



## **AGENDA**

### **ORDINARY MEETING OF COUNCIL**

**26<sup>th</sup> May 2021**  
**Commencing at 3:30pm**

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

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

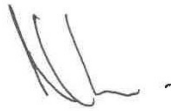
Gnowangerup Shire – A progressive, inclusive and prosperous community built on opportunity

Shire of Gnowangerup

**NOTICE OF AN ORDINARY MEETING OF COUNCIL**

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 26<sup>th</sup> May 2021, at the Council Chambers 28 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**

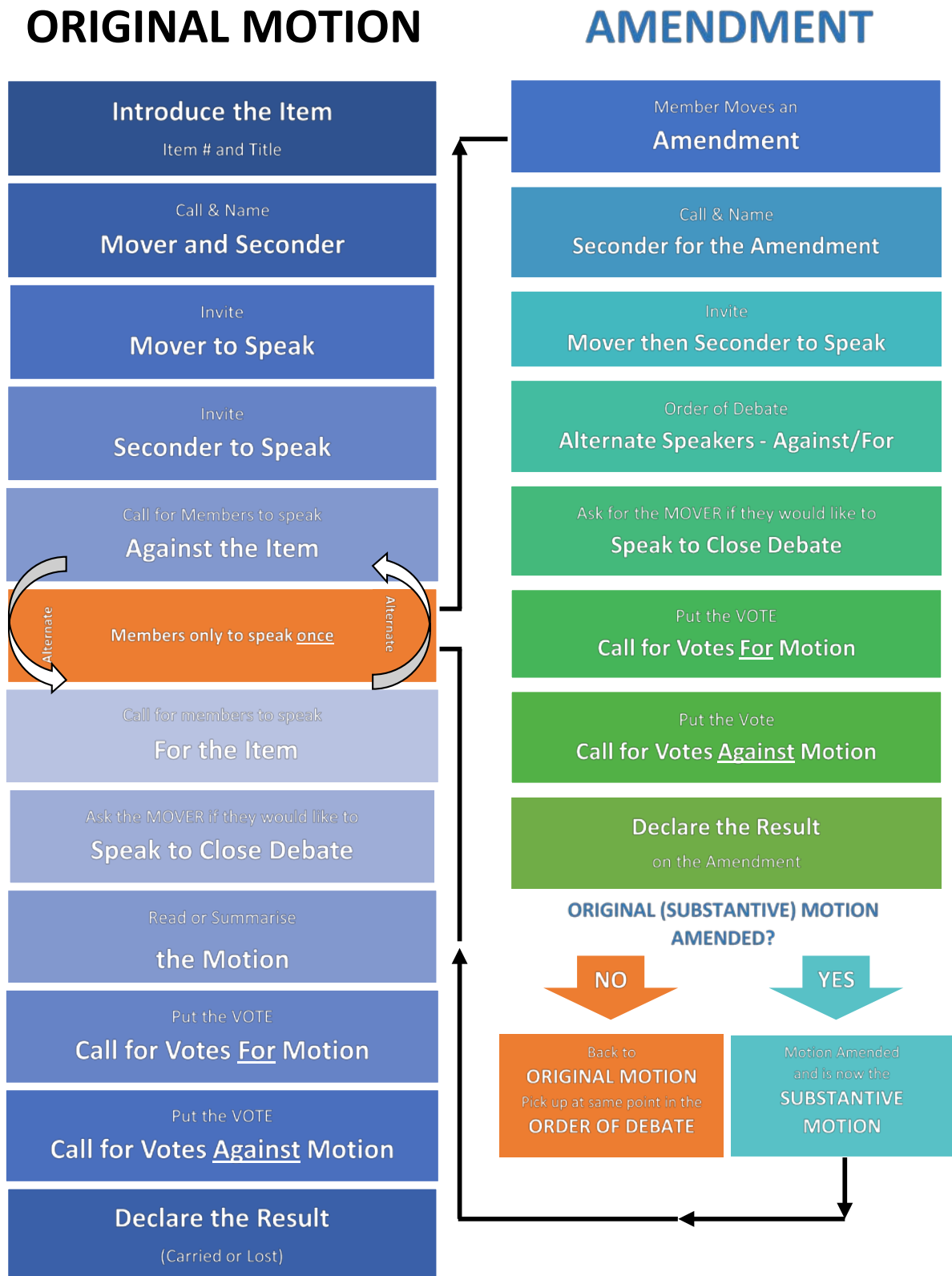
DEFINITION: An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter to be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

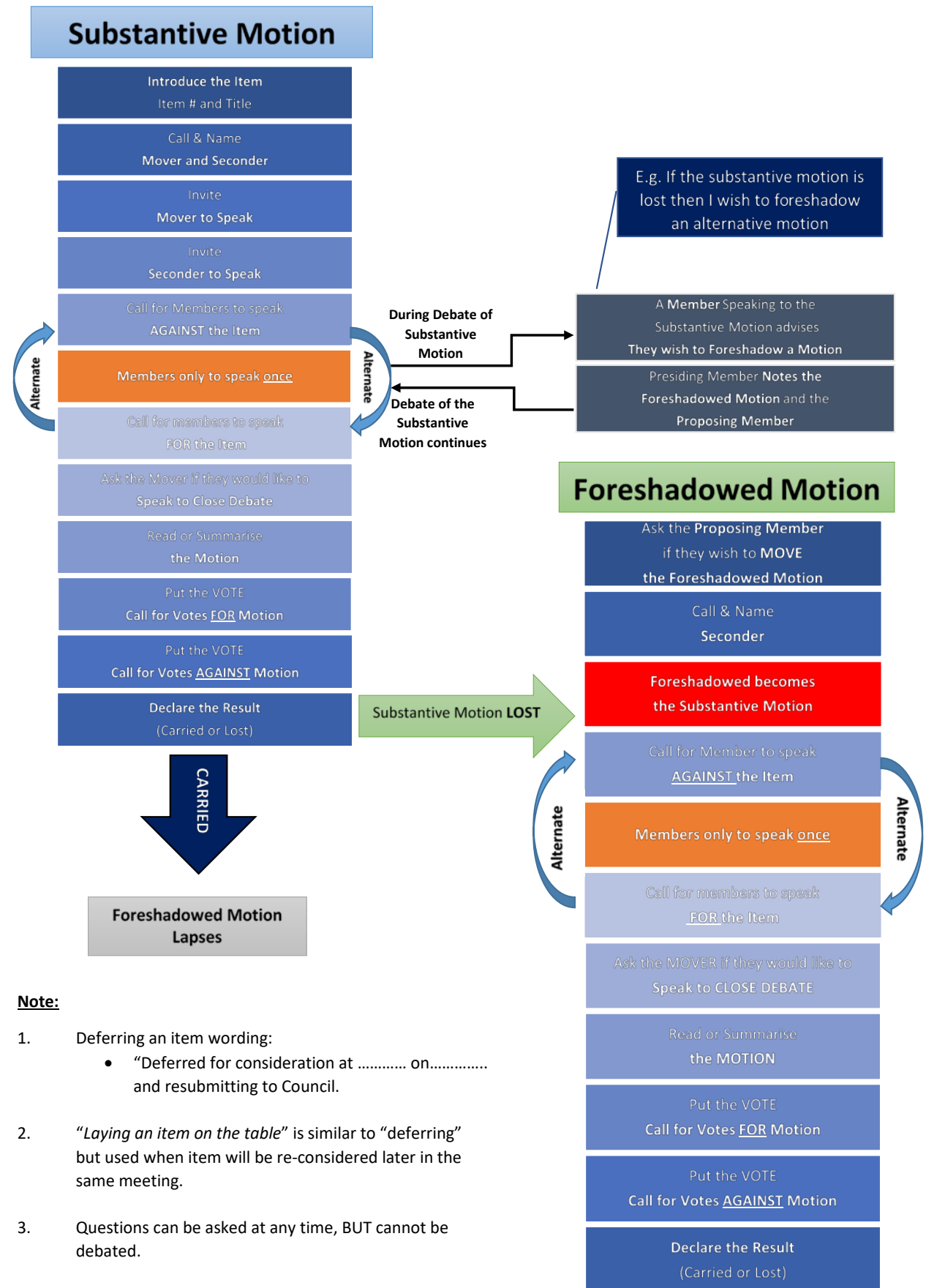


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**OPENING PROCEDURES**

**1. OPENING AND ANNOUNCEMENT OF VISITORS**

Shire President, Fiona Gaze welcomed Councillors, staff and visitors and opened the meeting at \_\_\_\_\_pm.

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

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

**3.1 ATTENDANCE**

**3.2 APOLOGIES**

**3.3 APPROVED LEAVE OF ABSENCE**

Nil

**4. APPLICATION FOR LEAVE OF ABSENCE**

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

**6. PUBLIC QUESTION TIME**

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

**8. PETITIONS / DEPUTATIONS / PRESENTATIONS**

**8.1 PETITIONS**

**8.2 DEPUTATIONS**

**8.3 PRESENTATIONS**

**9. CONFIRMATION OF PREVIOUS MEETING MINUTES**

9.1 ORDINARY MEETING OF COUNCIL MINUTES 28<sup>th</sup> APRIL 2021

**OFFICER RECOMMENDATION**

**0521. That the minutes of the Ordinary Council Meeting held on 28<sup>th</sup> April 2021 be confirmed as a true record of proceedings.**

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

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**10.1 ELECTED MEMBERS ACTIVITY REPORT**

**Date of Report:** 26<sup>th</sup> May 2021

**Councillors:** Various

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**Attended the following meetings/events**

REPORTS FOR DECISION

11. REPORT FOR DECISION

**11.1 CONSIDERATION OF AN OFFER BY THE WATER CORPORATION TO ACQUIRE SEVERAL RESERVES IN THE SHIRE CURRENTLY VESTED IN THE WATER CORPORATION**

**Date of Report:** 17<sup>th</sup> May 2021  
**Business Unit:** Strategy and Governance  
**Officer:** Bob Jarvis - Chief Executive Officer  
**Disclosure of Interest:** Nil

ATTACHMENTS

- Copy of the offer from Water Corporation detailing the Reserves that it is offering to transfer to the Shire
- Aerial photographs of the Reserves offered

PURPOSE OF THE REPORT

Council’s consideration of an offer by the Water Corporation to transfer any or all of several Reserves currently vested in the Water Corporation to the Shire of Gnowangerup as detailed in an e-mail from Water Corporation on the 5<sup>th</sup> May 2021.

BACKGROUND

On the 5<sup>th</sup> May 2021 the Shire was in receipt of an e-mail from David Morgan Senior Planner Property Portfolio, Procurement and Property with Water Corporation, offering the Shire any or all of a number of surplus small dams within the Shire. The Dams offered are provided in the table below which was part of the offer:

AA Dam Gents Lake	LR3061/757	Reserve 10129 (Lot 748) Martins Road, Mills Lake	Class A Reserve for Water/Flora/Fauna. Northern portion in Shire of Kent. DBCA may want portion of Reserve.
AA Dam No 243 Gnowangerup Town Dam	LR3162/978	Reserve 12911 (Lot 557) Garnett Rd, Gnowangerup	
AA Dam No 222 Stutleys	LR3062/101	Reserve 16948 (Lot 7266) Moores Dam Road, Jackitup	
AA Dam No 085 Formby	LR3039/801	Reserve 42013 (Lot 9298) Formby South Road, Kebaringup	
Mills Lake	LR3018/470 LR3018/477	Reserve 36934 Reserve 36935	Both Reserves are portions of actual lakes.

All are offered to the Shire on the following basis:

Crown Reserves in their entirety and on an as-is basis, any transfers would be free of cost and would include all assets. The Water Corporation will complete all the necessary paperwork, although it should be known that only DPLH can finalise the transfers (which can take up to 12 months).

Water Corporation has indicated that it would negotiate on behalf of the Shire with the Department of Planning Lands and Heritage to assist in the transfer of the land.

#### COMMENTS

Staff have investigated the current status and or condition of the Reserves on offer and make the following observations and recommendations.

Gents Lake Dam Reserve 10129 – more than half the Reserve is in the Shire of Kent, the Reserve is a Class A Reserve which includes the protection of flora and fauna. This means that the Department of Biodiversity Conservation and Attractions may wish to take an interest in the Reserve, and approvals for any clearing would be problematic. It is however possible that gravel resources may be present on this site in an area of the Shire where roadmaking gravel is in short supply.

Gnowangerup Town Dam Reserve 12911 – this Dam is currently being sought by the Department of Water and Environmental Regulation which wishes to rehabilitate this Dam at its cost as a strategic water supply.

Stutleys Dam Reserve 16948 – this Dam is a smaller “farm type dam” which has an excellent access road and a good off-road catchment which requires only minor repairs. It is strategically well located as a road works water supply and emergency firefighting dam.

Formby Dam Reserve 42013 – this Dam is almost entirely surrounded by private farming property and the marked access road from Formby Road South is almost non-existent as a formed access road. It is understood that the owner of the property surrounding the Dam is wishing to acquire it from Water Corporation.

Mills lake Reserves 36934 and 36935 – these are not Dams but portions of actual lakes and have no discernible value to the Shire.

Based on the above, it is recommended that the Shire seek to have transferred to it, Reserve 16948 as a strategic water storage dam for road making and emergency firefighting.

Notwithstanding the requirement that the Reserves be transferred “in their entirety”, it may be useful to request consideration of the transfer of only that portion of Gents Lake Reserve 10129 which is located in the Shire of Gnowangerup, but only on the understanding that the Shire can have access to gravel on the Reserve for road making, and that the Department of Biodiversity Conservation and Attractions gives pre approval for sites within the Reserve for extracting gravel for this purpose.

### CONSULTATION

Officers have spoken to the Department of Water and Environmental Regulation (DWER) and had confirmed that the Department wishes the Gnowangerup Town Dam to be transferred to DWER as a strategic water supply.

Councillors were provided with an overview of the offer at the recent Councillors workshop.

### LEGAL AND STATUTORY REQUIREMENTS

Any land transfers to the Shire will be subject to approval by the Department of Planning Lands and Heritage.

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Whilst there may be some catchment repairs required for the Stutleys Dam if acquired, this may be offset by the reduction in water carting costs for road making in the area.

The ability to extract gravel from the Gents Lake Reserve would deliver great savings to the Shire for road making if there are suitable quantities of the material that can be identified and if the Shire is able to secure legal access to the gravel.

### STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Financial sustainability

Objective: Effective management to conduct business in a financially sustainable manner.

Strategic Initiative: Seek out efficiencies and regional collaborations to reduce service delivery costs.

### STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

### IMPACT ON CAPACITY

May provide an increased capacity to access strategically placed road building materials

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council could choose to accept none of the Reserves offered (or more than are recommended) and this might result in an opportunity loss or increased costs.

### CONCLUSION

At the very least, the acquisition of the Stutleys Dam Reserve 16948 would provide a convenient access to road building water in a location which has been problematic for the Shire in the past. It is very likely that the investigation of some access to the Gents Lake Reserve portion within the Shire of Gnowangerup for gravel supplies will not be successful given the attempt by Water Corporation to transfer the Reserves in “their entirety” and the complication that this is a class A Reserve which includes the conservation of Flora and Fauna in its vesting.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

**0521. That Council:**

- 1. Advises Water Corporation that it has reviewed its offer of transferring a number of dams and Reserves (often referred to as AA Dams) to the Shire of Gnowangerup as outlined in its offer date 5<sup>th</sup> May 2021, and summarised in this report, and**
- 2. Accepts the offer to transfer Stutleys Dam Reserve 16948 to the Shire of Gnowangerup as a strategic water supply dam for road making and for emergency firefighting water, and**
- 3. Advises Water Corporation that notwithstanding the requirement that the Reserves be transferred “in their entirety”, the Shire requests consideration of the transfer of only that portion of Gents Lake Reserve 10129 which is located within the Shire of Gnowangerup, and only on the understanding that the Shire can have access to gravel on the Reserve for road making, and that the Department of Biodiversity Conservation and Attractions gives pre approval for sites within the Reserve for extracting gravel for this purpose, and**
- 4. Advises Water Corporation that the other reserves included in the offer are either the subject of other claims by other parties and/or of no value to the Shire.**

**From:** David Morgan <[David.Morgan@watercorporation.com.au](mailto:David.Morgan@watercorporation.com.au)>  
**Sent:** Wednesday, 5 May 2021 2:54 PM  
**To:** Bob Jarvis <[Bob.Jarvis@gnowangerup.wa.gov.au](mailto:Bob.Jarvis@gnowangerup.wa.gov.au)>  
**Subject:** Shire of Gnowangerup - Surplus Water Corp Dams for Transfer

Hi Bob,

Apologies for the delay in responding as I had to complete some internal consultation first.

As previously discussed, the Water Corporation has a number of surplus small dams (often referred to as AA Dams) located within the Shire of Gnowangerup that are available for transfer to the Shire. The available dams in your district are as follows:

DAM NAME	CT	ADDRESS	Comments
AA Dam Gents Lake	LR3061/757	Reserve 10129 (Lot 748) Martins Road, Mills Lake	Class A Reserve for Water/Flora/Fauna. Northern portion in Shire of Kent. DBCA may want portion of Reserve.
AA Dam No 243 Gnowangerup Town Dam	LR3162/978	Reserve 12911 (Lot 557) Garnett Rd, Gnowangerup	
AA Dam No 222 Stutleys	LR3062/101	Reserve 16948 (Lot 7266) Moores Dam Road, Jackitup	
AA Dam No 085 Formby	LR3039/801	Reserve 42013 (Lot 9298) Formby South Road, Kebaringup	
Mills Lake	LR3018/470 LR3018/477	Reserve 36934 Reserve 36935	Both Reserves are portions of actual lakes.

In order to move forward, Water Corporation is seeking a resolution of Council indicating the Shires support for accepting these Crown Reserves in their entirety and on an as-is basis. Once the Corporation has received a letter from the Shire confirming your resolution of Council, Water Corporation will then seek the necessary Executive approvals and write to the Department of Planning, Lands and Heritage (DPLH) requesting the transfers.

As the dams are all located on Crown Reserves, any transfers would be free of cost and would include all assets. The Water Corporation will complete all the necessary paperwork, although it should be known that only DPLH can finalise the transfers (which can take up to 12 months). However, the Water Corporation will assist wherever possible to make the transaction happen smoothly and in a timely fashion.

I look forward to your response.

Kind Regards

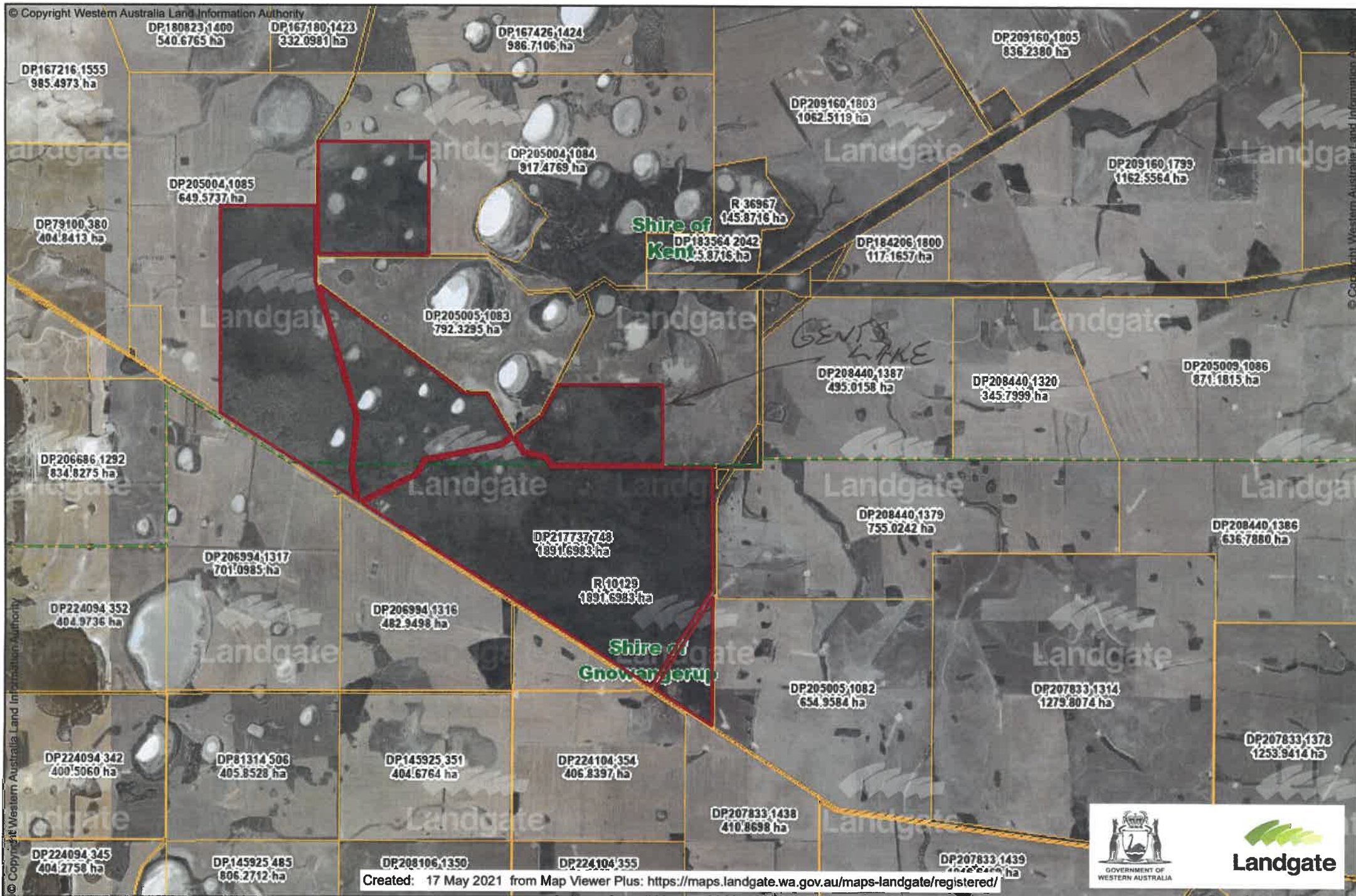
**David Morgan**  
Snr Plnr - Property Portfolio  
Procurement & Property

T (08) 9420 2640

**Occasionally I will be working from home, but am always contactable on the above number or email.**

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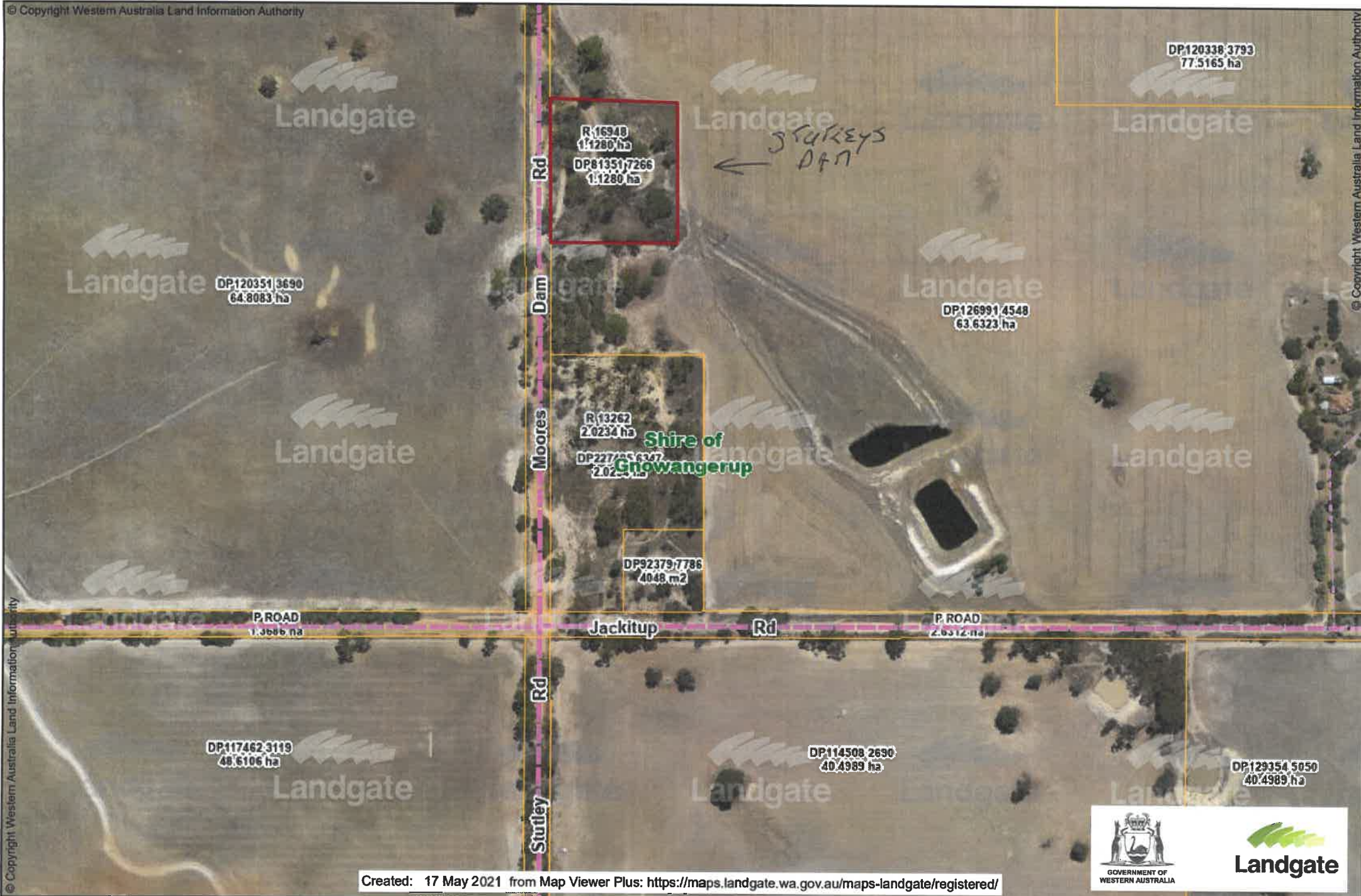






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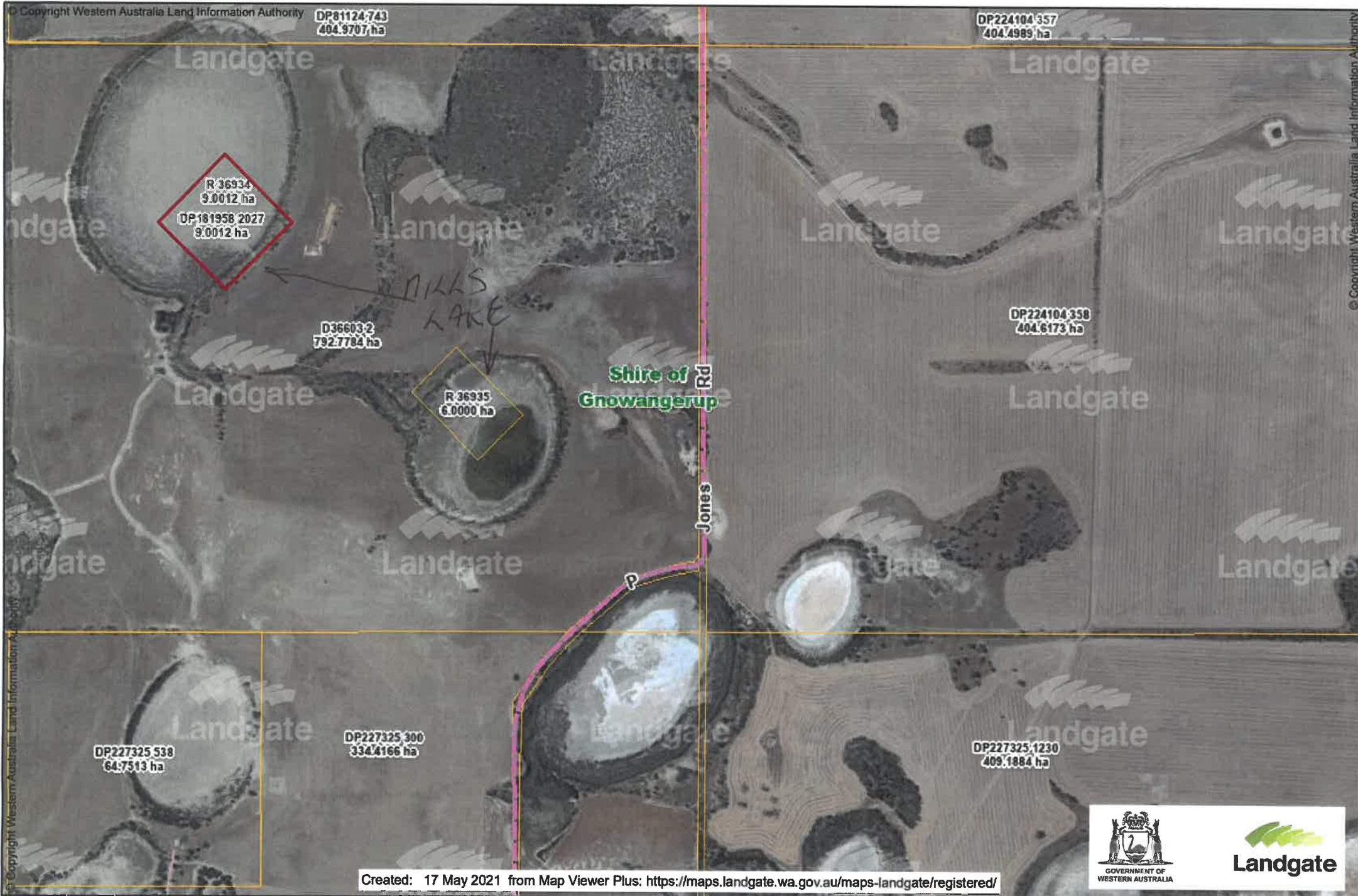




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<b>11.2</b>	<b>GREAT SOUTHERN TREASURES KEY PERFORMANCE INDICATORS</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	Great Southern Treasures
<b>Date of Report:</b>	12 <sup>th</sup> May 2021
<b>Business Unit:</b>	Tourism
<b>Officer:</b>	Kirsty Buchanan - Community Development Coordinator
<b>Disclosure of Interest:</b>	Nil

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#### ATTACHMENTS

- DRAFT Great Southern Treasures KPI's

#### PURPOSE OF THE REPORT

The purpose of this report is for Council to receive and endorse the Great Southern Treasures Key Performance Indicators (KPI's).

As part of the Shire of Gnowangerup signing a three-year MOU with the Great Southern Treasures group/Local Governments the following KPI's will be monitored to calculate the Shire of Gnowangerup's return on investment to the group.

#### BACKGROUND

Great Southern Treasures (formerly known as Hidden Treasures) was originally formed in or around 2001 and its membership comprised all of the Councils within the Great Southern, except for the City of Albany and the Shires of Denmark and Plantagenet. Subsequently, the Shire of Jerramungup has ceased being a member, while the Shire of Plantagenet has joined.

The current Strategic Plan 2020-2023 outlines the following Purpose, Mission and Vision:

1. Purpose - To build the brand and awareness of the tourism assets within Great Southern Treasures locally, nationally and worldwide.
2. Mission - Collectively plan and promote the tourism assets, experiences and events across member local governments.
3. Vision - The communities of Great Southern Treasures are the most visited and known in Australia's South West.

#### COMMENTS

The Councillor representative on this committee is Cr K O'Keeffe and Cr C Thomas as proxy. Bob Jarvis, Chief Executive Officer and Kirsty Buchanan, Community Development Coordinator also attends these meetings.

#### CONSULTATION

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: 1. Sustainable Business Growth

Objective: 3. Enhance and develop the tourism industry to promote growth and prosperity.

Strategic Initiative: 3.2 Develop partnerships to actively support visitor growth.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Primary Strategic Risk Category	Project / Change Management
Description	Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.
Residual Risk: (Low, Moderate, High, Extreme)	High
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The Shire of Gnowangerup is one of eight councils that are part of the Great Southern Treasures. We are within the first year of a three-year MOU with all the relevant Local Governments. We are committed to contributing \$11,000 each financial year.

The following KPI's will be monitored to calculate the Shire of Gnowangerup's return on investment to the group. The Shire's Community Development Coordinator will be responsible for reporting to council at the end of each financial year the status of the KPI's.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

**0521. That Council:**

**Receives and endorses the Great Southern Treasures Key Performing Indicators which are attached and form part of this report.**

## Great Southern Treasures

As part of the Shire of Gnowangerup signing a three-year MOU with the Great Southern Treasures group/Local Governments the following KPI's will be monitored to calculate the Shire of Gnowangerup return on investment to the group.

- The MOU commenced on 1<sup>st</sup> January 2021 and expires on 30<sup>th</sup> June 2023.
- The Shire of Gnowangerup financial contribution to the Group is \$11,000 per financial year for the term of the MOU.

### Key Performance Indicators (KPI's)

1. Schedule of Contact with Shire and CRC's.
  - The Executive Officer will make contact with our Shire, CRC's and Tourism Businesses at least **4 times per financial year** to discuss any issues or things within our Shire that can be promoted.
  - The Shire, CRC's and Tourism Businesses are also encouraged to contact the Executive Officer promotional information for their Social Media Pages.
  - There is already an email list that is used to distribute information to our CRC's.
2. Statistic Collection
  - Great Southern Treasures to commence a program to collect visitor data within our Shire. Working with the CRC's, Tourism Businesses and Shops within our Shire to collect the information.
3. Social Media Promotion – The number of projects, events, media releases and social media posts that directly name the Shire of Gnowangerup, its towns, facilities or initiatives.
  - Shire Officer to monitor the Social Media Promotion for our Shire to ensure we maintain the number of our events, assets and tourism businesses that are being promoted.
4. Great Southern Treasures Website
  - Great Southern Treasures should maintain the current website ensuring that the towns within the Shire of Gnowangerup are up to date and relevant. Shire Officer should send through recommendations for updates.



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### 11.3 REVIEW OF DELEGATIONS OF COUNCIL'S POWERS

<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	13 <sup>th</sup> May 2021
<b>Business Unit:</b>	Strategy and Governance
<b>Officer:</b>	Ian Graham – Deputy Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil

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#### ATTACHMENTS

- Draft reviewed Delegations Register

#### PURPOSE OF THE REPORT

Council's annual review of its Delegations of Powers as required by Section 5.18 of the Local Government Act 1995.

#### BACKGROUND

Sections 5.18 and 5.46 of the Local Government Act 1995 require the Shire to maintain a register of delegations made under that Act, which includes delegations from:

- Council to Committees and the CEO; and
- CEO to employees.

The delegations are to be reviewed at least once every financial year. The Shire's Compliance Calendar was amended in 2020 to include that the Delegations will be annually reviewed by staff, to ensure that this process is completed as required.

The document before Council is typical of the delegations to staff in local government so that the Council is not dealing with a multitude of reports on matters which can be best dealt with in a swift and responsible use of delegation. Council can choose to withdraw a delegation which would require any exercise of that power to come to Council for a decision, and Council can place conditions on the exercise of a delegation to ensure that they are in a manner in which is acceptable to Council.

#### COMMENTS

Staff have reviewed the 2020 adopted version and made minor changes, including deletions and additions, correction of errors and to address any changes in circumstances or legislation, as well as clarify some ambiguities. It is felt that the document, as amended, will meet the needs of the Shire and ensure a prompt response to the need for the exercise of powers.

#### CONSULTATION

The matters highlighted in this report were discussed at the Councillors and Executives Workshop on the 12<sup>th</sup> May 2021.

**LEGAL AND STATUTORY REQUIREMENTS**

Local Government Act 1995 Sections 5.18 and 5.46, Sections 5.16 and 5.17 Delegations to Committees, 5.41, 5.42, 5.43 Delegations to the CEO, 5.44, 5.45, 5.46 Sub delegations to employees and Register of exercise of delegations.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Appropriately structured delegation of authority will provide administrative and customer service efficiencies and will contribute to control of risks.

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

Recommended conditions and limitations on delegated authorities contribute to minimising risk and ensure that decisions are appropriately directed to Council, where delegated authority is limited.

**IMPACT ON CAPACITY**

The proper and considered delegation of powers enables the smooth delivery of service to the community.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Council may wish to amend or revoke any of its delegations but would also need to be mindful of the impacts of those changes on its ability to exercise those powers through Council decision making.

**CONCLUSION**

This review is a legislated requirement of the local government's powers through delegation, with minor amendments to the 2020 adopted version, as discussed at the Councillors and Executives Workshop on the 12<sup>th</sup> May 2021.

**VOTING REQUIREMENTS**

Absolute majority

**OFFICER RECOMMENDATION**

**0521. That Council:**

- 1. Adopts the delegation of some of its powers to the Audit Committee, and to the CEO as outlined in the Delegation Register attached to this report which provides a written record of Council's delegations as required by the Local Government Act (1995) and forms a part of this report.**
- 2. Requires the CEO to ensure that any sub delegation to employees is in writing and pursuant to those identified in the Delegation Register adopted in (1).**

*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

**DELEGATION REGISTER  
2021**

REVIEWED: TBA

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## 1. Local Government Act 1995 Delegations

### 1.1. Delegations from Council to Committees

#### 1.1.1 Audit Committee – Meeting with Auditor

<b>Date Adopted:</b>	22 <sup>nd</sup> June 2005
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Audit Committee
<b>Policy Reference:</b>	Nil

**Power Enabling Delegation:**

- Local Government Act 1995, s.5.16 Delegation of some powers and duties to certain committees

**Power Enabling Sub-Delegation:**

- Prohibited by Local Government Act 1995, section 7.1B Delegation of some powers and duties to audit committees

**Power Delegated:**

- Local Government Act 1995, Section 7.12A(2) and (3)

#### Description of Functions Delegated

Council delegates its authority and power to the Audit Committee:

- To meet with the Shire's Auditor at least once every year [s.7.12A(2)]; and
- To examine the report of the auditor and to determine if any matters raised by the report require action to be taken by the Shire and to ensure that appropriate action is taken in respect of those matters. [s.7.12A(3)].

## 1.2. Delegations from Council to CEO

### 1.2.1 – Appoint Authorised Persons

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>5.42 Delegation of some powers or duties to the CEO</li> <li>5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995             <ul style="list-style-type: none"> <li>s.3.24 Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2 – Certain provisions about land)</li> <li>9.10 Appointment of Authorised Persons</li> </ul> </li> </ul>
---

#### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to appoint persons or classes of persons as Authorised Persons for the purposes of fulfilling prescribed functions within the:

- Local Government Act 1995, inclusive of Regulations;
- Shire of Gnowangerup Local Laws made under the Local Government Act 1995;
- Graffiti Vandalism Act 2016, vide s.15 Application;

#### Subject to:

- At least once each financial year, the CEO is required to circulate to Councillors a copy of the Shire of Gnowangerup's Schedule of Authorisations.

<b>Sub-delegate/s:</b>	Deputy Chief Executive Officer
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<b>Chief Executive Instruction/Procedure:</b>	
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#### CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.



## 1.2.2 Temporary Road Closures

<b>Date Adopted:</b>	22 <sup>nd</sup> June 1998
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
---

<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 3.50 Closing certain thoroughfares to vehicles</li> <li>• 3.50A Partial closure of thoroughfare for repairs or maintenance</li> <li>• 3.51 Affected owners to be notified of certain proposals</li> </ul> </li> </ul>
--

### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to:

1. Determine to temporarily close a thoroughfare, wholly or partially, to vehicles or particular classes of vehicles [s.3.50(1), (1a) and (2)], including for the purposes of but not limited to:
  - a. Repairs and maintenance.
  - b. In cases of emergency.
  - c. Where, in the opinion of the CEO that due to heavy rain, a thoroughfare is likely to be damaged by the passage of vehicles of a particular class, or by the passage of vehicles generally.
  - d. For the conduct of an Event in accordance with the *Road Traffic (Events on Roads) Regulations 1991* and the authority provided to the Shire by the Commissioner of Main Roads.
2. Revoke an order to temporarily close a thoroughfare [s.3.50(6)].
3. Give notice to the public and the Commissioner of Main Roads and consider any resulting submissions received relevant to road closures for a period exceeding 4-weeks [s.3.50(4), (5) and (8)].

#### Subject to:

- (a) Compliance with the procedural requirements of Sections 3.50, 3.50A and 3.51 of the *Local Government Act 1995*, and Regulations 4, 5 and 6 of the *Local Government (Functions and General) Regulations 1996*.

<b>Sub-delegate/s:</b>	Manager of Works
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### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

### 1.2.3 Altering Thoroughfare Level or Alignments

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, Section 3.51(3) Affected owners to be notified of certain proposals</li> </ul>
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#### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to:

1. Before doing anything in regard to a proposal, give notice to each person having an interest and where required local public notice, seeking submissions regarding any proposal to:
  - (1) Fix or alter the level of, or the alignment of, a public thoroughfare; or
  - (2) Drain water from a public thoroughfare or other public place onto adjoining land [s.3.51(1)(a)].

Subject to:

- (a) The notice being in accordance with Section 3.51(4) of the *Local Government Act 1995*.
- (b) Consideration of any submissions made [s.3.51(3)(b)].

<b>Sub-delegate/s:</b>	Manager of Works
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#### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

### 1.2.4 Reserves under Control of Local Governments

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, Section 3.54 Reserves under control of local government</li> </ul>
---

#### Description of Functions Delegated

Council delegates its authority and power to do anything permitted under section 5 of the *Parks and Reserves Act 1895*, for the purposes of controlling and managing land reserved under the *Land Administration Act 1997* that is vested in or placed under the control and management of the Shire of Gnowangerup. [s.3.54]

#### Subject to:

- (a) Any express provision to the contrary made by an order under the *Land Administration Act 1997* in respect of the land.
- (b) Limited to the maintenance or repair of existing infrastructure, where a sufficient and relevant allocation is provided in the adopted Annual Budget.
- (c) For proposals for new infrastructure or services, or where the budget allocation is insufficient for required maintenance or repairs, a report must be referred to Council for decision.

<b>Sub-delegate/s:</b>	Nil
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#### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

## 1.2.5 Expressions of Interest and Tenders for Goods & Services

<b>Date Adopted:</b>	18 <sup>th</sup> June 1997
<b>Date Last Reviewed:</b>	28 <sup>th</sup> October 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	4.1

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, s.3.57 Tenders for providing goods or services
- Local Government (Functions and General) Regulations 1996, Regulations:
  - 11 When tenders have to be publicly invited
  - 13 Requirements when local government invites tenders though not required to do so
  - 14 Publicly inviting tenders, requirements for
  - 18 Rejecting and accepting tenders
  - 20 Variation of requirements before entry into contract
  - 21A Varying a contract for the supply of goods or services
  - 21 Limiting who can tender, procedure for
  - 23 Rejecting and accepting expressions of interest to be acceptable tenderer

## Description of Functions Delegated

### 1. Call For and Determine Expressions of Interest:

Council delegates its authority and power to the Chief Executive Officer to:

- 1.1 Determine when to seek and to invite expressions of interest with respect to the supply of the goods or services before entering the tender process, on the basis that a preliminary selection from amongst prospective tenderers due to:

- (i) the nature of the goods or services; or
- (ii) the cost of preparing plans, specifications or other information for the purpose of adequately describing the goods or services required,

would be advantageous to the local government if tenders were invited only from persons it considers to be capable of satisfactorily supplying the goods or services [F&G r.21(1) & (2)].

- 1.2 Determine, in writing, the criteria for the preliminary selection of prospective tenderers [F&G r.21(4)].

#### Subject to:

Compliance with Regulation 21(1) of the Local Government (Functions and General) Regulations 1996;

- (i) The goods or services being listed in the Shire's Adopted Annual Budget;
- (ii) The criteria, once determined, are to be incorporated in the expression of interest documentation.

- 1.3 Consider any submissions of expression of interest that have not been rejected and decide which, if any, are capable of satisfactorily supplying the goods or services [F&G r.23].

All delegations must be exercised in accordance with any relevant policies and procedures.

Subject to:

- (a) Compliance with Regulation 23(3) of the Local Government (Functions and General) Regulations 1996; and
- (b) Compliance with Regulations 14(2), 15(2), 17(2)(c) and 18(3) of the Local Government (Functions and General) Regulations 1996.

2. Call For and Determine Tenders:

Council delegates its authority and power to the Chief Executive Officer to:

- 2.1 Call tenders for goods or services with others in respect to supply of goods or services exceeding \$250,000 [F&G r.11(1)] **up to max \$600,000.**
- 2.2 Determine to call tenders for the provision of goods or services although not required to do so, and to determine to accept the most advantageous tender or reject a tender or to decline to accept any tender, where the value does not exceed \$250,000 [F&G r.13 and r.18(2), (4) and (5)].
- 2.3 Determine in writing the criteria for deciding which tender should be accepted with this criteria being included in the invitation to tender or submit expression of interest [F&G r.14(2a)].
- 2.4 Vary tender information, after public notice of invitation to tender and before the close of tenders [F&G r.14(5)].
- 2.5 Seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].
- 2.6 Determine, that because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier and not publicly invite tenders before the Shire enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$250,000 [F&G r.11(f)].
- 2.7 After a successful tenderer has been selected, determine only as necessary, minor variation to the goods or services required before the contract has been entered into, limited to an order of magnitude of +/- 10% [F&G r.20(1)].

Subject to:

- (a) the tenderer agreeing to the minor variations; and
  - (b) the variation is minor having regard to the total goods or services that tenderers were invited to supply (deliverables and price).
- 2.8 After a contract has been entered into, determine contract variations only where necessary in order for the goods or services to be supplied and the variation does not change the scope of the contract [F&G r.21A(a)].
  - 2.9 Select the next most advantageous tender if the successful tenderer does not want to accept the contract with the variation, or the local government and the tenderer cannot reach agreement [F&G r.20(2)].
  - 2.10 Exercise a contract renewal or extension only where the term of the original contract contained a provision for the renewal or extension and the renewal or extension clause was noted by Council at the time of resolving to accept the tender [F&G r.21A(b)].

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All delegations must be exercised in accordance with any relevant policies and procedures.

Generally Subject to:

- (a) Compliance with Council's Purchasing Policy.
- (b) The goods or services being listed in the Shire's Adopted Annual Budget.

<b>Sub-delegate/s:</b>	Nil
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**CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

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## 1.2.6 Disposal of Property

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

**Power Enabling Delegation:**

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

**Power Enabling Sub-Delegation:**

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

**Power Delegated:**

- Local Government Act 1995, Section 3.58 Disposing of property
- Local Government (Functions and General) Regulations 1996, Regulation 30 Dispositions of property excluded from Act s.3.58

### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to:

1. Dispose of local government property by way of lease, including the renewal of existing leases, where the renewal option is detailed in the original lease agreement.

Subject to:

- (a) New leases may only be established where, the lessor's operations are consistent with community development or commercial objectives specified in the Shire's Corporate Business Plan.
- (b) Proposals for disposal by lease of newly acquired infrastructure or property must be determined by Council in the first instance.
- (c) The lease fee not exceeding \$20,000 for the term of the lease.
- (d) The lease term not exceeding a five year period.
- (e) Compliance with the requirements of Section 3.58 of the Local Government Act 1995 and Regulation 30 of the *Local Government (Functions and General) Regulations 1996*.

2. Dispose of assets, which have a residual value on the Shire's Asset Register, and are required to be disposed of to facilitate capital works.

Subject to:

- (a) Limited to a maximum value of less than \$100,000 for any single capital works project.

3. Dispose of surplus property, other than land, including; equipment, furniture, consumable materials and tools, with a market value of less than \$20,000 by:

1. Publically advertising a request for proposals; or
2. Publically advertising a surplus goods sale at the Council depot, where pricing of goods has been pre-determined under this delegation; or
3. Any other fair means, that provides public accountability and transparency as to the method of disposal and equitable access to the disposal process.
4. In any case, the method of disposal is to ensure that best value return is achieved for the Shire.
5. Where the property is determined as having nil material market value, then the disposal must be environmentally responsible.

All delegations must be exercised in accordance with any relevant policies and procedures.

Subject to:

- (a) The items not being listed on or not being erroneously omitted from Council's Asset Register.
- (b) The items being either; surplus to the Shire's needs and / or no longer fit for purpose.
- (c) A record being retained of the method of disposal and the goods disposed of.

<b>Sub-delegate/s:</b>	
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**CEO Conditions on Sub-Delegation**

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### 1.2.7 Payments From Municipal Fund and Trust Fund (10)

<b>Date Adopted:</b>	16 <sup>th</sup> April 1997
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Local Government (Financial Management) Regulations 1996, Regulation 12(1)(b)</li> </ul>
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#### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to:

1. Authorise and make payments by cheque or electronic funds transfer (EFT) from the Municipal Fund or the Trust Fund [FM r.12(1)(b)]

Subject to:

- (a) The payment(s) only being for items of expenditure:
  - (i) detailed in the adopted annual budget, or
  - (ii) for payments that have been authorised by a resolution of Council in advance, or
  - (iii) authorised in advance by the president in an emergency; and
- (b) Compliance with the requirements of Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

2. Allocate and make payments for the annual donations budget for cultural, event and corporate sponsorship.

Subject to:

- (a) The maximum value of any one sponsorship is not to exceed \$2,000; and
- (b) The total value of donations granted is not exceeding the allocation approved in the Adopted Budget;

<b>Sub-delegate/s:</b>	Deputy CEO Manager of Works Asset and Waste Management Coordinator
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#### CEO Conditions on Sub-Delegation

- (a) Payments must be jointly exercised by any combination of at least two delegates or sub-delegates i.e. two signatories to cheques or two separate and individual authorisations for EFT payments.
- (b) Decisions for the allocation of annual donations is not sub-delegated.

All delegations must be exercised in accordance with any relevant policies and procedures.

**1.2.8 Waiving and Granting of Concessions and Write-Off of Debts other than Rates & Service Charges**

<b>Date Adopted:</b>	25 <sup>th</sup> May 2005
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil.

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, Sections 6.12</li> </ul>
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**Description of Functions Delegated**

Council delegates its authority and power to the Chief Executive Officer to approve or refuse to approve applications or requests for:

1. A waiver of a debt other than rates or a service charge.
2. The granting of a concession in relation to a debt other than rates or service charge.
3. The write-off of a debt other than rates or a service charge.

Subject to:

- (a) the amount of the request or application not exceeding \$200.00.
- (b) Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

## 1.2.9 Investment of Surplus Funds

<b>Date Adopted:</b>	25 <sup>th</sup> May 2005
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	4.3

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, Section 6.14 Power to invest
- Local Government (Financial Management Regulations) 1996, Regulation 19 Investments, control procedures for

### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer:

- To invest money held in the municipal or trust fund that is not, for the time being, required for any other purpose, in accordance with Part III of the Trustees Act 1962 [s.6.14(1)].

#### Subject to:

- Compliance with the Shire's documented internal control procedures established in accordance with Regulation 19 of the *Local Government (Financial Management) Regulations 1996*; and
- Compliance with Council Policy 4.3

- To establish and amend, as necessary, documented internal control procedures to be followed by employees that ensure control over investments and which enable the identification of the nature and location of all investments and the transactions related to each investment [FM r.19].

#### Subject to:

- Keep a local government record as per the State Records Act 2000

<b>Sub-delegate/s:</b>	n/a
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## 1.2.10 Amending the Rate Record

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

### Power Enabling Delegation:

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

### Power Enabling Sub-Delegation:

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

### Power Delegated:

- Local Government Act 1995, Section 6.39(2)(b) Rate Record

### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to determine whether to amend the rate record for the preceding five years.

#### Subject to:

- (a) Compliance with the requirements of Section 6.39 of the *Local Government Act 1995*.

<b>Sub-delegate/s:</b>	Finance Officer Senior Finance Officer
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### CEO Conditions on Sub-Delegation

- Keep a local government record as per the State Records Act 2000

**1.2.11 Agreement as to Payment of Rates and Service Charges**

<b>Date Adopted:</b>	22 <sup>nd</sup> June 1998
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.6.49 Agreement as to payment of rates and services charges</li> </ul>
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**Description of Functions Delegated**

Council delegates its authority and power to the Chief Executive Officer to make an agreement with a person for the payment of rates and service charges.

Subject to:

- (a) Having regard for the requirements of Council’s Recovery of Rates policy; and
- (b) The arrangements agreed to being on the basis that the total debt outstanding will be extinguished by 30 June next following.

<b>Sub-delegate/s:</b>	n/a
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**CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

**1.2.12 Due Date for Payment of Rates and Service Charges**

<b>Date Adopted:</b>	22 <sup>nd</sup> June 1998
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil.

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.6.50(1) Rates or Service charges due and payable</li> </ul>
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**Description of Functions Delegated**

Council delegates its authority and power to the Chief Executive Officer to determine the date a rate or service charge becomes due and payable.

Subject to:

- (a) the date to be determined is not to be earlier than 35 days after the date of issue on the rate notice.

<b>Sub-delegate/s:</b>	Finance Officer Deputy DCEO
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**CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

**1.2.13 Recovery of Unpaid Rates or Service Charges**

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, Sections:             <ul style="list-style-type: none"> <li>• 6.56(1) Rates or services charges recoverable in court</li> <li>• 6.60(2) and (4) Local government may require lessee to pay rent</li> </ul> </li> </ul>
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**Description of Functions Delegated**

Council delegates its authority and power to the Chief Executive Officer to determine:

1. When court action should be taken to recover an unpaid rate or service charge that is due and payable [s.6.56(1)].

Subject to:

- (a) Recovery action having been taken in accordance with Council's Collection of outstanding Rates Procedure and Collection of outstanding Debt Policy and Procedure.
2. When a notice should be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge [s.6.60(2)].
3. To recover the amount of the rates or service charges as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].

<b>Sub-delegate/s:</b>	Finance Officer Deputy CEO
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**CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.



**1.2.14 Objection to Rate Record – Extension of Time**

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>5.42 Delegation of some powers or duties to the CEO</li> <li>5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, section 6.76(4) and (5) Grounds of objection</li> </ul>
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**Description of Functions Delegated**

Council delegates its authority and power to the Chief Executive Officer to:

- Determine applications by a person for an extension of time to make an objection to the rate record [s.6.76(4)].

Subject to:

- Any extension granted being no longer than 30 days.

- Consider any objection to the rate record and either disallow it or allow it, wholly or in part [s.6.76(5)].

Subject to:

- Giving written notice of the decision made under (2) above in accordance with Section 6.76(6) of the *Local Government Act 1995*.

<b>Sub-delegate/s:</b>	Finance Officer Deputy DCEO
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**CEO Conditions on Sub-Delegation**

- Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

**1.2.15 Crossing from Public Thoroughfare to Private Land or Private Thoroughfare**

<b>Date Adopted:</b>	30 <sup>th</sup> October 2013
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Local Government (Uniform Provisions) Regulations:             <ul style="list-style-type: none"> <li>• 12(1) Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2)</li> <li>• 13 Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3)</li> </ul> </li> </ul>
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**Description of Functions Delegated**

Council delegates its authority and power to the Chief Executive Officer to:

1. Approve or refuse an application from an owner of land, to construct a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, and impose conditions in respect to the approval [ULP r.12(1)].

Subject to:

- (a) The requirements of Regulation 14(2) of the *Local Government (Uniform Provisions) Regulations 1996*.

2. Issue a notice to the owner or occupier of private land requiring the owner or occupier to construct or repair a crossing from a public thoroughfare to the land, or a private thoroughfare serving the land [ULP r.13(1)].

Subject to:

- (a) The requirements of Regulation 14(2) of the *Local Government (Uniform Provisions) Regulations 1996*.

3. If the person fails to comply with the notice, determine to construct or repair the crossing as the notice required and recover 50% of the cost of doing so, as a debt due from the person [ULP r.13(2)].

<b>Sub-delegate/s:</b>	Managers of Works
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**CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

**1.2.16 Private Works On, Over or Under Public Places**

<b>Date Adopted:</b>	18 <sup>th</sup> June 1997
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Local Government (Uniform Provisions) Regulations 1996, r.17 Private works on, over, or under public places — Sch. 9.1 cl. 8</li> </ul>
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**Description of Functions Delegated**

Council delegates its authority and power to the Chief Executive Officer to:

1. Grant permission to a person to construct anything on, over, or under a public thoroughfare or other public place that is Local Government property, and impose conditions in respect to the permission [ULP r.17(3) and (5)].

Subject to:

- (a) The requirements of Regulation 17 of the *Local Government (Uniform Provisions) Regulations 1996*; and
- (b) Determining a sufficient bond being imposed, as listed in Council's Schedule of Fees and Charges; and
- (c) Owners and Occupiers of adjoining properties being advised of the works and provided sufficient time to make submissions regarding the proposed works. If any reasonable objection is made known, prior to works commencing, the determination of the application for permission is to be referred to Council.

<b>Sub-delegate/s:</b>	Manager of Works
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**CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

**1.2.17 Excavation on Public Thoroughfares**

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Local Government (Uniform Provisions) Regulations, r.11 Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6</li> </ul>
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**Description of Functions Delegated**

Council delegates its authority and power to:

1. Determine if an excavation in a public thoroughfare or land adjoining a public thoroughfare is dangerous and determine to fill in or fence the excavation or, in writing, request the owner or occupier of the land to fill in or securely fence the excavation [ULP r.11(1)].
2. Grant permission to a person to make or make and leave, an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare, and impose conditions in respect to the permission [ULP r.11(4) and (6)].

Subject to:

- (a) The requirements of Regulation 11 of the *Local Government (Uniform Provisions) Regulations 1996*.

<b>Sub-delegate/s:</b>	Manager of Works
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**CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

**1.2.18 Obstruction of Public Thoroughfare by Things Placed and Left – Grant Permission**

<b>Date Adopted:</b>	22 <sup>nd</sup> March 2017
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>5.42 Delegation of some powers or duties to the CEO</li> <li>5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>Local Government (Uniform Provisions) Regulations, r.6 Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl.3.(1)(a)</li> </ul>
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**Description of Functions Delegated**

Council delegates its authority and power to:

- Grant permission to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare [ULP r.6(2)].
- Determine to impose conditions on granting permission to place one or more specified things that may obstruct a public thoroughfare [ULP r.6(4)].

Note:

It is the CEO's function to determine:

- In accordance with Regulation 6(4)(d), the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from granting permission to place specified things on a public thoroughfare.
- In accordance with Regulation 6(5)(b), the protective structures necessary for public safety.
- In accordance with Regulation 6(5)(d), satisfaction with the repair of damage to a public thoroughfare resulting from granting permission to obstruct or place things on a public thoroughfare.

<b>Sub-delegate/s:</b>	Manager of Works
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**CEO Conditions on Sub-Delegation**

- Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.



**1.2.19 Gates and Other Devices Across Thoroughfares (38)**

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Local Government (Uniform Provisions) Regulations 1996, r.9 Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)</li> </ul>
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**Description of Functions Delegated**

Council delegates its authority and power to:

1. Grant permission to a person to have a gate or other device across a public thoroughfare under the care, control and management of the Shire, and impose conditions in respect to the permission [ULP r.11(1) and (4).

Subject to:

- (a) The requirements of Regulation 9 of the *Local Government (Uniform Provisions) Regulations 1996*; and
- (b) A register of gates and other devices being kept in accordance with Clause 9(8) of the *Local Government (Uniform Provisions) Regulations 1996*.

2. Before dealing with an application, determine when an applicant is required to give public notice of the application and in what manner the notice is required [ULP r.11(2)].
3. Determine renewal of permissions for a gate or other device across a public thoroughfare and, vary any condition imposed on the original permission [ULP r.11(5)].
4. Determine to cancel permission by written notice and request the person responsible for the gate or device to remove it within a time specified in the request [ULPr.11(6)].

<b>Sub-delegate/s:</b>	Manager of Works
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**CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

**1.2.20 Performing Functions Outside Own District**

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act 1995, Section 3.20 Performing functions outside district</li> </ul>
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**Description of Functions Delegated**

Council delegates its authority and power to the Chief Executive Officer to determine whether things done by the Shire in performing its executive function will be done outside the Shire of Gnowangerup District.

Subject to:

- (a) Compliance with the requirements of Section 3.20 of the Local Government Act 1995; and
- (b) Details of the actions taken are to be recorded on the appropriate file and a report on the actions taken is to be presented to Council at its next ordinary meeting.

<b>Sub-delegate/s:</b>	Manager of Works
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**CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

**1.2.21 Disposal of Sick or Injured Animals**

<b>Date Adopted:</b>	XX
<b>Date Last Reviewed:</b>	N/A

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<b>Power Enabling Delegation:</b>	
<ul style="list-style-type: none"> <li>• Local Government Act 1995, sections             <ul style="list-style-type: none"> <li>• 5.42 Delegation of some powers or duties to the CEO</li> <li>• 5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul>	
<b>Power Enabling Sub-Delegation:</b>	
<ul style="list-style-type: none"> <li>• Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>	

<b>Local Government Act 1995:</b>	
<ul style="list-style-type: none"> <li>• s.3.47A Sick or injured animals, disposal of</li> <li>• s.3.48 Impounding expenses, recovery of</li> </ul>	

**Description of Functions Delegated**

1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].
2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].

<b>Sub-delegate/s:</b>	Manager of Works Ranger
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**CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

**1.2.22 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift**

<b>Date Adopted:</b>	XXX	<b>Delegate:</b>	Chief Executive Officer
<b>Date Last Reviewed:</b>	N/A	<b>Policy Reference:</b>	

**Power Enabling Delegation:**

- Local Government Act 1995, sections
  - 5.42 Delegation of some powers or duties to the CEO
  - 5.43 Limitations on delegations to the CEO

**Power Enabling Sub-Delegation:**

- Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees

**Local Government (Uniform Local Provisions) 1996:**

- r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12

**Description of Functions Delegated**

Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)]

<b>Sub-delegate/s:</b>	Nil
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**CEO Conditions on Sub-Delegation**

All delegations must be exercised in accordance with any relevant policies and procedures.

## 1.3 Delegations from CEO to Employees

### 1.3.1 Appoint Authorised Persons

<b>Date Adopted:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

<b>Delegator</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<ul style="list-style-type: none"> <li>Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995             <ul style="list-style-type: none"> <li>s.3.24 Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2 – Certain provisions about land)</li> <li>9.10 Appointment of Authorised Persons</li> </ul> </li> </ul>
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#### Description of Functions Delegated

1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:
  - (a) [Local Government Act 1995](#) and its subsidiary legislation, including Local Government Act Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the Local Government Act.
  - (b) *Caravan Parks and Camping Grounds Act 1995*;
  - (c) *Cat Act 2011*;
  - (d) *Cemeteries Act 1986*;
  - (e) *Control of Vehicles (Off-road Areas) Act 1978*;
  - (f) *Dog Act 1976*;
  - (g) [Graffiti Vandalism Act 2016](#) – refer s.15; and
  - (e) any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995*.
2. Authority to appoint authorised persons for the purposes of section 9.16 of the Local Government Act 1995, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the Criminal Procedure Act 2004.

#### **Subject to:**

- (a) A register of Authorised Persons is to be maintained as a Local Government Record.
- b) At least once each financial year, the CEO is required to circulate to Councillors a copy of the Shire of Gnowangerup's Schedule of Authorisations.
- c) Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.



## 1.4 Local Law Delegations

### 1.4.1 Dogs Local Law 2016

<b>Date Adopted:</b>	24 <sup>th</sup> May 2017
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil.

#### Power Enabling Delegation:

- Dog Act 1976, section 10AA(1) Delegation of local government powers and duties

#### Power Enabling Sub-Delegation:

- Dog Act 1976, section 10AA(3) Delegation of local government powers and duties

#### Power Delegated:

- Dogs Local Law 2016, clauses:
  - 4.2(d) and (f)
  - 4.3(3)
  - 4.5(c)
  - 4.8(1) and (2)
  - 4.10
  - 4.12(1) and (2)
  - 4.13(1)(a)
  - 4.13(3)

### Description of Functions Delegated

Council delegates its authority and power to:

#### 1. Approved Kennel Establishments

- 1.1. Determine the code of practice applicable to the keeping of dogs [cl 4.2(d)].
- 1.2. Request such other information as required in respect of an application for a licence for an approved kennel [cl 4.2(f)].
- 1.3. Refuse to determine an application for an approved kennel licence until all notices are given in accordance with directions [cl 4.3(3)].
- 1.4. Consider any written submission received within the time specified on the proposed use of the premises [cl 4.5(c)].
- 1.5. Subject to having consideration of the matters prescribed in clause 4.6, approve an application for a licence inclusive of conditions [cl 4.8(1) and (2)].
- 1.6. Determine the form of the licence [cl 4.10].
- 1.7. Vary the conditions of a licence [cl 4.12(1)].
- 1.8. Cancel a licence [cl 4.12(2)].
- 1.9. Determine the form of an application for the transfer of a valid licence [cl 4.13(1)(a)].
- 1.10. Approve or refuse to approve an application for the transfer of a valid licence [cl 4.13(3)].

<b>Sub-delegate/s:</b>	N/A
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### 1.4.2 Local Government Property Local Law 2016

All delegations must be exercised in accordance with any relevant policies and procedures.

Shire of Gnowangerup  
Delegation Register

<b>Date Adopted:</b>	24 <sup>th</sup> May 2017
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil.

**Power Enabling Delegation:**

- Local Government Act 1995, section 5.42 Delegation of some powers or duties to the CEO and section 5.43 Limitations on delegations to the CEO.

**Power Enabling Sub-Delegation:**

- Local Government Act 1995, section 5.44 CEO may delegate some powers and duties to other employees.

**Power Delegated:**

- Local Government Property Local Law 2016, clauses:
  - 2.3
  - 3.2(2-5)
  - 3.3(1,2,4)
  - 3.3(4)
  - 3.9(2)
  - 3.11(1)
  - 3.12 (2) and (3)
  - 5.3
  - 6.1(2)
  - 8.3
  - 8.4
  - 9.2

**Description of Functions Delegated**

Council delegates its authority and power to:

2. Determinations in Respect of Local Government Property

- 1.11. Erect a sign on local government property to give notice of the effect of a determination which applies to that property [cl 2.3].

2. Permits

- 2.1 Determine the form of an application for a permit under this local law [cl 3.2(2)].
- 2.2 Require an applicant to provide additional information before determining an application for a permit [cl 3.2(3)].
- 2.3 Require an applicant to give local public notice of the application for a permit [cl 3.2(4)].
- 2.4 Refuse to consider an application for a permit [cl 3.2(5)].
- 2.5 Approve an application for a permit unconditionally or subject to conditions as considered appropriate, or refuse to approve an application for a permit [cl 3.3(1)].
- 2.6 Determine the form of a permit, and issue a permit to the applicant [cl 3.3(2)].
- 2.7 Amend a condition of approval and provide written notice to the permit holder [cl 3.3(4)].
- 2.8 Approve or refuse to approve an application for the transfer of a permit, subject to any conditions considered appropriate [cl 3.9(2)].
- 2.9 Cancel a permit [c 3.11(1)].
- 2.10 Exempt a person or property from the list of activities requiring a permit in clause 3.12(1) [cl 3.12(2) and (3)].

All delegations must be exercised in accordance with any relevant policies and procedures.

3. Matters Relating to Particular Local Government Property

3.1 Authorise entry to a fenced off or closed local government property [cl 5.3].

4. Fees for Entry on to Local Government Property

4.1 Exempt a person from having to pay an admission fee for entry to a function on local government property [cl 6.1(2)].

5. Miscellaneous

5.1 Dispose of any article left on any local government property if not claimed within 3 months [cl 8.3].

5.2 Require a person who has unlawfully damaged local government property to replace the property or reinstate it to its pre-damaged state and, where the request has not been complied with, recover the costs as a local government debt [cl 8.4].

6. Enforcement

6.1 Authorise any action which was requested in a notice under this local law but not complied with to be done and the costs recovered from the person to whom the notice was given [cl 9.2].

<b>Sub-delegate/s</b> :	N/A
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1.4.3 Animals, Environment and Nuisance Local Law 2016

All delegations must be exercised in accordance with any relevant policies and procedures.

Shire of Gnowangerup  
Delegation Register

<b>Date Adopted:</b>	24 <sup>th</sup> May 2017
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil.

**Power Enabling Delegation:**

- Local Government Act 1995, section 5.42 Delegation of some powers or duties to the CEO and section 5.43 Limitations on delegations to the CEO
- Cat Act 2011, section 44 Delegation by local government
- Health (Miscellaneous Provisions) Act 1911, Section 13A CEO and Chief Health Officer may delegate

**Power Enabling Sub-Delegation:**

- Local Government Act 1995, section 5.44 CEO may delegate some powers and duties to other employees
- Cat Act 2011, section 45 Delegation by CEO of local government

**Power Delegated:**

- Animals, Environment and Nuisance Local Law 2016, clauses:
  - 2.4(1)
  - 2.4(5)
  - 2.4(7)(a) and (b)
  - 2.4(8)
  - 2.5(a)
  - 2.7, 2.9 and 2.12
  - 2.14(2)(a)
  - 2.14(3)
  - 2.15(3)
  - 2.20
  - 2.21(1) and (3)
  - 2.23(1) and (2)
  - 2.27(1) and (3)
  - 3.3(1) and (2)
  - 3.4(2) and (4)
  - 3.5
  - 3.8(1), (2) and (3)
  - 4.3(1)
  - 4.4(1)
  - 4.7
  - 4.12
  - 4.14(1)
  - 6.3(2) and (3)

**Description of Functions Delegated**

Council delegates its authority and power to:

3. Animals

- 1.12. Authorise, and provide in writing, an exemption to keep more than 3 cats over the age of 6 months on premises on any land within the district [cl 2.4(1)].
- 1.13. Require the recipient of an exemption to house, or keep cats in such a manner as directed by an EHO [cl 2.4(5)].
- 1.14. Approve the establishment of a cattery [cl 2.4(7)(a)] and issue a certificate of registration [cl 2.4(8)].
- 1.15. Approve the form of an application for registration of a cattery [cl 2.4(7)(b)].
- 1.16. Approve the form of a certificate of registration of a cattery [cl 2.4(8)(a)].
- 1.17. Approve the keeping of more than 12, and up to 20, poultry on premises in a residential zone [cl 2.5(a)].
- 1.18. Provide written permission for an owner or occupier to keep roosters, geese, turkeys or peafowls on land of less than 1 hectare in area [cl 2.7].

All delegations must be exercised in accordance with any relevant policies and procedures.

- 1.19. Order an owner or occupier of a house on or in which pigeons regularly nest or perch to take adequate steps to prevent them from continuing to do so [cl 2.9].
- 1.20. Approve the keeping of farm animals outside a rural zone [cl 2.12].
- 1.21. Approve the keeping of more than 1 miniature horse on land zoned residential or special rural [cl 2.14(2)(a)].
- 1.22. Prohibit or set conditions on the keeping of a miniature horse on any land [cl 2.14(3)].
- 1.23. Prohibit or set conditions on the keeping of a miniature pig on any land [cl 2.15(3)].
- 1.24. Approve the form of an application for a permit to become a beekeeper [cl 2.20].
- 1.25. Approve or refuse an application for a permit to become a beekeeper [cl 2.21(1)].
- 1.26. Approve the form of a permit to become a beekeeper [cl 2.21(3)].
- 1.27. Cancel or vary the conditions of a permit to become a beekeeper after it has been issued [cl 2.23(1) and (2)].
- 1.28. Give a notice to a beekeeper permit holder, land owner or occupier of land to remove bees and/or beehives from the land [cl 2.27(1)].
- 1.29. Dispose of the bees and/or beehives described in clause 2.27(1) if the recipient of the notice has failed to comply, and recover the costs of doing so from the notice recipient [cl 2.27(3)].

## 7. Building, Development and Land Care

- 7.1 Provide written approval to store construction materials on a property other than a building or development site [cl 3.3(1)].
- 7.2 Provide written approval to store construction materials on any road verge [cl 3.3(2)].
- 7.3 Serve the owner or occupier of land where dust has not been stabilised or liquid waste contained with a notice to remedy the situation [cl 3.4(2)].
- 7.4 Give the owner or occupier of land a notice with conditions to control activities which may result in the release or escape of dust or liquid waste [cl 3.4(4)].
- 7.5 Authorise the on-site burning of vegetation or other material cleared from a building or development site [cl 3.5], subject to compliance with the *Bush Fires Act 1954*.
- 7.6 Give notice to the owner or occupier of land to make safe by removing, cutting, moving or otherwise dealing with a tree that endangers any person or thing on adjoining land [cl.3.8(1)].
- 7.7 Take remedial action to make a tree which presents a serious and imminent danger safe, without giving a notice to the owner or occupier of land [cl.3.8(2)].

7.8 Determine when, and if to, recover any costs incurred in taking remedial action required by clause 3.8(2) [cl.3.8(3)].

8. Nuisances and Dangerous Things

8.1 Give notice to direct a land owner or occupier to take specified action to prevent emission or reflection of light onto other premises or which might be a nuisance to nearby road users [cl 4.3(1)].

8.2 Provide written approval to set fire to rubbish, refuse or other materials on rural residential zoned properties with an area of 2,000 square metres or less [cl 4.4(1)] , subject to compliance with the *Bush Fires Act 1954*.

8.3 Provide written consent to start or drive a truck on land zoned, approved or used for residential purposes between the hours of midnight and 5.00am [cl 4.7].

8.4 Authorise a person to provide or conduct any amusement on land so as to create or be a nuisance to any owner or occupier of land in the district [cl 4.12].

8.5 Authorise a person to place or affix any letter, figure, device, poster sign or advertisement on any buildings, fences or posts [cl 4.14(1)], subject to compliance with Local Planning Scheme and *Building Act 2011* requirements.

9. Enforcement

9.1 Determine to do anything considered necessary to achieve, so far as practicable, the purposes of a notice given under the *Animals, Environment and Nuisance Local Law 2016* [cl.6.3(2)].

9.2 Determine to recover the cost of anything done to achieve the purposes of a notice, as a debt due from the person who failed to comply with the notice [cl.6.3(3)].

<b>Sub-delegate/s:</b>	N/A
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**1.4.4 Bush Fire Brigades Local Law 2019**

<b>Date Adopted:</b>	24 <sup>th</sup> May 2017	<b>Delegate:</b>	Chief Executive Officer
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All delegations must be exercised in accordance with any relevant policies and procedures.



**Date Last Reviewed:** 12<sup>th</sup> February 2020

**Policy Reference:** Nil.

**Power Enabling Delegation:**

- Local Government Act 1995, section 5.42 Delegation of some powers or duties to the CEO and section 5.43 Limitations on delegations to the CEO
- Bush Fires Act 1954, section 48 Delegation by local government

**Power Enabling Sub-Delegation:**

- Local Government Act 1995, section 5.44 CEO may delegate some powers and duties to other employees
- Bush Fires Act 1954, nil – sub-delegation prohibited by section 48(3)

**Power Delegated:**

- Bush Fire Brigades Local Law 2019, clauses:
  - 2.2(5)
  - 8.2(1)

**Description of Functions Delegated**

Council delegates its authority and power to:

4. Establishment of Bush Fire Brigade

- 1.30. Appoint a person as an officer of a bush fire brigade if the position becomes vacant prior to the conclusion of the first annual general meeting [cl 2.2(5)].

10. Notices and Proxies

- 10.1 Determine the form of the notice required to allow a proxy to vote at a meeting [cl 8.2(1)].

<b>Sub-delegate/s</b> :	N/A
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## 2 Other Legislation

All delegations must be exercised in accordance with any relevant policies and procedures.

## 2.1 Building Act 2011

### 2.1.1 Building Act 2011 – Functions

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

#### Power Enabling Delegation:

- Building Act 2011, section 127 Delegation: special permit authorities and local governments

#### Power Enabling Sub-Delegation:

- Building Act 2011, section 127(6A) Delegation: special permit authorities and local governments (*powers of sub-delegation limited to CEO*)

- Power Delegated:
- Building Act 2011, sections:
- 20 Grant of Building Permit
- 21 Grant of demolition permit
- 22 Further grounds for not granting an application
- 27 (1) and (3) Impose Conditions on Permit
- 55 Further Information
- 58 Grant of Occupancy permit, building approval certificate
- 62 Conditions imposed by permit authority
- 65(4) Extension of period of duration
- 96(3) Authorised persons
- 110(1) A permit authority (local government) may make a building order
- 111(1) Notice of proposed building order other than building order (emergency)
- 117(1) and (2) A permit authority (local government) may revoke a building order or notify that it remains in effect
- 118(2) and (3) Permit authority may give effect to building order if non-compliance
- 131(2) Inspection, copies of building records
- 133(1) A permit authority may commence prosecution for an offence against this Act.
- ~~62, and 134~~
- Building Regulations 2012
- 55 Terms Used (Smoke Alarms)
- 61 Local Government approval of battery powered smoke alarms

#### Description of Functions Delegated

Council delegates its authority and power to:

1. Permits, Approvals, Certificates
  - 1.1. Grant or refuse a building permit [s.20(1) and (2) and s.22].
  - 1.2. Grant or refuse a demolition permit [s.21(1) and (2) and s.22].
  - 1.3. Impose conditions on the grant of a building permit or demolition permit [s.27(1) and (3)].
  - 1.4. Determine approved alternative building solution to meet performance requirement in the Building Code relating to fire detection and early warning [Building r.55].
  - 1.5. Grant or modify the occupancy permit or grant the building approval certificate [s.58] and determine to impose, add, vary or revoke conditions [s.62(1) and (3)].

All delegations must be exercised in accordance with any relevant policies and procedures.

- 1.6. Require an applicant for an occupancy permit or building approval certificate to provide any documentation or information required in order to determine an application [s.55].
- 1.7. Approve or refuse to approve applications for extension of period of duration for an occupancy permit or modification of the building approval certificate [s.65(4)].
- 1.8. Determine the application form for, and approve or refuse to approve a battery powered smoke alarm [Building r.61].
2. Designate Authorised Persons
  - 2.1. Designate employees as authorised persons for the purposes of the *Building Act 2011* in relation to buildings and incidental structures within the district of the Shire of Gnowangerup [s.96(3)].
3. Building Orders
  - 3.1. Make a building order, under section 110 of the *Building Act 2011*, in respect of one or more of the following-
    - (a) Particular building work;
    - (b) Particular demolition work; or
    - (c) A particular building or incidental structure.
  - 3.2. Give notice of a proposed building order other than a building order (emergency) and consider submissions received in response and determine actions [s. 111(1)].
  - 3.3. Revoke a building order [s.117(1)] by serving written notice to each person to whom the order is directed.
  - 3.4. If there is non-compliance with a building order, cause an authorised person to:
    - (a) take any action specified in the order, or
    - (b) commence or complete any work specified in the order; or
    - (c) if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease. [s.118(2)].
  - 3.5. Take court action to recover as a debt, reasonable costs and expenses incurred in doing anything in regard to non-compliance with a building order [s.118(3)].
  - 3.6. Initiate a prosecution for an offence under the *Building Act 2011* [s.133(1)].
4. Inspection and Copies of Building Records
  - 4.1. Determine an application from an interested person to inspect and copy a building record [s131(2)].

The CEO can only exercise any of the above delegations after considering a report from the Shire's Building Surveyor and/or the Environmental Health Officer, their recommendations, any precedents or policies set by Council, and where the CEO does not agree with the recommendation from the Building Surveyor and/or the Environmental Health Officer, either seek further clarification before making a decision or refer the matter to Council.

<b>Sub-delegate/s:</b>	Building Surveyor
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#### **CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

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## 2.2 Bush Fires Act 1954

### 2.2.1 Bush Fires Act 1954 – Authorise and Appoint Officers

<b>Date Adopted:</b>	
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Bushfires Act 1954, Section 48 Delegation by local government</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>NIL - sub-delegation prohibited by s.48(3)</li> </ul>
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<p><b>Power Delegated:</b></p> <ol style="list-style-type: none"> <li>Bush Fires Act 1954 – specified powers as detailed herein.</li> </ol>
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#### Description of Functions Delegated

Council delegates its authority and power to determine to:

- Request the FES Commissioner to authorise the designated Bush Fire Liaison Officer to take control of a bush fire burning in the Shire's District [s.13(4)].
- Appoint such persons as necessary to be Bush Fire Control Officer and of those officers, appoint two as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer and determine the respective seniority of the other Bush Fire Control Officers so appointed [s.38(1)].
- Appoint local government officers as authorised officers, to fulfil the duties and function of authorised officers in granting under the Bush Fires Act 1954 [r.24].
- Where the local government is an **approved local government** by the DFES Commissioner, appoint:
  - a person to the officer of Fire Weather Officer such number of senior bush fire control officers as considered necessary [s.38(7)].
  - one or more persons, as necessary to be deputy/ies of a Fire Weather Officer and determine the order of seniority where two or more appointed [s.38(10)].

#### Subject to:

- All such appointments being recorded in the Shire's Register of Authorised Persons.
- Compliance with relevant procedures described within the Bush Fires Act 1954 and Bush Fires Regulations 1954.
- Keep a local government record as per the State Records Act 2000

## 2.2.2 Bush Fires Act 1954 – Issue and Administer Permits, Approvals and Prohibitions

<b>Date Adopted:</b>	
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Bushfires Act 1954, Section 48 Delegation by local government</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>NIL - sub-delegation prohibited by s.48(3)</li> </ul>
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<p><b>Power Delegated:</b></p> <ol style="list-style-type: none"> <li>Bush Fires Act 1954 – specified powers as detailed herein.</li> </ol>
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### Description of Functions Delegated

Council delegates its authority and power to determine to:

1. Vary the prohibited burning times, following consultation with an authorised DPaW Act officer [s.17(8)].
2. Where seasonal conditions warrant and after consultation with an authorised DPaW Act officer, determine to vary the restricted burning times [s.18(5)].
3. Approve or refuse to approve, with conditions as prescribed and as determined, applications for permission to set fire to the bush, in accordance with the resolved declaration of Council for burning only on such dates and by such persons and scheduled times [s.18(10B) and (10C)].
  - (1) Recoup bush fire brigade expenses arising from preventing the extension of, or extinguishing, an out of control approved burn within restricted burning times [s.18(11)].
4. Prohibit burning of the bush on Sundays and / or public holidays during restricted burning times by giving notice and determine to revoke such notice [r.15C].
5. Declare during restricted burning times, that the use of harvesting machinery on land under crop, during the whole or part of any Sunday or public holiday, in the whole or part of the Shire's District, is prohibited unless with the written consent of the Bush Fire Control Officer [r.38C].
6. Determine and advise the Bush Fire Control Officer of directions considered necessary, if any, during restricted or prohibited burning times for the prevention of fire on land where:
  - (a) it is proposed to be used as a landing ground for aeroplanes used for agricultural purposes [r.39B(3)].
  - (b) welding apparatus or power operated abrasive cutting discs are being or proposed to be operated [r.39C(3)].
  - (c) a bee smoker device is being or proposed to be operated [r.39CA(5)].
  - (d) explosives are being or proposed to be used [r.39D(2)].
  - (e) fireworks are being or proposed to be used [r.39E(3)].
7. Give permission for an incinerator to be used to burn garden refuse, where the incinerator is situated within 2m of a building or fence [s.24F(2)(b)(ii)].
8. Prohibit or impose restrictions on the burning of garden refuse within the Shire's District, that would otherwise be permitted under section 24F by giving notice in the Government Gazette

All delegations must be exercised in accordance with any relevant policies and procedures.



and in a newspaper circulating in the District and determine to vary or cancel a notice, by giving a subsequent notice [s.24G(2) and (5)].

9. Approve or refuse to approve, lighting a camp or cooking fire during a period where the fire danger forecast is "catastrophic", "extreme", "severe" or "very high" [s.25(1)(a)].
10. Approve or refuse to approve, lighting a fire for the conversion of bush into charcoal or in a lime kiln, subject to directions given or specified by a Bush Fire Control Officer or Authorised CALM Act officer [s.25(1)(b)].
11. Where appropriate, set aside an area of land under the Shire's care, control and management, for the purposes of using a gas appliance for camping or cooking [s.25(1aa)].
12. Prohibit the lighting of fires in the open in the Shire's District for the purposes of camping or cooking for such period during the prohibited burning times, by giving notice in the Government Gazette and in a newspaper circulating in the District [s.25(1a)]. Vary or cancel such notice by giving a subsequent notice [s.25(1b)].
13. Prohibit a person, who has been granted a Ministerial exemption for compliance with restriction on fires in the open during restricted burning times, from lighting a fire to which the exemption relates for such period as is specified in the notice to that person [s.25A(5)].
14. Issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plant refuse are to be issued in the Shire's District [r.27(3)].
15. Give notice to an authorised officer, of objections to the issuing of a permit for the burning of a proclaimed plant on any land situated within Shire District [r.34].
16. Permit the use of tractors in orchards, where the tractor exhaust pipe is not vertical, during restricted or prohibited burning times, in accordance with the requirements of s.27 [s.27(2)].
17. Prohibit the operation of any tractor or self-propelled harvester other than a tractor or self-propelled harvester that is equipped with a fire extinguisher, by giving notice in a newspaper circulating in the District, broadcast from a radio station with coverage throughout the district and displaying the notice in prominent positions throughout the district [s.27(3)].
18. Issue directions, as appropriate for the control of depositing incendiary material on any land [s.27D(3)]. **Incendiary material** means hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning.
19. Where an occupier of land has failed to take appropriate measures to extinguish a fire they have lit or caused to be lit or not, recoup expenses incurred by the Shire, its Bush Fire Control Officer, to extinguish the fire [s.28(4)] and where necessary, determine to recoup such expenses in a court of competent jurisdiction [s.28(5)].
20. Where a Bush Fire Brigade is established, determine whether to apply to the Minister for the District to be declared an approved area [s.52(1)]. Note: An approved area facilitates provision of a reduction in insurance premiums on crops - refer s.53.

Generally subject to:

- (a) Compliance with relevant procedures described within the Bush Fires Act 1954 and Bush Fires Regulations 1954.
- (b) Keep a local government record as per the State Records Act 2000

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All delegations must be exercised in accordance with any relevant policies and procedures.

### 2.2.3 Prohibited and Restricted Burning Times Variation (22)

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	President and Chief Bush Fire Control Officer (Jointly)
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Bushfires Act 1954:             <ul style="list-style-type: none"> <li>• S.48 Delegation by local government</li> <li>• S.17(10) Prohibited burning times may be declared by Minister</li> <li>• S.17(5C) Restricted burning times may be declared by FES</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• NIL - sub-delegation prohibited by s.48(3)</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Bushfires Act 1954:             <ul style="list-style-type: none"> <li>• S.17(7) and (8) Prohibited burning times may be declared by Minister</li> <li>• S.18(5) Restricted burning times may be declared by FES Commissioner</li> </ul> </li> </ul>
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#### Description of Functions Delegated

Council delegates its authority and power to determine to:

1. Vary restricted and prohibited burning times within the District of the Shire of Gnowangerup, by:
  - (a) shortening, extending, suspending or reimposing a period of restricted or prohibited burning times; or
  - (b) imposing a further period of restricted or prohibited burning times.

Subject to:

- (a) Compliance with notice and procedural requirements as prescribed in Sections 17 and 18 of the *Bush Fires Act 1954*.
- (b) Decisions must be made jointly between the Chief Bush Fire Control Officer and the President. Where agreement cannot be reached, then the matter shall be presented to Council for determination.
- (c) Keeping a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

## 2.2.4 Bush Fires Act 1954 – Fire Breaks, Fire Break Notices and Bush Fire Control

<b>Date Adopted:</b>	
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Bushfires Act 1954, Section 48 Delegation by local government</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>NIL - sub-delegation prohibited by s.48(3)</li> </ul>
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<p><b>Power Delegated:</b></p> <ol style="list-style-type: none"> <li>Bush Fires Act 1954 – specified powers as detailed herein.</li> </ol>
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### Description of Functions Delegated

Council delegates its authority and power to determine to:

1. Make arrangements, as appropriate, for cooperation between the occupier of exempt land and the Bush Fire Brigade to cooperate in burning fire breaks on the respective land [s.22(6)].
2. Require adjoining exempt land occupier to clear fire breaks parallel to and at a specified distance to the common boundary [s.22(7)].
3. Determine satisfaction with a fire break constructed around land proposed to be used as a landing ground for an aeroplane that is being used in connection with crop dusting, spraying, spreading fertiliser or other agricultural purposes [r.39B(2)].
4. Give written notice to an owner or occupier of land, or publish notice in the Government Gazette and in a newspaper circulating in the Shire's District, requiring within a specified time to plough or clear fire breaks and / or act upon anything upon the land which is considered conducive to outbreak or spread of a bush fire [s.33(1)].
5. Direct the Bush Fire Control Officer or any other local government officer to enter upon land to carry out the requirements of a 'Fire Break Notice' which have not been complied with [s.33(4)].
6. Fix the amount of any costs and expenses incurred by the Bush Fire Control Officer or other local government officer in doing the things necessary to carry out the requirements of a 'Fire Break Notice' and where necessary, determine to recoup such costs and expenses in a court of competent jurisdiction [s.33(5)].
7. Where requested by an owner or occupier, determine to carry out on land at the expense of the owner or occupier, any works for the removal or abatement of a fire danger and if not paid on demand, recover the expenses from the owner or occupier in a court of competent jurisdiction [s.33(6)].
8. Issue directions to a Bush Fire Control Officer or officer of a Bush Fire Brigade, to burn bush on or at the margins of streets, roads and ways under the care, control and management of the local government [s.385A)].

### Generally subject to:

- (a) Compliance with relevant procedures described within the Bush Fires Act 1954 and Bush Fires Regulations 1954.
- (b) Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

## 2.2.5 Bush Fires Act 1954 – Enforcement

<b>Date Adopted:</b>	
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	Nil

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Bushfires Act 1954, Section 48 Delegation by local government</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>NIL - sub-delegation prohibited by s.48(3)</li> </ul>
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<p><b>Power Delegated:</b></p> <ol style="list-style-type: none"> <li>Bush Fires Act 1954 – sections 58 and 59</li> </ol>
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### Description of Functions Delegated

Council delegates its authority and power to determine to:

- Determine to recover from the person committing an offence, expenses incurred by the Bush Fire Control Officer, any officer or member of a Bush Fire Brigade or any other person acting under the provisions of the *Bush Fires Act 1954* in the performance of a duty or the doing of anything they are empowered or required to do. Recovery may be as a debt due in a court of competent jurisdiction, apply for court order for payment, or issue a certificate that the expense was incurred. [s.58]
- Institute and carry on proceedings against a person for an offence alleged to be committed against the *Bush Fires Act 1954* [s.59].

Generally subject to:

- Compliance with relevant procedures described within the Bush Fires Act 1954 and Bush Fires Regulations 1954.
- Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

## 2.3 Cat Act 2011

### 2.3.1 Cat Act 2011 – Appoint Authorised Persons

<b>Date Adopted:</b>	26 <sup>th</sup> August 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Cat Act 2011, section 44 Delegation by local government.</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>Cat Act 2011, section 45 Delegation by CEO of local government</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>Cat Act 2011, section 48 Authorised persons</li> </ul>
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#### Description of Functions Delegated

Council delegates its authority and power to:

1. Appoint persons or classes of persons to be authorised for the purposes of performing particular functions under this Act [s.48(1)].
2. Determine conditions on any authorisation [s.48(3)].
3. Cancel or vary an authorisation or a condition on an authorisation [s.48(4)].

#### Generally subject to:

- (a) At least once each financial year, the CEO is required to circulate to Councillors a copy of the Shire of Gnowangerup's Schedule of Authorisations.

<b>Sub-delegate/s:</b>	
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#### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

## 2.3.2 Cat Act 2011 – Registrations

<b>Date Adopted:</b>	26 <sup>th</sup> August 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

### Power Enabling Delegation:

- Cat Act 2011, section 44 Delegation by local government.

### Power Enabling Sub-Delegation:

- Cat Act 2011, section 45 Delegation by CEO of local government

### Power Delegated:

- Cat Act 2011:
  - S.9 Registration
  - S.10 Cancellation of registration
  - S.13 Notice to be given of certain decisions made under this Subdivision

### Description of Functions Delegated

Council delegates its authority and power to:

1. Grant or refuse to grant the registration of a cat [s.9(1)(a)].
2. Renew or refuse to renew the registration of a cat [s.9(1)(b)].
3. Require an applicant to provide any document or information required to determine an application for registration [s.9(5)].
4. Refuse to consider an application, where an applicant has not complied with a request for information [s.9(6)].
5. Cancel the registration of a cat [s.10].
6. Give notice of decisions [s.13].

<b>Sub-delegate/s:</b>	Ranger Works Assistant Customer Service Officer Senior Finance Officer Finance Officer
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### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000



### 2.3.3 Cat Act 2011 – Breeder Approvals

<b>Date Adopted:</b>	26 <sup>th</sup> August 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<b>Power Enabling Delegation:</b>	
<ul style="list-style-type: none"> <li>• Cat Act 2011, section 44 Delegation by local government.</li> </ul>	
<b>Power Enabling Sub-Delegation:</b>	
<ul style="list-style-type: none"> <li>• Cat Act 2011, section 45 Delegation by CEO of local government</li> </ul>	

<b>Power Delegated:</b>	
<ul style="list-style-type: none"> <li>• Cat Act 2011, sections: <ul style="list-style-type: none"> <li>• S.37 Approval to breed cats</li> <li>• S.38 Cancellation of approval to breed cats</li> <li>• S.40 Notice to be given</li> </ul> </li> </ul>	

#### Description of Functions Delegated

Council delegates its authority and power to:

1. Grant or refuse to grant an approval for the person to breed cats [s.37(1)(a)]
2. Renew or refuse to renew an approval for the person to breed cats [s.37(1)(b)].
3. Require an applicant to provide any document or information required to determine the application [s.37(3)].
4. Refuse to consider an application, where the applicant has not complied with a request for information [s37(4)].
5. Cancel an approval to breed cats [s.38].
6. Give notice of decisions [s.40].

<b>Sub-delegate/s:</b>	Ranger
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<b>Chief Executive Instruction/Procedure:</b>	
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#### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

## 2.4 Dog Act 1976

### 2.4.1 Dog Act 1976 – Functions of Local Government

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Dog Act 1976, Section 10AA</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>10AA (3)</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>Dog Act 1976, Sections 11, 12, 29(1) and 44(2) <ul style="list-style-type: none"> <li>Dog Regulations 2013</li> </ul> </li> </ul>
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#### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to perform all the functions and duties of the local government under the Dog Act 1976.

<b>Sub-delegate/s:</b>	Ranger Deputy Chief Executive Officer Works Assistant Customer Service Officer Senior Finance Officer Finance Officer
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#### CEO Conditions on Sub-Delegation

1. Keep a local government record as per the State Records Act 2000

## 2.5 Food Act 2008

### 2.5.1 Food Act 2008 – Appoint Authorised Officers

<b>Date Adopted:</b>	22 <sup>nd</sup> Dec 2010
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer Environmental Health Officer
<b>Policy Reference:</b>	

#### Power Enabling Delegation:

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
  - S.118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
  - S.118(4) Sub-delegation only permissible if expressly provided in regulations

#### Power Enabling Sub-Delegation:

- Nil. Food Act / Regulations do not provide for sub-delegation.

#### Power Delegated:

- Food Act 2008, Sections:
  - S.122(1) Appointment of authorised officers
  - S.126(13) Infringement notices

### Description of Functions Delegated

Council delegates authority and power to appoint persons to be:

1. An Authorised Officer for the purposes of the Food Act 2008 [122(1)].
2. A Designated Officer for the purposes of the *Food Act 2008* [126(13)].

#### Generally subject to:

- (a) At least once each financial year, the CEO is required to circulate to Councillors a copy of the Shire of Gnowangerup's Schedule of Authorisations.
- (b) Keep a local government record as per the State Records Act 2000

## 2.5.2 Food Act 2008 – Food Business Registrations

<b>Date Adopted:</b>	22 <sup>nd</sup> Dec 2010
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer Environmental Health Officer
<b>Policy Reference:</b>	

**Power Enabling Delegation:**

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
  - S.118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
  - S.118(4) Sub-delegation only permissible if expressly provided in regulations

**Power Enabling Sub-Delegation:**

- Nil. Food Act / Regulations do not provide for sub-delegation.

**Power Delegated:**

- Food Act 2008, sections:
  - S.110(1) and (5) Registration of food business
  - S.112 Variation of conditions or cancellation of registration of food businesses.

### Description of Functions Delegated

Council delegates its authority and power to:

1. Register a food business in respect of any premises for the purposes of Part 9 of the *Food Act 2008* and issue a certificate of registration, if approved [s.110(1)].
2. After considering an application, grant (with or without conditions) or refuse the application [s110(5)].
3. Vary the conditions imposed on Food Business Registration or cancel a Food Business Registration under Part 9 of the Food Act 2008 [s.112(1)].

Subject to:

- (a) Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

### 2.5.3 Food Act 2008 – Prohibition Orders

<b>Date Adopted:</b>	22 <sup>nd</sup> March 2017
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer Environmental Health Officer
<b>Policy Reference:</b>	

**Power Enabling Delegation:**

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
  - 118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
  - 118(4) Sub-delegation only permissible if expressly provided in regulations

**Power Enabling Sub-Delegation:**

- Nil. Food Act / Regulations do not provide for sub-delegation.

**Power Delegated:**

- Food Act 2008, sections:
  - 65(1) Prohibition Order
  - 66 Certificate of Clearance
  - 67(4) Request for Re-Inspection

#### Description of Functions Delegated

Council delegates its authority and power to:

1. Serve a Prohibition Order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65].
2. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices [s.66].
3. Give written notice to proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].

Subject to:

- (a) Keep a local government record as per the State Records Act 2000

All delegations must be exercised in accordance with any relevant policies and procedures.

**2.5.4 Food Act 2008 – Prosecutions**

<b>Date Adopted:</b>	27 <sup>th</sup> May 2015
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer Environmental Health Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation             <ul style="list-style-type: none"> <li>• S.118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]</li> <li>• S.118(4) Sub-delegation only permissible if expressly provided in regulations</li> </ul> </li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>• Nil. Food Act / Regulations do not provide for sub-delegation.</li> <li>•</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>• Food Act 2008:             <ul style="list-style-type: none"> <li>• S.125 Institution of proceeding</li> </ul> </li> </ul>
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**Description of Functions Delegated**

Council delegates its authority and power to:

1. Institute proceedings for an offence under the *Food Act 2008* [s.125].

Subject to:

- (a) Keep a local government record as per the State Records Act 2000



## 2.6 Graffiti Vandalism Act 2016

### 2.6.1 Graffiti Vandalism Act 2016 – Giving Notices, Obliterating Graffiti and Entry onto Land

<b>Date Adopted:</b>	22 March 2017
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

#### Power Enabling Delegation:

- Graffiti Vandalism Act 2016,
  - S.16 Delegation by local Government

#### Power Enabling Sub-Delegation:

- 17(3) Delegation by CEO of local government
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#### Power Delegated:

- Graffiti Vandalism Act 2016:
  - S.18(2)
  - S.19(3) & (4)
  - S.24(1)(b) & (3)
  - S.25 Local government graffiti powers on land not local government property
  - S.27 General procedure for entering property
  - S.29 Entry under warrant

### Description of Functions Delegated

Council delegates its authority and power to:

1. Give notice requiring a person who is an owner or occupier of a place, requiring the person to ensure the graffiti is obliterated in a manner acceptable to the local government within a time set out in the notice [s.18(2)].
  - 1.1. Where a person fails to comply with a notice, determine to do anything considered necessary to obliterate the graffiti in a manner acceptable to the local government [s.19(3)].
  - 1.2. Take action to recover costs, as a debt due from the person who failed to comply with the notice [s.19(4)].
2. Where an objection has been lodged (resulting in the suspension of the notice), consider if there are urgent reasons or reasonably likelihood of danger to the safety or any person or property or likelihood of creating a serious public nuisance, determine and take action to give effect to a notice and advice of such decision to affected persons [s.24(1)(b) and (3)].

#### Subject to:

- (a) Compliance with Part 3, Division 3 Objection to a notice, requirements, including advising the recipient of a notice and prescribe affected persons of the notice and review and objection rights.

#### Note:

An affected person may apply to the State Administrative Tribunal for a review of a decision to give a notice.

3. Obliterate graffiti that is visible from a public place and that has been applied without the consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent to do it [s.25].

All delegations must be exercised in accordance with any relevant policies and procedures.

4. Give notice, to an owner or occupier, of a proposed entry onto land, premises or thing for the purpose of performing any function of a local government under the *Graffiti Vandalism Act 2016* [s.27].
5. Obtain a warrant to authorise entry onto land, premises or thing for the purposes of any function of a local government under the *Graffiti Vandalism Act 2016* [s.29].

<b>Sub-delegate/s:</b>	Deputy Chief Executive Officer Ranger
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#### **CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

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## 2.7 Planning and Development Act 2005

### 2.7.1 Planning & Development Act 2005 – Illegal Development

<b>Date Adopted:</b>	30 <sup>th</sup> October 2013
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

**Power Enabling Delegation:**

- Local Government Act 1995, section 5.42  
Delegation of some powers and duties to CEO

**Power Enabling Sub-Delegation:**

- Nil.

**Power Delegated:**

- Planning & Development Act 2005, Section 214(2), (3) and (5) Illegal development, responsible authority's powers as to

#### Description of Functions Delegated

Council delegates its authority and power to:

- Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements.
- Give a written direction to the owner or any other person who undertook an unauthorised development:
  - to remove, pull down, take up, or alter the development; and
  - to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.
- Give a written direction to the person, whose duty it is to execute work to execute that work, where it appears that delay in the execution of the work, to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.

#### Subject to:

- Keep a local government record as per the State Records Act 2000

## 2.8 Local Planning Scheme

### 2.8.1 Local Planning Scheme – Planning Functions

<b>Date Adopted:</b>	22 <sup>nd</sup> June 1998
<b>Date Last Reviewed:</b>	17 <sup>th</sup> February 2021

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

<p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Local Government Act 1995, Section 5.42.</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <ul style="list-style-type: none"> <li>Shire of Gnowangerup Town Planning Scheme No 2 (11.3.1)(11.3.2)</li> </ul>
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<p><b>Power Delegated:</b></p> <ul style="list-style-type: none"> <li>Planning &amp; Development Act 2005</li> </ul>
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#### Description of Functions Delegated

Council delegates its authority and power to:

- 1.0 Initiate the advertising notice process under c 9.4 of the Scheme for 'A' advertised planning applications prior to determination by the Council. The CEO may, without referral to Council, approve the application including the placement of conditions on the approval following the closure of the advertising period subject to no proper objection(s) being received. Any decision to refuse an application shall be referred to Council.
- 2.0 Initiate the advertising notice process under c.9.4 of the Scheme for a 'Use Not Listed' under c.4.4.2 prior to determination by the Council. The CEO may without referral to Council, approve the application including the placements of conditions on the approval following the closure of the advertising period subject to no proper objection(s) being received. Any decision to refuse an application shall be referred to Council.
- 3.0 Approve all 'P' permitted planning applications including the placement of conditions on the approval where the use and development complies with the standards prescribed by the Scheme and any relevant Local Planning Policies.
- 4.0 Approve all 'D' discretionary planning applications including the placement of conditions on the approval, subject to-
  - (a) The use and development complying with objectives for the zone;
  - (b) The use and development complying with the standards prescribed by the Scheme; and
  - (c) Complying with any relevant Local Planning Policies.
 In exercising this power, the CEO may require an application to be advertised under c.9.4 if considered necessary prior to determining the application. Any decision to refuse an application shall be referred to Council.
- 5.0 Approve planning applications in a Local Scheme Reserve where the proposed use is consistent with the ultimate purpose intended for the reserve under the Scheme.
- 6.0 Approve and accept tree planting and landscaping plans required for subdivisional approval or to satisfy a condition of planning approval where the plans involve the use of local native plant and tree species or other appropriate species.
- 7.0 Provide responses to mobile phone carriers in accordance with the Telecommunications Act in respect the installation of low impact facilities.
- 8.0 Approve requests for boundary setback variations required by the Residential Design Codes, the Scheme and relevant Local Planning Policies (where there is power to vary the standard)

All delegations must be exercised in accordance with any relevant policies and procedures.

and where the variation will not adversely impact on the amenity of adjoining residence and adjoining owners support has been received, if deemed necessary.

9.0 Approve applications for advertisements that comply with the requirements of the Scheme and any relevant Local Planning Policies.

10.0 Subdivision / Amalgamation Application

10.1 Recommend support to the Western Australian Planning Commission where the proposal complies with Local Planning Scheme No. 2 and any relevant Local Planning Policy. This delegation allows the CEO to ensure appropriate relevant conditions are requested to be placed on any approval granted for the application by the Western Australian Planning Commission

10.2 Endorse clearance of Freehold title and Strata title subdivisions on Deposited Plans or Plans of Strata/Survey Strata and Strata documents when compliant with all conditions imposed by Council have been satisfactorily met.

11.0 Scheme Amendments and Structure Plans

11.1 Require proponents to provide relevant supporting studies and modify Local Planning Scheme Amendments and Structure Plans and/or documents prior to them being considered by the Council.

11.2 Make inconsequential text and grammatical modifications to Local Planning Scheme Amendments and Structure Plans and/or documents at any stage of the process.

11.3 Accept and make modifications to Local Planning Scheme Amendments and Structure Plans and/or document as required by the Minister for Planning unless they are in direct conflict with Council's intentions following the consideration of submissions. In this event the CEO shall refer the Minister's decision to Council for consideration. This delegation does allow the CEO to accept the Minister's decision not to require modifications which were requested by the Council following consideration of submissions.

12.0 Appeals

Provide responses to the State Administrative Tribunal in respect to application for a review lodged by a proponent against a refusal of planning approval, unacceptable conditions imposed on an approval of planning approval or supporting statements for the Western Australian Planning Commission in respect to a subdivision application decision made by the Commission. The delegation includes advising the Tribunal if mediation is an option to consider for the appeal process.

13.0 Legal Proceeding

Authorised to appoint persons/companies to serve directions notices, initiate prosecutions and legal proceedings for breaches of the Scheme in accordance with the Planning and Development Act 2005 for and on behalf of the Shire of Gnowangerup.

14.0 Agreements

14.1 Undertake the preparation and endorsement in conjunction with the Shire President of agreements made under section c11.1.2 Powers of the Local Government' of the Scheme.

14.2 Appoint officers as authorised to undertake those compliance activities defined in c11.1.2 'Powers of the Local Government 'of the Scheme.

14.3 Accept performance bonds and/or cash-in-lieu payments for works required to be undertaken as a condition of subdivision or planning approval. The monies shall be held in trust and returned to the payee when the condition imposed has been satisfactorily completed.

#### 15.0 Retrospective Development Applications for existing Feedlots or Piggeries

Approve applications for retrospective development approval under the planning scheme and Health Local Law for existing feedlots or piggeries. This includes the placement of conditions and advice notes on the approval and waiving of penalty fees, subject to:

- (a) The use and development complying with the requirements of Local Planning Scheme No. 2; and
- (b) The proposal complying with the standards prescribed in the Health Local Law 2016.

Any application that does not comply with (a) and (b) above or any application that warrants a refusal shall be referred to Council.

#### 16.0 Local Development Plans

Approves development applications including the placement of conditions on the approval where the use and development complies with the standards prescribed by an adopted Local Development Plan.

### **Conditions on Delegations**

The CEO can only exercise any of the above delegations after considering a report from the Shire's Planning Officer and/or the Environmental Health Officer and/or Building Surveyor, their recommendations, any precedents or policies set by Council, and where the CEO does not agree with the recommendation from the above Officers, either seek further clarification before making a decision or refer the matter to Council.

### **CEO Conditions on Sub-Delegation**

1. Keep a local government record as per the State Records Act 2000

## 2.9 Public Health Act 2016

### 2.9.1 Public Health Act 2016 – Designate Authorised Officers

<b>Date Adopted:</b>	22 <sup>nd</sup> March 2017
<b>Date Last Reviewed:</b>	12 <sup>th</sup> February 2020

<b>Delegate:</b>	Chief Executive Officer
<b>Policy Reference:</b>	

#### Power Enabling Delegation:

- Public Health Act 2016:
  - s.21 Enforcement agency may delegate

#### Power Enabling Sub-Delegation:

- Nil power of sub-delegation – to be review on Gazettal of the Public Health Regulations.

#### Power Delegated:

- Public Health Act 2016:
  - s.24 Designation of authorised officers

### Description of Functions Delegated

Council delegates its authority and power to:

- Designate a person or class of persons as authorised officers:
  - for the purposes of the *Public Health Act 2016* or another specified Act; or
  - for the purposes of the specified provisions of this Act or another specified Act; or
  - for the purposes of the provisions of the *Public Health Act 2016* or another specified Act other than the specified provision of that Act [s.24(1)].

#### Subject to:

- The requirements of s.24(3), being that designated authorised officers may be either:
  - an environmental health officer or environmental health officers as a class; or
  - a person who is not an environmental health officer or a class of persons who are not environmental health officers; or
  - a mixture of the two.
- Compliance with any relevant conditions established by the Chief Health Officer under s.20 of the *Public Health Act 2016*.

#### Subject to:

- Keep a local government record as per the State Records Act 2000



### 3. Authorities Assigned from State Government Agencies to Local Government

#### 3.1 Environmental Protection Act 1986

##### 3.1.1 Environmental Protection Act 1986 – Noise Control – Serve Environmental Protection Notices [s.65(1)]

**Published in Government Gazette No.47, 19 March 2004**

**EV401**

#### **ENVIRONMENTAL PROTECTION ACT 1986**

##### **Section 20**

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9<sup>th</sup> day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

3.1.2 Environmental Protection Act 1986 – Noise Control – Keeping of Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events [Reg.16]

Published in Government Gazette No.232, 20 December 2013

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
- (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

3.1.3 Environmental Protection Act 1986 – Noise Control – Noise Management  
Plans – Construction Sites [Reg.13]

Published in Government Gazette No.71 – 16 May 2014

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* (“the Act”), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.

## 3.2 Planning and Development Act 2005

### 3.2.1 Western Australian Planning Commission – Section 25 of Strata Titles Act 1985

Published in the *Government Gazette* No.98 dated 9 June 2009 (pages 1936-1937)

PI409\*

PLANNING AND DEVELOPMENT ACT 2005  
INSTRUMENT OF DELEGATION  
DEL 2009/03 POWERS OF LOCAL GOVERNMENTS  
Delegation to local governments of certain powers and functions of the  
Western Australian Planning Commission relating to the issuing of certificates of  
approval under section 25 of the Strata Titles Act 1985

#### Preamble

Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the Government Gazette, delegate any function under the Act or any other written law to a local government, a committee established under the Local Government Act 1995 or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

#### Resolution under section 16 of the Act (delegation)

On 26 May 2009, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 25 of the Strata Titles Act 1985 as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.

TONY EVANS, Western Australian Planning Commission

#### SCHEDULE 1

##### 1. Applications made under section 25 of the Strata Titles Act 1985

Power to determine applications for the issuing of a certificate of approval under section 25 of the Strata Titles Act 1985 for a plan of subdivision, re-subdivision or consolidation, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
  - (i) a type of development; and/or
  - (ii) land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

##### 2. Reporting requirements

A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.

All delegations must be exercised in accordance with any relevant policies and procedures.

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<b>11.4</b>	<b>BUSH FIRE ADVISORY COMMITTEE (BFAC) MINUTES (RECOMMENDATION) &amp; PROPOSED FIREBREAK ORDER 2021-2022</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	Fire Advisory Committee
<b>Date of Report:</b>	12 <sup>th</sup> May 2021
<b>Business Unit:</b>	Corporate Services & Community Development
<b>Officer:</b>	Anrie van Zyl – Corporate Risk Officer & BFB Administrator
<b>Disclosure of Interest:</b>	Nil

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#### ATTACHMENTS

- Proposed 2021/2022 Firebreak Order
- Minutes of the Gnowangerup Bush Fire Advisory Committee’s Annual General Meeting (AGM) held on the 15<sup>th</sup> April 2021
- Minutes of the Gnowangerup Bush Fire Advisory Committee’s General Meeting (GM) held on the 15<sup>th</sup> April 2021

#### PURPOSE OF THE REPORT

Presented for Council consideration is the 2021-2022 Firebreak Order as proposed by the Shire of Gnowangerup Bush Fire Advisory Committee (BFAC). Council are also to consider the endorsement of the recommended appointments of Fire Control Officers by the Gnowangerup BFAC.

#### BACKGROUND

Council issues a Firebreak Order each year, under Section 33 of the *Bush Fire Act 1954* (the *Act*). The Order requires certain actions to be carried out with respect to fire hazard reduction / fire prevention on land. The Order is distributed with the rates notice and any other publication conducted as required by the *Act*.

Fire Control Officers (FCO’s) are appointed by Council under Section 38 of the *Act* to issue “Permits to Burn” and to carry out any other actions as set out under Section 39 the *Act*.

#### COMMENTS

The format of the Firebreak Order will be the same as last year which includes the map of each Shire division to clarify where the boundaries lie to avoid confusion.

The Gnowangerup BFAC recommended the following amendments and/or additions to this year’s Firebreak Notice:

1. Change to the requirement for firebreaks on “External Boundaries” of Rural (Farm) Properties from “*compulsory 3m firebreaks*” to voluntary firebreaks.
2. Inclusion of additional information under “Plantations”.
3. Addition of “*KNOW THE BUSHFIRE WARNING SYSTEM*” to the Firebreak Notice.

The BFAC Committee meets biannually in April and October each year and committee members consist of members from the Borden, Gnowangerup and Ongerup Bushfire Brigades. Office Bearers of the committee are elected on a two-yearly rotation term as per the BFAC AGM Minutes dated the 12<sup>th</sup> April 2018. Next election is scheduled to take place in April 2023.

BFAC nominated the following appointments which require endorsement by Council:

<b>CHIEF FIRE CONTROL OFFICER:</b>	Darren Baum
<b>DEPUTY FIRE CONTROL OFFICER 1:</b>	Jeremey Bailey
<b>DEPUTY FIRE CONTROL OFFICER 2:</b>	Bill O’Keeffe
<b>FIRE WEATHER OFFICER:</b>	Owen Gaze
<b>COMMUNICATIONS OFFICER:</b>	Wayne Davis
<b>BASE RADIO OFFICER:</b>	John Campbell

**FIRE CONTROL OFFICERS  
(Permit issuing Authority FCO’s with Two Way Radios)**

**GNOWANGERUP**

Paul Nicholas (Captain)	Brad Kiddle
Bill O’Keeffe	Scott Hemley
Wayne Pech	Richard House
Brandon Wise	Shane Kingston
Ernie Stutley	Tom McInerney

**ONGERUP**

Brenden O’Neill (Captain)	Greg Hyde
John Harding	Mick Creagh
Gerald Slee	Rick Carpenter
Travis Hawkins	Graeme Savage
Ernie Jaekel	Greg O’Neill
Darren Baum	Kelvin Hams

**BORDEN**

Wayne Davis (Captain)	Jeremy Bailey
Paul Richardson	Owen Gaze
Jeremy Hitsert	Jason Stone
Chris Stone	Brendan Barrows
Tim O’Meehan	John Campbell
Graham Moir	Piet van Zyl
Darren Moir	Murray Moir

**COMMUNITY EMERGENCY SERVICES MANAGER/FIRE CONTROL OFFICER**

Kevin Bransby

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Shire of Gnowangerup Bush Fire Advisory Committee

LEGAL AND STATUTORY REQUIREMENTS

*Sections 17, 33, 38, and 39 of the Bush Fire 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

Shire of Gnowangerup Strategic Community Plan 2017 – 2027

Theme 3: Our Community

Objective 3: Assist in building the sustainable management of local organisations and community groups.

Strategic Initiative 3.1: Support and facilitate the development of community leaders

Strategic Initiative 3.2: Support and encourage opportunities for local volunteering

IMPACT ON CAPACITY

Nil

RISK MANAGEMENT CONSIDERATIONS

<b>RISK MANAGEMENT FRAMEWORK</b>			
<b>Risk Profile</b>	<b>Risk Description/Cause</b>	<b>Key Control</b>	<b>Current Action</b>
Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Local Emergency Management Arrangements	Nil
<b>Residual Risk Rating - Moderate</b>			
Compliance Risk and (Statutory regulatory)	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure	External Auditor Reviews (Compliance)	Nil



	<p>to maintain updated internal &amp; public domain legal documentation.</p> <p>Ineffective policies and processes.</p>		
<b>Residual Risk Rating -Low</b>			

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

It is statutory requirements under the *Bush Fires Act 1954*.

CONCLUSION

It is a statutory requirement under Sections 38 and 39 of the *Act* to appoint the recommended positions within the Gnowangerup BFAC. It is also a statutory requirement under Sections 17 and 33 of the *Act* to advertise the dates of the burning periods and actions to be carried out with respect to fire hazard reduction / fire prevention on land.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

**0521. That Council:**

- 1) Adopts the 2021-2022 Firebreak Order as presented.**
- 2) Endorses the following appointments by the Shire of Gnowangerup Bush Fire Advisory Committee for the 2021-2022 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>

**FIRE CONTROL OFFICERS  
(Permit issuing Authority FCO’s with Two Way Radios)**

<b>GNOWANGERUP</b>	
<b>Paul Nicholas</b>	<b>Brad Kiddle</b>
<b>Bill O’Keeffe</b>	<b>Scott Hemley</b>
<b>Wayne Pech</b>	<b>Richard House</b>
<b>Brandon Wise</b>	<b>Shane Kingston</b>
<b>Ernie Stutley</b>	<b>Tom McInerney</b>

**ONGERUP**

**Brenden O’Neill  
John Harding  
Gerald Slee  
Travis Hawkins  
Ernie Jaekel  
Darren Baum**

**Greg Hyde  
Mick Creagh  
Rick Carpenter  
Graeme Savage  
Greg O’Neill  
Kelvin Hams**

**BORDEN**

**Wayne Davis  
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Chris Stone  
Tim O’Meehan  
Graham Moir  
Darren Moir**

**Jeremy Bailey  
Owen Gaze  
Jason Stone  
Brendan Barrows  
John Campbell  
Piet van Zyl  
Murray Moir**

**COMMUNITY EMERGENCY SERVICES MANAGER/FIRE CONTROL OFFICER  
Kevin Bransby**

**IMPORTANT NOTICE FOR ALL OWNERS AND OCCUPIERS OF LAND  
IN THE SHIRE OF GNOWANGERUP**

**FIREBREAK ORDER**

**2021-2022**

*Bush Fires Act 1954 – Section 33*

**FIREBREAKS**

**MUST BE INSTALLED ON ALL PROPERTIES WITHIN THE SHIRE BY  
15 OCTOBER, 2021  
AND MAINTAINED CLEAR OF ALL FLAMMABLE MATERIAL  
UP TO AND INCLUDING 31 MAY, 2022**

*To seek permission for a Fire Break variation, please contact the Shire*

**RESTRICTED BURNING PERIOD**

**15 OCTOBER – 31 OCTOBER 2021**

**17 FEBRUARY – 30 MAY 2022**

*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, 2021 - 16 FEBRUARY, 2022 (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 -	
Base Operator	<b>0428 289 007</b>
Shire of Gnowangerup Office	9827 1007
Police (Gnowangerup)	9827 2800
Harvest Ban/Vehicle Movement Hotline	9827 1711

## FIREBREAK INFORMATION

### RURAL (FARM) PROPERTIES

- **EXTERNAL BOUNDARIES**

- Boundary firebreaks are not compulsory within the Shire of Gnowangerup Rural Area. Landholders can provide boundary firebreaks if they wish.

- **CROPS**

- Firebreaks around crops are not compulsory however landowners are strongly encouraged to maintain voluntary firebreaks. All owners or occupiers of land being used for pasture or crops which exceeds 20 hectares (50 acres) in area shall maintain a mobile firefighting unit in working order with a capacity of not less than 600 litres of water.

- **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 within 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)*

#### • DEFINITION OF A PLANTATION:

- A plantation / tree farm is defined as an area exceeding three hectares within townsites or an area exceeding 10 hectares within rural areas, of trees planted or land under preparation for planting for commercial purposes.

#### • BOUNDARY FIREBREAKS:

- Boundary Firebreaks are to be 15 metres wide and free of flammable material, with a trafficable surface of at least 6 metres. A vertical clearance is to be established to a height of 5 metres above the ground level over the trafficable portion of the firebreak.

#### • PLANTING COMPARTMENTS:

- A planting compartment is defined as an individual area of approximately 30 hectares surrounded by firebreaks cleared of all flammable material six metres wide (with a five metre trafficable surface) and a vertical clearance of all overhanging branches at least four metres above ground level to allow unrestricted access for firefighting equipment. This applies to all established and subsequent rotation (coppice) plantations.

#### • REMAINDER OF THE PROPERTY

- All areas of the property which do not comply with the Plantation / Tree Farm definition, i.e. farmland or native vegetation, must comply with the requirements detailed elsewhere in this Notice.

**FIRE CONTROL OFFICER HAS THE AUTHORITY UNDER THE BUSH FIRES ACT 1954 TO HALT ANY ACTIVITY OR OPERATION THAT THEY DEEM AS HAZARDOUS OR LIKELY TO START A FIRE.**

## FIREBREAK OFFENDERS AND PENALTIES

- ❖ It is the responsibility of the owner/occupier to ensure compliance with the **2021/2022** 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.

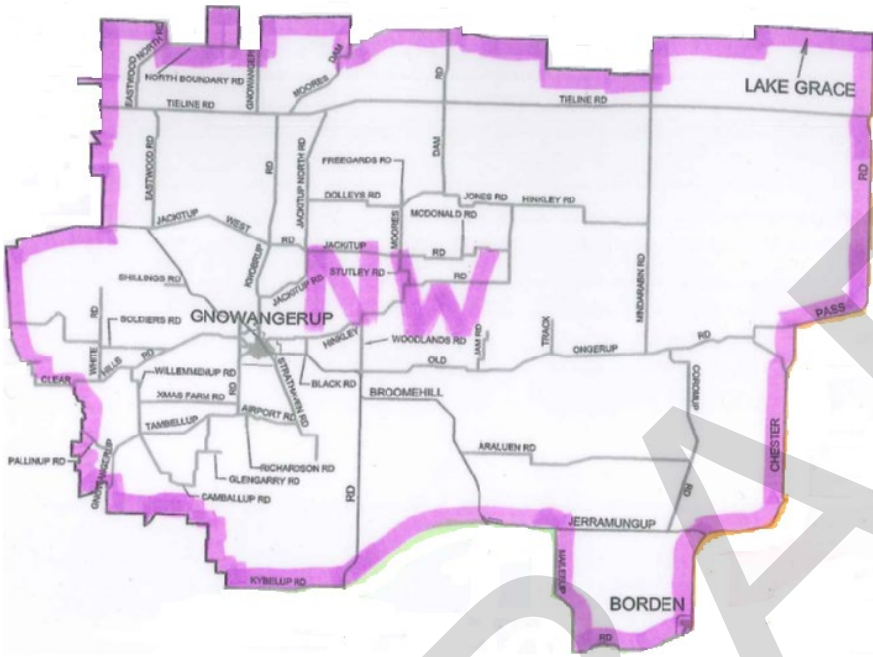
**Registration of grain storage facilities must be obtained from a Fire Control Officer. Applications for out-loading depot permits must be submitted by 1 November.**



## 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 Maileup Road. It follows Maileup 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

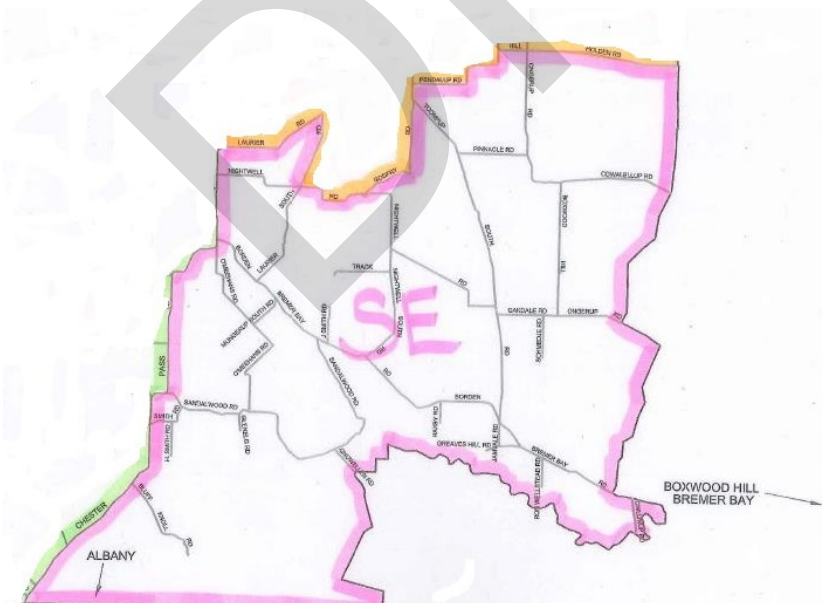
Bounded by the Chester Pass Road from the northern boundary of the Shire to Laurier Road, along Godfrey Road, Toompup South Road, Pendelup Road, Boxwood/Ongerup Road along Holden Road to the eastern boundary of the Shire.

## 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.




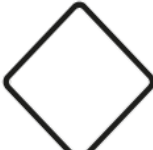
**NOTHING IN THE FOREGOING SHALL BE DEEMED TO RELIEVE ANY PERSON FROM LIABILITY FOR DAMAGE**

## KNOW THE BUSHFIRE WARNING SYSTEM

- During a bushfire, emergency services will provide you as much information as possible through a number of different methods.
- There are four levels of warning. These change to reflect the increasing risk to your life or property, and the decreasing amount of time you have until the fire arrives

### WHERE CAN YOU GET INFORMATION DURING A FIRE?

- Bushfire Warnings at [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)
- DFES Information Line on 13DFES (13 3337)
- Local radio and other media

 <b>ADVICE</b>	<p><b><u>A FIRE HAS STARTED BUT THERE IS NO IMMEDIATE THREAT TO LIVES OR HOMES. BE AWARE AND KEEP UP TO DATE</u></b></p> <p>Bushfire Advice Alerts are broadcast via ABC Radio at 11am and 4pm unless situation changes.</p>
 <b>WATCH AND ACT</b>	<p><b><u>THERE IS A POSSIBLE THREAT TO LIVES OR HOMES, YOU NEED TO LEAVE OR GET READY TO DEFEND – DO NOT WAIT AND SEE.</u></b></p> <p>A fire is approaching and conditions are changing. Put your bushfire survival plan into action! You need to leave early or get ready to defend</p> <p>Bushfire Watch &amp; Act alerts are broadcast via ABC Radio every two hours unless the situation changes.</p>
 <b>EMERGENCY WARNING</b>	<p><b><u>YOU ARE IN DANGER AND NEED TO TAKE IMMEDIATE ACTION TO SURVIVE. THERE IS A THREAT TO LIVES OR HOMES</u></b></p> <p>The fire is out of control and moving very fast. If the way is clear leave immediately for your safer place and take your survival kit with you. If you are unable to leave, you need to get ready to take shelter in your home and actively defend it.</p> <p>Bushfire Emergency Warnings are broadcast via ABC Radio every hour unless the situation changes. Emergency alerts will be sent to mobile phones and landlines within the effected area.</p>
 <b>ALL CLEAR</b>	<p><b><u>TAKE CARE TO AVOID ANY DANGERS AND KEEP UP TO DATE</u></b></p> <p>Remain vigilant in case the situation changes, the danger has passed and the fire is under control.</p> <p>Firefighters will still be patrolling and mopping up on the fire ground</p>



## FIRE CONTROL OFFICERS 2021-22

**CHIEF FIRE CONTROL OFFICER: DARREN BAUM 0427 471 015**  
**Deputy Chief Fire Control Officer 1: JEREMY BAILEY 0427 824 739**  
**Deputy Chief Fire Control Officer 2: BILL O'KEEFFE 0428 273 522**  
**Fire Weather Officers: OWEN GAZE 0428 273 523**  
**Communications Officer: WAYNE DAVIS 0427 603 113**  
**BASE OPERATOR: JOHN CAMPBELL 0428 289 007**

### Fire Control Officers

TITLE	NAME	PHONE	MOBILE	CALL SIGN
<b>GNOWANGERUP</b>				
Captain	Paul Nicholas	9827 1594	0427 387 690	Gnowangerup 1
	Brad Kiddle	98271 880	0428 271 353	Gnowangerup 2
	Bill O'Keefe	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	<b>Brenden O'Neill</b>	<b>9828 2195</b>	<b>0427 282 195</b>	<b>Ongerup 1</b>
	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
	Ernie Jaekel	9828 2121	0428 282 121	Ongerup 9
	Greg O'Neill	9828 5048	0437 285 049	Ongerup 10
	Darren Baum	9828 7888	0427 471 015	Ongerup
	<b>Kelvin Hams</b>		<b>0428 258 226</b>	<b>Ongerup 11</b>
<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
	<b>Piet van Zyl</b>		0498 339 925	Borden 12
	<b>Darren Moir</b>		<b>0428 279 256</b>	<b>Amelup 1</b>
	<b>Murray Moir</b>		<b>0427 464 555</b>	<b>Amelup 2</b>
<b>CESM/FCO</b>				
	<b>Kevin Bransby</b>		<b>0499 899 189</b>	
Shire President	Fiona Gaze	9827 3523	0428 273 526	
DFES Albany	<b>Derek Jones</b>	9845 5000	<b>0439 384 954</b>	



## SHIRE OF GNOWANGERUP AGENDA

### ANNUAL GENERAL MEETING (AGM) OF THE GNOWANGERUP BFBAC TO BE HELD AT THE ONGERUP SPORTING COMPLEX ON THE 15<sup>TH</sup> APRIL 2021 COMMENCING AT 4:00PM

#### 1. Opening

The Chair, Bob Jarvis declared the meeting open at 4:06pm.

#### 2. Attendance & Apologies

##### 2.1 Attendance

Bob Jarvis	CEO, Shire of Gnowangerup
Ian Graham	Deputy CEO, Shire of Gnowangerup
Darren Baum	Chief Fire Control Officer
Owen Gaze	Fire Weather Officer
Paul Richardson	
Wayne Davis	
Jeremy Hitsert	
Graeme Savage	
Paul Nicholas	
Mick Creagh	
Brendon O'Neill	
Brendan Barrows	
Kevin Bransby	CESM, Shire of Gnowangerup
Anrie van Zyl	Corporate Risk Officer, Shire of Gnowangerup

##### 2.2 Apologies

Derek Jones	District Officer (Rural) – Great Southern
Jeremy Bailey	Deputy Chief Fire Control Officer 1
Bill O'Keeffe	Deputy Chief Fire Control Officer 2
Gerald Slee	
John Campbell	
Chris Stone	
Wayne Pech	
Tim O'Meehan	
Jason Stone	
Piet van Zyl	
Murray Moir	
Darren Moir	
Fiona Gaze	Shire President, Shire of Gnowangerup
Greg Stewart	Councillor, Shire of Gnowangerup



### 3 Minutes presented from the previous AGM

<b>MOVED:</b> Paul Richardson	<b>SECONDED:</b> Jeremy Hitsert
<b>That the minutes of the Gnowangerup Bush Fire Advisory Annual General Committee meeting held on 3<sup>rd</sup> April 2019 are true and correct.</b>	
<b>CARRIED</b>	

#### 4. Business Arising from Minutes

Nil

#### 5. Reports

##### 5.1 Chief Bush Fire Control Officers Report – Darren Baum

- Overall, it has been a very quiet season.
- There were a few minor pole top fires that brigade members were able to extinguish quite quickly.
- Shed fire at Daniels Well.
- The one incident to mention was the Slade Pine Tree fire on the 30<sup>th</sup> December 2020. Thought it was handled very well. It had the potential to get out of control, but the guys came together really quickly from wherever they were and with the assistance of the water bombers, did a fantastic job to get that fire under control.

##### 3.2 CESM Report – Kevin Bransby

- Kevin didn't have too much to add to Darren's report. He thought that the Slade Pine tree fire was a job well done.
- Kevin just wanted to let the brigade members know that he is there to help wherever he can.

##### 3.3 DPAW Report

- Nil

##### 3.4 Brigade Reports

- Borden – Wayne Davis
  - 2020/21 was a fairly quiet season on the fire front.
  - Wayne agreed with Darren and Kevin that everyone did a fantastic job at the Slade Pine Tree fire. Everyone knew exactly what they needed to do to get the job done. The Stirling Ranges fire the year before provided a good learning experience to everyone and they got the job done.
  - Having the loan high season fire truck at Amelup was of great assistance this past season and took the pressure of the Borden truck. It managed to go to three incidents, and they managed to get together a good crew to run it.
  - Having skeds only once a week worked really well and we would just like to thank John and Jane for all their hard work during the past fire season.
- Ongerup – Mick Creagh
  - It has been a quiet year.
  - Few of the Ongerup Brigade member assisted in the Slade Pine Tree fire.



- Besides that, only a few other minor incidents that was dealt with very quickly.
- Thanked John and Jane for manning the base station the past season.
- Gnowangerup
  - It has been a very quiet year for Gnowangerup as well.
  - Had the hay baler fire close to Gnowangerup townsite that was put out fairly quickly and a few other minor incidents.
  - Gnowangerup would like to thank John and Jane for doing the skeds and manning the base station through the year.
  - Fast attack vehicle didn't get much use this season but was great to have as a backup.

## 6. Election of Office Bearers

6.1	<b>Chief Bush Fire Control Officer</b>	Darren Baum
6.2	<b>Deputy Chief Fire Control Officer 1</b>	Jeremy Bailey
6.3	<b>Deputy Chief Fire Control Officer 2</b>	Bill O'Keeffe
6.4	<b>Fire Weather Officer</b>	Owen Gaze
6.5	<b>Communications Officer</b>	Wayne Davis
6.6	<b>Base Radio Operators</b>	John Campbell

*The above Office Bearers were all elected unopposed for another 2 year term. Next election will take place in April 2023.*

## 7. General Business

### Firebreak Order Information Booklet

- Discussions took place in regard to changing the Firebreak Order.
- Decided to not have a "Variation to Firebreak Notice" as per previous discussions at GM in October 2020, but rather change to make firebreaks on external boundaries voluntary for all Rural (Farming) Properties.
- Compulsory Asset Protection Zones, etc. to remain unchanged.
- The Committee was advised that even though they recommended the changes, it will be up to Council to decide whether these changes will be adopted or not.
- Proposed changes will be taken to Council's Information Briefing Session on the 28<sup>th</sup> April 2021 for discussion.
- A request was made that the final lists for all FCO's to be emailed to Anrie by end of next week.
- No changes can be accommodated after printing is done.
- It was further advised that all appointed FCO's will receive a Letter of Appointment from the Shire.

## 8. Closing

The AGM was declared closed by the Chair, Bob Jarvis, at 4: 25pm

**IMPORTANT NOTICE FOR ALL OWNERS AND OCCUPIERS OF LAND  
IN THE SHIRE OF GNOWANGERUP**

**FIREBREAK ORDER**

**2021-2022**

*Bush Fires Act 1954 – Section 33*

**FIREBREAKS**

**MUST BE INSTALLED ON ALL PROPERTIES WITHIN THE SHIRE BY  
15 OCTOBER, 2021  
AND MAINTAINED CLEAR OF ALL FLAMMABLE MATERIAL  
UP TO AND INCLUDING 31 MAY, 2022**

*To seek permission for a Fire Break variation, please contact the Shire*

**RESTRICTED BURNING PERIOD**

**15 OCTOBER – 31 OCTOBER 2021**

**17 FEBRUARY – 30 MAY 2022**

*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, 2021 - 16 FEBRUARY, 2022 (inclusive)**

*\*Protective Burning may be carried out between 4pm – 12 midnight  
provided you obtain a permit from your nearest Fire Control Officer*

**FOR ALL BUSHFIRE EMERGENCIES DIAL 000**

PLEASE REPORT ALL RURAL FIRES TO: Base Operator	0428 289 007
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 within 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)*

## VARIATION TO NOTICE REQUIREMENTS

If it is, for any reason, impractical to clear firebreaks or remove flammable material as required by this Notice, you may apply to Council, no later than **1st October 2021**, for permission to take alternative action to remove or minimise the fire hazard. Should permission for a variation not be granted, you must comply with the requirements of this Notice.

An "Application for Variation to a Firebreak" Form can be downloaded from the Shire of Gnowangerup website.

## FIREBREAK OFFENDERS AND PENALTIES

- ❖ It is the responsibility of the owner/occupier to ensure compliance with the 2021/2022 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.

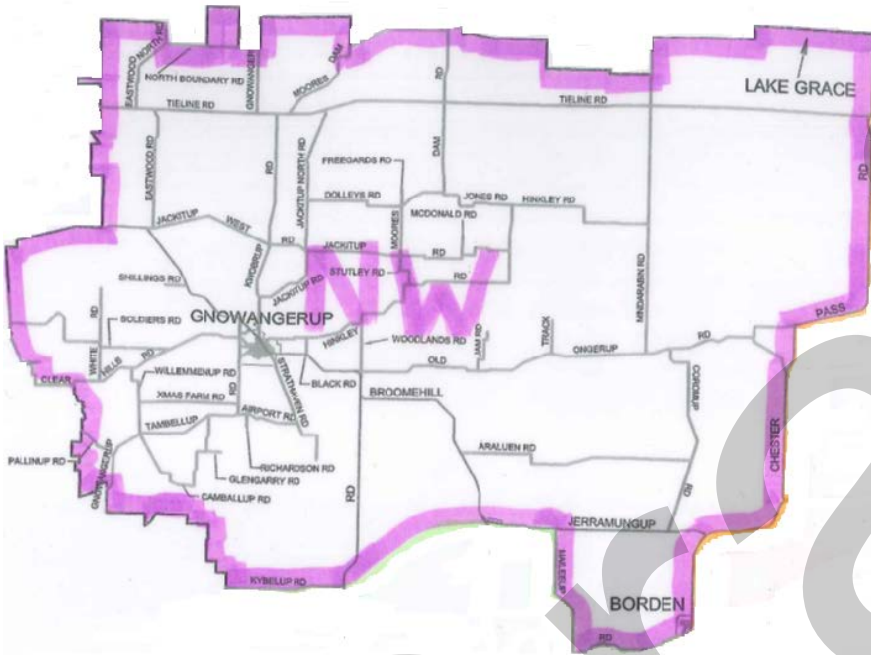
**Registration of grain storage facilities must be obtained from a Fire Control Officer. Applications for out-loading depot permits must be submitted by 1 November.**



## HARVEST INFORMATION

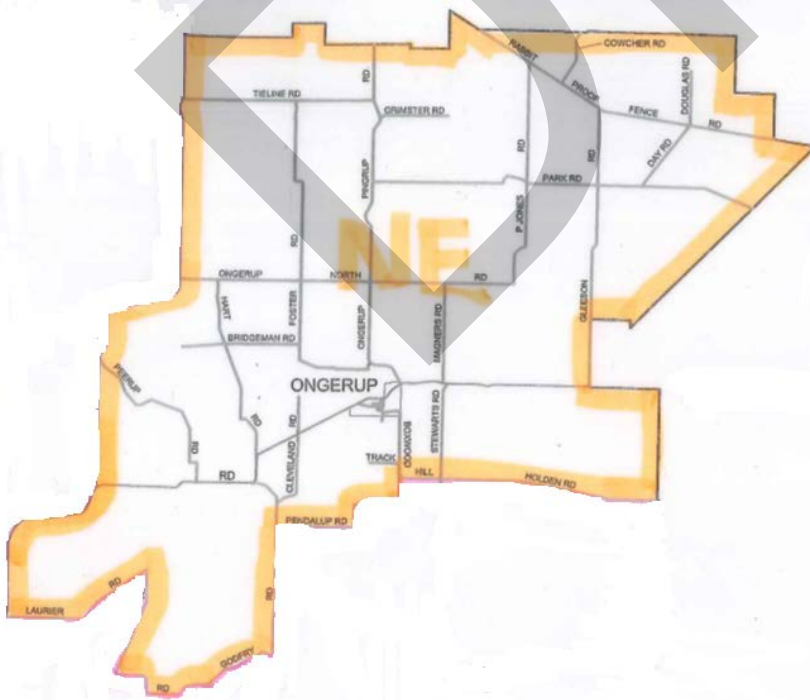
### HARVEST/VEHICLE MOVEMENT/FIRE BANS

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 Maileup Road. It follows Maileup 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

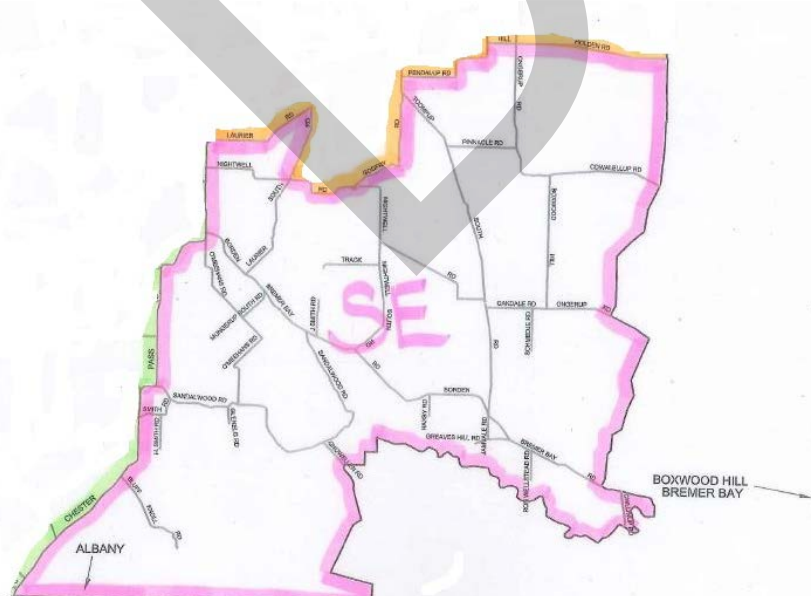
Bounded by the Chester Pass Road from the northern boundary of the Shire to Laurier Road, along Godfrey Road, Toompup South Road, Pendelup Road, Boxwood/Ongerup Road along Holden Road to the eastern boundary of the Shire.

## 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.
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## FIRE CONTROL OFFICERS 2021-22

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<b>BASE OPERATOR:</b>	JOHN CAMPBELL	0428 289 007

### Fire Control Officers

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	Brad Kiddle	98271 880	0428 271 353	Gnowangerup 2
	Bill O'Keefe	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	Derek Jones	9845 5000	0439 384 954	
CESM	Kevin Bransby		0499 899 189	
Harvest Ban / Vehicle Movement Hotline		9827 1711		



# Shire of Esperance

## Application for Variation to a Firebreak



Term of variation being applied for: 1 Year  3 Years

**This application must be received by the Shire of Esperance no later than 1st October.**

### APPLICANT DETAILS

Name of Applicant			
Postal Address			
Phone (Home)		Phone (Mobile)	
Email Address			

In accordance with the conditions of the Shire of Esperance Fire Hazard Reduction Notice, I hereby apply for permission to provide firebreaks in alternative positions.

<b>SIGNATURE of APPLICANT</b>		Date	
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### PROPERTY DETAILS

Lot No	Street No	Street
Locality		
Brigade Area		

### OWNER DETAILS (IF DIFFERENT TO APPLICANT)

Name of Owner			
<b>SIGNATURE of OWNER</b>		Date	

### DETAILS OF PROPOSED VARIATION

<input type="checkbox"/>	Please attach a map to suitable scale, (hand sketched will be adequate) showing property boundaries, bush areas, cleared areas, paddocks, roads/tracks, firebreaks, dwellings, buildings, other value areas and water sites.
Why do you wish to take alternative fire protection measures on your property? For example: for protection of flora/fauna, soil erosion, block not suitable.	
Details of the area of the property that you are applying to have alternative measures in place. For example: North boundary is too steep and rocky to have a firebreak directly on the boundary	
Detail the actual alternative measures that you intend to take to prevent the spread of fire. For example: Alternative firebreaks, hazard reduction with details, mechanically use of natural features. Show on map wherever possible.	

<p>Details of authorities you have consulted or sought advice from for the formulation of your Firebreak Variation Plan. For example: Fire Control Officer, DFES, Agriculture Department</p>	
<p>What environmental implications, if any, is the work likely to cause? For example: soil erosion, dieback spread, other.</p>	
<p>Will the proposed variation have implications on the fire protection of neighbouring properties, life or values? If so, what are these?</p>	
<p>Please list any further information you think may be relevant to this variation application.</p>	

### APPLICATION PROCESS

1. Initial Assessment: the initial assessment will be undertaken by an Authorised Shire of Esperance Officer.
2. Consultation with Local Area Brigade: your local Bush Fire Brigade Captain will be asked to provide advice on the application's details.
3. Consultation with neighbouring property owners: surrounding neighbours will be given the opportunity to lodge submissions regarding the application.
4. Ranger Services recommendation.
5. Notification of outcome: after consideration has been given the applicant will be notified of the outcome.

### OFFICE USE ONLY

**APPROVED**                      Yes                       No

Please note: If approval is not granted you must comply with the requirements of the Shire of Esperance Fire Hazard Reduction Notice.

Additional conditions	
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<b>NAME OF AUTHORISED OFFICER</b>			
<b>SIGNATURE OF AUTHORISED OFFICER</b>		Date	



# Information for Applicant

## WHY APPLY?

The Following guidelines are acceptable categories for which a variation to the Shire of Esperance Fire Hazard Reduction Notice may be applied for:

1. The topography makes the normal placement of a trafficable firebreak impracticable or dangerous and alternative firebreak, emergency access or fire prevention methods that meet the intention of this notice are provided and demonstrated.
2. The topography/composition makes the normal methods impracticable (cap stone, rocky or waterlogged) and alternative firebreak, emergency access and fire prevention methods that meet the intention of this notice are provided and demonstrated.
3. An approved Fire Management Plan for the property is in place and being conformed to and meets the intention of the Fire Hazard Reduction notice.
4. The firebreak variation only applies to a portion of the property that is reticulated lawn that is kept green and it can be demonstrated that it is maintained.
5. Cleared access is provided to enable emergency services access to buildings and all parts of the property.
6. Firebreaks may be allowed in alternative locations to negate natural obstructions and to allow for access.
7. Where clearing for fire management in accordance with specific provisions of the Local Planning Scheme.
8. Where clearing is likely to impact upon areas of declared rare flora or environmentally sensitive areas as defined under the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.

## APPLICATION REQUIREMENTS

- All requests are to be submitted in writing on this application form.
- Applications must be received by the Shire of Esperance by 1<sup>st</sup> October.
- All submissions must be made by the land owner or by a person authorised to act on their behalf.
- The authorising officer has the right to grant, refuse, alter or add any conditions to an application.
- Failure to comply within the timeframes provided by the authorised officer will result in the refusal of the application.
- If an application is not approved the owner has fourteen (14) days in which to comply with the normal requirements of the Shire's Fire Hazard Reduction Notice.



## SHIRE OF GNOWANGERUP AGENDA

### GENERAL MEETING OF THE GNOWANGERUP BFBAC TO BE HELD AT THE ONGERUP SPORTING COMPLEX ON THE 15<sup>TH</sup> APRIL 2021 AFTER CONCLUSION OF BFBAC AGM

Commenced at 4:30pm

#### 1. Opening

The Chair, Bob Jarvis, declared the meeting open at 4:30pm.

#### 2. Attendance & Apologies

##### 2.1 Attendance

Bob Jarvis	CEO, Shire of Gnowangerup
Ian Graham	Deputy CEO, Shire of Gnowangerup
Darren Baum	Chief Fire Control Officer
Owen Gaze	Fire Weather Officer
Paul Richardson	
Wayne Davis	
Jeremy Hitsert	
Graeme Savage	
Paul Nicholas	
Mick Creagh	
Brendon O'Neill	
Brendan Barrows	
Kevin Bransby	CESM, Shire of Gnowangerup
Anrie van Zyl	Corporate Risk Officer, Shire of Gnowangerup

##### 2.2 Apologies

Derek Jones	District Officer (Rural) – Great Southern
Jeremy Bailey	Deputy Chief Fire Control Officer 1
Bill O'Keeffe	Deputy Chief Fire Control Officer 2
Gerald Slee	
John Campbell	
Chris Stone	
Wayne Pech	
Tim O'Meehan	
Jason Stone	
Piet van Zyl	
Murray Moir	
Darren Moir	
Fiona Gaze	Shire President, Shire of Gnowangerup
Greg Stewart	Councillor, Shire of Gnowangerup

### 3. Minutes tables from previous General Meeting

MOVED: Brendon O'Neill

SECONDED: Owen Gaze

That the minutes of the Gnowangerup Bush Fire Advisory General meeting held on 15<sup>th</sup> October 2020 are true and correct.

CARRIED

### 4. Business Arising from Previous Minutes

- Paul Richardson requested an update on location for the 2<sup>nd</sup> Borden Fire Truck.
  - Anrie advised that a proposal was lodged at the Department of Planning Lands and Heritage (DoPLH) for the two parcels of lands as discussed at a previous meeting. The Shire had been advised by DoPLH that an investigation is currently underway in terms of Native Title Claims, etc.
  - Applications for a 4<sup>th</sup> truck and light appliance were lodged through Risk to Resource (R2R) and it was stated in the application for the 4<sup>th</sup> truck that a parcel of land had been identified for the facility and that the Shire was in the process of trying to obtain the Land. The chances that the application for the 4<sup>th</sup> truck being successful is very limited at this stage, but at least by applying, we are building a record for applying for the truck, which might help in the future, should we be unsuccessful this time.
  - Anrie discussed the option of obtaining two high season loan vehicles for the 21/22 fire season with Derek Jones and he indicated that it is quite possible for the Shire to get loan vehicles again, as the number of appliances available has doubled. In the past the loan vehicles would go North as their fire season usually starts when it finishes in the South, but with the extra fleet available, this might change, depending on demand.
  - Kevin advised that he would assist with the application for the two high season loan vehicles for the 21/22 fire season.

### 5. Correspondence

- Bush Fire Risk Treatment Standards – Residential and Public Buildings
- Fighting a fire & water supply – Water Corporation
- Covid-19 Vaccination Registration through Volunteer Hub
- Covid-19 Vaccination Registration through the Department of Health – VaccinateWA
- DFES General Circular No: 57/2021 - COVID-19 VACCINATION REMINDER – 8 April 2021
- Astrazeneca COVID-19 Vaccine update – 9 April 2021

### 6. Finances

- Attendees were provided with the updated expenditure statement for the year to date (Statement attached).
  - Brigade Wishlist:
    - Borden Brigade would like a replacement fridge if possible.

- 2 Handheld UHF radios – Kevin advised that cost of radios would not be covered under ESL Funding and that Shire or Brigade will have to pay for the radios themselves.

## 7. General Business

- **Permits**
  - Requested that all permits be signed by the FCO's. Permits are legal documents, and a signature is a legal requirement.
  - When taking a photo and posting to WhatsApp, please ensure that all details, including permit number, are clearly visible on the photo.
  - Records of permits issued are kept at the Shire. Copies of the issued permits are printed and filed in SynergySoft as per legislative requirement.
  
- **Training Requirements**
  - It had come to our attention that according to the DFES Training Database, some of the current FCO's have no recorded "Fire Control Officer" training against their volunteer numbers. The FCO's are:
    - Richard House
    - Graeme Savage
    - Tom McInerney
    - John Harding
    - Rick Carpenter
    - Brendon O'Neill
    - Greg O'Neill
  - Unless proof of completed FCO training can be provided by the above volunteers, they will have to redo the FCO course later this year.
  - In addition to the above, it was also noticed that 3 FCO's are currently not registered as volunteers on the DFES Database and do not have volunteer numbers. Unless proof can be provided of previous registration and volunteer number, they will have to complete the required paperwork to register as bushfire volunteer. The FCO's are:
    - Brendon O'Neill (new application already submitted)
    - Rick Carpenter
    - Greg O'Neill

Brendon O'Neill advised that he would contact Rick and Greg in regards to the above.
  - Basic training also to be organised for new volunteers/backpackers/school kids before harvesting starts – October?
  
- **EOI for First Aid Course**
  - Kevin to organise First Aid training to take place later this year. Preferably sometime after completion of seeding and before commencement of harvesting.
  - All in attendance seemed keen to refresh their first aid skills.
  
- **Use of the OXY Viva**
  - Not discussed.

- **Defibrillator Training**
  - Will be provided at the same time as first aid training. A separate basic training could be organised for those unable to make the first aid training.
  
- **Incident Reports**
  - A discussion took place in regards to the importance of incident reports being completed.
  - There are quite a few outstanding for the 20/21 fire season and it is reflected as outstanding on the monthly DFES Report Package.
    - Borden-Bremer Bay Road Amelup Fire (Slade Pine Tree Fire) (not sure who is responsible. Tim O'Meehan?)
      - Incident No: **509710**
    - Daniels Well, O'Meehan's Road Fire – **Darren Baum**
      - Incident Nos: **418087/507436**
    - Highdenup Rd North Stirlings Rd – **Wayne Davis**
      - Incident No: **507791**
      - **No Attendance Report received, only Bushfire Report**
    - Chester Pass Road – **Brendan Barrows**
      - Incident No: **505595**
    - Beard Street, Gnowangerup – **Paul Nicholas**
      - Incident No: **508664**
  - Kevin advised that it is the responsibility of the FCO in charge of the incident to complete the required paperwork and submit to the Shire/DFES for recording.
  - Incident reports are important for various reasons. It helps i.e., with statistics when applying for funding for new appliances, PPE, insurance claims, may it be for property or health or any other matter, etc.
  - Wayne Davis enquired whether it was possible, that the FCO in charge of the incident, phone the Shire office, provide them with the relevant information and have them complete the incident reports on their behalf. He was sure that it was done that way maybe 15-20 years ago?
  - Bob Jarvis advised that the above would not be permitted.
  - It was then suggested that the CESM complete the reports, where in turn Kevin replied that it remains the responsibility of the FCO in charge of the incident to complete the reports and that it not his responsibility.
  - Further discussions are required for completion of incident reports.
  
- **PPE Requirements**
  - A discussion took place regarding purchasing PPE with the remainder of the ESL funding available. More fire suits and goggles were requested.
  - Anrie advised that the Shire would also start purchasing helmets for each of their brigade members as it is a vital part of PPE.

- Due to the high cost and limited funding, appointed FCO's will be the first to receive a white BR-9 helmet with a clip-on face shield and mesh cradle. The cost of each helmet is approximately \$250 each but will last for the next 20 years.
- It was decided that only the surname and brigade name will be on the helmet. No rank stickers will be added. Chief and deputy chiefs will also be issued with white helmets.
- New first aid kits (x 6) for brigade trucks and trailers – Anrie will order from St John's.

## **8. General Business**

- **WhatsApp Group**

- It has come to the attention that there are people on the FCO WhatsApp group that are neither FCO's, DFES or Local Government staff.
- The WhatsApp group needs to be cleaned up and everyone that is not an FCO, DFES or identified Shire staff member needs to be removed. Not required that an FCO's farm manager or worker to be on the group.
- It was questioned why the Police were on the group, as they felt it was not required. Anrie provided an explanation of why it was required for the OIC of the Gnowangerup Police to be part of the group.
- Wayne Pech is the Administrator of the group and he needs to be contacted if people are to be added or removed from the group.

- **Plantations in the Shire of Gnowangerup**

- The Shire will need to find a way to identify all the plantations within the Shire and whether they are complying with the required legislation.
- Bob suggested the Shire Ranger inspect all the plantations, once identified, to ensure their compliance with regulation.

## **8. Meeting closed**

The meeting was declared closed by the Chair, Bob Jarvis, at 5:20pm.



Our Ref: D18025; 20/201327

Dear Chief Executive Officer

## **BUSH FIRE RISK TREATMENT STANDARDS – RESIDENTIAL AND PUBLIC BUILDINGS**

I'm writing to advise you of the release of the Bush Fire Risk Treatment Standards - residential and public buildings (Standards). These Standards were published in the Western Australian Government Gazette on 6 November 2020 and came into effect on 7 November 2020.

The development of these Standards follow the *Report of the Special Inquiry into the January 2016 Waroona Fire* (Ferguson Inquiry), which identified the need for state agencies to consider policy options for the clearing of vegetation by landholders within a specified distance of an asset or dwelling for the purposes of bushfire protection (Opportunity 11). The intent of the Standards is reflected in the *Royal Commission into Natural Disaster Arrangements Report* which recommends that Australian, state and territory governments review assessment and approval processes relating to vegetation management to ensure clarity around the requirements and scope for landholders to undertake bushfire hazard reduction activities and to minimise the time taken to undertake assessments and obtain approvals. (Recommendation 17.2).

The *Bush Fires Act 1954* was amended in 2016 to enable the Fire and Emergency Services Commissioner to publish Standards which clarify the circumstances in which owners or occupiers of land in Western Australia can undertake specific vegetation management activities to mitigate the effect of a bushfire on their property without the risk of breaching other laws.

Over the past three years DFES has undertaken considerable consultation with key stakeholders from state and local government to identify how the Standards are to be applied and areas to be excluded due to significant environmental and heritage values. I would like to take this opportunity to thank representatives from each of the agencies who assisted DFES in the development of these important Standards.

The Standards apply to land in areas of the State that are designated as bushfire prone under the *Fire and Emergency Services Act 1998*, that are not subject to an exclusion. In areas where the Standards apply, vegetation management will be permitted within a Risk Treatment Area, defined as land that is within 20 metres of a relevant building. Within a Risk Treatment Area, the owner or occupier of land is permitted to clear underlying vegetation and undertake limited tree removal and pruning.



DFES Regional Offices will be the first point of contact in relation to the Standards, with the DFES Rural Fire Division providing technical assistance and guidance as required. Information about the Standards is available from the DFES website at [www.dfes.wa.gov.au/bushfire/prepare/](http://www.dfes.wa.gov.au/bushfire/prepare/) under the *Managing Vegetation* tab. An information guide will shortly be made available online explaining where the Standards apply, and the types of vegetation management permitted. The guide will list agencies to be contacted in relation to the identified exclusions.

DFES have a scheduled a webinar on 23 November 2020 which will be hosted by the WA Local Government Association (WALGA). The webinar will provide an overview and Q&A opportunity for local governments and other interested government departments. Please register your interest to attend the webinar on the WALGA website [here](#).

For further information about the Bush Fire Risk Treatment Standards, please email [RuralFire@dfes.wa.gov.au](mailto:RuralFire@dfes.wa.gov.au).

Yours sincerely

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

**DARREN KLEMM AFSM  
COMMISSIONER**

10 November 2020

Western Australia

## **Bush Fire Risk Treatment Standards 2020**

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## **Bush Fire Risk Treatment Standards 2020**

Made by the FES Commissioner under section 35AA of the Act.

### **1. Citation**

These standards are the *Bush Fire Risk Treatment Standards 2020*.

### **2. Commencement**

These standards come into operation as follows —

- (a) clauses 1 and 2 — on the day on which these standards are published in the *Gazette*;
- (b) the rest of the standards — on the day after that day.

### **3. Terms used**

In these standards —

***Building Code*** means the Building Code of Australia which is Volumes One and Two, as amended from time to time, of the National Construction Code series published by, or on behalf of, the Australian Building Codes Board;

***collar***, of a branch of a tree, means the base of the branch where it meets the trunk of the tree;

***development approval*** means —

- (a) approval under the *Planning and Development Act 2005* for the development of any land; or
- (b) approval, authorisation, consent or permission under any other written law to do anything that would or might significantly affect the physical character of any land;

**cl. 4**

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**inner zone** has the meaning given in clause 5(2);

**lot** has the meaning given in the *Land Tax Assessment Act 2002* Glossary clause 2;

**Metropolitan Region Scheme** has the meaning given in the *Planning and Development Act 2005* section 4(1);

**outer zone** has the meaning given in clause 5(3);

**relevant building** means a building that —

(a) is classified under the Building Code as —

(i) Class 1, 2, 3, 9 or 10c; or

(ii) Class 10a, but only if part of the building is within 6 metres of a building classified under the Building Code as Class 1, 2, 3 or 9;

and

(b) was built under development approval obtained before 8 December 2015;

**riparian vegetation** means the distinctive vegetation associated with a wetland or watercourse;

**risk treatment area** has the meaning given in clause 5(1);

**tree** means a perennial plant —

(a) having one or more woody, self-supporting trunks; and

(b) standing at a height of at least 5 metres;

**vegetation** does not include a tree;

**watercourse** has the meaning given in the *Rights in Water and Irrigation Act 1914* section 3;

**wetland** has the meaning given in the *Environmental Protection Act 1986* Schedule 5 clause 2.

**4. Areas to which standards apply**

- (1) Except as provided in subclauses (2) and (3), these standards apply to land in an area of the State designated as a bush fire

prone area under the *Fire and Emergency Services Act 1998* section 18P.

- (2) These standards do not apply to land —
- (a) that is within 100 metres inland from the high water mark of the coastline of the State; or
  - (b) that is covered by the riparian vegetation of a wetland or watercourse; or
  - (c) identified as a Bush Forever area under —
    - (i) the Metropolitan Region Scheme clause 28A(1); or
    - (ii) an approved redevelopment scheme under the *Metropolitan Redevelopment Authority Act 2011*;or
  - (d) to which a biodiversity conservation covenant under the *Biodiversity Conservation Act 2016* section 122 applies; or
  - (e) to which a conservation covenant or an agreement to reserve under the *Soil and Land Conservation Act 1945* section 30B applies; or
  - (f) to which a restrictive covenant under the *Transfer of Land Act 1893* section 129BA that has the effect of limiting the ability to clear vegetation or a tree applies; or
  - (g) to which a covenant under the *National Trust of Australia (W.A.) Act 1964* section 21A that has the effect of limiting the ability to clear vegetation or a tree applies; or
  - (h) that is an Aboriginal site as defined in the *Aboriginal Heritage Act 1972* section 4; or
  - (i) that under the *Heritage Act 2018* —
    - (i) is registered land as defined in section 4 of that Act; or

**cl. 5**

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- (ii) is subject to a heritage agreement (as defined in section 4 of that Act) to which the Heritage Council of Western Australia established under section 11(1) of that Act is a party; or
    - (iii) is an area to which a protection order under Part 4 of that Act applies;
  - or
  - (j) that is a reserve as defined in the *Land Administration Act 1997* section 3(1); or
  - (k) that is a nature strip as defined in the *Road Traffic Code 2000* regulation 3(1); or
  - (l) that is subject to an agreement under the *Planning and Development Act 2005* section 121(1)(c).
- (3) These standards do not apply to a lot, or any part of the lot, if the lot contains threatened flora or a threatened ecological community as those terms are defined in the *Biodiversity Conservation Act 2016* section 5(1).
- (4) For the purposes of subclause (2)(a) —
- (a) the coastline follows the shores of bays, inlets and other similar bodies of water that are connected to the sea (disregarding any temporary closure from the sea); and
  - (b) the high water mark is that at ordinary spring tides; and
  - (c) the high water mark of the coastline extends across the mouth of a river or riverine estuary from the last point on the high water mark of one of the banks of the mouth of the river or estuary at which a line extended at 90° to the bank will reach the opposite bank to the other such point on the opposite bank.

**5. Risk treatment areas**

- (1) Land is a *risk treatment area* if —
  - (a) these standards apply to the land under clause 4; and

- (b) the land is within 20 metres of a relevant building.
- (2) Land is in the *inner zone* of a risk treatment area if the land is within 10 metres of the relevant building.
- (3) Land is in the *outer zone* of a risk treatment area if it is not in the inner zone of the area.
- (4) For the purposes of subclauses (1)(b) and (2) a carport, veranda, balcony, patio, pergola or other similar outdoor area that is contiguous to a building forms part of the building.

**6. Clearing risk treatment areas**

- (1) The owner or occupier of land that is a risk treatment area may clear any vegetation from the land.
- (2) Except as provided in subclause (4), the owner or occupier of land that is in the inner zone of a risk treatment area may do the following —
  - (a) if a tree is located on the land and is not also located on land owned by a person other than the owner or occupier (as the case may be) — remove the tree;
  - (b) if a tree is located on the land and is also located on land owned by a person other than the owner or occupier (as the case may be) and the owner or occupier obtains the consent of the person — remove the tree;
  - (c) if a branch of a tree that is not located on the land overhangs the land —
    - (i) if the tree is located on land owned by the owner or occupier (as the case may be) or the owner or occupier obtains the consent of the person who owns the land on which the tree is located — prune the branch back to its collar; or
    - (ii) otherwise — prune the branch back to the boundary of the land.



**cl. 6**

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- (3) Except as provided in subclause (4), the owner or occupier of land that is in the outer zone of a risk treatment area and above which part of a branch of a tree is at a height of less than 2 metres may —
  - (a) if the tree is located on land owned by the owner or occupier (as the case may be) or the owner or occupier obtains the consent of the person who owns the land on which the tree is located — prune the branch back to its collar; or
  - (b) otherwise — prune the branch back to the boundary of the land.
- (4) The owner or occupier of land that is a risk treatment area must not under subclause (2) or (3) remove, or prune the branch of, a tree that is listed on a register of significant trees established under a local planning scheme as defined in the *Planning and Development Act 2005* section 4(1).
- (5) For the purposes of this clause a tree is located on specified land if any part of its trunk —
  - (a) meets the ground on the land; or
  - (b) is above the land at a height of less than 2 metres.



Fire and Emergency Services Commissioner

# Fighting a fire & water supply

A message for volunteer fire fighters

**BEFORE YOU  
HOOK IN TO A  
WATER SUPPLY  
CALL US 24/7  
ON 131375**

## What to do in an emergency...

When a bushfire event starts and before you hook into the water supply system, **call us on 13 13 75** (24 hours a day/7 days a week).

If we know where your crews are headed, we might be able to provide you with a better location where you can maintain pressure for longer OR we might be able to do something to our water supply system that may allow the water to keep running for longer. There is no guarantee that we can prolong supply or pressure, and experience has shown that once the town is threatened, supply and pressure are at risk.

**Hydrant Location** – if you are unsure where the closest hydrants are located, please contact DFES or our Operations Centre on 13 13 75 who will provide you with the exact geographical locations.

**Testing** - If you intend to test hydrants in your area, please let us know first. Often a side-effect of using the hydrants is that nearby residences receive discoloured water. If we're aware of the exercise beforehand, we can ensure our operators are prepared and ready to respond to any complaints.

**Broken hydrants-** Any issues with hydrants should be reported up through DFES. DFES will contact Water Corporation and a work order will be actioned immediately.

### **Reminder to residents in your Shire**

Help us spread the word to people that they cannot rely on mains water in a bush fire when other critical infrastructure such as power has been damaged.





Dear Mr Bob Jarvis

The WA Department of Health (WA) has advised fire and emergency services volunteers, including Bush Fire Brigades can register online via the registration link below to receive their COVID-19 vaccination from Monday 8 March 2021.

## REGISTRATION

Please share the registration link and the information below with the Brigades in your Local Government area.

Volunteers can register to receive their vaccine at the clinic at the Perth Convention and Exhibition Centre and some regional clinics from Monday 8 March 2021. WA Health will continue to open additional vaccination clinics in Perth Metropolitan and regional locations over the coming weeks.

Volunteers will be required to register online and provide their personal details, select a date and time to be vaccinated and when attending the vaccine clinic, bring the following items:

1. Personal ID that shows their date of birth (i.e. driver's license or passport);
2. Medicare card; and
3. Proof of their role in the fire and emergency services.

The following will be accepted as proof of their role in fire and emergency services:

- Uniform or;
- Volunteer ID Card

If the volunteer does not have a Volunteer ID card, they can print or show their profile from within the [Volunteer Hub](#). To do this:

### **Log onto the [Volunteer Hub](#) with your desktop PC/laptop:**

1. Visit <https://volunteerhub.dfes.wa.gov.au/>
2. Go to My Profile in the top right-hand corner
3. Print the page using the print function from the internet browser menu

## Log onto the [Volunteer Hub](#) with your tablet or mobile device:

1. Visit <https://volunteerhub.dfes.wa.gov.au/>
2. Select My Details at the top of the screen and then select My Profile
3. Show this screen when they attend the clinic

If they have not previously accessed the [Volunteer Hub](#) or do not know their Volunteer ID number, they can contact their [DFES regional office](#) who will be able to support them with these queries.

Once the volunteer has registered to receive their vaccine, they will be sent a Pre Vaccination Factsheet from WA Health with instructions about attending the clinic and information about what happens after they have received their first vaccination.

DFES has been advised the AstraZeneca vaccine is being offered through this rollout. Further information about the vaccines can be found on the [Healthy WA website](#).

WA Health advises COVID-19 vaccines will help to reduce the spread of infection and severity of the illness. While the vaccination is not mandatory, having the vaccine will help protect you, your family and our community from the disease. These vaccines are being administered all around the world, and have been through extensive trials and approvals, proving they are effective and safe.

The COVID-19 page on the [Volunteer Hub](#) includes information about the COVID-19 vaccination program and updated Frequently Asked Questions. If you have any questions or concerns please contact [covid19@dfes.wa.gov.au](mailto:covid19@dfes.wa.gov.au).

Darren Klemm AFSM  
Fire and Emergency Services Commissioner

# COVID-19 VACCINATION REGISTRATION INSTRUCTION THROUGH THE DEPARTMENT OF HEALTH **VaccinateWA**

## Vaccinations for volunteers

**Bushfire Volunteers can now register to receive the COVID-19 vaccination.**

If you are having issues or aren't registered in the volunteer portal you can register on the Department of health website.

Click on below link and follow instructions below:

<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvaccinatewa.health.wa.gov.au%2Fs%2Flogin%2Fselfregister&data=04%7C01%7Cannie.vanzyl%40gnowangerup.wa.gov.au%7Cb13d33ae7b0d4e13481908d8e45ad850%7C79702374ddb0478baba436ae82cfdc9b%7C0%7C0%7C637510426124194850%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLjBjBTil6k1haWwiLCJXVCI6Mn0%3D%7C1000&data=5Ry4tYCBVHfGozyeQzo3%2Fbxwy90TVCU S7%2BRWbK%2BPgEk%3D&reserved=0>

1. Enter your personal details
2. Enter demographic details. –
  - select Fire and Emergency service.
  - Employer (select other, - very last option.)
  - Employee number is your Vol number, (can leave blank)
3. Previous vaccinations
4. Consent
5. Health questionnaire
6. Then in the “What happens next?” box, click on select here. This will lead to booking a vaccination.

**YOU WILL NEED TO PROVIDE ID (DRIVERS LICENCE), MEDICARE CARD ON THE DAY OF VACCINATION.**

With regards to the proof required for volunteers, this has now been amended to:

- \* Wearing of uniform – PPC – jacket should suffice.
- OR
- \* Show your volunteer ID card
- OR
- \* Print or show your profile from within the Volunteer Hub.



**DFES General Circular No: 57/2021**

File: D15793

**7 April 2021**

**COVID-19 VACCINATION REMINDER**

The COVID-19 vaccination program is in full swing for all Western Australians included in Phase 1B of the rollout. DFES corporate and operational staff and volunteers from all services, including Bush Fire Brigades, are included in the Phase 1B rollout and can [register to receive their vaccine](#).

WA Health updates vaccination timeslots every week. If you haven't been able to book a vaccination at a location close to you, more timeslots will become available each week.

Instructions about how to register and what you will need for your vaccination can be found on the COVID-19 Vaccine pages on the [Volunteer Hub](#) and [Intranet](#).

The Federal Government has also begun the COVID-19 vaccinations GP-rollout at some GP clinics across Western Australia.

DFES staff and volunteers can either register to receive their vaccine via the [Vaccinate WA website](#) at a COVID-19 vaccine clinic or by using the [COVID-19 Vaccine Eligibility Checker Tool](#) to find a nearby GP clinic.

Further information about the COVID-19 vaccination program and Frequently Asked Questions are updated regularly on the dedicated COVID-19 pages on the [Volunteer Hub](#) and [Intranet](#). If you have any further questions or concerns, you can email [covid19@dfes.wa.gov.au](mailto:covid19@dfes.wa.gov.au).

**DARREN KLEMM AFSM  
FIRE AND EMERGENCY SERVICES COMMISSIONER**

## Anrie Van Zyl

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**From:** Acting Fire and Emergency Services Commissioner - Craig Waters AFSM  
<latestnews@dfes.wa.gov.au>  
**Sent:** Friday, 9 April 2021 4:21 PM  
**To:** Anrie Van Zyl  
**Subject:** Astrazeneca COVID-19 Vaccine update

No images? [Click here](#)



Morris Dillon  
Volunteer ID: 188142  
GREAT SOUTHERN REGION

## IMPORTANT INFORMATION FROM WA HEALTH

The Australian Government has provided new advice on the COVID-19 vaccination program.

- The Australian Technical Advisory Group on Immunisation (ATAGI) recommends the Pfizer COVID-19 vaccine is preferred over the AstraZeneca COVID-19 vaccine for adults under the age of 50.
- The AstraZeneca Vaccine can be used in adults under 50 years of age - where the benefits are likely to outweigh the risks for that individual and the person has made an informed decision based on an understanding of the risks and benefits.
- People who have had the first dose of the AstraZeneca Vaccine without any serious adverse effects can be given the second dose, including adults under 50 years.

Read the [statement from Western Australia's Chief Health Officer](#) and follow the advice provided if you have already received your first AstraZeneca vaccine or have an AstraZeneca vaccine booked in.



The health and safety of our emergency services personnel is of the highest priority. DFES will continue to work with WA Health to keep you informed about the COVID-19 vaccination program.

Further information about the COVID-19 vaccination program and Frequently Asked Questions are updated regularly on the dedicated COVID-19 pages on the Volunteer Hub.

## VOLUNTEER HUB



If you have any further questions or concerns, call 13 COVID (13 26843).

Please look after yourself, and reach out if you need support. We're all stronger when we work together.

**Craig Waters AFSM**  
**Acting Fire and Emergency Services Commissioner**



**FOR A SAFER STATE**

You are receiving this email as an emergency services volunteer registered with DFES.

This is an operational notification that all volunteers receive regardless of their subscription preferences.

[Unsubscribe](#)

G/L Acc	05032 Insurance	05062 Depot Vehicle Maint	05182 BFB	Gnp	05192 BFB	Bdn	05202 BFB	Ong	Budget
<b>1. Purchase of Plant &amp; Equipment &lt;\$1,200 per item</b>									
Plant and Equipment			\$ 417.27		\$ 417.27			\$ 417.27	\$ 55,394.00
Computer Hardware and Software	0	0	-		\$ -			-	1251.81
Furniture and Fittings (indoor)	0	0	-		\$ -			-	0
Telecommunications Equipment	0	0	-		\$ -			-	0
<b>2. Maintenance of Plant &amp; Equipment</b>									
Plant and Equipment	0	0			\$ -			-	0
Computer Hardware and Software	0	0			\$ -			-	0
Furniture and Fittings (indoor)	0	0			\$ -			-	0
Telecommunications Equipment	0	0			\$ -			-	0
Breathing Apparatus and Rescue Equipment	0	0			\$ -			-	0
Extinguisher and Absorbents	0	0	38.80		\$ 5,704.45			20.15	5763.4
<b>3. Maintenance of Vehicle/Trailers</b>									
Parts, Fittings and Consumables			\$ 299.64		\$ -			-	299.64
Services by Contractors/Shire Depots	2867.08		-		\$ -			-	2867.08
Fuel and Lubricants	246.36		\$ 37.18		\$ 122.03			-	405.57
Registrations			\$ 95.82		\$ 213.69			\$ 97.17	406.68
<b>4. Maintenance of Land &amp; Buildings</b>									
General Repairs and Maintenance	0	69.15	\$ 69.15		\$ -			-	138.3
Routine Maintenance	0	0	-		\$ -			-	0
Rental and Leases	0	0	-		\$ -			-	0
Security Service	0	0	-		\$ -			-	0
<b>5. Clothing and Accessories</b>									
Protective, Safety/Clothing and Accessories	0	0	\$ 1,601.23		\$ 2,784.45			\$ 1,162.37	5548.05
<b>6. Utilities, Rates and Taxes</b>									
Electricity	0	0	-		\$ -			-	0
Domestic Gas and Cylinder Rentals	0	0	-		\$ -			-	0
Water and Sewerage Rates	0	0	-		\$ -			-	0
Rates, taxex and Charges	0	0	187.00		\$ 187.00			\$ 187.00	561
Telephone, Mobile Phone and Pager Accounts	0	0	-		\$ -			-	0
<b>7. Other Goods and Services</b>									



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<b>11.5</b>	<b>ACCOUNTS FOR PAYMENT AND AUTHORISATION – APRIL 2021</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	10 <sup>th</sup> May 2021
<b>Business Unit:</b>	Corporate and Community Services
<b>Officer:</b>	CA Shaddick – Senior Finance Officer
<b>Disclosure of Interest:</b>	Nil

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#### ATTACHMENTS

- April 2021 Cheque Listing

#### PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of April 2021.

#### BACKGROUND

Nil

#### COMMENTS

The April 2021 cheque list for the period 01/04/2021 to 30/04/2021 is attached as follows:

<b>FUND</b>	<b>AMOUNT</b>
Municipal Fund	\$812,828.03
Credit Card	\$ 4,360.35
<b>TOTAL</b>	<b>\$817,188.38</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

**OFFICER RECOMMENDATION**

**0521. That Council:**

**Approves the Schedule of Accounts:**

**Municipal Fund Cheques 27868 - 27877, EFT 17165 – EFT 17291, Superannuation and Direct Deposits totalling \$812,828.03 and Corporate Credit Card totalling \$4,360.35**

Chq/EFT	Date	Name	Description	Amount
EFT17165	01/04/2021	A V TRUCK SERVICES	IVECO STRALIS AD500 - GN.0014 - PARTS NEEDED FOR SERVICE	\$ 873.87
EFT17166	01/04/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD	JOHN DEERE 997 MOWER GN.0029 AND GN.0032 - MOWER BLADES	\$ 1,529.74
EFT17167	01/04/2021	AIR LIQUIDE	1 X ARCAL FORCE	\$ 272.34
EFT17168	01/04/2021	ALBANY LOCK & SECURITY	MASTER KEY FOR GNOWANGERUP CRC	\$ 25.45
EFT17169	01/04/2021	AMCAP DISTRIBUTION CENTRE	IVECO STRALIS AS500 - GN.0044 - REPAIRS TO TRUCK E550 - KIT COUPLING JAW WITH FREIGHT CHARGES	\$ 676.59
EFT17170	01/04/2021	BEST OFFICE SYSTEMS	RICOH COLOUR COPIER - GNP DEPOT COPIER USAGE	\$ 606.97
EFT17171	01/04/2021	CAST-TECH GROUP	SUPPLY 8 X 300MM CONCRETE PIPES & 2 X CONCRETE LOW PROFILE HEAD WALLS AIRPORT DAM UPGRADE	\$ 1,983.08 P
EFT17172	01/04/2021	CRYSTALLINE CIVIL AND RURAL	FINAL TRIM GRADING OLD ONGERUP ROAD	\$ 16,335.00 F
EFT17173	01/04/2021	DL CONSULTING	PREPARE BUDGET REVIEW WORKPAPERS, AGENDA REPORT AND JANUARY MFR REVIEW	\$ 3,300.00
EFT17174	01/04/2021	G & M DETERGENTS	GNOWANGERUP PUBLIC TOILET CLEANING SUPPLIES	\$ 349.10
EFT17175	01/04/2021	GNOWANGERUP FUEL SUPPLIES	GNOWANGERUP DEPOT - 22,400 LITRES @ \$1.2068	\$ 27,032.32
EFT17176	01/04/2021	GNP HARDWARE	BORDEN TRAVEL STOP MAINTENANCE VARIOUS MAINTENANCE ITEMS	\$ 964.65 \$ 784.65
EFT17177	01/04/2021	HANSON CONSTRUCTION MATERIALS	150T 14MM AGGREGATE FOR GARNETT RD RESEAL KWOBRUP RD AGGREGATE	\$ 5,775.00 \$ 2,224.33 P

EFT17178	01/04/2021	HERITAGE TANKS	PROVIDE AND INSTALL TANKS AS PER QUOTE Q-057914 PROGRESS CLAIM 1.	\$ 9,930.02	F
EFT17179	01/04/2021	J.E. & K.N. DAVIS	DIG NEW 14ML DAM AT AIRPORT SITE PUSH UP GRAVEL FOR OLD ONGERUP RD RESHEETING	\$ 60,368.00 \$ 12,188.00	F F
EFT17180	01/04/2021	KATANNING PEST MANAGEMENT	ANNUAL PEST TREATMENT GNP BUILDINGS	\$ 4,988.50	
EFT17181	01/04/2021	OFFICEWORKS	STATIONERY SUPPLIES FOR DEPOT	\$ 323.96	
EFT17182	01/04/2021	OLUMAYOKUN OLUYEDE	CASH SUBSIDY AS PER CONTRACT FOR MARCH	\$ 11,000.00	
EFT17183	01/04/2021	PLAYGROUND SAFETY INSPECTORS AUSTRALIA PTY LTD	CPSIA RECERTIFICATION LEVEL 1-3 CEMPREHENSIVE PLAYGROUND INSPECTOR	\$ 2,420.00	
EFT17184	01/04/2021	S & E ELECTRICAL PTY LTD	ELECTRICAL WORK FOR BORDEN MULTI-PURPOSE SHED	\$ 4,526.67	F
EFT17185	01/04/2021	SHIRE OF BROOMEHILL-TAMBELLUP	PROJECT REIMBURSEMENT FEE JUNE - DECEMBER	\$ 169.78	
EFT17186	01/04/2021	SKN CONTRACTING	RENEW FENCING AS PER QUOTE - 50% DEPOSIT	\$ 6,000.00	
EFT17187	01/04/2021	SOLUTIONS IT	HP ELITE 830 G6 33.8CM NOTEBOOK INTEL CORE	\$ 1,791.90	
EFT17188	01/04/2021	SPECTUR LIMITED	ANNUAL SPECTURCARE BASIC CAMERA SYSTEM LICENSE	\$ 528.00	
EFT17189	01/04/2021	TOLL TRANSPORT PTY LTD	FREIGHT	\$ 24.20	
EFT17190	01/04/2021	WATERMAN IRRIGATION PTY LTD	6 X MONTHS STANDPIPE REMOTE ACCESS FEES	\$ 666.05	
EFT17191	01/04/2021	WESTRAC EQUIPMENT PTY LTD	2016 AA 12M MOTOR GRADER GN.0020 - REPAIRS TO AIRCONDITIONER	\$ 4,370.96	



EFT17192	01/04/2021 ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 90.00
EFT17193	01/04/2021 BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 130.00
EFT17194	01/04/2021 DEPT OF HUMAN SERVICES	PAYROLL DEDUCTIONS	\$ 133.43
EFT17195	01/04/2021 LGRCEU	PAYROLL DEDUCTIONS	\$ 225.50
EFT17196	14/04/2021 A & B CANVAS AUSTRALIA	SUPPLY 2 X WHITE WIND SOCKS (3650 X 900)	\$ 562.00
EFT17197	14/04/2021 A D CONTRACTORS PTY LTD	EMULSION FOR GARNETT ROAD	\$ 1,530.76
EFT17198	14/04/2021 A V TRUCK SERVICES	IVECO STRALIS AS500 - GN.0044 - WIPER BLADES	\$ 88.20
EFT17199	14/04/2021 ABA SECURITY	SUPPLY SOLAR CHARGE CONTROLLER ON GATE SYSTEM GNP REFUSE SITE	\$ 1,883.82
EFT17200	14/04/2021 ADVANCE CLEAN AND SEAL PTY LTD	EXCAVATOR HIRE - 3 DAYS	\$ 990.00
EFT17201	14/04/2021 AIR LIQUIDE	CYLINDER HIRE FEE SMALL, MED, LGE	\$ 149.68
EFT17202	14/04/2021 BAREFOOT CLOTHING MANUFACTURERS	EBA UNIFORMS WITH SHIRE LOGO	\$ 352.00
EFT17203	14/04/2021 BECKS TRANSPORT	FREIGHT	\$ 76.01
EFT17204	14/04/2021 BGL SOLUTIONS	MONTHLY GROUNDS MAINTENANCE AS PER CONTRACT	\$ 10,429.53
EFT17205	14/04/2021 BTW CONTRACTING PTY LTD	PROVIDE 5.9 KVA GENTECH GENERATOR WITH HONDA MOTOR. EP5900HSR FOR AIRPORT DAM	\$ 2,850.00
		HONDA FIREFIGHTING UNIT FOR TANDEM TRAILER	\$ 1,525.00

P

EFT17206	14/04/2021 BUILDING AND ENERGY DIVISION DEPT MINES, INDUSTRY REGULATION AND SAFETY	BUILDING PERMITS APPROVED MARCH 2021	\$ 403.74	R
EFT17207	14/04/2021 COLEMAN CONSULTING	PREPARE MAINTENANCE GRADING PROCESS AND ASSIST WITH ONSITE TRAINING	\$ 2,069.50	
EFT17208	14/04/2021 DA & KJ MURRAY	ACCOMODATION & MEALS FOR EHO 04/03, 18/03, 30/03	\$ 240.00	
EFT17209	14/04/2021 DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	GREASE TRAP CLEANING GEN	\$ 44.00	
EFT17210	14/04/2021 GNOWANGERUP CRC	STAFFING FOR LIBRARY FOR MARCH 2021 CLEANING, TELEPHONE, INTERNET AND POWER	\$ 810.81 \$ 612.55	
EFT17211	14/04/2021 GNOWANGERUP FUEL SUPPLIES	FUEL FOR ADMIN FLEET	\$ 808.05	
EFT17212	14/04/2021 GNOWANGERUP HOTEL	REFRESHMENTS FOR COUNCIL	\$ 59.00	
EFT17213	14/04/2021 GNOWANGERUP PHARMACY	RE STOCKING FIRST AID KIT AT GNP DEPOT	\$ 3.00	
EFT17214	14/04/2021 GNOWANGERUP TYRE SERVICE	NISSAN GAS FORKLIFT GN.0059 - REPLACE TYRES 2 X 7.00-12 12 PLY RATING WESTLAKE CL621 INCLUDE FITTING AND FREIGHT TYRE DISPOSAL	\$ 438.00	
EFT17215	14/04/2021 GNP HARDWARE	1 X 205 LITRE MORRIS VERSIMAX HD12 15W-40 CK4 VARIOUS HARDWARE ITEMS	\$ 1,145.00 \$ 40.80	
EFT17216	14/04/2021 GREAT SOUTHERN TOYOTA	50,000KM SERVICE - REPLACEMENT OF FUEL PUMP UNDER VEHICLE RECALL (NO CHARGE)	\$ 291.90	
EFT17217	14/04/2021 HERITAGE TANKS	PROVIDE AND INSTALL TANKS AS PER QUOTE Q-057914 - PROGRESS CLAIM 2	\$ 69,510.00	F

EFT17218	14/04/2021 INFORMATION ENTERPRISES TRUST	MEDICAL RECORDS ARCHIVING AS PER CONTRACT	\$ 151.80
EFT17219	14/04/2021 MAMMOTH EQUIPMENT AND EXHAUSTS	ECO BLUE	\$ 1,636.80
EFT17220	14/04/2021 MARKETFORCE	ADVERT 'NOTICE OF ADOPTION OF SHIRE OF GNOWANGERUP STANDING ORDERS LOCAL LAW 2021' WEST AUSTRALIAN 27 MARCH 2021	\$ 524.08
EFT17221	14/04/2021 MESSAGEMEDIA	3402 MESSAGES SENT MARCH	\$ 486.49
EFT17222	14/04/2021 OFFICEWORKS	STATIONERY SUPPLIES FOR DEPOT	\$ 260.22
EFT17223	14/04/2021 ONGERUP FARM SUPPLIES	ONGERUP PARKS & GARDENS HARDWARE ITEMS	\$ 85.00
EFT17224	14/04/2021 ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR - ONLINE SAFETY SYSTEMS - MEMBERSHIP FOR MARCH 2021 PAYG TERM COMMITMENT PROFESSIONAL SERVICES	\$ 632.50
EFT17225	14/04/2021 PROTECTOR FIRE SERVICE	FIRE SUPPRESSION AND AGGRESSIVE CUSTOMER TRAINING FOR STAFF	\$ 2,409.00
EFT17226	14/04/2021 SADLERS BUTCHERS	CATERING	\$ 72.00
EFT17227	14/04/2021 SHIRE OF CRANBROOK	CONTRIBUTION FOR CESM JANUARY TO MARCH 2021	\$ 3,296.60
EFT17228	14/04/2021 SOLUTIONS IT	MANAGED MONTHLY SUPPORT APRIL 2021	\$ 3,438.38
EFT17229	14/04/2021 STATE LAW PUBLISHER	PUBLISH STANDING ORDERS LOCAL LAW IN GAZETTE	\$ 1,847.90
EFT17230	14/04/2021 TOLL TRANSPORT PTY LTD	FREIGHT	\$ 194.33
EFT17231	14/04/2021 TRAILBLAZERS	EBA UNIFORM	\$ 202.00

EFT17232	14/04/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES 31/03, 07/04	\$	1,782.00	
EFT17233	14/04/2021	WARREN BLACKWOOD WASTE	240LT BINS PICK UP 04/03, 11/03, 18/03, 25/03	\$	7,498.04	
EFT17234	14/04/2021	YONGERGNOW-ONGERUP CRC	ADVERTISING IN THE ONGERUP GRAPEVINE	\$	162.00	
EFT17235	22/04/2021	TRUCK CENTRE WA PTY. LTD.	2020 MACK TRIDENT 6X4 PRIME MOVER - SUPPLIES FOR 26,000KM SERVICE	\$	710.49	
EFT17236	22/04/2021	A V TRUCK SERVICES	IVECO STRALIS AS500 - GN.0044/GN.0014 - WIPER ARMS	\$	342.06	
			WATER HOSE GN.0044	\$	121.63	
EFT17237	22/04/2021	AA CONTRACTORS	INSTALL TANK PADS AND CATCHMENT EARTHWORKS	\$	24,200.00	
			TOOMPUP DAM			F
			COMPACTED SAND PAD - DEPOT WATER HARVEST	\$	8,800.00	F
EFT17238	22/04/2021	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	90.00	
EFT17239	22/04/2021	AMCAP DISTRIBUTION CENTRE	FREIGHT COSTS FOR PARTS GN.0044	\$	26.95	
EFT17240	22/04/2021	ARDESS NURSERY	PLANTS AS PER QUOTE ONGERUP STREETScape	\$	399.50	F
EFT17241	22/04/2021	AUSTRALIA POST	AUSTRALIA POST TRANSACTIONS - MARCH 2021	\$	146.44	
EFT17242	22/04/2021	BCITF	GNBP21.008 8 CECIL STREET	\$	1,687.50	R
EFT17243	22/04/2021	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	130.00	
EFT17244	22/04/2021	BUNNINGS ALBANY	RACK IT 1000KG 1938X2135X645MM 3 WIRE SHELF STARTER KIT MULTI PURPOSE SHED BORDEN	\$	1,420.25	F
EFT17245	22/04/2021	CRYSTALLINE CIVIL AND RURAL	FINAL TRIM GRADING ON OLD ONGERUP ROAD	\$	9,405.00	F

		FINAL TRIM PATCHES GARNETT RD	\$ 2,887.50
EFT17246	22/04/2021 CUTTING EDGES EQUIPMENT PARTS	2011 JOHN DEERE GRADER GN.0015 BLADES	\$ 5,297.05
EFT17247	22/04/2021 DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	SEPTIC TANK CLEANING	\$ 44.00
EFT17248	22/04/2021 DEPT OF HUMAN SERVICES	PAYROLL DEDUCTIONS	\$ 133.43
EFT17249	22/04/2021 DL CONSULTING	REVIEW FEBRUARY MFR AND RATES AND REBATES ACT RE ONGERUP SEWERAGE RATE	\$ 343.75
EFT17250	22/04/2021 DOWNER EDI WORKS PTY LTD	RESEAL BOXWOOD HILL ONGERUP AS PER LCRIP	\$ 120,678.80 F
		RESEAL BOXWOOD HILL ONGERUP RS005	\$ 59,054.28
		FIRST ROUND SEALING GARNETT RD	\$ 19,279.11
		SECOND ROUND RESEAL TIELINE RD	\$ 11,528.39 P
EFT17251	22/04/2021 GNOWANGERUP CRC	HIRE OF CRC FOR STRATEGIC COMMUNITY PLAN COMMUNITY ENGAGEMENT 14/04/2021	\$ 132.00
EFT17252	22/04/2021 GNOWANGERUP TYRE SERVICE	ISUZU D-MAX 4X4 CREW CAB SX - 4 X SET MICKEY THOMPSON TYRES TYRE DISPOSAL	\$ 1,448.00
EFT17253	22/04/2021 GNP HARDWARE	VARIOUS MAINTENANCE HARDWARE ITEMS	\$ 126.15
EFT17254	22/04/2021 HANSON CONSTRUCTION MATERIALS	5/7 AGGREGATE FOR ROAD MAINTENANCE	\$ 4,409.26
EFT17255	22/04/2021 J.E. & K.N. DAVIS	PUSH UP RUBBISH AND COVER @ GNP REFUSE SITE FOR COMPRESSION OF RUBBISH PIT MATERIAL AND TO EXCAVATE BASE TO COVER USING DOZER AND EXCAVATOR	\$ 2,970.00
EFT17256	22/04/2021 JEZAMYN DOUGLAS PHOTOGRAPHY	PHOTOS COUNCILLORS & STAFF AND SCENERY IMAGES	\$ 600.00

EFT17257	22/04/2021 JR & A HERSEY PTY LTD	2 X CTNS OF WHITE DY-MARK SPRAY & MARK - MARKING OUT PAINT - 350G 1 X CTN OF BLUE DY-MARK SPRAY & MARK - MARKING OUT PAINT - 350G 1 X CTN OF YELLOW DY-MARK SPRAY & MARK - MARKING OUT PAINT - 350G 2 X ROAD BROOM HEADS 2 X ROAD BROOM HANDLES 4 X GAFFA TAPE (HEAVY DUTY) 1 X BOX OF 12 JB'S POLARISED SPEC 1337.1 BROWN OUTDOOR TINTED - CODE: 8H060T1 - PO 14958 1 X PK OF 2XL RIGGER GLOVES 2 X PKTS OF MIXED CABLE TIE SIZES 1 X NORMAL SIZE SAFETY VEST	\$	1,077.91	
EFT17258	22/04/2021 LANDGATE	UV ROLL FOR 2021/2022	\$	7,291.20	
EFT17259	22/04/2021 LGRCEU	PAYROLL DEDUCTIONS	\$	225.50	
EFT17260	22/04/2021 MARKETFORCE	JOB ADVERT CUSTOMER SERVICE OFFICER GREAT SOUTHERN HERALD 8 APRIL 2021	\$	398.79	
EFT17261	22/04/2021 PAPERBARK MERCHANTS	BOOKS FOR THE GNOWANGERUP LIBRARY	\$	210.52	
EFT17262	22/04/2021 S & R MASLIJ	REFURBISHMENT OF NSPNR BUILDING AS QUOTED	\$	16,500.00	F
EFT17263	22/04/2021 STAR SALES & SERVICE	HUSQVARNA MOWER GN.0034 - REBUILD MOTOR GASKET SEWT - CV750 PISTON & RING SET - CV750 REED VALVE OIL FILTER - LONG (4153)	\$	1,266.00	
EFT17264	22/04/2021 TOLL TRANSPORT PTY LTD	FREIGHT	\$	87.73	
EFT17265	22/04/2021 VISIMAX SAFETY PRODUCTS	PERMIT TO SET FIRE TO THE BUSH - PERMIT BOOKS	\$	246.21	F

EFT17266	22/04/2021	WA COMMUNICATIONS PTY LTD	BARTCO TRAFFIC LIGHT SYSTEM - REPAIRS TO SYSTEM N TYPE SOLDER CONNECTORS FOR RG58 CABLE PO457 SCREW ON RG58U MALE LINE N TY ITEM CODE: 0236-00	\$ 30.45	
EFT17267	22/04/2021	WORK HEALTH PROFESSIONALS PTY LTD	NOISE SURVEY	\$ 1,490.50	
EFT17268	29/04/2021	DOWNER EDI WORKS PTY LTD	RESEAL GARNETT ROAD SECOND ROUND	\$ 6,074.37	
EFT17269	29/04/2021	ECHELON AUSTRALIA PTY LTD	GREAT SOUTHERN RISK FORUM - 3 ATTENDEES	\$ 275.00	
EFT17270	29/04/2021	FULTON HOGAN INDUSTRIES WA	ASPHALT FOR GARNET ROAD INTERSECTIONS WITH CBH	\$ 68,499.20	
EFT17271	29/04/2021	G & M DETERGENTS	SUPPLIES FOR GNOWANGERUP COMMUNITY TOILETS	\$ 192.20	
EFT17272	29/04/2021	GNOWANGERUP HOTEL	REFRESHMENTS FOR AUSTRALIA DAY	\$ 82.00	
EFT17273	29/04/2021	GNP HARDWARE	VARIOUS HARDWARE MAINTENANCE ITEMS	\$ 625.76	
EFT17274	29/04/2021	HERITAGE TANKS	PROVIDE AND INSTALL TANKS AS PER QUOTE Q-057914 PROGRESS CLAIM 3	\$ 19,860.00	F
EFT17275	29/04/2021	IAN GRAHAM	REIMBURSE PAYMENT FOR WHITELINE SWAY BAR - HEAVY DUTY TO GN.001	\$ 238.50	
EFT17276	29/04/2021	INFORMATION ENTERPRISES TRUST	ARCHIVING MEDICAL RECORDS AS PER CONTRACT	\$ 759.00	
EFT17277	29/04/2021	JR & A HERSEY PTY LTD	SUPPLIES FOR DEPOT - 6 X CHARTWELL SURVEY BOOKS	\$ 330.00	
EFT17278	29/04/2021	KATANNING BETTA HOME LIVING	WASHING MACHINE FOR DOCTORS HOUSE	\$ 498.00	
EFT17279	29/04/2021	KATANNING ENVIRONMENTAL NURSERY	PLANTS AS QUOTED (BORDEN STREETScape PROJECT)	\$ 161.77	F

EFT17280	29/04/2021	KATANNING PEST MANAGEMENT	PALLINUP BRIDGE, ONGERUP & BORDEN BUILDINGS - ANNUAL PEST CONTROL TREATMENT	\$ 1,738.00
EFT17281	29/04/2021	MARKETFORCE	ADJUSTMENT TO ADVERTISING INVOICE	\$ 17.49
EFT17282	29/04/2021	NATALIE JAYNE SKALKO	RATES REFUND A848	\$ 326.48
EFT17283	29/04/2021	SOLUTIONS IT	PANASONIC TOUGH PAD & KEYBOARD FOR AWMC	\$ 4,114.28
EFT17284	29/04/2021	STATEWIDE BUILDING CERTIFICATION WA	BCA ASSESSMENT & ISSUE CERTIFICATE OF DESIGN COMPLIANCE ONGERUP PAVILION	\$ 1,254.00
EFT17285	29/04/2021	TOLL TRANSPORT PTY LTD	FREIGHT FOR RETURNED BOOKS	\$ 239.85
EFT17286	29/04/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES 15/04, 21/04	\$ 1,782.00
EFT17287	29/04/2021	WA HINO SALES & SERVICE	HINO 300 SERIES CREW TIPPER GN.007 - PARTS FOR 100,000 KM SERVICE	\$ 259.11
EFT17288	29/04/2021	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 90.00
EFT17289	29/04/2021	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 130.00
EFT17290	29/04/2021	DEPT OF HUMAN SERVICES	PAYROLL DEDUCTIONS	\$ 133.43
EFT17291	29/04/2021	LGRCEU	PAYROLL DEDUCTIONS	\$ 225.50
27868	01/04/2021	BOB WADDELL & ASSOCIATES PTY LTD	RATES HEALTH CHECK AS QUOTED	\$ 2,112.00
27869	01/04/2021	GRAHAM'S SMALL MOTOR CENTRE	WATER PUMP REPAIRS	\$ 71.00
27870	14/04/2021	GNOWANGERUP IGA	CONSUMABLES	\$ 458.56

F



27871	14/04/2021 SYNERGY	SUPPLY PERIOD 29 DAYS STREETLIGHTS	\$ 3,401.20
27872	14/04/2021 TELSTRA - CANCELLED	CAN NO LONGER BE PAID BY CHEQUE	\$ -
27873	22/04/2021 SYNERGY	SUPPLY PERIOD 70 DAYS	\$ 451.67
27874	22/04/2021 WATER CORPORATION	WATER USAGE	\$ 101.16
27875	29/04/2021 AUSTRALIAN TAXATION OFFICE	FBT RETURN 01/04/2020 - 31/03/2021	\$ 503.10
27876	29/04/2021 ICEBERG COUNTRYWIDE HOLDINGS PTY LTD	SCP COMMUNITY MEETING CATERING	\$ 50.00
27877	29/04/2021 WATER CORPORATION	WATER USAGE	\$ 521.74
DD4796.1	30/04/2021 WESTNET	CEO HOME AND ADMIN INTERNET	\$ 256.42
DD4796.2	30/04/2021 LEASEIT LTD	PHOTOCOPIER LEASE AGREEMENT APRIL	\$ 1,196.25
DD4800.1	14/04/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 5,312.45
DD4800.2	14/04/2021 CBUS	SUPERANNUATION CONTRIBUTIONS	\$ 318.02
DD4800.3	14/04/2021 COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 65.66
DD4800.4	14/04/2021 REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 53.75
DD4800.5	14/04/2021 THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 233.49
DD4800.6	14/04/2021 MOURCOURUP SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 60.56
DD4800.7	14/04/2021 WALGS PLAN	PAYROLL DEDUCTIONS	\$ 1,321.38
DD4800.8	14/04/2021 SMSF	PAYROLL DEDUCTIONS	\$ 985.40

DD4800.9	14/04/2021 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 354.03
DD4802.1	06/04/2021 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN #277 GROH HOUSING PRINCIPAL AND INTEREST	\$ 57,149.56
DD4802.2	27/04/2021 TELSTRA	USAGE, SERVICE AND EQUIPMENT	\$ 179.58
DD4802.3	21/04/2021 TELSTRA	USAGE, SERVICE AND EQUIPMENT	\$ 857.87
DD4804.1	09/04/2021 NATIONAL AUSTRALIA BANK	ITEMISED BELOW	\$ -
DD4808.1	30/04/2021 TELSTRA	SHIRE MOBILE AND DATA PACKS	\$ 622.99
DD4811.1	28/04/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 5,503.14
DD4811.2	28/04/2021 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 214.73
DD4811.3	28/04/2021 CBUS	SUPERANNUATION CONTRIBUTIONS	\$ 320.45
DD4811.4	28/04/2021 OASIS SUPERANNUATION MASTER TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 225.63
DD4811.5	28/04/2021 COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 56.28
DD4811.6	28/04/2021 REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 10.75
DD4811.7	28/04/2021 THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 232.86
DD4811.8	28/04/2021 WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 1,407.17
DD4811.9	28/04/2021 SMSF	PAYROLL DEDUCTIONS	\$ 953.65
DD4814.1	30/04/2021 THE PIPA SUPER FUND	RE SUBMIT FUNDS RETURNED	\$ 2,326.43

DD4814.2	30/04/2021 NATIONAL AUSTRALIA BANK	MONTHLY BANK FEES	\$ 456.09
DD4800.10	14/04/2021 COLONIAL FIRSTWRAP PLUS	SUPERANNUATION CONTRIBUTIONS	\$ 810.31
DD4800.11	14/04/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,125.40
DD4800.12	14/04/2021 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 755.49
DD4800.13	14/04/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 231.57
DD4800.14	14/04/2021 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 111.33
DD4800.15	14/04/2021 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 214.73
DD4811.10	28/04/2021 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 354.46
DD4811.11	28/04/2021 COLONIAL FIRSTWRAP PLUS	SUPERANNUATION CONTRIBUTIONS	\$ 810.31
DD4811.12	28/04/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,127.89
DD4811.13	28/04/2021 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,255.49
DD4811.14	28/04/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 231.86
DD4811.15	28/04/2021 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 111.33
		<b>TOTAL MUNICIPAL ACCOUNT</b>	<b>\$812,828.03</b>
	12/03/2021 PAYPAL STREET LIBRARY	STREET LIBRARY FOR GNP AND ONGERUP	\$ 963.60
	12/03/2021 QUALITY LIGHTHOUSE	ACCOMODATION FOR CEMETERY CONFERENCE	\$ 132.30

15/03/2021 LEEDERVILLE TAFE	LIBRARY DIGITAL SKILLS	\$ 406.00
16/03/2021 TJ DEPIAZZI DARDANUP	SOFTFALL PINE FOR NATURE PLAYGROUND	\$ 1,208.63 F
22/03/2021 LOWER KING STORE	FUEL FOR GN.001	\$ 61.96
29/03/2021 IINET	DCEO HOME INTERNET	\$ 64.99
30/03/2021 DESIGN PRINT BANNER	BANNERS FOR LIBRARY	\$ 271.01
06/04/2021 THE SSL STORE	WILDCARD CERTIFICATES FOR COMPUTERS	\$ 395.75
15/03/2021 PUMA ENERGY BAYSWATER	FUEL FOR GN.00	\$ 75.77
22/03/2021 LEEDERVILLE TAFE	LIBRARY ESSENTIALS	\$ 457.00
01/04/2021 SEEK	CSO VACANCY	\$ 220.00
06/04/2021 BP CURRAMBINE	FUEL FOR GN.00	\$ 73.47
10/04/2021 NAB	BANK FEES	\$ 29.87
	<b>TOTAL CORPORATE CREDIT CARD</b>	<b>\$ 4,360.35</b>

**CERTIFICATE OF SENIOR FINANCE OFFICER**

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

TOTAL FOR MUNICIPAL FUND: EFT 17165 -17291, Cheque 27868 - 27877, DD and Super Clearing House = \$812,828.03

TOTAL FOR CREDIT CARD: \$4,360.35

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

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**11.6 APRIL 2021 MONTHLY FINANCIAL REPORT**

<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	N/A
<b>Date of Report:</b>	14 <sup>th</sup> May 2021
<b>Business Unit:</b>	Corporate and Community Services
<b>Officer:</b>	D. Long – Finance Consultant C. Shaddick – Senior Finance Officer
<b>Disclosure of Interest:</b>	NIL

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**ATTACHMENTS**

Monthly Financial Statements for the period 01/04/2021 to 30/04/2021 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 30th April 2021, 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

**OFFICER RECOMMENDATION**

**0521. That Council:**

**Receives and accepts the Monthly Financial Report for April 2021.**

**SHIRE OF GNOWANGERUP**

**MONTHLY FINANCIAL REPORT**

**30 April 2021**

**SHIRE OF GNOWANGERUP**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE PERIOD ENDING 30 APRIL 2021**

	NOTES	2020-21 ANNUAL BUDGET	2020-21 YTD BUDGET	2020-21 YTD ACTUAL
<b>EXPENDITURE (Excluding Finance Costs)</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>
General Purpose Funding		(112,462)	(69,643)	(49,338)
Governance		(834,589)	(648,092)	(592,677)
Law, Order, Public Safety		(396,152)	(320,418)	(274,782)
Health		(322,499)	(276,776)	(217,166)
Education and Welfare		(40,363)	(34,398)	(22,639)
Housing		(56,485)	(65,153)	(28,096)
Community Amenities		(574,230)	(471,021)	(390,630)
Recreation and Culture		(1,480,017)	(1,273,507)	(1,246,107)
Transport		(3,346,722)	(2,774,069)	(2,433,775)
Economic Services		(323,142)	(277,681)	(95,949)
Other Property and Services		(639,383)	(551,177)	(380,517)
		(8,126,044)	(6,761,935)	(5,731,677)
<b>REVENUE</b>				
General Purpose Funding		4,735,120	661,385	4,521,212
Governance		0	0	1,045
Law, Order, Public Safety		72,810	72,336	103,571
Health		1,200	1,200	286
Education and Welfare		11,200	9,330	0
Housing		96,028	86,425	76,566
Community Amenities		277,110	275,702	304,872
Recreation and Culture		19,365	17,200	17,418
Transport		149,600	149,584	158,974
Economic Services		28,180	22,290	19,643
Other Property & Services		105,497	87,745	117,480
		5,496,110	1,383,197	5,321,067
	<i>Increase(Decrease)</i>	(2,629,934)	(5,378,738)	(410,610)
<b>FINANCE COSTS</b>				
Housing		(12,602)	0	(12,602)
Recreation & Culture		(18,850)	0	(10,837)
Other Property & Services		(386)	0	0
Total Finance Costs		(31,838)	0	(23,439)
<b>NON-OPERATING REVENUE</b>				
Transport		1,427,849	1,037,920	1,257,160
Other Property & Services		1,100,000	700,000	700,000
Total Non-Operating Revenue		2,527,849	1,737,920	1,957,160
<b>PROFIT/(LOSS) ON SALE OF ASSETS</b>				
Transport Profit		0	0	16,408
Transport Loss		0	0	(17,461)
Total Profit/(Loss)		0	0	(4,136)
<b>NET RESULT</b>		(133,923)	(3,640,818)	1,518,975
<b>Other Comprehensive Income</b>				
Changes on revaluation of non-current assets		0	0	0
Total Abnormal Items		0	0	0
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>(133,923)</b>	<b>(3,640,818)</b>	<b>1,518,975</b>



**SHIRE OF GNOWANGERUP**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 30 APRIL 2021**

	<b>2020-21 BUDGET</b>	<b>2020-21 ACTUAL</b>
<b>Expenses</b>		
Employee Costs	(2,879,109)	(2,135,587)
Materials and Contracts	(2,166,951)	(1,178,793)
Utility Charges	(193,747)	(130,675)
Depreciation on Non-Current Assets	(2,275,630)	(1,936,586)
Interest Expenses	(31,838)	(24,453)
Insurance Expenses	(234,191)	(209,681)
Other Expenditure	(376,417)	(139,342)
	<b>(8,157,882)</b>	<b>(5,755,117)</b>
<b>Revenue</b>		
Rates	4,125,515	4,133,184
Operating Grants, Subsidies and Contributions	932,030	738,868
Fees and Charges	307,371	197,322
Service Charges	0	0
Interest Earnings	46,338	51,644
Other Revenue	84,856	200,049
	<b>5,496,110</b>	<b>5,321,067</b>
	<b>(2,661,772)</b>	<b>(434,049)</b>
Non-Operating Grants, Subsidies & Contributions	2,527,849	1,957,160
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0
Profit on Asset Disposals	0	16,408
Loss on Asset Disposals	0	(20,544)
	<b>2,527,849</b>	<b>1,953,024</b>
<b>Net Result</b>	<b>(133,923)</b>	<b>1,518,975</b>
<b>Other Comprehensive Income</b>		
Changes on revaluation of non-current assets	0	0
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(133,923)</b>	<b>1,518,975</b>

**SHIRE OF GNOWANGERUP**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDING 30 APRIL 2021**

	Note	2019-20 ACTUAL \$	2020-21 ACTUAL \$	Variance \$
<b>Current assets</b>				
Unrestricted Cash & Cash Equivalents		2,531,583	2,608,121	76,538
Restricted Cash & Cash Equivalents		1,999,606	1,995,633	-3,973
Trade and other receivables		300,450	302,564	2,114
Inventories		15,194	21,244	6,050
Other assets		29,729	29,729	-0
<b>Total current assets</b>		<b>4,876,562</b>	<b>4,957,291</b>	80,729
<b>Non-current assets</b>				
Trade and other receivables		118,554	118,554	0
Other Financial Assets		102,169	444,755	342,586
Land		1,006,621	1,037,241	30,620
Buildings		24,782,674	24,413,490	-369,184
Plant & Equipment		3,931,707	3,891,623	-40,084
Furniture & Equipment		50,120	74,361	24,241
Infrastructure Assets - Roads		75,736,145	76,805,730	1,069,585
Infrastructure Assets - Footpaths		713,898	701,511	-12,387
Infrastructure Assets - Drainage		3,570,461	3,508,904	-61,557
Infrastructure Assets - Parks & Ovals		5,882,351	5,686,656	-195,695
Infrastructure Assets - Other		654,047	990,187	336,140
Infrastructure Assets - Sewerage		230,359	226,215	-4,144
Infrastructure Assets - Aerodrome		3,062,237	3,030,153	-32,084
Infrastructure Assets - Solid Waste		337,660	325,842	-11,818
Right of Use Assets		16,701	6,276	-10,425
<b>Total non-current assets</b>		<b>120,195,704</b>	<b>121,261,499</b>	1,065,795
<b>Total assets</b>		<b>125,072,266</b>	<b>126,218,790</b>	1,146,524
<b>Current liabilities</b>				
Trade and other payables		283,969	116,977	166,992
Contract Liabilities		19,423	0	19,423
Interest-bearing loans and borrowings		208,606	33,090	175,516
Bonds and Deposits		0	0	0
Finance Lease Liability		12,664	2,145	10,520
Provisions		380,729	380,729	-0
<b>Total current liabilities</b>		<b>905,391</b>	<b>532,940</b>	372,451
<b>Non-current liabilities</b>				
Interest-bearing loans and borrowings		781,615	781,615	-0
Finance Lease Liability		4,319	4,319	0
Provisions		63,229	63,229	0
<b>Total non-current liabilities</b>		<b>849,163</b>	<b>849,163</b>	-0
<b>Total liabilities</b>		<b>1,754,554</b>	<b>1,382,103</b>	372,451
<b>Net assets</b>		<b>123,317,712</b>	<b>124,836,687</b>	1,518,975
<b>Equity</b>				
Retained surplus		42,788,388	42,780,210	-8,179
Net Result		0	1,518,975	1,518,975
Reserve - asset revaluation		78,549,141	78,549,141	0
Reserve - Cash backed		1,980,183	1,988,363	8,180
<b>Total equity</b>		<b>123,317,712</b>	<b>124,836,689</b>	1,518,976

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

**SHIRE OF GNOWANGERUP  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 30 APRIL 2021**

Note	2019-20 ACTUAL \$	2020-21 BUDGET \$	2020-21 ACTUAL \$
<b>Cash Flows from operating activities</b>			
<b>Payments</b>			
Employee Costs	(2,551,517)	(2,810,221)	(2,158,880)
Materials & Contracts	(1,448,967)	(2,182,394)	(1,341,191)
Utilities (gas, electricity, water, etc)	(168,150)	(193,747)	(130,675)
Insurance	(194,975)	(234,191)	(209,681)
Interest Expense	(30,656)	(31,838)	(24,453)
Goods and Services Tax Paid	(14,135)	0	0
Other Expenses	(286,599)	(376,416)	(139,342)
	<b>(4,694,998)</b>	<b>(5,828,807)</b>	<b>(4,004,222)</b>
<b>Receipts</b>			
Rates	4,109,577	4,125,515	4,055,543
Operating Grants & Subsidies	1,769,655	912,608	719,446
Contributions, Reimbursements & Donations	0	0	0
Fees and Charges	239,219	307,371	197,322
Interest Earnings	66,741	46,338	51,644
Goods and Services Tax	(1,610)	0	1,662
Other	801,470	84,856	274,499
	<b>6,985,051</b>	<b>5,476,688</b>	<b>5,300,116</b>
<b>Net Cash flows from Operating Activities</b>	<b>2,290,053</b>	<b>(352,119)</b>	<b>1,295,893</b>
<b>Cash flows from investing activities</b>			
<b>Payments</b>			
Purchase of Land	(15,298)	(27,000)	(30,619)
Purchase of Buildings	(789,192)	(176,778)	(66,341)
Purchase Plant and Equipment	(470,637)	(699,500)	(454,194)
Purchase Furniture and Equipment	(11,595)	(45,000)	(32,480)
Purchase Road Infrastructure Assets	(1,373,802)	(2,105,192)	(1,761,756)
Purchase of Footpath Assets	0	(5,000)	0
Purchase Aerodrome Assets	0	(55,250)	(59,808)
Purchase Drainage Assets	0	(5,000)	(381)
Purchase Sewerage Assets	0	0	0
Purchase Parks & Ovals Assets	0	(58,810)	(60,906)
Purchase Solid Waste Assets	(274,136)	0	0
Purchase Infrastructure Other Assets	(82,052)	(839,396)	(356,081)
<b>Receipts</b>			
Proceeds from Sale of Assets	265,155	192,000	158,636
Non-Operating grants used for Development of Assets	1,343,239	2,527,849	1,957,160
	<b>(1,408,317)</b>	<b>(1,297,077)</b>	<b>(706,770)</b>
<b>Cash flows from financing activities</b>			
Repayment of Debentures	(163,631)	(208,606)	(515,516)
Repayment of Finance Leases	(11,472)	(12,664)	(10,520)
Advances to Community Groups	0	0	(340,000)
Revenue from Self Supporting Loans	28,558	29,729	0
Proceeds from New Debentures	404,000	0	340,000
<b>Net cash flows from financing activities</b>	<b>257,455</b>	<b>(191,541)</b>	<b>(526,036)</b>
<b>Net increase/(decrease) in cash held</b>	<b>1,139,190</b>	<b>(1,840,737)</b>	<b>63,088</b>
<b>Cash at the Beginning of Reporting Period</b>	<b>3,401,475</b>	<b>4,540,665</b>	<b>4,540,665</b>
<b>Cash at the End of Reporting Period</b>	<b>4,540,665</b>	<b>2,699,928</b>	<b>4,603,753</b>

**SHIRE OF GNOWANGERUP  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 30 APRIL 2021**

**Notes**

	2019-20 ACTUAL \$	2020-21 BUDGET \$	2020-21 ACTUAL \$
<b>RECONCILIATION OF CASH</b>			
Cash at Bank - Unrestricted	2,549,876	471,376	2,607,221
Cash at Bank Reserves - Restricted	1,989,989	2,227,752	1,995,632
Cash on Hand	800	800	900
<b>TOTAL CASH</b>	<b>4,540,665</b>	<b>2,699,928</b>	<b>4,603,753</b>
<b>RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT</b>			
Net Result (As per Comprehensive Income Statement)	776,073	(133,924)	1,518,975
Add back Depreciation	2,313,017	2,275,630	1,936,586
(Gain)/Loss on Disposal of Assets	71,897	0	4,136
Less: Movement in contract liabilities	(20,614)	0	0
Less: Movement in Local Government House Unit Trust	(1,153)	0	(2,586)
Less: Self Supporting Loan Principal Reimbursements	0	0	0
Less: Contributions for the Development of Assets	(1,343,239)	(2,527,849)	(1,957,160)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	5,800	0	(6,050)
(Increase)/Decrease in Receivables	471,305	0	(2,116)
Increase/(Decrease) in Accounts Payable	77,267	(15,442)	(195,892)
Increase/(Decrease) in Prepayments	0	(19,422)	0
Increase/(Decrease) in Employee Provisions	(60,301)	68,888	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
<b>NET CASH FROM/(USED) IN OPERATING ACTIVITIES</b>	<b>2,290,053</b>	<b>(352,119)</b>	<b>1,295,893</b>

**SHIRE OF GNOWANGERUP  
FINANCIAL ACTIVITY STATEMENT  
FOR THE PERIOD ENDING 30 APRIL 2021**

	2020-21 ANNUAL BUDGET	2020-21 YTD BUDGET (a)	2020-21 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)
<b>OPERATING REVENUE</b>					
General Purpose Funding	852,442	661,385	632,280	(29,105)	Within Threshold
Governance	0	0	1,045	1,045	(100%)
Law, Order Public Safety	72,810	72,336	103,571	31,235	(30%)
Health	1,200	1,200	286	286	319%
Education and Welfare	11,200	9,330	0	0	0%
Housing	96,028	86,425	76,566	19,562	13%
Community Amenities	277,110	275,702	304,872	29,170	Within Threshold
Recreation and Culture	19,365	17,200	17,418	2,218	Within Threshold
Transport	149,600	149,584	175,382	25,798	(15%)
Economic Services	28,180	22,290	19,643	8,537	13%
Other Property and Services	105,497	87,745	117,480	29,736	(25%)
	<b>1,613,432</b>	<b>1,383,197</b>	<b>1,448,544</b>		
<b>LESS OPERATING EXPENDITURE</b>					
General Purpose Funding	(112,462)	(69,643)	(49,338)	20,305	41%
Governance	(834,589)	(648,092)	(592,677)	55,414	Within Threshold
Law, Order, Public Safety	(396,152)	(320,418)	(274,782)	45,636	17%
Health	(322,499)	(276,776)	(217,166)	59,610	27%
Education and Welfare	(40,363)	(34,398)	(22,639)	11,759	52%
Housing	(69,087)	(65,153)	(40,699)	24,454	60%
Community Amenities	(574,230)	(471,021)	(390,630)	80,391	21%
Recreation and Culture	(1,498,867)	(1,273,507)	(1,256,944)	16,563	Within Threshold
Transport	(3,346,722)	(2,774,069)	(2,451,236)	322,833	13%
Economic Services	(323,142)	(277,681)	(95,949)	181,732	189%
Other Property & Services	(639,769)	(551,177)	(383,600)	167,577	44%
	<b>(8,157,882)</b>	<b>(6,761,935)</b>	<b>(5,775,661)</b>		
<i>Increase(Decrease)</i>	<b>(6,544,450)</b>	<b>(5,378,738)</b>	<b>(4,327,117)</b>		
<b>ITEMS EXCLUDED FROM OPERATIONS</b>					
Movement in Employee Benefits (Non-current)	68,888	0	0	68,888	0%
Movement in LG House Unit Trust	0	0	(2,586)	(2,586)	(100%)
Loss on the disposal of assets	0	0	20,544	20,544	(100%)
(Profit) on the disposal of assets	0	0	(16,408)	(16,408)	(100%)
Depreciation Written Back	2,275,630	1,895,600	1,936,586	40,986	Within Threshold
	<b>2,344,518</b>	<b>1,895,600</b>	<b>1,938,136</b>		
<i>Sub Total</i>	<b>(4,199,932)</b>	<b>(3,483,138)</b>	<b>(2,388,981)</b>		
<b>INVESTING ACTIVITIES</b>					
Purchase of Land	0	0	0	0	0%
Purchase Buildings	(203,778)	(203,778)	(96,959)	106,819	110%
Purchase Plant and Equipment	(699,500)	(699,500)	(454,194)	245,306	54%
Purchase Furniture and Equipment	(45,000)	(45,000)	(32,480)	12,520	39%
Infrastructure Assets - Roads	(2,105,192)	(2,105,192)	(1,761,756)	343,436	19%
Infrastructure Assets - Footpaths	(5,000)	(5,000)	0	5,000	0%
Infrastructure Assets - Aerodromes	(55,250)	(55,250)	(59,808)	4,558	Within Threshold
Infrastructure Assets - Drainage	(5,000)	(5,000)	(381)	4,619	1213%
Infrastructure Assets - Sewerage	0	0	0	0	0%
Infrastructure Assets - Parks & Ovals	(58,810)	(58,810)	(60,906)	2,096	Within Threshold
Infrastructure Assets - Solid Waste	0	0	0	0	0%
Infrastructure Assets - Other	(839,396)	(819,396)	(356,081)	463,315	130%
Proceeds from Sale of Assets	192,000	192,000	158,636	33,364	21%
Contributions for the Development of Assets	2,527,849	2,527,849	1,957,160	(570,689)	29%
<b>Amount Attributable to Investing Activities</b>	<b>(1,297,077)</b>	<b>(1,277,077)</b>	<b>(706,769)</b>		
<b>FINANCING ACTIVITIES</b>					
Repayment of Debt - Loan Principal	(208,606)	(175,516)	(515,516)	(340,000)	(66%)
Repayment of Debt - Finance Lease	(12,664)	(10,549)	(10,520)	2,145	Within Threshold
Self Supporting Loan Principal Income	29,729	14,715	0	(14,715)	0%
Loan Advances	0	(8,247)	(340,000)	(331,753)	(98%)
Transfer to Reserves	(398,569)	0	(8,180)	(398,569)	(100%)
	<b>(590,110)</b>	<b>(179,597)</b>	<b>(874,216)</b>		
Plus Rounding					
<i>Sub Total</i>	<b>(6,087,119)</b>	<b>(4,939,812)</b>	<b>(3,969,966)</b>		
<b>FUNDING FROM</b>					
Transfer from Reserves	151,000	0	0	151,000	0%
Loans Raised	0	0	340,000	340,000	(100%)
Estimated Opening Surplus at 1 July	2,053,441	2,053,441	2,182,529	129,088	Within Threshold
Amount Raised from General Rates	3,882,678	3,882,678	3,888,932	6,254	Within Threshold
	<b>6,087,119</b>	<b>5,936,119</b>	<b>6,411,461</b>		
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>996,307</b>	<b>2,441,495</b>		

**NOTE 1**

**CURRENT RATIO**

Current Assets	2,875,577	3.28
Current Liabilit	877,088	

Ratios greater than one indicate that Council has sufficient current assets to meet it's short term current liabilities.

**SHIRE OF GNOWANGERUP**  
**SUMMARY OF CURRENT ASSETS AND LIABILITIES**  
**FOR THE PERIOD ENDING 30 APRIL 2021**

CURRENT ASSET	ACTUAL 30-Apr-21	ACTUAL 30 JUNE 2020
91000 Municipal Fund Bank Account	\$2,607,221	\$2,549,876
91003 Gnp Office Till Float	\$300	\$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	\$0
91010 Restricted Cash - Long Service Leave Reserve	\$167,671	\$166,982
91011 Restricted Cash - Plant Reserve	\$74,355	\$74,293
91014 Restricted Cash - Ongerup Effluent Line Reserve	\$37,214	\$37,060
91017 Restricted Cash - Area Promotion Reserve	\$30,651	\$0
91020 Restricted Cash - Borden Community Development Reserve	\$0	\$0
91023 Restricted Cash - Swimming Pool Upgrade Reserve	\$238,396	\$237,416
91025 Restricted Cash - Land Development Reserve	\$193,349	\$192,554
91026 Restricted Cash - Unspent Grants Reserve	\$0	\$0
91027 Restricted Cash - Computer Replacement Reserve	\$48,257	\$48,058
91029 Restricted Cash - Waste Disposal Reserve	\$250,859	\$249,827
91030 Restricted Cash - Royalties for Regions Unspent Grant	\$0	\$0
91031 Restricted Cash - Futures Fund Reserve	\$145,372	\$144,773
91034 RESTRICTED CASH - LIQUID WASTE FACILITY	\$31,826	\$31,695
91035 RESTRICTED CASH - COVID-19 RESERVE	\$100,413	\$100,000
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	\$0	\$211
91078 RESTRICTED CASH - BUSH FIRE SERVICES GRANT	\$7,270	\$119
91079 RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR	\$0	\$0
91080 RESTRICTED CASH - CAT TRAP BONDS	\$0	\$100
91081 RESTRICTED CASH - TENANCY HOUSING BONDS	\$0	\$9,376
91100 Rates Debtor - Rates	\$195,523	\$125,059
91101 Rates Debtor - Specified Area Rates	\$12,450	\$9,792
91102 Rates Debtor - Rubbish Collection	\$5,261	\$5,277
91103 Rates Debtor - Health Act Rate	\$19,760	\$15,322
91104 Rates Debtor - Legal Charges	\$11,572	\$14,392
91105 Rates Debtor - Interest/Admin Charges	\$21,013	\$18,122
91106 Rates Debtor - ESL	\$9,128	\$6,251
91107 Rates Debtor - Sundry Charges	\$0	\$0
91108 Rates Debtor - Recycling Charges	\$5,859	\$4,261
91110 Sundry Debtors Control	\$69,384	\$153,804
91111 Pensioner Rebate Claims - General Rates	\$5,569	\$1,736
91112 Pensioner Rebate Claims - ESL Levy	\$402	\$107
91113 PROVISION FOR DOUBTFUL DEBTS	(\$55,546)	(\$46,624)
91120 GST Receivable	\$0	\$1,610
91121 GST Payable	\$0	\$0
93041 GST Claimable	\$0	\$52
91130 Accrued Interest on SSL's	\$209	(\$425)
91140 Self Supporting Loans (Current)	\$29,729	\$29,729
80034 LOAN ADVANCE - ONGERUP COMMUNITY DEVELOPMENT	\$340,000	\$0
55022 Less Allocated To Works	\$0	\$0
55032 Fuel & Oils Purchased	\$128,397	\$154,766
55042 Less Fuel & Oils Allocated	(\$122,347)	(\$160,567)
91200 Stock On Hand - Fuel & Oils	\$15,194	\$20,994
91201 Stock On Hand - Materials	\$0	\$0
93031 Suspense	\$0	\$0
	<b>5,297,290</b>	<b>4,894,324</b>
<b>LESS CURRENT LIABILITIES</b>		
93000 Sundry Creditors Control	(\$56,403)	(\$220,589)
93001 ESL Payable	(\$2,699)	\$5,138
93002 ACCRUED EXPENSES	(\$24,120)	(\$30,000)
93003 Part Proceeds - Sale of Land	\$0	\$0
93010 Accrued Interest On Loans	(\$5,664)	(\$5,664)
93020 Accrued Salaries & Wages	\$0	(\$23,293)
93040 GST Payable	\$0	\$0
93004 GRANT REVENUE RECEIVED IN ADVANCE	\$0	(\$19,423)
93030 Rate Payments Received In Advance	(\$25,998)	\$0
93043 Net Gst Payable/Receivable	\$0	\$0
93050 Net Salaries & Wages	\$0	\$0
93042 GST Liability (Payable)	\$0	\$0
93061 ANIMAL TRAP BONDS	\$0	\$0
93062 HOLLOW LOG TOURNAMENT	\$0	\$0
93063 HOUSING RETENTION MONIES	\$0	\$0
93064 TENANCY HOUSING BONDS	\$0	\$0
93065 Building Commission Levy	(\$1,801)	\$0
93066 BCITF Levy	(\$292)	\$0
99300 Trust Liabilities	\$0	(\$8,565)
99100 POLICE LICENSING (PAY)	\$491,711	\$523,234
99101 BCITF LEVY (PAY)	\$0	\$7,111
99102 BUILDING SERVICES LEVY (PAY)	\$0	\$5,795
99110 OTHER GENERAL TRUST (PAY)	\$0	\$11,155
99112 NOMINATION DEPOSITS PAYMENTS	\$0	\$480
99114 MICRO-CHIP BOND PAYMENTS	\$0	\$50
99200 POLICE LICENSING (REC)	(\$491,711)	(\$523,234)
99201 BCITF LEVY (REC)	\$0	(\$7,115)
99202 BUILDING SERVICES LEVY (REC)	\$0	(\$5,792)
99203 TENANCY HOUSING BONDS (REC)	\$0	(\$9,376)
99208 CAT TRAP BONDS (REC)	\$0	(\$100)
99210 OTHER GENERAL TRUST (REC)	\$0	(\$2,640)
99212 NOMINATION DEPOSITS RECEIPTS	\$0	(\$480)
x2x Lease Liability	\$0	\$0
x3x Lease Payment	\$0	\$0
93110 Loan Liability (Current)	\$306,910	(\$208,606)
80035 WATC SHORT TERM LOAN	(\$340,000)	\$0
93120 LEASE LIABILITY (CURRENT)	(\$12,665)	(\$24,899)
80024 PRINCIPAL ON FINANCE LEASES	\$10,520	\$11,473
93200 Provision For Annual Leave (Current)	(\$206,798)	(\$206,798)
93210 Provision For Long Service Leave (Current)	(\$128,653)	(\$126,106)
93220 Provision for Sick Leave Bonus (Current)	(\$45,278)	(\$45,278)
	\$0	\$0
80004 Principal Repayments on Loans	\$0	\$0
80014 WATC SHORT TERM LOAN Principal	\$0	\$0
	<b>-532,940</b>	<b>-903,621</b>
<b>SUB-TOTAL</b>	<b>4,764,349</b>	<b>3,990,604</b>
<b>ADJUSTMENTS</b>		
95100 Reserves Cash backed	(\$1,988,363)	(\$1,980,183)
Add Back Loan & Finance Lease Liability	\$35,234	\$222,033
Deduct Off Self Supporting Loan Repayments	(\$369,729)	(\$29,729)
	\$0	\$0
Rounding	\$3	\$0
<b>SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES</b>	<b>\$ 2,441,495</b>	<b>\$ 2,202,924</b>

**SHIRE OF GNOWANGERUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 30 APRIL 2021**

**EXPLANATION OF MATERIAL VARIANCES**

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<b>OPERATING REVENUE</b>			
<b>General Purpose Funding</b> Variance within 10% materiality threshold. F.A.G. income less than anticipated		(29,105)	Within Threshold
<b>Governance</b> Variance within 10% or \$10,000 materiality threshold	Within Threshold		(1)
<b>Law Order &amp; Public Safety -</b> DFES Operating Grant instalment received earlier than anticipated, Animal registrations higher than anticipated		31,235	(30.16%)
<b>Health</b> Variance within \$10,000 materiality threshold, Food licenses less than anticipated	Within Threshold		319.02%
<b>Education &amp; Welfare</b> Education mowing services actioned annually not monthly	Within Threshold		0%
<b>Housing</b> Variance within 10% or \$10,000 materiality threshold, rental income less than anticipated for reporting period	Within Threshold		12.88%
<b>Community Amenities</b> Variance within 10% materiality threshold. Drum muster and rubbish disposal income higher than anticipated for reporting period		29,170	Within Threshold
<b>Recreation &amp; Culture</b> Variance within 10% or \$10,000 materiality threshold	Within Threshold		Within Threshold
<b>Transport</b> MRWA Preservation Grant received higher than anticipated and Profit on Sale of plant		25,798	(14.71%)
<b>Economic Services</b> Variance within 10% or \$10,000 materiality threshold, Standpipe fees less than anticipated	Within Threshold		13.47%
<b>Other Property and Services</b> Private Works, Fuel Rebates, W/Comp & Insurance rebates higher than anticipated for reporting period		29,736	(25.31%)
<b>OPERATING EXPENDITURE</b>			
<b>General Purpose Funding</b> Notice printing, collection and valuation costs less than anticipated for reporting period		20,305	41.15%
<b>Governance</b> Community Grants and Conference and refreshment costs less than anticipated for reporting period		55,414	Within Threshold
<b>Law Order &amp; Public Safety -</b> Printing, CCTV and CESM costs less than anticipated		45,636	16.61%
<b>Health</b> EHO and Medical Centre and Dr Residence maintenance costs less than anticipated for reporting period		59,610	27.45%
<b>Education &amp; Welfare</b> Old Kindy building maintenance less than anticipated for reporting period		11,759	51.94%
<b>Housing</b> Building maintenance expenditure less than anticipated for reporting period		24,454	60.09%
<b>Community Amenities</b> Community Amenities maintenance and Town Planning costs less than anticipated for reporting period		80,391	20.58%
<b>Recreation &amp; Culture</b> Variance within 10% materiality threshold. Swimmingpool costs less than anticipated for reporting period		16,563	Within Threshold
<b>Transport</b> Road maintenance and Gnp Depot general maintenance expenditure less than anticipated for reporting period		322,833	13.17%
<b>Economic Service</b> Adverse Event Plan not completed, Marketing & Tourism and Building Services expenditure less than anticipated for reporting period		181,732	189.40%
<b>Other Property &amp; Services</b>			

Administration operating costs and superannuation across all areas and plant operations less than anticipated for reporting period		167,577	43.69%
<b>CAPITAL REVENUES</b>			
<b><u>Non-Operating Grants, Subsidies &amp; Contributions</u></b>			
<b><u>Transport</u></b>			
Regional Road Group Grants - Submitted, not yet received	TIMING	(14,667)	
Roads to Recovery Grants - not received as anticipated	TIMING	(128,474)	
LRCI Grants - not received as anticipated	TIMING	(12,479)	
Airstrip Grants & Contributions - not received as anticipated	TIMING	(15,069)	
<b><u>Economic Services</u></b>			
Commonwealth Water Grants - Not received to date as anticipated	TIMING	(100,000)	
Drought Extension Grants - To be received 21/22	TIMING	(300,000)	
		<u>(570,689)</u>	<b>29.16%</b>
<b><u>Proceeds from Sale of Assets</u></b>			
Sale of DCEO Vehicle GN001	Finalised	6,364	
Sale of Doctor Vehicle GN006	Finalised	(3,636)	
Sale of Mower GN0029	TIMING	(5,000)	
Sale of Mower GN0034	TIMING	(2,000)	
Sale of Mower GN.10718	TIMING	(3,000)	
Sale of Side Tipper GN.17003	TIMING	(40,000)	
Sale of Dolly GN.170002	TIMING	(10,000)	
Sale of Multi Roller GN.0030 - NO LONGER REQUIRED	TIMING	10,000	
Sale of Utility (GN0028)	Finalised	7,273	
Sale of Utility GN.010	Finalised	9,090	
Sale of Utility GN.003	Finalised	10,273	
Sale of Utility GN.0046	Finalised	7,273	
		<u>(13,364)</u>	<b>21.03%</b>
<b><u>Transfers from Reserve</u></b>			
Transfers from Reserve -	TIMING		
<b>CAPITAL EXPENDITURE</b>			
<b><u>Transfers to Reserve</u></b>			
Transfers to Reserve - Interest earned on reserve accounts transferred to Reserve - Reserve Transfers not yet actioned	TIMING	(8,180)	(100.00%)
<b><u>Furniture &amp; Equipment</u></b>			
<b><u>Other Property &amp; Services</u></b>			
Administration Furniture & Equipment	TIMING	12,520	
		<u>12,520</u>	<b>38.55%</b>
<b><u>Land</u></b>			
<b><u>Community Amenities</u></b>			
Purchase of Land - Community Amenities	FINALISED	(3,619)	
		<u>(3,619)</u>	
<b><u>Buildings</u></b>			
<b><u>Housing</u></b>			
25 McDonald St Building Capital Expenses	TIMING	8,455	
<b><u>Other Housing</u></b>			
	TIMING		
<b><u>Community Amenities</u></b>			
	TIMING		
	TIMING		
<b><u>Recreation &amp; Culture</u></b>			
Gnowangerup Sporting Complex - Fire Hydrant System and diesel Fire Pump	TIMING	13,000	
Borden CWA Building - Renewals and safety measures	TIMING	25,573	
Ongerup Sports Pavilion Capital - Renewals & Renovations	TIMING	71,426	
Borden Pavilion Multipurpose Shed & Shelter	TIMING	1,435	
		<u>119,889</u>	<b>110.17%</b>

**Plant & Equipment**

<b>Health</b>			
Doctors Vehicle	Finalised	11,822	
<b>Recreation &amp; Culture</b>			
Purchase Mower GN.0029	ON ORDER	28,000	
Purchase Mower GN.0034	ON ORDER	28,000	
<b>Transport</b>			
Purchase Side Tipper GN.17003	ON ORDER	110,000	
Purchase Dolly GN.17002	ON ORDER	28,000	
Purchase Multi Roller	Finalised	25,000	
Purchase of Utility (GN.010)	Finalised	(1,614)	
Purchase of Utility GN.003	Finalised	(4,976)	
Purchase of Utility GN.0028	Finalised	(4,855)	
Purchase of Utility GN.0046	Finalised	(4,855)	
Purchase of Utility Maint Officer GN.372	Finalised	1,828	
Purchase Box top Trailer & Post Hole Borer	ON ORDER	15,000	
Purchase Sign Box Top Trailer GN.7809	ON ORDER	6,500	
<b>Other Property &amp; Services</b>			
DCEO Vehicle	Finalised	7,456	
	<b>Total (Over)/Under Budget</b>	<b>245,306</b>	<b>54.01%</b>

**Road Construction**

<b>Roads to Recovery</b>			
RTR Rabbit Proof Fence Rd - Gravel Sheet	NOW RR010	128,474	
RTR - Nightwell Rd Reseal	TIMING	0	
RTR - Cowalellup Road - COMMENCING MAY	TIMING	129,891	
<b>Regional Road Group</b>			
RRG - Tieline Road	TIMING	(286)	
RRG - Kowbrup Road	TIMING	(2,089)	
RRG - Borden - Bremer Road	TIMING	(144)	
<b>Commonwealth Local Roads &amp; Community Infrastructure</b>			
LRCIP - Chillinup Road	TIMING	(988)	
LRCIP - Boxwood Hill-Ongerup Road	TIMING	0	
<b>Municipal Road Projects</b>			
Boxwood Hill - Ongerup Road Reseal	TIMING		
Garnett Road	TIMING		
Cecil Street Reseal	TIMING		
Quinn St Reseal	TIMING		
Borden Bremer Bay Road	TIMING		
Old Ongerup Rd Gravel Sheet	TIMING		
	<b>Total (Over)/Under Budget</b>	<b>254,857</b>	<b>19.49%</b>

**Footpaths**

Footpaths - Project yet to commence	TIMING	5,000	
		<b>5,000</b>	<b>0%</b>

**Airport Infrastructure**

<b>Aerodrome Infrastructure - Provisions for RNAV approaches to Aerodrome</b>			
		32,513	
	<b>Total (Over)/Under Budget</b>	<b>32,513</b>	<b>Within Threshold</b>

**Parks & Ovals**

Playground Gnp Sports Complex	Finalised	(2,096)	
	<b>Total (Over)/Under Budget</b>	<b>(2,096)</b>	<b>Within Threshold</b>

**Other Infrastructure**

<b>Community Amenities</b>			
Gnp Cemetery Project	TIMING	52,657	
<b>Recreation &amp; Culture</b>			
Heritage Trail Extension	TIMING	0	
<b>Transport</b>			
Depot Fencing Renewal	TIMING	7,045	
Depot Adblue Storage Tank	TIMING	0	
Gnp Precinct Renewal Project	TIMING	19,593	
Stirlings/Borden Streetscape Project	TIMING	58,195	
Ongerup Streetscape and Signage Works	TIMING	68,475	
<b>Economic Services</b>			
Airport Dam Upgrade	TIMING	86,813	
Toompup Dam Renewal	TIMING	50,032	
Magitup Dam Renewal	TIMING	84,000	
Gnowangerup Depot Water Harvesting project	TIMING	9,345	
Amelup Potable Water Supply & Firefighting Tank	PROJECT CANCELLED	25,322	
Caravan Park Other Infrastructure	TIMING	5,000	
Formby Road Bore Tank Capital - Labour costs	TIMING	0	
	<b>Total (Over)/Under Budget</b>	<b>466,478</b>	<b>130.11%</b>

**Note: (NB) = No Budget Provision Made**



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<b>11.7</b>	<b>REALLOCATION OF COMMUNITY FINANCIAL ASSISTANCE GRANTS 2020/2021 – GNOWANGERUP GIANT TRACTOR GROUP</b>
<b>Location:</b>	Shire of Gnowangerup
<b>Proponent:</b>	Gnowangerup Giant Tractor Group / GNP360 Cooperative
<b>Date of Report:</b>	12th May 2021
<b>Business Unit:</b>	Corporate Services & Community Development
<b>Officer:</b>	Ian Graham – Deputy Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil

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#### ATTACHMENTS

- Letter from Gnowangerup Giant Tractor Group

#### PURPOSE OF THE REPORT

For Council to consider the reallocation of a Community Financial Assistance Grant (CFAG) that was provided to the Gnowangerup Giant Tractor Group in the 2020/2021 round of grants.

#### BACKGROUND

CFAG funding is allocated for activities which show clear benefits for the local community. Applicants can apply for a CFAG in the annual funding round which takes place March – May each year, prior to confirmation of the annual budget. Successful CFAG applications are subject to acquittal and are required to meet a predetermined set of criteria.

#### COMMENTS

As per the attachments, Council has been provided with a request from the Gnowangerup Giant Tractor Group to either reallocate the funds outlined below to the GNP360 to assist with the tank project on Formby South Road or allow them to hold the funds until 2021-22.

The uncertainty of planning events within a COVID-19 climate and the possibility of further lockdowns has placed the group at a crossroad in regard to how to proceed.

Full Organisation Name: Gnowangerup Giant Tractor Group Inc

Title: Tractoberfest 2020 Transport/Bus Service

Approved Grant Amount: \$3,654.50

#### CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

Nil

#### POLICY IMPLICATIONS

Nil

**FINANCIAL IMPLICATIONS**

No financial implications as the grant funding was included in the 2020/21 budget and has already been paid to the Gnowangerup Giant Tractor Group.

**STRATEGIC IMPLICATIONS**

All Community Financial Assistance Grants have been required to align with objectives detailed in the *Shire of Gnowangerup Strategic Community Plan 2017 – 2027*. Part B question 5 of each application details the strategic alignment of each project/activity for which funds are being requested. The Lucinda project aligns with our Strategic Community Grant objectives.

**IMPACT ON CAPACITY**

Nil

**RISK MANAGEMENT CONSIDERATIONS**

Nil

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

**CONCLUSION**

The Gnowangerup Giant Tractor Group is committed to supporting the Horsepower Highway and developing the tractor theme for the Shire of Gnowangerup, however they are reluctant to financially commit to an event which could be cancelled at a moment's notice due to further COVID-19 lockdowns.

The Gnowangerup Giant Tractor Group's preference is to reallocate the funds to the Lucinda Tractor Project as it has significant benefits for the Shire and closely fits with the groups fundraising objectives.

**VOTING REQUIREMENTS**

Absolute majority

**OFFICER RECOMMENDATION**

**0521. That Council:**

**Approves the reallocation of the Gnowangerup Giant Tractor Group's grant funding of \$3,654.50 to the GNP360 Lucinda tractor project, noting that the Community Financial Grants Guidelines relating to acquittal will still apply after the funds are expended.**

# Big Tractor Gnowangerup



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27/04/2021

To Shire President, Councillors & Staff

## RE: The Big Tractor

As you all know, The Tractor Group was successful in obtaining a Shire Community Grant for this financial year. The grant was to hold another community event - TractorFest 2021 and facilitate safe travel to and from the event.

With the uncertainty of planning events in the covid climate, our group is at a crossroad as to how to proceed. We are committed to supporting the Horse Power Highway and developing the tractor theme for the Shire of Gnowangerup, however we are reluctant to financially commit to an event which could be cancelled at a moments notice should a Covid case emerge in WA this year.

As such, we are writing to you to ask that you consider amending our grant application to reflect the uncertainty of planning any event in this time. We ask you consider redirecting the funds to either :

- 1) Contributing the whole amount to The tank Project on the Formby South Rd. Or
- 2) Allowing us to hold the funds until 2022 when the vaccination program has successfully rolled out and we can plan an event with more certainty.

Option one is our preference, as this project has enormous benefits for the shire and closely fits with our fundraising objectives. It also allows the funds to be acquitted this year. However we are committed to the event, so if Option 2 is your preference we can certainly make that work.

We look forward to hearing from you,  
Tractor Committee

**12. REPORT FOR DECISION – CONFIDENTIAL ITEMS**

Nil

**OTHER BUSINESS AND CLOSING PROCEDURES**

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

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

Nil

**15. DATE OF NEXT MEETING**

That the next Ordinary Council Meeting will be held on the 23<sup>rd</sup> June 2021.

**16. CLOSURE**

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