



MINUTES

Ordinary Council Meeting

15 September 2026

CONFIRMATION OF MINUTES

These Minutes have been CONFIRMED by Council as the official record for the Shire of Gingin's Ordinary Council Meeting held on 15 September 2026.

Councillor L Balcombe
PRESIDING MEMBER

Date of Confirmation: _____

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Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue.

ACKNOWLEDGEMENT OF COUNTRY



The Shire of Gingin acknowledges the Yued people, the traditional owners of Yued Boodja. The Shire pays respect to Yued Elders past and present, and acknowledges emerging Yued leaders. We extend this respect to all Aboriginal people. The Shire recognises the living, dynamic culture of the Yued people and the unique contribution they make to the Gingin region on Yued Boodja.

TABLE OF CONTENTS

1	DECLARATION OF OPENING	4
2	RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE	4
2.1	ATTENDANCE	4
2.2	APOLOGIES.....	4
2.3	LEAVE OF ABSENCE.....	4
3	DISCLOSURES OF INTEREST	4
4	PUBLIC QUESTION TIME	5
4.1	RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE	5
4.2	PUBLIC QUESTIONS.....	10
5	PUBLIC STATEMENT TIME.....	11
6	PETITIONS	11
7	APPLICATIONS FOR LEAVE OF ABSENCE	11
8	CONFIRMATION OF MINUTES	12
10	UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS.....	12
11	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	12
12	REPORTS - OFFICE OF THE CEO.....	13
12.1	2025 COMPLIANCE AUDIT RETURN.....	13
13	REPORTS - CORPORATE SERVICES	42
13.1	MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2026	42
13.2	LIST OF PAID ACCOUNTS AUGUST 2026	67
13.3	PROPOSED POLICY - COUNCIL MEMBER USE OF SOCIAL MEDIA.....	76
14	REPORTS - REGULATORY AND DEVELOPMENT SERVICES	87
14.1	APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED RECEPTION CENTRE AND CARETAKER'S DWELLING ON LOT 201 (3050) BRAND HIGHWAY, GINGINUP	87
15	REPORTS - OPERATIONS AND ASSETS	131
16	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	131
16.1	REVOCATION OF COUNCIL RESOLUTION - OCM 21 JULY 2026 - ITEM 12.5 READVERTISING THE COASTAL HAZARD RISK MANAGEMENT ADAPTATION PLAN (CHRMAP) (2023)	131
17	COUNCILLORS' OFFICIAL REPORTS.....	139
17.1	CR PECZKA	139
17.2	CR KESTEL.....	139
17.3	CR WOODS	139
18	NEW BUSINESS OF AN URGENT NATURE.....	139
19	MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC	139
20	CLOSURE.....	139

ORDER OF BUSINESS

1 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 3:00 pm and welcomed all in attendance.

2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors – L Balcombe (President/Presiding Member), F Peczka (Deputy President), C Hyne, R Kestel, A Vis (electronic attendance) and N Woods.

Staff – J Bayliss (Temporary Chief Executive Officer), L Parola (Acting Executive Manager Corporate and Community Services), M Close (Temporary Executive Manager Regulatory and Development Services), R March (Executive Manager Operations and Assets), B Dorloff (Executive Assistant to Executive Manager Operations and Assets) and Y Moorby (Governance Support Officer/Minute Officer).

Gallery – There were 17 members of the public present in the Gallery.

Observer – Dr S Silcox (Monitor).

2.2 APOLOGIES

Councillors – L Stewart, J Weeks and D Wilkie.

2.3 LEAVE OF ABSENCE

Nil

3 DISCLOSURES OF INTEREST

Nil

4 PUBLIC QUESTION TIME

The Presiding Member declared the Public Question Time open at 3:02 pm.

4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE

4.2.3 Ed Hartman - Neergabby

37A Lefroy Street – Gingin

Q3. Will the rate payers ever see their money recovered from this incident?

Response by the Presiding Member

No. The water charges are unable to be recovered from the Water Corporation.

4.2.6 Annette Howard – Mindarra

Road Signage

Q2. We request the Shire of Gingin to install “Echidna” signs 200 metres either side of this gazetted habitat on Wannamal West Rd for echidnas.

Response by the Presiding Member

This is an operational request and, where possible, requests of this nature should be submitted directly to the Shire via mail@gingin.wa.gov.au so they can be appropriately recorded and referred to the relevant officer for consideration.

This will be added to our work schedule and installed once the signs arrive.

4.2.7 Megan Kolbe – Gabbadah

Conflicts of Interest

Q3. Did Councillor Kestel knowingly omit two important conflicts of interest on his 2025-26 annual return?

Response by the Presiding Member

Any concerns regarding an elected member’s annual return should be referred to the appropriate oversight body for consideration.

4.2.8 Kathleen Wright – Wanerie

Item 12.2 Draft Strategic Community Plan 2026-2036

Q2. Will Council commit to publishing an implementation plan for the strategic community plan that identifies for each priority the reasonable party delivery time frame estimated costs and funding source measurable indicators of success and whether the Shire will deliver the outcome directly or advocate for another level of government or service provider to deliver it?

Response by the Temporary CEO

The Strategic Community Plan will be supported by the Shire's Corporate Business Planning and annual budget processes, which will identify priorities, actions, timeframes and resourcing as appropriate.

4.2 PUBLIC QUESTIONS

4.2.1 Martin Aldridge – Lennard Brook

Services Provided by Bluesalt Consulting

Q1. I refer to the minutes of the July Ordinary Council Meeting (Item 13.4) and a payment of \$9372 to Bluesalt Consulting for 'Gingin Medical Centre Costs' and I ask, what services were provided to the Shire of Gingin with respect to the Gingin Medical Centre from the supplier?

Response by the Presiding Member

Bluesalt Consulting undertook a body of work for the Shire unrelated to the Gingin Medical Centre. The reference to 'Gingin Medical Centre Costs' was a typographical error.

Public Meeting Notifications

Q2. I refer to the minutes of the August Ordinary Council Meeting and note that the meeting commenced on 18 August and continued on 19 August, 25 August and 26 August and I ask how did the Shire of Gingin comply with regulation 12 of the Local Government (Administration) Regulations 1996 that requires that any change to meeting details to be published to the official website as soon as practicable?

Response by the Presiding Member

The Regulations do not appear to have been drafted with a circumstance such as the August Ordinary Council Meeting in mind, where a single meeting was adjourned and reconvened over four separate days within an eight-day period.

The Shire sought to provide information regarding the reconvened sessions as soon as reasonably practicable in the circumstances. Notwithstanding the adjournments and reconvened sessions, it remained the same Ordinary Council Meeting.

Importantly, regulation 12 does not prescribe a specific process for repeated adjournments of a single meeting, nor does it appear to contemplate the circumstances that arose in this instance. The regulation should therefore be considered in a reasonable and practical manner, having regard to the circumstances of the meeting.

Consideration of Livestreaming Council Meetings

Q3a. I refer to the Shire's non-compliance with regulation 14I(1) of the Local Government (Administration) Regulations 1996 which requires a recording of a Council meeting to be published within 14 days of the meeting day, and I ask will the Shire follow the initiative of other Councils, such as the Shire of Chittering and livestream their meetings whilst also publishing the recording at the same time which could be of particular benefit to a Shire such as Gingin with significant distances to travel making attending Council meetings not possible for all community members.

Response by the Presiding Member

The first part of the question is a statement of alleged non-compliance, rather than a question. The Shire does not accept that assertion, which is not consistent with the Shire's position or the advice provided by the Department of Local Government, Industry Regulation and Safety (DLGIRS). The August Ordinary Council Meeting was one meeting that was adjourned and reconvened over four separate days, and it would not be a practical application of the Regulations to require the Shire to publish piecemeal Minutes while the meeting remained ongoing. The Shire's position, supported by DLGIRS, is that the 14-day period commenced upon the conclusion of the meeting on 26 August, and the Minutes were published within that timeframe.

Administration is currently reviewing livestreaming options, including the potential benefits to the community given the geographic size of the Shire and the distances involved in attending Council meetings. Administration is not, however, in a position to make any commitment at this stage.

Q3b. Could clarification be provided in due course, as my question was not about the minutes, but the livestreaming, the recording and the publishing of the recording of the Council meeting.

Response by the Presiding Member

Thank you.

4.2.2 Kerry Butler - Gingin

Fernview Environmental Waste Facility – South Wannamal Road

Q1. With regards to concerns including alleged non-compliance with applicable rules and regulations, environmental impacts affecting the Wannamal Community and my understanding that the company will introduce the use of heavy vehicles to bring in huge quantities of mine belting and rock, that I believe is to try to stop toxic runoff. Has Council been notified regarding the application for a new licence?

Response by the Presiding Member

No.

4.2.3 Geoffrey Owen – Ledge Point

Memorial Chair – Memorial Policy

Q1a. I have been advised that a Consultant is writing a Memorial Policy. I was originally told it would take three to six months to complete, it has now been nine months, could you tell me where we are with the process, as this is a lot of time and a lot of money to the rate payers.

Response by the Temporary CEO

Over the last six months there has been an internal conversation around the best way to approach memorial plaques. At an executive level it has been decided to look at a pathway around a Tree of Life. Criteria will need to be met to have a plaque on the tree. With regards to the consultant preparing the policy, they have been engaged to rework a body of policies.

Q1b. Are there memorials within the Shire?

Response by the Temporary CEO

Yes, scattered within the Shire.

Q1c. Why does it have to be a tree of life? There are many elderly aged people that can't carry their chairs to the beach. The Shire has built the huts, why doesn't the Shire put something there that supports people sitting and enjoying the serenity of Ledge Point?

Response by the Presiding Member

This will be discussed further, and we will come back with something.

4.2.4 Ed Hartman - Neergabby

37A Lefroy Street

Q1. If the investigation is complicated and ongoing how is it possible to state to my Q3, from the August Ordinary Council Meeting, that no money is recoverable. How can such a decision be made before all the facts are in?

Response by the Temporary CEO

There has been a number of weeks since the question was asked, the investigation has now been finalised. The question has been answered, and the water charges are unable to be recovered.

Q2. If it has been determined that the monies are not recoverable from the water corporation what other parties/options are available to the Shire?

Response by the Temporary CEO

There are no other options to recover the money.

Q3. You have stated that the investigation has been completed, will the public see a report on the investigation?

Response by the Temporary CEO

As a courtesy, Council will be briefed on the investigation, however, it will not be released publicly.

4.2.5 Megan Kolbe – Gabbadah

JDAP Meeting

Q1. Why was the JDAP meeting for the Red Gully Battery Energy Storage System attended by Cr Balcombe, Cr Hyne and Temporary CEO, Mr Bayliss, not reported back to Councillors or presented at an Ordinary Council meeting as a Councillor or CEO report?

Response by the Presiding Member

This was reported in the Presiding Member's report. Only the Presiding Member of the JDAP can speak in relation to a JDAP result. We are representatives of the Shire of Gingin not JDAP and therefore cannot discuss the JDAP result.

Councillor Attendance

Q2a. The Ordinary Council meeting on 18 August 2026 was extended on the 19, 25 and 26 August, what statutory legislation was relied upon to allow Cr Vis, who was already on Council approved leave, able to attend electronically for the 25 August?

Response by the Presiding Member

Cr Vis had approved leave because she had an appointment on the first day of the Council meeting.

Q2.b Cr Vis wasn't on a three-month leave of absence?

Response by the Presiding Member

Nowhere was it mentioned that she requested three-month leave of absence. She asked for leave of absence for each Council meeting date, because she had appointments.

4.2.6 Wayne Gilbertson - Ledge Point

Community CHRMAP Guidelines

Q1. I had a conversation with a CHRMAP leader who suggested guidelines were being created as to what the community could and couldn't do without having to seek approval from the Shire.

Response by the Temporary CEO

I am happy to take the conversation offline and get a little more context around conversations previously had.

4.2.7 Alf Ricci – Karakin

Ledge Point Sporting Facilities

Q1. Back in 2020, there was a coastal sporting facility. Meetings went on until 2023. Is this going to re-occur and carry on or is it different?

Response by the Presiding Member

Taken on notice.

The Presiding Member declared the Public Question Time closed at 3:24 pm.

5 PUBLIC STATEMENT TIME

Unlike Public Question Time, Public Statement Time is not a requirement under the *Local Government Act 1995* and is not listed in the Order of Business as set out in the Shire of Gingin Meeting Procedures Local Law 2014.

Public Statement Time was introduced at the Ordinary Council Meeting (OCM) on 20 February 2024 on a trial basis to provide an additional opportunity for the public to address Council. At its OCM on 15 October 2024 Council resolved that statements made during Public Question Time must relate to matters listed on the agenda for the meeting, and that practice has continued. No final decision has been made as to whether Public Statement Time will become a permanent part of Council's meeting procedures.

As part of ongoing local government reform measures, the State has previously flagged that model meeting procedures will be drafted which every local government in Western Australia will be required to adopt.

There is currently no indication as to what the model procedures will require, and therefore there is no benefit to be gained by undertaking a formal amendment of the Shire's Meeting Procedures Local Law to include Public Statement Time as part of the Order of Business. In the interim, Council will continue to agree to include Public Statement Time at each council meeting.

OFFICER RECOMMENDATION

MOVED: Councillor Kestel **SECONDED:** Councillor Peczka

That Council resolve not to amend the order of business for the meeting to include Public Statement Time.

**CARRIED UNANIMOUSLY
6 / 0**

FOR: *Councillor Balcombe, Councillor Kestel, Councillor Hyne, Councillor Peczka, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

6 PETITIONS

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 CONFIRMATION OF MINUTES

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Hyne **SECONDED:** Councillor Woods

That Council confirm the Minutes of the Ordinary Council Meeting held on 18 August 2026, 25 August 2026 and 26 August 2026 as a true and accurate record.

CARRIED UNANIMOUSLY
6 / 0

FOR: *Councillor Balcombe, Councillor Kestel, Councillor Hyne, Councillor Peczka, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

9 ANNOUNCEMENTS BY THE PRESIDING MEMBER

This month's details will be provided at October's Ordinary Council Meeting.

10 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

11 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

12 REPORTS - OFFICE OF THE CEO

12.1 2025 COMPLIANCE AUDIT RETURN

File	COR/29
Author	James Bayliss – Temporary Chief Executive Officer
Reporting Officer	James Bayliss – Temporary Chief Executive Officer
Refer	Nil
Appendices	1. 2025 Compliance Audit Return [12.1.1 - 26 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To receive and consider the Audit, Risk and Improvement Committee's recommendation in relation to the Shire of Gingin's Compliance Audit Return for the period 1 January 2025 to 31 December 2025.

BACKGROUND

In accordance with Regulation 14 of the *Local Government (Audit) Regulations 1996*, all local governments are required to undertake a compliance audit for the period 1 January to 31 December of each year and prepare a Compliance Audit Return (CAR) in a form approved by the Local Government Inspector.

A copy of the CAR must be given to the local government's Audit, Risk and Improvement Committee (ARIC), which must then review the CAR and report the results of the review to Council.

Council must then:

1. Determine if any matters raised by the ARIC require action to be taken by the local government; and
2. Either adopt the CAR or adopt the CAR subject to amendments proposed by the Council.

Generally the CAR is required to be submitted to the Department of Local Government by 31 March each year. However, oversight responsibility has now been transferred to the Local Government Inspector and in order to accommodate that change the deadline for submission in 2026 has been changed to 30 September.

COMMENT

Instances of Non-Compliance

1. *Local Government Act 1995*
s. 2.29 Declaration

- Q. Has every person elected or appointed to a mayor, president, deputy or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?
- A. No. Declarations were made on 21 October 2025 by newly-elected Councillors, President and Deputy President. However the declaration forms used were not in the current prescribed form as they retained superseded wording referencing the *Local Government (Rules of Conduct) Regulations 2007* rather than the current reference to the adopted Code of Conduct.

Action Taken

Declaration templates have now been updated to reflect the wording prescribed in the *Local Government Act 1995*.

2. *Local Government (Administration) Regulations 1996*
Reg. 19DA Corporate business plans, requirements for (Act s.5.56)

- Q. Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?
- A. No. The Corporate Business Plan was reviewed for the 2024/25 financial year at the Ordinary Council Meeting (OCM) on 15 October 2024. No review was undertaken for the 2025/26 financial year.

Action Taken

A review of the Corporate Business Plan for the 2026/27 year has been commenced.

Outcome of ARIC Review

The CAR for the period 1 January 2025 to 31 December 2025 was considered by the ARIC at its meetings on 1 September 2026 and 9 September 2026, with the ARIC resolving as follows:

That the Committee:

1. *Acknowledge the results of the 2025 compliance audit process, noting the instances of non-compliance and the actions taken in response; and*
2. *Recommend that Council adopt the 2025 Compliance Audit Return for the period 1 January 2025 to 31 December 2025.*

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government (Audit) Regulations 1996

Reg 14 – Compliance audits

Reg 15 – Signed compliance audit return and other information must be given to Inspector

RISK IMPLICATIONS

Neither of the instances of non-compliance are considered to present any significant risk.

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS - SIMPLE MAJORITY

AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATION

MOVED: Councillor Peczka

SECONDED: Councillor Hyne

That Council adopt the 2025 Compliance Audit Return for the period 1 January 2025 to 31 December 2025.

CARRIED UNANIMOUSLY

6 / 0

FOR: *Councillor Balcombe, Councillor Kestel, Councillor Hyne, Councillor Peczka, Councillor Vis and Councillor Woods*

AGAINST: *Nil*



**Local Government
Inspector**

2025 Compliance Audit Return

Local Government Authority: The Shire of Gingin

Local Government Act 1995

s. 2.29

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

Response: No

Comments: Declarations were made on 21/10/2025 by councillors, President and Deputy President. However the declaration forms used were not in the current prescribed form as they retained superseded wording referencing the Local Government (Rules of Conduct) Regulations 2007 rather than the current reference to the adopted Code of Conduct. Declaration templates have now been updated.

s. 3.16

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

Response: N/A

Comments: Last review completed in 2022.

s.3.57

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response: Yes

Comments: Yes, evidenced by OCM minutes. Apart from procurement undertaken via WALGA preferred supplier panels.

s. 3.58(3)

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

Response: Yes

Comments: Two relevant disposals (leases) undertaken (OCM 18/03/2025 and OCM 15/04/2025). Published public notices viewed for both. No public submissions received for either. All other disposals during the period were to community groups and the like and were therefore exempt from the requirements of s. 3.58(3).

s. 3.58(4)

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

Response: Yes

Comments: Published public notices viewed for both disposals undertaken during the period.

s. 3.59(2)(a)

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

Response: N/A

Comments: No major trading undertaking considered or progressed during the period.

s. 3.59(2)(b)

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

Response: N/A

Comments: No major land transaction considered or progressed during the period.

s. 3.59(2)(c)

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

Response: N/A

Comments: No such land transaction took place during the period.

s. 3.59(4)

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

Response: N/A

Comments: No such undertakings or transactions took place during the period.

s. 3.59(5)

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

Response: N/A

Comments: No such undertakings or transactions took place during the period.

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: N/A

Comments: Council has not delegated any powers to committees.

s. 5.16 (2)

Were all delegations to committees in writing?

Response: N/A

Comments: Council has not delegated any powers to committees.

s. 5.17

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

Response: N/A

Comments: Council has not delegated any powers to committees.

s. 5.18

Were all delegations to committees recorded in a register of delegations?

Response: N/A

Comments: Council has not delegated any powers to committees.

s. 5.36(4) and s. 5.37(3)

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

Response: N/A

Comments: No CEO advertising undertaken in 2025 and the Shire does not have senior employees.

s. 5.37(2)

Did the CEO inform council of each proposal to employ or dismiss senior employee?

Response: N/A

Comments: The Shire does not have senior employees.

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

Response: N/A

Comments: The Shire does not have senior employees.

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: Yes

Comments: Evidenced by OCM minutes 20/04/2021 and publication on Shire website.

s. 5.42

Were all delegations to the CEO resolved by an absolute majority?

Response: Yes

Comments: Evidenced by OCM minutes 15/04/2025.

Were all delegations to the CEO in writing?

Response: Yes

Comments: Evidenced by Delegated Authority Register.

s. 5.43

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

Response: Yes

Comments: Evidenced by Delegated Authority Register.

s. 5.44(2)

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

Response: Yes

Comments: Evidenced by Delegated Authority Register and records system.

s. 5.45(1)(b)

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

Response: Yes

Comments: Evidenced by OCM minutes 15/04/2025.

s. 5.46

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

Response: Yes

Comments: Evidenced by Delegated Authority Register.

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

Response: Yes

Comments: Evidenced by OCM minutes 15/04/2025 and evidence of CEO review in records system.

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

Response: Yes

Comments: As far as can be ascertained.

s. 5.50

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

Response: N/A

Comments: No such payments made.

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

Response: N/A

Comments: No such payments made.

s. 5.51A

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

Response: Yes

Comments: Evidenced at Shire's website.

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

Response: Yes

Comments: Evidenced at Shire's website.

s. 5.67

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

Response: Yes

Comments: Evidenced by Minutes.

s. 5.68(2)

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

Response: N/A

Comments: Minutes of OCMs and SCMs do not reveal any s.5.68(2) matters.

s. 5.69(5)

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

Response: N/A

Comments: Minutes do not reveal any s.5.69(5) matters.

s. 5.70

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

Response: Yes

Comments: Evidenced by Minutes.

s. 5.71B(5) and (7)

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: N/A

Comments: No such application made.

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

Response: N/A

Comments: No such application made.

s. 5.73

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

Response: Yes

Comments: Evidenced by Minutes.

s. 5.75

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

Response: Yes

Comments: Evidence of submission dates in records system.

s. 5.76

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

Response: Yes

Comments: Evidence of submission dates in records system.

s. 5.77

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

Response: Yes

Comments: Evidence in records system.

s. 5.88

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

Response: Yes

Comments: Hard copy register viewed.

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

Comments: Hard copy register viewed.

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

Response: Yes

Comments: Hard copy register viewed.

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

Response: Yes

Comments: Hard copy register viewed.

s. 5.89A

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

Response: Yes

Comments: Evidenced by register on Shire website.

Did the CEO publish an up-to-date version of the gift register on the local government's website?

Response: Yes

Comments: Evidenced by register on Shire website.

s. 5.90A

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Response: Yes

Comments: Evidenced by register on Shire website.

s. 5.94

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

Response: Yes

s. 5.96

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

Response: N/A

Comments: No such requests were received during the reporting period.

s. 5.96A

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Response: Yes

Comments: Evidenced by Shire website.

s. 5.104

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

Response: Yes

Comments: Evidenced by OCM minutes 20/04/2021 and 19/11/2024, and publication on Shire website.

Did the local government adopt additional requirements in addition to the model code of conduct?

Response: Yes

Comments: Dress standards at meetings and when representing the SOGG, administrative enquiries, disclosure of interests at Council strategic/information sessions, communicating decisions of Council, quasi-judicial role and principles, medication with potential side effects, social media, appointments to external committees, dealing with Council property.

Does it comply with section 5.104(3) and (4) of the Local Government Act 1995?

Response: Yes

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?

Response: Yes

Comments: Evidenced at SOGG website.

s. 5.128

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Response: Yes

Comments: Evidenced at SOGG website.

s. 7.12A(3), (4) and (5)

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

Response: N/A

Comments: No matters were raised in the independent auditor's report.

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

Response: N/A

Comments: No matters were raised in the independent auditor's report.

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

Response: N/A

Comments: No matters were raised in the auditor's report.

Local Government (Administration) Regulations 1996

r. 18F

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

Response: N/A

Comments: CEO position was not advertised during the reporting period.

r. 19AB

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

Response: Yes

Comments: Code of Conduct for Employees cl. 3.15(d).

r. 19AC

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

Response: Yes

Comments: Code of Conduct for Employees cl. 3.15 (g),(h), (i) and (j).

r. 19AE

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

Response: Yes

Comments: Code of Conduct for Employees cl. 3.4, 3.9, 3.10, 3.11, 3.12, 3.18, 3.22, 3.23, 3.24, 3.25, 3.26.

r. 19B

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over \$130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance, available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

Response: Yes

Comments: 2024/25 Annual Report viewed.

r. 19C

Has the local government adopted by absolute majority a strategic community plan?

Response: Yes

Adoption date or the date of the most recent review: 18/06/2024

r. 19DA

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

Response: No

Comments: The Corporate Business Plan was reviewed for the 2024/25 year at the OCM on 15/10/2024. No review was undertaken for the 2025/26 financial year.

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

Response: Yes

Comments: Document viewed on SOGG website.

r. 22

No response required. This is covered by s5.75.

r. 23

No response required. This is covered by s5.76.

r. 28

No response required. This is covered by s5.88(1).

r. 28A

No response required. This is covered by s5.89A(1).

r. 29

No response required. This is covered by s5.94.

r. 29C

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

Response: Yes

Comments: Examples viewed on SOGG website.

r. 35

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

Response: Yes

Comments: Yes - 3 council members required to undertake training following 2025 elections. 2 have completed all modules, at the time of the CAR 1 council member had completed 4 modules, with the final module under way. Evidenced in published SOGG Councillor Training Report 2025/26.

r. 36

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

Response: Yes

Comments: 1 council member elected in 2025 was exempt from mandatory training requirements as Council Member Essentials was last completed following election in 2021. Evidenced in published SOGG Councillor Training Report 2025/26.

Local Government (Audit) Regulations 1996

r. 10

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

Response: Yes

Comments: The audit exit meeting was conducted on 18/11/2025 and the report was issued on 20/11/2025.

r. 17

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

Response: Yes

Date of council's resolution to accept the report: 18/03/2025

Local Government (Constitution) Regulations 1998

r. 11FA

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

Response: N/A

Comments: 2025 elections were conducted as a postal election by the WAEC, and Form 20 was submitted by the WA Electoral Commissioner.

r. 13

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

Response: N/A

Local Government (Elections) Regulations 1997

r. 30G

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

Response: Yes

Comments: Electoral Gift Register viewed on SOGG website. No gift disclosures made for 2025 elections.

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

Response: N/A

Comments: No gifts in these categories have been disclosed.

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

Response: Yes

Comments: Evidenced by SOGG website.

Local Government (Financial Management) Regulations 1996

r. 5

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

Response: Yes

r. 6

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

Response: Yes

r. 7

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

Response: Yes

r. 8

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

Response: Yes

r. 9

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

Response: N/A

Comments: No major trading undertakings or major land transactions occurred during the reporting period.

r. 11

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

Response: Yes

r. 12

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

Response: Yes

Comments: Appropriate delegations viewed in Delegated Authority Register. No payments requiring advance authorisation by Council occurred during the period.

r. 13

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

Response: Yes

Comments: No payments required Council approval.

r. 13A

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee's name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

Response: Yes

r. 19

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

Response: Yes

Comments: Internal controls established and followed. Not separately documented in 2025.

r. 19C

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

Response: Yes

Local Government (Functions and General) Regulations 1996

r. 7

No response required. This is covered by s3.59(2).

r. 9

No response required. This is covered by s3.59(2).

r. 10

No response required. This is covered by s3.59(2).

r. 11A

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?

Response: Yes

r. 11

No response required. This is covered by s3.57.

r. 12

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

Response: N/A

Comments: No such contracts entered into.

r. 14(1), (3) and (5)

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

Response: Yes

Comments: Records of information provided to those seeking copies of tender documents sighted.

r. 15

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

Response: Yes

Comments: Evidenced by public notice provided for each tender and Shire's tender register.

r. 16

No response required. This is covered by r. 15.

r. 17

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Response: Yes

Comments: Evidenced by Tender Register published on SOGG website.

r. 18(1) and (4)

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

Response: N/A

Comments: Circumstances did not occur.

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

Response: Yes

Comments: Evidenced by tender records.

r. 19

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

Response: Yes

Comments: Evidenced by tender records.

r. 21

Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

Response: N/A

Comments: No such processes undertaken.

r. 22

No response required. This is covered by r. 21.

r. 23

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

Response: N/A

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

Response: N/A

r. 24

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

Response: N/A

r. 24AD(2), (4) and (6)

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

Response: N/A

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

Response: N/A

r. 24AE

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AF

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AG

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

Response: N/A

r. 24AH(1) and (3)

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

Response: N/A

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

Response: N/A

r. 24AI

Did the CEO send each applicant written notice advising them of the outcome of their application?

Response: N/A

r. 24E

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

Response: Yes

Comments: Evidenced by policy on SOGG website.

r. 24F

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of _____ 2026.

CEO

Date

Mayor or President

Date

13 REPORTS - CORPORATE SERVICES

13.1 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2026

File	FIN/25
Author	Alarna Richards – Coordinator Financial Planning and Reporting
Reporting Officer	Leanne Parola - Acting Executive Manager Corporate and Community Services
Refer	Nil
Appendices	1. Monthly Financial Report for the Period Ending 31 July 2026 [13.1.1 - 22 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To present for Council endorsement the Monthly Financial Report for the period ending 31 July 2026.

BACKGROUND

The Financial Report is presented to Council in accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

COMMENT

The Monthly Financial Report for the period ending 31 July 2026 presents the financial performance of the Shire for the 2026/2027 financial year and compares year-to-date expenditure and revenue against the current budget.

A break-up of the **\$2,909,648** variance in the Monthly Financial Report for the period ending 31 July 2026 is summarised across operations, investing and financing below, with a detailed explanation of variations within each area contained within the **appendix**.

Under Budget	
Opening Funding Surplus/Deficit	\$(62,367)
Operating Expenditure	\$662,635
Over Budget	
Operating Revenue	\$2,349,867
Investing Activities – Expenditure	\$(24,332)
Financing Activities – Expenditure	\$(16,155)

An explanation outlining a summary of the variances across each of the above areas is provided in Note 3, and those specific to capital works are provided within the supplementary information on page 12.

It should be noted that the 2025/2026 closing surplus is unaudited and may change after finalisation of the audit process.

Investments

As required by Council Policy 3.2 Investments, details of Council's investments are provided within the supplementary information on page 10.

Council's attention is also drawn to an amendment in the reporting of financial assets at amortised cost, specifically term deposits. These changes are reflected in the Statement of Financial Activity and Note 2, Net Current Assets Information, to show the transfer of funds from cash accounts to investment accounts.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 6 – Financial Management

Division 3 – Reporting on activities and finance

Section 6.4 – Financial Report

Local Government (Financial Management) Regulations 1996

Part 4 – Financial Reports

Reg 34 – Financial activity statement required each month.

Shire of Gingin Delegation Register – Delegation 1.1.10 Power to Invest and Manage Investments

RISK IMPLICATIONS

Nil

POLICY IMPLICATIONS

Policy 3.2 Investments

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS – SIMPLE MAJORITY

OFFICER RECOMMENDATION

MOVED: Councillor Kestel

SECONDED: Councillor Peczka

That Council endorse the Monthly Financial Report for the period ending 31 July 2026.

**CARRIED UNANIMOUSLY
6 / 0**

FOR: *Councillor Balcombe, Councillor Kestel, Councillor Hyne, Councillor Peczka,
Councillor Vis and Councillor Woods*

AGAINST: *Nil*

SHIRE OF GINGIN

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of financial activity	2
Statement of financial position	3
Note 1 Basis of preparation	4
Note 2 Net current assets information	5
Note 3 Explanation of variances	6

MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.1.1

SHIRE OF GINGIN STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2026

Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	8,791,197	0	0	0		
Rates excluding general rates	3,862,851	0	6,064	6,064		▲
Grants, subsidies and contributions	2,744,879	86,106	1,368,249	1,282,143	1489.03%	▲
Fees and charges	5,816,326	166,946	172,406	5,460	3.27%	
Interest revenue	701,679	1,000	21,778	20,778	2077.80%	▲
Other revenue	452,912	30,824	1,066,246	1,035,422	3359.14%	▲
Profit on asset disposals	33,467	0	0	0		
	22,403,311	284,876	2,634,743	2,349,867	824.87%	
Expenditure from operating activities						
Employee costs	(9,040,280)	(753,228)	(699,912)	53,316	7.08%	▲
Materials and contracts	(11,373,764)	(1,206,492)	(735,357)	471,135	39.05%	▲
Utility charges	(587,850)	(48,942)	2,645	51,587	105.40%	▲
Depreciation	(11,813,889)	(984,463)	(1,321)	983,142	99.87%	▲
Finance costs	(160,744)	(192)	(7,927)	(7,735)	(4028.65%)	▼
Insurance	(471,292)	(235,619)	(140,202)	95,417	40.50%	▲
Other expenditure	(864,412)	(14,874)	(15,959)	(1,085)	(7.29%)	
Loss on asset disposals	(25,997)	0	0	0		
	(34,338,228)	(3,243,810)	(1,598,033)	1,645,777	50.74%	
Amounts excluded from operating activities	2(c) 11,881,355	984,463	1,321	(983,142)	(99.87%)	▼
Amount attributable to operating activities	(53,562)	(1,974,471)	1,038,031	3,012,502	152.57%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	7,749,172	0	0	0		
Proceeds from disposal of property, plant and equipment	256,000	0	0	0		
Proceeds from financial assets at amortised cost - self supporting loans	4,555	0	0	0		
	8,009,727	0	0	0		
Outflows from investing activities						
Right of use assets received - non cash	(123,324)	0	0	0		
Acquisition of property, plant and equipment	(2,378,234)	(17,875)	(39,875)	(22,000)	(123.07%)	▼
Acquisition of infrastructure	(9,865,739)	(25,000)	(27,333)	(2,333)	(9.33%)	
Payments for financial assets at amortised cost - term deposits	0	0	(12,000,000)	(12,000,000)		▼
	(12,367,297)	(42,875)	(12,067,207)	(12,024,332)	(28045.09%)	
Amounts excluded from investing activities	2(d) 123,324	0	12,000,000	12,000,000		▲
Amount attributable to investing activities	(4,234,246)	(42,875)	(67,207)	(24,332)	(56.75%)	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new leases - non-cash	123,324	0	0	0		
Transfer from reserves	1,453,794	0	0	0		
	1,577,118	0	0	0		
Outflows from financing activities						
Repayment of borrowings	(530,585)	(12,009)	(12,009)	0	0.00%	
Payments for principal portion of lease liabilities	(34,220)	(1,300)	(1,300)	0	0.00%	
Transfer to reserves	(1,535,482)	0	(16,155)	(16,155)		
	(2,100,287)	(13,309)	(29,464)	(16,155)	(121.38%)	
Amounts excluded from financing activities	2(e) (123,324)	0	0	0		
Amount attributable to financing activities	(646,493)	(13,309)	(29,464)	(16,155)	(121.38%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 4,934,301	4,934,301	4,871,934	(62,367)	(1.26%)	▼
Amount attributable to operating activities	(53,562)	(1,974,471)	1,038,031	3,012,502	152.57%	▲
Amount attributable to investing activities	(4,234,246)	(42,875)	(67,207)	(24,332)	(56.75%)	▼
Amount attributable to financing activities	(646,493)	(13,309)	(29,464)	(16,155)	(121.38%)	▼
Surplus or deficit after imposition of general rates	0	2,903,646	5,813,294	2,909,648	100.21%	▲

KEY INFORMATION

- ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
- ▲ Indicates a variance with a positive impact on the financial position.
- ▼ Indicates a variance with a negative impact on the financial position. Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF GINGIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2026**

	Actual 30 June 2026 \$	Actual as at 31 July 2026 \$
CURRENT ASSETS		
Cash and cash equivalents	23,120,033	9,624,379
Trade and other receivables	1,908,586	3,999,400
Other financial assets	4,555	12,004,555
Inventories	52,095	97,230
Other assets	331,189	120,942
TOTAL CURRENT ASSETS	25,416,458	25,846,506
NON-CURRENT ASSETS		
Trade and other receivables	164,082	164,082
Other financial assets	160,306	160,306
Property, plant and equipment	70,601,934	70,641,809
Infrastructure	214,819,810	214,847,143
Right-of-use assets	18,126	16,804
TOTAL NON-CURRENT ASSETS	285,764,258	285,830,144
TOTAL ASSETS	311,180,716	311,676,650
CURRENT LIABILITIES		
Trade and other payables	4,956,155	4,428,688
Other liabilities	4,946,507	4,946,507
Lease liabilities	15,928	14,628
Borrowings	530,585	518,576
Employee related provisions	1,076,824	1,076,824
Other provisions	239,332	239,332
TOTAL CURRENT LIABILITIES	11,765,331	11,224,555
NON-CURRENT LIABILITIES		
Lease liabilities	2,696	2,696
Borrowings	1,265,339	1,265,339
Employee related provisions	192,237	192,237
Other provisions	9,406,932	9,406,932
TOTAL NON-CURRENT LIABILITIES	10,867,204	10,867,204
TOTAL LIABILITIES	22,632,535	22,091,759
NET ASSETS	288,548,181	289,584,891
EQUITY		
Retained surplus	44,471,876	45,492,431
Reserve accounts	9,321,151	9,337,306
Revaluation surplus	234,755,154	234,755,154
TOTAL EQUITY	288,548,181	289,584,891

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

**SHIRE OF GINGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026**

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied with exception to the following:

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 July 2026

The local government reporting entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Material accounting policies

Material accounting policies utilised in the preparation of these statements are as described within the 2026-27 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

**SHIRE OF GINGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026**

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents
Trade and other receivables
Other financial assets
Inventories
Other assets

Less: current liabilities

Trade and other payables
Other liabilities
Lease liabilities
Borrowings
Employee related provisions
Other provisions

Net current assets

Less: Total adjustments to net current assets

Closing funding surplus / (deficit)

Note	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 31 July 2026
	\$	\$	\$
	14,636,669	23,120,033	9,624,379
	2,536	1,908,586	3,999,400
	1,794,731	4,555	12,004,555
	35,527	52,095	97,230
	101,777	331,189	120,942
	16,571,240	25,416,458	25,846,506
	(2,216,623)	(4,956,155)	(4,428,688)
	(3,278,186)	(4,946,507)	(4,946,507)
	(25,727)	(15,928)	(14,628)
	(228,690)	(530,585)	(518,576)
	(1,102,729)	(1,076,824)	(1,076,824)
	(98,105)	(239,332)	(239,332)
	(6,950,060)	(11,765,331)	(11,224,555)
	9,621,180	13,651,127	14,621,951
2(b)	(9,621,180)	(8,779,193)	(8,808,657)
	0	4,871,934	5,813,294

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts
Less: Current assets not expected to be received at end of year
- Financial assets at amortised cost - self supporting loans
Add: Current liabilities not expected to be cleared at the end of the year
- Current portion of lease liabilities
- Current portion of borrowings
Add: Current liabilities covered by funds held in reserve account
- Current portion of other provisions

Total adjustments to net current assets

	Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 31 July 2026	YTD Actual 31 July 2026
	\$	\$	\$
	(33,467)	0	0
	25,997	0	0
	11,813,889	984,463	1,321
	74,936	0	0
	11,881,355	984,463	1,321
	123,324	0	0
	0	0	12,000,000
	123,324	0	12,000,000
	(123,324)	0	0
	(123,324)	0	0

(c) Amounts excluded from operating activities

Less: Profit on asset disposals
Add: Loss on disposal of assets
Add: Depreciation
Movement in current liabilities associated funds held in reserve account:
- Other provisions

Total amounts excluded from operating activities

(d) Amounts excluded from investing activities

Add: Right of use assets received - non-cash
Reconciling item - movement between current assets
- Financial assets at amortised cost - term deposits

Total amounts excluded from investing activities

(e) Amounts excluded from financing activities

Non-cash proceeds from new leases

Total non-cash amounts excluded from financing activities

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

**SHIRE OF GINGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026**

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2026-27 year is \$30,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Rates excluding general rates	6,064	0.00%	▲
Payment of ex-gratia rates for 2025/26 paid in 2026/27			
Grants, subsidies and contributions	1,282,143	1489.03%	▲
Planning and development contributions received on finalisation of deed and Direct Road Grant timing			
Interest revenue	20,778	2077.80%	▲
Timing of bank interest			
Other revenue	1,035,422	3359.14%	▲
Developer bonds invoiced but not yet paid			
Expenditure from operating activities			
Employee costs	53,316	7.08%	▲
Timing of payroll payments and training and on costs			
Materials and contracts	471,135	39.05%	▲
Timing of maintenance work and other non-discretionary spending			
Utility charges	51,587	105.40%	▲
Billing cycle timing for utilities			
Depreciation	983,142	99.87%	▲
Depreciation not yet raised			
Finance costs	(7,735)	(4028.65%)	▼
Accrued interest on loans			
Insurance	95,417	40.50%	▲
Reallocation of insurance still to be completed			
Amounts excluded from operating activities	(983,142)	(99.87%)	▼
Depreciation not yet raised			
Outflows from investing activities			
Acquisition of property, plant and equipment	(22,000)	(123.07%)	▼
Timing of plant purchases - see note 5			
Payments for financial assets at amortised cost - term deposits	(12,000,000)	0.00%	▼
Term Deposits over 3 months			
Amounts excluded from investing activities	12,000,000	0.00%	▲
Term Deposits over 3 months			
Surplus or deficit at the start of the financial year	(62,367)	(1.26%)	▼
End of year processes ongoing			
Surplus or deficit after imposition of general rates	2,909,648	100.21%	▲

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
TABLE OF CONTENTS**

1	Key information	2
2	Key information - graphical	3
3	Cash and financial assets	4
4	Reserve accounts	5
5	Capital acquisitions	6
6	Disposal of assets	8
7	Receivables	9
8	Other current assets	10
9	Payables	11
10	Borrowings	12
11	Lease liabilities	13
12	Other current liabilities	14
13	Grants and contributions	15
14	Capital grants and contributions	16

BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.1.1

SHIRE OF GINGIN SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JULY 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

	Funding surplus / (deficit)			
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$4.93 M	\$4.93 M	\$4.87 M	(\$0.06 M)
Closing	\$0.00 M	\$2.90 M	\$5.81 M	\$2.91 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$9.62 M	% of total
Unrestricted Cash	\$8.29 M	86.1%
Restricted Cash	\$1.34 M	13.9%

Refer to 3 - Cash and Financial Assets

Payables		% Outstanding
	\$4.43 M	
Trade Payables	\$0.81 M	
0 to 30 Days		79.8%
Over 30 Days		20.3%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables		% Collected
	\$3.18 M	
Rates Receivable	\$0.82 M	5.2%
Trade Receivable	\$3.18 M	% Outstanding
Over 30 Days		20.4%
Over 90 Days		10.2%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.05 M)	(\$1.97 M)	\$1.04 M	\$3.01 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$0.00 M	% Variance
YTD Actual	\$0.00 M	0.0%
YTD Budget	\$0.00 M	

Grants and Contributions		
	\$1.37 M	% Variance
YTD Actual	\$1.37 M	1489.0%
YTD Budget	\$0.09 M	

Refer to 13 - Grants and Contributions

Fees and Charges		
	\$0.17 M	% Variance
YTD Actual	\$0.17 M	3.3%
YTD Budget	\$0.17 M	

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.23 M)	(\$0.04 M)	(\$0.07 M)	(\$0.02 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$0.00 M	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.26 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	\$0.07 M	% Spent
YTD Actual	\$0.07 M	
Adopted Budget	\$12.24 M	(99.5%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	\$0.00 M	% Received
YTD Actual	\$0.00 M	
Adopted Budget	\$7.75 M	(100.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.65 M)	(\$0.01 M)	(\$0.03 M)	(\$0.02 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.01 M)
Interest expense	(\$0.01 M)
Principal due	\$1.78 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$9.34 M
Net Movement	\$0.02 M

Refer to 4 - Cash Reserves

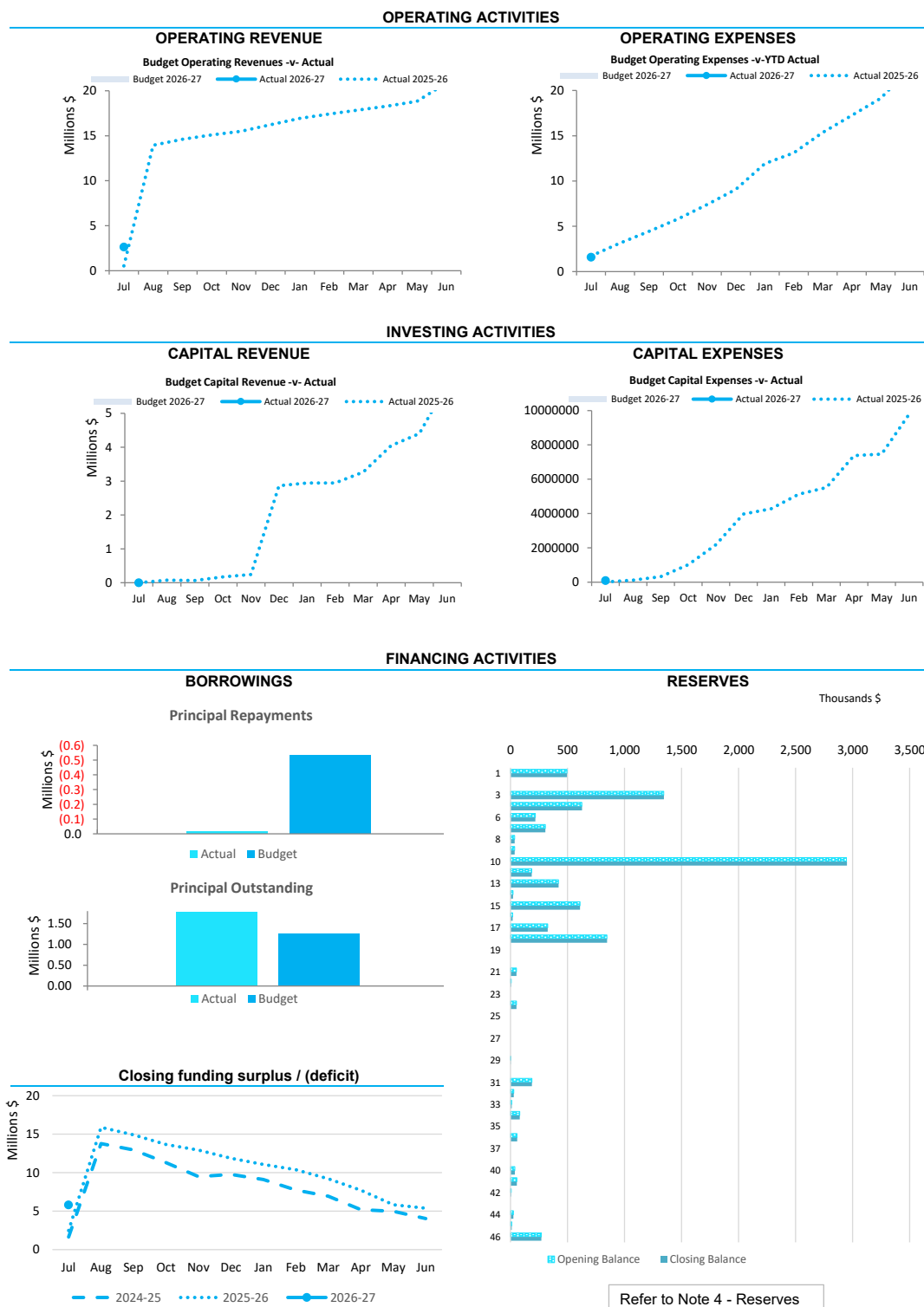
Lease Liability	
Principal repayments	(\$0.00 M)
Interest expense	(\$0.00 M)
Principal due	\$0.02 M

Refer to Note 11 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

2 KEY INFORMATION - GRAPHICAL



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.1.1

SHIRE OF GINGIN SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JULY 2026

3 CASH AND CASH EQUIVALENTS

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Bank Account	Cash and cash equivalents	4,285,274	0	4,285,274	0	Bendigo Bank	0.00%	at call
Reserve Bank Account	Cash and cash equivalents	0	1,337,306	1,337,306	0	Bendigo Bank	3.35%	at call
Cash on hand	Cash and cash equivalents	1,800	0	1,800	0	Petty Cash/Till float	N/A	at call
Term Deposit Municipal	Cash and cash equivalents	3,000,000	0	3,000,000	0	Bendigo Bank	4.80%	Oct-26
Term Deposit Municipal	Cash and cash equivalents	1,000,000	0	1,000,000	0	Bendigo Bank	4.00%	Aug-26
Total		8,287,074	1,337,306	9,624,379	0			
Comprising								
Cash and cash equivalents		8,287,074	1,337,306	9,624,379	0			
		8,287,074	1,337,306	9,624,379	0			

KEY INFORMATION

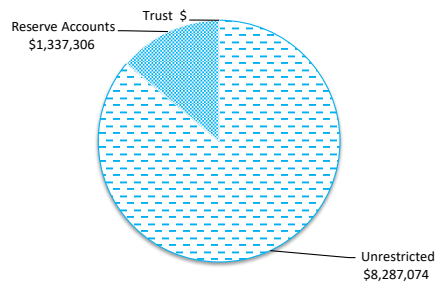
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note, other financial assets at amortised cost are provided in Note 8 - Other assets.



MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.1.1

SHIRE OF GINGIN SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JULY 2026

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by legislation								
Public Open Space	38,094	1,348	0	39,442	38,094	66	0	38,160
Reserve accounts restricted by Council								
LSL Annual Sick Leave and Staff Contingency	494,495	17,501	0	511,996	494,495	857	0	495,352
Plant and Equipment Reserve	1,333,795	47,205	(374,478)	1,006,522	1,343,709	2,329	0	1,346,038
Land and Buildings Reserve	727,807	25,758	0	753,565	626,129	1,085	0	627,214
Guilderton Caravan Park Reserve	217,813	107,709	0	325,522	217,813	378	0	218,191
Shire Recreation Development Reserve	304,946	10,792	0	315,738	304,946	529	0	305,475
Redfield Park Reserve	36,217	1,282	0	37,499	36,217	63	0	36,280
Ocean Farm Recreation Reserve	35,862	1,269	0	37,131	35,862	62	0	35,924
Tip Rationalisation Reserve	3,437,538	521,657	(860,520)	3,098,675	2,945,345	5,105	0	2,950,450
Lancelin Community Sport and Recreation Reserve	205,926	36,394	0	242,320	186,280	323	0	186,603
Community Infrastructure	414,963	351,499	0	766,462	420,563	729	0	421,292
Staff Housing Reserve	21,532	762	0	22,294	21,532	37	0	21,569
Future Infrastructure Reserve	609,163	21,559	0	630,722	609,163	1,056	0	610,219
Guilderton Country Club Reserve	18,755	9,143	0	27,898	18,755	33	0	18,788
Coastal Management Reserve - Coastal Inundation	286,841	110,152	(175,250)	221,743	326,341	566	0	326,907
Guilderton Foreshore Reserve	842,570	90,613	0	933,183	845,463	1,465	0	846,928
Seniors Housing Reserve	56,647	31,305	0	87,952	52,905	92	0	52,997
Gingin Railway Station Reserve	6,614	234	0	6,848	6,614	11	0	6,625
Contributions to Roads Reserve - Cullalla Road Intersection	51,937	1,838	0	53,775	51,937	90	0	52,027
Contribution to Roads Reserve - Chitna Road	3,462	123	0	3,585	3,462	6	0	3,468
Contribution to Roads Reserve - Balance of Muni Funds	179,344	6,347	0	185,691	187,410	325	0	187,735
Community Infrastructure Reserve - Lower Coastal Fire Control	29,086	1,029	0	30,115	29,086	50	0	29,136
Community Infrastructure Reserve - Gingin Logo Plates	11,802	718	0	12,520	11,802	20	0	11,822
Community Infrastructure Reserve - Gingin Ambulance	80,864	8,862	0	89,726	80,865	140	0	81,005
Community Infrastructure - Lancelin Ambulance	58,005	20,053	0	78,058	58,005	101	0	58,106
Guilderton Trailer Parking Reserve	55,013	6,987	0	62,000	55,171	96	0	55,267
Gingin Outdoor Activity Space (GOAS) Playground	6,084	215	0	6,299	6,084	11	0	6,095
Community Resilience Reserve	25,567	905	(25,567)	905	25,567	44	0	25,611
Contribution to Roads Reserve - Aurisch Road Maintenance	28,267	18,979	(17,979)	29,267	11,067	19	0	11,086
Community Infrastructure - Development Reserve Fund Lot 601 Broc	270,469	58,244	0	328,713	270,469	469	0	270,938
Community Facilities Fund	0	25,000	0	25,000	0	0	0	0
	9,889,478	1,535,482	(1,453,794)	9,971,166	9,321,151	16,155	0	9,337,306

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non specialised	39,615	0	9,090	9,090
Buildings - specialised	538,321	17,875	23,716	5,841
Plant and equipment	1,581,070	0	7,069	7,069
PPE - Vehicles	219,228	0	0	0
Acquisition of property, plant and equipment	2,378,234	17,875	39,875	22,000
Infrastructure - roads	3,238,624	0	3,333	3,333
Infrastructure - Footpaths and cycleways	300,000	0	0	0
Infrastructure - Parks and ovals	318,600	25,000	24,000	(1,000)
Infrastructure - Other	260,000	0	0	0
Infrastructure - Bridges	5,057,995	0	0	0
Infrastructure - Landfill assets	690,520	0	0	0
Infrastructure - Work in progress	0	0	0	0
Acquisition of infrastructure	9,865,739	25,000	27,333	2,333
Total capital acquisitions	12,243,973	42,875	67,207	24,332
Capital Acquisitions Funded By:				
Capital grants and contributions	7,749,172	0	0	0
Lease liabilities	123,324	0	0	0
Other (disposals & C/Fwd)	256,000	0	0	0
Reserve accounts				
Plant and Equipment Reserve	374,478	0	0	0
Tip Rationalisation Reserve	860,520	0	0	0
Coastal Management Reserve - Coastal Inundation	175,250	0	0	0
Contribution to Roads Reserve - Balance of Muni Funds	0	0	0	0
Community Infrastructure Reserve - Lower Coastal Fire Contr	0	0	0	0
Community Infrastructure Reserve - Gingin Logo Plates	0	0	0	0
Community Infrastructure Reserve - Gingin Ambulance	0	0	0	0
Community Infrastructure - Lancelin Ambulance	0	0	0	0
Guilderton Trailer Parking Reserve	0	0	0	0
Gingin Outdoor Activity Space (GOAS) Playground	0	0	0	0
Community Resilience Reserve	25,567	0	0	0
Contribution to Roads Reserve - Aurisch Road Maintenance	17,979	0	0	0
Community Infrastructure - Development Reserve Fund Lot 6	0	0	0	0
Community Facilities Fund	0	0	0	0
Contribution - operations	2,661,683	42,875	67,207	24,332
Capital funding total	12,243,973	42,875	67,207	24,332

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.1.1

SHIRE OF GINGIN SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JULY 2026

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total Level of completion indicators		Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.			
	0%				
	20%				
	40%				
	60%				
	80%				
	100% Over 100%				
		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
0.00	BC11100	Granville Civic Centre - Building (Capital)	86,680	0	0
0.00	BC11160	Guilderton Hall - Building (Capital)	25,000	0	0
0.00	BC11170	Seabird Hall - Building (Capital)	7,000	0	0
0.00	BC11190	Lancelin Hall - Building (Capital)	10,000	0	0
0.42	BC11200	Gingin Aquatic Centre Building Operations - Building	13,837	0	5,840
0.00	BC11312	Gingin Bowling Club - Building (Capital)	12,000	0	0
0.00	BC11319	Gingin Recreation Centre - Building (Capital)	20,000	0	0
0.00	BC1154	Ablution Facility Silver Creek - Building (Capital)	34,240	0	0
0.00	BC12200	Gingin Depot - Building (Capital)	6,200	0	0
0.73	BC12290	Lancelin/Ledge Point Depot - Building (Capital)	12,415	0	9,090
0.00	BC13243	Sovereign Hill Entry Statement - Building (Capital)	40,000	0	0
0.00	BC13260	Guilderton Caravan Park - Building (Capital)	100,000	0	0
0.00	BC13290	Lancelin South Caravan Park - Building (Capital)	0	0	115
0.00	BC14200	Gingin Administration Office - Building (Capital)	100,000	0	0
0.00	BC5100	Gingin Colocation Fire Facility - Building (Capital)	27,021	0	0
0.00	BC5180	Ledge Point Fire Shed - Building (Capital)	10,000	0	0
0.00	BC9105	Housing - Building (Capital)	15,000	0	0
0.00	BC9400	Seniors Units - Gingin - Building (Capital)	6,000	0	0
0.00	BC9490	Seniors Units - Lancelin - Building (Capital)	17,000	0	0
0.50	BSR0001	Bus Shelter Replacement Program	35,543	17,875	17,876
0.00	P011	Backhoe GG011 - Plant Capital	200,000	0	0
0.00	P017	Isuzu Utility 4WD Space Cab (tipper) - Guilderton	74,228	0	0
0.00	P020	Isuzu D-Max 4x4 3.0L Turbo Space Cab GG020 - Plant	66,250	0	0
0.00	P026	Loader GG026- Plant Capital	350,000	0	0
0.00	P043	Isuzu Space Cab Utility- GG043	75,000	0	0
0.00	P048	Crew Cab Truck GG048 - Plant Capital	208,370	0	0
0.00	P073	Isuzu Utility 4WD Space Cab - Ranger 1 GG073	70,000	0	0
0.00	P088	Replacement of 8 Wheeler Truck GG088	280,000	0	0
0.00	P12552	Trailer- GG12552	12,725	0	0
0.00	P12553	Trailer- GG12553	12,725	0	0
0.00	P5	Isuzu D-Max Terrain 4x4 Utility 5GG - Plant Capital	60,000	0	0
0.00	P8	Utility Isuzu 4WD Dual Cab MSP 8GG - Capital Project	60,000	0	0
0.00	PE07700	Gingin Medical Centre - Plant Capital	0	0	7,069
0.00	PE11200	Gingin Aquatic Centre - Plant Capital	91,000	0	0
0.00	PE14200	Administration Office Furniture & Equipment	70,000	0	0
0.00	PNEW10	Purchase of secondhand loader	35,000	0	0
0.00	PNEW11	Purchase of secondhand loader for refuse site	35,000	0	0
0.00	PNEW12	Purchase of secondhand track loader	100,000	0	0
0.00			0	-115	115
0.00	BR661	Weld St Bridge - Bridge (Capital)	5,057,995	0	0
0.00	BS001	Moolabeenee Road (BS)	150,000	0	0
0.00	DC000	Drainage Construction	31,519	0	0
0.00	DC097	Brockman Street - Gingin - Drainage Capital	150,000	0	0
0.00	DC178	Edward Street - Gingin - Drainage Capital	0	0	2,700
0.00	FC098	Brockman Street - Gingin - Footpath Capital	300,000	0	0
0.00	LF10100	Construction Costs Capital Gingin Landfill	316,160	0	0
0.00	LF10170	Construction Costs Capital Seabird Landfill	344,360	0	0
0.00	LF10190	Construction Costs Capital Lancelin Landfill	30,000	0	0
0.00	OC10700	Gingin Cemetery Fence and Driveway	100,000	0	0
0.00	OC12201	Gingin Rural Industrial Depot - Infrastructure Other	120,000	0	0
0.00	PC11261	Guilderton Foreshore Capital Project	15,000	0	0
0.00	PC11312	Gingin Bowling Club	15,000	0	0
0.96	PC11330	Woodridge Recreation Grounds	25,000	25,000	24,000
0.00	PC11360	Guilderton Skate Park/Mini Golf	8,000	0	0
0.00	PC1170	Seabird Douglas Park Infrastructure Parks & Garden	5,100	0	0
0.00	PC1191	Lancelin Wangaree Park (Capital)	20,000	0	0
0.00	PC1192	Lancelin Harold Park - Infrastructure Parks & Garden	25,000	0	0
0.00	PC13260	Guilderton Caravan Park Infrastructure	100,000	0	0
0.00	R2R020	Cheriton Road (R2R)	270,000	0	0
0.00	R2R052	Bennies Road (R2R)	600,360	0	0
0.00	RC003	Cowalla Road (Capital)	35,000	0	0
0.00	RC004	Beermullah Road West (Capital)	15,219	0	0
0.00	RC007	Sappers Road (Capital)	8,862	0	0
0.03	RC009	Guilderton Road - Rural (Capital)	13,739	0	403
0.01	RC039	Cullalla Road (Capital)	30,000	0	230
0.00	RC048	Telephone Road (Capital)	400,000	0	0
0.00	RRG003	Cowalla Road (RRG)	1,533,925	0	0
0.00	TD0001	Gingin Heritage Trail Upgrade	105,500	0	0
0.00	140904900	SEN HOUSE - Infrastructure Other (Capital) MUN	40,000	0	0
Total		12,243,973	42,875	67,207	(24,332)

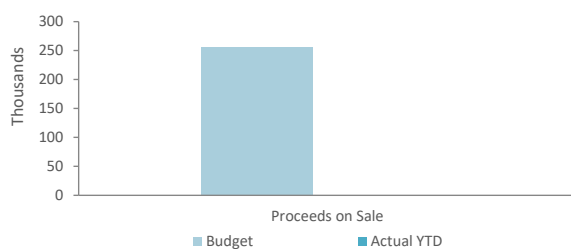
MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.1.1

SHIRE OF GINGIN SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JULY 2026

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Buildings									
	Sovereign Hill Entry Statement	15,155	0	0	(15,155)	0	0	0	0
Plant and equipment									
	GG026 - Case loader	50,000	50,000	0	0	0	0	0	0
	GG011 - Backhoe	40,000	50,000	10,000	0	0	0	0	0
	GG088 - 8 wheeler truck	28,000	40,000	12,000	0	0	0	0	0
Vehicles									
	GG048 - Crew cab truck	25,000	30,000	5,000	0	0	0	0	0
	GG017 - Space cab utility	10,533	13,000	2,467	0	0	0	0	0
	GG020 - Space cab utility	15,000	17,000	2,000	0	0	0	0	0
	GG073 - Space cab utility	17,379	12,000	0	(5,379)	0	0	0	0
	8GG - Dual cab utility	13,463	12,000	0	(1,463)	0	0	0	0
	GG043 - Space cab utility	16,000	12,000	0	(4,000)	0	0	0	0
	5GG - Dual cab utility	18,000	20,000	2,000	0	0	0	0	0
		248,530	256,000	33,467	(25,997)	0	0	0	0

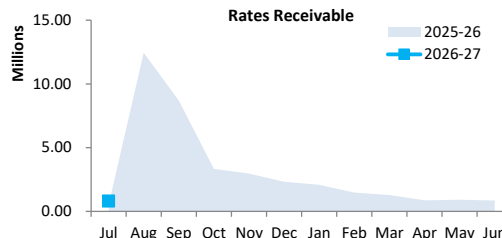


**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

7 RECEIVABLES

Rates receivable

	30 Jun 2026	31 Jul 2026
	\$	\$
Opening arrears previous year	572,666	855,422
Levied this year	12,025,936	6,064
Less - collections to date	(11,743,180)	(44,914)
Net rates collectable	855,422	816,572
% Collected	93.2%	5.2%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(19,725)	2,586,652	304,976	21,384	329,193	3,222,480
Percentage	(0.6%)	80.3%	9.5%	0.7%	10.2%	
Balance per trial balance						
Trade receivables						3,222,480
GST receivable						320
Allowance for impairment of receivables from contracts with customers						(39,972)
Total receivables general outstanding						3,182,828

Amounts shown above include GST (where applicable)

KEY INFORMATION

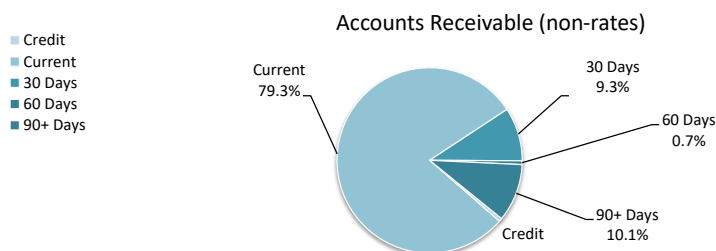
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 31 July 2026
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - term deposits	0	12,000,000	0	12,000,000
Financial assets at amortised cost - self supporting loans	4,555	0	0	4,555
Inventory				
Fuel	38,484	45,135	0	83,618
History Books	13,612	0	0	13,612
Other assets				
Prepayments	234,766	0	(210,247)	24,519
Contract assets	96,423	0	0	96,423
Total other current assets	387,840	12,045,135	(210,247)	12,222,727
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

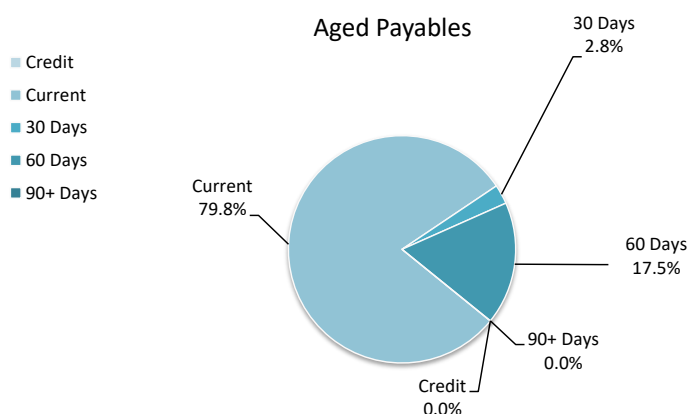
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	647,807	22,371	142,080	0	812,258
Percentage	0.0%	79.8%	2.8%	17.5%	0.0%	
Balance per trial balance						
Sundry creditors						812,258
Bonds & deposits						870,544
Prepaid rates (excess rates)						372,223
Accrued expenses						2,350,969
Accrued interest on loans						22,694
Total payables general outstanding						4,428,688

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.1.1

SHIRE OF GINGIN SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JULY 2026

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2026	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Tip Rationalisation Site	111	301,838	0	0	0	(301,839)	301,838	-1	(1,678)	(9,795)
Guilderton Community Hall Extension	114	112,830	0	0	0	(54,437)	112,830	58,393	(679)	(7,101)
Regional Hardcourt Facility	120	105,932	0	0	0	(33,018)	105,932	72,914	(599)	(6,534)
Lot 44 Weld Street, Gingin	123	51,465	0	0	0	(24,852)	51,465	26,613	(303)	(3,157)
Regional Hardcourt Facility	124A	114,398	0	0	0	(26,870)	114,398	87,528	(400)	(4,450)
Seabird Sea Wall	127	12,009	0	0	(12,009)	(12,009)	0	0	(151)	(151)
Altus Financials Suite	131	110,145	0	0	0	(10,083)	110,145	100,062	(181)	(2,086)
Gingin Outdoor Activity Space	132	91,657	0	0	0	(17,812)	91,657	73,845	(111)	(1,249)
Lancelin Cunliffe Street Carpark	133	186,433	0	0	0	(23,172)	186,433	163,261	(720)	(8,235)
Land for Future Gingin Sporting Precinct	134	701,608	0	0	0	(24,011)	701,608	677,597	(3,153)	(37,109)
		1,788,315	0	0	(12,009)	(528,103)	1,776,306	1,260,212	(7,974)	(79,867)
Self supporting loans										
Ledge Point Country Club Cool Room		7,609	0	0	0	(2,482)	7,609	5,127	(14)	(151)
		7,609	0	0	0	(2,482)	7,609	5,127	(14)	(151)
Total		1,795,924	0	0	(12,009)	(530,585)	1,783,915	1,265,339	(7,988)	(80,018)
Current borrowings		530,585					518,576			
Non-current borrowings		1,265,339					1,265,339			
		1,795,924					1,783,915			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

The City has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars		Lease No.	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2026	Actual	Budget	Actual	Budget	Actual	Budget	Actual
			\$	\$		\$	\$		\$	\$
Lancelin administration office	1B	8,077	0		(660)	(8,077)	7,417	0	(28)	(182)
Photocopier	2A	10,548	0		(640)	(7,851)	9,908	2,696	(40)	(315)
GG09 Vehicle lease	TBC	0	0	123,324	0	(18,292)	0	105,032	0	(5,293)
Total		18,625	0	123,324	(1,300)	(34,220)	17,325	107,728	(69)	(5,790)
Current lease liabilities		15,928					14,628			
Non-current lease liabilities		2,696					2,696			
		18,624					17,324			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2026 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 July 2026 \$
Other current liabilities						
Other liabilities						
Contract liabilities		688,602	0	0	0	688,602
Capital grant/contributions liabilities		4,257,905	0	0	0	4,257,905
Total other liabilities		4,946,507	0	0	0	4,946,507
Employee Related Provisions						
Provision for annual leave		633,202	0	0	0	633,202
Provision for long service leave		443,622	0	0	0	443,622
Total Provisions		1,076,824	0	0	0	1,076,824
Other Provisions						
Provision for Landfill rehabilitation		239,332	0	0	0	239,332
Total Other Provisions		239,332	0	0	0	239,332
Total other current liabilities		6,262,663	0	0	0	6,262,663

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.1.1

SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue				
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jul 2026	Current Liability 31 Jul 2026	Adopted Budget Revenue	YTD Budget	Annual Budget	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies										
Financial Assistance Grants - General	0	0	0	0	0	290,073	0	290,073	290,073	0.00
Financial Assistance Grants - Roads	0	0	0	0	0	247,752	0	247,752	247,752	0.00
Seniors Week Grant	0	0	0	0	0	3,000	0	3,000	3,000	0.00
Australia Day Grant	0	0	0	0	0	10,000	0	10,000	10,000	0.00
Fire (MAF) Mitigation	0	0	0	0	0	222,000	0	222,000	222,000	0.00
Emergency Services Levy Operating Grant	0	0	0	0	0	262,740	65,685	262,740	262,740	63,137
CAP Grant Funding - Northern Beach Alliance	0	0	0	0	0	22,500	0	22,500	22,500	0.00
Coast WA Grant Program - Lancelin Coastal Erosion	0	0	0	0	0	270,750	0	270,750	270,750	0.00
Coast WA Grant Program - Emergency Erosion work	0	0	0	0	0	187,500	0	187,500	187,500	0.00
Coast WA Grant Program - Lancelin Coastal Erosion	0	0	0	0	0	458,250	0	458,250	458,250	0.00
CHRMAP Funding	0	0	0	0	0	10,580	0	10,580	10,580	0.00
CMPAP - Coastal Management Strategy Grant	0	0	0	0	0	20,000	0	20,000	20,000	0.00
Lancelin Offroad Vehicle Area Wheatbelt Development Commission	69,986	0	0	69,986	0	0	0	0	0	0
Science Week Grant - 2 x library events	0	0	0	0	0	3,368	0	3,368	3,368	3,368
SLWA Awards Nomination LA	0	0	0	0	0	5,000	0	5,000	5,000	0
SLWA Encouraging Promising Practice Grant LA	0	0	0	0	0	5,000	0	5,000	5,000	0
SLWA Technology Grant Lancelin	0	0	0	0	0	5,000	0	5,000	5,000	0
	69,986	0	0	69,986	0	2,023,513	65,685	2,023,513	2,023,513	66,505
Contributions										
Incentives for early payments of rates	0	0	0	0	0	14,000	7,000	14,000	14,000	14,409
BRMO Grant - DFES	109,339	0	0	109,339	0	0	0	0	0	0
Gingin Resilience Project - Mindaroo Foundation	52,364	0	0	52,364	0	55,000	4,583	55,000	55,000	0.00
Fire management reimbursements	0	0	0	0	0	27,000	0	27,000	27,000	0
CESM reimbursements	0	0	0	0	0	100,709	0	100,709	100,709	0.00
BRMC contribution	0	0	0	0	0	74,863	6,238	74,863	74,863	0.00
Contributions to Youth Week	0	0	0	0	0	3,000	0	3,000	3,000	0.00
Developer Contributions - Country Heights	0	0	0	0	0	31,200	2,600	31,200	31,200	15,200
Developer Contributions - Lancelin South	0	0	0	0	0	25,000	0	25,000	25,000	932,234
Contributions for halls based community leases	0	0	0	0	0	7,000	0	7,000	7,000	0
Contributions for recreational based community leases	0	0	0	0	0	7,000	0	7,000	7,000	0
Ausrisch Road Maintenance	0	0	0	0	0	17,979	0	17,979	17,979	0
Direct Maintenance Grant - State Road Funds to LG	0	0	0	0	0	315,929	0	315,929	315,929	339,901
Guilderton Caravan Park Deposit Liability	456,914	0	0	456,914	0	0	0	0	0	0
Market Public Liability Insurance	0	0	0	0	0	2,000	0	2,000	2,000	0.00
DLGSC CCTV Grants Program	0	0	0	0	0	40,686	0	40,686	40,686	0.00
	618,616	0	0	618,616	0	721,366	20,421	721,366	721,366	1,301,744
TOTALS	688,602	0	0	688,602	0	2,744,879	86,106	2,744,879	2,744,879	1,368,249

MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.1.1

SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue				
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	Annual		YTD
	1 July 2026		(As revenue)	31 Jul 2026	31 Jul 2026	Revenue	Budget	Budget	Expected	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies										
DFES - Capital Grant - Buildings	27,021	0	0	27,021		27,021	0	27,021	27,021	0.00
Ledge Point Off-road Vehicle Area	12,927	0	0	12,927		0	0		0	0
State Government Funding Master Trails Plan	40,500	0	0	40,500		105,500	0	105,500	105,500	0.00
Roads to Recovery	4,177,457	0	0	4,177,457		981,669	0	981,669	981,669	0
Regional Roads Group	0			0		1,022,616	0	1,022,616	1,022,616	0.00
Roads to Recovery - Special Bridges Funding	0	0	0	0	0	5,057,995	0	5,057,995	5,057,995	0.00
Roads to Recovery Pathways funding	0	0	0	0	0	54,371	0	54,371	54,371	0.00
Black Spot Funding	0	0	0	0	0	100,000	0	100,000	100,000	0.00
Commodity Route Fundign	0	0	0	0	0	400,000	0	400,000	400,000	0.00
	4,257,905	0	0	4,257,905	0	7,749,172	0	7,749,172	7,749,172	0

13.2 LIST OF PAID ACCOUNTS AUGUST 2026

File	FIN/25
Author	Hannah Campbell –Finance Officer
Reporting Officer	Leanne Parola – Acting Executive Manager Corporate & Community Services
Refer	Nil
Appendices	1. Voucher List August 2026 [13.2.1 - 7 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

For Council to note the payments made in August 2026.

BACKGROUND

Council has delegated authority to the Chief Executive Officer (CEO) to exercise the power to make payments from the Municipal Fund (Delegation 1.1.13 Payments from the Municipal or Trust Funds). The CEO is required to present a list to Council of those payments made since the last list was submitted.

COMMENT

Accounts totalling \$4,900,719.21 were paid during the month of August 2026.

A payment schedule is included as an **appendix** to this report.

The schedule details:

• Municipal Fund electronic funds transfers (EFT)	\$4,321,160.89
• Municipal Fund cheques	\$406.20
• Municipal Fund direct debits	\$579,152.12
TOTAL MUNICIPAL EXPENDITURE	\$4,900,719.21
TOTAL EXPENDITURE	\$4,900,719.21

All invoices have been verified, and all payments have been duly authorised in accordance with the Shire's procedures.

RISK IMPLICATIONS

Nil

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995
s.6.4 – Financial Report

Local Government (Financial Management) Regulations 1996
Reg. 13 – Payments from municipal fund or trust by CEO
Reg. 13A – Payments by employees via purchasing cards

Shire of Gingin Delegation Register – Delegation 1.1.13 Payments from the Municipal or Trust Funds

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocations.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS - SIMPLE MAJORITY

OFFICER RECOMMENDATION

MOVED: Councillor Kestel

SECONDED: Councillor Woods

That Council note all payments made by the Chief Executive Officer under Delegation 1.1.13 for August 2026 totalling \$4,900,719.21 as detailed in the appendices to this report, comprising:

- | | |
|---|----------------|
| • Municipal Fund electronic funds transfers (EFT) | \$4,321,160.89 |
| • Municipal Fund cheques | \$406.20 |
| • Municipal Fund direct debits | \$579,152.12 |

CARRIED UNANIMOUSLY
6 / 0

FOR: Councillor Balcombe, Councillor Kestel, Councillor Hyne, Councillor Peczka, Councillor Vis and Councillor Woods

AGAINST: Nil

MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/08/2026 - 31/08/2026

TYPE	DATE PAID	NAME	DETAILS	AMOUNT	
EFT-47766	5/08/2026	Altus Planning Pty Ltd	Planning Services	4,554.00	
EFT-47767	5/08/2026	Australian Taxation Office (PAYG)	Payroll deduction for PE: 30/07/2026	56,778.00	S
EFT-47768	5/08/2026	Belgravia PRO Pty Ltd	Shire Facilities: Licencing Fees	1,486.93	
EFT-47769	5/08/2026	BOC Pty Ltd	Shire Facilities/Locations: Supply Gas and Oxygen	114.48	
EFT-47770	5/08/2026	Bond Investments T/A Bond Hire	Shire Facilities: CCTV Towers	1,364.01	
EFT-47771	5/08/2026	Brightmark Group Pty Ltd	Cleaning Shire Facilities	91,104.58	
EFT-47772	5/08/2026	Bullsbrook Windscreens and Window Tinting	Shire Asset: Window Tinting	400.00	
EFT-47773	5/08/2026	CarBon Leasing & Rentals Pty Ltd	Novated Lease	1,024.60	S
EFT-47774	5/08/2026	CFMEU	Payroll deduction for PE: 30/07/2026	60.00	S
EFT-47775	5/08/2026	Child Support Agency	Payroll deduction for PE: 30/07/2026	848.47	S
EFT-47776	5/08/2026	Cleanflow Environmental Solutions	Various Locations: Soak Well and Pit Drainage	5,830.00	
EFT-47777	5/08/2026	Country Values Real Estate - Trust Account	Rent	2,320.00	L
EFT-47778	5/08/2026	Dibbles Plumbing Service	Various Shire Facilities: Plumbing Repairs	4,793.80	L
EFT-47779	5/08/2026	Gingin Fuel and Tyres Pty Ltd	Supply/Deliver Diesel	19,924.00	L
EFT-47780	5/08/2026	Gull Gingin Pty Ltd	Fuel Purchases	40.27	L
EFT-47781	5/08/2026	IGA Local Grocer Gingin	Supermarket Purchases	337.35	L
EFT-47782	5/08/2026	IGA Two Rocks	Catering for Community Event	139.90	L
EFT-47783	5/08/2026	Integrated ICT	Supply Asset and Onboarding	3,898.13	
EFT-47784	5/08/2026	Lancelin Outdoors	Shire Facility: Wildlife Management	5,335.00	L
EFT-47785	5/08/2026	Landgate	GRV Interim Valuation	2,153.42	
EFT-47786	5/08/2026	LGRCEU (WA Division)	Payroll deduction for PE: 30/07/2026	72.00	S
EFT-47787	5/08/2026	Midland Trophies	Council Chamber Equipment and Accessories	349.00	C
EFT-47788	5/08/2026	Moore Men's Shed Inc	NAIDOC Week Art Project	200.65	L
EFT-47789	5/08/2026	Moore River Roadhouse	Fuel Purchases	759.46	L
EFT-47790	5/08/2026	Moore River Tree Services	Various Locations: Tree Removal and Pruning	19,415.00	L
EFT-47791	5/08/2026	NAPA a division of GPC Asia Pacific Pty Ltd	Shire Assets: Replacement and Maintenance Parts	1,330.62	
EFT-47792	5/08/2026	Neergabby Community Association	Community Grant Funding	5,000.00	L
EFT-47793	5/08/2026	Officeworks	Stationery	143.75	
EFT-47794	5/08/2026	Team Global Express Pty Ltd	Freight	536.67	
EFT-47795	5/08/2026	The Mucky Duck Bush Band	Shire Event Entertainment	2,300.00	
EFT-47796	5/08/2026	The National Trust of Australia (WA)	Rent	255.37	L
EFT-47797	5/08/2026	Tiffany's Catering	Catering	770.00	L
EFT-47798	5/08/2026	Truck Centre WA Pty Ltd	Shire Asset: Service	1,667.09	
EFT-47799	5/08/2026	TX Australia Pty Ltd	Lancelin Transmission Tower License Fee	5,202.63	
EFT-47800	5/08/2026	R. Crerar	Refund	46.00	R
EFT-47801	6/08/2026	Avon Waste	Kerbside Collection Services	201,810.21	
EFT-47802	6/08/2026	Grangewood Products Trading as Uni-Fit	Shire Facility: Safety Upgrades	6,781.02	
EFT-47803	6/08/2026	Lancelin IGA Local Grocer	Supermarket Purchases	128.72	L
EFT-47804	6/08/2026	Ledge Point Roofing and Maintenance	Supply and Erect Shire Asset	9,999.00	L
EFT-47805	6/08/2026	Marsh Pty Ltd	Incident Scenario and Phishing Testing Exercises	3,850.00	
EFT-47806	6/08/2026	Moore River Electrical Services	Shire Facility: Install Lights	495.00	L
PAY-194	13/08/2026	Shire of Gingin	Net Pay	188,309.12	S
EFT-47807	13/08/2026	Asphaltech	Footpath Upgrade	141,679.95	
EFT-47808	13/08/2026	Beemarra Group Pty Ltd	Shire Waste Facilities: Operations and Site Management	25,575.00	
EFT-47809	13/08/2026	Bluecoast Consulting Engineers Pty Ltd	Remedial Works Lancelin	20,075.00	
EFT-47810	13/08/2026	Carringtons Traffic Services	Traffic Management	32,889.22	
EFT-47811	13/08/2026	Central Regional Tafe	Training Course	100.00	
EFT-47812	13/08/2026	Civic Legal	Legal Advice	2,533.63	
EFT-47813	13/08/2026	Civil Engineering Assignments	Capital Works Designs	7,627.73	
EFT-47814	13/08/2026	Cleanflow Environmental Solutions	Various Locations: Soak Well and Pit Drainage	2,915.00	
EFT-47815	13/08/2026	Complete Office Supplies Pty Ltd	Stationery and Refreshments	792.21	
EFT-47816	13/08/2026	Corsign	Various Signs and Asset Stickers	1,101.10	
EFT-47817	13/08/2026	Country Copiers	Copier Charges and Service	537.97	
EFT-47818	13/08/2026	Dibbles Plumbing Service	Shire Facilities: Plumbing Repairs	294.80	L
EFT-47819	13/08/2026	Duncan Solutions	Parking Meters Transactions and Service	2,305.63	
EFT-47820	13/08/2026	Eagleye Technical Services	Shire Facilities: Electrical Upgrades and Testing	149.60	L
EFT-47821	13/08/2026	Ecowater Services	Repairs to ATU	1,620.05	
EFT-47822	13/08/2026	Gingin District Community Resource Centre Inc (CRC)	Reimbursement, Provision of Library Services and Advertising	9,306.37	L
EFT-47823	13/08/2026	Gingin Trading	Hardware Store Purchases	2,863.00	L
EFT-47824	13/08/2026	Gull Gingin Pty Ltd	Fuel Purchases	156.80	L
EFT-47825	13/08/2026	Indian Ocean Pest Control	Shire Facilities/Locations: Pest Control	731.50	L
EFT-47826	13/08/2026	Integrated ICT	IT Services Contract and Supply Equipment	15,366.43	
EFT-47827	13/08/2026	Jason Industries & Signmakers	Supply Padlocks	1,273.25	
EFT-47828	13/08/2026	Lancelin Community & Sporting Club Inc.	Contribution to Lancelin Community Bus	500.00	L
EFT-47829	13/08/2026	Lancelin Gull Roadhouse	Fuel Purchases	3,320.35	L
EFT-47830	13/08/2026	Lancelin Outdoors	Supply and install kick board	1,022.45	L

MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/08/2026 - 31/08/2026

TYPE	DATE PAID	NAME	DETAILS	AMOUNT	
EFT-47831	13/08/2026	Lancelin Primary School	Community Grant Funding	2,200.00	L
EFT-47832	13/08/2026	Lancelin Trade and Rural Supplies	Hardware Store Purchases	1,193.15	L
EFT-47833	13/08/2026	Lancelin Tree Services	Various Locations: Tree Removal and Pruning	2,750.00	L
EFT-47834	13/08/2026	Landgate	UV Interim - Rural Areas - Rural	1,792.80	
EFT-47835	13/08/2026	LD Total	Turf Maintenance Contract	46,758.64	
EFT-47836	13/08/2026	LG Best Practices Pty Ltd	External Officer	1,903.00	
EFT-47837	13/08/2026	Linthorne Automotive	Shire Asset: Service	3,386.65	L
EFT-47838	13/08/2026	McLeods Lawyers Pty Ltd	Legal Advice	2,175.80	
EFT-47839	13/08/2026	Mills Oakley Lawyers	Legal Advice	8,940.80	
EFT-47840	13/08/2026	Moore River News Inc	Advertising	110.00	L
EFT-47841	13/08/2026	Mylollies.com.au	Refreshments	127.83	
EFT-47842	13/08/2026	Neo Civil Pty Ltd	Shire Location: Maintenance Repairs	16,500.00	
EFT-47843	13/08/2026	Officeworks	Stationery	1,113.60	
EFT-47844	13/08/2026	Place Info Pty Ltd	Subscription	5,940.00	
EFT-47845	13/08/2026	Rebus Restrooms PTY LTD ATF Rebus Restroom Unit Trust	Shire Facility: Site and Soil Assessments	6,164.71	
EFT-47846	13/08/2026	Right Metal Fencing	Shire Facility: Supply and Install Fencing	26,400.00	
EFT-47847	13/08/2026	Shire of Gingin	DoT Refund	42,559.95	R
EFT-47848	13/08/2026	Supagas Pty Limited	Shire Facility: Gas Delivery	2,782.11	
EFT-47849	13/08/2026	TLC Safety Pty Ltd TA Einsteins Australia	Library Workshops	3,704.80	
EFT-47850	13/08/2026	WA Rangers Association (Inc)	WARA Conference	2,100.00	
EFT-47851	13/08/2026	WEX Australia Pty Ltd	Fuel Purchases	1,729.49	
EFT-47852	13/08/2026	C. Wright	Refund	100.00	R
PAY-196	17/08/2026	Shire of Gingin	Net Pay	2,452.26	S
EFT-47853	20/08/2026	Aurora Delta Pty Ltd	Pre Employment Medical	420.00	L
EFT-47854	20/08/2026	Australian Taxation Office (PAYG)	Payroll deduction for PE: 13/08/2026 and 17/08/2026	53,965.00	S
EFT-47855	20/08/2026	Beemarra Group Pty Ltd	Shire Waste Facilities: Operations and Site Management	12,787.50	
EFT-47856	20/08/2026	Bormaz Contracting Pty Ltd	Fire Mitigation Works	20,364.00	
EFT-47857	20/08/2026	Boya Equipment	Shire Asset: Supply and Fit Parts	5,767.15	
EFT-47858	20/08/2026	Bullsbrook Water Carriers	Shire Facility: Supply Water	1,100.00	L
EFT-47859	20/08/2026	Bunnings Buildings Supplies Pty Ltd	Materials and PPE	870.71	
EFT-47860	20/08/2026	ByProgress Pty Ltd (Monsterball Amusements & Hire)	Shire Event Entertainment	1,575.00	
EFT-47861	20/08/2026	CarBon Leasing & Rentals Pty Ltd	Novated Lease	1,024.60	S
EFT-47862	20/08/2026	Carringtons Traffic Services	Traffic Management	17,811.24	
EFT-47863	20/08/2026	Castlerock Developments Pty Ltd	Refund	96.00	R
EFT-47864	20/08/2026	Cemeteries and Crematoria Association of WA	Membership	130.00	
EFT-47865	20/08/2026	CFMEU	Payroll deduction for PE: 13/08/2026	60.00	S
EFT-47866	20/08/2026	Child Support Agency	Payroll deduction for PE: 13/08/2026	733.58	S
EFT-47867	20/08/2026	Cohesis Pty Ltd	Intranet Development	1,644.50	
EFT-47868	20/08/2026	Cooee Couriers & Transport	Freight	338.25	
EFT-47869	20/08/2026	CSSTech	IT Support	99.00	
EFT-47870	20/08/2026	Department of Local Government Industry Regulation and Safety - Bonds ADMIN	Building Services Levy (BSL) Payments	12,364.41	
EFT-47871	20/08/2026	Department of Transport	Disclosure of Information Fees	66.30	
EFT-47872	20/08/2026	Eagle Technical Services	Various Shire Facilities: Electrical Repairs	3,811.12	L
EFT-47873	20/08/2026	Eastern Hills Chainsaws & Mowers Pty Ltd	Supply Parts	2,232.70	
EFT-47874	20/08/2026	Gingin Agencies WA	Plant and Equipment Supplies	1,704.65	L
EFT-47875	20/08/2026	Gingin Arts and Craft Group Inc	Community Grant Funding	2,500.00	L
EFT-47876	20/08/2026	Gingin Bowling Club	Community Grant Funding	2,750.00	L
EFT-47877	20/08/2026	Gingin District Community Resource Centre Inc	Community Funding and Refund	2,775.00	L
EFT-47878	20/08/2026	Gingin Fuel and Tyres Pty Ltd	Supply Tyres and Fuel	28,979.44	L
EFT-47879	20/08/2026	Indian Ocean Pest Control	Shire Facilities/Locations: Pest Control	18,630.00	L
EFT-47880	20/08/2026	Integrated ICT	Supply IT Equipment	1,155.00	
EFT-47881	20/08/2026	Iron Mountain Australia Group Services Pty Ltd	Storage	150.82	
EFT-47882	20/08/2026	Jupiter Health and Medical Services (Lancelin Medical Centre)	Reimbursement: Medical Centre Costs	1,600.00	R
EFT-47883	20/08/2026	Ledge's Kanga Service and Skip Bin Hire	Skip Bin Hire	2,640.00	L
EFT-47884	20/08/2026	LGRCEU (WA Division)	Payroll deduction for PE: 13/08/2026	72.00	S
EFT-47885	20/08/2026	M.R Buckley & Associates	IT and Cyber Security	1,373.90	
EFT-47886	20/08/2026	Main Roads Western Australia	Weld Street Bridge Works	2,542,537.80	F
EFT-47887	20/08/2026	McLeods Lawyers Pty Ltd	Legal Expenses	9,726.20	
EFT-47888	20/08/2026	Moore Sands Resources Pty Ltd	Shire Facility: Supply Sand	4,949.52	L
EFT-47889	20/08/2026	Moore Septics	Waste Removal	1,355.00	L
EFT-47890	20/08/2026	NAPA a division of GPC Asia Pacific Pty Ltd	Various Shire Assets: Supply Parts	1,156.10	
EFT-47891	20/08/2026	Scrap Happens Pty Ltd	E Waste Removal	1,837.00	
EFT-47892	20/08/2026	Shire of Gingin	Refund	195.00	R
EFT-47893	20/08/2026	Tiffany's Catering	Catering	280.00	L

MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/08/2026 - 31/08/2026

TYPE	DATE PAID	NAME	DETAILS	AMOUNT	
EFT-47894	20/08/2026	Total Green Recycling	E Waste Removal	2,814.23	
EFT-47895	20/08/2026	Truck Centre WA Pty Ltd	Shire Asset: Service	13,695.72	
EFT-47896	20/08/2026	W & J Greenwell	PPE and Parts	367.50	L
EFT-47897	20/08/2026	WA Fibreglass Pools	Refund	95.45	R
EFT-47898	20/08/2026	Waterlogic Australia Pty Ltd	Asset Hire	180.05	
EFT-47899	20/08/2026	West Coast Technical Services Pty Ltd	Install Asset	13,580.00	
EFT-47900	20/08/2026	Western Australian Local Government Association	Convention and Membership	43,378.46	
EFT-47901	20/08/2026	Wurth Australia Pty Ltd	Supply Workshop Parts	358.52	
EFT-47902	20/08/2026	C. Wright	Refund	50.00	R
EFT-47903	20/08/2026	H.Sutherland	Refund	83.30	R
EFT-47904	20/08/2026	Z. Norwell	Refund	500.00	R
EFT-47905	26/08/2026	Altus Planning Pty Ltd	Planning Services	2,216.50	
EFT-47906	26/08/2026	Beemarra Group Pty Ltd	Shire Waste Facilities: Operations and Site Management	12,787.50	
EFT-47907	26/08/2026	Bullsbrook Windscreens and Window Tinting	Shire Facility: Window Tinting	1,200.00	
EFT-47908	26/08/2026	Carringtons Traffic Services	Traffic Management	6,889.63	
EFT-47909	26/08/2026	Cleanflow Environmental Solutions	Shire Locations: Pit Drainage and Inspection	2,167.00	
EFT-47910	26/08/2026	Coastal Courier	Advertising	80.00	L
EFT-47911	26/08/2026	Corsign	Signs and Stickers	1,467.40	
EFT-47912	26/08/2026	Country Values Real Estate CVRE	Residential Inspections	1,980.00	L
EFT-47913	26/08/2026	Dibbles Plumbing Service	Shire Facility: Plumbing Repairs	631.40	L
EFT-47914	26/08/2026	Digital Surveying Solutions	Shire Location Survey	2,574.00	
EFT-47915	26/08/2026	Duncan Solutions	Shire Asset: Maintenance and Materials	529.50	
EFT-47916	26/08/2026	Dynamic Planning and Developments Pty Ltd	Planning Services	10,560.00	
EFT-47917	26/08/2026	Easy Signs Pty Ltd	Supply Banners and Flags	809.55	
EFT-47918	26/08/2026	Full Flow Plumbing and Gas	Shire Facility: Plumbing Repairs	253.00	L
EFT-47919	26/08/2026	Fulton Hogan	Road Maintenance Materials	7,744.00	
EFT-47920	26/08/2026	Gingin Canine Collective Association Inc	Community Funding	2,700.00	L
EFT-47921	26/08/2026	Gingin District Community Resource Centre Inc	Advertising	220.00	L
EFT-47922	26/08/2026	Gingin Fuel and Tyres Pty Ltd	Supply Tyres and Parts	3,449.60	L
EFT-47923	26/08/2026	Gull Gingin Pty Ltd	Catering	288.00	L
EFT-47924	26/08/2026	Indian Ocean Pest Control	Various Shire Locations: Pest Control	44,565.00	L
EFT-47925	26/08/2026	J & K Hopkins Office Furniture	Office Equipment	657.99	
EFT-47926	26/08/2026	Lancelin Community Resource Centre Inc (CRC)	Community Funding	11,000.00	L
EFT-47927	26/08/2026	Landgate	GRV Interim Valuation	265.40	
EFT-47928	26/08/2026	Ledge Point Roofing and Maintenance	Shire Facility: Roof Repairs	2,508.00	L
EFT-47929	26/08/2026	LGISWA	EAP Service	5,647.95	
EFT-47930	26/08/2026	Main Roads Western Australia	Shire Location: Line Marking	8,789.35	
EFT-47931	26/08/2026	Mcintosh and Son	Shire Vehicle: Service and Parts	1,661.94	
EFT-47932	26/08/2026	McLeods Lawyers Pty Ltd	Legal Expenses	1,328.14	
EFT-47933	26/08/2026	NAPA a division of GPC Asia Pacific Pty Ltd	Supply Vehicle Parts	2,469.46	
EFT-47934	26/08/2026	Northern Valley News	Advertising	1,825.00	L
EFT-47935	26/08/2026	Officeworks	Stationery	832.05	
EFT-47936	26/08/2026	Ohura Consulting	Consultancy	4,055.10	
EFT-47937	26/08/2026	SoundBay Pty Ltd t/a Manny's, Store DJ, Derringers Music & Optimum Percussion	Event Equipment	1,058.00	
EFT-47938	26/08/2026	Stewart & Heaton Clothing Co Pty Ltd	PPE	642.68	
EFT-47939	26/08/2026	Supagas Pty Limited	Various Shire Facilities: Supply Gas	1,726.36	
EFT-47940	26/08/2026	WANT Plumbing Services Pty Ltd	Cemetery Operations	1,375.00	L
EFT-47941	26/08/2026	E. Quinn	Refund	150.00	R
EFT-47942	26/08/2026	H. Ma	Refund	489.50	R
PAY-197	27/08/2026	Shire of Gingin	Net Pay	186,826.00	S
EFT-47943	31/08/2026	Civil Engineering Assignments	Capital Works Designs	3,795.00	
EFT-47944	31/08/2026	Gingin Fuel and Tyres Pty Ltd	Supply/Deliver Diesel	22,680.00	L
EFT-47945	31/08/2026	Linthorne Automotive	Shire Vehicle: Wheel Alignment	110.00	
EFT-47946	31/08/2026	Miller Interiors Pty Ltd	Shire Facility: Replace Ceiling	8,800.00	
EFT-47947	31/08/2026	Moore River Roadhouse	Fuel Purchases	1,073.29	L
				4,321,160.89	
CHEQUES					
CHQ-116513	12/08/2026	Shire of Gingin	Petty Cash	406.20	
CHEQUES				406.20	
TOTAL					
DIRECT DEBIT					

MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/08/2026 - 31/08/2026

TYPE	DATE PAID	NAME
DE-8549	1/08/2026	Bendigo Bank
DE-8550	1/08/2026	Bendigo Bank
DE-8506	1/08/2026	Go Go Media
DE-8551	3/08/2026	Department of Transport
DE-8552	3/08/2026	Bendigo Bank
DE-8553	3/08/2026	Bendigo Bank
DE-8554	3/08/2026	Bendigo Bank
DE-8555	3/08/2026	Bendigo Bank
DE-8556	3/08/2026	Bendigo Bank
DE-8557	3/08/2026	Bendigo Bank
DE-8558	3/08/2026	Bendigo Bank
DE-8643	3/08/2026	Bendigo Bank
DE-8510	4/08/2026	QPC Group
DE-8559	4/08/2026	Department of Transport
DE-8561	5/08/2026	Bendigo Bank
DE-8562	5/08/2026	Department of Transport
DE-8497	5/08/2026	Telstra
DE-8577	5/08/2026	Department of Justice
DE-8425	6/08/2026	Synergy
DE-8424	6/08/2026	Synergy
DE-8569	6/08/2026	Department of Transport
DE-8570	6/08/2026	Bendigo Bank
DE-8439	7/08/2026	Synergy
DE-8437	7/08/2026	Synergy
DE-8435	7/08/2026	Synergy
DE-8432	7/08/2026	Synergy
DE-8431	7/08/2026	Synergy
DE-8526	10/08/2026	Telstra
DE-8495	10/08/2026	Telstra
DE-8574	10/08/2026	Department of Transport
DE-8449	10/08/2026	Synergy
DE-8447	10/08/2026	Synergy
DE-8445	10/08/2026	Synergy
DE-8453	10/08/2026	Synergy
DE-8452	10/08/2026	Synergy
DE-8450	10/08/2026	Synergy
DE-8458	11/08/2026	Synergy
DE-8575	11/08/2026	Department of Transport
DE-8457	11/08/2026	Synergy
DE-8462	11/08/2026	Synergy
DE-8455	11/08/2026	Synergy
DE-8573	12/08/2026	Department of Transport
DE-8576	12/08/2026	Department of Transport
DE-8579	13/08/2026	Precision Administration Services Pty Ltd
DE-8600	13/08/2026	Bendigo Bank
DE-8481	14/08/2026	Synergy
DE-8484	14/08/2026	Synergy
DE-8480	14/08/2026	Synergy
DE-8488	14/08/2026	Synergy
DE-8485	14/08/2026	Synergy
DE-8578	14/08/2026	Credit Card - CESM
DE-8543	14/08/2026	Credit Card - EMCCS
DE-8542	14/08/2026	Credit Card - EMO
DE-8571	14/08/2026	Credit Card - EMRDS
DE-8544	14/08/2026	Credit Card - Mechanic/Depot Controller
DE-8505	14/08/2026	Viva Energy Australia Pty Ltd
DE-8602	14/08/2026	Department of Transport
DE-8612	14/08/2026	Credit Card - CEO
DE-8572	14/08/2026	Credit Card - GG Aquatic Centre Manager
DE-8605	15/08/2026	Western Australian Treasury Corporation (WATC)
DE-8608	15/08/2026	Telair Pty Ltd (Mobile Phones)
DE-8581	17/08/2026	Precision Administration Services Pty Ltd
DE-8507	17/08/2026	Business Service Brokers T/A TeleChoice
DE-8603	17/08/2026	Department of Transport
DE-8476	17/08/2026	Water Corporation
DE-8472	17/08/2026	Water Corporation
DE-8474	17/08/2026	Water Corporation

Payment Category

L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor

DETAILS	AMOUNT
Bendigo Bank Fees	62.50
Bendigo Bank Fees	366.08
Monthly Messages On Hold	75.90
Licensing	3,670.75
Bendigo Bank Fees	69.97
Bendigo Bank Fees	19.98
Bendigo Bank Fees	370.62
Bendigo Bank Fees	1,819.06
Bendigo Bank Fees	311.09
Bendigo Bank Fees	196.97
Bendigo Bank Fees	64.00
Bendigo Bank Fees	8.57
Printer Charges	693.21
Licensing	6,900.20
Bendigo Bank Fees	5.25
Licensing	1,217.05
Telstra Group Plan	107.79
Lodgment Fee	1,267.00
613 883 230 Electricity Charges	862.92
376 853 180 Electricity Charges	390.28
Licensing	9,776.70
Bendigo Bank Fees	0.90
270 788 950 Electricity Charges	36.85
877 915 810 Electricity Charges	90.11
285 816 500 Electricity Charges	966.96
522 369 150 Electricity Charges	21.31
749 590 200 Electricity Charges	50.02
334 8777 339 Telstra Group Plan	627.08
332 1096 000: Telstra Group Plan	748.63
Licensing	2,487.35
366 355 310 Electricity Charges	42.34
338 814 320 Electricity Charges	26.72
329 288 310 Electricity Charges	44.68
832 987 230 Electricity Charges	39.66
832 987 230 Electricity Charges	77.22
928 598 050 Electricity Charges	18.89
107 291 460 Electricity Charges	61.89
Licensing	7,509.35
123 649 900 Electricity Charges	310.67
892 753 630 Electricity Charges	109.49
387 083 850 Electricity Charges	55.94
Licensing	5,220.90
Licensing	1,103.95
Payroll deduction for PE: 13/08/2026	38,061.06
Bendigo Bank Fees	24.15
226 673 150 Electricity Charges	80.23
182 037 150 Electricity Charges	235.86
788 472 510 Electricity Charges	91.20
211 396 890 Electricity Charges	203.80
120 900 800 Electricity Charges	152.57
Credit Card Purchases	1,806.92
Credit Card Purchases	300.90
Credit Card Purchases	1,303.20
Credit Card Purchases	4.00
Credit Card Purchases	595.81
Shell Card Purchases	2.50
Licensing	4,093.60
Credit Card Purchases	2,008.19
Credit Card Purchases	984.21
Loan Repayment	311,633.21
Mobile Phones Charges	519.90
Payroll deduction for PE: 17/08/2026	327.63
Mobile Phone Charges	92.00
Licensing	14,260.50
9007262282 Water Charges	90.59
9007262258 Water Charges	5.33
9007263314 Water Charges	273.56

MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/08/2026 - 31/08/2026

TYPE	DATE PAID	NAME	DETAILS	AMOUNT
DE-8469	17/08/2026	Water Corporation	9007261466 Water Charges	856.18
DE-8477	17/08/2026	Water Corporation	9007261730 Water Charges	15.99
DE-8524	17/08/2026	Water Corporation	9007259905 Water Charges	167.09
DE-8523	17/08/2026	Water Corporation	9007259585 Water Charges	94.29
DE-8531	17/08/2026	Water Corporation	9007260287 Water Charges	174.85
DE-8525	17/08/2026	Water Corporation	9007260033 Water Charges	750.76
DE-8489	17/08/2026	Synergy	135 163 910 Electricity Charges	174.18
DE-8491	17/08/2026	Synergy	235 925 790 Electricity Charges	125.16
DE-8606	17/08/2026	Bendigo Bank	Bendigo Bank Fees	38.20
DE-8607	17/08/2026	Bendigo Bank	Bendigo Bank Fees	0.15
DE-8667	17/08/2026	Department of Mines, Industry Regulation and Safety - Bond Administrator DMIR	Security Bond Refund	784.90
DE-8582	17/08/2026	Telair Pty Ltd	Internet Charges	938.58
DE-8599	18/08/2026	Department of Transport	Licensing	8,271.45
DE-8610	18/08/2026	Department of Transport	Licensing	5,201.25
DE-8514	18/08/2026	Synergy	937 316 820 Electricity Charges	622.12
DE-8515	18/08/2026	Synergy	322 473 230 Electricity Charges	783.79
DE-8516	18/08/2026	Synergy	801 430 010 Electricity Charges	134.64
DE-8611	19/08/2026	Department of Transport	Licensing	17,300.95
DE-8518	19/08/2026	Synergy	285 816 880 Electricity Charges	258.24
DE-8517	19/08/2026	Synergy	319 788 270 Electricity Charges	203.03
DE-8640	20/08/2026	Bendigo Bank	Bendigo Bank Fees	7.80
DE-8641	20/08/2026	Department of Transport	Licensing	8,827.55
DE-8527	20/08/2026	Windcave Pty Ltd	Transaction Fees	1,257.80
DE-8519	21/08/2026	Water Corporation	9007261087 Water Charges	39.16
DE-8520	21/08/2026	Water Corporation	9007261132 Water Charges	93.37
DE-8521	21/08/2026	Water Corporation	9007261175 Water Charges	9.04
DE-8533	21/08/2026	Water Corporation	9007260711 Water Charges	114.46
DE-8522	21/08/2026	Water Corporation	9007261386 Water Charges	237.95
DE-8540	21/08/2026	Water Corporation	9007265715 Water Charges	335.51
DE-8530	21/08/2026	Water Corporation	9013060505 Water Charges	352.94
DE-8642	21/08/2026	Department of Transport	Licensing	2,151.70
DE-8532	21/08/2026	Water Corporation	9007260682 Water Charges	12.05
DE-8541	22/08/2026	Vocus Communications	Internet Charges	808.50
DE-8649	24/08/2026	Department of Transport	Licensing	1,775.65
DE-8509	24/08/2026	Australia Post	Postage Modem and Postage	50.40
DE-8650	25/08/2026	Department of Transport	Licensing	19,106.00
DE-8652	26/08/2026	Department of Transport	Licensing	4,340.25
DE-8536	26/08/2026	Water Corporation	9007265854 Water Charges	100.25
DE-8538	26/08/2026	Water Corporation	9007265889 Water Charges	6,930.61
DE-8535	26/08/2026	Water Corporation	9007265723 Water Charges	156.62
DE-8539	26/08/2026	Water Corporation	9007265707 Water Charges	549.14
DE-8534	26/08/2026	Synergy	948 161 960 Electricity Charges	11,710.17
DE-8653	26/08/2026	Bendigo Bank	Bendigo Bank Fees	5.70
DE-8560	27/08/2026	Water Corporation	9007319832 Water Charges	210.84
DE-8564	27/08/2026	Water Corporation	9013198141 Water Charges	457.82
DE-8656	27/08/2026	Department of Transport	Licensing	1,122.10
DE-8655	27/08/2026	Precision Administration Services Pty Ltd	Payroll deduction for PE: 27/08/2026	37,932.93
DE-8658	28/08/2026	Department of Transport	Licensing	736.10
DE-8548	28/08/2026	Water Corporation	9007309730 Water Charges	186.74
DE-8565	28/08/2026	Water Corporation	9023157829 Water Charges	27.11
DE-8566	28/08/2026	Synergy	301 688 750 Electricity Charges	138.12
DE-8659	28/08/2026	Bendigo Bank	Bendigo Bank Fees	17.40
DE-8568	31/08/2026	HP Financial Services (Australia) Pty Ltd	Allocation of Lease	748.57
DE-8567	31/08/2026	LJ Hughes	Allocation of Lease	688.25
DE-8596	31/08/2026	Water Corporation	9010957085 Water Charges	51.82
DE-8614	31/08/2026	Water Corporation	9017169284 Water Charges	319.64
DE-8616	31/08/2026	Water Corporation	9017169305 Water Charges	292.97
DE-8591	31/08/2026	Water Corporation	9010678684 Water Charges	303.23
DE-8595	31/08/2026	Water Corporation	9010678721 Water Charges	300.15
DE-8615	31/08/2026	Water Corporation	9017169292 Water Charges	295.02
DE-8598	31/08/2026	Water Corporation	9017163587 Water Charges	395.97
DE-8563	31/08/2026	Water Corporation	9010083728 Water Charges	18.07
DE-8592	31/08/2026	Water Corporation	9010678692 Water Charges	297.07
DE-8594	31/08/2026	Water Corporation	9010678713 Water Charges	299.12
DE-8601	31/08/2026	Water Corporation	9017169276 Water Charges	290.92
DE-8546	31/08/2026	Water Corporation	9007293820 Water Charges	358.43

MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/08/2026 - 31/08/2026

TYPE	DATE PAID	NAME
DE-8618	31/08/2026	Water Corporation
DE-8593	31/08/2026	Water Corporation
DE-8545	31/08/2026	Water Corporation
DE-8617	31/08/2026	Water Corporation
DE-8662	31/08/2026	Department of Transport
DE-8547	31/08/2026	Water Corporation
DE-8665	31/08/2026	QPC Group
DE-8664	31/08/2026	Bendigo Bank
DIRECT DEBIT TOTAL		

TOTAL MUNICIPAL

CREDIT CARD BREAK-UP

JULY

CEO	1/07/2026	GeoFabrics Braeside	Supply Construction Material	1,819.01
	16/07/2026	IGA Gingin	Emergency Bird Flu Response Items	15.41
	16/07/2026	Gingin Trading	Emergency Bird Flu Response Items	90.85
	16/07/2026	Gingin Trading	Emergency Bird Flu Response Items	41.50
	16/07/2026	Gingin Trading	Emergency Bird Flu Response Items	16.04
	30/07/2026	Raine Square Parking	Parking	21.38
	30/07/2026	Bendigo Bank	Bank Fee	4.00
				2,008.19
EMRDS	30/07/2026	Bendigo Bank	Bank Fee	4.00
				4.00
EMCS	2/07/2026	Mailchimp	Subscription	109.64
	2/07/2026	Mailchimp	International Transaction Fee	3.29
	16/07/2026	BCF	PPE	69.99
	24/07/2026	Bunnings	Storage Supplies	113.98
	30/07/2026	Bendigo Bank	Bank Fee	4.00
				300.90
CESM	15/07/2026	GiftStation	Volunteer Week Project	170.66
	18/07/2026	JB HI-FI	DCBFCO Equipment	379.00
	18/07/2026	Officeworks	Training Supplies	77.25
	19/07/2026	The Good Guys	Brigade Replacement Asset	1,125.00
	22/07/2026	Peninsula Mandurah	Meeting with DFES	51.01
	30/07/2026	Bendigo Bank	Bank Fee	4.00
				1,806.92
EMOA	23/07/2026	Event & Conference	Waste Conference	1,299.20
	30/07/2026	Bendigo Bank	Bank Fee	4.00
				1,303.20
MECHANIC	30/06/2026	Shire of Gingin	Vehicle License	25.55
	2/07/2026	Shire of Gingin	Vehicle License	89.05
	9/07/2026	Shire of Gingin	Plate Retained	32.00
	17/07/2026	Shire of Gingin	Plate Remake	52.10
	27/07/2026	Shire of Gingin	Plate Retained	32.00
	27/07/2026	L&T Venables Pty Ltd	Vehicle Part	35.31
	27/07/2026	Bunnings	Depot Shed	325.80
	30/07/2026	Bendigo Bank	Bank Fee	4.00
				595.81
AQUATIC	1/07/2026	Leisure Institute of Western Australia	Conference, Awards and Dinner	850.21
	3/07/2026	Royal Lifesaving Western Australia	Safe Pool Operations Guidelines	130.00
	30/07/2026	Bendigo Bank	Bank Fee	4.00
				984.21
Total				7,003.23
CALTEX CARD BREAKUP				
JULY		WEX Australia Pty Ltd	2GG: 135.76L Diesel	268.89

Payment Category

L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor

DETAILS	AMOUNT
9017169321 Water Charges	307.33
9010678705 Water Charges	295.02
9007292887 Water Charges	201.80
9017169313 Water Charges	290.91
Licensing	11,040.75
9007293839 Water Charges	42.17
Printer Charges	558.86
Bendigo Bank Fees	0.75
	579,152.12

4,900,719.21

APPENDIX 13.2.1

TYPE	DATE PAID	NAME
Total		
SHELL CARD BREAKUP		
Total		Viva Energy Australia Pty Ltd

75

13.3 PROPOSED POLICY - COUNCIL MEMBER USE OF SOCIAL MEDIA

File	COR/31
Author	Rachael Wright - Executive Manager Corporate Services
Reporting Officer	Leanne Parola - Acting Executive Manager Corporate and Community Services
Refer	OCM 17 March 2026 Item 12.3 Motion From Annual Electors' Meeting - Use of Social Media by Councillors
Appendices	Policy - Council Member Use of Social Media [13.3.1 - 4 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider adoption of a policy addressing the use of social media by Elected Members.

BACKGROUND

At the Ordinary Council Meeting on 18 August 2026, the following procedural motion was moved and carried:

MOVED: Councillor Balcombe SECONDED: Councillor Peczka

That consideration of the matter be deferred to the Ordinary Council Meeting on 15 September 2026.

CARRIED

7 / 1

FOR: *Councillor Balcombe, Councillor Kestel, Councillor Peczka, Councillor Stewart, Councillor Wilkie, Councillor Woods and Councillor Weeks*

AGAINST: *Councillor Hyne*

In accordance with Council's resolution the matter is now presented for further consideration.

The previous history of this matter is as follows.

At the Annual General Meeting of Electors held on 3 February 2026, the following motion was carried:

That Council resolve to:

1. *Develop and adopt a Council specific social media policy that applies to Councillors in their capacity as elected members.*
2. *Ensure the policy clearly outlines expectations regarding:*
 - *Professional conduct;*
 - *Respect for confidentiality; and*
 - *The avoidance of negative and disparaging public commentary.*
3. *Include guidance aimed at protecting the reputation, functionality and culture of the council and maintain community confidence.*
4. *Request that the policy be brought back to Council for adoption within one month.*

As per the *Local Government Act 1995* (s.5.33) Council was advised of the motion and provided with a draft Council Member Use of Social Media policy at its Ordinary Council Meeting on 17 March 2026, where it resolved:

That Council:

1. *Acknowledge that Council has a 21-day feedback period to provide comments on draft 'Council Member Use of Social Media Policy'.*
2. *Agree that 'Council Member Use of Social Media Policy' will be returned to Council for endorsement at a future meeting within 2 months.*

Council's Policy 1.4 - Council Policy Management (cl. 3.2) requires that any proposed new policy or significant amendments to an existing policy be circulated to Elected Members for a minimum of 21 days to allow for Elected Members to provide feedback. Any feedback received is then addressed in the officer's report when the policy is presented to Council for ratification.

The Shire's current Code of Conduct for Council Members, Committee Members and Candidates (the Code) sets out expectations regarding personal integrity, disadvantaging others and the publishing of information. Clause 15A(7) states:

- (4) *Council members may establish personal social media accounts at their own discretion to engage with the community, but the local government will not provide administration or moderation support for these accounts. Council members must bear in mind that personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media have the potential to be made public, whether intended or not.*

- (5) *Council member comments which become public and breach Division 4 of this Code will be considered to be a Minor Breach and may be referred to a standards panel for investigation.*
- (6) *The local government will not be held liable for any loss or damage, however caused, suffered by council members or others in connection with the use of a council member's personal social media accounts.*

The Code broadly addresses use of social media, and that adverse comments may constitute a breach. However, as indicated by the motion carried at the Electors' Meeting, a bespoke policy dealing with social media usage by Elected Members may need to be more prescriptive given the prevalence of such usage in the Shire of Gingin community.

COMMENT

During the consultation period, Administration received formal feedback from one Elected Member who suggested that the policy align with Western Australian Local Government Association (WALGA) industry standards, including consideration of the WALGA Social Media Policy model template. It was also noted that existing regulatory frameworks, such as the Code and local government complaints processes, may already address potential breaches.

Accordingly, it was suggested that any Council Member Social Media Policy should reflect and be consistent with the established regulatory processes.

Administration sought feedback from WALGA regarding the draft policy and the availability of the Social Media Policy Model template. WALGA advised that the template is no longer available and that the Code is considered to be an appropriate guideline relating to social media use. However, WALGA also advised that each local government's Code should be tailored and individualised to reflect its specific needs and circumstances with respect to social media usage.

It should be noted that no other feedback was received from Elected Members within the allocated response time.

The Policy was subsequently presented to Council at its Ordinary Council Meeting on 19 May 2026 where an untabled alternative motion was circulated by Councillor Stewart requesting the following changes to the policy:

- 1. *Deletion of the wording: 'Council Members should speak with one voice on agreed positions ...'*
- 2. *Deletion of the wording: 'Once a resolution of Council is made, Council Members are expected to convey and support that decision in the public realm'*

3. *Deletion of the wording: 'Content of official accounts must align with Council decisions ...'*
4. *Deletion of the wording: 'where the Shire has already made an official post about a topic then Council Members should share this information via their media channels as opposed to creating their own post'*
5. *Deletion of the wording: 'Council Members must not provide public commentary or seek to directly intervene in relation to service requests, community issues or complaints'*
6. *Deletion of the wording: 'Minor breaches of this policy will be referred to the President for informal resolution'*
7. *Insertion of the following clause: 'Nothing in this policy prevents a Council Member from making lawful political communication, public comment, policy criticism or public explanation of disagreement with a Council decision, provided the Council Member does not disclose confidential information or breach any written law'*

The recommended policy was subsequently deferred to allow Administration to obtain further advice on the matter.

Legal advice was obtained on 2 June 2026 from Mills Oakley (**see confidential appendix**) and only the recommended amendments from that advice have been incorporated into the policy.

The proposed policy with the incorporated amendments (**see appendix**) was provided for Council's consideration at its OCM on 18 August 2026, with Council resolving to further defer consideration of the matter until its next OCM on 15 September 2026.

Given that social media usage is such a common communication tool in society and given that electors have requested that more specific requirements be provided with respect to the use of social media by Elected Members, Administration believes the organisation would benefit from adopting a dedicated policy to provide clearer guidance, including specific expectations and enforceable parameters.

It is noted that the Code also requires amendments as noted in the legal advice, and these amendments, in conjunction with parameters around future social media use, will need to be addressed in the short term via a separate Council report process.

RISK IMPLICATIONS

There is a risk to Council's reputation in not supporting the motion from the Electors' Meeting given the view from community that social media comments and current usage appears to be eroding community trust in the Shire.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 5 Administration

Division 2 Council meetings, committees and their meetings and electors' meetings

s.5.33 Decisions made at electors' meetings

POLICY IMPLICATIONS

Council's existing Code currently contains broad provisions relating to social media use by Elected Members. Adoption of a policy specifically addressing Elected Member use of social media will likely result in amendments to the Code to ensure consistency.

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS - SIMPLE MAJORITY

OFFICER RECOMMENDATION

MOVED: Councillor Hyne

SECONDED: Councillor Peczka

That Council:

1. Adopt the Council Member Use of Social Media Policy as appendiced to this report;
2. Acknowledge the feedback received from Elected Members and legal advice obtained with amendments incorporated as appropriate; and
3. Note that if any amendments are required to the Code of Conduct for Council Members, Committee Members and Candidates due to inconsistencies between the Policy and the Code, then amendment of the Code will be presented to a future Council meeting.

AMENDMENT MOTION

MOVED: Councillor Hyne SECONDED: Councillor Kestel

That Council amend the motion in Part 1 by adding the following at the end of the Part:

...subject to the following amendments:

- a. Deletion in its entirety of the first bullet point under the words "Council Members:";
- b. Amendment of the first bullet point on pg 3 of the policy, by the addition of the following at the end of the point:

"for the avoidance of confusion in messaging by the Council, where the Shire has published an official post about a Council decision, then Council Members are required to share the official post to their media channels rather than creating their own post."; and
- c. In the third bullet point on pg 3 of the policy by deleting the words "community issues,".

CARRIED UNANIMOUSLY
6 / 0

FOR: *Councillor Balcombe, Councillor Kestel, Councillor Hyne, Councillor Peczka, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

Reason for Amendment

These minor amendments are in accordance with the legal advice provided in the confidential appendix. First two amendments provide greater clarity by combining the matters relating to Councillor social media accounts. The third amendment removes conflict with section 2.10(c) of the *Local Government Act 1995*.

COUNCIL RESOLUTION

MOVED: Councillor Hyne

SECONDED: Councillor Peczka

That Council:

1. Adopt the Council Member Use of Social Media Policy as appended to this report subject to the following amendments:
 - a. Deletion in its entirety of the first bullet point under the words "Council Members:";
 - b. Amendment of the first bullet point on pg 3 of the policy, by the addition of the following at the end of the point:

" for the avoidance of confusion in messaging by the Council, where the Shire has published an official post about a Council decision, then Council Members are required to share the official post to their media channels rather than creating their own post."; and
 - c. In the third bullet point on pg 3 of the policy by deleting the words "*community issues,*".
2. Acknowledge the feedback received from Elected Members and legal advice obtained with amendments incorporated as appropriate; and
3. Note that if any amendments are required to the Code of Conduct for Council Members, Committee Members and Candidates due to inconsistencies between the Policy and the Code, then amendment of the Code will be presented to a future Council meeting.

CARRIED UNANIMOUSLY

6 / 0

FOR: *Councillor Balcombe, Councillor Kestel, Councillor Hyne, Councillor Peczka, Councillor Vis and Councillor Woods*

AGAINST: *Nil*



DRAFT Policy [No.] Council Member Use of Social Media

POLICY OBJECTIVE

This policy guides Council Members of the Shire of Gingin in their use of social media and communications to ensure interactions with the community are professional, respectful, and aligned with the Shire's governance framework. It promotes role clarity, protects the Shire's reputation and staff psychosocial safety, and complies with the *Local Government Act 1995* (including Section 2.7(5)), *Local Government (Model Code of Conduct) Regulations 2021*, *Work Health and Safety Act 2020*, and WALGA guidelines.

POLICY SCOPE

This policy applies to all Council Members (including the President) when using social media or making public communications:

- In their official capacity representing the Shire; or
- In a personal capacity if commenting on Shire business, operations, decisions, staff, or elected members.

It includes social media platforms including but not limited to: Facebook, Instagram, X (Twitter), LinkedIn, Blogs, Online News, and emerging channels, as well as traditional media formats if a public comment is made to or picked up by the media.

POLICY DETAIL

The Shire President is the principal spokesperson for the Local Government, and all Council Members must respect this legislated role and refrain from making public comments via any media platform that could be perceived as speaking for the local government. The CEO or a designated employee may speak on behalf of the Local Government with the Shire President's agreement.

The Shire of Gingin's website, social media account, and other communication channels are managed as internal administrative communication functions under the remit of the CEO and are not the same as public comments to the media, or a statement made by an elected Council Member. Shire of Gingin social media accounts are moderated to remove offensive, defamatory, or irrelevant content. Contributors breaching guidelines may be blocked.

All Council Member communications must:

- Prioritise the protection of the Shire's reputation: Council Members must not post, support items (for example "liking" them), or comment in ways that could reasonably be perceived as bringing the Shire into disrepute or undermining public confidence in the Shire.



DRAFT Policy [No.] Council Member Use of Social Media

- Have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees. Council Members must ensure their social media conduct upholds this statutory duty by avoiding public criticism or negative commentary about staff or the performance of the organisation that undermines respectful treatment or fair workplace culture. Council Members must not post, support items, or comment in ways that could reasonably be perceived as harming Shire employee morale, reflecting negatively on Shire employee performance or professionalism, or undermine the character or integrity of Shire employees. Council Members must recognise their public comments may create psychosocial risks to employees regardless of the platform used or stated personal intent, and they have a responsibility to ensure this does not occur.
- Be factually accurate: Council Members must not make any public comments that are open to negative interpretation, are misleading, or make insinuations. All communications must comply with Shire policies, the Code of Conduct, and relevant laws (e.g., defamation, privacy, anti-discrimination).
- Not disclose confidential information: By the nature of their role and the type of meetings held such as workshops, concept forums, or confidential components of Council meetings, Council Members will have access to information that is not in the public realm, Council Members must not disclose any form of confidential information without the appropriate authorisation to do so either directly or indirectly.
- Not undermine adopted Council decisions. Councillors may state that they voted against a decision or held a different view however, they must not use social media to undermine, obstruct, or misrepresent an adopted Council decision.

Council Members:

- Should share official Shire of Gingin information via their media channels as opposed to creating their own post where the Shire has already made an official post about a topic or issue.
- Should ensure that advocacy efforts and public statements reflect the Shire as a unified organisation, rather than creating a perception of Council versus Administration. Advocacy should promote the Shire's strategic objectives and community interests, demonstrating alignment, consistency, and collaboration.
- Must adhere to proper use of Shire branding and representation, this includes not using the Shire logo, branding, or wearing Shire uniforms in a manner that misrepresent the Shire, implies personal views are those of the Shire, or could reasonably be perceived as detrimental to the Shire's reputation. This includes posting photos of themselves in Shire uniform at unauthorised events, media coverage, or court hearings involving the Shire. All representations must align with official Shire business, authorised activities, and approved communications.



DRAFT Policy [No.] Council Member Use of Social Media

- May maintain official accounts (Cr XXX) to engage constituents but must not use them for personal matters and preface personal views on Shire matters with "These are my personal views and do not represent the Shire of Gingin or Council" or similar statements.
- Who receive complaints or service requests via social media should encourage the customer to engage with the Shire directly via approved communication mechanisms or forward the information directly to the Shire on the persons behalf.
- Must not provide public commentary or seek to directly intervene in relation to service requests, community issues, or complaints.
- Have the right to express personal views on public issues but must clearly distinguish them from official positions and should refrain from using their official Council Member account when debating a public issue, recognising that even then they must recognise that their comments and behaviour still reflects upon the Shire given their leadership status within the community.

In both their official and personal media use Council Members must never:

- Criticise, ridicule, or make adverse reflections on Shire staff, their work, or the CEO/Administration in ways that could damage morale or psychosocial safety (e.g., public complaints about "poor service", staff "incompetence", or administrative delays).
- Harm the Shire's reputation by implying systemic failure, corruption, collusion, or dysfunction without prior internal resolution (for example posts suggesting "Council hides the truth" or "staff block progress").
- Post during election periods in ways that breach or undermine *Local Government (Elections) Regulations 1997* and/or WA Electoral Commission requirements.

For avoidance of doubt nothing in this policy prevents a Council Member from making lawful political communication, public comment, policy criticism or public explanation of disagreement with a Council decision, provided the Council Member does not disclose confidential information or breach any written law.

Breach of Policy

Minor breaches of this policy will be dealt with in accordance with the Code of Conduct.

Breaches involving reputational harm or staff psychosocial safety will be treated as serious with immediate referral to:



DRAFT Policy [No.] Council Member Use of Social Media

- The Behaviour Complaints Officer via a Division 3 Behaviour Complaint under the Code of Conduct for breaching this policy and clause 9 of the Code of Conduct
- The Local Government Inspector via a Division 4 Conduct Complaint under the Code of Conduct for breaching this policy and Clause 18 1(b) of the Code of Conduct.

Breaches that undermine s2.7(5) employee treatment obligations may also trigger scrutiny for failure to uphold council duties and may also trigger WHS implications for the Shire requiring action.

Training

All new Council Members are to receive training on this policy as part of the induction process.

DEFINITIONS

Council Member: Elected members, including the Shire President

Social Media: Platforms enabling users to create and share content (e.g., Facebook, Instagram).

RELATED LEGISLATION

Social media posts/comments related to/impacting upon Shire business are public records under the *State Records Act 2000*.

Council Members must provide copies of relevant posts to the CEO, upon request, for retention in the Shire's document management system.

RELATED POLICIES/KEY DOCUMENTS

Code of Conduct for Council Members, Committee Members, and Candidates

DELEGATED AUTHORITY

N/A

POLICY ADMINISTRATION

Review Cycle	4 years	Next Review	2030
Department	Office of the CEO		

Version	Decision Reference	Synopsis
1		

14 REPORTS - REGULATORY AND DEVELOPMENT SERVICES

14.1 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED RECEPTION CENTRE AND CARETAKER'S DWELLING ON LOT 201 (3050) BRAND HIGHWAY, GINGINUP

File	BLD/1804
Applicant	Tecon Australia
Location	Lot 201 (3050) Brand Highway, Ginginup
Owner	Western Sun Nominees Pty Ltd
Zoning	General Rural
WAPC No	N/A
Author	Riaan Stassen – Planning Officer
Reporting Officer	Mark Close – Temporary Executive Manager Regulatory and Development Services
Refer	Nil
Appendices	1. Locality Plan [14.1.1 - 1 page] 2. Aerial Image [14.1.2 - 1 page] 3. Applicant's Proposal [14.1.3 - 26 pages] 4. Schedule of Submissions and Recommended Responses [14.1.4 - 3 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an application for development approval for a proposed Reception Centre and Caretaker's Dwelling on Lot 201 (3050) Brand Highway, Ginginup.

BACKGROUND

The 7.1ha subject property gains access from Brand Highway approximately 6km north of the township of Gingin.

The property consists of two sections bisected by the Wallering Brook. The northern section currently contains approved 'Holiday accommodation' and 'Workforce accommodation' uses. The 'Workforce accommodation' use expires on 20 February 2029 and is related to the Boonanarring mine site.

The southern section of the property is also developed with a 'Single house' and associated outbuildings, landscaped grounds and approval for a 'Transport depot' and 'Office'.

Agricultural properties make up the surrounding rural landscape with the closest residence approximately 725m from the subject property. The property owner, Western Sun Nominees Pty Ltd, now seeks approval for:

- A 'Reception centre' use within the southern section of the land; and
- A 'Caretaker's dwelling' use within a transportable building within the northern section.

The landowner proposes the landscaped grounds in the southern section to be a venue for hire for wedding ceremonies and receptions. Portable facilities consisting of marquees, portable ablutions, food trucks and related catering services are proposed and will be removed at the end of each event.

The property has two existing crossovers to Brand Highway separated by approximately 235m. The northern crossover has been upgraded to Main Roads WA standards for the 'Workforce accommodation' use. The southern crossover is proposed to be used for the 'Reception centre', which will also require upgrading.

An Operation Management Plan (OMP) provided with the application outlines the following:

- Maximum number of guests – 150.
- Onsite caretaker/manager responsible for all events and site maintenance.
- Operating days/hours proposed as 7 days a week from 9am to 12pm (predominantly Thursday to Sunday).
- The 'Single house' in the southern section of the property to provide accommodation for up to 14 guests.
- Event holders/guests will be responsible for their own catering. Catering businesses will be verified by venue management to comply with appropriate licencing. The proposed site plan indicates parking areas for mobile caterers on the existing hardstand area within the southern section.
- Event holders/guests must seek prior consent from the landowner to supply alcohol and must obtain the applicable permits as defined by the *Liquor Act 1988*. The landowner will not sell or supply alcohol and reserves the right to withdraw consent for the consumption of alcohol.
- A licenced catering service is permitted to supply/sell alcohol provided that the caterer has a "special facility licence - catering" or has obtained an "occasional liquor licence" or equivalent from the Department of Local Government, Industry Regulation and Safety.

- The caretaker/manager and landowner will be responsible for organising professional contractors to install and remove portable ablutions and dispose of all waste in line with the required health standards. The number of ablutions will be in accordance with the *Guidelines on the Application of the Health (Public Buildings) Regulations 1992*.
- Solid waste removal will be undertaken by private contractors after an event.

A location plan and aerial image are provided (**see appendices**).

The Applicant's Proposal is provided (**see appendices**).

COMMENT

Stakeholder Consultation

The application was advertised to surrounding landowners for a period of 28 days in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*. This includes providing letters to surrounding landowners, a development sign placed on the verge next to the southern crossover and a notification placed on the Shire's website.

The application was also advertised to Main Roads WA for a period of 42 days in accordance with clause 66 of the *Planning and Development (Local Planning Scheme) Regulations 2015*. Main Roads WA supports the use subject to the upgrading of the southern crossover to an acceptable standard.

Responses received consist of general comments. No objections were received. A schedule of submissions and responses is provided (**see appendices**).

PLANNING FRAMEWORK

Local Planning Scheme No. 9 (LPS 9) Planning Assessment

The subject property is zoned General Rural. The objectives of the zone are to:

- a) *"manage land use changes so that the specific local rural character of the zone is maintained or enhanced;*
- b) *encourage and protect broad acre agricultural activities such as grazing and more intensive agricultural activities such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use;*

- c) *maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage; and*
- d) *provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the General Rural zone."*

A 'Reception centre' is defined as follows under Local Planning Scheme No. 9 (LPS 9):

"means premises used for functions or formal or ceremonial occasions but not for un-hosted use for general entertainment purposes;"

It is also relevant to outline that the Model Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* define a 'Reception centre' as follows:

"means premises used for hosted functions on formal or ceremonial occasions;"

It is noted that both definitions expressly state 'hosted' functions. The landowner has committed to appoint a caretaker/manager as part of this application to be present during events and take responsibility for the implementation of the Operation Management Plan.

A 'Caretaker's dwelling' is defined as follows under LPS 9:

"means a dwelling on the same site as a building, operation, or plant or tourist facility, and occupied by a supervisor of that building, operation or plant or tourist facility;"

A reception centre is an 'A' use in the General Rural zone of LPS 9, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with Clause 64 of the Deemed Provisions.

A 'Caretaker's dwelling' use is classed 'D' in the 'General Rural' zone, which means that the use is not permitted unless the local government has granted approval.

The development proposal includes the use of the 'Single house' within the southern section of the lot for overnight accommodation for up to 14 guests associated with the 'Reception centre' land use.

The proposed overnight accommodation is capable of being classified as Hosted Short-Term Rental Accommodation (Hosted STRA) as the caretaker/manager will be residing on the premises during the guests' stay.

Under the *Planning and Development (Local Planning Schemes) Regulations 2015*, as amended by the *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*, Hosted STRA does not require development approval subject to compliance with the *Short-Term Rental Accommodation Act 2024* and applicable registration requirements.

Planning and Development (Local Planning Schemes) Regulations 2015

In accordance with Schedule 2, Part 9, Clause 67 of the Deemed Provisions, the local government is to give due regard to a range of matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application. In this instance, the following matters are relevant to the proposal.

- (a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (m) *the compatibility of the development with its setting, including -*
 - (i) *the compatibility of the development with the desired future character of its setting;*
 - (n) *the amenity of the locality including the following -*
 - (i) *the character of the locality;*
 - (ii) *social impacts of the development;*

Subject to (a) above, aim (i) of LPS 9 relates to the development proposal:

- (i) *Ensure that the use and development of rural land is both compatible and complementary to traditional livestock, grazing and agricultural activities.*

Officer comment

The primary objective of the above Deemed Provisions requires the 'specific local rural character' to be maintained or enhanced.

The existing locality is defined by large broadacre farm landholdings surrounding the subject property and is currently being used for the raising of stock and crops.

The development proposal consists of portable event equipment and mobile services transported to the property before an event and removed thereafter. Only existing approved dwellings, outbuildings and approved transportable structures (worker's accommodation) will remain. It could therefore be argued that the local rural character will largely remain unchanged.

The officer forms the view that the proposed development will not have a substantial impact on the 'specific rural character'.

Amenity is defined under the Deemed Provisions as:

"All those factors which combine to form the character of an area and include the present and likely future amenity;"

The current amenity enjoyed by residents in the locality may have social impacts. The proposed outdoor reception centre has the potential to generate noise associated with amplified music, speeches, patrons and vehicle movements. In this instance, the extensive nature of surrounding rural properties means that the closest dwellings to the proposed reception centre will be approximately 725m, 761m, and 1049m respectively.

Distance from an event or venue is not a regulatory criterion; however, the attenuation provided by distance is inherently reflected in the measured noise levels at the receiving location. The applicant has been requested but has not provided any acoustic assessment or supporting information demonstrating that noise emissions from the proposed use can comply with the requirements of the *Environmental Protection (Noise) Regulations 1997* (the Regulations), or otherwise demonstrating that the use will not adversely affect the amenity of surrounding landowners. The applicant considers the potential for significant adverse impacts on the amenity of neighbouring properties to be low.

Noise levels are prescribed in the Regulations based on the time of day, with the permitted levels reducing from day to evening, then reducing further from evening to night.

In general terms, the noise levels are defined as:

- Daytime levels (loudest permitted levels) – 7:00 am to 7:00 pm;
- Evening levels (reduced levels to daytime) – 7:00 pm to 10:00 pm; and
- Nighttime levels (reduced levels to evening levels) – 10:00 pm to 7:00 am.

The absence of any supporting justification means there remains a degree of uncertainty regarding the operation of the venue, particularly in relation to operating hours (vaguely described to be between 9:00am and 12:00pm), amplified music and especially evening events. Additional information in this regard was requested from the applicant. The opinion of the applicant and landowner remains that significant and adverse impact is likely to be low. However, they have agreed that all formalities will cease at 11:00 pm.

It is to be noted that the northern section of the property is currently used to accommodate mine workers from the Boonannaring mine site. A Noise Management Plan (NMP) is included as a condition. The NMP shall outline how all noise related mitigation measures will be implemented including regarding conflicting land uses on the subject property.

A review of the State Administrative Tribunal (SAT) hearing outcomes on noise impact has found a development commensurate to that proposed. 2021 WASAT 22 concluded that *“the failure to adequately address noise was fatal to the application”* (refusal). In the opinion of the SAT member, *“it was contrary to orderly and proper planning to approve the proposed development in circumstances where it is a fundamental planning issue left unresolved. This is particularly so having regard to the celebratory nature of events such as weddings where music, singing and dancing were routine.”*

Accordingly, the condition of approval for an NMP to be prepared by an appropriately qualified consultant is regarded as justified. The NMP will inform the revision of the OMP to include suitable controls on the management of amplified music, orientation of speakers away from neighbouring properties and workers' accommodation, management of patron and mobile services providers and complaint response procedures as per the *Environmental Protection (Noise) Regulations 1997*.

Deemed Provisions

(s) *the adequacy of –*

- (i) the proposed means of access to and egress from the site; and*
- (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles.*

Officer comment

The site is serviced by Brand Highway via two crossovers. The southern crossover will be upgraded to Main Roads WA standards as a condition. The onsite vehicle manoeuvring and car parking area caters for up to 38 vehicles and bus parking is to be accommodated on an existing hardstand area.

Table 3 – Parking requirements under LPS 9 does not make provision for a 'Reception centre'. Planning authorities therefore use the restaurant rate to calculate parking for similar events because:

- Both involve food and beverage service;
- Both uses generate similar arrival and departure patterns; and
- Both can have high peak occupancy.

In this instance, parking is required under the same category as a restaurant or similar place where people gather for food, drink, and events at 1 bay per four persons.

Parking requirement (Restaurant)	Reception centre maximum guests	Total parking provided
1 parking bay / 4 persons	150 guests	$150/4 = 37.5$ (38)

The application demonstrates the required 38 parking bays on the accompanying site plan.

Local Planning Policy 3.1 – Tourist Development in Rural Areas (LPP 3.1)

LPP 3.1 applies to the General Rural zone. The objective of the policy is to:

...provide guidelines for the development of tourist facilities in General Rural areas to strengthen the economic base while enhancing the rural character of the area.

The provisions of the Policy are listed below with officer comments.

3.1 Tourist developments in rural areas will be considered in either one of two categories:

- (a) high impact proposals involving significant capital investment or having the potential to conflict with surrounding land uses; and*
- (b) low impact proposals not involving significant capital investment and unlikely to conflict with adjoining land uses;*

Officer comment

The officer is of the opinion that the development falls under category (b) above, substantiated by its temporary nature, setbacks to sensitive land uses, direct vehicular access and the existing land use approvals for a transport depot and workers' accommodation.

Summary

By way of summary of the key issues are:

- The proposed uses are capable of approval within the General Rural zone; and
- The proposal includes an OMP (to be revised) and makes provision for a caretaker/manager to be permanently onsite to enforce the provisions of the OMP.

Based on the information above, the officer is of the view that the development is capable of being supported, subject to conditions.

RISK IMPLICATIONS

Nil

STATUTORY/LOCAL LAW IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015

Local Planning Scheme No. 9

POLICY IMPLICATIONS

Local Planning Policy 3.1 – Tourist Development in Rural Areas

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2026-2036

Aspiration	3. Local Connection and Shire Wide Opportunities
Strategic Objective	3.2 Promote and Activate Positive Aspects of Communities

VOTING REQUIREMENTS - SIMPLE MAJORITY

OFFICER RECOMMENDATION

MOVED: Councillor Kestel

SECONDED: Councillor Hyne

That Council grant Development Approval for a 'Reception Centre' and 'Caretaker's Dwelling' on Lot 201 (3050) Brand Highway, Ginginup subject to the following conditions:

1. The development plans, together with any requirements and annotations detailed thereon, are the plans and documents approved as part of this application and shall form part of the development approval issued;
2. This approval is granted for use of the southern section of the property as a 'Reception Centre' for hosted wedding events, corporate functions and events similar in nature, but excludes music festivals or concerts, public ticketed events or large community or cultural festivals;
3. This approval is granted for a 'Caretaker's Dwelling' within the northern precinct;
4. A Noise Management Plan is to be prepared by a suitably qualified consultant and submitted to the Shire for approval prior to commencement of the use. The Noise Management Plan shall outline how all noise-related mitigation measures will be implemented to achieve compliance with the *Environmental Protection (Noise) Regulations 1997* and reduced impact on conflicting land uses on the subject property. Measures detailed in this Plan shall be maintained and complied with in perpetuity;
5. The Operation Management Plan dated April 2026 must be revised and submitted to the Shire for approval prior to the commencement of the use, including:
 - a. The 'Reception Centre' is restricted to a maximum of 150 guests per event;
 - b. Formalities cease at 11.00pm; and

- c. Mitigating measures detailed by the Shire-approved Noise Management Plan;
- 6. The Hosted Short-Term Rental Accommodation is restricted to the 'Single House' dwelling located within the southern section and the 'Holiday Accommodation' dwelling in the northern section only.
- 7. The 'Workforce Accommodation' within the northern precinct is not to be used for short stay accommodation associated with the 'Reception Centre' use;
- 8. Caravan accommodation and/or camping by guests is not permitted on the property;
- 9. Any external lighting must be designed, baffled and located to prevent any adverse effect on adjoining land to the satisfaction of the Shire of Gingin;
- 10. The operator is required to keep up to date records of event and patron numbers and shall provide the Shire of Gingin with a copy of such records within 14 days upon written request;
- 11. Prior to commencement of the approved use, the landowner/applicant shall demonstrate to the satisfaction of the Shire of Gingin that road intersection upgrades to the southern crossover are completed to the satisfaction of Main Roads Western Australia; and
- 12. Prior to commencement of the approved use, the required 38 car parking spaces, bus parking, parking spaces for mobile service providers and dedicated parking space for people with disability must be marked and maintained in accordance with the relevant Australian/New Zealand Standard.
- 13. The applicant to submit plans of the dwelling located in the southern section of the lot for approval by the Shire of Gingin, prior to commencement of the use. The plans shall be to scale and clearly depict all details, and material finishes of the building, including but not limited to room uses, bedrooms and bed numbers, to the satisfaction of the Shire of Gingin.

ADVICE NOTES:

- Note 1: If you are aggrieved by the conditions of this approval, you have the right to request that the State Administrative Tribunal (SAT) review the decision, under Part 14 of the *Planning and Development Act 2005*.
- Note 2: Where approval has lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.

Note 3: The landowner/manager will be responsible for organising professional contractors to install and remove portable ablutions and dispose of all waste in line with the required health standards. The number of ablutions will be in accordance with the Guidelines on the Application of the *Health (Public Buildings) Regulations 1992*. The ablutions will not be located within 30m of Wallering Brook.

Note 4: Regarding Condition 6, the accommodation may be subject to the National Construction Code requirements for accommodation. If used as Short-Stay Rental Accommodation, the *Short-Stay Rental Accommodation Regulations 2024* may require modifications to the building/dwelling and licensing as per the Regulations.

AMENDMENT MOTION

MOVED: Councillor Kestel

SECONDED: Councillor Peczka

That Council amend the motion by substituting Condition 4 with the following:

4. Within 18 months from the date of this approval, a Noise Management Plan prepared by a suitably qualified consultant is to be submitted to the Shire of Gingin for approval. The Noise Management Plan is to outline the noise mitigation measures implemented by the development to ensure compliance with the Environmental Protection (Noise) Regulations 1997. The approved Noise Management Plan is to be implemented thereafter for the life of the development;

**CARRIED UNANIMOUSLY
6 / 0**

FOR: *Councillor Balcombe, Councillor Kestel, Councillor Hyne, Councillor Peczka, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

Reason

To afford the suitably qualified acoustic consultant to monitor events within the 18-month period, to ensure the subsequent Noise Management Plan has been prepared having regard to the on-ground reality of events held on the subject land.

COUNCIL RESOLUTION

MOVED: Councillor Kestel

SECONDED: Councillor Hyne

That Council grant Development Approval for a 'Reception Centre' and 'Caretaker's Dwelling' on Lot 201 (3050) Brand Highway, Ginginup subject to the following conditions:

1. The development plans, together with any requirements and annotations detailed thereon, are the plans and documents approved as part of this application and shall form part of the development approval issued;
2. This approval is granted for use of the southern section of the property as a 'Reception Centre' for hosted wedding events, corporate functions and events similar in nature, but excludes music festivals or concerts, public ticketed events or large community or cultural festivals;
3. This approval is granted for a 'Caretaker's Dwelling' within the northern precinct;
4. Within 18 months from the date of this approval, a Noise Management Plan prepared by a suitably qualified consultant is to be submitted to the Shire of Gingin for approval. The Noise Management Plan is to outline the noise mitigation measures implemented by the development to ensure compliance with the *Environmental Protection (Noise) Regulations 1997*. The approved Noise Management Plan is to be implemented thereafter for the life of the development;
5. The Operation Management Plan dated April 2026 must be revised and submitted to the Shire for approval prior to the commencement of the use, including:
 - a. The 'Reception Centre' is restricted to a maximum of 150 guests per event;
 - b. Formalities cease at 11.00pm; and
 - c. Mitigating measures detailed by the Shire-approved Noise Management Plan;
6. The Hosted Short-Term Rental Accommodation is restricted to the 'Single House' dwelling located within the southern section and the 'Holiday Accommodation' dwelling in the northern section only.
7. The 'Workforce Accommodation' within the northern precinct is not to be used for short stay accommodation associated with the 'Reception Centre' use;
8. Caravan accommodation and/or camping by guests is not permitted on the property;
9. Any external lighting must be designed, baffled and located to prevent any adverse effect on adjoining land to the satisfaction of the Shire of Gingin;

10. The operator is required to keep up to date records of event and patron numbers and shall provide the Shire of Gingin with a copy of such records within 14 days upon written request;
11. Prior to commencement of the approved use, the landowner/applicant shall demonstrate to the satisfaction of the Shire of Gingin that road intersection upgrades to the southern crossover are completed to the satisfaction of Main Roads Western Australia; and
12. Prior to commencement of the approved use, the required 38 car parking spaces, bus parking, parking spaces for mobile service providers and dedicated parking space for people with disability must be marked and maintained in accordance with the relevant Australian/New Zealand Standard.
13. The applicant to submit plans of the dwelling located in the southern section of the lot for approval by the Shire of Gingin, prior to commencement of the use. The plans shall be to scale and clearly depict all details, and material finishes of the building, including but not limited to room uses, bedrooms and bed numbers, to the satisfaction of the Shire of Gingin.

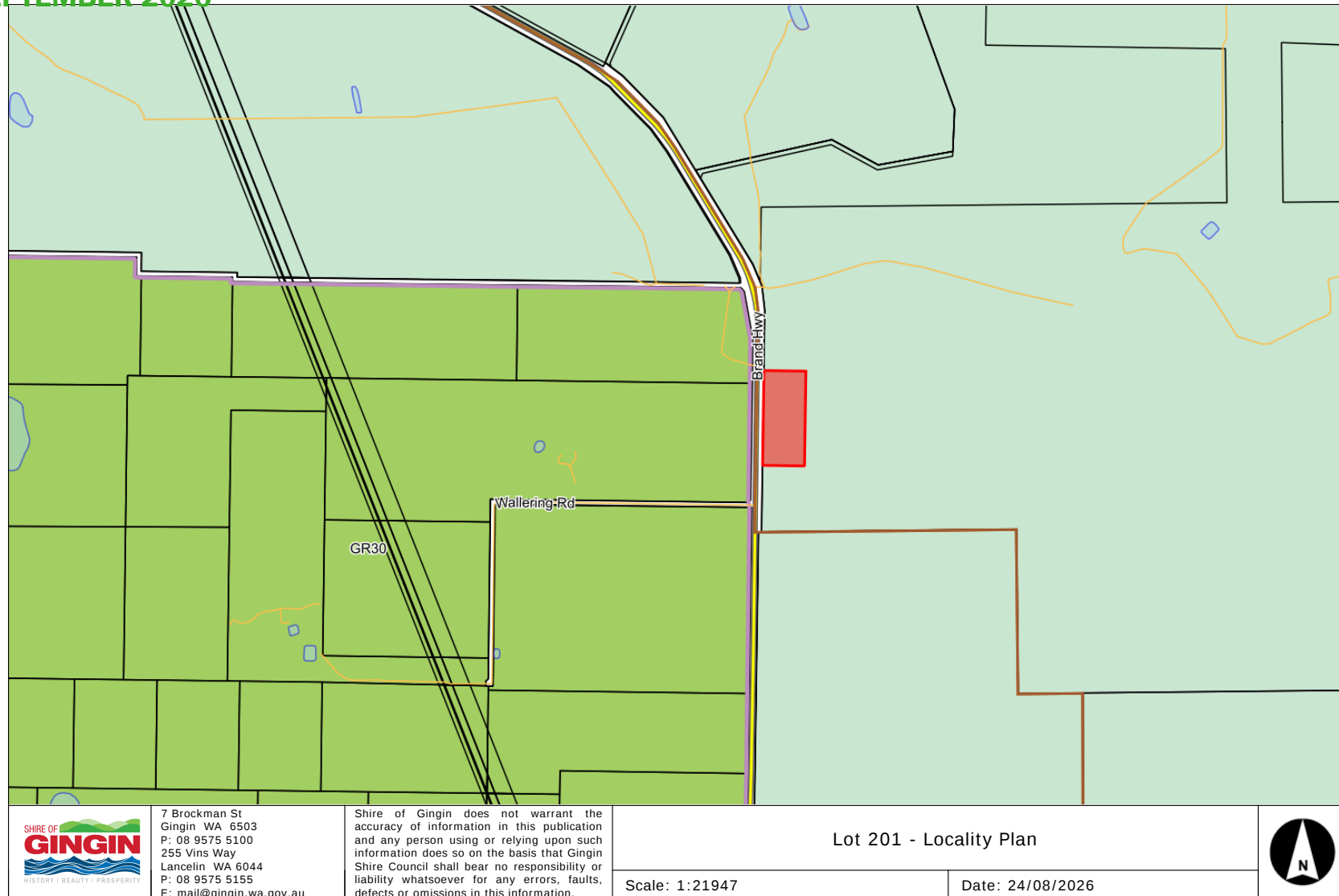
ADVICE NOTES:

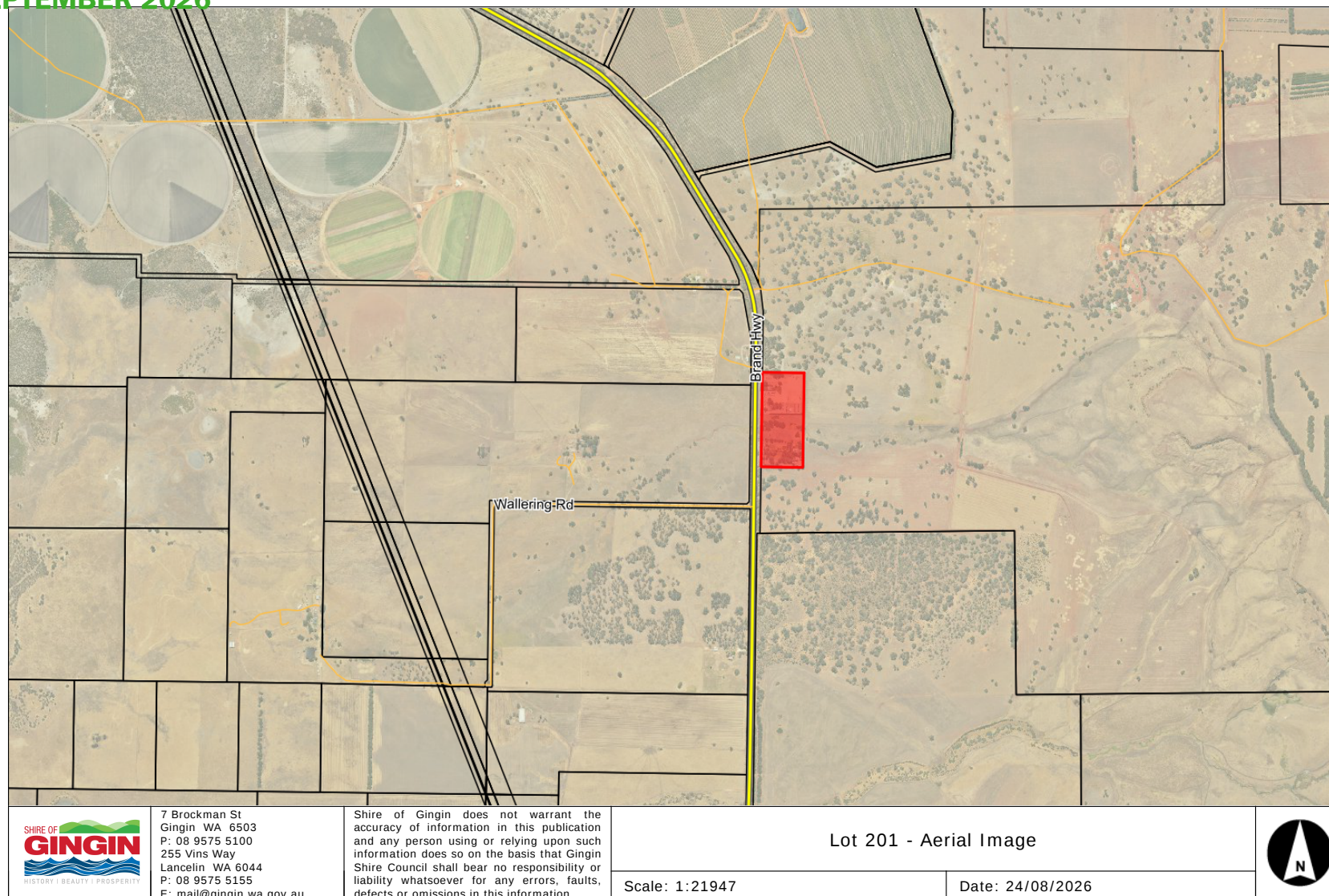
- Note 1: If you are aggrieved by the conditions of this approval, you have the right to request that the State Administrative Tribunal (SAT) review the decision, under Part 14 of the *Planning and Development Act 2005*.
- Note 2: Where approval has lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.
- Note 3: The landowner/manager will be responsible for organising professional contractors to install and remove portable ablutions and dispose of all waste in line with the required health standards. The number of ablutions will be in accordance with the Guidelines on the Application of the *Health (Public Buildings) Regulations 1992*. The ablutions will not be located within 30m of Wallering Brook.
- Note 4: Regarding Condition 6, the accommodation may be subject to the National Construction Code requirements for accommodation. If used as Short-Stay Rental Accommodation, the *Short-Stay Rental Accommodation Regulations 2024* may require modifications to the building/dwelling and licensing as per the Regulations.

CARRIED UNANIMOUSLY
6 / 0

FOR: Councillor Balcombe, Councillor Kestel, Councillor Hyne, Councillor Peczka,
Councillor Vis and Councillor Woods

AGAINST: Nil





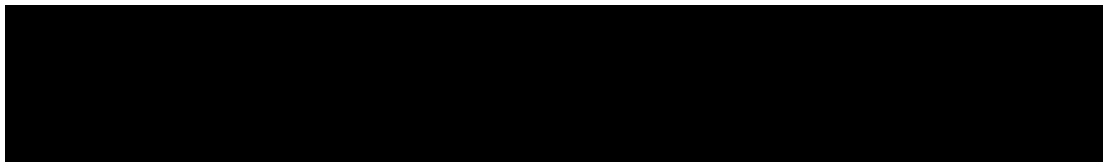


TECON

PLANNING REPORT

3550 BRAND HIGHWAY, GINGINUP

OCTOBER 2025



Contents

Overview	2
Project Description.....	2
The Site and Land Tenure	2
Description of proposed works and/or land use:	3
Nature of any existing buildings and/or land use:	4
Planning Consideration	5
Shire of Gingin Local Planning Scheme No.9.....	5
Shire of Gingin Local Planning Strategy (LPS)	7
Proposed Land Use/Development.....	8
.....	8
<i>Impact on Surrounding Amenity</i>	10
State Planning Policies	11
SPP 3.7 Planning in Bushfire Prone Areas	11
Conclusion	11

This Planning Report has been prepared by Tecon Australia for the proposed used at 3550
Brand Hwy, Ginginup

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Overview

Project Description

The site currently has multiple uses approved and operating across the property.

The owner seeks to apply to have further uses “caretaker dwelling” and “reception centre” approved to facilitate the hosting of ceremonies and special events (i.e. weddings) at the southern portion of the property. The use “caretaker dwelling” is the facilitate an onsite manager that overseas all uses operating across the site.

The Site and Land Tenure

The site is within the locality of Ginginup, within the Shire of Gingin Local Government area. The property contains an area of 7.1 ha and is located on Brand Highway approximately 6km north of the townsite of Gingin.

Table 1 below provides a summary of the land ownership details at the time of preparing this Development Application.

Lot Number / Street Address	Volume/Folio	Landowner	Lot Area (ha)
Lot 201 (No.3550) Brand Highway, Ginginup	2223/408	Western Sun Nominees Pty Ltd	7.1

Table 1: Land Ownership



Figure 1: Site Aerial/Location

Description of proposed works and/or land use:

No works are proposed as part of this application. The application seeks to add the following land use classifications to the site:

- Caretaker dwelling;
- Reception centre.

Caretaker Dwelling is applied to a transportable unit located in the northern portion of the site and Reception Centre relates to the use of the land for such a purpose.

Nature of any existing buildings and/or land use:

The site is effectively developed into two precincts.

The northern precinct currently contains an existing single house, a number of transportable dwellings associated with an approved transport depot use as well as a number of transportable units associated with the 'workforce accommodation'.

The southern precinct comprises a residential dwelling, office and storage (associated with previous planning approvals for the site).

The surrounding area is largely rural land. Minimal pockets of vegetation exist on the property.



Figure 2: Site Aerial/Location- close up

Planning Consideration

Shire of Gingin Local Planning Scheme No.9

The aims of the Shire of Gingin Local Planning Scheme include —

(k) Ensure that agricultural and urban land uses can be co-located efficiently with minimal conflict.

(l) Promote processing and value adding industries to be located within the Shire.

(n) Facilitate increased demand and diversification of local service industries.

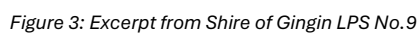
(o) Promote Gingin Shire as an opportune location for regional development of industry, infrastructure and other specialised regional facilities.

The proposed uses make effective use of the existing development on site in a way that enables co-location without conflict. The introduction of a caretaker dwelling enables an onsite manager to be present on site at all times, coordinating and overseeing the use of the property for the various approved uses.

The support of this DA ultimately assists the Shire in promoting the regional development of the area, supports diversification of landuses and value adds to the town by way of bringing additional people into the town. This ultimately supports the aims of the Local Planning Scheme.

Zoning

Lot 201 Brand Highway is zoned 'General Rural' by the Shire of Gingin Local Planning Scheme No 9 with an "Additional Use" overlay being related to the workforce accommodation.



- (a) *Manage land use changes so that the specific local rural character of the zone is maintained or enhanced;*
- (b) *Encourage and protect broad acre agricultural activities such as grazing and more intensive agricultural activities such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use;*
- (c) *Maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage; and*
- (d) *Provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the General Rural zone.*

6

Shire of Gingin Local Planning Strategy (LPS)

The Shire of Gingin LPS is a planning tool that sets out the longer term direction for land use and development within the municipality of Gingin.

The Strategy was adopted in 2012 and is intended to express Council's vision for the Shire over a 15-20 year period.

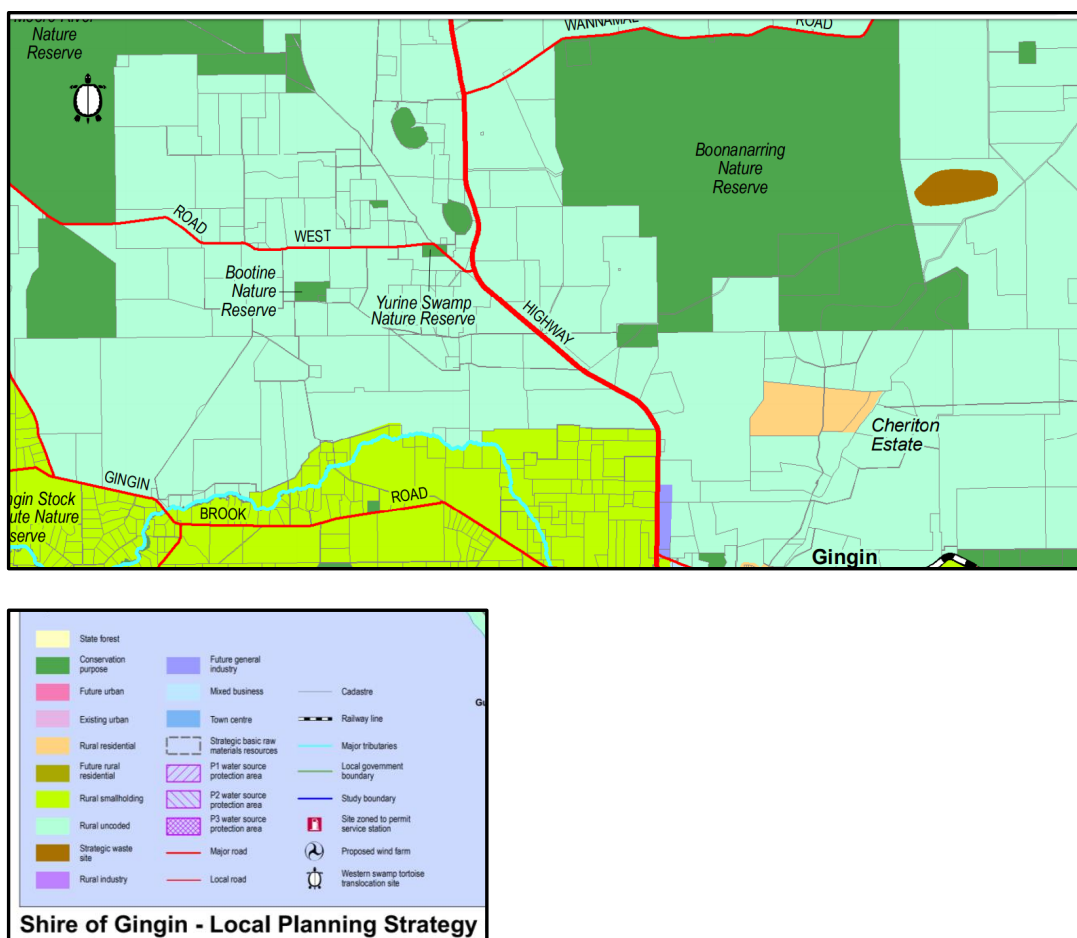


Figure 4: Excerpt from Shire of Gingin Local Planning Strategy

The subject site is designated 'Rural' uncoded by the LPS.

At 7.1ha and developed with various approved uses, the subject land has limited use for large scale agriculture.

The proposed development application, in applying the use – caretaker dwelling, does not impede the site from operating as it currently does or into the future with a use consistent with the base ‘general rural’ zoning.

Proposed Land Use/Development

The proposal seeks approval for the land uses ‘caretakers dwelling’ and ‘reception centre’ to be applied to the site.

These uses are defined as:

caretaker's dwelling	means a dwelling on the same site as a building, operation, or plant or tourist facility, and occupied by a supervisor of that building, operation or plant or tourist facility;
-----------------------------	--

reception centre	means premises used for functions on formal or ceremonial occasions but not for unhosted use for general entertainment purposes;
-------------------------	--

The existing approved uses will continue to operate on site and will not be impacted upon by the proposed application.

The owner wishes to use the landscaped grounds of southern portion of the property to host (as a venue for hire) private events such as Wedding Ceremonies and Receptions. Marquees and portable facilities (including portable ablutions, food trucks etc) will be brought to the property to host any event and then removed from site (i.e. no permanent marquees will remain on site). These independent operators will all be compliant with their own applicable licenses.

The site will be managed by an onsite caretaker, who will oversee the operations at the existing workers accommodation operation as well as be available as an onsite manager for any hosted reception.

The main dwelling, located in the southern portion of the site, can be used as hosted accommodation. Having an onsite manager/caretaker enables consideration as Hosted STRA (Short Term Rental Accommodation) that will be utilised for destination type weddings enabling both the wedding ceremony and accommodation all to occur on the same property.

The following matters are additionally addressed in the context of the current and proposed ongoing development:

Parking and Vehicle Movements

Two crossovers exist at either end of the property, separated by approximately 235m (centreline to centreline).

Main Roads approval was sought for driveway and crossover construction as part of the 2020 approval for the northern area of the site.

This will be maintained and associated with the workforce camp and caretaker residence.

The southern crossover is for the exclusive use of the existing dwelling. This would be the sole access point to access the proposed reception centre grounds. As demonstrated on the site plan, there is existing hardstand area for guest parking.

The existing crossover will continue to be utilised and as can be seen in the below images, have clear sight lines to the highway. Given the site has an existing development approval to operate as a transport depot and workforce accommodation, the increase of vehicles entering Brand Highway is considered negligible.



Figure 5: Clear sight lines of Brand Highway



Figures 6 & 7: Sightlines and existing vehicle crossover

Visual Amenity

The development does not involve a works component and utilises the existing structures or grounds.

The development is set back from Brand Highway greater than the required 20 metres as stipulated under Table 2 – Site Requirements of the Shire of Gingin Local Planning Scheme No.9.

Impact on Surrounding Amenity

The impact on the surrounding area has been considered as part of this proposal and measures, such as the implementation of an onsite caretaker have been undertaken to ensure there is a designated point of contact at all times.

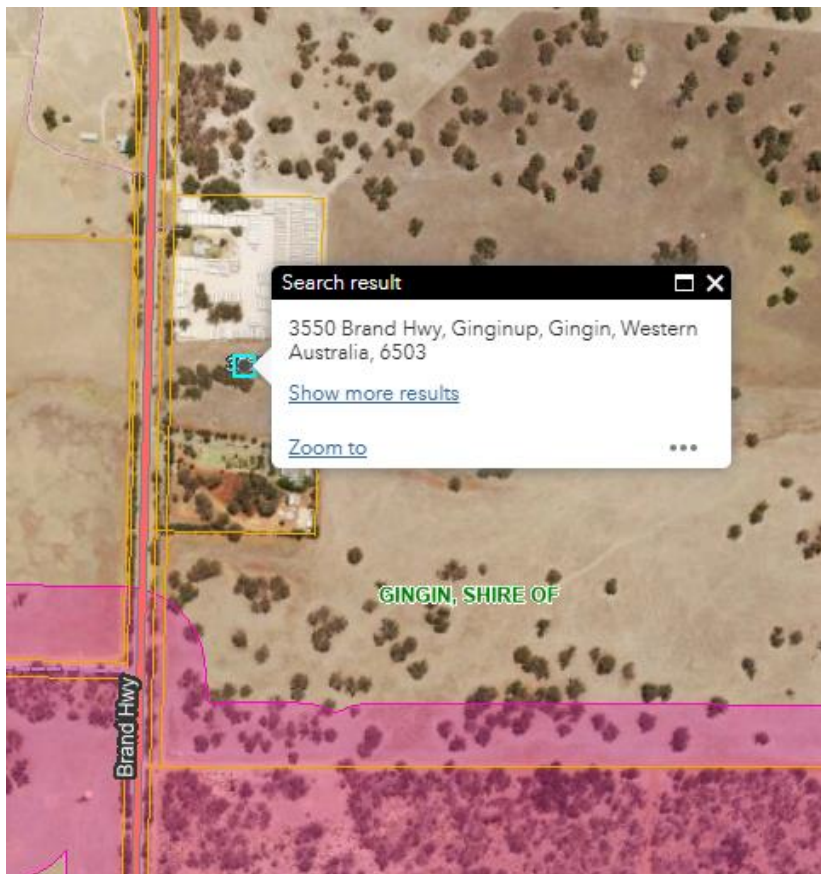
Noise is not anticipated to be an issue. Noise is governed by the noise regulations and with the nearest residential dwelling being located 900m away, it is expected that all noise levels will be complied with.

Hard waste removal after any event will be through private contractor to ensure no rubbish remains on the grounds.

State Planning Policies

SPP 3.7 Planning in Bushfire Prone Areas

At the time of preparation of this application the site has not been mapped as being bushfire prone and therefore application of this policy is not required.



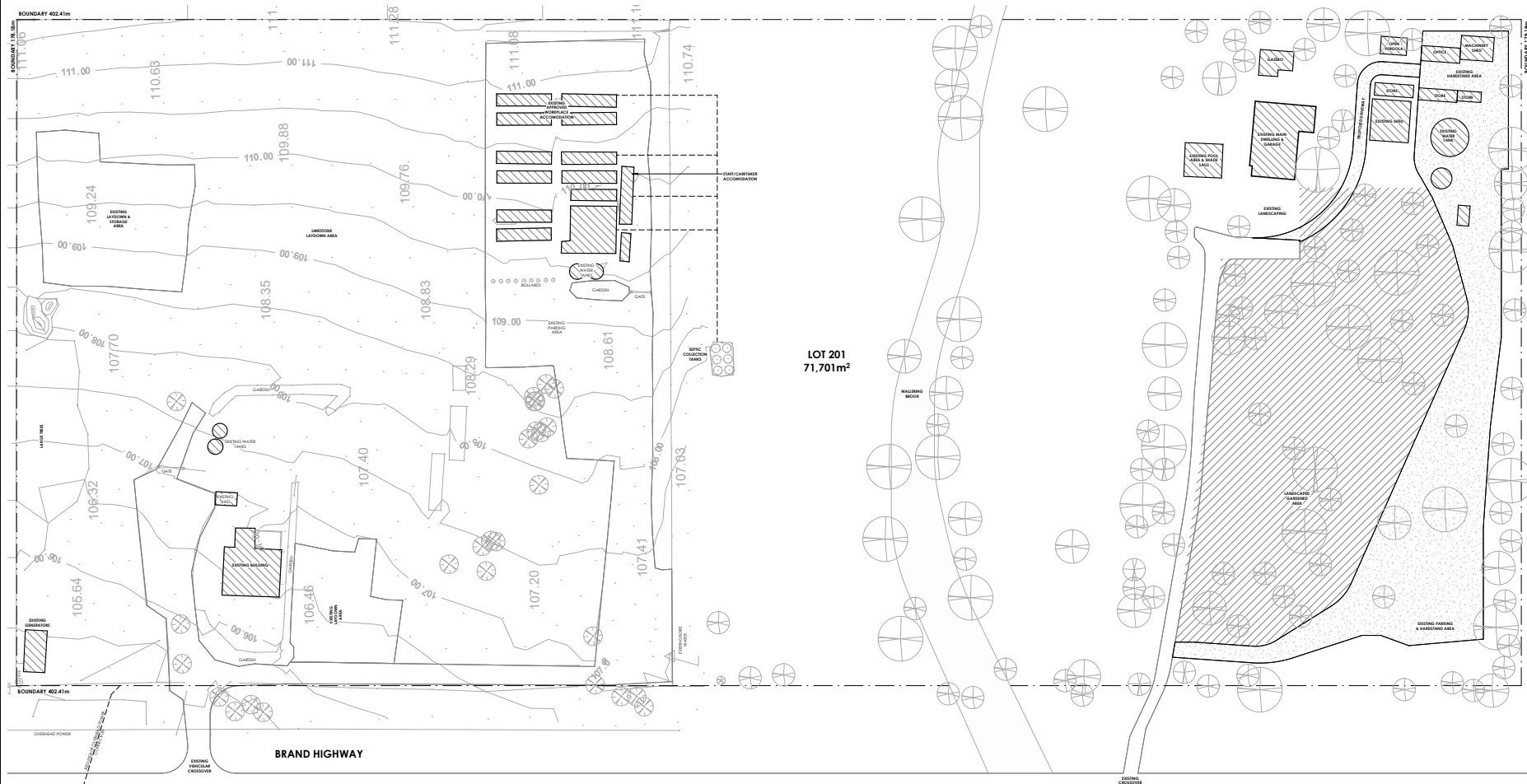
Conclusion

We respectfully request the subject application be considered and that conditional Development Approval be issued for the proposal.

Should any additional information be required, please don't hesitate to contact the office.

MINUTES
PROPOSED CARPARK MEETING
15 SEPTEMBER 2026
LOT 201 (71,701m²) BRAND HIGHWAY, GINGINUP, WA 6503

APPENDIX
14.1.3



OVERALL PROPOSED SITE PLAN
1:500



1/14 Casuarina Drive, Bunbury 4230 | P. 08 9721 2526 | bunbury@hargreaves.design | www.hargreaves.design | find us on Facebook

HARGREAVES
DESIGN GROUP

© UNLESS OTHERWISE AGREED IN WRITING
THESE PLANS SHALL REMAIN THE PROPERTY
OF HARGREAVES DESIGN GROUP

No.	DESCRIPTION	DATE
A	FOR CLIENT REVIEW	28.01.25
B	FOR CLIENT REVIEW	05.08.25
C	FOR CLIENT REVIEW	21.08.25
D	FOR CLIENT REVIEW	21.09.25

project name:
LOT NO. 201 BRAND HIGHWAY, GINGINUP
FOR MR. MOFFAT

PROPOSED SITE PLAN	
job no.:	24-0879
date:	05.08.25
checked:	JH
checked:	MF
scale:	1:500 ON A4 SHEET

BUILDER MUST CHECK AND CONFIRM EXISTING LEVELS ON SITE PRIOR TO COMMENCING ANY WORKS. REPORT ANY DISCREPANCIES TO THE SUPERINTENDENT AND SEEK INSTRUCTION PRIOR TO PROCEEDING. BUILDER MUST VERIFY ALL DIMENSIONS ON SITE PRIOR TO THE COMMENCEMENT OF ANY WORK OR THE PRODUCTION OF ANY SHOP DRAWINGS. REPORT ANY DISCREPANCIES TO THE SUPERINTENDENT AND SEEK INSTRUCTION PRIOR TO PROCEEDING. ALL WORKMANSHIP AND MATERIALS TO BE IN ACCORDANCE WITH THE MOST CURRENT BUILDING REGULATIONS AND RELEVANT N.C.C. CODES AND AUSTRALIAN STANDARDS INCLUDING AMENDMENTS. THE AUTHORIZED REQUIREMENTS OF LOCAL AUTHORITIES AND OTHER STATUTORY AUTHORITIES ARE TO BE COMPLIED WITH. ANY VARIATION FROM WHAT IS SHOWN ON THE DOCUMENTATION MAY JEOPARDISE COMPLIANCE AND DESIGN INTEGRITY UNLESS PRIOR APPROVAL IS SOUGHT. BUILDER TO ALLOW FOR ALL FEES TO CHECK SHOP DRAWINGS. DO NOT SCALE DRAWINGS. THIS DESIGN IS COPYRIGHT AND SHALL NOT BE REPRODUCED WITHOUT THE WRITTEN PERMISSION OF HARGREAVES DESIGN GROUP.

OPERATION MANAGEMENT PLAN

RECEPTION CENTRE

LOT 201 (3550) BRAND HIGHWAY, GINGINUP



Prepared for and on behalf of Western Sun Nominees Pty Ltd

April 2026

Introduction

This Operations Management Plan (OMP) outlines the operational framework and management strategies for the proposed Reception Centre. The purpose of this document is to demonstrate that the facility will be managed safely, responsibly, and in a manner that protects the amenity of the surrounding community while providing a high-quality, well-supervised environment for guests and staff.

The primary focus of the Reception Venue is to provide a space for destination weddings.

The OMP details the systems and procedures that will guide the day-to-day functioning of the Reception Centre, including, site supervision, guest management, safety protocols and incident response. It also sets out the centre's commitment to maintaining compliance with all relevant legislation, local planning requirements, and operational conditions imposed as part of the approval process.

The Reception Centre will operate under a structured management model with an onsite manager responsible for overseeing all activities, ensuring adherence to behavioural expectations, and maintaining a safe and welcoming environment. This plan provides clear guidance on how the centre will prevent and manage potential impacts such as noise, traffic, anti-social behaviour, and community concerns.

Overall, the Operations Management Plan is intended to give decision-makers confidence that the Reception Centre will be operated to a high standard, with robust controls in place to support guest wellbeing, uphold community expectations, and ensure the facility integrates harmoniously within its local context.

A copy of the OMP will be provided to all guests of the property.

Reception Spaces

The Pavilion – Located within the garden. Large lawn space to fit 100 + guests.



The Secret Garden – Located within the garden. Large lawn space to fit 100+ guests.



The Grand Lawn - On entry to the venue. Large lawn space with capabilities to fit a marquee.



The Gallery Room – an existing outbuilding/shed that acts as a multipurpose blank canvas space that can be used as a reception space with access to outdoors.



Operating Hours and Days

7 days from 9am till 12 midnight.

(Predominantly Thursday to Sunday 9am till 12 midnight).

Receptions for weddings are primarily held either over a lunchtime/early afternoon event, or dinner/evening event.

Capacity

Maximum capacity of 150 persons.

Current wedding trends show an average of 80-88 persons. It is expected that most events would be in the order of this number of guests, however a maximum of 150 is provided as an upper limit.

Music and Noise

The Environmental Protection Act 1986 (the Act) and the Environmental Protection (Noise) Regulations 1997 (the Regulations) deal with noise. In accordance with the associated legislation, it is an offence to create unreasonable noise.

All noise from amplified sources will be monitored and controlled by on site caretaker/manger to meet the required noise levels relevant to the time of the day/night.

Guest Accommodation

The Wallering Park Homestead on site provides accommodation for 10-14 people, in addition the White House (formerly The Purple House B&B) provides additional accommodation.

The town of Gingin provides:

- a Hotel with both Hotel style accommodation and Motel accommodation
- Caravan Park Roadhouse has cabins and powered sites
- Willowbrook accommodation provides powered sites
- In and around Gingin there are many short-term accommodation options.

Parking

Onsite parking is provided however all enquiries are met with a bus in and bus out option to provide a coordinated, safe and efficient transport option.

Function Facilities & Services

Catering

Guests will organize their own caterers for the event. These catering businesses must comply with all relevant codes of practice and be appropriately licensed, this will be verified by Venue management and owner

No sale or supply of Alcohol

Event holders shall be made aware that under no circumstances will the landowner sell or supply alcohol to guests for any wedding event held on the property. Event holders must seek prior consent from the landowner to:

- supply alcohol (i.e. bring your own) to their guests provided that there is no sale (as defined by the Liquor Control Act 1988) of the alcohol to be consumed, and/or

- permit guests to bring their own alcohol to consume on the premises for the event. In supplying alcohol to guests, event holders are expected to ensure that:

- they have obtained any Local Government approvals,
- the consumption of alcohol is by guests of legal drinking age (18 and over),
- the consumption of alcohol is moderated so that no guest shall be heavily intoxicated,
- there is adequate supply of free drinking water for guests, and
- safe drink and driving practices are enforced (i.e. no drink driving).

Notwithstanding the above, the landowner reserves the right to withdraw consent for the consumption of alcohol on the property.

Sale and Supply of Alcohol by a licensed caterer.

A licensed caterer (that is hired by the event holder) is permitted to supply and/or sell alcohol provided that the caterer:

- has a “special facility licence – catering” (or equivalent) to sell and supply alcohol from the Department of Local Government, Sports and Cultural Industries (or relevant), and
- has obtained an “Occasional Liquor License” (or equivalent) from the Department of Local Government, Sports and Cultural Industries (or relevant).

Notwithstanding the above, the landowner reserves the right to withdraw consent for the consumption of alcohol on the property.

Effluent Disposal

The landowner is not proposing to install any new septic systems relating to this land use, rather the landowner will organise non-permanent portaloos on behalf of the event holders. These portaloos will be transported, positioned and removed by a trained professional contractor who will dispose of the waste in line with the required provisions and health standards.

The portaloos will not be located within 30m of Wallering Brook to ensure there is an appropriate separation of the proposed use and the existing watercourse. Due to the temporary nature of the portaloos and the proposed setback of the toilets from Brook, there will be no impact to the surrounding environment.

The number of Portaloo that will be provided by the event organisers will be in accordance with the Guidelines on the Application of the Health (Public Buildings) Regulations with a breakdown of these requirements provided below:

Total Attendance	Male	Female	Universal	Hand Basins	Total Requirement
1-50	Toilet – 1 Urinal -1	Toilet – 1	1 Unisex	1 Basin	3 Toilets 1 Urinal 1 Basin
50-100	Toilet – 1 Urinal – 1	Toilet – 2	1 Unisex	1 Basin	4 Toilets 1 Urinal 1 Basin

Waste Management

Hard waste removal after any event will be through a private contractor to ensure no rubbish remains on the grounds.

Complaints Procedure & Control of Anti-social behavior

The site will be managed by an onsite caretaker, who will oversee the operations at the existing workers accommodation operation as well as be a formal onsite manager for any hosted reception.

The onsite manager will oversee the private contractors bumping in and out of site for an event.

Complaints Procedure

1. Purpose

The following procedure ensures that all complaints relating to the Hosted Reception Centre, its guests, staff, or operations are managed promptly, fairly, and transparently. It provides a clear pathway for community members, guests, and stakeholders to raise concerns and receive timely responses.

2. How Complaints Can Be Made

Complaints may be submitted through:

- **Onsite Manager** (in person during operating hours)
- **Telephone** (dedicated contact number for the centre)
- **Email** (monitored inbox for community and stakeholder concerns)
- **Written correspondence** delivered to the centre

Clear signage will be displayed at the centre with contact details for lodging complaints.

3. Complaint Logging

Upon receipt, the Onsite Manager will:

- Record the complaint in the **Complaints Register** (date, time, complainant details if provided, nature of complaint, and any immediate actions taken)
- Acknowledge receipt within **48 hours** (where contact details are provided)
- Assess the urgency and potential risk associated with the complaint

4. Investigation Process

The Onsite Manager will:

- Review the circumstances of the complaint
- Interview relevant staff or guests where appropriate
- Review CCTV footage or access logs if relevant
- Consult external agencies if required (e.g., police, security contractors, local council)

5. Response and Resolution

A written or verbal response will be provided to the complainant within **10 business days**, outlining:

- Findings of the investigation
- Actions taken or proposed
- Any follow-up monitoring or changes to procedures

Where a complaint cannot be resolved immediately, the complainant will be kept informed of progress.

6. Escalation

If the complainant is dissatisfied with the outcome, the matter may be escalated to:

- The Centre Operator's senior management
- Relevant government departments or oversight bodies (depending on the nature of the complaint)

7. Reporting and Review

- The Complaints Register will be reviewed monthly by senior management to identify trends or recurring issues.
- Significant complaints will be included in periodic reporting to relevant authorities as required by licence or approval conditions.
- Procedures will be updated as needed to address systemic issues.

Control of Anti-Social Behaviour

1. Purpose

To ensure the safety, wellbeing, and comfort of guests, staff, and the surrounding community by preventing, managing, and responding to anti-social behaviour associated with the Hosted Reception Centre.

2. Definition of Anti-Social Behaviour

Anti-social behaviour includes, but is not limited to:

- Aggressive, threatening, or violent conduct
- Excessive noise or disruptive behaviour
- Public intoxication or substance misuse
- Vandalism or property damage
- Harassment of staff, guests, or neighbours
- Loitering or congregating in a way that impacts local amenity

3. Preventative Measures

The centre will implement the following strategies:

- **Onsite Manager present at all times** during operational hours
- **Clear house rules** communicated to all guests upon arrival
- **Behavioural expectations** included in guest agreements
- **CCTV coverage** of entry points and common areas
- **Controlled access** to the building (e.g., swipe cards, sign-in/out)
- **Regular patrols** of internal and external areas by staff
- **Environmental design** to discourage loitering (lighting, landscaping, seating layout)

4. Management of Incidents

When anti-social behaviour occurs:

1. **Early Intervention** Staff will engage calmly with the individual to de-escalate the situation and remind them of behavioural expectations.
2. **Formal Warning** If behaviour continues, the Onsite Manager will issue a verbal or written warning and record the incident.
3. **Behavioural Contract or Support Plan** For recurring issues, a tailored plan may be implemented, including referrals to support services.
4. **Removal from Premises** If behaviour poses a risk to others or cannot be resolved, the individual may be asked to leave the premises in accordance with centre policy.
5. **Emergency Response** Police or emergency services will be contacted immediately if there is a threat to safety, criminal activity, or serious disturbance.

Communication with Neighbours and Community

- A **community contact number** will be available for reporting concerns.
- The Onsite Manager will maintain **positive relationships** with neighbouring residents and businesses.
- Significant incidents affecting the community will be communicated proactively where appropriate.

6. Documentation

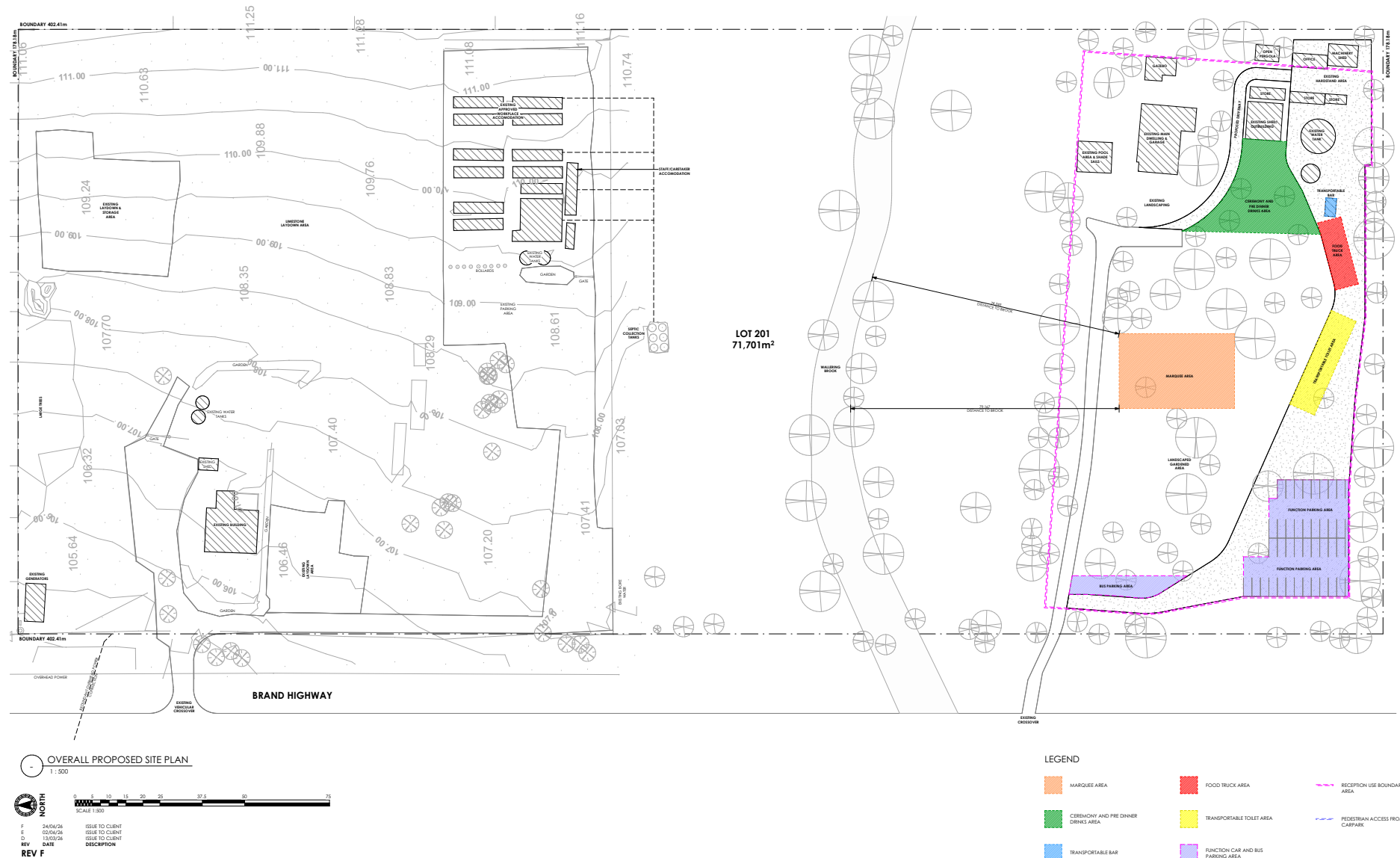
All incidents of anti-social behaviour will be recorded in the **Incident Register**, including:

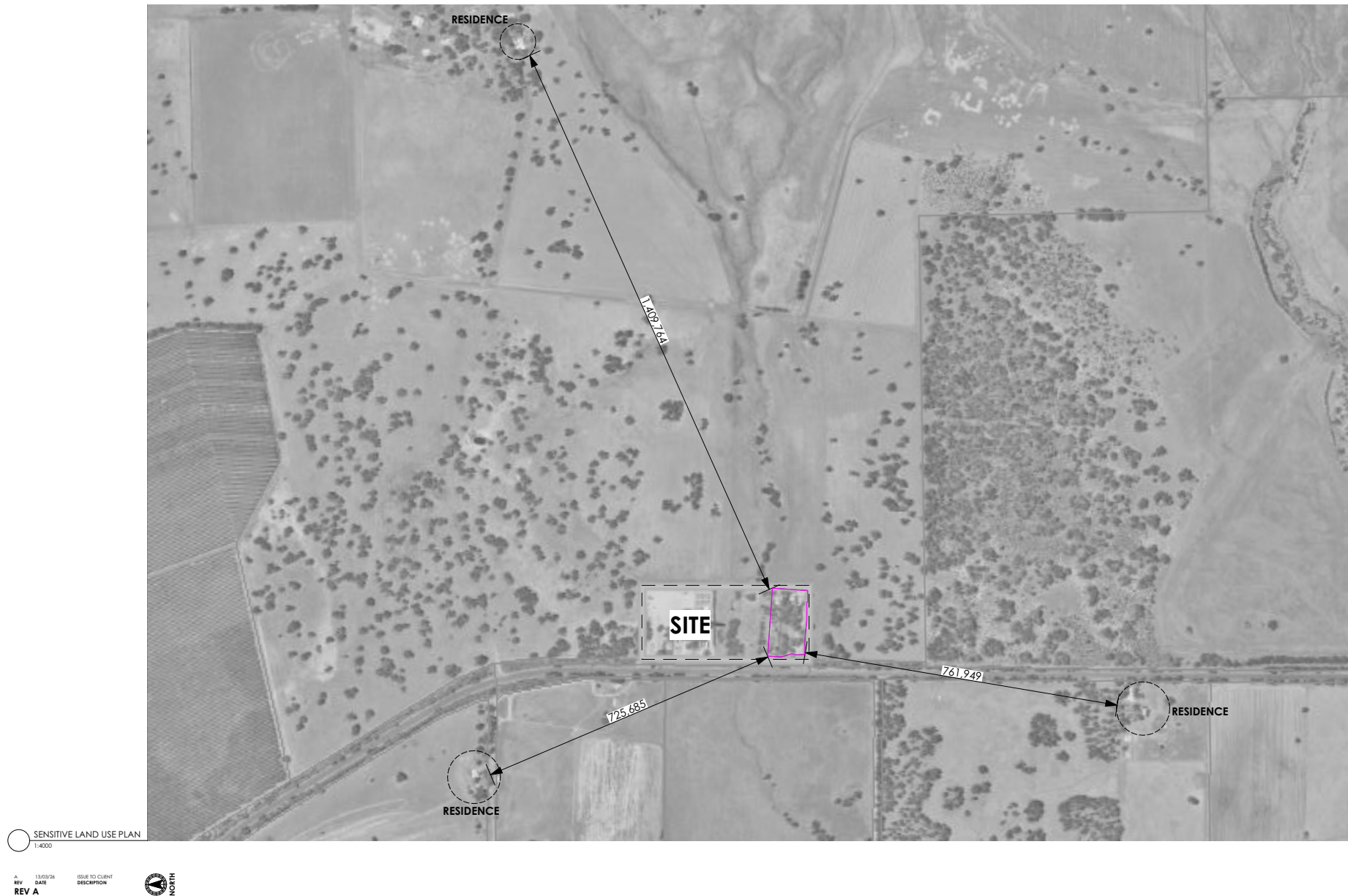
- Date and time
- Individuals involved
- Description of behaviour
- Actions taken
- Any follow-up required

MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2026

PROPOSED CARETAKER RESIDENCE & RECEPTION CENTRE LOT 201 (#3550) BRAND HIGHWAY, GINGINUP, WA 6503

APPENDIX 14.1.3





SCHEDULE OF SUBMISSIONS AND APPLICANTS' RESPONSES

DEVELOPMENT APPLICATION: LOT 201 (3550) BRAND HIGHWAY, GINGINUP – PROPOSED CHANGE OF USE (CARETAKER'S DWELLING & RECEPTION CENTRE)

No.	Submitter	Submission details	Applicants' response	Shire Officer's Response
1.	Property owner	The submitter provides the following general comment: <i>These documents are detailed in the 'rules' set out for the use of the areas, dwellings, and function centre and if followed I have no objection to the application. Everyone knows how busy the Brand Highway is and great care is needed entering and existing the often-fast flowing traffic.</i>	No objection to the application noted.	Noted
2.	Property owner	The submitter provides the following general comment: <i>Rubbish – I have seen a marked increase of rubbish across our paddocks since current development approvals for the camp accommodation.</i> <i>Traffic visibility on brand highway heading south is already impaired. Is it possible for all entry to be from the northern entry which has clearer traffic visibility.</i> <i>Wedding parties and private events are supported with limited numbers. I.e. 100 or under. Our concern would be for concerts/events with large numbers of attendees once they filter out from the event and loiter.</i>	- As noted in the OMP waste management will be arranged through a private contractor to ensure appropriate bins are delivered prior to a function and removed following. - Traffic Visibility - the crossover is located on a straight stretch of Brand Highway providing clear visibility. Main Roads have not raised any concern with visibility. The use of the northern entry was entertained by the owner but ultimately not supported by the local authority. - The functions are limited to weddings and private event/party. There is no intention for music or concert/festival events.	Noted

		4. <i>Containing attendees to events area. Due to incidents at large events where attendees leave the site to enter other properties in area causing property damage. We also have livestock in our paddocks to which people could harm or be harmed from jumping fences to get a 'selfie' with or pat an animal.</i>	Capacity of 150 has allowed for larger weddings however in accordance with trends it is anticipated that most events average 80-88 persons. 150 is proposed as an upper limit and not expected to be the "norm". 4. An onsite caretaker will oversee any hosted events and can be contacted in the event of a concern during an event, in accordance with the procedure as outlined in the OMP. Functions, parking and/or access to the rear of the property (adjoining farmland) are not proposed so there should be limited to no patron movement in this area.	
3.	Main Roads WA	Main Roads WA has no objections subject to the following conditions being imposed: 1. <i>The crossover arrangement on the southern end of the property onto Brand Highway is to be upgraded to Main Roads requirements.</i> <u>Justification for Condition</u> <i>The existing crossover does not comply with Main Roads requirements for Driveways on a State Controlled Road. Crossover requirements are outlined in Main Roads Driveway Policy.</i> 2. <i>The applicant is required to submit an application form to undertake works within the road reserve prior to undertaking any works within the Brand Highway Road reserve.</i>	Noted. Initial discussions have been undertaken with MRWA and will continue in relation to the upgrade of the southern crossover. As per above, the use of the existing MRWA approved crossover was explored/supported by the owner As an existing and safe option for access. In noting that Functions are considered low intensity (i.e. they do not occur every day) there is no concern for any conflict between the two differing land uses using this crossover for access purposes.	Noted Response from Main Roads WA states that the crossover arrangement on the southern end of the property does not comply with Main Roads WA requirements for Driveways on a State Controlled Road. The fact that external services proposed for the proper functioning of the reception centre will be required to use the southern crossover and driveway justifies the Main Roads WA condition for this to be upgraded.

		<i>Application forms and supporting information about the procedure can be found on the Main Roads website > Technical & Commercial > Working on Roads.</i> <u><i>Justification for Condition</i></u> <i>Public safety and protection of the Primary Road Reservation.</i> Advice a) <i>Condition 1: Main Roads recommends the applicant discusses with Main Roads the crossover upgrade requirements at their earliest convenience.</i> b) <i>Any proposed or amended advertising sign shall require the Main Roads Advertising Signage Application for assessment. Vegetation within the state road reserve shall not be removed or trimmed to improve the visibility of the proposed advertising signs.</i>	Ultimately however this was not supported by the local authority so the upgrade of the southern crossover will be further detailed with MRWA.	
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15 REPORTS - OPERATIONS AND ASSETS

Nil

16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

16.1 REVOCATION OF COUNCIL RESOLUTION - OCM 21 JULY 2026 - ITEM 12.5 READVERTISING THE COASTAL HAZARD RISK MANAGEMENT ADAPTATION PLAN (CHRMAP) (2023)

File	ENV/7
Author	James Bayliss - Temporary Chief Executive Officer
Reporting Officer	James Bayliss - Temporary Chief Executive Officer
Refer	16 April 2019 - Item 11.3.1 21 July 2026 - Item 12.5
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider a motion submitted by Councillor Stewart, seeking to revoke Council's resolution relating to Item 12.5 – Readvertising of the Coastal Hazard Risk Management Adaptation Plan (CHRMAP) (2023) for community feedback made at the Ordinary Council Meeting (OCM) on 21 July 2026.

BACKGROUND

On 2 August 2026, Cr Stewart provided the following written correspondence:

I believe that the council resolution was an unlawful resolution as it ignored a previous council resolution requiring other actions to be taken before council re-advertises the document.

I request we revoke the resolution of council for 12.5 Readvertising of the CHRMAP 2023 July 21 2026. This is supported by 1/3 of council who will email their support through in this thread to endorse the revocation of the above motion.

I note for the record that the form on our document centre does not work so I can only email this request.

A revocation motion is a formal proposal put to Council to revoke (undo) or change a decision that the Council has previously made.

A revoked decision remains on the public record. However, once revoked, it no longer has effect.

The resolution from 21 July 2026 proposed for revocation is:

That Council:

1. *Provide support for the Executive Summary, peer review and draft CHRMAP (2023) to be readvertised for a period of 28 days.*
2. *Acknowledge that the means of advertising will comprise of social media posts and written correspondence to the following coastal community groups:*
 - *Lancelin District Community Association;*
 - *Lancelin Chamber of Commerce;*
 - *Friends of Lancelin Coast;*
 - *Ledge Point Community Association;*
 - *Seabird Progress Association; and*
 - *Guilderton Community Association.*
3. *Acknowledge that the Administration is working to coordinate community workshops in Lancelin involving relevant State agency representatives and coastal engineers. Subject to stakeholder availability, the workshop is intended to be held during the public consultation period to provide the community with an opportunity to engage directly with the various agencies involved in coastal management and to discuss the north Lancelin erosion issue.*
4. *Acknowledge that submissions will be consolidated into a schedule and provided to the community working group for consideration, and for a recommendation to be prepared for Council.*
5. *Acknowledge that the Executive Summary, peer review and draft CHRMAP (2023) will be returned to Council for consideration, accompanied by the schedule of submissions and a recommendation by the community working group.*
6. *Acknowledge that the CHRMAP Steering Group will not be reconvened at this point, and that its re-formation will be dependent upon the outcome of the advertising process and will be considered by Council at a later date.*

CARRIED 4 / 2

FOR: Councillor Balcombe, Councillor Kestel, Councillor Hyne and Councillor Woods

AGAINST: Councillor Peczka and Councillor Stewart

The revocation request is based on the contention that the resolution is unlawful because it did not satisfy Council's resolution from its OCM on 17 September 2024, when it resolved as follows:

1. *Defer consideration of the revised Coastal Hazard Risk Management Adaptation Plan (CHRMAP) until such time as Parts 2-6 (below) are completed.*
2. *That the document go out for public submissions prior to review by the Steering Committee.*
3. *Reinstate the CHRMAP Steering Group to review the revised CHRMAP document.*
4. *Invite the following groups to appoint members to attend Steering Group meetings as delegates:*
 - *Lancelin District Community Association - one member;*
 - *Lancelin Chamber of Commerce - one member;*
 - *Friends of Lancelin Coast - one member;*
 - *Ledge Point Community Association - one member;*
 - *Seabird Progress Association - one member; and*
 - *Guilderton Community Association – one member.*
5. *Subject the draft amended CHRMAP to a peer review process.*
6. *After the peer review process has been completed, consider a recommendation from the Steering Group as to when the document should be advertised for public submissions.*
7. *At the completion of the public submission period, consider a recommendation from the Steering Group with respect to adoption of the amended document.*
8. *Staff to investigate funding opportunities to implement the above.*

In order to consider a revocation motion, the following legislative requirements must be satisfied:

Local Government (Administration) Regulations 1996

Reg. 10 Revoking or changing decisions (Act s. 5.25(1)(e))

- (1) *If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported -*
 - (a) *in the case where an attempt to revoke or change the decision has been made within the previous 3 months but had failed, by an absolute majority; or*

- (b) *in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee,*

Inclusive of the mover.

- (1a) *Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*
- (2) *If a decision is made at a council or committee meeting, any decision to revoke or change the decision **must be made by an absolute majority.***
- (3) *This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked **or would become substantially different.***

Shire of Gingin Meeting Procedures Local Law 2014

cl. 14.4 Implementing a decision

- (3) *A decision made at a meeting is not to be implemented by the CEO or any other person –*
- (a) *if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and*
- (b) *unless and until the valid notice of revocation motion has been determined by the council or the committee as the case may be.*

Cr Wilkie and Cr Peczka have confirmed their support for the notice of motion, thereby satisfying the requirements relating to support by at least one third of elected members inclusive of the mover.

Council's resolution has not yet been put into effect and no action will be taken in that regard until the motion of revocation is considered by Council, as required by the *Meeting Procedures Local Law 2014*.

COMMENT

The Officer's commentary regarding the manner in which the earlier resolution had been implemented was as follows:

1. *The CHRMAP (2023) was deferred accordingly.*

2. *The officer is unable to locate any record indicating that this occurred. Furthermore, it would be unusual to undertake additional consultation on the CHRMAP prior to establishing a steering group, then completing a peer review, only to then undertake a further round of public advertising.*

Accordingly, the officer recommends that this component be reconsidered, noting that further community consultation and advertising is now being proposed following completion of the peer review process.

3. *The steering group has not been formally re-established and the CHRMAP has not been revised as pre-empted. While the steering committee could be reconvened following the consultation period, this should be contingent upon the community feedback received through the consultation process.*
4. *Delegates from the respective community groups were appointed and two (2) meetings of this community working group were held.*
5. *Bluecoast Consulting Engineers were appointed to undertake an independent peer review of the draft CHRMAP (2023).*
6. *As outlined above, the steering group has not been formally reassembled, and it is ultimately Council's decision to resolve to undertake further advertising. The delegates from the respective groups were provided with the peer review and executive summary and this was generally viewed as a significant step in the right direction for the status of the CHRMAP.*
7. *Will be actioned when relevant.*
8. *The peer review was funded entirely at the Shire's expense. Should the steering group be reassembled, further costs will be borne as members included external consultants. Contingent upon the level of community interest and feedback received through the consultation process, further costs may not be required.*

The officer also outlined the following comment in the summary of the report as follows:

Should Councillors wish to propose amendments to the recommendation (or an alternative motion), early discussion with the Administration prior to the Council meeting is encouraged. This will assist in ensuring that any proposed amendments can be appropriately considered and do not inadvertently affect the intended process or delay progression of the CHRMAP.

It is also relevant to note that the current Officer was not responsible for overseeing the CHRMAP process at the time of Council's September 2024 resolution and is therefore reliant on the available records to establish how the resolution was intended to be implemented and what actions were subsequently undertaken.

Accordingly, where the administrative record does not establish that a particular action occurred, the Officer is unable to provide further clarification beyond the information presently available.

In considering whether the 21 July 2026 resolution constituted a revocation or change of the 17 September 2024 resolution, it is relevant that the process contemplated by the 21 July 2026 resolution does not prevent the remaining elements of the 17 September 2024 resolution from being undertaken at a later stage.

On that basis, it is not apparent that the effect of the 21 July 2026 resolution substantially alters the substance or intended outcome of the earlier resolution. Rather, the resolution altered the sequence in which elements of the CHRMAP process would be undertaken.

This is relevant to the application of Regulation 10, which addresses the revocation or change of a previous decision where the effect of the subsequent decision is to substantially alter that decision.

The basis for the revocation is that the 21 July 2026 resolution is unlawful because it did not give effect to the earlier Council resolution of 17 September 2024. On the information presently available, the Administration has not identified a basis upon which the 21 July 2026 resolution can be characterised as unlawful.

While there was a departure from the sequence contemplated by the 17 September 2024 resolution, the available information does not establish that the earlier resolution was abandoned.

Should Council resolve to revoke the 21 July 2026 resolution, Council will then need to determine whether to make a replacement resolution and, if so, the appropriate process for progressing the CHRMAP.

SUMMARY

If Council considers that legal advice is required to determine whether the 21 July 2026 resolution is unlawful, Council may direct the Administration to obtain such advice. Administration will then arrange for a legal position to be obtained.

Should Council resolve to revoke the existing resolution, it will then need to determine what, if any, replacement resolution is appropriate. No proposed replacement or alternative resolution has been submitted for consideration.

In the interests of good governance and orderly decision-making, any proposed replacement or alternative resolution should be clearly formulated and circulated prior to the meeting.

The Administration will give effect to the resolution ultimately determined by Council.

RISK IMPLICATIONS

1. There is a risk that Council's decision-making process may be challenged if the requirements for a revocation motion under Regulation 10 of the *Local Government (Administration) Regulations 1996* are not satisfied.
2. There is also a risk of uncertainty regarding the status and implementation of Council's previous resolutions if a resolution is revoked without a clear replacement resolution being determined.
3. The revocation request is based on an assertion that the 21 July 2026 resolution is unlawful. The Administration has not been provided with a specific legal basis for that assertion. There is a risk that Council may make a decision based on an incorrect understanding of the legal effect of its previous resolutions.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 5 Administration

Division 2 Council meetings, committees and their meetings and electors' meetings

s.5.25 Regulations about council and committee meetings and committees

Local Government (Administration) Regulations 1996

Part 2 Council and committee meetings

Reg. 10 Revoking or changing decisions (Act s. 56.25 (1)(e))

Shire of Gingin Meeting Procedures Local Law 2014

cl. 14.4 Implementing a decision

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2026-2036

Aspiration	1. Project and Champion Environmental Diversity
Strategic Objective	1.3 Active Threat Management

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCILLOR MOTION

That Council revoke Council's resolution relating to Item 12.5 – Readvertising of the Coastal Hazard Risk Management Adaptation Plan (CHRMAP) (2023) for community feedback, from the 21 July 2026 Ordinary Council Meeting.

Councillor Stewart, who submitted the Notice of Motion, was not present at the meeting. No written authorisation had been received permitting another councillor to move the motion. Accordingly, the Notice of Motion was not moved and was not considered by Council.

17 COUNCILLORS' OFFICIAL REPORTS

17.1 CR PECZKA

Cr Peczka attended the Lower Coastal Neighbourhood Watch meeting held at the Seabird Community Hall on 9 September 2026.

17.2 CR KESTEL

Cr Kestel took the opportunity to congratulate all the successful sporting clubs across the Shire in both football and netball. He also thanked the staff for preparing and maintaining two premium football ovals.

17.3 CR WOODS

Cr Woods attended the Gingin District High School School Board meeting on 20 September 2026.

18 NEW BUSINESS OF AN URGENT NATURE

Nil

19 MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC

Nil

20 CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 3:49 pm. The next Ordinary Council Meeting will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on 20 October 2026, commencing at 3:00 pm.