



**SHIRE OF GNOWANGERUP**

## **MINUTES**

### **ORDINARY MEETING OF COUNCIL**

**27<sup>th</sup> May 2020**  
**Commencing at 3:30pm**

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

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

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

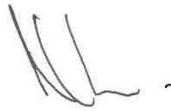


Shire of Gnowangerup

**NOTICE OF AN ORDINARY MEETING OF COUNCIL**

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 27<sup>th</sup> May 2020, at the Gnowangerup Town Hall, Yougenup Road Gnowangerup, commencing at 3:30pm.



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

**Bob Jarvis**

**CHIEF EXECUTIVE OFFICER**

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

*When Council uses this expression it means that:*

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

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



### DISCLAIMER

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

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

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

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

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

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

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

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



### DECLARATION OF INTEREST FORM

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

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

Agenda Item (3) \_\_\_\_\_

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

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

The **nature** of my interest is (5) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The **extent** of my interest is (6) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Yours sincerely

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

#### Notes:

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



#### **DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE)**

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

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

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

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

#### **NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)**

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

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

#### **INTERESTS AFFECTING IMPARTIALITY**

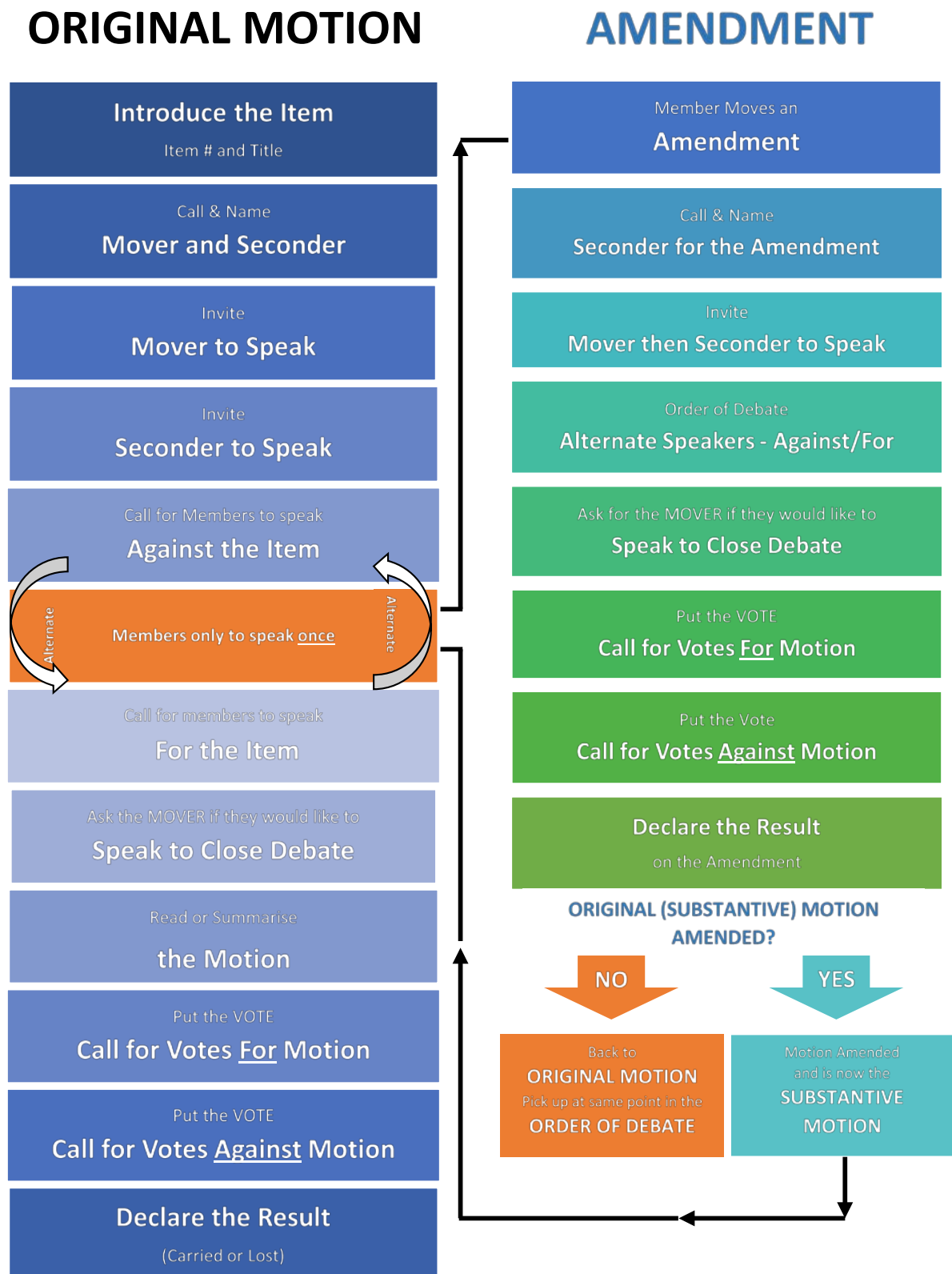
**DEFINITION:** An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter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

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

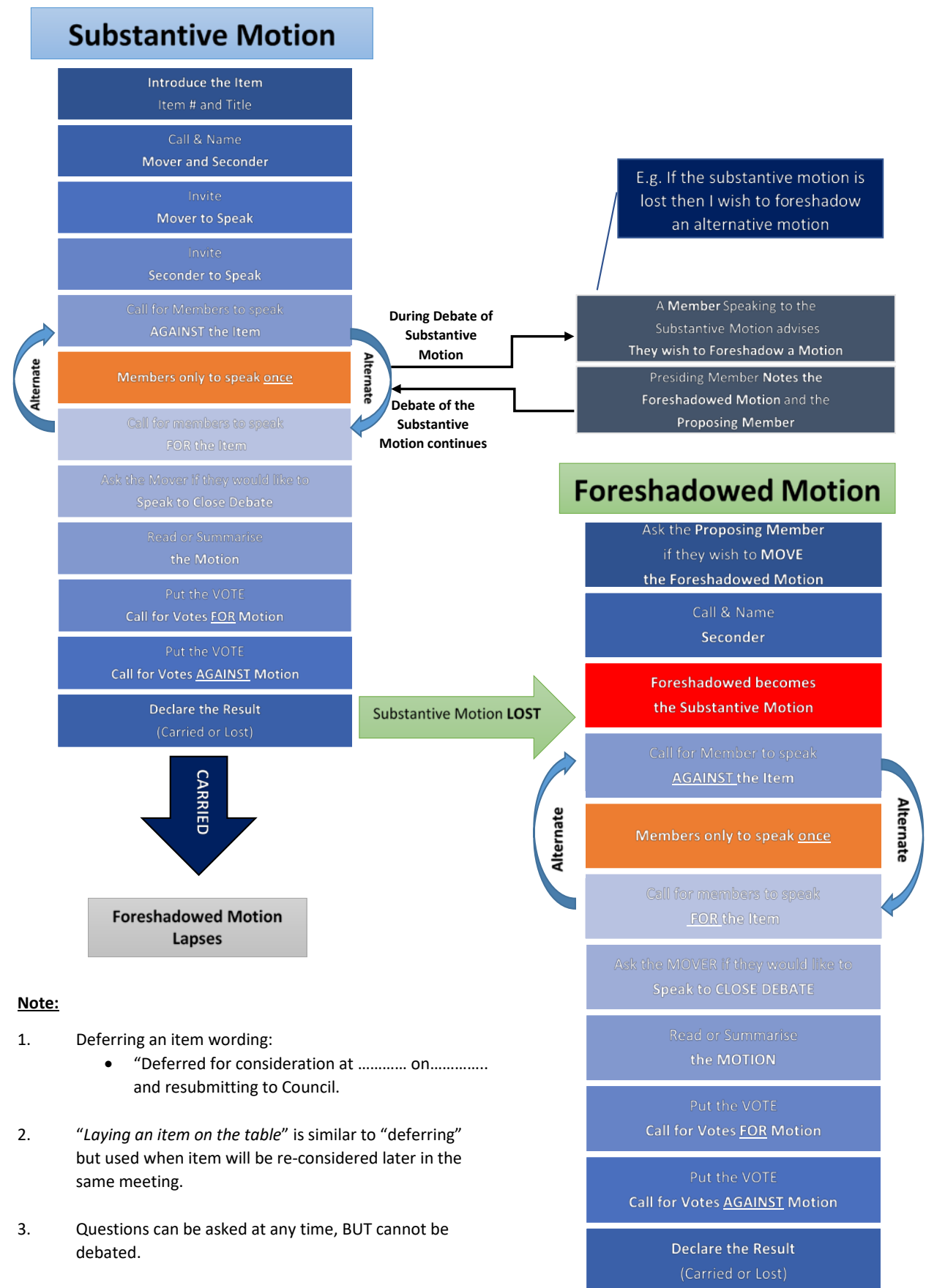
#### **IMPACT OF AN IMPARTIALITY DISCLOSURE**

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

# Process of Motions



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



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## OPENING PROCEDURES

### 1. OPENING AND ANNOUNCEMENT OF VISITORS

Shire President, Fiona Gaze welcomed Councillors, staff and visitors and opened the meeting at 3:47pm.

### 2. ACKNOWLEDGEMENT OF COUNTRY

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

### 3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

#### 3.1 ATTENDANCE

Fiona Gaze	Shire President
Greg Stewart	Deputy Shire President
Keith House	
Chris Thomas	
Richard House	
Shelley Hmeljak	
Michael Creagh	
Kate O’Keeffe	
Bob Jarvis	Chief Executive Officer
Ian Graham	Deputy Chief Executive Officer
Yvette Wheatcroft	Manager of Works
Kirsty Buchanan	Community Development Coordinator
Anita Finn	Executive Assistant

#### 3.2 APOLOGIES

Frank Hmeljak

#### 3.3 APPROVED LEAVE OF ABSENCE

Nil

### 4. APPLICATION FOR LEAVE OF ABSENCE

Nil

### 5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

Nil

### 6. PUBLIC QUESTION TIME

Nil

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

- |      |               |                             |
|------|---------------|-----------------------------|
| 12.5 | Cr S Hmeljak  | Impartiality Interest       |
| 12.5 | Cr G Stewart  | Impartiality Interest       |
| 12.5 | Cr R House    | Impartiality Interest       |
| 12.5 | Cr M Creagh   | Financial Interest          |
| 13.3 | Cr K O'Keeffe | Indirect financial interest |

**8. PETITIONS / DEPUTATIONS / PRESENTATIONS**

**8.1 PETITIONS**

Nil

**8.2 DEPUTATIONS**

Nil

**8.3 PRESENTATIONS**

Nil

**9. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COUNCIL RESOLUTION**

**Moved: Cr K O'Keeffe**

**Seconded: Cr House**

9.1 ORDINARY MEETING OF COUNCIL MINUTES 22<sup>ND</sup> APRIL 2020

**COUNCIL RESOLUTION**

**Moved: Cr K O'Keeffe**

**Seconded: Cr House**

**0520.48 That the minutes of the Ordinary Council Meeting held on 22<sup>nd</sup> April 2020 be confirmed as a true record of proceedings.**

**UNANIMOUSLY CARRIED: 8/0**

## **10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

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### **10.1 ELECTED MEMBERS ACTIVITY REPORT**

**Date of Report:** 27<sup>th</sup> May 2020

**Councillors:** Various

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#### **Attended the following meetings/events**

Cr G Stewart:

- 13<sup>th</sup> May 20 Councillor & Executive Workshop

Cr K House:

- 13<sup>th</sup> May 20 Councillor & Executive Workshop

Cr K O’Keeffe:

- 13<sup>th</sup> May 20 Councillor & Executive Workshop

Cr F Hmeljak:

- N/A

Cr M Creagh:

- 13<sup>th</sup> May 20 Councillor & Executive Workshop
- 20<sup>th</sup> May 20 Yongergnow Board Meeting

Cr C Thomas:

- 13<sup>th</sup> May 20 Councillor & Executive Workshop

Cr R House:

- 13<sup>th</sup> May 20 Councillor & Executive Workshop
- 19<sup>th</sup> May 20 GNP 306 group meeting

Cr S Hmeljak:

- 13<sup>th</sup> May 20 Councillor & Executive Workshop

Cr F Gaze:

- 13<sup>th</sup> May 20 Councillor & Executive Workshop
- 28<sup>th</sup> April 20 Shire’s Incident Management Meeting (BCRP)  
Special Covid-19 LEMC Meeting
- 5<sup>th</sup> May 20 Special Covid-19 LEMC Meeting
- 19<sup>th</sup> May 20 Shire’s Incident Management Meeting (BCRP)  
Special Covid-19 LEMC Meeting
- 18<sup>th</sup> May 20 Meeting with Giant Tractor Inc.



## REPORTS FOR DECISION

### 11. COMMITTEES OF COUNCIL

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

**Proponent:** N/A  
**File Ref:** ADM0119  
**Date of Report:** 19<sup>th</sup> May 2020  
**Business Unit:** Corporate and Community Services  
**Officer:** Anrie van Zyl – Corporate Risk Officer  
**Disclosure of Interest:** Nil

#### ATTACHMENTS

- Confirmed Minutes of the special Covid-19 LEMC meeting held on the 14<sup>th</sup> April 2020.
- Confirmed Minutes of the special Covid-19 LEMC meeting held on the 21<sup>st</sup> April 2020.
- Confirmed Minutes of the special Covid-19 LEMC meeting held on the 28<sup>th</sup> April 2020.
- Confirmed Minutes of the special Covid-19 LEMC meeting held on the 5<sup>th</sup> May 2020

#### PURPOSE OF THE REPORT

For Council to receive and note the minutes of the special Covid-19 LEMC meetings held on the 14<sup>th</sup> April 2020, 21<sup>st</sup> April 2020, 28<sup>th</sup> April 2020 and the 5<sup>th</sup> May 2020.

#### BACKGROUND

The Shire of Gnowangerup LEMC usually meets on a quarterly basis and minutes of the meeting are provided to Council for its information. However, in response to the Covid-19, Local Governments were encouraged to hold Special LEMC meetings to discuss preparedness, response and recovery matters. The Shire of Gnowangerup LEMC has been meeting on a weekly basis from the 24<sup>th</sup> March 2020. As of the 5<sup>th</sup> May 2020 Covid-19 LEMC meetings will take place fortnightly and will continue until advised otherwise by the Great Southern District Emergency Management Advisor, Adam Smith.

#### COMMENTS

Nil

#### CONSULTATION

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

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

#### POLICY IMPLICATIONS

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Shire of Gnowangerup Strategic Community Plan 2017 – 2027

Theme 3: Our Community

Objective 1: Build connectivity between the three communities.

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

**RISK MANAGEMENT CONSIDERATIONS:**

Nil

**IMPACT ON CAPACITY**

Nil

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil

**CONCLUSION**

LEMC is a committee of Council and Council is required to receive and note the confirmed minutes from the special Covid-19 meetings held on the 14<sup>th</sup> April 2020, 21<sup>st</sup> April 2020, 28<sup>th</sup> April 2020 and the 5<sup>th</sup> May 2020.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION**

**Moved: Cr S Hmeljak**

**Seconded: Cr G Stewart**

**0520.49 That Council:**

**Receives and notes the confirmed special Covid-19 minutes of the Local Emergency Management Committee (LEMC) meetings held on the 14<sup>th</sup> April 2020, 21<sup>st</sup> April 2020, 28<sup>th</sup> April 2020 and the 5<sup>th</sup> May 2020.**

**UNANIMOUSLY CARRIED: 8/0**

# Covid-19 Local Emergency Management Committee (LEMC)

## MINUTES

DATE OF MEETING: 14 APRIL 2020

TIME OF MEETING: 4:03pm

VENUE: GNOWANGERUP TOWN HALL, YUGENUP ROAD, GNOWANGERUP WA 6335

TELECONFERENCE DETAILS: N/A

CORRESPONDENCE EMAIL: [anrie.vanzyl@gnowangerup.wa.gov.au](mailto:anrie.vanzyl@gnowangerup.wa.gov.au)

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

Incident Type	Human Epidemic
Incident Number/Name	COVID 19
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.
Meeting opening & Welcome	<i>"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay my respect to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander people here today."</i>
Record of attendance	<ul style="list-style-type: none"> <li>• Cr Fiona Gaze – Shire of Gnowangerup Shire President (Chair) &amp; Principal Gnowangerup District High School</li> <li>• Bob Jarvis – Shire of Gnowangerup- Chief Executive Officer</li> <li>• Yvette Wheatcroft – Shire of Gnowangerup Manager of Works</li> <li>• Kirsty Buchanan – Shire of Gnowangerup Community Development Coordinator</li> <li>• Anrie van Zyl – Shire of Gnowangerup Corporate Risk Officer (Agenda and Minutes Officer)</li> <li>• Lex Martin – Recovery Coordinator</li> <li>• Stuart Walker – Pharmacist – Gnowangerup Pharmacy</li> <li>• Meih Singh - A/HSM Gnowangerup Health Services</li> <li>• Andrew Brooker – Community Paramedic – St John Ambulance WA</li> <li>• Michaelia Rooney – Gnowangerup SES</li> <li>• John Rigg – IGA Gnowangerup (left the room at 4:58pm)</li> <li>• Gail Blaszczyk, Team Leader, Department of Communities - Children Protection and Family Support, Great Southern District, Katanning Office</li> </ul>

	<ul style="list-style-type: none"><li>• Robbie Miniter, Department of Communities, Senior Community Engagement Officer Early Years Initiative - Central Great Southern</li><li>• Llew Withers – EHO, Shire of Gnowangerup</li></ul>	
Apologies	<ul style="list-style-type: none"><li>• Neville Blackburn, Department of Communities</li><li>• Shanae Meier – Principal Borden Primary</li><li>• Ian Graham, Deputy CEO, Shire of Gnowangerup</li><li>• Adam Smith - District Emergency Management Advisor, Great Southern Region, Operations</li><li>• Randall Moulden – OIC – Gnowangerup Police</li></ul>	
Confirmation of Previous Meeting Minutes	That the minutes of the Local Emergency Management Committee meeting held on Tuesday the 7 <sup>th</sup> April 2020 be confirmed as a true and accurate record of proceedings.	
	<b>Moved:</b> Robbie Miniter	<b>Seconded:</b> Gail Blaszczyk
	UNANIMOUSLY CARRIED	

## ITEM

### 1. Business arising from previous Minutes

#### 1.1. Shortage of PPE

- Sufficient PPE for the short term for police officers at the Station.
- St John Ambulance have adequate stock for their ambulances.
- Gnowangerup Hospital has adequate stock of PPE, but is closely monitored by completing daily stocktakes.
- SES still haven't received any other PPE besides the masks and hand sanitiser provided by the Shire. Not adequate stock in their opinion.
- IGA only have what the Shire has provided them with.
- Pharmacy – have enough masks and are able to provide some N95 rated masks to the SES. No hand sanitiser received yet and thanks to the Shire for providing some.

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

- IGA have received a good quantity of toilet paper. Still short on delivery of flour, cleaning products, soaps and hand sanitiser.
- The Development Commission continues to liaise with Metcash. Metcash have advised they will begin prioritising remote and rural stores greater than 50km from a major regional centre (taken from OASG Briefing Notes #3).

#### 1.3. Freight Logistics Council contact

- Not discussed

#### 1.4. Enforcing prohibited activities

- Police continuing to conduct intra-regional patrols ensuring compliance with travel restrictions.

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

- Everyone in Gnowangerup seems to be doing well, but instances in other communities have been noted.
- Police deploying further community policing resources including expanding the Constable Care program (taken from OASG Briefing Notes #3)

1.6. Availability of adequate internet

- The Education Department will provide learning materials both online and in hard copy as required (managed locally). The Education Department is considering how it can support families without access to suitable computers etc. (taken from OASG Briefing Notes #3)
- For matters of internet access and capability, people will need to address this with their service provider or use the hard copy packages (taken from OASG Briefing Notes #3).

1.7. Australia Post deliveries

- The Development Commission have been working with Australia Post. The delay has been caused by increasing hygiene needs and staffing at distribution centres creating a back log. Australia Post staff at distribution centres are now working 7 days a week to clear the backlog (taken from OASG Briefing Notes #3).

1.8. Funeral attendance at Kojonup

- I can confirm that with the Funeral in Kojonup no more than 30 persons were in attendance at the event, this was confirmed by the OIC Sgt LOWE who had conducted patrols of the event to ensure compliance (taken from email received from Randall Moulden).
- This circumstance is false. There was an absolute maximum of 40 people at the funeral, and all observing social distancing. The Funeral directors all have extensive information on this and are required to ensure compliance. Police do conduct patrols ensure compliance. The funeral was twice checked by Police. The funeral director can make application for exemption for larger numbers if required, or alternatively people have applied through the WA Police Aboriginal Affairs Division (taken from OASG Briefing Notes #3).

1.9. Support for retailers trying to enforce social distancing

- Not discussed, but agencies in attendance agreed that most people are doing the right thing and are complying with social distancing measures set out by businesses. The question is however, how long this will be sustainable.

## 2. Agency Reports

### Neville Blackburn – Department of Communities (submitted report via email)

- The Commissioner of Police has activated the State Emergency Welfare Plan and the Department of Communities, Director General, Michelle Andrews has taken on the role of State Welfare Coordinator. How our Department's State and Regional response will now look will evolve over the coming weeks and months and I will keep you advised.
- The Departments' initial response remains the same providing welfare supports to those people in home isolation who are not self-sufficient and have no other forms of support. The majority of this support is occurring in the Metro area coordinated through the COVIC-19 call centre (13 COVID).
- With the activation of the State Welfare Plan it is anticipated the Department's response will increase over the coming weeks and months and certainly heading into recovery. I can't confirm what that will look like at this time but will keep all GS LEMC's informed.

### **Michaelia Rooney – Gnowangerup SES**

- SES currently not very active. The SES responded to a call at 3:00am on the 10<sup>th</sup> April 2020 to assist St John Ambulance with an incident at the Gnowangerup Hotel. By the time they were ready to deploy, their assistance were no longer required.

### **Kirsty Buchanan, Community Development Coordinator, Shire of Gnowangerup**

- A dedicated COVID-19 section has been added to the Shire of Gnowangerup website. When you click on the section, it will take you to links with updated information on Covid-19. <https://www.gnowangerup.wa.gov.au/latest-news/covid-19/>
- If you have any valuable information you would like to add to website in relation to Covid-19, please email to Kirsty at [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au) and she will add to website section.

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

- Nil

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

- Only aware of a few issues within other communities, otherwise it has been quiet within our own community. Seems like everyone is doing the right thing and that the message are coming through. No kids playing at the playgrounds over the weekend and they should be commended for that.
- Robbie will only be able to attend meetings every second week from now on as he accepted another position and will be working away, but if any issues, to contact him at any time. He has many contacts that will be able to assist if required.

### **Meih Singh - A/HSM Gnowangerup Health Services**

- 9 Positive cases in the Great Southern.
- 6 cases in Albany and all could be linked to cruise ships.
- Procedures were put in place and it seems like it is working.
- The hospital has strict rules and regulations in place to prevent the spread.
- Next challenge will be the flu vaccinations – goal is to get all staff vaccinated as soon as possible, but there is a very high demand in vaccines.
- The hospital will also be considering denying people entry into the hospital if they have not had a flu vaccination.

### **John Rigg – IGA, Gnowangerup**

- Deliveries still short on flour, soaps, pasta, pasta sauces, cleaning materials and hand sanitiser.
- Thanks to the Shire for providing some hand sanitiser for staff usage.
- Good supply of toilet paper received.

### **Andrew Brooker – Community Paramedic – St John Ambulance WA**

- Business as usual for St John Ambulance.
- All PPE issues has been resolved and ambulances have adequate stock.
- Reduction in the amount of ambulance call outs and this trend is seen across Australia. People reluctant to go to hospitals for the fear of being infected with Covid-19.
- Bob enquired whether a reduction in the amount of MVA's are seen? Andrew responded by replying that they have had no call outs for MVA's in our region over the Easter weekend.

#### **Stuart Walker – Pharmacist – Gnowangerup Pharmacy**

- Flu vaccination clinic took place last week Thursday with about 100 people being vaccinated through the flu clinic. Worked a bit different from last year. No morning tea were provided and people were only allowed in one at a time. Clinic was run from the back office of the pharmacy.
- Not enough vaccines left to run a second clinic and not sure whether the pharmacy will be able to source more vaccines. Overall about 160 vaccines have been done to date, working closely with the medical practice to get people vaccinated.
- Hoping that there will be a down turn with seasonal flu this year, but encouraging everyone to get vaccinated.
- Stuart thanked the Shire for the hand sanitiser that they have provide for staff usage.
- System of one customer in and one customer out at the pharmacy and working really well. People drop off scripts and either wait in their vehicles while being filled or come back later to collect.
- Has seen an increase in scripts being brought in for elderly people by other members of the community.
- Pharmacy is delivering to vulnerable people in Tambellup and if required, will expand delivery to Ongerup.

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

- The Commissioner of Police has activated the State Emergency Welfare Plan and the Department of Communities, Director General, Michelle Andrews has taken on the role of State Welfare Coordinator. How our Department's State and Regional response will now look will evolve over the coming weeks and months and I will keep you advised
- For now it remains the same and the Department are there if their services are required.
- Services required are more metro based and have no current active cases in the Great Southern.
- Otherwise, it is business as usual and will have to wait and see what happens.

#### **Lex Martin, Recovery Coordinator, Shire of Gnowangerup**

- Please to see that most are taking the social distancing serious, but there will always be a few that don't cooperate. Keep on educating.

#### **Llew Withers, EHO, Shire of Gnowangerup**

- Nil

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

- School holidays and nothing to report.
- Things are pretty tidy in the Shire and everyone is aware and helping where they can. The community is holding together for now and the majority of people is taking this virus very serious.

#### **Bob Jarvis, Chief Executive Officer, Shire of Gnowangerup**

- The Shire has been in contact with the Department of Transport and can confirm that there will going forward, be a uniform approach to licencing. Every Shire has been doing their own thing and has caused a lot of confusion and unhappiness.
- Most services can now be done online or by telephone. Some exemptions will be in place until things have returned to normal i.e. photo licences can be renewed without a new photo, but will be required to be updated once the Covid-19 situation has been resolved.
- Staff that can be working from home, are now doing so.
- Capital program at the Shire is still going ahead where other business are really struggling, especially those that have been hit by the bushfires as well. Shire will help where they can.

- Some Regulatory amendments has been made to support Local Governments in responding to the COVID-19 Public Health Emergency.
  - **Local Government (Financial Management) Regulations** – Removes, during a State of Emergency, the public notice requirements for; re-purposing financial reserves, borrowing money and changing the use of borrowed money, where the funds are used for emergency response purposes.

Note however, that the amendments do not remove obligations under s.6.11(2) and 6.20(2) and (3) for decisions to be made by an absolute majority Council resolution.

- **Local Government (Functions and General) Regulations** – Tender threshold increases to \$250,000. Also, public tenders will not be required during a State of Emergency for the supply of goods or services associated with the emergency nor for a 12 month (only) renewal or extension of an existing contract that would otherwise expire within three months.
- Shire is trying really hard to only use contractors from within the region, but not always possible.
- Local Governments are also encourage to look at \$0 increase in rates and fees and charges for 20/21 financial year.
- Communities are encouraged not to become complacent, WA has done well so far and we have to keep it going.
- More recovered cases now in Australia than active cases, which is really good news.
- More testing for Covid-19 are being done to prevent the spread.
- The shire is expecting the delivery of the bulk hand sanitiser at the end of the month and will share as previously discussed.

### 3. Items for Adam Smith

Nil

### 4. Other items

- Prioritising local and regional suppliers  
Not discussed
- Vulnerable persons strategy  
Not discussed

### 5. Next meeting

Next meeting date – **21<sup>st</sup> April 2020 at 4:00pm** at the Gnowangerup Town Hall

### 6. Meeting closed

The meeting was declared closed by the Chair at 16:30pm



# Great Southern COVID19

## Operational Area Support Group Summary for Local Emergency Management Committees #3

Check the latest [Agency Advisory at the Department of Health WA](#)

The Great Southern Operational Area Support Group for COVID19 met on the 8<sup>th</sup> April 2020. Meetings are Chaired by the District Emergency Coordinator on behalf of the Hazard Management Agency. This is a summary of the meeting.

Agencies in attendance included;

- WA Country Health Service
- WA Police Force
- Dept. of Fire & Emergency Services
- Great Southern Development Commission
- Dept. Biodiversity, Conservation & Attractions
- Main Roads
- Western Power
- Water Corporation
- St John Ambulance
- Dept. of Communities
- WA Primary Healthcare Alliance
- Dept. Planning, Lands & Heritage
- DEMC Local Government Representative
- Dept. of Education
- Dept. of Justice
- Dept. Primary Industries & Regional Development

### WA Country Health Services

The WACHS Regional Director and her team outlined current health related actions within the Great Southern including;

- The number of people with COVID19 in the region and the origin
- Currently looking at the issue of how best to manage the risks for homeless people
- Provided information on the management of funerals, particularly for aboriginal families
- Pathwest are delivering test samples to Perth daily
- Raised the issue of the likelihood of beach closures in the region. Police advised there are no plans to close beaches **provided** the community adheres to the social distancing rules.

- Agency Advisory #15 is now available
- Testing criteria has now been expanded
- [Specific information has now been made available by local government area on COVID19 patients](#)
- [A list of locations visited by confirmed cases is also available;](#)

#### **WA Police**

- Shire of Jerramungup and Shire of Ravensthorpe have made travel restriction requests. The requests are currently with State for determination.
- Police will have additional resources in the region over the Easter period concentrating on travel restrictions and people using back roads.
- Police will have an aircraft in use over Easter conducting surveillance operations across the region.

#### **Dept. of Education**

- School formally finishes this Thursday with school resuming 28 April.
- Plans are underway to deliver Term 2 at home
- The Department is considering how to meet student needs who do not have access to IT equipment
- The message to parents for Term 2 remains to keep children at home unless their parents are essential services workers.
- The work packages provided to students will be more comprehensive.

#### **Department of Communities**

- The State Welfare Plan has been activated, further details on how this will be implemented is to come.
- The Dept. is providing some support for homeless people and backpackers.

#### **WA Primary Health Alliance**

- WAPHA have been working with pharmacies and GPs around stock issues
- Undertaking work with pharmacies around managing customer traffic in-store, people congregating and customer behaviours.
- Continuing to work with GPs and the Aged Care sector

#### **Great Southern Development Commission**

- GSDC met with the new alliance group on Monday
- Local governments being able to maintain staffing levels is going to become a significant issue

#### **Dept. Primary Industries & Regional Development**

- Current key focus areas include biosecurity and surveillance, risk management, animal welfare and shark response

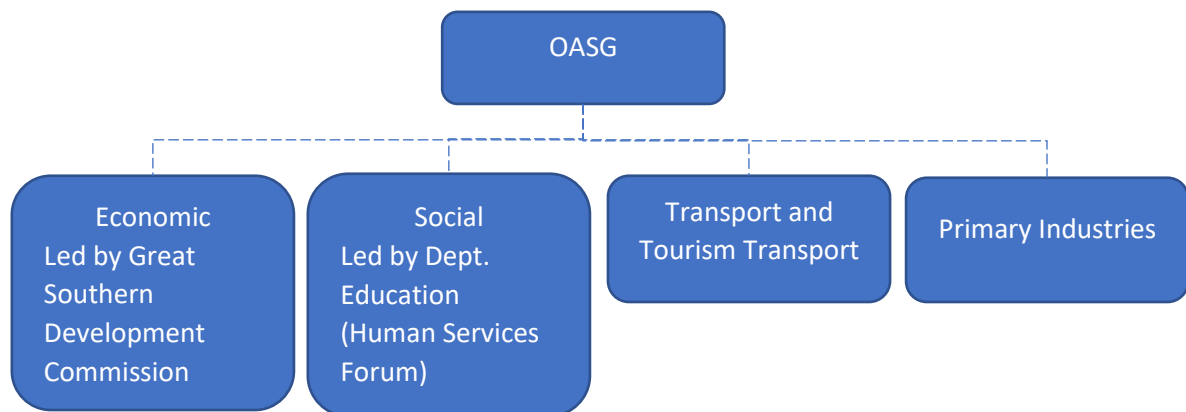
- Most farmers are having a good start to the season – most have already purchased chemicals for seeding leaving a short supply at present
- Backpackers on farms may become an issue once seeding concludes.

### Other Members

- All other members provided a report with no significant issues to discuss.

### Recovery

Following last weeks OASG, the Chair has commenced establishing an initial District Recovery structure, broadly shaped as;



It is important to note that this structure is bringing together existing groups and networks and is not intended to replace existing legislative responsibilities for recovery. Currently the Pandemic Policy Unit with the Department of the Premier and Cabinet are determining longer term recovery strategies and responsibilities.

### Local Emergency Management Committee Issues

The OASG has been encouraging all LEMCs to send their minutes and any issues in for discussion by the OASG. Issues raised, and responses are;

#### Matters Tabled 8<sup>th</sup> April 2020

Issue	Response
Advise and information to assist Shearing Teams operating on farms as most of the teams travel by small commuter busses and need to work closer than 1.5 m apart during some shearing activities. similar concerns were raised around WAMCO & Beaufort River Meats	<p>The Shearing Contractors Association of Australia have published <a href="#">COVID-19 Shearing Operations Protocols</a> available on their website.</p> <p>The <a href="#">WA Shearing Industry Association</a> have a range of information and tools for members only.</p> <p>Information for employers can be found <a href="#">here</a>, download the fact sheet. As employers and employees, they should be adhering to the 1.5m rule which may mean they need to take multiple vehicles.</p>
LEMC members have noted that parents no longer want to keep children at home after school holidays (children are bored) and are planning on sending children back to school at the start of next term irrespective of the ability to keep them at home. What is the plan and messaging to advise parents to keep children at home if possible and what is the plan for children who do attend school.	The Education Department will continue to only encourage children of essential workers to attend school. Online and learning packages will continue to be available and contain the full curriculum suite for term 2. The program delivered at school will be same as delivered online/at home.
Will there be an exemption form and process for Intrastate travel?	No not at this stage. People travelling are reminded to carry evidence with them. People travelling for work purposes

	should have a letter from their employer supporting their travel.
The Shire of Ravensthorpe is seeking your support to have Ravensthorpe included as part of the Esperance regional restricted area. Currently the Shire of Ravensthorpe is the only Local Government in WA that is left isolated from a regional centre. Could I please ask that you make contact with the relevant departments and ask that this matter be urgently reviewed so the Shire of Ravensthorpe is included in the Esperance regional restricted area?	The matter is with the State for their determination (as at meeting time)
The need for additional radio and print media campaigns to further clarify what is classed as essential travel within intra-region area, in the lead up to Easter holiday period	The District Emergency Coordinator will be conducting a series of media interviews to promote the message.
The Jerramungup LEMC supports and recommends the Shire of Jerramungup and WA Police to seek powers under the EM Act to establish Shire Border closures (similar to Esperance) to prevent intra-region travellers and visitors entering into Bremer Bay over the Easter period.	The matter is with the State for their determination (as at meeting time)
Denmark LEMC have raised the issue of light aircraft landing at their airstrip and using private small aircraft as a way of getting around the current road restrictions. Is there a strategy around this issue with particularly media message – Note this could also be occurring with boats/yachts.	Police have commenced a process to check on airports and manage any incoming flights.

<p>With kids having to do online learning and home schooling, the question was raised whether Telstra can do to capture a wider audience? Kids not having access to internet services are going to be left even further behind than those that have access to all things IT. The fear is that the gap is only going to get bigger between the advantaged and the disadvantaged. This is going to create a social issue in the future. Some families also only have access to Skymuster and have limited data allowances. Is this something that could be addressed?</p>	<p>The Education Department will provide learning materials both online and in hard copy as required (managed locally). The Education Department is considering how it can support families without access to suitable computers etc.</p> <p>For matters of internet access and capability, people will need to address this with their service provider or use the hard copy packages.</p>
<p>Australia Post Office deliveries. Gnowangerup is currently only seeing the postal truck about once a week (had a delivery last week Thursday and again only today) and with people confined to their homes and relying on online shopping and delivery and it is starting to create a big problem for certain industries. People are also being forced to go out to go and get their goods that they normally would have received through Australia Post in a very short time frame.</p>	<p>The Development Commission have been working with Australia Post. The delay has been caused by increasing hygiene needs and staffing at distribution centres creating a back log. Australia Post staff at distribution centres are now working 7 days a week to clear the backlog.</p>
<p>Last week there was a funeral of a young aboriginal man in Kojonup and there were between 90 and 100 in attendance. Special permission was apparently given for 40, but ended with 90-100 people. Concerns were raised in the first place for allowing 40 and staff from the Department of Communities contacted 3 different people with concern for the wider community, but was not replied too. Small regional towns see this as a big red flag if things like this are going to</p>	<p>This circumstance is false.</p> <p>There was an absolute maximum of 40 people at the funeral, and all observing social distancing. The Funeral directors all have extensive information on this and are required to ensure compliance. Police do conduct patrols ensure compliance. The funeral was twice checked by Police.</p>

be allowed. It is already an issue educating vulnerable community members on social distancing and when events like the aforementioned are being allowed, they feel like they are fighting a losing battle.	The funeral director can make application for exemption for larger numbers if required, or alternatively people have applied through the WA Police Aboriginal Affairs Division.
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### Matters Tabled 1 April 2020

Issue	Response	Further Action/Information
<b>LEMC Meeting Frequency:</b> LEMCs were requested to have two initial meetings, what is the next meeting schedule.	LEMCs should continue to meet on a recommended weekly basis given the rapidly evolving nature of the emergency. The OASG will continue to meet weekly, it is important the OASG is kept informed of local issues as they arise to provide support and a coordinated response.	LEMCs should continue to meet on a recommended weekly basis
<b>How do we manage people who are travelling with their caravan as their permanent primary accommodation</b>	The advice is that anyone travelling in this situation should be staying at their current location and adhering to the social distancing rules.	nil
<b>Intrastate borders – who can go where</b>	There has now been a reasonable amount of information published on the issue (see links above). More information should become available as processes are embedded. The key message remains – do not travel unless	nil

	necessary and if so take documented evidence to show the need for travel.	
<b>PPE for St John Volunteers</b>	St John have strategies in place for PPE. The Regional Manager via the Community Paramedics will contact volunteers to discuss.	nil
<b>People camping in remote areas on unallocated land</b>	The DFES Superintendent raised the issue with the Dept. of Planning, Lands & Heritage. Further advice is to follow.	<p><i>DPLH will generally rely on the on the provisions of the <b>Land Administration (Land Management) Regulations 2006 (Regulations)</b>, more specifically r 15 which deals with <b>Camping</b> and the ability to issue fines.</i></p> <p><i>The Minister may appoint people, or classes of people, to be authorised persons for the purposes of these Regulations.</i></p> <p><i>From what I understand, the Minister can provide an authority to LGAs (or State Authorities) to use r15, which may assist in moving people on or face the risk of being issued a fine.</i></p> <p><i>I am not able to speak to other legislation, but experience has shown that LGAs would seem to already have authorisations to carry out directives under other Acts and regulations such as the Health Act 1911 (Issues of waste disposal by illegal camping) and the Caravan Parks and Camping Grounds Act 1995 (requirement to use designated areas). The relevant officer at the LGA should be aware of</i></p>



		<p><i>their powers in this regard and it would not be appropriate for DPLH to give advice on these Acts.</i></p> <p><i>In short;</i></p> <ul style="list-style-type: none"> <li><i>• LGA's most likely have powers already to enforce or move on under other legislations. I would stress that LGA's would need to check this to be sure of the scope.</i></li> <li><i>• LGA's have closed beaches in the past for safety reasons regarding sharks and whale carcasses (Esperance). In these cases approval was given to the LGA to install the appropriate signage on UCL and UMR very quickly by the DG.</i></li> <li><i>• Using the <b>Regulations</b> the Minister for Lands will be able to authorise persons including a ranger under the Local Government (Miscellaneous Provisions) Act 1960 or a Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer under the Bush Fires Act 1954 by a letter authorisation if requested for the purposes of issuing fines.</i></li> </ul> <p><i>An alternative is the delegation of the powers under s267(2)(a) of the Land Administration Act</i></p>
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		<i>1997 (Offences on Crown Land). The Delegation of powers under s267 and by extension s270-272 (unauthorised structures and ability to refuse appeal) is achieved under s.9(1)(c). Such delegations must be gazetted which isn't probably isn't practical in the short term.</i>
<b>Supply of PPE and oxygen to regional hospitals</b>	This is being managed centrally and then to the regions. WACHS advised they had no concerns with supply.	nil
<b>Rural IGA stores are not receiving complete orders and often these are the only supermarkets available to the community</b>	Great Southern Development Commission have been speaking to Metcash. Metcash have been employing additional staff to increase distribution warehouse capacity. GSDC will follow-up further.	<i>The Development Commission continues to liaise with Metcash. Metcash have advised they will begin prioritising remote and rural stores greater than 50km from a major regional centre.</i>
<b>Concerns for potential social issues with the additional welfare payments being made</b>	Issue to be raised at the Human Services forum and further discussion with Dept. of Communities	<i>Police deploying further community policing resources including expanding the Constable Care program</i>

**Next Meeting**

15<sup>th</sup> April, 10:00am

Information to and from local emergency management committees and local governments can be sent via [adam.smith@dfes.wa.gov.au](mailto:adam.smith@dfes.wa.gov.au)

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

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



# A Guide for Funerals and Sorry Business during the coronavirus pandemic

This document is subject to change and will be updated as required.

**Funerals are limited to no more than 10 people under strict new coronavirus rules.**

To help prevent the spread of coronavirus (COVID-19), the Government of Australia has introduced new measures restricting large indoor and outdoor public gatherings. This ruling will significantly impact how Aboriginal people gather for funerals and Sorry Business.

Travel restrictions are currently in place across Western Australia, which means Aboriginal people will not be able to travel to attend funerals and Sorry Business without an approved exemption for compassionate reasons\*. Please visit the [wa.gov.au](http://wa.gov.au) website for information on how to apply for an exemption.

\* Compassionate reasons include death of a member of the person's **immediate** family or household.

**Sorry Business and other cultural activities are very important to our mob.**

It is more important at the moment during the COVID-19 pandemic to keep Elders, others who are already ill and our community safe.

Our culture and family connections have kept us strong for many years. In these difficult times we need to continue to be strong by keeping in touch with family and practising cultural activities within our household.

The restrictions will not be forever, they are just temporary, so we can help stop the spread of COVID-19 in our families and our community.

## Talk to your mob

Talk about different ways to hold the service and burial while restrictions are in place. This may even include considering very difficult options such as:

- restricting funerals and services to immediate family (not more than 10 people)
- splitting attendance, where some members of the family attend the service and others attend the burial
- holding only a small funeral – with memorials, processions and tombstone openings for the wider family and community to be held later
- using audio-visual technology to allow those not at the funeral to be 'present'.



## Other ways to support families during Sorry Business

Saying goodbye to a loved one when they pass away is important.

If you cannot be there during this time, there are ways you can still support families including:

- sending video messages of condolence to family and screen them at the funeral if that is possible
- holding your own memorial service at home for members of your household
- providing copies of funeral programs and/or eulogies
- using video technology to view the service from your home
  - If you are using technology to grieve we encourage you to do it in a culturally safe way around your family group that lives in your home.

## Body viewing

Family members should be allowed to view the body and standard precautions should be observed.

Family members are advised **NOT** to kiss or touch the deceased.

## Advice for preparation and funeral practices

Persons who closely handle the deceased, wash and/or wrap the deceased, or conduct any practices which involve purging the stomach contents of the deceased must wash their hands with liquid soap and water immediately after removing Personal Protective Equipment.

Clothing worn during any washing procedure should be removed before leaving the facility and placed in a plastic bag, tied closed and laundered as soon as possible.

## Social distancing and personal hygiene

### Cover coughs and sneezes – wash hands often – stay home if unwell

Like at any public gathering, there is potential for the transmission of viruses between those attending a funeral.

People attending funerals must stay 1.5 metres away from others, and no touching or kissing others will help stop the spread of viruses. People must sneeze or cough into their elbow, dispose of used tissues in a bin and wash hands often. If unwell, don't attend the funeral.

Visit the **HealthyWA** website for more advice on Good Hygiene and Social Distancing.

### Help is available

These restrictions for funerals and Sorry Business and the impacts of COVID-19 can be distressing for our community. If you or someone you care about is feeling distressed, call **beyondblue** on **1300 224 636** for free telephone counselling or call **Lifeline** in a mental health crisis on **13 11 14**.

### For more information

Visit the **HealthyWA** website for up-to-date COVID-19 health information and advice at [healthywa.wa.gov.au/coronavirus](https://healthywa.wa.gov.au/coronavirus) or call the **National Coronavirus Health Information Line** on 1800 020 080.

For Aboriginal resources go to: [https://healthywa.wa.gov.au/Articles/A\\_E/Coronavirus/Coronavirus-information-for-Aboriginal-people](https://healthywa.wa.gov.au/Articles/A_E/Coronavirus/Coronavirus-information-for-Aboriginal-people)

# Covid-19 Local Emergency Management Committee (LEMC)

## MINUTES

DATE OF MEETING: 21 APRIL 2020

TIME OF MEETING: 16:09

VENUE: GNOWANGERUP TOWN HALL, YUGENUP ROAD, GNOWANGERUP WA 6335

TELECONFERENCE DETAILS: N/A

CORRESPONDENCE EMAIL: [anrie.vanzyl@gnowangerup.wa.gov.au](mailto:anrie.vanzyl@gnowangerup.wa.gov.au)

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

Incident Type	Human Epidemic
Incident Number/Name	COVID 19
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.
Meeting opening & Welcome	<i>"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay my respect to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander people here today."</i>
Record of attendance	<ul style="list-style-type: none"> <li>• Cr Fiona Gaze – Shire of Gnowangerup Shire President (Chair) &amp; Principal Gnowangerup District High School</li> <li>• Bob Jarvis – Shire of Gnowangerup- Chief Executive Officer</li> <li>• Ian Graham, Shire of Gnowangerup - Deputy Chief Executive Officer</li> <li>• Yvette Wheatcroft – Shire of Gnowangerup Manager of Works</li> <li>• Kirsty Buchanan – Shire of Gnowangerup Community Development Coordinator</li> <li>• Anrie van Zyl – Shire of Gnowangerup Corporate Risk Officer (Agenda and Minutes Officer)</li> <li>• Lex Martin – Recovery Coordinator</li> <li>• Stuart Walker – Pharmacist – Gnowangerup Pharmacy</li> <li>• Meih Singh - A/HSM Gnowangerup Health Services</li> <li>• Andrew Brooker – Community Paramedic – St John Ambulance WA</li> <li>• Gail Blaszczyk, Team Leader, Department of Communities - Children Protection and Family Support, Great Southern District, Katanning Office</li> <li>• Randall Moulden, OC – Gnowangerup Police</li> </ul>

	<ul style="list-style-type: none"> <li>• Dr Wole Oluyede – Gnowangerup Shire Medical Practice (arrived 16:34)</li> </ul>
Apologies	<ul style="list-style-type: none"> <li>• Neville Blackburn, Department of Communities</li> <li>• Shanae Meier – Principal Borden Primary</li> <li>• Les Nayda – Gnowangerup SES</li> <li>• Robbie Minitier</li> </ul>
Confirmation of Previous Meeting Minutes	That the minutes of the Local Emergency Management Committee meeting held on Tuesday the 14 <sup>th</sup> April 2020 be confirmed as a true and accurate record of proceedings.
	<b>Moved:</b> Andrew Brooker <b>Seconded:</b> Gail Blaszczyk
	<b>UNANIMOUSLY CARRIED</b>

## ITEM

### 1. Business arising from previous Minutes

- 1.1. Shortage of PPE  
Andrew Brooker – Community Paramedic – St John Ambulance WA
  - PPE still scarce, but have adequate stock for ambulance usage. Usage of PPE are being closely monitored.Meih Singh - A/HSM Gnowangerup Health Services
  - Gnowangerup Hospital is well stocked for now, but things could change very quickly.
- 1.2. Shortage of stock delivery to local grocery suppliers.  
 See Agency reports.
- 1.3. Freight Logistics Council contact  
 Not discussed
- 1.4. Enforcing prohibited activities  
 See Agency reports.
- 1.5. Social concerns with additional welfare payments paid to already vulnerable members of the community  
 Not discussed.
- 1.6. Australia Post deliveries  
 Not discussed, but refer to Briefing Note #4 for comment.
- 1.7. Support for retailers trying to enforce social distancing  
 Not discussed

- 1.8. Prioritising local and regional suppliers  
Not discussed, but refer to Briefing Note #4 for comment.
- 1.9. Vulnerable persons strategy  
Not discussed.

## **2. Agency Reports**

### **Andrew Brooker – Community Paramedic – St John Ambulance WA**

- Business as usual for St John Ambulance.
- There is a decline in the amount of ambulances being called out.

### **Meih Singh - A/HSM Gnowangerup Health Services**

- The biggest challenge for the hospital at this stage is, the prevention of bringing workers in from other regions, who might bring with them Covid-19.
- The hospital have strict screening tools and will endeavour to ensure that no infected staff are employed at the hospital.
- The hospital is however, in the favourable position to employ staff from a pool of staff who've had long term relationships with the hospital.

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

- The Commissioner of Police has activated the State Emergency Welfare Plan and the Department of Communities', Director General, Michelle Andrews has taken on the role of State Welfare Coordinator.
- The Departments' initial response remains the same providing welfare supports to those people in home isolation who are not self-sufficient and have no other forms of support. The majority of this support is occurring in the Metro area coordinated through the COVIC-19 call centre (13 COVID).
- No active cases on local level and will have to wait and see as time progress.
- Please let the Department know if you know of anyone who might benefit from our services.

### **Ian Graham, Shire of Gnowangerup - Deputy Chief Executive Officer**

- Business as usual for the Shire.
- With the libraries being closed a few weeks ago, the Shire will be rolling out a book borrowing scheme to library members.
- Details on how the scheme will operate will be made available to the community over the next week or so.
- Very quiet over Easter weekend and hard on businesses who rely on the extra traffic coming through town.

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

- Business as usual for the works crew.
- The Shire had two lots of contractors come into town.
- One crew, for kerbing and the other crew for the decommissioning of old fuel tanks at the depot. Both groups were inducted on the protocol of business operation within the Shire during this Covid-19 period. All required induction paperwork and work permits completed for these jobs.



### **Stuart Walker – Pharmacist – Gnowangerup Pharmacy**

- Two hundred and thirty (230) flu vaccinations were done over the past few weeks.
- Another batch of vaccinations are expected to arrive somewhere during May/June.
- Hopefully if everyone keeps on complying with the social distancing rules, the number of infections of the normal flu season will remain low.
- Stock on steroid inhalers remains a problem. The pharmacy currently have adequate stock of Ventolin and Asmol and are able to fill other normal scripts.
- Customers seems to understand the procedures that have been put in place at the pharmacy and are more patient, which is good.
- The pharmacy is looking at options to have an isolation area within the pharmacy so that people waiting, don't have to stand outside, especially with winter approaching.

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

- Only complaint is that the sliding doors at Katanning Hospital are not adequate if social distancing have to be practiced and should be addressed by the hospital.
- Otherwise, good to come to these meetings and to have the opportunity to come out of the house☺
- Good to see that most people are complying with the social distancing rules.

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

- Business as usual for the Gnowangerup Police.
- They have had no calls to cases or suspected cases to investigate.
- The T2G PASS App is up and running and encourage everyone who has to travel out of the region to install the App. There are however, still some minor issues with the App, and best to take completed paperwork with you as well, when travelling.
- Anzac day is expected to be quite with the current restrictions that are in place and the expectation is that everyone will oblige.
- The question was raised by Randall to Bob, whether the Shire will be doing anything for Anzac day, i.e. wreaths, raising of flags, etc.?
- Bob responded by saying that the Shire has put up the Anzac banners in Gnowangerup main street and will be laying wreaths at the memorials in the three towns. The Shire flag will be raised that morning. The flags at the memorials are done through the RSL and Kirsty offered to follow up on whether the flags could be raised.
- The police will be monitoring the Anzac memorials and people will be allowed to lay wreaths and flowers as long as they adhere to the social distancing rules. No gatherings will be tolerated.

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

- Councillors will be considering a range of procedures put in place in response to the Covid-19 situation at the Council meeting on Wednesday.
- Spraying of public areas will continue and will hopefully be a good reminder that things are not back to normal and that we are still in the middle of a pandemic, despite the number of infections in WA being almost zero.
- Staff that are able too, are still working from home and will be reviewed at the end of the month.
- Capital works programs are still continuing and is being encouraged by Federal Government to help keep the economy going.
- The current situation is not expected to interfere with the 20/21 capital works program.
- Requesting that people don't become too complacent and start relaxing their hygiene regimes and social distancing requirements.

Countries like Singapore that was applauded for their low infection rates are now experiencing infection rates almost triple than the first time round.

- Most communities seem to be doing well.
- Supplies in local shops are good, but retailers are still left with a guessing game on which supplies will be on the truck this week and which will not.
- The Ongerup shop has a sanitising station at the entrance of the shop and every customer is expected to hand sanitise before entering.
- Customers overall seems to behaving really well and no serious concerns at this stage.

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

- The school is currently in the process of organising for the return of kids back at school next week Wednesday, the 29<sup>th</sup> April 2020.
- At this stage the school is unsure of the number of kids who will be returning to school as parents are given the option to either keep them at home or to return them to school.
- The playgrounds at school will reopen and additional staff will be required to help with the cleaning and disinfecting every day.
- Parents will be required to only drop off their kids at the school front gate and will not be allowed on the school grounds.
- Not quite sure how the school will achieve social distancing, especially with the younger kids.
- There will be 3 methods of teaching for the start of term 2:
  - Face to face
  - Online
  - Via a school supplied hard copy study pack.
- Not sure at this stage how it will work, but will have to see how many kids require which method of teaching.
- With social distancing rules, the school will only be allowed to have about 12 kids per class, where normally there would be 27. Not quite sure where all the kids will go and the school doesn't have enough desks either, but will work it out, once attendance numbers are known.
- The school will also require additional cleaners to help with the daily cleaning and disinfecting.
- At this stage the school doesn't have enough cleaning materials, but will hopefully be supplied by the department.
- The other big problem the school is foreseeing is getting the kids home with them all complying with social distancing rules and preventing them from congregating in big groups.
- Currently there are a group of kids coming together at the Shire public toilet blocks and is a bit of a concern and need to be addressed.
- Gail offered the help of a liaison officer from the Department of Communities to help with education of kids and parents in why social distancing should continue and the consequences of not adhering. Parents and carers need to develop the capacity to understand the process on how it will/must work. Fiona expressed her appreciation and accepted the offer of assistance.
- Lex Martin commented that currently the kids have no structure and hopefully once school go back, it will all fall into place again.

#### **Dr Wole Oluyede – Gnowangerup Shire Medical Practice (arrived 16:34)**

- No change at the practice from the previous weeks.
- The practice had a few people tested for Covid-19 and all has returned negative results.
- The practice is seeing an influx of patients from Jerramungup and Ongerup.
- Practice is busy, but nothing dangerously or issues to be concerned about.
- At the Gnowangerup Hospital it is business as usual and everyone is doing well and do what they are required to do.

- There is a decline in the number of visits to the A&E. Haven't had any drug related issues or any major events like cardiac arrests, etc.

**Neville Blackburn, Department of Communities (emailed report)**

- The Commissioner of Police has activated the State Emergency Welfare Plan and the Department of Communities', Director General, Michelle Andrews has taken on the role of State Welfare Coordinator. As a result of the activation of the Plan, the State Welfare Emergency Committee (SWEC) has been established and the State Welfare Incident Control Centre (SWICC) has been stood up. I can't confirm what that will look like at this time but will keep all LEMC's informed as we are given further information.
- The Departments' initial response remains the same providing welfare supports to those people in home isolation who are not self-sufficient and have no other forms of support. The majority of this support is occurring in the Metro area coordinated through the COVID-19 call centre (13 COVID).
- If any questions are raised at the Special LEMC for the Department of Communities, please forward to me and I will attempt to address as soon as possible.

**3. Items for Adam Smith**

Nil

**4. Other items**

Stuart Walker again raised the issue of limited internet plans/coverage available in town and the surrounds. With only limited data plans available in most instances, data runs out very quickly when you have 3 kids that have to do online learning. Additional temporary blocks of data can be purchased, but very expensive.

**5. Next meeting**

Next meeting date – **28<sup>th</sup> April 2020 at 4:00pm** at the Gnowangerup Town Hall

**6. Meeting closed**

The meeting was declared closed by the Chair at 16:40pm.

# **Great Southern COVID19**

## **Operational Area Support Group Summary for Local Emergency Management Committees #4**

**Check the latest [Agency Advisory at the Department of Health WA](#)**

The Great Southern Operational Area Support Group for COVID19 met on the 15<sup>th</sup> April 2020. Meetings are Chaired by the District Emergency Coordinator on behalf of the Hazard Management Agency. This is a summary of the meeting.

Agencies in attendance included;

- WA Country Health Service
- WA Police Force
- Dept. of Fire & Emergency Services
- Great Southern Development Commission
- Dept. Biodiversity, Conservation & Attractions
- Main Roads
- Western Power
- Water Corporation
- St John Ambulance
- Dept. of Communities
- WA Primary Healthcare Alliance
- Dept. Planning, Lands & Heritage
- DEMC Local Government Representative
- Dept. of Education
- Dept. of Justice
- Dept. Primary Industries & Regional Development

### **WA Country Health Services**

The WACHS Regional Director and her team outlined current health related actions within the Great Southern including;

- Of the 9 people who tested positive COVID19 in the region only 3 remain active.
- Testing criteria has been expanded again.
- Increased testing is being undertaken on those staff who work across regional boundaries including those who visit from Perth.
- Currently screening staff ahead of each shift and also looking at those with second job which has been identified as an area of increased risk.
- St Johns attended an incident without the caller notifying of COVID testing being carried out within family.
- WACHS will continue to liaise with WAPF about local testing carried out.
- PPE state-wide levels are secure.

- Number of visitors to hospitalised patients are being managed. Limit of 2 visitors (total) per patient. Visitors will be escorted/directed into hospital to minimise possibility of interaction between & cross infection of visitors, staff and patients.
- Overall patient numbers are down across the state.
- Agency Advisory #15 remains current.
- Vaccinations completed for 60+ Indigenous Community.
- Access becoming available to quick turn-around testing (45min) albeit number of tests of this nature remain limited.
- Longer turn-around time test results remain readily accessible under broadening criteria. Choice of testing carried will be triaged by staff.
- Reduction of flights into and out of region has impacted on visiting staff to GS and patients who require specialist care out of region.

### **WA Police**

- Mobile patrols ongoing.
- P1 permanent road-blocks remain in place.
- Threatening behaviours within family have increased. Alternative accommodation is being sourced to for Family violence 'perpetrators' receiving Police Orders from domestic situations.
- Police have seen some reductions in general crime.
- Complacency may become an issue going forward.

### **Department of Education**

- Messaging consistent with Prime Minister's position. Schools open for essential workers kids – prefer other kids stay at home.

### **Department of Communities**

- Have been working with Lindsay Campbell's (Human Services – Recovery Team) looking at homeless and domestic violence affected people.
- 24/7 call centre set up.

### **Western Australian Primary Health Alliance**

- Beyond Blue support readily available.
- GPs will not be used for surge capacity in response to COVID.
- Flu vaccine supplies running low.
- 10 X Shire of Denmark passengers on Greg Mortimore Cruise Ship – currently quarantined in Melbourne.

### **Great Southern Development Commission**

- Identified issue of overlap between groups – probably not avoidable. Just be aware of matter.
- Ongoing food supply to local supermarkets – still being monitored. Taking longer to resolve than anticipated.

## Department of Fire and Emergency Services

- All BGUs are fully operational.
- Restricted burning season extended across region until end of April – Commissioner may extend further. Currently under consideration and discussion.
- Career station unaffected. Have been assisting with increased presence in CBD.

## St Johns

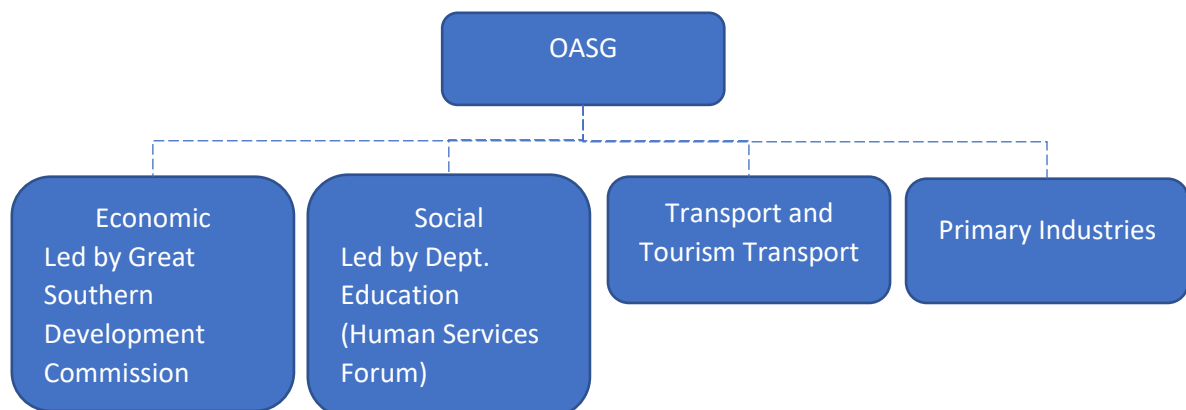
- Turn out to someone (Albany) who had been COVID tested (negative)
- St Johns reviewing turn out procedures & increased interrogation of initial caller.
- Social media program being rolled out.

## Other Members

- All other members provided a report with no significant issues to discuss.

## Recovery

Following last weeks OASG, the Chair has commenced establishing an initial District Recovery structure, broadly shaped as;



## Human Services Forum

Members are developing plan extending out to 9 month time frame, including consideration of feedback from local government areas.

**Transport & Tourism** – first scheduled meeting being held pm 15<sup>th</sup> April.

**Primary Industries** – no update. DPIRD Officers on leave/could not join meeting.

## Local Emergency Management Committee Issues

The OASG has been encouraging all LEMCs to send their minutes and any issues in for discussion by the OASG.

Issues raised, and responses are;

### Matters Tabled 15<sup>th</sup> April 2020

Issue	Response
Testing of 'homeless people' at community houses from WAPF in meeting.	Must meet testing requirements.
No other issues raised due to Easter holidays.	

### Matters Tabled 8<sup>th</sup> April 2020

Issue	Response
Advise and information to assist Shearing Teams operating on farms as most of the teams travel by small commuter busses and need to work closer than 1.5 m apart during some shearing activities. similar concerns were raised around WAMCO & Beaufort River Meats	<p>The Shearing Contractors Association of Australia have published <a href="#">COVID-19 Shearing Operations Protocols</a> available on their website.</p> <p>The <a href="#">WA Shearing Industry Association</a> have a range of information and tools for members only.</p> <p>Information for employers can be found <a href="#">here</a>, download the fact sheet. As employers and employees, they should be adhering to the 1.5m rule which may mean they need to take multiple vehicles.</p>

LEMC members have noted that parents no longer want to keep children at home after school holidays (children are bored) and are planning on sending children back to school at the start of next term irrespective of the ability to keep them at home. What is the plan and messaging to advise parents to keep children at home if possible and what is the plan for children who do attend school.	The Education Department will continue to only encourage children of essential workers to attend school. Online and learning packages will continue to be available and contain the full curriculum suite for term 2. The program delivered at school will be same as delivered online/at home.
Will there be an exemption form and process for Intrastate travel?	No not at this stage. People travelling are reminded to carry evidence with them. People travelling for work purposes should have a letter from their employer supporting their travel.
The Shire of Ravensthorpe is seeking your support to have Ravensthorpe included as part of the Esperance regional restricted area. Currently the Shire of Ravensthorpe is the only Local Government in WA that is left isolated from a regional centre. Could I please ask that you make contact with the relevant departments and ask that this matter be urgently reviewed so the Shire of Ravensthorpe is included in the Esperance regional restricted area?	The matter is with the State for their determination (as at meeting time)
The need for additional radio and print media campaigns to further clarify what is classed as essential travel within intra-region area, in the lead up to Easter holiday period	The District Emergency Coordinator will be conducting a series of media interviews to promote the message.
The Jerramungup LEMC supports and recommends the Shire of Jerramungup and WA Police to seek powers under the EM Act to establish Shire Border closures (similar to	The matter is with the State for their determination (as at meeting time)



Esperance) to prevent intra-region travellers and visitors entering into Bremer Bay over the Easter period.	
Denmark LEMC have raised the issue of light aircraft landing at their airstrip and using private small aircraft as a way of getting around the current road restrictions. Is there a strategy around this issue with particularly media message – Note this could also be occurring with boats/yachts.	Police have commenced a process to check on airports and manage any incoming flights.
With kids having to do online learning and home schooling, the question was raised whether Telstra can do to capture a wider audience? Kids not having access to internet services are going to be left even further behind than those that have access to all things IT. The fear is that the gap is only going to get bigger between the advantaged and the disadvantaged. This is going to create a social issue in the future. Some families also only have access to Skymuster and have limited data allowances. Is this something that could be addressed?	<p>The Education Department will provide learning materials both online and in hard copy as required (managed locally). The Education Department is considering how it can support families without access to suitable computers etc.</p> <p>For matters of internet access and capability, people will need to address this with their service provider or use the hard copy packages.</p>
Australia Post Office deliveries. Gnowangerup is currently only seeing the postal truck about once a week (had a delivery last week Thursday and again only today) and with people confined to their homes and relying on online shopping and delivery and it is starting to create a big problem for certain industries. People are also being forced to go out to go and get their goods that they normally would	The Development Commission have been working with Australia Post. The delay has been caused by increasing hygiene needs and staffing at distribution centres creating a back log. Australia Post staff at distribution centres are now working 7 days a week to clear the backlog.

have received through Australia Post in a very short time frame.	
<p>Last week there was a funeral of a young aboriginal man in Kojonup and there were between 90 and 100 in attendance. Special permission was apparently given for 40, but ended with 90-100 people. Concerns were raised in the first place for allowing 40 and staff from the Department of Communities contacted 3 different people with concern for the wider community, but was not replied too. Small regional towns see this as a big red flag if things like this are going to be allowed. It is already an issue educating vulnerable community members on social distancing and when events like the aforementioned are being allowed, they feel like they are fighting a losing battle.</p>	<p>This circumstance is false.</p> <p>There was an absolute maximum of 40 people at the funeral, and all observing social distancing. The Funeral directors all have extensive information on this and are required to ensure compliance. Police do conduct patrols ensure compliance. The funeral was twice checked by Police.</p> <p>The funeral director can make application for exemption for larger numbers if required, or alternatively people have applied through the WA Police Aboriginal Affairs Division.</p>

### **Matters Tabled 1 April 2020**

<b>Issue</b>	<b>Response</b>	<b>Further Action/Information</b>
<b>LEMC Meeting Frequency:</b> LEMCs were requested to have two initial meetings, what is the next meeting schedule.	LEMCs should continue to meet on a recommended weekly basis given the rapidly evolving nature of the emergency. The OASG will continue to meet weekly, it is important the OASG is kept informed of local issues as they arise to provide support and a coordinated response.	LEMCs should continue to meet on a recommended weekly basis

How do we manage people who are travelling with their caravan as their permanent primary accommodation	The advice is that anyone travelling in this situation should be staying at their current location and adhering to the social distancing rules.	nil
Intrastate borders – who can go where	There has now been a reasonable amount of information published on the issue (see links above). More information should become available as processes are embedded. The key message remains – do not travel unless necessary and if so take documented evidence to show the need for travel.	nil
PPE for St John Volunteers	St John have strategies in place for PPE. The Regional Manager via the Community Paramedics will contact volunteers to discuss.	nil
People camping in remote areas on unallocated land	The DFES Superintendent raised the issue with the Dept. of Planning, Lands & Heritage. Further advice is to follow.	<p><i>DPLH will generally rely on the on the provisions of the <b>Land Administration (Land Management) Regulations 2006 (Regulations)</b>, more specifically r 15 which deals with <b>Camping</b> and the ability to issue fines.</i></p> <p><i>The Minister may appoint people, or classes of people, to be authorised persons for the purposes of these Regulations.</i></p> <p><i>From what I understand, the Minister can provide an authority to LGAs (or State Authorities) to use r15, which may assist in</i></p>

		<p><i>moving people on or face the risk of being issued a fine.</i></p> <p><i>I am not able to speak to other legislation, but experience has shown that LGAs would seem to already have authorisations to carry out directives under other Acts and regulations such as the Health Act 1911 (Issues of waste disposal by illegal camping) and the Caravan Parks and Camping Grounds Act 1995 (requirement to use designated areas). The relevant officer at the LGA should be aware of their powers in this regard and it would not be appropriate for DPLH to give advice on these Acts.</i></p> <p><i>In short;</i></p> <ul style="list-style-type: none"> <li><i>• LGA's most likely have powers already to enforce or move on under other legislations. I would stress that LGA's would need to check this to be sure of the scope.</i></li> <li><i>• LGA's have closed beaches in the past for safety reasons regarding sharks and whale carcasses (Esperance). In these cases approval was given to the LGA to install the appropriate signage on UCL and UMR very quickly by the DG.</i></li> </ul>
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		<ul style="list-style-type: none"> <li>• Using the <b>Regulations</b> the Minister for Lands will be able to authorise persons including a ranger under the Local Government (Miscellaneous Provisions) Act 1960 or a Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer under the Bush Fires Act 1954 by a letter authorisation if requested for the purposes of issuing fines.</li> </ul> <p>An alternative is the delegation of the powers under s267(2)(a) of the Land Administration Act 1997 (Offences on Crown Land). The Delegation of powers under s267 and by extension s270-272 (unauthorised structures and ability to refuse appeal) is achieved under s.9(1)(c). Such delegations must be gazetted which isn't probably isn't practical in the short term.</p>
<b>Supply of PPE and oxygen to regional hospitals</b>	This is being managed centrally and then to the regions. WACHS advised they had no concerns with supply.	nil
<b>Rural IGA stores are not receiving complete orders and often these are the only supermarkets available to the community</b>	Great Southern Development Commission have been speaking to Metcash. Metcash have been employing additional staff to increase distribution warehouse capacity. GSDC will follow-up further.	The Development Commission continues to liaise with Metcash. Metcash have advised they will begin prioritising remote and rural stores greater than 50km from a major regional centre.

<b>Concerns for potential social issues with the additional welfare payments being made</b>	Issue to be raised at the Human Services forum and further discussion with Dept. of Communities	Police deploying further community policing resources including expanding the Constable Care program
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**Next Meeting**

15<sup>th</sup> April, 10:00am

Information to and from local emergency management committees and local governments can be sent via [adam.smith@dfes.wa.gov.au](mailto:adam.smith@dfes.wa.gov.au)

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

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

# Covid-19 Local Emergency Management Committee (LEMC)

## MINUTES

DATE OF MEETING: 28 APRIL 2020

TIME OF MEETING: 4:02pm

VENUE: GNOWANGERUP TOWN HALL, YUGENUP ROAD, GNOWANGERUP WA 6335

TELECONFERENCE DETAILS: N/A

CORRESPONDENCE EMAIL: [anrie.vanzyl@gnowangerup.wa.gov.au](mailto:anrie.vanzyl@gnowangerup.wa.gov.au)

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

Incident Type	Human Epidemic
Incident Number/Name	COVID 19
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.
Meeting opening & Welcome	<i>"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay my respect to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander people here today."</i>
Record of attendance	<ul style="list-style-type: none"> <li>• Cr Fiona Gaze – Shire of Gnowangerup Shire President (Chair) &amp; Principal Gnowangerup District High School</li> <li>• Bob Jarvis – Shire of Gnowangerup- Chief Executive Officer</li> <li>• Yvette Wheatcroft – Shire of Gnowangerup Manager of Works</li> <li>• Anrie van Zyl – Shire of Gnowangerup Corporate Risk Officer (Agenda and Minutes Officer)</li> <li>• Llew Withers – Shire of Gnowangerup Environmental Health Officer</li> <li>• Lex Martin – Recovery Coordinator</li> <li>• Stuart Walker – Pharmacist – Gnowangerup Pharmacy</li> <li>• Meih Singh - A/HSM Gnowangerup Health Services</li> <li>• Andrew Brooker – Community Paramedic – St John Ambulance WA</li> <li>• Gail Blaszczyk, Team Leader, Department of Communities - Children Protection and Family Support, Great Southern District, Katanning Office</li> <li>• Randall Moulden – OIC – Gnowangerup Police</li> <li>• Dr Wale Oluwalade – Gnowangerup Shire Medical Practice (arrived 16:34)</li> </ul>



	<ul style="list-style-type: none"> <li>• Robbie Minter</li> <li>• Les Nayda – Gnowangerup SES</li> </ul>
Apologies	<ul style="list-style-type: none"> <li>• Neville Blackburn, Department of Communities</li> <li>• Shanae Meier – Principal Borden Primary</li> <li>• Ian Graham, Shire of Gnowangerup - Deputy Chief Executive Officer</li> <li>• Kirsty Buchanan – Shire of Gnowangerup Community Development Coordinator</li> </ul>
Confirmation of Previous Meeting Minutes	That the minutes of the Local Emergency Management Committee meeting held on Tuesday the 21 <sup>st</sup> April 2020 be confirmed as a true and accurate record of proceedings.
	<b>Moved:</b> Andrew Brooker <b>Seconded:</b> Randall Moulden
	<b>UNANIMOUSLY CARRIED</b>

## ITEM

### 1. Business arising from previous Minutes

- 1.1. Shortage of PPE  
See Agency reports.
- 1.2. Shortage of stock delivery to local grocery suppliers.  
Not discussed.
- 1.3. Enforcing prohibited activities  
See agency reports.
- 1.4. Social concerns with additional welfare payments paid to already vulnerable members of the community  
Not discussed.
- 1.5. Australia Post deliveries  
Not discussed.

### 2. Agency Reports

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

- The Shire hasn't received the big order of hand sanitiser yet.
- The Shire has small amounts of hand sanitiser that they we have been sharing with agencies and businesses where possible.
- We are aware that some agencies and community groups are eagerly awaiting the delivery, like the bowling clubs.
- Bowling clubs will be allowed to reopen, but with strict conditions in place. They will be allowed to operate with social distancing in place, regular cleaning of equipment and hand sanitising by players. Without hand sanitiser they will not be able to reopen.

- Business as usual for the Shire, except that the office is still not open to the public.
- Some staff members are still working from home and will continue to do so until otherwise advised.
- Capital works projects are all still going ahead.
- The Shire Libraries are now offering a limited service, where members can request a “mystery box”. The “mystery box” contains a selection of 10 items, chosen by the librarian and may include: fiction books, cookbooks, jigsaw puzzles, magazines, DVD’s, kid’s books. Anyone interested should contact the Libraries.
- There has been a relaxation of some restrictions within WA as of Monday the 27<sup>th</sup> April 2020.
- Some confusion about what “camping entails”. Does that mean caravan parks are open/may open? Same with picnics. Do we need to open our picnic benches and tables and BBQ’s? Some clear direction required from State Government.
- So far people in town have been good with maintaining social distancing.
- Playgrounds will remain closed until directed otherwise.
- The Shire will be continuing the weekly sanitising of street furniture, etc.
- CEO’s still have weekly webinars:
  - Great Southern COVID 19 Regional Response Group Webinar
  - Local Government Webinar
- The preferred way of conducting meetings, is electronic, but the Shire does not have the facilities. Several methods have been tested, but with unreliable internet, it is just not possible. Different options are being explored.
- All council meetings will continue to be held at the Gnowangerup Town Hall, until further notice.

#### **Andrew Brooker – Community Paramedic – St John Ambulance WA**

- It is business as usual for St John Ambulance.
- There has been a reduction in the amount of jobs being called out too.
- St John Ambulance has received more PPE from the Minderoo Foundation.
- It will be mandatory for all St John Volunteers to have the flu vaccination.
- Andrew enquired whether the pharmacy still have some flu vaccinations in stock as some volunteers haven’t had a vaccine yet. Stewart advised that they currently have none in stock and expecting another batch in May/June. Stewart advised that Andrew should call Kemi at the Gnowangerup Medical practice and enquire whether they still have vaccines available, to vaccinate volunteers.

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

- Nil

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

- The Department currently have no active cases in the area.
- The Department is preparing to assist the people arriving from overseas flights over the next couple of days.
- The passengers in WA will be quarantined on Rottnest Island for 14 days after their arrival. The Department of Communities will be there for their support.

### **Robbie Minter**

- Control measure in the communities are good and most people are doing the right thing.
- It has taken the Noongar community a while to grasp the seriousness, but it seems to be working and people are obeying the rules.
- Families seems to be sticking together and not meeting up with others.
- Robbie will not be available for the next two meetings as he will be working away.

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

- The Shire had the contractors down from Perth and it went really good with everyone obeying the social distancing rules.
- Otherwise it is business as usual for the works crew.
- Capital works programs are ticking ahead and everyone is busy.
- The depot had two staff members tested for Covid-19 after displaying flu-like symptoms. They remained in isolation until results were known. Both tests came back negative.

### **Llew Withers – Shire of Gnowangerup Environmental Health Officer**

- Sanitising procedures has been updated and circulated to all food businesses in the Shire.
- It was noted that some business were not using correct hand sanitising materials (too harsh for skin) and are in danger of seriously damaging their skin and increasing the risk of damage to their hands.
- The Shire has been advising those, that washing of hands, is still the most appropriate way of cleaning hands and should be done especially if hospital grade hand sanitisers are not available.
- Media coverage about hand cleaning has been very good and everyone is well informed and do not see the need to follow up with businesses.

### **Stuart Walker – Pharmacist – Gnowangerup Pharmacy**

- The pharmacy currently has no flu vaccines available and is expecting another batch during May/June.
- The pharmacy have had a lot of enquires from people who want to be tested for Covid-19 now that the criteria has been widened.
- Stewart asked for direction from the attending committee members. Meih Sing advised that frontline workers who may be asymptomatic can all be tested. All other cases, people must be symptomatic before they will be tested. Dr Wole made it clear that the medical practice need to make the necessary PPE arrangements before they can let anyone in to be tested and that the practice must be consulted first before arriving to be tested. The hospital is still the most appropriate place, since they are equipped to do so.
- Most test results are back within 48 hours, but may take longer.
- The pharmacy has also made some changes to enable customers to come into the pharmacy. There are appropriate space markers on the floor for customers to stand on to maintain social distancing. This change was very important especially with the change in the weather.

### **Meih Singh - A/HSM Gnowangerup Health Services**

- The Great Southern region remains free of active Covid-19 cases.
- The next big issue is to get all staff/people vaccinated against the flu.
- It will be mandatory for all staff working in aged care to be vaccinated against the flu.
- No visitors will be allowed at the hospital, unless vaccinated.
- The question was raised about how people have proof of being vaccinated? Medicare statement or certificate from GP can be used.

- It is business as usual for the SES.
- They are hopeful that the SES will be able to resume active training now that 10 people are allowed to congregate with social distancing in place. Direction has been sought from DFES and waiting for a reply. Not expecting a reply within a week or two.
- Two team members have been referred for mental health issues.

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

- It is business as usual for the Gnowangerup Police.
- Regional roadblocks are being maintained.
- The Police is encouraging all travellers to install the G2G Pass App if they have to travel out of the region. It just makes things easier at the check points.
- The Police is also encouraging everyone to download the Covid-Safe App.
- The relaxation of some of the restrictions like camping, is a bit of a concern and feel that it is too early to start relaxing restrictions of that nature.

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

- The school will be open as of tomorrow to all students.
- The school is expecting 80% attendance (90 kids).
- The school playgrounds will be open and regular cleaning will take place - after recess, lunch and after school.
- Parents will not be allowed on school grounds and kids will have to be dropped off at the various gates as per arrangement with parents. Special arrangements are in place for the smaller kids to be delivered to class safely.
- If parents need to be on school site for any reason, this will be done by prearrangement.
- The school will be following up with parents and carers for those kids not attending school.
- Most kids are keen to get back to school and back into routine.

#### **Dr Wole Oluyede – Gnowangerup Shire Medical Practice (arrived 16:30)**

- No big change at the medical practice and consults are back to normal – between 27-30 appointments per day.
- There has been an increase in specialist consultations via Telehealth. More specialist are requesting appointments with patients.
- No internet available for the past two weeks and consults are done via telephone or Skype.

#### **Neville Blackburn – Department of Communities (emailed report)**

- The Commissioner of Police has activated the State Emergency Welfare Plan and the Department of Communities', Director General, Michelle Andrews has taken on the role of State Welfare Coordinator. As a result of the activation of the Plan, the State Welfare Emergency Committee (SWEC) has been established and the State Welfare Incident Control Centre (SWICC) set up. I can't confirm what that will look like at this time but will keep all LEMC's informed as we are given further information.
- The Departments' initial response remains the same providing welfare supports to those people in home isolation who are not self-sufficient and have no other forms of support. The majority of this support is occurring in the Metro area coordinated through the COVIC-19 call centre (13 COVID).
- If any questions are raised at the Special LEMC for the Department of Communities, please forward to me and I will attempt to address as soon as possible.

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

Communities are finding it very hard to stay up to date with what is applicable in WA, with each State and Territory having their own set of rules and

regulations in regards to Covid-19.

An example is testing for Covid-19, after it has been released, that the criteria for testing has been widened and that everyone can now be tested. The local pharmacy and the Shire has had multiple enquiries about people wanting to get tested and where they can be tested.

Information from our local hospital yesterday was, that front line workers who may be asymptomatic can all be tested. All other cases, people must be symptomatic before they will be tested. The local GP made it clear that the medical practice need to make the necessary PPE arrangements before they can let anyone in to be tested. Where do frontline workers go for testing? Regional Covid clinics?

Other examples are camping/go for a picnic – it was said that people will be allowed to go camping, but where and are caravan parks allowed to reopen to the general public? We have various picnic tables and BBQ facilities in the Shire, does that mean we need to reopen those areas? Can people go camping on beaches? Are they allowed to use the picnic benches and BBQ's?

People are also not paying as close attention to issues as they did at the start of the pandemic. Information needs to be simplified and made clearer as people are not as willing anymore to read every article or listen to every press release about Covid-19. Information seems to get lost and that is a major concern.

#### **4. Incoming Correspondence**

Below correspondence was emailed to LEMC members on the 23.04.2020:

- Covid-19 Community Recovery Program
- SRCU Covid-19 Update 2
- Covid-19 Government Support
- Briefing #5 LEMC Great Southern – Covid-19 OASG
- 

#### **5. Other items**

Nil

#### **6. Next meeting**

Next meeting date – **5<sup>th</sup> May 2020 at 4:00pm** at the Gnowangerup Town Hall

#### **7. Meeting closed**

The meeting was declared closed by the Chair at 4:40pm

# COVID-19 COMMUNITY RECOVERY PROGRAM

*Albany residents lead lives they value living in a community that supports their social, economic, cultural and wellbeing aspirations*

## RATIONALE

COVID-19 has already caused a significant disruption to the Albany community, and work needs to commence as soon as possible to ensure a successful recovery.

The physical isolation from family, friends and work colleagues; loss of key social interactive activities and suspension of the majority of club and community organization activities is anticipated to have a negative impact on the mental health of our community and the future sustainability of our clubs and community organisations.

## PROJECT SUMMARY

The proposed program will be activated through four targeted themes to enable immediate implementation and sustainable community support over the next 12 to 24 months.

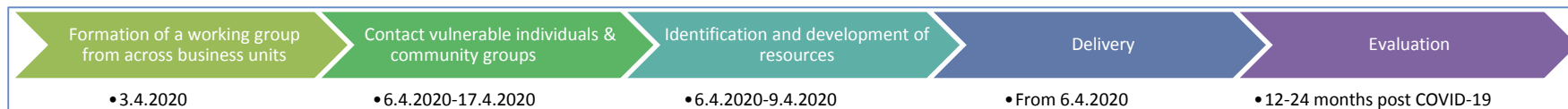
The areas of focus are:

1. Support for vulnerable members of the community;
2. Promoting community wellbeing using positive messaging and support;
3. Support for community groups, clubs and organisations; and
4. Partnering with our stakeholders and agencies that can support the program.

## PROGRAM EVALUATION MEASURES

- Level of participation
- Social media engagement statistics
- Feedback via participant surveys
- Recovery of community groups
- Information from health services on demand for services
- Number of partnerships and collaborations utilised in the delivery

## WHAT IS THE TIMEFRAME?



Minutes

Ordinary Council Meeting 27 May 2020

For more information:

E: [commdevel@albany.wa.gov.au](mailto:commdevel@albany.wa.gov.au)

W: [www.albanyinthisogether.com](http://www.albanyinthisogether.com)



# COVID-19 VULNERABLE COMMUNITY MEMBERS

## PROJECT SUMMARY

The City of Albany has a number of member databases between ALAC, VAC, Library and Waste services which include vulnerable community members.

The aim of this is for each business unit to use their database and contact each member to ensure that they have adequate support services in place.

The check in will:

- Identify if the member is linked with any existing agencies and services.
- Refer if appropriate to existing agencies and services.
- Offer a regular phone call to 'check in' on how they are going.
- Promote City of Albany services including:
  - Albany Public Library (click & collect/home delivery library service);
  - ALAC online activities.
- Offer a referral service for anyone who is feeling isolated or is concerned about an isolated community member throughout the City's media channels.

## KEY OBJECTIVES

The City acknowledges there are other agencies working in this space but the goal is to ensure that:

- Ensure that all efforts are made to avoid any 'gaps'.
- Members of our business units feel supported and remain 'connected' even though face to face services have ceased.
- Vulnerable members are linked with essential services agencies.
- Ensure members who may become vulnerable later in the pandemic are supported.

## TIMEFRAME



## PROJECT DELIVERABLES

### Audit of available community services

- Partnership with WAPHA to produce a matrix of services that are available within the community.
- Broad engagement with community groups & service providers.

### Promotion

- Communicate the City's program.
- Invite for self referrals or community referrals to join program.

### Call & Check

- Contact each business unit member and any referred community members.
- Identify if they are linked with any existing agencies.
- Refer to any appropriate available services.
- Detail services City of Albany can provide.
- Offer to call or message regularly to 'check in' at a time and frequency identified by the community member.

### Follow up

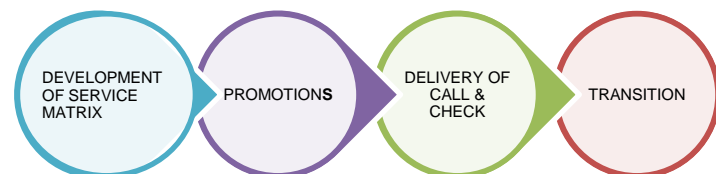
- Continue to call those who have requested regular calls.
- Re-call all members if the situation continues past 6 weeks.

### Transition

- Transition those still on call and check schedule to alternative agency post pandemic.

## RESOURCES REQUIRED

- Access to redeployed staff to assist in the delivery of the program;
- Development of promotional materials;
- Existing budget would cover resources, but not redeployed staff.



- Partnership with WAPHA to develop matrix
- Broadscale engagement with community groups, and services
- Communicate City's program
- Referrals
- Contact identified members & referrals
- Link with agencies if required
- Promote CoA Services
- Offer regular check in
- Transition those still on regular checks to alternative agency

### Sample Call & Check questions

Good morning/afternoon, my name is \_\_\_\_\_ from the City of Albany.

May I please speak with \_\_\_\_\_?

I am calling to touch base with you as a result of the COVID-19 pandemic to find out if you have the necessary supports in place.

This phone call is to gain an understanding of your current circumstances.

Do you currently have supports in place to meet your essential needs?

YES / NO

If YES, are you prepared if you need to remain in your home for a period of time? (leave room for them to answer, if not prompt with suggestions: food supplies, medications, toiletries, access to finances?)

YES / NO

If YES, are you connected with any service providers that can provide you with support?

YES / NO

If YES, what is the name of your service provider?

What are your essential needs that aren't being met? (leave room to answer, if not prompt with topics such as food, medication, toiletries, access to finances?)

Would you like to receive regular check-in phone calls from the City during this time?

YES / NO

In order to receive calls we need to obtain details of an emergency contact. This person will be contacted if we cannot reach you for your check-in for (frequency we are calling)?

And finally, I'd like to ask your permission to share information the City of Albany holds about you with third party support services as necessary during the COVID-19 pandemic? You are able to withdraw your permission at any time. Your permission is only valid during the COVID-19 pandemic response and recovery period. Do you consent?

## EVALUATING THE EFFECTIVENESS OF THE PROGRAM

- Level of participation
- Feedback via participant surveys
- Number of people transitioned to other services post pandemic
- Number of business unit members retained post pandemic

# COVID-19 SUSTAINABLE COMMUNITY GROUPS

## PROJECT SUMMARY

This theme aims to ensure the diverse range and number of community groups within Albany can recover from the impact of COVID-19 restrictions on their activities:

- Potential loss of members and volunteers due to the suspension/cancellation of club activities.
- Loss of membership fees, funds raised through fundraising activities and venue hire fees.
- Significant stress on committees as they struggle to deal with the fall out of the restrictions.
- Massive disruption to all their activities (sporting seasons, regular programs etc).
- Potential loss of sponsors through lack of delivery of agreements and/or loss of that business due to COVID-19 restrictions.

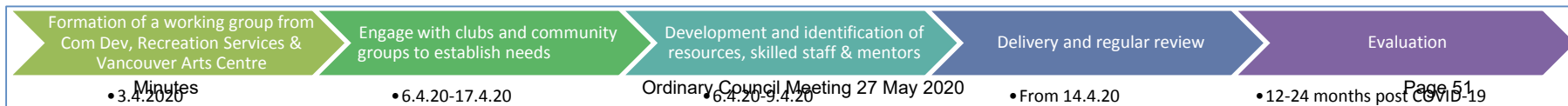
Sustainable Community Groups will:

- Provide clubs and community organisations with tools and suggestions on how to retain a connection with their members.
- Provide support through online trainings and webinars to build the capacity of the committee to plan and prepare their group for the resumption of activities post COVID-19.
- Provide access to mentors to trainings to develop the skills of committee in a range of activities.
- Encourage and support the groups to use this time to reflect, review and develop their organisation.

## KEY OBJECTIVES

- Ongoing sustainability of our clubs and community organisations.
- Build the capacity and skill-set of the committee so they can follow best practice guidelines for their organisation.
- Strengthen relationships within clubs and organisations and with the City of Albany.

## TIMEFRAME



## PROJECT DELIVERABLES

### Community Engagement

- Engage broadly with all community clubs and groups to design program delivery.

### Establish Community Recovery Funding

- Defer 2020/21 Community Funding Program, and bring forward 2021/22 Community Funding Program.
- Combine both rounds to develop a consolidated Community Recovery Fund with a proposed pool of \$80,000 to assist community groups to develop recovery activities for their organisation.

### Training & Mentoring Support

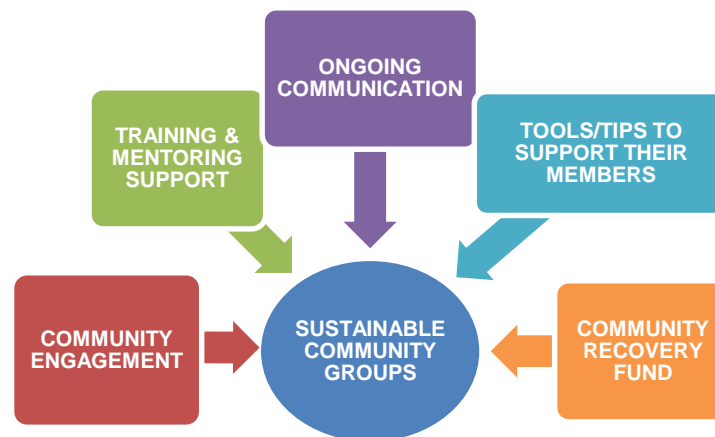
- Utilise the diverse range of skills of City staff and community members to delivery a range of online trainings and webinars to build the capacity of community groups.
- Support groups with the development of Community Recovery Fund applications.
- Link community groups with mentors to support them through the delivery of a specific project.
- Partner with appropriate agencies and organisations to deliver trainings & mentoring programs.

### Ongoing Communication

- Regularly communicate with all clubs and community groups to ensure they feel supported through this time.

### Tools & Tips to support their members

- Encourage community groups and clubs to keep in contact with the members.
- Encourage the development of phone trees and virtual catch ups to support any vulnerable members.



## RESOURCES REQUIRED

- Access to redeployed staff to assist in the delivery of the program.
- Online resources to create webinars etc.
- Development of promotional materials.
- Sourcing of suitable resources for sharing.
- Deferral, roll over and development of Community Recovery Fund.
- Staff mentors to support community groups with their development.
- Existing budget would cover resources, but not redeployed staff.

## EVALUATING EFFECTIVENESS OF THE PROGRAM?

- Level of participation
- Feedback via participant surveys
- Recovery of community groups
- Number of mentoring arrangements established
- Number of workshops/webinars delivered
- Number of and quality of applications received to the Community Recovery Fund



# COVID-19 PROMOTING COMMUNITY WELLBEING

## PROJECT SUMMARY

The disruption to our community members lives has been significant.

A very large number of people have lost their jobs, business owners have lost their livelihoods, and the impact this will have on their self esteem and mental health will be significant.

Many parents are also juggling working from home along with schooling their children.

This element of the program aims to provide the broader community who may not be considered 'vulnerable' at present with access to a range of strengths based positive messaging, reminders of what they can do to look after their mental health as well as those in their extended family and networks and, provide access to a range of resources that will assist in the community's recovery.

If this was any other emergency recovery response, we would be holding events to encourage physical connection. The current situation dictates a change of tools to ensure the community is supported throughout this pandemic.

## KEY OBJECTIVES

- Provide positive mental health messaging
- Encourage help seeking behaviour if they, or anyone they are close to are struggling
- Encourage regular connection with family, friends and neighbours using physical distancing measures
- Encourage supportive neighbourly relationships
- Raise awareness of what support services are available
- Promote a range of resources and activities that can still be performed/undertaken during activity restriction period.

## TIMEFRAME



## PROJECT DELIVERABLES

### Positive Mental Health Campaign

- Community Development to support communications team with content for all media streams.
- Share information from recognized health agencies and regular promotion of mental health support services.

### Neighbourly Program

- Encourage street and neighbourhood level support to promote development of social connection between neighbours.

### Promoting Regular Connection

- Encourage community groups to regularly reach out to their members.

### Activity promotion

- Assist in distributing resources from City facilities (exercise vides, online classes, Library rhyme time etc).

### Promotion of help seeking behaviours

- Promote and raise awareness of mental support services.

### Partnerships and Collaboration

- Develop partnerships with community organisations.
- Foster, encourage and promote development of community-based responses to community need.

## COMMUNITY ENGAGEMENT

Will be key to establishing community buy-in for this work. In particular, Elected Members will be asked to champion the program to foster community leadership; the most effective community recovery initiatives are led by communities rather than authorities or governments.

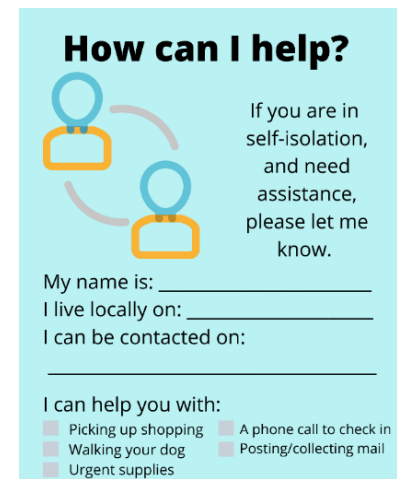
Elected Members who belong to community groups/clubs will also be able to promote this program to those groups to increase engagement and participation.

### Measurement of social connection

- Conduct regular surveys of community members to assess the level of social connection.

## RESOURCES REQUIRED

- Development of promotional materials.
- Sourcing of suitable resources for sharing.
- Existing budget would cover resources.
- Staff to assist with mailout of surveys (in accordance with infection control measures).



**How can I help?**

If you are in self-isolation, and need assistance, please let me know.

My name is: \_\_\_\_\_

I live locally on: \_\_\_\_\_

I can be contacted on: \_\_\_\_\_

I can help you with:

<input type="checkbox"/> Picking up shopping	<input type="checkbox"/> A phone call to check in
<input type="checkbox"/> Walking your dog	<input type="checkbox"/> Posting/collecting mail
<input type="checkbox"/> Urgent supplies	

## EVALUATING THE EFFECTIVENESS OF THE PROGRAM

- Social media engagement with posts
- Sense of Community Index survey
- Feedback to staff/councillors
- Engagement with online resources

## SRCU COVID-19 Update 2

Date: 16 April 2020



### Current Situation

As the COVID-19 pandemic continues, government agencies and emergency services continue to focus on the immediate response needs within Western Australia. In parallel, preliminary work has started in Western Australia on what recovery will look like for our state. Given the complexity and scale of the anticipated recovery across Western Australia, and across multiple environments, particularly economic, social and community, the Premier appointed Public Sector Commissioner, Sharyn O'Neill as the State Recovery Controller.



### State Level Activities

- Public Sector Commissioner, Sharyn O'Neill, as State Recovery Controller will lead the recovery effort for the COVID-19 pandemic to ensure a coordinated and considered approach to economic, social and community recovery.
- The State Recovery Coordination Unit (SRCU) met with the appointed State Recovery Controller on 15 April 2020. Ms O'Neill acknowledged the anticipated complexities of recovery, noting the scale of the COVID-19 pandemic meant it was much broader than a typical emergency management event.
- The SRCU continue to work to ensure Local Government needs are considered by:
  - Participating in weekly meetings with District Emergency Management Advisors and distributing weekly updates
  - reviewing and updating the attached Government Support document (version 2) as required
  - encouraging key stakeholders to raise recovery issues through their District Emergency Management arrangements.
- The State Pandemic Coordination Centre (SPCC), Pandemic Coordination Unit (PCU) and the State Health Incident Control Centre (SHICC) continue to deal with the enormity of the event with ongoing high-level multi agency coordination.
  - The State Welfare Plan has been activated and Ms Michelle Andrews undertaking the role of State Welfare Coordinator



### State Government Priorities

- Identify how the State Recovery Controller will work within the current pandemic emergency management structure, to provide for whole-of-government unity of effort and effective coordination of industry and community input.

## COVID-19 – Government Support

Date: 21 April 2020

### Support for individuals

#### Mental Health

Get help to cope with life's changes.

Visit [headtohealth.gov.au/](https://headtohealth.gov.au/) for links to online counselling or call:

- Lifeline 13 11 14 (24 hours)
- Kids helpline 1800 55 1800

Visit [thinkmentalhealthwa.com.au](https://thinkmentalhealthwa.com.au)

#### Superannuation

Individuals can access up to \$10,000 of their super in 2019-20 and a further \$10,000 in 2020-21.

Apply to the ATO through MyGov ([www.my.gov.au](https://www.my.gov.au)) from mid-April

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

#### Retirees

Temporary reduction to minimum drawdown requirements for account-based pension.

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

#### Financial Support

Expanded eligibility for some payments and moves to make them easier to claim.

Claim online at [servicesaustralia.gov.au](https://servicesaustralia.gov.au)

Or over the phone on 132 850

#### Economic Support Payment

\$750 payments for people on certain government payments.

Will be paid automatically to people who are eligible.

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

#### Job Keeper

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

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

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

#### Relief Services

Expanding access to the No Interest Loans Scheme.

Find out more on at [moneysmart.gov.au](https://moneysmart.gov.au) (search 'No Interest Loans Scheme')

#### Child Care and Education

Fee relief while supporting child care services to keep their doors open and employees in their job.

For more information visit [australia.gov.au](https://australia.gov.au) and scroll down to 'Education & child care information'

Primary school-aged children will have access to free influenza vaccinations. The WA government will spend \$43 million to increase cleaning programs across all public schools\*

Find out more at [education.wa.edu.au](https://education.wa.edu.au)

## Support for individuals - continued

### Renting

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

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

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

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

For more information visit [commerce.wa.gov.au](https://commerce.wa.gov.au) (search 'COVID-19 Tenancy')

### WA government support - Household fees & charges

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

No disconnection for power and water.

Visit [www.wa.gov.au](https://www.wa.gov.au) (search 'COVID-19 Western Australian Government Response')

### WA government support - Energy Assistance Package

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

Visit [www.wa.gov.au](https://www.wa.gov.au) (search 'COVID-19 Western Australian Government Response')

### WA Shopping hours

Coles and Woolworths to be granted temporary extended trading hours.

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

Visit [www.wa.gov.au](https://www.wa.gov.au) (search 'COVID-19 Western Australian Government Response')

### Shopping service for vulnerable community members

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

To be launched Monday April 20, 2020.

Call 1300 103 880 or visit [cahoots.org.au/cahootsconnects](https://cahoots.org.au/cahootsconnects) for more information including eligibility details.

### Temporary Visa Holders

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

For more information visit [redcross.org.au](https://redcross.org.au) (search 'temporary visa holders')

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

### Job Keeper

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

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

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

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

### Boosting cash flow for employers

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

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

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

### Supporting apprentices and trainees

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

Talk to the Australian Apprenticeship Support Network (AASN) in your area. Search for your local AASN at [australianapprenticeships.gov.au](https://australianapprenticeships.gov.au)

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

### Loan Support

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

For more information visit:

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

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

### Renting

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

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

See mandatory code of conduct for commercial tenancies

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

### Temporary relief for financial distress

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

Relief from personal liability for trading while insolvent.

Temporary flexibility in Corporations Act 2001.

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

For more information visit:

[Business.gov.au](https://business.gov.au) (select Coronavirus information')

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

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

### Backing businesses to invest

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

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

Check your eligibility for the instant asset write-off with the [Australian Taxation Office](#)

For information visit:  
[Business.gov.au](#) (select 'Coronavirus information')

Find out more at [Treasury.gov.au/coronavirus](#)

### WA Government support for businesses

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

\$1 million payroll tax threshold brought forward by six months to July 1, 2020.

Businesses can now apply to defer payment of their 2019-20 payroll tax until July 21, 2020.

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

### Small business support services

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

To access the service, contact 133 140 or email [info@smallbusiness.wa.gov.au](mailto:info@smallbusiness.wa.gov.au)

Find out more at  
[smallbusiness.wa.gov.au/coronavirus](#)

### COVID-19 relief fund

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

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

Apply for grant support by visiting [lotterywest.wa.gov.au](#) or by calling 131 777.



# **Great Southern COVID19**

## **Operational Area Support Group Summary for Local Emergency Management Committees #4**

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

The Great Southern Operational Area Support Group for COVID19 met on the 22<sup>nd</sup> April 2020. Meetings are Chaired by the District Emergency Coordinator on behalf of the Hazard Management Agency. This is a summary of the meeting.

Agencies in attendance included;

- WA Country Health Service
- WA Police Force
- Dept. of Fire & Emergency Services
- Great Southern Development Commission
- Dept. Biodiversity, Conservation & Attractions
- Main Roads
- Western Power
- Water Corporation
- St John Ambulance
- Dept. of Communities
- WA Primary Healthcare Alliance
- Dept. Planning, Lands & Heritage
- DEMC Local Government Representative
- Dept. of Education
- Dept. of Justice
- Dept. of Transport
- Silverchain

### **WA Country Health Services**

The WACHS Regional Director and her team outlined current health related actions within the Great Southern including;

- No current cases in Great Southern
- Community complacency and the risk of a second wave is of utmost concern
- Encouraging all people to get flu vaccine
- The testing criteria has been broadened and there is an increase in the number of people being tested.
- Outlined the process for contact tracing and clearance for diagnosed cases.

## Key Issues & Actions

- This is not the time for complacency. All agencies to assist by enforcing safety messages (hygiene, social distancing, isolation as required) to the community.
- Inter-regional travel restrictions remain in place and WA Police continue to man VCPS and mobile patrols. Currently no issues or note being experienced with the Community quite accepting of changes.
- The G2G app is now available for travel permits. This is the preferred method. It is available on-line, and from the App Store & Google Play.  
<https://www.g2gpass.com.au/>
- Schools will return from Wednesday 29 April, schools will be open for all students. For those children learning from home, this will be through online or hard copy packages. Year 11 and 12 students are strongly encouraged to attend school to continue their critical study program. Parents are asked to drop their child/children at the school gate. Cleaners will work throughout the day to ensure all high-use areas are regularly cleaned and surfaces disinfected.
- The Great Southern Development Commission are working closely with local governments and key stakeholders on a range of matters such as food supply, impact management strategies from local government and freight and logistics.
- Local Government representative talked through the range of strategies local governments have employed to date. A list is available [here](#).
- WA Primary Healthcare Alliance are working to monitor the availability of the flu vaccine and providing support to the network where needed.
- The first State Welfare Committee meeting has been held – details are anticipated to flow through on local and district expectations.
- A State Recovery Controller has been appointed – Public Sector Commissioner Sharyn O’Neil. A ready reckoner has been provided, a simple list of government support initiatives for individuals, small business and not for profits.
- The Human Services Forum are working through strategies around family and domestic violence and homelessness with a broader view, so strategies implanted will go beyond the current COVID19 crisis.



### **Local Emergency Management Committee Issues**

- No new issues were raised from the local level. Please refer to previous Briefings for a table of issues raised and outcomes.

### **Next Meeting**

29 April, 10:00am

Information to and from local emergency management committees and local governments can be sent via [adam.smith@dfes.wa.gov.au](mailto:adam.smith@dfes.wa.gov.au)

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

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

# Covid-19 Local Emergency Management Committee (LEMC)

## MINUTES

DATE OF MEETING: 5 MAY 2020

TIME OF MEETING: 4:05pm

VENUE: GNOWANGERUP TOWN HALL, YUGENUP ROAD, GNOWANGERUP WA 6335

TELECONFERENCE DETAILS: N/A

CORRESPONDENCE EMAIL: [anrie.vanzyl@gnowangerup.wa.gov.au](mailto:anrie.vanzyl@gnowangerup.wa.gov.au)

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

Incident Type	Human Epidemic
Incident Number/Name	COVID 19
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.
Meeting opening & Welcome	<i>"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay my respect to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander people here today."</i>
Record of attendance	<ul style="list-style-type: none"> <li>• Cr Fiona Gaze – Shire of Gnowangerup Shire President (Chair) &amp; Principal Gnowangerup District High School</li> <li>• Bob Jarvis – Shire of Gnowangerup- Chief Executive Officer</li> <li>• Ian Graham – Shire of Gnowangerup Deputy Chief Executive Officer</li> <li>• Yvette Wheatcroft – Shire of Gnowangerup Manager of Works</li> <li>• Kirsty Buchanan – Shire of Gnowangerup Community Development Coordinator</li> <li>• Anrie van Zyl – Shire of Gnowangerup Corporate Risk Officer (Agenda and Minutes Officer)</li> <li>• Stuart Walker – Pharmacist – Gnowangerup Pharmacy</li> <li>• Meih Singh - A/HSM Gnowangerup Health Services</li> <li>• Andrew Brooker – Community Paramedic – St John Ambulance WA</li> <li>• Gail Blaszczyk, Team Leader, Department of Communities - Children Protection and Family Support, Great Southern District, Katanning Office</li> <li>• Randall Moulden – OIC – Gnowangerup Police</li> <li>• Dr Wale Oluide – Gnowangerup Shire Medical Practice</li> </ul>

	<ul style="list-style-type: none"> <li>• Les Nayda – Gnowangerup SES</li> <li>• John Rigg – Gnowangerup IGA</li> </ul>
Apologies	<ul style="list-style-type: none"> <li>• Neville Blackburn – Department of Communities</li> <li>• Robbie Minter – Aboriginal Community Member Representative</li> <li>• Lex Martin – Recovery Coordinator</li> <li>• Mark Bruce – Principal, Ongerup Primary School</li> </ul>
Confirmation of Previous Meeting Minutes	That the minutes of the Local Emergency Management Committee meeting held on Tuesday the 28 <sup>th</sup> April 2020 be confirmed as a true and accurate record of proceedings.
	<div> <b>Moved:</b> Gail Blaszczyk         <b>Seconded:</b> Yvette Wheatcroft       </div>
	<b>UNANIMOUSLY CARRIED</b>

## ITEM

### 1. Business arising from previous Minutes

- 1.1. Shortage of PPE  
See agency reports.
- 1.2. Shortage of stock delivery to local grocery suppliers.  
See agency reports.
- 1.3. Enforcing prohibited activities  
See agency reports.

- **Agency Reports**

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

- A few operational changes will be made at the Shire Administration Office, starting tomorrow.
- The Admin Office will commence a partial opening for Department of Transport (DoT) and Local Government enquiries, but it will strictly be by appointment only. Office hours will be from 9am – 4pm.
- Changes will be advertised on the Shire Facebook page and website.
- Other Shire's in the region are opening their doors completely and operating at full capacity. Every Shire is different and everyone is doing what is best for themselves with what resources are available to them to keep everyone safe.
- Most of the staff that was working from home are now back at the office. Only 1 staff member is continuing to work from home.
- Meetings for up to 5 people are still being held in the Council Chambers to ensure social distancing are being adhered too.
- Council Meetings will continue to be held at the Gnowangerup Town hall until further notice.
- At last month's Council meeting it was resolved that there will be a zero rate increase and Fees and Charges will remain unchanged for the 20/21 financial year.
- Council further resolved to create a Pandemic Reserve Fund for the 20/21 financial year to fund any project, programme or activity of any kind

which contributes to the recovery of the Shire of Gnowangerup from the COVID-19 pandemic.

- No penalties will be imposed on ratepayers defaulting on their rate payments when they can demonstrate true financial hardship as a result of the Covid-19 pandemic.
- Life is slowly returning to normal as restrictions are gradually being lifted.
- Playgrounds remain closed until otherwise advised.
- Bowling clubs will be allowed to reopen, but with strict conditions in place – a full list is available at <https://www.bowls.com.au/relaxed-covid-19-restrictions-on-bowls-confirmed/>. It is unlikely that the bowling clubs in the Shire will reopen until they have received adequate stock of hand sanitiser.
- The bulk order for hand sanitiser placed through WALGA has now been dispatched. The Shire of Broomehill-Tambellup will advise when ready to be collected. The Shire will receive 320 x 500ml bottles of hand sanitiser.
- The Library are still doing the mystery boxes as reported on last week and anyone interested can give Olivia a call to arrange a box. Details are in the Shire Facebook page and website.

#### **Andrew Brooker – Community Paramedic – St John Ambulance WA**

- It is business as usual for St John Ambulance.
- PPE levels are good, thanks to the contribution from the Minderoo Foundation.
- Volunteers are not yet able to resume physical training. Some training are being provided online.

#### **Kirsty Buchanan – Shire of Gnowangerup Community Development Coordinator**

- Nil

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

- Nothing new to report on from the Department of Communities.
- The expected increase in family domestic violence cases (as a result of COVID) have to date not presented and that this is a positive / good thing.

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

- Most of the Shire Admin staff are now back at the office.
- We are in the fortunate position of having enough space for everyone and all staff are abiding with the social distancing rules.

#### **Stuart Walker – Pharmacist – Gnowangerup Pharmacy**

- There is currently a shortage in some medications, especially diabetic medications. The shortage is caused by shipment issues and is expected to last for up to a year.
- The pharmacy just made a big purchase for Shire needs, but some of the stock might need to go to other areas where needed.
- The pharmacy and the Shire Medical Practice are working closely together on availability of medications, etc.
- The pharmacy has also made some changes to enable customers to come into the pharmacy. There are appropriate space markers on the floor for customers to stand on to maintain social distancing. This change was very important especially with the change in the weather.

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

- Nil

### **John Rigg – Gnowangerup IGA**

- Customers are able to buy all the basics, but there are still some stock shortages i.e. hand sanitiser and soaps.
- Customer behaviour has been good to date and staff haven't experience any abuse as of yet and hopefully will remain that way.

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

- Not much change from last week except for people travelling from Jerramungup hoping to get a flu vaccination.
- The practice is however keeping the few remaining flu vaccinations for locals.
- Dr Wole estimates that about 90% of eligible people within the Shire have now received the flu vaccination.
- The amount of patients the surgery is seeing on a daily basis is back to normal rates.

### **Meih Singh - A/HSM Gnowangerup Health Services**

- Meih is happy to report that 100% of the hospital staff have received their annual flu vaccination.
- In the region about 59% of the workforce have received their vaccinations.
- The hospital is monitoring that all visitors to the aged care department have had their flu vaccinations before entering.

### **Les Nayda – Gnowangerup SES**

- The SES have received some good news from head office. They are able to commence some form of training, as long as they abide to social distancing rules, perform regular hand sanitising and are not more than 10 at a time.
- Training will either be at the SES shed or in the training room in groups not exceeding 5 at a time.
- With a big storm with strong winds expected to arrive tonight, the SES is ready to go should their services be required.

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

- It is business as usual for the Gnowangerup Police.
- Regional roadblocks are still in place and no indication have been provided of when they will be lifted.
- The Gnowangerup Station has enough PPE to last them a very long time.
- They are currently monitoring one person in isolation that has arrived from interstate. He has been caught twice breaking isolation rules and has been warned. Next step will be to issue an infringement if he is caught breaking the rules again.

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

- Attendance at school is currently sitting at about 89%.
- A few parents are opting to still home school their kids and then there are a few that is just not coming to school as it is currently not a requirement.
- Those kids will be chased up as school is the best place for them to be.
- Otherwise it is business as usual.
- Parents are not allowed on school grounds and appropriate barriers are in place.
- Arrangements are in place to get the younger students safely to their classes.
- Most parents are adhering to the rules and people are being very courteous of the rules.

**2. Items for Adam Smith**

Nil

**3. Incoming Correspondence**

- Briefing #6 LEMC Great Southern – Covid-19 OASG
- Letter from the SEMC Chair advising changes to SEMC business due to COVID-19

**4. Other items**

A directive has been received that the weekly Covid-19 LEMC meetings can now be conducted on a fortnightly basis.

**5. Next meeting**

Next meeting date – **19<sup>th</sup> May 2020 at 4:00pm** at the Gnowangerup Town Hall.

**6. Meeting closed**

The meeting was declared closed by the Chair at 4:35pm

## **Great Southern COVID19 Operational Area Support Group Summary for Local Emergency Management Committees #6**

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

The Great Southern Operational Area Support Group for COVID19 met on the 29<sup>th</sup> April 2020. Meetings are Chaired by the District Emergency Coordinator on behalf of the Hazard Management Agency. This is a summary of the meeting.

Agencies in attendance included;

- WA Country Health Service
- WA Police Force
- Dept. of Fire & Emergency Services
- Great Southern Development Commission
- Western Power
- Water Corporation
- St John Ambulance
- Dept. of Communities
- WA Primary Healthcare Alliance
- Dept. Planning, Lands & Heritage
- DEMC Local Government Representative
- Dept. of Education
- Dept. of Justice
- Dept. of Transport
- Silverchain
- Dept. Primary Industries & Regional Development

### **WA Country Health Services**

The WACHS Regional Director and her team outlined current health related actions within the Great Southern including;

- No current cases in Great Southern
- The numbers of people being tested in region remains a consistent 10 – 20 people per day, 141 tests were conducted last week.
- Key focus is encouraging all people to get the flu vaccine
- There is a gradual return to elective surgery in the hospital
- The COVID19 virus has an incubation period of 5.1 days and a reproductive time of 5.1 days. One infected person has the potential to infect another 2.4

people. For herd immunity to occur within the Great Southern Region this would mean that at 6000 people in the region would require hospitalisation. If that happened over a two year period, 40 people with Covid would be hospitalised on any given day and 10 people being required to be sent to Perth each week

- It is very important any person not feeling well does not attend their workplace and seeks testing.
- The COVIDSafe App is now available, everyone is encouraged to download and start using the app. For the app to be effective 10 million people in Australia need to be using it.



### Key Issues & Actions

- This is not the time for complacency. All agencies to assist by enforcing safety messages (hygiene, social distancing, isolation as required) to the community.
- The work of the Development Commissions around economic impacts and the Human Services Forum around social impacts continues with good progress being made.
- Projects within the region which will provide economic stimulus and could be bought forward are being identified and forwarded to government.
- LEMC meetings (Local COVID19 meetings) can now be held fortnightly, however the Local Emergency Coordinator will maintain a weekly dialogue with local government CEOs.
- WA Primary Health Alliance will shortly launch an advertising campaign to promote people returning to their GPs.
- For people seeking medical attention via Telehealth the eScript capability is progressing. Patients will receive an eScript on their phone or it can sent directly to a pharmacy.
- Pardellup Prison have made and distributed 100 desks for school children.



## Local Emergency Management Committee Issues

Please refer to previous briefing notes for a list of past issues and resolutions

Issue	Resolution
In places where works crews are staying in motel accommodation, can restaurant areas be re-opened just to service those crews	<p>No. Under the current restrictions they can not. Restaurants and cafes pose are some of the high risk areas because people sit in close proximity for longer periods of time.</p> <p>In the case of works crews they should be practicing social distancing in the workplace as well as away from the work place.</p>
Can libraries re-open with restrictions.	<p>No. Current directives include closing public libraries.</p> <p>Further information is available at the following sources;</p> <ul style="list-style-type: none"><li>• <a href="#">Dept. of Health: Infection and Prevention Control: Advice for libraries offering home delivery services</a></li><li>• There is a fortnightly webinar between State and Local Government libraries to which they are working through key recovery activities</li><li>• We also recommend that Local Government officers are linked in with their network group, in this case PLWA, currently chaired by Viv Barton at City of Stirling, <a href="mailto:viv.barton@stirling.wa.gov.au">viv.barton@stirling.wa.gov.au</a>.</li><li>• A summary of activities local libraries are undertaking can be found on the <a href="#">State Library website</a></li><li>• the State Library are the best point of call and can offer advice and assistance as we transition through this next phase.</li></ul>

## **Next Meeting**

7 May, 10:00am

Information to and from local emergency management committees and local governments can be sent via [adam.smith@dfes.wa.gov.au](mailto:adam.smith@dfes.wa.gov.au)

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

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

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



Government of **Western Australia**  
**State Emergency Management Committee**

Our Ref: 20/074088  
Enquiries: SEMC Business Unit  
Telephone: (08) 9395 9771  
Email: [info@semc.wa.gov.au](mailto:info@semc.wa.gov.au)

Dear Chairs, Executive Officers and Members,

As you are no doubt aware, the impacts of COVID-19 have been wide-ranging and have resulted in a number of delays and interruptions to SEMC Committees, projects, and activities.

The WA Department of Health and many other public and private sector authorities have been occupied in their response to this outbreak and are working closely with the Commonwealth and other State and Territory governments to respond and contain the outbreak.

The Coronavirus outbreak is impacting all sectors of the community and the WA Government is diligently working to keep WA's response proactive and minimise its impact on the community and economy of WA.

Western Australian Government agencies have established teams to respond to COVID-19 at the State, organisational, district and local levels. There are significant human resources being used to coordinate and deliver this response with most of these resources coming from within the Emergency Management Sector; who are normally engaged in SEMC Committees, projects and activities. In acknowledgement of the current pressure on the sector, the SEMC have approved the following measures:

## **Grants**

The SEMC has resolved that:

- No status reporting on Grants will be required for the period ending 30 March 2020.
- No variances are required for requests that seek to extend project timeframes. Revised timeframes should be communicated via progress reports in July 2020 and will be formalised when the environment is more certain.
- Variances to budget, KPI's and outcomes will be assessed on a case by case basis in accordance with the Governance Register.

## **Subcommittee and Reference Group Meetings**

- *State EM Preparedness Procedure 20 requires Subcommittee and Reference Groups to hold three regular meetings per year.*

SEMC has approved Subcommittee and Reference Groups not complying with the above Procedure with postponement of meetings until further notice. Noting that most members will be involved in response and/or recovery committees at the various levels.

Emergency Services Complex | 20 Stockton Bend Cockburn Central WA 6164 | PO Box P1174 Perth WA 6844  
Tel (08) 9395 9300 | Fax (08) 9395 9384 | ABN 39 563 851 304

## **District Emergency Management Committee and Local Emergency Management Committee Meetings**

- *State EM Preparedness Procedure 6 requires DEMCs to meet at least twice yearly.*
- *State EM Preparedness Procedure 7 requires LEMCs to meet quarterly.*

SEMC has approved District Emergency Management Committees and Local Emergency Management Committees not complying with the above Procedures until further notice. Noting that most members will be involved in response and/or recovery committees at the various levels. SEMC recognise these committees provide a critical forum for cross sector and whole of community discussions, particularly at the local level. Committees may meet if there is a need or desire.

## **Emergency Preparedness Report**

The SEMC has resolved to delay the emergency preparedness survey for HMA, local governments and other emergency management agencies (subject to a suitable survey release date). The situation will continue to be revised by SEMC and adequate notice given to all participants when the survey is released. Considerations to release the survey will balance availability of the sector, other reporting and legislative milestones and quality of data. A shortened version of the Emergency Preparedness Report will be provided to the Minister, taking into account emergency management sector pressures. Depending on the timing of the survey, the Preparedness Report may/or may not include survey data results.

## **State Risk Project**

The SEMC approved phase 5 of the project but noted that as Phase 5 supports works across all agencies and all hazards (including pandemic) it may be prudent to modify the tempo and order of the work program to provide best support to COVID19 activities.

## **Annual Reports**

The SEMC resolved that:

- There will be no consequences for LEMCs that don't submit an annual report.
- No annual reports are required from DEMC's, Subcommittees or Reference Groups. The Chairs and Executive Officers, will however, be required to approve relevant draft content for inclusion in the SEMC annual report.
- The SEMC will submit an annual report, albeit in a reduced format.

## **State Exercise Transition project**

The SEMC resolved that:

- Planning for the State Exercise, currently scheduled for 2022 is put on hold.
- Roll out of transition materials to the EM sector is by way of a soft launch only, with materials to be uploaded to the SEMC website but no further delivery.

## Policy


The SEMC has resolved that:

- Scheduled stakeholder consultation on draft amendments to the State EM Framework is to be delayed with only matter of fact changes to be made to Policy over this period as the sector cannot be fully consulted at this time.
- The 2020 revision dates for the following State Hazard Plans have been deferred:
  - Maritime Environmental Emergencies
  - Tsunami, and
  - Animal and Plant Biosecurity
- The amalgamation and development of the remaining Westplans into State Hazard Plans is put on hold.
- The development of the new State Hazard Plan – Hostile Act is to be delayed.
- The review and development of suspended State Hazard Plans will be reviewed at future SEMC meetings, as further extensions may be required.
- Any urgent State EM Framework (policy, plan, procedures) amendments, endorsements, approvals, will be facilitated via out of session meetings with the relevant Subcommittee or Reference Group.

An array of additional projects and other activities are likely to be impacted. Any further impacts will be relayed to SEMC at its next meeting.

Please contact the SEMC Business Unit (08 9395 9771 or [info@semc.wa.gov.au](mailto:info@semc.wa.gov.au)) if you have any questions in relation to the changes that the SEMC has agreed to implement to ease the burden on the EM Sector during this COVID-19 emergency.

Yours sincerely,



Dr Ron F Edwards

**CHAIR**

**STATE EMERGENCY MANAGEMENT COMMITTEE**

01 May 2020

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## 11.2 CEO REVIEW COMMITTEE MEETING MINUTES 22<sup>nd</sup> APRIL 2020

**Proponent:** N/A  
**File Ref:** ADM0525  
**Date of Report:** 7<sup>th</sup> May 2020  
**Business Unit:** Strategy and Governance  
**Officer:** Anita Finn – Executive Assistant  
**Disclosure of Interest:** Nil

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### ATTACHMENTS

- Unconfirmed Minutes of CEO Review Meeting held on 22<sup>nd</sup> April 2020

### PURPOSE OF THE REPORT

For Council to receive and note the minutes of the CEO Review Committee Meeting held on 22<sup>nd</sup> April 2020.

### BACKGROUND

A CEO Review Committee Meeting was held on 22<sup>nd</sup> April 2020. At this meeting it was decided to recommend to the Council to confirm the CEO's employment in writing now that the contractual six month's probationary period has elapsed.

### COMMENTS

Nil

### CONSULTATION

Nil

### LEGAL AND STATUTORY REQUIREMENTS

*Local Government (Administration) Regulations 1996*

Reg 11. Minutes , Contents of a meeting of a Council or Committee.

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A sustainable and capable Council

Objective: Provide accountable and transparent leadership

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

RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

CEO Review Committee is a committee of Council and Council is required to receive and note the minutes.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

**Moved: Cr R House**

**Seconded: Cr K O’Keeffe**

**0520.50 That Council:**

**Receives and notes the unconfirmed minutes of CEO Review Committee meeting held on the 22<sup>nd</sup> April 2020.**

**UNANIMOUSLY CARRIED: 8/0**



## **MINUTES**

### **CEO REVIEW COMMITTEE MEETING**

**22<sup>nd</sup> April 2020**

**Commencing at 1:30pm**


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



**NOTICE OF COMMITTEE MEETING OF COUNCIL**

Dear Committee Member

A meeting of the CEO REVIEW COMMITTEE of the Shire of Gnowangerup will be held on Wednesday 22<sup>nd</sup> April 2020, in the Gnowangerup Town Hall, Yougenup Road, Gnowangerup, commencing at 1:30pm.



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

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



## **CEO REVIEW COMMITTEE**

### **TERMS OF REFERENCE**

#### **Purpose**

The CEO Review Committee (Committee) is responsible for making recommendations to Council on Chief Executive Officer (CEO) appointments, contract reviews/renewals, performance and remuneration reviews and assessments, and the actioning of complaints against the CEO.

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

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

#### **Objectives**

The primary objectives of the Committee are to make recommendations to Council on CEO appointments, contract reviews/renewals, performance and remuneration reviews and assessments, and the actioning of complaints against the CEO.

Reports from the Committee will assist Council in discharging its legislative responsibilities of governing the Shire's affairs.

#### **Duties and Responsibilities**

The duties and responsibilities of the Committee members will be to:

1. Make recommendations to Council on CEO performance reviews and assessments;
2. Review and recommend annual goals and targets for the CEO against key performance indicators to Council for consideration.
3. Make recommendations to Council on CEO remuneration reviews and assessments.
4. Assess and make recommendations on action arising from complaints against the CEO.
5. Make recommendations to Council on CEO appointments.
6. Make recommendations to Council on CEO contract reviews and/or renewals.

## Membership

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

The CEO and employees are not members of the Committee.

The CEO and senior staff, with the approval of the Presiding Member and CEO, may be called to attend meetings to provide advice and guidance to the Committee.

The Executive Assistant will provide administrative support to the Committee by preparing agendas and minutes, and organising meetings.

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

## Meetings

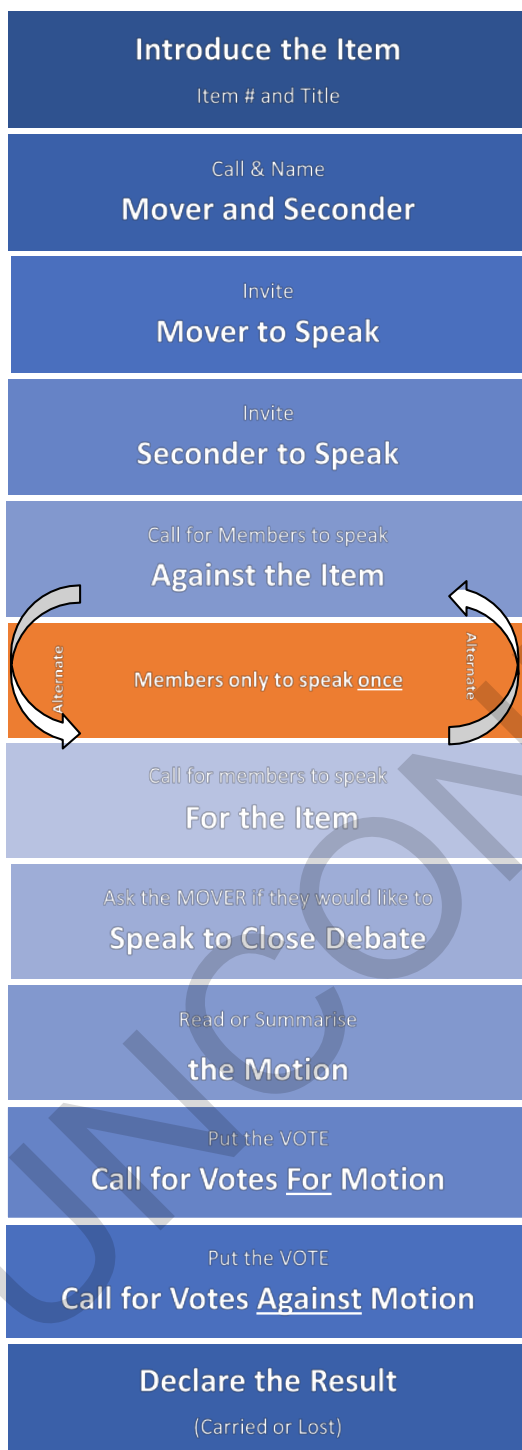
The Committee shall have flexibility in relation to when it needs to meet, but as a minimum, will need to meet at least once a year. It is the responsibility of the Presiding Member to call the meetings of the Committee.

## Reporting

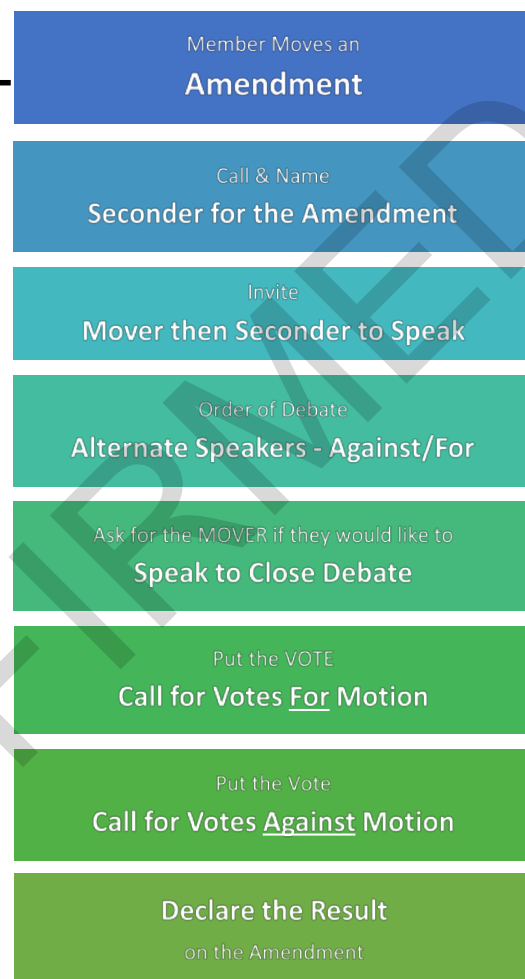
Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council and must be moved by the Presiding Member, or in his/her absence the Deputy Presiding Member, or in both their absences, any other member of the Committee.

# Process of Motions

## ORIGINAL MOTION



## AMENDMENT



**ORIGINAL (SUBSTANTIVE) MOTION AMENDED?**

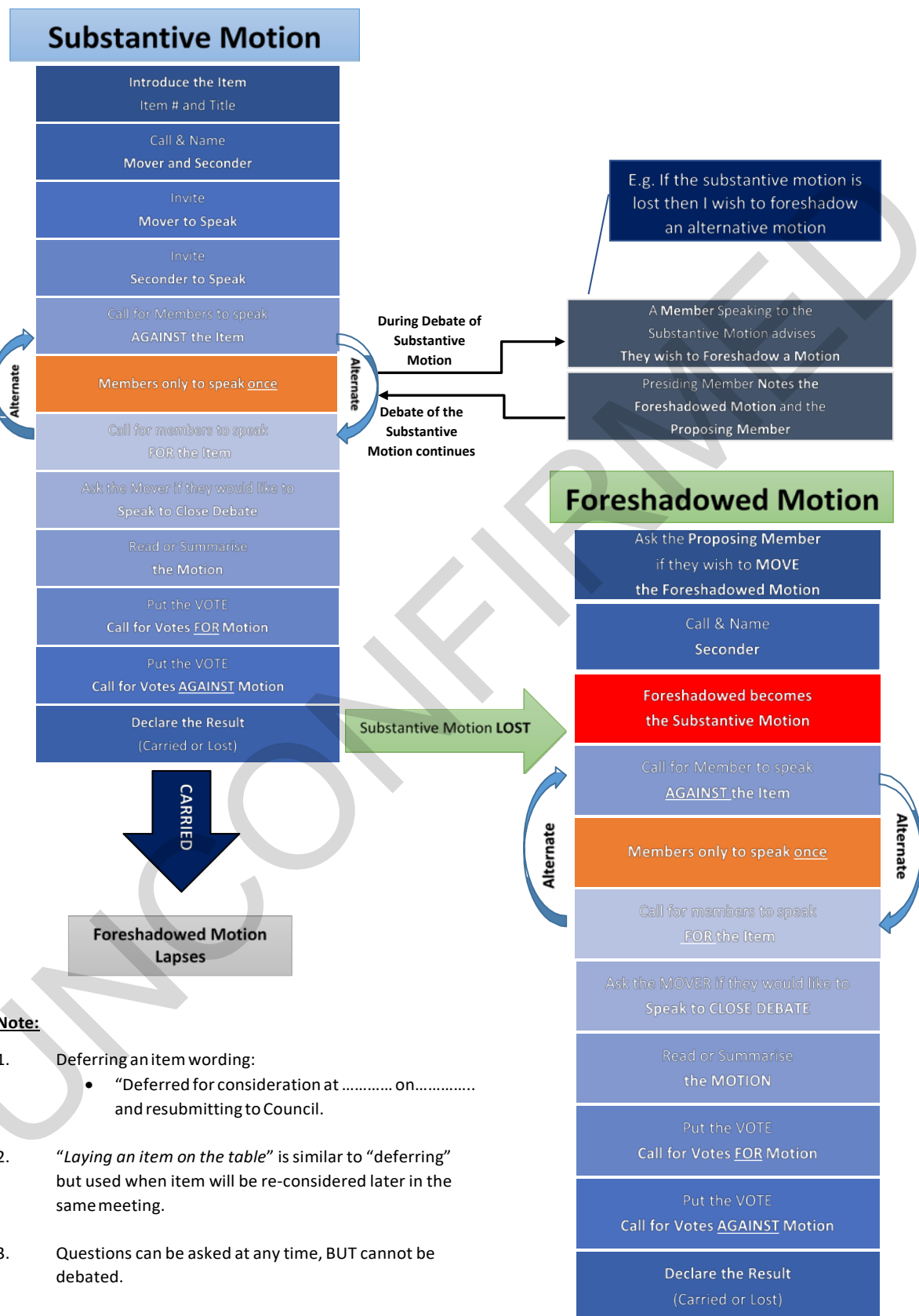
**NO**

**YES**

Back to  
**ORIGINAL MOTION**  
Pick up at same point in the  
**ORDER OF DEBATE**

Motion Amended  
and is now the  
**SUBSTANTIVE MOTION**

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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## 1. OPENING AND ANNOUNCEMENT OF VISITORS

The Chief Executive Officer Bob Jarvis welcomes Committee members and Staff and opens the meeting at 1:50pm.

## 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

### 3.1. ATTENDANCE

Fiona Gaze  
Greg Stewart  
Chris Thomas  
Richard House (from 1:55pm)  
Shelley Hmeljak  
Frank Hmeljak  
Michael Creagh  
Kate O'Keeffe

Bob Jarvis	Chief Executive Officer
Ian Graham	Deputy Chief Executive Officer
Anita Finn	Executive Assistant

### 3.2. APOLOGIES

Keith House

## ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBERS

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### 4.1 ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBERS

<b>Proponent:</b>	N/A
<b>File Ref:</b>	ADM0525
<b>Date of Report:</b>	15 <sup>th</sup> April 2020
<b>Business Unit:</b>	Strategy and Governance
<b>Officer:</b>	Bob Jarvis – Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil

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### ATTACHMENTS

Nil

### PURPOSE OF THE REPORT

As this is the first Committee meeting since the Ordinary Council Elections in 2019 election of a Chairperson for the Committee must be conducted as the first order of business.

### BACKGROUND

The *Local Government Act 1995 (Act)*, Section 5.12 states that the election of a Presiding Member of a Committee is to be in accordance with Schedule 2.3 Division 1 and, if applicable, Schedule 4.1 of the Act (Schedule 4.1 dealing with elections where more than one candidate runs for the position):

- *The office is to be filled as the first matter dealt with at the first meeting of the committee after an ordinary elections day.*
- *The CEO is to preside at the meeting until the office is filled.*
- *The committee is to elect a committee member to fill the office.*
- *The election is to be conducted by the CEO in accordance with the procedure prescribed.*
- *Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.*
- *Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.*
- *If a committee member is nominated by another committee member, the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the Office.*
- *The committee members are to vote on the matter by secret ballot as if they were electors voting at an election.*
- *In accordance with Schedule 4.1 Division 1, where there are two candidates for the position and an election takes place, the candidate who has the greatest number of votes is elected – if the candidates have an equal number of votes, lots are drawn in accordance with regulations to determine which candidate is elected. The candidate whose name is drawn out is elected. If there are three or more candidates for the position, clauses 3 to 25 of Schedule 4.1 Division 2 are applicable.*



- *In accordance with cl. 5 (1) of Schedule 2.3 Division 1, the votes cast are to be counted, and the successful candidate determined, in accordance with the procedures set out in Schedule 4.1 (which deals with determining the results of an election) as if those votes were votes cast at an election.*
- *If, when the votes cast under clause 4 (5) of Schedule 2.3 Division 1 (secret ballot) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.*
- *Any nomination for the office may be withdrawn and further nominations may be made, before or when the meeting resumes.*
- *When the meeting resumes, the committee members are to vote again.*

#### COMMENTS

Committee members are required to elect a chairperson from amongst themselves in accordance with the Local Government Act 1995.

#### CONSULTATION

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995- s. 5.12

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

Nil

#### RISK MANAGEMENT CONSIDERATIONS

Nil

#### IMPACT ON CAPACITY

Nil

#### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

## ELECTION

### ELECTION OF PRESIDING MEMBER (CHAIRPERSON)

The Chief Executive Officer called for nominations for the position of Presiding Member.

Cr Fiona Gaze nominated herself. As there were no further nominations the Chief Executive Officer closed nominations and declared Shire President Fiona Gaze elected unopposed to the position of Presiding Member.

### ELECTION OF DEPUTY PRESIDING MEMBER (DEPUTY CHAIRPERSON)

The Presiding Member Fiona Gaze assumed the chair and called for nominations for the position of Deputy Presiding Member.

The Shire President Fiona Gaze nominated Cr Greg Stewart. Cr Greg Stewart accepted the nomination.

As there were no further nominations the Presiding Member closed nominations and declared Cr Greg Stewart elected unopposed to the position of Deputy Presiding Member.

## CONFIRMATION OF PREVIOUS MEETING MINUTES

CEO REVIEW COMMITTEE MEETING 15<sup>TH</sup> MAY 2019.

### COMMITTEE RESOLUTION

Moved: Cr C Thomas

Seconded: Cr F Hmeljak

**CRC0420.01** That the minutes from the CEO Review Committee Meeting held on 15<sup>th</sup> May 2019 confirmed as true and correct.

**UNANIMOUSLY CARRIED: 7/0**

## GENERAL BUSINESS

### PROCEDURAL MOTION

Moved: Cr S Hmeljak

Seconded: Cr C Thomas

**CRC0420.02 That the CEO Review Committee:**

Closes the meeting to members of the public and staff in order to discuss the items which are considered confidential pursuant to Section 5.23(a) of the Local Government Act 1995 due to the matter affecting an employee.

**UNANIMOUSLY CARRIED: 7/0**

*Bob Jarvis, Ian Graham and Anita Finn left the meeting at 1:55pm.  
Cr R House entered the meeting at 1:55pm.*

---

#### 6.1

#### **CONFIRMATION OF THE COMPLETION OF THE CEO'S CONTRACTUAL SIX MONTHS PROBATIONARY PERIOD**

**Location:** N/A

**Proponent:** N/A

**File Ref:** ADM0525

**Date of Report:** 14<sup>th</sup> April 2020

**Business Unit:** Strategy and Governance

**Officer:** N/A

**Disclosure of Interest:** The CEO is the author and subject of the Report as it is a contractual obligation to provide a report to the Committee for review. The CEO will declare an interest and vacate the chamber during debate

---

### ATTACHMENTS

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

### PURPOSE OF THE REPORT

To seek written confirmation of the CEO's employment following the six month contractual probationary period which expired on the 1<sup>st</sup> April 2020.

### BACKGROUND

At its Ordinary Meeting in March 2020, the Council resolved that the CEO Review Committee be delegated the responsibility of meeting with the CEO in April 2020 to assess the confirmation of his employment with the Shire in accordance with the obligation of the Shire under the Contract of Employment with the CEO, and make a recommendation to Council.

The contract requires that Council confirm the employment of the CEO in writing following the successful completion of an initial six months probationary period.

### COMMENTS

Council will recall adopting a set of KPI's for the CEO for the first twelve months of his employment with the Shire, and whilst the circumstances for the Shire and the CEO have been greatly affected by bushfires, an ongoing water shortage for the Shire, and more significantly the impact of a global COVID-19 virus pandemic, it would seem reasonable to not only refer to how the CEO has dealt with these significant events, but have some referral to the progress of addressing the KPI's.

With respect to the bushfires, the CEO and the Shire President were very active in lobbying for increased resources for the Shire's brigades for future events, and in liaising with staff and brigades to debrief the event and review current plans. The Shire President and CEO also took active lobbying activities to assist struggling tourism operators (in the Stirling Ranges) seriously impacted by the fires. These included face to face meetings with politicians including the Minister for Emergency Services, and numerous written entreaties to Ministers, Directors General, and senior staff at State and Federal Departments. These activities resulted in positive actions, including the use of prisoners for remediation works, but of course the tourism industry across the State has subsequently been severely impacted by the pandemic.

With respect the pandemic the CEO has had a key role in the Shire's response. He has enacted the Shire's Business Continuity Plan with weekly senior staff meetings to address such issues as staff working from home, ensuring that capital works continue, oversight of Occupational Safety and Health requirements for safe working, and developing strategies to ensure that the Shire is in compliance with State directives. The group also is active in providing essential information to business and the community. The CEO and Shire President attend weekly webinars with WALGA and State Ministers, and attend the weekly LEMAC meeting, for shire based agencies, in the Town Hall. These meetings address issue surrounding compliance with public safety directives such as playground closures, public gatherings and social distancing, as well as the availability of essential food, medical and personal protective equipment supplies. Through the presence of the doctor and other health agencies at the meeting, a high standard of preparedness for dealing with any public health issues is being maintained.

The CEO is being requested to respond to numerous requests for information on the status of the Shire's response, and resources, by State and Federal Agencies. Thus far the Shire, through the CEO and staff, has been successful in ensuring that its obligations have been met and that its community is faring well through this difficult time. The lack of some key food and health related products and critical medical supplies have been the subject of formal and informal lobbying activities by the CEO.

A report to Council is on this agenda to formally resolve the Council's response to COVID-19 during the pandemic and for recovery activities.

With respect to the water shortage issues, the CEO has been very successful in lobbying State

agencies which has resulted in two 250,000 litre tanks being gifted to the Shire by the Department of Water and Environmental Regulation (DWER) for installation at the bores at Highdenup and Formby Road South. The installation and earth works were carried out by Shire staff and these two tanks have significantly reduced waiting times for water carting by allowing large tankers to fill quickly without impacting the ability of the next vehicle waiting to fill quickly as well. The lobbying with DWER has also resulted in the #1 Dam in Gnowangerup being topped up with water by Watercorp, and DWER taking over the #2 Dam and removing the bund. DWER has assisted in planning for future works, and a grant application for a new dam at the airstrip in Gnowangerup will be submitted to DWER to provide a significant increase in the water storage capacity of the Shire by taking advantage of the excellent catchment provide by the sealed runway. Council will be aware that an informal group met on several occasions to provide input in to addressing the water shortages, and Council has agreed to establish this group as a working group of the shire to assist the CEO in developing a Water Strategy for the Shire. DWER has offered assistance in developing the Strategy and offered the attendance of an officer to the working group meetings. DWER and Watercorp were made aware of the water taken for firefighting and the limited storage of water in dams in the Shire for stock water, and water has subsequently been provided by Watercorp to the #1 Dam in Gnowangerup at a rate which has enabled the Shire to get through the summer period with water still available in the dam at the time of this report.

The CEO's KPI's suggested that projects would be developed for the Federal Government's National Drought Resilience Response funding in July of this year, which would have required Council to allocate up to one third of the funding to match grant funds. Since then, the Federal Government has allocated \$1 million dollars of funding to the Shire through the Drought Communities Extension, and this does not require any matching contribution from the Shire. The CEO is working towards taking full advantage of these funds for major water projects, and the Council has already resolved (in March) the priorities for these funds for drought resilience and community projects. This is a significant improvement of the Shire's position in that it no longer has to apply for funds in a competitive funding programme, and make a contribution to the project from the Shire's resources. It is guaranteed the funding subject to compliance with guidelines.

Attached to this report is a copy of the adopted CEO KPI's with comments on progress up to date. Councillors should be mindful of the impact of the emergencies on the progress to this point in time, but the CEO is still confident that most KPI's will be completed within the required time frame, and many have been substantially progressed already.

#### CONSULTATION

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

The confirmation of the CEO's employment in writing after six months' probation is a contractual obligation of the Council

#### POLICY IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A sustainable and capable Council

Objective: Provide accountable and transparent leadership

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

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

### IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may choose to extend the probationary period which also extends the ability for either part to exit without penalty.

### CONCLUSION

It is Council's prerogative to consider the confirmation of the CEO's employment and the Committee's responsibility to make a recommendation to Council

### VOTING REQUIREMENTS

Simple Majority.

### COMMITTEE RESOLUTION

Moved: Cr S Hmeljak

Seconded: Cr G Stewart

**CRC0420.03 That the Committee recommends that Council:**

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

**UNANIMOUSLY CARRIED: 8/0**

### PROCEDURAL MOTION

Moved: Cr C Thomas

Seconded: Cr M Creagh

**CRC0420.04 That the CEO Review Committee:**

**Reopens the meeting to Staff.**

**UNANIMOUSLY CARRIED: 8/0**

***Bob Jarvis, Ian Graham and Anita Finn returned to the meeting at 2:00pm.***

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

### Capital Works Programme

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



## Environmental Projects

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

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

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

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

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

National Drought Response Resilience Funding Plan.

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

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

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

## Economic Development

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

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

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

### Community engagement

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

### Governance

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

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

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

Please find attached the KPI's set for the previous CEO for the previous financial year, and please consider if any of these are priorities that need to be reconsidered.

#### **4. DATE OF NEXT MEETING**

That the next CEO Review Committee meeting be held on 25<sup>th</sup> November 2020.

#### **5. CLOSURE**

There being no further business, the Presiding Member Fiona Gaze thanked Committee members and Staff for their time and closed the meeting at 2:05pm.

UNCONFIRMED

## **12. STRATEGY AND GOVERNANCE**

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### **12.1 RECORDKEEPING PLAN 2019**

<b>Location(s):</b>	N/A
<b>Proponent:</b>	N/A
<b>File Ref:</b>	ADM0070
<b>Date of Report:</b>	1 <sup>st</sup> May 2020
<b>Business Unit:</b>	Strategy and Governance
<b>Officer:</b>	Ian Graham – Deputy CEO
<b>Disclosure of Interest:</b>	Nil

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#### ATTACHMENTS

- Shire of Gnowangerup Recordkeeping Plan
- Letter from State Records Commission – Approval of Recordkeeping Plan (Dec 2019)

#### PURPOSE OF THE REPORT

To advise Council of completion of the review and updating of the Recordkeeping Plan and for Council to adopt the updated Shire of Gnowangerup Recordkeeping Plan.

#### COMMENTS

The Shire of Gnowangerup Recordkeeping Plan was reviewed and updated during 2019. Section 28 of the State Records Act which requires that no more than five (5) years must elapse between approval of a government organisation's Recordkeeping Plan and a review of the document. As part of the review process, the existing plan was referred to the State Records Commission for approval. The State Records Commission advised that minor amendments to the plan were required. An amended plan was re-submitted and approved by the State Records Commission in December 2019 (refer attached letter).

#### CONSULTATION

State Records Commission  
Kim Boulton, Records Consultant

#### LEGAL AND STATUTORY REQUIREMENTS

State Records Act 2000  
LG Act 1995

#### POLICY IMPLICATIONS

Adoption of updated Recordkeeping Plan

#### FINANCIAL IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

Strategic Community Plan  
Theme: A Sustainable and Capable Council  
Objective: Provide accountable and transparent leadership  
Strategic Initiative: Integrate planning, resources and reporting

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil.

CONCLUSION

Staff have amended the Shire of Gnowangerup Recordkeeping Plan in line with advice received from the State Records Commission and the amended plan has been approved by the State Records Commission, therefore adoption of the plan is recommended.

VOTING REQUIREMENTS

Simple majority.

COUNCIL RESOLUTION

Moved: Cr G Stewart

Seconded: Cr M Creagh

**0520.51 That Council:**

**Formally adopts the Shire of Gnowangerup Recordkeeping Plan.**

**UNANIMOUSLY CARRIED: 8/0**



**SHIRE OF GNOWANGERUP**

**Shire of Gnowangerup**

**RECORDKEEPING PLAN**

**November 2019**

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## Introduction

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This document is presented to the State Records Commission in accordance with Section 28 of the State Records Act 2000 (the Act). Section 28 (5) of that Act requires that no more than five (5) years must elapse between approval of a government organisation's Recordkeeping Plan (RKP) and a review of this document.

State Records Commission (SRC) Standard 1 – Government Recordkeeping requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – Recordkeeping Plans comprises six (6) recordkeeping principles, each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Gnowangerup and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organisation, including information regarding the organisation's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organisation.

The objectives of the Shire of Gnowangerup Recordkeeping Plan are to ensure:

- Compliance with Section 28 of the State Records Act 2000;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Shire of Gnowangerup and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all:

- Shire of Gnowangerup Employees;
- Shire of Gnowangerup Contractors;
- Organisations performing outsourced services on behalf of the Shire of Gnowangerup; and
- Shire of Gnowangerup Elected Members.

**NOTE:** The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:

*"In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in decision making processes of Council and Committees of Council."*

*This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.*

*Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including decision making processes of Council."*

Local Governments are to address the management of elected members' government records in accordance with this policy, in their Recordkeeping Plans.

This Recordkeeping Plan supersedes **RKP 2007/50** and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this Recordkeeping Plan, a record is defined as meaning "any record of information however recorded" and includes:

- (a) Anything on which there is writing or Braille;
- (b) A map, plan, diagram or graph;
- (c) A drawing, pictorial or graphic work, or photograph;
- (d) Anything on which there are figures, marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) Anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

*(State Records Act, 2000)*

# **1 Principle One: Proper and Adequate Records**

---

The Shire of Gnowangerup will ensure that records are created and kept which properly and adequately record the performance of the Shire of Gnowangerup's functions, record history and which are consistent with any written law to which the Shire of Gnowangerup is subject to when performing its functions. The Shire of Gnowangerup's roles and functions are mandated by government legislation and regulations. While performing these roles and functions, the Shire of Gnowangerup will participate in a wide range of activities and transactions. Proper and adequate records of these activities must be created and kept to ensure sufficient evidence of the Shire of Gnowangerup's performance of these functions.

The broad recordkeeping requirements of the Shire of Gnowangerup are based on the business and regulatory environment in which it operates, as detailed below.

## **1.1 Historical Background**

The Shire of Gnowangerup was officially established in 1961, when the Local Government Act was first implemented. Before this time the Shire of Gnowangerup was known as the Gnowangerup Road Board, which commenced in 1912.

The Shire of Gnowangerup includes the three town sites of Gnowangerup, Ongerup and Borden. Up until 1982 the Shire of Gnowangerup also incorporated the town sites of Jerramungup and Bremer Bay. At that time, the Shire separated, and the new Jerramungup Shire was formed.

## **1.2 Strategic Focus and Main Business Activity**

The Shire of Gnowangerup Council aims to improve the quality of life of the people of the Shire through services based on the principles of quality, equity, value and responsiveness.

## **1.3 Functions (including those outsourced)**

Broadly described in Appendix 1 as appended.

## **1.4 Major Stakeholders**

The Shire of Gnowangerup recognises employees, residents, ratepayers, the general public and Elected Members as its major stakeholders in its community engagement strategy.

The Shire of Gnowangerup recognises and supports the activities of those groups that also provide services to residents, including community groups, the business community and State and Federal Government agencies.

## **1.5 Enabling Legislation**

The Shire of Gnowangerup is constituted as a district under the Western Australian Local Government Act 1995. The general function of a Local Government is to provide for the good government for the people living and working within its district and includes legislative and executive powers and responsibilities.

Using its legislative powers, a local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or necessary or convenient to be so prescribed for it to perform any of its functions under the Local Government Act.

The Local Government's executive powers involve administering its Local Laws and doing other things that are necessary or convenient to be done for, or in connection with, performing its functions under the Local Government Act, including the provision of services and facilities.

## **1.6 Legislation and Regulations Administered by the Shire of Gnowangerup**

Refer to Appendix 2.

## **1.7 Other Legislation Affecting the Shire of Gnowangerup**

Refer to Appendix 3.

## **1.8 Major Government Policy and/or Industry Standards**

Refer to Appendix 4.

## **2 Principle Two: Policies and Procedures**

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Government organisations ensure that recordkeeping programs are supported by policy and procedures.

### **2.1 Records Management and Business Information Systems**

#### **2.1.1 Records Management System**

The Shire's Records Management System is electronic, and based around Hard Copy filing:

- The Shire uses the SynergySoft Central Records module to provide Classification and Registration of Documents;
- The Records are held in a hard copy format; scanning is undertaken, but electronic scanned copies are only used as a reference;
- Medical Patient Records Digital System is an independent Day Batching system, operated by the Local Medical Centre under contract to the Shire, the system is purely electronic, hard copy scanned into digital system;
- The Synergy Records Module was first used on the 5<sup>th</sup> November 2010.

#### **2.1.2 Business Information System**

The Shire's Key Business Information System is Synergy Soft.

Modules include:

- Central Records – for recording incoming and outgoing correspondence
- Desktop Mapping – outlines property boundaries (assessments)
- Financials – Creditors, Debtors, Purchase Orders, General Ledger and Receipting
- Names and Addresses – directly links to Central Records, Financials and Rates
- Payroll/Personnel – the payroll of staff and personnel
- Rates – Rating property within the shire

### **2.2 Records Management Policy and Procedures**

The creation and management of records is coordinated by the Shire Deputy Chief Executive Officer (DCEO) in conjunction with the Records Officer.

Council will adopt the template policies provided in this document and will have a full set of relevant procedures for the Shire of Gnowangerup, which will be placed in the plan when completed. Attached for Information.

[Table 2.1 lists several recordkeeping activities and indicates whether the Local Government's policies and procedures cover the recordkeeping activities.

**Table 2.1**

<b>Recordkeeping Activities covered in the Shire of Gnowangerup's Policies and Procedures</b>	<b>YES</b>	<b>NO</b>
<p><b>Correspondence capture and control</b> – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions.</p> <p>Include specific provisions for capture and control of Elected Members' correspondence.</p> <p>Incoming and Outgoing Correspondence is registered in SynergySoft, including any correspondence received for elected members.</p>	✓	
<p><b>Digitization</b> – including categories of records digitized; disposal of source records; digitization specifications.</p> <p>Incoming correspondence is scanned and then captured into Synergy Soft for reference purposes.</p>		✓
<p><b>Mail distribution</b> - including frequency, tracking mechanisms and security measures.</p> <p>The Customer Service Officer collects the mail each morning from the Post Office. The mail is opened and sorted into the following Cheque, Invoices, Corporate Records and Ephemeral records.</p>		✓
<p><b>File creation and closure</b> – including assigned responsibility and procedures for both physical and automated file creation.</p> <p>Creation and closure of both hardcopy and electronic files is currently managed by the Records Officer/s.</p>	✓	
<p><b>Access to corporate records</b> – procedures for access to and security of corporate records.</p>		✓
<p><b>Authorised disposal</b> of temporary records and transfer of State archives (whether hard copy or electronic) to the State Records Office (SRO) – any assigned responsibilities.</p> <p>A disposal program is undertaken on an annual basis in consultation with records Archivist Kim Boulton. The CEO is responsible for the review and authorization of any disposal of records. SynergySoft is updated, with disposal details where applicable.</p>		✓

<b>Recordkeeping Activities covered in the Shire of Gnowangerup's Policies and Procedures</b>	<b>YES</b>	<b>NO</b>
<p><b>Electronic records management</b> – including the organisation's approach and methodology for the capture and management of its electronic records (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).</p> <p>Electronic records Meta Data is captured in SynergySoft and then printed and filed in the appropriate files.</p>		✓
<p><b>Email management</b> – including the capture, retention and authorised disposal of email messages to ensure accountability Should indicate whether the organisation is utilising a document management system or hard copy records system (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).</p> <p>Both incoming and outgoing Corporate Emails are to be registered in the electronic records management system (Synergysoft), hardcopy printed and then sent to the Records office for filing.</p>		✓
<p><b>Website management</b> – including the purpose of the site (e.g. whether informational/transactional), capture of all information published to the website within the corporate system and mechanisms for recording website amendments.</p> <p>The Website is information based only and all records published to the website are captured into Synergy Soft. The CEO is responsible for the website and any amendments are completed by the Executive Assistant, Customer Service Officer and Community Development Coordinator.</p>		✓
<p><b>Metadata management</b> – including requirements for capture of metadata in information systems, whether automatic or manual.</p> <p>The Shire of Gnowangerup uses the Central Records module of Synergy to capture and otherwise manage records. As part of this process, the system automatically captures the Metadata of each record.</p> <p>For example, When creating a record you are required to; include the Author or incoming correspondent, add a short title content about the record, the date is automatically established (however can be edited if required) and the Record Number is automatically produced upon saving of the record.</p>		✓
<p><b>System/s management</b> – including any delegations of authority for the control and security of systems utilised by the organisation (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).</p> <p>The DCEO is responsible for the control and security of Systems at the Shire including access, logins, passwords and security.</p>		✓



Recordkeeping Activities covered in the Shire of Gnowangerup's Policies and Procedures	YES	NO
<p><b>Migration strategy</b> – strategies planned or in place for migrating electronic information and records over time (e.g. through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and access. See SRC Standard 8: <i>Managing Digital Information</i>.</p> <p>Any Migration of systems will be undertaken in accordance with SRC Standard 8 Managing Digital Information.</p>		✓

### **2.3 Certification of Policies and Procedures**

Evidence of formal authorisation that the policies and procedures will be in place and promulgated throughout the Shire of Gnowangerup and will include the copy of the certification document signed by the CEO when the new Policies and Procedures are written. The policies and procedures will be placed in the RKP when completed. A copy of Draft procedures is provided as an attachment.

### **2.4 Evaluation of Policies and Procedures**

The Draft recordkeeping policies and procedures for the Shire of Gnowangerup will cover the Shire's needs and a new set of procedures. The Draft will be in place to cover all categories identified in Principle 2 of SRC Standard 2 and completed by December 2019.

## **POLICIES**

### **Creation of Records**

All Elected Members, staff and contractors will create full and accurate records, in the appropriate format, reflecting the Shire of Gnowangerup's business decisions and transactions, to meet all legislative, business, administrative, financial, evidential and historical requirements in accordance with Council Policy and the Procedure Manual for Records Management.

### **Capture & Control of Records**

All records created and received in the course of Shire of Gnowangerup business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

### **Security & Protection of Records**

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

### **Access to Records**

Access to the Shire of Gnowangerup's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Gnowangerup's records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire of Gnowangerup Policy. Access to the Shire of Gnowangerup's records by Elected Members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

### **Appraisal, Retention & Disposal of Records**

All records kept by the Shire of Gnowangerup will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

### 3 Principle Three: Language Control

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Government organisations ensure that appropriate controls are in place to identify and name government records.

#### 3.1 Keyword for Councils Thesaurus Implemented

The Shire of Gnowangerup has adopted and implemented the Keyword for Councils Thesaurus for the titling of all its records.

#### 3.2 Thesaurus (other than Keyword for Councils) Implemented

N/A

#### 3.3 File Plan

N/A

#### 3.4 Assessment of its Effectiveness

The Thesaurus is in place for the business requirements of the Shire of Gnowangerup, functional files operating independently are Assessment files, Personnel files and Medical Patient Records.

#### 3.5 Identified Areas for Improvement

No areas in need of improvement for this area.

## 4 Principle Four: Preservation

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Government organisations ensure that records are protected and preserved. Currently, a Records Disaster Recovery Plan for the Shire of Gnowangerup does not exist. Once it is completed it will be attached to Appendix 7.

### 4.1 Assessment of Risks

#### 4.1.1 Onsite Storage

The Shire of Gnowangerup has its current and active records located in three major storage areas: Administration files at the Community Resource Centre and the Shire Depot, and Assessment files at the Shire Administration building. The storage facility includes:

- Metal shelving;
- Fire retardant safe;
- Secure premises;
- Server room; and
- Air-conditioning for approximately ten (10) hours a day, except in the Server area, where it is kept on twenty four (24) hours a day.

The buildings are very well maintained and storage conditions as described here and assessed as low risk. The only issue is provided by the Shire's Medical Patient Records, with the current legacy hard copies, held in less than optimum storage at the Local Medical Centre. All buildings have had a visit to assess conditions, within the last six months by the Shire Records Consultant and at this time these buildings are deemed fit for purpose, except for the Legacy Medical Patient Records and these are currently having appraisal and assessment undertaken and will be moved to a compliant private storage provider once completed.

#### 4.1.2 Offsite Storage

The Shire of Gnowangerup has its non-current, inactive and archival records located in various onsite and offsite storage facilities including the Administration Building, the Community Resource Centre and a compliant offsite Archive storage provider in Albany. The Council's Minute books are currently stored in a fire-proof safe within the Shire Administration building.

- Security of premises/facility;
- Air-conditioning for ten (10) hours on Records held in Administration Building (Shire Minutes);
- Types of shelving are of a consistently high standard in all areas except for the Shire's Medical Patient Records, with the current legacy hard copies, held in less than optimum storage at the Local Medical Centre.

The main disaster threatening records stored are low for all areas except for the Legacy Medical Patient Records held at the Medical Centre, which are of a very basic standard. The biggest risk here is security and low-quality storeroom standards.

The Main Disaster Affecting Records:

- Shire of Gnowangerup Administration – Fire Risk
- Gnowangerup Community Resource Centre – Security
- Offsite Storage Albany – no foreseeable risk, otherwise compliant

With the storage conditions as described here the risk for all records except for the Medical Patient Records is low. The Medical Patient Records have been programed for action in the 2019/20 financial year. The program to appraise and assess is underway, the current records are stored securely, although storage conditions are not optimum, they are dry and safe and would be currently listed as low to Medium, as said previously, this appraisal process should completed within the current financial years and these records will no longer be stored in this area.

#### 4.1.3 Data Centre and Cloud Storage

No Electronic Data Stored offsite.

Information system / categories of records	Name of service provider	Geographic location of data centre / cloud storage	Geographic location of data centre / cloud storage backups	Risk assessed Y/N
N/A	N/A	N/A	N/A	N/A

#### 4.1.4 Storage of Archives

Currently the storage of Archives is of a high standard, comprising of a fire resistant safe, and general Archives held by a compliant offsite storage provider in Albany.

#### **4.1.5 Storage of Backups**

Electronic backups of the Shire of Gnowangerup's electronic information are held Onsite in Administration building and offsite at the Community Resource Centre.

Electronic records of the Shire of Gnowangerup are backed up daily. The back-ups are stored both onsite and at the Gnowangerup Community Resource Centre. Tapes are on a weekly rotation at the Gnowangerup CRC. These are changed every Monday morning (Tuesday when a Public holiday) with two tapes, individually marked Tape 1 and Tape 2. An automated check-up is handled by JH Computers who run regular snapshots for test/restore. Retention for backup is a minimum of 2 months.

#### **4.1.6 Quantity of Records**

The Shire of Gnowangerup has custody of:

- 0 Linear metres of temporary hard copy records stored onsite;
- 15 Linear metres of temporary/ Archive hard copy records stored offsite;
- 4.5 Linear metres of hard copy State archives stored onsite.

#### **4.1.7 Security and Access**

The security of the record storage area is of a universally good standard across the organisation apart from the Medical Patient Records held at the Local Medical Centre. The program to appraise and assess is underway, the current records are stored securely, although storage conditions are not optimum, they are dry and safe and would be currently listed as low to Medium, as said previously, this appraisal process should be completed within the current financial years and these records will no longer be stored in this area.

### **4.2 Assessment of the Impacts of Disasters**

As stated previously, the risk of a disaster occurring to the records of the Shire of Gnowangerup has been assessed as low. As previously stated the Medical Patient Records appraisal process is underway, currently the level of risk is low to medium for these records, but the appraisal and assessment process should be completed by the end of the 2019/20 financial year.

The impact of a disaster on the organisation's records has therefore been assessed as low. A Disaster Management Plan is at a strong Draft Stage.

### **4.3 Strategies in Place for Preservation and Response**

The Shire of Gnowangerup is committed to implementing strategies to mitigate a disaster occurring and reduce the risk of disaster and for quick response should a disaster occur. The Shire has moved forward on Drafting a Disaster Management Plan for its records to mitigate the results of any disaster which occurs. This should be completed by May 2020.

#### **4.3.1 Vital Records Program**

A Vital Records Program has the bones in place for the Shire of Gnowangerup. Vital records are generally well maintained within the organization. A Key Indicator of the health of a Local Government organisation is how the Minutes are handled. The Minutes in Gnowangerup are well prepared and stored in a fireproof safe. A full program will be in place by June 2020.

All Vital documents are to be kept and locked in the Fire proof Safe. The safe door is closed at all time unless a staff member is currently inside. Electronic copies of these documents are made and recorded into Synergy by the Corporate Support Officer.

#### **4.3.2 Backup Procedures for Electronic Records**

Electronic records of the Shire of Gnowangerup are backed up daily to a local Network-Attached Storage (NAS). They are stored at the Community Resource Centre and onsite in Administration Building.

Electronic records of the Shire of Gnowangerup are backed up daily. The back-ups are stored both onsite and at the Gnowangerup Community Resource Centre. Tapes are on a weekly rotation at the Gnowangerup CRC. These are changed every Monday morning (Tuesday when a Public holiday) with two tapes, individually marked Tape 1 and Tape 2. An automated check-up is handled by JH Computers who run regular snapshots for test/restore. Retention for backup is a minimum of 2 months.

#### **4.3.3 Preservation of Electronic Records**

The Shire of Gnowangerup has implemented the following processes to ensure that electronic records are accessible and readable for as long as required:

- Backups are maintained onsite and at the Local Community Resource and kept in secure storage.
- Digital storage media, including removable storage devices, is refreshed as necessary to prevent data loss by running an automated check which notifies JH Computers of any issues; and
- Electronic records requiring long term retention are maintained in an appropriate format for long term preservation.

#### **4.3.4 The following security measures have been implemented by the Shire of Gnowangerup to prevent unauthorised access to records:**

- Hard copy records are stored in a room accessible only to staff which is locked and secured at the end of each day.
- Hard copy records stored offsite are well maintained and secured, except as previously stated in relation to the Medical Patient Records.
- Electronic records have varying degrees of access depending on delegations assigned to staff within the organisation. Electronic records are backed up on a regular basis as described previously.
- Access to the server room is not restricted. All staff have access to this area but the server is secured in a locked cabinet, and the key is held by the Deputy CEO.

#### **4.3.5 Storage Reviews**

The records storage facilities utilised by the Shire are reviewed regularly (Annual) to ensure that conditions are appropriate for the organization's records. Reviewed May 2019.

#### **4.3.6 Recovery of Lost Information**

The Shire of Gnowangerup is well advanced in developing a set of quick response strategies to recover lost information, in all formats, should a disaster occur. As previously identified the only exception to this is the Medical Patient Records, held at the Medical Centre.

- Electronic duplication of hard copy vital records (complete in house by staff)
- Backup of Electronic Records (JH Computer Services)
- Offsite Electronic Backups (JH Computer Services)

Efficient offsite support is provided by JH Computer Services.

#### **4.4 Identified Areas for Improvement**

A substantial Risk Assessment Strategy is required for the Digital Records System at the Medical Centre, and this will be completed by July 2020. A Disaster Management Plan needs to be formalised for both hard copy and Electronic Records. Both these tasks are well underway and will be completed by March 2020.



## 5 Principle Five: Retention and Disposal

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Government organisations ensure that records are retained and disposed of in accordance with an approved disposal authority.

### 5.1 General Disposal Authority for Local Government Records

The Shire of Gnowangerup uses the General Disposal Authority for Local Government Records, produced by the State Records Office, for the retention and disposal of its records.

### 5.2 Disposal of Source Records

Only in place for Shire Medical Patient Records, held at the Local Medical Centre, none compliant at the moment, a Risk Assessment is in place within the 2019/20 Budget and work has started and will be completed by June 2020. The Medical Centre was instructed not to destroy any Hard Copy records, once the issue was identified until a full Risk Assessment is completed

### 5.3 Existing Ad Hoc Disposal Authorities

N/A

### 5.4 Existing Disposal Lists

N/A

### 5.5 Restricted Access Archives

The Shire of Gnowangerup does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

### 5.6 Transfer of Archives

The Shire of Gnowangerup will transfer State archives to the State Archives Collection for permanent preservation when requested by the SRO.

### 5.7 Non-Transfer of Archives

SRC Standard 7: State Archives retained by Government Organisations provides for organisations to retain State archives older than twenty five (25) years.

The Shire of Gnowangerup has not identified any State archives that will not be transferred to the SRO for permanent preservation.

## **5.8 Disposal Program Implemented**

The Shire of Gnowangerup has implemented the General Disposal Authority for Local Government Records, the GDA is currently applied to the Medical Centre Legacy records and will be implemented fully as part of the outcome of the Risk Review.

A retention and disposal report is electronically generated via a Synergy Crystal Report, this will be complete on an annual basis. The report draws on the GDA file number and the dates the record was added to the system. The Physical Files are then checked against the GDAs and its comments to determine if the entire file meets the criteria for destruction.

For example a comment may say 7 years after the completion of the project/contract etc. and it may appear for destruction because it has been 7 years since the document was added to the system however if the project only finished in the last 5 years this file will need to be retained for a further 2 years, before reviewing again

To date all files are up to date and is now in a program arrangement, except for the Medical Patient Records Legacy material, which will be addressed in the upcoming budget.

## **5.9 Authorisation for Disposal of Records**

Before any temporary records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is to be reviewed by the CEO and authorised for destruction or transfer.

## **5.10 Identified Areas for Improvement**

The Shire will be undertaking a Risk Assessment for the Digital Patient Records system to deal with the non-compliance issues by March 2020 and also putting in place an Appraisal program with input from the State Records Office to deal with a substantial Legacy holding of hard copy Medical Patient Records, will be completed by July 2020

## 6 Principle Six: Compliance

### 6.1 Staff Training, Information Sessions

The Shire of Gnowangerup has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan, this program will be upgraded and dealt with, as part of this Recordkeeping Plan:

[Table 6.1 lists several activities that the Local Government may implement to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Local Government's Recordkeeping Plan. Indicate in the table by ticking Yes or No as to which activities are conducted.]

**Table 6.1**

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Shire of Gnowangerup's recordkeeping program are conducted. These are delivered to all staff on an as needs basis.	✓	
In-house recordkeeping training sessions for staff are conducted.	✓	
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organisation whenever practicable.	✓	
Staff information sessions are conducted on a regular basis for staff as required.	✓	
The Shire of Gnowangerup provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.	✓	
The Shire of Gnowangerup's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.	N/A	
The Shire of Gnowangerup's Induction Program for new employees includes an introduction to the organisation's recordkeeping system and program, and information on their recordkeeping responsibilities.	✓	

Coverage of Training and Information is outlined in the Records Keeping Procedures Manual. This document is a living document and updated as required. This document is kept in the Corporate Documents Folder and can be accessed by all staff. In addition, any changes made are distributed via email to notify staff.

## **6.2 Performance Indicators**

Performance Indicators are not in place and will be developed to measure the efficiency and effectiveness of the Shire of Gnowangerup's recordkeeping systems.

## **6.3 Agency's Evaluation**

There is a need for some reviews of the Shire of Gnowangerup's recordkeeping systems in the following areas:

- Key Performance Indicators

These will be addressed by July 2020.

## **6.4 Annual Report**

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

During the 18/19 financial year the Shire of Gnowangerup continued to contract Records Archivist Kim Boulton. In addition to his continuing work implementing recommendations from the Records Management Review, Kim has also been assisting with the development of a new Recordkeeping Plan.

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

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

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

With new Staff receiving either informal face-to-face training and or formal training completed by ITVision.

In addition, the shire has also initiated informal record meetings. These meetings are attended by relevant employees who record or have access to records as part of their role. These meetings enable a space to Self-Check ensuring everyone is aware of arising issues and allow for collaboration when create or re-writing procedures.

## **6.5 Identified Areas for Improvement**

External staff training program will be laid out for the next two years, then ongoing as required. Key Performance Indicators will be set in place, as well as, induction will be in place and a statement in the Annual Report will be actively applied, all this will be in place by December 2020.

## **7 SRC Standard 6: Outsourced Functions**

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The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organisations with persons to perform any aspect of Recordkeeping for the organisation.

State organisations may enter into contracts or other arrangements whereby an individual or an organisation is to perform a function or service for the State organisation, or act as the State organisation's agent to deliver services to clients, or for the State organisation's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organisation's legislative, business and accountability requirements.

### **7.4 Outsourced Functions Identified**

Refer to Appendix 1 for those functions outsourced.

### **7.5 Recordkeeping Issues Included in Contracts**

#### **7.5.1 Planning**

The Shire of Gnowangerup will include the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the planning process for the outsourced functions as required.

#### **7.5.2 Ownership**

The Shire of Gnowangerup will ensure that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract/agreement.

#### **7.5.3 Control**

The Shire of Gnowangerup will ensure that the contractor makes and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines as stipulated.

#### **7.5.4 Disposal**

The disposal of all State records which are the product of, or are involved in any contract/agreement with the Shire of Gnowangerup and a contractor/agent will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office.

#### **7.5.5 Access**

Conditions for the provision of access to any State records produced in the course of the contract/agreement will be agreed between the Shire of Gnowangerup and the contractor(s)/agent(s).

#### **7.5.6 Custody**

Custody arrangements between the Shire of Gnowangerup and the contractor(s)/agent(s) for State records stored on and off site by the contractor will be specified in the contract(s)/agreement(s).

#### **7.5.7 Contract Completion**

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contract(s)/agreement(s) are specified in the contract(s)/agreement(s).

#### **7.5.8 Identified Areas for Improvement**

The Shire has at the moment only one area where this is identified, some contracts are outsourced, but most work within the shire office and records go directly onto the Shire Records system. The Medical Patient Records have some arrangements within the current contract. The Shire is working closely with the Medical Centre to ensure compliance into the future.

## APPENDIX 1

### Functions of the Local Government

<i><b>Function</b></i>	<i><b>Brief Description of LG Function</b></i>	<i><b>Performed by the LG Tick if Yes</b></i>	<i><b>Performed by an External Agency Tick if Yes</b></i>
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	✓	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	✓	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	✓	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	✓	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	✓	
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the Council.	✓	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc covered by the Building Code of Australia and the Environment Protection Authority (EPA).	✓	
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	✓	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.	✓	
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.	✓	
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.	✓	
Financial Management	The function of managing the LG's financial resources.	✓	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	✓	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	✓	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	✓	
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	✓	
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.		✓

## APPENDIX 1

### Functions of the Local Government

<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick if Yes</i>	<i>Performed by an External Agency Tick if Yes</i>
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	✓	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	✓	
Legal Services	The function of providing legal services to the LG.		✓
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	✓	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	✓	
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	✓	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	✓	
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	✓	
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	✓	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.		✓
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	✓	
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.	✓	✓
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	✓	✓
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.	✓	
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.		✓



<b>APPENDIX 2</b>	
<b>Legislation and Regulations that may be wholly or partly administered by Local Government, and Local Laws of the Local Government</b>	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	✓
Animal Welfare Act 2002	✓
Building Act 2011	✓
Building Regulations 2012	✓
Bush Fires Act 1954	✓
Bush Fire Regulations	✓
Caravan Parks and Camping Grounds Act 1995	✓
Caravan Parks and Camping Grounds Regulations 1997	✓
Cat Act 2011	✓
Cemeteries Act 1986	✓
Dangerous Goods Safety Act 2004	✓
Disability Services Act 1993	✓
Dog Act 1976	✓
Dog Regulations 2013	✓
Emergency Management Act 2005	✓
Environmental Protection Act 1986	✓
Environmental Protection (Noise) Regulations 1997	✓
Fire and Emergency Services Act 1998	✓
Fire Brigades Act 1942	✓
Food Act 2008	✓
Food Regulations 2009	✓
Hairdressing Establishment Regulations 1972	✓
Health Act 1911	✓
Health Regulations	✓
Heritage of Western Australia Act 1990	✓
Land Administration Act 1997	✓
Litter Act 1979	✓
Liquor Control Act 1988	✓
Local Government Act 1995	✓
Local Government (Miscellaneous Provisions) Act 1960	✓
Local Government Grants Act 1978	✓
Local Government (Administration) Regulations 1996	✓
Main Roads Act 1930	✓

<b>APPENDIX 2</b>	
<b>Legislation and Regulations that may be wholly or partly administered by Local Government, and Local Laws of the Local Government</b>	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Parks and Reserves Act 1895	✓
Planning and Development Act 2005	✓
Radiation Safety Act 1975	✓
Radiation Safety Regulations	✓
Rates and Charges (Rebates and Deferments) Act 1992	✓
Rights in Water and Irrigation Act 1914	✓
Residential Design Codes of WA	✓
Road Traffic Act 1974	✓
Strata Titles Act 1985	✓
Telecommunications Act (Commonwealth) 1997	✓
Telecommunications (Low Impact Facilities) Determination 1997	✓
Transfer of Land Act 1893	✓
Valuation of Land Act 1978	✓
Waterways Conservation Act 1976	✓

<b>Local Laws of the Shire of Gnowangerup</b>	
Local Govt. Properties	✓
Standard Orders Local Order	✓
Animals, Environment and Nuisance Local Laws	✓
Bush Fire Brigades Local Laws	✓
Dog Local Law	✓
Health Local Law	✓

<b>APPENDIX 3</b>	
<b>Other Legislation and Regulations affecting the functions and operations of the Local Government</b>	
<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Building Services (Registration) Act 2011	✓
Conservation and Land Management Act 1984	✓
Contaminated Sites Act 2003	✓
Criminal Code 1913	✓
Electronic Transactions Act 2011	✓
Equal Opportunity Act 1984	✓
Evidence Act 1906	✓
Freedom of Information Act 1992	✓
Freedom of Information Regulations 1993	✓
Industrial Awards	✓
Industrial Relations Acts (State and Federal)	✓
Interpretation Act 1984	✓
Legal Deposit Act 2012	✓
Library Board of Western Australia Act 1951	✓
Limitation Act 1935, 2005	✓
Museum Act 1969	✓
Occupational Safety and Health Act 1984	✓
Occupational Safety & Health Regulations 1996	✓
Parliamentary Commissioner Act 1971	✓
Police Act 1982	✓
Soil and Land Conservation Act 1945	✓
State Records Act 2000	✓
State Records (Consequential Provisions) Act 2000	✓
State Records Commission Principles & Standards	✓
Swan and Canning Rivers Management Act 2006	N/A
Workers Compensation and Injury Management Act 1981	✓
Working with Children (Criminal Record Checking Act) 2004	✓

<b>APPENDIX 4</b>	
<b>Government and Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government</b>	
<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Australian Accounting Standards	✓
Australian Records Management Standard ISO/AS 15489	✓
General Disposal Authority for Local Government Records	✓
National Competition Policy	✓
Other <i>[Please detail any additional items below]</i>	

**Appendices**

- Appendix 1 – Functions of the Local Government
- Appendix 2 – Legislation & Regulations Administered by the Local Government, and Local Laws of the Local Government
- Appendix 3 – Other Legislation & Regulations Affecting the Operations of the Local Government
- Appendix 4 – Major Government & Industry Standards



# STATE RECORDS COMMISSION

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Our Ref: RKP/L/2003/007

Your Ref:

Enquiries: Ms. Carolyn Atkinson  
Tel: 9427 3667  
Email: [carolyn.atkinson@sro.wa.gov.au](mailto:carolyn.atkinson@sro.wa.gov.au)

20 December 2019

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

Dear Bob

## **Amended Recordkeeping Plan RKP 2019021**

At its meeting on 12 December 2019 the State Records Commission APPROVED the Recordkeeping Plan (the Plan) for the Shire of Gnowangerup (the Shire).

I acknowledge that the Plan indicates a strong commitment to address certain matters as identified in the attachment.

In accordance with section 28 of the *State Records Act 2000*, the Plan for the Shire is to be reviewed within five years of its approval date. Once completed, a report of the review must be submitted to the State Records Office by **12 December 2024**.

Please contact my officer, Ms Carolyn Atkinson, on 9427 3667 if you require further assistance or clarification.

Yours sincerely

Damian Shepherd  
Director State Records

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Address all correspondence to:  
Director State Records,  
Alexander Library Building, Perth Cultural Centre, PERTH WA 6000  
Tel: (08) 9427 3636 Fax: (08) 9427 3638  
e-mail: [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au) Website: [www.sro.wa.gov.au](http://www.sro.wa.gov.au)

**Under SRC Standard 2:**

**Principle 2: Policies and Procedures**

- Finalise draft and implement policies and procedures by December 2019.

**Principle 4: Preservation**

- Risk Assessment Strategy for digital records system at the Medical Centre by July 2020.
- Development of a Disaster Management plan for hard copy and electronic records by March 2020.

**Principle 5: Retention and Disposal**

- Appraisal program for the legacy holdings of medical patient records by July 2020.

**Principle 6: Compliance**

- Key performance indicators will be developed and implemented by December 2020.
- Recordkeeping induction will be developed and implemented by December 2020.

December 2019

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## **12.2 FRAUD AND CORRUPTION CONTROL PLAN**

**Location(s):** N/A  
**Proponent:** N/A  
**File Ref:** ADM0593  
**Date of Report:** 5<sup>th</sup> May 2020  
**Business Unit:** Strategy and Governance  
**Officer:** Ian Graham – Deputy CEO  
**Disclosure of Interest:** Nil

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### ATTACHMENTS

- Shire of Gnowangerup Fraud and Corruption Control Plan

### PURPOSE OF THE REPORT

To advise Council of completion of the Shire of Gnowangerup Fraud and Corruption Control Plan and for Council to adopt the plan.

### COMMENTS

The Shire of Gnowangerup Fraud and Corruption Control Plan has been developed in line with recommendations as per the Office of the Auditor General Report “Fraud Prevention in Local Government” and Australian Standard AS8001-2008 Fraud and Corruption Control.

### CONSULTATION

Office of Auditor General Report “Fraud Prevention in Local Government”  
Australian Standard AS8001-2008 Fraud and Corruption Control.

### LEGAL AND STATUTORY REQUIREMENTS

Australian Standard AS8001-2008 Fraud and Corruption Control.

### PLAN IMPLICATIONS

Adoption of Shire of Gnowangerup Fraud and Corruption Control Plan.

### FINANCIAL IMPLICATIONS

Nil.

### STRATEGIC IMPLICATIONS

Strategic Community Plan  
Theme: A Sustainable and Capable Council  
Objective: Provide accountable and transparent leadership  
Strategic Initiative: Integrate planning, resources and reporting.

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil.



**CONCLUSION**

Staff have developed the Shire of Gnowangerup Fraud and Corruption Control Plan in line with recommendations in the Office of the Auditor General Report “Fraud Prevention in Local Government” and Australian Standard AS8001-2008 Fraud and Corruption Control, therefore adoption of the plan is recommended.

**VOTING REQUIREMENTS**

Simple majority.

**COUNCIL RESOLUTION**

**Moved: Cr C Thomas**

**Seconded: Cr K O’Keeffe**

**0520.52 That Council:**

**Formally adopts the Shire of Gnowangerup Fraud and Corruption Control Plan.**

**UNANIMOUSLY CARRIED: 8/0**



**SHIRE OF GNOWANGERUP**

# **FRAUD AND CORRUPTION CONTROL PLAN**

**May 2020**

## **1. EXECUTIVE SUMMARY**

### **1.1 Introduction**

The Shire of Gnowangerup has a zero tolerance approach to fraud and corruption and will appropriately deal with all allegations and suspected instances of fraud and/or corruption. This includes notifying, reporting or referring any such instances to the appropriate authority for investigation and possible prosecution. The Shire will seek to recover any losses incurred after considering all relevant issues. An employee of the Shire of Gnowangerup (or any other person) may report any matter which that person suspects on reasonable grounds, concerns or may concern serious or minor misconduct.

### **1.2 Definitions**

**Fraud:** an intentional dishonest act or omission done with the purpose of obtaining a financial or other benefit by deception.

**Corruption:** conduct that adversely affects the honest and impartial exercise of official functions, a breach of public trust by public officials and the misuse of public office for private gain.

Fraud and Corruption are interrelated and represent the misuse of public office for private gain.

#### **Examples of Fraud and Corruption**

Fraud and Corruption includes, but is not limited to:

- Theft of Shire plant or equipment, cash or other assets
- Unauthorised use of Shire plant, equipment or materials for private purposes
- Unauthorised disposal of Shire assets
- Misuse of delegations of authority
- Inappropriate claims for allowances
- Claiming unworked time on timesheets
- Theft or misuse of confidential Shire information
- False invoicing (creation of a fictitious invoice claiming payment for goods or services)
- Obtaining benefits by use of a false identity or false qualifications
- Inappropriate solicitation or acceptance of gifts and benefits
- Payment or receipt of secret commissions (bribes)
- Serious conflict of interest involving an Elected Member or employee acting in their own self-interest rather than the interests of the Shire
- Manipulation of the tendering process by favouring one tenderer over another or selectively providing information to tenderers and or Elected Members
- Theft of Shire materials, funds or cash
- Unauthorised use of a Shire corporate credit card.

### **1.3 Statement of attitude to fraud and corruption**

The Shire of Gnowangerup has a zero tolerance for fraudulent activities or corrupt conduct.

The Shire aims to promote an organisational culture that will not tolerate any act of fraud or corruption. This Plan is designed to ensure this principle is put into practice. The prevention of fraud and corruption requires that all Elected Members, Shire staff, volunteers and contractors act ethically, appropriately and in accordance with Council's Code of Conduct.

#### 1.4 Related Policies, Procedures and Plans

- Code of Conduct
- Risk Management Policy
- Related Parties Transactions Policy
- Legislative Compliance Policy
- Internal Control Policy
- Public Interest Disclosures Policy
- Training and Development Policy
- Recruitment and Selection Policy
- Purchasing Policy
- Corporate Credit Card Policy
- Petty Cash and Till Floats Policy.

#### 1.5 Responsibilities - Fraud and Corruption prevention

Person(s)	Responsibilities
<b>Executive Management (CEO and DCEO)</b>	<ul style="list-style-type: none"><li>• Lead by example, maintain strong commitment to controlling the risk of fraud and corruption.</li><li>• Ensure that this Plan and associated policies and procedures are effectively implemented.</li><li>• Ensure that Fraud and Corruption control management activities are effectively implemented.</li><li>• Ensure that Fraud and Corruption control strategies are effectively communicated across the organisation.</li><li>• Ensure that adequate resources are allocated to manage Fraud and Corruption, including training for staff, monitoring, evaluation and reporting.</li><li>• Reporting any matter to the CCC or PSC as appropriate where there is a reasonable suspicion of fraud or corruption.</li></ul>
<b>Managers and Supervisors</b>	<ul style="list-style-type: none"><li>• Lead by example, cultivating a culture within their team that supports high standards of ethical behaviour.</li><li>• Ensure that staff receive appropriate training.</li><li>• Ensuring that the Shire's Fraud and Corruption Plan and all related policies are effectively implemented within their area of responsibility.</li></ul>
<b>All Shire Staff</b>	<ul style="list-style-type: none"><li>• Performing their functions and duties in a professional and ethical manner, with care, diligence, honesty and integrity</li></ul>

	<p>and in accordance with the Shire's Code of Conduct.</p> <ul style="list-style-type: none"> <li>• Completing training in accordance with adopted training schedule.</li> <li>• Reporting Corruption in accordance with this Plan.</li> <li>• Adhering to the Shires policies, procedures, systems and legislative requirements.</li> <li>• Cooperating, participating and maintaining confidentiality in any Fraud and Corruption investigation to the best of their ability and responding to requests with a high priority.</li> </ul>
<b>Elected Members</b>	<ul style="list-style-type: none"> <li>• Performing their civic duties in a professional and ethical manner, with care, diligence, honesty and integrity and in accordance with the Shire's Code of Conduct.</li> <li>• Completing training at induction and ongoing throughout the term of office.</li> <li>• Reporting Conflicts of Interest as required.</li> <li>• Disclosing Fraud and Corruption in accordance with this Plan</li> <li>• Adhering to the Shire policies, procedures and systems which are relevant to Elected Members.</li> <li>• Cooperating, participating and maintaining confidentiality in any matters reported to them on a confidential basis.</li> </ul>
<b>Audit Committee</b>	<ul style="list-style-type: none"> <li>• Oversee the Shire's Fraud Plan and fraud and corruption prevention strategy.</li> <li>• Reviewing the Internal and External Audit Plans annually to ensure they appropriately addresses key Fraud and Corruption risks and that there is appropriate coordination with the external and internal auditors.</li> <li>• Submit recommendations to the Council and CEO to in regard to the Internal and External Audit Plans, reviewing their scope and progress and any significant changes recommended.</li> </ul>

## **2. PLANNING AND RESOURCING**

The Local Government Act 1995 requires that all local governments establish an Audit Committee. The Audit Committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

### **2.1 Fraud and Corruption control and review**

Responsibility for fraud control sits with the CEO, however all staff and elected members are important resources in controlling fraud and corruption.

Adherence to policies and legislative requirements are integral to fraud control within a Local Government.

The Code of Conduct is a key document in delivering sound and ethical culture and the prevention of fraud and corruption throughout the organisation.

When required, external assistance will be engaged (e.g. Auditors, other contractors, State and Federal agencies), to support fraud control and the delivery of this Plan.

Senior staff and elected members shall set examples in regard to exercising and demonstrating high levels of integrity in the execution of their roles and duties.

### **2.2 Appointment of Fraud Control Officer**

The Deputy CEO will act as Fraud Control Officer.

The role of the Fraud Control Officer is to:

- Oversee the implementation and maintain awareness of this Plan throughout the organisation;
- Facilitate regular review of the Plan;
- Facilitate reporting and investigation of suspected fraud, and
- Review and assess the adequacy of internal controls.

### **2.3 External assistance**

Where required, external assistance will be engaged, to support the delivery of any aspect of this Plan.

### **2.4 Internal audit activity in fraud and corruption control**

Under this Plan, the primary responsibility for identification of fraud and corruption rests with senior management, however it is also recognised that internal audit activity can be an effective process in the overall control of fraud and corruption. Due to limited resources, internal audit at the Shire of Gnowangerup is undertaken through adequate separation of duties, job rotation, management of annual leave to ensure that staff take leave and their functions are undertaken by other staff, review of key financial activity and transactions by senior management and overview by the audit committee and Council.

### **3. FRAUD AND CORRUPTION PREVENTION**

#### **3.1 Commitment to an Ethical Culture**

The Shire of Gnowangerup has a commitment to developing and maintaining an ethical culture within the workplace. To achieve this:

- Managers will lead a culture of ethical behaviour in the workplace and ensure adherence to Shire policies, procedures and legislative requirements
- All staff will understand the ethical behaviours expected of them in the workplace
- Guidance material deals with the real-life situations, conflicts, and Fraud and Corruption risks that staff face in their work areas will be provided to all staff
- All staff will receive training in Fraud and Corruption
- A process for capture and recording of Conflicts of Interest will be established and maintained and all staff made aware of the requirements as part of the induction process
- Anonymous reporting options to encourage reporting are provided to all staff
- Regular employee surveys will be conducted around culture and ethics and appropriate actions are taken to address findings and outcomes
- The Shire will employ a workforce committed to ethical conduct
- Appropriate policy will be in place requiring pre-employment screening, relevant to the role and position, for all prospective employees joining the organisation, including checking and enquiring as to confirm any information contained within a resume', including stated qualifications

#### **3.2 Fraud Risk Assessment**

Risk assessments will be undertaken for identified fraud and corruption risks, including:

- Cash
- Attractive Assets
- Confidential information
- Conflicts of Interest
- Accounts Payable
- Payroll
- Procurement
- IT and information security
- Recruitment practices
- Credit Cards.

#### **3.3 Suppliers**

The Shire will undertake Supplier vetting for new and existing suppliers, with minimum checks to include:

- Search of Company Register
- ABN search
- Insurance currency
- Confirmation of bank account details (as per Accounts Payable Procedure).

#### **4. FRAUD AND CORRUPTION DETECTION**

Fraud and corruption detection activities include:

- Post transactional reviews
- Management oversight
- Employee awareness
- Council governance
- Analysis of management reports (budget to actual, trends, under and over-expenditure)
- External Audits
- Regulation 17 Reviews (risk management, internal controls, legislative compliance).

#### **5. REPORTING OF AND RESPONDING TO DETECTED FRAUD AND CORRUPTION**

All Shire staff and elected members are encouraged to report suspected fraudulent or corrupt activity internally or externally as follows -

##### **Internal Reporting:**

A staff member or elected member may report suspected fraudulent or corrupt activity to any of the following:

- CEO
- Deputy CEO
- Corporate Risk Officer
- Manager of Works
- Shire President
- Deputy Shire President

All reports will be responded to in accordance with this Plan and reported externally as appropriate. In addition the Shire may respond in accordance with its own disciplinary action and seek to recover any losses suffered through fraud and/or corruption.

##### **External Reporting:**

##### **Public Interest Disclosures**

The Public Interest Disclosure Act 2003 (PID Act) facilitates the disclosure of public interest information, enabling anyone to make disclosures about improper or unlawful conduct within the State Public Sector, local government and public universities without fear of reprisal. The Public Interest Disclosure Act 2003 also provides protection for those who are the subject of a disclosure. The Shire is committed to the aims and objectives of the PID Act and to creating and sustaining an ethical work environment.

A PID is more than a general complaint or dissatisfaction with a product, service or decision of government. It is also more than a personal grievance that can be resolved by agreement.

A public interest disclosure must relate to wrongdoing, not be trivial and must be made to the right person (being a proper authority). A PID must be managed in accordance with the PID Act and, once made; the person making the disclosure cannot withdraw it.

Further information is available in the guide below:



- [Speaking Out: Guide to Making a Public Interest Disclosures](#)

Individuals that suspect wrong doing are encouraged to contact the nominated Public Interest Disclosure Officer to seek guidance on their disclosure and to lodge completed Public Interest Disclosure forms.

The Shire of Gnowangerup PID Officer is the Deputy CEO.

### **Crime and Corruption Commission (CCC)**

The Corruption, Crime and Misconduct Act 2003 (CCM Act) provides for the establishment and operation of a Corruption and Crime Commission with functions with respect to serious misconduct by public officers, police misconduct and organised crime; and confers on the Public Sector Commissioner functions with respect to minor misconduct by public officers. One of the purposes of the CCM Act is to continuously improve the integrity of, and reduce the incidence of misconduct in, public authorities.

Anyone can report suspected serious misconduct by Western Australian public officers to the CCC. You are able to make an anonymous report of serious misconduct online; however anonymous reports are often difficult to assess.

If you have information that could be useful to the CCC, you can also call via a confidential phone line **Toll Free on 1800 803 186**.

Website: <http://www.ccc.wa.gov.au/>

Email: [info@ccc.wa.gov.au](mailto:info@ccc.wa.gov.au)

### **Public Sector Commission (PSC)**

The Public Sector Commission (PSC) deals with all matters relating to minor misconduct. Their preference is to receive allegations electronically via [PSC's online form](#). This helps the PSC to capture the information they need in your own words and assists in quick processing. The PSC does however suggest calling their **Advisory Service on 08 6552 8888** to speak with a consultant before reporting a matter of minor misconduct.

Website: <http://www.publicsector.wa.gov.au/>

Email: [minormisconduct@psc.wa.gov.au](mailto:minormisconduct@psc.wa.gov.au)

### **Ombudsman Western Australia**

The Ombudsman is an independent officer of Parliament with responsibility to investigate the actions of public authorities including State Government departments, prisons, hospitals, schools and technical colleges, local governments and public universities.

### **WA Police**

Website: <https://www.police.wa.gov.au/Crime/Fraud/How-to-Report-Fraud>

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**12.3 BUY LOCAL POLICY – REGIONAL PRICE PREFERENCE AMENDMENT**

**Location(s):**  
**Proponent:** N/A  
**File Ref:** ADM0175  
**Date of Report:** 8<sup>th</sup> May 2020  
**Business Unit:** Strategy and Governance  
**Officer:** Ian Graham – Deputy CEO  
**Disclosure of Interest:** Nil

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**ATTACHMENTS**

- Amended Shire of Gnowangerup Buy Local Policy – Regional Price Preference (DRAFT)

**PURPOSE OF THE REPORT**

To advise Council of an amendment to the Shire of Gnowangerup Buy Local Policy – Regional Price Preference and for Council to adopt the amended policy.

**COMMENTS**

The Shire of Gnowangerup Buy Local Policy – Regional Price Preference previously applied to businesses or contractors domiciled within the Shire of Gnowangerup. Businesses/contractors were required to meet the following conditions:

- A permanent office in the Shire of Gnowangerup for at least six (6) months prior to bids being sought;
- Permanent staff based in the Shire of Gnowangerup; and
- That bidding and management/delivery of the majority of the quotation/contract outcomes will be carried out from their business location within the Shire of Gnowangerup.

It is apparent that only a limited number of businesses/contractors are resident within the Shire of Gnowangerup. As a result, the opportunity for application of the Buy Local Policy – Regional Price Preference is also very limited.

However, within the Great Southern Region, a much wider base of businesses/contractors that can provide services to the Shire, particularly in road maintenance and construction services, is available. In order to provide utilisation of the Shire of Gnowangerup Buy Local Policy – Regional Price Preference on a regional basis, the Policy has been amended by changing the geographical domicile area from “Shire of Gnowangerup” to “Great Southern Region”.

**CONSULTATION**

Nil

**LEGAL AND STATUTORY REQUIREMENTS**

Local Government (Functions and General) Regulations 1996 – Part 4A Regional Price Preference.

**PLAN IMPLICATIONS**

Adoption of amended Shire of Gnowangerup Buy Local Policy – Regional Price Preference.

**FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

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

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil.

**CONCLUSION**

Staff have amended the Shire of Gnowangerup Buy Local Policy – Regional Price Preference in order to provide for utilisation of the policy on a regional basis to a broader supplier base, therefore adoption of the plan is recommended.

**VOTING REQUIREMENTS**

Simple majority.

**ORIGINAL MOTION**

**Moved: Cr R House**

**Seconded: Cr G Stewart**

**That Council:**

**Formally adopts the amended Shire of Gnowangerup Buy Local Policy – Regional Price Preference.**

**AMENDMENT**

**Cr C Thomas spoke against the Original Motion and requested to change the recommendation to the following:**

**That Council**

- 1. Authorises the CEO to amend the policy by insertion of a Table of Support as an addendum to the policy and include in the table those Shires supported by our Buy Local policy on a reciprocal basis**
- 2. Directs that the table of Support list circumstances in which Buy Local Support is given to businesses in each identified Shire and require that the support given is reciprocated in like terms from the receiving shire.**

- 3. Require a condition of Buy Local Support for Albany based business it include the condition that such support will only be available when competing with other businesses that are based outside of the Great Southern Region.**
- 4. Authorise the CEO to amend the table to reflect and acknowledge any future buy local support received from neighbouring shires and to include such Shires in the Table of Support on a reciprocal basis.**

**Moved: Cr C Thomas**

**Seconded: Cr S Hmeljak**

**After a debate it was decided to withdraw the amendment and vote on the item to be deferred to the next Council Meeting.**

**PROCEDURAL MOTION**

**Moved: Cr K House**

**Seconded: Cr G Stewart**

**0520.53 That Council**

**Withdraws the amendment and defers this item to its Ordinary Council meeting on 24<sup>th</sup> June 2020 item so that staff can review the Shire of Gnowangerup Buy Local Policy.**

**UNANIMOUSLY CARRIED: 8/0**

## 4.9 BUY LOCAL POLICY - REGIONAL PRICE PREFERENCE

<b>Policy Type:</b>	Finance
<b>Date Adopted:</b>	21 December 2016

<b>Policy No:</b>	4.9
<b>Date Last Reviewed:</b>	27 April 2020

<b>Legal (Parent):</b>
1. Local Government (Functions and General) Regulations 1996 – Part 4A Regional Price Preference

<b>Legal (Subsidiary):</b>
1. N/A

<b>Delegation of Authority Applicable</b>	No
<b>Delegation Number</b>	N/A

<b>Staff Procedure Applicable</b>	Yes
<b>Staff Procedure Number</b>	xx

ADOPTED POLICY	
<b>Title:</b>	BUY LOCAL POLICY – REGIONAL PRICE PREFERENCE
<b>Objective:</b>	To seek to maximise the use of competitive local businesses in goods, services and works purchased or contracted by the Shire of Gnowangerup.

### 1.0 Policy Statement

A price preference will apply to all tenders and quotations invited by the Shire of Gnowangerup for the supply of goods and services and constructions (building) services, unless Council resolves that the policy does not apply to a particular tender or quotation.

The following levels of preference will be applied under this policy for local businesses within the Great Southern Region:

Amount of Tender/Quote	Price Preference Discount
\$1 - \$30,000	10%
\$30,001 - \$100,000	5%

**The maximum price reduction allowed is \$5,000.00** (\$100,000 x 5% = \$5,000)

The levels of preference outlined in 2 above, will be applied as a regional business preference:

### 2.0 Regional Price Preference

This preference enables businesses/contractors within the Great Southern Region to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

To qualify as a local business/contractor, a supplier must meet the following conditions:

- A permanent office in the Great Southern Region for at least six (6) months prior to bids being sought;
- Permanent staff based in the Great Southern Region; and
- That bidding and management/delivery of the majority of the quotation/contract outcomes will be carried out from their business location within the Great Southern Region.

The price of the bids from the local businesses/contractors will be reduced (for evaluation purposes only), by the amounts set out in section 1.0 of this policy.

Businesses wishing to claim the above price preference must complete a preference questionnaire/response form that is distributed with each quotation and is also included in the tender documentation. Eligible businesses within the Great Southern Region must clearly state their full business location and postal addresses.

It should be noted that price is only **one** factor to be considered when the Shire of Gnowangerup assesses quotations and tender submissions. Value for money principles will be used to achieve the best possible outcome for funds spent by the Shire. This is achieved by assessing all costs and benefits rather than simply selecting the lowest purchase price. Other factors used in the value for money assessment may include:

- (a) Capacity of the business to deliver the goods or service;
- (b) Timeliness for delivery of goods and services;
- (c) Demonstrated experience and quality delivered by the business in past transactions;
- (d) After sales service ability of the business;
- (e) Other local economic benefits of the transaction;
- (f) Compliance with the Shire's Safety and Risk requirements;
- (g) Ongoing costs associated with the transaction; and
- (h) Contract management risks.

The Regional Price Preference Policy may not apply in the event of an emergency or where time constraints play a major factor in obtaining the goods or services from a local supplier.

### 3.0 Example of the Application of the Regional Price Preference

Consider the following scenarios where two submissions to supply goods or services are received by a local government that has chosen the same regional price preference as that used by the Shire of Gnowangerup.

- Submission 1 is from a local tenderer (as defined by the Council in its policy); and
- Submission 2 is from a metropolitan based firm and uses goods and services sourced from the metropolitan area.

### 3.1 Scenario 1

Submissions Received	Price of Submission	Price Reduction at 10% rate of preference	Adjusted price used for evaluation purposes
Submission 1	\$20,000	\$2,000 (10% of \$20,000)	\$18,000 (i.e. \$30,000 less \$3,000)
Submission 2	\$19,000	No preference applicable	\$19,000

As can be seen from the table, in terms of price, the submission from the local supplier (Submission 1) is the most advantageous once the price preference has been applied.

### 1.2 Scenario 2

Submissions Received	Price of Submission	Price Reduction at 10% rate of preference	Adjusted price used for evaluation purposes
Submission 1	\$50,000	\$2,500 (5% of \$50,000)	\$47,500 (i.e. \$50,000 less \$2,500)
Submission 2	\$48,000	No preference applicable	\$48,000

Again, with the application of the price preference, Submission 1 would be evaluated as providing the lowest price.

### 1.3 Scenario 3

Submissions Received	Price of Submission	Price Reduction at 10% rate of preference	Adjusted price used for evaluation purposes
Submission 1	\$120,000	No preference applicable	\$120,000
Submission 2	\$110,000	No preference applicable	\$110,000

In this scenario, both submissions are over \$100,000 so neither would have a price preference applied. Submission 2, therefore, would be evaluated as providing the lowest price.

## 4.0 Legislative and Strategic Context

In February 2000, the *Local Government (Functions and General) Regulations 1996* were amended to allow non-metropolitan local governments to offer a price preference to regional suppliers when deciding which Quotation/Tender to accept. A price preference can only be applied if a local government authority has adopted a regional price preference policy.

## 5.0 Definitions

**Local business/Contractor** must meet the following conditions:

- A permanent office in the Great Southern Region for at least six (6) months prior to bids being sought.
- Permanent staff based in the Prescribed Area.
- That bidding and management/delivery of the majority of the Contract outcomes will be carried out from their business in the Prescribed Area.

**Prescribed Area:** Great Southern Region.

**Regional Price Preference:** Incentive for businesses/contractors located within the Great Southern Region (Prescribed Area)



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## **12.4 REVISED PURCHASING POLICY**

**Location(s):** N/A  
**Proponent:** N/A  
**File Ref:** ADM0175  
**Date of Report:** 11<sup>th</sup> May 2020  
**Business Unit:** Strategy and Governance  
**Officer:** Ian Graham – Deputy CEO  
**Disclosure of Interest:** Nil

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### ATTACHMENTS

- Revised Shire of Gnowangerup Purchasing Policy

### PURPOSE OF THE REPORT

To advise Council of the completion of a revised Shire of Gnowangerup Purchasing Policy and for Council to adopt the amended policy.

### COMMENTS

Following recent amendments to the Local Government (Functions and General) Regulations 1996 to increase the tender threshold to \$250,000, local governments are required to prepare, adopt and implement a purchasing policy which includes appropriate amendments in relation to the supply of goods and services under \$250,000.

The amendments to the Regulations were gazetted on Friday 8<sup>th</sup> May 2020.

Both the Dept. of Local Government, Sport and Cultural Industries and WALGA were consulted to confirm that the changes to the regulations are permanent. This was confirmed by both organisations.

In revising the Shire of Gnowangerup Purchasing Policy, consideration was given to the detailed and lengthy format of the existing policy. As a result, the existing twelve (12) page policy has been reduced to a four (4) page revised document, with detailed purchasing procedures removed from the policy and incorporated into a new Purchasing Procedure. This results in a simplified and more strategic level policy document.

### CONSULTATION

Dept. of Local Government, Sport and Cultural Industries  
WALGA

### LEGAL AND STATUTORY REQUIREMENTS

Local Government (Functions and General) Regulations 1996 s.11A(1).

### PLAN IMPLICATIONS

Nil.

**FINANCIAL IMPLICATIONS**

Following the gazettal of the amendments to the Local Government (Functions and General) Regulations 1996 to increase the tender threshold to \$250,000, local governments are now able to purchase goods and services up to \$250,000 without going to tender.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Integrate planning, resources and reporting.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil.

**CONCLUSION**

Staff have revised the Shire of Gnowangerup Purchasing Policy in order to comply with the amendments to the Local Government (Functions and General) Regulations 1996 to increase the tender threshold to \$250,000 and to present a strategic level policy, therefore adoption of the revised policy is recommended.

**VOTING REQUIREMENTS**

Simple majority.

**COUNCIL RESOLUTION**

**Moved: Cr K House**

**Seconded: Cr R House**

**0520.54 That Council:**

**Formally adopts the revised Shire of Gnowangerup Purchasing Policy.**

**UNANIMOUSLY CARRIED: 8/0**

## 4.1 PURCHASING POLICY

<b>Policy Type:</b>	Finance
<b>Date Adopted:</b>	22 June 1998

<b>Policy No:</b>	4.1
<b>Date Last Reviewed:</b>	8 May 2020

<b>Legal (Parent):</b>
<ol style="list-style-type: none"> <li>1. Local Government Act 1995</li> <li>2. Local Government (Functions and General) Regulations 1996</li> </ol>

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

<b>Delegation of Authority Applicable</b>	Yes
<b>Delegation Numbers</b>	1.2.5, 1.2.7

<b>Staff Procedure Applicable</b>	Yes
<b>Staff Procedure Number</b>	xx

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

### 1.0 Strategy

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

- Enhance our natural and built environment by purchasing products and services that demonstrate environmental best practice and will reduce negative impacts;

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

## 2.0 Ethics and Integrity

### Code of Conduct

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

## 3.0 Purchasing Procedure

For detailed purchasing procedures, please refer to the Purchasing Procedure.

## 4.0 Purchasing Thresholds

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

Purchase Value Threshold (Ex GST)	Purchasing Requirement
<b>Up to \$5,000 annually</b>	Purchase directly from a supplier using Petty Cash for minor items, a Purchase Order or Corporate Credit Card issued by the Shire, or seek at least one (1) oral or written quotation from a suitable supplier, either from:  an existing panel of pre-qualified suppliers administered by the Shire; or  a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or  from the open market.
<b>Over \$5,000 and up to \$20,000 annually</b>	Seek at least two (2) verbal or written quotations from suppliers following a brief outlining the specified requirement, either from:

Purchase Value Threshold (Ex GST)	Purchasing Requirement
	<p>an existing panel of pre-qualified suppliers administered by the Shire; or</p> <p>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</p> <p>from the open market.</p>
<b>Over \$20,000 and up to \$50,000 annually</b>	<p>Seek at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <p>an existing panel of pre-qualified suppliers administered by the Shire; or</p> <p>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</p> <p>from the open market.</p>
<b>Over \$50,000 and up to \$250,000 (over 3 year period)</b>	<p>Seek at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <p>an existing panel of pre-qualified suppliers administered by the Shire; or</p> <p>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</p> <p>from the open market.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
<b>Over \$250,000 RFT Required</b>	<p><b>1. Tender Exempt arrangements:</b> i.e. WALGA PSA, CUA or other tender exemption under F&amp;G Reg.11(2). This requires at least three (3) written quotes from suppliers under a formal Request for Quotation (RFQ),</p> <p><b>OR</b></p>

Purchase Value Threshold (Ex GST)	Purchasing Requirement
	<b>2. Public Tender:</b> conduct a public Request for Tender (RFT) process in accordance with the <i>Local Government Act 1995</i> and <i>Local Government (Functions and General) Regulations 1996</i> , this Policy and the Shire's tender and purchasing procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.
<b>Emergency Purchases</b>	Refer to Purchasing Procedure.
<b>LGIS Services LG Act 1995 Section 9.58(6)(b)</b>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

## 5.0 Record Keeping

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

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

## 6.0 Application and Quality Assurance

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

Cr M Creagh declared an indirect financial interest in item 12.5 as the proponent is a business competitor of his business in another town.

At its Ordinary Council meeting on 25th March 20 the Council declared Cr M Creagh's interest in this matter as trivial and allowed him in accordance with s5.68 (1) of the Local Government Act 1995 to participate in the discussion and the decision making on the matter

Cr S Hmeljak declared an impartiality interest in item 12.5 as she has a closely associated friendship with the proponent.

Cr R House declared an impartiality interest in item 12.5 as he has a closely associated friendship with the proponent.

Cr G Stewart declared an impartiality interest in item 12.5 as he has a closely associated friendship with the proponent.

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<b>12.5</b>	<b>DISPOSAL OF LOCAL GOVERNMENT RESIDENTIAL PROPERTY</b>
<b>Location(s):</b>	N/A
<b>Proponent:</b>	Zach Walsh
<b>File Ref:</b>	A1260 & A1097
<b>Date of Report:</b>	11 <sup>th</sup> May 2020
<b>Business Unit:</b>	Strategy and Governance
<b>Officer:</b>	Ian Graham – Deputy CEO
<b>Disclosure of Interest:</b>	Nil

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#### ATTACHMENTS

- Tender received from Zach Walsh.

#### PURPOSE OF THE REPORT

For Council to consider the acceptance of a tender for the disposal of the residential house and land situated at 3396-3410 Broomehill-Gnowangerup Road, Gnowangerup WA 6335.

#### COMMENTS

Section 3.58 of the Local Government Act does not specify an approach to disposal of property by public tender and in this respect, it differs significantly from the public tender provisions for the acquisition of goods and services. The Local Government is therefore at liberty to determine the most appropriate method, timeframe, price evaluation etc. associated with the public tender.

The tender for disposal of the residential house and land situated at 3396-3410 Broomehill-Gnowangerup Road, Gnowangerup WA 6335 was advertised in early April 2020 with a closing date and time of 4.00pm (AWST) Friday 8<sup>th</sup> May 2020. One tender was received as at close of tenders.

#### CONSULTATION

WALGA.

**LEGAL AND STATUTORY REQUIREMENTS**

Nil.

**PLAN IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

The Shire will receive \$180,000 (one hundred and eighty thousand dollars) unbudgeted funds from the disposal of the property.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Integrate planning, resources and reporting.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil.

**CONCLUSION**

The recommended tender is considered advantageous to the Shire.

**VOTING REQUIREMENTS**

Absolute majority.

**COUNCIL RESOLUTION**

**Moved: Cr C Thomas**

**Seconded: Cr R House**

**0520.55 That Council:**

- 1. Accepts the tender received from Zach Walsh for the amount of \$180,000 (one hundred and eighty thousand dollars) for the disposal of the residential house and land situated at 3396-3410 Broomehill-Gnowangerup Road, Gnowangerup WA 6335, and**
- 2. Authorises the CEO to arrange settlement through HR Settlements Agents, Albany.**

**CARRIED BY ABSOLUTE MAJORITY: 8/0**



16 April 2020

Attention: Bob Jarvis, Chief Executive Officer

Shire of Gnowangerup  
28 Yougenup Road  
Gnowangerup WA 6335

Dear Bob,

I would like to formally submit an offer on Tender – residential house and land 3396-3410 (Lots 9 and 11), Broomehill-Gnowangerup Road, Gnowangerup, Western Australia 6335.

I am offering \$180,000 for this property. My preferred settlement time would be July/August 2020. This offer is subject to a building/pest inspection being carried out.

If you require any further information please don't hesitate to get in touch. I look forward to hearing from you.

Yours Sincerely

Zach Walsh

Mob: 0447 109 848

Email: zach.walsh@nutrien.com.au

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<b>12.6</b>	<b>NATIONAL REDRESS SCHEME (PARTICIPATION OF WA LOCAL GOVERNMENTS)</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	Department of Local Government, Sport and Cultural Industries
<b>File Ref:</b>	ADM0601
<b>Date of Report:</b>	14 <sup>th</sup> May 2020
<b>Business Unit:</b>	Strategy and Governance
<b>Officer:</b>	Kirsty Buchanan – Community Development Coordinator
<b>Disclosure of Interest:</b>	N/A

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#### ATTACHMENTS

- Local Government Information Paper (February 2020)

#### PURPOSE OF THE REPORT

For the Shire of Gnowangerup to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Gnowangerup to participate in the National Redress Scheme;
- Formally endorse the Shire of Gnowangerup's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received.

#### BACKGROUND

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Gnowangerup) will be required to consider leading practice approaches to child safeguarding separately in the future.

### National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

### Details

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local

government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the State Records Act 2000); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Gnowangerup's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Gnowangerup formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Gnowangerup will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Gnowangerup to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Gnowangerup formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Gnowangerup include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Gnowangerup having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Gnowangerup.

## COMMENTS

Detailed below is a list of considerations for the Shire of Gnowangerup to participate in the Scheme:

### 1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Gnowangerup will receive a Redress application. A Service Agreement will only be executed if the Shire of Gnowangerup receives a Redress application.

Shire of Gnowangerup needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Gnowangerup will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Gnowangerup's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

5. Redress Decisions

The Shire of Gnowangerup should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Gnowangerup do not have any influence on the decision made and there is no right of appeal.

CONSULTATION

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and

- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

#### LEGAL AND STATUTORY REQUIREMENTS

The Shire of Gnowangerup in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

**STRATEGIC IMPLICATIONS**

Nil

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

Primary Strategic Risk Category	Financial Sustainability
Description	Inability to maintain service and infrastructure for the Shire
Residual Risk: (Low, Moderate, High, Extreme)	Moderate
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Unlikely



### IMPACT ON CAPACITY

Council Officers time to complete the relevant requirements and providing the relevant information for the Redress scheme. This includes providing a spreadsheet listing the Shire of Gnowangerup's facilities and services – this information will be loaded into the Scheme database of participating organisations and is used in the Redress application process.

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Should the Shire of Gnowangerup formally decide **not** to participate with the State or in the Scheme altogether, considerations for the local government include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's impending intent to name-and-shame non-participating organisations);
- Potential reputational damage at a State, sector and community level;
- Complete removal of the State's coverage of costs and administrative support, with the local government having full responsibility and liability for any potential claim;
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the local government.

### CONCLUSION

The establishment of a National Redress Scheme (Scheme) was a key recommendation of the Royal Commission to recognise the harm suffered by survivors of institutional child sexual abuse. DLGSC consulted with WA local governments throughout 2019 and early 2020 focusing on raising awareness of the Scheme (including an Information Paper – copy attached) and identifying how participation of the sector may be best approached.

The officer's recommendation includes the Shire of Gnowangerup in the Redress Scheme that provides financial and administrative coverage offered by the State.

### VOTING REQUIREMENTS

Simple Majority

**COUNCIL RESOLUTION**

Moved: Cr S Hmeljak

Seconded: Cr M Creagh

0520.56 That Council:

- 1) Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;
- 2) Notes that the Shire of Gnowangerup will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Gnowangerup makes a specific and formal decision to be included;
- 3) Endorses the participation of the Shire of Gnowangerup in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
- 4) Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;
- 5) Notes that a confidential report will be provided if a Redress application is received by the Shire of Gnowangerup.

**UNANIMOUSLY CARRIED: 8/0**



Department of  
**Local Government, Sport  
and Cultural Industries**

# **National Redress Scheme for Institutional Child Sexual Abuse**

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**Department of Local Government, Sport  
and Cultural Industries**

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Information Paper

3 February 2020

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# 1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

## 2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

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The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

### CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.<sup>1</sup>

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

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<sup>1</sup> Section 111(1)(b).  
Minutes

### 3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

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The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

#### LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

## WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.



## 4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

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Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

## KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

### State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

### Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). \*

\* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

## 5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

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Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

### CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

### APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

### RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

## REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

## MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

## 6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

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In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

# ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at [https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au).
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

## FOR MORE INFORMATION

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# APPENDIX A

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## ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions<sup>2</sup> to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks* (August 2015); *Redress and Civil Litigation* (September 2015) and *Criminal Justice* (August 2017). The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

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<sup>2</sup> \* For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.



## THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
  - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
  - Places emphasis on genuine engagement with and valuing of children;
  - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
  - Creates conditions that increase the likelihood of identifying any harm;
  - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

# APPENDIX B

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## NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au) or the [National Redress Guide](#).

## SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

## TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> <li>No responsibility for local governments.</li> <li>The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.</li> </ul>
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> <li>ACT has no municipalities, and the ACT Government is responsible for local government functions.</li> <li>ACT has therefore not been required to explore the issue of local government participation in the Scheme.</li> </ul>
New South Wales (NSW)	<ul style="list-style-type: none"> <li>In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability.</li> <li>The NSW Office for Local Government is leading communications with local councils about this decision.</li> <li>NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.</li> </ul>
Northern Territory (NT)	<ul style="list-style-type: none"> <li>The NT Government has consulted all of the Territory's local governments, including individually visiting each local government.</li> <li>NT is in the process of amending Territory's declaration of participating institutions to include local governments.</li> </ul>
Queensland	<ul style="list-style-type: none"> <li>Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions.</li> <li>The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.</li> </ul>
South Australia (SA)	<ul style="list-style-type: none"> <li>Local governments are not currently included in the SA Government's declaration</li> <li>The SA Government is still considering its approach to local governments.</li> </ul>
Tasmania	<ul style="list-style-type: none"> <li>Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration.</li> <li>A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.</li> </ul>
Victoria	<ul style="list-style-type: none"> <li>The Victorian Government's declaration includes local governments.</li> <li>The Victorian Government is covering local governments' redress liability.</li> </ul>
Western Australia (WA)	<ul style="list-style-type: none"> <li>The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.</li> </ul>

## TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

## THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

## MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

## EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).



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**12.7 COVID-19 FINANCIAL HARDSHIP POLICY**

**Location(s):** N/A  
**Proponent:** N/A  
**File Ref:** ADM0175  
**Date of Report:** 19<sup>th</sup> May 2020  
**Business Unit:** Strategy and Governance  
**Officer:** Ian Graham – Deputy CEO  
**Disclosure of Interest:** Nil

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**ATTACHMENTS**

- Shire of Gnowangerup COVID-19 Financial Hardship Policy.

**PURPOSE OF THE REPORT**

For Council to consider adopting the new Shire of Gnowangerup COVID-19 Financial Hardship Policy.

**COMMENTS**

Local Governments are being requested by the WA Premier and Minister for Local Government to consider developing a policy to support communities regarding the unprecedented challenges arising from the COVID19 pandemic that may result in financial hardship for local businesses and families during this difficult time. The policy outlines the criteria for applications for financial hardship, which is intended to be flexible in its approach, to consider a range of individual circumstances.

This Policy is intended to ensure that the Shire offers fair, equitable, consistent and dignified support to ratepayers suffering financial hardship. It is a reasonable expectation that those ratepayers with the capacity to pay their rates will continue to do so. The policy is intended to provide rate relief for those ratepayers who are able to provide evidence of financial hardship.

**CONSULTATION**

WALGA

**LEGAL AND STATUTORY REQUIREMENTS**

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

**PLAN IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

The financial impact of adopting the Policy will depend on the level of assistance sought by the Shire's ratepayers. The 2020-21 draft budget will allow for a delay in rates receipts (as opposed to previous years) so that cash flow requirements can be calculated and planned for.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Integrate planning, resources and reporting.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil.

**CONCLUSION**

The Shire of Gnowangerup COVID-19 Financial Hardship Policy has been prepared in order to support our community during the COVID-19 pandemic and in response to the request from the Minister of Local Government for local government to consider developing such a policy. The policy is based on the WALGA template and adoption is therefore recommended.

**VOTING REQUIREMENTS**

Simple majority.

Cr K House left the meeting at 4:39pm and returned at 4:42pm.

**COUNCIL RESOLUTION**

**Moved: Cr S Hmeljak**

**Seconded: Cr C Thomas**

**0520.57 That Council:**

**Formally adopts the Shire of Gnowangerup COVID-19 Financial Hardship Policy.**

**UNANIMOUSLY CARRIED: 8/0**



## COVID-19 FINANCIAL HARDSHIP POLICY

<b>Policy Type:</b>	Governance	<b>Policy No:</b>	4.1
<b>Date Adopted:</b>	XX May 2020	<b>Date Last Reviewed:</b>	

<b>Legal (Parent):</b> <ol style="list-style-type: none"> <li>1. Local Government Act 1995</li> <li>2. Local Government (Financial Management) Regulations 1996</li> </ol>	<b>Legal (Subsidiary):</b>
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<b>Delegation of Authority Applicable</b>	Yes	<b>Staff Procedure Applicable</b>	Yes
<b>Delegation Numbers</b>		<b>Staff Procedure Number</b>	xx

ADOPTED POLICY	
<b>Title:</b>	<b>COVID-19 FINANCIAL HARDSHIP POLICY</b>
<b>Objective:</b>	<p>To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Gnowangerup recognises that these challenges will result in financial hardship for our ratepayers.</p> <p>This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.</p>

### Policy Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

## **Policy Statement**

### **Payment difficulties, hardship and vulnerability<sup>1</sup>**

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Gnowangerup recognises the likelihood that COVID-19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

### **Anticipated Financial Hardship due to COVID19**

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

### **Financial Hardship Criteria**

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income;
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

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<sup>1</sup> Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:**  
<http://www.ombudsman.wa.gov.au/>

## **Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Gnowangerup of any change in circumstance that jeopardises the agreed payment schedule.

## **Interest Charges**

A ratepayer that meets the Financial Hardship Criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67 – Gazetted 8 May 2020).

In the case of severe financial hardship, the Shire of Gnowangerup may consider writing off interest applicable to the Emergency Services Levy and / or interest previously accrued on rates and service charge debts.

## **Deferment of Rates**

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

## **Debt recovery**

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3<sup>rd</sup> due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

### **Review**

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

### **Communication and Confidentiality**

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

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<b>12.8</b>	<b>GRANDFATHERING THE GNOWANGERUP AIRSTRIP</b>
<b>Location:</b>	Gnowangerup Airstrip
<b>Proponent:</b>	N/A
<b>File Ref:</b>	ADM0466
<b>Date of Report:</b>	15 <sup>th</sup> May 2020
<b>Business Unit:</b>	Strategy and Governance
<b>Officer:</b>	Bob Jarvis - Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil

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#### ATTACHMENTS

- Notification of the registration of the Gnowangerup Airstrip
- Notification of the success of the Shire in receiving a grant under the Commonwealth Remote Airstrip Upgrade Program for a grant of 50% for an RNAV (Area Navigation) Instrument Procedure Design for the Gnowangerup Airstrip

#### PURPOSE OF THE REPORT

To seek Council's approval to "grandfather" the status of the Gnowangerup airstrip, now that it has been registered, to avoid costly and unnecessary upgrades to comply with regulations changes anticipated in August 2020.

#### BACKGROUND

At a Special Council Meeting on the 8<sup>th</sup> November 2019, the Council resolved:

- (1) Resolves to make application to the Commonwealth Remote Airstrip Upgrade Program for a grant of 50% for an RNAV (Area Navigation) Instrument Procedure Design for the Gnowangerup Airstrip as quoted by: The Airport Group at a cost of \$44,250 exclusive of GST, and \$11,000 of additional works exclusive of GST by the close of applications on the 12<sup>th</sup> November 2019.*
- (2) Accepts a cash gift of the remaining 50% from the Brethren Community of Gnowangerup.*
- (3) Agrees to make budget provision for annual maintenance of the system referred to in (1) beyond the three year maintenance period included in the quotation, and considers further contributions to maintenance of upgrades to the airport during budget deliberations each year.*
- (4) Acknowledges the following in-kind works to be completed by the Brethren Community.*
  - Manufacture and install the 2 additional windsock towers*
  - Dig the required trenches for power cables to the towers*
  - Clear any scrub that may be necessary to install the towers*
  - Lay the cables, connect the power and backfill trenches*
  - Assist the Shire works team with labour for blackening under the towers (if required)*
  - Install the relevant marker cones under the towers*
  - To host an annual "busy bee" maintenance program at the airstrip facility to ensure that this asset is kept in excellent condition. This would involve the supply of labour and any available machinery at no cost to the*

*Gnowangerup Shire Council. A request may be forthcoming to use some of the Shire's plant that the Brethren Community doesn't have access to – eg. a Roller.*

- (5) Agrees that the Shire will carry out minor works to blacken the ground under the windsocks.*
- (6) If the application is successful, will amend the 2019/2020 budget to reflect the income of grant and cash contribution and the resulting expenditure.*
- (7) Will enter into discussions with the Brethren Community regarding its request for Council to take greater maintenance responsibility for the airstrip in future budgets if the airstrip is registered.*

The report also acknowledged that the Brethren community in Gnowangerup was actively pursuing the Registration of the airstrip.

The Shire was notified that the airstrip was registered in April 2020, and a copy of the Registration document is provided as an attachment.

On the 7<sup>th</sup> of May 2020 the Shire was in receipt of advice from the Civil Aviation Safety Authority (CASA) that:

*...that Gnowangerup may have funding to introduce terminal instrument flight procedures (TIFP) to Runway 12/30. Congratulations on this outcome.*

*The aerodrome was recently registered with the runway as Code 3 non-instrument. The introduction of the TIFP has some impacts to standards applicable to the runway as it will become. It is unclear if the TIFP will be for both ends of the runway or one end only. This matters because of the need to install wind direction indicators near the runway threshold where the runway has a TIFP.*

*The unique period between now and August 2020 presents you with the opportunity to make decisions about your facility that will not be able into the future. For this reason I am writing to you asking for guidance on what you would like to do with the runway. Table 1 and 1a demonstrate the requirements for the existing aerodrome facility as a non-instrument facility. Table 2 and 2a demonstrates the future Code 3 instrument non-precision requirements. The decision is yours to make but there is a little time for that decision. It may be worthwhile touching base with organisations such as the flying doctor service or air ambulance operator to get their views.*

*Please consider that your response must be in CASA's system prior to the introduction of the new MOS on the 13 August 2020. If you choose to grandfather your facility please provide that notification on a council letterhead.*

*Council will also need to consider the need for additional wind direction indicators for day and night operations.*

**Table 1**

Runway: 12/30 Code 3	Current	Manual Standards Aerodromes	of Part Part (Aerodromes) Manual Standards	139 of
Runway width	30	30	30	
Runway strip graded width	90	90	90	
Runway strip overall width	<b>90</b>	90 (Table 6.2-6)	<b>90</b> (Table 6.17(1))	

**Table 1a**

Wind direction indicator	1 x primary		
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**Table 2**

Option	Action	Runway code	Consequence
Option 1	Do nothing	Code 3 (current MOS) (Table 6.2-5)	The commissioning of terminal instrument flight procedures (TIFP) will place the aerodrome into non-compliance. The introduction of TIFP will not provide any ability to grandfather the runway strip width to less than <b>150m</b> .
Option 2	Do nothing	Code 3 (new MOS) (Table 6.17(4))	The runway strip may be grandfathered to 150m only. Any introduction of TIFP from August 2020 could result in the strip width at <b>280m</b> . Exiting buildings and windsock will be in the runway strip.
Option 3	Grandfather to Code 3 instrument non-precision under current MOS	Code 3	The grandfathering of the runway as a non-precision approach runway under the current MOS may be achieved by formal notification from the designer. Overall runway strip width <b>150m</b> .
Option 4	Downgrade to Code 2 under current MOS	Code 2	The overall runway strip for Code 2 instrument non-precision approach is <b>90m</b> . There is no cost to downgrading the runway to Code 2. No impact to aircraft intended to operate to the aerodrome.
Option 5	Downgrade to Code 2 under new MOS (from August)	Code 2	Unless the runway has been otherwise grandfathered, the runway strip is to be widened to <b>140m</b> in width. An exemption to permit the 90m runway strip is possible based on a safety case and a fee. It cannot be guaranteed and exemption will be provided.

**Table 2a**

Wind direction indicator (WDI) Current MOS	1 x primary	1 x secondary at each threshold with a TIFP	A WDI to be provided on the left side of the threshold where a TIFP is published WDI to be illuminated for night operations
Wind direction indicator (WDI) new MOS	1 x primary	1 x secondary at each threshold with a TIFP	A WDI to be provided at the left or right side of the threshold where a TIFP is published WDI to be illuminated for night operations

Mr Clarence Cook provided the following advice to the Shire on the 8<sup>th</sup> of May 2020:

*Gnowangerup Airstrip is now registered as a Code 3 Aerodrome due to its length and width. With the new Manual of Standards to be operative in August it would never ever meet the standard required for a Code 3 GNSS approach due to the runway strip needing to be 150mt or 280mt. Currently the strip is 90mt. dictated by the fence and vegetation. To downgrade to a Code 2 with an instrument approach and “grandfathered” is only technical and no way affects the size of aircraft or any operations in the future. The grandfathering is enduring and brings the airstrip into what is required for the new Manual of Standards.*

The outcome of grandfathering the airstrip prior to the introduction of the new regulations is that the cost of compliance with those regulations is avoided with little or no impact on the airstrip, and is suitable for the introduction of Global Navigation Satellite System (GNSS) Approach Procedures for the airstrip (the system for which the Shire made application for grant funding as a result of its November Special meeting). This was confirmed in a telephone conversation with Mr Hain from CASA on the 11<sup>th</sup> of May 2020. Councillors should note that the Shire has been advised that it has been successful in getting the grant for the GNSS system approach on the 12<sup>th</sup> May 2020, and a copy of that advice is also attached.

Mr Hain (CASA) has advised that the Shire needs to seek grandfathering of the airstrip in writing to CASA as soon as possible but certainly well before the 13<sup>th</sup> August 2020, the date when the new regulations are introduced, and he has provided what he believes to be the appropriate wording for the request to CASA:

### **Runway 12/30 at Gnowangerup Aerodrome**

In accordance with 2.1.2.3A and 12.1.1.2A of the Manual of Standards Part 139- Aerodromes (V 1.14), the Shire of Gnowangerup advise CASA that Runway 12/30 has been grandfathered as a *Code 2 instrument non-precision approach runway*.

The following details are recorded and are up-to-date:

- (i) identification of the facility:  
Runway 12/30 at Gnowangerup Aerodromes
- (ii) date or period when the facility was first introduced:



Gnowangerup Aerodrome became ‘registered’ against the *Civil Aviation Safety Regulations 1998* and associated the on the 28 April 2020 (CASA.ADREG.0145)

- (iii) the Standards with which the facility complies:  
Runway 12/30 was registered as a Code 3 non-instrument runway. The runway was categorised on the (include date) as a Code 2 instrument non-precision runway in accordance with paragraph 6.2.18.1 and Table 6.2-6 of the Manual of Standards Part 139- Aerodromes (V 1.14).
- (iv) details of the plans and timescale for replacing or upgrading the facility  
Runway 12/30 is to be equipped with terminal instrument flight procedures. The existing facility (30m wide runway, 90m wide runway strip) is suitable to support Code 2 instrument non-precision approach operations.

Council ‘grandfathered’ runway 12/30 to paragraph 6.2.18.2 and Table 6.2-6 of the Manual of Standards Part 139- Aerodromes (V 1.14) until such time as the runway is otherwise upgraded.

**6.2.18.2 In the case of a non-precision approach runway, the width of the runway strip, including the fly-over area, must not be less than that given in Table 6.2-6.**

**Table 6.2-6: Runway strip width for non-precision approach runways**

Aerodrome reference code	Overall runway strip width
1 or 2	90 m
3 (where the runway width is 30 m)	150 m
3 or 4 (where the runway width is 45m or more)	300 m

#### COMMENTS

The registration and grandfathering of the runway combined with the approval of the grant for the GNSS Approach system should result in a low cost but significant improvement to the safety of the Gnowangerup airstrip. The CEO has contacted the company that provided the quote for the GNSS Approach system to confirm their quote and availability given the lengthy delay in getting final approval of the grant (more than six months) and once confirmed will complete the grant agreement with the Commonwealth and invoice the Brethren community for its contribution to the project.

#### CONSULTATION

Significant consultation was carried out with users of the runway prior to the submission of the grant, including Royal Flying Doctor Service, the RAAF, St John Ambulance, and the Brethren Community. The RAAF has been in touch with the Shire since the announcement of the registration and grant and congratulated the Shire on reaching these milestones.

#### LEGAL AND STATUTORY REQUIREMENTS

The Shire is bound to comply with CASA’s Manual of Standards for Aerodromes

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The grandfathering of the runway should result in no significant additional financial costs as it avoids major upgrades of the runway to comply with new regulations due in August 2020.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Quality Built Form

Objective: Manage current and future assets and infrastructure.

Strategic Initiative: Continue to improve asset management practices.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Primary Strategic Risk Category	N/A
Description	N/A
Residual Risk: (Low, Moderate, High, Extreme)	N/A
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	N/A
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	N/A

Whilst the project does not easily fit within the Risk Evaluation profile, **there is the potential for reputation damage** to the Shire if the opportunity to make the Airstrip safer for emergency services is not pursued. There is also the added financial risk to the Shire if it chooses not to grandfather the airstrip

IMPACT ON CAPACITY

There will be an ongoing commitment to maintenance of this equipment at the airstrip. The CEO and the Shire will have an increased responsibility for compliance and safety at the airstrip, and the CEO believes that it will be necessary to train and appoint a Shire ARO for the strip to complement the community volunteers to provide a formal involvement in aircraft reporting and movements at the strip. The CEO will be seeking to establish a formal reporting and compliance schedule with the assistance of CASA to ensure that all that is necessary is done to satisfy the obligations of the Shire as the owner of the airstrip.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council could choose not to grandfather the strip but would then be faced with either major runway upgrade costs for compliance, or closing the airstrip.

**CONCLUSION**

The opportunity to preserve the current status of the facility and implement the GNSS Approach system is considered to be the only logical solution if the Shire wishes to have a functioning airstrip without massive costs in upgrades post August 2020.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION**

**Moved: Cr G Stewart**

**Seconded: Cr K O’Keeffe**

**0520.58 That Council:**

- 1. Authorises the CEO to write to the Civil Aviation Safety Authority (CASA) seeking to grandfather the Gnowangerup Airstrip as a Code 2 instrument non-precision approach runway.**
- 2. Notes that it is in receipt of advice that the Gnowangerup Airstrip was registered in April 2020, and that it has been successful in receiving a grant for the Commonwealth Remote Airstrip Upgrade Program for a grant of 50% for an RNAV (Area Navigation) Instrument Procedure Design for the Gnowangerup Airstrip as quoted by: The Airport Group at a cost of \$44,250 exclusive of GST, and \$11,000 of additional works exclusive of GST.**
- 3. Authorises the CEO to complete the grant agreement documentation with the Commonwealth and invoice the Brethren community for its commitment of 50% of the cost of the project.**

**UNANIMOUSLY CARRIED: 8/0**

## Gnowangerup (YGNW) Aerodrome – Aeronautical Data

REQUIRED INFORMATION	FORMAT	REQUIRED	ACCEPTED CODE LIST	DATA
Name of Owner/Operator	[CHAR]	Required		Shire of Gnowangerup
Owner/Operator Contact Details	[CHAR]	Required		Shire of Gnowangerup 28 Yougenup Road Gnowangerup WA 6335 Phone: (08) 9827 1007 Fax: (08) 9827 1377 Email: gnpshire@gnowangerup.wa.gov.au Aerodrome manager: 0439 791 925
Aerodrome Reporting Officer(s) (ARO)	[CHAR]	Required		Ian Seeley Peter Blows Clarence Cook
Aerodrome Name	[CHAR]	Required		Gnowangerup
Aerodrome 'Y' code	[CHAR]	Required		YGNW
Aerodrome Type	[CHAR]	Required		Registered
Collected Data	[CHAR]	Required	Surveyed Declared Calculated	Surveyed
Aerodrome Usage Classification			<b>CERT</b> Certified Aerodrome <b>PUBLIC AVBL</b> all classes of OPS <b>PVT (PRIVATE)</b> – PPR from Facility Operator <b>REG</b> Registered Aerodrome <b>MIL (MILITARY)</b> – PPR for civil OPS class <b>UNCR</b> Uncertified or Unregistered <b>JOINT</b> Civil/Military Aerodrome <b>OTHR</b> Certain Other	REG Registered Aerodrome
State	[CHAR]	Optional	ACT – Australian Capital Territory NSW – New South Wales NT – Northern Territory QLD – Queensland SA – South Australia TAS – Tasmania VIC – Victoria WA –Western Australia	WA –Western Australia
Country	[CHAR]	Optional	AUS – AUSTRALIA	AUS – AUSTRALIA
Horizontal Datum	[CHAR]	Required	WGS-84	WGS-84
ARP Latitude	[LAT]	Required	[S]DD MM SS.SS	33°58'36.73"S
ARP Longitude	[LONG]	Required	[E]DDD MM SS.SS	118° 0'40.06"E
Aerodrome Highest known Elevation	[Integer]	Required	AMSL UOM = FT - Feet	920ft

REQUIRED INFORMATION	FORMAT	REQUIRED	ACCEPTED CODE LIST	DATA
Operating Hours	[CHAR]	Required		24
Aerodrome Obstacle	[CHAR]	Optional		Nil
Aerodrome Obstacle Lighting	[CHAR]	Required	<b>HIOL</b> High Intensity Obstacle Lights (flashing white) <b>MIOL</b> Medium intensity obstacle lights (flashing red) <b>LIOL</b> Low intensity obstacle lights (steady red).	NA
Landing Charges	[CHAR]	Optional		Nil
Rescue and Fire fighting Services	[CHAR]	Optional	CAT 1-10	NA

REQUIRED INFORMATION	FORMAT	REQUIRED	ACCEPTED CODE LIST	DATA
Aerodrome and Approach Lighting	[CHAR]	Required	<b>SDBY PWR AVBL</b> Standby power available <b>ABN</b> Aerodrome Beacon <b>AFRU + PAL (FREQ)</b> Aerodrome Frequency Response Unit plus PAL <b>AL</b> Approach Lights (other than high intensity approach lights) <b>AT-VASIS</b> Abbreviated (Singed Sided) T pattern Visual Approach Slope Indicator System <b>FDL</b> Fixed Distance Lighting <b>HIAL-CAT I</b> High Intensity Approach Lights – CAT I <b>HIAL-CAT II or III</b> High Intensity Approach Lights – CAT II or III <b>HIRL</b> High Intensity Runway Lights (5 or 6 stages of intensity) <b>HSL</b> Hold Short Lights used in conjunction with Land and Hold Short Operations (LAHSO) <b>LIRL</b> Low Intensity Runway Lights (single stage of intensity) <b>MIRL</b> Medium Intensity Runway Lights (three stages of intensity) <b>PAL (FREQ)</b> Pilot Activated Aerodrome Lighting (with dedicated frequency) <b>PAPI</b> PAPI Visual Approach Slope Indicator System <b>PAPI#</b> PAPI commissioned by ground survey (not available to RPT jets). Report any anomalies to AD OPR. <b>PTBL</b> Portable or temporary lights (flares or battery) <b>RCGL</b> Runway Circling Guidance Lights <b>RCLL</b> Runway Centre Line Lights <b>REDL</b> Runway Edge Lights <b>RGL</b> Runway Guard Lights (Alternating Flashing Yellow) <b>RLLS</b> Runway Lead-in Lighting <b>RTIL</b> Runway Threshold Identification Lights (flashing white) <b>RTZL</b> Runway Touchdown Zone Lights <b>SALS</b> Simple Approach Lighting System <b>SFL</b> Sequenced Flashing Lights <b>STWL</b> Stopway Light(s) <b>T –VASIS</b> T pattern Visual Approach Slope Indicator System <b>Taxiways</b> Centreline lights are green and edge lights are blue	Runway LIRL  PAL 120.15Mhz  PAL requires three-second pulses to activate (See INTRO para 23.4)  Runway edge light spacing 90m  Blue taxiway edge lights  No standby power avbl
Remarks	[CHAR]	Optional		Prior permission required for all night operations'

REQUIRED INFORMATION	FORMAT	REQUIRED	ACCEPTED CODE LIST	DATA
Ground Services	[CHAR]	Optional		Nil
Additional Information	[CHAR]	Optional		Nil
Radio Navigation and Landing Aids	[CHAR]	Optional		Nil
Local Traffic Regulations	[CHAR]	Optional		All aircraft are requested to overfly before joining the CCT
Flight Procedures	[CHAR]	Required		Nil
Charts Related to Aerodrome (Type A/B Charts and DAP/WAC)	[CHAR]	Required		WAC 3462

## A.2 Runway

### Runway No 1: 12/30

REQUIRED INFORMATION	FORMAT	REQUIRED	ACCEPTED CODE LIST	DATA
RWY Designation (ID)	[CHAR]	Required		12/30
RWY Surface	[CHAR]	Required	a or A asphalt or bitumen; b or B concrete; c or C other surfaces (always to be qualified by a note)	A
Pavement Type for ACN-PCN Determination	[CHAR]	Required	<b>Pavement type Code</b> Rigid pavement <b>R</b> Flexible pavement <b>F</b>	F
Subgrade Strength Category	[CHAR]		<b>Subgrade strength category Code</b> High strength <b>A</b> Medium strength <b>B</b> Low strength <b>C</b> Ultra low strength <b>D</b>	C
Maximum Tyre Pressure	[Integer]	Required	<i>UOM – Kpa – Kilopascals</i>	1000 Kpa / 145 psi
RWY Length	[Integer]	Required	<i>UOM – M – Metres</i>	1497
RWY Width	[Integer]	Required	<i>UOM – M – Metres</i>	30
RWY Strip Graded Width	[Integer]	Required	<i>UOM – M – Metres</i>	90
RWY Strip Width	[Integer]	Required	<i>UOM – M – Metres</i>	90

### A.3 Runway direction

#### RUNWAY: 12

REQUIRED INFORMATION	FORMAT	REQUIRED	ACCEPTED CODE LIST	DATA
Threshold Latitude / Helipad Latitude	[LAT]	Required	[S]DD MM SS.SS	33°58'28.68"S
Threshold Longitude / Helipad Longitude	[LONG]	Required	[E]DDD MM SS.SS	118° 0'20.20"E
Displaced Threshold Latitude	[LAT]	Not Required	[S]DD MM SS.SS	NA
Displaced Threshold Longitude	[LONG]	Not Required	[E]DDD MM SS.SS	NA
RWY End Latitude	[LAT]	Required	[S]DD MM SS.SS	33°58'54.26"S
RWY End Longitude	[LONG]	Required	[E]DDD MM SS.SS	118° 1'9.88"E
Threshold Elevation	[Integer]	Required	<i>UOM; FT – Feet</i>	920
RWY Slope	[CHAR]	Required		1% down SE
Aerodrome Reference Code – Code Number (CN)	[Integer]	Required	1 - Field length of less than 800M 2 - Field length of 800M up to, but not including, 1200M 3 - Field length of 1200M up to but not including 1800M. 4 - Field length of 1800M and over.	3
TORA (Take-Off run available)	[Integer]	Required	<i>UOM - M - Metres</i>	1497
TODA (Take-Off distance available)	[Integer]	Required	<i>UOM - M - Metres</i>	1557
TODA Gradient	[Integer]	Required		1.61%
ASDA (Accelerate-Stop distance available)	[Integer]	Required	<i>UOM - M - Metres</i>	1497
LDA (Landing distance available)	[Integer]	Required	<i>UOM - M - Metres</i>	1497
STODA – (Supplementary Take-Off distance available)	[Integer]	Optional	1.6 1.9 2.2 2.5 3.3	1553 (1.6)



			5.0 UOM - M - Metres	
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## RUNWAY: 30

REQUIRED INFORMATION	FORMAT	REQUIRED	ACCEPTED CODE LIST	DATA
Threshold Latitude / Helipad Latitude	[LAT]	Required	[S]DD MM SS.SS	33°58'54.26"S
Threshold Longitude / Helipad Longitude	[LONG]	Required	[E]DDD MM SS.SS	118° 1'9.88"E
Displaced Threshold Latitude	[LAT]	Not Required	[S]DD MM SS.SS	NA
Displaced Threshold Longitude	[LONG]	Not Required	[E]DDD MM SS.SS	NA
RWY End Latitude	[LAT]	Required	[S]DD MM SS.SS	33°58'28.68"S
RWY End Longitude	[LONG]	Required	[E]DDD MM SS.SS	118° 0'20.20"E
Threshold Elevation	[Integer]	Required	<i>UOM; FT – Feet</i>	880
RWY Slope	[CHAR]	Required		1% down SE
Aerodrome Reference Code – Code Number (CN)	[Integer]	Required	1 - Field length of less than 800M 2 - Field length of 800M up to, but not including, 1200M 3 - Field length of 1200M up to but not including 1800M. 4 - Field length of 1800M and over.	3
TORA (Take-Off run available)	[Integer]	Required	<i>UOM - M - Metres</i>	1497
TODA (Take-Off distance available)	[Integer]	Required	<i>UOM - M - Metres</i>	1557
TODA Gradient	[Integer]	Required		2.62%
ASDA (Accelerate-Stop distance available)	[Integer]	Required	<i>UOM - M - Metres</i>	1497
LDA (Landing distance available)	[Integer]	Required	<i>UOM - M - Metres</i>	1497
STODA – (Supplementary Take-Off distance available)	[Integer]	Optional	1.6 1.9 2.2 2.5 3.3 5.0 <i>UOM - M - Metres</i>	1378 1448 1504 1550

## APRON No 1

REQUIRED INFORMATION	FORMAT	REQUIRED	ACCEPTED CODE LIST	DATA
Designator				NA
Geometry				33°58'33.31"S / 118° 0'38.18"E 33°58'34.42"S / 118° 0'39.89"E 33°58'35.76"S / 118° 0'38.90"E 33°58'34.92"S / 118° 0'37.05"E
Type (Usage)				Medical General Aviation
Aircraft Restrictions				Max 24m wingspan
Surface Type				Bitumen seal
Strength				PCN 12
Elevation				900

## TAXIWAY

REQUIRED INFORMATION	FORMAT	REQUIRED	ACCEPTED CODE LIST	DATA
Designator				A
Width				15m
Code				B
Geometry				Single taxiway perpendicular off runway to the apron via 90° turn 33°58'35.76"S / 118° 0'35.73"E 33°58'34.03"S / 118° 0'37.03"E 33°58'34.16"S / 118° 0'37.41"E 33°58'33.31"S / 118° 0'38.18"E 33°58'33.25"S / 118° 0'37.34"E 33°58'35.48"S / 118° 0'35.08"E
Bridge				NA
Surface Type				Bitumen seal
Strength				PCN 12
Comments				West side ungraded portion - 7% upward slope from edge graded portion

## SHIRE OF GNOWANGERUP

<b>Name of project</b>	Gnowangerup Aerodrome RNAV Instrument Flight Procedure Design
<b>Maximum grant funding amount</b>	\$27,625
<b>Capped amounts per financial year</b>	<ul style="list-style-type: none"><li>• 2019/20, \$22,100, Australian Dollar</li><li>• 2020/21, \$5,525, Australian Dollar</li></ul>
<b>Grant percentage</b>	Up to 50 per cent
<b>Total eligible project expenditure</b>	\$55,250

Your reference no: RAUPVII000129

### Remote Airstrip Upgrade Program Round 7 - Successful application

Your Remote Airstrip Upgrade Program Round 7 application was successful.

You need to enter into a grant agreement with the Department of Industry, Science, Energy and Resources acting on behalf of the Commonwealth. We will confirm details specific to your project and provide the agreement to you shortly on the [portal](#). You can view a sample grant agreement on the grant opportunity page on [business.gov.au](https://business.gov.au).

We cannot make any grant payments until we execute the grant agreement with you. 'Execute' means both you and the Commonwealth Government accept the grant agreement. You will be responsible for any expenses incurred until we execute the grant agreement. You have 30 days from the date of this email to execute the grant agreement. We may withdraw the offer if both parties do not accept the grant agreement by 12/06/2020.

The grant opportunity guidelines explain when you can start the project. They also explain how we will manage the grant agreement and inform you of your obligations. This includes notifying us immediately if the project or your circumstances change significantly from that described in your application.

A representative authorised to enter into an agreement on behalf of your organisation must accept the grant agreement on the [portal](#). Accepting the agreement on the portal is equivalent to signing a grant agreement.

If you are not authorised to accept the grant agreement, you will need to invite a representative authorised to enter into an agreement on behalf of your organisation as a new participant in the grant application. To invite them to participate you should return to your application on the [portal](#) and select the 'participants' option. Follow the instructions to add a new participant as an Authorised signatory.

Before we can make any payments, we need you to identify the bank account into which we will pay your grant. An Accounts Payable - Supplier Details form used for this purpose is available for you to download from the [portal](#). If you have not already done so, you must complete the form and email it to us at [raup@industry.gov.au](mailto:raup@industry.gov.au). Your grant reference number as required on the form is as above.

For further information or clarification, you can contact your customer service manager, Vin Naidoo on 07 3227 4701 or [raup@industry.gov.au](mailto:raup@industry.gov.au).

**Department of Industry, Science, Energy and Resources**

[business.gov.au](http://business.gov.au) 13 28 46 (8am - 8pm local time, Monday to Friday)

*We acknowledge the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.*

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**12.9 SUPERLOOP GROUND LEASE HEAD OF AGREEMENT**

**Location(s):** N/A  
**Proponent:** N/A  
**File Ref:** ADM0421  
**Date of Report:** 20<sup>th</sup> May 2020  
**Business Unit:** Strategy and Governance  
**Officer:** Ian Graham – Deputy CEO  
**Disclosure of Interest:** Nil

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**ATTACHMENTS**

- Head of Agreement for Ground Lease (DRAFT)

**PURPOSE OF THE REPORT**

For Council to consider agreeing to the terms of a draft Head of Agreement for a Ground Lease with Superloop (Australia) Pty Ltd at the Shire Depot for the purpose of constructing and maintaining a new 25m communications tower for the Digital Farms internet service.

**COMMENTS**

Superloop has approached the Shire to discuss the possibility of erecting a new tower at the Shire Depot as part of the required infrastructure for the Digital Farms (new high-speed internet service) project. Superloop have advised that the existing towers at the Depot are not suitable for the equipment required and that they will need to be removed (subject to a demolition licence). Superloop will cover all costs associated with demolition and removal of the existing two towers.

The proposed lease will be exempt from the requirements of s.136 of the Planning and Development Act 2005 as the lease term is less than twenty (20) years.

The proposed lease is also an exempt disposition (s.30. Local Government (Functions and General) Regulations 1996) as the value of the land is less than \$5,000 and the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee.

A lease will be prepared following acceptance of the draft Head of Agreement.

**CONSULTATION**

Nil.

**LEGAL AND STATUTORY REQUIREMENTS**

Local Government Act 1995 s.3.58  
Local Government (Functions and General) Regulations 1996  
Planning and Development Act 2005

**PLAN IMPLICATIONS**

Demolition of the existing two (2) towers will require a demolition licence and construction of the new 25m tower will be subject to planning approval.

**FINANCIAL IMPLICATIONS**

Legal costs for review of lease if required.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Integrate planning, resources and reporting.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil.

**CONCLUSION**

The Shire of Gnowangerup.

**VOTING REQUIREMENTS**

Simple majority.

**COUNCIL RESOLUTION**

**Moved: Cr G Stewart**

**Seconded: Cr K House**

**0520.59 That Council:**

- 1. Agrees to the terms of the draft Head of Agreement with Superloop (Australia) Pty Ltd for an initial term of five (5) years with a further five (5) year option, and**
- 2. Authorises the CEO to seek approval for the proposed lease from the Minister for Lands, and**
- 3. Subject to receiving approval from the Minister for Lands, authorises the CEO and Shire President to sign the lease under the Shire seal.**

**UNANIMOUSLY CARRIED: 8/0**



## HEADS OF AGREEMENT FOR INSTALLATION (Rev2.0)

..... (Physical address to be confirmed).

Superloop (Australia) Pty Ltd offers to enter into a sub-lease with Gnowangerup Council (To be confirmed) under the terms and conditions outlined below for the purposes of installing and maintaining telecommunications equipment:

Lessee	<p>Superloop (Australia) Pty Ltd ABN 86 602 286 608- (Superloop)</p> <p>Level 1, 545 Queen Street</p> <p>Brisbane, QLD 4000</p> <p>Ph: (07) 3905 2400</p> <p>Fax: (07) 3088 7398</p> <p>Email: notices@superloop.com</p>
Lessor	Gnowangerup Council (TBC)
Lessor's Representative	
Facility	<p>The leased area will measure approximately 4x5m as agreed by the parties (TBC) (Superloop Area).</p> <p>Superloop will, at its own cost, decommission the two existing 23m structures owned by the Lessor in the Superloop Area and install a new tri faced 25m tower, 1x outdoor cabinet, any associated cabling, conduit, and radio equipment. Superloop will have exclusive use of the Superloop Area.</p> <p>Final design approval is subject to full plans being lodged and Superloop seeking BA approvals from the Lessor's planner.</p> <p>Superloop acknowledge that at the end of the term, that if the Shire does not wish to retain the 25m tower, Superloop will decommission and remove the tower at its own cost.</p>

Site(s)	Detailed design to be provided by Superloop.
Access to Site	<p>Superloop will provide the Lessor with 48 hours' prior notice for general access, maintenance and inspection purposes (no crane required) during normal business hours.</p> <p>In an emergency, including outages, immediate access 24/7 is required.</p> <p>The Lessor may enter the Superloop Area at all reasonable times and after reasonable notice accompanied by a representative of Superloop (except in the case of any emergency) for the purposes of inspecting, repairing, altering or renewing any of the Lessor's equipment without interfering with Superloop's Equipment.</p> <p>Where an antenna array is required to be powered down, the Lessor must provide Superloop a minimum of 7 working days' notice so that arrangements can be made to power off the required Equipment. (The Lease will expand each parties Responsibilities and liabilities).</p>
Permitted Use	<p>Installation, inspection, maintenance, construction, excavation, replacement, repair, renewal, alteration, upgrade, cleaning, operation, access to and from the Superloop Area on the Land in accordance with the Lease including the exercise of any rights as set out in the <i>Telecommunications Act 1997</i>.</p> <p>Superloop can sub lease to third party re access/install within the Superloop Area with the Lessor's prior consent (not to be unreasonably withheld).</p> <p>Exception- The Lessor may relocate one Omni/Array onto the structure if required on the basis it does not interfere with the operations and or maintenance of the Superloop Radio Equipment and the Superloop Area.</p>
Term	5 Years
Option(s)	A further option of 5 years- Automatic renewal. (90 day prior notice if option not to be taken up).
Commencement Date	The date on which Superloop notifies the Lessor in writing that the local authority has issued the required development or building approval with conditions acceptable to the Superloop in

	<p>relation to the construction of the Facility in the Superloop Area, should such development approval be required, or</p> <p>a date as agreed by the parties prior to installation of the Equipment such as execution of the full sub Lease, whichever is earlier.</p>
Lease Fee/Rent Commencement Date	Lease Fee/Rent Commencement Date.
Lease Fee/Rent	\$10 per annum.
Annual Increases	NA
Payment of Licence Fee/Rent	Initial Term of 5 years is to be paid in advance by Superloop. Payment will be made by EFT deposit directly into the Lessor's nominated account, upon provision of a valid tax invoice.
Legal & Other Costs	<p>Each party will bear their own legal costs for the preparation and review/execution of the lease. The Lessor will provide the template (base) document.</p> <p>*Note- Proposed Transfer of ownership of the tower, excluding all other Superloop Equipment, at the cessation of the lease from Superloop to Council at a nominal rate. Superloop acknowledge that at the end of the term, that if the Shire does not wish to retain the 25m tower, Superloop will decommission and remove the tower at its own cost.</p>
Documentation	The Lease Agreement will contain the Lease document, Annexure (A) (Construction, footing Drawings/Site plan) Rev 1.0 and Annexure (B) (Lease Plan).
GST	Unless otherwise stated, all amounts quoted in this Heads of Agreement are exclusive of GST.
Australian Standards	Superloop will install and operate the Facility in the Superloop Area in accordance with the relevant Australian Standards, Regulations and Building Codes.
Insurance	<p>The insurance arrangements applicable to this transaction will be referred to in the Lease document.</p> <p>The requirement for Public Liability is \$20m.</p>

Easement for Services	If the local power authority requires an easement to be registered on title, the Lessor will do whatever is necessary to procure the registration of a volumetric easement on title.
Lessor/Licencee Requirements	<p>This offer is subject to:</p> <ul style="list-style-type: none"> <li>• Superloop Board approval; and</li> <li>• Superloop obtaining approval from any statutory authority or other relevant authority to enter into the sub lease and maintain the Facility.</li> </ul>
Planning Authority Approvals	It is acknowledged that the construction of the Facility will require the submission of a Building Application to the relevant statutory authority and the Lessor will notify CASA of the proposed tower swap-out. In the event Superloop seek a future tower extension, Superloop will seek CASA approvals directly.
Electricity	Superloop will, at its own cost, provide and install a private (check) meter readable by the Lessor. Electricity consumption amounts is to be invoiced (at cost) by the Lessor annually and paid by Superloop.
Other	<p>Superloop may not assign (except to a related Body Corporate), sub-lease or share part with possession of the Superloop Area or rights in the lease without the Lessor's prior consent not to unreasonably withheld.</p> <p>Superloop will nominate specific Lease Area (Annexure (B) around the proposed mast and ODU attached to the lease.</p>

**Signed by Lessor**

.....

Date...../...../.....

**Signed by Superloop (Australia) Pty Ltd**

.....

Date...../...../.....

Annexure A- Preliminary Design (As Builts) Rev1.0

Annexure B- Proposed Lease Plan

DRAFT

### 13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT

#### 13.1 BUSH FIRE BRIGADES ADVISORY COMMITTEE (BFBAC) & PROPOSED FIREBREAK ORDER 2020-2021

<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	Fire Advisory Committee
<b>File Ref:</b>	ADM0147
<b>Date of Report:</b>	7 <sup>th</sup> May 2020
<b>Business Unit:</b>	Corporate Services & Community Development
<b>Officer:</b>	Anrie van Zyl – BFB Administrator
<b>Disclosure of Interest:</b>	Nil

#### ATTACHMENTS

- Proposed 2020/2021 Firebreak Order

#### PURPOSE OF THE REPORT

Presented for Council consideration is the 2020-2021 Firebreak Order as proposed by the Shire of Gnowangerup Bush Fire Advisory Committee. Council are also to endorse the appointments of Fire Control Officers as below.

#### BACKGROUND

Due to the current Covid-19 Pandemic and restrictions imposed in relation to social distancing measures, the Shire of Gnowangerup Fire Advisory Committee was unable to hold its Annual General Meeting in April 2020. On advice received from the DFES District Officer - Great Southern Region, current office bearers were asked to remain in their current positions for an additional twelve (12) months as the current social distancing measures may continue for quite some time. All current office bearers were in favour of this agreement.

#### COMMENTS

The Firebreak Order 2020-2021 will be sent to landowners with the annual rate mail out. This year will be the same format as last year which includes the map of each shire division to clarify where the boundaries lie to avoid confusion.

#### **Council to endorse the appointment of the following positions for an additional twelve (12) months:**

Chief Fire Control Officer:	Darren Baum
Deputy Fire Control Officer 1:	Jeremey Bailey
Deputy Fire Control Officer 2:	Bill O’Keeffe
Fire Weather Officer:	Owen Gaze
Communications Officer:	Wayne Davis
Base Radio Officer:	John Campbell

#### CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Shire of Gnowangerup Bush Fire Advisory Committee

**LEGAL AND STATUTORY REQUIREMENTS**

*Section 33 of the Bush Fire Act 1954*

*Bush Fires Act 1954*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

The cost of producing the Firebreak Order Booklet which has been allowed for in the budget.

**STRATEGIC IMPLICATIONS**

Nil

**IMPACT ON CAPACITY**

Nil

**RISK MANAGEMENT CONSIDERATIONS**

Nil

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil

**CONCLUSION**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION**

**Moved: Cr G Stewart**

**Seconded: Cr M Creagh**

**0520.60      That Council:**

- 1) Adopts the 2020-2021 Firebreak Order as presented.**
- 2) Endorses the following appointments by the Shire of Gnowangerup Bush Fire Advisory Committee for an additional twelve (12) months for the 2020-2021 Fire Season:**

<b>Chief Bush Fire Control Officer:</b>	<b>Darren Baum</b>
<b>Deputy Chief Fire Control Officer 1:</b>	<b>Jeremy Bailey</b>
<b>Deputy Chief Fire Control Officer 2:</b>	<b>Bill O’Keeffe</b>
<b>Fire Weather Control Officer:</b>	<b>Owen Gaze</b>
<b>Communications Officer:</b>	<b>Wayne Davis</b>
<b>Base Radio Operator:</b>	<b>John Campbell</b>

**UNANIMOUSLY CARRIED: 8/0**

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

**FIREBREAK ORDER**

**2020-2021**

*Bush Fires Act 1954 – Section 33*

**FIREBREAKS**

**MUST BE INSTALLED ON ALL PROPERTIES WITHIN THE SHIRE BY  
15 OCTOBER, 2020  
AND MAINTAINED CLEAR OF ALL FLAMMABLE MATERIAL  
UP TO AND INCLUDING 31 MAY, 2021**

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

**RESTRICTED BURNING PERIOD**

**15 OCTOBER – 31 OCTOBER 2020**

**17 FEBRUARY – 30 MAY 2021**

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

**PROHIBITED BURNING PERIOD**

**\* NO BURNING ALLOWED \***

**1 NOVEMBER, 2020 - 16 FEBRUARY, 2021 (inclusive)**

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

IN CASE OF FIRE - FOR ALL EMERGENCIES PHONE 000 -	
PLEASE REPORT ALL RURAL FIRES TO: Base Operator	9828 9067
Shire of Gnowangerup Office	9827 1007
Police (Gnowangerup)	9827 2800
Harvest Ban/Vehicle Movement Hotline	9827 1711



## FIREBREAK INFORMATION

### RURAL (FARM) PROPERTIES

- **EXTERNAL BOUNDARIES**

- Firebreaks of not less than **3 metres** must be constructed along and within 20 metres of all external boundaries of your property.
- Firebreaks to the above requirements must also be constructed along boundaries adjoining a public road or creek line.

*Maximum area allowed with a single perimeter firebreak must not exceed 400ha in size.*

- **BUILDINGS/STRUCTURES/FUEL STORAGE**

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

- **PRIOR TO BURNING (permit requirement)**

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

### RURAL RESIDENTIAL

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

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

## FIREBREAK INFORMATION

### URBAN PROPERTIES

#### TOWNSITE PROPERTIES - 2000M2 OR LESS

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

#### TOWNSITE PROPERTIES - LARGER THAN 2000M2

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

### PLANTATIONS

***All plantations with in the Shire of Gnowangerup are to comply with the “FESA Guidelines for Plantation Fire Protection” 2011. A copy of this is located on the Shire of Gnowangerup’s website [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au)***

## FIREBREAK OFFENDERS AND PENALTIES

- ❖ It is the responsibility of the owner/occupier to ensure compliance with the 2020/2021 Firebreak Order -  
**FAILURE TO DO SO MAY PLACE PROPERTY INSURANCE AT RISK.**
- ❖ Failure to comply with the requirements of the firebreak order may result in a FINE OF UP TO \$5000.
- ❖ In addition, the Shire of Gnowangerup may arrange for the required work to be carried out at the cost of the owner/occupier.

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

### ❖ CATEGORY 1

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

### ❖ CATEGORY 2

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

**NO burning is permitted on a "Very High" or "Above" forecast.**

A category 1 offender in the past automatically becomes Category 2.

Penalty – 21 days' notice given to comply.

### ❖ CATEGORY 3

A category 2 offender in the past automatically becomes Category 3.

Penalty – Immediate prosecution by council plus costs for Council having to put in firebreaks.

## HARVEST INFORMATION

### HARVEST BAN / VEHICLE MOVEMENT HOTLINE

**9827 1711**

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

### NO HARVESTING WHEN A BAN IS IMPOSED

### HARVEST BAN IN PLACE FOR CHRISTMAS DAY

## HARVESTING/VEHICLE MOVEMENT IN PADDOCK BAN

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

## GRAIN STORAGE FACILITY

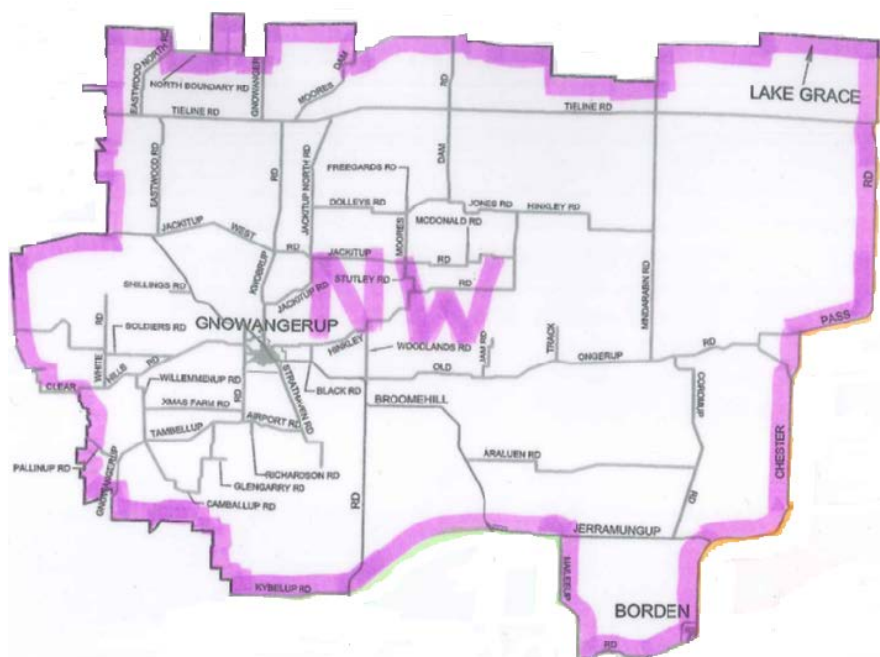
All property owners can have access to a registered grain storage facility during a harvesting/vehicle movement ban provided the area is cleared of inflammable material of at least fifty (50) metres radius, to enable grain to be carted.

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

## HARVEST INFORMATION

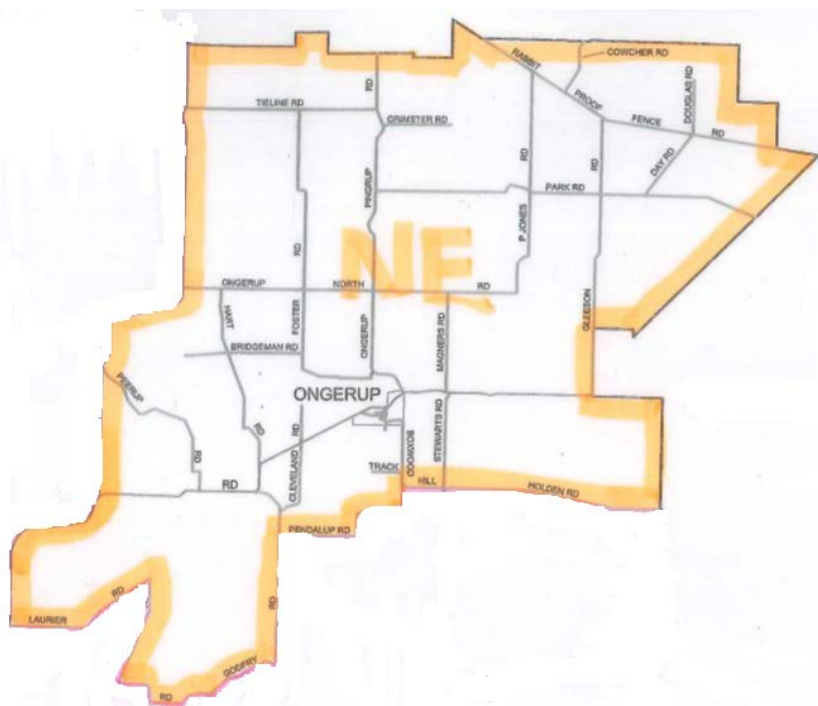
### HARVEST/VEHICLE MOVEMENT/FIRE BANS

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



#### Northwest Section

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



#### Northeast Section

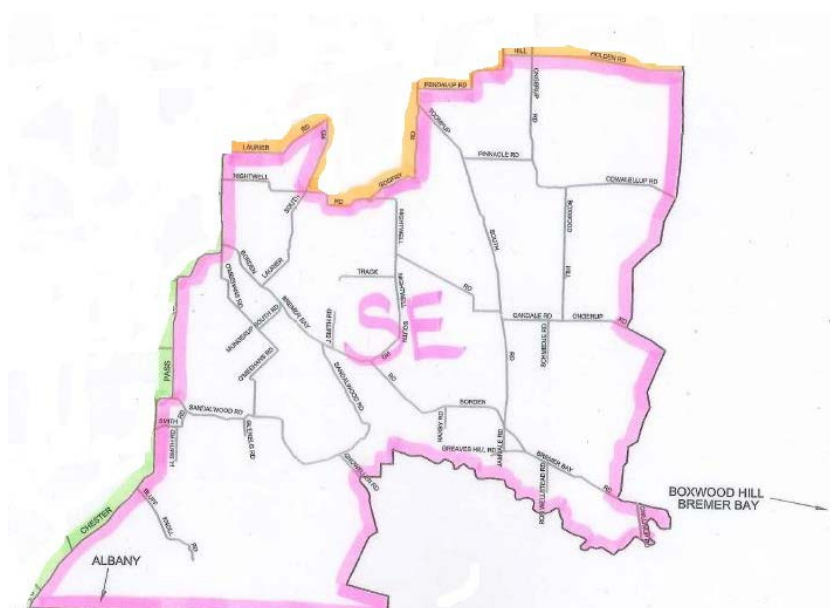
Bounded by the Chester Pass Road from the northern boundary of the Shire to Laurier Road, along Godfrey Road, Toompup South Road, Pendelup Road, Boxwood/Ongerup Road along Holden Road to the eastern boundary of the Shire.

## HARVEST/VEHICLE MOVEMENT/FIRE BAN SHIRE DIVISIONS



### Southwest Section

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



### Southeast Section

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

## **PROHIBITED/RESTRICTED BURNING REGULATIONS**

### **USE OF MACHINERY**

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

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

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

#### **TRACK RAKING & SIMILAR OPERATIONS**

- During the Prohibited & Restricted Burning Period, track raking and similar operations are not permitted unless permission is granted by a Fire Control Officer.
- On days for which the fire danger is forecast by the Bureau of Meteorology in Perth, in respect of the locality where the operations are to take place, is “Very High” or “above”, track raking and similar operations are not permitted unless permission is granted by a Fire Control Officer.
- In the Restricted and Prohibited burning times fire-fighting equipment must be available in the immediate area of the track raking, or similar operations. Such firefighting equipment must meet the minimum standard currently required by the Local Government for harvesting operations.
- Track raking and similar operations include the dragging of a heavy chain (or other implements) by one or two tractors, bulldozers or graders for the reduction of bush/vegetation height, or for the clearing of bush, and grading, or mechanical rock picking operations.

#### **RYEGRASS TOXICITY BURNING DURING PROHIBITED PERIOD**

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

#### **BURNING TO COLLECT CLOVER DURING PROHIBITED BURNING PERIOD**

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



## PERMIT TO BURN: RESTRICTED BURNING PERIOD

**DURING THE RESTRICTED BURNING PERIOD LANDHOLDERS MUST OBTAIN A PERMIT TO BURN FROM THEIR NEAREST FIRE CONTROL OFFICER (FCO)**  
(refer to the listing on back page)

### CONDITIONS OF A “PERMIT TO BURN”

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

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

### INSTRUCTIONS: ATTENDING A FIRE

- ENSURE YOU ARE WEARING YOUR PROTECTIVE CLOTHING OR EQUIVALENT (long pants and shirts, boots and goggles/glasses – please contact your local Bushfire Brigade to obtain a firefighting uniform prior to the fire season).
- REGISTER/RADIO IN TO YOUR LOCAL FIRE CONTROL OFFICER SO THAT HE CAN GUIDE YOU WHERE TO GO. UHF 5
- IF YOUR LOCAL FIRE CONTROL OFFICER IS NOT IN ATTENDANCE, THEN RADIO THE NEXT CLOSEST FIRE CONTROL OFFICER AND SO ON.
- FROM THE MOMENT YOU ARRIVE, YOU ARE UNDER THE INSTRUCTION OF THE FIRE CONTROL OFFICERS.
- PLEASE LISTEN TO INSTRUCTIONS – THEY ARE FOR YOUR OWN SAFETY.

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



## FIRE CONTROL OFFICERS 2020-21

<b>CHIEF FIRE CONTROL OFFICER:</b>	DARREN BAUM	0427 471 015
<b>Deputy Chief Fire Control Officer 1:</b>	JEREMY BAILEY	0427 824 739
<b>Deputy Chief Fire Control Officer 2:</b>	BILL O'KEEFFE	0428 273 522
<b>Fire Weather Officers:</b>	OWEN GAZE	0428 273 523
<b>Communications Officer:</b>	WAYNE DAVIS	0427 603 113
<b>BASE OPERATOR:</b>	JOHN CAMPBELL	0428 289 007

### Fire Control Officers

TITLE	NAME	PHONE	MOBILE	CALL SIGN
Captain	Paul Nicholas	9827 1594	0427 387 690	Gnowangerup 1
	Brad Kiddle	9827 1880	0428 271 353	Gnowangerup 2
	Bill O'Keeffe	9827 3503	0428 273 522	Gnowangerup
	Scott Hemley	9828 5036	0428 436 539	Gnowangerup 4
	Wayne Pech	9827 1035	0428 428 124	Gnowangerup 5
	Richard House	9827 1565	0428 271 565	Gnowangerup 6
	Brandon Wise		0467 271 075	Gnowangerup 7
	Shane Kingston	9827 1490	0429 101 706	Gnowangerup 8
	Ernie Stutley		0427 271 215	Gnowangerup 9
	Tom McInerney		0429 876 016	Gnowangerup 10
<b>ONGERUP</b>				
Captain	Ernie Jaekel	9828 2121	0428 282 121	Ongerup 1
	Greg Hyde	9835 3047	0428 353 047	Ongerup 2
	John Harding	9828 2173	0428 282 173	Ongerup 3
	Mick Creagh		0427 641 044	Ongerup 4
	Gerald Slee	9828 2013	0428 282 013	Ongerup 5
	Rick Carpenter		0428 544 970	Ongerup 6
	Travis Hawkins		0427 716 895	Ongerup 7
	Graeme Savage	9828 2212	0428 282 101	Ongerup 8
	Brenden O'Neill	9828 2195	0427 282 195	Ongerup 9
	Greg O'Neill	9828 5048	0437 285 049	Ongerup 10
	Darren Baum	9828 7888	0427 471 015	Ongerup
<b>BORDEN</b>				
Captain	Wayne Davis	9827 6060	0427 603 113	Borden 1
	Jeremy Bailey	9827 9283	0427 824 739	Borden
	Paul Richardson	9827 9232	0447 279 232	Borden 3
	Owen Gaze	9827 3523	0428 273 523	Borden 4
	Jeremy Hitsert	9827 6043	0428 276 043	Borden 5
	Jason Stone	9828 1035	0427 998 398	Borden 6
	Chris Stone	9828 1018	0427 281 018	Borden 7
	Brendan Barrows	9828 1113	0428 281 113	Borden 8
	Tim O'Meehan	9827 9296	0428 279 296	Borden 9
	John Campbell		0428 289 007	Borden 10
	Graham Moir	9827 9274	0429 103 938	Borden 11
	Piet Van-Zyl		0498 339 925	Borden 12
Shire President	Fiona Gaze	9827 3523	0428 273 526	
DFES Albany	Murray Hatton	9845 5000	0427 002 704	
Harvest Ban / Vehicle Movement Hotline		9827 1711		

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<b>13.2</b>	<b>GREAT SOUTHERN REGIONAL TRAILS MASTERPLAN (GSRTMP)</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	Great Southern Centre for Outdoor Recreational Excellence (GSCORE)
<b>File Ref:</b>	ADM0012
<b>Date of Report:</b>	14 <sup>th</sup> May 2020
<b>Business Unit:</b>	Corporate Services & Community Development
<b>Officer:</b>	Kirsty Buchanan – Community Development Coordinator
<b>Disclosure of Interest:</b>	Nil

---

#### ATTACHMENTS

- Great Southern Regional Trails Masterplan

#### PURPOSE OF THE REPORT

Council's endorsement of the Great Southern Regional Trails Masterplan produced by the Great Southern Centre for Outdoor Recreational Excellence.

#### BACKGROUND

The plan has been developed in partnership with all eleven local governments in the Great Southern region – Albany, Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet, and Woodanilling and has involved consultation with the adjoining Shire of Manjimup. The plan has the support of the Department of Biodiversity, Conservation and Attractions (DBCA), the Department of Local Government, Sport and Cultural Industries (DLGSC), and the Great Southern Development Commission (GSDC).

The RTMP is identified as a priority project in both the Great Southern Outdoor Recreation Strategy 2019-2021, and the Great Southern Regional Sport and Recreation Plan (2018). It supports the key objectives of the Western Australian Strategic Trails Blueprint to develop a state-wide network of sustainable trails, facilities and associated infrastructure; to raise the recreational and tourism profile of Western Australian trails; and to develop a diverse revenue stream to ensure economic sustainability.

This plan aims to establish the Great Southern as a World-Class Trails Destination.

To achieve this vision, trail development needs to focus on creating remarkable and accessible trail experiences, improving existing trails, building associated infrastructure, and developing a comprehensive marketing strategy.

To address the gaps in current trail supply, this plan identifies three trail development opportunities:

- (i) create new trail experiences;
- (ii) develop trail linkages; and
- (iii) enhance or upgrade existing trail networks.

### COMMENTS

The Great Southern Regional Trails Master Plan (RTMP) identifies a coherent and clearly outlined program of trail infrastructure development across the Great Southern region over a ten-year period (2019-2029). The Master Plan focuses on a range of trail experiences suited to different user groups, including user needs for trail-related products and services, across the Great Southern.

The RTMP focuses on active leisure trails, which involve an outdoor recreation element. This includes terrestrial trails (walking/hiking, trail running, cycling, mountain biking, and adventure bike riding) as well as aquatic trails (paddling a canoe, kayak, or stand-up paddleboard, and snorkelling/diving). It includes a drive trail which link together a series of 'active nodes', as well as heritage and cultural trails.

Key outcomes:

- A ten-year program of infrastructure delivery across the Great Southern region, providing a long-term view that allows for budget planning between the State and respective local governments;
- Concept plans for prioritised infrastructure projects;
- Structures for management and maintenance for the proposed infrastructure.

### CONSULTATION

The proposed priority trails were identified through a rigorous assessment process that involved extensive consultation with communities and stakeholder groups across the Great Southern. A multi-criteria assessment tool was used to identify which trail proposals should be prioritised for development (see Section 3). This plan recommends the construction of twelve new regional priority trails or trail networks; and enhancements to two existing nationally significant trails that require urgent maintenance. In combination with the proposed trail linkages and improvements, these new trails will provide a diverse range of iconic trail experiences for hiking, cycling and paddling.

### LEGAL AND STATUTORY REQUIREMENTS

Nil

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Service agreement with Great Southern Centre for Outdoor Recreation Excellence (GSCORE) that includes an investment of \$5,000 for 2020-2021 financial year will allow them to extend the Trails Project Coordinator employment contract to 30 June 2021, and complete the scope of works for the Recreation Circuit and implement the Regional Trails Marketing and Wayfinding Strategy.

### STRATEGIC IMPLICATIONS

Nil

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

Nil

**IMPACT ON CAPACITY**

Council Officer's time to complete the relevant requirements and providing the relevant information for trails included in the Great Southern Trails Masterplan. Possible Council Officer's time when trail ideas are implemented to assist with the planning and construction.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil

**CONCLUSION**

The Shire of Gnowangerup endorsing the Great Southern Regional Masterplan will ensure they have the requirements to build new trails within our shire and upgrade existing trails. We will be included in the regional trail plans that have been identified in this plan.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION**

**Moved: Cr K O'Keeffe**

**Seconded: Cr K House**

**0520.61 That Council:**

- 1. Notes the consultation undertaken and information provided by the Great Southern Centre for Outdoor Recreation Excellence for the Great Southern Regional Trails Masterplan;**
- 2. Endorses the participation of the Shire of Gnowangerup in the Great Southern Regional Trails Masterplan.**

**UNANIMOUSLY CARRIED: 8/0**

# Great Southern Regional Trails

## **MASTER PLAN**

### 2020-2029





## DISCLAIMER

This document has been published by the Great Southern Centre for Outdoor Recreation Excellence (GSCORE). The Great Southern Regional Trails Master Plan (RTMP) does not purport to be advice and is provided as a high-level planning document. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that GSCORE, its employees and agents are not liable for any damage or loss whatsoever which may occur because of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances. Some information may become superseded through changes in the community, evolving technology and industry practices.

The trail projects identified in the RTMP are based on existing information available from local and state agencies, community organisations and not-for-profit groups. Estimates of infrastructure, timeframes and costs are indicative only. Projects may be subject to review and change to meet new circumstances. Projects identified in the RTMP should not be taken as a commitment by stakeholders to fund these projects. Unless otherwise indicated, public funding of projects is not confirmed.

## ACKNOWLEDGMENT

GSCORE gratefully acknowledges the funding support of the Australian Government's Building Better Regions Fund, Lotterywest and regional partners in funding the development of the Great Southern Regional Trails Master Plan.



## FUNDING PARTNERS



Department of  
**Local Government, Sport and Cultural Industries**  
**Biodiversity, Conservation and Attractions**



This document has been prepared by GSCORE on behalf of the following regional stakeholders – City of Albany, the Shires of Broomehill-Tambellup, Cranbrook, Denmark, Gnawangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet, and Woodanilling; the Department of Biodiversity, Conservation and Attractions (DBCA); the Department of Local Government, Sport and Cultural Industries (DLGSI); and the Great Southern Development Commission (GSDC).

GSCORE acknowledges all those who have contributed their time and expertise towards the development of the Great Southern Regional Trails Master Plan; members of the Stakeholder Reference Group: Susan Kay, Samantha Stevens, Jacqui Freeman, Sandra Maciejewski, Pam Hull, Peter Northover, Samantha O'Neill, Cary Green, Damian Schwarzbach, Julia Scriven, Kirsty Buchanan, Charmaine Solomon, Craig Pursey, Sam Davis, Jenny Cristinelli, Michelle Bamess, Zahra Shirazee, Anthony Middleton, Emily Hills, Andrus Budrikis, Sue Dowson, Kerstin Stender, Mike Shephard, Luke Coney, Tim Foley, Chris Stewart, Chris Thompson, Francois Sauzier, Jessica Ngeh, Jessica van der Waag, Liz Jack, Benita Cattalini, David Steytler, Lester Coyne, Robbie Miniter, Emily Hardie, Peter Grigg, Simon Lyas, Karen Herlihy, Peter Twigg; and Project Management Executive Group; the following consultants – Px2, Vicki Winfield and Associates, Common Ground Trails, May Carter, Ecotones and Associates, Maren Heckel, Synergy Graphics, Graphic As Design; and University of Western Australia student interns – Sonja Pascho, Trent Moss, Ben Maisey Kyle-Little, and Fiona Chan. Sections of this report draw on the Great Southern Experiences Master Tourism Trails Project (2016) developed by the GSDC.

We recognise and value the heritage, culture and spiritual connection of Noongar people with the lands and waterways on which outdoor recreation takes place.

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## ACRONYMS

- ASW** - Australia's South West
- ASCTI** - Amazing South Coast Tourism Incorporated
- ATHRA** - Australian Trail Horse Riders Association
- ATHS** - City of Albany Trails Hub Strategy
- DMO** - Destination Marketing Organisation
- DOT** - Department of Transport
- DBCA** - Department of Biodiversity, Conservation and Attractions
- DLGSC** - Department of Local Government, Sport and Cultural Industries
- GSCORE** - Great Southern Centre for Outdoor Recreation Excellence
- GSDC** - Great Southern Development Commission
- GST** - Great Southern Treasures
- GSTRC** - Great Southern Treasures Recreation Circuit
- GSTRG** - Great Southern Trails Reference Group
- IMBA** - International Mountain Bicycling Association
- LGA** - Local Government Authority
- MCA** - Multi-criteria assessment tool
- MTB** - Mountain bike
- RTMP** - Great Southern Regional Trails Master Plan
- SO1-SO5** - The Sea/Open Water Grading System NSW
- SWALSC** - South West Aboriginal Land and Sea Council
- TDP** - Trails Development Process



## EXECUTIVE SUMMARY

The Great Southern Regional Trail Master Plan (RTMP) provides a coherent and clearly outlined program of trail infrastructure development across the Great Southern region over a ten-year period (2020-2029). It has been developed to guide decisions about the management of, and investment in, trails and provides a vision of what the trail network across the Great Southern will look like in the future.

This plan has been developed in partnership with all eleven local governments in the Great Southern region – Albany, Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet, and Woodanilling and has involved consultation with the adjoining Shire of Manjimup. The plan has the support of the Department of Biodiversity, Conservation and Attractions (DBCA), the Department of Local Government, Sport and Cultural Industries (DLGSC), and the Great Southern Development Commission (GSDC).

The RTMP is identified as a priority project in both the Great Southern Outdoor Recreation Strategy 2019-2021, and the Great Southern Regional Sport and Recreation Plan (2018). It supports the key objectives of the Western Australian Strategic Trails Blueprint to develop a state-wide network of sustainable trails, facilities and associated infrastructure; to raise the recreational and tourism profile of Western Australian trails; and to develop a diverse revenue stream to ensure economic sustainability.

This plan aims to establish the Great Southern as a World-Class Trails Destination.

To achieve this vision, trail development needs to focus on creating remarkable and accessible trail experiences, improving existing trails, building associated infrastructure, and developing a comprehensive marketing strategy.

To address the gaps in current trail supply, this plan identifies three trail development opportunities:

- (i) create new trail experiences;
- (ii) develop trail linkages; and
- (iii) enhance or upgrade existing trail networks.

### VISION STATEMENT

By 2030, the Great Southern Region will provide a diverse range of quality trail experiences that showcase the region's unique landscapes, biodiversity, geology, Aboriginal culture and settler heritage.

The trail network will be built to a high standard and managed on a sustainable basis to enhance environmental and educational outcomes.

Trail experiences will be highly valued by local communities who regularly use them for recreation.

They will also attract intrastate, interstate and international visitors, leading to improved health, wellbeing and economic outcomes for the region's people and places.



Some of the trail proposals described in this plan are flagged as "Priority Trails". These trails or trail networks are integral to achieving the region's vision of becoming a world-class trails destination. They should be incorporated into local and state government planning documents as projects of regional importance that require prioritised funding. Other trail proposals included in this plan – including trail linkages and other trail enhancements – are important but are of lower priority. They provide 'value-added' trail experiences for residents and visitors and should be incorporated into local trail plans and implemented as and when funding is available.



The proposed priority trails were identified through a rigorous assessment process that involved extensive consultation with communities and stakeholder groups across the Great Southern. A multi-criteria assessment tool was used to identify which trail proposals should be prioritised for development (see Section 3). This plan recommends the construction of twelve new regional priority trails or trail networks; and enhancements to two existing nationally significant trails that require urgent maintenance. In combination with the proposed trail linkages and improvements, these new trails will provide a diverse range of iconic trail experiences for hiking, cycling and paddling.





The Priority Trail proposals are listed below according to the anticipated timeframe for construction and are sorted by activity type (hiking, cycling, and paddling). They are not ranked by order of priority. The timeframe for the delivery of these projects is based on a combination of factors, including the need to undertake detailed environmental and heritage assessments as well as additional community consultation, the need for complex land tenure negotiations with land owners and managers, and the need to secure funding for construction.

## ! PROPOSED PRIORITY TRAILS

TIMEFRAME	PROPOSED PRIORITY TRAIL OR TRAIL NETWORK	TRAIL TYPE
 <b>SHORT</b> 1-2 Years	Tower Hill MTB Trails Walpole and Nornalup Inlets Marine Park Paddle Experience Great Southern Treasures Recreation Circuit Bald Head Walk Trail Albany Heritage Park Mounts Trail Corridor Link	

TIMEFRAME	PROPOSED PRIORITY TRAIL OR TRAIL NETWORK	TRAIL TYPE
 <b>MEDIUM</b> 3-5 Years	Greens Pool to Lights Beach Coastal Hiking Trail Albany's Historic Whaling Station to The Gap Coastal Hiking Trail Albany Heritage Park Stage 2 Poikeclerup MTB Trails Mt Hallowell MTB Trails Porongurup MTB Trails Munda Biddi Trail Realignments	

TIMEFRAME	PROPOSED PRIORITY TRAIL OR TRAIL NETWORK	TRAIL TYPE
 <b>LONG</b> 6-10 Years	Albany to Whaling Station Dual-use Trail Grain Train Rail Trails Stirling Range Valleys Cycle Touring Trail	

### TRAIL TYPE



Hiking



Cycling/Mountain biking



Paddling

To achieve the vision outlined in this master plan, it is essential that an effective implementation strategy is adopted. Given the range of stakeholders involved in delivering the priority trail proposals, it is important that these roles and responsibilities are clearly understood and projects are delivered to a high standard. The following recommendations provide an implementation strategy to achieve the vision outlined in this master plan. The strategies are aligned with each of the agreed objectives (see Section 2) and have been prioritised over a five-year timeframe. Specific actions and agency responsibilities aligned with these strategies are included as Appendix 4.

1



### **Integrated Planning & Management**

Adopt a strategic and coordinated approach to trail planning, management and maintenance through key stakeholder collaboration and prioritised and targeted investment.

2



### **Sustainable & Accessible Trail Network**

Develop, upgrade and maintain a network of high-quality trails and facilities that deliver outstanding experiences to a wide range of trail users and activity types.

3



### **Promote the Visitor Experience**

Encourage strong local community and visitor participation in recreational trail activities through effective promotion and marketing of the region's trails.

4



### **Community and Economic Development Opportunities**

Capitalise on the opportunities presented by a well-designed trails network for health, environmental, cultural, economic and liveability benefits.

The Great Southern Regional Trails Master Plan is the product of a strong partnership between local and state government, and reflects the aspirations of diverse trail user groups, community organisations and businesses. Progressively implementing these projects over the next decade will ensure that the Great Southern achieves its potential as a nationally recognised trail destination.





# Great Southern Regional Trails

MASTER PLAN

## SECTION 1 INTRODUCTION AND BACKGROUND



# INTRODUCTION AND BACKGROUND

Trails are pathways or routes that are used for recreation, tourism and appreciation of natural and cultural values. Trails may be short or long; be part of a trail network or a single journey; be used for one activity or be shared by several different trail activities; be primarily used by local residents or form a visitor attraction; be purpose-built paths or routes designated by signage and information.

## WHAT ARE TRAIL EXPERIENCES?

Active leisure trails may be terrestrial (e.g. hiking, walking, running, mountain biking, cycling, equestrian) or aquatic (e.g. paddling, snorkelling, diving). They can also involve the use of motorised transport where a vehicle is the primary means of experiencing the natural environment (e.g. trail bikes) or where it provides a means to access recreation sites (e.g. 4WD, on-road vehicles).

Many trail experiences include a focus on local culture, heritage, and produce (e.g. arts trails, food and wine trails). Trails may form part of a designated and sanctioned trail network or can be informal (and in some cases unsanctioned by land managers). They can be linear or looped and may be standalone or linked to trail centres and towns. Trails are categorised according to an agreed classification system and standard (i.e. grades). These standards are specific to each trail type (e.g. walking) and are not interchangeable (see Appendix 1).

## WHY IS THE MASTER PLAN NEEDED?

The Western Australian Strategic Trails Blueprint 2017–2021<sup>1</sup> is a high-level strategic planning document produced by the Western Australian state government to guide future investment and ensure planning consistency and sustainable trails development across the State<sup>1</sup>. It recognises the role that trails play in encouraging participation in outdoor recreation and driving economic growth through nature-based and adventure tourism. The Blueprint recommends the development of regional trails master plans as critical planning tools for all tiers of government.

There has been relatively little local level planning to meet the growing demand from residents for the construction of trails and trail networks within the Great Southern. Except for the City of Albany, which is implementing its Trails Hub Strategy, none of the other local governments in the Great Southern have current local Trails Master Plans or equivalent documents. However, the need for trails master planning is listed as a priority in the Great Southern Regional Sport and Recreation Plan and is documented in several local government community or recreation plans.

While there are currently few formal trails plans in place, some local governments have trails committees or project groups. The City of Albany has a Trails Project Control Group overseeing the implementation of the Albany Trail Hub Strategy, as well as project-specific working groups for individual trails/reserves. The Shire of Jerramungup has a Bremer Bay Trails committee which has active aspirations for new projects that align with the RTMP. The Shire of Plantagenet recently formed a trails working group which has undertaken a review of its local trails master plan. It is recognised that seven of the region's eleven local government areas (LGAs) have population bases below 2000 residents and struggle to commit capital and human resource towards trail planning and development. It is anticipated that this master plan will prove to be a valuable resource to all local governments across the Great Southern region.

<sup>1</sup> Western Australian Strategic Trails Blueprint 2017–2020, Department of Sport and Recreation, page 18.

## HOW WAS THE MASTER PLAN DEVELOPED?

The Great Southern Centre for Outdoor Recreation Excellence (GSCORE) developed this plan in partnership with all regional stakeholders. In undertaking this work, GSCORE employed the Trail Development Process (TDP). The TDP was developed by the Department of Biodiversity, Conservation and Attractions (DBCA) and the Department of Local Government, Sport and Cultural Industries (DLGSC) in partnership with international trail specialists, key stakeholders, and the trail community<sup>2</sup>. This planning process provides guidelines to assist land managers, trail professionals and trail groups to develop and manage trails sustainably, and maximise environmental, social and economic benefits.

Integration of TDP guidelines into this plan and all future planning will ensure that trails are a recreational asset to the Great Southern community, not a liability. The guidelines are an important resource and tool for land managers, trail professionals and trail groups, providing guidance and a consistent development approach to trails across Western Australia.

The Trail Development Process involves eight stages (see Figure 1 below) and encompasses a constant evaluation, review and improvement process as trails are being developed, maintained, extended or renewed.

Figure 1: Trail Development Process

STAGE	OUTCOME	
1. Trail Proposal	A trail development proposal is either supported in principle by the land manager/owner, or not supported (due to environmental, social, cultural or other constraints). The purpose of a proposal could be to identify potential suitable areas for consideration.	DESKTOP
2. Framework	A project outline developed by the steering group (stakeholders), including: project objectives, project management model, stakeholders, roles, target market, requirements, execution, and ongoing management model.	
3. Site Assessment	Broad-scale study of the area and identification of opportunities, constraints and characteristics such as soil types, vegetation etc.	
4. Concept Planning	Identification of opportunities and conceptual trail plan, including broad trail corridors and infrastructure requirements.	
5. Corridor Evaluation	Detailed assessment of trail corridors for use in determining the final trail alignment.	FIELD
6. Detailed Design	Detailed trail design and alignments physically flagged in the field. Includes detail on the trail classifications, technical trail features, construction methods and specifications.	
7. Construction	Trail constructed in line with the Detailed Design.	
8. Management	Management plan implemented detailing maintenance and monitoring requirements.	

In developing the RTMP, GSCORE and associated consultants undertook an extensive community consultation process that involved landowners, land managers, local governments, the regional development commission, Aboriginal communities and individuals, tourism organisations, peak recreational bodies, user groups, and the broader community. The main data collection techniques were face-to-face workshops, meetings with stakeholder groups, and an online survey.

The consultation revealed widespread support from the public and local governments for trail development, see RTMP Background Report.<sup>3</sup>

Development of sustainable trails that are valued and supported by local government and local communities is imperative to the long-term success of the RTMP. With that aim in mind, the following planning principles were endorsed by the project partners.

<sup>2</sup> Trails Development Series: Part A – Trail Development Process: <https://www.dpaw.wa.gov.au/management/trails>

<sup>3</sup> Great Southern Regional Trails Master Plan (RTMP) Background Report - June 2019 (hereafter RTMP Background Report)

# PLANNING PRINCIPLES

## PRINCIPLES

## IMPLICATIONS FOR PLANNING



Attract visitors from outside the region



Nationally & regionally significant trails



Provide community and economic development for traditional custodians of the land



Build sustainable and safe trails

The project will adopt the sustainable trail design principles in the WA Trail Development Process



Work in partnership with Noongar communities to identify opportunities for training, employment, cultural interpretation and Noongar language or dual naming of trails



Cater to different user groups and abilities

Include a range of different trail activities, grades and styles.



Enable health and wellbeing benefits for local communities



Develop community-based easy grade trails



Disperse visitors across the region

Identify trail projects across the entire region



Showcase and protect our unique landscapes and biodiversity



Build experiences around our unique points of difference and provide interpretation and education

Build partnerships across LGA boundaries and with local communities



Identify projects that cross boundaries and engage communities



Keep visitors in the region for longer

Provide a coherent and exciting array of experiences



Collaborate not compete



Put the user experience first

These principles have guided key decision-making for the plan.



# Great Southern Regional Trails

MASTER PLAN

## SECTION 2 SITUATION ANALYSIS



# SITUATION ANALYSIS

Trail users are increasingly seeking authentic, exciting outdoor experiences. Successful trail destinations such as Tasmania and New Zealand attract visitors seeking adventure, wilderness, and experiences that provide a sense of discovery and personal achievement. Creating attractive experiences requires consideration of:



Successful trail destinations contain a range of different landscapes, experiences, trail lengths, classifications and style (linear, loop) within an array of trail towns, trail centres, and trail networks which provide the necessary services such as information, accommodation, infrastructure and complementary activities. They also provide opportunities for residents to recreate and enjoy improved health and wellbeing outcomes.

## HOW WE COMPARE TO ESTABLISHED TRAIL DESTINATIONS

Australia has a diverse range of landscapes and trail opportunities are being developed in every State. The popularity of active leisure, individual fitness and outdoor recreation activities is increasing, and trail-based activities are recognised as central to tourism growth in many regions across the country.

**Tasmania** is the best-known trails destination within Australia, with five of the twelve 'Great Walks of Australia' located in that state. With the opening of the Three Capes Walk in 2015, the number of tourists visiting Tasmania for overnight bushwalks grew by almost 70%. The Cape to Cape Walk Track in Margaret River is the only Western Australian trail included as a Great Walk. In the Great Southern region, the section of the Bibbulmun Track from Walpole to Albany is often recognised as one of the best sections of this extensive internationally recognised trail. With improved marketing and increased support services, this section of the track has the potential to elevate the status of the Great Southern as a hiking destination.

**Tasmania** is also becoming recognised as an international mountain biking destination, with Blue Derby and Maydena being the most well-known

locations. More than 40,000 people visited Tasmania to participate in mountain biking and cycling in 2018/2019. **Closer to home**, established and emerging mountain biking facilities can be found in Margaret River, Perth Hills, Nannup, Pemberton, Dwellingup and Collie. Elevation is a key component of many popular mountain biking destinations, and the numerous mountains and hills of the Great Southern region provide an exceptional advantage when compared to other areas across Western Australia. The unique opportunity to establish mountain bike trails where elevation reaches between 240-300 metres in various locations, has the potential to reap a significant return on investment for the region.

The landscapes of the **Great Southern** region offer a range of marketable experiences, equal to, or exceeding those sought in other destinations across the country. The region is internationally recognised as a biodiversity hotspot famous for its unique and endemic species. The diversity of flora and fauna, rich cultural heritage, dramatic coastline and mountain ranges are major drawcards. Visitors to Western Australia are drawn to its natural beauty, with almost 90% of holiday makers experiencing 'amazing natural landscapes or national parks'<sup>4</sup>.

<sup>4</sup> Understanding Repeat Visitation to Western Australia, Tourism Research Australia, March 2018.

## ANALYSIS OF OUR CURRENT TRAIL OFFERING

An audit of existing and planned trails in each LGA across the region shows that the Great Southern region has many tracks and trails (Table 1). However, because most of these have been developed in isolation from each other, the region lacks a coherent trail offering. There is a high concentration of trails close to coastal areas, while inland areas, despite having natural attractions including parks and reserves, are very poorly served by trail infrastructure. Throughout the region there are many informal trails used primarily by residents.

**Walking** is relatively well catered for with a variety of grades available, although most-accessible trails suitable for the leisure market are concentrated in the Lower Great Southern. Several shires in the central and northern parts of the region have heritage trails and town walks, though most are not well marketed or known outside of the local area. There are very few looped trails, and most of these are short town walks.

There is a significant lack of sanctioned **mountain bike** trails and although there are a number of informal road cycling routes, there are very few recognised cycle trails. A lack of infrastructure and marketing limits use of the river systems, lakes, inlets and harbours for paddling. Except for motocross facilities, there are no designated areas specifically for trail bike riders, and there are only two designated bridle trails used almost exclusively by local riders.

In addition to significant gaps in trail supply, the region also lacks consistent **trail signage**. There is no comprehensive source of information about the region-wide trail offering, and there are few physical and/or promotional linkages between trails. There are a diversity of trail construction and maintenance standards, funding sources and governance arrangements, and there are currently no recognised trail towns (hubs), trail centres, or trail networks.

Analysis of current trail offerings has enabled better understanding of **current gaps** in trail provision, and opportunities for future trail development.<sup>5</sup> In brief, while there are many trails throughout the region, there are significant gaps in the types of trails and trail experiences available. This includes a gap in trails which highlight Noongar heritage and culture. This could be addressed by engaging with the Noongar community to integrate culture and creative expression in each of the trail proposals.

The current trail supply is insufficient to meet the needs of both residents and visitors. Apart from the two iconic, long distance trails (Bibbulmun Track and Munda Biddi Trail) there are few trail products that appeal to a broad market and attract mass visitation. This plan examines these gaps and identifies opportunities and priorities for development.

<sup>5</sup> The RTMP Background Report provides an overview of the current trail networks in the region and an understanding of the social, health, economic, and environmental benefits of trails.

Table 1: Existing sanctioned trails in the Great Southern (as at 31 May 2019)

TRAIL TYPE	NUMBER OF TRAILS	TOTAL DISTANCE (KM)
Hike	91	194
Hike (long distance)	2	179
Mountain Bike (MTB)	1	1.3
Dual-use (hike and cycle)	18	103
Off road cycle touring	2	243
Paddle	10	81
Dive/snorkel	2	0.6
Equestrian/bridle	2	84
<b>TOTAL TRAILS</b>	<b>128</b>	<b>886</b>



## WHAT IS NEEDED TO ADDRESS THESE GAPS?

To create a nationally significant trail destination, development needs to focus on creating remarkable and accessible visitor experiences, improving trails, infrastructure and marketing. To address these gaps, this plan identifies three trail development opportunities:

- (i) create new trail experiences;
- (ii) develop trail linkages; and
- (iii) enhance or upgrade existing trail networks.

The aims, planning requirements and level of investment associated with each of these approaches are outlined in Table 2. These approaches inform the specific trail plans contained in Section 4.

The Great Southern region has the opportunity to maximise and market trail use, with the diversity of trail experiences and landscapes providing a compelling destination to visit.

With a focus on unique biodiversity and Aboriginal culture and heritage, visitors and locals will be enticed to explore the different values and experiences. It is expected that repeat visitation and length of stay will increase as a result.

Table 2: Approach to trail development: aims, planning and investment

APPROACH	AIM	PLANNING REQUIRED	INVESTMENT
<b>CREATE new trail experiences</b>	<p>Develop trails to meet unmet and emerging demand.</p> <p>Develop and market new trail experiences to suit target markets.</p>	<p>Integrate planning across multiple tenures, approvals from several land managers, detailed concept designs for development of different trails experiences, and services, branding and signage.</p> <p>Management and maintenance model is required at the planning stage.</p>	<p>High cost for planning, design and construction.</p> <p>Ongoing maintenance costs should also be factored into initial planning.</p> <p>Need to leverage funding from all tiers of government.</p>
<b>DEVELOP trail linkages</b>	<p>Develop trails linkages to maximise use of existing trail networks.</p> <p>Extend trails to create links between existing routes and town centres.</p>	<p>Coordinated planning approach to develop and establish links with existing routes.</p> <p>May require new trail infrastructure such as new trails, signage, interpretation or mapping; or improvements to road connectivity.</p>	<p>Low cost where trails already exist. Relatively low cost for installation of new signage, mapping and interpretation.</p> <p>Higher costs associated with new trail construction and installation of other infrastructure.</p>
<b>ENHANCE existing trails</b>	<p>Enhance and/or upgrade existing designated trails and/or upgrade informal recreational trails to create new trail experiences and improve access for different user groups.</p>	<p>Enhance access by improving trail surface or assistance infrastructure (steps, handholds, etc.) where possible.</p> <p>Upgrade trail infrastructure and improve signage, interpretation and mapping.</p> <p>Close or rehabilitate unsanctioned/informal trails.</p>	



# Great Southern Regional Trails MASTER PLAN

## SECTION 3 IDENTIFYING REGIONAL OPPORTUNITIES





## IDENTIFYING REGIONAL OPPORTUNITIES

The goal of the RTMP is to establish an array of trail towns, trail centres, and trail networks that cater to different trail user groups. To achieve this vision, the plan draws on the trail model outlined in the Western Australian Strategic Trails Blueprint. A trail model defines how a trail or set of trails can be developed and applied to a population centre or an individual site. Trail models heavily influence all parts of trail planning, design, construction and management (see Appendix 2).

Successful and sustainable trails require a strategic planning approach that ensures appropriate trail models and trail types are developed in appropriate locations.

### HOW WERE PRIORITY TRAIL PROJECTS IDENTIFIED?

The following trail prioritisation process was used to identify regional trail development opportunities within the Great Southern. The criteria used are described in Table 3. The following sections describe these criteria in further detail.

Table 3: Trail prioritisation process

CATEGORY	DESCRIPTION OF PRIORITISATION CRITERIA
<b>1 Market Potential</b>	Activity markets are categorised as high, medium or low potential. Factors assessed: <b>size</b> of current market (how many people currently visit); <b>existing catchment</b> (where do visitors come from); <b>visitation trends</b> (what will attract visitors now and into the future); and <b>potential</b> for market growth (will trail development attract new markets).
<b>2 Destination Significance</b>	Destination locations are categorised as having national, regional or local significance. Factors assessed include: <b>connectivity</b> (population demographics and proximity); <b>scope</b> (available land); <b>character</b> (setting and landscape appeal); <b>profile</b> (existing services); and <b>desirability</b> (user demand)
<b>3 Destination Opportunity</b>	Destination locations are identified as having excellent, good, average, or low opportunity based on the location's relative importance and uniqueness. Factors assessed include: <b>tenure; access; value</b> (landscape); <b>quality</b> (landscape); and <b>diversity</b> (trail type).
<b>4 Destination Deliverability</b>	Destination locations are identified as having long, medium or short-term deliverability. Factors assessed include: <b>demand</b> (established); <b>supply</b> (existing trails); <b>stakeholders</b> (existing); <b>planning</b> (level of support); and <b>land use</b> (existing).

## 1 MARKET POTENTIAL

Substantial investment in trails is occurring around the world and trails are being actively marketed to keep tourists longer in different destinations. Trails tourism has many benefits – it increases length of stay by low-impact visitors, can promote repeat visitation, and drives tourism dollars to local businesses.<sup>6</sup> In general, trail walkers and hikers are the largest trails market world-wide. However, due to longer average time staying at a location (3-5 days) and often higher than average daily spend on food and accommodation,<sup>7</sup> mountain bikers are now considered a more lucrative tourism market.

Two distinct visitor markets have traditionally been identified within trail tourism segmentation:

- **Destination Trail Users:** Experienced trails users who regularly travel with trails as a primary motivator. They have likely visited other Australian or international trails destinations. They seek high quality trails with good supporting infrastructure in scenic/natural locations.
- **Trail Users While on Holiday:** Typically less experienced trail users whose primary motivator for travel is not trails. While they view trail use as a secondary motivation for their visit they will participate in trail activities and will likely hire or require equipment. They may place less emphasis on the trail and more on accessibility of the facility, the setting and nearby attractions and amenities.

This master plan further differentiates market segments as:

- **Leisure Trail Users:** typically, holiday makers who seek out accessible trails for use with family and friends. Time spent on trails is often short to half-day in duration.
- **Active Trail Users:** outdoor enthusiasts who will plan their visit to include use of trails. Time spent on trails is often half to full day or overnight stay.
- **Adventure Trail Users:** dedicated trail users who will seek out challenging trails or unique and extended experiences. Time spent on trails is often overnight and multi-day.

<sup>6</sup>20 Adventure Travel Trends to Watch in 2018 (p.26): <https://www.adventuretravelnews.com/2018-trends-report-continued-growth-innovative-marketing-technology>

<sup>7</sup>Economic Impacts of Mountain Biking Tourism – 2016 Update: <https://www.pinkbike.com/news/economic-impacts-of-mountain-bike-tourism-2016-update.html>



Table 4 provides an overview of the characteristics of these market segments. It is important to note that the type of experience sought by different groups, such as young people, families and seniors, is often self-determined according to ability and appetite for adventure, rather than by age or other demographic factors. It would be remiss to expect that older people or family groups will only seek leisure experiences, when those with skills and knowledge may well seek adventure experiences. Recent industry analysis is predicting increasing interest in adventure-based and trails tourism across all market segments<sup>8</sup>. This master plan identifies current market gaps and opportunities to cater for these diverse markets.

Table 4: Trails market segmentation

	<p><b>GENERAL DESCRIPTION:</b> Typically holiday makers who seek out accessible trails for use with family and friends. Time spent on trails is often short to half-day in duration.</p> <p><b>VISITOR TYPE:</b> Tourist, family, friends</p> <p><b>EXPECTED ACTIVITY OPTIONS &amp; FACILITIES:</b> Well-marked trails to suit range of abilities. Easy access trails linked to town site and/or accommodation camping, and day use sites in natural areas.</p> <p><b>SKILL REQUIRED:</b> LOW-MEDIUM - Limited experience seeking accessible, achievable trails</p> <p><b>VISITOR NUMBERS:</b> HIGH</p>
	<p><b>GENERAL DESCRIPTION:</b> Outdoor enthusiasts who will plan their visit to include use of trails. Time spent on trails is often half- to full day or overnight stay.</p> <p><b>VISITOR TYPE:</b> Competent outdoor enthusiasts seeking challenge, skill development</p> <p><b>EXPECTED ACTIVITY OPTIONS &amp; FACILITIES:</b> Well designed and marked trails with associated facilities such as equipment hire/repair, safe parking, nearby access to accommodation, food and beverage facilities.</p> <p><b>SKILL REQUIRED:</b> MEDIUM-HIGH - Experienced seeking opportunity for skill development and socialisation</p> <p><b>VISITOR NUMBERS:</b> HIGH-MEDIUM</p>
	<p><b>GENERAL DESCRIPTION:</b> Dedicated trail walkers, riders or paddlers who will seek out challenging trails or unique experiences. Time spent on trails is often overnight and multi-day.</p> <p><b>VISITOR TYPE:</b> Experienced and willing to travel for iconic experience.</p> <p><b>EXPECTED ACTIVITY OPTIONS &amp; FACILITIES:</b> More remote experiences with limited facilities.</p> <p><b>SKILL REQUIRED:</b> HIGH - Very experienced seeking high-level challenge and adventure</p> <p><b>Visitor Numbers:</b> LOW</p>

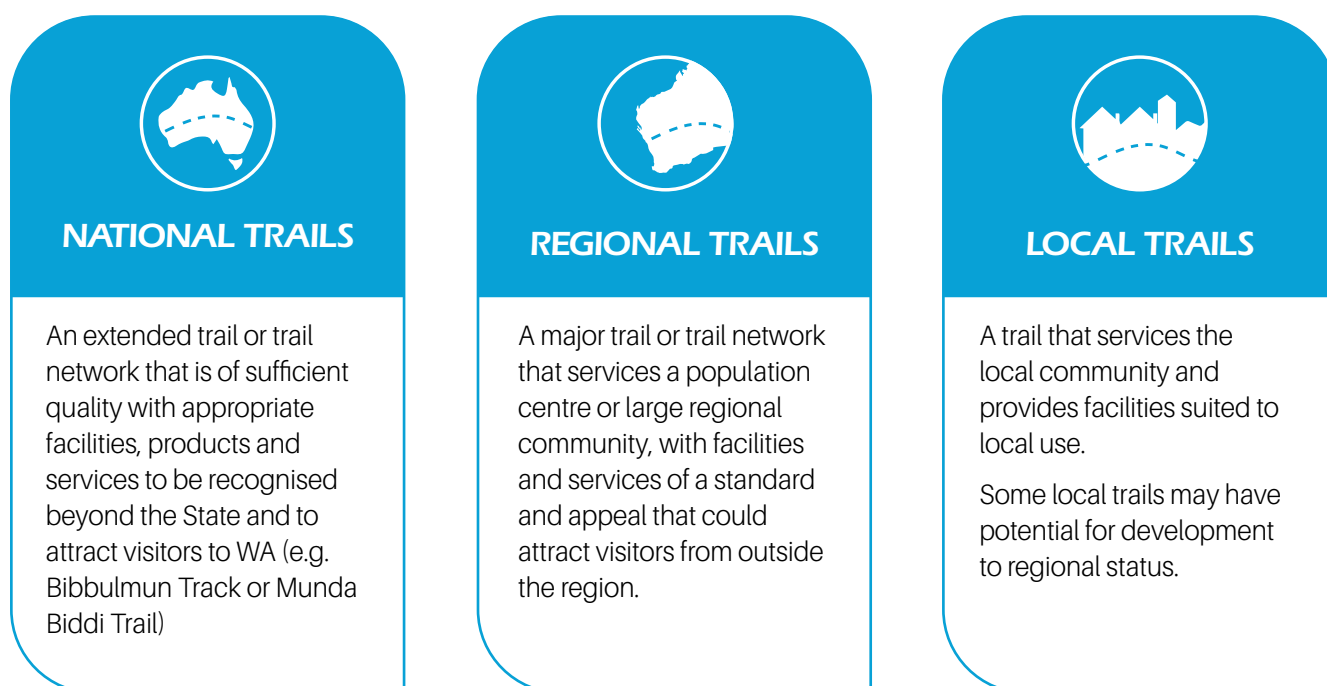
<sup>8</sup> 20 Adventure Travel Trends to Watch in 2018 (p.26): <https://www.adventuretravelnews.com/2018-trends-report-continued-growth-innovative-marketing-technology>



## 2 DESTINATION SIGNIFICANCE

Regional master planning typically identifies the significance of different destinations, defined by desired recreation and tourism outcomes and the opportunity for different scales of infrastructure and other associated development in a particular location. Destination significance is categorised as being nationally, regionally or locally significant, and relates to the willingness of visitors to travel from other parts of the country, from within the region, or from within local areas to use trails (see Figure 2).

Figure 2: Trail hierarchies



**The RTMP focuses on nationally and regionally significant trails that have the potential to attract intrastate, interstate and international visitors to our region.** These trails will be complemented by an array of locally significant trail-based experiences and services across the region that will encourage visitors to remain in the region for longer. The activity plans for trails development (see Section 4) identify the destination significance of each location where high quality, sustainable and accessible trails could be developed, including locations capable of hosting state, national and international events.

## 3 DESTINATION OPPORTUNITY

Destination opportunity refers to a location's relative importance and uniqueness, as well as potential land availability, landform character and topography, accessibility, and trail diversity. Trail projects that highlight a region's distinctive biodiversity, heritage, culture and landscape score higher on this measure. Locations that are serviced by major transport routes, with a good mix of tourism products and services, including accommodation, attractions, and activities, and are supported by marketing and promotion activities, have greater opportunity than those where the existing tourism market is small or under-developed. Opportunity also takes into consideration the amount of land available, existing tenure arrangements, and the geo-physical advantages of different locations (i.e. the most suitable soil types for trail construction).

## 4






## DESTINATION DELIVERABILITY

Deliverability refers to the timeframe within which proposed trail projects can be achieved. The deliverability was determined through assessing established demand, existing trail and infrastructure supply, landholder and stakeholder objectives, planning constraints and sensitivities, and existing land use. Projects with high deliverability can potentially be achieved within a short timeframe, whereas those that face a range of constraints or challenges, have long-term deliverability.

## SUMMARY OF REGIONAL OPPORTUNITIES

A multi-criteria assessment (MCA) tool that uses the criteria outlined above was developed to assess trail opportunities across the Great Southern. The MCA was applied to all trail ideas collected through the community consultation process. The current status of each trail activity type is summarised in Table 5.

Table 5: Activity type, market potential, destination significance, opportunity and deliverability

	ACTIVITY TYPE	MARKET POTENTIAL	CURRENT DESTINATION SIGNIFICANCE	POTENTIAL DESTINATION SIGNIFICANCE	DESTINATION OPPORTUNITY	DESTINATION DELIVERABILITY
	<b>Bushwalking</b>	High	National	National	Excellent	Short
	<b>Trail Running</b>	Medium	Regional	National	Good	Short
	<b>Mountain biking</b>	High	Local	Regional	Good	Med-long
	<b>Cycle touring</b>	Medium	Local	Regional	Excellent	Med-long
	<b>Paddling</b>	Medium	Local	Regional	Good	Short
	<b>Snorkelling</b>	Medium	Local	Local	Average	Short
	<b>Adventure trail bike touring</b>	High	None	Regional	Good	Med
	<b>Trail bike riding</b>	Low	Local	Local	Average	Long
	<b>Equestrian</b>	Low	Local	Local	Average	Long

The RTMP recommends trail development projects that address the following activity types: hiking, mountain biking, cycle touring, paddling and snorkelling. Trail proposals for each activity are outlined in Section 4.

This prioritisation process suggested that there is limited opportunity to develop regionally significant equestrian trails and trail bike trails in the Great Southern at this time. The feasibility of future development for these activities should continue to be investigated. A rationale for this recommendation is contained in Section 4.

# Great Southern Regional Trails

MASTER PLAN

## SECTION 4 TRAIL DEVELOPMENT PROPOSALS



Photo credit: City of Albany



# TRAIL DEVELOPMENT PROPOSALS

This section outlines key recommendations to develop a range of locally and regionally significant trail experiences suited to a diversity of trail users, types and experiences, and includes future planning for relevant trail towns, trail networks and visitor services across the Great Southern. In line with the objectives of the RTMP, **trail plans have been developed for hiking, mountain biking and cycle touring, and paddling**. These plans include discussion of existing supply and suitability for different market segments; market demand; development opportunities and constraints; and deliverability of the proposed projects.

Each activity area includes at least one regional priority trail or trail network.







Trail development proposals are grouped into three categories:

Create new trail experiences
Develop trail linkages
Enhance existing trails

Following the rationale and using the assessment criteria outlined in previous sections, priority locations and projects were identified across the Great Southern region. Fourteen regional priority trails are proposed (see Figure 3). They are listed according to the anticipated timeframe for construction and are sorted by activity type (hiking, cycling, and paddling). They are not ranked by order of priority.

Figure 3: Proposed Regional Priority Trails

## ! PROPOSED PRIORITY TRAILS


TIMEFRAME	PROPOSED PRIORITY TRAIL OR TRAIL NETWORK	TRAIL TYPE
 <b>SHORT</b> 1-2 Years	Tower Hill MTB Trails Walpole and Nornalup Inlets Marine Park Paddle Experience Great Southern Treasures Recreation Circuit Bald Head Walk Trail Albany Heritage Park Mounts Trail Corridor Link	
 <b>MEDIUM</b> 3-5 Years	Greens Pool to Lights Beach Coastal Hiking Trail Albany's Historic Whaling Station to The Gap Coastal Hiking Trail Albany Heritage Park Stage 2 Poikeclerup MTB Trails Mt Hallowell MTB Trails Porongurup MTB Trails Munda Biddi Trail Realignments	
 <b>LONG</b> 6-10 Years	Albany to Whaling Station Dual-use Trail Grain Train Rail Trails Stirling Range Valleys Cycle Touring Trail	


The majority of the proposed regional priority trails are new trails or trail networks (see Map 1). Developing these priority trails is integral to achieving the region's vision of becoming a world-class trails destination. They provide a diverse range of iconic trail experiences for hiking, cycling and paddling. Progressively implementing these projects over the next decade will ensure that the Great Southern achieves its potential as a nationally recognised trail destination.

Other trail proposals included in this plan – including trail linkages and trail enhancements – are important but are of lower priority. They provide 'value-added' trail experiences for residents and visitors and should be incorporated into local trail plans and implemented when funding is available.

The timeframe for the delivery of the proposed trails is based on a combination of factors, including land manager and broad community support, the need to secure funding for construction, the need to undertake detailed environmental and heritage assessments as well as additional community consultation, and the need for complex land tenure negotiations with land owners and managers.

The deliverability timelines relate to when it could be expected all trail site assessment, planning and design would be complete, and a trail project would be 'shovel-ready' for construction as per Stage 7 of the Trail Development Process (refer to Figure 1):

 Short (S) = 1-2 years  
(construction commences 2020-2021)

 Medium (M) = 3-5 years  
(construction commences 2022-2025)


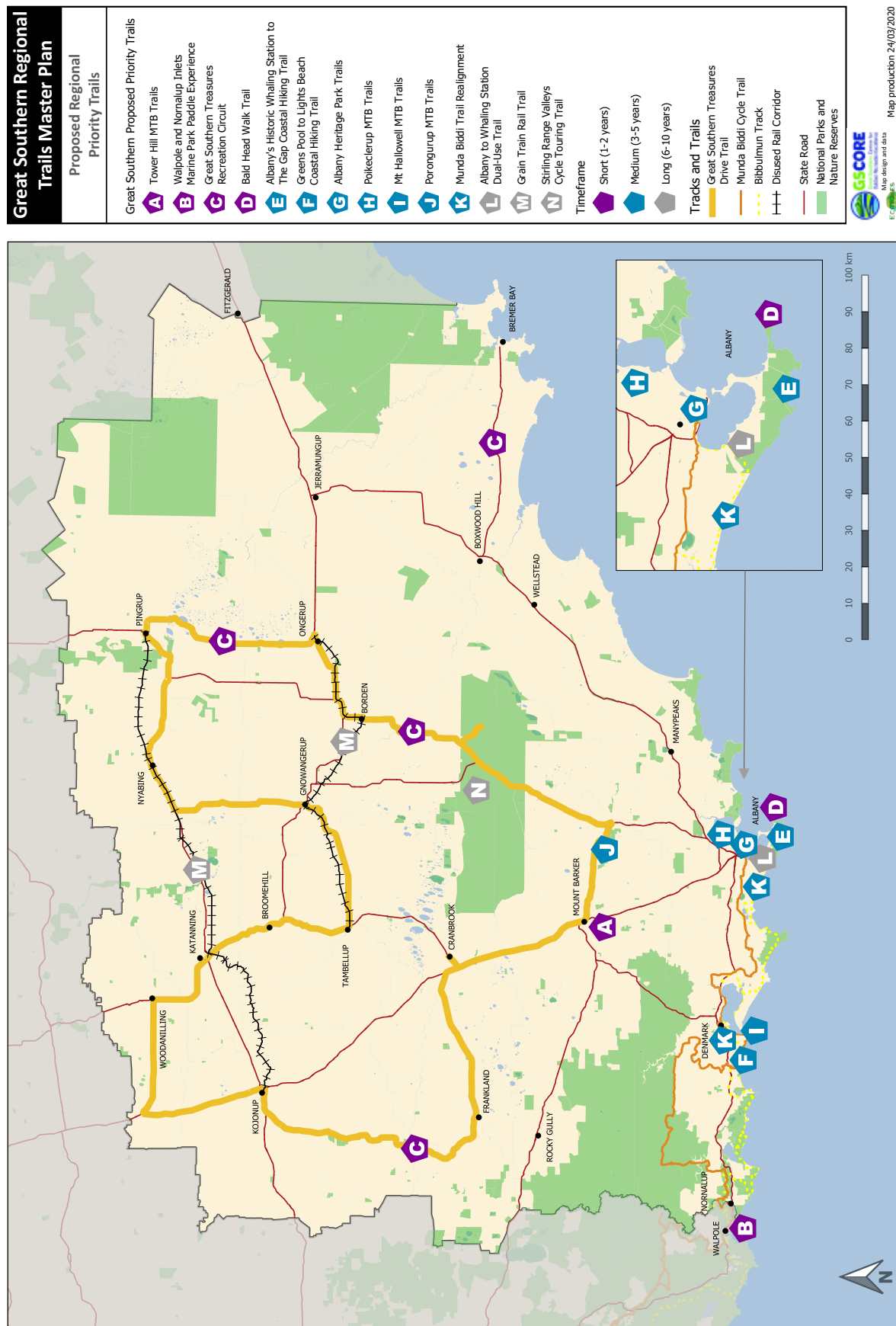
 Long (L) = 6-10 years  
(construction commences 2026-2029)



Photo credit: David Bomba

Map 1: Proposed regional priority trails.





## HIKING TRAILS

The Great Southern region has limited existing recognition as a hiking trail destination, but it is known for some of the best day walks in the State including Bluff Knoll in Stirling Range National Park, Bald Head in Torndirrup National Park and the Castle Rock/Granite Skywalk in Porongurup National Park. Adventure trail users rate the Walpole to Albany sections of the Bibbulmun Track and the Ridge Walk in the Stirling Range as some of the best hiking in the State. These trails are complemented by many locally significant walking trails. A full trails inventory is not included here for brevity, but a summary is contained in the Great Southern Regional Trails Master Plan Background Report 2019.<sup>5</sup>

The Great Southern region has the opportunity to become Western Australia's premier hiking destination, offering an array of walking and trail running experiences in diverse landscapes.

Short half day walks are the most popular length of hiking trail, particularly within the leisure market, however longer day and multiday walks provide options for trail users to extend their visit or tailor their experience according to their own preferences. New and emerging trail activities, particularly trail running and trail running events, provide opportunities to expand the existing hiking market. Trail runners use established hiking trails, with mountain biking trails often being used for organised events.

Table 6 outlines the current state of the regional hiking offering and the proposed strategy to enhance existing trail experiences.



Table 6: Current status of hiking trails and proposed strategies to address gaps

FOCUS	CURRENT STATUS	PROPOSED STRATEGY
<b>Trail significance</b>	The Bibbulmun Track is a nationally significant trail. There are 15 regionally significant hiking trails spread across the Great Southern.	Market and promote the region's existing trail network.
<b>Destination significance</b>	Albany and Denmark have sufficient supply of quality trails and supporting facilities to become trail towns. Porongurup and the Stirling Range have sufficient supply of quality hiking trails and supporting facilities to become trail centres.	Work with local governments, land managers and businesses to achieve trail town/trail centre status.
<b>Facilities</b>	Albany and Denmark are established tourism destinations with a diverse offering of attractions and experiences. Porongurup/Mount Barker has a small tourism offering.	Build tourism capacity within the Shires of Plantagenet, Gnowangerup and Cranbrook.
<b>Market</b>	Bushwalking is undertaken by over half of international visitors and approximately 1 in every 5 intrastate and interstate visitors to the Great Southern region.	Integrate hiking and trail running experiences into destination marketing campaigns.
<b>Participation</b>	While the adventure market is well catered for, there are fewer trails suited to the leisure and active markets.	New trail development priorities should focus on the needs of the leisure and active markets.
<b>Uniqueness of experience</b>	Hiking trails showcase the region's unique geology and biodiversity, including a good spread of trails in coastal, forest and mountain landscapes. However, there are few opportunities for leisure hikers to experience coastal or mountain environments.	New trail development for the leisure market in coastal and mountain areas.
<b>Trail type</b>	There are few looped hiking trails, or short (half-day) trails. There is no medium length, or multi-day trail experience with high-end lodge accommodation.	Create loops of different lengths. Re-brand and package sections of the Bibbulmun Track to make it more marketable as a 3-5 day experience.
<b>Quality</b>	Trail quality varies, with some significant erosion and maintenance issues on iconic trails.	Prioritise maintenance and improvements to iconic trails.
<b>Location</b>	With the exception of the Stirling Range National Park, all trail networks are within 20km of a city or town centre.	Improve signage and maps to encourage regional dispersal. Seal the access road to Point Ann to improve accessibility of the iconic multi-day Mamang Trail.
<b>Useability</b>	Signage, maps, trail information and trail interpretation are generally poor to average.	Develop a regional trail signage and wayfinding strategy, and interpretation strategy. Prioritise improvements to trailhead facilities, including the Bibbulmun Track southern terminus.



## PROPOSED HIKING TRAILS

As there are already many established, well-recognised hiking trails in the Great Southern, **this plan focuses on enhancement of hiking trail experiences, rather than the creation of many new trails** (see Table 6). Concepts from existing plans and strategies such as the Albany Trails Hub Strategy, and the Kinjarling Trail Stories and Strategic Plan should be considered where possible. The region has the opportunity to become Western Australia's premier hiking destination, offering an array of walking and trail running experiences in diverse landscapes. This vision can be achieved in the medium-term by:

- Better promoting the region's current hiking offering;
- Improving existing trails; and
- Filling key gaps in the supply of hiking trails suited to the leisure and active markets.

The projects outlined in Table 7 include opportunities to create new trail experiences, develop trail linkages, and enhance existing trails. See Map 2 for trail locations.

## KEY

### LEAD ORGANISATION

**DBCA** – Department of Biodiversity, Conservation and Attractions

**ALB** – City of Albany

**BT** – Shire of Broomehill-Tambellup

**CRAN** – Shire of Cranbrook

**DEN** – Shire of Denmark

**GNOW** – Shire of Gnowangerup

**JERR** – Shire of Jerramungup

**KATT** – Shire of Katanning

**KENT** – Shire of Kent

**KOJ** – Shire of Kojonup

**PLAN** – Shire of Plantagenet

**WOOD** – Shire of Woodanilling

### TIMEFRAME



Short (1-2 years)



Medium (3-5 years)



Long (6-10 years)

### SIGNIFICANCE



Local



Regional



National

### MARKET SEGMENT



Leisure



Active



Adventure

Table 7: Proposed hiking trails










































<div>  Priority Regional Trails         </div>		PROJECT LEAD	SIGNIFICANCE	MARKET SEGMENT	TIME FRAME
CREATE NEW TRAIL EXPERIENCES					
<div>  <b>Greens Pool to Lights Beach Coastal Trail</b> William Bay National Park         </div>		DBCA		 	
<p>Creation of new trail within William Bay National Park that would link Greens Pool with Madfish Bay, Waterfall Beach and Lights Beach. Construction of this new trail would create the opportunity for a trail loop (with potential overnight at Tower Hill Hut) using the Bibbulmun Track from Lights Beach via Lake Williams and Tower Hill. Approx. 6km Grade 2-3.</p>					
<div>  <b>Albany's Historic Whaling Station to The Gap Coastal Trail</b> Torndirrup National Park         </div>		DBCA		 	
<p>Creation of new trail within Torndirrup National Park, following the coastline from The Gap lighthouse, to the Blowholes, to Jimmy Newells Harbour, Torndirrup Beach, Stony Hill to the Bald Head trail head and the Albany's Historic Whaling Station. This trail alignment could allow for a series of short loops at each attraction site, a return loop inland to the Whaling Station, and a dual-use trail link to Frenchman's Bay Road. Approx. 10km Grade 3-4.</p>					
<div> <b>Stirling Range Lowlands Trail</b> Stirling Range National Park         </div>		DBCA			
<p>Creation of a new trail loop that showcases the Stirling Range peaks and mountain vistas from the valley floor. Approx 3km Grade 2.</p>					
DEVELOP TRAIL LINKAGES					
<div> <b>Windfarm to Ocean Beach Link</b> Denmark         </div>		DEN		 	
<p>The Wilderness Ocean Walk (WOW) Trail is a dual-use trail connecting the Denmark Windfarm to Lights Beach. It is used as part of the Munda Biddi Trail. Walkers and cyclists use a gravel service road to access the WOW Trail from the Ocean Beach end. Trailhead signage and a purpose built dual-use trail would improve the overall experience for all trail users. Construction of this link would enable a new hiking trail loop using the existing dual-use path from Ocean Beach to the Bibbulmun Track/ Sheila Hill Trail over Mt Hallowell and back to Lights Beach (start of the WOW Trail). [This trail is also referenced in the Cycling Plan]</p>					
<div> <b>Bibbulmun Track</b> (Denmark townsite to Nullaki Peninsula) Denmark         </div>		DBCA DEN		 	
<p>The Bibbulmun Track is cut off between Denmark and the Nullaki Peninsula, requiring walkers to use vehicle transport (approximately 40 minutes) to the trail head. As a nationally significant trail, consideration should be given to finding a suitable trail alignment to link the two sites.</p>					
ENHANCE EXISTING TRAILS					
<div>  <b>Albany Heritage Park - Mounts Granite Trail</b> Albany         </div>		ALB		 	
<p>An extension of the popular Granite Trail this new trail will accommodate hikers only, taking them from the CBD to Padre White Lookout, to Mt Adelaide and down to Middleton Beach. The corridor and trail alignment for the Link was identified in both the Albany Trails Hub Strategy and the Albany Heritage Park Trails Concept Plan. 5km Grade 3.</p>					
<div>  <b>Albany Heritage Park - Stage 2</b> Albany         </div>		ALB		 	
<p>The City of Albany Trail Hub Strategy identifies trail improvements, including upgrades to trail surface, rectifying erosion issues, and improved signage and trail heads, for hiking and dual-use trails within the Albany Heritage Park precinct.</p>					

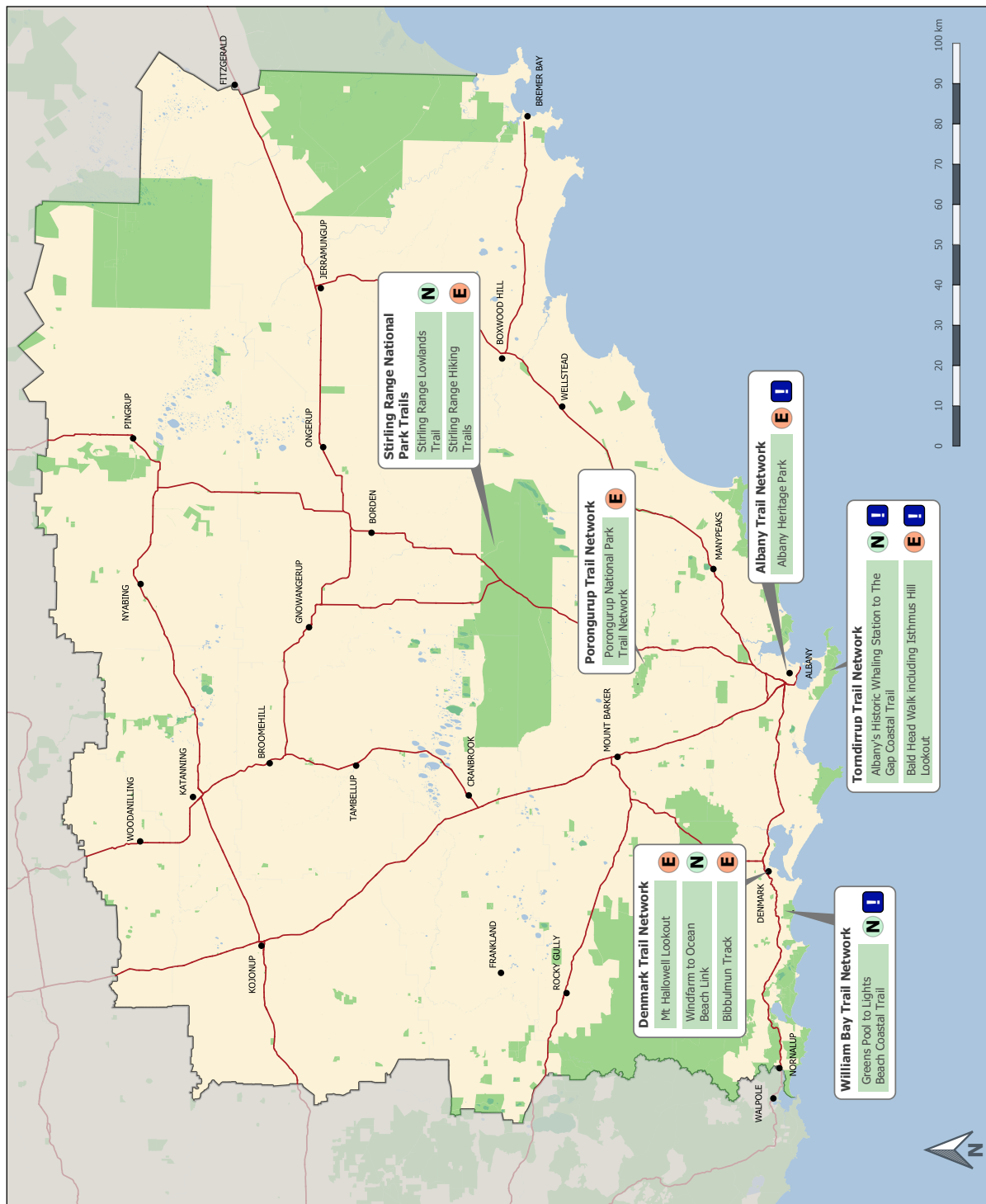
Table 7: Proposed hiking trails cont.

	PROJECT LEAD	SIGNIFICANCE	MARKET SEGMENT	TIME FRAME
<b>ENHANCE EXISTING TRAILS</b> <i>CONT.</i>				
<b>! Bald Head Walk</b> Torndirrup National Park	DBCA	N		
The Bald Head Walk is regarded as one of the best hikes in the South West. The trail climbs and descends along the narrow ridge line of the Flinders Peninsula, a granite formation that juts out from the landscape into the vastness of the Southern Ocean. The trail is currently in poor condition in some sections.				
<b>Isthmus Hill Lookout Walk</b> Torndirrup National Park	DBCA	R		
Upgrade of the Isthmus Hill lookout will provide a short walk option which takes in some of the spectacular views of the Bald Head Walk.				
<b>Mt Hallowell Lookout</b> Denmark	DEN	N		
This trail follows a stretch of the Bibbulmun Track and takes hikers via Monkey Rock to the summit of Mt Hallowell. Need to upgrade trail head information and improve signage to the lookout at the top of Mt Hallowell.				
<b>STIRLING RANGE NATIONAL PARK TRAILS</b>	DBCA	R		
<b>Mt Hassell, Mt Magog, Talyuberlup Peak, Mt Toolbrunup, Mt Trio</b> Assess maintenance requirements and opportunities to enhance existing trails				
<b>PORONGURUP NATIONAL PARK TRAIL NETWORK</b>	DBCA	R		
<b>Bolganup Trail, Castle Rock Loop, Devil's Slide, Nancy's Peak</b> Assess maintenance requirements and opportunities to enhance existing trails				





Map 2: Proposed hiking trails by location







## MOUNTAIN BIKING AND CYCLE TOURING TRAILS

The Great Southern region has limited existing recognition as a cycling destination. The following proposed projects have the potential to attract intra-state and interstate visitors and cater to the needs of residents seeking a diverse range of cycling experiences. The plan focuses on three types of cycling trails:

- **Mountain bike trails** – single track (i.e. dedicated) trails for Downhill (DH) and/or Cross-country (XC) styles of mountain bike riding (see Appendix 1 for a description of MTB trail types).
- **Dual-use trails** – shared use trails for exercise and leisure by walkers and cyclists.
- **Off road cycle touring trails** – long distance trails that incorporate overnight camping or accommodation with a focus on connecting riders with existing towns or points of interest.

The diversity of the experiences and landscapes described in this plan will create a compelling destination to visit. Realising the potential of the proposed priority projects will see the benefits of trails grow for both visitors and locals.

The plan recommends:

- Creating accessible cycling experiences for all markets from leisure to adventure (see Table 8)
- Establishing Albany, Denmark and Mount Barker as accredited trail towns
- Creating areas for cycle skills development, such as the Pump Track in the Albany Youth Precinct. Pump tracks and skills development trails play an important in developing rider skill and should also be considered in other local government areas, with Denmark and Mount Barker priority locations.

To achieve outcomes that benefit the whole community, cycling trail development will require **extensive planning, community engagement and support**. The proposed trails and trail networks outlined in this plan will require detailed site assessments and concept planning before they can progress. This includes ongoing stakeholder engagement across the community.

Photo credit: Travis Deane

Table 8: Current status of cycling trails and proposed strategies to address gaps

FOCUS	CURRENT STATUS	PROPOSED STRATEGY
<b>Trail significance</b>	The Munda Biddi Trail is a nationally significant trail.	Improve and maintain the Munda Biddi Trail to attract interstate and international visitors.
<b>Destination significance</b>	There is a small supply of locally significant dual-use cycling trails. There is approximately 1km of sanctioned MBT trail, and four locally significant dual-use cycle trails.	Increase the trail supply to achieve regional status as a mountain biking and cycling destination.
<b>Facilities</b>	Albany and Denmark are established tourism destinations with a diverse offering of attractions and experiences. Porongurup/Mount Barker has a small tourism offering.	Build capacity and capability amongst existing businesses to take advantage of trail-based tourism opportunities.
<b>Market</b>	Cycling is undertaken by approximately 1 in 6 international visitors, and 1 in every 10-day trippers	Promote opportunities for cycling in destination marketing campaigns.
<b>Participation</b>	There are few trails suited to MBT users across the leisure, active and adventure markets.	New trail development priorities should focus on the needs of all MTB trail user groups and accommodate riders of various abilities.
<b>Uniqueness of experience</b>	The Munda Biddi Trail and two rail trails showcase coastal and forest landscapes. However, there are few opportunities to experience different types of cycling in elevated environments.	New trail development should prioritise elevated landscapes and other landscapes which are unique to the Great Southern. Detailed consultation with the Aboriginal community is required..
<b>Trail type</b>	There are few looped cycling trails, or short (half-day) trails. Apart from one short trail in Albany, there are no purpose-built trails for mountain biking	Create MTB trails of various lengths and grades. Develop a short touring route (2-3 days).
<b>Quality</b>	Trail quality varies, with sections of the Munda Biddi Trail on existing road systems.	Prioritise re-alignments for iconic trails.
<b>Location</b>	All dual-use trails are within 20km of a city or town centre.	Improve signage and maps to encourage use of trails across the region.
<b>Useability</b>	Signage, maps, trail information and trail interpretation are generally poor to average.	Develop a regional trail signage and wayfinding strategy, and interpretation strategy. Prioritise improvements to trailhead facilities.





## PROPOSED MOUNTAIN BIKING TRAILS

Recreational participation in mountain biking is rapidly increasing in Western Australia. In the Great Southern, demand for purpose-built MTB trails is high and there is an urgent need to address the gap in trail supply (see RTMP Background Report; Albany Trail Hub Strategy). Meeting this demand will achieve significant health, wellbeing and liveability benefits for the region's residents, and will help to address the environmental impact of unsanctioned trail construction. Proposed trails will be designed in a manner which protects important biodiversity and cultural heritage values.

Given the strong interest in mountain biking globally, creating purpose-built high quality single track MTB trails in the Great Southern will also value-add to the region's existing trail tourism offering. The region offers the variety of landscapes and experiences required to attract interstate visitors, and the opportunities are of comparable scale to other successful MTB destinations. However, due to a range of accessibility, environmental, cultural and social constraints, the opportunity for large scale development is limited. There is excellent potential for a diverse range of locally or regionally significant trail experiences which together will create a compelling mountain bike region and will provide for the community and drive intrastate visitation.

This plan therefore recommends that five MTB trail networks, which on their own are either locally or regionally significant, be developed and promoted to residents and visitors as a 'whole-of region' MTB offering. Successful mountain biking destinations offer experiences with diversity, uniqueness, quality, accessibility and community. For this reason, trail development should focus on creating remarkable and accessible visitor experiences, diverse trail styles, quality infrastructure and connections across a number of regionally significant locations. The five proposed sites will offer different riding experiences, landscapes, and points of difference.

**Albany Heritage Park Trail Network** – This vital trail network will connect the Albany CBD with Middleton Beach via beginner and intermediate high-quality trails. The locally significant trail network will engage visitors with scenic riding including coastal views and provide the community with an excellent recreation resource. The trails will focus on descending cross-country trails, with a combination of flow and technical elements, with all descents serviced by an independent climb.

## Case study

A whole-of-region approach to MTB destination development has been successfully implemented in Scotland with the world renowned '7 Stanes' which links seven unique MTB locations under the one marketing banner. Each location offers a different experience, length of trail and grade. The distances between each site vary from 30-150km and is not a barrier for users. The 7 Stanes (or stones) are represented by a unique stone sculpture that reflects the culture and heritage of each specific site and provides a common theme connecting the sites together.

**Mt Hallowell Descending Trail Network** – Located close to Denmark town site and in an existing high visitation area, the network will cater for all users from beginner to advanced through a small, locally significant trail network of descending cross-country trails providing a range of flow and technical trails in a forest setting. The core conservation zone at Mt Hallowell will be excluded from trail proposals.

**Porongurup Adventure Trail** – The iconic views across the region from the Potato Patch provide the perfect landscape for an immersive and contemplative trail experience unlike anything else in WA. While there is potential to develop a regionally significant trail centre, environmental, social and heritage constraints dictate that a smaller, local-scale adventure trail on an already disturbed landscape would be more appropriate.
































**Poikeclerup Gravity Park** – Poikeclerup (off Nanarup Road), presents an ideal opportunity to create a local community-focused gravity park within an already impacted landscape. There is potential to develop a range of gravity focused downhill and freeride trails with constructed features to service the existing community demand.

**Tower Hill Community Trail Networks** – An opportunity for a locally significant descending focused trail network for the local community, which will also drive visitation to the area. The proximity of the trail network to Mount Barker town site combined with views across to the Porongurups will provide excellent trail opportunities.

It is important to stress, that the proposed trail networks outlined above and described in further detail in Table 9 will all require extensive site assessment to determine the length and location of potential trail corridors. Development will need to be staged over time to ensure that extensive community consultation and robust planning occurs.

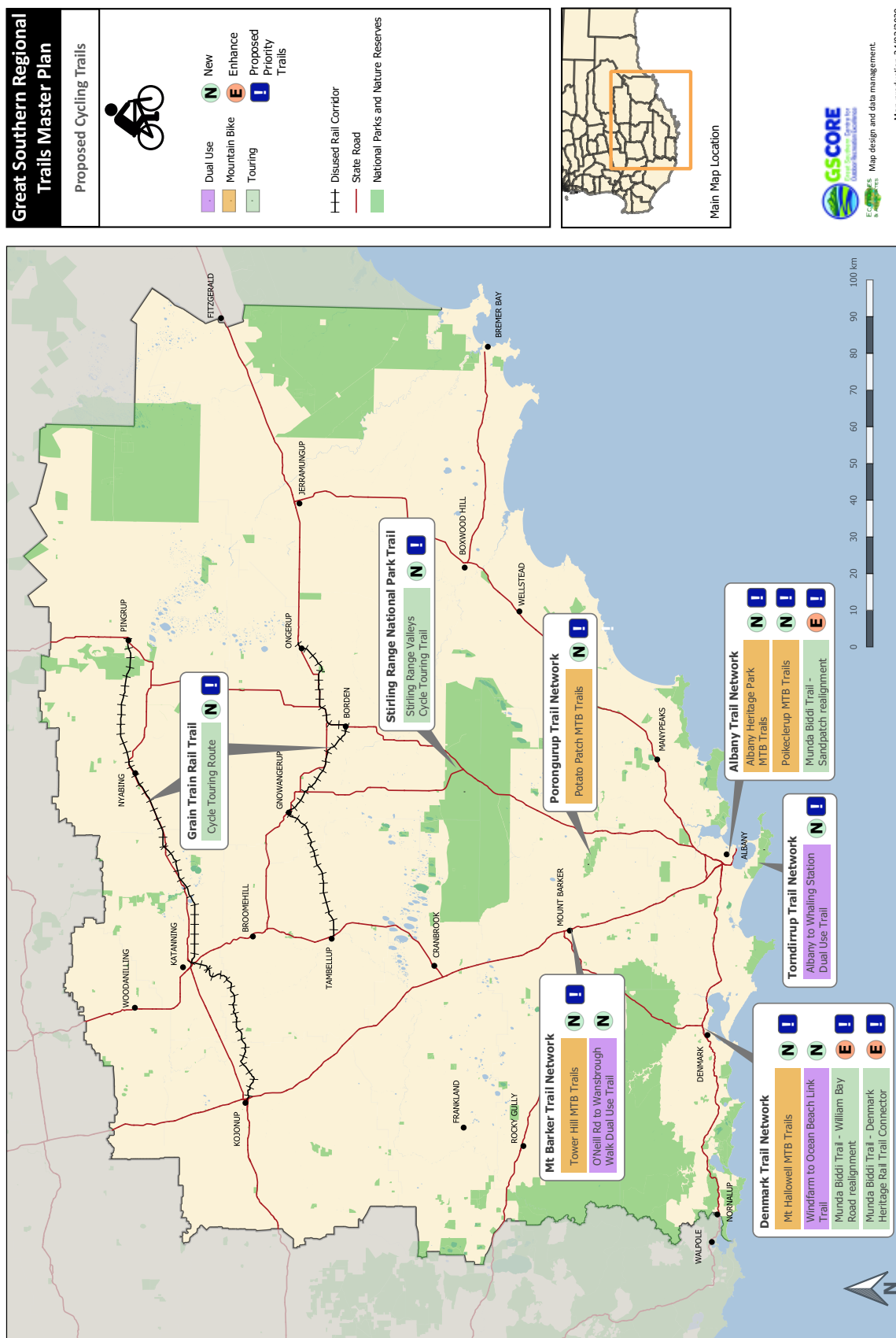


Table 9: Proposed Mountain Bike Trails

<div>  Priority Regional Trails         </div>		PROJECT LEAD	SIGNIFICANCE	MARKET SEGMENT	TIME FRAME
CREATE NEW TRAIL EXPERIENCES					
<div>  <b>Albany Heritage Park - Mounts Link Trail</b> Albany         </div>		ALB		 	
<p>A single use descending mountain bike trail from Padre White Lookout back to the CBD and descending from Padre White Lookout to Middleton Beach. The corridor and trail alignment for the Link was identified in both the Albany Trails Hub Strategy and the Albany Heritage Park Trails Concept Plan. 4.5km Green-Blue</p>					
<div>  <b>Tower Hill MTB Trails</b> Mount Barker         </div>		PLAN		 	
<p>Small scale MTB network to service the local Mount Barker community and to provide additional experiences for visitors to the region, the network will also include a disability access walk trail at the top of Tower Hill. The network is ideally located close to the township and offers magnificent views, excellent terrain and sufficient elevation to make it a fun and challenging local trail network. Trails should be descending cross country focused with multiple descent opportunities across the site.</p>					
<div>  <b>Porongurup MTB Trails</b> Porongurup National Park         </div>		DBCA		 	
<p>There is potential for MTB trails at the Potato Patch which is an elevated and modified landscape. Looped networks featuring cross country trails with a variety of classifications. Any trails within native vegetation would need to be developed to have minimal impact and appropriate trail development process followed in order to determine flora, fauna and heritage constraints and the most appropriate trail alignments.</p>					
<div>  <b>Mt Hallowell MTB Trails</b> Denmark         </div>		DEN		 	
<p>MTB trail network to suit beginner to advanced riders with a focus on enthusiasts but including technical and descending focused trails. Trails would need to be developed to have minimal impact and appropriate trail development process followed in order to determine flora, fauna and heritage constraints and the most appropriate trail alignments.</p>					
<div>  <b>Albany Heritage Park Stage 2</b> Albany         </div>		ALB		 	
<p>A network of MTB trails on Mt Clarence, with Middleton Link enabling access to Middleton Beach from the Albany CBD. A concept plan for the precinct was developed in 2016 and detailed design has begun on sections of the network. This project is contained within the Albany Heritage Park Trails Network Concept Plan 2016.</p>					
<div>  <b>Poikeclerup MTB Trails</b> Nanarup         </div>		ALB		 	
<p>Existing unsanctioned gravity trails within and adjacent to a former gravel pit site, steep good terrain towards the top and good views, rock features, bushland in the lower reaches. High potential to provide more gravity trails and a few XC trails. Potential for more advanced Black and Double Black trails to allow for rider progression recognising that the Albany Heritage Park is not suitable for that level of trail. No current infrastructure other than an informal carpark.</p>					



Map 3: Proposed Cycling Trails by location and type





## PROPOSED DUAL-USE TRAIL PROJECTS

Dual-use trails which combine walking and cycling in a safe manner, provide important leisure experiences for residents and visitors. They can also be important transport connectors between residential areas, commercial centres and visitor attractions. For this reason, they are an important element of the Western Australian government's Regional 2050 Cycling Strategy for the Great Southern. This strategy will guide the delivery of a safe, comfortable and integrated cycling network in the region and outlines how different towns can realise their cycling potential, leading to a healthier, happier and more engaged community. **This plan proposes an extension to the existing dual-use trail that links the Albany CBD to Little Grove, and a new dual-use trail connecting Mount Barker townsite to the Porongurup National Park** (see Table 10).

## PROPOSED OFF ROAD CYCLE TOURING AND RAIL TRAILS

**Off Road Cycle touring** – also known as bike touring or bike-packing – is a form of riding that typically involves overnight stays at different locations or a long single-day bike ride. Cycle touring includes inn-to-inn riding where food and clothing is carried by a vehicle that meets the rider along the route; or a solo or group adventure where all clothing, equipment, food and tools are carried on the bicycle.

The Munda Biddi Trail is an example of a cycle touring route suited to the active and adventure markets. At 1000kms in length, it can be undertaken as a long-distance, remote camping experience; or in short day or overnight sections.

### **This plan identifies a unique cycle touring option through the valleys of the Stirling Range**

The scenery, vistas and unique vegetation offer significant appeal to leisure riders seeking day or overnight experiences. It would be unique within WA and will attract the intrastate touring market with strong potential to attract interstate and international visitors.

Extensive site assessment will need to occur to identify a potential route. There is an opportunity to capitalise on the existing supply of accommodation and camping within and surrounding the National Park to develop overnight packaged holiday experiences.



**Rail trails** - many cycle touring routes utilise rail trails which closely follow a former railway line or run beside an active railway for most of its length. What sets rail trails apart from other trails is that they are gently graded, and interpretation can provide information about historical use. Rail trails are suitable for walking, and depending on the surface, can also be used by mountain bikes, hybrid bikes, strollers and wheel chairs, and even four wheel 'gophers'. Some trails allow use by horse riders.

### **In the Great Southern, sections of the former Albany to Nornalup railway line are managed as rail trails.**

This plan recommends improvements to sections of these trails. Longer-term, consideration may be given to the development of the remaining sections of the original rail corridor, resulting in a rail trail of approximately 100km.

This plan identifies an important opportunity to develop two inactive east-west rail lines in the north of the region - Kojonup-Katanning-Pingrup, and Tambellup-Gnowangerup-Ongerup lines – as well as a potential trail along the active north-south line. These **"Grain Train Rail Trails"** would require support from all local governments in order to enter into negotiations with the current land owners (Public Transport Authority) and lessee (Arc Infrastructure).

Table 10: Proposed off cycle touring and dual-use trails

<div>  Priority Regional Trails         </div>		PROJECT LEAD	SIGNIFICANCE	MARKET SEGMENT	TIME FRAME
CREATE NEW TRAIL EXPERIENCES					
<b>O'Neill Road to Wansbrough Walk Dual-use Trail</b> Mount Barker		PLAN	L	 	M
Multi-use trail linking Mount Barker with the Porongurup National Park. This trail would link proposed trails in the Shire of Plantagenet Local Trails Plan with walking and cycling opportunities on the south side of Porongurup National Park. 25km Grade 2					
<b>Albany to Whaling Station Dual-use Trail</b> Albany		ALB	R	 	L
Creation of a new shared use trail to connect Albany's Historic Whaling Station to the the existing dual-use trail from Albany CBD to Little Grove. The Kinjarling Trail Stories and Strategic Plan should be revisited to incorporate key ideas. There is an opportunity to create a spur off this trail to The Gap recreation site, and potentially along Vancouver Peninsula, and to incorporate enhancements to the Frenchman Bay Heritage Trail. Approx. 17 km Grade 2.					
<b>Stirling Range Valleys Cycle Touring Trail</b> Stirling Range National Park		DBCA	R	 	L
Touring trail through the foothills of the range. This proposed trail would offer a good introductory trail for distance touring, while catering for enthusiasts who may undertake the trail in a single day. The trail would focus on landscape, rather than technical trail features. This product would capture a different market to those undertaking the Munda Biddi.					
<b>Grain Train Rail Trail</b> Kojonup, Katanning, Nyabing, Pingrup, Tambellup, Gnowangerup, Ongerup		GSCORE	R	 	L
Disused rail corridors in the hinterland provide an opportunity for dual-use recreation activities. The disused east-west rail corridors between Kojonup-Katanning-Pingrup (157km) and Tambellup-Gnowangerup-Ongerup (94km) can be developed to provide dual-use opportunities for walking and easy grade mountain biking. It is proposed that these trails could be developed as part of a new cycle touring trail and marketed as the "Grain Train Rail Trail".					
DEVELOP TRAIL LINKAGES					
<b>Windfarm to Ocean Beach Link</b> Denmark		DEN	R	 	S
Extend existing Denmark trail network beyond Ocean Beach to Denmark Wind Farm to create dual-use link to WOW Trail. This would create a day loop suitable for beginner and experienced riders using the Denmark Heritage Rail Trail, Munda Biddi Trail, WOW Trail and Ocean Beach dual-use trail. [This trail is also referenced in the Hiking Plan]					
ENHANCE EXISTING TRAILS					
<b>Bibbulmun Track and Munda Biddi Southern Trailhead Terminus</b> Albany		ALB	N		S
Realign the current terminus for both trails to the Albany City Centre library and interpretive site.					
<b>Munda Biddi Trail - Sandpatch</b> Albany		DBCA ALB	N		M
Realign section of Munda Biddi Trail east of Elleker via Sandpatch to avoid Lower Denmark Rd, improve safety and enhance user experience.					
<b>Munda Biddi Trail - William Bay Road</b> William Bay National Park		DBCA DEN	N		M
Realign Munda Biddi Trail off William Bay Road to improve safety and enhance user experience.					
<b>Munda Biddi Trail - Denmark-Nornalup Heritage Rail Trail connector</b> Denmark		DBCA DEN	R		M
Realign section of Munda Biddi Trail and Denmark Heritage Trail at South Coast Hwy/McLeod Rd junction and reduce road crossing to one point only, to improve safety and enhance user experience.					





## PADDLING TRAILS

A successful paddle trail destination provides a range of experiences that cater to different abilities, with trails of varying distance and degree of challenge. Paddlers seek out areas of exceptional natural beauty, where local flora, fauna, and geological features add to the interest. Some paddlers cherish a tranquil, nature-based experience in wilderness or remote locations; whereas other seek the challenge of white-water and rapids.

There are currently no formal paddling trails in the Great Southern region. However, many of the river systems – Denmark, Frankland, Kalgan and inlets, are currently used by paddlers (canoe, kayak and stand up paddle board). While there is no available market research on demand for paddle trails in the Great Southern region, anecdotal evidence of the number of vehicles transporting canoes and kayaks suggests paddling is a popular activity. Seasonal canoe hire businesses in Albany, Denmark, and Nornalup report existing demand for paddling experiences, with half-day experiences being most popular.





## PROPOSED REGIONAL PADDLING TRAIL PROJECT

This plan proposes a network of paddling trails in the Walpole and Nornalup Inlets Marine Park. This trail experience would provide a network of 55km of flat-water paddle trails which are mostly suitable for Grade 1 (easy) with conditions at certain times requiring a Grade 2 (moderate) experience level.

The scenic quality, biodiversity and heritage value of the area, and variety of trails would attract paddlers from within the region and further afield. The rivers and inlets provide a true nature-based experience, being a haven for water birds, other wildlife, and quiet observation.

Adequate planning and support facilities are central to the destination offering. Paddlers need easy access to launching points, parking, interpretive signage and information, and on-site infrastructure including picnic tables, seating, toilet facilities and water supply.

The Walpole and Nornalup Inlets Marine Park Paddle Experience will be complemented by an array of locally significant paddle trails throughout the Great Southern, including riverine and estuary paddling trails and inland lake paddling experiences. These local experiences will provide a 'value-add' experience to all visitors to the region.

Table 11: Proposed paddling trails

!

Priority Regional Trails

PROJECT LEAD

SIGNIFICANCE

MARKET SEGMENT

TIME FRAME

CREATE NEW TRAIL EXPERIENCES

!

Walpole and Nornalup Inlets Marine Park Paddle Experience

Advanced and enthusiastic paddlers have an opportunity to complete all of the paddle trails of the Marine Park, providing close to 55km different of Grade 1 and 2 experiences.

Walpole River

DBCA

R

S

This trail travels across the Walpole Inlet to the sheltered Walpole River, providing an easy paddle along the river. The river is fringed by coastal vegetation and low forest, in a peaceful setting. 5km return trail across the Walpole Inlet providing an easy Grade 1 paddle along Walpole River.

Deep River

DBCA

R

S

This trail travels across the Walpole and Nornalup Inlets to the sheltered Deep River. The trail offers a scenic paddle along the river, fringed by coastal vegetation in the lower reaches, changing to tall ancient karri forest. Terrestrial and aquatic wildlife encounters are possible. Grade 1 or 2, with a potential 21 km return. There are options for shorter trips along the way.

Nornalup to Walpole

DBCA

R

S

A scenic half to full day paddle from either Walpole or Nornalup, with dense vegetation, vistas, and the chance of wildlife encounters. This trail is Grade 1 and Grade 2 along the lower reaches of the Frankland and into the Nornalup inlet due to variable weather conditions of the inlet.

Rest Point to Circus Beach (+ hike)

DBCA

R

S

Travel across the Walpole and Nornalup inlets to the mouth of the Deep River, continue past Newdegate Island to Sealers Cove before disembarking for a hike across to historic Circus Beach. Trail involves an 11km return, Grade 2 paddle, and 2.6km return easy hike.

	PROJECT LEAD	SIGNIFICANCE	MARKET SEGMENT	TIME FRAME
<b>CREATE NEW TRAIL EXPERIENCES (CONT.)</b>				



<b>Nornalup Inlet circuit</b>	DBCA			
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This trail circuits the Nornalup Inlet taking in scenic points and features of the landscape, passing Deep River, Sealers Cove, Newdegate Island, and traversing the river mouth. Grade 2, 15km loop trail.

<b>Frankland River Overnight Paddle (+ camp)</b> Walpole Wilderness	DBCA			
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Frankland River Day Paddle - Nornalup to Monastery Landing trail on the Frankland River.  
The Frankland River, Nornalup to Monastery Landing trail has potential to provide a paddle through spectacular forest scenery and could offer an overnight bush camping experience. Alternatively, the trail allows for a nature based half or full day paddle. Grade 1, 10.4km return.

## DEVELOP TRAIL LINKAGES




<b>Monastery Landing to Bibbulmun Track</b> Walpole Wilderness	DBCA			
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After paddling from Nornalup to Monastery Landing, trail users complete a short walk along the existing access road to join the Bibbulmun Track and hike in to the Frankland River hut. Total walking distance is less than 3km. Alternatively, a new low impact camp site could be developed close to the riverbank, without public road access to maximise the experience.

## LOCALLY SIGNIFICANT 'VALUE-ADD' EXPERIENCES

<b>Kalgan River Paddle Trail</b>	ALB			
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This canoe trail along the lower Kalgan River takes advantage of a particularly scenic part of the river system between the southern entry/egress at Albany Rowing Club, and the northern entry/egress from the informal launch near Upper Kalgan Bridge. Identified as a priority in the Albany Trails Hub Strategy 2015-2025. 20km return Grade 1

<b>Great Southern Treasures Recreation Circuit - paddle trails</b>	GSCORE in partnership with LGAs			
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These trails give opportunities for easy grade paddles at several inland lakes. They provide a different context and environment to river and estuarine paddling. The lakes at Poorrarecup, Nunijup and Ewlyamartup offer regular paddling opportunities, while Lake Queerearrup is less reliable, being more ephemeral. (see Great Southern Treasures Recreation Circuit Plan).

<b>Wilson Inlet Paddle Trail</b>	DEN			
----------------------------------	-----	---	---	---

A challenging paddle depending on wind conditions, suitable for or Grade 2 and 3 with considerable experience. There are many routes which could be chosen, short return routes along the shoreline or longer routes around the inlet which require a full day's paddle. There are various access and launch points, but currently no recognised trail signage.

<b>Bremer River Paddle Trail</b>	JERR			
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This trail presents a unique paddling opportunity within the Fitzgerald River National Park, which is accessible from Bremer Bay. Existing facilities at Bennett St would make this a nature based 4km Grade 1 return paddle.

Map 4: Proposed paddling trail network in Walpole and Nornalup Inlets Marine Park

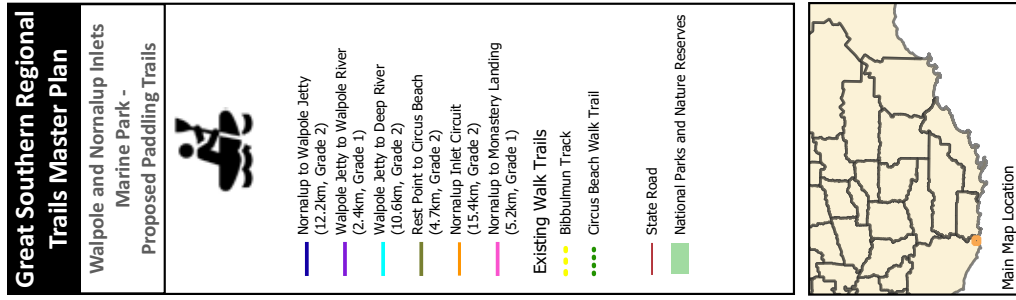
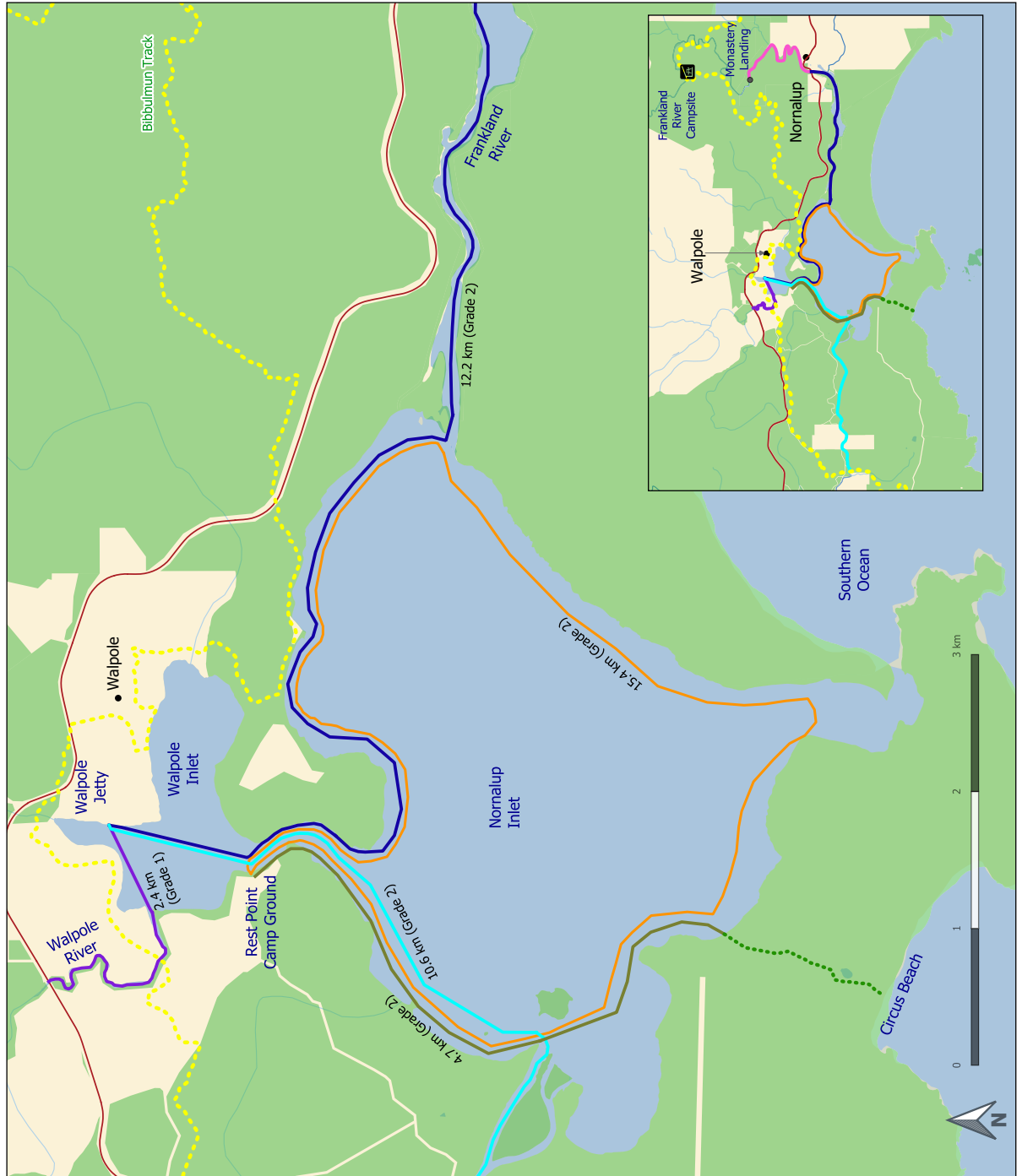












Photo credit: Tourism WA

## SNORKEL TRAILS

The Great Southern region is not recognised as a snorkel trail destination and there are no reliable estimates on snorkelling as a visitor recreational activity in the region. Even so, there are established trails at Whaling Cove in Albany and Little Harbour in Bremer Bay. Apart from these locations, the region has several sheltered bays, with easy access, shallow waters and good visibility that can provide enjoyable experiences for beginner to more advanced snorkelers. Development of new snorkelling experiences at Greens Pool in William Bay National Park will enhance visitation at this popular swimming and outdoor recreation site.

It is envisaged that all these trails will remain locally significant (see Table 12). However, improvements to the existing snorkelling trails, and the development of new snorkel trails in Greens Pool, will provide a value-add experience for visitors who are already in the region. The role of these local snorkel trails is thus to enhance the overall trail offering of the destination.

Table 12: Proposed snorkelling trail projects

	PROJECT LEAD	SIGNIFICANCE	MARKET SEGMENT	TIME FRAME
CREATE NEW TRAIL EXPERIENCES				
<b>Greens Pool</b> William Bay National Park	DBCA	L		
Greens Pool has the potential to develop into a significant snorkelling destination. The beach is sheltered by large natural granite boulders making it an ideal spot for snorkelling activities. Four snorkel trails, ranging from easy to advanced, with a total distance of 990 metres, are proposed within Greens Pool				
ENHANCE EXISTING TRAILS				
<b>Whaling Cove</b> Albany	City of Albany	L		
Whaling Cove is an existing 400 metre snorkelling trail located on a peninsula close to the Point Possession Heritage Trail. An underwater plinth has been constructed to inform snorkelers about the marine environment. Entry signage upgrade and maintenance to the underwater plinths required.				
<b>Little Boat Harbour</b> Bremer Bay	Shire of Jerramungup	L		
The 260 metre Little Boat Harbour snorkel trail is used as a local diving and snorkelling site. There is opportunity to enhance the overall snorkelling experience by improving existing parking and toilet facilities and availability of trail information (signage).				





## THE GREAT SOUTHERN TREASURES RECREATION CIRCUIT

There are numerous examples within Australia and internationally where small regional and rural communities have benefited from economic development associated with trails. To be successful, however, trail destinations need to showcase distinctive natural or cultural landscapes and/or enable users to interact with local people and cultures.

An assessment of the Upper Great Southern region's potential for trail-based tourism determined that it lacks a single location for a regionally significant trail project. However, there is an opportunity to develop a network of locally significant trails which, when promoted collectively, have the potential to achieve regional significance. The aim is to **create a circuit of recreation 'nodes' with each node providing one or more trail experiences** (e.g. walking trail, cycle trail, paddle trail).

Combined with other tourism assets (e.g. accommodation, attractions, services), these recreation nodes will enhance the tourism offering of each town. The **Great Southern Treasures Drive Trail** provides the route (or circuit) connecting these nodes. The advantage of using the existing drive trail is that it already connects most towns and recreation sites in the region and has a brand and marketing presence.

The Drive Trail (*previously branded as "Hidden Treasures of the Great Southern"*) encompasses eight local government areas – Broomehill-Tambellup, Cranbrook, Gnowangerup, Katanning, Kent, Kojonup, Plantagenet, and Woodanilling. The Drive Trail links each of the shires using a recommended route and a list of things to see and do. It has the status of a touring route rather than a thematic trail – there is no interpretation linking sites or locations or a thematic framework that encourages visitors to explore based on a topic or interest area.

**The Great Southern Treasures Recreation Circuit** builds on this existing drive trail to provide new opportunities within the region (see Table 13). This can link to existing trails in the Shire of Jerramungup and new ideas such as the 'Horse Power Highway' in the Shire of Gnowangerup. The existing Drive Trail invites visitors to experience the cultural, heritage and biodiversity of the region. The proposed Recreation Circuit will add value to the existing drive trail by creating a series of 'outdoor recreation nodes' (see Map 4).

Creation of a new drive itinerary and integration of a network of walking, cycling, and paddling trails (or nodes) will provide residents and visitors with a diverse array of active leisure opportunities that showcase the region's unique inland landscapes, heritage and culture, and encourage participation in outdoor recreation. The trail focused on two key markets:






















**(i) Day trippers** – the proposed trail will provide residents with enhanced active leisure experiences within a relatively short driving distance. Given the small resident population and ratepayer base of each rural community, it is not feasible to develop multiple trails for different activities in each location. By spreading these out within a 60km radius of each townsite, a diverse array of activities can be catered for, while at the same time, spreading the financial cost of construction and maintenance amongst neighbouring local government areas.

**(ii) Over 55s Empty Nesters** – intrastate and interstate retired or semi-retired, travellers. They spend a greater number of nights per annum driving and staying within rural areas as compared to other travellers. A significant proportion participate in active leisure pursuits such as walking, cycling and paddling. Providing these opportunities (along with low-cost camping and other amenities) will encourage longer stays. The goal is to get these visitors to increase their length of stay in the region and visit as many locations as possible.

The Great Southern Treasures Recreation Circuit is a descriptive title used for planning purposes only. A compelling trail name will need to be chosen that can be used in branding and marketing of the trail.



Table 13: Proposed trails included in the Great Southern Treasure Recreation Circuit

	TRAIL TYPE	PROJECT LEAD	SIGNIFICANCE	MARKET SEGMENT	TIME FRAME
<b>CREATE NEW TRAIL EXPERIENCES</b>					
<b>Paper Barks to Rock Cairn walk</b> Bremer Bay		Jerramungup			
Extending the current path will showcase Bremer Bay, and provide opportunity for whale watching, access to John Cove and fishing spots, terminating at Rock Cairn, a great lookout with its own history.					
<b>Pingrup Grain Silos walk</b> Pingrup		Kent			
Develop a short walk trail from the caravan park to the grain silos as part of the Silo (art) trail					
<b>Tower Hill</b> Mount Barker	 	Plantagenet			
Rising to 147 meters above sea level, Tower Hill has a stunning lookout with sweeping views. This location is ideally suited for recreation activities, including development of hiking, and mountain biking trails, less than 3km from town.					
<b>Pink Lake</b> Cranbrook		Cranbrook			
This 'Pink Lake' is receiving high visitation from passers-by, but there is no designated viewing point or parking bay. A vehicle parking bay, interpretive signage, and or, walk trail should be investigated.					
<b>Bremer River paddle</b> Bremer Bay		Jerramungup			
A paddle trail in the lower reaches of the Bremer River, travelling north from Bennett St jetty for approximately 4km return. A scenic paddle with the Fitzgerald River National Park on the western shoreline.					

## KEY



Hiking



Cycling/Mountain biking



Paddling



Snorkelling



Leisure



Active



Adventure

Table 13: Proposed trails included in the Great Southern Treasure Recreation Circuit cont.

































































	TRAIL TYPE	PROJECT LEAD	SIGNIFICANCE	MARKET SEGMENT	TIME FRAME
<b>ENHANCE EXISTING TRAILS</b>					
<b>Boot Rock Reserve</b> Broomehill		Broomehill-Tambellup			
Signage and interpretation to rationalise existing use of bush tracks and trails. Potential to recognise three trails which can be dedicated to dual-use, hiking and cycling.					
<b>Kojonup Heritage Walk</b> Kojonup		Kojonup			
Visitors to the town can tour historically significant sites, such as the Kojonup Spring, Elverd Cottage, The Flora & Fauna Sanctuary or the Noongar Sharpening Rock. Signage upgrade is required.					
<b>Mondurup Reserve</b> Mount Barker		Plantagenet			
Signage and interpretation infrastructure is required at this site to rationalise the various informal and formal walk tracks through this important flora reserve.					
<b>Tambellup Heritage Trail</b> Tambellup		Broomehill-Tambellup			
Three short walking loops require improved signage and trail infrastructure.					
<b>Sukey Hill lookout</b> Cranbrook	 Viewpoint	Cranbrook			
Short walk including a new lookout with sweeping views and potential link to Motocross circuit.					
<b>Frankland River Wildflower walk</b> Frankland		Cranbrook			
Local flora walk trail 0.4km. Improve walk trails and signage.					
<b>Salt River Rd Wildflower walk</b> Cranbrook		Cranbrook			
Flora reserve, 1.8km circuit walk, picnic area. Improve trails and signage.					
<b>Lake Poorrarecup</b> Cranbrook	 	Cranbrook			
Lake Poorrarecup is the largest lake in the Shire of Cranbrook and is popular for swimming and skiing during the summer months. Changerooms, toilets, and camping are on site. A Grade 1 paddle trail would add to the visitor experience.					
<b>Lake Nunijup</b> Cranbrook	 	Cranbrook			
Lake Nunijup is used for walking, swimming and has BBQ facilities. A short paddle trail could be developed around the edge of the Lake.					
<b>Gnowangerup Heritage Walk</b> Gnowangerup		Gnowangerup			
A 2km walk trail which explores highlights of Gnowangerup's history through its heritage buildings. There are five interpretive signs, and further development could expand the Aboriginal story of the area.					

Table 13: Proposed trails included in the Great Southern Treasure Recreation Circuit cont.

	TRAIL TYPE	PROJECT LEAD	SIGNIFICANCE	MARKET SEGMENT	TIME FRAME
<b>ENHANCE EXISTING TRAILS</b>					
<b>Yongergnow Malleefowl Centre</b> Ongerup	H	Gnowangerup	L		M 
Existing walk trail requires maintenance and improved signage, could link with a walk to Ongerup townsite.					
<b>Native Snail Trail</b> Bremer Bay	H C	Jerramungup	L		M 
Dual-use 3.4km linear trail linking Bremer Bay townsite with Bremer Beaches Caravan Park, via native bushland and interpretive stations. Additional trailhead required.					
<b>Town Heritage Walk</b> Jerramungup	H	Jerramungup	L		M 
1km walk trail, extend and make suitable for all users, families and elderly.					
<b>Lake Ewlyamartup</b> Katanning	H P	Katanning	L		M 
100 ha recreation site popular with water skiers, paddlers, swimmers, and has 95 species of birds. A designated paddling trail with interpretation is recommended.					
<b>Police Pools / Twonkwillingup</b> Katanning	H	Katanning	L		M 
Reserve used for informal recreation, walking and swimming, Aboriginal heritage values. Upgrade existing loop trail.					
<b>Town Walk Trails</b> Katanning	H	Katanning	L		M 
3 short town walks, local history. Improve trails and signage.					
<b>Farrar Reserve</b> Kojonup	H C	Kojonup	L		M 
Farrar Nature Reserve supports a variation of flora and fauna due to the diversity of soils and profile. The Old Railway Dam is home to numerous water birds, frogs and the long-necked tortoise. Designated walk tracks and a cycle way would add to the visitor experience.					
<b>Myrtle Benn Reserve</b> Kojonup	H C	Kojonup	L		M 
1.5 km walk trails, flora reserve close to town. Improve trails and signage.					
<b>Kendenup Nature Trail</b> Kendenup	H	Plantagenet	L		M 
A short local trail in and around the Kendenup townsite, which can be developed to include local heritage and nature. Requires signage.					
<b>Lake Queerearrup</b> Woodanilling	H P	Woodanilling	L		M 
This large lake is used for recreational and leisure activities including water skiing, swimming and picnicking. The lake has a surface area of approximately 430 ha and often has a pink tinge. The lake could develop an interpretive paddling trail, understanding the seasonal nature of the lake.					
<b>Woodanilling Heritage walk</b> Woodanilling	H	Woodanilling	L		M 
There is an opportunity to extend the 970m Heritage Walk to include further interpretive points of interest, and to link with the Prime Minister's Walk.					

Map 5: Great Southern Treasures Recreation Circuit

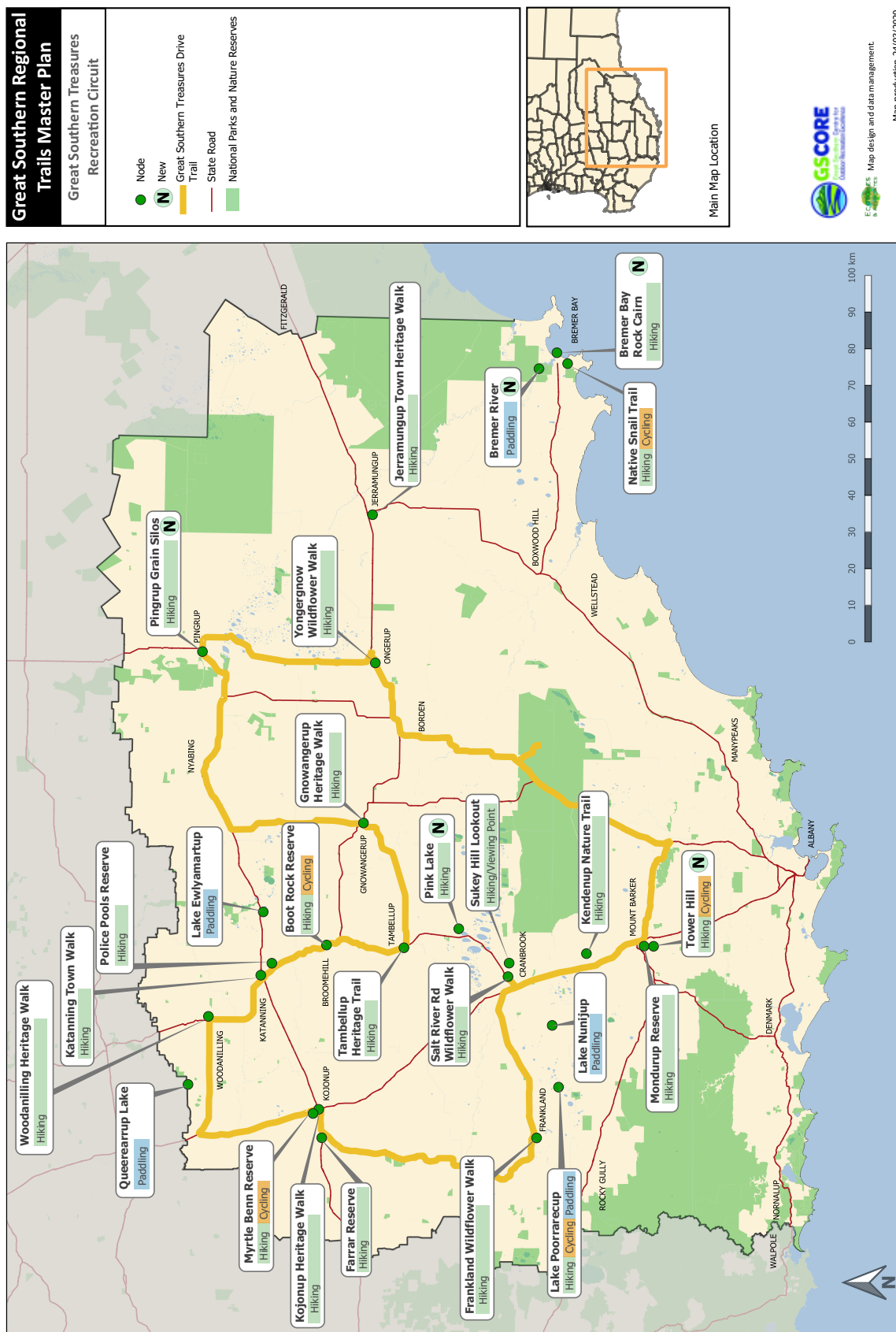










Photo credit: Lex Porebski

## TRAIL BIKE TRAILS FEASIBILITY STUDY

Except for motocross facilities, there are no designated areas specifically for trail bike riders in the Great Southern. An examination of opportunities for trail bike riding has identified three potential target markets and associated trail experiences (see Table 14).

The Great Southern region has the route inventory, quality and diversity of landscapes and experiences with aligned services to provide nationally and regionally significant adventure bike routes. This rider group is deemed to be most attractive by local government and land managers with immediate economic benefits evident, minor investment required, no legal impacts, few constraints and the least user group and community conflicts. Mapped and marketed **Great Southern Adventure Bike Experiences** would provide a significant point of difference for the region.

Development of legal, off-road trail bike trails may prove difficult to achieve as the region lacks enough trail to meet demand. Land managers are currently reluctant to open additional trail supply. An extensive planning exercise to identify appropriate sites would be required before the region could be marketed as a trail bike destination. The best initial opportunity for development of trail bike trails would be to extend the Adventure Bike map and routes, through identification of trail loops and segments that can be added to the overall network for use by licensed riders on road-registered vehicles.

Table 14: Trail bike trail feasibility

TYPE	DESCRIPTION	FEASIBILITY
<b>Adventure Bike Routes</b>	Full or multi-day rides (250-300km per day); combination of sealed and unsealed roads; with strong focus on experience (accommodation, meals, fuel stops, attractions)	There is strong opportunity to focus on route mapping and ride experience, and then market routes and itineraries in a similar way to drive trails. Achievable in the short term.
<b>Trail Riding</b>	Would require development and/or identification of 80-150km of off-road trails or tracks, with technical challenge being important	Currently there is lack of sufficient inventory of legal trail networks to meet the needs of off-road trail bike riders. Future development will require substantial long-term planning
<b>Families and Juniors</b>	Fit for purpose locations to suit family groups and juniors would need to provide a safe environment with trails and facilities that cater to different abilities and ages	There is potential to work with LGAs to identify suitable locations (public or private land) for future development, and provide advice and information









## REGIONAL EQUESTRIAN TRAILS FEASIBILITY STUDY

Currently there are few equestrian opportunities formally provided in the Great Southern Region apart from the Stidwell Bridle Trail complex (33km network) near Albany and sections of rail trail on the original Elleker to Nornalup rail line. The Denmark-Nornalup Heritage Rail Trail is a multiple use trail used by horse riders. Formal beach access is provided at Peaceful Bay, Boat Harbour, Parry Beach and a part of Middleton Beach.

There is strong demand for local bridle trails and these should be formalised and improved with land manager support. Within the City of Albany the Sandpatch and Stidwell bridle trails are well used by riders and require improved signage and designation as single use.

Ongoing discussion with DBCA as land manager is improving access to Gull Rock National Park.

No trails of regional significance are proposed for the following reasons:

- Land managers are unwilling to support long-distance trails (e.g. former stock routes) through protected areas. There are a number of historical stock routes, including Forest Hill, Camballup and Moriarty stock routes, in the region. Sections of these stock routes pass through the Walpole Wilderness Area. Although there is strong local interest in and in some cases Shire support for opening up these routes as bridle trails, there is currently no support from the land manager. This plan recommends, however, that these routes become designated as Heritage Trails in recognition of their historical value.
- There is little information available regarding equestrian trail use levels or economic impact and it is difficult to determine whether regional equestrian trails will provide a return on investment.
- Equestrian trails have recently been developed in the adjacent South West region, Warren Blackwood Stock Route. And monitoring of these trails by the land manager and will inform the feasibility of additional regional trails in the next few years.

Table 15 provides a summary of equestrian trail opportunities in the region.

Table 15: Equestrian trail feasibility

TYPE	DESCRIPTION	FEASIBILITY
<b>Local</b>	Short distance localised trails close to townsites or settlements, with easy access. Focus on providing single use equestrian trails (e.g. areas within Sandpatch and Gull Rock National Park). Consultation and previous work has identified desire for local bridle trails in state forest (e.g. Denmark, Mount Barker area), beach access (e.g. Cheynes Beach, Shoal Bay), and close to townsites with existing facilities (e.g. Albany, Mount Barker and Woodanilling).	Local users to liaise with land managers for improved access, designation of trails and improved signage. These trails would be well supported and used by the community.
<b>Long Distance Trails</b>	Long distance trails within the Great Southern or linked to trails in adjacent regions. Would require the development of 60km plus trails to be regionally significant in attracting visitors.	Liaison with different land managers is required and consideration of relevant planning and policy documents including DBCA Management Plans, and DWER public drinking water source areas. Remoteness, accessibility and lack of supporting infrastructure are challenges. There is little information on trail user demand for long distance trails meaning the scale of development would need to be rationalised to provide value for money.
<b>Stock Routes or Heritage Trails</b>	Long distance historic stock routes up to 80-100km such as the Forest Hill, Moriarty and Camballup routes. There has been interest in developing these routes as multi-use trails for many years. There is some provision for stock route in the Walpole Wilderness Area and adjacent reserves Management Plan, (WWAMP) though not through the core wilderness area.	Liaison with different land managers is required. There is strong local interest in re-opening historic stock routes for equestrian trails by residents, but the visitor market is unknown. The Shire of Plantagenet is continuing to investigate the status of historic stock routes with a view to building on their recognition as Heritage Trails. The Shire has an active trails working group interested in equestrian trail development.
<b>Rail Trails</b>	Consultation with user groups has confirmed that the safe, vehicle free environment provided by disused rail corridors is attractive for equestrians. Medium to longer distance trails, 10-55km single direction, with potential for overnight stays.	Existing sections of the Denmark to Nornalup rail trail and the Torbay to Elleker rail trail are being used by equestrians. Designation of new rail trails requires a high level of community and local government support to present a strong rationale for development. As land managers the Public Transport Authority and Arc Infrastructure are generally opposed to leasing of rail corridors for recreation activities.



# Great Southern Regional Trails

## MASTER PLAN

### SECTION 5 IMPLEMENTATION STRATEGY





# IMPLEMENTATION STRATEGY

## STRATEGIC PLANNING RECOMMENDATIONS

The following recommendations provide an implementation strategy to achieve the vision outlined in this master plan. The strategies are aligned with each of the agreed objectives (see Section 2) and have been prioritised over a five-year timeframe. Specific actions and agency responsibilities aligned with these strategies are included as Appendix 4.

1



### Integrated Planning & Management

Adopt a strategic and coordinated approach to trail planning, management and maintenance through key stakeholder collaboration and prioritised and targeted investment.

NO.	STRATEGY	PRIORITY	TIMEFRAME
1.1	All LGAs, DBCA, DLGSC, and GSDC endorse the Great Southern Regional Trails Master Plan (RTMP) as the overarching guide to the planning, development and management of regional trail priorities over the next 10 years	High	Within 1 year
1.2	Stakeholder Reference Group endorse the RTMP Governance Framework and Implementation Strategy	High	Within 1 year
1.3	Link identified regional priority trails to local and state government strategic plans	Medium - High	1-2 years

2



### Sustainable & Accessible Trail Network

Develop, upgrade and maintain a network of high-quality trails and facilities that deliver outstanding experiences to a wide range of trail users and activity types.

NO.	STRATEGY	PRIORITY	TIMEFRAME
2.1	Trail development undertaken as per the schedule outlined in each Action Plan	High	1-5 years
2.2	All land managers adopt best practice guidelines in development and management of regional priority trails including protection of biodiverse and culturally sensitive areas and values.	Medium - High	1-5 years



Photo credit: Kelly Waterhouse

3



### Promote the Visitor Experience

Encourage strong local community and visitor participation in recreational trail activities through effective promotion and marketing of the region's trails.

NO.	STRATEGY	PRIORITY	TIMEFRAME
3.1	Prepare and implement a Regional Trails Marketing strategy that includes biodiversity, Aboriginal and settler culture and heritage	High	Within 1 year
3.2	Prepare and implement a thematic interpretation strategy for all nationally and regionally significant trails and trail networks	Medium	2-3 years

4



### Community and Economic Development Opportunities

Capitalise on the opportunities presented by a well-designed trails network for health, environmental, cultural, economic and liveability benefits.

NO.	STRATEGY	PRIORITY	TIMEFRAME
4.1	Economic benefits - Encourage and support new trail business opportunities and identified gaps in service provision	Medium	1-5 years
4.2	Liveability benefits - Ensure that regional priority trail developments cater for and encourage active transport	Medium	1-5 years
4.3	Health - Actively promote the health and wellbeing benefits of active leisure activities	Medium	3-5 years
4.4	Culture - Support a Noongar naming or dual-naming strategy and interpretation plan for all nationally and regionally significant trail projects	High	1-2 years
4.5	Environmental - Adopt and promote the Trail Development Series as best practice for trail planning, construction and maintenance	High	Within 1 year

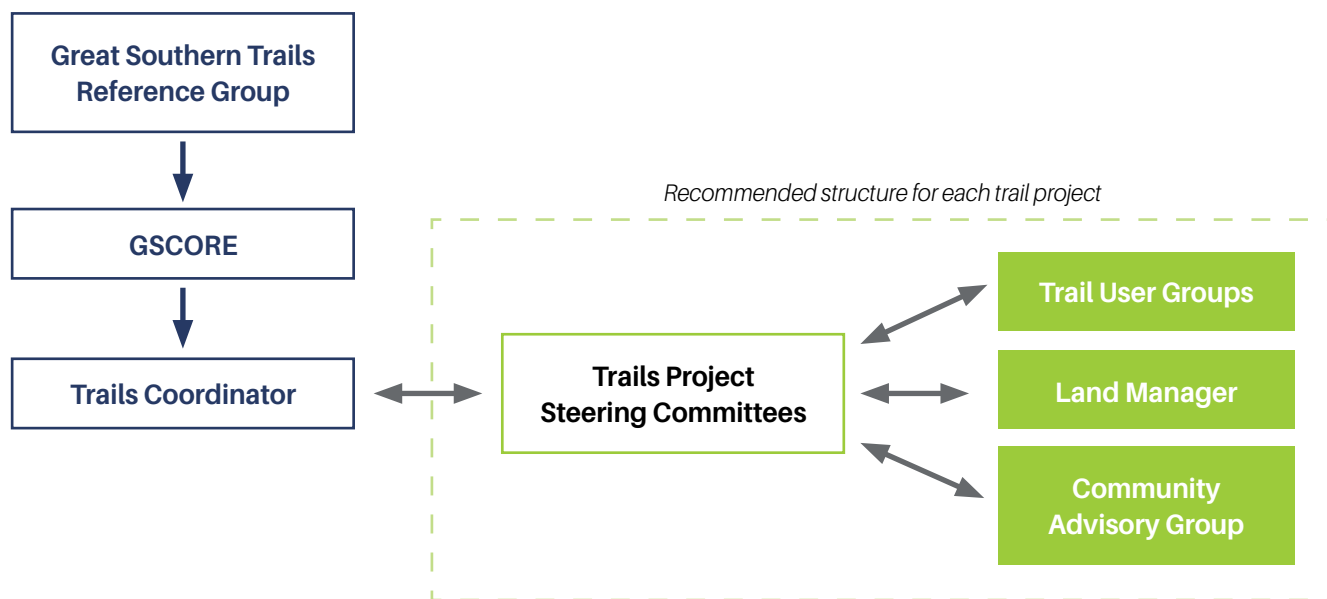




## GOVERNANCE FRAMEWORK

To achieve the vision outlined in this master plan, it is essential that an effective and efficient governance and management structure is established. Given the range of stakeholders involved in delivering the master plan, it is important to have broad representation and a willingness by all parties to accept some level of responsibility. To ensure that these roles and responsibilities are understood and carried out to a high standard, the following governance hierarchy should be adopted (see Figure 4).

Figure 4: Governance Structure



A Great Southern Trails Reference Group (GSTRG) should be formed and given responsibility for overseeing the implementation of the master plan. The GSTRG should include a representative from each local government, DBCA, DLGSC, GSDC, South West Aboriginal Land and Sea Council (SWALSC) and Wagyl Kaip and Southern Noongar Working Party. The GSTRG will be responsible for overseeing strategic trails development and management. The group should meet quarterly to coordinate project priorities.

The RTMP Stakeholder Reference Group has recommended that the Great Southern Centre for Outdoor Recreation Excellence (GSCORE) should be contracted as the overall Project Manager for the implementation of the master plan for projects where there is little or no existing capacity. This would be subject to performance against indicators developed by the GSTRG. GSCORE will be responsible for providing governance and secretariat support to the GSTRG, grant writing, project management, marketing coordination, training and capacity building, and trail monitoring (see Figure 5). This approach has been

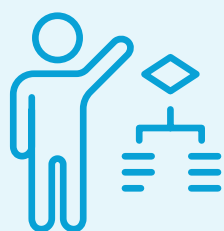
endorsed by local government stakeholders and the Project Management Executive Group.

GSCORE will employ a Trails Coordinator responsible for overseeing the implementation of each trail project. The Trails Coordinator will liaise with a Trail Project Steering Committee responsible for each trail project. These committees may be existing (e.g. Albany Trails Hub Strategy Project Control Group) or may be formed specifically for each project.

It is recommended that for each trail project, a community advisory group is established and include representation from organisations that have a vested interest in each specific trail or trail network. This could include destination marketing organisations, chambers of commerce, arts and cultural groups, and natural resource management groups. The reference group would provide input and advice on trail development and management. In addition to the community advisory group, the Steering Committee should also liaise with key trail user organisations and clubs relevant to the specific trail activity (e.g. MTB club or bushwalking club).

Figure 5:

## GSCORE'S RESPONSIBILITIES



### PROJECT GOVERNANCE

- Establish governance framework
- Monitor implementation through action plans

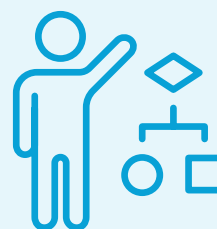


### GRANT WRITING

- Identify funding sources and prepare applications on behalf of stakeholders

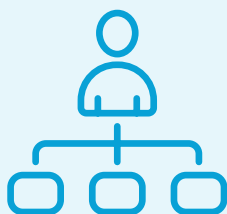
### MARKETING COORDINATION

- Implement marketing strategy
- Implement signage plan
- Maintain Trails WA database



### PROJECT MANAGEMENT

- Develop project scoping documents, consultant briefs, business plans
- Develop and execute stakeholder engagement plans
- Undertake community consultation



### TRAINING & CAPACITY BUILDING

- Develop and deliver training for land managers and trail managers
- Implement business capacity building program



### TRAIL MONITORING

- Priority trail maintenance audit
- Develop maintenance schedules
- Implement monitoring programs

## MANAGEMENT AND MAINTENANCE

For the Great Southern to become a recognised and desirable trail destination, it is imperative that models are established for ongoing sustainable trail management, maintenance and development. A variety of development and management models need to be considered and should form part of the concept planning phase of all trail development projects. These models include:

- **Public management** – A government agency (e.g. a local shire or DBCA) has sole management responsibility of the trail facility. Commercial and event operators may contribute financially to the management of trails.
- **Volunteering agreements** – An agreement is developed following discussion between a land manager and trail user group/club about options for volunteer maintenance of trails.
- **Partnerships** – Multiple stakeholders share management responsibility of the trail facility. Partners could include non-government incorporated agencies, government bodies, Aboriginal Corporations, Aboriginal Ranger Programs, commercial entities, foundations or trusts, and volunteer groups.
- **Private management** – The development of trail networks will encourage visitation and expenditure, resulting in a tangible economic impact for the surrounding communities and the region. This may in turn provide opportunities to establish and grow businesses that complement trail activities and encourage public and private investment in future trail developments.

The successful delivery and ongoing management of trail projects will also depend on the active engagement and participation of local trail user groups and peak bodies (e.g. Trails WA, HikeWest, Westcycle, and Paddling WA), Aboriginal communities, land management groups, and communities and the WA Trails Reference Group which advises on implementation of State trail strategies and monitors progress and proposed actions and outcomes reporting back to government and industry.

## MARKETING AND PROMOTION

Marketing and promotion of the Great Southern trail offering will be essential to increase participation and encourage visitation. Currently, the promotion of trails in the Great Southern is ad-hoc and does not form a key part of the promotional activities of the region's destination marketing organisations (DMOs) – Australia's South West (ASW), Amazing South Coast Tourism Incorporated (ASCTI) and Great Southern Treasures.

DMOs lack up-to-date information on trails, including maps, and have few good quality digital marketing assets for the region's existing trails. To better market and promote Great Southern trails, these organisations require images and content that can be used in local signage, websites, social media, and printed material such as visitor guides.

There also needs to be closer alignment between the marketing campaigns of these regional organisations and other groups responsible for marketing trails, including the Bibbulmun Track Foundation, the Munda Biddi Trail Foundation, Tourism WA, and Trails WA.

This plan recommends the development and implementation of a **Great Southern Regional Trails Marketing Strategy**. This document will establish a coordinated approach to branding and promotion of trails in the region, and make recommendations on consistent signage, wayfinding, and interpretation. The Marketing Strategy should be developed in 2020, so that all marketing organisations can begin to actively promote the region's existing trail offering. Harnessing the power of word-of-mouth marketing will enable the region to build a strong brand and generate anticipation amongst trail users and other visitors during the trail construction phase.

The plan recommends a focus on unique points of difference from other regions including unique biodiversity and geology, and Aboriginal culture.



# APPENDICES





# APPENDIX 1: TRAIL TYPES AND GRADES

## HIKING Walking Track Classifications



### GRADE 1

Provide an opportunity for most visitors, with no previous experience, including those with reduced mobility, to complete a walk on the track. Users may have abundant opportunities to learn about the cultural and heritage values of the track's environment through provision of interpretive signs. They will not need a map as arrow markers are present at all intersections and they require no special skills beyond normal care regarding their personal safety.



### GRADE 2

Provide an opportunity for many visitors, with no previous experience, to complete a walk on the track. Users may have many opportunities to learn about the cultural and heritage values of the track's environment through provision of interpretive signs. They will not need a map as arrow markers are present at all intersections and they require no special skills beyond normal care regarding their personal safety.



### GRADE 3

Provide an opportunity for visitors, with a moderate level of fitness and a small degree of skill and self-reliance, to complete a walk on the track. Provision of interpretive information is not common, but many opportunities will be available to observe and appreciate the natural and cultural environment of the track. A map is generally not required and directional markers and management signs may be present. Users are responsible for their own safety that could be affected by adverse weather conditions such as storms or extreme heat.



### GRADE 4

Provide an opportunity for many visitors, with a higher level of fitness and specialised skills and self-reliance, to complete a walk on the track. Only management and directional signs may be present. There will be many opportunities to observe and appreciate the natural and cultural environment. Maps and navigational aids may be required, and natural hazards are to be expected. Safety and navigation could be affected by storms, extreme heat or aridity.



### GRADE 5

Provide an opportunity for visitors with high levels of fitness and advanced specialised outdoors skills and self-reliance, to find their way along often indistinct tracks in remoter natural areas. Only minimal management signage may be present. Maps and navigational aids will generally be required and natural hazards are to be expected. Safety and navigation could be affected by storms, extreme heat or aridity.

### GRADE 6

Provide an opportunity for highly experienced walkers with high levels of fitness and specialised outdoors skills and self-reliance, to navigate through remote, challenging natural and wilderness areas - there is no physical track. Maps and navigational aids are always required and natural hazards are to be expected. Safety and navigation could be affected by storms, extreme heat or aridity.

## MOUNTAIN BIKING

### Mountain Bike Trail Type

Trail type defines the style of trail and its typical attributes. Different trail types suit different styles of riding and typically each trail type will have a specific kind of mountain bike designed to suit. Different cohorts use different types of trails and all trail types can have varying classifications.

TYPES OF MOUNTAIN BIKE TRAILS	
<b>Cross Country (XC)</b>	<p>Primarily single-track orientated with a combination of climbing and descending trails and natural trail features of varying technicality.</p> <p>Cross Country trails appeal to the majority market and can cater for timed competitive events.</p> <p>Typically, bikes are lightweight with shorter travel dual suspension or no rear suspension.</p>
<b>All Mountain (AM)</b>	<p>Similar to Cross Country and primarily single-trail orientated, with greater emphasis on technical descents, with non-technical climbs.</p> <p>All Mountain trails can cater for timed Enduro competitive events. Bikes are typically light-medium weight with medium-travel dual suspension.</p>
<b>Downhill (DH)</b>	<p>Purely descent only trails with emphasis on speed and technical challenge. These trails can cater for timed Downhill competitive racing.</p> <p>Downhill trails appeal to the more experienced market and typically require uplift to the trailhead via chairlift or vehicle shuttle.</p> <p>Bikes are designed for descending and are typically long-travel dual suspension and built for strength over weight.</p>
<b>Freeride (FR)</b>	<p>Typically, descent focused trails with emphasis solely on technical challenge.</p> <p>Trails feature both built and natural terrain technical features with a focus on drops and jumps.</p> <p>Appeals to the more experienced market and caters for competitions judging manoeuvres and skills only. Bikes are typically medium to long-travel dual suspension and are built for strength.</p>
<b>Park (PK)</b>	<p>Built feature environment with emphasis on manoeuvres, skills and progression.</p> <p>Appeals to wide market including youth and can cater for competitions judging aerial manoeuvres. Can include Jump and Pump Tracks and Skills Park.</p> <p>Typically, dirt surfaced but can include hardened surfaces. Bikes are typically built for strength, with short travel suspension.</p>
<b>Touring (TR)</b>	<p>Typically, long distance riding on reasonably uniform surface conditions and lower grades.</p> <p>Touring trails are dual direction linear trails or long distance circuits with a focus on reaching a destination. Touring trails can include rail trails, access/fire roads and single track. While there is a limited market for long distance mountain biking, touring trails can be ridden in sections making them accessible to all.</p> <p>If carrying panniers bikes are usually robust with limited suspension, however, for short sections or day trips most mountain bikes are suitable.</p>



## Mountain Bike Trail Classification

The International Mountain Bicycling Association (IMBA) trail difficulty rating system has been adopted worldwide and forms the basis of the Mountain Bike Trail Classification used in the Western Australian Mountain Bike Management Guidelines. The system classifies trails from Easiest through to Extreme, relative to the physical attributes of the trail, such as its width, gradient, surface type, technical trail features and obstacles.



### EASIEST

This symbol indicates typically wide trail with smooth terrain and low gradients. Surface may be uneven, loose or muddy at times but free from unavoidable obstacles.

Recommended for novice riders.



### EASY

This symbol indicates typically flowing open trails on firm terrain with gentle gradients. Surface may be uneven, loose or muddy at times. Riders may encounter small rollable obstacles and technical trail features.

Recommended for beginner mountain bikers.



### MORE DIFFICULT

This symbol indicates typically narrow trail with loose, soft, rocky or slippery sections and hills with short steep sections. Riders will encounter obstacles and technical trail features.

Recommended for intermediate riders with some technical mountain biking experience.



### VERY DIFFICULT

This symbol indicates trail with variable surfaces and/or steep gradients. Riders will encounter large obstacles and technical trail features.

Recommended for experienced riders with good technical skill levels.



### EXTREMELY DIFFICULT

This symbol indicates the trail may contain highly variable surfaces, very challenging terrain and/or very steep sections. Riders will encounter committing and unavoidable obstacles and technical trail features that may not be rollable.

Recommended for very experienced riders with high level technical skill.



## EQUESTRIAN/HORSE RIDING TRAILS

### Horse Riding Trail Classification

The Australian Trail Horse Riders Association (ATHRA) classifies trails from Easy through to Difficult, relative to physical attributes of the trail, such as its width, gradient and surface type.



#### EASY

Most suitable for novices, social groups and others seeking a relatively short distance trail requiring a basic level of skill and horse and rider fitness.

Most likely to be firebreaks or wide single tracks (bridle paths) with a gentle grade (not exceeding 10%) and a relatively obstacle free, hardened natural surface.

Likely to be shared-use and frequent encounters with other users including cyclists, walkers and runners can be expected.



#### MODERATE

Most suitable for individuals and smaller social groups seeking a short to medium distance trail requiring a moderate level of skill and fitness.

Most likely to be a combination single trail and/or firebreaks with obstacles, variable surfaces, and a moderate slope.

Likely to be shared-use so encounters with other users including cyclists, walkers, runners and horse riders should be expected.



#### DIFFICULT

Suitable for individuals and small social groups seeking a very challenging trail requiring a high level of skill, fitness, and basic navigation skills.

Most likely to consist of challenging single trail and/or firebreaks with many obstacles, variable surface, and steep sections.

Some trail routes may not be marked at all.

May possibly be shared-use so encounters with other users possibly including cyclists, walkers, vehicles and other stock should be expected, however, many of these trails may be located in remote areas and encounters with others is expected to be minimal.

## PADDLING

Trails proposed in the Regional Trails Master Plan adopt the International River Grading System, as none of the trails are on open ocean. There is no universally accepted grading system for the sea, estuaries and large areas of open water. The current grading system SO1-SO5 has been developed by Paddle NSW qualified Sea Instructors to assist in describing all waterways.

The International River Grading System<sup>8</sup> uses six levels each referred to as "Grade" or "Class" followed by a number. The grade of a river may change with the level of flow.

- **Grade 1 Easy** (slow to medium flow, relatively few obstacles, easy path to follow)
- **Grade 2 Moderate** (regular waves / medium rapids which are manageable with basic strokes)
- **Grade 3 Difficult** (rapids/ high waves, manoeuvring around obstacles is required).
- **Grade 4 Difficult rapids** (have high, powerful, irregular waves, broken water, often boiling eddies, ledges, drops and dangerous exposed rocks. The passage often difficult to recognize and precise sequential manoeuvring is required).
- **Grade 5 Very powerful rapids** (very confused and broken water, massive waves, large drops, violent and fast currents, abrupt turns, difficult powerful stopper hydraulics. Numerous obstacles in the main current, including dangerous, possibly life-threatening hazards).
- **Grade 6 Extremely dangerous** - classified as unraftable. (Very confused, very violent, exploding and folding water so difficult that controlled navigation by raft is virtually impossible).

## SNORKELLING

Trails WA classifies snorkel uses three classifications of snorkel trails:

- **Easy** – suitable for beginners
- **Moderate** – suitable for those with some experience
- **Difficult** – considerable experience required, open water conditions, waves

<sup>8</sup> Paddle WA. Grading System. <http://www.waterwaysguide.org.au/GradingSystem>

# 1

## TRAIL NETWORK

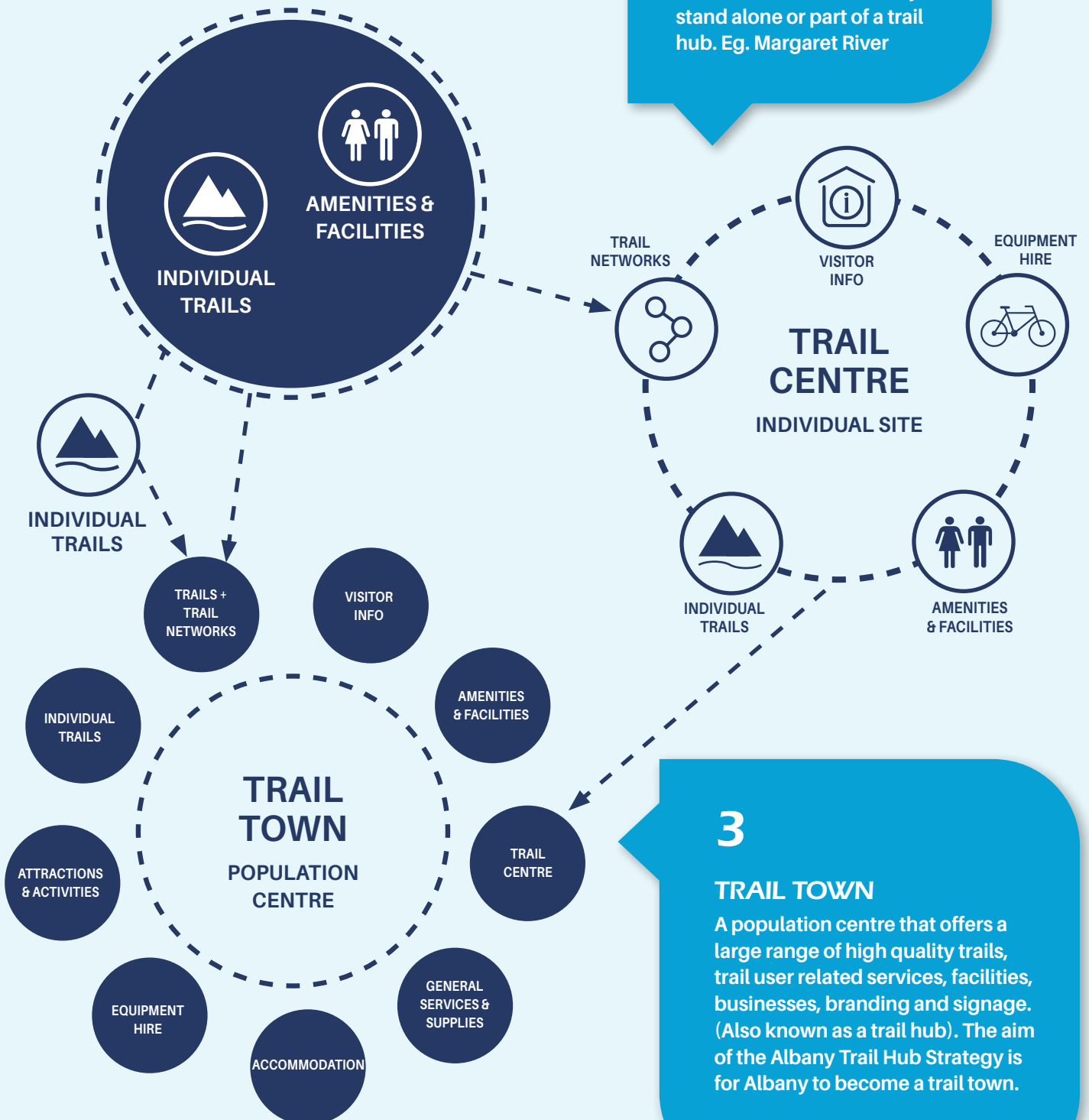
A collection of linked trails, often of same type, typically accessed via a trailhead.  
Eg. Pemberton, Porongurup National Park, Bremer Bay.

## APPENDIX 2: TRAIL TOWNS AND TRAIL NETWORKS

# 2

## TRAIL CENTRE

A managed trail or trail network supported by dedicated on site trail related services and facilities. May be stand alone or part of a trail hub.  
Eg. Margaret River



# 3

## TRAIL TOWN

A population centre that offers a large range of high quality trails, trail user related services, facilities, businesses, branding and signage. (Also known as a trail hub). The aim of the Albany Trail Hub Strategy is for Albany to become a trail town.

## APPENDIX 3: TRAIL USERS

Visitation to the Great Southern is currently dominated by intrastate trips (refer to Table 16) with having a holiday being the main purpose for visiting by both domestic and international tourists.

Table 16: Purpose of visit to Great Southern Region 2016-2017

Estimated Visitors to Great Southern region	Period - YE Dec 2016-2018							
	Average Annual Visitors	Holiday		Visiting friends and relatives		Business		Other
Domestic	586,000	317,700	49%	189,700	30%	115,700	18%	25,700
International	58,500	51,000	87%	6,200	11%	900	2%	1,600
<b>Total Overnight</b>	<b>701,833</b>							
Intrastate Daytrips	773,000	401,000	52%	118,300	15%	91,000	12%	162,700

Visiting national parks and bushwalking (hiking) are activities undertaken by a majority of international visitors (71% and 52% respectively), and by approximately 1 in every 5 intrastate and interstate visitors to the Great Southern the region. Cycling is undertaken by approximately 1 in every 6 international visitors, and by 1 in every 10 day trippers.

Table 17: Average annual visitors, visit national parks and participate in bushwalking (hiking), and cycling

Estimated Visitors to Great Southern region	Period - YE Dec 2016-2018						
	Average Annual Visitors	# visit national parks	% of visitors	# participate in bushwalking	% of visitors	# participate in cycling	% of visitors
Intrastate	586,000	488,000	17	154,300	24	20,000	3
Interstate	57,333						
International	58,500	126,900*	71	30,700*	52	9,600	16
<b>Total Overnight</b>	<b>701,833</b>						
Intrastate Daytrips	773,000	243,700	7	83,300	11	70,300	9

\*Activity participation is captured at a total trip level (not destination specific) for international visitors; therefore International visitors may have undertaken activity elsewhere in Australia.

Source: Tourism Research Australia, International and National Visitor Survey.





## APPENDIX 4: IMPLEMENTATION STRATEGIES TO ACHIEVE AGREED OBJECTIVES

1



### Integrated Planning & Management

Adopt a strategic and coordinated approach to trail planning, management and maintenance through key stakeholder collaboration and prioritised and targeted investment.

NO.	STRATEGY	INITIATIVES	PRIORITY	TIMEFRAME	RESPONSIBILITY
1.1	All LGAs, DBCA, DLGSC, and GSDC endorse the Great Southern Regional Trails Master Plan (RTMP) as the overarching guide to the planning, development and management of regional trail priorities over the next 10 years	RTMP received and endorsed by all Great Southern LGAs and State government agencies	High	Immediate	Lead: LGAs DBCA, DLGSC
1.2	Adopt the RTMP Governance Framework and Implementation Strategy	Allocate adequate resources to ensure GSRTMP is implemented	High	Immediate	Lead: LGAs DBCA, DLGSC
		Form a Regional Trails Reference Group to oversee the Implementation Strategy	High	Immediate	Lead: GSCORE Support: Participating LGAs and other stakeholders
		Establish a mechanism for the Regional Trails Reference Group to communicate efficiently with the WA Trails Reference Group	High	Immediate	Lead: DLGSC Support: GSCORE
		Review the RTMP within 5 years of its release to ensure its ongoing relevance and to examine its implementation	Med	5 years	Lead: GSCORE Support: LGAs
1.3	Link identified regional priority trails to local government strategic plans	Develop local trail plans	Med	1 - 2 years	Lead: GSCORE Support: LGAs
		Ensure regional priority trails are included in local government planning documents (including asset management, community development and financial plans)	High	1 - 2 years	Lead: LGAs



### Sustainable & Accessible Trail Network

Develop, upgrade and maintain a network of high-quality trails and facilities that deliver outstanding experiences to a wide range of trail users and activity types.

NO.	STRATEGY	INITIATIVES	PRIORITY	TIMEFRAME	RESPONSIBILITY
2.1	Trail development undertaken as per the schedule outlined in each Activity Plan	Develop concept plans and business cases for all regional priority trails in line with the timeframes identified in activity-specific trail plans	High	1 – 5 years	Lead: Land managers Support: GSCORE
		Secure funding commitments from all partners and leverage additional resources through State and Federal Government grants	High	1 – 5 years	Lead: GSCORE Support: Land managers, GSDC, RDA
		Prepare and implement a priority trailhead and wayfinding strategy as identified within specific trail plans	Med	1 – 2 years	Lead: GSCORE Support: Land managers
		Ensure all trail planning is undertaken in accordance with the guidelines contained in the WA Trail Development Series	High	1 – 2 years	Lead: Land managers Support: GSCORE
2.2	All land managers adopt best practice guidelines in development and management of regional priority trails including protection of biodiverse and culturally sensitive areas and values.	Facilitate the sharing of knowledge related to trail planning, construction and management between all land managers, local government authorities, clubs, key user groups, and community organisations	High	1 – 2 years	Lead: GSCORE Support: DLGSC, DBCA
		Collaborate with land managers, scientific institutions and community organisations to monitor ongoing usage and impacts of individual trails to improve management practices over the long-term	Med	1 – 5 years	Lead: GSCORE Support: Land managers
		Develop and implement a trail-building training program for land managers, community groups and contractors to improve sustainability outcomes for all trails	Med	1 – 2 years	Lead: GSCORE Support: Land managers







### Promote the Visitor Experience

Encourage strong local community and visitor participation in recreational trail activities through effective promotion and marketing of the region's trails.

NO.	STRATEGY	INITIATIVES	PRIORITY	TIMEFRAME	RESPONSIBILITY
3.1	Prepare and implement a Regional Trails Marketing Strategy	Develop brand position statement for Great Southern Regional Trails	High	Immediate	Lead: GSCORE Support: Destination Marketing Organisations (DMOs)
		Prepare and implement a marketing and promotions plan	High	Immediate	Lead: GSCORE Support: DMOs, LGAs
		Develop trail maps	High	1 year	Lead: GSCORE Support: DMOs, LGAs
		Develop signage and style guide	High	1 year	Lead: GSCORE Support: DMOs, LGAs
		Implement a Noongar naming strategy for new trails and dual-naming strategy for existing trails	High	1 – 2 years	Lead: GSCORE Support: Wagyl Kaip, SWALSC
		Produce digital assets for all regional priority trails	High	1 – 2 years	Lead: GSCORE Support: DMOs
3.2	Prepare and implement a thematic interpretation strategy that includes biodiversity, Aboriginal and settler cultural heritage, for all nationally and regional significant trails and trail networks.	Provide guidance in the creation of unique and memorable visitor experiences, provide a point of difference, and aid in raising the profile of regional trails	Medium	2 – 3 years	Lead: GSCORE Support: Land managers, traditional custodians, DMOs



### Community and Economic Development Opportunities

Capitalise on the opportunities presented by a well-designed trails network for health, environmental, cultural, economic and liveability benefits.

NO.	STRATEGY	INITIATIVES	PRIORITY	TIMEFRAME	RESPONSIBILITY
4.1	Economic benefits - Encourage and support new trail business opportunities and identified gaps in service provision	Expand the Tourism Experience Accelerator Program (TEAP) across the entire region	Med	Immediate	Lead: GSCORE Support: DMOs, industry groups
		Support key regional towns to obtain trail town accreditation	Med	2 - 5 years	Lead: GSCORE Support: LGAs
4.2	Liveability benefits - Ensure that regional priority trail developments cater for and encourage active transport	Adopt the Regional Cycling Strategy 2050 for the Great Southern	Med	2-5 years	Lead: Department of Transport (DoT) Support: LGAs, DLGSC
4.3	Health - Actively promote the health and wellbeing benefits of active leisure activities	Implement and promote outdoor recreation education and participation programs. Ensure access for all is incorporated with provision of facilities	Med	3-5 years	Lead: DLGSC Support: LGAs, GSCORE, Department of Health
4.4	Culture - Support a Noongar naming or dual-naming strategy and interpretation plan for all nationally and regionally significant trail projects	Ensure that representatives from SWALSC and/or Wagyl Kaip sits on the Great Southern Trails Reference Group	High	1-2 years	Lead: GSCORE Support: SWALSC
		Ensure that Aboriginal community engagement plans are developed for all trail projects	High	2-3 years	Lead: GSCORE Support: Land managers, SWALSC
4.5	Environmental - Adopt and promote the Trail Development Series as best practice for trail planning, construction and maintenance	Establish a trail building network that includes land manager and trail managers. Use the network to promote the TDP	High	Within 1 year	Lead: GSCORE Support: LGAs, DBCA

## APPENDIX 5: STAKEHOLDER ACTION PLANS

This appendix provides an action plan for each local government stakeholder. Trail proposals are sorted by priority and timeframe. A separate table has been created for all projects on DBCA estate. These action plans outline the next steps required to progress each trail proposal.

### KEY

#### TRAIL TYPE



Hiking



Cycling/Mountain biking



Paddling



Snorkelling

#### TIMEFRAME



Short (1-2 years)



Medium (3-5 years)



Long (6-10 years)

#### LEAD ORGANISATION

**DBCA** – Department of Biodiversity, Conservation and Attractions

**ALB** – City of Albany

**BT** – Shire of Broomehill-Tambellup

**CRAN** – Shire of Cranbrook

**DEN** – Shire of Denmark

**GNOW** – Shire of Gnowangerup

**JERR** – Shire of Jerramungup

**KATT** – Shire of Katanning

**KENT** – Shire of Kent

**KOJ** – Shire of Kojonup

**MANJ** – Shire of Manjimup















**PLAN** – Shire of Plantagenet

**WOOD** – Shire of Woodanilling























## CITY OF ALBANY

TRAIL NAME	TRAIL TYPE	TIME FRAME	LEAD	ACTION REQUIRED
 Albany Heritage Park, Mounts Trail Corridor Link	 		ALB	Detailed design and construction. Extend the Granite Trail (hiking) and the Mounts Link Trail (MTB) as per Concept Plan.
 Bald Head Walk			DBCA	Support DBCA to secure funding for required upgrades
 Munda Biddi Trail - Sandpatch			ALB	Secure funding to implement trail realignment
 Albany Heritage Park - Stage 2	 		ALB	Consultation, concept planning, secure funding.
 Albany's Historic Whaling Station to the Gap Coastal Trail			DBCA	Support DBCA to develop Concept Plan
 Poikeclerup MTB Trails			ALB	Site assessment, Concept Plan
 Albany to Whaling Station Dual-use Trail	 		ALB	Site Assessment
Bibbulmun Track and Munda Biddi Southern Terminus Trailhead	 		ALB	Collaborate with DBCA to relocate the existing Southern Terminus for both trails to the Albany town square/visitor centre.
Isthmus Hill Lookout Walk			DBCA	Provide input to DBCA on site assessment
Whaling Cove			ALB	Identify management group to maintain underwater plinths and signage
Kalgan River			ALB	Waymarking, interpretation



























## SHIRE OF BROOMEHILL-TAMBELLUP

TRAIL NAME	TRAIL TYPE	TIME FRAME	LEAD	ACTION REQUIRED
 Great Southern Treasures Recreation Circuit	  		GSCORE	LGAs and Great Southern Treasures develop a marketing strategy, in collaboration with regional destination marketing organisations
<b>GSTRC</b> Boot Rock Reserve	 		BT	Trailhead, waymarking
Tambellup Heritage Trail			BT	Trailhead, waymarking, new interpretive panels
 Grain Train Rail Trail	 		GSCORE	LGAs collaborate to develop a business case and gain political support required to approach PTA













## SHIRE OF CRANBROOK

TRAIL NAME	TRAIL TYPE	TIME FRAME	LEAD	ACTION REQUIRED
 Great Southern Treasures Recreation Circuit	  		GSCORE	LGAs and Great Southern Treasures develop a marketing strategy, in collaboration with regional destination marketing organisations
<b>GSTRC</b> Pink Lake Cranbrook			CRAN	Trailhead, car parking
Sukey Hill Lookout			CRAN	Site assessment for waymarking, construction
Frankland River Wildflower walk			CRAN	Trail maintenance
Salt River Rd Wildflower walk			CRAN	Trail maintenance
Lake Poorrarecup	 		CRAN	Site assessment (paddling), waymarking
Lake Nunijup	 		CRAN	Site assessment (paddling), waymarking
 Stirling Range Valleys Cycle Touring Trail Stirling Range National Park			DBCA	DBCA confirm alignment with district priorities. Monitor progress.

## SHIRE OF DENMARK

TRAIL NAME	TRAIL TYPE	TIME FRAME	LEAD ORG	ACTION REQUIRED
 Walpole Nornalup Inlets Marine Park Paddle Experience			DBCA	Work with DBCA on consultation, site assessment, Concept Plan
 Greens Pool to Lights Beach Coastal Trail			DBCA	Support DBCA to implement Recreation Management Plan
 Mt Hallowell MTB Trails Shire of Denmark			DEN	Assist GSCORE with community consultation
 Munda Biddi Trail - Denmark-Nornalup Heritage Rail Trail connector			DEN	Consultation and site assessment
 Munda Biddi Trail -William Bay Road			DBCA	Assist DBCA to secure funding to Implement trail realignment
Windfarm to Ocean Beach Link	 		DEN	Site assessment and trail design
Mt Hallowell Lookout			DEN	Waymarking
Greens Pool - snorkel			DBCA	Work with DBCA to implement snorkel trail signage
Bibbulmun Track (Denmark townsite-Nullaki)			DEN	Site assessment
Wilson Inlet			DEN	Waymarking

















## SHIRE OF GNOWANGERUP

TRAIL NAME	TRAIL TYPE	TIME FRAME	LEAD	ACTION REQUIRED
 Great Southern Treasures Recreation Circuit	  		GSCORE	LGAs and Great Southern Treasures develop a marketing strategy, in collaboration with regional destination marketing organisations.
 Gnowangerup Heritage Walk			GNOW	Additional interpretive information
 Yongergnow Malleefowl Centre			GNOW	Improve signage, and waymarking
 Stirling Range Valleys Cycle Touring Trail			DBCA	DBCA confirm alignment with district priorities. Monitor progress.
 Grain Train Rail Trail	 		GSCORE	LGAs collaborate to develop a business case and gain political support required to approach PTA
Stirling Range Lowlands Trail			DBCA	DBCA consultation and site assessment

## SHIRE OF JERRAMUNGUP

TRAIL NAME		TRAIL TYPE	TIME FRAME	LEAD	ACTION REQUIRED
 Great Southern Treasures Recreation Circuit		  		GSCORE	LGAs and Great Southern Treasures develop a marketing strategy, in collaboration with regional destination marketing organisations.
GSTRC	Paper Barks to Rock Cairn walk			JERR	Secure funding for construction (detailed design is complete)
	Bremer River paddle			DBCA	Collaborate with GSCORE, LGA, Site assessment
	Jerramungup Town Heritage Walk			JERR	Make trail suitable for all users, surfacing
	Native Snail Trail	 		JERR	Trail maintenance
	Little Boat Harbour – snorkel			JERR	Identify management group to maintain plinth and signage

## SHIRE OF KATANNING

TRAIL NAME		TRAIL TYPE	TIME FRAME	LEAD	ACTION REQUIRED
 Great Southern Treasures Recreation Circuit		  		GSCORE	LGAs and Great Southern Treasures develop a marketing strategy, in collaboration with regional destination marketing organisations.
GSTRC	Police Pools, Twonkwillingup			KATT	Trail proposal, site assessment.
	Katanning Town Walk Trails			KATT	Improve signage, and waymarking
	Lake Ewlyamartup	 		KATT	Site assessment (paddling), waymarking
 Grain Train Rail Trail		 		GSCORE	LGAs collaborate to develop a business case and gain political support required to approach PTA



## SHIRE OF KENT






















TRAIL NAME	TRAIL TYPE	TIME FRAME	LEAD	ACTION REQUIRED
! Great Southern Treasures Recreation Circuit	H C P	S	GSCORE	LGAs and Great Southern Treasures collaborate to develop a marketing strategy, in cooperation with regional destination marketing organisations.
GSTRC Pingrup Grain Silos Walk	H	S	KENT	Develop new walk trail with waymarking
! Grain Train Rail Trail	H C	L	GSCORE	LGAs collaborate to develop a business case and gain political support required to approach PTA

## SHIRE OF KOJONUP

TRAIL NAME	TRAIL TYPE	TIME FRAME	LEAD	ACTION REQUIRED
! Great Southern Treasures Recreation Circuit	H C P	S	GSCORE	LGAs and Great Southern Treasures develop a marketing strategy, in collaboration with regional destination marketing organisations.
GSTRC Kojonup Heritage Walk	H	S	KOJ	Improve signage, and waymarking
Farrar Reserve	H C	M	KOJ	Install signage, and waymarking
Myrtle Benn Reserve	H C	M	KOJ	Promotion, marketing
! Grain Train Rail Trail	H C	L	GSCORE	LGAs collaborate to develop a business case and gain political support required to approach PTA

## SHIRE OF PLANTAGENET





































 Priority Regional Trails

TRAIL NAME		TRAIL TYPE	TIME FRAME	LEAD	ACTION REQUIRED
	Tower Hill Trails	 		PLAN	Community consultation, site assessment, Concept Plan
	Great Southern Treasures Recreation Circuit	  		GSCORE	LGAs and Great Southern Treasures develop a marketing strategy, in collaboration with regional destination marketing organisations.
GSTRC	Mondurup Reserve			PLAN	Trailhead, waymarking
	Kendenup Nature Trail			PLAN	Trailhead, waymarking
	Porongurup MTB Trails			DBCA	Assist DBCA with community consultation
	Stirling Range Valleys Cycle Touring Trail			DBCA	DBCA confirm alignment with district priorities. Monitor progress.
Stirling Range Lowlands Trail				DBCA	DBCA consultation and site assessment

## SHIRE OF WOODANILLING

TRAIL NAME		TRAIL TYPE	TIME FRAME	LEAD	ACTION REQUIRED
	Great Southern Treasures Recreation Circuit	  		GSCORE	LGAs and Great Southern Treasures develop a marketing strategy, in collaboration with regional destination marketing organisations.
GSTRC	Woodanilling Heritage Walk			WOOD	Extend trail with new interpretive panels
	Lake Queerearrup	 		WOOD	Site assessment (paddling), waymarking

## DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS

TRAIL NAME	TRAIL TYPE	TIME FRAME	LEAD	ACTION REQUIRED
 Bald Head Walk			DBCA	Secure funding for required upgrades
 Walpole Nornalup Inlets Marine Park Paddle Experience			DBCA	Consultation, site assessment, Concept Plan
 Greens Pool to Lights Beach Coastal Trail			DBCA	Implement Recreation Management Plan
 Albany's Historic Whaling Station to the Gap Coastal Trail			DBCA	Develop Concept Plan
 Porongurup MTB Trails			DBCA	Consultation, site assessment, Concept Plan
 Munda Biddi Trail - Denmark - Nornalup Heritage Rail Trail connector			DEN	Consultation and site assessment
 Munda Biddi Trail - William Bay Road			DBCA	Seek funding to Implement trail realignment
 Stirling Range Valleys Cycle Touring Trail			DBCA	Confirm alignment with district priorities
Greens Pool - snorkel			DBCA	Implement infrastructure upgrades to include land-based snorkel trail signage during 2019/20
Isthmus Hill Lookout Walk			DBCA	Site assessment
Mamang Trail			DBCA	Investigate funding to seal the road access to Point Ann to improve access to trailhead.
Bremer River paddle			DBCA	Collaborate with GSCORE, LGA, Site assessment
<b>STIRLING RANGE NATIONAL PARK TRAILS</b>				
Bluff Knoll			DBCA	Assess trail maintenance requirements and implement measures.
Stirling Range Ridge Walk			DBCA	Trail is to remain as a challenging Class 6, unmarked ridge walk. Education and information to be provided
Mt Hassell, Mt Magog, Talyuberlup Peak, Mt Toolbrunup, Mt Trio			DBCA	Assess trail maintenance requirements and implement measures.
Stirling Range Lowlands Trail			DBCA	Consultation and site assessment
<b>PORONGURUP NATIONAL PARK TRAIL NETWORK</b>				
Castle Rock Loop			DBCA	Assess maintenance requirements and opportunities to enhance existing trails
Bolganup Heritage Trail				
Devil's Slide				
Nancy's Peak				



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Cr K O’Keeffe declared an indirect financial interest as she is a Chairperson of the Gnowangerup Giant Tractor Group Inc. and left the meeting at 4:49pm.

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**13.3 REQUEST FROM GNOWANGERUP GIANT TRACTOR GROUP INC. FOR THE SHIRE TO BECOME THE AUSPICING BODY FOR THE GROUP’S FUTURE GRANT APPLICATIONS**

**Location:** N/A  
**Proponent:** Gnowangerup Giant Tractor Group Inc.  
**File Ref:** ADM0415  
**Date of Report:** 20<sup>th</sup> May 2020  
**Business Unit:** Corporate Services & Community Development  
**Officer:** Bob Jarvis - Chief Executive Officer  
**Disclosure of Interest:** Nil

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**ATTACHMENTS**

- Copy of letter dated 14<sup>th</sup> April 2020 from the Co-Chairs Big Tractor Gnowangerup (now incorporated ‘Gnowangerup Giant Tractor Group Inc.’)

**PURPOSE OF THE REPORT**

Council’s consideration of a request from the Gnowangerup Giant Tractor Group Inc. to the Shire to take on the role of auspicings body for future grant applications by the group.

**BACKGROUND**

Gnowangerup Giant Tractor Group Inc. has been working towards the development of a park and public space and the construction of a giant tractor to be housed in the space as a major tourist attraction for the Shire with connections to the continuing development of the Horse Power Highway concept which has already seen vintage tractors and machinery being put on public display on major roads within the Shire.

The Group has recently become incorporated as a not-for-profit organisation.

**COMMENTS**

The Shire President and CEO met with the Co-Chairs of the Group on the 18<sup>th</sup> May 2020 (following on from some initial discussions by Council at its workshop on the 13<sup>th</sup> May 2020). At the meeting the Group’s Co-Chairs highlighted the difficult funding climate which now exists for developing any project which is not seen as directly connected with recovery from the COVID – 19 pandemic. On a number of occasions they have approached funding bodies seeking grant programmes to access funds only to be told that their project is not eligible at this time. It is also clear that local governments often have access to funding which is not available to community groups.

As an alternative funding option, Council could consider providing a Self-Supporting Loan to the Group. The Council would take out a loan from WA Treasury which would be fully funded by the Group, with no cost to Council. The financial implication for Council would be a potentially a reduced capacity for further borrowing, until the loan is repaid. Shire staff would need to evaluate the effect on borrowing capacity at the time if such an arrangement is proposed, taking into account other current lending.

The Group recognises that the project has somewhat stalled because of these issues but will continue to fund raise, and will provide grant application writing resources if Council will agree to be the auspicing body to submit the applications, receive the funds, and provide governance, probity and contractor and supplier payment services.

For some larger grants, local governments are required to provide separate auditing for the grant acquittal, and on those occasions, it is recommended that Council recover that separate cost from the group so that it is not a burden on the community through the use of municipal funds.

#### CONSULTATION

Thus far the only consultation has been directly with the Co-Chairs of the Group, but it is understood that the principles of this proposal will have been discussed with the membership of the Group prior to the Council Meeting.

#### LEGAL AND STATUTORY REQUIREMENTS

Nil

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

There may be some staffing and resource costs associated with providing this assistance, but it is proposed that any significant resourcing costs could be recovered through agreements entered into prior to the submission of grants. The cost of ongoing preservation and maintenance of a Big Tractor and its public space has not been calculated, nor has the opportunity cost in increased tourism and economic activity if the project does not proceed – both could be significant.

If a self-supporting loan is pursued, with or without an accompanying local area differential rate, the financial implications would be mostly a reduction in the loan capacity of the Shire.

#### STRATEGIC IMPLICATIONS

Nil

#### STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

#### IMPACT ON CAPACITY

It is expected that any impacts on capacity will be low. However it should be noted that the final completed Big Tractor project and the land on which it is placed is intended to be gifted to, and become the responsibility of, the Shire of Gnowangerup. The ongoing maintenance costs, insurance, depreciation and eventual renewal of the assets has not been calculated and will largely depend on the scale of the finished works.

Gnowangerup Giant Tractor Group Inc. will continue to fundraise separately and also make some applications for grants for which it is eligible as a not-for-profit community organisation, at least until the project has been completed.

#### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may choose to not support the request and this may well result in the project not continuing. The ongoing cost of managing the finished project would not exist but neither would the presence of an iconic tourist attraction.

As mentioned previously, the pursuit of a self-supporting loan would result in potentially a reduced capacity for further borrowing, until the loan is repaid. Shire staff would need to evaluate the effect on borrowing capacity at the time if such an arrangement is proposed, taking into account other current lending.

#### CONCLUSION

It is recommended that the Council agree to the request from Gnowangerup Giant Tractor Group Inc. to be the auspicing body for grant applications, and that the group continues to make every effort in its own right to fundraise and make applications for available grants. However, the Council needs to be cognisant that in agreeing to the project it is acknowledging that eventually it will be the owner of the asset and land with all of the costs and liabilities that go with the ongoing maintenance, depreciation, replacement and/or renewal of the assets, insurance and security, and any legal costs associated with the transfer of the asset to the Shire.

#### VOTING REQUIREMENTS

Simple majority



**COUNCIL RESOLUTION**

**Moved: Cr G Stewart**

**Seconded: Cr R House**

**0520.62 That Council:**

- 1. Agrees to take on the role of auspicing body for grant applications by the Gnowangerup Giant Tractor Group Inc., subject to the Group continuing to fund raise, and apply for any grants available to not-for-profit community groups, and a suitable auspicing instrument being executed by both parties, which spells out each parties' responsibilities.**
- 2. Requests that the Gnowangerup Giant Tractor Group Inc. continue to liaise with the Shire on the progress of the project and in particular the location for the project.**
- 3. Acknowledges that in the event of the project being completed, the ongoing cost of preservation, maintenance, insurance, and depreciation of the tractor and public space, as well as the ownership of the land will be the responsibility of the Shire of Gnowangerup.**

**UNANIMOUSLY CARRIED: 7/0**

**Cr K O'Keeffe returned to the meeting at 4:56.**

**Shire President Fiona Gaze informed Cr K O'Keeffe about the decision made.**



## Big Tractor Gnowangerup

14th of April, 2020

Dear Bob, Fiona & Council,

As you know there are a group of dedicated Gnowangerup locals working hard to bring the Giant Tractor Project to fruition. It is the goal of this group to gift the completed park, tractor and land to the Shire of Gnowangerup on its completion.

We have reached a stage in our progress where we need to commence funding applications and secure the finances to commence the project. As we need a body to apply for grants under, our group would like to formally ask the Shire to become the auspicing body under which we make our funding applications.

This will have a two-fold benefit to our group –

1. It will make us eligible for more funding opportunities, and
2. It will secure the Shire of Gnowangerup's commitment to the park and project, most importantly accepting that the park will become the Shire of Gnowangerup's property at the conclusion of the work.

We look forward to hearing your thoughts on this, and we welcome the opportunity to answer any questions you may have and to discuss the matter with you further.

Regards,

Tim Beeck & Kate O'Keeffe  
Co-Chairs of the project.

RECEIVED BY  
SHIRE OF GNOWANGERUP

17 APR 2020

I.D. NO: \_\_\_\_\_

FILE NO: \_\_\_\_\_

## 14. INFRASTRUCTURE AND ASSET MANAGEMENT

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### 14.1 CATCHMENT WORKS ON OLD ONGERUP ROAD DAM

**Location:**

**Proponent:** N/A

**File Ref:** ADM0040

**Date of Report:** 20<sup>th</sup> May 2020

**Business Unit:** Infrastructure

**Officer:** Yvette Wheatcroft - Manager of Works

**Disclosure of Interest:** Nil

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#### ATTACHMENTS

Nil

#### PURPOSE OF THE REPORT

To approve a budget amendment from GL account 62112 Magitup Dam Maintenance, to GL 28082 for Old Ongerup Road Dam.

#### BACKGROUND

This dam was identified as a strategic water location for the Shire of Gnowangerup by DWER and the CEO on 6<sup>th</sup> January 2020.

In the 2019/20 budget there is an allocation for Magitup Dam near Borden of \$30,000 in materials to hire a contractor to repair the dam bank. Due to the current dry conditions, the large silt trap at Magitup Dam dried out. As this only happens on very dry years, we took the opportunity to hire an excavator and along with the Shire loader, cleaned out the silt trap. This has significantly increased the capacity of the dam. The scheduled repairs for the Magitup dam bank were moved forward to be part of the Drought Communities Program Extension.

This has left an amount of \$11,000 that we could use to clean out the Old Ongerup Road dam and enlarge the overall capacity.

#### COMMENTS

This work is weather dependent and would need to be completed before any significant rain event.

#### CONSULTATION

Discussed with members of the Water Strategy Working Group at an informal meeting.

Discussed with DWER regarding the strategic location of the dam.

#### LEGAL AND STATUTORY REQUIREMENTS

Nil

#### POLICY IMPLICATIONS

Nil

**FINANCIAL IMPLICATIONS**

Nil as this is not out of budget but moving funds from one GL to another.

**STRATEGIC IMPLICATIONS**

This is part of Councils Water Resources Strategy 2.2:

- 2.2.1 Support and promote water resources security into the future
- 2.2.2 Protect and enhance water catchments and waterways

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

Nil

**IMPACT ON CAPACITY**

Nil

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Leave the dam as it is and it would still catch water.

**CONCLUSION**

Given the strategic location of the dam and the current dry conditions it is recommended that council reallocate the funds to allow the dam to be cleaned and enlarged. This would assist in the Councils goals for secure future water supply in strategic locations across the Shire.

**VOTING REQUIREMENTS**

Absolute majority

**COUNCIL RESOLUTION**

**Moved: Cr M Creagh**

**Seconded: Cr R House**

**0520.63 That Council:**

**Approves the budget amendment of \$11,000 from GL 62112 to be reallocated to GL 28082.**

**CARRIED BY ABSOLUTE MAJORITY: 8/0**

## 15. STATUTORY COMPLIANCE

Nil

## 16. FINANCE

### 16.1 ACCOUNTS FOR PAYMENT AND AUTHORISATION – APRIL 2020

**Location:** Shire of Gnowangerup  
**Proponent:** N/A  
**File Ref:** ADM0451  
**Date of Report:** 11<sup>th</sup> May 2020  
**Business Unit:** Corporate and Community Services  
**Officer:** CA Shaddick – Senior Finance Officer  
**Disclosure of Interest:** Nil

### ATTACHMENTS

- April 2020 Cheque Listing

### PURPOSE OF THE REPORT

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

### BACKGROUND

Nil

### COMMENTS

The April 2020 cheque list for the period 01/04/2020 to 30/04/2020 is attached as follows:

<b>FUND</b>	<b>AMOUNT</b>
Municipal Fund	\$ 695,725.89
Credit Card	\$ 1,874.25
<b>TOTAL</b>	<b>\$ 697,600.14</b>

### CONSULTATION

Nil

### LEGAL AND STATUTORY REQUIREMENTS

*Local Government (Financial Management) Regulations 1996*

Regulation 12 states that:

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

**POLICY IMPLICATIONS**

Purchasing Policy 4.1

Corporate Credit Card Policy 4.4

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Strategic Community Plan

Theme: Sustainable and Capable Council

Objective: Provide accountable and sustainable leadership

Strategic Initiative: Nil

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

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

**IMPACT ON CAPACITY**

Nil

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil

**CONCLUSION**

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

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION**

**Moved: Cr R House**

**Seconded: Cr C Thomas**

**0520.64 That Council:**

**Approves the Schedule of Accounts:**

**Municipal Fund Cheques 27698 - 27715, EFT 15969 – EFT 16071, Superannuation and Direct Deposits totalling \$695,725.89 and Corporate Credit Card totalling \$1,874.25.**

**UNANIMOUSLY CARRIED: 8/0**



Chq/EFT	Date	Name	Description	Amount
EFT15969	2/04/2020	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 100.00
EFT15970	2/04/2020	AIR LIQUIDE	CYLINDER HIRE FEE LGE, MED, SMALL	\$ 149.68
EFT15971	2/04/2020	ALBANY V-BELT AND RUBBER	ISUZU D-MAX 2020 (MECHANIC) UTILITY - RUBBER MATTING	\$ 105.60
EFT15972	2/04/2020	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 120.00
EFT15973	2/04/2020	BUNNINGS ALBANY	BACKPACK SPRAY UNIT	\$ 376.76
			SAFETY FENCING - ORANGE MESH	\$ 141.54
EFT15974	2/04/2020	CORSIGN WA	ROAD MAINTENANCE 10 X GRAVEL ROAD 600 X 600 B/Y CL1 CORFLUTE	\$ 154.00
EFT15975	2/04/2020	CS LEGAL	LEGAL COST - RATES DEBT RECOVERY	\$ 8,329.74
EFT15976	2/04/2020	DA & KJ MURRAY	ACCOMODATION AND MEALS FOR EHO 10/03-11/03-24/03	\$ 210.00
EFT15977	2/04/2020	DWER	GREASE TRAP CLEANING	\$ 176.00
EFT15978	2/04/2020	G & M DETERGENTS	PLAYGROUND SPRAYING DISINFECTANT	\$ 52.00
EFT15979	2/04/2020	GNOWANGERUP TYRE SERVICE	KOMATSU 2013 MOTOR GRADER - GN.0021 - REPLACE TYRE	\$ 1,095.00
EFT15980	2/04/2020	J.E. & K.N. DAVIS	TRENCH MANAGEMENT	\$ 1,237.50
EFT15981	2/04/2020	LEASEIT LTD	COPY MANAGEMENT PLAN BILLING PERIOD- FEBRUARY-MARCH 2020	\$ 232.65
EFT15982	2/04/2020	LGRCEU	PAYROLL DEDUCTIONS	\$ 184.50
EFT15983	2/04/2020	MESSAGEMEDIA	1889 MESSAGES FOR MARCH	\$ 270.13
EFT15984	2/04/2020	OFFICEWORKS	CAMERA COMMUNITY EVENTS	\$ 598.00
			STATIONERY ITEMS	\$ 158.41
EFT15985	2/04/2020	ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR MONTHLY ACCESS FEE HYBRID LEVEL 2 FOR APRIL 2020	\$ 528.00
EFT15986	2/04/2020	STAR SALES & SERVICE	HUSQ CHAIN SAW BLADE/BAR/OIL CHAIN 325 050 SEMI-CHISE	\$ 1,033.50
EFT15987	2/04/2020	TOLL TRANSPORT PTY LTD	FREIGHT	\$ 115.42

EFT15988	2/04/2020 TRAILBLAZERS	EBA UNIFORMS - STAFF DEPOT	\$	290.95	
EFT15989	2/04/2020 WINC. (WORK INCORPORATED)	CLEANING PRODUCTS FOR THE ONGERUP HALL- MOP BUCKET	\$	43.42	
EFT15990	9/04/2020 AIDINVILLE FARMS PTY LTD	REFUND OVERPAYMENT A6165 CORACKERUP ROAD ONGERUP 6336	\$	2,569.45	R
EFT15991	9/04/2020 AIR LIQUIDE	1 X ACETYLENE GAS CYLINDER	\$	734.74	
EFT15992	9/04/2020 AUSTRALIA POST	POSTAGE FOR MARCH 2020	\$	315.84	
EFT15993	9/04/2020 AUTOSMART (WA)	DISINFECTANT AND HEAVY DUTY TRIGGER SPRAY BOTTLES	\$	506.72	
EFT15994	9/04/2020 B P HARRIS & SON	JD GRADER GN.0015 - MACHINE BEARING HOUSING ROLLERS MACHINE CAST IRON BEARING HOUSING	\$	231.00	
EFT15995	9/04/2020 BGL SOLUTIONS	GARDEN MAINTENANCE AS PER CONTRACT FOR MARCH 2020	\$	8,543.67	
EFT15996	9/04/2020 FIRE & SAFETY WA	AT010782459/6259 3M MULTI-GAS RESPIRATOR KIT - LARGE	\$	462.00	F
EFT15997	9/04/2020 FULTON HOGAN INDUSTRIES WA	RESEAL MOIR STREET	\$	9,069.19	
		RESEAL STONE STREET	\$	5,913.01	
		ONGERUP PINGRUP RD WIDEN AND RESEAL FULL WIDTH	\$	85,998.18	P
		RESEAL BOXWOOD HILL/ONGERUP ROAD	\$	104,703.04	F
		RESEAL TIELINE ROAD	\$	190,604.50	P
		RESEAL LAMONT STREET	\$	15,738.50	
		RESEAL JOHN STREET	\$	734.68	
EFT15998	9/04/2020 GNOWANGERUP CRC	LGE CONFERENCE RM HIRE HOURLY COMMUNITY CAPACITY BUILDING 26/06/2019	\$	198.00	F
EFT15999	9/04/2020 GNOWANGERUP FUEL SUPPLIES	FUEL FOR ADMIN FLEET	\$	746.65	
EFT16000	9/04/2020 IAN DAVID BEATON	INSTALL NEW HOT WATER SYSTEM TO CLEANERS ROOM GNP HALL	\$	946.00	
		VALVE TESTING STANDPIPES	\$	638.00	
		MOVE FIRE REEL GNP SWIMMING POOL	\$	550.00	
EFT16001	9/04/2020 JERRAMUNGUP ELECTRICAL SERVICE	REPLACE SWITCHBOARD FOR SOLAR INSTALL ONGERUP PAVILION	\$	5,664.33	
EFT16002	9/04/2020 JODY LEANNE LESK PECH	REFUND OVERPAYMENT A6473 LOT 1 KELLY ROAD GNOWANGERUP WA 6335	\$	1,117.01	R
EFT16003	9/04/2020 KOMATSU AUSTRALIA PTY LTD	KOMATSU 2013 MOTOR GRADER - GN.0021 WIPER BLADES	\$	75.92	

EFT16004	9/04/2020 M & MP BUILDERS	INSURANCE REPAIRS FROM STORM DAMAGE FEBRUARY	\$	1,252.49	R
EFT16005	9/04/2020 OFFICEWORKS	14 BOXES A4 PAPER	\$	528.90	
EFT16006	9/04/2020 OLUMAYOKUN OLUYEDE	CASH SUBSIDY AS PER CONTRACT MARCH 2020	\$	11,000.00	
EFT16007	9/04/2020 ONGERUP FARM SUPPLIES	ERECTING NEW GREAT SOUTHERN TREASURE SIGNS 12 X FAST SET CONCRETE	\$	308.99	
EFT16008	9/04/2020 PRIMARIES GNOWANGERUP	VARIOUS HARDWARE ITEMS FOR GNP DEPOT	\$	1,355.38	
EFT16009	9/04/2020 SKN CONTRACTING	FENCING ONGERUP REFUSE SITE	\$	28,999.46	F
EFT16010	9/04/2020 SOLUTIONS IT	MANAGED SUPPORT-35 USER DEVICE FOR APRIL	\$	1,969.00	
EFT16011	9/04/2020 SPECTUR LIMITED	ANNUAL SERVER,ALARM AND CCTV BUNDLE GNP REFUSE SITE	\$	528.00	
EFT16012	9/04/2020 STAR SALES & SERVICE	HUSQUICHAIN SAW / BLADE / BAR / OIL IGN COIL GX160 ETC	\$	142.20	
EFT16013	9/04/2020 T & C SUPPLIES	TRUCK TOOL BOX UPRIGHT 4 DRAWER XLARGE WHITE KINGCROME 51205W RETURN TOOLBOX - NOT SUITABLE	\$ - \$	1,604.55 1,424.05	
EFT16014	9/04/2020 TOLL TRANSPORT PTY LTD	FREIGHT	\$	33.50	
EFT16015	9/04/2020 WA CONTRACT RANGER SERVICES	RANGER SERVICES 25/03, 01/04	\$	1,881.00	
EFT16016	9/04/2020 WARREN BLACKWOOD WASTE	BINS PICK UP 05/03, 12/03, 19/03, 26/03	\$	7,887.95	
EFT16017	9/04/2020 WAUTERS ENTERPRISES	VARIATION #02 - AGREED VALUE GSHI Quinn St	\$	2,005.37	
EFT16018	9/04/2020 WESTRAC EQUIPMENT PTY LTD	CATERPILLAR 930H WHEEL LOADER 1 X 256-7902 - AIR FILTER	\$	101.95	
EFT16019	9/04/2020 WINC. (WORK INCORPORATED)	VACUUM BAGS FOR ONGERUP TOWN HALL	\$	14.29	
EFT16020	9/04/2020 WURTH AUSTRALIA PTY LTD	1 X 20 LITRE BRAKE CLEANER	\$	128.25	
EFT16021	16/04/2020 ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	100.00	
EFT16022	16/04/2020 ALCOLIZER TECHNOLOGY	CALIBRATION OF ALCOLIZER HH3 - SERIAL NO: 21000636	\$	125.40	
EFT16023	16/04/2020 BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	130.00	

EFT16024	16/04/2020 DWER	SEPTIC TANK CLEANING	\$	44.00	
EFT16025	16/04/2020 DL CONSULTING	2 HOURS- LOAD BUDGET AMENDMENTS INTO SYNERGYSOFT	\$	275.00	
EFT16026	16/04/2020 GNOWANGERUP CRC	CRC LIBRARY COVER FOR MARCH	\$	515.97	
		CRC CLEANING, ELECTRICITY AND TELEPHONE	\$	576.03	
EFT16027	16/04/2020 GNOWANGERUP TYRE SERVICE	2010 LO-LOADER PLANT TRAILER GN.0057 - 1 X TYRE FOR FLOAT AND TYRE ROTATION 1 X DOUBLE COIN RT500	\$	807.00	
EFT16028	16/04/2020 KATANNING BETTA HOME LIVING	2 X HAIER WASHING MACHINES FOR QUINN STREET HOUSING	\$	1,098.00	
EFT16029	16/04/2020 LGRCEU	PAYROLL DEDUCTIONS	\$	184.50	
EFT16030	16/04/2020 PROTECTOR FIRE SERVICE	FIRE EXTINGUISHER SERVICE AND REPAIRS ONGERUP/BORDEN	\$	1,368.02	
		FIRE EXTINGUISHER SERVICE AND REPAIRS PLANT & BUILDINGS GNP	\$	1,964.71	
EFT16031	16/04/2020 STROHAWK FARMING TRUST	SUPPLY OF GRAVEL AS PER AGREEMENT 21 FOR ONGERUP/PINGRUP RD	\$	14,025.00	P
EFT16032	16/04/2020 TOLL TRANSPORT PTY LTD	FREIGHT	\$	15.02	
EFT16033	16/04/2020 TROPICAL SHADE N SAILS	REPLACE STORM DAMAGED SHADE SAIL AT GNOWANGERUP COMMUNITY PARK	\$	3,080.00	R
EFT16034	24/04/2020 A V TRUCK SERVICES	IVECO STRALIS AS500 - GN.0044 - REPLACE BROKEN STEP VIN/CHASIS NO: 6F2SFAT00CDV30146 1 X PLAST FOOTPLATE RH PART NO: 504368373 1 X DRIVER'S SIDE SIDE STEP	\$	441.73	
EFT16035	24/04/2020 ADVANCE CLEAN AND SEAL	CANCELLED ACCOUNT IN CREDIT	\$	0.00	
EFT16036	24/04/2020 AFGRI EQUIPMENT AUSTRALIA PTY LTD	2011 JOHN DEERE GRADER GN.0015 - AIR FILTER PART NO: AT175223	\$	185.43	
EFT16037	24/04/2020 ALBANY AUTOS	ISUZU D-MAX GN.0036 - REPAIRS TO VEHICLE 1 X REAR DIFF SENSOR - LEFT HAND SIDE PART NO: 8980521221	\$	433.49	
EFT16038	24/04/2020 ALBANY LOCK SERVICE	FOBS FOR POOL ACCESS	\$	110.00	
EFT16039	24/04/2020 ARMADILLO PRODUCTS	KOMATSU 2013 MOTOR GRADER - GN.0021 - REPAIRS TO HYDRAULIC HOSE	\$	207.45	
EFT16040	24/04/2020 ASSIST ENGINEERING	ASSESS BRIDGE INSPECTION REPORT	\$	907.15	
EFT16041	24/04/2020 CASTLEDEX	COMPACTUS FOR RECORDS ROOM AT ADMIN OFFICE	\$	5,471.40	

EFT16042	24/04/2020 FIRE & SAFETY WA	3M MULTI-GAS RESPIRATOR KITS BFB	\$	198.00	F
EFT16043	24/04/2020 G & M DETERGENTS	BOX (100) DISPOSABLE GLOVES - NITRILE (BLUE) SIZE: M	\$	14.90	
EFT16044	24/04/2020 GNOWANGERUP PHARMACY	ANNUAL FLU VACCINATIONS	\$	449.10	
EFT16045	24/04/2020 GNOWANGERUP TYRE SERVICE	ISUZU D-MAX GN.003 - REPLACE BATTERY	\$	170.00	
EFT16046	24/04/2020 GREAT SOUTHERN TOYOTA	MITSUBISHI NX PAJERO WAGON GN.004 - 2 X OIL FILTERS	\$	156.05	
EFT16047	24/04/2020 JETBLACK CREATIVE MEDIA	ADDITIONS TO SHIRE WEBSITE - COVID-19	\$	330.00	
EFT16048	24/04/2020 KOMATSU AUSTRALIA PTY LTD	KOMATSU 2013 MOTOR GRADER - GN.0021 - REPAIRS TO RIGHT HAND SIDE DOOR WIPER BLADE ARM 2 X 23B-952-7540 ARM	\$	339.06	
EFT16049	24/04/2020 OFFICEWORKS	ADMIN CLEANING PRODUCTS	\$	51.29	
EFT16050	24/04/2020 ROXAINE O'TOOLE	3 X WREATHS FOR ANZAC DAY @ \$80.00	\$	240.00	
EFT16051	24/04/2020 S & R MASLIJ	INSTALL LIMESTONE RETAINING WALL DEPOT SHED - 50% DEPOSIT	\$	6,250.00	
EFT16052	24/04/2020 T & C SUPPLIES	EXPENDABLE TOOLS GEN - DRIVE FOR THE PUMP USED AT TOOMPUP DAM 1 X PUMP FLEX DRIVE INC SHAFT WACKER 2 SP55/6"	\$	1,069.00	
EFT16053	24/04/2020 TOPAZ GLOBAL	EBA UNIFORMS DEPOT	\$	505.62	
EFT16054	24/04/2020 WA CONTRACT RANGER SERVICES	RANGER SERVICES 08/04, 15/04	\$	1,782.00	
EFT16055	24/04/2020 WA HINO SALES & SERVICE	HINO 300 SERIES CREW TIPPER GN.007 - PARTS FOR A 80,000 SERVICE 2 X HUB OIL SEAL - REAR DIFF	\$	147.25	
EFT16056	24/04/2020 WESTRAC EQUIPMENT PTY LTD	CATERPILLAR SKID STEER LOADER 299D2 XHP 363-2855 SHIM - 1MM THICK - 5 PIECES	\$	69.69	
EFT16057	24/04/2020 WHEATBELT BUSINESS NETWORK	TRAVEL ROOMHIRE AND WORKSHOPS - BBRFF GRANT DIGITAL AWARENESS PROJECT	\$	532.00	P
EFT16058	24/04/2020 YONGERGNOW-ONGERUP CRC	ADVERTISING IN THE GRAPEVINE 05/03-16/04	\$	378.00	
EFT16059	30/04/2020 ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	100.00	
EFT16060	30/04/2020 BGL SOLUTIONS	GNP SPORTING COMPLEX GROUNDS - REPAIRS TO IRRIGATION SYSTEM	\$	1,191.09	

EFT16061	30/04/2020 BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	130.00
EFT16062	30/04/2020 CHEM-DRY GREAT SOUTHERN	CARPET CLEANING - ADMINISTRATION OFFICE	\$	814.00
EFT16063	30/04/2020 EMONA INSTRUMENTS P/L	RECALIBRATION FOR TEST & TAG EQUIPMENT / SERVICE SEAWARD PAC3760DL S/N 20F-0239 1 X CALIBRATION	\$	198.00
EFT16064	30/04/2020 HARJWAY	HIRE GRADER MAINTENANCE GRADING TIELINE ROAD	\$	2,640.00
EFT16065	30/04/2020 J.E. & K.N. DAVIS	TRENCHING AND REHABILITATION ONGERUP REFUSE SITE	\$	36,996.63 F
EFT16066	30/04/2020 JR & A HERSEY PTY LTD	200 X GUIDE POSTS, RED AND WHITE DELINEATORS RIGGER GLOVES, EARPLUGS	\$ \$	2,638.00 709.63
EFT16067	30/04/2020 LGRCEU	PAYROLL DEDUCTIONS	\$	184.50
EFT16068	30/04/2020 M & MP BUILDERS	FIX PANEL ON AIRPORT BUILDING (INSURANCE CLAIM)	\$	3,720.79 R
EFT16069	30/04/2020 SOLUTIONS IT	MERAKI MX64W ROUTER/SECURITY APPLIANCE HARDWARE LICENSING POWER CORD AT MEDICAL CENTRE	\$	2,006.57
EFT16070	30/04/2020 TOLL TRANSPORT PTY LTD	FREIGHT	\$	33.00
EFT16071	30/04/2020 WALGA	CLASSIFICATION OF LEVEL APPLICABLE FOR 2 POSITIONS	\$	176.00
27698	2/04/2020 SHIRE OF GNOWANGERUP	REIMBURSEMENT PETTY CASH ITEMS	\$	300.35
27699	2/04/2020 SYNERGY	STREET LIGHTING 30 DAYS	\$	3,448.77
27700	9/04/2020 AUSTRALIAN TAXATION OFFICE	MARCH BAS	\$	16,884.00
27701	9/04/2020 GNOWANGERUP IGA	CONSUMABLES	\$	334.70
27702	9/04/2020 GNP SHIRE MEDICAL PRACTICE	OCC HEALTH & SAFETY GEN PRE PLACEMENT MEDICAL	\$	150.00
27703	16/04/2020 AUSTRALIAN TAXATION OFFICE	FBT RETURN 01/04/2019 - 31/03/2020	\$	5,224.20
27704	16/04/2020 ELDERS BORDEN	FORMBY ROAD BORE GEN - FENCING MATERIAL	\$	1,053.80
27705	16/04/2020 FOWLER SURVEYS	SURVEY AND SPOT LINES ON BLUFF KNOLL ROAD AFTER DECEMBER 2019 BUSHFIRES	\$	2,928.75

27706	16/04/2020	KNUD NYMANN	SUPPLY OF SAND AS PER AGREEMENT 20	\$	1,148.40
27707	16/04/2020	LANDGATE	2020/2021 RURAL UV GENERAL REVALUATION	\$	7,172.79
27708	16/04/2020	PERTH BETTER HOMES	INSTALL ADDITIONAL SHADE AT THE GNOWANGERUP SWIMMING POOL - DEPOSIT TO BE PAID 1. ADDITIONAL SHADE BETWEEN SMALL STRUCTURES 2. ADDITIONAL SHADE OVER BBQ AREA 3. ADDITIONAL SHADE NEAR FRONT ENTERANCE	\$	10,197.00
27709	16/04/2020	SYNERGY	SUPPLY PERIOD 64 DAYS	\$	270.65
27710	24/04/2020	SYNERGY	SUPPLY PERIOD 67 DAYS	\$	278.68
27711	24/04/2020	TELSTRA	USAGE, SERVICE AND EQUIPMENT	\$	181.56
27712	24/04/2020	WATER CORPORATION	WATER USAGE	\$	381.77
27713	30/04/2020	HARVEY NORMAN	ARLO PRO 3 CAMERA SYSTEM AND HARDDRIVE TO BE INSTALLED CEO AND DECO RESIDENCE	\$	2,879.00
27714	30/04/2020	KATANNING PANEL BEATING	EXCESS FOR INSURANCE CLAIM 6021605	\$	300.00
27715	30/04/2020	WATER CORPORATION	WATER USAGE	\$	67.52
DD4543.1	1/04/2020	WALGS PLAN	PAYROLL DEDUCTIONS	\$	6,264.61
DD4543.2	1/04/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	249.31
DD4543.3	1/04/2020	CBUS	SUPERANNUATION CONTRIBUTIONS	\$	314.49
DD4543.4	1/04/2020	OASIS SUPERANNUATION MASTER TRUST	SUPERANNUATION CONTRIBUTIONS	\$	171.00
DD4543.5	1/04/2020	SMSF	SUPERANNUATION CONTRIBUTIONS	\$	844.75
DD4543.6	1/04/2020	WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	331.96
DD4543.7	1/04/2020	COLONIAL FIRSTWRAP	SUPERANNUATION CONTRIBUTIONS	\$	795.33
DD4543.8	1/04/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,107.73
DD4543.9	1/04/2020	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	740.68



DD4551.1	30/04/2020 WESTNET	ADMIN INTERNET	\$	234.09
DD4555.1	15/04/2020 WALGS PLAN	PAYROLL DEDUCTIONS	\$	6,485.43
DD4555.2	15/04/2020 REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	222.96
DD4555.3	15/04/2020 CBUS	SUPERANNUATION CONTRIBUTIONS	\$	314.49
DD4555.4	15/04/2020 OASIS SUPERANNUATION MASTER TRUST	SUPERANNUATION CONTRIBUTIONS	\$	165.78
DD4555.5	15/04/2020 COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	48.28
DD4555.6	15/04/2020 SMSF	PAYROLL DEDUCTIONS	\$	844.75
DD4555.7	15/04/2020 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	331.96
DD4555.8	15/04/2020 COLONIAL FIRSTWRAP	SUPERANNUATION CONTRIBUTIONS	\$	795.33
DD4555.9	15/04/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,107.73
DD4562.1	29/04/2020 WALGS PLAN	PAYROLL DEDUCTIONS	\$	6,762.12
DD4562.2	29/04/2020 REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	222.96
DD4562.3	29/04/2020 CBUS	SUPERANNUATION CONTRIBUTIONS	\$	314.49
DD4562.4	29/04/2020 OASIS SUPERANNUATION MASTER TRUST	SUPERANNUATION CONTRIBUTIONS	\$	182.88
DD4562.5	29/04/2020 COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	43.68
DD4562.6	29/04/2020 SMSF	PAYROLL DEDUCTIONS	\$	844.75
DD4562.7	29/04/2020 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	331.96
DD4562.8	29/04/2020 COLONIAL FIRSTWRAP	SUPERANNUATION CONTRIBUTIONS	\$	795.33
DD4562.9	29/04/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,107.73
DD4563.1	30/04/2020 LEASEIT LTD	PHOTOCOPIER LEASE AGREEMENT APRIL	\$	1,196.25

DD4563.2	9/04/2020 NATIONAL AUSTRALIA BANK	ITEMS INDIVIDUALLY BELOW	\$	0.00
DD4543.10	1/04/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	225.64
DD4543.11	1/04/2020 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	120.00
DD4543.12	1/04/2020 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$	210.52
DD4555.10	15/04/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	740.68
DD4555.11	15/04/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	224.22
DD4555.12	15/04/2020 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	57.12
DD4555.13	15/04/2020 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$	210.52
DD4562.10	29/04/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	740.68
DD4562.11	29/04/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	224.22
DD4562.12	29/04/2020 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	21.09
DD4562.13	29/04/2020 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$	210.52
		<b>TOTAL MUNICIPAL ACCOUNT</b>	<b>\$</b>	<b>695,725.89</b>
	16/03/2020 AURORA PETROLEUM	FUEL FOR GN.001	\$	25.98
	16/03/2020 GRAND PROMENADE	ACCOMODATION 2 STAFF - FINANCE CONFERENCE 11/12 MARCH	\$	526.24
	24/03/2020 JR & A HERSEY	HAND SANITISER	\$	486.75
	27/03/2020 IINET	DCEO HOME INTERNET	\$	64.99
	2/04/2020 AV TRUCK SERVICES	PARTS FOR REPAIRS TO GN.0044	\$	441.73
	27/03/2020 SLIMLINE WAREHOUSE	PORTABLE LECTERN	\$	255.98
	30/03/2020 EG FUEL	FUEL FOR GN.00	\$	54.58
	9/04/2020 NAB	MONTHLY CARD FEES	\$	18.00

**TOTAL CORPORATE CREDIT CARD**

**\$ 1,874.25**

**CERTIFICATE OF SENIOR FINANCE OFFICER**

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

TOTAL FOR MUNICIPAL FUND: EFT 15969 -16071, Cheque 27698 - 27715, DD and Super Clearing House = \$695,725.89

TOTAL FOR CREDIT CARD: \$1,874.25

**F** Fully Grant Funded

**P** Partial Grant Funded

**R** Other Funding (Reimbursements)

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## 16.2 APRIL 2020 MONTHLY FINANCIAL REPORT

**Location:** Shire of Gnowangerup  
**Proponent:** N/A  
**File Ref:** ADM0451  
**Date of Report:** 19<sup>th</sup> May 2020  
**Business Unit:** Corporate and Community Services  
**Officer:** D. Long – Finance Consultant  
C. Shaddick – Senior Finance Officer  
**Disclosure of Interest:** NIL

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### ATTACHMENTS

Monthly Financial Statements for the period 01/04/2020 to 30/04/2020 including:

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

### PURPOSE OF THE REPORT

For Council to receive and accept the Monthly Financial Report to the 30<sup>th</sup> April 2020, note that figures are subject to change as a result of end of year procedures and the audit process.

### BACKGROUND

Nil

### COMMENTS

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

### CONSULTATION

Nil

### LEGAL AND STATUTORY REQUIREMENTS

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

### POLICY IMPLICATIONS

Investment Policy 4.3

### FINANCIAL IMPLICATIONS

Nil

**STRATEGIC IMPLICATIONS**

Strategic Community Plan

Theme: Sustainable and Capable Council

Objective: Provide accountable and sustainable leadership

Strategic Initiative: Nil

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

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

**IMPACT ON CAPACITY**

Nil

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil

**CONCLUSION**

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

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION**

**Moved: Cr K House**

**Seconded: Cr C Thomas**

**0520.65 That Council:**

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

**UNANIMOUSLY CARRIED: 8/0**

**SHIRE OF GNOWANGERUP**

**MONTHLY FINANCIAL REPORT**

**30 APRIL 2020**

**SHIRE OF GNOWANGERUP**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE PERIOD ENDING 30 APRIL 2020**

	NOTES	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	2019-20 YTD BUDGET	2019-20 YTD ACTUAL
<b>EXPENDITURE (Excluding Finance Costs)</b>		\$		\$	\$
General Purpose Funding		(81,604)	(87,719)	(70,333)	(72,888)
Governance		(937,524)	(935,132)	(730,762)	(669,915)
Law, Order, Public Safety		(377,637)	(377,251)	(304,505)	(288,649)
Health		(372,745)	(372,743)	(301,496)	(256,147)
Education and Welfare		(47,261)	(47,177)	(40,803)	(24,173)
Housing		(54,508)	(60,696)	(51,497)	-41,243.67
Community Amenities		(570,367)	(570,165)	(464,098)	-379,650.19
Recreation and Culture		(1,407,164)	(1,415,396)	(1,217,806)	(1,165,722)
Transport		(3,112,232)	(3,027,479)	(2,701,488)	(2,167,060)
Economic Services		(278,899)	(139,599)	(256,756)	(112,877)
Other Property and Services		(585,290)	(545,731)	(582,082)	(498,745)
		(7,825,231)	(7,579,088)	(6,721,626)	(5,677,070)
<b>REVENUE</b>					
General Purpose Funding		4,649,831	4,749,499	4,475,153	4,573,827
Governance		0	339	0	339
Law, Order, Public Safety		69,260	70,244	68,786	68,854
Health		300	1,000	300	1,649
Education and Welfare		11,800	11,800	9,930	400
Housing		86,598	86,598	77,938	74,524
Community Amenities		283,139	280,117	281,260	327,244
Recreation and Culture		17,999	19,297	17,999	19,392
Transport		140,886	149,616	148,391	149,675
Economic Services		52,340	58,758	48,790	47,840
Other Property & Services		119,610	145,853	100,912	135,101
		5,431,763	5,573,121	5,229,458	5,398,846
<i>Increase(Decrease)</i>		(2,393,468)	(2,005,967)	(1,492,168)	(278,224)
<b>FINANCE COSTS</b>					
General Purpose Funding		0	0		0
Housing		(24,568)	(24,568)	(10,170)	(10,170)
Community Amenities		0	0	0	0
Recreation & Culture		(23,471)	(23,471)	(13,043)	(13,043)
Transport		0	0	0	0
Other Property & Services		0	0	0	0
Total Finance Costs		(48,039)	(48,039)	(23,213)	(23,213)
<b>NON-OPERATING REVENUE</b>					
Housing		367,500	367,500	143,325	317,461
Community Amenities		0	300,000	300,000	
Transport		699,558	699,558	699,558	396,557
Total Non-Operating Revenue		1,067,058	1,367,058	1,142,883	714,018
<b>PROFIT/(LOSS) ON SALE OF ASSETS</b>					
Law, Order & Public Safety		0		0	0
Health		0		0	0
Housing		0		0	0
Community Amenities		0		0	0
Recreation & Culture Profit		0		0	0
Recreation & Culture Loss		0		0	0
Transport Profit		0	7,521	7,521	626
Transport Loss		(115,943)	(115,943)	(115,943)	(5,523)
Other Property & Services Profit		7,521	0	0	0
Other Property & Services Loss		0	0	0	0
Total Profit/(Loss)		(108,422)	(108,422)	(108,422)	(4,897)
<b>NET RESULT</b>		(1,482,871)	(795,370)	(480,920)	407,684
<b>Other Comprehensive Income</b>					
Changes on revaluation of non-current assets		0	0	0	0
Total Abnormal Items		0	0	0	0
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>(1,482,871)</b>	<b>(795,370)</b>	<b>(480,920)</b>	<b>407,684</b>



**SHIRE OF GNOWANGERUP**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 30 APRIL 2020**

	<b>2019-20 ORIGINAL BUDGET</b>	<b>2019-20 AMENDED BUDGET</b>	<b>2019-20 YTD ACTUAL</b>
<b>Expenses</b>			
Employee Costs	(2,597,413)	(2,522,001)	(2,182,452)
Materials and Contracts	(2,222,641)	(2,031,483)	(1,069,861)
Utility Charges	(180,080)	(185,905)	(136,174)
Depreciation on Non-Current Assets	(2,182,615)	(2,182,615)	(1,921,512)
Interest Expenses	(50,054)	(50,054)	(23,213)
Insurance Expenses	(232,304)	(238,622)	(194,975)
Other Expenditure	(410,178)	(416,447)	(172,996)
	<b>(7,875,285)</b>	<b>(7,627,127)</b>	<b>(5,701,183)</b>
<b>Revenue</b>			
Rates	4,085,295	4,090,214	4,122,519
Operating Grants, Subsidies and Contributions	852,667	967,745	749,544
Fees and Charges	337,229	355,083	214,426
Service Charges	0	0	0
Interest Earnings	68,470	58,961	57,928
Other Revenue	88,102	101,118	221,696
	<b>5,431,763</b>	<b>5,573,121</b>	<b>5,366,113</b>
	<b>(2,443,522)</b>	<b>(2,054,006)</b>	<b>(335,071)</b>
Non-Operating Grants, Subsidies & Contributions	1,367,058	1,367,058	747,651
Fair Value Adjustments to financial assets at fair value through profit/loss	0		0
Profit on Asset Disposals	0	7,521	626
Loss on Asset Disposals	0	(115,943)	(5,523)
	<b>1,367,058</b>	<b>1,258,636</b>	<b>742,754</b>
<b>Net Result</b>	<b>(1,076,464)</b>	<b>(795,370)</b>	<b>407,684</b>
<b>Other Comprehensive Income</b>			
Changes on revaluation of non-current assets	0		0
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(1,076,464)</b>	<b>(795,370)</b>	<b>407,684</b>

**SHIRE OF GNOWANGERUP**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDING 30 APRIL 2020**

	Note	2018-19 ACTUAL \$	2019-20 ACTUAL \$	Variance \$
<b>Current assets</b>				
Unrestricted Cash & Cash Equivalents		1,644,578	2,382,199	737,621
Restricted Cash & Cash Equivalents		1,756,898	1,752,562	-4,336
Trade and other receivables		806,219	317,795	-488,424
Inventories		20,994	14,224	-6,770
Other assets		0	0	0
<b>Total current assets</b>		<b>4,228,689</b>	<b>4,466,780</b>	238,091
<b>Non-current assets</b>				
Trade and other receivables		181,612	181,612	0
LG House Unit Trust		70,068	70,068	0
Property, infrastructure, plant and equipment		29,949,680	29,860,373	-89,307
Infrastructure Assets		89,629,442	90,014,340	384,898
<b>Total non-current assets</b>		<b>119,830,802</b>	<b>120,126,392</b>	295,590
<b>Total assets</b>		<b>124,059,491</b>	<b>124,593,173</b>	533,682
<b>Current liabilities</b>				
Trade and other payables		226,040	53,409	172,631
Interest-bearing loans and borrowings		163,630	447,825	-284,195
Provisions		447,391	444,844	2,547
<b>Total current liabilities</b>		<b>837,061</b>	<b>946,077</b>	-109,016
<b>Non-current liabilities</b>				
Interest-bearing loans and borrowings		586,221	603,204	-16,983
Provisions		54,321	54,321	0
<b>Total non-current liabilities</b>		<b>640,542</b>	<b>657,525</b>	-16,983
<b>Total liabilities</b>		<b>1,477,603</b>	<b>1,603,602</b>	-125,999
<b>Net assets</b>		<b>122,581,888</b>	<b>122,989,570</b>	407,682
<b>Equity</b>				
Retained surplus		42,305,940	42,289,991	-15,949
Net Result		0	407,684	407,684
Reserve - asset revaluation		78,549,140	78,549,140	0
Reserve - Cash backed		1,726,808	1,742,756	15,948
<b>Total equity</b>		<b>122,581,888</b>	<b>122,989,570</b>	407,682

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

**SHIRE OF GNOWANGERUP  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING**

	Note	2017-18 ACTUAL \$	2018-19 BUDGET \$	2018-19 ACTUAL \$
<b>Cash Flows from operating activities</b>				
<b>Payments</b>				
Employee Costs		(2,322,997)	(2,110,373)	(2,185,099)
Materials & Contracts		(9,288,820)	(5,497,574)	(1,220,739)
Utilities (gas, electricity, water, etc)		(152,816)	(173,500)	(136,174)
Insurance		(169,375)	(56,054)	(194,975)
Interest Expense		(47,253)	(211,068)	(19,713)
Goods and Services Tax Paid		(300,000)	0	(13,634)
Other Expenses		(194,954)	(371,689)	(177,344)
		<b>(12,476,215)</b>	<b>(8,420,258)</b>	<b>(3,947,678)</b>
<b>Receipts</b>				
Rates		3,856,106	4,005,853	4,025,131
Operating Grants & Subsidies		1,216,396	746,003	738,469
Contributions, Reimbursements & Donations		0	0	0
Fees and Charges		223,463	346,222	214,426
Interest Earnings		103,186	67,420	57,478
Goods and Services Tax		189,811	109,879	0
Other		6,759,854	5,591,971	818,630
		<b>12,348,816</b>	<b>10,867,348</b>	<b>5,854,136</b>
<b>Net Cash flows from Operating Activities</b>	<b>9</b>	<b>(127,399)</b>	<b>2,447,090</b>	<b>1,906,458</b>
<b>Cash flows from investing activities</b>				
<b>Payments</b>				
Purchase of Land		(250,688)	(510,000)	(2,369)
Purchase of Buildings		(93,045)	(954,930)	(780,925)
Purchase Plant and Equipment		(327,274)	(732,000)	(142,543)
Purchase Furniture and Equipment		(18,739)	(5,000)	(4,974)
Purchase Road Infrastructure Assets		(1,218,668)	(1,300,381)	(1,223,980)
Purchase of Footpath Assets		0	(5,000)	0
Purchase Aerodrome Assets		(3,099)	0	0
Purchase Drainage Assets		0	(9,000)	(2,607)
Purchase Sewerage Assets		(45,775)	(50,000)	0
Purchase Parks & Ovals Assets		(4,700)	(4,858)	(800)
Purchase Solid Waste Assets		0	0	(59,996)
Purchase Infrastructure Other Assets		0	(8,000)	(59,742)
<b>Receipts</b>				
Proceeds from Sale of Assets		77,809	223,000	85,155
Non-Operating grants used for Development of Assets		654,212	1,095,672	747,651
		<b>(1,229,968)</b>	<b>(2,260,497)</b>	<b>(1,445,131)</b>
<b>Cash flows from financing activities</b>				
Repayment of Debentures		(163,109)	(1,163,539)	(132,041)
Advances to Community Groups		0	0	0
Revenue from Self Supporting Loans		26,352	27,433	0
Proceeds from New Debentures		1,000,000	367,500	404,000
<b>Net cash flows from financing activities</b>		<b>863,243</b>	<b>(768,606)</b>	<b>271,959</b>
<b>Net increase/(decrease) in cash held</b>		<b>(494,124)</b>	<b>(582,013)</b>	<b>733,286</b>
<b>Cash at the Beginning of Reporting Period</b>		<b>3,074,039</b>	<b>2,579,916</b>	<b>3,401,475</b>
<b>Cash at the End of Reporting Period</b>	<b>9</b>	<b>2,579,915</b>	<b>1,997,903</b>	<b>4,134,761</b>

**SHIRE OF GNOWANGERUP  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING**

**Notes**

	2017-18 ACTUAL \$	2018-19 BUDGET \$	2018-19 ACTUAL \$
<b>RECONCILIATION OF CASH</b>			
Cash at Bank - Unrestricted	587,764	1,996,061	2,381,399
Cash at Bank Reserves - Restricted	1,990,309		1,752,562
Cash on Hand	1,842	1,842	800
<b>TOTAL CASH</b>	<b>2,579,915</b>	<b>1,997,903</b>	<b>4,134,761</b>
<b>RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT</b>			
Net Result (As per Comprehensive Income Statement)	-923,476	-1,482,871	407,684
Add back Depreciation	2,932,726	2,182,615	1,921,512
(Gain)/Loss on Disposal of Assets	23,298	0	4,897
Self Supporting Loan Principal Reimbursements	0	0	0
Contributions for the Development of Assets	-654,212	-1,367,058	-747,651
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	-8,345	0	6,771
(Increase)/Decrease in Receivables	-1,555,399	2,248,147	488,423
Increase/(Decrease) in Accounts Payable	-28,471	5,642	-172,631
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	86,480	47,299	-2,547
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
<b>NET CASH FROM/(USED) IN OPERATING ACTIVITIES</b>	<b>-127,399</b>	<b>1,633,774</b>	<b>1,906,458</b>

**SHIRE OF GNOWANGERUP**  
**FINANCIAL ACTIVITY STATEMENT**  
**FOR THE PERIOD ENDING 30 APRIL 2020**

	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	2019-20 YTD BUDGET	2019-20 YTD ACTUAL	MATERIAL VARIANCES %
<b>OPERATING REVENUE</b>	<b>\$</b>		<b>\$</b>	<b>\$</b>	
General Purpose Funding	772,982	866,392	598,304	693,803	15.96%
Governance	0	339	0	339	0.00%
Law, Order Public Safety	69,260	70,244	68,786	68,854	Variance within % Threshold
Health	300	1,000	300	1,649	449.76%
Education and Welfare	11,800	11,800	9,930	400	(95.97%)
Housing	86,598	86,598	77,939	74,524	Variance within % Threshold
Community Amenities	283,139	280,117	281,260	327,244	16.35%
Recreation and Culture	17,999	19,297	17,999	19,392	Variance within % Threshold
Transport	148,407	157,137	148,391	150,301	% Threshold
Economic Services	52,340	58,758	48,790	47,840	Variance within % Threshold
Other Property and Services	119,610	145,853	100,912	135,101	33.88%
	<b>1,562,435</b>	<b>1,697,535</b>	<b>1,352,611</b>	<b>1,519,449</b>	
<b>LESS OPERATING EXPENDITURE</b>					
General Purpose Funding	(81,604)	(87,719)	(70,333)	(72,888)	Variance within % Threshold
Governance	(937,524)	(935,132)	(730,762)	(669,915)	Variance within
Law, Order, Public Safety	(377,637)	(377,251)	(304,505)	(288,649)	Variance within % Threshold
Health	(372,745)	(372,743)	(301,496)	(256,147)	(15.04%)
Education and Welfare	(47,261)	(47,177)	(40,803)	(24,173)	(40.76%)
Housing	(79,076)	(85,264)	(51,497)	(51,414)	Variance within % Threshold
Community Amenities	(570,367)	(570,165)	(464,098)	(379,650)	(18.20%)
Recreation and Culture	(1,430,635)	(1,438,867)	(1,217,806)	(1,178,765)	Variance within % Threshold
Transport	(3,228,175)	(3,143,422)	(2,701,488)	(2,172,583)	(19.58%)
Economic Services	(278,899)	(139,599)	(256,756)	(112,877)	(56.04%)
Other Property & Services	(587,305)	(545,731)	(582,082)	(498,745)	(14.32%)
	<b>(7,991,228)</b>	<b>(7,743,070)</b>	<b>(6,721,626)</b>	<b>(5,705,806)</b>	
<i>Increase/(Decrease)</i>	<b>(6,428,793)</b>	<b>(6,045,535)</b>	<b>(5,369,016)</b>	<b>(4,186,358)</b>	
<b>ADD</b>					
Movement in Employee Benefits (Non-current)	50,764	50,764	0	0	0.00%
(Profit)/ Loss on the disposal of assets	108,422	108,422	108,422	4,897	(95.48%)
Depreciation Written Back	2,182,615	2,182,615	1,818,118	1,921,512	Variance within % Threshold
	<b>2,341,801</b>	<b>2,341,801</b>	<b>1,926,540</b>	<b>1,926,410</b>	
<i>Sub Total</i>	<b>(4,086,992)</b>	<b>(3,703,734)</b>	<b>(3,442,476)</b>	<b>(2,259,948)</b>	
<b>LESS CAPITAL PROGRAMME</b>					
Purchase of Land	0	0			
Purchase Buildings	(839,840)	(859,611)	(839,840)	(783,294)	Variance within % Threshold
Infrastructure Assets - Roads	(1,374,436)	(1,421,312)	(1,374,436)	(1,223,980)	(10.95%)
Infrastructure Assets - Footpaths	(5,000)	(5,000)	(5,000)	0	(100.00%)
Infrastructure Assets - Aerodromes	0	0	0	0	0.00%
Infrastructure Assets - Drainage	(9,000)	(9,000)	(9,000)	(2,607)	(71.03%)
Infrastructure Assets - Sewerage	(10,000)	(10,000)	(10,000)	0	(100.00%)
Infrastructure Assets - Parks & Ovals	(5,570)	(5,570)	(5,570)	(800)	(85.64%)
Infrastructure Assets - Solid Waste	(308,000)	(308,000)	(308,000)	(59,996)	(80.52%)
Infrastructure Assets - Other	(58,000)	(96,365)	(58,000)	(59,742)	Variance within % Threshold
Purchase Plant and Equipment	(787,000)	(520,169)	(787,000)	(142,543)	(81.89%)
Purchase Furniture and Equipment	0	(5,300)	0	(4,974)	0.00%
Proceeds from Sale of Assets	256,500	82,600	256,500	85,155	(66.80%)
Non-Operating Grants, Subsidies & Contributions	1,367,058	1,367,058	1,142,883	714,018	(37.52%)
Repayment of Debt - Loan Principal	(194,184)	(205,219)	(132,040)	(132,041)	Variance within % Threshold
Self Supporting Loan Principal Income	28,557	28,557	14,135	0	(100.00%)

Transfer to Reserves	(396,991)	(504,370)	(23,366)	(15,948)	(31.75%)
	<b>(2,335,906)</b>	<b>(2,471,701)</b>	<b>(2,138,734)</b>	<b>(1,626,753)</b>	
Plus Rounding					
<i>Sub Total</i>	<b>(6,422,898)</b>	<b>(6,175,435)</b>	<b>(5,581,209)</b>	<b>(3,886,701)</b>	
<b>FUNDING FROM</b>					
Transfer from Reserves	330,000	249,500	0	0	0.00%
Loans Raised	404,520	404,520	404,520	404,000	Variance within % Threshold
Estimated Opening Surplus at 1 July	1,811,529	1,799,894	1,811,529	1,799,892	Variance within % Threshold
Amount Raised from General Rates	3,876,849	3,883,107	3,876,849	3,880,023	Variance within % Threshold
	<b>6,422,898</b>	<b>6,337,021</b>	<b>6,092,898</b>	<b>6,083,915</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>161,586</b>	<b>511,689</b>	<b>2,197,214</b>	

<b>NOTE 1</b>			
<b>CURRENT RATIO</b>	Current Assets	4,466,780	4.72
	Current Liabilities	946,077	
Ratios greater than one indicate that Council has sufficient current assets to meet it's short term current liabilities.			
<b>NOTE 2 - VARIANCES EXPLAINED</b>			
<b>OPERATING REVENUE</b>		<b>\$ VARIANCE</b>	<b>% VARIANCE</b>
<b>General Purpose Funding</b>			
FAG Grant higher than anticipated, amended in Budget Review		95,499	15.96%
<b>Governance</b>			
Variance within 10% Materiality Threshold		339	0.00%
<b>Law Order &amp; Public Safety -</b>			
Variance within 10% Materiality Threshold		68	Variance within % Threshold
<b>Health</b>			
Reimbursement of Medical Centre expenditure and Health License fees higher than anticipated. Adjustment to Amended Budget income		1,349	449.76%
<b>Education &amp; Welfare</b>			
Education Dept mowing contract payment not received till June 2020		(9,530)	(95.97%)
<b>Housing</b>			
Variance within 10% Materiality Threshold		(3,415)	Variance within % Threshold
<b>Community Amenities</b>			
Town Planning applications and Refuse Govt Grant higher than anticipated for reporting period		45,984	16.35%
<b>Recreation &amp; Culture</b>			
Variance within 10% Materiality Threshold		1,393	Variance within % Threshold
<b>Transport</b>			
Variance within 10% Materiality Threshold		1,910	Variance within % Threshold
<b>Economic Service</b>			
Variance within 10% Materiality Threshold		(950)	Variance within % Threshold
<b>Other Property and Services</b>			
Fuel Rebates and reimbursed insurance claims higher than anticipated for		34,189	33.88%
<b>OPERATING EXPENDITURE</b>		<b>\$ VARIANCE</b>	<b>% VARIANCE</b>
<b>General Purpose funding</b>			
Variance within 10% materiality threshold. Collection costs higher than anticipated for reporting period		(2,555)	Variance within %
<b>Governance</b>			
Variance within 10% materiality threshold. Public Relations and Conference Expenses less than anticipated		60,847	Variance within %
<b>Law Order &amp; Public Safety -</b>			
Variance within 10% materiality threshold. Brigade expenses less than anticipated for reporting period		15,856	within % Threshold
<b>Health</b>			
Building maintenance and operations less than anticipated for reporting period		45,349	(15.04%)
<b>Education &amp; Welfare</b>			
Mowing costs and Building maintenance less than anticipated for reporting		16,629	(40.76%)
<b>Housing</b>			
Variance within 10% materiality threshold.		83	within % Threshold
<b>Community Amenities</b>			
Refuse site management, Ongerup Effluent maintenance and Drum muster less than anticipated		84,448	(18.20%)
<b>Recreation &amp; Culture</b>			
Variance within 10% materiality threshold. Gnowangerup Parks and Gardens expenditure less than anticipated.		39,040	Variance within % Threshold
<b>Transport</b>			
Road maintenance expenditure less than anticipated for reporting period		528,905	(19.58%)
<b>Economic Service</b>			
Building Surveyor expenses less than anticipated. Fixed Wireless Project funds to be transferred to COVID19 Reserve as per amended budget		143,879	(56.04%)
<b>Other Property &amp; Services</b>			
Salaries and Wages, and Superannuation less than anticipated, adjustment amended in Budget Review		83,337	(14.32%)

CAPITAL REVENUE		
<b><u>Proceeds on Sale of Assets</u></b>		
Sale of Vehicle GN00 - not traded - now DCEO GN.001	-29,500	
Sale of Vehicle GN002 -Insurance Write off	20,609	
Sale of Utility (GN0048)	0	
Sale of Utility GN.037	0	
Sale of Utility GN.0004	0	
Sale of Loader GN.0040	0	
Sale of Backhoe GN.0089	0	
Proceeds - Sale of Land	0	
	<b>-8,891</b>	(66.80%)
<b><u>Non-Operating Revenue</u></b>		
<b><u>Housing</u></b>		
Commonwealth Grants BBR Funding - milestone payment higher than anticipated for reporting period	174,136	
<b><u>Transport</u></b>		
Regional Road Group Grants - Claim submitted by MW	-184,001	
Roads To Recovery Grants - Claim submitted by MW	-119,000	
	<b>-128,865</b>	(37.52%)
<b><u>Transfers from Reserve</u></b>		
Transfer from Reserve Fund	0	0

CAPITAL EXPENDITURE		
<b><u>Transfers to Reserve</u></b>		
Transfers To Reserve Funds - Interest rates less than anticipated for Financial year	7,418	
	<b>7,418</b>	(31.75%)
<b><u>Furniture &amp; Equipment</u></b>		
Records Room Compactus - Installed earlier than anticipated	(4,974)	
<b>Total (Over)/Under Budget</b>	<b>(4,974)</b>	<b>0.00%</b>
<b><u>Land &amp; Buildings</u></b>		
<b><u>Housing</u></b>		
Construction of 2 houses on cnr Quinn & Whitehead Sts - Landscaping to be completed	2,219	
20 McDonald St Renewals	0	
2 Cecil Street Bathroom Renewal - no longer required	4,000	
<b><u>Recreation &amp; Culture</u></b>		
Ongerup CWA Building Capital	0	
Ongerup Museum Capital	592	
Gnowangerup Star Building Capital	0	
<b><u>Transport</u></b>		
Gnowangerup Works Depot Capital - Deposit paid for materials	(5,682)	
Ongerup Works Depot Capital - Timing	2,720	
<b><u>Other Property &amp; Services</u></b>		
Administration Centre Building Capital - Security expenses less than anticipated for reporting period	1,996	
<b>Total (Over)/Under Budget</b>	<b>5,845</b>	<b>Variance within % Threshold</b>



CAPITAL EXPENDITURE				
<b><u>Plant &amp; Equipment</u></b>				
<b><u>Recreation &amp; Culture</u></b>				
Purchase Pump and Water Tank - Ongerup oval			0	
<b><u>Transport</u></b>				
Purchase Loader GN0040			0	
Purchase Backhoe GN.0089			0	
Minor Plant Purchases			0	
4 Tonne Multi Roller			0	
Purchase of Utility GN.0048			0	
Purchase of Utility GN.037			0	
'Purchase of Side Tipper - Deposit paid to Duraquip			(19,038)	
Purchase of Utility GN.004			0	
Purchase Canopy for Utility (Ranger)			0	
<b><u>Other Property &amp; Services</u></b>				
CEO Vehicle - Cost less than anticipated			5,364	
MCS Vehicle - Replacement of vehicle write off			(28,533)	
<b>Total (Over)/Under Budget</b>			<b>(42,207)</b>	(81.89%)
CAPITAL EXPENDITURE				
<b><u>Road Construction</u></b>				
<b><u>Roads to Recovery</u></b>				
Rabbit Proof Fence Rd - Gravel Sheet - funds moved to				
Nightwell Rd			119,000	
Salt River Road			0	
Gleeson Road Gravel Sheet SLk 5.00 - 9.00			0	
<b><u>Regional Road Group</u></b>				
Tieline Road Reseal	Timing		(3,143)	
Borden - Bremer Road	Timing		(6,471)	
Ongerup-Pingrup Road	Timing		(19,894)	
<b><u>Municipal Fund Roads</u></b>				
Sandalwood Road Reseal			0	
Borden Bremer Bay Road	Under budget		(93)	
Tieline Rd Resheet - Works commencing in May	Timing		148,088	
Nightwell Rd			0	
Highdenup Rd Gravel Sheet			0	
<b>Total (Over)/Under Budget</b>			<b>237,486</b>	(10.95%)
CAPITAL EXPENDITURE				
<b><u>Footpath Construction</u></b>				
Footpath Construction			5,000	
<b>Total (Over)/Under Budget</b>	Timing		<b>5,000</b>	(100.00%)
<b><u>Drainage Infrastructure</u></b>				
Drainage Renewals			6,393	
<b>Total (Over)/Under Budget</b>	Timing		<b>6,393</b>	(71.03%)
<b><u>Sewerage Infrastructure</u></b>				
Ongerup Waste Water Ponds - Fencing			10,000	
<b>Total (Over)/Under Budget</b>	Timing		<b>10,000</b>	(100.00%)
<b><u>Parks, Ovals &amp; Reserves Infrastructure</u></b>				
Community Park Capital - replace shade sails			4,770	
<b>Total (Over)/Under Budget</b>	Timing		<b>4,770</b>	(85.64%)
<b><u>Solid Waste Infrastructure</u></b>				
Ongerup Landfill _ Project expenses lower than anticipated for reporting period	TIMING		66,367	
Borden Landfill & Transfer Station Construction - Project expenses lower than anticipated for reporting period	TIMING		73,637	
Gnp Landfill Site - Project expenses lower than anticipated for reporting period	TIMING		108,000	
<b>Total (Over)/Under Budget</b>			<b>248,004</b>	(80.52%)
<b><u>Other Infrastructure</u></b>				
Caravan Park Other Infrastructure - Fire Hose Reels	Timing		5,000	
Street Banners & Banner Poles - on order	Timing		3,000	
<b>Total (Over)/Under Budget</b>			<b>8,000</b>	(80.52%)
<b>Note: (NB) = No Budget Provision Made</b>				

**SHIRE OF GNOWANGERUP**  
**SUMMARY OF CURRENT ASSETS AND LIABILITIES**  
**FOR THE PERIOD ENDING 30 APRIL 2020**

<b>CURRENT ASSET</b>		<b>ACTUAL 30 APRIL 2020</b>	<b>ACTUAL 30 JUNE 2019</b>
91000	Municipal Fund Bank Account	\$2,381,399	\$1,642,777
91003	Gnp Office Till Float	\$200	\$200
91004	Gnp Office Petty Cash	\$300	\$300
91005	Swimming Pool Float	\$300	\$300
91008	SWIMMING POOL VENDING MACHINE	\$0	\$0
91009	CASH ON HAND - BANKING CHANGE	\$0	\$1,000
91010	Restricted Cash - Long Service Leave Reserve	\$116,810	\$115,741
91011	Restricted Cash - Plant Reserve	\$859,532	\$851,666
91014	Restricted Cash - Ongerup Effluent Line Reserve	\$27,021	\$26,773
91017	Restricted Cash - Area Promotion Reserve	\$30,481	\$30,202
91020	Restricted Cash - Borden Community Development Reserve	\$0	\$0
91023	Restricted Cash - Swimming Pool Upgrade Reserve	\$211,106	\$209,174
91025	Restricted Cash - Land Development Reserve	\$192,272	\$190,512
91026	Restricted Cash - Unspent Grants Reserve	\$0	\$0
91027	Restricted Cash - Computer Replacement Reserve	\$8,047	\$7,973
91029	Restricted Cash - Waste Disposal Reserve	\$249,461	\$247,178
91030	Restricted Cash - Royalties for Regions Unspent Grant	\$0	\$0
91031	Restricted Cash - Futures Fund Reserve	\$16,379	\$16,230
91034	RESTRICTED CASH - LIQUID WASTE FACILITY	\$31,648	\$31,359
91070	Restricted Cash - Kidz Sports Grant	\$0	\$0
91071	Restricted Cash - Cat Sterilisation Grant (DLG)	\$0	\$0
91072	Restricted Cash - ICCWA Stay on Your Feet Grant	\$0	\$0
91073	Restricted Cash - CSRFF Grant Swim Pool (DSR)	\$0	\$0
91074	Restricted Cash - CLGF Grant Swim Pool (RDL)	\$0	\$0
91075	Restricted Cash - Workforce Planning Grant (DLG)	\$0	\$0
91076	Restricted Cash - Club Development Officer Grant (DSR)	\$0	\$0
91077	RESTRICTED CASH - STATE EMERGENCY SERVICES GRANT	\$211	\$5,150
91078	RESTRICTED CASH - BUSH FIRE SERVICES GRANT	\$119	\$15,464
91079	RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR	\$0	\$0
91080	RESTRICTED CASH - CAT TRAP BONDS	\$100	\$0
91081	RESTRICTED CASH - TENANCY HOUSING BONDS	\$9,376	\$0
91100	Rates Debtor - Rates	\$185,984	\$111,155
91101	Rates Debtor - Specified Area Rates	\$11,333	\$6,450
91102	Rates Debtor - Rubbish Collection	\$5,732	\$5,596
91103	Rates Debtor - Health Act Rate	\$16,309	\$15,531
91104	Rates Debtor - Legal Charges	\$15,335	\$12,286
91105	Rates Debtor - Interest/Admin Charges	\$17,848	\$16,209
91106	Rates Debtor - ESL	\$7,430	\$5,685
91107	Rates Debtor - Sundry Charges	\$0	\$0
91108	Rates Debtor - Recycling Charges	\$4,767	\$4,637
91110	Sundry Debtors Control	\$58,562	\$646,020
91111	Pensioner Rebate Claims - General Rates	\$11,851	\$1,306
91112	Pensioner Rebate Claims - ESL Levy	\$928	\$75
91113	PROVISION FOR DOUBTFUL DEBTS	(\$46,624)	(\$46,624)
91120	GST Receivable	\$0	\$0
93040	GST Payable	\$0	\$0
93041	GST Claimable	\$0	(\$449)
91130	Accrued Interest on SSL's	(\$216)	(\$216)
91140	Self Supporting Loans (Current)	\$28,558	\$28,558
55022	Less Allocated To Works	\$0	\$0
55032	Fuel & Oils Purchased	\$129,273	\$199,324
55042	Less Fuel & Oils Allocated	(\$136,044)	(\$207,878)
91200	Stock On Hand - Fuel & Oils	\$20,994	\$29,548
91201	Stock On Hand - Materials	\$0	\$0
		<b>4,466,780</b>	<b>4,219,211</b>
<b>LESS CURRENT LIABILITIES</b>			
93000	Sundry Creditors Control	(\$209)	(\$157,535)
93001	ESL Payable	\$5,046	\$4,722
93002	ACCRUED EXPENSES	(\$30,000)	(\$30,000)
93003	Part Proceeds - Sale of Land	\$0	\$0
93010	Accrued Interest On Loans	(\$5,348)	(\$5,348)
93020	Accrued Salaries & Wages	\$0	(\$13,634)
	Net Gst Payable/Receivable	\$0	\$0
93004	GRANT REVENUE RECEIVED IN ADVANCE	(\$1,847)	(\$1,847)
93030	Rate Payments Received In Advance	(\$10,574)	(\$12,922)
93043	Net Gst Payable/Receivable	\$0	\$0
93050	Net Salaries & Wages	\$0	\$0
93042	GST Liability (Payable)	\$0	\$0
93061	ANIMAL TRAP BONDS	\$0	\$0
93064	TENANCY HOUSING BONDS	(\$1,000)	\$0
trust1	Trust Liabilities	(\$9,476)	\$0
93062	HOLLOW LOG TOURNAMENT	\$0	\$0
93063	HOUSING PROJECT - RENTENTION MONIES	\$0	\$0
xx2x	Lease Liability	\$0	\$0
xx3x	Lease Payment	\$0	\$0
93110	Loan Liability (Current)	(\$31,590)	(\$163,630)
80025	WATC SHORT TERM LOAN	\$0	(\$1,000,000)
93200	Provision For Annual Leave (Current)	(\$233,472)	(\$233,472)
93210	Provision For Long Service Leave (Current)	(\$153,257)	(\$155,803)
93220	Provision for Sick Leave Bonus (Current)	(\$58,116)	(\$58,116)
xxxx1	Suspense - police licensing	\$0	\$0
80004	Principal Repayments on Loans	\$0	\$0
80014	WATC SHORT TERM LOAN Principal	\$0	\$1,000,000
		<b>-529,842</b>	<b>-827,585</b>
<b>SUB-TOTAL</b>		<b>3,936,938.35</b>	<b>3,391,626</b>
<b>ADJUSTMENTS</b>			
95100	Reserves Cash backed	(\$1,742,756)	(\$1,726,808)
	Add Back Loan Liability	\$31,590	\$163,630
	Deduct Off Self Supporting Loan Repayments	(\$28,558)	(\$28,558)
	Rounding	\$0	\$4
<b>SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES</b>		<b>\$ 2,197,214</b>	<b>\$ 1,799,894</b>

**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 24<sup>th</sup> June 2020.

**21. CLOSURE**

The Shire President thanked Council and staff for their time and declared the meeting closed at 5:03pm.