annual Licence Fee	Council	Y	234.00
- Single Funeral Permit	Council	Y	78.25
- Monumental Masons Annual Licence Fee	Council	Y	102.85
- Single Monument Permit	Council	Y	60.45
- Copy of Grant of Right of Burial	Council	Y	25.85
- Renewal of Grant of Right of Burial (original valid for 25yrs)	Council	Y	53.25
Recreation & Culture			
Public Halls & Civic Centre			
Hire of Public Hall FULL DAY	Council	Y	204.55
Hire of Public Hall HALF DAY	Council	Y	87.85
Hire of Public Hall Hourly Rate	Council	Y	17.65
Refundable Memorial Hall Hire Bond for Function with Alcohol	Council	N	260.00
Refundable Memorial Hall Hire Bond for Function without Alcohol	Council	N	56.00
Bond for Equipment Hire (Chairs and Trestle tables)	Council	N	205.00
Hire fee for Chairs (Per Day Per Chair)	Council	Y	0.75
Hire fee for Trestle Tables (Per table per day)	Council	Y	4.95
Bond for Hire of Lectern	Council	N	50.00
Hire of Lectern (per day)	Council	Y	30.00
Swimming Areas			
Family Season Ticket (2 Adults + 3 Children)	Council	Y	205.00
Adult Season Ticket	Council	Y	108.00
Child Season Ticket (Under 18 Yrs)	Council	Y	77.00
Adult Single Entry	Council	Y	4.65
Child Single Entry (Under 18 Yrs)	Council	Y	3.00
Senior Season Pass - Pensioner Concession	Council	Y	86.50
Senior Single Entry - Pensioner Concession	Council	Y	3.75
Adult Supervisor/Spectator Entry	Council	Y	0.00
Early Morning Swimming Swipe Card	Council	N	10.00
School Group including entry fee for accompanying teachers/parents	Council	Y	2.60
Gnowangerup Community Swimming Pool Facilitated Activity Costs	Council	Y	at cost plus GST
Libraries			
Bond for Library Item hire	Council	N	\$ 30.00
Administration fee for lost/damaged books	Council	Y	7.60
Administration fee for overdue book (6 weeks)	Council	Y	7.60
Replacement of lost book as per LISWA depreciated value basis	Council	Y	at cost plus GST
Transport			
Traffic Control			
Special Series Shire Number Plates D.O.T. Fee	Dept Transport	N	As per D.O.T. Fee
Special Series Shire Number Plates Gnowangerup Shire Fee	Council	Y	60.45
Economic Services			
Tourism & Area Promotion			
Caravan Parks & Camping Grounds			

- Application/renewal of license (minimum): Based on long stay sites \$6 per site, short stay sites and sites in transit parks \$6 per site, camp sites \$3 per site, overflow sites \$1.50 per site	Caravan Parks & Camping Grounds Regs 1997	N	200.00
- Late renewal penalty	Caravan Parks & Camping Grounds Regs 1997	Y	22.00
- Temporary License (minimum): Based on long stay sites \$6 per site, short stay sites and sites in transit parks \$6 per site, camp sites \$3 per site, overflow sites \$1.50 per site	Caravan Parks & Camping Grounds Regs 1997	N	100.00
- License Transfer	Caravan Parks & Camping Grounds Regs 1997	N	100.00
Building Control			
Building Permits (certified) - Class 1 & 10 (minimum fee or 0.19% of value of work)	Building Regs 2012	N	105.00
Building Permits (certified) - Other Classes (minimum fee or 0.09% of value of work)	Building Regs 2012	N	105.00
Building Permits (uncertified) - All Classes (minimum fee or 0.32% of value of work)	Building Regs 2012	N	105.00
BCITF Levy (statutory) for > \$20,000 value of works	Building & Construction Industry Training Levy Act 1990	N	0.20% of value
BRB Levy (statutory) per licence	Building Commission	N	As legislated
Footpath/Kerb Deposit on Building Application	Council	N	1063.65
Footpath/Kerb Deposit on Demolition Application	Council	N	1063.65
Demolition Permit (per storey)	Building Regs 2012	N	105.00
Extension of Building or Demolition Permit	Building Regs 2012	N	105.00
Inspection of Pool enclosures 4 yearly (reg 53)	Building Regs 2012	N	57.45
Economic Services (continued)			
Public Utility Services			
Sale of Water from Standpipes (per kilolitre) minimum \$10 charge	Council	N	13.20
Standpipe Swipe Card	Council	Y	23.00
Permit to enter Council property pursuant to s. 3.4 of the Shire's Local Government Property Local Law 2016 for the purpose of exploration or investigation for water, minerals or other purposes			0.00
- 1 to 5 holes (inclusive)	Council	N	241.60
- 6 to 10 holes (inclusive)	Council	N	361.65
- 11 to 30 holes (inclusive)	Council	N	723.25
- 31 to 100 holes (inclusive)	Council	N	1330.30
- 101 holes and over	Council	N	1808.00
Permit to enter Council property pursuant to s. 3.4 of the Shire's Local Government Property Local Law 2016 for the purpose of Seed Collection			0.00
- Initial Fee	Council	Y	60.50
- Administration Fee	Council	Y	60.50
Other Property & Services			
Private Works			
Plant & Machinery (Wet hire only) per hour	Council		
- Grader	Council	Y	at cost + 30% +GST
- Loader	Council	Y	at cost + 30% +GST
- Tip Truck	Council	Y	at cost + 30% +GST
- Small Truck (Dutro)	Council	Y	at cost + 30% +GST
- Pig Trailer	Council	Y	at cost + 30% +GST
- Prime Mover	Council	Y	at cost + 30% +GST
- Side Tipper	Council	Y	at cost + 30% +GST
- Low Loader	Council	Y	at cost + 30% +GST
- Roller	Council	Y	at cost + 30% +GST
- Tray Top Ute	Council	Y	at cost + 30% +GST
- John Deer Tractor	Council	Y	at cost + 30% +GST
- Trailers (per day)	Council	Y	at cost + 30% +GST
- Vibrating Plate Compactor (per day)	Council	Y	at cost + 30% +GST
- Cement Mixers (per day)	Council	Y	at cost + 30% +GST
- Sundry Plant Items	Council	Y	at cost + 30% +GST
Labour & Overheads (i.e. no machinery)	Council	Y	at cost + 30% +GST
Bond for Equipment Hire			
Mini Truck (Gardeners Truck)	Council	N	50.00
Backhoe	Council	N	50.00
Trailer	Council	N	30.00
Lawn Mower	Council	N	10.00
Whipper Sniper	Council	N	10.00
Chainsaw	Council	N	10.00
Mulch/Sand per cubic metre	Council	Y	23.80
Blue Metal (including sweepings) per cubic metre	Council	Y	34.00
Delivery Fee up to 3 cubic metres	Council	Y	23.80

Delivery Fee over 3 cubic metres	Council	Y	at cost + 30% + GST
Gravel ex Pit (per m3)	Council	Y	7.10
* indicates statutory fee.			

DRAFT

16.12	2020-2021 BUDGET STATEMENT OF FINANCIAL ACTIVITY AND MATERIALITY THRESHOLD
Location:	Shire of Gnowangerup
File Ref:	ADM040
Date of Report:	16 th July 2020
Business Unit:	Finance
Officer:	D Long – Finance Consultant
Responsible Officer:	Ian Graham - Deputy Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Attachment 1 - Budget Statement of Financial Activity (*under separate cover*).

PURPOSE OF THE REPORT

The purpose of this report is for Council to give consideration to the adoption of the-

3. Budget Statement of Financial Activity for the period ending 30 June 2021; and
4. Materiality thresholds to apply when reporting material variances in the Statement of Financial Activity.

BACKGROUND

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires Council to prepare a budget monthly Statement of Financial Activity.

Regulation 34 states-

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is 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 in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.

- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

COMMENTS

In order to meet the reporting requirements of Regulation 34, a twelve month budget has been prepared for the 2020-2021 financial year in the required format and is attached for Councils consideration.

The suggested materiality threshold and percentage for reporting material variances in the Statement of Financial Activity are as follows-

- 10% or \$10,000, whichever is the greater.

LEGAL AND STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996, r34.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed in the Budget Statement of Financial Activity.

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible. The actions in the Corporate Business Plan reflect the objectives and desired outcomes within Council's Strategic Community Plan.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

0720. That Council:

- 1. Pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, adopts the 2020-2021 Budget Statement of Financial Activity.**
- 2. Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopts the following as the materiality threshold for 2020-2021-**
 - (a) \$10,000 or 10%, whichever is the greater.**

16.13	ADOPTION OF 2020-2021 ANNUAL BUDGET
Location:	Shire of Gnowangerup
File Ref:	ADM0040
Date of Report:	17 th July 2020
Business Unit:	Finance
Officer:	D Long – Finance Consultant
Responsible Officer:	I Graham – Deputy Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Copy of the proposed 2020-2021 Annual Budget (*under separate cover*)

PURPOSE OF THE REPORT

The purpose of this report is for Council to consider and adopt the 2020-2021 Annual Budget.

BACKGROUND

The draft budget has been prepared in accordance with the presentations made to Councillors at the workshops held on 24th June 2020 and 15th July 2020. The following draft Annual Budget is presented to Council, as a balanced budget, for consideration and adoption.

The 2020-2021 Annual Budget has been prepared in accordance with Section 6.2 of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33*.

COMMENTS

The 2020-2021 Annual Budget comprises the following information-

1. Budget Statement of Comprehensive Income By Nature/Type for the Year Ending 30th June 2021
2. Budget Statement of Comprehensive Income By Program for the Year Ending 30 June 2021
3. Budget Statement of Cash Flows for the Year Ending 30th June 2021
4. Budget Rate Setting Statement by Program for the Year Ending 30th June 2021
5. Notes to the Budget

Budget Highlights

Community Assistance Applications

The draft budget provides \$66,251 of funding for general community grants and donations in 2020-2021.

Law and Order

A contribution of \$19,080 has been included in the draft budget to fund a joint Community Emergency Services Manager with the Shires of Cranbrook and Kojonup.

Transport

Funding of \$2,045,125 for road maintenance activities has also been provided for.

Economic Services

An allocation of \$40,000 has been included in the draft budget for the installation of a fixed wireless internet solution; this contribution is subject to negotiation with the project proposer.

Allocations of \$127,050 for a community marketing campaign, and \$14,000 for an Adverse Event Plan, have been included in the draft budget; funded under the Drought Communities Extension Program.

Capital Investment Program

An allocation of \$45,000 has been included in the draft budget for the replacement of Council's IT infrastructure.

An allocation of \$27,000 has been included in the draft budget for the conversion of crown reserve land to freehold land titles.

An allocation of \$21,455 has been made in the draft budget for Council building renewal works.

Various allocations totalling \$858,950 have been included in the draft budget for capital projects, fully funded by the Drought Communities Extension Program.

\$699,500 will be spent on heavy plant and vehicle replacements; with funding for these purchases coming from \$192,000 in anticipated proceeds from sale of existing plant, \$111,000 from the Plant Reserve Account and the balance from General Revenue.

An allocation of \$2,105,192 has been included in the draft budget for road construction projects for the year, with \$825,000 on Regional Road Group (RRG) projects, of which \$550,000 will be funded by RRG grants; \$392,891 on Roads to Recovery projects of which will be funded by \$392,891 in commonwealth grants; \$429,708 on Commonwealth Local Roads and Community Infrastructure projects, of which \$429,708 will be funded by a Commonwealth grant; and \$457,593 on Council local road projects.

Footpath replacement works of \$5,000 will be undertaken on various footpath projects.

An allocation of \$55,250 has been included in the draft budget for airstrip upgrades, of which \$55,250 will be funded by grants and capital contributions.

Heritage trail extension works are proposed to be completed at a cost of \$20,000.

An allocation of \$205,000 has been included in the draft budget for upgrades to the airstrip dam, of which \$105,000 is funded by state grants.

Fire hose reels are proposed to be installed at the caravan park at a cost of \$5,000 to meet legislative requirements.

LEGAL AND STATUTORY ENVIRONMENT

Local Government Act (1995) s.6.2. (1) states that each Local Government is to prepare an annual budget prior to 31 August, unless an extension from the Minister is granted.

FINANCIAL IMPLICATIONS

The 2020-21 budget is presented as a balanced budget.

STRATEGIC IMPLICATIONS

The adoption of the annual budget provides the strategic direction of Council for the next twelve months. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

0720. That Council

Pursuant to Section 6.2 of the Local Government Act 1995 and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33, adopt the 2020-21 Annual Budget (as contained in Attachment 1) for the Shire of Gnowangerup, including the following-

- (a) Budget Statement of Comprehensive Income by Nature/Type for the year ending 30th June 2021 showing a net result of (\$133,924);**
- (b) Budget Statement of Comprehensive Income by Program for the year ending 30th June 2021 showing a net result of (\$133,924);**
- (c) Budget Statement of Cash Flows for the year ending 30th June 2021;**
- (d) Budget Rate Setting Statement by Program for the year ending 30th June 2021 showing an amount required to be raised from general rates of \$3,882,678;**
- (e) Rates and Services Charges;**
- (f) Net Current Assets;**
- (g) Reconciliation of Cash;**
- (h) Asset Acquisitions;**
- (i) Asset Disposals**
- (j) Asset Depreciation;**
- (k) Borrowings;**
- (l) Leases;**
- (m) Cash Backed Reserves;**
- (n) Fees and Charges;**
- (o) Grant Revenue;**
- (p) Revenue Recognition;**
- (q) Other Information;**
- (r) Major Land Transactions;**
- (s) Major Trading Undertakings;**
- (t) Trust information;**
- (u) Significant Accounting Policies - Other;**
- (v) Significant Accounting Policies – Change in Accounting Policies;**
- (w) Detailed Operating and Capital Budget papers;**
- (x) Schedule of Fees and Charges for 2020-2021.**

17. CONFIDENTIAL ITEMS

Nil

OTHER BUSINESS AND CLOSING PROCEDURES

18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL

19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

20. DATE OF NEXT MEETING

That the next Ordinary Council Meeting will be held on the 26th August 2020.

21. CLOSURE

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