



SHIRE OF GNOWANGERUP

MINUTES

ORDINARY MEETING OF COUNCIL

**23rd October 2019
Commencing at 3:30pm**

**Council Chambers
28 Yougenup Road, Gnowangerup WA 6335**

COUNCIL'S VISION

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

Shire of Gnowangerup

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup was held on Wednesday 23rd October 2019, at the Council Chambers 28 Yougenup Road Gnowangerup, commencing at 3:30pm.



Signed:

Bob Jarvis
CHIEF EXECUTIVE OFFICER

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

When Council uses this expression it means that:

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

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



DISCLAIMER

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

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

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

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

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

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

A handwritten signature in blue ink, appearing to be "Bob Jarvis", is written above the printed name.

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

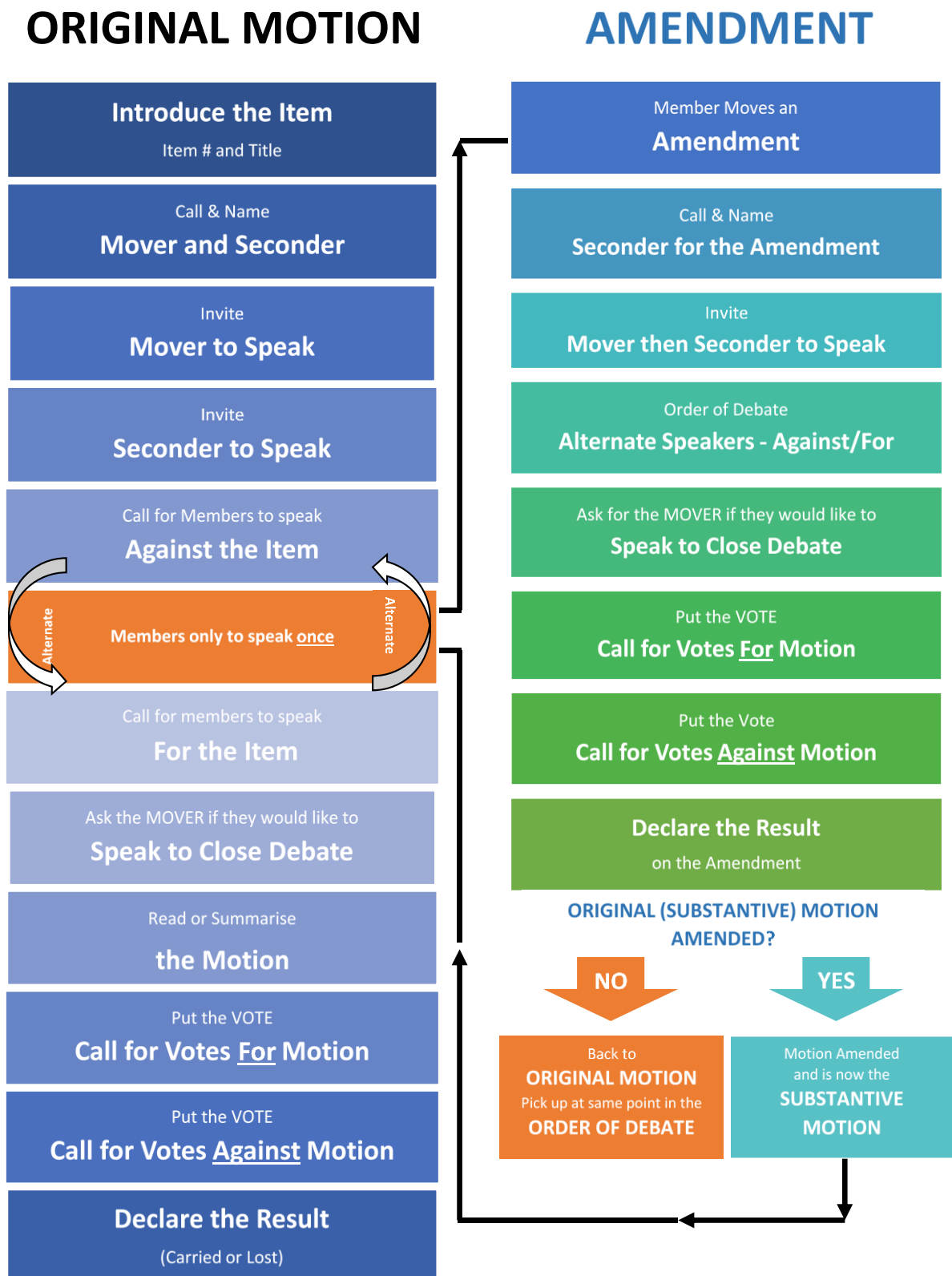
DEFINITION: An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter to be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

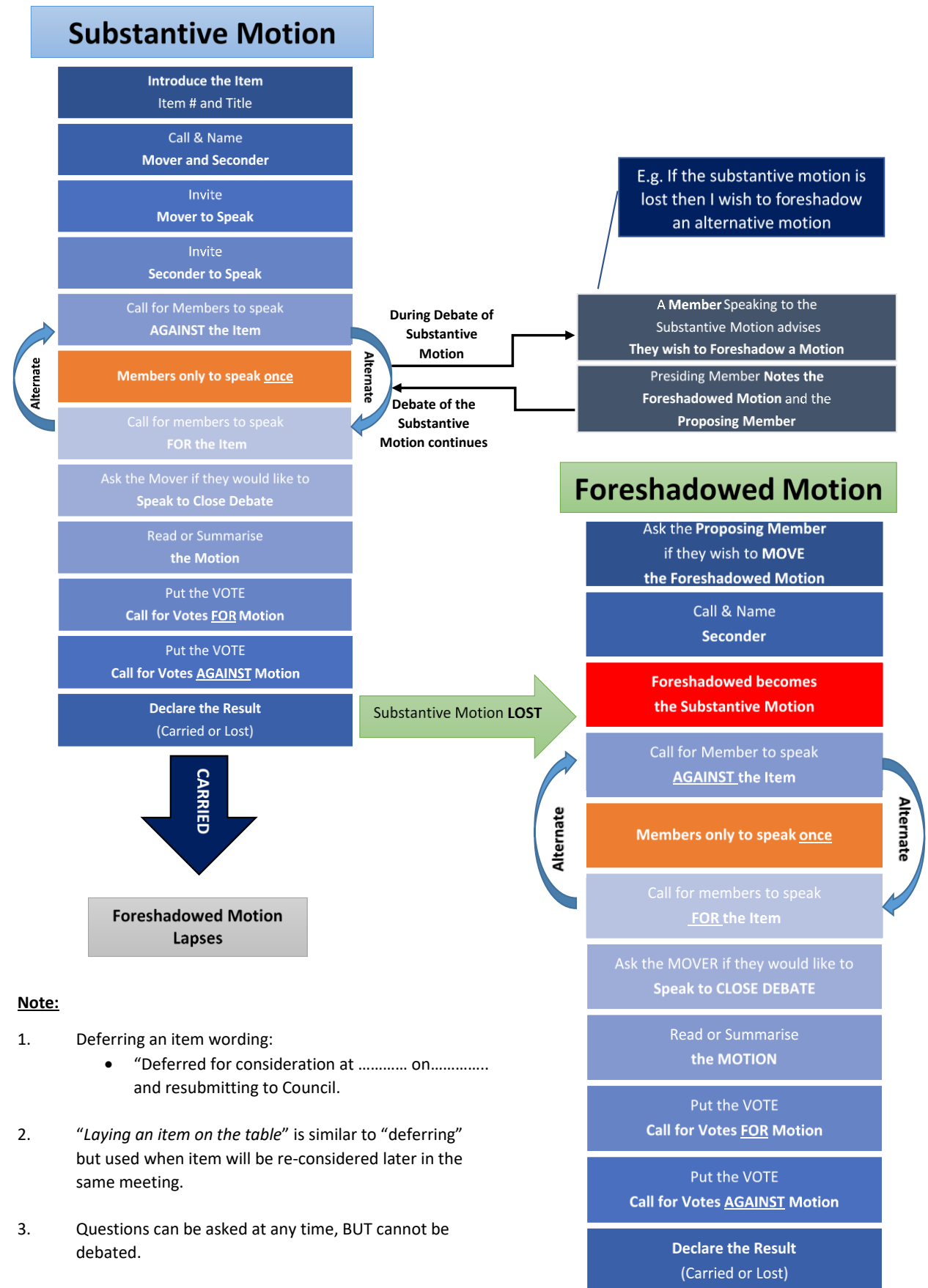


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OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

Shire President, Fiona Gaze welcomed Councillors, staff and visitors and opened the meeting at 3:32pm.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

3.1 ATTENDANCE

Fiona Gaze	Shire President
Greg Stewart	Deputy Shire President
Richard House	
Shelley Hmeljak	
Chris Thomas	
Frank Hmeljak	
Michael Creagh	
Kate O’Keeffe	

Bob Jarvis	Chief Executive Officer
Vin Fordham Lamont	Deputy Chief Executive Officer
Yvette Wheatcroft	Manager of Works
John Skinner	Asset and Waste Management Coordinator
Kirsty Buchanan	Community Development Coordinator
Phil Shephard	Town Planner
Anita Finn	Executive Assistant

3.2 APOLOGIES

Carol Shaddick	Senior Finance Officer
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3.3 APPROVED LEAVE OF ABSENCE

Keith House

4. APPLICATION FOR LEAVE OF ABSENCE

Nil

5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

Nil

6. PUBLIC QUESTION TIME

Nil

7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

12.2 Cr S Hmeljak Financial Interest

12.2 Cr F Hmeljak Financial Interest

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1 PETITIONS

Nil

8.2 DEPUTATIONS

Nil

8.3 PRESENTATIONS

Nil

9. CONFIRMATION OF PREVIOUS MEETING MINUTES

9.1 ORDINARY MEETING OF COUNCIL MINUTES 25TH SEPTEMBER 2019

COUNCIL RESOLUTION

Moved: Cr G Stewart

Seconded: Cr C Thomas

**1019.116 That the minutes of the Ordinary Council Meeting held on
25th September 2019 be confirmed as a true record of proceedings.**

UNANIMOUSLY CARRIED: 8/0

9.2 SPECIAL MEETING OF COUNCIL MINUTES 23RD OCTOBER 2019

OFFICER RECOMMENDATION

That the minutes of the Special Council Meeting held on 23rd October 2019 be confirmed as a true record of proceedings.

The item 9.2 was withdrawn by the CEO to be considered by Council at the next Ordinary Council Meeting on 27th November 2019 as the Minutes weren't completed in time because the meeting concluded shortly before the Ordinary Council Meeting.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1 ELECTED MEMBERS ACTIVITY REPORT

Date of Report: 23rd October 2019

Councillors: Various

Attended the following meetings/events

Cr G Stewart:

- 9th October 19 Councillor and Executive Workshop
- 11th October 19 AGM Fire Brigade
- 21st October 19 Funeral Ken Pech JP

Cr K House: N/A

Cr K O’Keeffe: N/A

Cr F Hmeljak: Nil

Cr M Creagh: N/A

Cr C Thomas:

- 9th October 19 Councillor and Executive Workshop

Cr R House:

- 9th October 19 Councillor and Executive Workshop
- 12th October 19 Tractoberfest
- 21st October 19 Funeral Ken Pech JP

Cr S Hmeljak:

- 9th October 19 Councillor and Executive Workshop
- 19 October 19 Election Count
- 21st October 19 Funeral Ken Pech JP

Cr F Gaze:

- 9th October 19 Councillor and Executive Workshop
- 17th October 19 Bloom Festival Closing Event
- 12th October 19 Tractoberfest
- 16th October 19 Borden Pavilion Meeting
- 21st October 19 Funeral Ken Pech JP

REPORTS FOR DECISION

11. COMMITTEES OF COUNCIL

11.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING

Proponent: N/A
File Ref: ADM0119
Date of Report: 14th October 2019
Business Unit: Corporate and Community Services
Officer: V Fordham Lamont – Deputy Chief Executive Officer
Disclosure of Interest: Nil

ATTACHMENTS

- Unconfirmed minutes of the LEMC meeting held on the 10th October 2019.

PURPOSE OF THE REPORT

For Council to receive and note the minutes of the LEMC meeting held on the 10th October 2019.

BACKGROUND

The Shire of Gnowangerup LEMC meets on a quarterly basis and minutes of the meeting are provided to Council for its information.

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 unconfirmed minutes from the meeting held on the 10th October 2019.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

Moved: Cr S Hmeljak

Seconded: Cr R House

1019.117 That Council

Receives and notes the unconfirmed minutes of the Local Emergency Management Committee (LEMC) meeting held on the 10th October 2019.

UNANIMOUSLY CARRIED: 8/0



SHIRE OF GNOWANGERUP

SHIRE OF GNOWANGERUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES

THURSDAY 10th OCTOBER 2019 COMMENCED AT 4:30PM

SHIRE OF GNOWANGERUP COUNCIL CHAMBERS

1. OPENING

The Chairman, Cr Keith House declared the meeting open at 4:33pm.

2. ATTENDANCE

Keith House	Shire of Gnowangerup Shire President (Chairman)
Bob Jarvis	Shire of Gnowangerup Chief Executive Officer
Yvette Wheatcroft	Shire of Gnowangerup Manager of Works
Anrie van Zyl	Corporate Services Officer, Shire of Gnowangerup (Agenda and Minutes Officer)
Neville Blackburn	Department of Communities
Paul Tholen	Department of Biodiversity Conservation and Attractions – Stirling Ranges Park Ranger
Robyn Millar	Director of Nursing / Health Service Manager, Katanning Health Service,
Andrew Brooker	WACHS Great Southern St John Ambulance

3. APOLOGIES

Adam Smith	District Emergency Management Advisor Great Southern Region Operations
Shenae Meier	Principal Borden Primary School
Kirsty Buchanan	Community Development Coordinator – Shire of Gnowangerup
Owen Gaze	Fire Weather Officer – Shire of Gnowangerup Volunteer Bushfire Brigade
Fiona Gaze	Shire of Gnowangerup Deputy Shire President / Principal Gnowangerup District High School
Rory Lawty	Acting OIC Gnowangerup Police
Les Nayda	Gnowangerup SES

4. CONFIRMATION OF PREVIOUS MINUTES

That the minutes of the Local Emergency Management Committee meeting held on Thursday 7th March 2019 be confirmed as a true and accurate record of proceedings.

Moved: Keith House

Seconded: Anrie van Zyl
UNANIMOUSLY CARRIED

5. BUSINESS ARISING FROM PREVIOUS MINUTES

- 5.1. State Risk Project – Adam Smith – Item will be discussed at December meeting due to Adam Smith being an apology.
 - 5.1.1. Areas highlighted in blue will be up for discussion.
- 5.2. Local Radio Communications Planning Exercise – Les Nayda
 - 5.2.1. Post Exercise Report attached
- 5.3. Five yearly review of Local Emergency Management Arrangements (LEMA)
 - 5.3.1. LEMA and Recovery Plan was adopted by LEMC by means of an “Out of Session Endorsement” on the 12th June 2019.
 - 5.3.2. LEMA and Recovery Plan was adopted by the Shire of Gnowangerup Council on the 26th June 2019.
 - 5.3.3. LEMA and Recovery Plan was tabled for noting at the SEMC meeting on the 2nd August 2019.
 - 5.3.4. Copies of the LEMA and Recovery Plan will be available to LEMC members at the upcoming LEMC meeting.
- 5.4. Back-up recovery Coordinator for Gnowangerup LEMC
 - 5.4.1. Councillor Lex Martin volunteered to take up the role as Deputy Recovery Coordinator and attended training on the 20th – 21st August 2019.
 - 5.4.2. Cr Martin completed the Recovery Coordinator training in August.
 - 5.4.3. Yvette Wheatcroft advised that she had also done the Recovery Coordinator training in the past and could act as backup coordinator should her services ever be required.

6. CORRESPONDENCE

INWARDS:

- 6.1. Link to latest SEMC Communique received and circulated to all members on the 22nd March 2019.
- 6.2. WALGA Emergency Management News –March 2019 – circulated to all LEMC members on the 28th March 2019.
- 6.3. 2019/20 AWARE Grant now open – received on the 12th April 2019.
- 6.4. Request for the Shire of Gnowangerup to complete the 2019 Annual and Preparedness Report Capability Survey was received on the 15th April 2019.
- 6.5. WALGA Emergency Management News – April – circulated to all LEMC members on the 29th April 2019.
- 6.6. Fiona Gaze – Out of session endorsement of LEMA and Recovery Plan received on the 6th June 2019.
- 6.7. Neville Blackburn - Out of session endorsement of LEMA and Recovery Plan received on the 6th June 2019.
- 6.8. WALGA Emergency Management News –May 2019 – circulated to all LEMC members on the 28th June 2019.
- 6.9. SEMC – Local Emergency Management Arrangement Letter received on the 6th August 2019.
- 6.10. WALGA Emergency Management News: June, July & August Newsletters
- 6.11. WALGA Emergency Management News: September Newsletter, circulated to all members
- 6.12. WALGA Local Government Emergency Management Engagement Survey completed and submitted September 2019.

OUTWARDS:

- 6.13. Post Exercise Report sent to Adam Smith on the 16th April 2019.
- 6.14. Final Drafts of LEMA and Recovery Plan were sent to Adam Smith for a compliance check on the 29th May 2019.

- 6.15. Out of Session Endorsement of LEMA and Recovery Plan email sent to all LEMC members on the 6th June 2019.
- 6.16. Draft LEMA and Recovery Plan sent to DEMC for noting on the 5th July 2019.

7. GENERAL BUSINESS

- 7.1. Review of Local Welfare Plan (attached) – Neville Blackburn – Department of Communities
 - 7.1.1. Current plan was last reviewed in 2017.
 - 7.1.2. Name and format of plan has changed since then and requires a review.
 - 7.1.3. LEMC members are requested to have a quick look through the attached document to identify any changes required to contacts etc.
 - 7.1.3.1. Neville will make necessary changes to contacts, etc. and change plan to new format and send back to the Committee for approval.
 - 7.1.3.2. It was decided that all information that require changes (page18-19 of current plan) should be sent to Anrie. Anrie will collate changes and send to Neville when done.
 - 7.1.3.3. Updated Welfare Plan will be ready to be presented at the December LEMC meeting for endorsement.
- 7.2. 2019 Annual and Preparedness Report Capability Survey was completed and submitted to SEMC on the 27th May 2019.
- 7.3. Shire of Gnowangerup Emergency Animal Welfare Plan
 - 7.3.1. Vin and Anrie attended an Animal Welfare in Emergencies Workshop hosted by DPIRD on the 22nd August 2019.
 - 7.3.2. Key issues identified:
 - 7.3.2.1. Shire should start developing a simple animal welfare plan to accommodate assistant and companion animals during emergencies.
 - 7.3.2.2. Educating community members in relation to preparedness for their animal's welfare in an emergency situation is vital, i.e. having traveling cages, ensuring enough water and food should they be left behind, etc.
 - 7.3.2.3. Shire does not have the capacity to deal with mass amount of livestock and therefore farmers will need to have contingency plans in place for their livestock. The Shire however does still have the stockyards to accommodate animals that were involved in an accident i.e. truck rollover, etc.
- 7.4. Shire of Gnowangerup Community Emergency Awareness Project
 - 7.4.1. Anrie introduced the Shire's planned Community Emergency Awareness Project to the LEMC members.
 - 7.4.2. Types of educational material to include in the document wallet were discussed.
 - 7.4.3. LEMC members were invited to include any educational material from their particular agency, should they wish to do so.
 - 7.4.4. A request was also made directly to St John Ambulance to put together some information on how ambulances services operate in the country where services are almost completely depended on volunteers and the extended time it takes for an ambulance to reach some emergencies
 - 7.4.5. Bob thought that all new residence to the Shire of Gnowangerup should also receive the document wallet with a welcoming pack from the Shire containing relevant information in relation to tourist attractions, services offered, etc. included.
- 7.5. LEMC Exercises for 2019/2020 – proposals for exercises required from LEMC members.
 - 7.5.1. Item will officially stand over until Adam Smith is in attendance in December to discuss, but ideas of possible exercises were made by attending LEMC members.
 - 7.5.2. A suggestion was made that maybe a combination of a live and desktop exercise should be done. The possibility of the aforementioned to be discussed with OIC of the Gnowangerup Police.

- 7.5.3. A communication exercise was also suggested. During the discussions it was mentioned that the Shire should consider the purchase of a satellite phone that can help with communication issues as experienced in the past during floods.
- 7.6. Evacuation Centre Desktop Exercise – Neville Blackburn
 - 7.6.1. The Department of Communities will be hosting an emergency evacuation centre exercise in Albany on the 19th November 2019.
 - 7.6.2. Neville will forward Anrie an invitation and more information of the planned exercise (invitation attached). All LEMC members and Shire staff are welcome to attend if they have an interest in the running of an evacuation centre.

8. REPORTS FROM MEMBERS

Andrew Brooker

Nothing to report as Andrew has been on annual leave for the past 3 months.

Neville Blackburn

Neville briefly discussed the evacuation centre exercise that is taking place in November and the updating of the local Welfare Plans.

Robyn Millar

WA Country Health are looking at providing formal Emergency Response Coordinator and Area Warden training for key staff in the regional hospitals. Estimates of staff numbers is currently being collected with a view to proceed with the procurement of an eLearning package for the delivery of Emergency Control Organisation (ECO) training..

Paul Tholen

Paul took the opportunity to thank the Gnowangerup Police, Gnowangerup SES and Gnowangerup St John Ambulance Services for all their help during the multiple emergencies that occurred at the Stirling Ranges from the 29th September to the 1st October 2019.

- **29th September 2019** – An injured hiker was rescued and air-lifted out of the Ranges. Initially the hiker was going to be carried out of the Ranges after very strong high winds made it impossible for the helicopter to air lift him out. Conditions changed later that afternoon and the air rescue could commence. An SES-member remained behind on the mountain and had to spend the night in hard conditions with limited supplies.
- **30th September 2019** – The SES-member left behind the previous day was rescued via helicopter.
- **30th September 2019** – A women was reported lost at Mt Trio after she failed to return to the camp after sunset. She managed to find her way to a main road before a rescue search party could be deployed.
- **1st October 2019** – A photographer whose equipment was found at the top of Bluff Knoll was discovered deceased at the bottom of a steep incline after two days of searching (found on the 2nd October). His body was retrieved by SES members.
- **1st October 2019** – Emergency services responded to a glider accident. The injured pilot was taken to Albany hospital for treatment.
-

Lessons learned/debrief:

- The multiple incidents over the 4 consecutive days really pushed the limits of the available resources.
- Volunteers were exhausted and not well looked after.
- Volunteers had to provide their own accommodation and meals or meals delivered were late and cold.
- A request was made to Neville Blackburn of the Department of Communities to see whether there could be any assistance from the Department in circumstances like this.

- Huge time delays before rescues could actually commence due to the official chain of command that had to be followed (red tape).
- Salvation Army only became involved during the search and retrieval incident and setup was good.
- Frustrating to have resources close by (Bluff Knoll Café) but unable to access it due red tape.
- Rapid Relief Response Group should be made available in time of emergencies.
- Bob endeavoured to phone around and ask questions about resources like food and accommodation to 1st responders and the possibility of exemptions in certain circumstances like the above.
- It would be great if something similar can be done for search and rescue as in the case with bushfires. Fast moving in the 1st instance with extra resources to follow later.
- Availability if maps were an issue. Hard copies of maps and maps on phones/tablets/ etc. should be available at all times.
- Fire breaks around the park, but getting up the mountain using other routes that doesn't have firebreaks is a huge problem.

Yvette Wheatcroft

All the WANDRRA works have finally been completed. The Shire is in a fortunate position that should we have similar events as to the floods in 2016 and 2017 the Shire will be able to comply with all the requirement to access funding under the new DRFA-WA.

9. OTHER

Keith House thanked everyone for their support over the past years as he will be stepping down as Shire President and will therefore no longer be chairing LEMC.

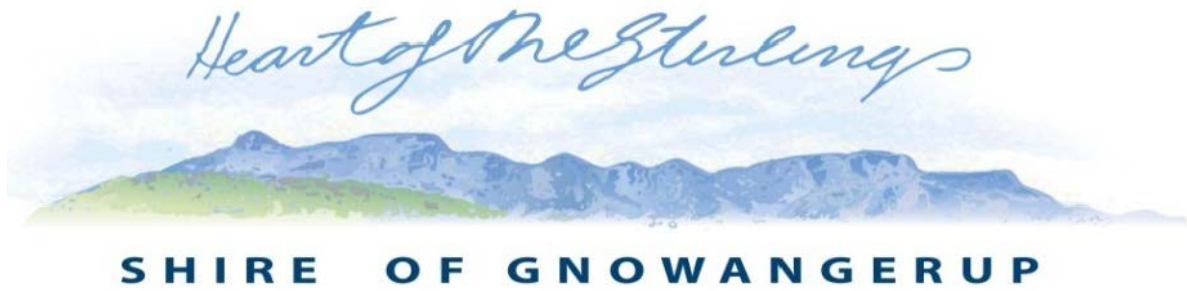
Neville Blackburn in return thanked Keith for his time and work as Chairman of LEMC.

10. CLOSING

Cr Keith House declared the meeting closed at 5:45pm.

11. DATE OF NEXT MEETING

TBC



Shire of Gnowangerup
Local Emergency Management Committee
Risk Assessment Results Summary

Background:

Under the Emergency Management Act 2005 and State Emergency Management Policy, each local government is required to undertake an assessment of the hazards likely to occur within its district. The Gnowangerup Local Emergency Management Committee (LEMC) had identified the hazards of Flood, Fire (bushfire) Chemical substance (Hazmat), Roadcrash, Storm and Biosecurity as the most likely to occur within the district.

On the 10th April and the 6th September the committee attended workshops to determine the level of risk from each hazard. The following agencies attended the workshop;

Workshop 1 <ul style="list-style-type: none">• Floods• Storm• Biosecurity	Workshop 2 <ul style="list-style-type: none">• Roadcrash• Bushfire• Hazmat
Attendees <ul style="list-style-type: none"><input type="checkbox"/> Keith House (LEMC Chair)<input type="checkbox"/> Fiona Gaze<input type="checkbox"/> Adam Smith<input type="checkbox"/> Lex Martin<input type="checkbox"/> Neville Blackburn<input type="checkbox"/> Andrew Brooker<input type="checkbox"/> Mark Bruce<input type="checkbox"/> Janette Hindmarsh<input type="checkbox"/> Casandra Hughes<input type="checkbox"/> Robyn Millar<input type="checkbox"/> Yvette Wheatcroft<input type="checkbox"/> Tracey Keown<input type="checkbox"/> Vin Fordham Lamont<input type="checkbox"/> Yvette Wheatcroft<input type="checkbox"/> Anrie van Zyl	Attendees <ul style="list-style-type: none"><input type="checkbox"/> Fiona Gaze<input type="checkbox"/> Adam Smith<input type="checkbox"/> Les Nayda<input type="checkbox"/> Carli Rooney<input type="checkbox"/> Paul Tholen<input type="checkbox"/> Mark Bruce<input type="checkbox"/> Andrew Brooker<input type="checkbox"/> Tracey Keown<input type="checkbox"/> Vince Hilder<input type="checkbox"/> Robyn Millar<input type="checkbox"/> Robyn Mortem<input type="checkbox"/> Vin Fordham Lamont<input type="checkbox"/> Yvette Wheatcroft<input type="checkbox"/> Anrie van Zyl

The workshop utilised the WA Risk Register Tool and the tailored Consequence Table for the Shire of Gnowangerup provided on the State Emergency Management Committee website.

Assessment Outcomes & Profile Analysis

A total of 240 risks were examined across the six hazards. Risks were rated as follows;

Risk Rating	Number of Risks
Extreme	14
High	60
Medium	45
Low	85
Very Low	6
Not Applicable	13

Table 1: Risk Rating Snapshot

Number Requiring Treatment	Number to Consider Treating	Monitor & Review
74	45	31

Table 2: Risk Status

Risks in relation to the State Core Objectives are;

Level of Risk	State Core Objectives				
	People	Economy	Public Administration	Social Setting	Environment
Extreme	6	7	1	0	0
High	11	23	17	5	0
Medium	1	14	17	10	3
Low	1	10	20	35	11
Very Low		3	2	1	

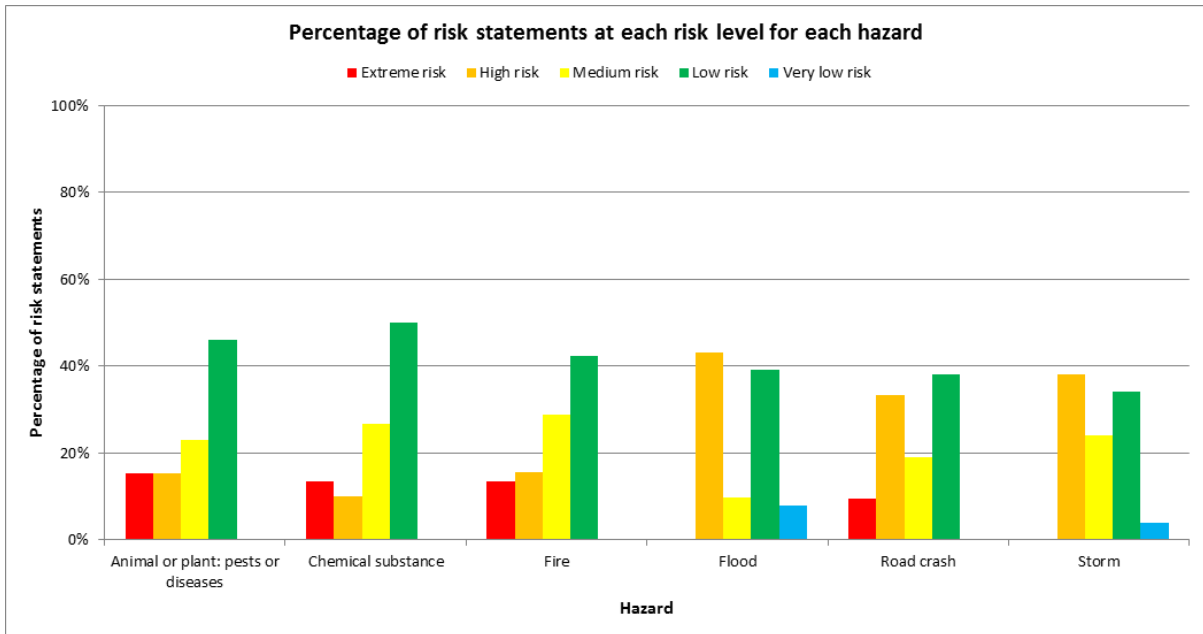
Common Themes

Common themes relating to **extreme** risks include;

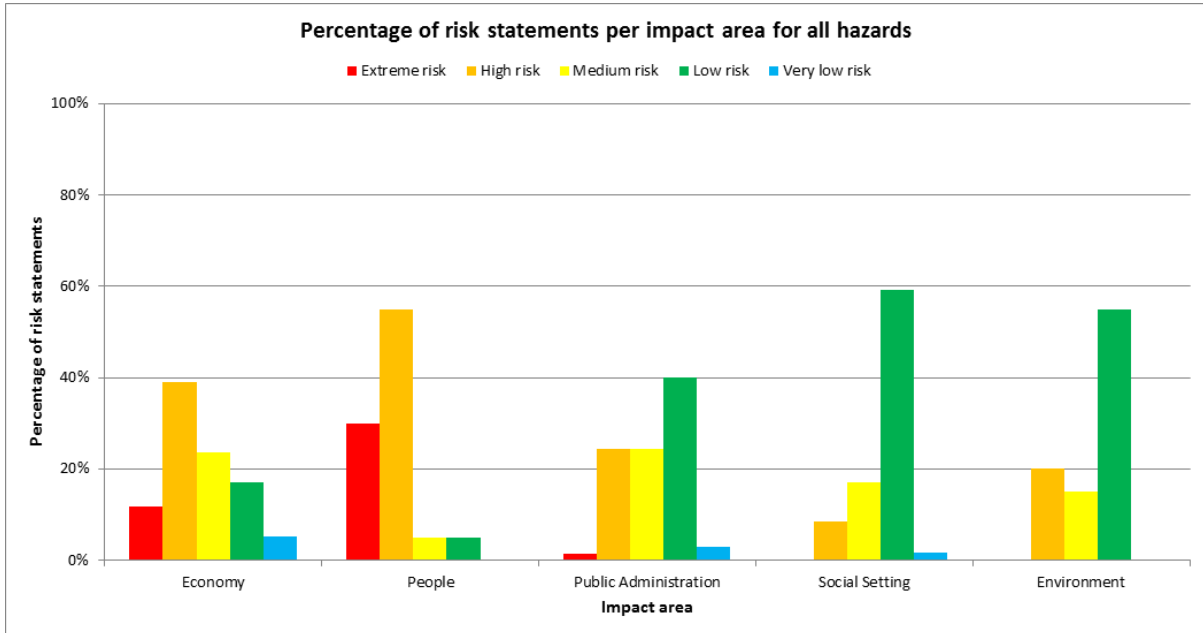
- Risks to the **economy** through assets, infrastructure, crops and livestock as a result of fire.
- Risks **people** through a significant chemical substance (hazmat) incident in town.
- Risk to the economy through the impact of a biosecurity event impacting local businesses and crops.

Id	Risk statement	Hazard	Impact area	AEP	Maximum consequence	Percentage likelihood of risk statement occurring	Confidence level	Auto generated likelihood level	Auto generated risk level		Auto generated priority level		Risk assessment comments	Treatment action	
									Sort risk	Unsort risk	Sort priority	Unsort priority		Sort treatment	Unsort treatment
53	will impact commercial buildings, contents and services, resulting in financial losses.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
59	will result in recovery activities, resulting in costs to local government.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
62	will impact agricultural industry infrastructure (e.g. fencing, machinery, grain stores etc.), resulting in recovery costs and/or financial losses.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
63	will impact on livestock (e.g. through death/injury/lack of pasture), resulting in financial losses.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
64	will impact on crops/cropping/plantations (and consequently expected harvests), resulting in financial losses.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
79	will impact the health of people and cause injury and/or serious illness.	Fire	People	0.01980	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
114	will impact emergency service response buildings and facilities, impacting the ability to maintain core services.	Chemical substance	Public Administration	0.01600	Catastrophic	100%	High	Unlikely	Extreme	2	SJA & WaPol cant access buildings		Treat (Recommended action)		
121	will impact the health of people and cause injury and/or serious illness.	Chemical substance	People	0.01600	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
122	will cause emergency services (including ambulance and medical transport services such as RFDSWA) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	Chemical substance	People	0.01600	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
123	will cause health services (e.g. ICU units, hospitals, remote nursing posts, small country hospitals, clinics) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	Chemical substance	People	0.01600	Catastrophic	75%	High	Unlikely	Extreme	2			Treat (Recommended action)		
151	will impact the health of people and cause death(s).	Road crash	People	0.03036	Catastrophic	90%	High	Unlikely	Extreme	2			Treat (Recommended action)		
152	will impact the health of people and cause injury and/or serious illness.	Road crash	People	0.03036	Catastrophic	100%	High	Unlikely	Extreme	2			Treat (Recommended action)		
217	will impact on crops/cropping/plantations (and consequently expected harvests), resulting in financial losses.	Animal or plant: pests or diseases	Economy	0.01324	Catastrophic	100%	High	Unlikely	Extreme	2			Treat (Recommended action)		
218	will disrupt business activities, resulting in financial losses.	Animal or plant: pests or diseases	Economy	0.01324	Catastrophic	100%	High	Unlikely	Extreme	2			Treat (Recommended action)		

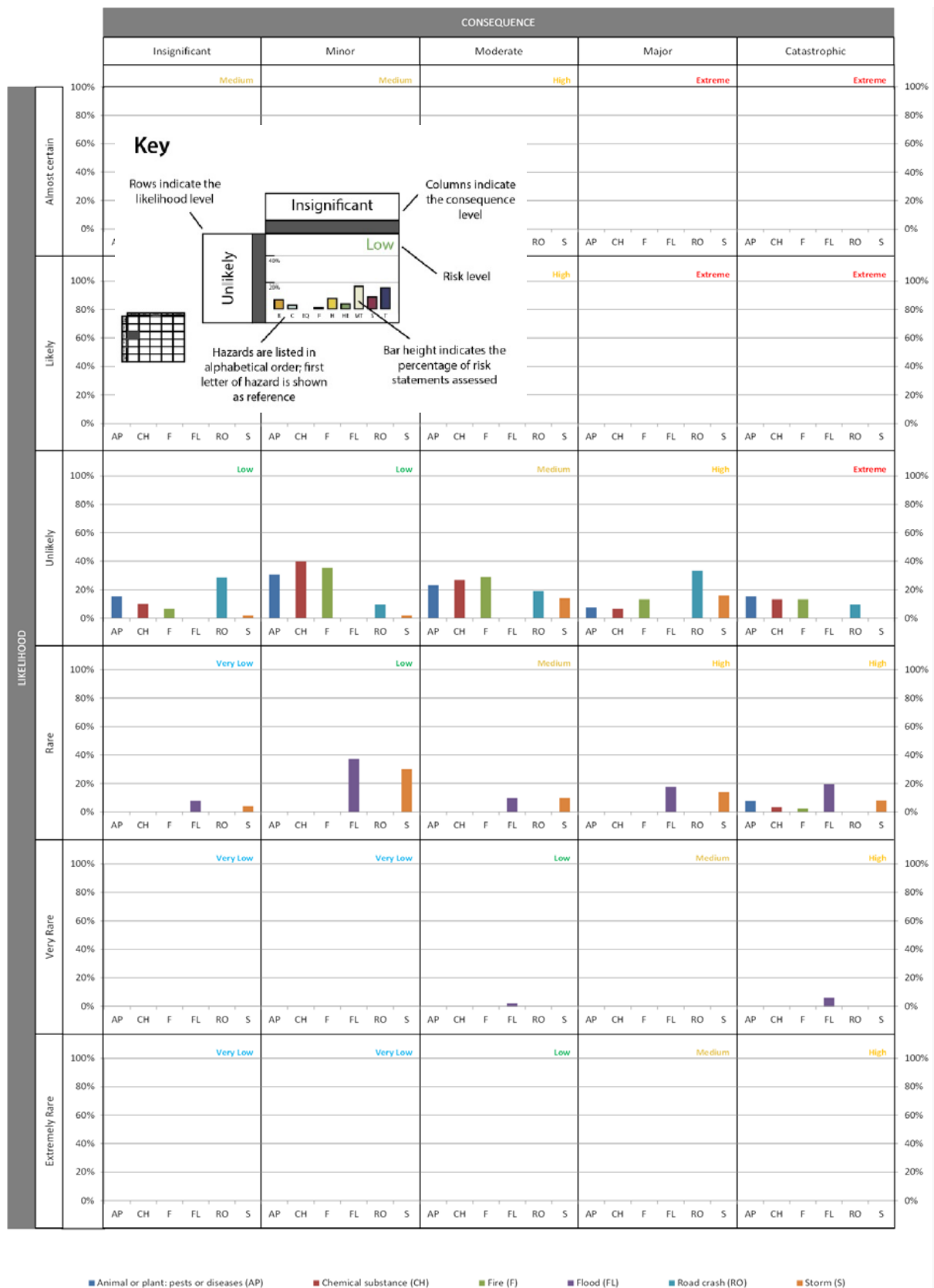
Table 3: Risk Statements for the Shire of Gnowangerup rated Extreme.



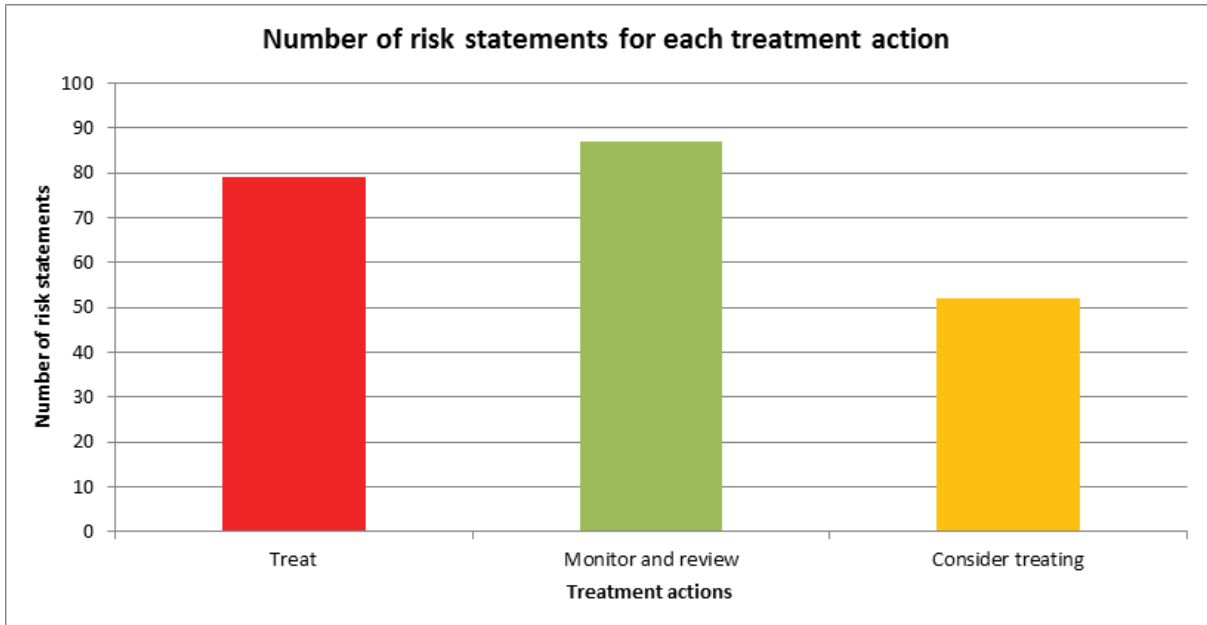
Graph 1: Showing the percentage of risk statements rated for each hazard



Graph 2: Showing the percentage of risk statements per impact area for each hazard



Graph 3: Showing the risk profile for the Shire of Gnowangerup. This graph shows the risks plotted against the risk matrix. Along the top is the consequence level from Insignificant to Catastrophic. Along the left side is the likelihood level from Extremely Rare (less likely) to Almost Certain (more likely). In the top right corner of each box is the Risk Level. The boxes in the lower left are Very Low Risk going to Extreme Risk in the top right corner. The bars show the percentage of risk statements for each hazard for that box's consequence and likelihood level.



Graph 4: Showing the number of risk statements requiring action

Next Steps:

There are now two further stages required to continue the risk management process for the Shire of Gnowangerup:

Step 1: 45 risks have been identifies as 'Consider Treating', this means the LEMC will need to consider each risk at determine if it will either 'Treat' the risk or 'Monitor and Review' the risk.

Step 2: Treat Risks – this will be the process of determining and selecting treatments for the identified risks which require treatment.

Attachment 1: Shire of Gnowangerup Consequence Table

Gnowangerup Consequence Table

		Gnowangerup Consequence Table			
	Insignificant	Minor	Moderate	Major	Catastrophic
People*					
Mortality	Not Applicable	At least 1 death	At least 1 death	At least 1 death	At least 1 death
Injuries / illness	1 serious injury or any minor injuries.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or more than 2 serious injuries
Economy**					
Loss in economic activity and/or asset value	Decline of economic activity and/or loss of asset value less than \$4,480	Decline of economic activity and/or loss of asset value between \$4,480 and \$44,800	Decline of economic activity and/or loss of asset value between \$44,800 and \$448,000	Decline of economic activity and/or loss of asset value between \$448,000 and \$4,480,000	Decline of economic activity and/or loss of asset value greater than \$4,480,000
Impact on important industry	Inconsequential business sector disruption	Significant industry or business sector is impacted by the emergency event, resulting in short-term (i.e. less than one year) profit reductions	Significant industry or business sector is significantly impacted by the emergency event, resulting in medium-term (i.e. more than one year) profit reductions	Significant structural adjustment required by identified industry to respond and recover from emergency event	Failure of a significant industry or sector
Environment***					
Loss of species and/or landscapes	No damage to ecosystems at any level	<ul style="list-style-type: none"> Minor damage to ecosystem/species of state significance Significant damage to ecosystem/species of district/local significance 	<ul style="list-style-type: none"> Minor damage to ecosystem/species of national significance Significant damage to ecosystem/species of state significance Severe damage to ecosystem/species of district/local significance 	<ul style="list-style-type: none"> Significant damage to ecosystem/species of national significance Severe damage to ecosystem/species of state significance Permanent destruction to ecosystem/species of district/local significance 	Permanent destruction to ecosystem/species of national, state and district/local significance
Loss of community environmental value	Inconsequential damage to item of interest	Minor damage to item of interest	Significant damage to item of interest	Severe damage to item of interest	Permanent destruction to item of interest
Public Administration					
Governance Functions	Governing bodies' delivery of core functions is unaffected or within normal parameters	Governing bodies encounter limited reduction in delivery of core functions	<ul style="list-style-type: none"> Governing bodies encounter significant reduction in the delivery of core functions Governing bodies are required to divert some available resources to deliver core functions or seek external assistance to deliver some of their core functions 	<ul style="list-style-type: none"> Governing bodies encounter severe reduction in the delivery of core functions Governing bodies are required to divert a significant amount of available resources to deliver core functions or seek external assistance to deliver the majority of their core functions 	Governing bodies are unable to deliver their core functions
Social Setting					
Community wellbeing	<ul style="list-style-type: none"> Community social fabric is disrupted Existing resources sufficient to return the community to normal function No permanent dispersal 	<ul style="list-style-type: none"> Community social fabric is damaged Some external resources required to return the community to normal function No permanent dispersal 	<ul style="list-style-type: none"> Community social fabric is broken Significant external resources required to return the community to normal function Some permanent dispersal 	<ul style="list-style-type: none"> Community social fabric is significantly broken Extraordinary external resources are required to return the community to functioning effectively Significant permanent dispersal 	<ul style="list-style-type: none"> Community social fabric is irreparably broken Community ceases to function effectively, breaks down Community disperses in its entirety
Community Services	Inconsequential / short term impacts	Isolated / temporary reductions	Ongoing reductions	Reduced quality of life	Community unable to support itself
Culturally important objects	Minor damage to objects of cultural significance	Damage to objects of identified cultural significance	Damage or localised widespread damage to objects of identified cultural significance	Widespread damage or localised permanent loss of objects of identified cultural significance	Widespread and permanent loss of objects of identified cultural significance
Culturally important activities	Minor delay to a culturally important community event	Delay to or reduced scope of a culturally important community event	Delay to a major culturally important community event	Temporary cancellation or significant delay to a major culturally important community event	Permanent cancellation of a major culturally important community activity

*Criteria for people have been rounded up to the nearest whole number and is based on a population of 1,284

**The economy category is based on a gross area product of \$112,000,000

***Environmental damage descriptors are over the page.

Where there are dot points, only one point needs to be met for that consequence level

Population - Australian Bureau of Statistics, Regional Population Growth, Australia, 2015/16

Economy - National Institute of Economic and Industry Research (NIEIR)®, 2015/16.

Attachment 2: Credible Worst Case Scenarios

Biosecurity

AEP: 0.01324

Possible Scenario

The Great Southern region is currently experiencing unseasonably higher than normal winter temperatures and lower rainfall. Day temperatures are averaging 15°C and rainfall has been limited to less than 30mm in the past few weeks.

A local Ongerup farmer, seeding approximately 5000ha of wheat and 2000ha of barley, noticed that a majority of his wheat in the early stage of booting and some in the soft dough period had strange curled or rolled leaves. The leaves also showed signs of discoloration with distinct yellow, white and purple streaks. On closer inspection of one of the plants he noticed multiple small aphids at the base and sheaths of the younger leaves and inside the curled leaves of other plants.

The farmer phones his agronomist to enquire about his observations. After an initial inspection by the agronomist, he informs the farmer that he suspects that the tiny aphids could be Russian Aphids, but due to the fact that they have never been identified in WA, he needs to contact the Department of Primary Industries and Regional Development (former Department of Agriculture and Food WA). He takes samples and multiple photos to be sent to Department. Infestation seems severe with more than 20% of plants infested.

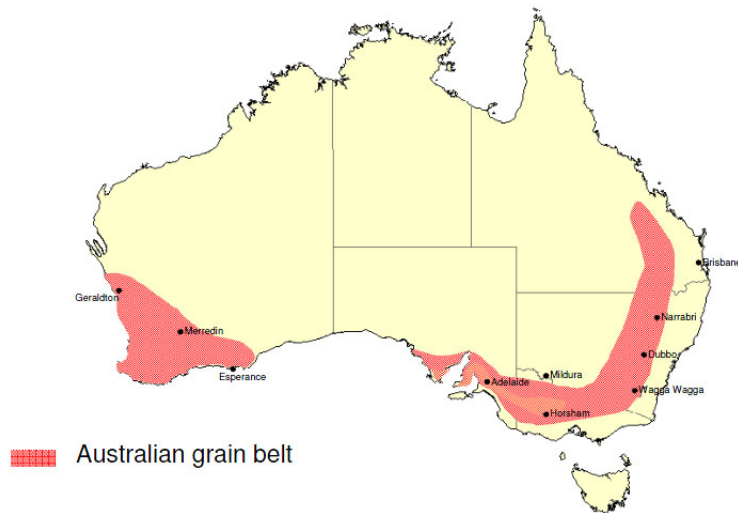
The farmer recently employed 2 backpackers that travelled from South Australia and were previously employed by a broadacre farm in Tarlee, SA.

The Department of Primary Industries and Regional Development confirms the RWA and declares RWA a Declared Pest under section 22(2) of the Biosecurity and Agriculture Management Act 2007.

Impacts & Vulnerabilities

- Lower yields = less income
- Economic impacts on local businesses and suppliers of agricultural products
- Wheat export markets
- Impact on other cereal crops, i.e. barley
- Job losses
- Loss of population in already vulnerable small country towns
- Closure of schools due to lack of numbers
- Higher input costs, due to spraying of infected crops if infestations exceeds the thresholds of 10% of plants through the high risk period of early booting to soft dough.

- Environmental impact: spraying for Russian Aphids could be harmful to other beneficial insects and killing of natural predators of aphids, allowing remaining aphids to multiply rapidly under the correct conditions.
- Possible increased aphid resistance if there is an increase in spraying.



Fire (Bushfire)

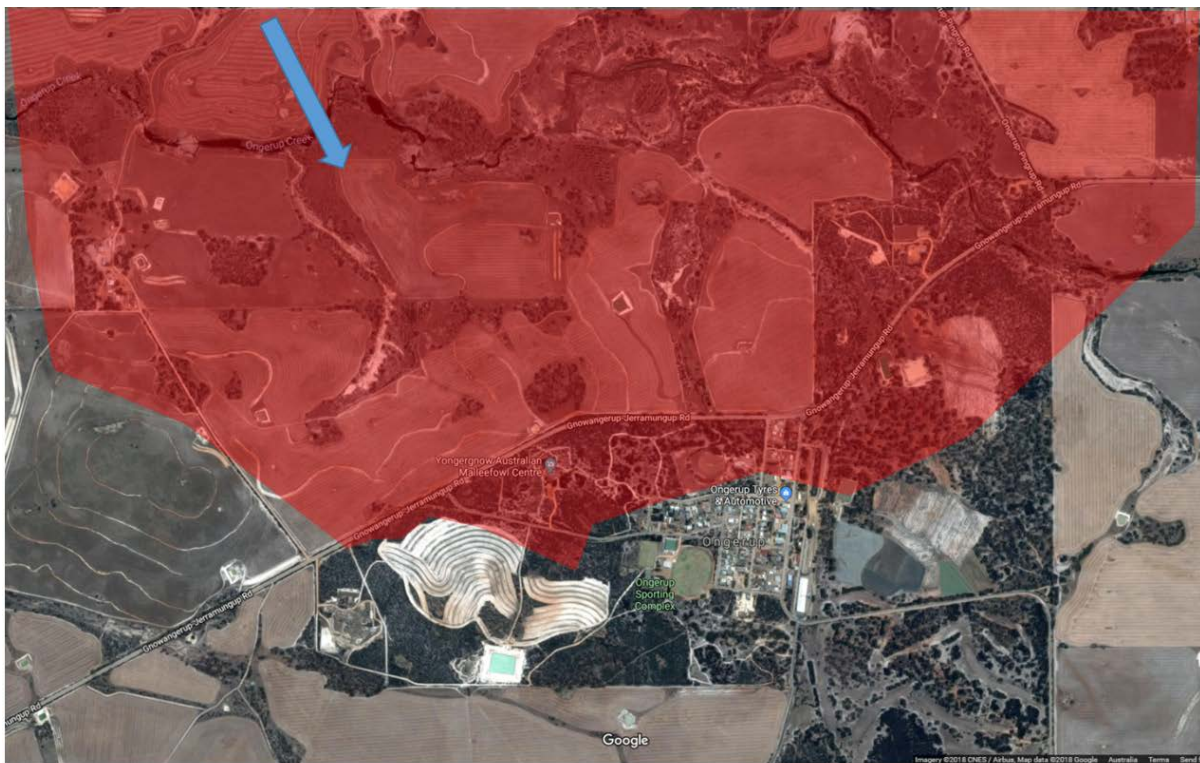
AEP: 0.01980

Scenario:

- Mid February morning
- Fire weather warning issued
- FDR - Catastrophic
- Total Fire Bans & Harvest Ban in place
- Dry lightning belt moves through the Shire
- Multiple grass fires north of Ongerup Township
- Minimal response resources available
- Winds strong and viable with trough line movement
- Students from Ongerup Primary evacuated to Ongerup Sporting Complex

Impacts & Vulnerabilities

- Road transport operators using networks
- Tourists with caravans and visitors to the Yongergnow Centre
- All small vehicle road commuters
- Farm owners
- Townsite residences or buildings in close proximity of dense bush
- Wildlife and domestic livestock
- Lack of turn around areas that can accommodate road trains
- Parking bays too small to handle a large number of road trains or heavy vehicles at the same time



Chemical Substance (HazMat)

AEP: 0.01600

Scenario

- A chemical delivery truck hitting an out of control 4-wheel drive on the main street of Gnowangerup, jack-knifed, spilling about 550 litres of liquid herbicide onto the road. The liquid herbicide has been identified as Paraquat.
- The accident occurred opposite the Shire of Gnowangerup's Administration Building and a local agricultural service supplier business.
- Approximately 550 litres of herbicide spilled onto the road and pavement of the local agricultural service supplier business on Yougenup Road. Approximately 10 to 15 shuttles of Paraquat are scattered on the road.
- The two occupants of the 4-wheel drive were not seriously injured, while the truck driver has been flown to Perth due to ingestion of the liquid pesticide while trying to stop the leakage of one of the shuttles. His condition is listed as critical.
- There is a possible threat to the community as liquid Paraquat is highly toxic if ingested.
- Businesses and residents in a 500m radius have been evacuated.
- The accident happened during one of busiest time of year – pre seeding in the district.
- Local Police, DFES, SES and St John Ambulance are assisting with incident.

Impacts & Vulnerabilities

- General public and staff of local businesses
- Temporary closure and evacuation of Gnowangerup District High School
- Access to fuel
- Tourists visiting the town
- Residents located in close proximity of the accident scene
- Environment being impacted by the hazardous material
- Emergency personnel involved in handling the incident
- Road network as Yougenup Road is main access route through town to access surrounding towns.
- Increased demand on emergency services, impacting on their availability to maintain core services
- Time for Fire & Rescue Response (Katanning, Albany)
- Time for clean-up (ex-Perth)



Road Crash

AEP: 0.03036

Scenario

- A school bus carrying 22 students and 2 adults driving from Katanning to Gnowangerup collided with a sheep carrier truck approximately 7km out of Gnowangerup, on the Gnowangerup-Broomehill Road, causing the livestock carrier to lose control and overturn. The school bus rolled multiple times before coming to a stand in a paddock.
- The accident happened around 4pm on a very cold Friday afternoon.
- Multiple injuries have been reported, with 7 students and the bus driver listed as critical. Fifteen other students and one adult are being treated for lacerations and broken bones.
- The most critical injured patients are being flown by helicopter and the RFDS to Perth for medical treatment. The driver of the livestock carrier only sustained minor injuries.
- Multiple injuries and deaths of livestock have been reported.
- It is further reported that escaped sheep are being herded to a secure location by a local farmer where they will be examined for any signs of injuries and stress by a veterinarian.

Vulnerabilities & Impacts

- Gnowangerup-Broomehill Road closed and traffic being diverted via gravel road, creating additional risk of accidents due to unfamiliar route, size and current condition of road
- Ambulance services are at capacity and assistance has been requested from neighbouring towns
- Gnowangerup hospital/ health services not equipped to handle amount of casualties involved in accident
- SES and bushfire volunteers on scene to assist with accident, leaving other core services vulnerable
- Difficult terrain with limited space to land emergency helicopter (trees)
- Communication problems due to lack of mobile coverage
- Darkness setting in and appropriate lighting a problem
- Emotional and stressed parents of students trying to reach the scene of the accident.
- Delay in available ranger and veterinarian services due to traveling from another location
- Exposure to the elements – cold
- Specialist services required to clean up scene of accident. Heavy machinery needed to lift truck and trailers off the road

Severe Storm

AEP: 0.01980

Scenario

- Mid Summer – 10:00am Tuesday 25 January 2018
- A low pressure system from the North moves over far SW of state early morning, extending to a line from Bunbury to Esperance later in the morning.
- A rain band extends through parts of the Great Southern and South Coastal districts with steady rainfall continuing through the area. The rainfall is expected to become Heavy again in the warning area overnight tonight and during tomorrow.
- Destructive wind gusts due to cyclones could exceed 150km/h.
- Daily rainfall totals up to 100-150mm are forecast.
- Heavy rainfall may cause localised flash flooding.
- Event likelihood: Likely to Possible, ~ once per 50 years.

Vulnerabilities & Impacts

- Major transport route closures – Borden-Bremer Bay Road, Chester Pass Road from Albany to Ongerup, Broomehill-Tambellup Road, Borden-Jerramungup-Gnowangerup Road and Formby South Road
- Fuel disruptions due to loss of power caused by fallen power lines
- Lack of ability to mobilise machinery needed to repair roads and remove fallen trees
- Lack of resources to undertake repairs
- Localised flooding of Gnowangerup Main Street and properties along the Gnowangerup Creek
- Temporary closure of hospital due to flooding
- Damage to Public Facilities and Services
- Residents isolated and some vehicles stranded in-between sections of roads due to impassable creeks and rivers
- Livestock in areas exposed to the elements without protection or cover
- Emergency response personnel

Post Exercise Report

1. **Local Government:** Shire of Gnowangerup
2. **Local Emergency Management Committee:** Shire of Gnowangerup Local Emergency Management Committee
3. **Participating Agencies**

<input checked="" type="checkbox"/> WA Police	<input checked="" type="checkbox"/> State Emergency Services
<input checked="" type="checkbox"/> St John Ambulance	<input type="checkbox"/> Volunteer Fire & Rescue
<input type="checkbox"/> Bushfire Brigade	<input type="checkbox"/> Other
4. **Date of exercise:** December 2018
5. **Exercise Aim:** To test local interagency radio communications
6. **Exercise Objectives:** (tick on completion of the objective)
 - Each emergency service to locate the emergency service channels within their radio program
 - Each emergency service to establish and confirm communications with multiple emergency services
 - Document the radio channel findings within the Local Emergency Management Arrangement Arrangements
7. **Key Lessons Learnt:** (e.g. where agencies able to locate and communicate on channels)
 - SES, WA Police were able to complete exercise
 - St John Ambulance – unable to complete due to radio incompatibility
 - Bushfire Brigades contacted but did not participate in exercise.
8. **Actions re Lessons Learnt:** (e.g.: is any further training or exercising required?)
 - More training required from DFES
 - Better liaison required from DFES
 - Should have had a DFES radio person on site to assist with exercise.
9. **Post Exercise Report:** (tick)
 - Sent to DEMC
 - Tabled at LEMC

Note: The Post Exercise Report was completed by Les Nayda (Gnowangerup SES Local Manager) as he conducted the Communications Exercise. Although the exercise was discussed and minuted at the March LEMC meeting, no formal report was completed. The now completed report will be tabled at the next LEMC meeting in June.

Anrie Van Zyl

From: Anrie Van Zyl
Sent: Thursday, 6 June 2019 1:03 PM
To: Adam Smith; Andrew Brooker; Anrie Van Zyl; Carly Smith; Cassandra Hughes; Darren Baum; Fiona Gaze; Fiona Gaze; Gail Blaszczyk; Gnowangerup Police; Gnowangerup SES; Helen Mackay; Keith House; Kirsty Buchanan; LAWTY Rory [PD14643]; Lex Martin; Mark Bruce; Murray Hatton; Neville Blackburn; Paul Tholen; Robyn Crabbe; Robyn Millar; Robyn Morten; Sharyn Pither; Shenae Meier; Siobhan Gallagher; Vin Fordham Lamont; Vince Hilder; Yvette Wheatcroft
Subject: OUT OF SESSIONS ENDORSEMENT OF LEMA AND RECOVERY PLAN
Attachments: DRAFT LOCAL RECOVERY PLAN.docx; DRAFT LEMA 2019.docx

Good afternoon everyone

Due to unforeseen circumstances a number of the LEMC members are unable to attend this afternoon's scheduled LEMC meeting. As a result, there is serious doubt whether we will meet the required quorum for the endorsement of the newly drafted Local Emergency Management Arrangements (LEMA) and Recovery Plan. As the Local Emergency Management Arrangements and Recovery Plan needs to be tabled and endorsed before the Shire's next ordinary council meeting, an Out-of-Sessions Endorsement will have to take place.

This email will serve as an Out-of-Sessions request for LEMC members to support the following motion:

Motion:

That the Gnowangerup Shire's Local Emergency Management Committee endorse the Local Emergency Management Arrangements and Recovery Plan attached to this email. In addition to the aforementioned, that the Gnowangerup Shire LEMC recommends to Council that it adopts the Local Emergency Management Arrangements and Recovery Plan and that a copy of the Documents are forwarded to DEMC for noting.

LEMC members are requested to respond to the above motion by **close of business on the Wednesday the 12th June 2019**. Non response by a committee member by the above cut-off date will be considered as endorsement of the LEMA and Recovery Plan.

If you have any questions in relation to the above or need any additional information please do not hesitate to contact me on 9827 1007.

Kind regards

Anrie Van Zyl | Corporate Services Officer
28 Yougenup Rd, Gnowangerup WA 6335 | **Shire of Gnowangerup**



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F (08) 9827 1377
E Anrie.Vanzyl@gnowangerup.wa.gov.au
W www.gnowangerup.wa.gov.au

find us on **facebook**



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Anrie Van Zyl

From: GAZE Fiona [Gnowangerup District High Sch] <Fiona.J.Gaze@education.wa.edu.au>
Sent: Thursday, 6 June 2019 3:20 PM
To: Anrie Van Zyl
Subject: RE: OUT OF SESSIONS ENDORSEMENT OF LEMA AND RECOVERY PLAN

Hi Anrie

I would be happy to move the motion and would definitely vote in favour.

Regards

Fiona

From: Anrie Van Zyl [mailto:anrie.vanzyl@gnowangerup.wa.gov.au]
Sent: Thursday, 6 June 2019 1:03 PM
To: Adam Smith; Andrew Brooker; Anrie Van Zyl; Carly Smith; Cassandra Hughes; Darren Baum; GAZE Fiona [Gnowangerup District High Sch]; Fiona Gaze; Gail Blaszczyk; Gnowangerup Police; Gnowangerup SES; Helen Mackay; Keith House; Kirsty Buchanan; LAWTY Rory [PD14643]; Lex Martin; BRUCE Mark [Ongerup Primary School]; Murray Hatton; Neville Blackburn; Paul Tholen; Robyn Crabbe; Robyn Millar; Robyn Morten; Sharyn Pither; MEIER Shenae [Borden Primary School]; Siobhan Gallagher; Vin Fordham Lamont; Vince Hilder; Yvette Wheatcroft
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If you have any questions in relation to the above or need any additional information please do not hesitate to contact me on 9827 1007.

Kind regards

Anrie Van Zyl | Corporate Services Officer
28 Yougenup Rd, Gnowangerup WA 6335 | Shire of Gnowangerup

Anrie Van Zyl

From: Neville Blackburn <Neville.Blackburn@communities.wa.gov.au>
Sent: Thursday, 6 June 2019 3:30 PM
To: Anrie Van Zyl
Subject: OUT OF SESSIONS ENDORSEMENT OF LEMA AND RECOVERY PLAN

Hi Anrie, I wish to state that I support the motion below to endorse the Shire of Gnowangerup's Local Emergency Management Arrangements and Recovery Plan attached to this email. In addition to the aforementioned, that the Gnowangerup Shire LEMC recommends to Council that it adopts the Local Emergency Management Arrangements and Recovery Plan and that a copy of the Documents are forwarded to DEMC for noting.

Cheers Nev

Neville Blackburn
District Emergency Services Officer
Great Southern District
Department of Communities

P 08 9841 0744
M 0438 934 827
E neville.blackburn@communities.wa.gov.au
W communities.wa.gov.au

From: Anrie Van Zyl [mailto:anrie.vanzyl@gnowangerup.wa.gov.au]
Sent: Thursday, 6 June 2019 1:03 PM
To: Adam Smith <adam.smith@dfes.wa.gov.au>; Andrew Brooker <andrew.brooker@ambulance.net.au>; Anrie Van Zyl <anrie.vanzyl@gnowangerup.wa.gov.au>; Carly Smith <caryl.smith@stjohnambulance.com.au>; Cassandra Hughes <cassandra.hughes@stjohnambulance.com.au>; Darren Baum <darren@aidinville.com>; Fiona Gaze <Fiona.J.Gaze@education.wa.edu.au>; Fiona Gaze <owendale@wn.com.au>; Gail Blaszczyk <Gail.Blaszczyk@cpfs.wa.gov.au>; Gnowangerup Police <gowangerup.police.station@police.wa.gov.au>; Gnowangerup SES <gnowangerup_ses@hotmail.com.au>; Helen Mackay <helen.mackay@health.wa.gov.au>; Keith House <khhouse33@bigpond.com>; Kirsty Buchanan <Kirsty.Buchanan@gnowangerup.wa.gov.au>; LAWTY Rory [PD14643] <Rory.LAWTY@police.wa.gov.au>; Lex Martin <lex.martin@hotmail.com>; Mark Bruce <mark.bruce@education.wa.edu.au>; Murray Hatton <Murray.Hatton@dfes.wa.gov.au>; Neville Blackburn <Neville.Blackburn@cpfs.wa.gov.au>; Paul Tholen <paul.tholen@dbca.wa.gov.au>; Robyn Crabbe <robyn.crabbe@hotmail.com>; Robyn Millar <robyn.millar@health.wa.gov.au>; Robyn Morten <robyn.mortem@health.wa.gov.au>; Sharyn Pither <jspither@westnet.com.au>; Shenae Meier <Shenae.Meier@education.wa.edu.au>; Siobhan Gallagher <siobhan.gallagher@stjohnambulance.com.au>; Vin Fordham Lamont <vin@gnowangerup.wa.gov.au>; Vince Hilder <vince.hilder@dbca.wa.gov.au>; Yvette Wheatcroft <Yvette.Wheatcroft@gnowangerup.wa.gov.au>
Subject: OUT OF SESSIONS ENDORSEMENT OF LEMA AND RECOVERY PLAN

Good afternoon everyone

Due to unforeseen circumstances a number of the LEMC members are unable to attend this afternoon's scheduled LEMC meeting. As a result, there is serious doubt whether we will meet the required quorum for the endorsement of the newly drafted Local Emergency Management Arrangements (LEMA) and Recovery Plan. As the Local Emergency Management Arrangements and Recovery Plan needs to be tabled and endorsed before the Shire's next ordinary council meeting, an Out-of-Sessions Endorsement will have to take place.

This email will serve as an Out-of-Sessions request for LEMC members to support the following motion:

Motion:

That the Gnowangerup Shire's Local Emergency Management Committee endorse the Local Emergency Management Arrangements and Recovery Plan attached to this email. In addition to the aforementioned, that the Gnowangerup Shire LEMC recommends to Council that it adopts the Local Emergency Management Arrangements and Recovery Plan and that a copy of the Documents are forwarded to DEMC for noting.

LEMC members are requested to respond to the above motion by **close of business on the Wednesday the 12th June 2019**. Non response by a committee member by the above cut-off date will be considered as endorsement of the LEMA and Recovery Plan.

If you have any questions in relation to the above or need any additional information please do not hesitate to contact me on 9827 1007.

Kind regards

Anrie Van Zyl | Corporate Services Officer
28 Yougenup Rd, Gnowangerup WA 6335 | **Shire of Gnowangerup**



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Anrie Van Zyl

From: Anrie Van Zyl
Sent: Friday, 5 July 2019 11:08 AM
To: Adam Smith
Subject: OCR194282 - Draft LEMA and Recovery Plan
Attachments: LOCAL RECOVERY PLAN - PV.docx; LEMA 2019- PV.docx

SynergySoft: OCR194282

Hi Adam

As requested, please find attached the draft Public Version of the Gnowangerup Shire LEMA and Recovery Plan that was adopted by Council on the 26th June 2019.

Please let me know if you require any other information.

Kind regards

Anrie Van Zyl | Corporate Services Officer
28 Yougenup Rd, Gnowangerup WA 6335 | Shire of Gnowangerup



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Government of Western Australia
State Emergency Management Committee

Our Ref: 19/102419 :D08068
Enquiries: Adam Smith
Telephone: 9845 5007

Ms Shelley Pike
Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
GNOWANGERUP WA 6335

Dear Ms Pike

RE: LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Thank you for providing a copy of the Shire of Gnowangerup's Local Emergency Management Arrangements (LEMA). The LEMA has been reviewed against the requirements of the *Emergency Management Act 2005* (the Act). I am pleased to advise that it meets the requirements.

The Shire of Gnowangerup's LEMA was tabled for noting at the 02 August 2019 SEMC meeting of the State Emergency Management Committee (SEMC) (Resolution No. 60/2019) in alignment with the State EM Preparedness Procedure. To increase the effectiveness of your arrangements please ensure the LEMA is available on your website and at your local government offices to encourage community familiarity, in accordance with section 43 of the Act.

It is commendable that you have worked with a broad range of stakeholders to achieve this milestone. Congratulations. Please pass on my thanks to your Local Emergency Management Committee for their contribution to the arrangements.

Emergency Management is premised on a shared responsibility between stakeholders, with each individual and agency playing a critical role in keeping themselves and others safe. The shared responsibility does not end with your LEMA being approved and I trust you will continue to work closely with others to continuously improve Emergency Management within the Shire of Gnowangerup.

I encourage you to visit the SEMC website (www.semc.wa.gov.au) to keep updated on SEMC meeting outcomes and updates on key state projects. Your District Emergency Management Advisor, Mr Adam Smith is available to provide information and tools to help you support the Shire of Gnowangerup.

Thank you for contributing to building a better prepared, safer and more resilient Western Australia.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Cronstedt', with a small arrow pointing to the right.

Mal Cronstedt AFSM
EXECUTIVE OFFICER
STATE EMERGENCY MANAGEMENT COMMITTEE

6/8/2019

cc Mr Adam Smith, Great Southern Region, District Emergency Management Advisor



GOVERNMENT OF
WESTERN AUSTRALIA

SHIRE OF GNOWANGERUP LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT

PREPARED BY
**THE DEPARTMENT FOR CHILD PROTECTION AND FAMILY
SUPPORT**
AND TABLED AT THE
**LOCAL EMERGENCY MANAGEMENT COMMITTEE on 18 MARCH
2015**

Insert Shire/Town/City Logo





THIS PLAN CAN BE ACTIVATED FOR HAZARDS DEFINED UNDER WESTPLANS E.G. WESTPLAN - CYCLONE, WESTPLAN – FIRE.

TO ACTIVATE THIS PLAN CALL THE DEPARTMENT FOR CHILD PROTECTION AND FAMILY SUPPORT'S LOCAL OFFICE ON 9841 0777 AND AFTER HOURS CRISIS CARE ON 1800 199 008

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SHIRE OF GNOWANGERUP

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Part 1 Introduction

1.1 Outline

Welfare is defined as providing immediate and ongoing supportive+ services, to alleviate as far as practicable, the effects on persons affected by an emergency.

The *Emergency Management Act 2005* defines a Support Organisation as ‘a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions.’¹.

The State WESTPLAN - Welfare is the responsibility of the Department for Child Protection and Family Support (the Department) as are each Local Emergency Management Plan for the Provision of Welfare Support, known as the Local Welfare Plan. This Local Welfare Plan outlines the arrangements that apply in local circumstances, and as far as is practicable is consistent with the arrangements detailed in WESTPLAN - Welfare.

The Department is committed to protect and care for children and young people who are in need, and support families and individuals who are at risk or crisis. This plan provides for a community centered approach to emergency management and will coordinate the resources required to support local emergency management arrangements. The extent of welfare support activity will, however, depend on the nature and magnitude of the emergency, and may require coordination at both the local and state level. The plan is based on the utilisation of existing local resources and to supplement these resources when required from the state level.

Terminology used in this plan has the meaning prescribed by Section 3 of the *Emergency Management Act 2005*, unless stated otherwise.

1.2 Aim, Objectives and Scope

This plan prescribes the arrangements for the provision of welfare support services during emergencies.

The objectives of the plan are to:

- Prescribe the organisation, concepts, responsibilities, mechanisms and procedures for all organisations involved in the delivery of emergency welfare support services;
- Outline the arrangements and structure for the coordination of emergency welfare support services, including resources, during emergencies; and
- Establish the principles for planning for the provision of welfare support at the local level.

The arrangements provide for both government and non-government agencies to operate cooperatively in a coordinated manner, in accordance with the roles and responsibilities outlined herein, using an ALL HAZARDS approach. Hazards refers

¹ *Emergency Management Act 2005, Part 1, Section 6 (4)*

to hazards defined under WESTPLANS e.g. WESTPLAN – Cyclone, WESTPLAN – Fire, WESTPLAN – Storm, WESTPLAN - HAZMAT.

Local Governments can elect to prepare their own welfare arrangements and appoint their own local welfare coordinators (Local Government Welfare Coordinators). If they do this in consultation with the Department, the Department's Coordinators referred to in this plan will revert to a support coordination role. See 3.1.3 Local Government Welfare Support Response below for more information.

If Local Governments elect to prepare their own welfare arrangements without consultation with the Department, Local Governments are responsible for their own costs.

To assist in coordinating the provision of welfare support services six functional areas have been identified: Emergency Accommodation, Emergency Catering, Emergency Clothing and Personal Requisites, Personal Support Services, Registration and Reunification and Financial Assistance.

1.3 Related Documents

Other documents related to this plan include:

- *Emergency Management Act 2005*
- State Emergency Management Policies
- WESTPLAN - Welfare
- WESTPLAN - Registration and Reunification
- WESTPLAN - Recovery Coordination
- WESTPLAN – Reception
- WANDRRA Determination
- The Shire of Gnowangerup's Local Emergency Management Arrangements and Sub-Plans

Part 2 Planning and Preparedness

2.1 Authority and Plan Responsibilities

The development and maintenance of this plan is allocated to the Department's District Emergency Services Officer, in consultation with members of the Local Emergency Welfare Coordination Group, if there is one.

This coordination group is an advisory, consultative and referral group to oversee and assist in the planning and operation of local level welfare support services. A contact list of the organisations that constitute the Emergency Welfare Coordination Group is provided in Appendix 2.

2.2 Exercise and Review Period

The Department's District Emergency Services Officer will ensure that this plan is exercised in accordance with the State Emergency Management Policy 3.1– Emergency Management Exercises (SEMP 3.1); i.e. the formal activation of this plan to respond to an emergency, or exercised at least annually.

This plan will be reviewed every two years, with Appendices and contact details reviewed quarterly and after each activation.

2.3 Responsibility for Preparedness

The responsibility for the preparedness for provision of emergency welfare services is based on the following:

- 2.3.1 The Department's Emergency Services Coordinator ensuring the Department's capacity to respond effectively to emergencies state-wide;
- 2.3.2 The Department's District Emergency Services Officers and/or Welfare Coordinators appointed by the Department's District Director managing this responsibility at the local level;
- 2.3.3 Emergency Welfare Coordination Groups assisting District Emergency Services Officers and/or Welfare Coordinators with their responsibilities at the local level;
- 2.3.4 Organisations that have designated responsibilities for each of the six welfare functional areas ensuring they have the capacity to effectively respond and provide support;
- 2.3.5 Other government and non-government agencies are identified to provide further support as required; and
- 2.3.6 Recognition that Local Government may appoint their own Local Government Welfare Coordinator to coordinate welfare services – see 3.1.3 Local Government Welfare Support Response below.

2.4 Organisational Roles and Responsibilities

Each of the six welfare functional areas is managed by the Department with the assistance of other organisations that have agreed to responsibilities under that functional area - see Appendix 3, Organisational Roles and Responsibilities. Where

an organisation is unable to meet its responsibilities, the Department shall, on being advised, make alternative arrangements.

In multi-agency responses Team Leaders for each functional area may be appointed, i.e. Registration Team Leader, Emergency Catering Team Leader.

All organisational staff and volunteers assisting the Department in accordance with this plan are required to comply with the Department's policies, including those relating to working with children, volunteers, Occupational Health and Safety and emergency management.

2.5 Planning and Arrangements

The six welfare functional areas are:

2.5.1 Emergency Accommodation – See Appendix 4

2.5.2 Emergency Catering – See Appendix 5

2.5.3 Emergency Clothing and Personal Requisites – See Appendix 6

2.5.4 Personal Support Services – See Appendix 7

2.5.5 Registration and Reunification -

- (1) Policy governing the delivery of this function is detailed in WESTPLAN - Registration and Reunification.
- (2) Welfare Coordinators need to be familiar with WESTPLAN - Registration and Reunification to ensure that arrangements are in place to activate it.

2.5.6 Financial Assistance - The provision of financial assistance to those affected by emergencies who are eligible and in need.

- (1) There are a number of financial assistance programs that may be put in place following a major emergency. The policy governing each of these programs may vary and is determined at the time of the emergency.
- (2) Financial assistance **may** include:
 - (a) The Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) - Personal Hardship and Distress Relief Payments;
 - (b) Other forms of emergency assistance available at the time.

2.6 Welfare Representatives and Coordinators

Welfare Coordinators are appointed as follows:

2.6.1 The Department's State Welfare Coordinator

The title "State Welfare Coordinator" is the Department's representative appointed by the Director General, and is responsible for the coordination of all emergency welfare support services at the state level.

2.6.2 The Department's Emergency Services Coordinator

The Emergency Services Coordinator is an appointed officer of the Department, whose function is to ensure the preparedness of the Department to carry out its emergency management functions. The Emergency Services Coordinator is the link between the Local Welfare Coordinators and the State Welfare Coordinator and, where applicable, with the relevant HMA/Controlling Agency.

2.6.3 The Department's District Welfare Representatives' responsibilities include the following:

- (1) The District Director, or proxy, to represent the Department on District Emergency Management Committees (DEMCs);
- (2) Ensure the arrangements of this plan are clearly understood at the district level;
- (3) Clarify the Department's policy on emergency welfare matters where required;
- (4) Refer matters of a contentious nature to state level for resolution; and
- (5) Represent the Department on Operational Area Support Groups (OASGs), as required in the response phase.

2.6.4 The Department's Welfare Coordinators

The Welfare Coordinator shall be a nominated officer of the Department within the Local Government area. Where the Department is not located within the Local Government area the Department, in conjunction with the LEMC, will formally appoint a suitable person as the Welfare Coordinator. The nominated person will be clearly identified in the respective local emergency management arrangements.

The responsibilities of the Welfare Coordinator include the following:

- (1) Establish and manage the activities of the Emergency Welfare Coordination Groups, where determined appropriate by the District Director;
- (2) Prepare, promulgate, test and maintain the Local Welfare Plans;
- (3) Represent the Department and the emergency welfare function on the LEMCs and Local Recovery Committees;
- (4) Ensure staff and volunteers of the Department and supporting agencies are trained and exercised in their welfare responsibilities;
- (5) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and

- (6) Represent the Department on the Incident Support Group (ISG) when required in the response phase.

2.6.5 Local Government Welfare Coordinators – see 3.1.3

- (1) Local Government Welfare Coordinators are the nominated representatives of Local Governments. They assist the Department's Welfare Coordinators who have overall coordination of welfare services during emergencies.
- (2) Local Governments can elect to prepare their own welfare arrangements and appoint their own Local Government Welfare Coordinators. If they do this in consultation with the Department, the Department's Welfare Coordinator will act as a support to the Local Government Welfare Coordinator, and may activate the Local Welfare Plan, or components thereof, as requested by the Local Government Welfare Coordinator.
- (3) If Local Governments elect to prepare their own welfare arrangements without consultation with the Department, Local Governments are responsible for their own costs.

2.7 Special Considerations

2.7.1 Children, Organisations, Educational and Care Facilities

Organisations such as women's refuges, men's hostels, group homes; educational and care facilities with responsibility for the care, supervision or provision of services to children or their clients, should ensure plans are in place to maintain service provision during an emergency. Should they evacuate or otherwise attend a welfare centre, the organisations' supervisory staff must continue their responsibilities by remaining at the centre, continuing to supervise and provide services to their children or clients and liaising with the welfare coordinator at the centre. Children or clients are to be returned to parents or other responsible adults approved by that organisation.

During an emergency unaccompanied children without direct parental or responsible adult supervision should be brought to the attention of the Department; or evacuated to a welfare centre and into the care of the Department.

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, should be considered at the local level and included in local emergency management arrangements.

2.7.2 Culturally and Linguistically Diverse, Vulnerable and other at risk and Special Needs groups

Culturally and Linguistically Diverse, Vulnerable and other at risk and Special Needs groups should be considered at the local level, and any specific local requirements included in the LEMAs.

The Department prioritises its response in line with its operational capacity and relies on those agencies or organisations which provide support to these groups to ensure they have suitable plans and response capabilities in place prior to an emergency to cater for these groups' needs.

2.8 Resource Support

The Department has the primary responsibility for coordinating the provision of welfare resources. Requests for additional resource support should be made by the Local Welfare Coordinator to the State Welfare Coordinator.

Where possible, all offers of assistance and donations, including donated goods and services, should be coordinated through the Local Recovery Committee to avoid duplication of effort and confusion. At the State Government level this will be undertaken through the State Recovery Committee. The Department shall be represented on both levels of recovery coordination where required.

2.9 Training

Training, both internally and inter-agency, will be advised by the member agencies of the Emergency Welfare Coordination Groups. Training is provided so staff and volunteers of the Department and supporting agencies are provided with opportunities to have the necessary skills to ensure the provision of services under this plan.

2.10 Community Information

In collaboration with Emergency Welfare Coordination Group members, community awareness and education strategies for dissemination of all relevant information into communities may be developed, and may include fact sheets, brochures and community guides.

Part 3 Response

3.1 Responsibility for Response

3.1.1 Control and Coordination

Overall control and coordination of the emergency welfare response rests with the Department through the designated State and Local Welfare Coordinators. The Department prioritises its response in line with its operational capacity and relies on all government agencies, and non-government agencies if available, to provide assistance when requested.

3.1.2 Support Agency Officers

During response/recovery activities Support Agency Officers are provided by each of the participating organisations to assist the Welfare Coordinator in the management of the welfare response. These Support Agency Officers will need to be located at the Welfare Centre as required, and the agencies are recorded in Appendix 2.

3.1.3 Local Government Welfare Support Response

In smaller, non-complex events, and in some regional and remote areas where Local Government Welfare Coordinators are elected, the Department's Welfare Coordinator will revert to a support coordination role. It is incumbent on the Local Government to officially record and formally notify the Department, and provide information the Department may require should a Local Government Welfare Coordinator be elected.

Any expenditure by Local Governments under this section would need to be requested and considered by the Department, prior to the financial cost being incurred as outlined in Section 3.8 Financial Arrangements for Response below.

The Department will support a Local Government in the welfare support response until any of the following actions were to occur;

- (1) The Local Government advises the Department that it was no longer able to adequately provide the welfare support response;
- (2) The welfare support response becomes a multi-agency and complex response requiring state level support; or
- (3) The Department's District Director or State Welfare Coordinator determines it is in the best interest of the community and/or the Department to assume the control of the welfare support response.

In any of the above actions, the Local Government should prepare a handover of all welfare support response information to the Department, who would then assume control of providing welfare support services.

3.2 Notification

The activation procedures detailed hereunder relate to local level arrangements, involving the Welfare Coordinator, the Local Government and the relevant Hazard Management Agency (HMA)/Controlling Agency.

- (1) The first indication that this support plan may need to be activated will come from one of two sources as follows:
 - (a) A HMA/Controlling Agency may identify the need to activate this support plan to help manage an emergency; and/or
 - (b) The Welfare Coordinator, based on information provided from the Department's Emergency Services Coordinator, may identify the need to activate this support plan.
- (2) Regardless of who first identifies the need, the HMA/Controlling Agency and the Welfare Coordinator shall confer and agree that the support plan should be activated. Once this decision is made the Welfare Coordinator shall activate and manage the plan accordingly.
- (3) The Department's Emergency Services Unit On Call Duty Officer should be contacted on 0418 943 835 to advise of the situation.

3.3 Stages of Activation

The plan will normally be activated in stages as per the Department's Standard Operating Procedures – see Appendix 12. In an impact event, for which there is no warning period, these stages may be condensed with stages being activated concurrently.

3.3.1 Stage 1 - Alert.

- (a) Participating organisations are alerted by the Welfare Coordinator;
- (b) Participating organisations alert their own personnel;
- (c) Additional information allowing organisations time to arrange preliminary preparations is provided;
- (d) Key personnel are briefed on action to be taken;
- (e) The Welfare Centre is prepared for activation if required; and
- (f) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.

3.3.2 Stage 2 - Activation.

- (a) The Welfare Centre is activated if required;
- (b) Participating organisations are called out by the Welfare Coordinator and nominated Support Agency Officers proceed to the Welfare Centre;

LOCAL WELFARE PLAN
SHIRE OF GNOWANGERUP

- (c) Welfare Support services are provided under the coordination of the Welfare Coordinator;
- (d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, Welfare Coordinator and participating organisations; and
- (e) Welfare Support requirements are monitored and reviewed.

3.3.3 Stage 3 - Stand Down.

Stand Down is to occur when the decision has been made by the HMA/Controlling Agency and the Welfare Coordinator to close the welfare centre, and there are no more evacuees left in the centre. Welfare Support Services may continue beyond this time at the discretion of the Welfare Coordinator. Ongoing services will be monitored by the Department's Emergency Services Coordinator, and participating agencies will be responsible for submitting ongoing and debrief reports to the Welfare Coordinator.

- (a) Participating welfare organisations are informed of the stand down by the Welfare Coordinator;
- (b) Participating organisations stand down in accordance with relevant procedures for each organisation;
- (c) Organisations are to advise the Welfare Coordinator when stand down has been completed;
- (d) The Welfare Coordinator advises participating agencies of debriefing arrangements;
- (e) The Local Welfare Centre and/or Welfare Coordination Centre is closed down; and
- (f) The Welfare Coordinator conducts a debrief, prepares and distributes Post Operation Reports in accordance with SEMC Policy 4.3, see 3.9 Post Operation Report below. After an activation a review of this Local Welfare Plan is conducted by the District Emergency Services Officer.

3.4 Levels of Response

The activation of the Local Welfare Plan will be at the request of the HMA/Controlling Agency and/or by the Welfare Coordinator, see 3.3 Stages of Activation above. The level of response will be determined by the Welfare Coordinator on the basis of information supplied by the HMA/Controlling Agency or the Emergency Coordinator. The Welfare Coordinator, or suitable proxy, will attend and/or provide advice to the Incident Support Group (ISG) where required.

3.5 Incident Management System

The Department's staff and participating agencies will be familiar with the Australasian Inter-Service Incident Management System (AIIMS). However, current internal Department and participating agency management procedures shall continue to operate.

3.6 Public Information and Media Management

The HMA/Controlling Agency is responsible for the provision and management of public information during emergencies (Refer to State Public Information Emergency Management Support Plan). All non-welfare matters will be referred to the HMA/Controlling Agency.

The Department and other participating support agencies to this plan should only provide information to the public and the media on issues that are directly their responsibility. Departmental staff must have approval from the Department's District Director and Corporate Communications and Marketing before having contact with the media.

3.7 Activation of Other WESTPLANS in Support of This Plan

Other plans may be activated to support this plan including, but not limited to, WESTPLAN – Registration and Reunification and WESTPLAN – Recovery Coordination. The procedures for activating these plans are included in the respective plans.

3.8 Financial Arrangements for Response

Financial arrangements for activation of this plan will be as outlined in State Emergency Management Policy 4.2 Funding for Emergencies (SEMP 4.2), unless other arrangements are negotiated and approved by the State Welfare Coordinator. All expenditure under this plan must be approved by the Department's Emergency Services Coordinator.

3.9 Post Operation Reports

The Welfare Coordinator prepares and writes the Post Operation Report. Support agencies may be asked to provide feedback to the Department's Welfare Coordinator which may be used in the preparation of the Post Operation Report. The Post Operation Report is the Department's internal report and the whole report or parts thereof may be distributed to appropriate organisations and agencies.

Part 4 Recovery

4.1 Recovery Assessment

The *Emergency Management Act 2005* defines recovery as the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing.

In order to facilitate the effective coordination of the welfare recovery process, it is essential that an assessment of the welfare recovery requirements be conducted as soon as possible after the impact of an event.

The Department is responsible for the provision of Welfare Support in the Response and Recovery phases of an emergency.

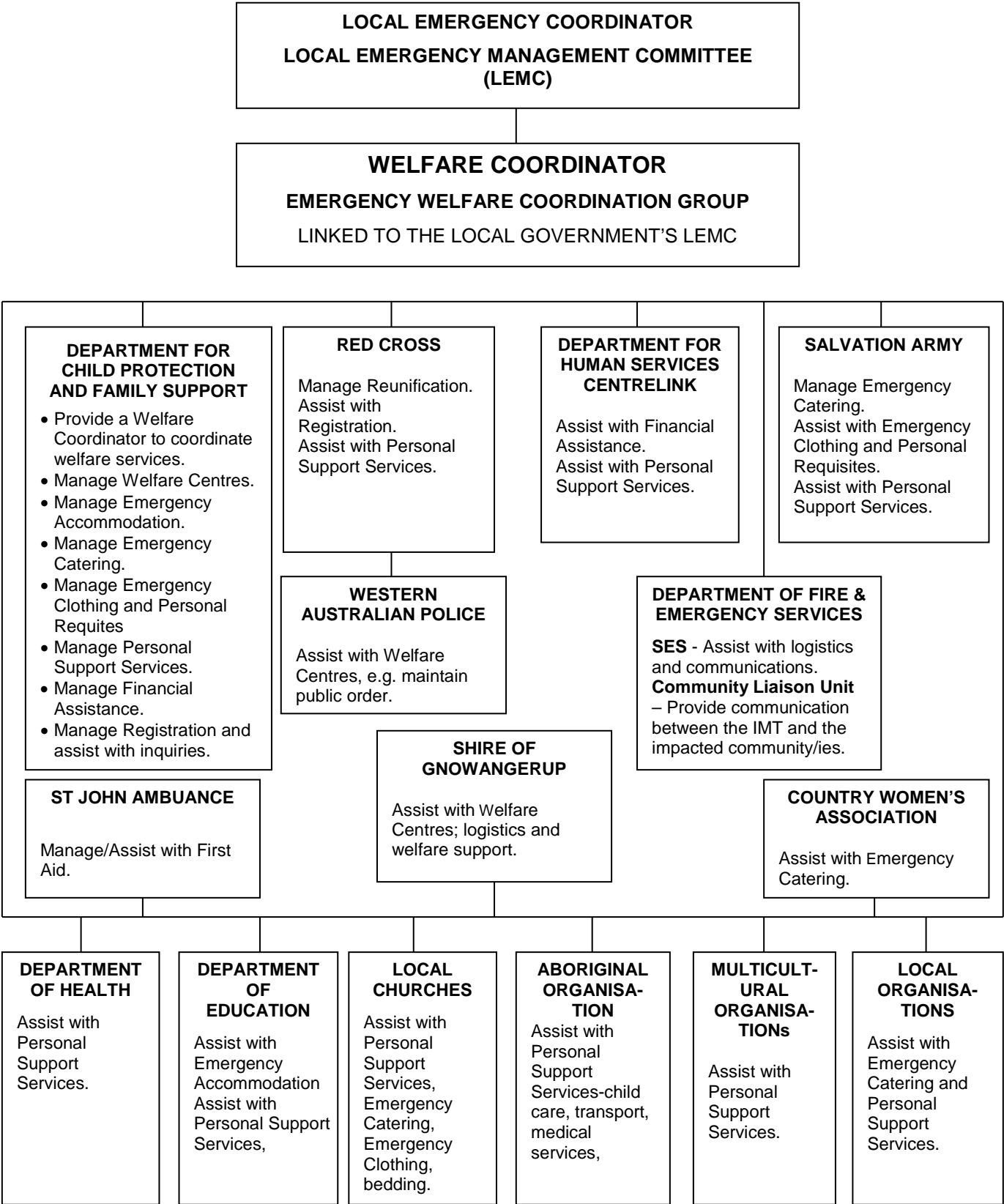
4.2 Responsibility for Recovery

Local Governments are responsible for managing recovery following an emergency affecting the community in its Local Government district, in accordance with WESTPLAN - Recovery Coordination.

The transition from Response to Recovery will be at the discretion of the Incident Controller of the HMA/Controlling Agency who should advise the Department of such transition as soon as possible.

**LOCAL WELFARE PLAN
SHIRE OF GNOWANGERUP**

Appendix 1 – Local Emergency Welfare Coordination



LOCAL WELFARE PLAN
SHIRE OF GNOWANGERUP

Appendix 2 – Shire of Gnowangerup Emergency Welfare Coordination Group

Organisation	Representative	Day Contact Details	A/H Contact Details	Postal/Email Address
Department of Communities - Child Protection and Family Support 25 Duke St Albany	Lorna Woodward Local Welfare Coordinator	9841 0777 0428 384 355	9853 1174	Lorna.woodward@cpfs.wa.gov.au
	Neville Blackburn - District Emergency Services Officer	9841 0744 0438 934 827	0407 475 345	Neville.blackburn@cpfs.wa.gov.au
Shire of Gnowangerup	Shire Office	9827 1007		
	Shelley Pike Shire CEO	0428 982 710		
	Vin Fordham Lamont Deputy CEO – Recovery Coordinator	0427 193 880		Vin.fordhamlamont@gnowangerup.wa.gov.au
	Yvette Wheatcroft Mgr Infrastructure	0439 791 925		Yvette.wheatcroft@gnowangerup.wa.gov.au
Australian Red Cross	Perth – 24 hour emergency contact	0408 930 811 Ring to contact local team		
WA Police Gnowangerup	Sgt Tracey Keown	9827 2800		
St John Ambulance Contact CPFS ESU Unit on 0418 943 835 to approve cost before contacting SJA	Ian McDonald Gnowangerup Sub Centre	0428 271 377		
Department of Health	Sara Pellant Gnowangerup Health Service	9827 2222		
	Robyn Millar DON Katanning Health Service	9821 6222 0439 202 344		Robyn.millar@health.wa.gov.au

**LOCAL WELFARE PLAN
SHIRE OF GNOWANGERUP**

	GS Mental Health Albany Team Clinic Manager	9892 2440 0428 699 271		
Southern Agcare	Shannon Cooper Coordinator	9827 1552		
Salvation Army Emergency Services Unit 152-160 North Rd Albany	Captain Paul Beardsley John & Elisabeth Barber (Catering)	9841 1068 0408 268 143 9841 1035 (h) 0457 411 035		Paul.beardsley @aus. salvationarmy. org <u>Ebarber0016</u> <u>@gmail.com</u>
Disability Services Commission - Albany	Kim Daniel Area Manager	9845 5708 0429 154 524		Kim.daniel@ds c.wa.gov.au
Department for Human Services - Centrelink	Wendy Tysoe - Manager Andrea Parker Snr Social Wkr	6819 6530 0427 426 553 6819 6582 0429 121 849	0409 448 378 (pers mobile)	wendy.tysoe@ humanservices .gov.au andrea.parker @humanservic es.gov.au
Office of Emergency Management – GS Region	Adam Smith – District Emergency Management Advisor	0429 104 007		Adam.Smith@ oam.wa.gov.a u
Country Womens Association (CWA)	Barbara Groves (Tambellup) Carole Johnson (Broomehill)	9825 1456 9824 1354	0488 944 416	Barbara.grove s1@bigpond.c om Carole354@ho tmail.com

Appendix 3 – Organisational Roles and Responsibilities

The provision of emergency welfare services requires the support of a number of statutory, private and voluntary organisations. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective organisations, the State Welfare Emergency Committee and the Department.

The roles and responsibilities of each co-opted agency are negotiated with that agency at a local level to suit the capabilities and availability of welfare organizations. The roles and responsibilities are then reflected in this plan.

The allocated responsibilities do not restrict one organisation from assisting another, regardless of its primary role.

Should an organisation not be able to manage its primary role, support with that role may be requested from the Welfare Coordinator. Ultimately, the Department for Child Protection and Family Support is responsible for these functions where no Welfare Support Agency assistance is available, subject to Part 3 of this plan.

Please note the following List of Agencies are state level agencies as per the State Westplan – Welfare. DESOs will need to identify appropriate agencies at the local level; negotiate with each of them appropriate Roles and Responsibilities and record accordingly below. Please keep this list of agencies in alphabetical order.

Aboriginal Affairs (Department of)

Adventist Development and Relief Agency (ADRA)

Child Protection and Family Support (Department for)

Council of Churches

Country Women's Association (CWA)

Disability Services Commission

Education (Department of)

Fire and Emergency Services (Department of) – State Emergency Service and Community Liaison Unit

Health (Department of)

Human Services (Department of) – Centrelink

Shire of Gnowangerup

Multicultural Interests (Office of)

Red Cross (Australia)

Salvation Army

St John Ambulance

Volunteering WA

WA Police

CHILD PROTECTION AND FAMILY SUPPORT (DEPARTMENT FOR)

- a. Role:
- To coordinate all functional areas in the emergency welfare response during emergencies.
- b. Responsibility:
- (1) Appoint the Welfare Coordinator to support each Local Government area/s;
 - (2) If applicable, establish and manage the activities of the (*insert local name*) Emergency Welfare Coordination Group including the provision of secretariat support;
 - (3) Provide staff and operate Welfare Centres if required;
 - (4) Coordinate all welfare resources utilised under this plan;
 - (5) Coordinate the welfare functional areas of:
 - (a) Emergency Accommodation;
 - (b) Emergency Catering;
 - (c) Emergency Clothing and Personal Requisites;
 - (d) Personal Support Services;
 - (e) Registration and Reunification; and
 - (f) Financial Assistance;
 - (6) Provide representatives to various emergency management committees and coordination groups as required.

ABORIGINAL AFFAIRS (DEPARTMENT OF) (DAA)/LOCAL ABORIGINAL ORGANISATIONS

- a. Role:
- Assist with welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
 - (2) Provide strategic policy advice regarding the provision of emergency welfare services to indigenous members and communities; and
 - (3) Assist with other welfare functional areas where agreed.

ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)

- a. Role:
- Assist with the welfare functional area of Emergency Accommodation; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required ;
 - (2) Manage short to medium term accommodation services; and
 - (3) Assist with other welfare functional areas where agreed.

COUNCIL OF CHURCHES/LOCAL CHURCHES/CHURCH MINISTERS FELLOWSHIP

- a. Role:
- Assist with the welfare functional area of Personal Support Services; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer at the Welfare Centre if required;
 - (2) Assist with the functional area of Personal Support Services at Welfare Centres where available; and
 - (3) Assist with other welfare functional areas where agreed.

COUNTRY WOMEN'S ASSOCIATION (CWA)

- a. Role:
- Assist with the welfare functional area of Emergency Catering.
 - Assist with the welfare functional area of Personal Support Services;
 - Assist with the welfare functional area of Emergency Clothing and Personal Requisites; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
 - (2) Assist with the provision of Emergency Catering at Welfare Centres;
 - (3) Assist with the provision of Personal Support Services;

- (4) Assist with the provision of Emergency Clothing and Personal Requisites; and
- (5) Assist with other welfare functional areas where agreed.

DISABILITY SERVICES COMMISSION (DSC)

a. Role:

- Assist with the welfare functional area of Personal Support Services.
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Provide access to staff to assist with Personal Support Services where agreed and available;
- (3) Provide strategic policy advice regarding the provision of welfare services to people with disabilities; and
- (4) Assist with other welfare functional areas where agreed.

EDUCATION (DEPARTMENT OF) (DoE)

a. Role:

- Assist with the welfare functional area of Emergency Accommodation;
- Assist with the welfare functional area of Personal Support Services;
- Assist with the welfare functional area of Emergency Catering; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required ;
- (2) Provide access to facilities for Emergency Accommodation where available;
- (3) Provide access to facilities for Emergency Catering where available;
- (4) Provide access to staff to assist with Personal Support Services where agreed and available; and
- (5) Assist with other welfare functional areas where agreed.

FIRE AND EMERGENCY SERVICES (DEPARTMENT OF) (DFES) – STATE EMERGENCY SERVICE (SES)

- a. Role:
- Provides immediate local support to the HMA/Controlling Agency and to local residents in combating a disaster;
 - May be required for response/recovery actions to assist with logistical matters at the Welfare Centre if one is opened; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
 - (2) Coordinate all evacuation resources and establish and operate designated evacuation departure points;
 - (3) Provide a DFES/SES Officer at the Welfare Centre, if and when required to assist with logistical matters resulting from the emergency/disaster, including transport of people, goods and equipment, and provision of emergency power and lighting; and
 - (4) Assist with other welfare functional areas where agreed.

FIRE AND EMERGENCY SERVICES (DEPARTMENT OF) (DFES) – COMMUNITY LIAISON UNIT (CLU)

- a. Role:
- The Primary role of the Community Liaison Unit is to provide two way communications between the Incident Management Team (IMT) and the affected community/communities during the 'response' phase of the incident.
 - The specific role and function of the Unit will vary on an incident by incident basis.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
 - (2) Engage 'face to face' two way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre;
 - (3) Support the facilitation of public meetings and other community-based communication networks to support the IMT provide the community with timely, accurate and relevant information about the incident;
 - (4) Obtain local 'intelligence' and feedback from the community/communities relating to the incident and provide this to the IMT; and

- (5) Providing an interface for community members and others to request specific incident based support.

HEALTH (DEPARTMENT OF) (DoH)

a. Role:

- Assist with the welfare functional area of Personal Support Services, in particular specialist counselling services; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan;
- (3) Provide health response as outlined in WESTPLAN - Health;
- (4) Assist with the provision of Personal Support Services at Welfare Centres; and
- (5) Assist with other welfare functional areas where agreed.

HUMAN SERVICES (DEPARTMENT OF) - CENTRELINK

a. Role:

- Assist with the welfare functional area of Financial Assistance;
- Assist with the welfare functional area of Personal Support Services; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Provide Financial Assistance to people affected by the emergency in accordance with Centrelink guidelines, policies and the Social Security Act;
- (3) Provide support services or referral advice to appropriate agencies; and
- (4) Assist with other welfare functional areas where agreed.

SHIRE OF GNOWANGERUP

a. Role:

- Assist with the welfare functional area of Emergency Accommodation; and
- Assist with other welfare functional areas where agreed / Ranger Services (negotiated with Local Authority).

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Assist with the welfare functional area of Emergency Accommodation by utilising Local Government facilities as Welfare Centres; and
- (3) Assist with other welfare functional areas where agreed.

MULTICULTURAL INTERESTS (OFFICE OF) (OoMI)/LOCAL MULTICULTURAL GROUPS

a. Role:

- Assist with welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Provide strategic policy advice regarding the provision of welfare services within a multicultural framework; and
- (3) Assist with other welfare functional areas where agreed.

RED CROSS (AUSTRALIAN)

a. Role:

- Manage the welfare functional area of Registration and Reunification.
- Assist with the welfare functional area of Personal Support Services; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Assist with Registration at Welfare Centres;
- (3) Provide a State Central Registry and Inquiry Centre to receive, process and answer inquiries regarding the whereabouts and safety of relatives and friends;

- (4) Manage and operate the Registration and Reunification System;
- (5) Assist with the provision of Personal Support Services; and
- (6) Assist with other welfare functional areas where agreed.

SALVATION ARMY

a. Role:

- Manage the welfare functional area of Emergency Catering;
- Manage the welfare functional area of Emergency Clothing and Personal Requisites;
- Assist with the welfare functional area of Personal Support Services; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer/s as required;
- (2) Provide Emergency Catering at Welfare Centres;
- (3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected as required;
- (4) Assist with the provision of Personal Support Services; and
- (5) Assist with other welfare functional areas where agreed.

ST. JOHN AMBULANCE (First Aiders) - PLEASE CALL CPFS'S ESU - 0418 943 835 TO APPROVE COST BEFORE CONTACTING SJA. If an ambulance is required please call 000/112/106.

a. Role:

- Assist with the welfare functional area of Personal Support Services; and
- Assist with other welfare functional areas where agreed.

b. Responsibility:

- (1) Provide a Support Agency Officer /s as required;
- (2) Provide qualified First Aiders at Welfare Centres, where required; and
- (3) Assist with other welfare functional areas where agreed.

VOLUNTEERING WA

- a. Role:
- Assist with welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
 - (2) Provide strategic policy and advice regarding the provision of volunteering services within the welfare emergency management environment;
 - (3) Manage affiliated and spontaneous non-affiliated Volunteers; and
 - (4) Assist with other welfare functional areas where agreed.

WA POLICE

- a. Role:
- Assist with welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
 - (2) Maintain public order where required; and
 - (3) Assist with other welfare functional areas where agreed.

Appendix 4 – Local Welfare Centres

The management of Evacuation is the responsibility of the HMA/ Controlling Agency in charge of the emergency. It is the responsibility of Local Governments to ensure the provision of facilities for use as Welfare Centres in an emergency (*DFES Local EM Arrangements Development Guide 2009 page 32*). The Department works in partnership with Local Governments and establishes and manages Welfare Centres on behalf of the HMA/Controlling Agency. The Department appoints a Welfare Centre Coordinator to coordinate welfare services at the Welfare Centre.

Emergency Accommodation is the provision of temporary shelter for persons rendered homeless by an emergency or due to evacuation from an emergency, ranging from short term emergency shelter to medium term accommodation determined by the Department.

Accommodation facilities, such as government owned or managed or private residential facilities may be utilised when available and appropriate. A list of pre-determined Welfare Centres should be negotiated and maintained by the Department's District Emergency Services Officer and is included in this Appendix, together with Appendix 4A Emergency Accommodation Services.

- (1) The provision of temporary shelter may take the form of a centre established and maintained to provide emergency welfare services to disaster affected persons, known as a Welfare Centre. Welfare Centres may include: Evacuation Centres, Relief/Recovery Centres (commonly referred to as 'One Stop Shops') and Accommodation Centres.
- (2) Welfare Centres are pre-determined by the Department in partnership with the Local Government/s' Local Emergency Management Committees (LEMCs). The LEMCs are to ensure Local Emergency Management Arrangements (LEMA) identify such facilities and existing infrastructure that are available for use by Emergency Management Agencies (including the Department) within their respective boundaries. In the event of a lack of facilities the LEMC are to note this in the LEMA's and advise the HMA/Controlling Agency to make alternative arrangements.
- (3) The pre-determined Welfare Centres are recorded on the State Welfare Centre Database which HMAs/Controlling Agencies have access to, in Local Governments' LEMAs and in relevant Local Welfare Plans.

The activation of which pre-determined Welfare Centre to utilise for all hazards is through consultation with the respective Local Emergency Coordinator, the HMA/Controlling Agency, the Department's Welfare Coordinator and the relevant Local Government to ensure the safety of evacuees, welfare centre staff and volunteers. Therefore, the Department will not establish Welfare Centres in Bushfire *Emergency Warning* areas, and will only establish Welfare Centres in Bushfire *Watch and Act* areas with the assurance of the HMA/Controlling Agency that it is deemed safe to do so.

The HMA/Controlling Agency must consult with the Department's Welfare Coordinator and the Local Government regarding the activation of Welfare Centres as part of the assessment of the integrity and suitability of buildings, particularly in cyclone areas and for other hazards such as storm surge and flood.

- (4) In smaller, non-complex events, and in some regional and remote areas where the Local Government Welfare Coordinator has been approved by the Department, any expenditure under this arrangement would need to be requested and considered by the Department prior to the financial cost being incurred, as outlined in Section 3.8 Financial Arrangements for Response above.

Where Local Governments elect to make their own arrangements to establish and manage Welfare Centres, without consultation with the Department, they do so **at their own expense**.

- (5) The Department will take responsibility for the premises utilised as Welfare Centres and shall exercise reasonable care in the conduct of its activities and agrees to replace or reimburse for supplies used in the operation of the Welfare Centre.

The Department staffs and operates Welfare Centres on behalf of the relevant HMA/Controlling Agency. In the event of any claim for unusual damage incurred as a result of the use of facility as a Welfare Centre, the Department will facilitate processes with the HMA/Controlling Agency to respond to the claim.

The owner/s of the facilities agree to utilise their building insurance, in the event of damage resulting from the actual disaster event to the structure of the building.

The Department will utilise contract cleaners or pay for the use of the usual cleaners to restore the facilities directly utilised as a Welfare Centres back to serviceable condition.

- (6) In some circumstances the HMA/Controlling Agency may need to exercise powers within the *Emergency Management Act 2005* to acquire such suitable facilities for use in the event of an emergency (as deemed necessary).

Please note the following:

- In the event of an evacuation, people may make their own accommodation arrangements e.g. stay with family or friends locally (if this is safe) or in another town.
- Some special groups may need their own secure section in a welfare centre, or a separate welfare centre.
- Organisations, educational and care facilities, e.g. aged, special needs, with responsibility for the care, supervision or provision of services to children or

their clients, should ensure plans are in place to maintain service provision during an emergency. Should they evacuate or otherwise attend a welfare centre, the organisations' supervisory staff must continue their responsibilities by remaining at the centre and continuing to supervise and provide services to their children or clients, liaising with the welfare coordinator at the centre. Children or clients are to be returned to parents or other responsible adults approved by that organisation.

- Welfare centres will only accept Assistance Dogs e.g. Guide Dogs, "Hearing" Dogs and Disability Aid Dogs.
- If a school needs to evacuate they would try to evacuate to another school as a first option. Schools would use resources within the school such as gym mats, blankets if they had them, any food in school canteens etc. However if these resources weren't available and the Department had spare items, these items would be shared with the school. If schools and the Department didn't have these resources available, the Department would share any information on sourcing items from Appendices in this Local Welfare Plan.

See over for the list of Pre-determined Welfare Centres.

LOCAL WELFARE PLAN
SHIRE OF GNOWANGERUP

List of Pre-Determined Welfare Centres

Primary Centre

Centre : Gnowangerup Sports Complex, Gnowangerup	Contact : P: 9827 1635 (CRC) Wendy Gordon P: 9827 1386 M: 0427 253 757
Address : Strathaven Rd Gnowangerup	
General Purpose Capacity : Standing 750; Sleeping 500; Duration - unlimited	
Comments : Adjoining Oval, space for caravans, Male/Female Toilets and Showers, Commercial Kitchen, cool room, disabled access, pet friendly.	

Centre : Borden Sports Pavilion, Borden	Contact : Shire Office P: 9827 1007 Melinda Barrows M: 0400 281 086 Pavilion P: 9828 1160
Address : Stone St, Borden	
General Purpose Capacity : Standing 600; Sleeping 400; Duration - unlimited	
Comments : Adjoining Oval, space for caravans, Male/Female Toilets and Showers, Commercial Kitchen, cool room, disabled access, pet friendly. No mobile phone coverage.	

Centre : Ongerup Sports Complex Ongerup	Contact : Secretary Jan Slee P: 9828 2013
Address : Jaekel St, Ongerup	
General Purpose Capacity : Standing 600; Sleeping 400; Duration - unlimited	
Comments : Adjoining Oval, space for caravans, Male/Female Toilets and Showers, not Commercial Kitchen, disabled access, pet friendly. Has mobile phone coverage.	

Alternative Primary Centres (Outside the Shire of Gnowangerup)
Katanning

Centre : Katanning Leisure Centre	Contact Sam Davis, Manager of Community and Recreation Services 0429 571 007 KLC: 9821 4399, Kirsty Flugge, Centre Manager 0407 442 149
Address : Pemble St, Katanning	
General purpose capacity : 2500 (standing); 1000 (sleeping) Duration: up to 5 days	
Comments: Large facility with multiple showers and toilets, commercial kitchen and multiple rooms. Low fire or flood risk surrounded by ovals and in high area of town. Pet friendly with stables and stock pens on site, also large grass areas. 500 parking bays plus potential parking on oval.	

Appendix 4A – Alternative Accommodation Services:

In the event of an evacuation, people may make their own accommodation arrangements e.g. stay with family or friends locally (if this is safe) or in another town.

If a small number of people were required to evacuate the Department would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial and private facilities. PLEASE ENSURE ACCOMMODATION PROVIDERS HAVE ABNs – providers cannot receive payment without one.

Please contact the On Call Duty Officer of CPFS's Emergency Service Unit – 0418 943 835 – to seek approval for use of commercial accommodation.

In a larger emergency CPFS may need assistance in organising accommodation for evacuees and ADRA can assist with this in designated areas. If additional help is required please contact the On Call Duty Officer of CPFS's Emergency Services Unit – 0418 943 835 and the Officer will activate ADRA if appropriate.

Name	Address	Contact Details	After Hours Contact
Gnowangerup Hotels/Motels			
Gnowangerup Hotel Motel	7 Allardyce St, Gnowangerup	9827 1013	
Ongerup Hotel (4 units)	Jaekel St, Ongerup	9828 2001	
Ongerup Caravan Park (on site vans)	Walker St, Ongerup	9828 2090	

Appendix 5 – Emergency Catering Services

The establishment of an emergency catering service for those rendered homeless, evacuees and welfare workers engaged under this plan.

- (1) Depending on the numbers involved and the length of time catering is required, this may be met through the following:
 - (a) voluntary groups such as the Salvation Army, Country Women's Association (CWA) or local service clubs;
 - (b) fast food outlets;
 - (c) Meals-on-Wheels; or
 - (d) Hospital/Hotel/Motel/Public Catering services.
- (2) Responsibility for the provision of meals for non-welfare emergency workers is the responsibility of the HMA/Controlling Agency.
- (3) A resource list of catering agencies and other options should be maintained by the District Emergency Services Officer and is included in this Appendix.

Name	Address	Contact Details	After Hours Contact
Albany			
Salvation Army Emergency Services Unit	Captain Paul Beardsley	9841 1068 0408 268 143	
152-160 North Rd Albany	John & Elisabeth Barber (Catering)	0457 411 035	9841 1035 (h)
Country Women's Association (CWA)	Barbara Groves (Tambellup) Carole Johnson (Broomehill)	9825 1456 9824 1354	

WATER SUPPLIERS

Name	Type of Supplies	Contact Details	After Hours Contact
Water Corporation- Albany Regional Office	Bottled Water	9842 4272	0427 192 307

Appendix 6 – Personal Requisites – Supply Information and Retail Outlets

The provision of essential clothing and personal requisites, such as toiletry packs, to persons affected by an emergency.

- (1) This function includes the provision of basic necessities such as blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs, as required.
- (2) Where possible new clothing or financial assistance for the purchase of new clothing should be provided to eligible persons as soon as practicable.
- (3) The use of 'recycled' clothing is a last resort.
- (4) A resource list of emergency clothing and personal requisites suppliers should be maintained by the District Emergency Services Officer and is included in Appendix 6 of this plan. This lists organisations and retail outlets who agree to participate in these arrangements, and ensures that acceptable procedural matters have been established.

Name	Address	Contact Details	After Hours Contact
Supermarkets/General Stores			
IGA Gnowangerup	Yougenup Rd, Gnowangerup	9827 1109	
Gnowangerup Roadhouse	6 Yougenup Rd, Gnowangerup	9827 1239	
Sadlers Butchers	Yougenup Rd, Gnowangerup	9827 1254	
Borden General Store	9 Moir St, Borden	9828 1045	
Ongerup Farm Supplies and General Store	Eldridge St, Ongerup	9828 2072	
Fuel Outlets			
Gnowangerup Roadhouse	6 Yougenup Rd, Gnowangerup	9827 1239	
Gnowangerup Fuel Supplies	Cnr of Formby and Cecil St's (industrial area)	9827 1124	0427 271 432
Ongerup Roadhouse	Eldridge St, Ongerup (Fuel only)	9828 2043	
Amelup Roadhouse	Chester Pass Road	9827 9222	
Mattresses, Bedding, Clothing, Toiletries etc			
CPFS Emergency Services Unit	Mattresses from stores in Perth. Allow 6-8 hours	ESU On Call Phone	0418 943 835

LOCAL WELFARE PLAN
SHIRE OF GNOWANGERUP

Southern Agcare	Shannon Cooper Coordinator	9827 1552	
Hardware Stores			
Farmwork Gnowangerup Hardware	24 Yougenup Rd, Gnowangerup Rd	P: 9827 1252	

Appendix 7 – Personal Support Services

The provision of Personal Support Services, including practical assistance, emotional support, basic first aid services, information, referral, advocacy, advice, counselling, child care and psychological services, is to ensure that affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption.

- (1) Departmental officers will work with other specialist agencies in providing this service. These include specialised counselling and psychological services, childcare facilities and self-help groups.
- (2) Referral to information and advisory services on matters which may include other relief measures not necessarily provided by the Department, such as availability of grants and other forms of financial assistance, healthcare, provision of child care and financial counselling.
- (3) A list of relevant agencies and services should be maintained by the District Emergency Services Officer and is included in this Appendix.

Name	Contact Person and Address	Contact Details	After Hours Contact
Advocacy and Counselling Services			
CPFS Psychology Services, Albany	Mahsa Anderson	P: 9841 0777	
Department of Health – Great Southern	GS Mental Health Albany Team Clinic Manager	P: 9892 2440 M: 0428 699 271	
Southern Agcare	Shannon Cooper Coordinator	M: 9827 1552	
Dept of Human Services - Centrelink	Wendy Tysoe - Manager	P: 6819 6530 M: 0427 426 553	
	Andrea Parker - Snr Social Wkr	P: 6819 6582 M: 0429 121 849	
Salvation Army	Captain Paul Beardsley	P: 9841 1068 M: 0408 268 143	
Anglicare		P: 9845 6666	
Special Needs Interest Groups			
Disability Services Commission	Kim Daniel Area Manager	9845 5708 0429 154 524	

LOCAL WELFARE PLAN
SHIRE OF GNOWANGERUP

Name	Contact Person and Address	Contact Details	After Hours Contact
Translation, Interpretive and Hearing (AUSLAN) Services			
Translating and Interpreting Service (TIS)	24 hour Service	P:13 14 50	
Medical Treatment			
Gnowangerup Hospital		P: 9827 2222	
Gnowangerup Medical Service		P: 9827 1116	
Albany Regional Hospital		P: 9842 2211	
St John Ambulance Contact CPFS ESU Unit on 0418 943 835 to approve cost before contacting SJA	Ian McDonald Gnowangerup Sub Centre	M: 0428 271 377	
Royal Flying Doctor Service	Medical Emergency Calls (24 hours)	P: 1800 625 800	
Health Direct	24 hour service	P: 1800 022 222	
Poisons Information Centre	24 hour service	P: 13 1126	
Chemists/Pharmacists			
Gnowangerup Pharmacy	34 Yougenup Rd	P: 9827 1046	
Buses			
Trans WA Rail and Coach	P: 1300 662 205	P: 1300 662 205	

LOCAL WELFARE PLAN
SHIRE OF GNOWANGERUP

Appendix 8 – Key Personnel and Contact Lists:

Organisation	Name	Work Contact	After Hours Contact
Department of Communities - Child Protection and Family Support – Albany Office	Lorna Woodward Local Welfare Coordinator	9841 0777 0428 384 355	9853 1174
District Director	Jan Wilkinson	0400 113 412	0426 622 442
District Emergency Services Officer	Neville Blackburn	0438 934 827	0407475 345
Aboriginal Practice Leader	Rebecca Khan	0427 779 538	
CPFS Emergency Services Unit	Kim Dean Director ESU	6217 8194	0439 934 175
On Call Phone – all hours	Emergency Services Unit	0418 943 835	
Department for Child Protection and Family Support	Crisis Care	1800 199 008	1800 199 008
	Corporate Communications	0418 951 460	0418 951 460
Shire of Gnowangerup	Shire Office	9827 1007	
	Shelley Pike Shire CEO	0428 982 710	
	Vin Fordham Lamont Deputy CEO – Recovery Coordinator	0427 193 880	Vin.fordhamlamont@gnowangerup.wa.gov.au
	Yvette Wheatcroft Mgr Infrastructure	0439 791 925	Yvette.wheatcroft@gnowangerup.wa.gov.au
WA Police - Gnowangerup	Sgt Tracey Keown	9827 2800 (option 4)	
Office of Emergency Management – GS Region	Adam Smith – District Emergency Management Advisor	0429 104 007	
DFES Regional Office	Wayne Green Superintendent	9845 5000	
State Emergency Services (SES) - Gnowangerup Unit Emergency Calls	Peter Blows Les Nayda	9827 1130 132 500	
Department of Health – Great Southern	Gnowangerup District Hospital	9827 2222	

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Department of Health – Great Southern – Mental Health	GS Mental Health Albany Team Clinic Manager	9892 2440 0428 699 271	
DFES Public Information Line	www.dfes.wa.gov.au/Pages/default.aspx	1300 657 209	
Main Roads WA Customer Care Centre	Primary public contact point for road closure information	138 138	www.mainroads.wa.gov.au

LIFELINES	PHONE/FAX
Western Power	Ph 13 1351 Fax 9345 8822
Alinta Gas	131 352
Water Corporation	131 375
Main Roads Western Australia (MRWA)	PH138138 Fax 93234400
Public Transport Authority	9326 2000 or 9220 9999
Telstra	132 203
Optus	131 344
SES	132500

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Appendix 9 – Other Services/Supplies

Name	Type of Services/Supplies	Contact Details	After Hours Contact
Rubbish and Waste Removal			
Equipment Hire			
Sanitary Disposal / Bins			

Appendix 10 – Security Companies:

If security assistance is needed at a welfare centre and the WA Police were not available a security company/guard and patrol services could be contacted.

Name	Services/Address	Contact Details Day & After Hours
Southcoast Security Service	Static Guards, Security Patrols & Crowd Control 8 Sandford Rd, Albany	9841 2691

Appendix 11 – Distribution List:

Department for Child Protection and Family Support

Stored Electronically at :

- GREAdata(S: Drive)/LOCAL WELFARE PLANS (CURRENT)
- P: Drive/Emergency Management/Local Welfare Plans/Country/Great Southern
- Sharepoint – Great Southern Workspace under Emergency Services

Hard Copies Stored at :

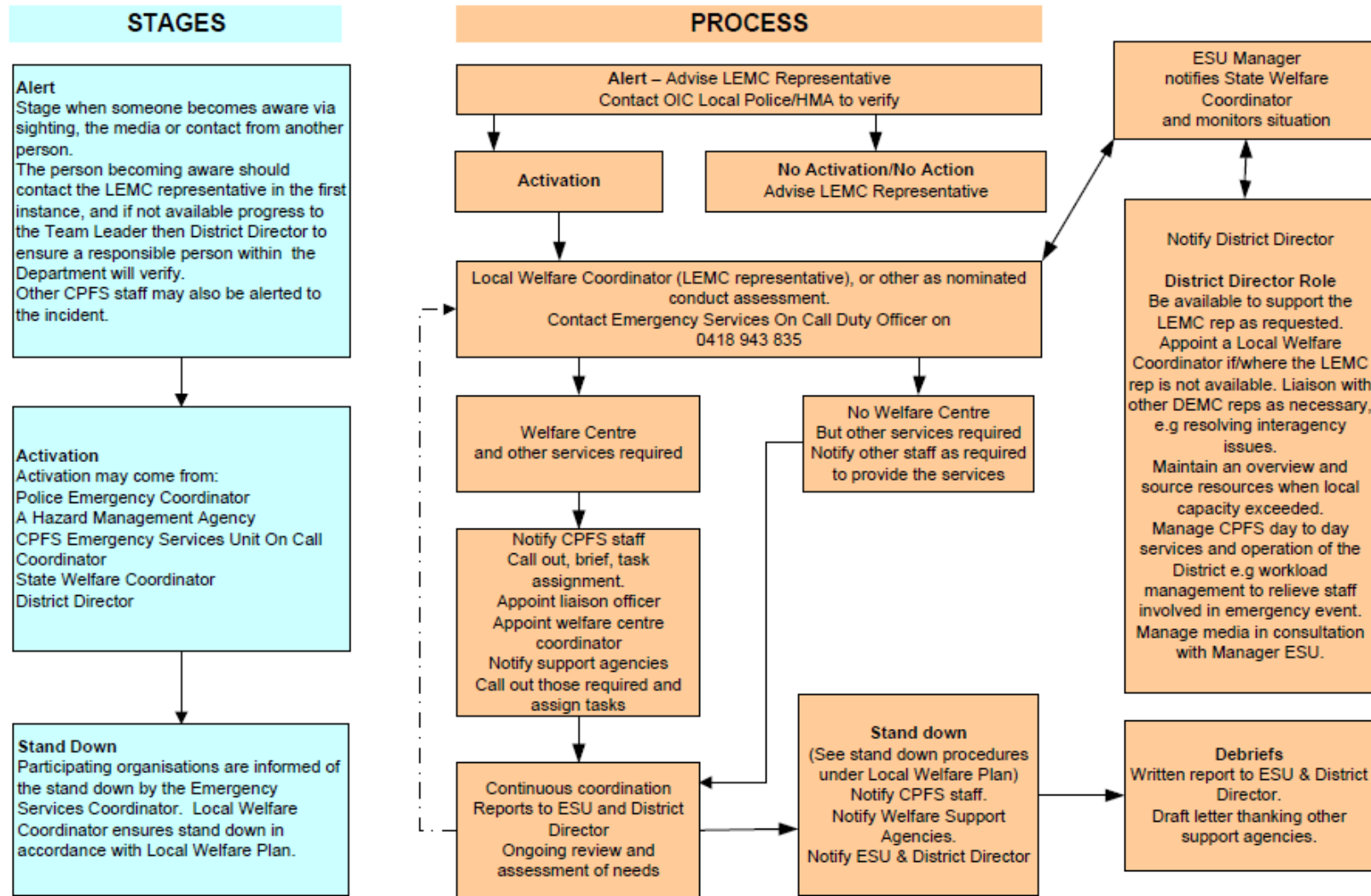
- Barnesby Drive Office with DESO (Purple Lever Arch Files in DESO Cabinet)

Local Emergency Management Committee

- Submitted to the Shire of Gnowangerup LEMC

LOCAL WELFARE PLAN
SHIRE OF GNOWANGERUP

Appendix 12 – The Department’s Standard Operating Procedures:



Appendix 13 – Glossary

In accordance with SEMC State Emergency Management Plans Development Guide, only terms and acronyms used in this document which are not identified in the Emergency Management Western Australia Glossary are included here.

EMERGENCY SERVICES COORDINATOR – an appointed officer of the Department for Child Protection and Family Support authorised to activate responses to emergencies and approve emergency expenditure and utilisation of resources to meet the emergency welfare requirements.

FUNCTIONAL TEAM LEADER (Usually within the Local Welfare Centre) – a person tasked to coordinate the delivery of service provision for one of the 6 (six) Welfare defined functional areas (Accommodation, Catering, etc). The term Functional Team Leader relates to the specific task to be performed not the title of the incumbent (i.e. the Functional Team Leader may be a Department Team Leader, Manager, Project officer but is performing the task of Functional Team Leader)

LOCAL GOVERNMENT WELFARE COORDINATOR – the nominated representative of the Local Government Authority which has elected to assume the responsibility to coordinate the welfare response during emergencies, and liaise with the Welfare Coordinator of the Department.

REGISTRATION – The process of accurately recording on registration forms appropriate details of all persons affected by an emergency and who are temporarily in a Welfare Centre or other location under the authority of the Emergency Services.

STATE WELFARE COORDINATOR – the nominated representative of the Director General, Department for Child Protection and Family Support, with the responsibility to coordinate the welfare response to emergencies.

SUPPORT AGENCY OFFICER – are officers from each Welfare Support Agency provided to the Department to assist in the management of the welfare response, as outlined in Section 3.1.3 of this plan.

WELFARE CENTRE – any centre established for the purpose of provision of emergency welfare support services to persons affected by an emergency. The facility may be named an Evacuation Centre, Accommodation Centre, Relief Centre, Recovery Centre, One-Stop-Shop or other name as appropriate. For the purposes of this plan all such facilities are classified as a Local Welfare Centre.

WELFARE CENTRE COORDINATOR – a person appointed by the District Director or Welfare Coordinator to manage the functioning of a Welfare Centre. Usually a senior Department for Child Protection and Family Support staff member.

WELFARE COORDINATOR – are the Department's staff member appointed by the District Director for the Department and have responsibilities as outlined in Section 2.6 of this plan.

WELFARE SUPPORT AGENCY – a participating organisation whose response in an emergency is to provide assistance to functions under this plan.

Invitation

The Department for Communities invites you to attend the

WELFARE EVACUATION CENTRE EXERCISE

“Bremer Bay Fire”

The aim of the exercise is – To practise the capability and capacity to set up and operate a local welfare evacuation centre for a significant local emergency.

Preparing Authority – Neville Blackburn, Great Southern District Emergency Services Officer, Department of Communities in conjunction with the City of Albany.

Date: Tuesday 19 November 2019
Time: 9:30pm – 1:15pm (Lunch will be provided)
Venue: Albany Leisure and Aquatic Centre, Barker St, Centennial Park (Albany) – Basketball Courts 5,6 & 7 at rear of ALAC

RSVP: Neville Blackburn, Great Southern District Emergency Services Officer, Department of Communities
Phone : 9841 0744 Mobile : 0438 934 827
Email : neville.blackburn@communities.wa.gov.au

By: Friday 8 November 2019 with any special dietary requirements

Briefing Notes for Exercise Participants

Exercise “Bremer Bay Fire”

For Department of Communities Staff, Agency Staff and Volunteers

Thank you for your participation in this learning/training exercise. These notes are to assist you in your preparation for your attendance and participation in the exercise.

Overall Exercise Aim:

To practise the capability and capacity to set up and operate a local welfare evacuation centre for a significant local emergency.

Preparing Authority:

Neville Blackburn, Great Southern District Emergency Services Officer, Department of Communities

Timing and Venue:

Tuesday the 19th November 2019 at the Albany Leisure and Aquatic Centre (ALAC), 51-70 Barker St, Albany. (Participants to enter via rear of building – basketball courts 5,6 & 7)

9:30hrs	Arrival and registration of exercise participants
10:00hrs	Exercise Briefing and notional activation
10:30hrs	Stage 1 - opening and operating of a Local Welfare Evacuation Centre - DC and agency staff and volunteers
11:15hrs	Questions and contentious issues
11:45hrs	Stage 2 - extended/overnight operating and closing of a Local Welfare Evacuation Centre - DC and agency staff and volunteers
12:30hrs	Exercise debrief - verbal feedback from exercise participants and completion of 'Exercise Feedback Form'
13:15hrs	Lunch & Finish

Exercise objectives:

- To demonstrate the activation of a Local Emergency Welfare Plan, using Department of Communities' Standard Operating Procedures (SOPs) and the Local Welfare Coordinator Activation Checklist.
- For Department of Communities' and other agency staff and volunteers to set up and operate a local welfare evacuation centre to provide welfare services.
- Provide a debriefing to all staff and volunteers.

Exercise Format:

- This field exercise is a learning opportunity for all participants.
- It will take place in a simulated operational environment, requiring participants to actually perform particular functions associated with activation of a Local Emergency Welfare Plan.
- Information for the exercise will be presented at intervals by the exercise team.
- Reasonable assumptions can be made in relation to human and other resources that would normally be available at the time.
- Participants are asked to operate within the bounds of local and state emergency management arrangements.
- The activation of the Departments Local Emergency Welfare Plan will be demonstrated at the beginning of the exercise.

References:

This exercise has been developed using the following references:

- Emergency Management Act 2005
- State Emergency Welfare Plan
- DC's Local Emergency Welfare Plan for the City of Albany
- The City of Albany's Local Emergency Management Arrangements (LEMA)

Identification, appropriate Clothing, kits and/or resources:

All staff and volunteers are reminded to come prepared to work in a local welfare evacuation centre by:

- wearing comfortable clothing and closed-in shoes – consider weather conditions,
- having necessary items only eg mobile phone, pen, paper – please do not arrive with bags/handbags as there is no where to store them for the exercise or a real event,
- wearing your agency tabard or name badge, or bring personal ID eg driver's licence,
- bringing your agency kit and/or resources, if your agency has one.

Safety Procedures:

For the exercise – there will be a safety officer as part of the exercise team and safety issues either prior, during or after the exercise will be dealt with at the time.

Risk assessment – one potential risk is walking around the Centre. This can be minimised by all participants being observant and raising any potential safety issues or attending to them immediately. A person will be delegated to conduct a safety check of the Centre as part of the exercise.

MOST IMPORTANT

In the event of a real emergency, or unsafe situation or accident during the exercise, the words “**NO-DUFF**” will be shouted out by the Exercise Team or a participant. Standard emergency procedures will be followed. If the situation is dealt with successfully, the exercise may be re-started if is considered safe and appropriate by the exercise team.

Communications:

All communications will commence with Exercise “Bremer Bay Fire” both internally and externally.

Conclusion of the exercise:

It is planned that the exercise will conclude with an exercise debrief at 12:30 hours. The exercise debrief is to assess what worked well and what components need improvements for future situations and incidents, with verbal feedback from the exercise team and exercise participants. Exercise participants will be asked to complete an Exercise Participants Feedback Form to provide more feedback on the exercise.

Exercise Director :

Neville Blackburn, GS District Emergency Services Officer, Department of Communities

Neville Blackburn
Great Southern District Emergency Services Officer
Department of Communities
Phone : 9841 0744 Mobile : 0438 934 827
Email : neville.blackburn@communities.wa.gov.au

12. STRATEGY AND GOVERNANCE

12.1 APPOINTMENT OF ELECTED MEMBERS TO COMMITTEES OF COUNCIL

Location:	N/A
Proponent:	N/A
File Ref:	ADM
Date of Report:	14 th October 2019
Business Unit:	Strategy and Governance
Officer:	Bob Jarvis, Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

Nil.

PURPOSE OF THE REPORT

To appoint members to committees for the remainder of 2019, 2020 & 2021.

BACKGROUND

Appointment as a Council representative on committees, planning and working groups ceased at the Ordinary Local Government Elections on 19th October 2019. It is therefore necessary to appoint members to committees.

COMMENTS

Council Committees

In accordance with section 5.8 of the Local Government Act 1995, Council may convene committees of 3 or more persons, for the purpose of assisting the Council and to exercise powers and discharge of the duties of the local government that can be delegated to committees. In addition, Council may be compelled or may determine to convene a committee for the purpose of fulfilling obligations prescribed by other statutes relevant to the operations of a local government.

The committees of Council are required to be appointed by an absolute majority of council.

AUDIT COMMITTEE	
Purpose	A committee appointed to assist Council in decision making on audit, finance and risk matters in accordance with the Local Government Act and any other relevant Acts or Regulations.
Membership	All Councillors
Quorum	Five (5) Elected Members
Meeting Frequency	At least quarterly every financial year.
Reporting	The Audit committee has delegated authority and power under Delegation 1.1.1 to meet with the Local Governments Auditor at least once per year to examine the report of the auditor and to determine if any matters raised by the report require action to be taken by the Shire and to ensure that appropriate action is taken in respect

	of those matters
Responsible Officer	Chief Executive Officer

CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE	
Purpose	The CEO Review Committee is to annually review the CEO's performance in accordance with the appropriate provisions contained within the CEO's employment contract. In addition the committee is to review the key performance indicators to be met by the CEO, review the CEO remuneration package in accordance with the appropriate provisions within the CEO's employment contract and make recommendations to Council in relation to varying the contract as and when necessary.
Membership	All Councillors
Quorum	Five (5) Elected Members
Meeting Frequency	Annually in December – The CEO will request several meeting within the first 3 months of his contract to negotiate his KPIs
Reporting	The committee reports as required to a subsequent Ordinary Meeting of Council. There is no delegated authority attached to this committee.
Responsible Officer	Deputy Chief Executive Officer

LOCAL EMERGENCY MANAGEMENT COMMITTEE	
Purpose	<p>LEMC is established in accordance with section 38 of the Emergency Management Act 2005 which obligates local governments to establish this committee. The operational requirements for the Local Emergency Management Committee are not prescribed within the legislation and the requirements of the Local Government Act 1995 do not apply. The Shire will therefore manage the operations of the Local Emergency Management Committee in general accordance with the following requirements:</p> <ul style="list-style-type: none"> • Meetings to be called and convened by the Shire of Gnowangerup • Quorum to be a minimum of 5 members • Decisions to be made by simple majority • Notices of meeting, agenda and minutes to be distributed in a timely manner to members. There is no requirement for publication in accordance with the local government Act 1995 s5.25, Admin Regulation 13 &14. Declarations of interest to accord with Local Government Act 1995, s5.60-s5.73 • Council's code of conduct shall apply. • The Local Emergency Management Committee has no decision making authority and may only make

LOCAL EMERGENCY MANAGEMENT COMMITTEE	
	recommendations to Council.
Membership	The Shire President (Chairperson)
Quorum	Five (5) members of the committee
Other Committee Members	Emergency Services representatives such as SES, WA Police, Fire Brigade rep, State Governments, Department of Child Protection, Manager of Works (Infrastructure)
Meeting Frequency	Four times per year in the months of December, March, June and September. Other Meetings as required
Reporting	The committee shall report to the next available Ordinary Meeting of Council with the recommendations arising from the LEMC Meeting for Council consideration.
Responsible Officer	Deputy Chief Executive Officer

State-wide and Regional Based Committees

In many cases such appointments to these committees are because the Shire has a financial interest, pays a subscription, or is required under State legislation to have a representative. These organisations are generally not local or community based organisations and have terms of reference that relate specifically to the organisation. Generally such organisations are auspiced by other organisations such as Main Roads WA etc.

Membership is based on subscription or by invitation by the relevant Minister.

STATE WIDE OR REGIONAL ORGANISATIONS
WALGA Great Southern Zone Region
Regional Road Group
Great Southern Recreation Advisory Group
Great Southern Treasures
Great Southern – Joint Development Assessment Panel Representatives (JDAP)*

* *The Shire is required to nominate 4 local members to the Great Southern Joint Development Assessment Panel. Local members are local government councillors with 2 councillors as members, and 2 deputy local members to be called on if an issue of quorum arises.*

The Minister will appoint the local government representatives in accordance with the local government's nomination. Should the local government fail to nominate four representatives, the Minister has the power to appoint 2 alternative community representatives to ensure local representation is always present on a panel. The regulations require that these alternate representatives are residents of the local area and have relevant knowledge or experience that, in the opinion of the Minister, will enable them to represent the interests of their local community.

Councillors appointed to these State wide or regional organisations have a requirement to report periodically to Council on the activities of these organisations and to bring recommendations and issues relating directly to the Shire of Gnowangerup to the next ordinary Council meeting.

Shire based Organisations

To appoint members to various advisory groups and committees run or managed by external organisations or organisations where the Shire has a social and economic or financial interest. The shire is requested to appoint Councillors to represent the Shire on a range of groups and committees run by external organisations. The Shire appoints Councillors as delegates to these external groups and committees by way of membership or invitation. A Councillor appointed as a delegate to an external or advisory committee is required to adhere to the Records Keeping Act 2000. Councillors are required to report to Council on a regular basis about the activities of the committee.

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

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

GNOWANGERUP SPORTING COMPLEX MANAGEMENT COMMITTEE INC.	
Required Councillors	1 Councillor
Other Committee Members	Representatives of the various sporting bodies located within the Shire such as the Gnowangerup Football Club, the

	Gnowangerup Netball Club and so on.
Meeting Frequency	Monthly
Reporting & Delegation	The Committee has no delegated authority from Council. The Councillor is required to report on a regular basis to Council on the activities of the Committee.
Terms of References	To provide an advisory and liaison link between the Management Committee and Council on matters that affect the Gnowangerup Sporting facility and reserve. To ensure that Council obligations with respect to the care, management and control of the facility and land are in accordance with the principles of the provision of quality recreational programs and facilities and to report to Council activities or programs that could impact on the future activities of the facility and reserve.
Responsible Officer	Community Development Coordinator

ONGERUP SPORTS COMPLEX COMMITTEE INC.	
Required Councillors	1 Councillor
Other Committee Members	Representatives of the various sporting bodies located within the Shire such as the Ongerup Bowling Club, the Tennis Club and other associated and affiliated sporting clubs and groups.
Meeting Frequency	Every 6 months unless otherwise advised by the Committee
Reporting & Delegation	The Committee has no delegated authority from Council. The Councillor is required to report on to Council on the activities of the Committee after each meeting of the Committee.
Terms of References	To provide an advisory and liaison link between the Complex Committee and Council on matters that affect the Ongerup Sports Complex facility and reserve. To ensure that Council obligations with respect to the care, management and control of the facility and land are in accordance with the principles of the provision of quality recreational programs and facilities and to report to Council activities or programs that could impact on the future activities of the facility and reserve.
Responsible Officer	Community Development Coordinator

BORDEN PAVILION COMMITTEE INC.	
Required Councillors	1 Councillor
Other Committee Members	Representatives of the various sporting bodies located within the Shire such as the Borden Football Club, the Bowling Club and other associated recreation clubs and groups.
Meeting Frequency	Monthly
Reporting & Delegation	The Committee has no delegated authority from Council. The Councillor is required to report on a monthly basis to Council on the activities of the Committee.

Terms of References	To provide an advisory and liaison link between the Pavilion Committee and Council on matters that affect the Borden Pavilion facility and reserve. To ensure that Council obligations with respect to the care, management and control of the facility and land are in accordance with the principles of the provision of quality recreational programs and facilities and to report to Council activities or programs that could impact on the future activities of the facility and reserve.
Responsible Officer	Community Development Coordinator

NORTH STIRLING PALLINUP NATURAL RESOURCES INC.	
Required Councillors	1 Councillor
Other Committee Members	Representatives of the various land care and environmental groups
Meeting Frequency	Monthly
Reporting & Delegation	The Committee has no delegated authority from Council. The Councillor is required to report on a monthly basis to Council on the activities of the Committee.
Terms of References	The Committee was formerly known as the Land Conservation District Committee. The aim of the group is to inspire current and future generations to undertake sustainable management of the regions natural resources through coordination, education and implementation programs. In addition, the group seeks to encourage the viability of land owners within the Shire by forging connections with other environmentally related filed to benefit the social, economic and environmental status of the North Stirlings Pallinup areas.
Responsible Officer	Chief Executive Officer

COUNCIL COMMITTEES	
Audit Committee	All Councillors
Chief Executive Officer Performance Review Committee	All Councillors
Local Emergency Management Committee	Shire President + 1 Councillor + 1 Proxy
STATE WIDE OF REGIONAL ORGANISATIONS	
WALGA Great Southern Zone Region	Shire President + 1 Councillor + 1 Proxy
Regional Road Group	1 Councillor + 1 Proxy
Great Southern Recreational Advisory Group	1 Councillor + 1 Proxy
Great Southern Treasures	1 Councillor + 1 Proxy
Great Southern Development Commission	1 Councillor appointed by the Minister
Great Southern – Joint Development Assessment Panel Representatives	2 Councillors + 2 Proxies
SHIRE BASED ORGANISATIONS	
Yongergnow Inc	1 Councillor
Bushfire Advisory Committee	1 Councillor

Gnowangerup Sporting Management Committee	1 Councillor
Ongerup Sports Complex Committee	1 Councillor
Borden Pavilion Committee	1 Councillor
North Stirling Pallinup Natural Resources Inc.	1 Councillor

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act – Part 5

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Financial remuneration of mileage for Councillor attendance is payable.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute Majority.

COUNCIL RESOLUTION

Moved: Cr S Hmeljak

Seconded: Cr R House

1019.118 That Council:

- 1. Appoints Councillors F Gaze, G Stewart, K House, R House, S Hmeljak, F Hmeljak, C Thomas, M Creagh, K O’Keeffe as members of the Audit Committee;**
- 2. Appoints Councillors F Gaze, G Stewart, K House, R House, S Hmeljak, F Hmeljak, C Thomas, M Creagh, K O’Keeffe as members of the Chief Executive Officer Performance Review Committee;**
- 3. Appoints Councillors F Gaze and K House as members of the Local Emergency Management Committee, and Councillor G Stewart as Proxy delegate;**
- 4. Appoints Councillors F Gaze and K House as Council delegates to the WALGA Great Southern Zone Region, and Councillor G Stewart as Proxy delegate;**

- 5. Appoints Councillor R House as Council delegate to the Regional Road Group, and Cr M Creagh as Proxy delegate;**
- 6. Appoints Councillor R House as Council delegate to the Great Southern Recreational Advisory Group, and Councillor G Stewart as Proxy delegate;**
- 7. Appoints Councillor K O’Keeffe as Council delegate to the Great Southern Treasures, and Councillor C Thomas as Proxy delegate;**
- 8. Nominates Councillors F Gaze and K House as Council delegates to the Great Southern Joint Development Assessment Panel, and Councillors C Thomas and G Stewart as Proxy delegates;**
- 9. Appoints Councillor M Creagh as Council delegate to Yongergnow Inc;**
- 10. Appoints Councillor G Stewart as Council delegate to the Bushfire Advisory Committee;**
- 11. Appoints Councillor R House as Council delegate to the Gnowangerup Sporting Management Committee;**
- 12. Appoints Councillor K House as Council delegate to the Ongerup Sports Complex Committee;**
- 13. Appoints Councillor F Gaze as Council delegate to the Borden Pavilion Committee;**
- 14. Appoints Councillor C Thomas as Council delegate to North Stirling Pallinup Natural Resources Inc;**

CARRIED BY ABSOLUTE MAJORITY: 8/0

The CEO advises that Agenda Item 12.2 was presented to Council at the Ordinary Meeting of 28th August 2019. The item was deferred and resubmitted for consideration at this Ordinary Council Meeting Council due to the lack of a quorum.

Cr S Hmeljak declared a financial interest in item 12.2 as she leases property to the proponent Tara McDonald.

Cr F Hmeljak declared a financial interest in item 12.2 as he is a part owner of the building which is leased to the proponent Tara McDonald.

Cr S Hmeljak and Cr F Hmeljak left the meeting at 4:11pm.

12.2	APPLICATION TO WAIVE HALL HIRE FEES
Location:	N/A
Proponent:	Edith Robertson and Tara McDonald
File Ref:	ADM0022
Date of Report:	14 th October 2019
Business Unit:	Strategy and Governance
Officer:	V Fordham Lamont –Deputy CEO
Disclosure of Interest:	Nil

ATTACHMENTS

- Invoice to Proponents

PURPOSE OF THE REPORT

For Council to consider waiving the hire fee for the Gnowangerup Town Hall on Saturday, 19th October 2019 in relation to the proponent's Garage Sale event.

BACKGROUND

Edith Robertson and Tara McDonald are coordinating the Garage Sale on the 19th October 2019. They have coordinated this event on previous occasions. On 10th September 2019, Edith submitted a Customer Service form to the Shire requesting that the hall hire fee of \$204.55 (incl. GST) be waived. The CEO has no delegation from Council to waive fees over \$200 so the request has been brought to Council to determine.

This matter was brought to the attention of Council at its Councillor & Executive Workshop on 11th September 2019 for discussion.

COMMENTS

The Garage Sale Trail is an annual recycling initiative which is happening right across Australia on Saturday 19th & Sunday 20th October 2019. The Shire of Gnowangerup initially ran this event for a couple of years but declined to continue doing so due to the escalating costs associated with being part of the program.

The proponents then decided to coordinate a similar event that is not under the Garage Sale Trail umbrella, and the hall hire fees have been waived since that time.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may —

(a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or

(b) waive or grant concessions in relation to any amount of money; or

(c) write off any amount of money, which is owed to the local government.

* *Absolute Majority required.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

By waiving this fee, Council will forgo income of \$195.95 (\$204.55 less GST). The 2019/2020 budget includes an income allocation of \$300 (GL account 31003), of which \$78.82 has already been received. Any potential shortfall in the annual budget allocation is considered immaterial.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Community

Objective: Build proud and active residents who participate in local activities and services for the betterment of the community.

Strategic Initiative: Facilitate a program of community-based events that encourage social interaction within our three communities.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Decline the request to waive the hall hire fees. Council would receive additional income but could suffer reputational loss as this is a community not for profit event.

CONCLUSION

Waiving the fees as requested is consistent with Council's strategic initiative to facilitate a program of community-based events that encourage social interaction within our three communities.

VOTING REQUIREMENTS

Simple majority

COUNCIL RESOLUTION

Moved: Cr G Stewart

Seconded: Cr C Thomas

1019.119 That Council

- 1. Pursuant to s 6.12(1)(b) of the Local Government Act 1995, waives the \$204.55 fee for the hire of the Gnowangerup Town Hall on Saturday 19th October 19 in relation to the Garage Sale event.**
- 2. Authorises the CEO to advise the proponents that the fee has been waived subject to:**
 - there being no advertising or signage that links the event to the Garage Sale Trail; and**
 - any stallholder fees generated from the event are to be donated to a charity approved by the CEO.**

UNANIMOUSLY CARRIED: 6/0

Councillors S Hmeljak and F Hmeljak returned to the meeting at 4:12pm

12.3	NEW POLICY: EMPLOYEE LEAVE - OTHER
Location:	N/A
Proponent:	N/A
File Ref:	ADM0175
Date of Report:	9 th October 2019
Business Unit:	Strategy and Governance
Officer:	V Fordham Lamont – Deputy CEO C. Shaddick – Senior Finance Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- New draft policy: Employee Leave - Other

PURPOSE OF THE REPORT

For Council to adopt a new Employee Leave - Other policy and approve its inclusion into the Shire of Gnowangerup Policy Manual.

BACKGROUND

The Local Government Industry Award (LGIA) does not recognise paid leave for emergency volunteer service of local government employees. Emergency services volunteer numbers are decreasing as they are for all volunteers in the community. It is considered that these services are integral to the community and that Shire employees who wish to volunteer in these areas should be encouraged to do so.

COMMENTS

The Shire now employs several staff members who are active emergency services volunteers. It does not seem appropriate that they are financially disadvantaged by providing an essential service to the community.

CONSULTATION

Input was sought from neighbouring local governments, including the Shire of Broomehill-Tambellup, which indicated that a similar policy is used throughout the industry.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

Section 2.7(2)(b) Role of Council

POLICY IMPLICATIONS

The new Employee Leave - Other policy will be added to the Policy Manual.

FINANCIAL IMPLICATIONS

No direct financial implications, although relevant employees will be paid for the small amount of time they are engaged in approved volunteer activities.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Community

Objective: Assist in building the sustainable management of local organisations and community groups.

Strategic Initiative: Support and encourage opportunities for local volunteering.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

There will be a degree of impact on capacity due to employees being out of the office in times of emergency. Other team members are supportive of this policy and will cover the absence of those volunteers.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council could choose not to adopt the new policy. This could result in a reputational risk for Council and could also affect the ongoing viability of local small emergency services groups.

CONCLUSION

The draft policy allows for employees to be paid for the time they spend out of the office as part of their volunteer duties for approved emergency services organisations. It also sets out limits and conditions associated with these activities.

During the discussion Cr C Thomas raised his concerns about the wording of number 1.1. '...which may affect the community as whole' and suggested to delete the words 'as whole' as the employees should be paid to attend to all kind of emergencies. He also suggested to change the wording of number 1.3. from 'should be sought' to 'will be sought' to make the process clearer. The Chief Executive Officer voluntary changed the wording as suggested.

VOTING REQUIREMENTS

Absolute majority

COUNCIL RESOLUTION

Moved: Cr C Thomas

Seconded: Cr S Hmeljak

1019.120 That Council

- Adopts the new Employee Leave - Other policy; and
- Approves its inclusion into the Shire of Gnowangerup Policy Manual.

CARRIED BY ABSOLUTE MAJORITY: 8/0

Employee – Other Leave

Policy Type:	Human Resources & Communication
Date Adopted:	

Policy No:	XX
Date Last Reviewed:	N/A

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable	No
Delegation Number	N/A

Work Procedure Applicable	No
Work Procedure Number	N/A

ADOPTED POLICY	
Title:	EMPLOYEE – OTHER LEAVE POLICY
Objective:	To provide employees who are members of an approved volunteer emergency organisation access to leave for the purpose of active service.

1. St John Ambulance / Emergency Services / SES Leave
 - 1.1. An employee, other than a casual, involved in recognised voluntary services, including St John Ambulance, SES or Bush Fire Brigades, shall be entitled to paid time off to attend to emergency situations which may affect the community.
 - 1.2. In order to receive payment, employees shall supply proof of time off required, to the Deputy CEO, and approval shall be limited to a maximum of 38 hours per calendar year.
 - 1.3. Should the amount of leave required exceed more than one day then approval from the Chief Executive Officer will be sought.
 - 1.4. Employees seeking leave under this Policy must provide certification that they have become members of a recognised volunteer emergency service organisation.
2. Paid leave granted under this Policy will be paid for the time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency/service, but not including time in excess of ordinary working hours, weekends or public holidays.

12.4	NEW POLICY: NON-CURRENT ASSETS
Location:	N/A
Proponent:	N/A
File Ref:	ADM0175
Date of Report:	9 th October 2019
Business Unit:	Strategy and Governance
Officer:	V Fordham Lamont – Deputy CEO C. Shaddick – Senior Finance Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- New draft policy: Non-Current Assets

PURPOSE OF THE REPORT

For Council to adopt a new Non-Current Assets policy and approve its inclusion into the Shire of Gnowangerup Policy Manual.

BACKGROUND

The management of non-current (fixed) assets is comprised of physically maintaining and renewing them, as well as recording them correctly in relevant financial systems. Much of the physical responsibility of asset management sits with the Asset & Waste Management Coordinator, while the Senior Financial Officer looks after the financial recording.

As a result of recent advice from the Office of the Auditor General (OAG), the Shire's Auditor, AMD, has requested that its auditors sight an appropriate policy to guide the recording of non-current assets.

COMMENTS

Changes to the *Local Government (Financial Management) Regulations 1996* now mean that Local Governments are required to take steps to protect portable and attractive assets, which would otherwise fall under the recognition of asset threshold of \$5,000. These items are considered to be at high risk of being lost or stolen and, consequently, need to be recorded and inspected on a regular basis.

The draft policy includes guidelines in relation to:

- The Shire's asset hierarchy;
- Capitalisation of assets;
- Grouped (or network) assets;
- Portable and attractive assets register; and
- Asset revaluation.

The draft policy also complies with *Australian Accounting Standards AASB 116 - Property, Plant and Equipment*.

CONSULTATION

- City of Bunbury
- Darren Long – Financial Consultant

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

Section 2.7(2)(b) Role of Council

Local Government (Financial Management) Regulations 1996

Reg. 17A(5) Assets, valuation of for financial reports etc

Reg. 17B CEO to take steps to protect excluded portable and attractive assets

Australian Accounting Standards AASB 116

Property, Plant and Equipment

POLICY IMPLICATIONS

The new Non-Current Assets policy will be added to the Policy Manual.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Financial Sustainability

Objective: Effective management to conduct business in a financially sustainably manner

Strategic Initiative: Manage liabilities and assets through a planned, long-term approach

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Primary Strategic Risk Category	Adverse Regulatory Change
Description	Potential changes to the regulatory landscape that will have an adverse effect on the Shire's ability maintain adequate compliance. The main area of concern (at present) is the potential legislative obligations on local governments from changes to the Local Government Act and other relevant legislation.
Residual Risk: (Low, Moderate, High, Extreme)	High
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain,	Possible

Likely, Possible, Unlikely, Rare)	
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IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The draft policy provides important guidance to officers on the accurate recording of the Shire's non-current assets.

VOTING REQUIREMENTS

Absolute majority

COUNCIL RESOLUTION

Moved: Cr G Stewart

Seconded: Cr K O'Keeffe

1019.121 That Council

- **Adopts the new Non-Current Assets Policy; and**
- **Approves its inclusion into the Shire of Gnowangerup Policy Manual.**

CARRIED BY ABSOLUTE MAJORITY: 8/0

Policy Type:	Finance
Date Adopted:	

Policy No:	
Date Last Reviewed:	N/A

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 2. Australian Accounting Standards AASB 116 3. Local Government (Financial Management) Regulations 1996

Legal (Subsidiary):
Nil

Delegation of Authority Applicable	No
Delegation Number	N/A

Work Procedure Applicable	No
Work Procedure Number	N/A

ADOPTED POLICY	
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Title:	NON-CURRENT ASSETS POLICY
Objective:	To provide guidance on the accurate recording of the Shire's non-current assets.

1. Definitions

Non-Current Assets:

- (a) An asset that is not to be converted to cash within 12 months of the balance sheet date.
- (b) A resource that is not expected to be consumed or sold within the normal operating cycle of the shire, such as equipment, machinery and plant.

Capitalisation:

- (a) Capitalisation is an accounting method in which a cost is included in the value of an asset and expensed over the useful life of that asset.

2. Asset Hierarchy: All non-current assets have been grouped into classes for financial reporting and asset management planning purposes. All asset details have been recorded in SynergySoft and include the following:

- 2.1. Asset class, subprogram and location;
- 2.2. Whether the asset is considered individually or grouped (for capitalisation purposes);
- 2.3. Date of Acquisition;
- 2.4. If depreciation is applicable, the rate applied;
- 2.5. Whether the asset meets the capitalisation threshold of \$5,000.

3. Capitalisation of Assets: Before a transaction for a new or existing asset is capitalised, it is important that the expenditure is assessed to ensure its correct financial treatment.

- 3.1. Initial Recognition: A non-current asset cost must exceed the capitalisation threshold of \$5,000 ex GST.
- 3.2. Subsequent expenditure to the initial acquisition cost is to either be expensed as maintenance and/or repair costs, or capitalised against the asset if the expenditure extends the useful life of the asset by a period greater than 12 months.
4. Grouped/Network Assets: Based on the *Local Government (Financial Management) Regulations 1996*, subsection 17A(5), "*An asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition by the local government is under \$5000.*"
5. The Shire has taken the approach of still recognising homogenous assets that fall below this threshold by treating these items as a grouped or network asset. Grouped or network assets are groups of homogenous type assets where individually each asset falls below the capitalisation threshold but when considered as a whole are material in value and should therefore be recorded in the Statement of Financial Position.
6. Criteria to be considered are as follows:
 - Items being considered are below the recognition threshold on an individual basis yet when considered as a whole are material;
 - Individual items are homogenous in nature and typically purchased or constructed at the same time; and
 - Useful lives, consumption patterns, or material type of individual items are comparative.

There may be circumstances where a number of interchangeable components make up various configurations to form a group or network. In such instances it may be appropriate for each item to be recorded separately despite having a value of less than the threshold.

This is supported by AASB 116, Section 45: *A significant part of an item of property, plant and equipment may have a useful life and a depreciation method that are the same as the useful life and depreciation method of another significant part of the same item. Such parts may be grouped in determining the depreciation charge.*

7. Portable and Attractive Asset Register: Portable and attractive assets are the lower value assets (less than \$5,000 in value and not considered a Grouped/Network asset), which because of their nature and portability, carry a higher risk of being misused or stolen.

Assets that have been identified as portable and attractive and not recorded on the Asset Register will be recorded in the In House Developments section of SynergySoft under Minor Tools Register. This will ensure that these assets are appropriately documented and periodically reviewed to assist in the prevention of loss or misuse.

The Portable and Attractive Asset Register includes:

- Asset Description, i.e. mobile phone, landscaping or cleaning equipment, etc.;
- The asset's serial number or other appropriate identifier;
- Asset Register number;
- Location;
- Purchase date and price of the asset;
- Disposal date of the asset.

8. Asset Revaluation: All asset classes that are in the Shire's asset registers, and are recorded in the financial statements, are subject to revaluation. The Shire re-values its' assets in line with the Local Government (Financial Management) Regulations 1996 Section 17A.

All assets are revalued within a period of at least 3 years but no more than 5 years from the previous revaluation, or where the asset is likely to materially differ from its carrying amount.

12.5	SALE OF PROPERTY
Location:	3396-3410 Broomehill-Gnowangerup Road, Gnowangerup
Proponent:	Tim & Priscilla Dowell
File Ref:	A1260 & A1097
Date of Report:	9 th October 2019
Business Unit:	Strategy and Governance
Officer:	V Fordham Lamont – Deputy CEO
Disclosure of Interest:	Nil

ATTACHMENTS

- Letter from proponents
(CONFIDENTIAL - details will become public if the recommendations of officers are passed by Council)
- Aerial display of subject property
- Valuation Report from OPTEON SOLUTIONS dated 30th January 2019
- Email from OPTEON SOLUTIONS dated 17th October 2019

PURPOSE OF THE REPORT

For Council to consider the offer from the proponents to purchase the property located at 3396-3410 Broomehill-Gnowangerup Road, Gnowangerup.

BACKGROUND

On 25 September 2019, the Shire received a letter from the proponents (see Attachment 1) offering to purchase 3396-3410 Broomehill-Gnowangerup Road, Gnowangerup. The property is currently rented to Garry and Caroline Richardson on a periodic tenancy basis. Clause 41 below pertains to the ending of the lease:

41. If this agreement is a periodic agreement it may be ended:
- 41.1 by agreement in writing between the lessor and the tenant; or
 - 41.2 by either the lessor or the tenant by giving written notice of termination to the other party. The notice may be given at any time. The lessor must give at least 60 days' notice and the tenant must give at least 21 days' notice.

The proponents' offer allows for the current tenants to remain at the property for as long as they wish. The tenants are renting this property while they wait for their new house to be built.

COMMENTS

Section 3.58 of the *Local Government Act 1995* (the Act) provides for several different methods of disposing of Council property.

Subsection (2) states that:

Except as stated in this section, a local government can only dispose of property to —

- (a) the highest bidder at public auction; or
- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

Subsection (3) states that:

A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

- (a) it gives local public notice of the proposed disposition —
- (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the Council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Recently, Council disposed of a property in Ongerup using the method described in section 3.58(3) of the Act. Officers recommend that Council uses this method for the sale of 3396-3410 Broomehill-Gnowangerup Road, Gnowangerup.

CONSULTATION

The proponents have confirmed verbally that they are aware that full details of their offer will appear in the public advertisement, including the cash offer amount, if Council approves the officers recommendations.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

Section 3.58 Disposing of Property

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has not budgeted for the sale of this property, so the proceeds less costs will be surplus to the budget. These funds should be placed in the Land Development Reserve.

The 2019/2020 budget includes the following operating expenditure relating to the subject property:

- Account 23192 Building Maintenance \$2,490
- Account 23202 Building Operations \$9,499

The 2019/2020 budget also includes the following income relating to the subject property:

- Account 23013 Rental \$12,330

A portion of all these income and expenditure items will be forfeited if the subject property is sold. The net result would be a non-material budget variance.

It is recommended that any future offer and acceptance should stipulate the purchaser pay all associated costs associated with the transaction.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Financial Sustainability

Objective: Effective management to conduct business in a financially sustainably manner

Strategic Initiative: Manage liabilities and assets through a planned, long-term approach

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council can choose not to dispose of 3396-3410 Broomehill-Gnowangerup Road, Gnowangerup. This is not recommended as the property is considered surplus to the Shire's needs.

CONCLUSION

Council is currently constructing two houses for key worker accommodation. It will also have access to two other Shire houses (12 and 40 Corbett Street, Gnowangerup), which come out of long-term leases with GROH in 2022 (2023 if a 1-year option is exercised), and OPTEON SOLUTIONS have advised that the valuation provided in January 2019 is in the region of its current market value.

Officers believe the offer that has been made by the proponents represents a fair price for the subject property and recommend that the offer be advertised.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That Council

1. Authorises the CEO to

- **Advertise the offer to purchase 3396-3410 Broomehill-Gnowangerup Road, Gnowangerup, pursuant to section 3.58(3) of the Local Government Act 1995; and**
- **advise the proponent that Council will consider any submissions regarding the advertisement before making the decision on whether to sell.**

2. Resolves that the valuation for the property prepared by OPTEON SOLUTION in January 2019 is believed to be still a true indication of the value of the property pursuant to section 3.58(4)(c)(ii), and will be included in the advertisement referred to in (1) .

PROCEDURAL MOTION

Moved: Cr G Stewart

Seconded: Cr S Hmeljak

1019.122 That Council:

Defers this item so that staff can provide more information about staff housing requirements and costs, and states of the two houses under construction through the Great Southern Houses Initiative, and the timetable for the 2 GROH houses reverting to the Shire.

UNANIMOUSLY CARRIED: 8/0





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Valuation Report

lots 9 and 11 Broomehill-Gnowangerup Road
Gnowangerup, Western Australia 6335

File Ref: 9289824

VALUATION REPORT



Lots 9 and 11 Broomehill-Gnowangerup Road Gnowangerup, Western Australia 6335

Prepared For	Shire of Gnowangerup
Report Purpose	Pre-sale purposes
Valuation Date	30 January 2019
Our Reference	9289824
Client Reference	A1097 & A1260 / Purchase Order No. 15256

Opteon (Albany & Great Southern WA)
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1.0 Valuation Summary

1.1 Instructions

Instructing Party	Phil Shephard Shire of Gnowangerup
Client / Authorised Party	Shire of Gnowangerup
Client Reference	A1097 & A1260 / Purchase Order No. 15256
Valuation Purpose	Pre-sale purposes

1.2 Property Details

Property Address	Lots 9 and 11 Broomehill-Gnowangerup Road, Gnowangerup, Western Australia 6335
Property Description	Residence and detached garage/carport on two lots

Title Reference	Tenure	Registered Proprietor	Title Area
Lot 9 on Diagram 36223 Volume 146 Folio 12A	Freehold	Shire of Gnowangerup	890 sqm
Lot 11 on Diagram 42059 Volume 1883 Folio 165	Freehold	Shire of Gnowangerup	890 sqm
Total Site Area			1,780 sqm

Encumbrances	None apparent
Zoning	General Agriculture

1.3 Assumptions and Recommendations

Key Assumptions	<ul style="list-style-type: none">The instructions and information supplied contain a full disclosure of all information that is relevant.
Recommended Documents to Sight	None recommended
Expected Selling Period	6 months - The anticipated sales time is due to a narrow market segment

1.4 Valuation Details

Market Value As Is **\$280,000 (Two Hundred and Eighty Thousand Dollars)**

Interest Valued	Fee simple vacant possession
Date of Inspection	30 January 2019
Date of Valuation	30 January 2019
Date Issued	31 January 2019
Currency of Valuation	90 days from the date of valuation, or such earlier date if you become aware of any factors that have any effect on the valuation.
Pecuniary Interest	We confirm that the valuer does not have any pecuniary interest that would conflict with the proper valuation of the property.

Signatories



Ian Rae
 Senior Valuer
 AAPI CPV
 API No: 64815 WA Lic No: 373
Inspecting Valuer

Important	<i>This Executive Summary must be read in conjunction with the remainder of this report. The Executive Summary is only a synopsis designed to provide a brief overview and must not be acted upon in isolation to the contents of the valuation report.</i>
Third Party Disclaimer	<i>This report has been prepared for the private and confidential use of our client, Shire of Gnowangerup for the specified purpose. It should not be reproduced in whole or part without the express written authority of Opteon (Albany & Great Southern WA) or relied upon by any other party for any purpose and the valuer shall not have any liability to any party who does so. Our warning is registered here, that any party, other than those specifically named in this paragraph should obtain their own valuation before acting in any way in respect of the subject property.</i>
Digital Copies of Reports	<i>Where a report has been provided in digital copy and has not been received directly via our firm, the report contents, especially the valuations and critical assumptions, should be verified by contacting the issuing office to ensure the contents are bona fide. In particular if the reader of this report has suspicions that the report appears to be tampered or altered then we recommend the reader contact the issuing office.</i>
Reliance on Whole Report	<i>This valuation should be read in its entirety, inclusive of any summary and annexures. The valuer and valuation firm does not accept any responsibility where part of this report has been relied upon without reference to the full context of the valuation report.</i>

2.0 Location

The subject property is situated on the western side of Broomehill-Gnowangerup Road within the Gnowangerup town site. The subject property is located in a well-established residential neighbourhood, comprising predominantly dwellings of varying age and style. The Gnowangerup Central Business District is about 1.5 kilometres to the south.

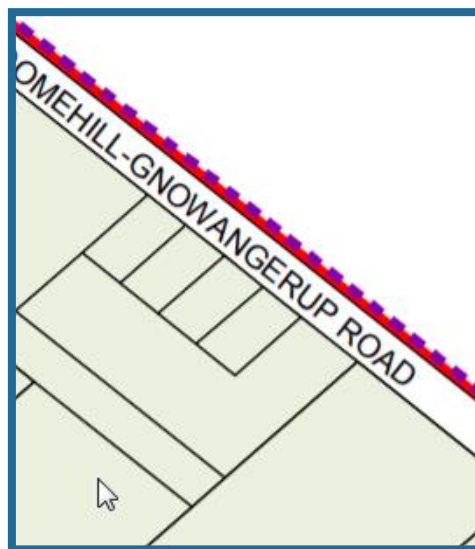
Gnowangerup is the district centre for the Gnowangerup Shire, having a population of approximately 1,500 people and being located approximately 155.00 kilometres north east of Albany, 350.00 kilometres south east of Perth and 60.00 kilometres south east of Katanning. The town has a district high school and primary school, a small hospital, recreational facilities, service industries and shops. The nearest major centre is Katanning, to the north east of Gnowangerup, which is a major stock selling for the Great Southern Region. Albany, to the south, is the main regional centre for the Great Southern and South Coastal Regions of Western Australia and provides the major services to the region. The town of Gnowangerup provides all the services expected of a district centre including primary and high school facilities, local shopping, a hospital and recreational facilities.

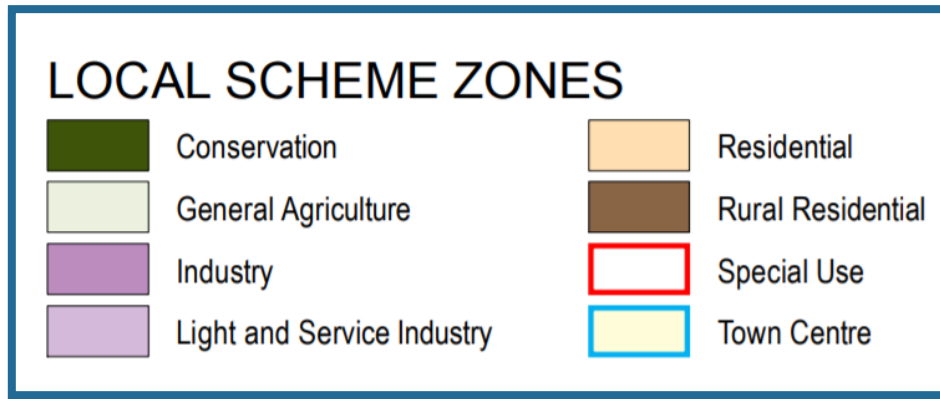
Location Map



Sourced from Landgate

3.0 Planning





Sourced from Department of Planning, Lands and Heritage

Local Government Area	Shire of Gnowangerup
Planning Scheme	Town Planning Scheme No. 2
Current Zoning	General Agriculture
Overlays	This property is not subject to any overlay controls
Existing Use	Residential
Zoning Effect	Existing use conforms
Heritage Issues	Not applicable

4.0 Site

Dimensions (metres)	Frontage: 44 metres Depth: 40 metres
Site Area	Approximately 1,780 sqm
Topography	Regular shaped inside allotment that is generally level throughout. The property provides no significant view.
Access	The subject is located on the south western side of the road, having good sealed road access.
Identification	Title search statement in conjunction with online cadastral plan and physical inspection.

4.1 Services

Services	Electricity, telephone, town water, bottled gas and septic tank
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5.0 Improvements

5.1 Main Building



Front



Rear



Car accommodation



Ensuite



Kitchen



Bathroom



Laundry

Main Building Type	Conventional single storey dwelling
Attachment	Detached
Street Appeal	Good
Accommodation	4 bedrooms, 2 bathrooms, entry/foyer, lounge/dining, kitchen/meals, family room, study, separate toilet, laundry
Car Accommodation	None
Construction:	
Floors	Concrete
Main External Walls	Hardiplank
Window Frames	Aluminium
Roof	Iron
Main Interior Linings	Plasterboard
Construction Year	Circa 1997
Additions	None
Prime Cost Items	Double bowl sink, dishwasher, wall oven, electric cooktop, rangehood, shower, vanity, toilet, ensuite: shower+ vanity and toilet, single bowl laundry tub, built in laundry cabinets, solar hot water service, ducted reverse cycle air conditioning, slow combustion wood heater
Features & Fixtures	Good quality fit out, fair condition, tiled wet areas, walk in wardrobe to master, built in wardrobes to minor bedrooms
Interior Layout	Functional
Building Areas:	
Living	243 sqm
Outdoor	94 sqm
Condition:	
Internal Condition	Good
External Condition	Good

Ancillary Improvements

Significant	Detached garage/carport.
Secondary	Established gardens.

5.2 Repairs

Essential Repairs	None apparent
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6.0 Environmental Issues

Environmental Issues	We note that the property is designated as being located within a designated "Bushfire Prone Area". This has been put in place to ensure that any proposed development, be it construction of new dwellings or extensions, ensures best practices for increased protection in the event of a bushfire. This designation has little practical effect on existing buildings, however if the building is destroyed and requires reconstruction a new construction would require abiding by regulations put in place. We recommend the lender has adequate reinstatement insurance for the term of the loan for the improvements as listed.
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7.0 General Comments

A generally well presented older style home of comfortable design which, together with ancillary improvements, is located on two adjoining lots situated on the outskirts of town.

To the best of our knowledge there have been no recent sales in the immediate locality to provide direct value comparison.

8.0 Market Commentary

8.1 Level of Market Activity

Marketability	Average
Market Activity	Moderate to low volume turnover

8.2 Market Commentary

Prevailing local demand for property of this nature is fair to poor, consistent with broader market trends.

9.0 Market Evidence

9.1 Sales Evidence

In forming our opinion of value we have had regard to various sales transactions, a selection of which are detailed below.

Address	Sale Date	Sale Price
7 Hughes Street, Gnowangerup, Western Australia	04-Oct-18	\$253,000
Brief Description	A 1,012 sqm site with good quality 2013 hardiplank and colorbond 4 bed, 2 bath home of 174 sqm plus double garage and alfresco.	
Transaction Status	Settled	
Comparison to Subject	Comprises a smaller allotment. Similar accommodation. Comprises a smaller dwelling. Superior dwelling quality. On balance, considered indicative of the market value of the subject property.	
17 Railway Crescent, Gnowangerup, Western Australia	18-Sep-17	\$237,000
Brief Description	A 1,987 sqm site with modern hardiplank and colorbond 3 bed home of average size plus verandahs and detached double garage.	
Transaction Status	Settled	
Comparison to Subject	Comprises a similar size allotment. Inferior accommodation. Appears to comprise a smaller dwelling. Inferior dwelling quality. On balance, considered inferior to the subject property.	
35 McDonald Street, Gnowangerup, Western Australia	22-Feb-16	\$277,500
Brief Description	A 1,012 sqm site with good quality colorbond clad and roofed 4 bedroom, 2 bathroom home with living area of approximately 185 sqm plus verandah with deck, rear patio and tandem carport under main roof, plus double garage accessed from rear lane.	
Transaction Status	Settled	
Comparison to Subject	Comprises a smaller allotment. Similar accommodation. Comprises a smaller dwelling. Similar dwelling quality. Similar added value of ancillary improvements. On balance, considered indicative of the market value of the subject property.	
48 McDonald Street, Gnowangerup, Western Australia	15-Nov-18	\$210,000
Brief Description	A 951 sqm site with 1994 hardiplank and iron 3 bed, 2 bath home of average size, in original condition, plus double garage and small shed.	
Transaction Status	Settled	
Comparison to Subject	Comprises a smaller allotment. Slightly inferior accommodation. Appears to comprise a smaller dwelling. Inferior dwelling quality. On balance, considered inferior to the subject property.	

15 Lancaster Road, Jerramungup, Western Australia	31-Aug-18	\$220,000
Brief Description	A 1,222 sqm site with a good quality 3 bed 1 bath hardiplank and colorbond residence of 151 sqm with a detached garage, workshop and patio.	
Transaction Status	Settled	
Comparison to Subject	Comprises a smaller allotment. Inferior accommodation. Comprises a smaller dwelling. On balance, considered inferior to the subject property.	
36 Derrick Street, Jerramungup, Western Australia	31-May-18	\$305,000
Brief Description	A 1,214 sqm allotment comprising a partly renovated 4 bed, 2 bath brick and tile dwelling of 206 sqm in living area together with a double carport UMR and detached shed. The dwelling is very well presented. It is noted this offer was negotiated without the intervention of a real estate agent and the dwelling was not exposed to the open market for sale. In our opinion the offer price does appear above market value for this location.	
Transaction Status	Settled	
Comparison to Subject	Comprises a smaller allotment. Similar accommodation. Comprises a smaller dwelling. Superior dwelling quality. On balance, considered superior to the subject property.	
25 Braeside Road, Katanning, Western Australia	16-Apr-18	\$290,000
Brief Description	The property comprises a renovated 1975 built, dwelling, of brick construction, with a tile roof. Accommodation comprises 3 bedrooms, 1 renovated bathroom, entry/foyer, lounge, renovated kitchen, meals, renovated laundry, porch, large pitched patio with cafe blinds and decking and detached garage for 1 vehicles. Ancillary items include workshop, studio, garden shed, hardstand areas, established gardens, full boundary fencing, concrete driveway, concrete paths and paving. Site area 1012 sqm. Well presented.	
Transaction Status	Settled	
Comparison to Subject	Comprises a smaller allotment. Preferred location. Inferior accommodation. Similar dwelling quality. Superior added value of ancillary improvements. On balance, considered superior to the subject property.	
49 Braeside Road, Katanning, Western Australia	23-Feb-18	\$320,000
Brief Description	The property comprises a 1970 built, dwelling, of brick veneer construction, with a tile roof. Accommodation comprises 3 bedrooms, 2 bathrooms, entry/foyer, lounge, kitchen, meals, family room, laundry, porch, patio and garage under main roof line for 1 vehicle. Ancillary items include security shutters, retaining walls, garden shed, hardstand areas, rain water tank, established gardens, full boundary fencing, concrete driveway, concrete paths and paving. Site area 769 sqm.	
Transaction Status	Settled	
Comparison to Subject	Comprises a smaller allotment. Preferred location. Slightly inferior accommodation. Appears to comprise a smaller dwelling. Similar dwelling quality. Similar added value of ancillary improvements. On balance, considered superior to the subject property.	

10.0 Valuation Methodology

Primary Methodology Direct Comparison

Secondary Methodology Summation

11.0 Valuation

11.1 Market Value - As Is

Market Value \$280,000 (Two Hundred and Eighty Thousand Dollars)

Interest Valued Fee simple vacant possession

Date of Inspection 30 January 2019

Date of Valuation 30 January 2019

Date Issued 31 January 2019

Signatories



Ian Rae

Senior Valuer

AAPI CPV

API No: 64815 WA Lic No: 373

Inspecting Valuer

Important

This valuation is subject to the definitions, qualifications and disclaimers and other comments contained within this report.

12.0 Assumptions, Conditions and Limitations

Condition/Structural Disclaimer	<i>This report is not a condition or structural survey and no advice is given in any way relating to condition or structural matters. Any opinion given as to the condition of the structure or improvements on the property is not given in the capacity as an expert. A condition or structural report on the building and/or its plant and equipment has not been sighted, and nor have we inspected unexposed or inaccessible portions of the premises. Therefore we cannot comment on the structural integrity, any defects, rot or infestation (or damage from pest infestation) of the improvements, any use of asbestos or other materials now considered hazardous or areas of non-compliance with the Building Code of Australia, other than matters which are obvious and which are noted within this report. This valuation assumes the building is structurally sound; that building services are adequate and appropriately maintained; the building complies with applicable Council, building, fire, health and/or safety regulations, laws, rules, licences, permits, rulings and/or bylaws; and is free of asbestos or other defects, unless specified otherwise. Should an expert's report establish that there are any defects of this kind then we reserve the right to review this valuation.</i>
Digital Copies of Reports	<i>Where a report has been provided in digital copy and has not been received directly via our firm, the report contents, especially the valuations and critical assumptions, should be verified by contacting the issuing office to ensure the contents are bona fide. In particular if the reader of this report has suspicions that the report appears to be tampered or altered then we recommend the reader contact the issuing office.</i>
Environmental Disclaimer	<i>This report is not an environmental audit and no advice is given in any way relating to environmental matters. Any comment given as to environmental factors in relation to the property are not given in the capacity as an expert. This assessment of value (unless specified otherwise) is made on the basis that the property is free of contamination or environmental issues affecting the property not made known to the valuer. In the event the property is found to contain contamination the matter should be referred to this office for comment. Given contamination issues can have a significant impact on the Market Value of the property, we reserve the right to review and if necessary vary our valuation if any contamination or other environmental hazard is found to exist.</i>
Full Disclosure Disclaimer	<i>Whilst we have attempted to confirm the veracity of information supplied, the scope of work did not extend to verification of all information supplied or due diligence. Our valuation and report has been prepared on the assumption the instructions and information supplied has been provided in good faith, is not in any way misleading or deceptive, contains a full disclosure of all information that is relevant, there are no undisclosed agreements in place that affect the property. The valuer and valuation firm does not accept any responsibility or liability whatsoever in the event the valuer has been provided with insufficient, false or misleading information.</i>
Future Value	<i>Any comments are made in relation to future values are based on general knowledge and information currently available. These comments should not be construed as a prediction of future value levels or a warranty of future performance as the property market is susceptible to potential rapid and unexpected change caused by multiple factors. Ultimately current expectations as to trends in property values may not prove to be accurate. Due to possible changes in the property market, economic conditions, occupancy status and property specific factors, we recommend the value of the property be reassessed at regular intervals.</i>
Geotechnical Assumption	<i>We have not sighted a geotechnical engineers' survey of the property. We are not experts in the field of civil or geotechnical engineering and we are therefore unable to comment as to the geotechnical integrity of the ground and soil conditions. It is specifically assumed that there are no adverse geotechnical conditions that compromise the utility of the property for the current or highest and best use. In the event there is found to be adverse ground conditions we recommend the matter be referred to this Company for comment.</i>
GST	<i>Valuations of residential property are undertaken on the basis that GST is not applicable. This valuation is prepared on the assumption that the subject property does not constitute a 'new residential premises' as defined under ATO Ruling GSTR 2003/3. Further it is assumed that the subject property will transact as a residential property between parties not registered (and not required to be registered) for GST. The market valuation herein reflects a market transaction to which GST may not be applicable. The client should satisfy themselves of the GST position of the parties involved.</i>
Heritage Disclaimer	<i>Our valuation has been assessed having regard to the nature of any buildings on the property and any known heritage listings. However we have not obtained formal confirmation of heritage listings beyond what is available in the public domain and identified in this report. Our valuation assumes, unless otherwise specified, that any heritage issues (including Aboriginal) do not impact on the continued and/or highest and best use of the property. If there is doubt in relation to such issues we recommend written application be made to the relevant authorities.</i>
Inconsistencies in Assumptions	<i>If there is found to be any variance, inconsistency or contradiction in any of the above assumptions then there may be a variation in the valuation assessed.</i>

Information Availability (Market Evidence)	<i>In preparing this valuation we have undertaken those investigations reasonably expected of a professional valuer having regard to normal industry practice so as to obtain the most relevant, available, comparable market evidence. Whilst we believe the market evidence information and any other information provided to be accurate, not all details can and have been formally verified. Due to privacy laws, confidentiality agreements and other circumstances beyond our control, the valuer may not have had access to: personal details of parties involved in transactions (including the relationship of the parties); information on recent transactions that are yet to become public knowledge; and copies of leases or contracts to confirm rents or prices and to ascertain whether or not rents or prices are inclusive or exclusive of GST.</i>
Land and Building Area Disclaimer	<i>In the event actual surveyed areas of the property are different to the areas adopted in this valuation the survey should be referred to the valuer for comment on any valuation implications. We reserve the right to amend our valuation in the event that a formal survey of areas differs from those detailed in this report.</i>
Market Change Disclaimer	<i>This valuation is current as at the Date of Valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value. Where the valuation is being relied upon for mortgage purposes, without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of 90 days from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation. We recommend the valuation be reviewed at regular intervals.</i>
Market Value	<i>The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.</i>
Native Title Assumption	<i>We are not experts in native title or the property rights derived there from and have not been supplied with appropriate expert advice or reports. Therefore, this valuation is made assuming there are no actual or potential native title interests affecting the value or marketability of the property.</i>
Planning Disclaimer	<i>Town planning and zoning information was informally obtained from the relevant local and State Government authorities and is assumed to be correct. This information does not constitute a formal zoning certificate. Should the addressee require formal confirmation of planning issues then we recommend written application be made to the relevant authorities to obtain appropriate current zoning certificates.</i>
Professional Standards	<i>Our valuation has been assessed in accordance with applicable International Valuation Applications and Technical Information Papers of the International Valuation Standards Committee and the Australian Property Institute Practice Standards and Guidance Notes.</i>
Publication of Report	<i>The publication of the valuation or report in whole or any part, or any reference thereto, or the names and professional affiliations of the valuers is prohibited without the prior written approval of the valuer as to the form and context in which it is to appear.</i>
Reliance on Whole Report	<i>This valuation should be read in its entirety, inclusive of any summary and annexures. The valuer and valuation firm does not accept any responsibility where part of this report has been relied upon without reference to the full context of the valuation report.</i>
Scope of Work Undertaken	<p><i>The scope of work undertaken by the valuer in completing the valuation has included:</i></p> <ul style="list-style-type: none"> • <i>Collation of information from relevant parties regarding the subject property;</i> • <i>Undertaking our own research regarding the subject property;</i> • <i>An inspection of the property and measurement of buildings where required;</i> • <i>Undertaking market research in terms of values and/or costs of similar properties;</i> • <i>Preparation of valuation calculations; and</i> • <i>Preparation of this report.</i>
Site Survey Disclaimer	<i>This report is not a site survey and no advice is given in any way relating to survey matters. Any comments given in relation to the property are not given in the capacity as an expert, however, are based on our inspection of the property and review of the Certificate of Title plans. Should the addressee require absolute certainty in relation to site area, dimensions or possible encroachments we recommend that a surveyor be engaged to provide appropriate advice and a survey of the property if considered necessary. In the event there are any fundamental inconsistencies between any site survey undertaken and site detail adopted in this valuation, the survey should be referred to the valuer for comment on any valuation implications (including amendment of our valuation if considered necessary).</i>

Third Party Disclaimer	<i>This report has been prepared for the private and confidential use of our client, Shire of Gnowangerup for the specified purpose. It should not be reproduced in whole or part; or any reference thereto; or to the valuation figures contained herein; or to the names and professional affiliation of the Valuer(s) without the express written authority of Opteon (Albany & Great Southern WA) or relied upon by any other party for any purpose and the valuer shall not have any liability to any party who does so. Our warning is registered here, that any party, other than those specifically named in this paragraph should obtain their own valuation before acting in any way in respect of the subject property.</i>
Title Assumption	<i>Our valuation assumes the property would be offered for sale subject to encumbrances noted on the Title but otherwise unencumbered by mortgages, caveats, or priority notices etc which would prevent transfer of the property.</i>
Unregistered Instruments	<i>If there are any encumbrances, encroachments, restrictions, leases or covenants which are not noted in this report, they may affect the assessment of value. If any such matters are known or discovered, we should be advised and asked as to whether they affect our assessment of value.</i>

APPENDIX 1

INSTRUCTIONS

Shire of Gnowangerup

ABN: 71 892 627 607

Council Office: 28 Yougenup Road,
Gnowangerup WA 6335
Telephone: (08) 9827 1007
Facsimile: (08) 9827 1377
Office Hours: Mon - Fri 9.00am - 4.30pm

PURCHASE ORDER

Order Number must be quoted on all packing slips and invoices
ANY INVOICE WITHOUT AN ORDER NUMBER WILL NOT BE PAID

SUPPLIER COPY

CREDITOR NO. 93595

PURCHASE ORDER NO. 15256

To : OPTEON
PO BOX 5270
ALBANY WA 6332

DATE 23/01/2019
PAGE 1 of 1
REQUIRED BY
REQUESTED BY ANITA FINN

Please supply the following in accordance with instructions:

Qty	Description	Unit Value	Line Value
1.00	VALUATION LOT 9 AND 11, BROOMEHILL-GNOWANGERUP RD, GNP	\$880.0000	\$880.00
	YOUR QUOTE 9289824		
	OUR REFERENCE NO: A1097 & A1260		
		Sub-Total	\$800.00
		GST	\$80.00
		Total	\$880.00

Purchasing Officer Signature:
Approved for payment


EXECUTIVE ASSISTANT

APPENDIX 2
QUOTE ACCEPTANCE

From: Phil.Shephard@gnowangerup.wa.gov.au
Sent: Wednesday, 23 January 2019 11:45:42 AM
To: albany.instructions@opteonsolutions.com
Subject: RE: Quote: (Client Ref: A1097 & A1260) Lots 9 And 11, Broomehill-Gnowangerup Road Gnowangerup.
 Requested by: Phil Shephard

Hi Fiona & Ian

Please find attached Council Purchase Order for your valuation as set out in your quote (9289824). Please quote the Purchase Order No when submitting the account for payment. We look forward to receiving your valuation report shortly. Should you have any further questions please don't hesitate to contact the undersigned. I am available in the Shire Office on Wednesday's.

Kind Regards,
Phil Shephard |Town Planner
 28 Yougenup Rd, Gnowangerup WA 6335 | Shire of Gnowangerup



T (08) 9827 1007
 F (08) 9827 1377
 E Phil.Shephard@gnowangerup.wa.gov.au
 W www.gnowangerup.wa.gov.au

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APPENDIX 3
CERTIFICATES OF TITLE

WESTERN



AUSTRALIA

REGISTER NUMBER 9/D36223	
DUPLICATE EDITION 1	DATE DUPLICATE ISSUED 3/10/2002

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **146** FOLIO **12A**

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



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 9 ON DIAGRAM 36223

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

SHIRE OF GNOWANGERUP OF GNOWANGERUP

(T I246192) REGISTERED 25/9/2002

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

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

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

STATEMENTS:

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

SKETCH OF LAND: 146-12A (9/D36223)
 PREVIOUS TITLE: 1084-270
 PROPERTY STREET ADDRESS: 3396 BROOMEHILL-GNOWANGERUP RD, GNOWANGERUP.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF GNOWANGERUP

INDEXED

LL
Transfer A92897
Volume 1084 Folio 270

WESTERN



AUSTRALIA

REGISTER BOOK
VOL. 146 FOL. 12A

Certificate of Title

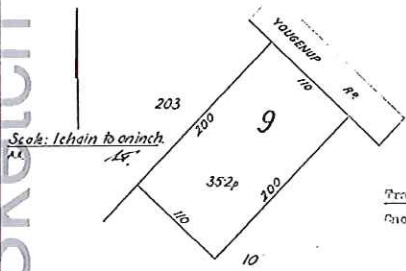


UNDER THE "TRANSFER OF LAND ACT, 1893" AS AMENDED

Trevor Wellstead, of Gnowangerup, Grader Driver, is now the proprietor of an estate in fee simple subject to the easements and encumbrances notified hereunder in: the natural surface and therefrom to a depth of two hundred feet of all that piece of land delineated and coloured green on the map hereon containing thirty-five and two-tenths perches or thereabouts, being portion of Gnowangerup Lot 200 and being Lot 9 on Diagram 36223.

Dated the 16th day of October, 1968.

Superseded - Copy for Sketch Only



[Signature]
REGISTRAR OF TITLES.

Transfer 1570742 to Johannes Eric Ackermann of 37 Hetherold Street, Gnowangerup, Building Contractor. Registered 10th August, 1970 at 9.00 o'clock.



Transfer C29757 to Donald Fraser Ross, Building Contractor and Adriana Ross, Married Woman, both of 75 Yougenup Road, Gnowangerup, as joint tenants. Registered 20th November, 1980 at 9.02 o'clock.



Transfer E413203 to Mark Baden Warren of 27 House Street, Gnowangerup. Registered 27th July, 1990 at 15.32 hrs.



Transfer G832916 to Grant Jeffrey Wallis of 2 Quinn Street, Gnowangerup. Registered 29th June 1998 at 11.41 hrs.



The correct name of the proprietor is Grant Jeffrey Wallis. By Application Dated 13th November, 1998 at 8.17 hrs.



For encumbrances and other matters affecting the land see back

EASEMENTS AND ENCUMBRANCES REFERRED TO

Mortgage G950587 to National Australia Bank Ltd. Registered 13th November, 1998 at 8.17 hrs.



Superseded - Copy for Sketch Only

CERTIFICATE OF TITLE

VOL. 146 FOL. 12A

CT 0146 0012A B



WESTERN



AUSTRALIA

REGISTER NUMBER 11/D42059	
DUPLICATE EDITION 1	DATE DUPLICATE ISSUED 3/10/2002

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 1883 FOLIO 165

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



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 11 ON DIAGRAM 42059

**REGISTERED PROPRIETOR:
(FIRST SCHEDULE)**

SHIRE OF GNOWANGERUP OF GNOWANGERUP

(T I246192) REGISTERED 25/9/2002

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

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

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

STATEMENTS:

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

SKETCH OF LAND: 1883-165 (11/D42059)
 PREVIOUS TITLE: 1748-600
 PROPERTY STREET ADDRESS: 3410 BROOMEHILL-GNOWANGERUP RD, GNOWANGERUP.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF GNOWANGERUP



Application E412996
Volume 1748 Folio 600

WESTERN



AUSTRALIA

1883 165

CERTIFICATE OF TITLE

UNDER THE "TRANSFER OF LAND ACT, 1893" AS AMENDED

I certify that the person described in the First Schedule hereto is the registered proprietor of the undermentioned estate in the undermentioned land subject to the easements and encumbrances shown in the Second Schedule hereto.

Dated 27th July, 1990

D. Mulcahy
REGISTRAR OF TITLES



ESTATE AND LAND REFERRED TO

Estate in fee simple in portion of Gnowangerup Lot 200 and being Lot 11 on Diagram 42059, delineated on the map in the Third Schedule hereto, limited however to the natural surface and therefrom to a depth of 60.96 metres.

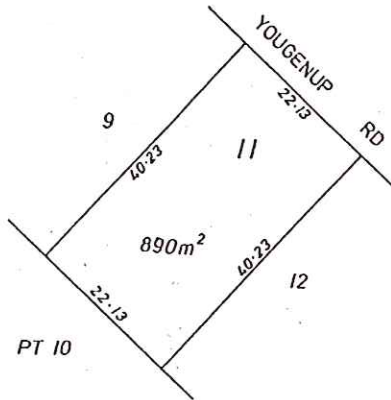
FIRST SCHEDULE (continued overleaf)

~~Shirley Margaret Firth of Flat 4, 21 Sixty Street, Armadale.~~

SECOND SCHEDULE (continued overleaf)

NIL

THIRD SCHEDULE



SCALE 1:750

NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS.

E67590/3/83-20M-L/4654

PERSONS ARE CAUTIONED AGAINST ALTERING OR ADDING TO THIS CERTIFICATE OR ANY NOTIFICATION HEREON

Superseded - Copy for Sketch Only





Page 1 (of 2 pages) 1883 165

FOL. 165

VOL. 1883

FIRST SCHEDULE (continued) NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS

Superseded Copy for Skeletal Only

REGISTERED PROPRIETOR	INSTRUMENT NUMBER		REGISTERED	TIME	SEAL	CERT. OFFICER
	NATURE	NUMBER				
Mark Baden Warren, of 27 House Street, Gnowangerup.	Transfer	E412997	27.7.90	14.40		
Grant Jeffery Mallis of 2 Quinn Street, Gnowangerup.	Transfer	6832916	29.6.98	11.41		

SECOND SCHEDULE (continued) NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS

INSTRUMENT NATURE	NUMBER	PARTICULARS	REGISTERED	TIME	SEAL	CERT. OFFICER	CANCELLATION	NUMBER	REGISTERED OR LODGED	SEAL	CERT. OFFICER

CERTIFICATE OF TITLE VOL. 1883 FOL. 165

From: [Bob Jarvis](#)
To: [Anita Finn](#)
Subject: FW: Lot 9 & 10 Broomehill - Gnowangerup Road, Gnowangerup
Date: Thursday, 17 October 2019 10:11:04 AM
Attachments: [opteon-logo-email-inline_98c9da8d-0b73-4743-a75a-b7cfb411b9ae.png](#)
[telephone_2bb4ac4a-fb91-442c-8e2c-9d4c64e09486.png](#)
[globe_7abd079f-f5f2-441e-96d3-3933bc67319e.png](#)

From: Grant Solomon <grant.solomon@opteonsolutions.com>
Sent: Thursday, 17 October 2019 9:56 AM
To: Bob Jarvis <Bob.Jarvis@gnowangerup.wa.gov.au>
Subject: Lot 9 & 10 Broomehill - Gnowangerup Road, Gnowangerup

Good morning Mr Jarvis,

Following our recent conversation in relation to the above property and having reviewed the recent sales evidence and the previous valuation report of January this year we are of the opinion that the value as reported in January is in the region of its current market value. Please be aware that the valuer has not inspected the property and therefore this opinion is based on a previous inspection by another valuer who has since retired.

Kind regards,

Grant Solomon | DIP Ag, FAPI CPV
Partner



M. 0427 417 744
E. grant.solomon@opteonsolutions.com
A. Suite 3, 91-93 Aberdeen Street, Albany, WA 6330 Australia

 **08 9841 7744**  [OPTEONSOLUTIONS.COM](http://opteonsolutions.com)

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Please consider the environment before printing

From: [Bob Jarvis](#)
To: [Anita Finn](#)
Subject: FW: Lot 9 & 10 Broomehill - Gnowangerup Road, Gnowangerup
Date: Thursday, 17 October 2019 10:11:04 AM
Attachments: [opteon-logo-email-inline_98c9da8d-0b73-4743-a75a-b7cfb411b9ae.png](#)
[telephone_2bb4ac4a-fb91-442c-8e2c-9d4c64e09486.png](#)
[globe_7abd079f-f5f2-441e-96d3-3933bc67319e.png](#)



From: Grant Solomon <grant.solomon@opteonsolutions.com>
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To: Bob Jarvis <Bob.Jarvis@gnowangerup.wa.gov.au>
Subject: Lot 9 & 10 Broomehill - Gnowangerup Road, Gnowangerup

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Kind regards,

Grant Solomon | DIP Ag, FAPI CPV
Partner

Opteon 	M. 0427 417 744 E. grant.solomon@opteonsolutions.com A. Suite 3, 91-93 Aberdeen Street, Albany, WA 6330 Australia
08 9841 7744  OPTEONSOLUTIONS.COM	

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Please consider the environment before printing

12.6	QUINN AND JORDAN STREETS RESUBDIVISION ROAD CONDITION – CLEARANCE REQUEST
Location:	Lots 3587 & 3913 Gnowangerup-Tambellup Road, Pallinup
Proponent:	G & C Richardson
File Ref:	A6302
Date of Report:	14 th October 2019
Business Unit:	Strategy & Governance
Officer:	Phil Shephard, Planning Officer
Disclosure of Interest:	Nil

ATTACHMENTS

Nil

PURPOSE OF THE REPORT

To consider the request from G & C Richardson to clear the road condition placed by the WA Planning Commission (WAPC) on the resubdivision of this rural residential property.

BACKGROUND

The Shire supported the resubdivision of the above property and requested the Commission include a condition requiring some upgrading of Quinn and Jordan Streets to make it suitable for use by the new proposed lots.

Shire staff have previously advised the applicant that some documentation and minor works are required before clearance to the condition will be provided under delegated authority. The applicant has requested the condition be cleared with the road as is. The applicant met with Councillors to discuss the request at the October 2019 Councillor Briefing Session.

As the request does not meet the requirements under the delegation, it is presented to Council for determination.

COMMENTS

The approval (WAPC File 156173) for the resubdivision is subject to a condition that states:

- 4. Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications, to ensure that those lots not fronting an existing road are provided with frontage to a constructed road(s) connected by a constructed road(s) to the local road system and such road(s) are constructed and drained at the landowner/applicant's cost.*

As an alternative, and subject to the agreement of the Local Government the Western Australian Planning Commission (WAPC) is prepared to accept the landowner/applicant paying to the Local Government the cost of such works as estimated by the Local Government and the Local Government providing formal assurance to the WAPC confirming that the works will be completed within a reasonable period as agreed by the WAPC. (Local Government)

The applicant initially constructed the road under the guidance of previous staff in connection with the concrete batching plant developed on Quinn Street.

The applicant has been advised that the present unsealed Quinn Street road is considered satisfactory for the resubdivision and no sealing of the road is required at this stage.

Staff advised the applicant/planning consultant that to satisfy the condition the landowner is required to provide engineering plans showing the roads currently satisfy the 'Local Government Guidelines for Subdivisional Development – October 2017'. These Guidelines have been prepared by the Department of Planning, Lands and Heritage, WA Planning Commission and Institute of Public Works Engineering Australia WA to guide Local Government's subdivision engineering requirements in WA and are used by the Shire planning staff in addressing engineering subdivision conditions.

In this case, the engineering advice sought from the applicant is to confirm the existing gravel surface on Quinn and Jordan Streets is suitable and provide advice on any upgrading required to the drains and/or provision of guideposts, no-through road sign, advisory signs etc. Without this documentation, staff do not know if the existing roads are constructed in accordance with Guidelines.

Works approved by the Shire, can then be undertaken and completed to the Shire's satisfaction, or the value of the works can be bonded/bank guaranteed, if early clearance is required.

The WA Planning Commission (Albany Office) have advised the applicant:

With regard to Condition 4, if the Local Government are not willing to clear Condition 4, when it comes to submitting the Form 1C with the deposited plan you can request the WAPC clear the condition and provide relevant reasons as to why the WAPC should clear it. If both lots have constructed road access as you advise that would appear to meet the intent of Condition 4. We would liaise with the local government at DP stage in this regard also to confirm.

Generally for the WAPC to require upgrades to roads it would need to be determined that the subdivision results in a requirement for an upgrade. It is unlikely a boundary realignment without additional development potential would trigger an upgrade requirement.

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Garry Richardson (Applicant/Landowner)

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

October 2019 Councillor Briefing Session

LEGAL AND STATUTORY REQUIREMENTS

Planning and Development Act 2005 - The Act controls planning within the state including the WA Planning Commission in approving/refusing subdivisions.

POLICY IMPLICATIONS

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

IMPACT ON CAPACITY

Nil.

RISK MANAGEMENT CONSIDERATIONS

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

FINANCIAL IMPLICATIONS

The cost of completing any subdivision condition is at the applicant’s cost including the design and construction of any new roads or any upgrading required to existing roads.

In the case of any new roads or any upgrading required to existing roads, the Shire takes on the responsibility for the maintenance of the road, after a defect liability period of 12-months is completed.

STRATEGIC IMPLICATIONS

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

Strategic Focus	Built Environment and Infrastructure
Goals:	A built environment and infrastructure that supports the community and the economy
Outcome 3.1:	• Appropriate planning and development
Strategy 3.1.2	Provide planning and development advice on land developments.

Strategic Focus	Governance and Organisation
Goals:	Proactive leadership, good governance and efficient service delivery
Outcome 5.1:	• Strategic governance and leadership
Strategy 5.1.5	Ensure compliance with Local Laws and statutory requirements.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

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

1 Not support the clearance request

The Local Government can choose to not support the request. If this was supported, the applicant would be required to comply with previous advice received from staff.

2 *Support the clearance request*

The Local Government can choose to support the request and clear the condition accordingly.

3 *Defer the request*

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

CONCLUSION

The WAPC have included a condition on the approved resubdivision requiring some upgrading of Quinn and Jordan Streets and staff have previously advised the applicant that some documentation and minor works are required before clearance to the condition will be provided under delegated authority. The applicant has requested the condition be cleared with the road as is.

As the request does not meet the requirements under the delegation, it is presented to Council for determination.

VOTING REQUIREMENTS

Simple Majority

During discussion some minor word changes to the officer's recommendation were requested to emphasis the Council's position and the words '*and the applicant will be advised that*' were added by the CEO for Council's decision.

COUNCIL RESOLUTION

Moved: Cr C Thomas

Seconded: Cr G Stewart

1019.123 That Council

Requires the applicant to provide engineering documentation and plans showing that Quinn and Jordan Streets confirming the existing gravel surface is suitable and provide advice on any upgrading required to the drains and/or provision of guide posts, no-through road sign, advisory signs etc. and the applicant will be advised that condition 4 of WAPC File 156173 will not be cleared until these works have been completed.

UNANIMOUSLY CARRIED: 8/0

Phil Shephard left the meeting at 4:46pm and did not return.

12.7 QUARTERLY REVIEW OF CORPORATE BUSINESS PLAN

Location:	N/A
Proponent:	N/A
File Ref:	ADM0432
Date of Report:	14 th October 2019
Business Unit:	Strategy and Governance
Officer:	V Fordham Lamont – Deputy CEO
Disclosure of Interest:	Nil

ATTACHMENTS

- Quarterly Corporate Business Plan Review for 1st Quarter 2019/2020

PURPOSE OF THE REPORT

For Council to note the Quarterly Corporate Business Plan (CBP) Review for the quarter ending 30th September 2019 (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.

The Great Southern Peer Support Group, with the assistance of Shire of Gnowangerup officers, developed a customised tool to report the status of, and any modifications to, the CBP, including but not limited to objectives, strategic initiatives and actions. This will satisfy the regulatory requirements above.

COMMENTS

The attached report satisfies Regulations 19DA(4) of the *Local Government (Administration) Regulations 1996*.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Administration) Regulations 1996
Reg 19DA Corporate business plans, requirements for

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

COUNCIL RESOLUTION

Moved: Cr S Hmeljak

Seconded: Cr F Hmeljak

1019.124 That Council

- 1. Notes and approves the achievements against the actions in the attached Quarterly Corporate Business Plan Review for the quarter ending 30th September 2019;**
- 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.**

CARRIED BY ABSOLUTE MAJORITY: 8/0

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

19/20 QUARTERLY REVIEW - END OF QUARTER ONE

OUR KEY THEMES and OBJECTIVES <small>Note, these should be broad, long term aims that work towards achieving the vision and purpose. Extract from your Community Strategic Plan</small>	OUR STRATEGIC MEASURES <small>(What would success look like - pick out key measures - MAY INCLUDE COMMUNITY PERCEPTION MEASUREMENTS)</small>			OUR INITIATIVES or PROJECTS <small>Note, these should be broad activities required to:</small> 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier	OPERATIONAL IMPLEMENTATION				PROJECT STATUS	ACTION UPDATE COMMENTS				
	BASELINE	FY 19/20 TARGET	FY 19/20 ACTUAL		ACTIONS	RESPONSIBILITY	DELIVERY TIMELINE							
							FY 17/18	FY 18/19			FY 19/20	FY 20/21		
A. SUSTAINABLE BUSINESS GROWTH														
A1 Actively support and develop existing business and attract new local business.	MA1	Number of registered businesses (ABNs) with a local postcode		A1.1	Lobby for the technological infrastructure necessary to support commercial and business growth.	A1.1.1	Develop and implement an Economic Development Strategy/ Plan to guide and drive economic development in the Shire.	CEO		●				
	MA2	Number of Shire FTEs		A1.2	Create business and community Partnerships.	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		●				Plan presented to Council in September 2018.
				A1.3	Review and align land use and infrastructure plans.	A1.1.3	Implement the Digital Workplan.	DCEO		●	●	●		Digital awareness community training sessions are well under way in Gnowangerup, Ongerup and Borden.
				A1.4	Facilitate future industrial Development.	A1.2.1	Identify a community project to facilitate, that encourages business growth i.e. Business Development Group.	CEO	●	●	●	●		
	MA3	Dollar value paid to local businesses as a percentage of total spend (%)		A1.3.1	Monitor progress on infrastructure plans.	A1.3.1	Monitor progress on infrastructure plans.	TOWN PLANNER	●	●	●	●		Ongoing
				A1.4.1	Work with Landcorp to release the industrial lots in Quinn Street.	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.	A1.4.2	Monitor development rates and ensure future supply of industrial land for subdivision and development.	TOWN PLANNER	●	●	●	●		Ongoing
MA4	Land zoned industrial that has been developed (%)		A1.5	Facilitate knowledge sharing and learning opportunities.	A1.4.3	Progress Cuneo Close commercial development	MW		●					
A1.5.1	Hold annual Business Forum.	A1.5.1	Hold annual Business Forum.	CEO	●		●					Business community are not interested and suggested annually is too frequent and suggest maybe every two years.		
A2	For the Shire's business community to have the technology and communication capability necessary to thrive within a competitive environment.	MA5	Value of development applications (\$)	A2.1	Actively seek opportunities for improving local communication network infrastructure.	A2.1.1	Work with external partners to provide an improved internet service within the District.	DCEO	●	●	●	●		Waiting to hear from Superloop, the successful applicant for DPIRD's Smart Farms grants program. Project involves fixed wireless network from the Gnowangerup district to Narrogin. EOs on hold until we hear about this project.
A3	Enhance and develop the Tourism industry to promote growth and prosperity.	MA6	Hectares used for agricultural land use (%)	A3.1	Develop partnerships to actively support visitor growth	A3.1.1	Work with the community to attract a Major Event/Festival or Attraction to the Shire	CDC	●	●	●	●		I am currently working with the BIG Tractor group and assisting them with the whole project. I am also assisting them with a Tractorfest Event that will be held in Oct.
		MA7	Occupied commercial space (%)	A3.2	Leverage our environmental, built, heritage and social assets in the promotion of tourism	A3.2.1	Complete Gnowangerup Heritage Trail Project.	CDC	●					Planning for the Aboriginal extension to the heritage trail is underway. We had our first meeting with local Aboriginal people. Next stage is to map out the track.
						A3.2.2	Develop Tourism Strategy.	CEO		●				
						A3.2.3	Develop Management Plan for the Gnowangerup Star.	CEO	●	●	●			
B. THE NATURAL ENVIRONMENT														
B1 Environmentally sustainable leadership.	MB1	Kilogram(s) residential waste to landfill per head of population		B1.1	Effectively manage Resource consumption including water, energy and non-renewable resources and stewardship.	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		●	●	●		
	MB2	Number of controlled burns		B1.2	Reduce waste through reduction, re- use and recycling of waste products.	B1.1.2	Take management order over Borden Community Dam reserve.	DCEO		●				Waiting on management order to issue.
						B1.2.1	Design and cost the installation of recycling stations at each landfill. Trial at Gnowangerup in Feb 2018.	AWMC		●				Commenced but on-hold to take advantage of possible funding opportunity "Regional and Strategic Waste Management Project"
	MB3	Number of Shire managed reserves where weed control has been conducted		B1.2	Reduce waste through reduction, re- use and recycling of waste products.	B1.2.2	Roll out the recycling stations to the Borden and Ongerup landfills.	AWMC		●				Commenced but on-hold to take advantage of possible funding opportunity "Regional and Strategic Waste Management Project"
						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	●	●	●	●		
B1.2.4	Hold a meeting with the business community to discuss becoming a plastic bag free Shire.	AWMC	●									Not required - State Govt to ban plastic bags.		
B1.2.5	Plan to become a plastic bag free Shire in 2018/19.	AWMC		●									Not required - State Govt to ban plastic bags.	
B2 Adapt to the effects of Climate change.	MB4	Number of incidents regarding unauthorised native vegetation clearing		B2.1	Implement Policy changes through planning, building, land management and infrastructure.	B2.1.1	Investigate alternative sources of power for Shire owned buildings.	AWMC	●					No change solar arrays still the most cost effective system.
						B2.1.2	Install solar systems at the Shire's Administration and Depot buildings.	AWMC	●					Both systems still effective but with less savings due to winter conditions
						B2.1.3	Formulate a plan to help reduce power consumption at the new pool site.	AWMC	●					After further investigation we found that the cost of the infrastructure needed to store the required amount power was prohibitive. The best option for now is to do nothing and monitor changes in tech that may make this viable.
	MB5			B2.1	Implement Policy changes through planning, building, land management and infrastructure.	B2.1.4	Implement pool power plan.	AWMC		●				After further investigation we found that the cost of the infrastructure needed to store the required amount power was prohibitive. The best option for now is to do nothing and monitor changes in tech that may make this viable.
						B2.1.5	Investigate large-scale power generation opportunities.	AWMC				●		
						B2.1.6	Participate in State Risk Project.	DCEO	●	●				
MB6			B3.1	Conserve and enhance open spaces.	B3.1.1	Continue to maintain Parks & Reserves to a high standard.	MW	●	●	●	●			
B3	Enhance reserves and protect local ecology and biodiversity of natural ecosystems.			B3.2	Conserve natural vegetation, Native reserve condition and bushland.	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	●					

Strategic Plan					Financial Sustainability					COMPLETE				
D3	Improve the capability and capacity of the Shire.				D3.1	Improve organisational systems with a focus on innovative solutions.	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	●	●			Continuing to implement recommendations.
							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 being considered for replacement by a suitable policy.
							D3.1.8	Complete an annual Compliance Audit Return to demonstrate compliance with legislation.	DCEO	●	●	●	●	
							D3.1.9	Design and adopt new industry standard Chart of Accounts to provide improved reporting.	DCEO			●		Assess in 20/21.
							D3.2.1	Conduct a bi-annual survey of residents to measure customer satisfaction with services.	CEO		●			Survey completed and report presented to Council. New CEO will consider ramifications of survey results for the Strategic Community Plan.
							D3.2.2	Review the Shire's Customer Service Charter to inform and enhance service outcomes.	DCEO	●	●	●	●	
D4	For the Shire to demonstrate advocacy in promoting the needs and ambitions of the district and the advancement of Local Government.				D4.1	Advocate and influence political direction to achieve local and regional development.	D4.1.1	Continue representation on external Boards and committees such as the GSDC, WALGA Zone, School Boards, Hidden Treasures and others to influence positive local and regional outcomes.	CEO / DCEO / COUNCILLORS	●	●	●	●	Ongoing
							D4.1.2	Participate in State policy development processes affecting local government where appropriate.	CEO / SHIRE PRESIDENT/DCEO	●	●	●	●	Ongoing

E. FINANCIAL SUSTAINABILITY																	
E1	To be less reliant on rates as the primary basis for revenue by leveraging alternative income streams.	ME1					E1.1	Identify opportunities for new income streams that are financially sound and equitable.	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		●				Waiting on Review of Local Government Act to be completed.
							E1.2	Position the Shire to align with State and Federal Government priorities to increase eligibility for grant funding.	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.	ME2					E2.1	Manage liabilities and assets through a planned, long-term approach.	E2.1.1	Develop Property Strategy and review annually.	CEO	●					
									E2.1.2	Develop an ITC Strategy.	DCEO		●			Hold until tenders are called for new IT Support contract at end of 2019 so that drafting and maintaining an ITC Strategy can be included in the scope of the contract.	
									E2.1.3	Update medical practice IT hardware and connect to Shire server.	DCEO	●				Completed in 17/18.	
									E2.1.4	Convert CEO & Mechanic houses from Reserve to freehold and separate into 2 lots.	DCEO	●				Completed in 17/18.	
									E2.1.5	Convert Police OIC and Doctor houses from Reserve to freehold and separate into 2 lots.	DCEO	●	●			Waiting on Department of Planning, Lands and Heritage.	
		ME4							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 of non-payment of rates.	
									E2.2.1	Complete and maintain Asset Management Plans.	AWMC	●				Ongoing	
									E2.2.2	Review Asset Management Plan.	AWMC	●	●	●	●	Ongoing	
E3	To effectively plan for the funding and delivery of major projects.	ME6					E3.1	Effectively prioritise major capital projects to facilitate long-term financial sustainability.	E3.1.1	Implement Capital Works Program as detailed in the Capital Works Program 2017-2018.	MW	●	●	●	●	On track	
									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	●	●	●	●	On going	
E4	Continue to liaise with key stakeholders such as State and Federal Government Agencies.	ME8					E4.1	Maximise funding opportunities for key infrastructure projects for the Shire of Gnowangerup.	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	●	●	●	●	Ongoing	
									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	●	●	●	●	Ongoing	
									E4.1.3	Maximise WANDRRA funding opportunities by reviewing and incorporating works completed by WANDRRA and adjust works program accordingly.	MW	●	●	●	●	WANDRRA flood damage from AGRN743 is complete. We will continue to update RAMM with road information	

Strategic Plan				2019-2022 Strategic Plan				FY 17/18				FY 18/19				FY 19/20				FY 20/21				FY 21/22				COMPLETE																			
F. QUALITY BUILT FORM																																															
F1	For the Shire's commercial and residential areas to be filled with quality buildings and appealing streetscapes.	MF1						F1.1	Ensure planning frameworks promote and support mixed use developments.	F1.1.1	Design Stage 1 of residential subdivision in Quinn Street.	TOWN PLANNER	●	●	●	●																															
		MF2						F1.2	Environmentally sensitive building designs are promoted and encouraged.	F1.2.1	Ensure environmental consideration is reflected in Town Planning and Building Approvals.	TOWN PLANNER / BUILDING SURVEYOR	●	●	●	●																															
		MF3						F1.3	Buildings and landscaping is suitable for the immediate environment and reflect community values.	F1.3.1	Facilitate the redevelopment of Aylmore Springs. Stage 1: Community Consultation. Stage 2: Design & Implementation.	CEO / TOWN PLANNER	●	●	●	●																															
		MF4								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.	MF5					F2.1	Facilitate diverse, inclusive, housing options.	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	●																																			
		MF6						F2.1.4	Construct two houses on grouped housing block.	DCEO / AWMC			●	●																																	
								F2.2	Provide appropriate open space to recreate and connect with nature.	F2.2.1	Encourage better use of existing underutilised community spaces across the Shire.	CEO / TOWN PLANNER	●	●	●	●																															
F3	To provide facilities of the highest quality which reflect the needs of the community now and into the future.	MF8					F3.1	Develop an understanding of the demographic context of local communities to support effective facility planning.	F3.1.1	Prepare a demographic profile for each of the 3 communities using the 2016 Census data.	-CEO-	●																																			
									F4.1.1	Develop a long-term approach to significant facility upgrades and improvements.	AWMC	●	●	●	●																																
F4	Manage current and future assets and infrastructure.	MF9					F4.1	Continue to improve asset management practices.	F4.1.2	Develop an Asset Management Strategy 2018-2028 to guide the Shire's approach to managing its assets.	AWMC	●																																			
		MF10								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			●																																

12.8	ADMINISTRATION OFFICE CHRISTMAS CLOSURE
Location:	Shire of Gnowangerup
Proponent:	N/A
File Ref:	
Date of Report:	14 ^h October 2019
Business Unit:	Strategy and Governance
Officer:	Bob Jarvis – Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

Nil

PURPOSE OF THE REPORT

To seek Council's endorsement for the closing of the Shire Administration Office during the Christmas and New Year break from close of business Tuesday 24th December 2019 to reopen on Thursday 2nd January 2020.

BACKGROUND

Previously, Council has authorised the closure of the Shire Administration office during the Christmas and New Year period.

COMMENTS

The Boxing Day public holiday falls on Thursday 26th December 2019 meaning staff would return to work on Friday 27th December 2019 for 1 day. Following the weekend staff would then return to work again on Thursday 2nd January 2020 following the New Year's Public Holiday on the Wednesday.

Over the past year it has been recognised that on many occasions Council staff have gone above and beyond what has been required of them. As the CEO I would like to provide Council staff with the extra Rostered Day Off (RDO). This would mean staff would return to work on 2nd January 2020.

Staff will be required to take a total of 2 days accrued leave. If a staff member has no accrued leave, the time off would be leave without pay.

If approved, the closure would be advertised in the three Local Newsletters, Shire of Gnowangerup Website and the administration answering machine.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: To have a highly skilled and effective Council that represents the best interests of the community.

Strategic Initiative: Maintain a skilled and highly effective workforce.

IMPACT ON CAPACITY

No work or service delivery would take place between Christmas and New Year.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council can decline to close the Shire Administration office during Christmas and New Year. The office will need to be staffed by two people.

CONCLUSION

It is not often that Council has the opportunity to reward staff and it is therefore proposed that Council endorses the closing of the Council administration office during the Christmas and New Year break. One benefit endorsing the closing results in a one off significant reduction in the Shire's leave liability in addition there are fewer customers during this period.

VOTING REQUIREMENTS

Simple majority

COUNCIL RESOLUTION

Moved: Cr R House

Seconded: Cr G Stewart

1019.125 That Council

Endorses the closure of the Shire Administration Office from the close of business on Tuesday 24th December 2019 to reopen on Thursday 2nd January 2020.

UNANIMOUSLY CARRIED: 8/0

13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT

Nil

14. INFRASTRUCTURE AND ASSET MANAGEMENT

Nil

15. STATUTORY COMPLIANCE

Nil

16. FINANCE

**16.1 ACCOUNTS FOR PAYMENT AND AUTHORISATION
– SEPTEMBER 2019**

Location: Shire of Gnowangerup
Proponent: N/A
File Ref: ADM0451
Date of Report: 10th October 2019
Business Unit: Corporate and Community Services
Officer: CA Shaddick – Senior Finance Officer
Disclosure of Interest: Nil

ATTACHMENTS

- September 2019 Cheque Listing

PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of September 2019.

BACKGROUND

Nil

COMMENTS

The September 2019 cheque list for the period 01/08/2019 to 31/08/2019 is attached as follows:

FUND	AMOUNT
Municipal Fund	\$ 429,935.41
Trust Fund	\$ 00.00
Credit Card	\$ 1,765.58
TOTAL	\$ 431,700.99

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 cCouncil.*

POLICY IMPLICATIONS

Purchasing Policy 4.1

Corporate Credit Card Policy 4.7

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

COUNCIL RESOLUTION

Moved: Cr S Hmeljak

Seconded: Cr G Stewart

1019.126 That Council

Approves the Schedule of Accounts:

Municipal Fund Cheques 27568 - 27582, EFT 15180 – EFT 15289, Superannuation and Direct Deposits totalling \$429,935.41 and Trust Fund Cheques totalling \$0.00 and Corporate Credit Card totalling \$1,765.58.

UNANIMOUSLY CARRIED: 8/0

Chq/EFT	Date	Name	Description	Amount
EFT15180	4/09/2019	ADVANCED TRAFFIC MANAGEMENT (WA)	TRAFFIC MANAGEMENT PLAN FOR INSTALLATION OF THE SCHOOL CROSSING ON YUGENUP ROAD AS PER MAIN ROADS REQUEST FROM CHILDRENS CROSSING UNIT WA POLICE WITH SUPPORT FROM MAIN ROADS	\$ 783.20
EFT15181	4/09/2019	AIR LIQUIDE	CYLINDER FEE LGE, MED, SMALL	\$ 149.68
EFT15182	4/09/2019	CANCELLED	INCORRECT BANK ACCOUNT DETAILS	\$ 0.00
EFT15183	4/09/2019	ARMADILLO PRODUCTS	SUNDRY PLANT - PRUNING MACHINE PARTS	\$ 575.70
EFT15184	4/09/2019	ATRATUS PROPERTY	CONTRACT SERVICES AUGUST 2019	\$ 1,541.10
EFT15185	4/09/2019	BEST OFFICE SYSTEMS	DEPOT PHOTCOPYING READING FROM 28/07/2019 TO 28/08/2019	\$ 318.01
EFT15186	4/09/2019	BGL SOLUTIONS	GARDEN MAINTENANCE AS PER CONTRACT	\$ 10,429.53
EFT15187	4/09/2019	BLIGHTS AUTO ELECTRICS	SUNDRY PLANT - PRUNING MACHINE 30M ROLL 4MM 7 CORE CABLE	\$ 159.00
EFT15188	4/09/2019	CEMETERIES & CREMATORIA ASSOC OF WA	CCAWA 19/20 MEMBERSHIP FORM	\$ 125.00
EFT15189	4/09/2019	CS LEGAL	LEGAL FEES A1114	\$ 250.00 R
EFT15190	4/09/2019	DA & KJ MURRAY	ACCOMODATION AND MEALS EHO & CEO	\$ 140.00
EFT15191	4/09/2019	ECHELON AUSTRALIA PTY LTD	LEGAL RISK MANAGEMENT & CONTRACT RISK ADVISORY PROJECT CONSULTING TIME CHARGES	\$ 1,727.00
EFT15192	4/09/2019	GATEWAY PRINTING	1000 PLAIN A4 ENVELOPES	\$ 576.40
EFT15193	4/09/2019	GNOWANGERUP CRC	COMMUNITY GRANT 2019/20 SUMMER FAIR 2019	\$ 6,050.00
EFT15194	4/09/2019	GNOWANGERUP FUEL SUPPLIES	FUEL FOR ADMIN FLEET	\$ 853.83
EFT15195	4/09/2019	IT VISION	REPAIRS TO DATABASE FOR REVERSAL IN ASSET REGISTER	\$ 247.50
EFT15196	4/09/2019	JR & A HERSEY PTY LTD	ROAD MAINTENANCE SUNDRY - 200 GUIDEPOSTS	\$ 3,085.91

EFT15197	4/09/2019 LANDGATE	RURAL UV'S SCHD R2019/2	\$ 135.70
EFT15198	4/09/2019 MARKETFORCE	ADVERT SPECIAL COUNCIL MEETING 14/08/2019	\$ 255.99
EFT15199	4/09/2019 METROCOUNT	ROMAN DEVELOPMENT GEN - 2 X CENTRE LANE FLAPS (PACK OF 10)	\$ 346.50
EFT15200	4/09/2019 OFFICEWORKS	PUBLIC TOILETS-TOILET TISSUE	\$ 129.95
EFT15201	4/09/2019 OLUMAYOKUN OLUYEDE	CASH SIBSIDY AS PER CONTRACT AUGUST 2019	\$ 11,000.00
EFT15202	4/09/2019 ONGERUP CARAVAN PARK	CLEANING SERVICES ONGERUP AUGUST 2019	\$ 348.32
EFT15203	4/09/2019 ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR MONTHLY ACCES FEE FOR SEPTEMBER	\$ 528.00
EFT15204	4/09/2019 STAMP STORE	SHIRE OF GNOWANGERUP STAMP FOR LICENSING	\$ 55.90
EFT15205	4/09/2019 THE BOTTLE-O NORTH ROAD	BEVERAGES COUNCIL MEETINGS AND CEO FAREWELL	\$ 618.37
EFT15206	4/09/2019 TOLL TRANSPORT PTY LTD	FREIGHT	\$ 43.78
EFT15207	4/09/2019 WAYFOUND	ADDITIONAL TIME SPENT ON THE ONGERUP INFORMATION BAY	\$ 176.00
EFT15208	4/09/2019 WALGA	2 ATTENDEES WA LOCAL GOVERNMENT CONVENTION	\$ 2,950.00
EFT15209	4/09/2019 WHEATBELT BUSINESS NETWORK	PART 2 OF COMMUNITY DIGITAL AWARENESS PROJECT	\$ 4,820.00
EFT15210	4/09/2019 WINC. (WORK INCORPORATED)	CLEANING SUPPLIES-GNP PUBLIC TOILETS	\$ 326.04
EFT15211	4/09/2019 YONGERGNOW-ONGERUP CRC	COMMUNITY GRANT 2019/20	\$ 5,500.00
EFT15212	10/09/2019 ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 80.00
EFT15213	10/09/2019 ADRIENNE JOYCE	RENT ONGERUP GRADER DRIVER 26/09/2019 - 16/10/2019	\$ 520.00
EFT15214	10/09/2019 ARMADILLO PRODUCTS	SUNDRY PLANT - PRUNING MACHINE - HYDRAULIC HOSE AND FITTINGS	\$ 100.37
EFT15215	10/09/2019 ASHLEIGH ANNE NUTTALL	GRADER DRIVER RENTAL 23/09/2019 - 21/10/2019	\$ 1,000.00
EFT15216	10/09/2019 AUSTRALIA POST	POSTAGE FOR AUGUST 2019	\$ 155.38

EFT15217	10/09/2019 AUTOSMART (WA)	DEPOT CLEANING PRODUCTS	\$	138.27
EFT15218	10/09/2019 B P HARRIS & SON	2019 CASE WHEEL LOADER 721F GN.008 - FLAT BAR FOR CASE LOADER GRILL 40 X 6 FLAT BAR 1 @ 6000 CUT IN HALF	\$	49.61
EFT15219	10/09/2019 BECKS TRANSPORT	FREIGHT - GRADER BLADES	\$	426.16
EFT15220	10/09/2019 BEST OFFICE SYSTEMS	POSTAGE/FREIGHT	\$	19.00
EFT15221	10/09/2019 BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	140.00
EFT15222	10/09/2019 BUNNINGS ALBANY	ONGERUP DEPOT - DEWALT BATTERY CHARGER	\$	216.78
EFT15223	10/09/2019 DEPARTMENT WATER & ENVIRONMENTAL REG	GREASE TRAP CLEANING GEN	\$	132.00
EFT15224	10/09/2019 DIMITY MCMORRAN	4X DIGITAL AWARENESS TRAINING SESSIONS-8 HOURS	\$	570.00 P
EFT15225	10/09/2019 GNOWANGERUP CRC	STAFFING FOR LIBRARY	\$	859.95
		CLEANING AND AMENITIES	\$	359.78
		ELECTRICITY	\$	263.53
		PHONE AND INTERNET SHARE	\$	50.00
EFT15226	10/09/2019 GNOWANGERUP FUEL SUPPLIES	FUEL FOR GNOWANGERUP DEPOT 18,200 LITRES @ \$1.40 ONGERUP DEPOT 3,100 LTS @ \$1.40	\$	25,480.00 \$ 4,340.00
EFT15227	10/09/2019 I SWEEP TOWN & COUNTRY	GNOWANGERUP, BORDEN, ONGERUP STREET SWEEPING	\$	4,009.50
EFT15228	10/09/2019 JH COMPUTER SERVICES PTY LTD	CISCO SG350-52P 52-PORT GIGABIT POE MANAGED SWITCH	\$	5,038.00
EFT15229	10/09/2019 KOJONUP AUTO ELEC SERVICES	ISUZU MEDIUM TIPPER NPR 300 GN.0038 - ONGERUP BATTERY ISOLATOR SWITCH BATTERY MASTER	\$	197.75
EFT15230	10/09/2019 LGRCEU	PAYROLL DEDUCTIONS	\$	184.50
EFT15231	10/09/2019 OLIVIA LETTER	REIMBURSE EXPENSES FOR CONFERENCE ATTENDANCE	\$	54.45
EFT15232	10/09/2019 ONGERUP FARM SUPPLIES	EXPENDABLE TOOLS GEN - ONGERUP DEPOT 1 X COLD CHISEL	\$	32.50

EFT15233	10/09/2019	PHILIPPA JANE MOIR	4 X DIGITAL AWARENESS TRAINING SESSIONS FOR TRAINERS.	\$	580.00	P
EFT15234	10/09/2019	PRIMARIES GNOWANGERUP	VARIOUS HARDWARE ITEMS	\$	803.02	
EFT15235	10/09/2019	RAY FORD SIGNS	PLAQUE FOR PURPLE BENCH	\$	40.00	
EFT15236	10/09/2019	RECORDS ARCHIVES HISTORICAL MANAGEMENT	MEDICAL PRACTICE RISK REVIEW OF RECORDS	\$	1,650.00	
EFT15237	10/09/2019	SADLERS BUTCHERS	CATERING SHIRE MEETINGS	\$	83.00	
EFT15238	10/09/2019	SHORT STAY VILLA	ACCOMMODATION FOR VISITING AUTHOR	\$	70.00	
EFT15239	10/09/2019	SOUTHERN AGCARE	COMMUNITY GRANT REDUCE COUNSELLING WAIT TIME	\$	8,257.26	
EFT15240	10/09/2019	TRUCKLINE	VECO STRALIS AS500 - GN.0044 MUDFLAP	\$	88.73	
EFT15241	10/09/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 28/08, 04/09	\$	1,782.00	
EFT15242	10/09/2019	WARREN BLACKWOOD WASTE	BINS PICK UP 01/08, 08/08, 15/08, 22/08, 29/08	\$	8,185.70	
EFT15243	10/09/2019	WESTRAC EQUIPMENT PTY LTD	2016 AA 12M MOTOR GRADER GN.0020 1 X 357 - 9236 (REPLACE BOKEN GLASS ON THE DOOR)	\$	1,188.10	
EFT15244	10/09/2019	WRIDGWAYS BUNBURY	REMOVAL COST OUTGOING CEO SHELLEY PIKE.	\$	4,728.17	
EFT15245	18/09/2019	BAILEYS ALBANY GUTTER CLEAN	BORDEN COMPLEX - CLEAN ALL GUTTERS ON 07/09/2019	\$	850.00	
			ONGERUP COMPLEX - CLEAN ALL GUTTERS	\$	600.00	
			GNP COMPLEX - CLEAN GUTTERS	\$	850.00	
EFT15246	18/09/2019	BORDEN PRIMARY SCHOOL	BORDEN PRIMARY SCHOOL HONOUR AWARD 2019	\$	50.00	
EFT15247	18/09/2019	FOUNDATION ELECTRICAL	GNOWANGERUP SWIMMING POOL - VAC CLEANER REPAIRS MOTOR - MOTOR UNIT DYN DC PRO-X EX ROAD	\$	1,628.25	
EFT15248	18/09/2019	G & M DETERGENTS	BLUE CLOTHS FOR ADMIN CLEANING	\$	16.50	
EFT15249	18/09/2019	GNOWANGERUP CRC	CONFERENCE ROOM HIRE SEPTEMBER	\$	329.00	P
EFT15250	18/09/2019	HOLY COW CREATIONS	RATES BROCHURE, ANNUAL REPORT 18/19, BUDGET COVERS	\$	830.70	

EFT15251	18/09/2019	IAN DAVID BEATON	ONGERUP COMMUNITY CENTRE - CHECK FOR LEAK IN ROOF AND REPAIR AS REQUIRED. REPAIR WATER LEAK AT RIDGE AND OLD FLASHING SECURE DOWN ROOF SHEETS, CLEAN GUTTERS AND UNBLOCK DOWN PIPES	\$	781.00
EFT15252	18/09/2019	OFFICEWORKS	OFFICE STATIONERY	\$	16.14
EFT15253	18/09/2019	ON THE MENU TONIGHT	DINNER FOR COUNCIL & EXECUTIVE WORKSHOP	\$	180.00
EFT15254	18/09/2019	OPTEON	VALUATION OF 8 CECIL ST GNOWANGERUP	\$	495.00
EFT15255	18/09/2019	RECORDS ARCHIVES HISTORICAL MANAGEMENT	COMPLETION OF ARCHIVING PROGRAM	\$	4,897.75
EFT15256	18/09/2019	SADLERS BUTCHERS	SPECIAL COUNCIL MEETING & BUDGET WORKKSHOPS	\$	566.00
EFT15257	18/09/2019	SHANNON COOPER	HAIR FOR NAIDOIC FASHION SHOW	\$	50.00
EFT15258	18/09/2019	TOLL TRANSPORT PTY LTD	FREIGHT	\$	271.70
EFT15259	18/09/2019	WAUTERS ENTERPRISES	PROGRESS CLAIM 2	\$	148,861.15 P
EFT15260	18/09/2019	YONGERGNOW-ONGERUP CRC	ADVERTISING IN GRAPEVINE	\$	186.00
EFT15261	25/09/2019	A D CONTRACTORS PTY LTD	2170LTRS EMULSION @ \$1.42/LTS	\$	3,389.54
EFT15262	25/09/2019	A SMART START GREAT SOUTHERN INC.	COMMUNITY GRANT 2019/20	\$	2,000.00
EFT15263	25/09/2019	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	80.00
EFT15264	25/09/2019	ALBANY LOCK SERVICE SUPERIOR SECURITY	REPLACE LOCKS AT 4 GROCOCK STREET (CEO HOUSE) AND INSTALL DEAD LOCKS ON GLASS DOORS TO COMPLY WITH MINIMUM AUST STANDARDS FOR RENTAL HOUSES.	\$	1,063.55
EFT15265	25/09/2019	ALEXANDER EDGAR MARTIN	MEETING FEES JULY-SEPT	\$	2,165.00
EFT15266	25/09/2019	BENJAMIN WILLIAM MOORE	MEETING FEES JULY - SEPT	\$	2,165.00
EFT15267	25/09/2019	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	140.00

EFT15268	25/09/2019	BOOKTOPIA PTY LTD	LIBRARY BOOKS - GNOWANGERUP	\$	170.85
EFT15269	25/09/2019	CORPORATE ENERGY AUSTRALIA PTY LTD	CATERPILLAR SKID STEER LOADER 1 X MORRIS MD-4 PENETRATING FLUID (400M	\$	81.61
EFT15270	25/09/2019	CS LEGAL	LEGAL FEES	\$	203.50
EFT15271	25/09/2019	DL CONSULTING	STATUTORY BUDGET PREPARED	\$	4,125.00
EFT15272	25/09/2019	GNOWANGERUP CRC	ADVERTISING IN THE GNOW	\$	614.80
EFT15273	25/09/2019	GNOWANGERUP SMASH REPAIRS	ISUZU D-MAX (MECHANIC UTILITY) - REPLACE WINDSCREEN SUPPLY & FIT F/SCREEN INCL MOULDING, MATERIAL, FREIGHT PACKING & INS	\$	729.00
EFT15274	25/09/2019	GWENDA JOYCE WELLSTEAD	WINDOW CLEANING OF VACATED CEO HOUSE	\$	385.00
EFT15275	25/09/2019	J. BLACKWOOD & SON PTY LIMITED	ROMAN DEVELOPMENT GEN SPIKE DECK ROSE HD GAL 9 X 150MM	\$	198.90
EFT15276	25/09/2019	JANE FARMER	DIGITAL AWARENESS TRAINING SESSIONS - 10/9/2019 AND 17/9/2019.	\$	500.00 P
EFT15277	25/09/2019	CANCELLED	PAYMENT IN ERROR - WORKS NOT COMPLETED	\$	0.00
EFT15278	25/09/2019	LGRCEU	PAYROLL DEDUCTIONS	\$	184.50
EFT15279	25/09/2019	LG PROFESSIONALS AUSTRALIA WA	ATTENDANCE AT THE ANNUAL STATE CONFERENCE - DEPUTY CEO	\$	1,030.00
EFT15280	25/09/2019	OFFICEWORKS	ADMIN STATIONERY	\$	317.84
EFT15281	25/09/2019	PHILIPPA JANE MOIR	DIGITAL AWARENESS TRAINING SESSIONS	\$	300.00 P
EFT15282	25/09/2019	QUREMED PTY LTD	SERVICE OXY VIVA - SWIMMING POOL SERVICE / REPAIR FEE	\$	204.76
EFT15283	25/09/2019	RECORDS ARCHIVES HISTORICAL MANAGEMENT	MEDICAL PRACTICE FILES	\$	8,866.00
EFT15284	25/09/2019	STATE LAW PUBLISHER	GAZETTAL OF SHIRE OF GNOWANGERUP BUSH FIRE BRIGADES LOCAL LAW 2019	\$	442.64
EFT15285	25/09/2019	THE WOOLY SHEEP CAFE & GIFT SHOP	LUNCH FOR AALIYAH TRAINEESHIP COMPLETION	\$	69.00

EFT15286	25/09/2019	TOLL TRANSPORT PTY LTD	FREIGHT	\$ 112.75
EFT15287	25/09/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 11/09, 18/09	\$ 1,782.00
EFT15288	25/09/2019	WURTH AUSTRALIA PTY LTD	EXPENDABLE TOOLS GEN 24 X ADHESIVE LUBRICANT ADHLUB	\$ 731.17
EFT15289	25/09/2019	YONGERGNOW AUSTRALIAN MALLEEFOWL CENTRE	COMMUNITY GRANT 2019/20 \$5000 PLAY AREA	\$ 5,500.00
27568	4/09/2019	SYNERGY	SUPPLY PERIOD 33 DAYS STREET LIGHTS	\$ 3,709.31
27569	6/09/2019	AUSTRALIAN TAXATION OFFICE	BAS RETURN AUGUST 2019	\$ 65,845.00
27570	10/09/2019	GNOWANGERUP BOWLING CLUB	BEVERAGES FOR CEO FAREWELL	\$ 180.00
27571	10/09/2019	GNOWANGERUP IGA	CONSUMABLES	\$ 463.83
27572	10/09/2019	JANE FARMER	03/09/2019-WORKSHOP SESSION	\$ 490.00 P
27573	10/09/2019	JANELLE NEHME	BOOKING FEE FOR CANCELLATION OF CEO FAREWELL 30/08/2019	\$ 400.00
27574	10/09/2019	SYNERGY	SUPPLY PERIOD 59 DAYS	\$ 2,827.58
27575	18/09/2019	SHIRE OF GNOWANGERUP	RATES EXEMPTION AS PER COUNCIL 2007 - MASONIC LODGE	\$ 465.00
27576	18/09/2019	SYNERGY	SUPPLY PERIOD 59 DAYS	\$ 989.04
27577	18/09/2019	TELSTRA	USAGE, SERVICE, EQUIPMENT AND DIRECTORY CHARGES	\$ 1,305.17
27578	18/09/2019	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES	\$ 3,695.53
27579	25/09/2019	COMPU-STOR	POSTAGE FOR RURAL STREET ADDRESSING MAPS	\$ 49.08
27580	25/09/2019	IMPACT SERVICE PTY LTD	TRAINEE HOURS - WEEK ENDING 15TH SEPT	\$ 116.08
27581	25/09/2019	LES COOKE INSTRUMENT CO PTY LTD	3 X KESTREL WEATHER METERS PLUS FREIGHT	\$ 1,489.00 F
27582	25/09/2019	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES	\$ 497.77

DD4400.1	4/09/2019 WALGS PLAN	PAYROLL DEDUCTIONS	\$ 5,555.51
DD4400.2	4/09/2019 REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 182.95
DD4400.3	4/09/2019 CBUS	SUPERANNUATION CONTRIBUTIONS	\$ 466.67
DD4400.4	4/09/2019 SMSF	SUPERANNUATION CONTRIBUTIONS	\$ 844.75
DD4400.5	4/09/2019 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 331.96
DD4400.6	4/09/2019 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 851.11
DD4400.7	4/09/2019 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 871.71
DD4400.8	4/09/2019 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 740.68
DD4400.9	4/09/2019 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 224.22
DD4405.1	30/09/2019 LEASEIT LTD	PHOTOCOPIER LEASE AGREEMENT	\$ 1,196.25
DD4410.1	18/09/2019 WALGS PLAN	PAYROLL DEDUCTIONS	\$ 5,798.59
DD4410.2	18/09/2019 REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 170.26
DD4410.3	18/09/2019 CBUS	SUPERANNUATION CONTRIBUTIONS	\$ 466.20
DD4410.4	18/09/2019 OASIS SUPERANNUATION MASTER TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 90.25
DD4410.5	18/09/2019 SMSF	SUPERANNUATION CONTRIBUTIONS	\$ 844.75
DD4410.6	18/09/2019 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 331.96
DD4410.7	18/09/2019 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 795.33
DD4410.8	18/09/2019 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 871.71
DD4410.9	18/09/2019 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 740.68
DD4413.1	10/09/2019 NATIONAL AUSTRALIA BANK	ITEMISED BELOW	

DD4400.10	4/09/2019 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 129.60
DD4400.11	4/09/2019 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 210.52
DD4410.10	18/09/2019 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 241.21
DD4410.11	18/09/2019 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 114.11
DD4410.12	18/09/2019 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 210.52
		TOTAL MUNICIPAL ACCOUNT	\$ 429,935.41
	15/08/2019 STAMP STORE	SELF INKING STAMP FOR LICENSING OFFICERS	\$ 63.90
	16/08/2019 CLICK BUSINESS	BUSINESS CARDS FOR EHO	\$ 59.20
	19/08/2019 SAFETY CULTURE	IAUDITOR SUBSCRIPTION FOR OHS	\$ 158.40
	23/08/2019 NTH METROPLITAN TAFE	LIBRARY TRAINING O. LETTER	\$ 507.00
	23/08/2019 DROPBOX	DCEO PROGRAM	\$ 18.69
	30/08/2019 BENTLEY MOTEL	ACCOMODATION DCEO TO ATTEND ELECTION CONFERENCE	\$ 148.00
	3/09/2019 WESTNET	ADMIN & CEO HOME INTERNET	\$ 232.83
	9/09/2019 TELSTRA	DCEO HOME INTERNET (REIMBURSEMENT OF \$139.00)	\$ 209.00
	10/09/2019 FPA AUSTRALIA	PHIL SHEPHARD BUSHFIRE PLANNING SEMINAR	\$ 350.00
	10/09/2019 NAB FEES	MONTHLY CREDIT CARD FEES	\$ 18.56
		TOTAL CORPORATE CREDIT CARD	\$ 1,765.58

**CERTIFICATE OF SENIOR FINANCE OFFICER
I HEREBY CERTIFY THE FOLLOWING SCHEDULE OF ACCOUNTS:**

TOTAL FOR MUNICIPAL FUND: EFT 15180 -15289, Cheque 27568 - 27582, DD Super Clearing House = \$429,935.41
TOTAL FOR TRUST FUND: Cheque NIL
TOTAL FOR CREDIT CARD: \$1,765.58

CHIEF EXECUTIVE OFFICER

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

16.2 SEPTEMBER 2019 MONTHLY FINANCIAL REPORT

Location: Shire of Gnowangerup
Proponent: N/A
File Ref: ADM0451
Date of Report: 11th October 2019
Business Unit: Corporate and Community Services
Officer: D. Long – Finance Consultant
C. Shaddick – Senior Finance Officer
Disclosure of Interest: NIL

ATTACHMENTS

Monthly Financial Statements for period 30th September 2019 including:

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

PURPOSE OF THE REPORT

For Council to receive and accept the Monthly Financial Report to 30th September 2019, note that figures are subject to change as a result of end of year procedures and the audit process.

BACKGROUND

Nil

COMMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996
Reg. 34 Financial activity statement required each month

POLICY IMPLICATIONS

Reporting Material Differences Policy 4.2
Investment Policy 4.5

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Sustainable and Capable Council

Objective: Provide accountable and sustainable leadership

Strategic Initiative: Nil

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

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

COUNCIL RESOLUTION

Moved: Cr S Hmeljak

Seconded: Cr F Hmeljak

1019.127 That Council:

Receives and accepts the Monthly Financial Report for September 2019.

UNANIMOUSLY CARRIED: 8/0

SHIRE OF GNOWANGERUP

MONTHLY FINANCIAL REPORT

30-Sep-19

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 30 SEPTEMBER 2019

	NOTES	2019-20 ANNUAL BUDGET	2019-20 YTD BUDGET	2019-20 YTD ACTUAL	
EXPENDITURE (Excluding Finance Costs)		\$	\$	\$	
General Purpose Funding		(81,604)	(25,769)	(21,598)	
Governance		(937,524)	(270,876)	(256,079)	
Law, Order, Public Safety		(377,637)	(102,995)	(70,099)	
Health		(372,745)	(94,863)	(65,171)	
Education and Welfare		(47,261)	(17,772)	(7,004)	
Housing		(54,508)	(9,445)	-6,030.37	
Community Amenities		(570,367)	(148,951)	-73,550.75	
Recreation and Culture		(1,407,164)	(373,830)	(245,284)	
Transport		(3,112,232)	(1,045,382)	(460,427)	
Economic Services		(278,899)	(32,190)	(30,508)	
Other Property and Services		(585,290)	(212,446)	(99,528)	
		(7,825,231)	(2,334,517)	(1,335,279)	
REVENUE					
General Purpose Funding		4,649,831	0	4,147,856	
Governance		0	545,435	327	
Law, Order, Public Safety		69,260	0	1,038	
Health		300	0	499	
Education and Welfare		11,800	0	400	
Housing		86,598	545,435	22,216	
Community Amenities		283,139	(1,096,851)	260,191	
Recreation and Culture		17,999	0	2,975	
Transport		140,886	0	54	
Economic Services		52,340	0	3,344	
Other Property & Services		119,610	0	36,979	
		5,431,763	(5,980)	4,475,880	4,625,396
<i>Increase(Decrease)</i>		(2,393,468)	(2,340,498)	3,140,601	
FINANCE COSTS					
General Purpose Funding		0		0	
Housing		(24,568)	(8,000)	0	
Community Amenities		0	(30,000)	0	
Recreation & Culture		(23,471)	0	0	
Transport		0	0	0	
Other Property & Services		(2,015)	0	0	
Total Finance Costs		(50,054)	(38,000)	0	
NON-OPERATING REVENUE					
General Purpose Funding		0	(7,010)	0	
Law, Order & Public Safety		0	0	0	
Housing		367,500	72,087	0	
Community Amenities		300,000	0	0	
Recreation & Culture		0	0	0	
Transport		699,558	0	149,516	
Economic Services		0	0	0	
Total Non-Operating Revenue		1,367,058	65,077	149,516	
PROFIT/(LOSS) ON SALE OF ASSETS					
Law, Order & Public Safety		0	72,087	0	
Health		0	(1,024,764)	0	
Housing		0	0	0	
Community Amenities		0	0	0	
Recreation & Culture Profit		0	1,811,529	0	
Recreation & Culture Loss		0	0	0	
Transport Profit		0	3,876,849	0	
Transport Loss		(115,943)	5,688,378	0	
Other Property & Services Profit		7,521	4,663,614	0	
Other Property & Services Loss		0	0	0	
Total Profit/(Loss)		(108,422)	15,015,606	0	
NET RESULT		(1,184,886)	12,702,185	3,290,117	
Other Comprehensive Income					
Changes on revaluation of non-current assets		0	0	0	
Total Abnormal Items		0	0	0	
TOTAL COMPREHENSIVE INCOME		(1,184,886)	12,702,185	3,290,117	

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 30 SEPTEMBER 2019

	2019-20 BUDGET	2019-20 ACTUAL
Expenses		
Employee Costs	(2,597,413)	(719,636)
Materials and Contracts	(2,222,641)	(400,789)
Utility Charges	(180,080)	(30,443)
Depreciation on Non-Current Assets	(2,182,615)	0
Interest Expenses	(50,054)	0
Insurance Expenses	(232,304)	(129,932)
Other Expenditure	(410,178)	(54,478)
	(7,875,285)	(1,335,279)
Revenue		
Rates	4,085,295	4,123,007
Operating Grants, Subsidies and Contributions	852,667	0
Fees and Charges	337,229	102,106
Service Charges	0	0
Interest Earnings	68,470	10,569
Other Revenue	88,102	60,669
	5,431,763	4,296,351
	(2,443,522)	2,961,072
Non-Operating Grants, Subsidies & Contributions	1,367,058	329,046
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0
Profit on Asset Disposals	7,521	0
Loss on Asset Disposals	(115,943)	0
	1,258,636	329,046
Net Result	(1,184,886)	3,290,117
Other Comprehensive Income		
Changes on revaluation of non-current assets	0	0
Total Other Comprehensive Income	0	0
TOTAL COMPREHENSIVE INCOME	(1,184,886)	3,290,117

340,123
4,960,396
4,620,273 **(\$40,330)**

SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 30 SEPTEMBER 2019

	Note	2018-19 ACTUAL \$	2019-20 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		584,969	1,405,599	820,631
Restricted Cash & Cash Equivalents		1,994,946	1,760,343	-234,604
Trade and other receivables		2,476,324	4,084,502	1,608,178
Inventories		29,548	48,145	18,596
Other assets		0	0	0
Total current assets		5,085,788	7,298,589	2,212,801
Non-current assets				
Trade and other receivables		216,796	181,612	-35,184
LG House Unit Trust		6,186	61,867	55,681
Property, infrastructure, plant and equipment		30,268,914	30,111,234	-157,680
Infrastructure Assets		89,714,587	89,770,635	56,048
Total non-current assets		120,206,483	120,125,348	-81,135
Total assets		125,292,271	127,423,937	2,131,667
Current liabilities				
Trade and other payables		233,000	254,994	-21,994
Interest-bearing loans and borrowings		1,163,537	163,630	999,906
Provisions		324,814	454,011	-129,197
Total current liabilities		1,721,351	872,636	848,716
Non-current liabilities				
Interest-bearing loans and borrowings		749,852	586,221	163,630
Provisions		104,800	54,321	50,479
Total non-current liabilities		854,651	640,542	214,109
Total liabilities		2,576,003	1,513,178	1,062,825
Net assets		122,716,268	125,910,759	3,194,491
Equity				
Retained surplus		43,260,431	42,285,569	-974,863
Net Result		-628,654	3,290,117	3,918,771
Reserve - asset revaluation		78,094,181	78,604,821	510,640
Reserve - Cash backed		1,990,309	1,730,252	-260,057
Total equity		122,716,268	125,910,759	3,194,491

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

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 30 SEPTEMBER 2019**

Note	2018-19 ACTUAL \$	2019-20 BUDGET \$	2019-20 ACTUAL \$
Cash Flows from operating activities			
Payments			
	(2,322,997)	(2,110,373)	(726,650)
	(9,288,820)	(5,497,574)	(402,994)
	(152,816)	(173,500)	(30,443)
	(169,375)	(56,054)	(129,932)
	(47,253)	(211,068)	0
	(300,000)	0	0
	(194,954)	(371,689)	(26,613)
	(12,476,215)	(8,420,258)	(1,316,633)
Receipts			
	3,856,106	4,005,853	288,976
	1,216,396	746,003	0
	0	0	0
	223,463	346,222	102,106
	103,186	67,420	10,569
	189,811	109,879	(449)
	6,759,854	5,591,971	653,599
	12,348,816	10,867,348	1,054,802
9	(127,399)	2,447,090	(261,831)
Cash flows from investing activities			
Payments			
	(250,688)	(510,000)	0
	(93,045)	(954,930)	(302,747)
	(327,274)	(732,000)	0
	(18,739)	(5,000)	0
	(1,218,668)	(1,300,381)	0
	0	(5,000)	0
	(3,099)	0	0
	0	(9,000)	0
	(45,775)	(50,000)	0
	(4,700)	(4,858)	0
	0	0	0
	0	(8,000)	0
Receipts			
	77,809	223,000	0
	654,212	1,095,672	329,046
	(1,229,968)	(2,260,497)	26,299
Cash flows from financing activities			
	(163,109)	(1,163,539)	0
	0	0	0
	26,352	27,433	0
	1,000,000	367,500	0
	863,243	(768,606)	0
Net increase/(decrease) in cash held			
	(494,124)	(582,013)	(235,533)
Cash at the Beginning of Reporting Period			
	3,074,039	2,579,916	3,401,475
9	2,579,915	1,997,903	3,165,942

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 30 SEPTEMBER 2019**

Notes

	2018-19 ACTUAL \$	2019-20 BUDGET \$	2019-20 ACTUAL \$
RECONCILIATION OF CASH			
Cash at Bank - Unrestricted	587,764	1,996,061	1,403,799
Cash at Bank Reserves - Restricted	1,990,309		1,760,343
Cash on Hand	1,842	1,842	1,800
TOTAL CASH	2,579,915	1,997,903	3,165,942
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	-923,476	-1,184,886	3,290,117
Add back Depreciation	2,932,726	2,182,615	0
(Gain)/Loss on Disposal of Assets	23,298	108,422	0
Self Supporting Loan Principal Reimbursements	0	0	0
Contributions for the Development of Assets	-654,212	-1,367,058	-329,046
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	-8,345	0	-27,150
(Increase)/Decrease in Receivables	-1,555,399	2,248,147	-3,231,328
Increase/(Decrease) in Accounts Payable	-28,471	5,642	28,955
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	86,480	47,299	6,620
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	-127,399	2,040,181	-261,831

SHIRE OF GNOWANGERUP
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDING 30 SEPTEMBER 2019

	2019-20 ANNUAL BUDGET	2019-20 YTD BUDGET	2019-20 YTD ACTUAL	MATERIAL VARIANCES %
OPERATING REVENUE	\$	\$	\$	
General Purpose Funding	772,982	232,342	267,253	15.03%
Governance	0	0	327	0.00%
Law, Order Public Safety	69,260	934	1,038	11.19%
Health	300	0	499	0.00%
Education and Welfare	11,800	2,895	400	(86.18%)
Housing	86,598	23,381	22,216	Variance within % Threshold
Community Amenities	283,139	257,525	260,191	Variance within % Threshold
Recreation and Culture	17,999	61	2,975	4793.36%
Transport	148,407	140,813	54	(99.96%)
Economic Services	52,340	1,370	3,344	144.09%
Other Property and Services	119,610	32,909	36,979	12.37%
	1,562,435	692,231	595,278	
LESS OPERATING EXPENDITURE				
General Purpose Funding	(81,604)	(25,769)	(21,598)	16.19%
Governance	(937,524)	(270,876)	(256,079)	Variance within % Threshold
Law, Order, Public Safety	(377,637)	(102,995)	(70,099)	(31.94%)
Health	(372,745)	(94,863)	(65,171)	(31.30%)
Education and Welfare	(47,261)	(17,772)	(7,004)	60.59%
Housing	(79,076)	(9,445)	(6,030)	(36.15%)
Community Amenities	(570,367)	(148,951)	(73,551)	50.62%
Recreation and Culture	(1,430,635)	(373,830)	(245,284)	34.39%
Transport	(3,228,175)	(1,045,382)	(460,427)	(55.96%)
Economic Services	(278,899)	(32,190)	(30,508)	Variance within % Threshold
Other Property & Services	(587,305)	(212,446)	(99,528)	53.15%
	(7,991,228)	(2,334,517)	(1,335,279)	
<i>Increase(Decrease)</i>	(6,428,793)	(1,642,287)	(740,001)	
ADD				
Movement in Employee Benefits (Non-current)	50,764	545,435	0	100.00%
Movement in Deferred Pensioners (Non-current)	0	0	0	
Movement in SS Loan (Non-current)	0	0	0	
Loss on the disposal of assets	115,943	0	0	
(Profit)/ Loss on the disposal of assets	(7,521)	545,435	0	100.00%
Depreciation Written Back	2,182,615	(1,096,851)	0	100.00%
	2,341,801	(5,980)	0	
<i>Sub Total</i>	(4,086,992)	(1,648,267)	(740,001)	
LESS CAPITAL PROGRAMME				
Purchase of Land	0			
Purchase Buildings	(839,840)	0	(302,747)	0.00%
Infrastructure Assets - Roads	(1,374,436)	0	0	0.00%
Infrastructure Assets - Footpaths	(5,000)	0	0	0.00%
Infrastructure Assets - Aerodromes	0	0	0	0.00%
Infrastructure Assets - Drainage	(9,000)	(5,570)	0	100.00%
Infrastructure Assets - Sewerage	(10,000)	(8,000)	0	100.00%
Infrastructure Assets - Parks & Ovals	(5,570)	(30,000)	0	(100.00%)
Infrastructure Assets - Solid Waste	(308,000)	0	0	0.00%
Infrastructure Assets - Other	(58,000)	0	0	0.00%
Purchase Plant and Equipment	(787,000)	0	0	0.00%
Purchase Furniture and Equipment	0	122,667	0	(100.00%)
Proceeds from Sale of Assets	256,500	0	0	0.00%
Contributions for the Development of Assets	1,367,058	0	149,516	0.00%
Repayment of Debt - Loan Principal	(194,184)	(7,010)	0	(100.00%)
Self Supporting Loan Principal Income	28,557	0	0	0.00%
Transfer to Reserves	(396,991)	72,087	(3,444)	104.78%
	(2,335,906)	144,174	(156,676)	
Plus Rounding				
<i>Sub Total</i>	(6,422,898)	(1,504,093)	(896,677)	
FUNDING FROM				
Transfer from Reserves	330,000	0	0	0.00%
Loans Raised	404,520	0	0	0.00%
Estimated Opening Surplus at 1 July	1,811,529	0	1,846,515	0.00%
Amount Raised from General Rates	3,876,849	3,876,849	3,880,603	Variance within % Threshold
	6,422,898	3,876,849	5,727,118	
NET SURPLUS/(DEFICIT)	0	2,372,756	4,830,441	

NOTE 1			
CURRENT RATIO	Current Assets	2,875,577	3.28
	Current Liabilities	877,088	
Ratios greater than one indicate that Council has sufficient current assets to meet it's short term current liabilities.			
NOTE 2 - VARIANCES EXPLAINED			
OPERATING REVENUE		\$ VARIANCE	% VARIANCE
General Purpose Funding			
FAG Grant income more than anticipated for reporting period		34,911	15.03%
Governance			
Anglicare Contribution to the Purple Bench		327	0.00%
Law Order & Public Safety -			
Animal impounding fees higher than anticipated for reporting period		105	11.19%
Health			
Reimbursement of Medical Centre expenditure and Health License fees received		499	0.00%
Education & Welfare			
Education Dept mowing contract received annually not monthly as anticipated		(2,495)	(86.18%)
Housing			
Variance within 10% materiality threshold		(1,165)	Variance within % Threshold
Community Amenities			
Variance within 10% materiality threshold		2,666	Variance within % Threshold
Recreation & Culture			
Ongerup Complex reimbursement power costs, Library Grant not anticipated and overcharge for Ongerup Telstra account reimbursed		2,914	4793.36%
Transport			
Regional Road Group funds not received as anticipated for reporting period		(140,759)	(99.96%)
Economic Service			
Building applications higher than anticipated for reporting period		1,974	144.09%
Other Property and Services			
Insurance dividend and Dept Transport commissions higher than anticipated		4,070	12.37%
OPERATING EXPENDITURE		\$ VARIANCE	% VARIANCE
General Purpose funding			
Community Grants expended less than anticipated for reporting period		4,171	16.19%
Governance			
Variance within 10% materiality threshold		14,797	Variance within %
Law Order & Public Safety -			
Depreciation on emergency services plant and buildings to be applied after Audit in October, no monetary impact		32,896	-31.94%
Health			
EHO Salary less than anticipated, depreciation to Medical Centre to be applied following audit, no monetary impact		29,691	(31.30%)
Education & Welfare			
Mowing costs less than anticipated, depreciation of buildings to be applied following Audit, no monetary impact		10,769	60.59%
Housing			
Depreciation to be applied after Audit in October, no monetary impact		3,415	(36.15%)
Community Amenities			
Depreciation to be applied following Audit in October, no monetary impact		75,400	50.62%
Recreation & Culture			
Depreciation to be applied following Audit in October, no monetary impact		128,545	34.39%
Transport			
Road maintenance expenditure less than anticipated for reporting period. Depreciation to be applied following Audit in October, no monetary impact		584,955	(55.96%)
Economic Service			
Variance within 10% materiality threshold		1,682	within % Threshold
Other Property & Services			
Depreciation to be applied following Audit in October, no monetary impact		112,918	53.15%

CAPITAL REVENUE			
<u>Proceeds on Sale of Assets</u>			
Sale of Vehicle GN00		0	
Sale of Vehicle GN002		0	
Sale of Utility (GN0048)		0	
Sale of Utility GN.037		0	
Sale of Utility GN.0004		0	
Sale of Loader GN.0040		0	
Sale of Backhoe GN.0089		0	
Proceeds - Sale of Land		0	
		<u>0</u>	0.00%
<u>Non-Operating Revenue</u>			
<u>Housing</u>			
Commonwealth Grants BBR Funding		0	
<u>Transport</u>			
Regional Road Group Grants	TIMING	-122,667	
Roads To Recovery Grants		0	
		<u>-122,667</u>	0.00%
<u>Transfers from Reserve</u>			
Transfer from Reserve Fund		0	0

CAPITAL EXPENDITURE			
<u>Transfers to Reserve</u>			
Transfers To Reserve Funds - (Inc Interest Earned) - Offset by interest earned on Reserve Term Deposit	TIMING	3,565	
		<u>3,565</u>	104.78%
<u>Furniture & Equipment</u>			
Administration - Computers and monitor replacements		0	
		<u>0</u>	(100.00%)
Total (Over)/Under Budget			

<u>Land & Buildings</u>			
<u>Housing</u>			
Construction of 2 houses on cnr Quinn & Whitehead Sts	TIMING	(302,747)	
20 McDonald St Renewals		0	
2 Cecil Street Bathroom Renewal		0	
<u>Community Amenities</u>			
Land Development Cuneo Close - Project expenses higher than anticipated for the reporting period		0	
<u>Recreation & Culture</u>			
Swimming Pool Capital Expenditure		0	
Yougenup Community Centre		0	
Gnp Town Hall Capital		0	
Ongerup Town Hall Renewals		0	
Old Swimming Pool Redevelopment		0	
Ongerup Community Centre Capital		0	
Ongerup CWA Building Capital		0	
Ongerup Museum Capital		0	
Gnowangerup Star Building Capital		0	
<u>Transport</u>			
Gnowangerup Works Depot Capital		0	
Ongerup Works Depot Capital		0	
<u>Other Property & Services</u>			
Administration Centre Building Capital		0	
		<u>(302,747)</u>	0.00%
Total (Over)/Under Budget			

CAPITAL EXPENDITURE		
<u>Plant & Equipment</u>		
<u>Recreation & Culture</u>		
Purchase Pump and Water Tank - Ongerup oval	0	
<u>Transport</u>		
Purchase Loader GN0040	0	
Purchase Backhoe GN.0089	0	
Minor Plant Purchases	0	
4 Tonne Multi Roller	0	
Purchase of Utility GN.0048	0	
Purchase of Utility GN.037	0	
Purchase of Utility GN.004	0	
Purchase Canopy for Utility (Ranger)	0	
<u>Other Property & Services</u>		
CEO Vehicle - DECEMBER DELIVERY	0	
MCS Vehicle - DECEMBER DELIVERY	0	
Total (Over)/Under Budget	0	0.00%
<u>Road Construction</u>		
<u>Roads to Recovery</u>		
Rabbit Proof Fence Rd - Gravel Sheet	0	
Salt River Road	0	
Gleeson Road Gravel Sheet SLk 5.00 - 9.00	0	
<u>Regional Road Group</u>		
Tieline Road Reseal	0	
Borden - Bremer Road	0	
Ongerup-Pingrup Road	0	
<u>Municipal Fund Roads</u>		
Sandalwood Road Reseal	0	
Borden Bremer Bay Road	0	
Tieline Rd Resheet	0	
Nightwell Rd	0	
Highdenup Rd Gravel Sheet	0	
Total (Over)/Under Budget	0	0.00%
<u>Footpath Construction</u>		
Footpath Construction	0	
Total (Over)/Under Budget	0	0.00%
<u>Drainage Infrastructure</u>		
Drainage Renewals	0	
Total (Over)/Under Budget	0	100.00%
<u>Sewerage Infrastructure</u>		
Ongerup Waste Water Ponds	0	
Total (Over)/Under Budget	0	100.00%
<u>Parks, Ovals & Reserves Infrastructure</u>		
Community Park Capital	TIMING 5,570	
Total (Over)/Under Budget	5,570	-100.00%
<u>Other Infrastructure</u>		
Caravan Park Other Infrastructure	0	
Street Banners & Banner Poles	0	
Total (Over)/Under Budget	0	0.00%
Note: (NB) = No Budget Provision Made		

SHIRE OF GNOWANGERUP
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 30 SEPTEMBER 2019

		ACTUAL	ACTUAL
		30-Sep-19	30 JUNE 2019
CURRENT ASSET			
91000	Municipal Fund Bank Account	\$1,403,799	\$1,642,777
91003	Gnp Office Till Float	\$200	\$200
91004	Gnp Office Petty Cash	\$300	\$300
91005	Swimming Pool Float	\$300	\$300
91008	SWIMMING POOL VENDING MACHINE	\$0	\$0
91009	CASH ON HAND - BANKING CHANGE	\$1,000	\$1,000
91010	Restricted Cash - Long Service Leave Reserve	\$115,972	\$115,741
91011	Restricted Cash - Plant Reserve	\$853,365	\$851,666
91014	Restricted Cash - Ongerup Effluent Line Reserve	\$26,827	\$26,773
91017	Restricted Cash - Area Promotion Reserve	\$30,262	\$30,202
91020	Restricted Cash - Borden Community Development Reserve	\$0	\$0
91023	Restricted Cash - Swimming Pool Upgrade Reserve	\$209,591	\$209,174
91025	Restricted Cash - Land Development Reserve	\$190,892	\$190,512
91026	Restricted Cash - Unspent Grants Reserve	\$0	\$0
91027	Restricted Cash - Computer Replacement Reserve	\$7,989	\$7,973
91029	Restricted Cash - Waste Disposal Reserve	\$247,671	\$247,178
91030	Restricted Cash - Royalties for Regions Unspent Grant	\$0	\$0
91031	Restricted Cash - Futures Fund Reserve	\$16,262	\$16,230
91034	RESTRICTED CASH - LIQUID WASTE FACILITY	\$31,421	\$31,359
91070	Restricted Cash - Kidz Sports Grant	\$0	\$0
91071	Restricted Cash - Cat Sterilisation Grant (DLG)	\$0	\$0
91072	Restricted Cash - ICCWA Stay on Your Feet Grant	\$0	\$0
91073	Restricted Cash - CSRFF Grant Swim Pool (DSR)	\$0	\$0
91074	Restricted Cash - CLGF Grant Swim Pool (RDL)	\$0	\$0
91075	Restricted Cash - Workforce Planning Grant (DLG)	\$0	\$0
91076	Restricted Cash - Club Development Officer Grant (DSR)	\$0	\$0
91077	RESTRICTED CASH - STATE EMERGENCY SERVICES GRANT	\$5,150	\$5,150
91078	RESTRICTED CASH - BUSH FIRE SERVICES GRANT	\$15,464	\$15,464
91079	RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR	\$0	\$0
91080	RESTRICTED CASH - CAT TRAP BONDS	\$100	\$100
91081	RESTRICTED CASH - TENANCY HOUSING BONDS	\$9,376	\$9,376
91100	Rates Debtor - Rates	\$3,611,389	\$111,155
91101	Rates Debtor - Specified Area Rates	\$74,964	\$6,450
91102	Rates Debtor - Rubbish Collection	\$40,571	\$5,596
91103	Rates Debtor - Health Act Rate	\$126,365	\$15,531
91104	Rates Debtor - Legal Charges	\$12,786	\$12,286
91105	Rates Debtor - Interest/Admin Charges	\$17,286	\$16,209
91106	Rates Debtor - ESL	\$71,067	\$5,685
91107	Rates Debtor - Sundry Charges	\$0	\$0
91108	Rates Debtor - Recycling Charges	\$36,553	\$4,637
91110	Sundry Debtors Control	\$53,090	\$646,020
91111	Pensioner Rebate Claims - General Rates	\$10,873	\$1,306
91112	Pensioner Rebate Claims - ESL Levy	\$883	\$75
91120	GST Receivable	\$0	\$0
93040	GST Payable	\$0	\$0
93041	GST Claimable	\$0	(\$449)
91130	Accrued Interest on SSL's	(\$216)	(\$216)
91140	Self Supporting Loans (Current)	\$28,890	\$28,890
55022	Less Allocated To Works	\$0	\$0
55032	Fuel & Oils Purchased	\$54,044	\$199,324
55042	Less Fuel & Oils Allocated	(\$26,894)	(\$207,878)
91200	Stock On Hand - Fuel & Oils	\$20,994	\$29,548
91201	Stock On Hand - Materials	\$0	\$0
		7,298,589	4,275,644
LESS CURRENT LIABILITIES			
93000	Sundry Creditors Control	(\$131,093)	(\$157,535)
93001	ESL Payable	(\$46,665)	\$4,722
93002	ACCRUED EXPENSES	(\$30,000)	\$0
93003	Part Proceeds - Sale of Land	\$0	\$0
93010	Accrued Interest On Loans	(\$5,348)	(\$5,348)
93020	Accrued Salaries & Wages	\$0	(\$13,634)
	Net Gst Payable/Receivable	\$0	\$0
93004	GRANT REVENUE RECEIVED IN ADVANCE	(\$1,847)	(\$1,847)
93030	Rate Payments Received In Advance	(\$2,700)	\$0
93043	Net Gst Payable/Receivable	\$0	\$0
93050	Net Salaries & Wages	\$0	\$0
93042	GST Liability (Payable)	\$0	\$0
93061	ANIMAL TRAP BONDS	(\$200)	(\$100)
93062	HOLLOW LOG TOURNAMENT	(\$10,102)	\$0
93063	HOUSING RETENTION MONIES	(\$17,563)	\$0
93064	TENANCY HOUSING BONDS	\$0	(\$9,376)
xx2x	Lease Liability	\$0	\$0
xx3x	Lease Payment	\$0	\$0
93110	Loan Liability (Current)	(\$163,630)	(\$1,163,630)
80025	WATC SHORT TERM LOAN	\$0	\$0
93200	Provision For Annual Leave (Current)	(\$233,472)	(\$233,472)
93210	Provision For Long Service Leave (Current)	(\$162,424)	(\$155,803)
93220	Provision for Sick Leave Bonus (Current)	(\$58,116)	(\$58,116)
xxxx1	Suspense - Trust	(\$9,476)	\$0
80004	Principal Repayments on Loans	\$0	\$0
80014	WATC SHORT TERM LOAN Principal	\$0	\$1,000,000
		-872,636	-794,139
SUB-TOTAL		6,425,953.51	3,481,505
ADJUSTMENTS			
95100	Reserves Cash backed	(\$1,730,252)	(\$1,726,808)
	Add Back Loan Liability	\$163,630	\$163,630
	Deduct Off Self Supporting Loan Repayments	(\$28,890)	(\$28,890)
	Rounding	\$0	\$0
		(\$1)	\$0
SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES		\$ 4,830,441	\$ 1,889,438

17. CONFIDENTIAL ITEMS

Nil

OTHER BUSINESS AND CLOSING PROCEDURES

18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL

Nil

19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

20. DATE OF NEXT MEETING

That the next Ordinary Council Meeting will be held on the 27th November 2019.

21. CLOSURE

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