



AGENDA

ORDINARY MEETING OF COUNCIL

24th April 2018
Commencing at 3:30pm

Council Chambers
28 Yougenup Road, Gnowangerup WA 6335

COUNCIL'S VISION

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



Shire of Gnowangerup

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 23rd May 2018, at the Council Chambers 28 Yougenup Road Gnowangerup, commencing at 3:30pm.

.....
S. Pike
CHIEF EXECUTIVE OFFICER

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

When Council uses this expression it means that:

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

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

Disclaimer:

"Warning - Verbal Information & Advice:

Given the inherent unreliability and uncertainty that surrounds verbal communication, the Shire strongly recommends that, if a matter is of importance to you, then you should NOT act upon or otherwise rely upon any VERBAL information or advice you receive from the Shire unless it is first confirmed in writing."



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 6.51 of the Local Government Act 1995
- ☐ Closely Associated Persons pursuant to Section 5.62 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 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.

OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

Shire President, Keith House welcomed Councillors, Staff and visitors and opened the meeting at _____pm.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

Cr Lex Martin – 24th April 2018 Council Meeting

Cr Fiona Gaze – 24th April 2018 Council Meeting

3. APPLICATION FOR LEAVE OF ABSENCE

4. RESPONSE TO QUESTIONS TAKEN ON NOTICE

5. PUBLIC QUESTION TIME

6. DECLARATION OF FINANCIAL INTERESTS AND INTEREST AFFECTING IMPARTIALITY

7. PETITIONS / DEPUTATIONS / PRESENTATIONS

7.1 PETITIONS

7.2 DEPUTATIONS

7.3 PRESENTATIONS

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 28th MARCH 2018

COUNCIL RESOLUTION

0418. That the minutes of the Ordinary Council Meeting held on 28th March 2018 be confirmed as a true records of proceedings.

TABLE OF CONTENTS

OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS	1
2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	1
2.1. ATTENDANCE	1
2.2. APOLOGIES	1
2.3. APPROVED LEAVE OF ABSENCE	1
3. APPLICATION FOR LEAVE OF ABSENCE	1
4. RESPONSE TO QUESTIONS TAKEN ON NOTICE	1
5. PUBLIC QUESTION TIME	1
6. DECLARATION OF FINANCIAL INTERESTS AND INTEREST AFFECTING IMPARTIALITY	1
7. PETITIONS / DEPUTATIONS / PRESENTATIONS	1
7.1. PETITIONS	1
7.2. DEPUTATIONS	1
7.3. PRESENTATIONS	1
8. CONFIRMATION OF PREVIOUS MEETING MINUTES	1
8.1. ORDINARY MEETING OF COUNCIL MINUTES 28 th MARCH 2018	1
9. USE OF THE COMMON SEAL	2
9.1. COMMON SEAL	2
10. ANNOUNCEMENTS BY ELECTED MEMBERS WITHOUT DISCUSSION	5
10.1. ELECTED MEMBERS ACTIVITY REPORTS	5

REPORTS FOR DECISION

11. COMMITTEES OF COUNCIL	6
12. STRATEGY AND GOVERNANCE	6
12.1. PROPOSED ADDITIONAL FARM DWELLING PALLINUP ROAD SOUTH, PALLINUP	6
12.2. PROPOSED LEASE OF OLD RAM PAVILION BUILDING/LAND TO GNOWANGERUP HERITAGE GROUP	14
12.3. ANNUAL OPERATIONAL PLAN 2017-2018 APRIL 2018 PROGRESS REPORT	24
13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT	64
13.1. APPOINTMENT OF AUTHORISED OFFICERS	64
13.2. BUSH FIRE ADVISORY GENERAL MEETING MINUTES	89
14. INFRASTRUCTURE AND ASSET MANAGEMENT	107
15. STATUTORY COMPLIANCE	107
16. FINANCE	107
16.1. ACCOUNTS FOR PAYMENT AND AUTHORISATION – MARCH 2018	107
16.2. MARCH 2018 MONTHLY FINANCIAL REPORT	120
17. CONFIDENTIAL ITEMS	133
17.1. TENDER AWARD RFT-01-2018 GROUNDS MAINTENANCE	134

OTHER BUSINESS AND CLOSING PROCEDURES

18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL	135
19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	135
20. DATE OF NEXT MEETING	135
21. CLOSURE	135

9. USE OF THE COMMON SEAL

9.1	COMMON SEAL
Location:	Shire of Gnowangerup
Proponent:	N/A
Business Unit:	Strategy and Governance
Date of Report:	20 th April 2018
Officer:	S Pike - Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENT

- Copy of Common Seal Register

PURPOSE

This report is a standard report and for noting purposes only.

BACKGROUND

Section 2.5 of *the Local Government Act 1995* states that a Local Government is a Body Corporate with perpetual succession and a common seal. A document is validly executed by a Body Corporate when the common seal of the Local Government is affixed to it by the Chief Executive Officer, and the President/Chairman and the Chief Executive Officer attest the affixing of the seal.

Since the last meeting of Council the common seal has been applied to the:

- Gnowangerup Sporting Complex Management Committee Inc. – Lease Agreement

The Chief Executive Officer is primarily responsible for the governance role of the Shire of Gnowangerup which includes ensuring all legislative requirements are complied with including: adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. This use of the Common Seal is a Standard Report for noting by Council.

All documents validly executed will have the common seal affixed and the President and the Chief Executive Officer's attestations affixing the seal. Use of the common seal is to be recorded in the common seal register and must have the Council resolution number included and the date that the seal was applied.

POLICY IMPLICATIONS

Nil

LEGISLATIVE IMPLICATIONS

Section 2.5(2) of the Local Government Act 1995. The local government is a body corporate with perpetual succession and a common seal Section 9.49. Documents, how authenticated. A document, is, unless this Act requires otherwise, sufficiently authenticated by a local government without its common seal if signed by the CEO or an employee of the local government who purports to be authorised by the CEO to so sign.

CONCLUSION

This is a standard report for Elected Members information.

COMMON SEAL REGISTER

Register Reference No	Party (company etc.)	Description e.g. Contract Agreement	Date Signed	Resolution No.	Signed
008	Gnowangerup Sporting Complex Management Committee Inc.	<ul style="list-style-type: none"> Lease Agreement, commencing on the 1st July 2017, expiring on the 30th June 2020 	28/03/2018		Yes

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1 ELECTED MEMBERS ACTIVITY REPORT

Date of Report: 20th April 2018

Officer: Various

Attended the following meetings/events

Cr F Gaze:

Cr C Thomas:

Cr R House:

Cr B Moore:

Cr L Martin:

Cr F Hmeljak:

Cr G Stewart:

Cr S Hmeljak:

Cr K House:

REPORTS FOR DECISION

11. COMMITTEES OF COUNCIL

12. STRATEGY AND GOVERNANCE

12.1 PROPOSED ADDITIONAL FARM DWELLING PALLINUP ROAD SOUTH, PALLINUP

Location: Lot 7025 Pallinup Road South, Pallinup
Proponent: P Smith
File Ref: A670 (P18/04)
Date of Report: 20th April 2018
Business Unit: Strategy & Governance
Officer: P Shephard - Planning Officer
Disclosure of Interest: Nil

ATTACHMENTS

Nil

PURPOSE OF THE REPORT

To consider an application for development approval to construct a third dwelling on the above rural property. There is no delegation available to staff and the application must be presented to Council for determination.

The recommendation is to approve the proposal with conditions.

BACKGROUND

Nil

COMMENTS

Proposal

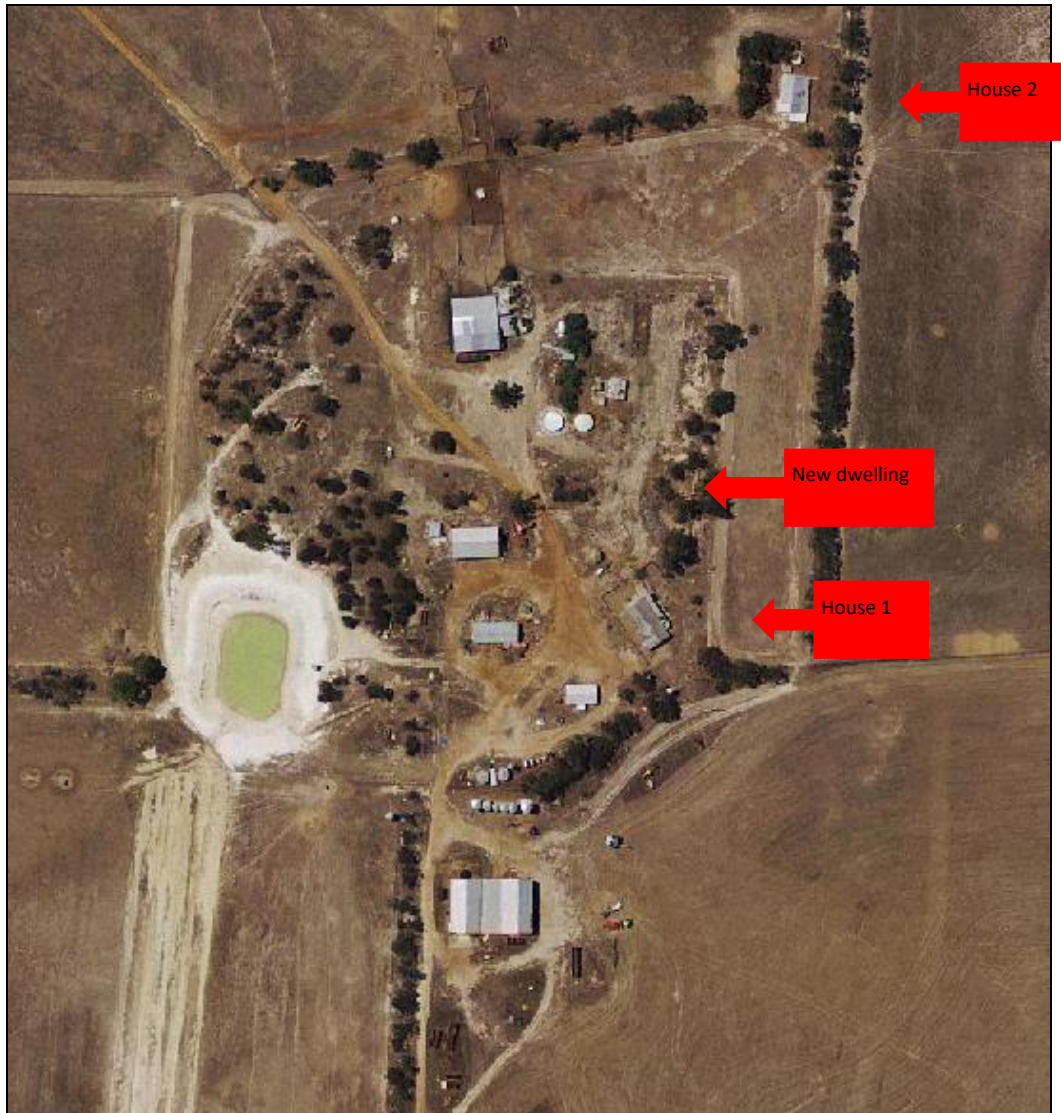
The proponent wishes to construct a new dwelling for their use and retain the other 2 existing dwellings which are occupied by family members involved with running the farm.

The new dwelling is a modular design and approximately 50m² in area comprising a bedroom(s), office, kitchen, bathroom/laundry and clad with coloured colorbond metal sheeting.

The lot and position of the existing dwellings and proposed new dwelling are shown in the images below:



Lot 7025 bordered in red (Image Landgate Map Viewer Plus)



Lot 7025 dwellings (Image Synergy database)

The final position for the new dwelling may alter however it will be clustered with the other farm buildings and dwellings on the site.

Site

The farm buildings, including the existing 2 dwellings, are all centrally located on the lot. The lot is approximately 15km by road south-west of the Gnowangerup town site and has access from Pallinup Road South, which is sealed with open drains.

The topography of the land is gently undulating and mainly cleared with some windbreak plantings and other areas of remnant vegetation around the farm.

Servicing infrastructure available to the lot includes electricity and telecommunications. No water supply or sewer infrastructure is available in the area.

Zoning and Land Use

The property is zoned General Agriculture under the Shire's Local Planning Scheme No. 2.

The aims (c.1.6) of LPS2 that are relevant to the proposal include:

- *To promote the sustainable use of rural land for agricultural purposes whilst accommodating other rural activities; and*
- *To protect areas of agricultural significance from non-rural and/or incompatible uses.*

The objectives for the General Agriculture zone are set out in c.4.2 of Local Planning Scheme No. 2 as follows:

To provide for a range of rural uses which are compatible with the capability of the land and retain the rural character and amenity of the locality.

The development of the additional dwellings on farms is controlled by c.5.11 of Local Planning Scheme No. 2 which requires:

5.11 Additional Dwelling(s) in the General Agriculture Zone

5.11.1 Notwithstanding the Zoning Table, more than one dwelling will only be allowed on a General Agriculture zoned lot where the additional dwelling(s):

- a) provide accommodation for workers employed for agricultural or intensive agricultural activities on that landholding; and*
- b) are clustered in one location, and all services to the dwellings from the lot boundary (including access roads) are shared, to avoid future pressure for subdivision and minimise constraints on adjoining uses.*

The proposed new dwelling is considered consistent with the scheme requirements listed above.

Development Standards

LPS2 requires (c.5.7) that all development comply with Table 2 – Development Table which sets out the site and development requirements for various land uses in the Scheme area. There are

no specific requirements for farm or additional dwellings within Table 2 and c.5.7.3 of Local Planning Scheme No. 2 advises:

5.7.3 Where a land use is not listed in Table 2 the development is to conform to the requirements for the predominant use of the zone in which it is situated as determined by the local government. Where the local government considers such requirements are inappropriate the local government may determine other requirements having due regard to streetscape, amenity and the merit of the proposal.

The normal development standards that apply from Table 2 are discussed in relation to the proposal below:

Setbacks

The proposed dwelling is proposed to be constructed in the centre of the property with setbacks exceeding 350m from all boundaries. The site is cleared and has access to the existing overhead power line and on-site water supply.

Plot Ratio

The floor area of the new dwelling is approximately 50m² and the lot is more than 250 hectares so the plot ratio including the other buildings will be less than 0.01 of the site.

Landscaping

No landscaping has been proposed and no landscaping is considered necessary in this instance. The new dwelling will be clustered with other farm buildings centrally within the lot.

Car Parking

Given the large size of the lot, ample areas are available for parking.

Matters to be Considered

Local Planning Scheme No. 2 (c.10.2) requires Council have due regard to 27 listed matters in determining whether to approve or refuse planning approval to a use/development. Not all matters are considered relevant and those relevant ones are discussed below:

Matters to be considered by Local Government	Comment
a) the aims and provisions of this Scheme;	The proposal is considered generally consistent with the aims and provisions of LPS2 for the general agriculture zone. The property has a long-established farming operation evident and the proponent is involved in these farming operations and the new dwelling will be clustered with the existing farm buildings including the other dwellings which satisfies the LPS2 requirements for additional farm dwellings to be allowed.
b) the requirements of orderly and proper	The proposal is considered consistent with

Matters to be considered by Local Government	Comment
planning including any relevant proposed new local planning scheme or amendment, which has been granted consent for public submissions to be sought;	the orderly and proper planning of rural areas in the Shire. The development of additional dwellings on farms maybe permitted by Council under c.5.11 of LPS2.
e) the compatibility of a use or development with its setting;	The new dwelling, to be in the centre of the property, is considered compatible with the setting of the rural property. It is well setback from adjoining properties and will take advantage by being positioned close to the existing overhead power line to reduce connection costs.
l) the likely effect of the proposal on the natural environment and any means that are proposed to protect or to mitigate impacts on the natural environment;	The proposal includes some minor filling/levelling of the site below the new dwelling. It will also require the installation of an on-site effluent disposal system to treat domestic effluent. Stormwater will be collected for reuse. There is not expected to be any adverse impact on the natural drainage pattern of the area.
m) whether the land to which that application relates is unsuitable for the proposal by reason of it being, or likely to be, subject to flooding, tidal inundation, subsidence, landslip, bush fire or any other risk;	There are no known risks that would prevent the development of the new dwelling. The site of the new dwelling is not shown as bushfire prone on the Department of Fire and Emergency Services mapping.
n) the preservation of the amenity of the locality;	The proposed new dwelling is not expected to negatively impact on the amenity or the pleasantness of the locality.
o) the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal;	The new dwelling is a modest single-storey building and consistent with similar farm dwellings in the district. The other surrounding land is zoned and used for general agricultural purposes including stock grazing and annual cropping. The proposed new dwelling is in the centre of the property and is not expected to adversely affect the potential for any present or future uses/development opportunities on land in the area.
p) whether the proposed means of access to and egress from the site are adequate	The site has adequate access from Pallinup Road South.

Matters to be considered by Local Government	Comment
and whether adequate provision has been made for the loading, unloading, manoeuvring and parking of vehicles;	There are ample areas available to accommodate vehicle parking and movements on-site.
s) whether public utility services are available and adequate for the proposal;	There is no water supply or sewer servicing infrastructure available to the site and the new dwelling will need to provide their own potable water supply and on-site effluent disposal system.
v) whether adequate provision has been made for the landscaping of the land to which the planning application relates and whether any trees or other vegetation on the land should be preserved;	There is no specific landscaping requirement included in the Scheme for this proposal and Council must determine the amount, if any, to be required. The new dwelling will be located in the centre of the property and does not affect any existing remnant vegetation. No landscaping around the new dwelling is therefore considered necessary.

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil

The Council may elect to require consultation with affected adjoining landowners if considered necessary.

LEGAL AND STATUTORY REQUIREMENTS

The application is required to be determined in accordance with the requirements of LPS2 which is an operative local planning scheme under the *Planning and Development Act 2005*.

This is a discretionary decision and the applicant has a right to request a review of any decision and/or condition made by the Local Government to the State Administrative Tribunal if aggrieved by the decision.

POLICY IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

The item covers several risk areas to Council functions including compliance. The organisational risk and proposed treatment or mitigation is summarised in the following table from the Shire's Risk Management Plan:

Risk Description	Risk Likelihood	Risk Consequence	Risk Classification	Risk Treatment
Council does not approve the additional farm	Possible (3)	Insignificant (1)	Low (3)	Acceptable. Risk acceptable with adequate

dwelling				controls, managed by routine procedures and subject to annual monitoring
----------	--	--	--	--

FINANCIAL IMPLICATIONS

The proponent has paid the development application fee of \$147.00 as set out in the adopted 2017/18 Schedule of Fees and Charges.

STRATEGIC IMPLICATIONS

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

THEME 6	Quality Built Form
Objectives	Strategic Initiatives
2. Facilitate and integrate housing options, local services, employment and recreational spaces.	2.1 Facilitate diverse, inclusive, housing options.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

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

1 Approve the proposal

The Local Government can choose to approve the proposal, with or without conditions. If this option was chosen, the use and development could proceed, subject to compliance with any conditions placed by Council.

2 Not approve the proposal

The Local Government can choose to not approve the proposal giving reasons for the decision.

3 Advertise the proposal

The Local Government can choose to advertise the proposal for public comment if considered necessary.

4 Defer the proposal

The Local Government can elect to defer the matter for a period of time and seek additional information from the proponents, if deemed necessary to complete the assessment, before proceeding to make a decision.

CONCLUSION

The proposal to construct a new dwelling on the property is considered consistent with the scheme requirements including c.5.11 Additional Dwellings in the General Agriculture Zone and should be approved subject to certain conditions and advice.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

0418. That Council:

In accordance with c.5.11 of Local Planning Scheme No. 2 grant development approval for the new dwelling (third dwelling) on Lot 7025 Pallinup Road South, Pallinup subject to the following conditions:

- 1) The new dwelling to be sited and developed as shown on the attached stamped approved plans, unless a variation has been approved in writing by the Chief Executive Officer;
- 2) Stormwater from the new dwelling to be collected and reused/disposed of on-site; and
- 3) The new dwelling to be connected to an approved on-site potable water supply and effluent disposal system, installed to the satisfaction of Environmental Health Officer, and the dwelling shall not be deemed habitable until this is operating.

Advice Notes:

- a) *The construction of the new dwelling cannot proceed until such time as you have obtained a Building Permit from the Shire of Gnowangerup.*

12.2	PROPOSED LEASE OF OLD RAM PAVILION BUILDING/LAND TO GNOWANGERUP HERITAGE GROUP
Location:	Reserve 11486 Strathaven Road, Gnowangerup
Proponent:	Gnowangerup Heritage Group
File Ref:	
Date of Report:	20 th April 2018
Business Unit:	Strategy & Governance
Officer:	P Shephard - Planning Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Consulting Engineer Report (Peter Baxendale)

PURPOSE OF THE REPORT

To consider a proposal from the Gnowangerup Heritage Group to lease the old ram pavilion buildings and portion of the surrounding land to facilitate its restoration and preservation.

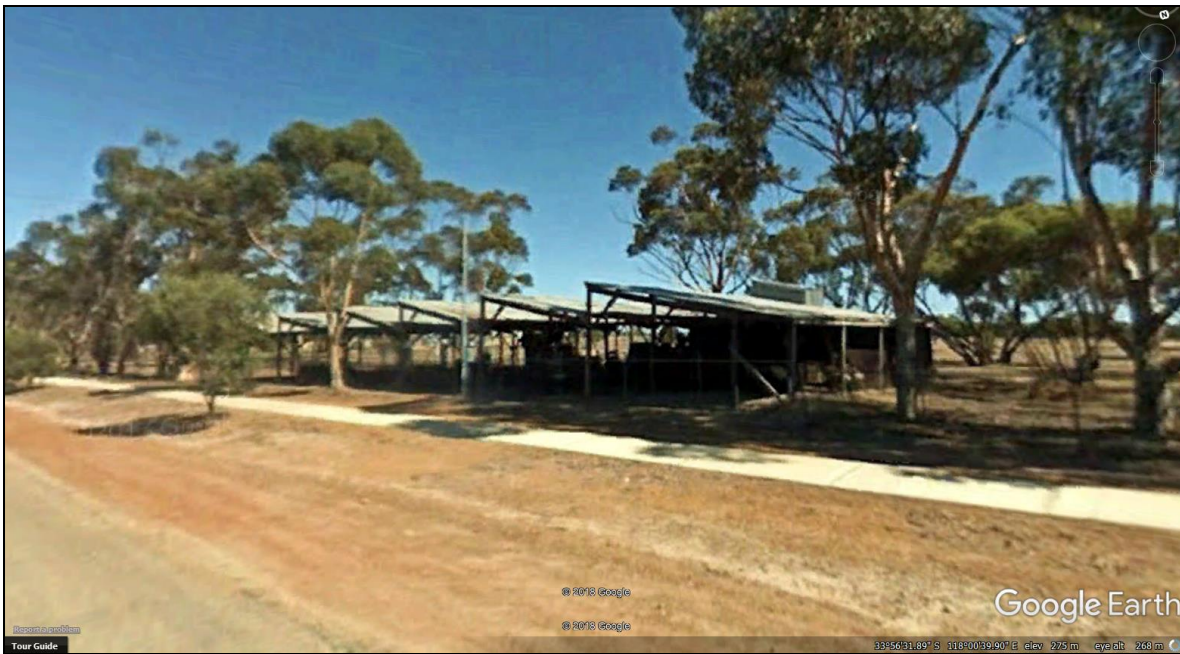
The recommendation is to seek permission from the Department of Planning, Lands and Heritage to create the lease.

BACKGROUND

Nil

COMMENTS

The Gnowangerup Heritage Group have been undertaking activities to restore the old ram pavilion and have completed heritage reports and received some funding for the first stage of the works. The attached Consulting Engineer's Report identifies the works required to the building to restore it which will include new roof/gutters, bracing, repairs to columns etc. and an estimate of the material costs.



Pavilion Building (image Google Earth Pro)

The Group have enquired if the Shire would consider leasing the land containing the building to assist them to secure future funding and preservation of the place. The Group are seeking a 5-year lease with a 5-year option to extend at a nominal \$1.00 per year rental fee. They are a local not-for-profit organisation undertaking works to restore heritage buildings within the community including the recently completed old gaol.

The future plans by the Group include restoration of the building and improvements to the display of the existing vintage farm machinery stored in the shed.

The Council can choose to support, or not, the proposed lease and may recommend conditions accordingly.

The proposed lease area is contained within the Recreation local reserve classification under Local Planning Scheme No. 2 (LPS2). The leasing of the land for the purposes outlined to the Group would not conflict with this reservation.

An on-site meeting with Mick Lance from the Group was held to discuss the proposal and the potential lease area requested. Should the lease be approved, it was agreed the area should include the building and small curtilage (at the rear) and an area for car parking to the south as shown the image below. The proposed lease area does not affect the adjoining caravan park.



Proposed lease area bordered in red (Image Landgate Map Viewer Plus)

As the land forms part of the overall Sports Complex a new lease will require the approval of the Department of Planning, Lands and Heritage. As noted, the leasing of the land would assist the Group to secure future funding for restoration/preservation of the place and transfer the responsibility for the asset from Council to them for the period of the lease.

The future work to restore the building by the Group will require development approval and building permits to be granted before they can commence.

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Gnowangerup Heritage Group (Mick Lance)

LEGAL AND STATUTORY REQUIREMENTS

Land Administration Act and Regulations – The Act and Regulations control the management and use/development of Crown Lands. The Act, amongst other matters, allows the Minister to create reserves and grant leases.

Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015 – the Shire of Gnowangerup LPS2 is an operative local planning scheme under the Act and Regulations.

POLICY IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

The item covers several risk areas to Council functions including compliance. The organisational risk and proposed treatment or mitigation is summarised in the following table from the Shire's Risk Management Plan:

Risk Description	Risk Likelihood	Risk Consequence	Risk Classification	Risk Treatment
Council does not support the proposed lease	Possible (3)	Insignificant (1)	Low (3)	Acceptable. Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring

FINANCIAL IMPLICATIONS

Any costs associated with preparing the lease should be met by the Gnowangerup Heritage Group. The request for a \$1.00 annual lease fee/rental shall be determined by the Department of Planning, Lands and Heritage.

STRATEGIC IMPLICATIONS

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

THEME 1	SUSTAINABLE BUSINESS GROWTH
Objectives	Strategic Initiatives
3. Enhance and develop the tourism industry to promote growth and prosperity.	3.2 Leverage our environmental, built, heritage and social assets in the promotion of tourism.

THEME 5	FINANCIAL SUSTAINABILITY
Objectives	Strategic Initiatives
2. Effective management to conduct business in a financially sustainable manner.	2.1 Manage liabilities and assets through a planned, long-term approach. 2.2 Balance service levels for assets against long-term funding capacity.

THEME 6	QUALITY BUILT FORM
Objectives	Strategic Initiatives
4. Manage current and future assets and infrastructure.	4.1 Continue to improve asset management practices.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

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

1 Not approve the proposal

The Local Government can choose to not support the lease.

2 Approve the proposal

The Local Government can choose to support the lease and request the Department proceed to create the lease.

3 Defer the proposal

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

CONCLUSION

The leasing of the land to assist the Gnowangerup Heritage Group secure future funding for restoration/preservation of the place is supported.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

0418. That Council:

Support the proposed 5-year lease with a 5-year option to extend at a nominal \$1.00 per year rental fee of the old ram pavilion building/lands area on Reserve 11486 (as shown in the report) to the Gnowangerup Heritage Group to assist them restore the building and make improvements to the display of the existing vintage farm machinery stored in the shed and seek the Department of Planning, Lands and Heritage approval to create the lease.

THIS DRAWING IS THE PROPERTY OF THE ENGINEER AND MUST NOT BE RETAINED OR COPIED WITHOUT PERMISSION.

WORKS OVERVIEW

- FULL RE-ROOFING WORKS INCLUDING GUTTER LININGS AND RAINWATER GOODS.
- ROOF PURLIN CONNECTION AND BRACING IMPROVEMENT WORKS.
- LIMITED TIMBER SUPERSTRUCTURE REPAIRS
- RE-FOUNDING WORKS TO TIMBER COLUMNS.
- SITE FENCING WORKS
- HERITAGE SITE. STRONG ONUS ON MATERIAL AND ARCHITECTURAL DETAIL RETENTION.

BUILDING OCCUPANCY

- EXISTING BUILDING WILL BE UNOCCUPIED DURING THE WORKS. HERITAGE AGRICULTURAL MACHINERY AND ITEMS TO BE PROTECTED THROUGHOUT THE WORKS TO THE DIRECTION OF GNOWANGERUP HERITAGE GROUP (GHG)

SITE ACCESS AND CONTACT INFORMATION

- ALL QUERIES RELATING TO SITE ACCESS, STORAGE AND SECURITY, AND GENERAL QUERIES TO BE DIRECTED TO GHG:- MICHAEL LANCE 0428 271 313

AVAILABLE MATERIALS

1. DETAILS OF ALL ROOF SHEETING, DRAINAGE GOODS AND OTHER MATERIALS AVAILABLE TO THE CONTRACTOR FROM GHG ARE PRESENTED ON DWG S05.

TIMBER

1. ALL NEW TIMBER TO BE DRY SEASONED JARRAH, MIN GRADE F14, UNLESS OTHERWISE NOTED.
2. ALL STEEL FIXINGS AND BRACING TO BE GALVANISED TO MIN 600 G/SQM UNLESS NOTED OTHERWISE.

ROOFING AND ROOF PLUMBING

1. ALL ROOF SHEETING, FLASHINGS AND GUTTER LININGS TO BE STEEL GALVANISED TO MIN 600 G SQM UNLESS NOTED OTHERWISE. FLASHINGS AND LININGS MIN 0.55 BMT.
2. INSTALL ROOF AND WALL CLADDING TO AS 1526.1 AND TO MANUFACTURER'S INSTRUCTIONS.
3. INSTALL DOWNPIPES TO BE SUPPORTED AND INSTALLED TO AS 2179.
4. PROVIDE 5 YEAR WARRANTY FOR ROOFING AND AND BOX GUTTERS TO REMAIN WATERPROOF FOR MIN 5 YEARS.



NEW STEEL CHAIN-LINK SITE FENCE TO SITE PERIMETER. OFFSET 2.0 M FROM PAVILLION ON ALL SIDES. ACCESS GATES AT BAY 4-5 ON EAST AND WEST SIDES. CONSTRUCTION TO MATCH EXISTING LOT BOUNDARY FENCE. HEIGHT TO MATCH EXISTING PERIMETER FENCE WITH SIMILAR BARB WIRE DETAIL.

EXISTING LOT BOUNDARY CHAIN-LINK FENCE - RETAIN



REMOVE EXISTING FENCE AROUND PAVILLION PERIMETER



LOCATION PLAN
SCALE - N.T.S.

LOT BOUNDARY

Gnowangerup
Heritage Group

Agenda

REV No.	DATE	DESCRIPTION	BY	APPR.
A	04 - 04 - 18	CLIENT REVIEW	M.C.	P.B.

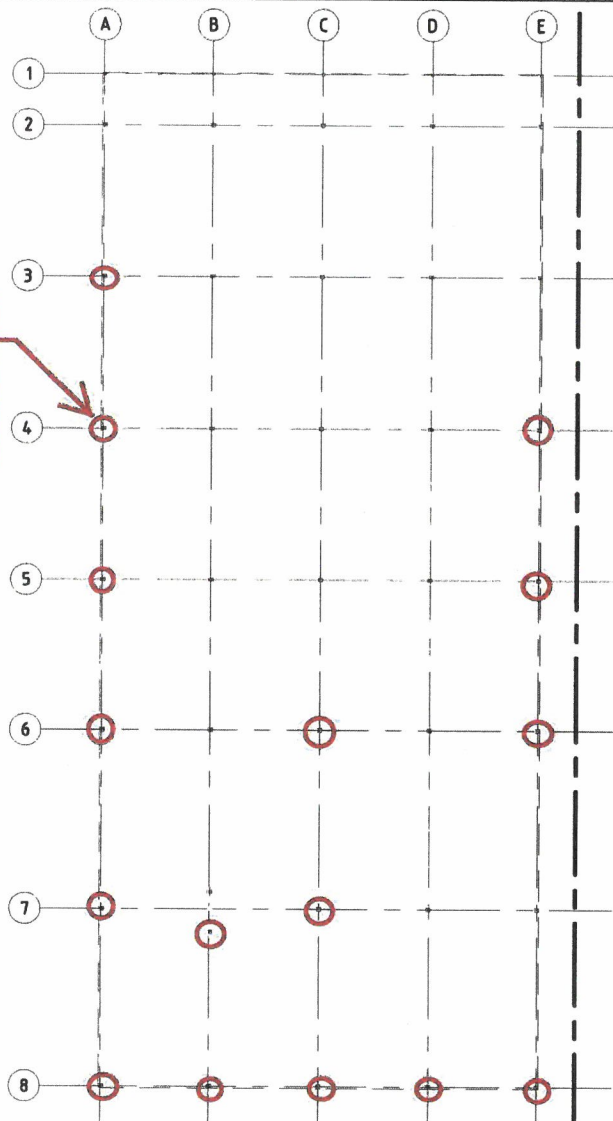
CLIENT: GNOWANGERUP HERITAGE GROUP INC.
PROJECT: GNOWANGERUP SHEEP SHOW PAVILLION (fmr)
YOUGENUP ROAD
GNOWANGERUP WA

Ordinary Council Meeting 24th April 2018
GENERAL NOTES & LOCATION PLAN

Peter Baxendale Consulting Engineer
T: 0407 385 653 | E: peter.baxendale@bigpond.com
PO Box 242, Bayswater WA 6933 | ABN: 37 230 611 743

CLIENT REVIEW

DESIGNED: P.BAXENDALE	DATE: MARCH 2018	PROJECT No: 1750
DRAWN: M.CILLI	SCALE: N.T.S.	DRAWING No: S01
CHECKED: P.BAXENDALE	CAD REF: AFILE	REVISION: Page 19
APPROVED:	THIS DRAWING SHALL BE CONSIDERED FOR REFERENCE PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.	



INDICATES POST
BASE TO BE
REPAIRED.

ALL POSTS TO
RECEIVE TWO
SPLINTS UNLESS
NOTED
OTHERWISE.

GROUND PLAN
SCALE - 1:200

SPLINT OPTION 1:
150 X 50 JARRAH,
1100 MM LONG,
50 MM CHAMFERED
TOP.

4 NO. M12 GALV
BOLTS, 100 MM
VERTICAL SPACING,
STAGGERED 70 MM

150 X 50 X 400 LONG
JARRAH SPACER.

MIN 100 CLEARANCE
TO SPACER FROM
GROUND.

4 NO. M12 GALV
THREADED ROD, 250
MM LONG, PRE-FIXED
TO SPLINT WITH
GALV NUTS, 75 MM
EDGE DIST FROM
BASE OF SPLINT, 75
VERTICAL CENTRES,
STAGGERED 70 MM.

EXTG POST AND
FOOTING TIMBERS

SPLINT OPTION 2:
160 X 50 X 5.0 STEEL, 1050
MM LONG. GALV TO 600
G/SQM AND 2 COATS
BITUMEN BASED
PRIMAESTIC TO 400
MICRONS TO SURACES
EXPOSED TO SOIL AND
TIMBER.

N25 CONC FOOTING IN
300 MM DIA, 800 MM DEEP
AUGERED HOLE.
CONCRETE 700 DEEP.

INSTALLATION PROCEDURE:

1. REFER TO GHG FOR DIRECTION ON SPLINT TYPE TO BE USED.
2. AUGER FOOTING AND CLEAR SOIL TO FACE OF EXTG POST AND TOP OF EXTG FOOTING BY HAND.
3. RE-AUGER FOOTING TO REMOVE LOOSE SOIL.
4. STAND SPLINT AGAINST EXISTING POST. BOLT THROUGH SPLINT, FIRST EXTG POST TIMBER, NEW SPACER, SECOND EXTG POST TIMBER AND OPPOSITE SPLINT.
5. POUR CONCRETE FOOTING.
6. REINSTATE GROUND SURFACE OVER.

N12 REINFORCING BARS
FULLY WELDED TO BACK
OF SPLINT. GALVANISE
WITH SPLINT. SET OUT
AS PER SPLINT OPTION 1
THREADED RODS.

X

X

TYPICAL POST BASE REPAIR DETAIL
SCALE - 1:10

SECTION X - X
SCALE - 1:10

**Gnowangerup
Heritage Group**

Agenda

CLIENT: GNOWANGERUP HERITAGE GROUP INC.

PROJECT: GNOWANGERUP SHEEP SHOW PAVILLION (fmr)
YOUGENUP ROAD
GNOWANGERUP WA

Peter Baxendale Consulting Engineer
T: 0407 385 653 | E: peter.baxendale@bigpond.com
PO Box 242, Bayswater WA 6933 | ABN: 37 230 611 743

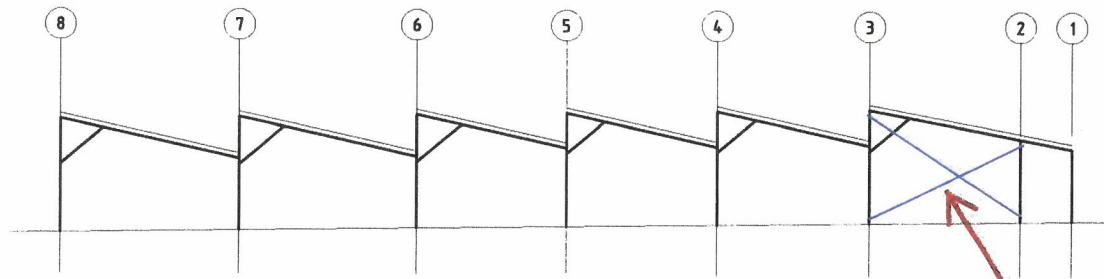
CLIENT REVIEW

DESIGNED: P.BAXENDALE	DATE: MARCH 2018	PROJECT No: 1750
DRAWN: M.CILLI	SCALE: 1:200	DRAWING No: S02
CHECKED: P.BAXENDALE	CAD REF: AFILE	REV: Page 20
APPROVED:	THIS DRAWING SHALL BE CONSIDERED FOR REFERENCE PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.	

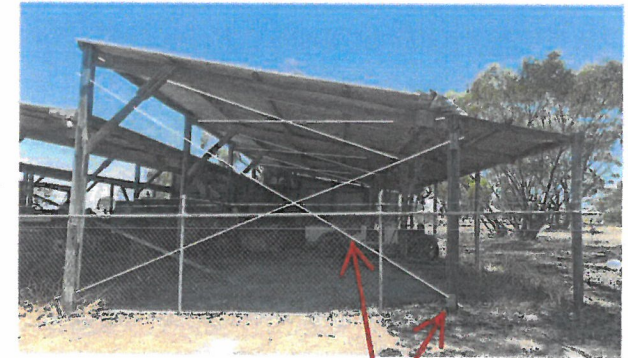
REV No.	DATE	DESCRIPTION	BY	APPR.
A	04-04-18	CLIENT REVIEW	M.C.	P.B.

Ordinary Council Meeting 24th April 2018

THIS DRAWING IS THE PROPERTY OF THE ENGINEER AND
MUST NOT BE RETAINED OR COPIED WITHOUT PERMISSION.

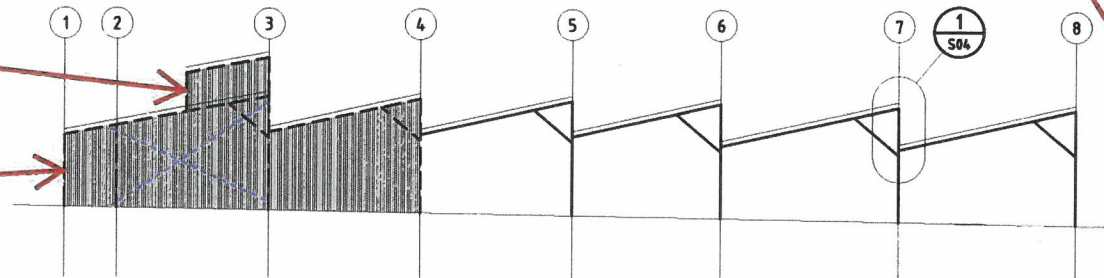


ELEVATION EAST
SCALE - 1:200



EXISTING ROOF AND WALL
SHEETING TO RAISED ROOF
TO BE REPLACED IN Z600
HERITAGE GALV TRUE OAK
CORRUGATED STEEL.

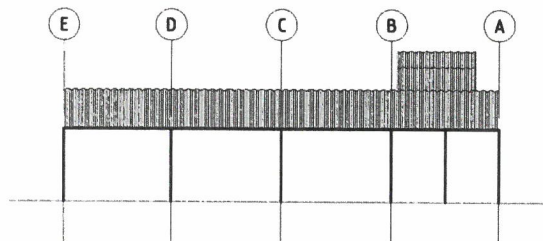
EXISTING WALL SHEETING
TO BE RETAINED



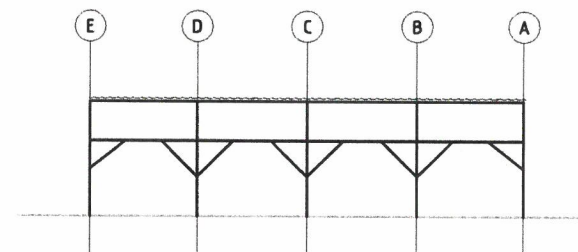
10MM DIA GALV STEEL ROD WALL BRACING, THREADED ENDS,
COUPLERS AND/OR TURNBUCKLES AS REQUIRED. 200 X 140 X 50
JARRAH ANCHOR BLOCKS WITHIN C1. BLOCKS FIXED WITH 2 X 10 DIA
GALV COACH BOLTS. OVERSIZE GALV WASHERS TO TIE RODS. GALV
NUTS X 2 PER ANCHOR. REPEAT AT WEST END OF BAY.

10MM DIA GALV STEEL ROD ROOF BRACING THROUGH BAY - SEE
DWG S05 FOR LAYOUT. THREADED ENDS, COUPLERS AND/OR
TURNBUCKLES AS REQUIRED. GALV ANTI-SAG HANGERS FROM
CENTRAL PURLIN. ANCHOR THROUGH ROOF BEAMS AT MID-DEPTH.
OVERSIZE GALV WASHERS AND GALV NUTS X 2 PER ANCHOR.

ELEVATION WEST
SCALE - 1:200



ELEVATION NORTH
SCALE - 1:200



ELEVATION SOUTH
SCALE - 1:200

Gnowangerup
Heritage Group

Agenda

CLIENT: GNOWANGERUP HERITAGE GROUP INC.

PROJECT: GNOWANGERUP SHEEP SHOW PAVILLION (fmr)
YOUGENUP ROAD
GNOWANGERUP WA

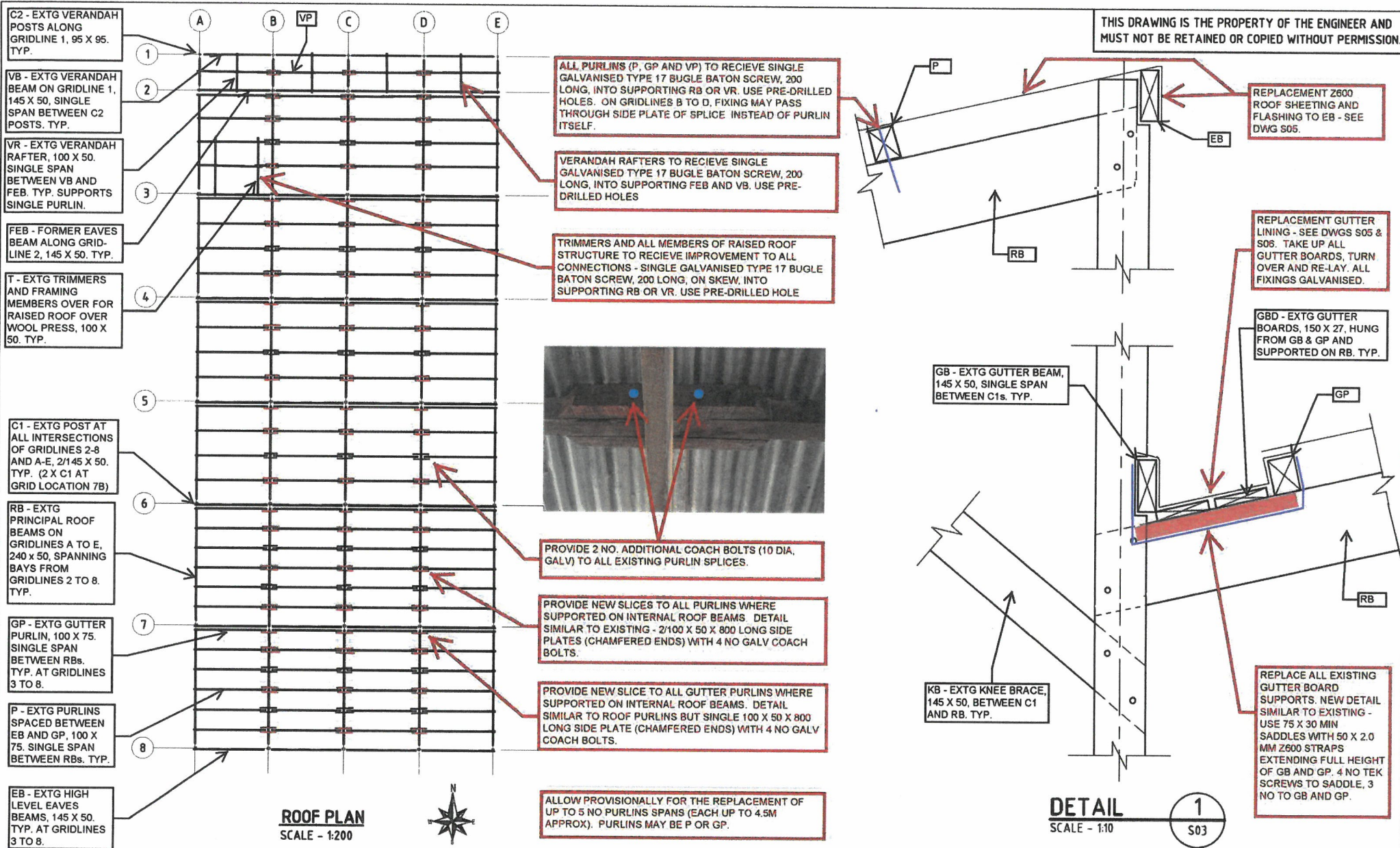
Peter Baxendale Consulting Engineer
T: 0407 385 653 | E: peter.baxendale@bigpond.com
PO Box 242, Bayswater WA 6933 | ABN: 37 230 611 743

CLIENT REVIEW

DESIGNED: P.BAXENDALE	DATE: MARCH 2018	PROJECT No: 1750
DRAWN: M.CILLI	SCALE: 1:200	DRAWING No: S03
CHECKED: P.BAXENDALE	CAD REF: AFILE	REV: Page 21
APPROVED:	THIS DRAWING SHALL BE CONSIDERED FOR REFERENCE PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.	

REV No. DATE DESCRIPTION

BY APPR. M.C. P.B. T.M.C. Ordinary Council Meeting 24th April 2018



Gnowangerup
Heritage Group

Agenda

REV No.	DATE	DESCRIPTION	BY	APPR.
A	04.04.18	CLIENT REVIEW	M.C.	P.P.

CLIENT:	GNOWANGERUP HERITAGE GROUP INC.
PROJECT:	GNOWANGERUP SHEEP SHOW PAVILLION (fmr) YUGENUP ROAD GNOWANGERUP WA
DATE:	24th April 2018

Peter Baxendale Consulting Engineer
T: 0407 385 653 | E: peter.baxendale@bigpond.com
PO Box 242, Bayswater WA 6933 | ABN: 37 230 611 743

CLIENT REVIEW

DESIGNED:	P.BAXENDALE	DATE:	MARCH 2018	PROJECT No:	1750
DRAWN:	M.CILLI	SCALE:	1:200	DRAWING No:	S04
CHECKED:	P.BAXENDALE	CAD REF:	AFILE	Page	22
APPROVED:		THIS DRAWING SHALL BE CONSIDERED FOR REFERENCE PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.			



REMOVE ALL EXISTING ROOF SHEETING. SET ASIDE ANY RE-USEABLE SHEETS FOR GHG USE.

REMOVE ALL REMNANT FIXINGS FROM SUPPORTING MEMBERS PRIOR TO NEW SHEETING WORKS.

EDGE ROLL TO ALL END SHEETS AS PER EXISTING ROOF SHEETS

NEW 0.55 BMT Z600 HERITAGE GALVANISED STEEL BOX GUTTER LINING, WITH Z600 STOP ENDS, PROFILES TO MATCH EXISTING BOX GUTTER LINING AND TOP ENDS.

NEW 0.55 BMT Z600 HERITAGE GALVANISED STEEL EAVES GUTTER TO VERANDAH.

ROOF BRACING BELOW - REFER TO DWG S03 FOR DETAILS

NEW 0.48BMT Z600 HERITAGE GALVANISED 21mm TRUE OAK CORRUGATED STEEL ROOF SHEETING

100 DIA DOWNPIPES ON EASTERN SIDE. 5 NO SERVING BOX GUTTERS, 1 NO SERVING EAVES GUTTER ALONG GRID 1. PROVIDE SHOE AND 600 LONG PRECAST CONCRETE SPOON CHANNEL TO DIRECT FLOW SOUTH-EAST AWAY FROM BUILDING TO EXISTING SHALLOW SWALE ALONG EASTERN SITE BOUNDARY.

NEW 0.42BMT Z600 HERITAGE GALVANISED 17mm CORRUGATED STEEL ROOF SHEETING

THIS DRAWING IS THE PROPERTY OF THE ENGINEER AND MUST NOT BE RETAINED OR COPIED WITHOUT PERMISSION.



Johns Building Supplies Pty Ltd

ABN: 36 111 629 326
205 Star Street
Woolpool
WA 6108
Ph: (08) 9382 4744 Fax: (08) 9470 2890

* Quote Only *

Date: 28 Nov 2018 11:31 AM
Quote: 716908

Account: JBS09252003\$
Bill To: THORTON Arthur
GNOWANGERUP
WA
Australia

Wor (00) 9827 1272	Order Number			
	GNOWANGERUP			
Product Code	Description	Qty.	Price	Value
BUYIN	0.48BMT Z600 HERITAGE GALV 21mm TRUE OAK / METRE	575	12.52	7199.00
	23/8100MM 23/5700 46/6600			
	21MM CORRUGATED DISTINCT FROM 17MM NORMAL BUT NO 0.42 AVAIL THEREFORE			
	ALL 0.48			
BUYIN	0.42BMT Z600 HERITAGE GALV CORRUGATED /M	305.00	9.65	2951.94
	40/650 STD 17MM CORRUGATED			
	NOTE: MIXED 21MM AND 17MM OPTION			
BUYIN	0.55 Z600 HERITAGE GALV BOX GUTTER 550GIRTH 3 BEND /	54	33.05	1784.70
	METRE			
BUYIN	9/6000 CONFIRMED THIS QTY AS CHANGED FROM ORIGINAL REQUIREMENT	6	12.50	75.00
	STOP ENDS TO SUIT ABOVE 3LH, 3RH			
BUYIN	SHORT LEG Z600 ROLL TOP RIDGE HERITAGE GALV AS PER	108	17.45	1884.60
	DETAIL / METRE			
BUYIN	18/6000 0.55			
	EDGE ROLL TYPE A Z600 HERITAGE GALV /METRE	84	17.55	1474.20
	21/6000MM 0.55			
BUYIN	100MM GALV POP	6	8.00	48.00
BUYIN	HERITAGE GALV D/PIPE 100MM ROUND 1800MM	12	33.20	398.40
BUYIN	HERITAGE GALV D/PIPE BRKTSUIT 100MM	12	3.00	36.00
BUYIN	HERITAGE GALV FASCIA GUTTER /METRE	18	16.70	300.60
	3/6000MM			
BUYIN	FASCIA GUTTER GP BRKT GALV	20	2.80	56.00
BUYIN	HQ STOP ENDS TO SUIT FASCIA GUTTER	2	11.00	22.00
	1 LH, 1 RH			
MCPC	MISCELLANEOUS COUNTRY PACKING CHARGE	1	60.00	60.00
	JOB NO1 Z600 HERITAGE GALV OPTION			
	PLEASE NOTE 0.48 HERITAGE GALV - LEADTIME APPROX 7-8 WEEKS EX EAST			
6-030-3163-2C4	12-11 x 60 HEX HEAD TYPE 17 NEO ZAC 4 BOX 1000	3	98.78	298.34

PLEASE NOTE THIS IS A TRADE QUOTE

ALL LINE PRICES SHOWN ARE EXCLUSIVE OF GST

PRICES VALID UNTIL ANY RELEVANT MANUFACTURER INCREASE

*TAX INVOICE

WILL BE ISSUED UPON RECEIPT OF PAYMENT*

Continued...

SHEETING PLAN

SCALE - 1:200

Gnowangerup
Heritage Group

Agenda

CLIENT: GNOWANGERUP HERITAGE GROUP INC.

PROJECT: GNOWANGERUP SHEEP SHOW PAVILLION (fmr)
YOUGENUP ROAD
GNOWANGERUP WA

Peter Baxendale Consulting Engineer
T: 0407 385 653 | E: peter.baxendale@bigpond.com
PO Box 242, Bayswater WA 6933 | ABN: 37 230 611 743

CLIENT REVIEW

DESIGNED: P.BAXENDALE	DATE: MARCH 2018	PROJECT No: 1750
DRAWN: M.CILLI	SCALE: 1:200	DRAWING No: S05
CHECKED: P.BAXENDALE	CAD REF: AFILE	REVISION: Page 23
APPROVED:	THIS DRAWING SHALL BE CONSIDERED FOR REFERENCE PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.	

REV No.	DATE	DESCRIPTION	BY	APPR.
A	04-04-18	CLIENT REVIEW	M.C.	P.B.

Ordinary Council Meeting 24th April 2018

12.3 ANNUAL OPERATIONAL PLAN 2017-2018 APRIL 2018 PROGRESS REPORT

Location: Shire of Gnowangerup
Proponent: N/A
File Ref:
Date of Report: 20th April 2018
Business Unit: Strategy & Governance
Officer: S Pike – Chief Executive Officer
Disclosure of Interest: Nil

ATTACHMENTS

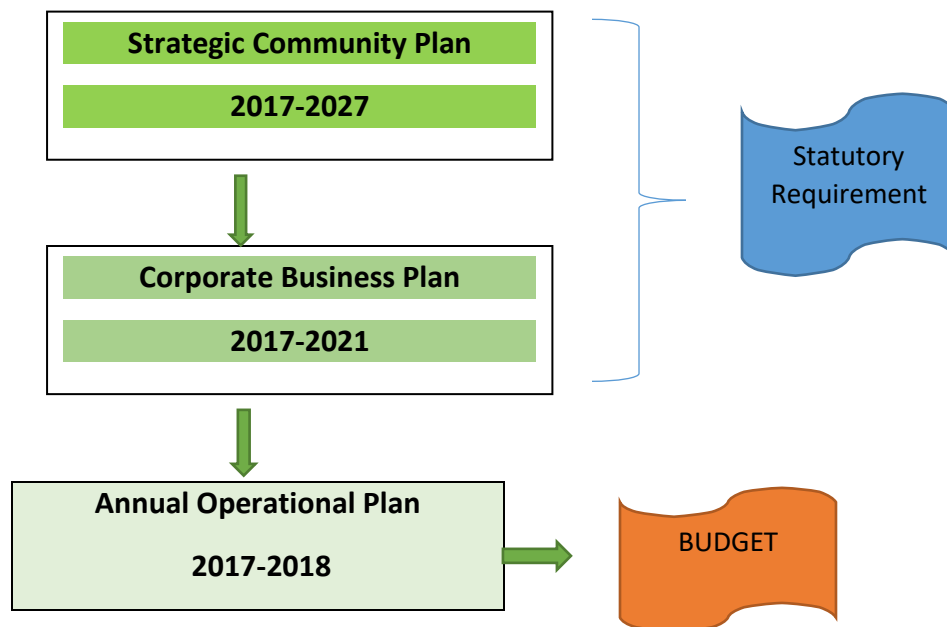
- Annual Operational Plan

PURPOSE OF THE REPORT

To inform Council of the quarterly progress (March quarter) of the actions contained in the Annual Operational Plan 2017-2018.

BACKGROUND

Our five-year *Corporate Business Plan* (2017– 2021) links the *Strategic Community Plan* (2017 – 2027) with the ‘implementing’ stage of the *Annual Operational Plan* (2017-2018).



The *Annual Operational Plan* has been developed in order to provide an easy and transparent way of reporting to Council and the community on progress of actions and services. It documents Council’s services, projects and associated actions and activities for a 12-month period.

All services comprise of a range of ongoing activities and may also have specific tasks to be undertaken in the year ahead. The *Annual Operational Plan* 2017/18 describes how Council will

work with our community to achieve our service level goals and priorities and meet community needs and expectations in a sustainable manner.

Performance is reported quarterly through the *Annual Operational Plan* reviews and is closely monitored by the management team to ensure all projects, activities and services are on track.

COMMENTS

Although only required by legislation to report on the progress of its *Corporate Business Plan* on a six monthly basis, the Chief Executive Officer has resolved to develop an *Annual Operational Plan* and introduce quarterly reporting to provide greater transparency and to ensure both Council and our community are kept well informed. The endorsed progress report for the March quarter will be available for viewing on the Shire website.

Performance for the March quarter has been consistent with a number of projects either commenced or completed. With the departure of the Manager of Community Services in January a number of projects have either been deferred or rescheduled pending the appointment of a Community Services Officer in December 2018. In the interim the Executive Assistant and Chief Executive Officer have distributed the workload so funded projects could proceed where possible.

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil

LEGAL AND STATUTORY REQUIREMENTS

There is a requirement to report to Council on progress every six months on the *Corporate Business Plan*.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The *Annual Operational Plan* is funded by grants and the adopted budget 2017-18.

STRATEGIC IMPLICATIONS

The *Annual Operational Plan* is linked with the *Strategic Community Plan* by addressing objectives associated with **Theme 4 A Sustainable and Capable Council:**

- 4.1 Provide accountable and transparent leadership
- 4.1.3 Demonstrate accountability through robust reporting that is relevant and easily accessible by the community.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

0418. That Council:

Note the progress for the March Quarter of the 2017-18 Annual Operational Plan.

Shire of Gnowangerup Annual Operational Plan 2017-2018

Contents

THEME 1.	SUSTAINABLE BUSINESS GROWTH	1
THEME 2	THE NATURAL ENVIRONMENT	4
THEME 3.	OUR COMMUNITY	8
THEME 4.	A SUSTAINABLE AND CAPABLE COUNCIL.....	19
THEME 5	FINANCIAL SUSTAINABILITY	26
THEME 6	QUALITY BUILT FORM.....	31

THEME 1. SUSTAINABLE BUSINESS GROWTH

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
1. Actively support and develop existing business and attract new local business	1.1. Lobby for the technological infrastructure necessary to support commercial and business growth	1.1.1 Develop and implement an Economic Development Strategy/ Plan to guide and drive economic development in the Shire	Nil	CEO	Not Commenced
	1.2. Create business and community Partnerships	1.2.1. Identify a community project to facilitate, that encourages business growth i.e. Business Development Group	Nil	CEO	Currently working with the Bendigo Bank to locate a branch in Gnowangerup. The community survey has been distributed and once Bendigo has collated the results we will have a clear direction going forward.
	1.3. Review and align land use and infrastructure plans	1.3.1. Monitor progress on infrastructure plans	Nil	Town Planner	Ongoing
	1.4. Facilitate future industrial Development	1.4.1. Work with Landcorp to release the industrial lots in Quinn Street	\$37,800 - funds are no longer required for this project and will now be used to	CEO Town Planner	Landcorp has advised verbally that with the change in Government it is

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
			offset the loan to construct Cuneo Close		no longer in a position to facilitate the development of the industrial lots in Quinn Street The construction of Cuneo Close will allow for the relocation of Landmark.
		1.4.2. Monitor development rates and ensure future supply of industrial land for subdivision and development	Nil	Town Planner	Monitoring ongoing
		1.4.3. Progress Cuneo Close commercial development	To be confirmed	MW	Tender awarded in March. Works to start onsite late April
	1.5. Facilitate knowledge sharing and learning opportunities.	1.5.1. Hold Business Forum	Nil	CEO	To be held in June July 2018
2. For the Shire's business community to have the technology and communication capability necessary to thrive within	2.1. Actively seek opportunities for improving local communication network infrastructure.	2.1.1. Work with external partners to provide an improved internet service within the District	\$12,000 50022	DCEO	Digital Census Survey completed and Jim Wyatt from Optimi Digital will present the

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
a competitive environment.					report to Council in April.
3. Enhance and develop the tourism industry to promote growth and prosperity	3.1. Develop partnerships to actively support visitor growth	3.1.1. Work with the community to attract a Major Event/Festival or Attraction to the Shire	Nil	CEO	Not actioned
	3.2. Leverage our environmental, built, heritage and social assets in the promotion of tourism	3.2.1. Complete Gnowangerup Heritage Trail Project.	\$5,600 37212	CEO	Project Completed
		3.2.3 Develop Management Plan for the Gnowangerup Star	Nil	CEO	Not commenced

THEME 2 THE NATURAL ENVIRONMENT

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocations	Responsibility	Progress
1. Environmentally sustainable leadership	1.2. Reduce waste through reduction, re-use and recycling of waste products.	1.2.1. Design and cost the installation of recycling stations at each landfill. Trial at Gnowangerup in Feb 2018.	\$2,000	AWMC	Hardstand area is complete; it is planned to install the signage and advertising in April 2018
		1.2.3. Investigate Recycling and waste management Education and Awareness Activities such as the West Australian Waste Authority's CIE Grants, which have been used to fund projects of this type.	\$1,000 Library Events 35112	AWMC CEO/EA/CSO	<p>Boomerang Bags – partnership with the Gnowangerup CRC. Boomerang Bags activity to take place at the Summer Fair in Feb 2018.</p> <p>Boomerang Bags activities offered to Ongerup CRC/Community. No response.</p> <p>Investigate partnership with North Stirlings Pallinup Natural Resources.</p>

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocations	Responsibility	Progress
					Keep Australia Beautiful contacted regarding GNP Shire as pilot site. No response yet.
		1.2.4. Hold a meeting with the business community to discuss becoming a plastic bag free Shire.	Nil	AWMC CEO	Discussion with key stakeholder groups in 2018
2. Adapt to the effects of Climate change	2.1. Implement Policy changes through planning, building, land management and infrastructure	2.1.1. Investigate alternative sources of power for Shire owned buildings	Nil	AWMC	Not commenced
		2.1.2. Install solar systems at the Shire's Administration and Depot buildings	\$40,000	AWMC	Contract has been awarded to Hawker WA PTY LTD. Work will start on the 9 th of April and will take 7 to 10 days to complete.
		2.1.3. Formulate a plan to help reduce power consumption at the new pool site	Nil	AWMC	First stage of the plan is to fix the current solar system. At this stage, the problem looks like it is a faulty power inverter. We have installed a monitoring system

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocations	Responsibility	Progress
					to confirm this. The problem with the system has been identified and a temporary fix has increased the power generation by 150% currently waiting on the warranty claim.
		2.1.6. Participate in State Risk Project	Nil	DCEO	First workshop conducted 10 April 2018. Project expected to be completed by March 2019 the latest.
3. Enhance reserves and protect local ecology and biodiversity of natural ecosystems	3.2 Conserve natural vegetation, Native reserve condition and bushland	3.2.1 Continue to preserve the conservation road side areas and support local conservation groups	Nil	MW	Discussion with key stakeholder groups in 2017/18
		3.2.2 Investigate partnering in the native plant subsidy scheme	Nil	DCEO	North Stirlings Pallinup Natural Resources has been approached in relation to partnering the Shire in this

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocations	Responsibility	Progress
					scheme. Cr Martin will follow up at next NSPNR meeting.

THEME 3. OUR COMMUNITY

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
1. Build connectivity between the three communities	1.1. Strengthen the sense of place and culture and belonging through inclusive community interaction and participation	1.1.1 Support annual funds to local arts and culture groups	Community Grants 03142	CEO Council	<ul style="list-style-type: none"> GNP Art Exhibition \$500 completed and acquitted. Men's Shed Benches Project (for the Pool) due for completion June 2018) Community Garden Project \$5000 due for completion June 2018.
		1.1.2 Identify opportunities to strengthen the relationship between our three communities	Project Development and Promotion 03172 \$1,000 approx. Community Capacity Building 50022 \$10,000	CEO	Community Capacity Building Project – on hold Grant application successful for Country Local Government Fund. Funds declined due to staff changes

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
			<p>Fees for Service \$5000 approx.</p> <p>Grant Funding \$23,000 approx. (GSDC, RDA, CLFG / Lotterywest)</p> <p>Other Shires \$4,000</p> <p>Swimming Pool Training 62163 \$3,000 approx.</p> <p>Sport & Recreation (Passive Recreation) 33432 \$1,500</p>		<p>Lotterywest Funding application completed, but not submitted.</p> <p>Elements of the Project to continue – Grants Training and Aboriginal Skilled for Life Training.</p> <p>Shire to support the GNP CRC Wellbeing Program (Passive Recreation)</p>

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
		1.1.3 Promote and support the needs of disadvantaged people within the community	<p>Community Capacity Building – Leadership Development 5% of total project budget (see Our Community Item 1.1.2) 50022</p> <p>DAIP Implementation 04232 5% of total DAIP budget</p> <p>Seniors Morning Tea \$500 03142</p>	CEO	<p>DAIP Implementation – Training / Chairs for Seniors at the Pool by June 2018.</p> <p>DAIP Training for staff – investigating possible training options.</p> <p>Seniors Morning Tea in partnership with Gnowangerup SES. Completed December 2017. Due to low numbers this event will not be held in 2018.</p> <p>Shire to Support the GNP CRC Wellbeing Program (Passive Recreation)</p> <p>The Aboriginal Skilled for Life</p>

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
					Training Program April 2018.
	1.2. Actively strengthen relationship with our diverse cultural community	1.2.1 Work with the indigenous community to celebrate NAIDOC week	NAIDOC Week Celebrations \$2,000 Wirrapanda Sports Carnival \$5,000	CEO	NAIDOC Week 2018 – due for completion July 2018. Flag to be flown July 2018 Certificates for Skilled for Life Training to be presented.
		1.2.2 Implement the DAIP to guide Shire operations and services to ensure they are inclusive of all members of the community.	DAIP Implementation 04232 95% of total DAIP budget.	CEO	DAIP Progress Report due February 2018
	1.3 Investigate the feasibility of changing the name of the Shire to promote a more inclusive Shire image	1.3.1 Investigate the process required and the cost associated with changing the name of the Shire	Nil	CEO Council	Planned for 2019/20

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
2. Build proud and active residents who participate in local activities and services for the betterment of the community	2.1 Facilitate a program of community-based events that encourage social interaction within our three communities	2.1.1. Actively engage the community and event promoters to host iconic, cultural and sporting events within the Shire in partnership with other community organisations e.g.: Australia Day, NAIDOC Week, National Youth Week, Mental Health Week, Thank a Volunteer/Volunteer Week.	Civil Receptions and Events \$11,800 RF04 Projects Development and Promotion \$1,000 03172	CEO	Australia Day – in Borden. Completed. Anzac Day – funds to be provided as per previous years. NAIDOC Week – due July 2018 Mental Health Week – postponed Thank a Volunteer/Volunteer Week – no longer a Shire event.
		2.1.2 Subscribe to and develop locally based statistical service programs to enhance demographic analysis capability, including Community Profile, Economic Profile and Population forecasts.	Nil	CEO	Contact made with the Australian Bureau of Statistics – request for more data submitted, however ABS have indicated that there is no public Census data available for populations below

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
					250 persons. On review it was determined that this information was not essential and would be deferred until the engagement of a community services officer.
		2.1.3 Prepare a Community Development Plan to guide the provision of community based services delivered or facilitated by the Shire.	Community Capacity Building – Community Engagement Training 15% of total project budget 50022 (see Our Community Item 1.1.2)	CEO	On hold –Due to lack of staff Currently working with gtmedia for professional development and support

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
		2.1.4. Support annual funds to local community groups & individuals to assist in delivering local passive recreational activities	Community Grants 03142 Other Recreation Expenditure \$8,500	CEO/EA	Investigate local opportunities for passive recreation activities including: <ul style="list-style-type: none"> • Boomerang Bags Sewing Workshops/ Group, • Walking Groups • Seniors Group Exercise • Yoga/Pilates Ongoing Shire to Support the GNP CRC Wellbeing Program (Passive Recreation)
	2.2 Increase productivity and where possible value add to Shire delivered community services	2.2.1. Increase Ongerup Library membership and introduce library activities to be delivered to the community	Ongerup Library Events \$2,500	CEO	KPIs set to increase Library usage. 4 events to be delivered in 2017/18 – 50% completed Discussions with the Ongerup CRC to relocate the

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
					library have commenced.
		2.2.2 Investigate needs associated with staffing the Gnowangerup Community Swimming Pool to maintain optimal operations.	<p>Lifeguard Position 32042 \$16,043</p> <p>Swimming Pool Training Funds (Lifeguard Training only) Part of the Community Capacity Building Project 50022 Approx. 6% of the total project budget (see Our Community Item 1.1.2)</p> <p>Pool Promotion 32162 \$2,000</p>	CEO	<p>Lifeguard 8-week trial offered commencing 3rd November 2017. – Completed and Training to Pool Ops level 80% complete</p> <p>Pool expected to commence 7 days a week operation in March 2018.</p> <p>Local Lifeguard Course to train local staff / Volunteers to take place in Feb/ March 2018 – cancelled</p> <p>“Friends of the Pool” to be established, to support the promotion and community</p>

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
					ownership of Pool activities. – EOI complete however no community interest received. Requires more community consultation
3. Assist in building the sustainable management of local organisations and community groups	3.1. Support and facilitate the development of community leaders	3.1.1 Work in partnership with other Shires and community organisations to facilitate the development of local leaders through skills development opportunities and capacity building activities e.g.: Regional Passive Recreation Development Project, Governance Training, Training and Skills Development Project and Community Leadership Project.	Community Capacity Building Project 50022 Approx. 50% of total project budget (see Our Community Item 1.1.2)	CEO	Aboriginal Skilled for Life Training – partnership between Katanning, Broomehill-Tambellup and Gnowangerup Shires. Capacity Building Project – on hold.

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
	3.2 Support and encourage opportunities for local volunteering	3.2.2 Facilitate and promote partnerships between volunteer organisations, NGO's, Local Businesses and Local Government Organisations.	Community Capacity Building Project 50022 Approx. 10% of total project budget (See Our Community Item 1.1.2)	CEO	On hold - Delivery of Community Capacity Building Project - due for completion in June 2018. Community Grants due to open in March 2018. Grant writing workshops have been held.
4. Ensure residents feel safe and confident in their ability to travel and socialise within their community	4.1 Build a healthy community that is aware of and responsive to current public health risks.	4.1.1 Conduct environmental health initiatives in the community, including inspections and assessments relating to: food, water, noise, disease, pest control and safety.	Costs are built in to the contract payment.	EHO	Ongoing – as per requirements of the Public Health Act of WA 2016
		4.1.2 Continue to monitor the Ongerup Sewerage Scheme	Costs are built in to the contract payment	EHO	Ongoing – as per requirements of Water Services Act of WA 2012
	4.2 Support and promote initiatives that aim to improve mental health	4.2.1 Shire remain an Act-Belong-Commit Partner Site	Act Belong Commit 03172 \$500	CEO	Ongoing Act Belong Commit Partnership Site Agreement to be renewed Feb 2019.

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
		4.2.2 Support community driven preventative health initiatives and support the provision of services for community members impacted by mental health issues.	<p>Project Promotion and Development 031712 \$1,000</p> <p>Act Belong Commit 031712 \$500 \$1500 in-kind provided by ABC</p> <p>Donation to Southern Agcare \$2,000 62002</p>	CEO	<p>Mental Health Week Community BBQ completed 10th October 2017</p> <p>Act Belong Commit Ongoing</p> <p>Donation to Southern Agcare - Completed</p>

THEME 4. A SUSTAINABLE AND CAPABLE COUNCIL

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
1. Provide accountable and transparent leadership	1.1 Continue to develop a policy framework that guides decision making	1.1.1 Annually review the Shire's Policy Manual and develop new policies as required.	Nil	DCEO	Ongoing action with annual review of manual.
	1.2 Integrate planning, resources and reporting	1.2.1. Develop a seamless suite of plans aligning the strategic direction with operational actions and projects	Nil	CEO	Completed
		1.2.2. Develop the Asset Management Framework which includes policy, strategy and plans	Nil	AWMC	Ongoing action over the 2017/18 financial year.
		1.2.3. Develop a Workforce Plan	\$15,000	CEO DCEO	Draft plan completed and will be presented to Council in April by Kerry Neill from The Futures Group..

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
		1.2.4. Review the Long Term Financial Plan	\$8,680	DCEO	Will commence in 2018 in conjunction with budget preparation.
	1.3 Demonstrate accountability through robust reporting that is relevant and easily accessible by the community	1.3.1. Ensure the Annual Report includes all the information that is required by legislation and in a format easily understandable by the community		CEO DCEO	The report was presented at the Annual Electors Meeting.
	1.4 Optimise opportunities for the community to access and participate in the decision making process	1.4.1 Develop a community engagement / consultation strategy	Community Consultation 0432 \$10,000 (also see Quality Built Form Item 1.3.1) Pool promotion 32162 100% of funds allocated to this project (See our Community Item 2.2.2)	CEO	Development of an Aboriginal Community Engagement Strategy completed Community Development Plan - not commenced due to staffing changes Friends of the Pool group to be established to guide operations

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
					and activities at the Pool – no community interest expressed. Negotiations with community groups (Gnowangerup Sporting Complex, Ongerup Sporting Complex, Borden Pavilion, Gnowangerup CRC) in relation to leases underway.
		1.4.2 Establish and manage a Strategic Community Reference Group from a wide demographic to provide advice to Council on matters of significant community interest.	Nil	CEO	Not commenced

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
		1.4.3 Prepare and publish all Agendas and Minutes of Council in accordance with legislation and make them accessible to the public.	Nil	CEO	Documents are available on the Shire's webpage Ongoing
2. To have a highly skilled and effective Council that represents the best interests of the community	2.1. Ensure the elected body has a comprehensive understanding of its roles and responsibilities	2.1.1. Manage election process and ensure new councillors receive relevant documentation.	\$14,800	CEO	No election required - 5 vacancies and 5 nominations Process completed
		2.1.3 Develop an annual elected members training calendar		CEO	Not commenced
3. Improve the capability and capacity of the Shire	3.1 Improve organisational systems with a focus on innovative solutions	3.1.1 Implement the outcomes of the Better Practice Review	Nil	CEO DCEO	Completed
		3.1.2 Implement new SynergySoft and ALTUS Human Resources module to provide management with relevant HR statistics to assist decision making	Nil	DCEO	Not proceeding – budget has been re-allocated to 50022 for the internet access project.

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
		3.1.3 Implement new ALTUS Financial Reporting system to provide a more efficient monthly financial reporting process	\$11,000 59022	DCEO	Senior Finance Officer is using the new system in conjunction with the existing system and will convert fully at end of 2018/19.
		3.1.4 Conduct five yearly review of Recordkeeping Plan	Included in implementation of Records Management Review	DCEO	Review completed in 2017. Preparation of new plan will be completed prior to December 2018.
		3.1.5 Conduct two-yearly Reg 17 Audit Review	\$7,000 59032	DCEO	Will be completed by May 2018.
		3.1.6 Implement recommendations from Records Management review	\$40,000 59062	DCEO	Records management consultant has assisted with implementing changes to file index and RM processes –

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
					archiving/disposal still to be completed in April 2018.
		3.1.7 Annually conduct a review of local laws with a major review to be done eight-yearly. (Last major review was 2016)	Nil	DCEO	Will be undertaken towards the end of the financial year.
		3.1.8 Complete an annual Compliance Audit Return to demonstrate compliance with legislation	Nil	DCEO	Completed.
	3.2 Strengthen customer service	3.2.2 Review the Shire's Customer Service Charter to inform and enhance service outcomes	Nil	DCEO	Will be completed by the end of the financial year
	3.3 Maintain a highly skilled and effective workforce	3.3.1 Ensure staff training opportunities are identified during performance review process.	\$24,500 57092 \$12,000 60032 \$6,575 61082 \$4,000 63072	DCEO	Training requirements identified and added to training program.

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
4. For the Shire to demonstrate advocacy in promoting the needs and ambitions of the district and the advancement of Local Government	4.1. Advocate and influence political direction to achieve local and regional development	4.1.1. Continue representation on external Boards and committees such as the GSDC, WALGA Zone, School Boards, Hidden Treasures and others to influence positive local and regional outcomes	Nil	CEO DCEO Councillors	Councillor representation on Boards was determined following the swearing in of new Councillors.
		4.1.2. Participate in State policy development processes affecting local government where appropriate	Nil	CEO Shire President	On going Primarily facilitated through WALGA Zone

THEME 5 FINANCIAL SUSTAINABILITY

Objective	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
1. To be less reliant on rates as the primary basis for revenue by leveraging alternative income streams	2.2. Position the Shire to align with State and Federal Government priorities to increase eligibility for grant funding	1.2.1. Monitor State Government media releases and take action when appropriate	Nil	CEO	Ongoing. Auditor General Media Release referred to WALGA Zone December meeting
2. Effective management to conduct business in a financially sustainable manner.	2.1 Manage liabilities and assets through a planned, long-term approach.	2.1.1. Develop Property Strategy and review annually	Nil	CEO	Not Commenced
		2.1.2. Develop an ITC Strategy	\$5,000 60292	DCEO	Waiting on advice from JH Computers
		2.1.3. Update medical practice IT hardware and connect to Shire server	\$25,000 14014	DCEO	Project has been completed.
		2.1.4. Convert CEO & Mechanic houses from Reserve to freehold and separate into 2 lots	\$30,000 29004	DCEO	Completed.
		2.1.5. Convert Police OIC and Doctor houses from Reserve to freehold and separate into 2 lots	Nil	DCEO	Department of Communities has signed the Contract of Sale and returned it to

Objective	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
					Department of Planning, Lands and Heritage.
		2.1.6. Convert to freehold and on-sell the Old Ongerup Police Station	\$15,000 29004	DCEO	New freehold title received and property on the market
	2.2 Balance service levels for assets against long-term funding capacity.	2.2.1. Complete and maintain Asset Management Plans	Nil	AWMC	This will be on going throughout the year
		2.2.2. Review Asset Management Plan	Nil	AWMC	This will be on going throughout the year
	2.3 Seek out efficiencies and regional collaborations to reduce service delivery costs.	2.3.1 Take part in regional collaboration opportunities related to community services such as sharing of regional resources, hosting of regional community development activities and support for regional activities taking place in other communities across the Great Southern	Community Capacity Building Project 50022 Approx. 10% of total project budget (see Our Community Item 1.1.2)	CEO	Community Capacity Building Project - on hold
					Aboriginal Skilled for Life Training in partnership with Katanning, Broomehill-Tambellup and Gnowangerup Shires The peer support program facilitated

Objective	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
					by the City of Albany has developed Integrated Planning templates which will be used by 9 Councils and providing significant savings in consultant fees. The Peer Support program is currently investigating a standardised Community perceptions survey to allow benchmarking and to save on costs. i
3. To effectively plan for the funding and delivery of major projects.	3.1 Effectively prioritise major capital projects to facilitate long-term financial sustainability.	3.1.1 Implement Capital Works Program as detailed in the Capital Works Program 2017-2018	Total budget \$1,217,635 as per below allocations 38014	MW	Ongoing

Objective	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
		3.1.2 Major Road Construction Program, continue to update road asset information and develop construction/ maintenance program that optimises funding opportunities for future road asset sustainability. Gravel re-sheeting a minimum of 8km per year to be reassessed post WANDRRA	Council Allocation \$526,500 38014	MW	Council funded bitumen resealing program completed in February with resealing of Airport Road and GNP town streets Cecil St, Quinn St & Aylmore St Toompup gravel sheeting programmed for May
4. Continue to liaise with key stakeholders such as State and Federal Government Agencies.	4.1. Maximise funding opportunities for key infrastructure projects for the Shire of Gnowangerup	4.1.1. Roads to Recovery funding to focus on preservation and resealing of single seal bitumen roads - Tieline Rd and Borden Bremer Bay Road and shoulder widening and reseal of Ongerup Pingrup Road	\$577,135 38014	MW	Roads to Recovery resealing works are completed for this financial year with the bitumen resealing on Borden Bremer Bay Road and the shoulder widening of Ongerup Pingrup Rd.

Objective	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
					Nightwell gravel sheeting project starts in April 2018
		4.1.2. Submit funding for Regional Road Group funds. Focus on preservation resealing of single seal bitumen roads – Borden Bremer Bay Rd, Tieline Rd, Tambellup Rd, Kwobrup Rd. Complete widening and resealing of Ongerup Pingrup Rd	\$114,000 38014	MW	Regional Road Group works completed in February with the resealing of Tieline Rd
		4.1.3. Maximise WANDRRA funding opportunities by reviewing and incorporating works completed by WANDRRA and adjust works program accordingly.	Ongoing 39292	MW	Ongoing

THEME 6 QUALITY BUILT FORM

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
1. For the Shire's commercial and residential areas to be filled with quality buildings and appealing streetscapes	1.1 Ensure planning frameworks promote and support mixed use developments	1.1.1. Design Stage 1 of residential subdivision in Quinn Street.		Town Planner	Design approved by WAPC. Land (3 lots) now available via Landcorp
		1.1.2. Contribute to the Great Southern Housing Initiative	To be determined	CEO	Federal Grant funding has been confirmed and construction of 2 houses will commence in the 2018-2019 financial year.
	1.2 Environmentally sensitive building designs are promoted and encouraged.	1.1.3. Ensure environmental consideration is reflected in Town Planning and Building Approvals	Nil	Town Planner Building Surveyor	Ongoing – guided by R-Codes, BCA, etc.
	1.3 Buildings and landscaping is suitable for the immediate environment and reflect community values.	1.3.1 Facilitate the redevelopment of Aylmore Springs Stage 1: Community Consultation	Community Consultation 04032 80% of the total project budget	CEO Town Planner	Community Consultation for the redevelopment of Aylmore Springs – To Commence July /August 2018

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
		Stage 2: Design & Implementation	Community Capacity Building		Investigate a Landscaping / gardening contract for Ongerup and Borden as part of the 2018-19 budget process
		1.3.2 Review and ensure the Shire Planning Scheme & Policies reflect Council's strategic initiative and community values		Town Planner	Completed
2. Facilitate and integrate housing options, local services, employment and recreational spaces	2.1.Facilitate diverse, inclusive, housing options	2.1.1. Support Landcorp release of residential blocks		CEO	2 Blocks in Quinn Street are for sale. The Shire has purchased a block on Quinn Street for the purpose of constructing transient worker housing.
		2.1.2. Acquire 11 & 13 Bell Street Gnowangerup vacant blocks for re-sale	\$5,000 29004	DCEO	CS Legal appointed to act for Shire. Awaiting advice from State Solicitors Office.

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
		2.1.3. Purchase grouped housing block from Landcorp	\$65,000	CEO	Completed
	2.2. Provide appropriate open space to recreate and connect with nature.	2.2.1. Encourage better use of existing underutilised community spaces across the Shire	Nil	CEO Council Town Planner	Advice and guidance available for groups managing local assets such as Sporting Complexes, Historical Buildings and Community Buildings.
		2.2.2. Support projects that improve community spaces and that incorporate the sustainable management of community assets into the future e.g. Community Garden	Community Grants – Community Garden Disabled Toilet \$5,000	CEO	Community Grant Provided for Community Garden Project due for completion June 2018 Advice and guidance available for groups managing local assets such as Sporting

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
					Complexes, Historical Buildings and Community Buildings.
3. To provide facilities of the highest quality which reflect the needs of the community now and into the future	3.1 Develop an understanding of the demographic context of local communities to support effective facility planning	3.1.1. Prepare a demographic profile for each of the 3 communities using the 2016 Census data.	Nil	CEO	Not commenced as the Census does not collect population data below 250 persons
4. Manage current and future assets and infrastructure	4.1 Continue to improve asset management practices	4.1.1. Develop a long-term approach to significant facility upgrades and improvements	Nil	AWMC	As the AM Plans for these facilities are completed they will identify where upgrades and improvements are required.
		4.1.2. Develop an Asset Management Strategy 2018-2028 to guide the Shire's approach to managing its assets	Nil	AWMC	Will be developed over the 17/18 year.
		4.1.3. Maintain and protect heritage building and places	Nil	CEO	Advice and guidance available for groups managing local assets.

Objectives	Strategic Initiatives	Actions and Projects	Budget Allocation	Responsibility	Progress
					Engage a consultant to complete the Thematic Framework – due June 2018.
		4.1.4. Complete planned shade facility and niche wall at Gnowangerup Cemetery	\$2,000 30012	MW Council	Will be progressed by Councillors
		4.1.5. Update mapping of plots and number grave sites at Gnowangerup Cemetery	\$1,500 30012	DCEO	Project expected to be completed in early June.
		4.1.6. Continue to work with GRDC and the Gnowangerup Aboriginal Corporation in progressing the business case for the agricultural training facility	\$10,000	CEO	Awaiting feedback from GSDC and Consultants on changes to the draft report

13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT

13.1 APPOINTMENT OF AUTHORISED OFFICERS

Location:	Shire of Gnowangerup
Proponent:	N/A
File Ref:	
Date of Report:	20 th April 2018
Business Unit:	Corporate Services
Officer:	V Fordham Lamont – Deputy CEO
Disclosure of Interest:	Nil

ATTACHMENTS

- Excerpt from Council minutes of 22 March 2017 (item 12.3)
- Delegation 1.2.1 From Council to CEO - Appoint Authorised Persons

PURPOSE OF THE REPORT

For Council to appoint/designate authorised officers as required by various acts and regulations under which local governments have some responsibilities.

BACKGROUND

At its ordinary meeting of 22 March 2017, Council reviewed the Shire's Delegation Register as required by s5.18 and s5.46 of the Local Government Act 1995 to ensure compliance requirements were met and delegations were in accordance with relevant legislative provisions. Council resolved to:

1. Revoke the Delegation Register 2015
2. Adopt the amended delegations as shown in the Delegation Register 2017

A local government is also required to maintain a Register of Authorised Officers but I was unable to locate this item in the Shire's records. Following the adoption of the Delegation Register, the development of the Register of Authorised Officers was commenced.

What is an Authorised Person (Officer)?

An authorised person, or authorised officer, is someone who conducts specific functions on behalf of a local government as dictated under the Local Government Act 1995 or another piece of legislation (This can be another act, the underpinning regulations or local law applicable to that other act).

Under the Local Government Act, local laws can be created regarding the carrying out, or enforcement of specific functions or provisions. In this instance, an Authorised Person can be appointed to carry out the enforcement functions within that local law. Note this is different to a local law that can be created as required by another act. In this instance, the relevant act or regulations will dictate whether an Authorised Person is applicable, and whether this is within the statute (act) or the local law.

Unlike a delegation, an authorisation details specific functions and powers an authorised person holds. The holder of a delegation has full discretion on how the delegation is applied, while the authorised officer does not.

A certificate of authorisation (and/or a card if relevant) is issued to the Authorised Person. The certificate contains the full details of the authorisation.

Appointments under the Local Government Act 1995

In the case of the Local Government Act, the power to appoint an Authorised Person is specifically in accordance with the Act and any of the local laws made under this Act. In this instance, Council is the Local Government, as it is the only body that can make a decision regarding the issue of an authorisation under the Local Government Act 1995 (unless the Council has delegated this function of appointment to the CEO).

In particular, the Local Government Act sets out the specific powers regarding an authorisation including the exercising of that power and the appointment process of an Authorised Person as follows:

“3.24. Authorising persons under this Subdivision

The powers given to a Local Government by this Subdivision can only be exercised on behalf of the Local Government by a person expressly authorised by it to exercise those powers.”

“9.10. Appointment of authorised persons

(1) The Local Government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.”

Appointments by Delegation

Where the legislation also includes a power of delegation, the more efficient operational approach is for the Council to delegate its authority to appoint an authorised person to the CEO. This enables the CEO to then make the appointment directly, and in the approved form (relevant person or class and the certificate of authorisation as legislated or otherwise).

As explained in the previous section, a delegation under the Local Government Act from Council to the CEO regarding s.3.24 and s.9.10, will enable the CEO to appoint an authorised person for the purposes of specified functions (relevant sections) under the Local Government Act 1995, the associated Regulations and Local Laws.

Note: The Shire of Gnowangerup, Council under Delegation 1.2.1 has delegated its authority to the CEO to appoint persons or classes of persons regarding s.3.24 and s.9.10 for the purposes of fulfilling prescribed functions within the:

- Local Government Act 1995, inclusive of the Regulations;
- The Shire’s Local Laws made under the Local Government Act; and
- Graffiti Vandalism Act 2016, s.15 (refers to Part 9, Divisions 1 and 2 of the Local Government Act)

Appointments under Other Legislation Including Authority by Delegation

The powers of delegation and for the appointment of authorised persons under the Local Government Act cannot however be used to appoint authorised persons under other legislation. Each piece of legislation that includes powers specific to a Local Government for the appointment of an authorised person that also includes a power of delegation of appointment of an authorised person to the CEO is set out in the following table:

Act	Power to Appoint Authorised Person	Power that Enables Delegation by Local Government	Delegation Register Reference
Building Act 2011	s.96(3)	s.127	2.1.1
Bush Fires Act 1954	s.38	s.48	2.2.1
Cat Act 2011	s.48	s.44	2.3.1
Dog Act 1976	s.29(1)	s.10AA	2.4.1
Food Act 2008	ss.122(1) and 126(3)	s.118(2)(b)	2.5.1
Public Health Act 2016	s.24	s.21	2.9.1
Shire of Gnowangerup Local Planning Scheme 2	Clause [11.1.2]	Clause [11.3.1]	2.8.1

The Council at the Shire of Gnowangerup has delegated to the CEO each type of appointment as listed in this table. The corresponding delegation to the CEO can be found in the Shire's delegation register.

Appointment by Office (Classes of Persons) – The Interpretation Act 1984

Section 53 of the Interpretation Act allows the appointment authority to issue an authorisation to either a named person (e.g. Holly Sims) or by office (e.g. Ranger).

53. Appointments may be by name or office
Where a written law confers a power or imposes a duty upon a person to appoint or designate a person to —
(a) perform any function; or
(b) be a member of any board, tribunal, commission, committee, council, or other similar body, whether corporate or unincorporated; or
(c) be or do any other thing,
that person may make the appointment or designation either by appointing or designating a person by name or by appointing or designating the holder of an office by the term designating his office; and any such appointment or designation of the holder of an office shall be construed as the appointment or designation of the person from time to time holding, acting in, or lawfully performing the functions of the office.

To appoint a person by name means that the person making the appointment has to specify each time when they were appointed and when they were removed from office. This means that for those authorisations issued by Council, the CEO will need to take a report to either add or remove an authorised person each time.

If the appointment is by office (or a class of person), then once Council has appointed the office, the CEO can add or remove persons as required without taking that person to Council for approval.

The appointment by office also means that on the certificate of authorisation, there will not be an end date, unless it is a contracted person and it is felt that the end date is required in line with the terms of the contract.

At the Shire of Gnowangerup, the appointment or designation is by office. This means that the CEO can issue an authorisation for either those that the CEO has appointed by delegation or those by Council.

The CEO with appointments conducted under delegation does this as a matter of course.

COMMENTS

Council Only Appointments

Some legislation requires that a Local Government appoint authorised persons by resolution only. The power to appoint cannot therefore be delegated or assigned to the CEO. In these instances, only the Council can resolve to make (and withdraw) an appointment. The legislation where this applies includes:

- S.38(3) of the Control of Vehicles (Off-road Areas) Act 1978;
- S.26(1)(c) of the Litter Act 1979;
- S.17(1) Caravan Parks and Camping Grounds Act 1995 and the Regulations (R.6);
- S.449 Local Government (Miscellaneous Provisions) Act 1960.

Council is requested to appoint offices as Authorised Officers in terms of the above legislation and the tables below:

Appointment No:

GN07

*Control of Vehicles (Off-road Areas) Act 1978 –
Appointment of Authorised Persons*

Date Adopted	Insert Council Adoption Date
Date Last Reviewed	Insert Date Last Reviewed
Policy Reference	N/A

Appointment	CEO Ranger
Sub-Appointment	N/A
CEO Instruction/Procedure	Form 5 of the Regulations provides the required form for the certificate of appointment to an authorised officer

Statute (Act)

*Control of Vehicles (Off-road Areas) Act 1978,
38 (3)*

Subsidiary (Regulation or Local Law)

*Control of Vehicles (Off-road Areas)
Regulations 1979*

Description

In accordance with section 38 (3) of the *Control of Vehicles (Off-road Areas) Act* (the Act), Council appoints the following classes of persons as authorised persons for the purposes of the Act and the *Control of Vehicles (Off-road Areas) Regulations 1979* subject to any limitations or conditions as follows:

The Act, the Regulations and the Local Law

1. The Chief Executive Officer and the Contract Ranger for the purposes of the Act and the Regulations.

Notes

- Section 38(3) stipulates that the appointment must be by resolution. Does state any employee;
- Regulation 37 requires the certificate of appointment to be in the prescribed form i.e. Form 5

Appointment No:

GN10

Litter Act 1979 – Appointment of Authorised Persons

Date Adopted	Insert Council Adoption Date	Appointment	CEO Ranger
Date Last Reviewed	Insert Date Last Reviewed	Sub-Appointment	N/A
Policy Reference	N/A	CEO Instruction/Procedure	Issue certificates of appointment as per section 26(4)(c) i.e. in the prescribed form (Form 3) as per the Litter Regulations

Statute (Act)

The Litter Act 1979, s.26(1)(c)

Subsidiary (Regulation or Local Law)

Litter Regulations 1981

Description

In accordance with section 26(1)(c) of the *Litter Act 1979* (the Act), Council appoints the following classes of persons as authorised persons for the purposes of the Act and the *Litter Regulations 1981* (the Regulations) subject to any limitations or conditions as follows:

The Act and the Regulations

1. The Chief Executive Officer under the Act may in accordance with section 26(3) exercise the powers of an authorised officer under the Act:
 - a. Within the district.
 - b. Those conferred on him/her by the Act in relation to any person whom he/she has reason to believe is concerned in a contravention of the Act and its regulations. This is applicable to powers exercised in the district and outside of the district where the person was pursued from the district or was known to have been in the district at the time of the contravention.
2. The Ranger under the Act may in accordance with section 26(3) exercise the powers of an authorised officer under the Act:
 - a. Within the district.
 - b. Those conferred on him/her by the Act in relation to any person whom he/she has reason to believe is concerned in a contravention of the Act and its regulations. This is applicable to powers exercised in the district and outside of the district where the person was pursued from the district or was known to have been in the district at the time of the contravention.

Notes

- The Litter Act contains no provisions regarding the delegation of appointments;
- The certificates of appointment must be issued as per section 26(4)(c) i.e. in the prescribed form under the Litter Regulations;
- The powers of an authorised officer are found in section 27 (includes matters in sections 23, 24, 24A);
- District means the Shire of Gnowangerup.

Appointment No:

GN03

*Caravan Parks and Camping Grounds Act 1995 –
Appointment of Authorised Persons*

Date Adopted	Insert Council Adoption Date	Appointment	CEO EHO Building Surveyor Ranger
Date Last Reviewed	Insert Date Last Reviewed	Sub-Appointment	N/A
Policy Reference	N/A	CEO Instruction/Procedure	Issue identity card as per Section 17(1)(b) of the Caravan Parks and Camping Grounds Act;

Statute (Act)

*Caravan Parks and Camping Grounds Act 1995,
s.17(1)*

Subsidiary (Regulation or Local Law)

*Caravan Parks and Camping Grounds
Regulations 1997*

Description

In accordance with section 17 (1) of the *Caravan Parks and Camping Grounds Act 1995* (the Act), Council appoints the following offices (classes of persons) as authorised persons for the purposes of the Act and the *Caravan Parks and Camping Grounds Regulations 1997* (the Regulations) subject to any limitations or conditions as follows:

The Act and the Regulations

1. The Chief Executive Officer is appointed for all purposes of the Act and the Regulations.
2. The Contract Environmental Health Officer for all purposes of the Act and the Regulations other than:
 - a. Section 22 (take proceedings for offences under the Act);
 - b. Removing a neglected, abandoned or dangerous caravan from a facility under Regulation 56(3) or 57(3).
3. The Contract Building Surveyor
 - a. Section 22 (take proceedings for offences under the Act);
 - b. Removing a neglected, abandoned or dangerous caravan from a facility under Regulation 56(3) or 57(3).
4. WA Contract Ranger Services Pty Ltd, and such persons employed by WA Contract Ranger Services Pty Ltd, for all purposes of the Act other than:
 - a. Section 22 (take proceedings for offences under the Act);
 - b. **The Regulations.**

Notes

Section 17(1)(b) requires the Local Government to issue to each authorised person an identity card, in the prescribed form.

Appointment No:

GN04

*Caravan Parks and Camping Grounds Act 1995
Appointment of Authorised Persons for Infringement
Notices*

Date Adopted	Insert Council Adoption Date	Appointment	CEO CSO EHO Building Surveyor Ranger
Date Last Reviewed	Insert Date Last Reviewed	Sub-Appointment	N/A
Policy Reference	N/A	CEO Instruction/Procedure	Issue certificates of authority as per section 23(12)

Statute (Act)

*Caravan Parks and Camping Grounds Act 1995,
s.23(11). Also s.23(2), (3), (5), (7) & (12)*

Subsidiary (Regulation or Local Law)

*Caravan Parks and Camping Grounds
Regulations 1997*

Description

In accordance with section 23 (11) of the *Caravan Parks and Camping Grounds Act 1995* (the Act), and the *Caravan Parks and Camping Grounds Regulations 1997* (the Regulations), Council appoints the following offices (classes of persons) as authorised persons for the purposes of section 23 relating to infringement notices as follows:

The Act and the Regulations

1. The Chief Executive Officer for the purposes of:
 - a. Section 23(5): extending the payment period for infringement notices; and
 - b. Section 23(7): withdrawing and infringement notice.
2. The Customer Service Officer, the Finance Officer and the Senior Finance Officer for the purposes of section 23(3) receiving payment for infringement notices.
3. The Contract Environmental Health Officer for all purposes of section 23(2) - Issuing an infringement for all prescribed purposes.
4. The Contract Building Surveyor for all purposes of section 23(2) - Issuing an infringement for all prescribed purposes.
5. WA Contract Ranger Services Pty Ltd, and such persons employed by WA Contract Ranger Services Pty Ltd, for the purposes of section 23(2) – issuing infringement notices in relation to offences under the *Caravan Parks and Camping Grounds Regulations 1997* (the Regulations):
 - a. Regulation 10 (Illegal camping);
 - b. Regulation 25 (Control of animals in a facility).

Notes

- Section 23(11) prohibits persons who are authorised to issue infringement notices from also being authorised to receive payment for, extend the payment for, or withdraw infringement notices;
- Section 23(12) requires that the authorised persons for the purposes of issuing an infringement notice are given a certificate stating that the person is so authorised. This is separate to the ID Card required under Appointment No. 1.

Appointment No: GN05 *Caravan Parks and Camping Grounds Regulations 1997 – Designation to Perform Functions*

Date Adopted	Insert Council Adoption Date	Appointment	CEO EHO Building Surveyor Ranger
Date Last Reviewed	Insert Date Last Reviewed	Sub-Appointment	N/A
Policy Reference	N/A	CEO Instruction/Procedure	N/A

Statute (Act) <i>Caravan Parks and Camping Grounds Act 1995</i>	Subsidiary (Regulation or Local Law) <i>Caravan Parks and Camping Grounds Regulations 1997 – Regulation 6</i>
---	---

Description

In accordance with regulation 6 of the Council *Caravan Parks and Camping Grounds Regulations 1997* (the Regulations), Council designates those offices (classes of persons) who are already appointed under Section 17(1) of the *Caravan Parks and Camping Grounds Act 1995* (the Act) to perform the functions conferred on the Shire of Gnowangerup by the Regulations in accordance with Table One as follows:

Office Designations (Already Appointed Under Section 17(1) of the Act)

CEO: Chief Executive Officer
 EHO: Contract Environmental Health Officer
 BSu: Contract Building Surveyor
 Ranger: WA Contract Ranger Services Pty Ltd

Appointment No:

GN11

Local Government (Miscellaneous Provisions) Act 1976 – Appointment of Authorised Persons

Date Adopted	Insert Council Adoption Date	Appointment	CEO Ranger Works Admin Assistant
Date Last Reviewed	Insert Date Last Reviewed	Sub-Appointment	N/A
Policy Reference	N/A	CEO Instruction/Procedure	Under s.450 the local government shall cause public notice to be given of the appointment or removal of poundkeepers and rangers The local government must supply the poundkeeper with a copy of the Act and a pound book

Statute (Act)

Local Government (Miscellaneous Provisions) Act 1960, s.449

Subsidiary (Regulation or Local Law)

Animals, Environment and Nuisance Local Law 2016

Description

In accordance with section 449 of the *Local Government (Miscellaneous Provisions) Act 1960* (the Act), and the Shire's *Animals, Environment and Nuisance Local Law 2016* (the Local Law), Council appoints the following classes of persons as authorised persons (fit and proper person as the keepers of the public pound(s) and as a ranger or rangers) for the purposes of the Act and the Local Law subject to any limitations or conditions as follows:

The Act and the Local Law

1. The Chief Executive Officer as a poundkeeper.
2. The Ranger as a poundkeeper and as the Shire of Gnowangerup's **ranger(s)**.
3. The Works Admin Assistant for the following conferred responsibilities regarding that as a poundkeeper:

The Act

- a. Sections 452 – 460 – Duties of the poundkeeper;
- b. Section 462 – Fees etc. for impounded cattle;
- c. Section 466 – Person impounding cattle in public pound to notify poundkeeper;
- d. Sections 467 – 475 - Matters regarding impounded cattle;
- e. Section 479 – Application of sale proceeds.

The Local Law

- a. 2.17 Impounding of livestock only. This includes straying livestock and either placing them in the pound or securing them on private property.

Notes

- Under s.450 the local government shall cause **public notice** to be given of the appointment or removal of poundkeepers and rangers;
- The Act is not only applicable to cattle, but other livestock and animals including: horses, mules, asses, camels, pigs, sheep, goats and so on (refer to Schedules 2 and 3);
- The Local Government under s.455 shall supply the poundkeeper(s) with a copy of the Act and with a pound book having the pages in the form in Schedule 1.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

s3.24 Authorising persons under this Subdivision

s9.10 Appointment of authorised persons

Control of Vehicles (Off-road Areas) Act 1978

s38 (3) Authorised officers, who are, functions of etc.

Litter Act 1979

s26(1)(c) Authorised officers, appointment and jurisdiction of etc.

Caravan Parks and Camping Grounds Act 1995

s17(1) Appointment of authorised person

Local Government (Miscellaneous Provisions) Act 1960

s449 Pounds, establishing; poundkeepers and rangers, appointing

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Plan 2017-2027

Theme 4 A Sustainable and Capable Council

Objective 3 Improve the capability and capacity of the Shire.

Strategic Initiative 3.1 Improve organisational systems with a focus on innovative solutions.

RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category: Corporate Governance

Sub-category: Ineffective Governance Framework

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

Appointing Authorised Officers and maintaining an Authorised Officers Register complies with legislative requirements and enables specific offices within the organisation to perform required duties under a range of legislation.

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

0418. That Council:

- 1. Adopt the practice of appointing/designating Authorised Officers by office; and**
- 2. Appoint offices as Authorised Officers in terms of the following tables and authorise the CEO to advertise them where required accordingly.**

Appointment No:

GN07

*Control of Vehicles (Off-road Areas) Act 1978 –
Appointment of Authorised Persons*

Date Adopted	Insert Council Adoption Date
Date Last Reviewed	Insert Date Last Reviewed
Policy Reference	N/A

Appointment	CEO Ranger
Sub-Appointment	N/A
CEO Instruction/Procedure	Form 5 of the Regulations provides the required form for the certificate of appointment to an authorised officer

Statute (Act)

*Control of Vehicles (Off-road Areas) Act 1978,
38 (3)*

Subsidiary (Regulation or Local Law)

*Control of Vehicles (Off-road Areas)
Regulations 1979*

Description

In accordance with section 38 (3) of the *Control of Vehicles (Off-road Areas) Act* (the Act), Council appoints the following classes of persons as authorised persons for the purposes of the Act and the *Control of Vehicles (Off-road Areas) Regulations 1979* subject to any limitations or conditions as follows:

The Act, the Regulations and the Local Law

2. The Chief Executive Officer and the Contract Ranger for the purposes of the Act and the Regulations.

Notes

- Section 38(3) stipulates that the appointment must be by resolution. Does state any employee;
- Regulation 37 requires the certificate of appointment to be in the prescribed form i.e. Form 5

Appointment No:

GN10

Litter Act 1979 – Appointment of Authorised Persons

Date Adopted	Insert Council Adoption Date	Appointment	CEO Ranger
Date Last Reviewed	Insert Date Last Reviewed	Sub-Appointment	N/A
Policy Reference	N/A	CEO Instruction/Procedure	Issue certificates of appointment as per section 26(4)(c) i.e. in the prescribed form (Form 3) as per the Litter Regulations

Statute (Act)

Litter Act 1979, s.26(1)(c)

Subsidiary (Regulation or Local Law)

Litter Regulations 1981

Description

In accordance with section 26(1)(c) of the *Litter Act 1979* (the Act), Council appoints the following classes of persons as authorised persons for the purposes of the Act and the *Litter Regulations 1981* (the Regulations) subject to any limitations or conditions as follows:

The Act and the Regulations

3. The Chief Executive Officer under the Act may in accordance with section 26(3) exercise the powers of an authorised officer under the Act:
 - a. Within the district.
 - b. Those conferred on him/her by the Act in relation to any person whom he/she has reason to believe is concerned in a contravention of the Act and its regulations. This is applicable to powers exercised in the district and outside of the district where the person was pursued from the district or was known to have been in the district at the time of the contravention.
4. The Ranger under the Act may in accordance with section 26(3) exercise the powers of an authorised officer under the Act:
 - a. Within the district.
 - b. Those conferred on him/her by the Act in relation to any person whom he/she has reason to believe is concerned in a contravention of the Act and its regulations. This is applicable to powers exercised in the district and outside of the district where the person was pursued from the district or was known to have been in the district at the time of the contravention.

Notes

- The Litter Act contains no provisions regarding the delegation of appointments;
- The certificates of appointment must be issued as per section 26(4)(c) i.e. in the prescribed form under the Litter Regulations;
- The powers of an authorised officer are found in section 27 (includes matters in sections 23, 24, 24A);
- District means the Shire of Gnowangerup.

Appointment No:

GN03

*Caravan Parks and Camping Grounds Act 1995 –
Appointment of Authorised Persons*

Date Adopted	Insert Council Adoption Date	Appointment	CEO EHO Building Surveyor Ranger
Date Last Reviewed	Insert Date Last Reviewed	Sub-Appointment	N/A
Policy Reference	N/A	CEO Instruction/Procedure	Issue identity card as per Section 17(1)(b) of the Caravan Parks and Camping Grounds Act;

Statute (Act)

*Caravan Parks and Camping Grounds Act 1995,
s.17(1)*

Subsidiary (Regulation or Local Law)

*Caravan Parks and Camping Grounds
Regulations 1997*

Description

In accordance with section 17 (1) of the *Caravan Parks and Camping Grounds Act 1995* (the Act), Council appoints the following offices (classes of persons) as authorised persons for the purposes of the Act and the *Caravan Parks and Camping Grounds Regulations 1997* (the Regulations) subject to any limitations or conditions as follows:

The Act and the Regulations

5. The Chief Executive Officer is appointed for all purposes of the Act and the Regulations.
6. The Contract Environmental Health Officer for all purposes of the Act and the Regulations other than:
 - a. Section 22 (take proceedings for offences under the Act);
 - b. Removing a neglected, abandoned or dangerous caravan from a facility under Regulation 56(3) or 57(3).
7. The Contract Building Surveyor
 - a. Section 22 (take proceedings for offences under the Act);
 - b. Removing a neglected, abandoned or dangerous caravan from a facility under Regulation 56(3) or 57(3).
8. WA Contract Ranger Services Pty Ltd, and such persons employed by WA Contract Ranger Services Pty Ltd, for all purposes of the Act other than:
 - a. Section 22 (take proceedings for offences under the Act);
 - b. **The Regulations.**

Notes

Section 17(1)(b) requires the Local Government to issue to each authorised person an identity card, in the prescribed form.

Appointment No:

GN04

*Caravan Parks and Camping Grounds Act 1995
Appointment of Authorised Persons for Infringement
Notices*

Date Adopted	Insert Council Adoption Date	Appointment	CEO CSO EHO Building Surveyor Ranger
Date Last Reviewed	Insert Date Last Reviewed	Sub-Appointment	N/A
Policy Reference	N/A	CEO Instruction/Procedure	Issue certificates of authority as per section 23(12)

Statute (Act)

*Caravan Parks and Camping Grounds Act 1995,
s.23(11). Also s.23(2), (3), (5), (7) & (12)*

Subsidiary (Regulation or Local Law)

*Caravan Parks and Camping Grounds
Regulations 1997*

Description

In accordance with section 23 (11) of the *Caravan Parks and Camping Grounds Act 1995* (the Act), and the *Caravan Parks and Camping Grounds Regulations 1997* (the Regulations), Council appoints the following offices (classes of persons) as authorised persons for the purposes of section 23 relating to infringement notices as follows:

The Act and the Regulations

6. The Chief Executive Officer for the purposes of:
 - a. Section 23(5): extending the payment period for infringement notices; and
 - b. Section 23(7): withdrawing and infringement notice.
7. The Customer Service Officer, the Finance Officer and the Senior Finance Officer for the purposes of section 23(3) receiving payment for infringement notices.
8. The Contract Environmental Health Officer for all purposes of section 23(2) - Issuing an infringement for all prescribed purposes.
9. The Contract Building Surveyor for all purposes of section 23(2) - Issuing an infringement for all prescribed purposes.
10. WA Contract Ranger Services Pty Ltd, and such persons employed by WA Contract Ranger Services Pty Ltd, for the purposes of section 23(2) – issuing infringement notices in relation to offences under the *Caravan Parks and Camping Grounds Regulations 1997* (the Regulations):
 - a. Regulation 10 (Illegal camping);
 - b. Regulation 25 (Control of animals in a facility).

Notes

- Section 23(11) prohibits persons who are authorised to issue infringement notices from also being authorised to receive payment for, extend the payment for, or withdraw infringement notices;
- Section 23(12) requires that the authorised persons for the purposes of issuing an infringement notice are given a certificate stating that the person is so authorised. This is separate to the ID Card required under Appointment No. 1.

Appointment No: GN05 *Caravan Parks and Camping Grounds Regulations 1997 – Designation to Perform Functions*

Date Adopted	Insert Council Adoption Date	Appointment	CEO EHO Building Surveyor Ranger
Date Last Reviewed	Insert Date Last Reviewed	Sub-Appointment	N/A
Policy Reference	N/A	CEO Instruction/Procedure	N/A

Statute (Act) <i>Caravan Parks and Camping Grounds Act 1995</i>	Subsidiary (Regulation or Local Law) <i>Caravan Parks and Camping Grounds Regulations 1997 – Regulation 6</i>
---	---

Description

In accordance with regulation 6 of the Council *Caravan Parks and Camping Grounds Regulations 1997* (the Regulations), Council designates those offices (classes of persons) who are already appointed under Section 17(1) of the *Caravan Parks and Camping Grounds Act 1995* (the Act) to perform the functions conferred on the Shire of Gnowangerup by the Regulations in accordance with Table One as follows:

Office Designations (Already Appointed Under Section 17(1) of the Act)

CEO: Chief Executive Officer
 EHO: Contract Environmental Health Officer
 BSu: Contract Building Surveyor
 Ranger: WA Contract Ranger Services Pty Ltd

Appointment No:

GN11

Local Government (Miscellaneous Provisions) Act 1976 – Appointment of Authorised Persons

Date Adopted	Insert Council Adoption Date	Appointment	CEO Ranger Works Admin Assistant
Date Last Reviewed	Insert Date Last Reviewed	Sub-Appointment	N/A
Policy Reference	N/A	CEO Instruction/Procedure	Under s.450 the local government shall cause public notice to be given of the appointment or removal of poundkeepers and rangers The local government must supply the poundkeeper with a copy of the Act and a pound book

Statute (Act)

Local Government (Miscellaneous Provisions) Act 1960, s.449

Subsidiary (Regulation or Local Law)

Animals, Environment and Nuisance Local Law 2016

Description

In accordance with section 449 of the *Local Government (Miscellaneous Provisions) Act 1960* (the Act), and the Shire's *Animals, Environment and Nuisance Local Law 2016* (the Local Law), Council appoints the following classes of persons as authorised persons (fit and proper person as the keepers of the public pound(s) and as a ranger or rangers) for the purposes of the Act and the Local Law subject to any limitations or conditions as follows:

The Act and the Local Law

4. The Chief Executive Officer as a poundkeeper.
5. The Ranger as a poundkeeper and as the Shire of Gnowangerup's **ranger(s)**.
6. The Works Admin Assistant for the following conferred responsibilities regarding that as a poundkeeper:

The Act

- f. Sections 452 – 460 – Duties of the poundkeeper;
- g. Section 462 – Fees etc. for impounded cattle;
- h. Section 466 – Person impounding cattle in public pound to notify poundkeeper;
- i. Sections 467 – 475 - Matters regarding impounded cattle;
- j. Section 479 – Application of sale proceeds.

The Local Law

- a. 2.17 Impounding of livestock only. This includes straying livestock and either placing them in the pound or securing them on private property.

Notes

- Under s.450 the local government shall cause **public notice** to be given of the appointment or removal of poundkeepers and rangers;
- The Act is not only applicable to cattle, but other livestock and animals including: horses, mules, asses, camels, pigs, sheep, goats and so on (refer to Schedules 2 and 3);
- The Local Government under s.455 shall supply the poundkeeper(s) with a copy of the Act and with a pound book having the pages in the form in Schedule 1.

12.3	2016/2017 DELEGATION REGISTER REVIEW
Proponent:	N/A
File Ref:	16.3.9
Date of Report:	15 th March 2017
Business Unit:	Strategy and Governance
Officer:	V Fordham Lamont – Deputy Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Schedule of Amendments Proposed to the Delegation Register
- Delegation Register 2017 – as amended

PURPOSE OF THE REPORT

To review the Shire's Delegation Register as required by s5.18 and s5.46 of the *Local Government Act 1995* to ensure compliance requirements are met and delegations are in accordance with relevant legislative provisions.

BACKGROUND

The *Local Government Act 1995* provides for a local government to **delegate** to the Chief Executive Officer (sections 5.42 and 5.43) the exercise of any of its powers or the discharge of any of its duties under the Act.

The Department of Local Government and Communities Operational Guideline No. 17 provides a range of information in relation to Delegations. The following are excerpts from the Departmental "Operational Guideline No 17 – Delegations":

The Macquarie Dictionary Second Edition (1991) defines "delegate" as follows:

- (a) To send or appoint (a person) as deputy or representative;*
- (b) To commit (powers, duties, etc.) to another as agent or deputy; and*
- (c) To commit powers or duties to others.*

Delegations are most commonly used in organisations where:

- (1) A particular person has authority to exercise a discretion to enforce a right or discharge a duty on behalf of the organisation;*
- (2) That person or officer has either:*
 - (a) a multitude of authorities to exercise a discretion to enforce rights or discharge powers; or*
 - (b) many circumstances in which they have authority to exercise a discretion to enforce rights or discharge duties.*
- (3) The business of the organisation could not be efficiently carried on if that person were to personally exercise their discretion to enforce all the rights or discharge all the duties; and*

- (4) *Through practical administration, that person needs to appoint other persons to exercise their discretion to exercise powers or discharge duties on behalf of the organisation.*

Whilst there is a requirement for local government delegations to be authorised by statute, there is no limitation (unless expressly stated to the contrary by statute) on appointing a person to act on behalf of the local government or the CEO, provided that appointment does not include the power of delegation.

There is a legal distinction between:

- (a) the delegation to a person to exercise a right or discharge a duty on behalf of an organisation; and*
- (b) appointing a person to act on behalf of an organisation or another employee of that organisation.*

In most circumstances, where a person:

- (a) Is appointed only to carry out the express instructions of an employee or the governing body of an organisation; and*
- (b) Is provided with only limited discretion in carrying out those instructions, that appointment does not constitute a delegation and does not need to be formally delegated. This is known as the “Acting Through” concept.*

Section 5.45 of the Act states that in relation to delegations, nothing prevents a “local government from performing any of its functions by acting through a person other than the CEO” or “a CEO from performing any of his or her functions by acting through another person”. The Act does not specifically define the meaning of the term “acting through”. However, the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority...

Unless expressly stated to the contrary, a legislative power to delegate only relates to the powers or duties under the Act in which the delegation power is located. It is not possible to, for example, rely on section 5.42(1) of the Local Government Act 1995 to delegate any of a local government’s powers under the Bush Fires Act 1954 to a CEO. Any delegation by a local government of its powers under the Bush Fires Act 1954 can only be delegated by the delegation provisions of that Act.

Notwithstanding that only some of the relevant legislation expressly prohibits sub-delegation, the common law prohibits sub-delegation unless it is expressly provided for by legislation. Unlike the Local Government Act 1995, the Bush Fires Act 1954 does not provide for a CEO to delegate to another employee to exercise the powers delegated by council to the CEO under section 48 of that Act. Therefore, only the CEO may exercise the powers delegated by council to the CEO under that Act.

There is however, a wider scope of legislation authorising the delegation of prescribed local government powers or duties and requiring records to be maintained in respect of such delegations, including the:

- (a) Local Government Act 1995;
- (b) Local Government (Miscellaneous Provisions) Act 1960;
- (c) Strata Titles Act 1985;
- (d) Bush Fires Act 1954;
- (e) Planning and Development Act 2005;
- (f) Food Act 2008;
- (g) Building Act 2011;
- (h) Cat Act 2011; and
- (i) Dog Act 1976.

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
- the CEO to employees.

Each delegator (Council and the CEO) is required to review the delegations at least once every financial year.

Beyond this, the Shire of Gnowangerup reviews delegations on an ad hoc basis as required when new employees are appointed or when old employees depart. Staff over the past 3 months have worked closely with WALGA to specifically review the Dog and Cat authorisations as well as providing feedback on a number of other delegations.

This report presents amendments to the Shire's Delegation Register that address:

- recent legislative amendments;
- new delegations and amended delegations to improve operational efficiencies and controls; and
- removes statutory authorisations from the Delegation Register (as the authorisations are already recorded in the Shire's Authorisations Register).

The culmination of the proposed amendment and recommendations of this report support Council in fulfilling its obligations under sections 5.18 and 5.46 of the Local Government Act to review its delegations to Committees and the CEO.

This Review has also considered delegations made under legislation other than the Local Government Act 1995.

Review Outcomes:

Delegation Register and Instrument of Delegation Formats Amended

The Delegation Register structure has been amended:

- Delegations have been separated and classified under their respective legislation heads of power. This improves the long term management of the Register, enabling the insertion and deletion of delegations whilst keeping delegations organised within the relevant head of power.
- Delegation reference numbering has been changed to an “outline number” format to support the change in structure.

The Instruments of Delegation (i.e. individual delegations) format has been amended:

- Sub-headings for “Sub-delegate/s” and “CEO Instruction/Procedure” have been relocated to the bottom of the template instrument of delegation. This change in format makes clear the separate decision making roles of Council (determining delegation to the CEO) and the CEO (determining sub-delegation).
- Sub-headings “Legal (Parent)” and “Legal (Subsidiary)” terminology has been amended to “Power Enabling Delegate” and “Power Delegated” respectively. This supports clearer understanding of the context and intent of the instrument of delegation format.
- New sub-headings inserted:
 - Power Enabling Sub-Delegation - Advises Council where a power enables the CEO to sub-delegate.
 - Description of Functions Delegated - Provides for a clearer description of the statutory powers and duties delegated.

The changes to the structure and format of the Shire’s Delegation Register, combined with the proposed amendments to individual delegations, mean that it is recommended for Council to revoke the existing delegation register and adopt the reviewed and amended Delegation Register 2017.

A table is provided as attached detailing the amendments proposed and references between the Delegations contained in the 2015 register and the proposed delegations in the 2017 Register.

COMMENTS

In all aspects, it is the Council’s decision on the extent of authority delegated to the Administration.

Fundamental to Council’s consideration, is the perceived risk of making a delegation and the benefit to efficient and effective good governance of the District. Where a delegation serves efficiency and effectiveness, and the Council perceives risk, it is appropriate for Council to apply limits or conditions on how the delegated authority may be applied. Such conditions and limitations are shown in the Shire’s Delegation Register as “subject to” statements.

The amended Delegation Register 2017 includes proposals:

- NEW delegations that enable the administration of legislative functions on behalf of the Shire;

- Amended delegations that address clarification and refinement of existing delegations; and
- Deleted delegations, which have been identified as either not required by the relevant legislative framework or which are no longer relevant to the Shire's operations.

Section 5.42 of the Act requires that for Council to grant or revoke any delegation, it must do so by an absolute majority.

CONSULTATION

Nil.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

Parks and Reserves Act 1895

Land Administration Act 1997

Bushfires Act 1954

Building Act 2011

Building Regulations 2012

Dog Act 1976

Dog Regulations 2013

Cat Act 2011

Public Health Act 2016

Food Act 2008

Food Regulations 2009

Planning and Development Act 2005

Strata Titles Act 1985

Local Government (Administration) Regulations 1996

Local Government (Functions and General) Regulations 1996

Local Government (Financial Management) Regulations 1996

Local Government (Miscellaneous Provisions) Act 1960

Local Government (Uniform Provisions) Regulations

Shire of Gnowangerup Town Planning Scheme 2

Shire of Gnowangerup Local Laws

Graffiti Vandalism Act 2016

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.

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 additions to the delegation register will have no material impact on capacity.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil.

CONCLUSION

The delegation register has been reviewed in consultation with WALGA Governance specialists to ensure all legislative and statutory requirements are being met. A number of changes to the document have been recommended to bring the Shire in line with changes to previous requirements as well as to correct any errors and omissions which have been identified since the last review.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

Moved: Cr L Martin

Seconded: Cr F Hmeljak

0317.18 That Council:

- 1. Revoke the Delegation Register 2015**
- 2. Adopt the amended delegations as shown in the Delegation Register 2017**

UNANIMOUSLY CARRIED: 7/0

ATTACHMENT 2

1.2.1 Appoint Authorised Persons

Date Adopted:	27 th May 2015
Date Last Reviewed:	22 nd March 2017

Delegate:	Chief Executive Officer
Policy Reference:	

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.3.24 Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2 – Certain provisions about land)
 - 9.10 Appointment of Authorised Persons

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:

- (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.

Sub-delegate/s:	Deputy Chief Executive Officer
------------------------	--------------------------------

Chief Executive Instruction/Procedure:	
---	--

CEO Conditions on Sub-Delegation

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

13.2 BUSH FIRE BRIGADES ADVISORY COMMITTEE (BFBAC) GENERAL MEETING MINUTES

Location: Shire of Gnowangerup
Proponent: N/A
File Ref:
Date of Report: 20th April 2018
Business Unit: Corporate Services & Community Development
Officer: C Shaddick & S Miniter – BFB Administrators
Disclosure of Interest: Nil

ATTACHMENTS

- Proposed 2018/2019 Fire Break Order
- Minutes of the Shire of Gnowangerup BFBAC AGM held 12 April 2018
- Minutes of the Shire of Gnowangerup BFBAC General Meeting held 12 April 2018

PURPOSE OF THE REPORT

Presented for Council consideration is the 2018-2019 Fire Break Order as proposed by the Shire of Gnowangerup BFBAC. Council is also to endorse the appointments of Fire Control Officers as listed below.

BACKGROUND

The Shire of Gnowangerup BFBAC held its Annual General Meeting in Gnowangerup on 12 April 2018.

COMMENTS

The Fire Break Order 2018-2019 will be sent to landowners with the annual rate mail out. This year will be the same format as last year which includes the map of each shire division to clarify where the boundaries lie to avoid confusion.

Council to endorse the appointment of the following positions:

Chief Fire Control Officer - Darren Baum
Deputy Fire Control Officer 1 Jeremey Bailey
Deputy Fire Control Officer 2 Bill O'Keeffe
Fire Weather Officer - Owen Gaze
Communications Officer- Wayne Davis
Base Radio Officer- John Campbell

Dual Fire Control Officers:

Kent - Scott Hemley
Jerramungup - John Harding
Cranbrook - Jeremy Hitsert
Broomehill-Tambellup - Wayne Pech
Albany - Darren Baum and Chris Stone

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Shire of Gnowangerup BFBAC

LEGAL AND STATUTORY REQUIREMENTS

Section 33 of the Bush Fire Act 1954

Bush Fires Act 1954

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The cost of producing the Fire Break Order Booklet which has been allowed for in the annual budget.

STRATEGIC IMPLICATIONS

Nil

IMPACT ON CAPACITY

Nil

RISK MANAGEMENT CONSIDERATIONS

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

0418. That Council:

- 1) Adopt the Shire of Gnowangerup 2018-2019 Fire Break Order as presented; and**
- 2) Endorse the following appointments by the Shire of Gnowangerup Bush Fire Brigades Advisory Committee for the 2018-2019 Fire Season:**

Chief Bush Fire Control Officer	Darren Baum
Deputy Chief Fire Control Officer 1	Jeremy Bailey
Deputy Chief Fire Control Officer 2	Bill O'Keeffe
Fire Weather Control Officer	Owen Gaze
Communications Officer	Wayne Davis
Base Radio Operator	John Campbell

Dual Fire Control Officers:

Kent	Scott Hemley
Jerramungup	John Harding
Cranbrook	Jeremy Hitsert
Broomehill-Tambellup	Wayne Pech
Albany	Darren Baum and Chris Stone



SHIRE OF GNOWANGERUP
Annual General Meeting
AGM OF THE GNOWANGERUP BFBAC HELD AT THE GNOWANGERUP SHIRE COUNCIL
CHAMBERS 12 April 2018

COMMENCING AT 7.30pm

1.0 Attendance & Apologies

1.1 Attendance

Vin Fordham Lamont	Shire of Gnowangerup DCEO
Carol Shaddick	Shire of Gnowangerup - Finance
Sharon Miniter	Shire of Gnowangerup - Administration
Greg Stewart	Councillor Rep
Owen Gaze	Chief BFB Officer
Scott Hemley	Gnowangerup
Paul Nicholas	Gnowangerup
Paul Richardson	Borden
Jeremey Bailey	Borden
Jeremy Hitsert	Borden
Darren Baum	Ongerup
Gerald Slee	Ongerup
Mick Creagh	Ongerup
John Campbell	Borden
Chris Stone	Borden
Wayne Pech	Gnowangerup
Brendan Barrows	Borden

1.2 Apologies

John Tonkin	DFES
Keith House	Shire of Gnowangerup – President
Tim O’Meehan	Borden
Brad Kiddle	Gnowangerup
Wayne Davis	Borden

2.0 Minutes presented from the previous AGM

MOVED: Jeremy Hitsert	SECONDED: Darren Baum
That the minutes of the Gnowangerup Bush Fire Advisory Annual General Committee meeting held on 5 April 2017 are true and correct.	
CARRIED	

2.1 Business Arising from Minutes



3.0 Reports

3.1 Chief Bush Fire Control Officers Report

Attached

3.2 DFES – John Tonkin - DISTRICT OFFICER (RURAL) – GREAT SOUTHERN

Nil

3.3 DPAW Report

Paul Richardson reported:

Meeting held on the 5 April 18 at Mt Trio

Spraying in National Park done

No further works in Stirlings this year

Announcement from Minister regarding Rural Fire Services

Vince thanked efforts of local FCO's for contacting national park if burning in a radius of the park

Burning map tables of Autumn and Winter burning in national park

John Abbott going to Kalgoorlie

New range service near Bluff Knoll

Next meeting will be a tour through the park sometime in April. Anyone interested to contact Paul Richardson or Greg Stewart

3.4 Brigade Reports

Borden – Wayne Davis

2017/2018 season has been a relatively quiet one with only a couple of fires during the harvest season and then a couple of minor fires in the New Year. The truck has attended five fires this year. With this years' funding we have been able to purchase a GPS to have on the truck and a BBQ for the shed.

The responsibility of the fast fill trailer was taken on this year by Geoff Booth which certainly made things easier having one person doing this job. I would like to thank Geoff for doing this and as Geoff is leaving after seeding, I would like to find someone who could take on this role.

Everything is going well with the Borden Brigade and I would like to thank all the Fire Control Officers for their quick responses to a fire this year.

Once again I would like to thank base operators John, Jane, Matt and Ellie for doing a great job in the mornings and controlling base and sending out alerts when there is a fire. I would also like to acknowledge Shirley Moir who stepped in one day during a fire.

Ongerup – Darren Baum

Quiet season with one permit fire escaping.

Thanks to John, Jane and Owen for the year

Gnowangerup – Paul Nicholas

Thanks John and Jane.

Good responses to fires this year

4.0 Special Business

4.1 Put in place a revolving system for the command structure involving all three brigades ie, Fire Chief, Deputy 1, Deputy 2

Gerald Slee spoke in favour and suggested the D1 and D2 attend the DOAC meetings as there are only 2 a year and this would give them a better understanding before taking on the Chief position.



Owen moved a motion to state;

That each brigade is obliged to supply either the Fire Chief, Deputy 1 or Deputy 2 on a two-year rotation basis, for example after the Fire Chief has done his 2-year stint and retires that brigade will provide Deputy 2 with the current deputy 2 becoming Deputy 1 and the Deputy 1 becoming the Fire Chief. The order to be as standing at the present – FC Ongerup Deputy 1 Borden and Deputy 2 Gnowangerup

Seconded Gerald Slee CARRIED

Amendment to the original motion;

Wayne moved that if there are extenuating circumstances Deputy's have the option to opt out.

Seconded Paul Richardson CARRIED

5.0 Election of Office Bearers – Owen vacated chair. Vin then called for nominations

5.1 Chief Bush Fire Control Officer

Darren Baum

5.2 Deputy Chief Fire Control Officer 1

Owen Gaze nominated Jeremy Bailey accepted

5.2 Deputy Chief Fire Control Officer 2

Owen nominated Wayne Pech. Wayne declined.

Paul Nicholas volunteered if no one else is able to take on the position

Wayne nominated Bill O'Keeffe and accepted

5.3 Fire Weather Officer

Owen Gaze

5.4 Communications Officer

Wayne Davis

5.5 Dual Fire Control Officers

Kent	Scott Hemley
Jerramungup	John Harding
Cranbrook	Jeremy Hitsert
Broomehill-Tambellup	Wayne Pech
Albany	Darren Baum and Chris Stone

5.6 Base Radio Operators

John Campbell

6.0 General Business

6.1 Firebreak Order Information Booklet

John Tonkin made small changes to the Fire Break Order with the wording to reflect the BFB Act. John has also removed the section regarding plantations as this is all set out in the FESA Guidelines for Plantation Fire Protection. A link to this to be put on the shire website with the Fire Break Order.

Fire Break changes accepted

7.0 AGM Closed 8pm



SHIRE OF GNOWANGERUP
General Meeting
GM OF THE GNOWANGERUP BFBAC HELD AT THE GNOWANGERUP SHIRE COUNCIL
CHAMBERS 12 April 2018

Opened at

1.0 Attendance & Apologies

1.1 Attendance

Vin Fordham Lamont	Shire of Gnowangerup DCEO
Carol Shaddick	Shire of Gnowangerup - Finance
Sharon Miniter	Shire of Gnowangerup - Administration
Greg Stewart	Councillor Rep
Owen Gaze	Chief BFB Officer
Scott Hemley	Gnowangerup
Paul Nicholas	Gnowangerup
Paul Richardson	Borden
Jeremey Bailey	Borden
Jeremy Hitsert	Borden
Darren Baum	Ongerup
Gerald Slee	Ongerup
Mick Creagh	Ongerup
John Campbell	Borden
Chris Stone	Borden
Wayne Pech	Gnowangerup
Brendan Barrows	Borden

1.2 Apologies

John Tonkin	DFES
Keith House	Shire of Gnowangerup – President
Tim O’Meehan	Borden
Brad Kiddle	Gnowangerup
Wayne Davis	Borden

2.0 Minutes tables from previous General Meeting

MOVED: Paul Nicholas	SECONDED: Paul Richardson
That the minutes of the Gnowangerup Bush Fire Advisory General meeting held on 11 October 2017 are true and correct.	
CARRIED	

2.1 Business Arising from Minutes

NIL



3.0 Correspondence

- 3.1 Fuel Card Scheme
- 3.2 Council Delegate –Greg Stewart

4.0 General Business

4.1 *Overseas and young workers training pre harvest*

Training for overseas workers and young workers to be planned as close to harvest as possible.
Plan for the afternoon training for a meet and greet to follow
Try for school holidays for young students who come back to work on farms
Look at running the women's training again.

4.2 *Utilisation of the fast fill trailers*

Great for fires.
Wayne D suggested each brigade gets someone to look after their fast fill trailers

4.3 *What's app*

Wayne Pech spoke about What's App and thinks it will reduce radio contact and is a great tool for updated information and get the info out quick. Wayne will take on the role of the Administrator for this.
SMS's are still to be used.

4.4 *Borden General Business from their meeting*

What is the protocol when there is the incident of two fires in the same area? The radio communication gets confusing. Paul Nicholas suggested that a new message be sent out with a new radio station for those attending the other fire
Permit lengths are to be written out until the end of the restricted burning period. This is not to be advertised.

A request to look at ESL funding to put names/stickers on individual fire trucks/utes so its easier to communicate. Carol to look into this

4.5 Wayne asked if there is any funding for a Bush Fire position to work at the shire. Carol informed Wayne his contacts in the Shire are herself and Sharon and that 3 other shires as a minimum are required to fund the position, this is how it works with employing Cindy Pearce for the other shires in the district.

4.6 Carol gave an update on the financials for this financial year.

There is still some money left so more uniforms and goggles will be purchased and kept at the shire until needed by brigades.

5.0 Meeting closed 8.30pm



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

REVISED FIREBREAK ORDER

2018-2019

Bush Fires Act 1954 – Section 33

FIREBREAKS

**MUST BE INSTALLED ON ALL PROPERTIES WITHIN THE SHIRE BY
15 OCTOBER, 2018
AND MAINTAINED CLEAR OF ALL FLAMMABLE MATERIAL
UP TO AND INCLUDING 31 MAY, 2019**

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

RESTRICTED BURNING PERIOD

15 OCTOBER – 31 OCTOBER 2018

17 FEBRUARY – 30 MAY 2019

*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, 2018 - 16 FEBRUARY, 2019 (inclusive)

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

**IN CASE OF FIRE - FOR ALL EMERGENCIES PHONE 000 -
PLEASE REPORT ALL RURAL FIRES TO: Base Operator 9828 9067
Shire of Gnowangerup Office 9827 1007
Police (Gnowangerup) 9827 2800**

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

FIREBREAK OFFENDERS AND PENALTIES

- ❖ It is the responsibility of the owner/occupier to ensure compliance with the 2018/2019 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: \$80 fine.

❖ CATEGORY 3

A category 2 offender in the past automatically becomes Category 3.

Penalty – Immediate prosecution by council: \$1000 fine 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

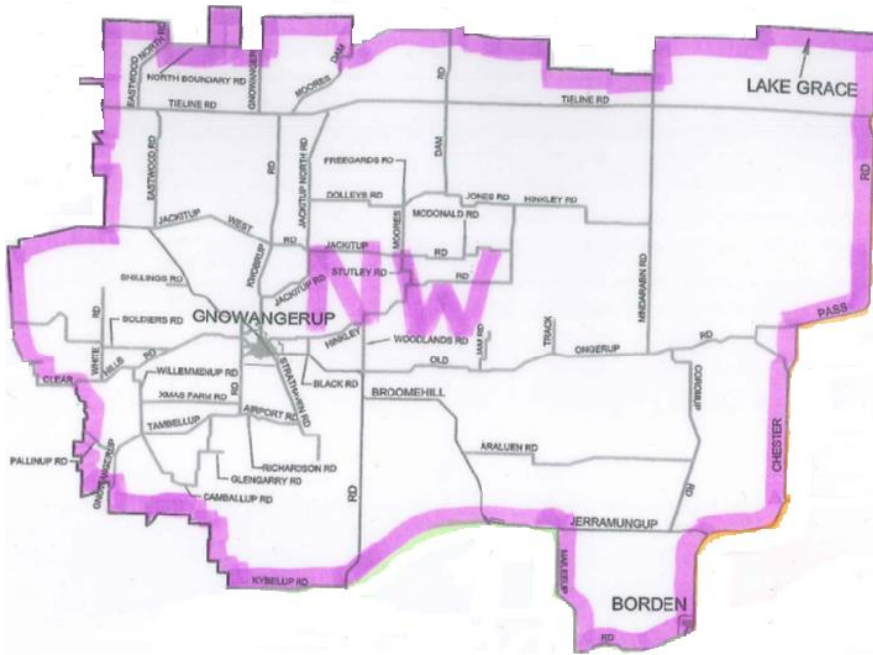
All property owners can have access to a registered grain storage facility during a harvesting/vehicle movement ban provided the area is cleared of inflammable material of at least fifty (50) metres radius, to enable grain to be carted.

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

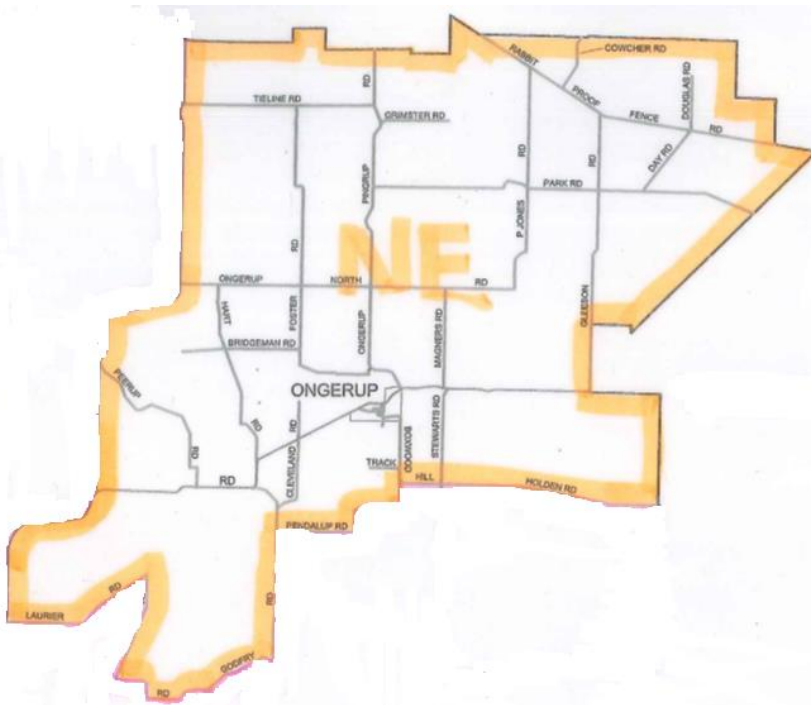
HARVEST/VEHICLE MOVEMENT/FIRE BANS

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

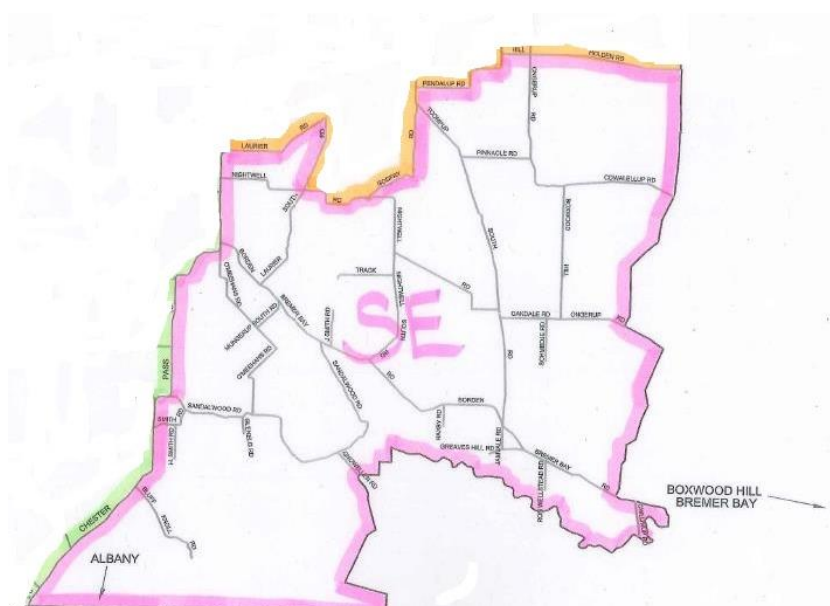
Bounded by the Chester Pass Road from the northern boundary of the Shire to Laurier Road, along Godfrey Road, Toompup South Road, Pendelup Road, Boxwood/Ongerup Road along Holden Road to the eastern boundary of the Shire.

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 ABC Country Hour at least two days before burn.

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 condition 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 CALM 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 (30 March 2018).
10. Notify radio base station or your FCO before you burn.

Number of Headers or Harvester	Equivalent Fire Fighting Capacity
1	1 x mobile firefighting unit (minimum 600L capacity)
2 or more	1 x mobile firefighting unit per header (minimum 600L capacity)

INSTRUCTIONS: ATTENDING A FIRE

- ENSURE YOU ARE WEARING YOUR PROTECTIVE CLOTHING OR EQUIVALENT (long pants and shirts, boots and goggles/glasses – please contact your local Bushfire Brigade to obtain a firefighting uniform prior to the fire season).
- REGISTER/RADIO IN TO YOUR LOCAL FIRE CONTROL OFFICER SO THAT HE CAN GUIDE YOU WHERE TO GO. UHF 5
- IF YOUR LOCAL FIRE CONTROL OFFICER IS NOT IN ATTENDANCE, THEN RADIO THE NEXT CLOSEST FIRE CONTROL OFFICER AND SO ON.
- FROM THE MOMENT YOU ARRIVE, YOU ARE UNDER THE INSTRUCTION OF THE FIRE CONTROL OFFICERS.
- PLEASE LISTEN TO INSTRUCTIONS – THEY ARE FOR YOUR OWN SAFETY.

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

FIRE CONTROL OFFICERS 2018 -19

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
GNOWANGERUP				
Captain	Paul Nicholas	9827 1594	0427 387 690	Gnowangerup 1
	Bill O'Keeffe	9827 3503	0428 273 522	Gnowangerup 3
	David Wellard	9827 3510	0428 273 510	Gnowangerup 4
	Brad Kiddle	9827 1880	0428 271 353	Gnowangerup 5
	Scott Hemley	9828 5036	0428 436 539	Gnowangerup 6
	Wayne Pech	9827 1035	0428 428 124	Gnowangerup 7
	Michael Lance	9827 1314	0428 271 313	Gnowangerup 8
	Richard House	9827 1565	0428 271 565	Gnowangerup 9
	Brandon Wise		0467 271 075	Gnowangerup 10
	Shane Kingston	9827 1490	0429 101 706	Gnowangerup 11
	Ernie Stutley		0427 271 215	Gnowangerup 12
	Tom McInerney		0429 876 016	Gnowangerup 13
ONGERUP				
Captain	Darren Baum		0427 471 015	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
	Dave Osborne	9828 9026	0427 966 413	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 10
	Greg O'Neill	9828 5048	0437 285 049	Ongerup 11
	Ernie Jaekel	9828 2121	0428 282 121	Ongerup 12
BORDEN				
Captain	Wayne Davis	9827 6060	0427 603 113	Borden 1
	Jeremy Bailey	9827 9283	0427 824 739	
	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	9828 9067	0428 289 007	Borden 10
	Byron Bungey	9827 6020	0427 276 020	Borden 11
	Graham Moir	9827 9274	0429 103 938	Borden 12
	Piet Van-Zyl	9828 1012	0498 339 925	Borden 13
Shire President	Keith House	9827 1036	0428 271 039	
DFES Albany		9845 5000		

14. INFRASTRUCTURE AND ASSET MANAGEMENT

Nil

15. STATUTORY COMPLIANCE

Nil

16. FINANCE

16.1 ACCOUNTS FOR PAYMENT AND AUTHORISATION – MARCH 2018

Location: Shire of Gnowangerup
Proponent: N/A
File Ref:
Date of Report: 20th April 2018
Business Unit: Finance
Officer: C Shaddick – Senior Finance Officer
Disclosure of Interest: Nil

ATTACHMENT

- March 2018 Cheque Listing

COMMENTS

The March 2018 cheque list is attached as follows

FUND	AMOUNT
Municipal Fund	\$ 1,317,351.25
Trust Fund	\$ 169.59
Credit Card	\$ 1,653.24

TOTAL **\$ 1,319,174.08**

OFFICER RECOMMENDATION

0418. That Council:

Approve the Schedule of Accounts: Municipal Fund Cheques 27239 - 27252, EFT 13247 – EFT 13348, Click Super DD totalling \$1,317,351.25 and Trust Fund Cheques 875 - 876 totalling \$169.59 and Corporate Credit Card totalling \$1,653.24.

Chq/EFT	Date	Name	Description	Amount
875	7/03/2018	AUSTRALIAN SUPER	SUPER PAYMENTS HELD FOR KIRSTY BOYD	\$ 80.12
876	7/03/2018	WA SUPER	SUPER PAYMENTS HELD FOR LOMAS UGLE	\$ 89.47
			TOTAL TRUST ACCOUNT	\$ 169.59
EFT13247	7/03/2018	AA CONTRACTORS	AGRN743 RESTORATION WORKS DRAINAGE MAGITUP ROAD	\$ 26,727.25 W
EFT13248	7/03/2018	ADRIENNE JOYCE	RENT 08/03/2018 - 04/04/2018	\$ 480.00
EFT13249	7/03/2018	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PARTS & REPAIRS JD GRADER GN.0015	\$ 6,340.08
EFT13250	7/03/2018	AIR LIQUIDE	CYLINDER FEE LARGE, MEDIUM, SMALL	\$ 135.19
EFT13251	7/03/2018	ASHLEIGH ANNE NUTTALL	RENT 12/03/2018 - 08/04/2018	\$ 1,000.00
EFT13252	7/03/2018	B P HARRIS & SON	REPAIRS TO KOMATSU GRADER ROLLERS TUBING & ANGLE, SQUARE BAR FOR TRAILER	\$ 3,190.00 \$ 699.78
EFT13253	7/03/2018	BGL SOLUTIONS	GARDENING AS PER CONTRACT	\$ 10,429.53
EFT13254	7/03/2018	BOC GASES	CONTAINER SERVICE CHARGE 29/1/18 - 25/2/18	\$ 16.91
EFT13255	7/03/2018	BREMER BAY EARTHMOVING CONTRACTORS P/L	HIRE OF ROLLER FOR ONGERUP PINGRUP RD	\$ 1,200.00
EFT13256	7/03/2018	BTW CONTRACTING PTY LTD	BRASS TIP OFF CENTRE OC-16	\$ 44.00
EFT13257	7/03/2018	COURIER AUSTRALIA	FREIGHT	\$ 77.85
EFT13258	7/03/2018	CS LEGAL	DEBT RECOVERY (SERVICE AND TRAVEL CLAIM)	\$ 3,149.70

EFT13259	7/03/2018 FULTON HOGAN INDUSTRIES WA	10MM RESEAL ON ONGERUP PINGRUP RD	\$ 81,789.30	P
		10MM RESEAL ON TIELINE ROAD	\$ 100,338.41	P
		WIDENING & RESEAL ONGERUP PINGRUP RD	\$ 15,242.06	P
EFT13260	7/03/2018 G & M DETERGENTS	CLEANING ITEMS FOR SWIMMING POOL	\$ 90.50	
EFT13261	7/03/2018 GNOWANGERUP CRC	CLEANING, ELECTRICITY & INTERNET FOR JANUARY	\$ 627.49	
		ADVERTISING	\$ 288.80	
EFT13262	7/03/2018 GNOWANGERUP FUEL SUPPLIES	FUEL FOR SHIRE ADMIN VEHICLES	\$ 1,228.15	
EFT13263	7/03/2018 HANSON CONSTRUCTION MATERIALS	10MM AGGREGATE FOR PATCHING ONGERUP PINGRUP RD @ \$35.15/T	\$ 1,498.27	
EFT13264	7/03/2018 HITACHI	PARTS FOR REPAIRS TO JOHN DEERE BACKHOE HYDRAULIC CYLINDER SPRING & PIN	\$ 1,728.86	
EFT13265	7/03/2018 I SWEEP TOWN & COUNTRY	STREET SWEEPING GNP, ONGERUP, BORDEN	\$ 3,861.00	
EFT13266	7/03/2018 JASON SIGN MAKERS	20 X L CLAMPS WITH NUTS AND BOLTS 1 X REDUCE SPEED G9-9(A) 2X CHEVRONS D4-2-1	\$ 504.90	
EFT13267	7/03/2018 KATANNING GLAZING & SECURITY	SUPPLY AND INSTALL PANEL TO GLASS SLIDING DOOR 4 GROCOCK STREET	\$ 623.70	
EFT13268	7/03/2018 LANDGATE	TITLE SEARCHES FOR PLANNER AND EHO	\$ 126.50	
EFT13269	7/03/2018 LW & PA HULL	SPRAY LICHEN ON ONGERUP PINGRUP ROAD PRIOR TO BITUMEN RESEAL	\$ 526.00	
EFT13270	7/03/2018 M & MP BUILDERS	INSTALL RAILING TO STOP WALL DAMAGE FROM THE TABLES AND CHAIRS GNP COMPLEX	\$ 573.23	

		REPAIRS TO DOOR ONGERUP HALL	\$	71.50	
		REPLACE DOOR GNOWANGERUP TOWN HALL	\$	481.25	
EFT13271	7/03/2018 ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR MONTHLY ACCESS FEE MARCH	\$	528.00	
EFT13272	7/03/2018 RSA SIGNS PTY LTD	60 REPEATERS TRAFFIC MANAGEMENT	\$	1,232.00	
EFT13273	7/03/2018 S L R ENTERPRISES	REPAIRS TO VIBE ROLLER GN.0051	\$	10,744.81	
EFT13274	7/03/2018 SHERWOOD FLOORING PTY LTD	REPAIR THE BASKETBALL COURT FLOOR COMPLEX	\$	9,905.50	
EFT13275	7/03/2018 SIGMA CHEMICALS	SWIMMING POOL CHEMICALS	\$	1,844.98	
EFT13276	7/03/2018 WESTRAC EQUIPMENT PTY LTD	PARTS FOR REPAIRS TO CAT GRADER	\$	1,056.04	
EFT13277	14/03/2018 AA CONTRACTORS	AGRN743 RESTORATION WORKS ROADS PENDALUP RD 19/2/18 - 28/2/18	\$	146,481.50	W
EFT13278	14/03/2018 ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	80.00	
EFT13279	14/03/2018 ARMADILLO GROUP	HYDRAULIC HOSE FOR CAT GRADER	\$	262.66	
		HYDRAULIC HOSE FOR GREASE GUN	\$	169.48	
EFT13280	14/03/2018 AUSTRALIA POST	POSTAGE FOR FEBUARY 2018	\$	498.74	
EFT13281	14/03/2018 BEST OFFICE SYSTEMS	DEPOT PHOTOCOPIER CHARGE 28/1/18 - 28/2/18	\$	99.94	
EFT13282	14/03/2018 BETTA ROADS PTY LTD	1 X POLYCOM FOR GRAVEL STABILISATION ON KWOBURUP ROAD	\$	660.00	
EFT13283	14/03/2018 BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	125.00	
EFT13284	14/03/2018 COURIER AUSTRALIA	FREIGHT	\$	60.23	

DEPARTMENT OF WATER AND ENVIRONMENTAL			
EFT13285	14/03/2018 REGULATION	TRACKING FORMS GREASE TRAPS FEBRUARY	\$ 88.00
EFT13286	14/03/2018 DOWNER EDI WORKS PTY LTD	PRE MIX \$178.42P/TON ONGERUP PINGRUP ROAD	\$ 1,696.76
EFT13287	14/03/2018 EDWARDS MOTORS PTY LTD	FOG LIGHT MOLDING HOLDEN COLORADO	\$ 69.85
EFT13288	14/03/2018 ENVIRONMENTAL MONITORING SYSTEMS	ENVIRONMENTAL HEALTH SERVICES JANUARY 2018	\$ 3,993.00
EFT13289	14/03/2018 GNOWANGERUP CRC	CLEANING, ELECTRICITY, INTERNET FOR FEBRUARY	\$ 730.52
EFT13290	14/03/2018 GNOWANGERUP PHARMACY	ADJUSTMENT TO FIRST AID SUPPLIES INVOICING	\$ 5.90
EFT13291	14/03/2018 GNOWANGERUP TYRE SERVICE	GRADER TYRE FOR JOHN DEER GRADER	\$ 1,265.00
EFT13292	14/03/2018 HEWER CONSULTING SERVICES	AGRN743 RESTORATION WORKS PROJECT SUPERVISION FEVRUARY 2018	\$ 36,678.71 W
EFT13293	14/03/2018 HITACHI	PARTS FOR JOHN DEERE BACKHOE	\$ 79.29
EFT13294	14/03/2018 HUDSON SEWAGE SERVICES	SEPTIC SYSTEM SERVICE 9 YUGENUP RD	\$ 163.50
EFT13295	14/03/2018 IT VISION	ALTUS FINANCIAL REPORTING MODULE LICENSE	\$ 550.00
EFT13296	14/03/2018 LGRCEU	PAYROLL DEDUCTIONS	\$ 184.50
EFT13297	14/03/2018 OFFICEWORKS	A4 PAPER	\$ 354.95
EFT13298	14/03/2018 OPTEON	VALUATION OF GIFTED PROPERTY GNOWANGERUP STAR FOR INSURANCE PURPOSES	\$ 440.00

EFT13299	14/03/2018 PHOENIX CIVIL & EARTHMOVING PTY LTD	AGRN743 RESTORATION WORKS ROADS NIGHTWELL ROAD SOUTH 19/2/18 - 26/2/18	\$ 139,552.05	W
EFT13300	14/03/2018 PRIMARIES GNOWANGERUP	VARIOUS HARDWARE ITEMS FOR DEPOT	\$ 341.49	
EFT13301	14/03/2018 S L R ENTERPRISES	CLUSTER, TEMP TRANSMITTER AND PRESSURE SWITCH IVECO TRUCK GN.0014	\$ 1,770.24	
EFT13302	14/03/2018 SADLERS BUTCHERS	CATERING FOR COUNCIL BRIEFING SESSIONS	\$ 277.50	
EFT13303	14/03/2018 SHIRE OF CUBALLING	BUILDING SURVEYOR SERVICES FOR FEBRUARY	\$ 3,101.10	
EFT13304	14/03/2018 THE FUTURES GROUP PTY LTD	WORKFORCE PLAN	\$ 12,320.00	
EFT13305	14/03/2018 WA CONTRACT RANGER SERVICES	RANGER SERVICES 26/02, 27/02, 07/03, 08/03	\$ 1,449.25	
EFT13306	14/03/2018 WARREN BLACKWOOD WASTE	BINS PICK UP 01/02, 08/02, 15/02, 22/02	\$ 7,222.40	
EFT13307	14/03/2018 WALGA	WALGA SALARY AND WORKFORCE SURVEY 2017 REPORT	\$ 1,089.00	
EFT13308	14/03/2018 WESTRAC EQUIPMENT PTY LTD	PARTS FOR CAT GRADER GN.0020	\$ 56.76	
EFT13309	14/03/2018 WINC. (WORK INCORPORATED)	CLEANING PRODUCTS	\$ 807.21	
EFT13310	21/03/2018 AA CONTRACTORS	AGRN743 RESTORATION WORKS DRAINAGE MAGITUP ROAD 26/2/18 - 7/3/18	\$ 25,038.75	W
EFT13311	21/03/2018 ALBANY MAPPING & SURVEYING SERVICES	SURVEY OF AIRPORT AND LANDFILL RESERVES	\$ 11,216.70	
EFT13312	21/03/2018 BECKS TRANSPORT	FREIGHT	\$ 489.21	
EFT13313	21/03/2018 COURIER AUSTRALIA	FREIGHT	\$ 66.26	

EFT13314	21/03/2018	DYMOCKS ALBANY	NOVELS FOR LIBRARY STOCK	\$	126.95	
EFT13315	21/03/2018	IAN DAVID BEATON	ANNUAL BACKFLOW DEVICE SERVICE AND WATER CORP COMPLIANCE TEST FOR STANDPIPES	\$	726.00	
EFT13316	21/03/2018	ONGERUP FARM SUPPLIES	5 X 20LT ROUND UP FOR ROAD VERGE SPRAYING	\$	742.50	
			CLEANING PRODUCTS FOR ONGERUP HALL	\$	31.55	
EFT13317	21/03/2018	ONGERUP TYRES & AUTOMOTIVE	TYRE REPAIR FOR JOHN DEERE MOWER GN.0032	\$	57.00	
EFT13318	21/03/2018	RIVER HILL CONTRACTING	AGRN743 RESTORATION WORKS DRAINAGE OLD ONGERUP ROAD 8/2/18 - 15/2/18	\$	80,806.00	W
EFT13319	21/03/2018	STRATEGIC TEAMS	REVIEW OF AUTHORISED PERSONS AND THEIR RESPONSIBILITIES	\$	2,750.00	
EFT13320	28/03/2018	AA CONTRACTORS	AGRN743 RESTORATION ROAD WORKS PEERUP ROAD 6/3/18 - 17/3/18	\$	95,895.25	W
EFT13321	28/03/2018	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	80.00	
EFT13322	28/03/2018	ADRIENNE JOYCE	RENT 05/04/2018 - 18/04/2018	\$	240.00	
EFT13323	28/03/2018	ALBANY CITY MOTORS	PURCHASE ISUZU TIPPER GN0035	\$	63,910.37	
EFT13324	28/03/2018	ALBANY LOCK SERVICE SUPERIOR SECURITY	5 PADLOCKS AND 3 KEYS FOR GNOWNAGERUP AND ONGERUP DEPOT	\$	676.90	
EFT13325	28/03/2018	ARMADILLO GROUP	BUCKET OF GREASE	\$	177.27	
EFT13326	28/03/2018	ASHLEIGH ANNE NUTTALL	RENT 09/04/2018 - 22/04/2018	\$	521.85	

EFT13327	28/03/2018 BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	145.00
EFT13328	28/03/2018 BUNNINGS ALBANY	100M SAFETY BUNTING AND CABLE TIES FOR SOFTFALL REPLACEMENT PROJECT	\$	113.58
EFT13329	28/03/2018 COURIER AUSTRALIA	FREIGHT	\$	127.62
EFT13330	28/03/2018 DEPARTMENT OF PLANNING, LANDS AND HERITAGE	TOWN PLANNING SCHEME AMENDMENT MAP	\$	81.00
EFT13331	28/03/2018 DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	CONTROLLED WASTE DRIVER LICENCE RENEWAL FOR BRENNON DEERING	\$	60.00
EFT13332	28/03/2018 DOWNER EDI WORKS PTY LTD	PREMIX FOR BITUMEN PATCHING TIE LINE ROAD	\$	1,696.76
EFT13333	28/03/2018 ENVIRONMENTAL MONITORING SYSTEMS	ENVIRONMENTAL HEALTH SERVICES FOR FEBRUARY	\$	7,021.87
EFT13334	28/03/2018 GNOWANGERUP FUEL SUPPLIES	DIESEL FOR GNOWANGERUP DEPOT 20000 @1.2702P/LTR	\$	25,404.00
EFT13335	28/03/2018 GREAT SOUTHERN FUEL SUPPLIES	DISTRIBUTOR CARD	\$	2.75 F
EFT13336	28/03/2018 JETBLACK CREATIVE MEDIA	WEBSITE IT WORKS EDIT COMMUNITY DIRECTORY RECODE BACKGROUND HIDE EMAIL ADDRESS FROM SPAM	\$	347.60
EFT13337	28/03/2018 JR & A HERSEY PTY LTD	GUIDE POSTS AND DELINEATORS X 200	\$	3,083.52
EFT13338	28/03/2018 LEISURE INSTITUTE OF WESTERN AUSTRALIA AQUATICS	ANDRE TION 12 MONTH MEMBERSHIP RENEWAL	\$	120.00
EFT13339	28/03/2018 LGRCEU	PAYROLL DEDUCTIONS	\$	184.50

EFT13340	28/03/2018 MOHANA CATERING	GRANT WRITING WORKSHOP REFRESHMENTS	\$	400.00	
EFT13341	28/03/2018 MOORE STEPHENS	FBT TRAINING SFO & FO	\$	1,980.00	
EFT13342	28/03/2018 OPUS INTERNATIONAL CONSULTANCY	PRELIMINARY DESIGN, GEOTECHNICAL INVESTIGATION, DESIGN DEVELOPMENT, TENDER DOCUMENTATION, CONTRACT ADMINISTRATION	\$	4,626.29	
EFT13343	28/03/2018 PHOENIX CIVIL & EARTHMOVING PTY LTD	AGRN743 RESTORATION ROAD WORKS NIGHTWELL ROAD 6/3/18 - 15/3/18	\$	122,585.65	W
EFT13344	28/03/2018 RIVER HILL CONTRACTING	AGRN743 RESTORATION ROAD WORKS HINKLEY ROAD 19/2/18 - 23/2/18	\$	91,791.15	W
EFT13345	28/03/2018 THE BOTTLE-O NORTH ROAD	COUNCIL REFRESHMENT	\$	447.93	
EFT13346	28/03/2018 WA CONTRACT RANGER SERVICES	RANGER SERVICES 14/03, 15/03, 21/03, 22/03	\$	2,087.25	
EFT13347	28/03/2018 WESTERN STABILISERS PTY LTD	STABILISE 390M ON ONGERUP PINGRUP RD	\$	42,270.80	
EFT13348	28/03/2018 WINC. (WORK INCORPORATED)	FILES	\$	13.68	
27239	7/03/2018 GNOWANGERUP IGA	CONSUMABLES	\$	436.22	
27240	7/03/2018 KATANNING FURNISHINGS	REPLACE FLOORCOVERINGS 4 GROCOCK ST	\$	8,255.00	
		REPLACE FLOORCOVERINGS 2 CECIL STREET	\$	2,970.00	
		REPLACE FLOORCOVERING 25 MCDONALD ST	\$	1,282.00	
27241	14/03/2018 GNOWANGERUP SHIRE MEDICAL PRACTICE	PRE PLACEMENT MEDICAL	\$	150.00	
27242	14/03/2018 GRAHAM GORDON MILNE	RATES REFUND OVERPAYMENT	\$	4,649.41	
27243	14/03/2018 SYNERGY	SUPPLY PERIOD 34 DAYS TO 06/03/2018	\$	2,859.25	

		STREET LIGHTS	\$	3,671.00
27244	14/03/2018 TELSTRA	USAGE, SERVICE, EQUIPMENT AND DIRECTORY CHARGES	\$	1,154.02
27245	21/03/2018 MOORE POWER & COOL	REPLACE AIR-CON IN E A OFFICE	\$	1,853.17
27246	21/03/2018 SYNERGY	SUPPLY PERIOD 63 DAYS	\$	717.05
27247	21/03/2018 TELSTRA	USAGE, SERVICE AND EQUIPMENT	\$	181.44
27248	21/03/2018 WATER CORPORATION	USAGE AND SERVICE CHARGES	\$	7,481.37
27249	28/03/2018 RETECH RUBBER	REPLACE AND REPAIR SOFTFALL AT COMMUNITY PARK	\$	18,073.00
27250	28/03/2018 SYNERGY	SUPPLY PERIOD 61 DAYS	\$	1,115.65
27251	28/03/2018 T & C SUPPLIES	HYDRAULIC RAM FOR GRADER TYRE CHANGER TRAILER	\$	162.00
27252	28/03/2018 TELSTRA	SHIRE MOBILE PLANS AND DATA PACKS	\$	709.91
DD4025.1	7/03/2018 WALGS PLAN	PAYROLL DEDUCTIONS	\$	6,975.85
DD4025.2	7/03/2018 SMSF	SUPERANNUATION CONTRIBUTIONS	\$	927.48
DD4025.3	7/03/2018 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	314.94
DD4025.4	7/03/2018 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	711.36
DD4025.5	7/03/2018 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	517.52

DD4025.6	7/03/2018 HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 432.44
DD4025.7	7/03/2018 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 215.71
DD4025.8	7/03/2018 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 104.99
DD4025.9	7/03/2018 CBUS	SUPERANNUATION CONTRIBUTIONS	\$ 219.23
DD4030.1	9/03/2018 NATIONAL AUSTRALIA BANK	CORPORATE CREDIT CARD - SEE DETAILS BELOW	\$ 0.00
DD4033.1	21/03/2018 WALGS PLAN	PAYROLL DEDUCTIONS	\$ 7,079.81
DD4033.2	21/03/2018 MTAA SUPERANNUATION FUND	PAYROLL DEDUCTIONS	\$ 136.82
DD4033.3	21/03/2018 SMSF	SUPERANNUATION CONTRIBUTIONS	\$ 927.48
DD4033.4	21/03/2018 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 314.94
DD4033.5	21/03/2018 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 711.36
DD4033.6	21/03/2018 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 517.52
DD4033.7	21/03/2018 HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 540.15
DD4033.8	21/03/2018 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 215.71
DD4033.9	21/03/2018 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 82.39
DD4035.1	30/03/2018 LEASEIT LTD	PHOTOCOPIER LEASE FOR MARCH 2018	\$ 1,196.25
DD4033.10	21/03/2018 CBUS	SUPERANNUATION CONTRIBUTIONS	\$ 219.23
TOTAL MUNICIPAL ACCOUNT			\$ 1,317,351.25

CCC	5/03/2018 CROWN PROMENADE RESORT	LGPA FINANCE CONFERENCE	797.05
CCC	9/03/2018 TELSTRA	DCEO HOME INTERNET	120.00
CCC	12/02/2018 WW PETROL KATANNING	FUEL FOR SHIRE VEHICLE	59.43
CCC	13/02/2018 WILSON PARKING	PARKING AT CONFERENCE	8.06
CCC	13/02/2018 SHIRE OF GNOWANGERUP	LICENSE RENEWALS AS PER DEPOT EBA	85.00
CCC	13/02/2018 RIVERSIDE ROADHOUSE	FUEL SHIRE VEHICLE	55.00
CCC	14/02/2018 DYMOCKS ONLINE	LIBRARY STOCK	93.96
CCC	16/02/2018 HOTEL ON BOOKING & WOTIF	ACCOMODATION CANCELLATION REFUND	-283.59
CCC	19/02/2018 COMFORT INN BELMONT	RLSSWA TRAINING POOL LIFEGUARD	250.50
CCC	23/02/2018 NOVOTEL LANGLEY PERTH	ACCOMODATION FOR FBT TRAINING	187.00
CCC	2/03/2018 WESTNET	SHIRE INTERNET	262.83
CCC	9/03/2018 CARD FEE	COPRORATE CARDS MONTHLY FEE	18.00
TOTAL CORPORATE CREDIT CARD			\$ 1,653.24

CERTIFICATE OF SENIOR FINANCE OFFICER

I HEREBY CERTIFY THE FOLLOWING SCHEDULE OF ACCOUNTS:

TOTAL FOR MUNICIPAL FUND: EFT 13247 -13348, Cheque 27239 - 27252, DD Clicksuper = \$1,317,351.25

TOTAL FOR TRUST FUND: Cheque 875-876 \$169.59

TOTAL FOR CREDIT CARD: \$1,653.24

CHIEF EXECUTIVE OFFICER

F Fully Grant Funded
P Partial Grant Funded
R Other Funding (Reimbursements)
W Main Roads Flood Damage

16.2 MARCH 2018 MONTHLY FINANCIAL REPORT

Location: Shire of Gnowangerup
Proponent: N/A
File Ref:
Date of Report: 20th April 2018
Business Unit: Finance
Officer: D Long - Finance Consultant
C Shaddick – Senior Finance Officer
Disclosure of Interest: NIL

ATTACHMENTS

- Monthly Financial Statements for period 31 March 2018 including;
 - Statement of Financial Activity to 31 March 2018.
 - Report on Material Differences.
 - Comprehensive Income by Program and Nature & Type
 - Statement of Financial Position.
 - Statement of Cash Flows.
 - Current Assets and Liabilities.

SUMMARY

Adoption of the March 2018 Monthly Financial Report

COMMENTS

Presented to Council is the Financial Statement to 31 March 2018 subject to change as a result of end of year procedures and audit process.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Financial Regulations (1996) 22, 32 and 43 apply.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

0418. That Council:

Note the March 2018 Monthly Financial Report.



SHIRE OF GNOWANGERUP

MONTHLY FINANCIAL REPORT

31 MARCH 2018

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 31 MARCH 2018

	NOTES	2017-18 ANNUAL BUDGET	2017-18 JULY - MAR BUDGET	2017-18 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)		\$	\$	\$
General Purpose Funding		(147,372)	(95,872)	(76,445)
Governance		(988,233)	(737,274)	(442,717)
Law, Order, Public Safety		(311,336)	(214,907)	(213,760)
Health		(233,540)	(163,800)	(181,690)
Education and Welfare		(22,709)	(18,517)	(12,336)
Housing		(48,629)	(52,291)	(45,834)
Community Amenities		(511,465)	(398,382)	(379,038)
Recreation and Culture		(1,390,887)	(1,095,400)	(1,249,961)
Transport		(9,760,863)	(7,193,714)	(6,994,433)
Economic Services		(140,955)	(114,751)	(58,233)
Other Property and Services		(132,646)	(228,767)	(504,714)
		(13,688,636)	(10,313,674)	(10,159,161)
REVENUE				
General Purpose Funding		4,447,987	638,147	4,245,917
Governance		2,100	1,930	182
Law, Order, Public Safety		53,393	36,206	43,760
Health		300	0	345
Education and Welfare		11,400	8,462	200
Housing		72,280	58,547	58,210
Community Amenities		284,192	278,909	297,614
Recreation and Culture		22,955	22,761	28,315
Transport		6,144,100	4,404,076	3,789,526
Economic Services		10,932	9,344	11,257
Other Property & Services		108,330	83,897	172,700
		11,157,969	5,542,278	8,648,026
<i>Increase(Decrease)</i>		(2,530,667)	(4,771,397)	(1,511,136)
FINANCE COSTS				
General Purpose Funding		0		0
Housing		(16,874)	(1,414)	(8,839)
Community Amenities		(1,078)	(67)	(643)
Recreation & Culture		(29,319)	(2,250)	(15,071)
Total Finance Costs		(47,271)	(3,730)	(24,553)
NON-OPERATING REVENUE				
Law, Order & Public Safety		0		0
Recreation & Culture		32,000	0	0
Transport		653,135	0	332,260
Economic Services		0	0	0
Total Non-Operating Revenue		685,135	0	332,260
PROFIT/(LOSS) ON SALE OF ASSETS				
Transport Profit		0	0	0
Transport Loss		0	0	(11,025)
Total Profit/(Loss)		0	0	(11,025)
NET RESULT		(1,892,803)	(4,775,127)	(1,214,453)
Other Comprehensive Income				
Changes on revaluation of non-current assets		0	0	0
Total Abnormal Items		0	0	0
TOTAL COMPREHENSIVE INCOME		(1,892,803)	(4,775,127)	(1,214,453)

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 MARCH 2018

	2017-18 BUDGET	2017-18 ACTUAL
Expenses		
Employee Costs	(2,276,669)	(1,769,357)
Materials and Contracts	(8,182,912)	(5,810,011)
Utility Charges	(169,080)	(100,137)
Depreciation on Non-Current Assets	(2,480,475)	(2,202,697)
Interest Expenses	(52,271)	(24,553)
Insurance Expenses	(220,083)	(169,375)
Other Expenditure	(354,416)	(107,585)
	(13,735,907)	(10,183,714)
Revenue		
Rates	3,857,492	3,857,978
Operating Grants, Subsidies and Contributions	6,886,372	583,417
Fees and Charges	289,583	190,548
Service Charges	0	0
Interest Earnings	68,500	73,008
Other Revenue	56,022	3,943,074
	11,157,969	8,648,026
	(2,577,938)	(1,535,688)
Non-Operating Grants, Subsidies & Contributions	685,135	332,260
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0
Profit on Asset Disposals	0	0
Loss on Asset Disposals	0	(11,024)
	685,135	321,236
Net Result	(1,892,803)	(1,214,452)
Other Comprehensive Income		
Changes on revaluation of non-current assets	0	0
Total Other Comprehensive Income	0	0
TOTAL COMPREHENSIVE INCOME	(1,892,803)	(1,214,452)

SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 MARCH 2018

	Note	2016-17 ACTUAL \$	2017-18 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		1,153,453	1,251,044	97,591
Restricted Cash & Cash Equivalents		1,920,586	1,923,680	3,093
Trade and other receivables		1,078,375	968,405	-109,970
Inventories		21,203	39,143	17,940
Other assets		0	0	0
Total current assets		4,173,617	4,182,272	8,655
Non-current assets				
Trade and other receivables		235,287	235,355	68
LG House Unit Trust		6,186	6,186	0
Property, infrastructure, plant and equipment		32,154,352	30,103,569	-2,050,783
Infrastructure Assets		124,459,581	126,299,293	1,839,712
Total non-current assets		156,855,406	156,644,403	-211,003
Total assets		161,029,023	160,826,675	-202,348
Current liabilities				
Trade and other payables		206,879	368,618	-161,739
Interest-bearing loans and borrowings		113,793	82,482	31,311
Provisions		307,558	342,325	-34,767
Total current liabilities		628,230	793,425	-165,195
Non-current liabilities				
Interest-bearing loans and borrowings		962,704	913,388	49,316
Provisions		44,370	44,370	0
Total non-current liabilities		1,007,074	957,758	49,316
Total liabilities		1,635,304	1,751,183	-115,879
Net assets		159,393,719	159,075,492	-318,227
Equity				
Retained surplus		42,380,230	43,323,290	943,060
Net Result		1,150,069	-1,214,453	-2,364,522
Reserve - asset revaluation		113,967,043	115,046,738	1,079,695
Reserve - Cash backed		1,896,377	1,919,918	23,541
Total equity		159,393,719	159,075,492	-318,227

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

SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 MARCH 2018

	Note	2016-17 ACTUAL \$	2017-18 BUDGET \$	2017-18 ACTUAL \$
Cash Flows from operating activities				
Payments				
Employee Costs		(2,060,459)	(2,228,555)	(1,762,786)
Materials & Contracts		(3,249,331)	(8,333,083)	(5,677,766)
Utilities (gas, electricity, water, etc)		(142,256)	(169,080)	(100,137)
Insurance		(158,494)	(220,083)	(169,375)
Interest Expense		(65,472)	(52,271)	(24,553)
Goods and Services Tax Paid		(52,830)	(55,171)	0
Other Expenses		(213,746)	(354,417)	(107,585)
		(5,942,588)	(11,412,660)	(7,842,201)
Receipts				
Rates		3,685,949	3,826,158	3,934,677
Operating Grants & Subsidies		1,763,186	1,538,103	583,417
Contributions, Reimbursements & Donations		0	0	0
Fees and Charges		210,559	289,583	189,954
Interest Earnings		110,318	68,500	73,008
Goods and Services Tax		0	53,132	(109,921)
Other		2,160,591	6,079,291	3,943,074
		7,930,602	11,854,767	8,614,209
Net Cash flows from Operating Activities		1,988,014	442,107	772,007
Cash flows from investing activities				
Payments				
Purchase of Land		(25,212)	(427,588)	(95,392)
Purchase of Buildings		(393,296)	(121,951)	(49,287)
Purchase Plant and Equipment		(342,252)	(358,000)	(329,993)
Purchase Furniture and Equipment		(47,326)	(30,900)	(18,739)
Purchase Road Infrastructure Assets		(1,580,537)	(1,217,635)	(439,072)
Purchase of Footpath Assets		(2,875)	(5,000)	0
Purchase Aerodrome Assets		0	(5,000)	0
Purchase Drainage Assets		(4,203)	(5,000)	0
Purchase Sewerage Assets		(143,702)	(100,000)	(40,855)
Purchase Parks & Ovals Assets		0	(5,900)	(4,700)
Purchase Solid Waste Assets		0	0	0
Purchase Other Infrastructure Assets		0	(3,000)	0
Receipts		(28,761)		
Proceeds from Sale of Assets		147,227	142,000	55,082
Non-Operating grants used for Development of Assets		1,258,389	685,135	332,260
		(1,162,549)	(1,452,839)	(590,696)
Cash flows from financing activities				
Repayment of Debentures		(234,924)	(163,109)	(80,627)
Advances to Community Groups		0	0	0
Revenue from Self Supporting Loans		78,622	26,352	0
Proceeds from New Debentures		0	0	0
Net cash flows from financing activities		(156,302)	(136,757)	(80,627)
Net increase/(decrease) in cash held		669,163	(1,147,489)	100,684
Cash at the Beginning of Reporting Period		2,404,876	3,074,039	3,074,039
Cash at the End of Reporting Period		3,074,039	1,926,551	3,174,723

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 MARCH 2018**

Notes

	2016-17 ACTUAL \$	2017-18 BUDGET \$	2017-18 ACTUAL \$
RECONCILIATION OF CASH			
Cash at Bank - Unrestricted	3,073,459	1,925,709	1,249,202
Cash at Bank - Restricted	0	0	1,923,680
Cash on Hand	580	842	1,842
TOTAL CASH	3,074,039	1,926,551	3,174,724
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	1,150,069	(1,892,803)	(1,214,453)
Add back Depreciation	2,461,460	2,480,475	2,202,697
(Gain)/Loss on Disposal of Assets	67,171	-	11,024
Self Supporting Loan Principal Reimbursements	-	-	0
Contributions for the Development of Assets	(1,258,389)	(685,135)	(332,260)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(692)	0	(17,940)
(Increase)/Decrease in Receivables	(462,161)	718,132	(39,687)
Increase/(Decrease) in Accounts Payable	(15,510)	(226,675)	144,371
Increase/(Decrease) in Prepayments	-	0	0
Increase/(Decrease) in Employee Provisions	46,067	48,114	18,254
Increase/(Decrease) in Accrued Expenses	-	0	0
Rounding	-	0	1
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	1,988,014	\$442,107	772,007

**SHIRE OF GNOWANGERUP
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDING 31 MARCH 2018**

	2016-17 ACTUAL	2017-18 ANNUAL BUDGET	2017-18 JULY- MAR BUDGET (a)	2017-18 JULY- MAR ACTUAL (b)	MATERIAL VARIANCES (b)-(a) \$	MATERIAL VARIANCES (b)-(a)/(a) %	VAR
OPERATING REVENUE	\$	\$	\$	\$			
General Purpose Funding	2,064,455	829,414	638,147	628,924	(9,223)	(1.45%)	
Governance	5,964	2,100	1,930	182	(1,748)	(90.58%)	
Law, Order Public Safety	85,735	53,393	36,206	43,760	7,554	20.86%	
Health	297	300	0	345	345		
Education and Welfare	14,219	11,400	8,462	200	(8,262)	(97.64%)	
Housing	75,293	72,280	58,547	58,210	(337)	(0.58%)	
Community Amenities	282,639	284,192	278,909	297,614	18,705	6.71%	
Recreation and Culture	73,102	22,955	22,761	28,315	5,555	24.40%	
Transport	2,013,434	6,144,100	4,404,076	3,789,526	(614,550)	(13.95%)	▼
Economic Services	17,373	10,932	9,344	11,257	1,914	20.48%	
Other Property and Services	206,160	108,330	83,897	172,700	88,803	105.85%	▲
LESS OPERATING EXPENDITURE	4,838,670	7,539,396	5,542,278	5,031,033	(511,244)		
General Purpose Funding	(82,805)	(147,372)	(95,872)	(76,445)	19,426	20.26%	▲
Governance	(681,545)	(988,233)	(737,274)	(442,717)	294,557	39.95%	▲
Law, Order, Public Safety	(300,725)	(311,336)	(214,907)	(213,760)	1,146	0.53%	
Health	(221,466)	(233,540)	(163,800)	(181,690)	(17,891)	(10.92%)	▼
Education and Welfare	(21,222)	(22,709)	(18,517)	(12,336)	6,181	33.38%	
Housing	(75,231)	(65,503)	(52,291)	(54,673)	(2,381)	(4.55%)	
Community Amenities	(384,073)	(512,543)	(398,382)	(379,681)	18,701	4.69%	
Recreation and Culture	(1,300,450)	(1,420,206)	(1,095,400)	(1,265,032)	(169,632)	(15.49%)	▼
Transport	(4,847,178)	(9,760,863)	(7,193,714)	(7,005,458)	188,256	2.62%	
Economic Services	(55,577)	(140,955)	(114,751)	(58,233)	56,518	49.25%	▲
Other Property & Services	(538,986)	(132,646)	(228,767)	(504,714)	(275,948)	(120.62%)	▼
	(8,509,258)	(13,735,907)	(10,313,674)	(10,194,739)	118,935		
<i>Increase(Decrease)</i>	(3,670,587)	(6,196,511)	(4,771,397)	(5,163,705)	(392,310)		
ADD							
Movement in Employee Benefits (Non-current)	(739)	47,144	0	0	0		
Movement in Deferred Pensioners (Non-current)	(12,532)	0	0	0	0		
(Profit)/ Loss on the disposal of assets	67,171	0	0	11,025	11,025		▲
Depreciation Written Back	2,461,460	2,480,475	1,859,612	2,202,697	343,085	18.45%	▲
	2,515,359	2,527,619	1,859,612	2,213,722	354,110		
<i>Sub Total</i>	(1,155,228)	(3,668,892)	(2,911,785)	(2,949,984)	(38,200)		
LESS CAPITAL PROGRAMME							
Purchase of Land	(25,212)	0	0	(95,392)	(95,392)		▼
Purchase Buildings	(393,296)	(549,539)	(236,951)	(49,287)	187,664	79.20%	▲
Infrastructure Assets - Roads	(1,580,537)	(1,217,635)	(1,201,233)	(439,072)	762,161	63.45%	▲
Infrastructure Assets - Footpaths	(2,875)	(5,000)	(5,000)	0	5,000	100.00%	
Infrastructure Assets - Aerodromes	0	(5,000)	(5,000)	0	5,000	100.00%	
Infrastructure Assets - Drainage	(4,203)	(5,000)	(2,500)	0	2,500	100.00%	
Infrastructure Assets - Sewerage	(143,702)	(100,000)	(100,000)	(40,855)	59,145	59.14%	▲
Infrastructure Assets - Parks & Ovals	0	(5,900)	(5,900)	(4,700)	1,200	20.34%	
Infrastructure Assets - Solid Waste	(28,761)	0	0	0	0		
Infrastructure Assets - Other	0	(3,000)	(3,000)	0	3,000	100.00%	
Purchase Plant and Equipment	(342,252)	(358,000)	(358,000)	(329,993)	28,007	7.82%	
Purchase Furniture and Equipment	(47,326)	(30,900)	(30,900)	(18,739)	12,161	39.36%	▲
Proceeds from Sale of Assets	147,227	142,000	42,000	55,082	13,082	(31.15%)	
Contributions for the Development of Assets	1,258,389	685,135	685,135	332,260	(352,875)	51.50%	
Repayment of Debt - Loan Principal	(234,924)	(163,109)	(80,636)	(80,627)	9	0.01%	
Self Supporting Loan Principal Income	78,622	26,352	13,043	0	(13,043)	100.00%	
Transfer to Reserves	(182,912)	(516,057)	(20,242)	(23,540)	(3,298)	(16.29%)	
	(1,501,763)	(2,105,653)	(1,309,184)	(694,863)	614,321		
Plus Rounding							
<i>Sub Total</i>	(2,656,991)	(5,774,545)	(4,220,969)	(3,644,847)	576,121		
FUNDING FROM							
Transfer from Reserves	76,379	507,588	0	0	0		
Estimated Opening Surplus at 1 July	754,796	1,648,384	1,648,384	1,552,914	(95,470)	(5.79%)	
Amount Raised from General Rates	3,562,267	3,618,573	0	3,616,992	3,616,992		▲
	4,393,442	5,774,545	1,648,384	5,169,906	3,521,522		
NET SURPLUS/(DEFICIT)	1,736,451	0	(2,572,584)	1,525,060	4,097,644		

NOTE - VARIANCES EXPLAINED		
	\$ VARIANCE	% VARIANCE
REVENUE		
General Purpose Funding		
Less than 10% variance	(9,223)	(1.45%)
Governance		
Minor Reimbursements less than expected for Reporting Period	(1,748)	(90.58%)
Law Order & Public Safety -		
Emergency Services Operating Grant higher than anticipated	7,554	20.86%
Health		
Health Act Business Application fee	345	
Education & Welfare		
Education Dept Mowing contract reimbursed Annually, not Monthly as anticipated for Reporting Period	(8,262)	(97.64%)
Housing		
Less than 10% variance	(337)	(0.58%)
Community Amenities		
Less than 10% variance	18,705	6.71%
Recreation & Culture		
Kidsport Grant \$1000 and MCS Rental allocation - non monetary impact	5,555	24.40%
Transport		
WANDRRA Income and Road Grant funding less than anticipated for Reporting Period	(614,550)	(13.95%)
Economic Service		
Extra parcel to land Lease with Complex Committee	1,914	20.48%
Other Property and Services		
Reimbursement of Workers Compensation, Insurance Claims and Paid parental leave not	88,803	105.85%
EXPENDITURE		
	\$ VARIANCE	% VARIANCE
General Purpose funding		
Admin & finance allocations and valuation costs less than anticipated for reporting Period	19,426	20.26%
Governance		
Strategy & Governance costs less than anticipated - non monetary impact. Election & Conference costs less than anticipated	294,557	39.95%
Law Order & Public Safety -		
Less than 10% variance	1,146	0.53%
Health		
EHO Contract costs higher than anticipated	(17,891)	(10.92%)
Education & Welfare		
Education Dept mowing costs and building maintenance less than anticipated	6,181	33.38%
Housing		
Less than 10% variance	(2,381)	(4.55%)
Community Amenities		
Less than 10% variance	18,701	4.69%
Recreation & Culture		
Depreciation rates higher than anticipated due to fair value	(169,632)	(15.49%)
Transport		
Less than 10% variance	188,256	2.62%
Economic Service		
Gnp Training Centre, Local Tourism and Community Capacity Building projects not yet completed as anticipated for reporting period	56,518	49.25%
Other Property & Services		
Administration costs recovered from Activities adjustment required no monetary impact	(275,948)	(120.62%)

NOTE - VARIANCES EXPLAINED		
	\$ VARIANCE	% VARIANCE
CAPITAL EXPENDITURE		
<u>Furniture & Equipment</u>		
Furniture & Equipment Council Chambers	14	
Furniture purchased under budget		
Health Computer Equip & Software	(16,353)	
New Server installed earlier than anticipated		
Swimming Pool Furniture & Equipment	3,500	
Furniture not yet purchased		
Total (Over)/Under Budget	(12,839)	39.36%
<u>Land & Buildings</u>		
25 McDonald St Building Capital Expenses	3,850	
Renewals not complete, planned for April/May		
4 Grocock Street Renewals	3,745	
Completed under budget		
Purchase of Land	47,086	
Bell Street to be finalised		
Land Development	(27,478)	
Opus Design and documentation for Cuneo Close expenditure earlier than anticipated		
Swimming Pool Construction	1,114	
Sump pump works completed under budget		
Yougenup Community Centre	0	
Gnp Town Hall Capital	595	
Planned for March/April		
Old Swimming Pool Redevelopment	29,694	
Electrical works only completed at this stage		
Gnowangerup Bowling Club Capital	124	
Planned for March/April		
Gnowangerup Sporting Complex	230	
Completed under budget		
Ongerup Works Depot Capital	100	
Fuel tank installed under budget		
Administration Centre Building Capital	40,000	
Works being completed in April for Admin & Depot		
Total (Over)/Under Budget	99,059	79.20%
<u>Plant & Equipment</u>		
Purchase Tip Truck GN.0035	(6,100)	
Purchase price higher than anticipated		
Minor Plant Purchases	17,282	
Attachment for Skid Steer to be costed under Minor plant		
Purchase of Utility (GN.0036)	1,402	
Purchased under budget		
Purchase of Utility (GN.0051)	1,402	
Purchased under budget		
Purchase Skid Steer Loader	(10,979)	
Attachments to be costed from Minor plant		
Purchase Trailer for SSL Attachments	25,000	
No longer purchasing this year		
Total (Over)/Under Budget	28,007	7.82%

NOTE - VARIANCES EXPLAINED		
	\$ VARIANCE	% VARIANCE
CAPITAL EXPENDITURE		
<u>Road Construction</u>		
Roads To Recovery Projects	303,281	
To be completed by May 2018		
Regional Road Group Projects	22,783	
Works completed will be invoiced in April 2018		
Road Reseals	124,464	
Works completed will be invoiced in April 2018		
Council Road Program	278,829	
To be completed by May 2018		
Total (Over)/Under Budget	<u>426,076</u>	63.45%
CAPITAL EXPENDITURE		
<u>Footpath Construction</u>		
Footpath Construction/Renewal	5,000	
Yet to be completed		
Total (Over)/Under Budget	<u>5,000</u>	100.00%
<u>Airport Infrastructure</u>		
Airstrip Capital Improvements	5,000	
Planned for March/April		
Total (Over)/Under Budget	<u>0</u>	100.00%
<u>Drainage Infrastructure</u>		
Drainage Renewals	0	
Total (Over)/Under Budget	<u>0</u>	
<u>Sewerage Infrastructure</u>		
Ongerup Waste Water Ponds	59,145	
90% Complete anticipate final works to be finished in April		
<u>Parks & Ovals Infrastructure</u>		
Community Park Capital	1,200	
Completed Under budget		
<u>Other Infrastructure</u>		
Street Banners & Banner Poles	3,000	
Not completed, to be purchased in 2018		
Total (Over)/Under Budget	<u>63,345</u>	
Note: (NB) = No Budget Provision Made		

SHIRE OF GNOWANGERUP
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 31 MARCH 2018

		ACTUAL 31 MAR 2018	ACTUAL 30 JUNE 2017
CURRENT ASSET			
91000	Municipal Fund Bank Account	\$1,249,202	\$1,152,611
91003	Gnp Office Till Float	\$200	\$200
91004	Gnp Office Petty Cash	\$300	\$300
91005	Swimming Pool Float	\$200	\$200
91008	SWIMMING POOL VENDING MACHINE	\$142	\$142
91009	Cash on Hand - Banking Change	\$1,000	\$0
91010	Restricted Cash - Long Service Leave Reserve	\$82,097	\$81,091
91011	Restricted Cash - Plant Reserve	\$743,522	\$734,406
91014	Restricted Cash - Ongerup Effluent Line Reserve	\$89,628	\$88,529
91017	Restricted Cash - Area Promotion Reserve	\$29,365	\$29,005
91023	Restricted Cash - Swimming Pool Upgrade Reserve	\$93,414	\$92,268
91025	Restricted Cash - Land Development Reserve	\$616,252	\$608,696
91027	Restricted Cash - Computer Replacement Reserve	\$7,752	\$7,657
91029	Restricted Cash - Waste Disposal Reserve	\$230,271	\$227,448
91031	Restricted Cash - Futures Fund Reserve	\$15,780	\$15,587
91034	RESTRICTED CASH - LIQUID WASTE FACILITY	\$11,835	\$11,690
91070	Restricted Cash - Kidz Sports Grant	\$0	\$4,884
91072	Restricted Cash - ICCWA Stay on Your Feet Grant	\$476	\$476
91077	RESTRICTED CASH - STATE EMERGENCY SERVICES GRANT	\$1,077	\$6,327
91078	RESTRICTED CASH - BUSH FIRE SERVICES GRANT	\$695	\$11,008
91079	RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR	\$1,514	\$1,514
91100	Rates Debtor - Rates	\$261,008	\$111,446
91101	Rates Debtor - Specified Area Rates	\$10,714	\$6,322
91102	Rates Debtor - Rubbish Collection	\$9,401	\$9,422
91103	Rates Debtor - Health Act Rate	\$22,255	\$17,951
91104	Rates Debtor - Legal Charges	\$13,720	\$5,408
91105	Rates Debtor - Interest/Admin Charges	\$19,138	\$15,143
91106	Rates Debtor - ESL	\$9,103	\$4,170
91108	Rates Debtor - Recycling Charges	\$7,439	\$6,844
91110	Sundry Debtors Control	\$466,797	\$873,295
91111	Pensioner Rebate Claims - General Rates	\$11,895	\$1,358
91112	Pensioner Rebate Claims - ESL Levy	\$793	\$108
91120	GST Receivable	\$109,300	\$64
91130	Accrued Interest on SSL's	\$492	\$492
91140	Self Supporting Loans (Current)	\$26,352	\$26,352
55032	Fuel & Oils Purchased	\$119,139	\$144,636
55042	Less Fuel & Oils Allocated	(\$101,199)	(\$143,945)
91200	Stock On Hand - Fuel & Oils	\$21,203	\$20,511
91201	Stock On Hand - Materials	\$0	\$0
		4,182,272	4,173,617
LESS CURRENT LIABILITIES			
93000	Sundry Creditors Control	(\$343,746)	(\$191,978)
93001	ESL Payable	\$4,592	\$3,009
93002	Accrued Expenses	(\$12,660)	\$4,708
93010	Accrued Interest On Loans	(\$7,893)	(\$7,893)
93020	Accrued Salaries & Wages	\$0	(\$11,683)
93030	Rate Payments Received In Advance	(\$8,912)	(\$3,042)
0	Net Gst Payable/Receivable	\$0	\$0
93043	Payg (Payable)	\$0	\$0
93050	Net Salaries & Wages	\$0	\$0
93042	GST Liability (Payable)	\$0	\$0
93110	Loan Liability (Current)	(\$82,482)	(\$113,793)
93200	Provision For Annual Leave (Current)	(\$167,052)	(\$158,072)
93210	Provision For Long Service Leave (Current)	(\$130,645)	(\$104,857)
93220	Provision for Sick Leave Bonus (Current)	(\$44,628)	(\$44,628)
XXXX1	suspense - police licensing	\$0	\$0
		-793,425	-628,230
SUB-TOTAL		3,388,847	3,545,387
LESS: Exclusions		-	-
95100	Reserves Accumulated Surplus	(\$1,919,918)	(\$1,896,378)
	ADD Loan Liability	\$82,482	\$113,793
	Less Self Supporting Loan Repayments	(\$26,352)	(\$26,352)
		\$0	\$0
	Rounding	\$0	\$0
SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES		\$ 1,525,059	\$ 1,736,451

17. CONFIDENTIAL ITEMS

PROCEDURAL MOTION

0418. That Council:

Close the meeting to members of the public to discuss items 17.1 and 17.2 as the items are considered confidential pursuant, respectively, to Section 5.23(c) of the Local Government Act 1995 as the matter relates to a contract which is being entered into.

17.1	TENDER AWARD RFT-01-2018 GARDENING SERVICES
Location:	Shire of Gnowangerup
Proponent:	N/A
File Ref:	
Date of Report:	20 th April 2018
Business Unit:	Infrastructure
Officer:	Y Wheatcroft – Manager of Works
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

0418. That Council:

Authorise the CEO to:

- 1. Accept the tender from BGL Solutions (\$122,966.66) to supply gardening services to the Shire of Gnowangerup; and**
- 2. Prepare and execute the relevant contract document.**

PROCEDURAL MOTION

0418. That Council:

Reopen the meeting to members of the public

OTHER BUSINESS AND CLOSING PROCEDURES

18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL

19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

20. DATE OF NEXT MEETING

That the next Ordinary Council Meeting will be held on the 23rd May 2018.

21. CLOSURE

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