



# MINUTES

## Ordinary Council Meeting

18 May 2021

## **CONFIRMATION OF MINUTES**

These Minutes have been CONFIRMED as the official record for the Shire of Gingin's Ordinary Council Meeting held on 18 May 2021.

**Councillor C W Fewster**  
**SHIRE PRESIDENT**

**Date of Confirmation:** \_\_\_\_\_

## **DISCLAIMER**

Members of the public are advised that Council agendas, recommendations, minutes and resolutions are subject to confirmation by Council and therefore, prior to relying on them, one should refer to the subsequent meeting of Council with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Gingin for any act, omission or statement or intimation occurring during Council meetings or during formal/informal conversations with staff.

The Shire of Gingin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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 would like to acknowledge the Yued people who are the traditional custodians of this land. The Shire would like to pay respect to the Elders past, present and emerging of the Yued Nation and extend this respect to all Aboriginal people. The Shire also recognises the living culture of the Yued people and the unique contribution they have made to the Gingin region.

## TABLE OF CONTENTS

<b>1</b>	<b>DECLARATION OF OPENING .....</b>	<b>5</b>
<b>2</b>	<b>RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE .....</b>	<b>5</b>
2.1	ATTENDANCE .....	5
2.2	APOLOGIES.....	5
2.3	LEAVE OF ABSENCE.....	5
<b>3</b>	<b>DISCLOSURES OF INTEREST .....</b>	<b>5</b>
<b>4</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>7</b>
4.1	RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE .....	7
4.2	PUBLIC QUESTIONS.....	7
<b>5</b>	<b>PETITIONS.....</b>	<b>7</b>
<b>6</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>7</b>
<b>7</b>	<b>CONFIRMATION OF MINUTES.....</b>	<b>7</b>
<b>8</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER.....</b>	<b>7</b>
<b>9</b>	<b>UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS .....</b>	<b>8</b>
<b>10</b>	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....</b>	<b>8</b>
<b>11</b>	<b>REPORTS - OFFICE OF THE CEO .....</b>	<b>9</b>
11.1	CORPORATE BUSINESS PLAN 2020-2024 .....	9
11.2	GUILDERTON CAFÉ/SHOP LEASE.....	40
11.3	GINGIN FOOTBALL CLUB APPLICATION TO CROP FOR HAY - LOT 339 MARCHMONT ESTATE, GINGIN (ONE TREE HILL).....	44
11.4	EDWARD ISLAND POINT TRACK REHABILITATION .....	53
<b>12</b>	<b>REPORTS - CORPORATE AND COMMUNITY SERVICES.....</b>	<b>58</b>
12.1	LANCELIN SPORTING COMPLEX - SOLAR PANEL FUNDING .....	58
12.2	REVISION LANCELIN PROJECT.....	76
12.3	SHIRE OF GINGIN COMMUNITY FUNDING APPLICATIONS AND REQUESTS 2021/2022 .....	80
12.4	WAIVER OF HIRE FEES FOR GINGIN BRITISH CAR DAY 2021.....	88
12.5	MONTHLY FINANCIAL STATEMENT FOR THE PERIOD ENDING 30 APRIL 2021 .....	91

12.6 LIST OF PAID ACCOUNTS FOR THE PERIOD ENDING 30 APRIL 2021.....	110
<b>13 REPORTS - REGULATORY AND DEVELOPMENT SERVICES.....</b>	<b>113</b>
13.1 APPLICATION FOR DEVELOPMENT APPROVAL FOR A PROPOSED PATIO ON LOT 462 (18) NEWBY STREET, LANCELIN .....	113
13.2 PROPOSED GLAMPING AND ADDITIONAL CAMPING SITES - GUILDERTON CARAVAN PARK .....	125
13.3 PROPOSED USE NOT LISTED (OUTBUILDING) AT LOT 61 SEAFLOWER WAY, GABBADAH .....	137
13.4 AMENDED DEVELOPMENT APPROVAL FOR A PROPOSED RESTAURANT, MICRO- BREWERY AND CHALETs ON LOT 421 CARABAN ROAD .....	148
13.5 FURTHER TERM OF CONTRACT - MANAGEMENT OF SHIRE OF GINGIN LANDFILL FACILITIES (PROVISION OF PUSHING UP SERVICES) CONTRACT AGREEMENT.....	173
<b>14 REPORTS - OPERATIONS.....</b>	<b>177</b>
<b>15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>177</b>
<b>16 COUNCILLORS' OFFICIAL REPORTS.....</b>	<b>177</b>
16.1 LOWER COASTAL COMMUNITY ASSOCIATION MEETING – 5 MAY 2021 .....	177
16.2 NEIGHBOURHOOD WATCH MEETING – 12 MAY 2021 .....	177
16.3 INSPECTION OF GINGIN OUTDOOR ACTIVITY SPACE (GOAS) – 14 MAY 2021 .....	178
16.4 GINGIN BRITISH CAR DAY – 16 MAY 2021.....	178
<b>17 NEW BUSINESS OF AN URGENT NATURE.....</b>	<b>178</b>
<b>18 MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC .....</b>	<b>178</b>
<b>19 CLOSURE.....</b>	<b>178</b>



## ORDER OF BUSINESS

### 1 DECLARATION OF OPENING

The Shire President declared the meeting open at 03:09 pm and welcomed all in attendance.

### 2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

#### 2.1 ATTENDANCE

Councillors – C W Fewster (Shire President), J K Rule (Deputy Shire President), L Balcombe, J Court, F J Johnson, J C Lobb, J E Morton, F J Peczka, and A R Vis.

Staff – A Cook (Chief Executive Officer), L Crichton (Executive Manager Corporate and Community Services), R Kelly (Executive Manager Regulatory and Development Services), K Bacon (Manager Statutory Planning), J Bayliss (Statutory Planning Officer), A Gibbs (Community Events and Services Officer), G Koorasingh (Governance Support Officer) and L Burt (Coordinator Governance/Minute Officer).

Gallery – There was one member of the public present in the Gallery.

#### 2.2 APOLOGIES

Nil

#### 2.3 LEAVE OF ABSENCE

Nil

### 3 DISCLOSURES OF INTEREST

**Councillor Linda Balcombe**

**Item:** 12.3 Shire of Gingin Community Funding Applications and Requests 2021/2022

**Interest:** Financial

**Reason:** She is employed by Bendigo Bank, which is a co-funder of one of the applicants.

**Councillor Wayne Fewster (Shire President)**

**Item:** 11.3 Gingin Football Club Application to Crop for Hay - Lot 339 Marchmont Estate, Gingin (One Tree Hill)

**Interest:** Impartiality

**Reason:** He is a Life Member of the Gingin Football Club.

**Councillor Frank Johnson**

**Item:** 12.3 Shire of Gingin Community Funding Applications and Requests 2021/2022

**Interest:** Impartiality

**Reason:** He is Treasurer of the Seabird Progress Association, which is one of the applicants.

**Councillor Frank Peczka**

**Item:** 12.1 Lancelin Sporting Complex - Solar Panel Funding

**Interest:** Impartiality

**Reason:** He is a member of the Lancelin Community Sporting Club.

**Item:** Item 12.3 Shire of Gingin Community Funding Applications and Requests 2021/2022

**Interest:** Impartiality

**Reason:** He is a member of the Lancelin Community Sporting Club.

**Councillor James Morton**

**Item:** 12.3 Shire of Gingin Community Funding Applications and Requests 2021/2022

**Interest:** Impartiality

**Reason:** He is Captain of the Gingin West Volunteer Bush Fire Brigade and a member of the Ledge Point Country Club.

**James Bayliss (Statutory Planning Officer)**

**Item:** 11.3 Gingin Football Club Application to Crop for Hay - Lot 339 Marchmont Estate, Gingin (One Tree Hill)

**Interest:** Impartiality

**Reason:** He is a member of the Gingin Football Club and an adjoining property owner.

**4 PUBLIC QUESTION TIME**

**4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE**

Nil

#### **4.2 PUBLIC QUESTIONS**

Nil

#### **5 PETITIONS**

Nil

#### **6 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

#### **7 CONFIRMATION OF MINUTES**

##### **COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Court      **SECONDED:** Councillor Johnson

That Council confirm the Minutes of the Ordinary Council Meeting held on 20 April 2021 as a true and accurate record.

**CARRIED UNANIMOUSLY  
9 / 0**

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

#### **8 ANNOUNCEMENTS BY THE PRESIDING MEMBER**

**Vale Max Borwick**

The Shire President marked the recent passing of Mr Max Borwick, who served as a Councillor for the Shire of Gingin from 1994 to 2003, and extended sincere condolences on behalf of the Shire of Gingin to Mr Borwick's family.

It was noted that Mr Borwick served the community as a member of the Gingin West Volunteer Bush Fire Brigade for over 40 years (from 1979), and as Chief Bush Fire Control Officer from 1989 to 2004. In addition, the Shire President noted that during Mr Borwick's time as Chief Bush Fire Control Officer he encouraged the then Council to establish a voluntary levy to raise funds for local volunteer bush fire brigades. This was the first initiative of this type for local government in Western Australia, and inspired the Emergency Services Levy now collected by all local governments on behalf of the State.

#### **Implementation of New Minuting System**

At the Shire President's request, the Coordinator Governance gave a brief explanation of how the new minuting system for Council meetings would work during meetings, and how live minuting would now be presented to Councillors and the public during meetings.

#### **9 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS**

Nil

#### **10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil



## 11 REPORTS - OFFICE OF THE CEO

### 11.1 CORPORATE BUSINESS PLAN 2020-2024

File	COR/37
Author	Linda Fidge - Coordinator Corporate Planning
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	18 September 2019, Item 11.1.1
Appendices	1. Draft Corporate Business Plan 2020-2024 [11.1.1 - 27 pages]

### DISCLOSURES OF INTEREST

Nil

### PURPOSE

To adopt the draft Shire of Gingin Corporate Business Plan 2020-2024.

### BACKGROUND

The *Local Government Act 1995* (sect. 5.56) and its supporting regulations require local governments throughout Western Australia to 'Plan for the Future' by developing a series of strategies and plans, including a Strategic Community Plan and Corporate Business Plan, as part of the State Government's Integrated Planning and Reporting Framework.

In accordance with the *Local Government (Administration) Regulations 1996* (Section 19DA), the Shire of Gingin is to ensure that it maintains a rolling four year Corporate Business Plan, revised annually. The Corporate Business Plan is to put into action the Shire's Strategic Community Plan 2019-2029 (adopted by Council on 21 May 2019) and focuses on specific Actions to be undertaken over the next four years. The Corporate Business Plan is used to drive the annual budget process and is integrated with the Shire's Long Term Financial, Asset Management and Workforce Plans.

In practice, the first year of the Corporate Business Plan, covering the 2020/21 financial year, is consistent with and reflects the Shire of Gingin's adopted budget (adopted by Council on 28 July 2020).

Regulation 19DA of the Local Government (Administration) Regulations 1996 specifies that the Shire must meet the following Corporate Business Plan requirements:

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*

- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to –*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*
- \*Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

The draft Corporate Business Plan 2020-2024 is presented for Council's consideration.

#### **COMMENT**

The draft Corporate Business Plan 2020-2024 has been prepared to prioritise actions from the Shire's Strategic Community Plan 2019-2029.

Ordinarily the draft Corporate Business Plan:

- Translates the Strategic Community Plan into actions;
- Provides a link to existing service delivery (regulated/legislated activity);
- The first year of the CBP takes into account the current year budget;

- Aligns to the Long Term Financial Plan; and
- Aligns with the financial and other resources set out in the Asset Management Plan and Workforce Plan.

Due to the current review of the Long Term Financial Plan, the draft Corporate Business Plan 2020-2024 provides detailed expenditure on the current financial year (2020/21) with forward capital works expenditure on future years removed. Operating expenditure for future projects/programs is included but could be subject to change.

### **STATUTORY/LOCAL LAW IMPLICATIONS**

#### *Local Government Act 1995*

Part 5 – Administration

Division 5 – Annual reports and planning

Section 5.56 – Planning for the future

#### *Local Government (Administration) Regulations 1996*

Part 5 – Annual reports and planning

Division 3 – Planning for the future

Regulation 19DA – Corporate business plans, requirements for (Act s. 5.56)

### **POLICY IMPLICATIONS**

Nil

### **BUDGET IMPLICATIONS**

Generally the Corporate Business Plan supports and is integrated with the Shire's Long Term Financial Plan and Annual Budget process. Due to the current review of the Long Term Financial Plan, future Corporate Business Planning will reflect review modifications.

### **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	5. Governance
<b>Objective</b>	To demonstrate effective leadership, governance and advocacy on behalf of community
<b>Outcome</b>	5.1 Values – Our Organisation/Business Values are demonstrated in all that we do
<b>Key Service Area</b>	Integrated Planning and Reporting
<b>Priorities</b>	5.1.2 Increase the focus on future financial sustainability to cater for anticipated growth

### **VOTING REQUIREMENTS - ABSOLUTE MAJORITY**

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Morton

**SECONDED:** Councillor Vis

That Council adopt the draft Corporate Business Plan 2020-2024, as shown at Appendix 11.11, in accordance with Section 5.56 of the *Local Government Act 1995* and Regulation 19DA of the *Local Government (Administration) Regulations 1996*.

**CARRIED BY ABSOLUTE MAJORITY  
9 / 0**

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*



18 MAY 2021





18 MAY 2021



### Abbreviations

#### Lead Administrative Responsibility

ASST - Built Infrastructure  
CEO - Chief Executive Officer  
CCS - Corporate and Community Services  
OPS - Operations  
R&D - Regulatory & Development Services

#### Carry Forward, Capital Works & Operating Major Projects

CF - Carry Forward  
CW - Capital Works  
OMP - Operating Major Projects/Programs

IPR - Integrated Planning & Reporting framework  
SCP - Strategic Community Plan  
CBP - Corporate Business Plan  
LTFP - Long Term Financial Plan



18 MAY 2021




# CONTENTS

<b>Vision .....</b>	<b>04</b>
<b>Community Aspirations and Council Objectives.....</b>	<b>04</b>
<b>Introduction .....</b>	<b>06</b>
Acknowledgement of Country .....	06
A Message from the Chief Executive Officer.....	07
<b>About the Corporate Business Plan .....</b>	<b>08</b>
<b>Resourcing &amp; Performance.....</b>	<b>09</b>
<b>Key areas of Service Delivery &amp; Relationship to the Strategic Community Plan...</b>	<b>12</b>
<b>Corporate Business Plan Actions .....</b>	<b>14</b>
How the Plan Works .....	14
● <b>Community Wellbeing .....</b>	<b>14</b>
● <b>Natural Environment .....</b>	<b>17</b>
● <b>Infrastructure and Development .....</b>	<b>19</b>
● <b>Economic Development.....</b>	<b>22</b>
● <b>Governance .....</b>	<b>24</b>

18 MAY 2021



## COMMUNITY ASPIRATIONS & COUNCIL OBJECTIVES

### FOCUS AREA 1 – Community Wellbeing

COMMUNITY ASPIRATION	COUNCIL OBJECTIVE
An active, healthy and safe community with a range of easily accessible services and facilities.	To support the Shire of Gingin community to be inclusive, vibrant, healthy and safe through the Shire's shared service delivery.

### FOCUS AREA 2 – Natural Environment

COMMUNITY ASPIRATION	COUNCIL OBJECTIVE
The Shire of Gingin's natural assets are protected for future generations and recognised as one of the greatest sources of pride in our community.	To develop the Shire's capacity to support the conservation of natural assets and undertake sustainable resource management.

### FOCUS AREA 3 – Infrastructure & Development

COMMUNITY ASPIRATION	COUNCIL OBJECTIVE
High quality community infrastructure and development.	To effectively manage growth and provide for the community through the delivery of community infrastructure in a financially responsible manner.

### FOCUS AREA 4 – Economic Development

COMMUNITY ASPIRATION	COUNCIL OBJECTIVE
A strong economy based on tourism, agriculture, resources and supportive industries.	To support economic development through the Shire's service delivery.

### FOCUS AREA 5 – Governance

COMMUNITY ASPIRATION	COUNCIL OBJECTIVE
Progressive and transparent leadership which is contemporary and involves the community in responsible governance.	To demonstrate effective leadership, governance and advocacy on behalf of the community.



18 MAY 2021



18 MAY 2021



## INTRODUCTION

### Acknowledgement of Country

**Kaya Wanjoo Yued Boodja (pronounced “Kya Wanjoo Yued Booja”)**  
**Hello – Welcome to the land of the Yued Traditional Owners.**

The Shire of Gingin would like to acknowledge the Yued people who are the traditional custodians of this land. The Shire would like to pay respect to the Elders past, present and emerging of the Yued Nation and extend this respect to all Aboriginal people. The Shire also recognises the living culture of the Yued people and the unique contribution they have made to the Gingin region.

The Yued region covers an area of 20,252km<sup>2</sup>. Their Booja – meaning ‘their country’ includes the Shires of Coorow, Dalwallinu, Dandaragan, Moora, Gingin, Victoria Plains, Toodyay and Chittering.

Nyoongar camping grounds, birthing areas, festival places, song lines and sacred lore sites are scattered throughout the Yued region. They are very significant and important for the Yued community.

The Shire of Gingin formally recognises the Yued Nyoongar People as an important stakeholder in the development and progression of the Shire.



18 MAY 2021

## A Message from the Chief Executive Officer

AARON COOK



The Shire of Gingin's **Corporate Business Plan 2020-2024** (CBP) has been prepared as a requirement under the State Government's Integrated Planning and Reporting framework (IPR) to strengthen the ability of all local governments to plan for current and future needs of their communities. The purpose of the CBP is to put into operation actions which fulfill the community's aspirations as expressed in the Shire's Strategic Community Plan.

The CBP ensures that as an organisation the Shire is able to prioritise the use of its resources and focus activities on delivering the services that the community, as part of the Shire's Strategic Community Plan, has told us it desires.

As part of the IPR, the CBP is supported by a series of plans including the Long Term Financial Plan (LTFF), Asset Management Plan and Workforce Plans. Consequently, the CBP is one of the Shire's formative planning documents. Other informing strategies specific to the Shire of Gingin include the Reconciliation Action Plan and Disability Access and Inclusion Plan amongst others. Other strategies/plans (no less important) of Council are administration or compliance (legislated) based and are a component of operational activity.

As a region the Shire has unique characteristics such as coastal erosion management, adaption to increasing development such as opportunities resulting from the Tonkin Highway extension and

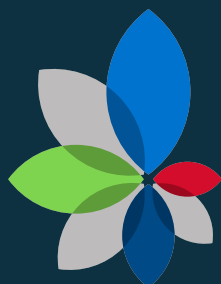
the ramifications of aging community infrastructure. Acknowledging these challenges along with financial repercussions of the COVID-19 epidemic, Council is currently undertaking an in-depth review of its LTFF including all operational and capital expenditure for the next ten years to ensure the financial sustainability/stability of the Shire.

Concurrently with the review of the LTFF, the Shire's Asset Management Plan is also being reviewed to provide Council with a prioritised community infrastructure maintenance plan which will be invaluable when scheduling and budgeting works. Additionally, a process of community infrastructure rationalisation will be undertaken in the near future as the Shire's aging infrastructure and resultant financial burden further impacts other services and project activity across the Shire.

Undertaking the review of the LTFF provides sound financial information for a robust CBP and will keep the Shire focused for the years ahead but as a result, details on specific costs for the future three financial years (21/22, 22/23 and 23/24) will be unavailable until the review is completed.



18 MAY 2021



## ABOUT THE CORPORATE BUSINESS PLAN

The Shire of Gingin's annual four-year Corporate Business Plan is an important element of the Shire's Integrated Planning and Reporting process. Its purpose is to activate short to medium term actions by informing of inclusions for the current year budget and for the subsequent three following financial years. It supports the Shire in its efforts to work towards achieving its Vision which is outlined in the Strategic Community Plan 2019-2029 (SCP) and also featured on page 4 of this document.

For each area of focus within the SCP, specific Actions have been identified in the CBP and also outlines the Shire's key areas of service delivery and its contribution to the SCP Objectives and Outcomes.

The Wheatbelt Development Commission is a statutory authority of the Western Australian Government and plays a central role in supporting collaboration and partnerships within our region. The SCP contributes to and aligns with the Wheatbelt Regional Investment Blueprint Roadmap for Growth (WDC 2015) which is noted in the Shire's CBP under each focus area.

The alignment of priorities of regional development initiatives provides a greater assessment of need and potentially partnership funding through State and Federal Government.

Importantly, the Corporate Business Plan brings together the Shire's long-term financial, asset and workforce planning into a four-year action plan to deliver on the SCP.

## Elements of Integrated Planning and Reporting Framework



(Department of Local Government and Regional Development 2016)



18 MAY 2021



## RESOURCING & PERFORMANCE

The CBP 2020-2024 Actions will be:

- Delivered under one of the Shire's key areas of service delivery; and
- Delivered through projects including this year's and future annual budgets via the rolling out of the Long Term Financial Plan (currently under review).

The progress of Actions and Projects (within the budget year) are monitored quarterly and overall performance reported annually via the Annual Report to community. The Strategic Community Plan's Key Performance Indicators will also be reported annually to the community.

In practice the first year of the CBP, covering the 2020/21 financial year, is consistent with and reflects the Shire of Gingin's Annual Budget 2020/21.

The CBP (revised annually) is used to drive the Annual Budget process and is integrated with the Shire's Long Term Financial, Asset Management and Workforce Plans.

Ensuring the long-term financial viability of the Shire is an integral component of business excellence and an essential element of sound corporate governance via the IPR legislation.

The IPR platform is a process that minimises potential financial implications (risk management) that could interfere with the Shire's capacity to deliver on its Strategic Community Plan priorities for residents, ratepayers and visitors to the Shire of Gingin.

18 MAY 2021

The Shire's Key Service Areas (method of delivery) are funded through the Shire's expenditure programs. These programs are defined by regulation and are reported for all Councils in Western Australia through the MyCouncil website ([www.mycouncil.wa.gov.au](http://www.mycouncil.wa.gov.au)). The revenue and expenditure for each Program for 2020/21 is provided below.

Revenue & Expenditure by Program 2020/21 Budget		
Program	Revenue	Expense
Governance	\$2,000	\$1,160,411
General Purpose Funding	\$9,500,914	\$474,767
Law, Order, Public Safety	\$4,759,780	\$1,794,849
Health	\$723,500	\$1,001,925
Education & Welfare	\$110,787	\$226,486
Housing	\$12,000	\$41,645
Community Amenities	\$1,916,080	\$3,177,843
Recreation and Culture	\$1,630,530	\$3,841,596
Transport	\$7,555,891	\$4,060,146
Economic Services	\$1,428,651	\$1,272,492
Other Property Services	\$223,100	\$729,644
<b>Total</b>	<b>\$27,863,233</b>	<b>\$17,781,804</b>

Note: Revenue includes all revenue from Rates, Operating Grants and Non-Operating Grants, Subsidies and Contributions and is based on the Statement of Comprehensive Income adopted in the 2020/21 Budget. Revenue raised under General Purpose funding (Operating Grants and Rates) is used to resource the Shire's diverse range of Services as shown in the budgeted Expense. The difference between Operating Revenue and Operating Expense equates to \$10,081,429 being the Total Comprehensive Income for 2020/21.





18 MAY 2021

The total value of capital and operating major projects (i.e. all expenditure) identified in the Annual Budget 2020/21 is included below, excluding years 2021/22 – 2023/24 due to the review of the Long Term Financial Plan, and is summarised by the Strategic Community Plan 2019 - 2029 Focus Area.

Estimated Expenditure by SCP Focus Area				
PSCP Focus Area	2020/21	2021/22	2022/23	2023/24
Community Wellbeing	\$4,318,559			
Natural Environment	\$486,450			
Infrastructure and Development	\$11,047,824			
Economic Development	\$2,174,190			
Governance	\$1,815,543			
<b>TOTAL</b>	<b>\$19,842,566</b>			

**Years 2021/22, 2022/23 & 2023/24  
are currently under review  
(Long Term Financial Plan)**

Note: Capital and operating major projects expenditure is based on the adopted 2020/21 Budget. Large items of expenditure includes the development of the Gingin Emergency Services Facility and purchase of emergency service vehicles both fully offset with State Government funding. Orange Springs Road upgrades costing \$6,329,969 funded by the State Government in the majority and the Gingin Outdoor Activity Space also with significant offset funding.



18 MAY 2021

## KEY AREAS OF SERVICE DELIVERY & RELATIONSHIP TO THE STRATEGIC COMMUNITY PLAN

The Shire's key areas of service delivery aligns to the Strategic Community Plan 2019-2029 Objectives. All Actions within the Corporate Business Plan are aligned to one or more of the areas of service delivery.

Service Area	Lead	Community Wellbeing			Natural Environment		Infrastructure & Development			Economic Development			Governance		
		Outcomes			Outcomes		Outcomes			Outcomes			Outcomes		
		1.1 Inclusive	1.2 Vibrant	1.3 Healthy & Safe	2.1 Conservation	2.2 Sustainable Resource Management	3.1 Development	3.2 Community Infrastructure	3.3 Connectivity & Accessibility	4.1 Tourist Playground	4.2 Food Bowl	4.3 Innovation	5.1 Values	5.2 Service	5.3 Partner
Advocacy	CEO		✓	✓	✓		✓			✓	✓	✓		✓	✓
Building and Planning Permits	R&D						✓								
Local Emergency Services	CEO			✓											
Caravan Parks (Guilderton & Lancelin)	R&D						✓			✓					
Community & Civic Buildings	ASSTS					✓		✓					✓		
Community Programs	CCS	✓	✓						✓						
Conservation & Environmental Management	OPS/ CEO				✓										
Customer Service	CCS													✓	
Drainage	OPS						✓								
Economic Development & Tourism Infrastructure	CEO						✓			✓	✓	✓			
Elected Members Services	CEO												✓		
Environmental Health	R&D			✓								✓			
General Practitioner	CEO			✓											
Gingin Cemetery	CEO	✓													
Governance	CEO												✓		✓
Human Resources (HR)	CEO												✓	✓	
Integrated Planning and Reporting (IPR)	CEO												✓	✓	
Marketing and Communications	CEO													✓	
Parks & Reserves	ASSTS							✓		✓					
Rangers	R&D			✓	✓										
Roads and Paths	OPS							✓	✓				✓		
Seniors Services	CCS	✓						✓							
Seniors Units	CCS	✓													
Shire Events	CCS		✓							✓					
Sport and Recreation Facilities	ASSTS				✓			✓							
Strategic Town Planning	OPS/ CEO						✓				✓				
Waste Services	ASSTS					✓									

18 MAY 2021





18 MAY 2021

## CORPORATE BUSINESS PLAN ACTIONS

### How the Plan Works

Major projects from the adopted Annual Budget 2020/21 (capital projects valued at over \$100,000 and operating major projects/programs valued at over \$50,000) and proposed operating expenditure (roads, bridges, machinery & capital maintenance works) for 2021/22 – 2023/24 only, are populated under the relevant Action and includes carry forward projects (from 2019/20 if not completed).

The implementation of major projects and programs is often offset by grant income, reserve funded and/or loan funded. The scheduling of projects that are off-set by an income source are subject to scheduling changes dependent on what income off-sets are available. Any projects subject to grant income will be marked with an asterisk (\*) for clarity.

### OBJECTIVE 1 – COMMUNITY WELLBEING

To support the Shire of Gingin community to be inclusive, vibrant, healthy & safe through the Shire's service delivery.

This Focus Area is aligned with the Clever People growth pillar of the Wheatbelt Blueprint in terms of enhancing participation and achievement, supporting young people to remain in the region and encouraging volunteer support and co-ordination.

SCP OUTCOME 1.1 - INCLUSIVE			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
Our community has access to a range of community programs, services and initiatives that support wellbeing and inclusion								
<b>CBP Action</b>	<b>1.1.0 - 01</b>	<b>Ongoing delivery of Gingin Cemetery Services</b>					CEO	Gingin Cemetery
	1.1.0 - 01-001	Deliver Key Service Area – Gingin Cemetery	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>1.1.1</b>	<b>Support ageing in place through the implementation and monitoring of the Age Friendly Community Plan</b>						
<b>CBP Action</b>	<b>1.1.1 – 01</b>	<b>Support an increase in the number of Independent Living Units available within the Shire in partnership with the private sector and/or through direct service provision.</b>					CCS	Seniors' Units
	1.1.1 - 01-003	Deliver Key Service Area - Shire supported Community/Social Housing units in Lancelin and Gingin	✓	✓	✓	✓		
<b>CBP Action</b>	<b>1.1.1 - 02</b>	<b>Advocate for improved senior services.</b>					CCS	Advocacy
	1.1.1 - 02-004	Deliver Key Service Area - Advocacy - Senior Services	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>1.1.2</b>	<b>Encourage programs and facilities that engage and support children and young people to stay in the Shire</b>						
<b>CBP Action</b>	<b>1.1.2 - 01</b>	<b>Ongoing delivery of programs and facilities that engage and support children and young people to stay in the Shire</b>					CCS	Community Programs
	1.1.2 - 01-005	Deliver Key Service Area - Community Programs	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>1.1.4</b>	<b>Implement the Disability Action and Inclusion Plan</b>						
<b>CBP Action</b>	<b>1.1.4 - 01</b>	<b>Implement the Disability Action and Inclusion Plan</b>					ASST/ CCS	Community & Civic Buildings/ Community Programs
	1.1.4 - 01-007	Implement the delivery of the Disability Access and Inclusion Plan	✓	✓	✓	✓		

18 MAY 2021

**SCP OUTCOME 1.2 - VIBRANT**

Our community can participate in a range of activities and events that celebrate and promote our unique lifestyle and heritage

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
<b>CBP Action</b>	<b>1.2.0 - 01</b>	<b>Ongoing Delivery of the Shire's Grants Program</b>					CCS	Community Programs
OMP	1.2.0 - 01-000	Community Grants & Funding Assistance Program	\$64,467	\$126,000	\$126,000	\$126,000		
<b>SCP Priority</b>	<b>1.2.1</b>	<b>Provide practical support and encouragement for community groups and volunteers</b>						
<b>CBP Action</b>	<b>1.2.1 - 01</b>	<b>Ongoing Delivery to provide practical support for community groups and volunteers</b>					CCS	Community Programs
	1.2.1 - 01-015	Provide practical support for community groups and volunteers	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>1.2.2</b>	<b>Advocate with regional local governments and partners to reduce impediments to community group and volunteer activities</b>						
<b>CBP Action</b>	<b>1.2.2 - 01</b>	<b>Advocate to reduce impediments for community groups and volunteer activities</b>					CCS	Community Programs
	1.2.2 - 01-016	Deliver Key Service Area - Advocacy - Reduction of impediments for community groups and volunteers	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>1.2.3</b>	<b>Support and promote local regional events that offer clear economic and social benefits to the community</b>						
<b>CBP Action</b>	<b>1.2.3 - 01</b>	<b>Assessment of existing and new community events that offer clear and economic benefits to the community</b>					CCS	Shire Events
	1.2.3 - 01-017	Deliver Key Service Area - Assess existing and new community events in terms of economic and social benefits to the community	✓	✓	✓	✓		
<b>CBP Action</b>	<b>1.2.3 - 02</b>	<b>Delivery of a range of community events that offer clear and economic benefits to the community</b>					CCS	Shire Events
OMP	1.2.3 - 02 -019	Partner and deliver a range of community events*	\$60,000	\$60,000	\$60,000	\$60,000		
<b>SCP Priority</b>	<b>1.2.4</b>	<b>Further develop identity and sharing of Shire resources on a sub-regional basis</b>						
<b>CBP Action</b>	<b>1.2.4 - 01</b>	<b>Continue to identify, advocate and pursue partnerships for the sharing of Shire resources on a sub-regional basis</b>					CEO	Advocacy
	1.2.4 - 01-020	Deliver Key Service Area - Advocacy - Continue to identify, advocate and pursue partnerships for the sharing of Shire resources on a sub-regional basis	✓	✓	✓	✓		



18 MAY 2021

**SCP OUTCOME 1.3 - HEALTHY & SAFE**

Our community has access to quality health and community safety programs, services and initiatives that promote resilience

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
<b>CBP Action</b>	<b>1.3.0 - 01</b>	<b>Ongoing Delivery of Local Emergency Services</b>						Local Emergency Services
CW, CF	1.3.0 - 01-021	Gingin - Emergency Services Facility*	\$2,181,500				ASST	
CW, CF	1.3.0 - 01-022	Redfield Park - Fire Shed*	\$220,000				ASST	
CW, CF	1.3.0 - 01-023	Emergency service vehicle - GG075 Guilderton Light Tanker*	\$170,000				OPS	
CW, CF	1.3.0 - 01-024	Emergency service vehicle - GG051 Ocean Farm Light Tanker*	\$170,000				OPS	
CW, CF	1.3.0 - 01-025	Emergency service vehicle - GG069 Red Gully Light Tanker*	\$170,000				OPS	
CW, CF	1.3.0 - 01-026	Emergency service vehicle - GG057 Seabird Light Tanker*	\$170,000				OPS	
CW	1.3.0 - 01-027	Emergency service vehicle - GG05 Nilgen Broadacre Light Tanker*	\$170,000				OPS	
CW	1.3.0 - 01-028	Emergency service - GG04 Ocean Farm Hino Tanker*	\$400,000				OPS	
CW	1.3.0 - 01-029	Emergency service vehicle - GG02 Beermullah Hino Tanker*	\$400,000				OPS	
	1.3.0 - 01-032	Deliver Key Service Area - Local Emergency Services	✓	✓	✓	✓	CEO	
	1.3.0 - 01-033	Deliver Key Service Area - Rangers - Service Activity	✓	✓	✓	✓	R&D	
<b>CBP Action</b>	<b>1.3.0 - 02</b>	<b>Ongoing delivery of Environmental Health Services</b>					R&D	Environmental Health
	1.3.0 - 02-034	Deliver Key Service Area - Environmental Health - Service Activity	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>1.3.1</b>	<b>Develop improved access to medical services and allied health in each sub regional area</b>						
<b>CBP Action</b>	<b>1.3.1 - 01</b>	<b>Ongoing delivery of General Practitioner Services</b>					CEO	General Practitioner
	1.3.1 - 01-037	Deliver Key Service Area - Medical Services.	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>1.3.2</b>	<b>Develop and resource an approach to local Public Health Planning and that addresses population and Shire growth</b>						
<b>CBP Action</b>	<b>1.3.2 - 01</b>	<b>Develop and implement a Local Health Plan</b>					R&D	Environmental Health
	1.3.2 - 01 -039	Implement Local Health Plan	✓	✓	✓	✓		



James Morton, Gingin West Bushfire Brigade

18 MAY 2021

**OBJECTIVE 2 - NATURAL ENVIRONMENT**

To develop the Shire's capacity to support the conservation of natural assets and undertake sustainable resource management.

This Focus Area is strongly aligned with the Wheatbelt Blueprint priority actions of planning for the impact of shore line shift, identifying infrastructure for nature based tourism, undertaking integrated water planning and developing innovative alternative energy solutions is evident in this Focus Area.

**SCP Outcome 2.1 - CONSERVATION**

The Shire's ecological services and natural assets are respected and enhanced

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
<b>CBP Action</b>	<b>2.1.0 - 01</b>	<b>Improve management of off-road vehicles to protect natural areas, resources and public safety</b>					R&D	Cons. & Env. Mng.
	2.1.0 - 01-040	Deliver Key Service Area - Rangers - Improve management of off-road vehicles to protect natural areas, resources and public safety	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>2.1.1</b>	<b>Develop a Coastal Management Policy and implement a Coastal Management Plan to protect and enhance our coast</b>						
<b>CBP Action</b>	<b>2.1.1 - 01</b>	<b>Develop a Coastal Management Policy and implement a Coastal Management Plan to protect and enhance our coast</b>					CEO	Cons. & Env. Man.
	2.1.0 - 02-043	Consider a permanent Coastal Projects Officer for inclusion in the Workforce Plan	✓	✓	✓	✓		Human Resources
OMP	2.1.1 - 01-044	Coastal Protection Works and Erosion Control - Sand re-nourishment	\$50,000	\$51,250	\$52,531	\$53,845		Cons. & Env. Man.
OMP	2.1.1 - 01-048	Coastal Hazard Risk Management and Adaptation Plan & Inundation Study Integration/Upgrade*	\$102,800					Cons. & Env. Man.
OMP	2.1.1 - 01-049	Coastal Management Strategy	\$63,925					Cons. & Env. Man.
	2.1.1 - 01-050	Develop a Coastal Management Policy to protect and enhance our coast	✓					Cons. & Env. Man.
	2.1.1 - 01-051	Implement a Coastal Management Plan to protect and enhance our coast	✓	✓	✓	✓		Cons. & Env. Man.
OMP	2.1.1 - 01-052	Design - Revision Lancelin*	\$133,670					Cons. & Env. Man.
<b>SCP Priority</b>	<b>2.1.3</b>	<b>Advocate to ensure the Shire is not disadvantaged by environmental offsets from urban areas</b>						
<b>CBP Action</b>	<b>2.1.3 - 01</b>	<b>Advocate to ensure the Shire is not disadvantaged by environmental offsets from urban areas</b>					R&D	Cons. & Env. Man.
	2.1.3 - 01-053	Deliver Key Service Area - Advocacy - Ensure the Shire is not disadvantaged by environmental offsets from urban areas	✓	✓	✓	✓		





18 MAY 2021

**SCP OUTCOME 2.2 - SUSTAINABLE RESOURCE MANAGEMENT**

The Shire practices sustainable resource management within its operations and supports the community to do the same.

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
SCP Priority	2.2.1	Maintain quality waste services that support the Western Australian Waste Strategy						
CBP Action	2.2.1 - 02	Deliver Key service Area - Service Activity					R&D	Waste Services
	2.2.1 - 02-055	Deliver Key Service Area - Waste Services - Service Activity	✓	✓	✓	✓		
SCP Priority	2.2.2	Continue to investigate increased alternative energy sources for Shire building and assets						
CBP Action	2.2.2 - 01	Investigate increased alternative energy sources for Shire building and assets					R&D	Cons. & Env. Man.
	2.2.2 - 01-057	Investigate increased alternative energy sources for Shire buildings and assets	✓	✓	✓	✓		





18 MAY 2021

### OBJECTIVE 3 - INFRASTRUCTURE AND DEVELOPMENT

To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner.

The Infrastructure and Development Focus Area mirrors the emphasis on implementing growth plans in sub-regional areas and integrating sub-regional services in the Connected Communities growth pillar of the Wheatbelt Blueprint.

#### SCP OUTCOME 3.1 – DEVELOPMENT

New and existing developments meet the Shire's Strategic Objectives and Outcomes

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
CBP Action	3.1.0 - 02	Deliver Key Service Area - Building Permits					R&D	Building Permits
	3.1.0 - 03-058	Deliver Key Service Area - Building Permits	✓	✓	✓	✓		
CBP Action -	3.1.0 - 04	Deliver Key Service Area - Planning Permits					R&D	Planning Permits
	3.1.0 - 04-060	Deliver Key Service Area - Planning Permits	✓	✓	✓	✓		
SCP Priority	3.1.1	Support strategies that facilitate commercial development						
CBP Action	3.1.1 - 04	Support and facilitate commercial development consistent with the Shire's objectives					R&D	Economic Dev. & Tourism Infr.
	3.1.1 - 04 -065	Deliver Key Service Area - Planning Permits - Support and facilitate commercial development consistent with the Shire's Objectives	✓	✓	✓	✓		
SCP Priority	3.1.2	Support strategies that facilitate greater investment in housing and housing diversity						
CBP Action	3.1.2 - 02	Advocate for strategies that facilitate greater investment in housing and housing diversity					R&D	Advocacy
	3.1.2 - 02-066	Deliver Key Service Area - Advocacy - Strategies that facilitate greater investment in housing and housing diversity	✓	✓	✓	✓		
SCP Priority	3.1.3	Continue to invest in the Guilderton Caravan Park upgrades						
CBP Action	3.1.3 - 01	Ongoing delivery of Shire-managed caravan parks					R&D	Caravan Park
CW, CF	3.1.3 - 01-069	Guilderton Caravan Park - Replace Waste Water - design & construction	\$100,000	\$300,000				



18 MAY 2021

**SCP OUTCOME 3.2 – COMMUNITY INFRASTRUCTURE**

The Shire provides fit for purpose community infrastructure in a financially responsible manner

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
<b>CBP Action</b>	<b>3.2.0 - 01</b>	<b>Expand and Upgrade Community Facilities</b>					CCS	Sport & Recreation
OMP	3.2.0 - 01-071	Lancelin - Lancelin Sporting Complex - Reconstruction - Master Plan Design Specifications	\$50,000					
<b>CBP Action</b>	<b>3.2.0 - 02</b>	<b>Maintain and upgrade Community Facilities</b>					ASST	
OMP	3.2.0 - 02-000	Building Maintenance	\$300,000	\$300,000	\$315,000	\$322,875		Community and Civic Buildings
CW	3.2.0 - 02-074	Lancelin - Hinchcliffe Lookout public toilets - Construction	\$100,000					Parks and Reserves
<b>SCP Priority</b>	<b>3.2.1</b>	<b>Develop and plan community infrastructure to improve use and financial sustainability</b>						
<b>CBP Action</b>	<b>3.2.1 - 01</b>	<b>Ongoing delivery to design and plan community infrastructure to improve use and financial sustainability</b>					ASST	IPR
	3.2.1 - 01-089	Develop and plan community infrastructure to improve use and financial sustainability	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>3.2.2</b>	<b>Improve the provision of age-friendly infrastructure for all, including Disability Access and Inclusion Planning</b>						
<b>CBP Action-</b>	<b>3.2.2 - 01</b>	<b>Implementation of Age Friendly Communities Report within existing resources and facilities</b>					R&D	Community and Civic Buildings
	3.2.2 - 01-090	Implementation of the Age Friendly Communities Report within existing resources and facilities.	✓	✓	✓	✓		



18 MAY 2021

**SCP OUTCOME 3.3 – CONNECTIVITY AND ACCESSIBILITY**

The Shire's community and infrastructure supports connectivity and accessibility

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
<b>SCP Priority</b>	<b>3.3.1</b>	<b>Undertake and implement effective integrated transport network planning</b>						
<b>CBP Action</b>	<b>3.3.1 - 01</b>	<b>Review road hierarchy plan</b>					OPS	Roads & Paths
	3.3.1 - 01-000	Review road hierarchy plan	✓		✓			
<b>SCP Priority</b>	<b>3.3.2</b>	<b>Continue the focus on upgrading existing roads, verges, streetscapes and trails</b>						
<b>CBP Action</b>	<b>3.3.2 - 01</b>	<b>Maintain existing Road, Path and sundries network</b>					OPS	Roads & Paths
CW, CF	3.3.2 - 01-000	Maintain Existing Road network (future programmed works)*	\$9,488,876	\$3,485,000	\$3,572,125	\$3,661,428		
OMP	3.3.2 - 01-115	Western Power Street lighting (whole Shire)	\$136,500	\$140,732	\$145,094	\$149,592		
<b>CBP Action</b>	<b>3.3.2 - 02</b>	<b>Expand and upgrade Road, Path and sundries network</b>					OPS	Roads & Paths
CW	3.3.2 - 02-000	Gingin town site - 2nd bridge*				\$3,566,057		
CW	3.3.2 - 02-001	Upgrade Weld Street Bridge - Gingin*		\$1,332,000				
CW	3.3.2 - 02-116	Pathways expansion/renewal/upgrade	\$105,063	\$107,689	\$110,382	\$113,142		
CW	3.3.2 - 02-119	10 Year Bridge maintenance Program - Repairs and inspection	\$75,515	\$88,722	\$72,009	\$50,088		
<b>SCP Priority</b>	<b>3.3.3</b>	<b>Advocate for appropriate road networks to support increased agri-business and extractive enterprises such as lime, sand and gravel</b>						
<b>CBP Action</b>	<b>3.3.3 - 01</b>	<b>Advocacy - Appropriate road networks to support increased agri-business and extractive enterprises such as lime, sand and gravel</b>					CEO	Advocacy
	3.3.3 - 01-120	Delivery Key Service Area - Advocacy - Appropriate road networks to support increased agri-business and extractive enterprises such as lime, sand and gravel	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>3.3.4</b>	<b>Investigate partnerships for the provision of community assisted transport</b>						
<b>CBP Action</b>	<b>3.3.4 - 01</b>	<b>Investigate partnerships for the provision of community assisted transport</b>					CCS	Community Programs
	3.3.4 - 01-121	Deliver Key Service Area - Investigate partnerships for the provision of community assisted transport	✓	✓	✓	✓		





18 MAY 2021

**OBJECTIVE 4 - ECONOMIC DEVELOPMENT**

To support economic development through the Shire's service delivery.

This Focus Area aligns with the emphasis on industry development, business development and key infrastructure to enhance access to markets and services contained in the Vibrant Economy growth pillar of the *Wheatbelt Blueprint*.

**SCP OUTCOME 4.1 – TOURIST PLAYGROUND**

An internationally acclaimed tourist playground

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
<b>SCP Priority</b>	<b>4.1.1</b>	<b>Support the development of the Shire of Gingin as a premier destination in alignment with the Northern Growth Alliance Tourism Strategy</b>						
<b>CBP Action</b>	<b>4.1.1 - 01</b>	<b>Action and budget the priorities from the Northern Growth Alliance Tourism Strategy</b>					CEO	Economic Dev. & Tourism Infr.
	4.1.1 - 01-123	Action and Budget the Recommendations from the Tourism Strategy	✓	✓	✓	✓		
<b>CBP Action</b>	<b>4.1.1 - 02</b>	<b>In partnership with State and Federal Government invest in major Community Infrastructure projects that support tourism</b>					ASST	Parks & Reserves
CW, CF	4.1.1 - 02 -124	Lancelin - Skate and BMX Park (Stage 2)*	\$218,000					
OMP	4.1.1 - 02-125	Design/Feasibility Plan Road Construction - Ledge Point to Lancelin Road	\$120,000					
<b>CBP Action</b>	<b>4.1.1 - 03</b>	<b>Expand, upgrade and maintain Community Facilities that support tourism and service the local community</b>					ASST	Economic Dev. & Tourism Infr.
CW, CF	4.1.1 - 03-127	Lancelin - Foreshore Development - Cunliffe Street Carpark*	\$500,000					
CW	4.1.1 - 03-128	Guilderton - Moore River Boardwalk replacement*	\$220,000					
OMP	4.1.1 - 03-129	Lancelin - Offroad Vehicle Area - public amenities design/feasibility	\$50,000					
<b>SCP Priority</b>	<b>4.1.2</b>	<b>Advocate for the proposed Marina at Ledge Point and actively seek continued political support</b>						
<b>CBP Action</b>	<b>4.1.2 - 01</b>	<b>Advocate to locate a boat ramp at Ledge Point (Marina)</b>					CEO	Advocacy
	4.1.2 - 01-130	Deliver Key Service Area - Advocacy - For the proposed Ledge Point Recreational Boat Launching Facility (Marina) and actively seek continued political support	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>4.1.3</b>	<b>Source funding for the Gingin Regional Children's Playground</b>						
<b>CBP Action</b>	<b>4.1.3 - 01</b>	<b>In partnership with State and Federal Government Source funding for the Gingin Regional Children's Playground</b>					ASST	Economic Dev. & Tourism Infr.
CW	4.1.3 - 01-131	Gingin - Regional Playground (Children and Young Peoples Playground and Skate park & Adult Exercise Equipment)*	\$1,025,890					





18 MAY 2021

**SCP OUTCOME 4.2 – FOOD BOWL**

A strategically significant agricultural hub to the Perth Metropolitan Area

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
SCP Priority	4.2.1	Update the Shire's Town Planning Scheme to recognise the development of an Agri-Industry Hub (Special Areas)						
CBP Action	4.2.1 - 01	Include Agri-Industry Hub (Special Area(s) when reviewing TPS 9 - Land Use					R&D	Econ. Dev. & Tourism Infr.
	4.2.1 - 01-132	Include Agri-Industry Hub (Special Areas) when reviewing TPS 9 - Land Use	✓					
SCP Priority	4.2.2	Ongoing advocacy for Agri-industry and Seafood Processing						
CBP Action	4.2.2 - 01	Deliver Key service Area – Ongoing Advocacy for Agri-Industry and Seafood Processing					CEO	Advocacy
	4.2.2 - 01-133	Deliver Key Service Area - Advocacy - ongoing advocacy for Agri-industry and Seafood Processing	✓	✓	✓	✓		
SCP Priority	4.2.3	Continue to Advocate the Department of Water for water allocation issues on behalf of key stakeholders						
CBP Action	4.2.3 - 01	Deliver Key Service Area – Ongoing Advocacy to the Department of Water for water allocation					CEO	Advocacy
	4.2.3 - 01-134	Deliver Key Service Area - Advocacy - Department of Water for water allocation issues on behalf of key stakeholders.	✓	✓	✓	✓		

**SCP OUTCOME 4.3 – INNOVATION**

Innovation is the foundation of economic growth across the Shire

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
SCP Priority	4.3.1	Continue to develop policies that encourage small commercial enterprises						
CBP Action	4.3.1 - 01	Continue to develop policies and practices that encourages small commercial enterprise					CEO	Econ. Dev. & Tourism Infr.
	4.3.1 - 01-135	Deliver Key Service Area - Continue to develop policies and practices that encourages small commercial enterprise	✓	✓	✓	✓		
SCP Priority	4.3.2	Promote and advocate Local Economic Development Support programs and initiatives						
CBP Action	4.3.2 - 01	Continue to support Economic Development Programs					CEO	Econ. Dev. & Tourism Infr.
	4.3.2 - 01 -136	Deliver Key Service Area - Support Community Resource Centres and the Chamber of Commerce to deliver education and training to support local economic development	✓	✓	✓	✓		
SCP Priority	4.3.3	Advocate for improved access to telecommunications infrastructure						
CBP Action	4.3.3 - 01	Advocate for improved access to telecommunications infrastructure					CEO	Advocacy
	4.3.3 - 01-138	Deliver Key Service Area - Advocacy - Telecommunications access	✓	✓	✓	✓		

18 MAY 2021

**OBJECTIVE 5 - GOVERNANCE**

To demonstrate effective leadership, governance and advocacy on behalf of community.

The *Wheatbelt Blueprint* focus on Effective Partnerships is based on the same foundations of leadership, governance and advocacy in the Strategic Community 2019-2029 Plan.

**SCP OUTCOME 5.1 – VALUES**

Our Organisational/Business Values are demonstrated in all that we do

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
<b>CBP Action</b>	<b>5.1.0 - 01</b>	<b>Facilitate Good Governance</b>					CEO	Governance
	5.1.0 - 01-139	Annual Audit Compliance	✓	✓	✓	✓		
	5.1.0 - 01-140	Undertake periodic reviews of Council Policies & Local Laws – Service Activity	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>5.1.1</b>	<b>Develop the skills and capabilities of our Elected Members and Staff</b>						
<b>CBP Action</b>	<b>5.1.1 - 01</b>	<b>The Shire's Code of Conduct TRACK is led by the Executive Management Team and demonstrated in work practices</b>					CEO	Human Resources
	5.1.1 - 01-142	Executive Management Team - TRACK Leadership	✓	✓	✓	✓		
<b>CBP Action</b>	<b>5.1.1 - 02</b>	<b>Provide training and development opportunities to Elected Members</b>					CEO	Elected members Services
	5.1.1 - 02-143	Elected Members Training and Development	✓	✓	✓	✓		
<b>CBP Action</b>	<b>5.1.1 - 03</b>	<b>Provide training and development opportunities to all staff</b>					CEO	Human Resources
	5.1.1 - 03-144	Staff Training and Development	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>5.1.2</b>	<b>Increase the focus on future financial sustainability, to cater for anticipated growth</b>						
<b>CBP Action</b>	<b>5.1.2 - 01</b>	<b>Implement and review the Shire's Strategic Community Plan and Corporate Business Plan</b>					CEO	IPR
	5.1.2 - 01-145	Annual Review and Quarterly Reporting on Corporate Business Plan	✓	✓	✓	✓		
	5.1.2 - 01-146	Review and implementation of the Strategic Community Plan	✓	✓	✓	✓		
<b>CBP Action</b>	<b>5.1.2 - 03</b>	<b>Implement and review the Workforce Plan</b>					CEO	IPR
	5.1.2 - 03-148	Annual Review of the Workforce Plan	✓	✓	✓	✓		
<b>CBP Action</b>	<b>5.1.2 - 05</b>	<b>Maintain Administration Assets</b>					OPS	Community & Civic Buildings
CW, CF	5.1.2 - 05-152	Gingin - Shire Administration Centre - Archive Shed extension	\$137,960					
<b>CBP Action</b>	<b>5.1.2 - 07</b>	<b>Maintain Administration Plant, Furniture and Equipment</b>					OPS	Governance
CW	5.1.2 - 07-000	Plant Replacement Program	\$1,225,183	\$1,075,000	\$1,142,000	\$626,000		

18 MAY 2021

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
<b>CBP Action</b>	<b>5.1.2 - 09</b>	<b>Consider an additional 0.6 x FTE Strategic Projects Officer</b>						
	5.1.2 - 09-175	Consider an additional 0.6 x FTE Strategic Projects Officer for 2021/22 for inclusion in the Workforce Plan (dependent upon actual need and growth)	✓					
<b>CBP Action</b>	<b>5.1.2 - 10</b>	<b>Consider an additional 0.6 x FTE Tourism/Economic Development Officer</b>						
	5.1.2 - 10-176	Consider an additional 0.6 x FTE Tourism/Economic Development Officer for 2022/23 for inclusion in the Workforce Plan (dependent upon actual need and growth)	✓	✓				

**SCP OUTCOME 5.2 – SERVICE**

The Shire provides customer focused service delivery

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
<b>CBP Action</b>	<b>5.2.0 - 01</b>	<b>Ongoing provision of Customer Service</b>					CCS	Customer Service
	5.2.0 - 01-177	Deliver Key Service Area – Customer Service – Service Activity	✓	✓	✓	✓		
<b>CBP Action</b>	<b>5.2.0 - 02</b>	<b>Review and maintain Human Resources Systems</b>					CEO	Human Resources
	5.2.0 - 02-000	Review Code of Conduct			✓			
	5.2.0 - 02-178	Deliver Key Service Area – Human Resources – Service Activity	✓	✓	✓	✓		
	5.2.0 - 02-179	Deliver Employee Recognition Program – Service Activity	✓	✓	✓	✓		
<b>CBP Action</b>	<b>5.2.0 - 03</b>	<b>Develop a program of Service Reviews and an approach to Service/Place Planning</b>					CEO	IPR
	5.2.0 - 03-180	Develop and implement an ongoing program of Service Planning and Reviews	✓	✓	✓	✓		
<b>SCP Priority</b>	<b>5.2.1</b>	<b>Implement a Community Engagement Policy to continue improvement in the Shire's communication and engagement</b>						
<b>CBP Action</b>	<b>5.2.1 - 01</b>	<b>Develop and maintain a Stakeholder and Community Engagement Strategy and Policy</b>					CEO	Marketing and Comms
	5.2.1 - 01-234	Develop and Implement a Stakeholder and Community Engagement Strategy and Policy	✓					
<b>SCP Priority</b>	<b>5.2.2</b>	<b>Utilise new technologies to reduce cost and improve service delivery</b>						
<b>CBP Action</b>	<b>5.2.2 - 01</b>	<b>Maintain and upgrade Shire IT Equipment</b>					CCS	IT
OMP	5.2.2 - 01-000	Asset Finda		\$50,000				
OMP	5.2.2 - 01-001	Altus Payroll		\$50,000				
CW	5.2.2 - 01-184	Renew Server	\$55,000	\$55,000				
OMP	5.2.2 - 01-185	Altus - platinum service support including additional Altus products	\$126,000	\$129,150	\$132,379	\$135,688		



18 MAY 2021

**SCP OUTCOME 5.3 – PARTNER**

The Shire works productively with a range of partners to deliver better outcomes for the community

			2020/21	2021/22	2022/23	2023/24	Lead	Service Area
SCP Priority	5.3.1	Formalise and strengthen the advocacy process of the Shire						
CBP Action	5.3.1 - 01	Identify project/administrative process/other issue that Council wants to platform as an improvement process or has community benefit, as an area of advocacy and implement					CEO	Advocacy
	5.3.1 - 01 -187	Deliver Key Service Area - Identify project/administrative process/other issue that Council wants to platform as an improvement process or has community benefit as an area of and implement	✓	✓	✓	✓		
CBP Action	5.3.1 - 02	Maintain and continue to work with the Northern Growth Alliance on regional projects.					CEO	Advocacy
	5.3.1 - 02 -188	Deliver Key Service Area - Continue to work with the Northern Growth Alliance on regional projects	✓	✓	✓	✓		
SCP Priority	5.3.2	Encourage the Water Advisory Group to work collaboratively with stakeholders to address priority water issues						
CBP Action	5.3.2 - 01	Encourage the Water Advisory Group to work collaboratively with stakeholders to address priority water issues					CEO	Advocacy
	5.3.2 - 01 -189	Deliver Key Service Area - Advocacy - Encourage the Water Advisory Group to work collaboratively with stakeholders to address priority water issues	✓	✓	✓	✓		



18 MAY 2021



**P:** PO Box 510, GINGIN WA 6503  
**T:** (08) 9575 5100  
**E:** [mail@gingin.wa.gov.au](mailto:mail@gingin.wa.gov.au)  
**W:** [gingin.wa.gov.au](http://gingin.wa.gov.au)



*This document is available in alternate formats upon request.*



## 11.2 GUILDERTON CAFÉ/SHOP LEASE

File	A4268
Location	Lot 425 Dewar Street Guilderton
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Nil
Appendices	Nil

### DISCLOSURES OF INTEREST

Nil

### PURPOSE

For Council to consider the Expressions of Interest received for the lease of the Guilderton Café/Shop and progressing to a closed tender.

### BACKGROUND

The lease for the Guilderton Café/Shop has been an on-going issue and the subject of debate with the current Lessees due to some confusion resulting from perceived comments by previous Council staff as to the possibility of granting an extension to the current lease.

In 2018 this issue was resolved when an item was presented to Council to consider an extension of the lease which was refused. The Lessee was informed of this outcome and since that time has continued to question Council regarding prior perceived commitments. The current lease finalises on 31 July 2021.

The administration appointed Country Values Real Estate in Gingin to advertise and promote the vacancy on behalf of Council. Country Values was required to provide a report after the closing of the advertising period, and a copy of this report, together with copies of the Expressions of Interest received, is provided as **Confidential Attachment 11.2.1**

### COMMENT

The Guilderton Café/Store is an important business for Guilderton and has the potential to affect tourism in Guilderton for the people who come to the Caravan Park and/or the Foreshore. The lease expiry is seen by Council as an opportune time to test the market to see what could be offered to better the tourist experience in Guilderton and maximise the asset return.

At the conclusion of the advertising period three Expressions of Interest were provided to Country Values as follows:



1. Enright Family Trading Company Pty Ltd
2. Cardrew Trading Pty Ltd
3. Belgravia Health and Leisure Group Pty Ltd

Each of the applications provides a different outcome for Council and Guilderton, as detailed in the agent's report, and will need to be assessed formally. However, as this process is an Expression of Interest, Council is now requested to appoint preferred Tenderers from the Expressions of Interest received who will be invited to undertake a closed tender process.

The Expression of Interest submitted by Enright Family Trading Company Pty Ltd, whilst proposing the highest annual rental, does not provide any business plan or proposals for amendments to how the business is currently being run and as such is not seen as a preferred option to move forward.

It is therefore recommended that Council invite Cardrew Trading Pty Ltd and Belgravia Health and Leisure Group Pty Ltd to submit tenders for leasing of the Guilderton Café/Store for a lease term of seven years plus a further term option of seven years.

#### **STATUTORY/LOCAL LAW IMPLICATIONS**

*Local Government (Functions and General) Regulations 1996*  
Division 2 Tenders for providing goods or services (s.3.57)

#### **POLICY IMPLICATIONS**

Policy 3.10 Purchasing

#### **BUDGET IMPLICATIONS**

As part of this process there is the potential for the rent received to alter for the better or worse and, in addition, for the building to be upgraded at the lessee's expense. Improvements to the business into the future should have a positive flow-on effect on the Shire's adjoining Caravan Park and it is hoped Council would see an increase in revenue as a result.

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	Economic Development
<b>Objective</b>	4. To support economic development through the Shire's service delivery
<b>Outcome</b>	4.1 Tourist Playground
<b>Key Service Area</b>	Economic Development & Tourism Infrastructure
<b>Priorities</b>	Support the development of the Shire of Gingin as a premier tourist destination in alignment with the Northern Growth Alliance Tourism Strategy

## VOTING REQUIREMENTS - SIMPLE MAJORITY

### MOTION/OFFICER RECOMMENDATION

MOVED: Councillor Vis      SECONDED: Councillor Rule

That Council:

1. Note the Expressions of Interest received in relation to leasing of the Guilderton Café/Store;
2. Agree to conduct a closed tender process for the lease of the Guilderton Café/Store for a period of seven years, with an option of a further term of seven years; and
2. Invite Belgravia Health and Leisure Group Pty Ltd and Cardrew Trading Pty Ltd to submit tenders for consideration.

### AMENDMENT

MOVED: Councillor Peczka      SECONDED: Councillor Johnson

That Part 3 of the substantive motion be amended by replacing the word "and" in between "Belgravia Health and Leisure Group Ltd" with a comma, and inserting "and Enright Family Trading Company Pty Ltd" after "Cardrew Trading Pty Ltd".

**CARRIED UNANIMOUSLY  
9 / 0**

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

*The amendment was incorporated into the Substantive Motion, which was then put.*

**COUNCIL RESOLUTION**

**MOVED:** Councillor Vis

**SECONDED:** Councillor Rule

**That Council:**

1. Note the Expressions of Interest received in relation to leasing of the Guilderton Café/Store;
2. Agree to conduct a closed tender process for the lease of the Guilderton Café/Store for a period of seven years, with an option of a further term of seven years; and
2. Invite Belgravia Health and Leisure Group Pty Ltd, Cardrew Trading Pty Ltd and Enright Family Trading Company Pty Ltd to submit tenders for consideration.

**CARRIED UNANIMOUSLY**

**9 / 0**

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

**REASON FOR AMENDMENT**

Council was of the view that it would be preferable to invite tenders from all parties who submitted Expressions of Interest.



### **11.3 GINGIN FOOTBALL CLUB APPLICATION TO CROP FOR HAY - LOT 339 MARCHMONT ESTATE, GINGIN (ONE TREE HILL)**

File	CSV/43
Location	Lot 339 Marchmont Estate, Gingin (One Tree Hill)
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Nil
Appendices	1. Area Subject to Proposed MOU [ <b>11.3.1</b> - 1 page] 2. Schedule of Submissions and Recommended Responses [ <b>11.3.2</b> - 5 pages]

#### **DISCLOSURES OF INTEREST**

*Councillor Wayne Fewster (Shire President) declared an Impartiality Interest in Item 11.3 as he is a Life Member of the Gingin Football Club.*

*James Bayliss (Statutory Planning Officer) disclosed an Impartiality Interest in Item 11.3 as he is a member of the Gingin Football Club and an adjoining landowner and left the meeting at 3.30pm.*

#### **PURPOSE**

For Council to formally consider an application from the Gingin Football Club to crop for hay Lot 339 Marchmont Estate, Gingin (One Tree Hill).

#### **BACKGROUND**

An application was received from the Gingin Football Club requesting that Council consider entering into a Memorandum of Understanding with the Club to crop the area of Vacant Crown Land commonly known as One Tree Hill for hay for fundraising for the Club. In discussions regarding this matter it was agreed that the whole area should not be cropped due to the lay of the land and to ensure that the general public still have access to a recreational area. The plan that was prepared showed the area to crop and area to be retained as general public use (**Appendix 11.3.1**).

The proposal was advertised for public comment, and a schedule of submissions received is attached (**Appendix 11.3.2**).

During discussions regarding the potential usage, it was raised how rife the weeds were in the area and that, regardless of the outcome, these need to be better managed. As such, approval was granted for the Football Club to spray the entire reserve both to prepare for the potential hay crop and to control the weeds within the remaining area.

## **COMMENT**

It is requested that Council consider entering into a Memorandum of Understanding with the Gingin Football Club, allowing the Club to utilise a portion of Lot 339 to crop for hay for a period of three years (2021-2023 inclusive).

Whilst this will provide the Gingin Football Club with the ability to fundraise, it also works to assist in cleaning up the weed issue across this very large area of public land.

Allowing the Club to utilise the area for a three year period, including regular spraying, will provide sufficient time for the majority of weeds to be managed out of the cropping area, being the larger portion of the reserve, and also allow the Club to raise funds and capitalise on its expenses in the area.

In the event that Council is supportive of the Officer's recommendation, it is proposed that the Shire will install a gravel pedestrian access from the fire break on the eastern side of the block (McHavloe Drive) to access the recreation area on foot and to clearly delineate the parking area.

Council is advised that the disposition of property requirements under s.3.58 of the *Local Government Act 1995* do not apply in this instance, as r.30 of the *Local Government (Functions and General) Regulations 1996* exempts the disposal of land to *a body, whether incorporated or not* –

- (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
- (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.*

There is therefore no requirement for Council to seek public submissions on the proposed disposition of property prior to making a final decision.

## **STATUTORY/LOCAL LAW IMPLICATIONS**

*Local Government (Functions and General) Regulations 1996*  
Part 6 – Miscellaneous  
Regulation 30 Dispositions of property excluded from Act s. 3.58

## **POLICY IMPLICATIONS**

Nil

## **BUDGET IMPLICATIONS**

There are no budget implications within this financial year for this item other than staff preparing a gravel-based access track to the recreational area. Any future improvements such as installing seating or shelters will be discussed within future budgets.

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS - SIMPLE MAJORITY**

### **COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Johnson

**SECONDED:** Councillor Rule

**That Council:**

1. Agree to enter into a Memorandum of Understanding with the Gingin Football Club that will allow the Club to crop a portion of Lot 339 Marchmont Estate, Gingin (One Tree Hill), as depicted in Appendix 11.3.1, for hay over a period of three years (2021-2023 inclusive);
2. Authorise the CEO to negotiate the required Memorandum of Understanding with the Gingin Football Club, with the resulting document to be executed in accordance with Council Policy 2.33 Execution of Documents.

**CARRIED UNANIMOUSLY  
9 / 0**

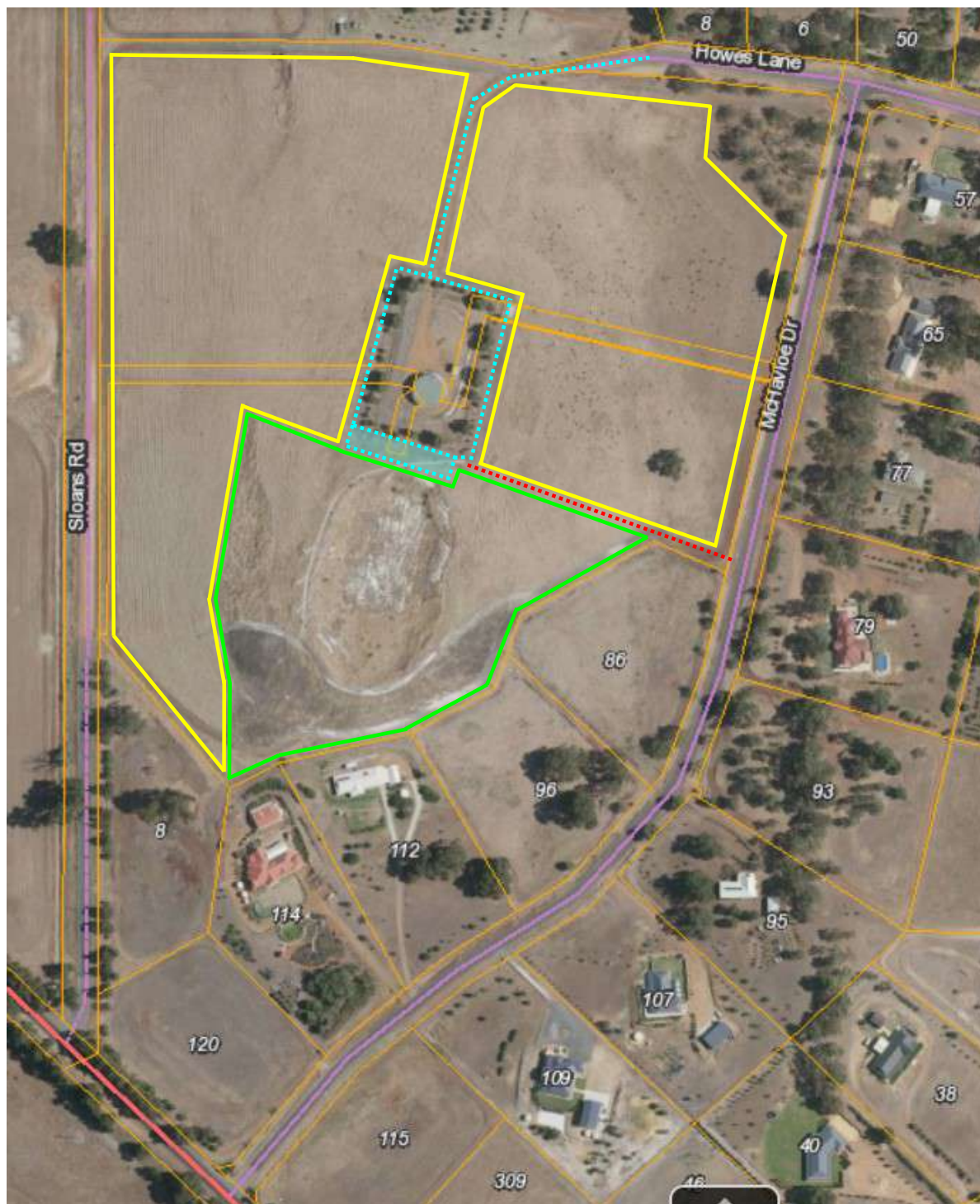
**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

*James Bayliss (Statutory Planning Officer) returned to the meeting at 3.31pm and was advised of Council's decision by the Shire President.*



18 MAY 2021

**Community Cropping & Recreation Areas - One Tree Hill**

- |  |                                 |  |                         |
|--|---------------------------------|--|-------------------------|
|  | Recreation Area Parking Bays    |  | Recreation Area         |
|  | Vehicle Access (Unsealed Road)  |  | Community Cropping Area |
|  | Pedestrian Access (Gravel Path) |  |                         |

18 MAY 2021

## SCHEDULE OF SUBMISSIONS AND RECOMMENDED RESPONSES

## PROPOSAL TO CROP THE "ONE TREE HILL RESERVE" – GINGIN FOOTBALL CLUB

No.	Submitter	Submission Detail	Recommended Response
1.	Non-Ratepayer	<p>The submitter makes the following <b>comment</b>:</p> <p><i>As a stakeholder in the Gingin community and major Sponsor of the Gingin Football club I would like to put forward a submission for the use by the Gingin football club of the One Tree Hill Reserve. Best practice advice including:</i></p> <p><i>Use of Elders Midlands Agronomist, Courtney Piesse (Adama Young Agronomist of the year 2015).</i></p> <p><i>Safe use of chemicals in a public environment (currently working with key Swan Valley destination locations including The Vines and Mandoon Estate) and assistance with any Agsafe and legal requirements.</i></p> <p><i>Working with key suppliers to ensure efficient and cost effective use of necessary inputs to maximise the football clubs financial returns.</i></p> <p><i>Working with our network of local farmers to assist them to facilitate the cropping program on behalf of the club.</i></p>	Noted
2.	Non-Ratepayer	<i>The recreation space outlined in your proposal is unusable for two reasons. Firstly there is a large depression full of weedy unsafe land and secondly, a large proportion is very steep in nature and also unusable. In this regard I would suggest that the area to the east of the water tank also be included as a designated recreation area.</i>	Noted
3.	Community Group	<i>Refer Appendix 1 following</i>	Noted
4.	Ratepayer	<i>I believe it will be beneficial to the community to control the weeds and install additional public access to the area, whilst the fundraising for the local football club. I do have a number of questions regarding the proposal. Will the areas to be cropped be fenced off to stop entry from people or animals? How will they control the weeds? Will herbicides be used if so which ones? How often will they spray? Just in the first year or ongoing? Are there any withholding periods for entry, will spray drift be considered? How will the community know not to enter? How often can they crop? Will the ground need resting</i>	Noted

**18 MAY 2021**

		<i>after three years? Will this be open for other groups to apply after the three year period? As a recognized public space will the shire consider installing a bench, gazebo or swings for kids. It is a beautiful spot in our Shire enjoyed by many who know of it's existence.</i>	
--	--	--	--

**18 MAY 2021**

# **APPENDIX 1**



18 MAY 2021

### One Tree Hill Community Cropping and Recreation Proposal

#### Comment by Gingin Environmental Group

The Gingin Environmental Group with the support of the Ellen Brockman Integrated Catchment Group (EBICG) has been attempting to obtain funding to undertake revegetation work within this reserve. The proposal was to revegetate with native species the western and central portion in three stages incorporating one or more walk trails. Species would be chosen and located to maintain the views for tourism and amenity reasons and take into account fire mitigation requirements. The more eastern, level portion where the soil is sand or gravelly sand was proposed to be left largely alone as it was seen as being relatively easy for the Shire to maintain by slashing and might potentially be wanted as a maintained grass area in future.

The area incorporating the large quarry was proposed to be developed with signs presenting the geological, natural, Aboriginal and European history of the site. An existing concrete path along the western side of the quarry has a number of nibs which in the past had seats on them. These have since been removed but could be re-instated and some planting done to provide shade and windbreaks for these. It was proposed the existing concrete path be extended using compacted limestone or similar to complete a circuit right around the quarry. Some additional planting for shelter, shade and to screen the adjoining private properties while maintaining the views towards the town and the farmland beyond could also be undertaken. The Gingin Environmental Group with the support of the EBICG would like to continue to pursue funding to undertake this more community/tourism focused part of the project and look again at the revegetation project in three years following the completion of the cropping if that goes ahead.

The Group is not against the cropping proposal. It recognizes this is an opportunity to get the weeds, particularly Apple of Sodom and African Lovegrass, under control. It would however like to ask the following be taken into consideration

- The reserve be returned wholly to general public use after the three years
- The firebreaks around the whole of the reserve be available for the public to walk during the cropping phase
- The proposed parking area be relocated as shown in the attached plan. The area proposed for parking is over an existing concrete footpath which would mean blocking access from the gravel path to the concrete one and could also mean the path could be damaged by the vehicles. The concrete path would be an integral part of future development of the reserve so should be protected from damage.
- The bottom corner of the western cropping area be part of the recreation area as shown in attached plan. The edge of the firebreak in this area slopes steeply down to the small area of land adjoining the private properties which is not large enough to be cropped but could be planted with native groundcover species.
- There is a native creeper in the western cropping area (see attached plan) which may require a permit to clear. If it is to be killed/cleared the group would like the opportunity to collect cuttings of it to propagate for use in the recreation area.
- There is a drain and steep bank on the road reserve of McHavloe Rd at the point where the gravel path is proposed to be located. This will require work to make it more easily accessible for the public.

Thank you for the opportunity to make comment on this proposal.

Sue Pedrick  
Convener  
Gingin Environmental Group.

Rosanna Hindmarsh  
Executive Officer  
Ellen Brockman Integrated Catchment Group

18 MAY 2021

## One Tree Hill Community Cropping and Recreation Proposal Comment

There is steep drop here which I believe is a quarry where limestone blocks were obtained to use in the reconstruction of the Cheriton Arch in Granville Park, as the original base blocks from Cheriton were too badly damaged to be re-used. This should be protected as it is part of the history of the town and can be incorporated in future tourist/educational/community uses of the reserve.

**Community Cropping & Recreation Areas - One Tree Hill**

A native creeper *Convolvulus* is present in this area. A permit may be required if it is proposed to clear it. The group would like the opportunity to collect cuttings if it is being killed/cleared.

The area here proposed for parking is over an existing reasonably good quality concrete footpath which would mean blocking access from the gravel path to the concrete one and could also mean the path could be damaged by the vehicles. The concrete path would be an integral part of future development of the reserve.

Parking would be better located in this area. It is rocky so probably not suitable to crop.



This area would be better included in recreation space as the outside edge of the firebreak slopes quite steeply down to the lower part of the reserve near the neighbouring property fence. That area is not large enough to crop but could be planted with native groundcover species.

#### **11.4 EDWARD ISLAND POINT TRACK REHABILITATION**

File	ENV/17
Author	Karen Okely - PA to CEO
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Nil
Appendices	1. Sand Traps [11.4.1 - 1 page]

#### **DISCLOSURES OF INTEREST**

Nil

#### **PURPOSE**

For Council to consider authorising \$5,000 from the Coastal Erosion Levy to be allocated to the purchase of materials required to construct sand traps and plants to revegetate the old, now disused, Edward Island Point Track.

#### **BACKGROUND**

On 20 April 2021, the Coastal Erosion Advisory Committee discussed proposed actions at the Edward Island Point track to assist in the dune revegetation where the previous track has been closed.

Last year the Committee recommended that Council close the Edward Island Point track and remove access to vehicles to the Point. However, Council's ultimate resolution altered the recommendation to allow vehicle access during particular periods.

Since that time the new access to the beach has been constructed and the old track has been closed off to stop vehicles from entering the area.

With the implementation of the alternative access to Edward Island Point having been created, the aspect of the replenishment of the dunes and vegetation is now to be implemented.

The issue with this is that Council has been applying for several years for a grant to prepare a coastal management plan that would provide details as to how to proceed with these types of works and advise the types of plants to be used etc. Without this, Shire officers will need to rely on the advice of either community groups like the Friends of Lancelin Coast or other bodies to provide this information.

In addition, sand needs to be captured to create deeper and higher sand dunes to add a level of protection to the Point and the Caravan Park. It will be costly and difficult to bring the required sand in from elsewhere, whereas there is an opportunity to let nature do the work with some assistance by installing simple windblown sand traps that can be easily installed by Council staff or volunteers and removed and relocated as required or replaced (refer **Appendix 11.4.1**).

If this type of activity proves as successful as at Floreat Beach, then potentially not only vertical sand traps, from the ocean, could be installed but horizontal traps along existing fences could also be contemplated. The added benefit of utilising simple traps like these is that they can be lifted to create more height or adjusted to suit the circumstances.

It should be noted that these sand traps are not new and have been used for years with varying degrees of success. However they are possibly the most cost effective method of trapping wind-blown sand.

To enable the area to really be established as a dune area, it must be planted with native species and tended for a period to enable establishment of the roots. In a planting like this Council will need to purchase a number of plants to fill the area. It must be expected that there will be a significant loss rate, but once the area has taken hold it will be able to establish by itself and continue to trap sand and form sand dunes naturally.

#### **COMMENT**

At its meeting on 20 April 2021, the Coastal Erosion Advisory Committee resolved to recommend that Council release \$5,000 from the Coastal Erosion Levy account to purchase materials to create the sand traps (estimated at \$1,000) and for the purchase of plants to re-establish the area (estimated at \$4,000). It should be noted that the exact number and cost of plants required is unknown, and the proposed budget could therefore result in the area being replanted sparsely.

Lancelin environmental/coastal groups have offered their assistance to rebuild the dunes. It is therefore proposed that, if the Shire purchases all material and plants, the community groups be requested to undertake the planting and care of the plants until established. Shire staff will install and erect the sand traps and maintain these as required.

#### **STATUTORY/LOCAL LAW IMPLICATIONS**

*Local Government Act 1995*

s. 6.8 Expenditure from municipal fund not included in annual budget

#### **POLICY IMPLICATIONS**

Nil



## BUDGET IMPLICATIONS

It will be necessary to reallocate the required funding in accordance with the following table.

Acct No.	Description	Current Budget	Revised Budget	Surplus/Deficit
Res. 17	Coastal Management Reserve – Coastal Inundation	\$0	-\$5,000	-\$5,000
5100581	Capital ENVIRON – Transfers from Reserve	\$0	\$5,000	\$5,000
<b>Net Effect</b>				<b>NIL</b>

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	Natural Environment
<b>Objective</b>	2. To develop the Shire's capacity to support the conservation of natural assets and undertake sustainable resource management
<b>Outcome</b>	2.1 Conservation – The Shire's ecological services and natural assets are respected and enhanced
<b>Key Service Area</b>	Conservation & Environmental Management
<b>Priorities</b>	Develop a Coastal management Policy and implement a Coastal Management Plan to protect and enhance our coast

## VOTING REQUIREMENTS - ABSOLUTE MAJORITY

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Johnson

**SECONDED:** Councillor Balcombe

**That Council:**

1. Approve unbudgeted expenditure of \$5,000 for the purchase of materials to construct sand traps and plants to revegetate the old, now disused, Edward Island Point; and
2. Agree to amend the 2020/21 budget as per the table below:

Acct No.	Description	Current Budget	Revised Budget	Surplus/Deficit
Res. 17	Coastal Management Reserve – Coastal Inundation	\$0	-\$5,000	-\$5,000
5100581	Capital ENVIRON – Transfers from Reserve	\$0	\$5,000	\$5,000
Net Effect				NIL

**CARRIED BY ABSOLUTE MAJORITY  
9 / 0**

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

18 MAY 2021



## 12 REPORTS - CORPORATE AND COMMUNITY SERVICES

### 12.1 LANCELIN SPORTING COMPLEX - SOLAR PANEL FUNDING

File	CSV/14
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	<ol style="list-style-type: none"><li>1. Solar Power - Letter and Concept Enquiry [12.1.1 - 5 pages]</li><li>2. Solar Power Quote - Lancelin Community Sporting Club Inc [12.1.2 - 9 pages]</li></ol>

### DISCLOSURES OF INTEREST

*Councillor Frank Peczka declared an Impartiality Interest in Item 12.1 as he is a member of the Lancelin Community Sporting Club Inc.*

### PURPOSE

To seek Council's approval for the Lancelin Community Sporting Club Inc. (LCSC) to purchase and install a 15KW solar panel system at the Lancelin Sporting Complex, and for the release of funds from the Lancelin Community Sporting and Recreation Reserve Account to fund the project.

### BACKGROUND

Council has received correspondence from the LCSC confirming it wishes to install a 15KW solar panel system at the Lancelin Sporting Complex and requesting that Council approve the use of the Lancelin Community Sporting Complex Reserve Account to fund the purchase and installation. A copy of the request is attached as **Appendix 12.1.1**.

### COMMENT

The LCSC originally submitted a Concept Enquiry in 2018 seeking support to install solar panels, however at the time the application was declined at Executive Management level due to concerns around installation, servicing and maintenance of this type of equipment in a coastal environment.

Following a similar request relating to a different Council-owned facility early in 2020, Council requested that a Policy be developed to guide both Council on how applications from lessees wishing to install solar panels on Council owned or controlled buildings will be considered, and lessees on the conditions under which applications will be approved.



At its meeting of 17 November 2020, Council adopted a *Policy 1.4 Solar Panels on Shire Owned or Managed Infrastructure or Assets*. Among other conditions, this policy addresses those concerns highlighted by the original (2018) application.

As detailed within the LCSC's application and quotes received (**Appendix 12.1.2**), the proposed solar system meets the standards as set out in Council Policy 1.4 Solar Panels on Shire Owned or Managed Infrastructure or Assets.

#### Lancelin Community Sporting Club Reserve

Funds from this account are available specifically for the purpose of developing buildings and other associated infrastructure for the Lancelin Community Sporting Club complex.

Optus and Telstra both have telecommunications towers located on Reserve 28308. Council has leases in place with both companies and receives lease revenue accordingly which is placed in the Lancelin Community Sporting Club Reserve Account.

Past approved requests for funding from this reserve total \$57,060.55 and include:

2013/14	\$ 3,464	Toilet block plumbing works
2013/14	\$32,637	Purchase cool room
2017/18	\$10,000	Contribution towards bore and pump
2018/19	\$10,960	Resurfacing netball courts

The purchase and installation of new solar panels at the Lancelin Sporting Complex is an appropriate use and aligns with the purpose of the Lancelin Community Sporting Club Reserve.

#### **STATUTORY/LOCAL LAW IMPLICATIONS**

*Local Government Act, 1995* Section 6.8

Part 6 – Financial management

Section 6.8 – Expenditure from municipal fund not included in annual budget

Policy 1.4 Solar Panels on Shire Owned or Managed Infrastructure or Assets.

#### **POLICY IMPLICATIONS**

Policy 1.4 Solar Panels on Shire Owned or Managed Infrastructure or Assets

The LCSC has confirmed it agrees and the proposed solar panel installation will comply with the Shire's Solar Panel Policy.

## **BUDGET IMPLICATIONS**

Council's 2020/21 Municipal Budget does not contain a provision for this unbudgeted expenditure and therefore Council's approval is required for the unbudgeted expenditure and associated transfer of funds from the Lancelin Community Sporting Complex Reserve Account. Current funds in this Reserve Account (3010171900) are \$79,513.33.

Should Council approve the use of the Reserve Account to fund the purchase, there will be no impact on the 2020/21 closing surplus.

## **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	Infrastructure & Development
<b>Objective</b>	To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner
<b>Outcome</b>	The Shire provides fit for purpose community infrastructure in a financially responsible manner
<b>Key Service Area</b>	Community Infrastructure
<b>Priorities</b>	Develop and plan community infrastructure to improve use and financial sustainability

## **VOTING REQUIREMENTS - ABSOLUTE MAJORITY**

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Peczka

**SECONDED:** Councillor Johnson

**That Council:**

1. Approve the purchase and installation of a 15KW Solar Panel System on the Lancelin Sporting Complex as detailed in Appendix 2 on understanding the Lancelin Community Sporting Club Inc. has accepted conditions as set out in Policy 1.4 Solar Panels on Shire Owned or Managed Infrastructure or Assets; and
2. Authorise unbudgeted expenditure of \$13,999 for the above purchase and installation and unbudgeted transfer of \$13,999 from the Lancelin Sporting Complex Reserve, and amend its Budget for the 2020/2021 Financial Year in accordance with the following table:

Account	Description	20/21 Budget	Proposed Amended Budget	Variation
11369256	Transfer from LCSC Reserve	0	-13,999	-13,999
11305509	LA Community Sporting Club purchase and installation of new solar panels	0	13,999	13,999
			<b>Net Effect</b>	<b>0</b>

**CARRIED BY ABSOLUTE MAJORITY**

**9 / 0**

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

18 MAY 2021



Department of  
Local Government, Sport  
and Cultural Industries

**LANCELIN COMMUNITY SPORTING CLUB**

ABN: 33 162 148 057

PO Box 188

**LANCELIN WA 6044****Email:** lancelinsports@yahoo.com

---

Councillors, Shire of Gingin

7 Brockman Street

GINGIN WA 6503

11th October 2020

Dear Councillors

**RE: LANCELIN COMMUNITY & SPORTING CLUB INC (LCSC)– CONCEPT ENQUIRY RE SOLAR  
POWER**

The LCSC would like to request the Shire's approval in concept to install a solar power system at the Lancelin Sports Club funded from the Lancelin Community Sport and Recreation Reserve (Tower fund).

Regardless of any changes in location to current individual sports, or the development of any new sporting grounds in the future, the Lancelin Sporting Complex itself, will always remain a part of the Lancelin Community.

Electricity is the single largest outgoing for our Club and if we were able to move to the more cost effective option of solar power, this would ensure that funds collected through memberships, could be redirected into developing better playing surfaces and sporting programs for our Community and visitors alike.

The focus being on youth, seniors and disabled community members, which also aligns with the Shires Strategic Community Plan, focus areas, "Community Wellbeing", "Economic Development" (tourism), and "Natural Environment".

In particular, Objective 2.2 - "Priority to continue to investigate an increase in alternative energy sources and cost saving technologies for Shire buildings & Assets ". In August 2018 we wrote to the Shire requesting approval for a similar proposal. This was considered by the Executive Management Team at the time and not supported due to reasons including "issues associated

---

**LANCELIN COMMUNITY SPORTING CLUB Inc**



18 MAY 2021

Lancelin Community Sporting Complex

---

with installation and the potential impact to the roofing of the Sporting Complex as well as ongoing maintenance (including cleaning) and servicing costs as these can be problematic in a coastal environment.”

The LCSC Committee has been in discussions with several different Solar companies and received quotes , all whom have advised they can split systems over the existing roof, to alleviate shires concerns in regarding potential impact to the roof. They have also advised that systems are relocatable and that in their experience, ongoing maintenance & servicing costs are minimal even in Coastal areas. Recommendation is cleaning every 2-3 years, a service which most companies provide and have quoted a cost of approx \$500.00 for this cleaning, if required.

We would therefore like to respectfully request the Shire Council’s consideration of this project as well as the funding proposal.

Yours sincerely

Norm Skoglund

President

*Cc Wayne Fewster, Kim Rule, Jan Court, Andrea Vis, Frank Johnson, Jacqui Lobb, James Morton,  
Frank Peczka, Linda Balcombe*

18 MAY 2021

## BASIC PROJECT PLAN - TEMPLATE

<b>Project Name:</b> Solar Electricity system (panels) for LCSC
<b>Organisation:</b> LANCELIN COMMUNITY SPORTING CLUB
<b>Project Description:</b> <i>What is the Project?</i>
<p><b>Purchase &amp; Installation of a 15KW solar panel system for Lancelin Community Sporting Complex funded from the Lancelin Community Sport and Recreation Reserve (Tower fund).</b></p> <p><b>Cost \$13999.00 (+ GST)</b></p>
<b>Background:</b> <i>How did the project come about?</i>
<p>Regardless of any changes in location to current individual sports, or the development of any new sporting grounds in the future, the Lancelin Sporting Complex itself, will always remain a part of the Lancelin Community.</p> <p>Electricity is the single largest outgoing for our Club and if we were able to move to the more cost effective option of solar power, this would ensure that funds collected through memberships, could be redirected into developing better playing surfaces and sporting programs for our Community and visitors..</p> <p>In August 2018 we wrote to the Shire requesting approval for a similar proposal. This was considered by the Executive Management Team at the time and not supported due to reasons including “issues associated with installation and the potential impact to the roofing of the Sporting Complex as well as ongoing maintenance (including cleaning) and servicing costs as these can be problematic in a coastal environment.”</p> <p>The LCSC Committee has been in discussions with several different Solar companies and received quotes , all whom have advised they can split systems over the existing roof, to alleviate shires concerns in regarding potential impact to the roof. They have also advised that systems are relocatable and that in their experience, ongoing maintenance &amp; servicing costs are minimal even in Coastal areas. Recommendation is cleaning every 2-3 years, a service which most companies provide and have quoted a cost of approx \$500.00 for this cleaning, if required.</p> <p>We believe this sustainable approach toward green energy and cost savings, aligns with the Shires Strategic Community Plan, focus areas, "Community Wellbeing", "Economic Development" (tourism), and "Natural Environment". In particular, Objective 2.2 - "Priority to continue to investigate an increase in alternative energy sources and cost saving technologies for Shire buildings &amp; Assets</p> <p>All water for the complex is ground water and we can ensure our tanks are filled during daylight hours only. The watering rosters for all grounds will be altered to ensure reticulation systems will be run during daylight hours maximising the electricity generated through solar panels. For example: Football oval will be watered during daylight hours.</p> <p>Results predicted by Solar company will be significant cost reduction. At moment we do our watering during off peak hours, which is at night after 9.00pm.</p>

18 MAY 2021

<b>Evidence of Need:</b> <i>Why is this the best idea and how can you be sure?</i>		
<p><b>Solar power is a proven alternate energy source that is growing in popularity and has been adopted by many households Shires and commercial business to reduce electricity costs and the impact on the environment. The shire clearly acknowledges this, as they have incorporated the need to investigate alternative energy sources in their Strategic plan.</b></p>		
<b>Outcomes</b> <i>What do you want to achieve?</i>		<b>Success Indicators (Measures)</b> <i>How will you know you have succeeded?</i>
Cost efficiencies to our Complex		Electricity bills from synergy decrease
Smaller environmental footprint to the planet		
Financial sustainability for our club		Savings increase
Ability to redirect financial savings to sporting programs for seniors, children & other community groups		We run more programs for different community groups
Improvement of playing surfaces		Playing surfaces are in better condition due to change in watering rosters
Attracting more members, visitors and tourists		Membership increases , more visitors utilising club facilities
<b>Beneficiaries:</b> <i>Who is it aimed at?</i>		
<p><b>Member of all clubs, Community members, Visitors and tourists, Shire of Gingin (through tourism)</b></p>		
<b>Project Team</b> <i>Who has the skills?</i>		<b>Role</b> <i>What will be their responsibilities?</i>
Solar force		supply and install the panels
Committees from each sporting groups		Ensure Clubs comply with watering rosters
LCSC committee		Ensure panels are maintained and cleaned
Shire of Gingin		Finance the initial purchase & installation of solar panel system through the Tower fund
<b>Milestones (Tasks)</b> <i>What needs to occur to make the project happen?</i>		<b>Timeline</b> <i>How much time is needed?</i>
LCSC to obtain a current quote & complete plan & submit both to Gingin shire		3 weeks
Shire of Gingin to agree to fund supply & installation costs from Tower fund (as per quote)		4 weeks
Solar force company		12 weeks
		Supply &

## APPENDIX 12.1.1

## APPENDIX 12.1.1



18 MAY 2021

**To:**  
"Leon Temby" <Itemby@westnet.com.au>  
**Sent:**  
Sun, 28 Mar 2021 21:57:50 +0800  
**Subject:**  
Perth Solar Force - Lancelin Sporting Complex  
Hello Linda

It was good to speak with you again on Friday in regards to installing a solar pv system for the Lancelin Sporting Complex.

From the information you originally provided, the complex is currently spending approximately \$12,00 - \$15,000 per annum on electricity costs.

Please find below our information for the system that you have requested an updated quote for.

The main reason why the price has increased since my last email is due to the Federal Government Solar Incentive decreasing by approximately \$1200 on the 1st January. (this happens each year)

We also now show all of our commercial pricing as Ex GST.

**Goodwe 15kW Three Phase Inverter + 54 x Suntech 370w Solar Panels (19.98kW Output) = \$13,999 Ex GST**

(Annual Electricity Savings of approximately \$7,000 - ROI is approximately 2 - 3 Years)

All of our commercial pricing includes the fees and charges required to cover the cost of obtaining council planning approval, which also includes a structural engineering report which they require.

As the council owns the property, they may be prepared to waive some of these standard costs, and we can amend the price accordingly if this is the case.

The warranties on your new system, are outlined below:

**Goodwe Inverter - 10 Years Parts & Labour Warranty**

**Suntech Solar Panels - 15 Year Product Warranty**

In regards to the ongoing cleaning of the panels to maintain their optimum efficiency, we would recommend a clean once every two years.

**We could provide this service for you at a cost of \$650.**

**I believe that you will enjoy your service experience with Perth Solar Force for the following additional reasons:**

\* We're a WA owned and operated company - and we are located in Wangara, so if ever you need assistance after your installation we are just a phone call away.

\* We're a strong WA small business with more than 70 people on our team, and we take great pride in our work, which is seen in lots of very positive customer reviews online. We complete about 60 installations every week and are the biggest solar panel installation company in Western Australia.

18 MAY 2021



# PERTH SOLAR FORCE

## COMPANY PROFILE

**SOLAR  
POWER**

**SOLAR  
STORAGE**

**SOLAR  
HOT WATER**

**COMMERCIAL  
SOLAR**

**LED  
LIGHTING**

**ELECTRICAL  
SPECIALIST**

1300 PSF NOW (773 669) | [SALES@PERTHSOLARFORCE.COM.AU](mailto:SALES@PERTHSOLARFORCE.COM.AU)  
7 BOMBARDIER RD, WANGARA WA 6065 | [WWW.PERTHSOLARFORCE.COM.AU](http://WWW.PERTHSOLARFORCE.COM.AU)

18 MAY 2021



## WHY PERTH SOLAR FORCE?

- Perth Owned, Perth Run & Perth Operated
- Local Showroom, office and warehouse in Wangara & Geraldton
- Perth Solar Force, Geraldton Solar Force, South West Solar Force
- Perth Plumbing Force & Perth Electrical Force
- Over 80 full time employees, call centre & service team
- All in-house CEC Qualified Electricians
- Clean Energy Council approved Solar Retailer
- Goodwe service provider and Solaredge preferred installers
- Over 10,000 systems installed - Over 200,000 panels
- Installing 250+ jobs a month, over 3,000 a year
- Elite market leading products all with top warranties
- All installs include a 10 year workmanship warranty
- Wealth of knowledge & over 30 years combined experience
- SolarQuotes Platinum Rated solar installer
- Started in 2013, now the top solar retailer in WA





18 MAY 2021



## PERTH SOLAR FORCE CAPABILITIES



Perth Solar Force specialises in providing economic long term energy solutions for residential and commercial customers. We're currently installing approximately 15MW a year, which is just over 50,000 solar panels. We have extensive experience delivering residential and commercial projects of all sizes in a variety of industry sectors including Government, Industrial, Farming and Agriculture, Hospitality and Retail. Services the team at Perth Solar Force provide include;

- Grid connected PV systems from 1.5kW systems to 1 MW commercial systems
- Site surveys, 3D system designs including panel arrays, wiring, saving projections & bankable simulations
- City council planning approval and building permits
- Application to energy provider, including STCs and LGCs
- Structural engineers assessment of the roof and building
- Earthing equipment and earth cabling;
- Isolators and circuit board protection
- Communication and monitoring equipment
- All tests to relevant Australian Standards and tests required
- System commissioning, operation manuals and maintenance programs
- Finance solutions, including interest free, operating lease, chattel mortgage and PPA's
- Retro fit battery packages, Hybrid battery back-up and off grid solutions
- Ground mount racking systems, multi story buildings with our highest being a 23 story building in Perth
- Solar Smoothing and Voltage Power Optimisation (VPO)

Below is a few of the companies we have completed. Perth Solar Force's involvement in these projects is end to end, we were responsible for design, supply, installation, commissioning and maintenance.







PERTH SOLAR FORCE  
TEAM

We are a West Australian company proudly employing over 80 workers around Western Australia. Each team member has been individually selected for their large range of skills, technical abilities and unparalleled experience. Our reputation means everything to us, so our clients can be confident they will receive the best products in the market, with the highest quality installation, at the most competitive price.

**DIRECTORS** | Aaron, Jason & Bronson have been friends for 20 years and attended high school together. They began as RJB Electrical in 2013 delivering residential and commercial services including solar installations. In 2016 the decision was made to focus on solar and so Perth Solar Force was born. Over the past years they have expanded and developed the company to become one of the number 1 top solar retailers in Western Australia. Their focus is always on delivering the very best in quality and service. Approximately 40% of our new business comes from referrals by happy customers.

**SALES CONSULTANTS** | Leading from the front, our sales consultants are non-pushy, genuine energy experts who will recommend the best system for each individual location and budget. They will assess billing information, energy requirements and site conditions before presenting an obligation free appraisal on options that best suit the client’s needs and requirements.

**SERVICE & SUPPORT** | We are one of the rare companies that have a showroom/office/warehouse with our own call centre, bookings, accounts, applications and service teams. We do everything in house and are open from 8am to 5pm Monday to Friday. For anything relating to applications, installs or accounts, our clients will be speaking to local Australians who will help and assist with any queries. We install and service across many locations in our state ranging from Kalbarri, Geraldton, Jurien Bay, throughout metro Perth and down to the South West region. We also cover Northam, York and everywhere between there and Kalgoorlie.

**INSTALLERS** | We have over 30 full time, in-house installers including 20 fully qualified CEC Electricians. With our solid team and 30+ years of combined solar experience we can ensure there is no job we can’t handle. With all the necessary training, tickets, equipment and insurances you can rest easy knowing you are not only in good hands but in the best hands. Our installers pride themselves on quality workmanship, they are always on time, polite, friendly and professional.



MISSION +  
VALUES

To be Perth’s best residential and commercial solar solutions provider, delivering reputable brands backed by market leading customer service, ensuring maximum return on customer investment.



18 MAY 2021



## RESIDENTIAL SPECIALISTS



As WA's leading residential solar installers, you've possibly already seen our installation teams out on the roads or doing installs. We're currently doing 60+ installs per week around Perth and regional WA, which is more than 3000 installs per year in total. Most residential systems range from 1.5kW systems with 6 panels up to 5kW systems with 20-24 panels. The potential savings for a 5kW inverter with 6.6kW of panels is often over \$2,000 a year combined with altering your power usage. Australia wide there have been over 10 million solar panels installed and renewable energy makes up 21% of Australia's Electricity.

With the solar incentives still reducing the upfront costs of solar systems by up to \$4,000 and the fact you're paid for the excess power they feed back into the grid, all combined with the possible \$2,000 a year savings, that's the reason why over 25% of Western Australian homes have solar.

At Perth Solar Force, we guarantee that your solar system will produce enough energy in its first year of operation to save you over \$1,000 off your electricity bill. \*T&C APPLY.

Please see below pictures of a few of our residential installs;



18 MAY 2021

## COMMERCIAL SPECIALISTS

## WA'S #1 COMMERCIAL SOLAR INSTALLER

Installing a commercial solar power system is a complex process. Installations of this size can take time to complete. With the team at Perth Solar Force you can be sure that your investment will deploy megawatts of solar power at the lowest cost and minimal risk while achieving the best possible results from the start. Solar power will deliver long term cost savings to your business. We will tailor a solar system to suit your business's needs, using top quality products from proven suppliers with comprehensive warranties. We can also offer battery storage solutions to help you manage your energy usage.

- Huge solar incentives contributing to offset the upfront cost of solar – Up to \$70,000 per business
- Create your own power to reduce your power bill, operating costs and increase your profits.
- Cash Flow positive from day one – 'Rent to Own' options available with \$0 upfront
- Instead of paying for power, pay off your system using the savings your system generates
- Boost property value by adding solar
- Depreciation benefits from a tax perspective –some businesses can receive \$20,000 instant business asset write-off
- Protect against rising utility rates as electricity prices in Australia have increased by more than 30% in the last four years
- Make use of your large external roof area for solar which will also help with shading of your roof and associated cooling effects
- Going green reduces Greenhouse Gas Emissions



Shelford Construction  
100kW System  
Saving \$47,200 per year



McDonald's Mundaring  
20kW System  
Saving \$8,300 per year



Lawn Doctor  
81kW System  
Saving \$38,300 per year



Orchid Winery  
30kW System  
Saving \$14,200 per year



Padbury Church  
25kW System  
Saving \$11,800 per year



Barr & Stanley  
20kW System  
Saving \$9,400 per year



18 MAY 2021



## PERTH SOLAR FORCE

### YOUR LOCAL FORCE IN SOLAR

*"Perth Solar Force go above and beyond to please their customers! Would definitely recommend to get your Solar done with this company." - Colin*



*"Top team, affordable, fast, simply good. Highly recommended. Thanks guys, love your work." - Jeremy*



*"Perth Solar Force installed our panel back in April. Within 6 months, we have sliced our electricity bill by ⅓. We normally pay about \$600-800 dollars per 60 days and our last bill was just \$206! The team were highly professional and highly recommended." - Siska*



*"I am a single mum and have had some bad experience with trades people. I chose Perth Solar Force because they were very professional and helpful. No pressure from sales. My options were explained in easy to understand language. The install was smooth and the tradies very polite and clean. I would highly recommend Perth Solar Force." - Louise*



1300 PSF NOW (773 669) | [SALES@PERTHSOLARFORCE.COM.AU](mailto:SALES@PERTHSOLARFORCE.COM.AU)

7 BOMBARDIER RD, WANGARA WA 6065 | [WWW.PERTHSOLARFORCE.COM.AU](http://WWW.PERTHSOLARFORCE.COM.AU)



18 MAY 2021

\* All of our installers are employed by our company, and we don't use external sub-contractors giving you the peace of mind that we control the whole installation process from beginning to end to ensure 100% satisfaction.

\* We are one of only a small number of Solar Companies in Perth to have attained the accreditation of '**Approved Solar Retailer**'. This is the highest level of accreditation by the Clean Energy Council of Australia (who oversee the Solar Panel Industry), and ensures that we must adhere to the highest standards in all aspects of your installation.

\* We also provide you with a **10 Year Installation and Workmanship Warranty** and have our own in-house service team to make sure you're well looked after in the years following your installation.

\* We have the **highest customer satisfaction ratings for a Western Australian Solar Installer on Facebook, Google and SolarQuotes** due to our attention to detail and excellent installers.

I have attached the specification sheets for the Goodwe Inverter and Suntech Solar Panels, the Nearmap Report showing the location of the panels, along with our Company Profile brochure.

I look forward to speaking with you again soon, but please don't hesitate to come back to me with any further questions.

Kindest Regards,

Glen

**Glen Smyth**

**Perth Solar Force | Solar Consultant | Contact 0412 167 827**

## **12.2 REVISION LANCELIN PROJECT**

File	ENV/17
Author	Jodie Mortadza - Coordinator Community & Place/Major Projects
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	Nil

### **DISCLOSURES OF INTEREST**

Nil

### **PURPOSE**

For Council to consider cancelling the Revision Lancelin project, to relinquish associated grant funding and reallocate grant funding to other coastal project commitments.

### **BACKGROUND**

The Shire of Gingin successfully acquired a grant in May 2020 for the Revision Lancelin project through the Coastal Management Plan Assistance Program (CMPAP - overseen by the Department of Planning, Lands and Heritage). The project aimed to assess how the Lancelin townsite can be retained without the ongoing concerns and uncertainties around coastal impacts and inundation while building a viable and sustainable future that fosters growth.

The Scope of Works was developed in conjunction with the Coastal Steering Committee, made up of representatives from the Department of Planning, Lands and Heritage, Department of Transport, Shire staff and Councillors.

In attaining the quotes, the submitted proposals detailed the extensive professional services requirements to undertake the project however the associated costs significantly exceeded the project budget.

### **COMMENT**

These costs ultimately reflect and recognise that the body of work required applies beyond the Shire of Gingin and, in all probability, provides a model for all impacted coastal towns across the state, if not the nation.

With other options explored including reducing the scope and other potential funding sources, together with the broader application as detailed above, it is recommended the project be cancelled.

It is proposed that the project be revisited following the completion of the CHRMAP Inundation Integration project which is currently underway, and the proposed Coastal Management Strategy (subject to progress based on successful grant funding).

The budget for this project is currently approved at \$153,433, of which \$69,865 is funded by the CMPAP funding. Should Council cancel the project, the \$69,865 in funding will be relinquished, leaving an unused balance of \$83,568 of municipal funds available for reallocation to other projects.

To maintain Council's commitment to mitigating the environmental impacts on our coastal towns/assets, it is proposed these funds be allocated to the two coastal projects currently under implementation or development.

#### CHRMAP/Inundation Integration – Current

In response to comments from Council during the CHRMAP/Inundation Study project update presented to the 20 April 2021 Briefing Session, it is proposed that \$13,568 be allocated to the CHRMAP Inundation Integration project to cover an additional workshop to be held in Lancelin, location-based engagement software to support better community understanding, directed marketing materials, workshop catering and incidentals.

#### Coastal Management Strategy

While Council's 2020/21 application for CMPAP funding assistance to undertake a Coastal Management Strategy was considered to be very strong, it was not awarded given the Revision Lancelin and CHRMP/Inundation Integration Study projects were both funded.

An application for funding has been submitted under the 2021/22 CMPAP program for \$50,000 in March 2021 which, if successful, will require a Council contribution of \$60,000 (\$53,000 cash and \$7,000 in-kind). It is proposed that the remaining \$70,000 originally allocated to Revision Lancelin be quarantined and allocated towards this project, with \$53,000 assigned to Council's cash contribution to development of the strategy, and \$17,000 allocated towards its implementation.

#### **STATUTORY/LOCAL LAW IMPLICATIONS**

##### *Local Government Act 1995*

Part 6 – Financial management

Division 4 – General financial provisions

Section 6.8 – Expenditure from municipal fund not included in annual budget.

##### *Local Government (Financial Management) Regulations 1996*

#### **POLICY IMPLICATIONS**

Nil

## BUDGET IMPLICATIONS

Account	Description	Current Budget	Revised Budget	Surplus Deficit
2100556 (EP10590)	Lancelin Planning Forward - Revision Lancelin	(153,433)	0	153,433
3100510	Environmental/Coastal Grants – Revision Lancelin	69,865	0	(69,865)
2100557 (EP10550)	Inundation Integration Study (CHRMAP Inundation Integration)	(115,000)	(128,568)	(13,568)
2100557	2021-22 Coastal Management Strategy (Development)	0	(53,000)	(53,000)
2100557	2021-22 Coastal Management Strategy (Implementation)	0	(17,000)	(17,000)
	<b>Total</b>	<b>198,608</b>	<b>(198,568)</b>	<b>0</b>

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	Natural Environment
<b>Objective</b>	To develop the Shire's capacity to support the conservation of natural assets and undertake sustainable resource management.
<b>Outcome</b>	2.1 Conservation: The Shire's ecological services and natural assets are respected and enhanced.
<b>Priorities</b>	2.1.1 Develop a Coastal Management Policy and implement a Coastal Management Plan to protect and enhance our coast.

## VOTING REQUIREMENTS - ABSOLUTE MAJORITY

### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

**MOVED:** Councillor Vis

**SECONDED:** Councillor Johnson

**That Council:**

1. Agree to cancel the Revision Lancelin Project;
2. Advise the Coastal Management Plan Assistance Program funders that the approved grant funding of \$69,865 is no longer required; and
3. Agree to amend the adopted 2020/21 Budget by reallocating funds set aside for the Revision Lancelin project to the 2020/21 CHRMAP/Inundation Integration Study and 2021/22 Coastal Management Strategy projects in accordance with the following table:



**MINUTES  
ORDINARY COUNCIL MEETING  
18 MAY 2021**

Account	Description	Current Budget	Revised Budget	Surplus Deficit
2100556 (EP10590)	Lancelin Planning Forward - Revision Lancelin	(153,433)	0	153,433
3100510	Environmental/Coastal Grants – Revision Lancelin	69,865	0	(69,865)
2100557 (EP10550)	Inundation Integration Study (CHRMAP Inundation Integration)	(115,000)	(128,568)	(13,568)
2100557	2021-22 Coastal Management Strategy (Development)	0	(53,000)	(53,000)
2100557	2021-22 Coastal Management Strategy (Implementation)	0	(17,000)	(17,000)
	<b>TOTAL</b>	<b>198,608</b>	<b>(198,568)</b>	<b>0</b>

**CARRIED BY ABSOLUTE MAJORITY  
9 / 0**

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

## **12.3 SHIRE OF GINGIN COMMUNITY FUNDING APPLICATIONS AND REQUESTS 2021/2022**

File	GRA/14-8
Author	Amy Gibbs - Community Events & Services Officer
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	Nil

### **DISCLOSURES OF INTEREST**

*Councillor Linda Balcombe declared a Financial Interest in Item 12.3 as she is employed by Bendigo Bank which is a co-funder of one of the applicants, and left the meeting at 3.34pm.*

*Councillor Frank Johnson declared an Impartiality Interest in Item 12.3 as he is Treasurer of the Seabird Progress Association, which is one of the applicants.*

*Councillor James Morton declared an Impartiality Interest in Item 12.3 as he is Captain of the Gingin West Volunteer Bush Fire Brigade and a member of the Ledge Point Country Club.*

*Councillor Frank Peczka declared an Impartiality Interest in Item 12.3 as he is a member of the Lancelin Community Sporting Club Inc.*

### **PURPOSE**

To assess the 2021/22 Community Funding Program submissions for the draft 2021/22 Budget.

### **BACKGROUND**

Typically, Council has allocated around \$150,000 (GST exc.) per year through various grant programs to community groups and not-for-profit organisations to assist with projects or initiatives which support Council's Strategic Community Plan priorities.

The Community Grants Program each year comprises of:

1. Funding requests up to \$10,000 (ex GST)

This includes:

- Public Liability Insurance Grants up to 50% capped at \$500; and

- Community Project Grants including community events, equipment, and community programs (e.g., art activities, hobby workshops).
- 2. Council Budget Requests (above \$10,000). In addition to the standard submission documentation, these requests require submission of a Project Plan (or Concept Enquiry if related to new infrastructure) and an earlier submission date to enable additional time for assessment.

Council also operates a Funding Assistance Program. This program provides a three-year commitment to project funding committed by Council and includes programs such as youth leadership development, healthy communities, environmental projects and supporting tourism initiatives through the Community Resource Centres.

To assist informing potential community grant applicants of funding opportunities, Council at its Ordinary Meeting of Council on 19 November 2019 resolved to:

1. *Support an annual Funding Assistance Program allocation of \$61,000 (GST exclusive) commencing in the 2020/21 Municipal Budget;*
2. *Support an annual Community Grant Budget allocation of \$65,000 (GST exclusive) commencing in the 2020/21 Municipal Budget; and*
3. *Review the Community Grant Budget Allocation and Funding Assistance Program allocations on a three-yearly basis with the next review in 2022.*

As provided under this resolution, no specific budget allocation is provided for the Council Budget Requests (above \$10,000) component of the Community Grant Program. It should also be noted the \$24,000 annual budget provision to the St John Ambulance sub-centres for new ambulances is in addition to these programs.

An invitation for applications for the Community Grants Programs for the 2021/22 year was advertised on 1 February 2021 with submissions to be received on or before 19 March 2021.

The Community Grant Funding Program (\$10,000 and less) was advertised using various channels including:

- Monthly Council to Community Newsletter;
- Monthly Community & Club E-Newsletter;
- Shire's website & Facebook page posts; and
- Emails to all community groups & sporting groups.

The Council Budget Requests (above \$10,000) component was also advertised, closing 26 February 2021. Information sent to groups and clubs included:

- Community Funding Guidelines;
- Application form for 2021 Community Funding Program;
- Application form for Public Liability Insurance Funding;
- Project Plan application for Council Budget Request (above \$10,000); and
- Proposed Grant Workshops (not enough registrations were received for the workshops to proceed).

## COMMENT

Overall, and in accordance with the following table, there were 35 Funding/Community Budget applications (**Confidential Appendix 12.3.1**) received, of which one was assessed as not eligible.

TYPE OF FUNDING REQUEST	Community Grant (Up to \$10,000)	Funding Assistance Scheme (3-Year Commitment)	Council Budget Requests (above \$10,000)
BUDGET ALLOCATION	\$65,000pa	\$61,000pa	No Budget Allocation
NO. OF ELIGIBLE APPLICATIONS	26 13 - Community Projects 13 - Public Liability Insurance	7 6 from 2020/21 1 new application	2
TOTAL	\$67,794	\$51,000	\$64,500
NOT ELIGIBLE	1 – Community Enterprise	Nil	Nil
WITHDRAWN	Nil	Nil	Nil
DID NOT APPLY	Nil	Gingin District High School Canberra & Leadership Camps	Nil

The eligible applications, in total, amount to \$183,294. As applications can contain sensitive financial details, they have been circulated to Councillors separately and are categorised into the four groups below:

1. Community Funding (Up to \$10,000);
2. Community Funding (Public Liability Insurance);
3. Funding Assistance Scheme (3-Year Commitment); and
4. Council Budget Requests (above \$10,000).

Staff have reviewed the applications using the Rating Key (Appendix 12.3.2) and have provided a rating and comments where relevant for each application for Council reference.



The Review Tool evaluates the Funding Priorities of the project against the expected benefits, project management experience of the group, financial support for the project and impact the project will make on the identified need.

#### **STATUTORY/LOCAL LAW IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Policy 3.7 - Distribution of Funds to Community and Sporting Bodies through the Community Sporting and Recreation Facilities Fund.

#### **BUDGET IMPLICATIONS**

Council's determination will inform which projects are to be included in the 2021/22 draft Budget for Council consideration.

This year's eligible applications are \$46,553 above those received last year (\$136,741 of which \$86,741 Council endorsed for consideration in the 2020/21 Budget) and \$35,544 above (\$147,750) approved in the pre-COVID 2019/20 Budget. Further details are below.

<b>CATEGORY</b>	<b>2021/22</b>	<b>2020/21</b>	<b>COMMENTS</b>
<b>Funding Assistance Scheme</b>	\$51,000	\$41,000	Lancelin CRC tourism resuming
<b>Public Liability Insurance</b>	\$4,441	\$3,466	3 additional eligible clubs
<b>Community Projects</b>	\$63,353	\$8,000	Events resuming post-COVID  One off projects: IAP218962 IAP218999 IAP219081 IAP219000
<b>Council Budget Requests</b>	\$64,500	\$34,275	Gingin Bowling Club re-application, Gingin British Car Day
<b>TOTAL</b>	<b>\$183,294</b>	<b>\$86,741</b>	

While the Funding Assistance Scheme grants are within the agreed allocation, the Community Grants (Under \$10,000) exceed the limit set by Council in its November 2019 resolution by \$2,794. The Public Liability Grant applications within the Community Grants (Under \$10,000) program continue to support local organisations in maintaining appropriate insurance cover and thereby mitigate their risk.

Should Council wish to reduce its overall funding commitment, this can be achieved through partial funding or deferral of the remaining applications within this program based on the evaluation ratings. The Funding Assistance Scheme Grants continue Council's ongoing commitments to these projects.

The Council Budget Requests (above \$10,000) program however, has no approved annual allocation and two applications were received under this program.

The first is the Gingin Bowling Club's application which seeks a contribution towards installation of a new synthetic green. Council received a similar application last year for this project however budget constraints, together with the requirement to prioritise two CSRFF applications, resulted in this application being unsuccessful.

The other application seeks Council's continued support by the Gingin CRC in hosting the annual British Car Day event.

## **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	Community Wellbeing
<b>Objective</b>	1. To support the Shire of Gingin community to be inclusive, vibrant, and healthy through the Shire's service delivery.
<b>Outcome</b>	1.1 Inclusive: Our community has access to a range of community programs, services and initiatives that support wellbeing and inclusion. 1.2 Vibrant: Our community can participate in a range of activities and events that celebrate and promote our unique lifestyle and heritage. 1.3 Healthy & Safe: Our community has access to quality health and community safety program, services and initiatives that promote resilience.
<b>Key Service Areas</b>	Community Programs
<b>Priorities</b>	1.1.2 Encourage programs and facilities that engage and support children and young people to stay in the Shire. 1.2.1 Provide Practical support that empowers community groups and volunteers and encourages help. 1.2.3 Support and promote local and regional events that offer clear economic and social benefits to the community.
<b>Focus Area</b>	Natural Environment
<b>Objective</b>	2. To develop the Shire's capacity to support the conservation of natural assets and undertake sustainable resource management.
<b>Outcome</b>	2.1 Conservation: The Shire's ecological services and natural assets are respected and enhanced.
<b>Key Service Areas</b>	Conservation and Environmental Management

<b>Focus Area</b>	Economic Development
<b>Objective</b>	4. To support the economic development through the Shire's service delivery.
<b>Outcome</b>	4.1 Tourist Playground: An internationally acclaimed tourist playground.
<b>Key Service Areas</b>	Economic Development & Tourism Infrastructure

## VOTING REQUIREMENTS - SIMPLE MAJORITY

### OFFICER RECOMMENDATION

That Council:

1. Include the grant applications as detailed in Confidential Appendix 12.3.1 in the draft 2021/22 Budget for consideration; and
2. Include the following Council Budget Request (above \$10,000) submissions in the draft 2021/22 Budget for consideration:
  - a. Gingin Community Resource Centre - \$14,500 British Car Day; and
  - b. Gingin Bowling Club - \$50,000 – Synthetic Bowling Green.

### COUNCIL RESOLUTION

**MOVED:** Councillor Johnson

**SECONDED:** Councillor Vis

That Council deal with Part 2.b. of the Officer Recommendation separately, in order to allow Councillor Balcombe to return to the meeting and participate in discussions, and to vote on the remaining applications for funding.

**CARRIED UNANIMOUSLY**  
**9 / 0**

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

**COUNCIL RESOLUTION**

**MOVED:** Councillor Peczka      **SECONDED:** Councillor Rule

That Council include the following Council Budget Request (above \$10,000) submissions in the draft 2021/22 Budget for consideration:

1.      Gingin Bowling Club - \$50,000 - Synthetic Bowling Green.

**CARRIED UNANIMOUSLY  
9 / 0**

**FOR:**      *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

*Councillor Linda Balcombe returned to the meeting at 3.38pm and was advised of Council's decision by the Shire President.*

**SUBSTANTIVE MOTION WITH AMENDMENT**

**MOVED:** Councillor Vis      **SECONDED:** Councillor Lobb

That Council:

1.      Include the grant applications as detailed in Confidential Appendix 12.3.1 (as amended) in the draft 2021/22 Budget for consideration, with the exception of the application from the Gingin West Volunteer Bush Fire Brigade; and
2.      Include the following Council Budget Request (above \$10,000) submissions in the draft 2021/22 Budget for consideration:
  - a.      Gingin Community Resource Centre - \$14,500 British Car Day.

**CARRIED UNANIMOUSLY  
9 / 0**

**FOR:**      *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

**REASON FOR AMENDMENT**



**MINUTES  
ORDINARY COUNCIL MEETING  
18 MAY 2021**



Council was of the view that the application for funding submitted by the Gingin West Volunteer Bush Fire Brigade was not consistent with the purpose of the Shire's community funding program.

*Amy Gibbs (Community Events and Services Officer) left the meeting at 3.58pm.*

#### **12.4 WAIVER OF HIRE FEES FOR GINGIN BRITISH CAR DAY 2021**

File	CSV/1
Author	Amy Gibbs - Community Events & Services Officer
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	Nil

#### **DISCLOSURES OF INTEREST**

Nil

#### **PURPOSE**

To consider a request for hire fees to be waived for the 2021 Gingin British Car Day.

#### **BACKGROUND**

A request has been received from the Gingin District Community Resource Centre (Gingin CRC) to support the 2021 Gingin British Car Day through waiver of the hire fees associated with the use of Granville Park, Granville Civic Centre and Granville Sound Shell.

This waiver is additional to the \$12,000 (GST exclusive) funding provided towards the event through the 2020/21 Community Funding Program. The hire includes set up the day prior to the event and for the three spaces comes to a total of \$2,065.90 (GST exclusive).

The bond associated with the hire is \$655 (GST exclusive). The bond is refundable and has not been included in the request.

#### **COMMENT**

The British Car Day is one of Gingin's hallmark events and has successfully run for 30 years. It is expected to bring a crowd of 5,000 attendees in 2021.

Historically hire fees have not been charged for this event. The Gingin CRC has not allowed for the venue fees in their event budget, therefore the support of the Shire in waiving the hire fees would ensure the event remains viable for future years.

Council has delegated authority to the CEO to waive money owed to the Shire of Gingin up to a maximum value of \$1,000. As this request exceeds this limit, any waiver must be approved by Council.

## **STATUTORY/LOCAL LAW IMPLICATIONS**

*Local Government Act 1995*

Division 5 – Financing local government activities

Section 6.16. Imposition of fees and charges

Shire of Gingin Delegated Authority Register

Delegation 2.2 - Waive or Grant Concessions on Money Owed to the Shire

## **POLICY IMPLICATIONS**

Nil

## **BUDGET IMPLICATIONS**

While the fee waiver impacts facility revenue, which assists with the ongoing maintenance of the assets, no specific income from this event has been included in the budget.

## **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	1. Community Wellbeing
<b>Objective</b>	To support the Shire of Gingin community to be inclusive, vibrant, healthy and safe through the Shire's service delivery
<b>Outcome</b>	1. Vibrant Our community can participate in a range of activities and events that celebrate and promote our unique lifestyle and heritage.
<b>Key Service Areas</b>	Community Programs, Shire Events
<b>Priorities</b>	1.2.3 Support and promote local and regional events that offer clear economic and social benefits to the community.

## **VOTING REQUIREMENTS - SIMPLE MAJORITY**

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Johnson

**SECONDED:** Councillor Lobb

That Council agree to waive the venue hire fees of \$2,065.90 for the Gingin Community Resource Centre's 2021 British Car Day event.

**CARRIED UNANIMOUSLY**

**9 / 0**

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*



## 12.5 MONTHLY FINANCIAL STATEMENT FOR THE PERIOD ENDING 30 APRIL 2021

File	FIN/25
Author	Karina Leonhardt - Coordinator Corporate Services
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	<ol style="list-style-type: none"> <li>1. Monthly Financial Report as at 30/04/2021 [<b>12.5.1</b> - 15 pages]</li> <li>2. Investments as at 30/04/2021 [<b>12.5.2</b> - 1 page]</li> </ol>

### DISCLOSURES OF INTEREST

Nil

### PURPOSE

To present for Council endorsement the Monthly Statement of Financial Activity for the period ending 30 April 2021.

### BACKGROUND

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

### COMMENT

The Financial Statements for the month ending 30 April 2021 present the financial performance of the Shire for the 2020/21 financial year and compare year to date expenditure and revenue against the corresponding year-to-date budget.

The later adoption of Council's 2020/21 Budget (28 July) restricted the start of the major capital works and non-standard operating programs which has contributed to the (\$487,793) variance comprising:

Under budget

Operating Fund Surplus/Deficit	\$0
Operating Expenditure	\$1,080,045
Investing Activities – Expenditure	\$5,406,278
Financing Activities – Revenue	(\$2,842,463)
Investing Activities – Revenue	(\$4,091,471)

Over budget

Operating Revenue	\$1,840,799
Financing Activities – Expenditure	(\$1,880,981)

A detailed explanation of the cause of the variations within each area is contained within **Appendix 12.5.1**.

#### Investments

As required by Council Policy 3.2 Investments, details of Council's investments are provided within **Appendix 12.5.2**.

#### **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 2.4 Investing Money Not Required for the Time Being

#### **POLICY IMPLICATIONS**

Shire of Gingin Policy 3.2 – Investments

A monthly report will be provided to Council detailing the investments portfolio in terms of performance, percentage exposure, maturity date and changes in market value.

#### **BUDGET IMPLICATIONS**

Nil

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	Governance
<b>Objective</b>	5. To demonstrate effective leadership, governance and advocacy on behalf of the community
<b>Outcome</b>	5.1 Values Our Organisational & Business values are demonstrated in all that we do
<b>Key Service Area</b>	Financial Management
<b>Priorities</b>	N/A

## VOTING REQUIREMENTS - SIMPLE MAJORITY

### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

**MOVED:** Councillor Rule

**SECONDED:** Councillor Court

That Council endorse the Statement of Financial Activity for the period ending 30 April 2021.

**CARRIED UNANIMOUSLY**

**9 / 0**

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

18 MAY 2021



## MONTHLY FINANCIAL REPORT

*(Containing the Statement of Financial Activity)*

FOR THE PERIOD OF 1 JULY 2020 TO 30 APRIL 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 1996

### Table of Contents

Key Information	1
Statement of Financial Activity by Program	2-5
Statement of Financial Activity by Nature and Type	6-7
Acquisition of Assets & Other Non-Capital Expenditure	8
Disposal of Assets	9
Information on Borrowings	10
Cash-Backed Reserves	11
Net Current Assets	12
Rating Information	13
Trust Funds	14
Investments	15



18 MAY 2021



Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

### *Key Information*

---

**Report Purpose:**

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34.

**Items of Significance:**

The material variance adopted by the Shire of Gingin for the 2020/21 year is \$20,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure.

*Note: The Statements are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.*

Prepared by: Karina Leonhardt  
Reviewed by: Ziggy Edwards  
Date Prepared: 12/05/21

18 MAY 2021



Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

Statement of Financial Activity by Program

	Current Annual Budget	Current YTD Budget	YTD Actual	Var. \$	Var. %	Comments
<b>OPENING FUNDING SURPLUS (DEFICIT)</b>	1,612,520	1,612,520	1,612,520	0	0.00%	
<b>REVENUE FROM OPERATING ACTIVITIES</b>						
GENERAL PURPOSE FUNDING	1,117,810	931,508	795,187	(136,321)	(14.63%)	Timing of interest received on investments; timing of financial assistance grants.
GENERAL PURPOSE FUNDING - RATES	8,346,400	8,346,400	8,404,725	58,325	0.70%	Interim rates charged on Country Heights Estate Stage 1 and other properties.
GOVERNANCE	2,545	2,121	15,875	13,755	648.55%	National Volunteer Week grants received
LAW ORDER PUBLIC SAFETY	998,398	831,998	615,941	(216,058)	(25.97%)	Lower than expected fines and penalties, and fire related reimbursements to date. Income recognition for MAF and BRPC as per AASB15 held as contract liability until spent.
HEALTH	315,391	307,762	373,788	66,026	21.45%	Timing of health regulatory licenses raised;
EDUCATION & WELFARE	123,288	102,740	171,883	69,143	67.30%	Return of Community Funding by Lancelin Primary School for Canberra Camp due to cancellation. Higher than expected Youth Week Grants/sponsorship received. Higher level of bus hire for school bus use. Recognition of prior year income (previously restricted) upon transfer to reserve; Annual replacement Contributions 06-07 – 13/14 for Community Bus (timing).
HOUSING	18,197	15,164	173,746	158,582	1045.77%	Remapping of senior's housing through Chart Of Account (COA) restructure from Program: Education and Welfare to Housing not reflected in budget.
COMMUNITY AMENITIES	1,895,485	1,579,571	1,721,147	141,576	8.96%	Recognition of prior year income (previously restricted) upon transfer to reserve; Coastal inundation (unspent portion of voluntary coastal erosion levy) and reserve: Subdivisions (for various sub-division funds). Coastal Erosion Voluntary Levy raised with rates in July 2020. Higher than forecast planning application fees received. Increase in septic tank application/inspection fees.
RECREATION & CULTURE	156,952	130,793	238,067	107,274	82.02%	Recognition of prior year income (previously restricted) upon transfer to reserve: 19/20 BEN Signs grant and Granville Park contribution to works. Timing of grant funding movements from Contract Liabilities for GOAS project. Timing of grants received.
TRANSPORT	289,472	241,227	1,496,121	1,254,895	520.21%	Recognition of prior year income (previously restricted) upon transfer to reserve: unspent roads and footpaths income, and parking meter income; Wheatbelt Region Main Roads WA Direct Grant Claim for 2020/21 (Regional Road Group) received in August 2020. Higher than expected fees from parking meters; Profit on sale of vehicles changed over in December 2020 not included in budget.
ECONOMIC SERVICES	1,427,188	1,189,323	1,524,095	334,772	28.15%	Agri Precinct Site Identification project funding balance recognised 20/21; timing of Guilderton Caravan Park income; higher than expected building licenses and fees income;
OTHER PROPERTY & SERVICES	317,799	264,833	303,645	38,813	14.66%	Higher than expected vehicle licensing commission YTD; higher than expected information fee income; unbudgeted grant funding for Standard Chart of Accounts restructure; refund of Superannuation administration fees; higher than expected general reimbursement income.
<b>TOTAL REVENUE</b>	<b>15,008,924</b>	<b>13,943,440</b>	<b>15,834,222</b>	<b>1,890,782</b>	<b>13.56%</b>	

18 MAY 2021



Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

	Current Annual Budget	Current YTD Budget	YTD Actual	Var. \$	Var. %	Comments
<b>EXPENDITURE FROM OPERATING ACTIVITIES</b>						
GENERAL PURPOSE FUNDING	(473,710)	(394,758)	(370,064)	24,694	(6.26%)	Timing of legal costs associated with debt collection; timing of allocation of administration costs.
GOVERNANCE	(1,180,411)	(983,676)	(1,529,327)	(545,652)	55.47%	Remapping of Other Governance Salaries & Wages through Chart Of Account (COA) restructure from Program: Other Property and Services to Governance not reflected in budget.
LAW ORDER PUBLIC SAFETY	(2,156,040)	(1,796,700)	(1,612,670)	184,030	(10.24%)	Timing of CESM/BRMP expenditure
HEALTH	(973,877)	(811,564)	(835,323)	(23,759)	2.93%	Timing of maintenance/operations for Gingin Medical Centre.
EDUCATION & WELFARE	(246,235)	(205,196)	(203,545)	1,651	(0.80%)	
HOUSING	(41,843)	(34,869)	(34,338)	531	(1.52%)	
COMMUNITY AMENITIES	(3,044,107)	(2,536,756)	(1,952,963)	583,793	(23.01%)	Timing of payments to waste collection contractors; timing of general tip maintenance; timing of completion of waste management plan; timing of Coastal Hazard Risk Management plan; timing of Inundation Integration Study; timing of Coastal Groyne Analysis; Timing of seawall assessment and maintenance; timing of CMPAP – Lancelin Planning Forward;
RECREATION & CULTURE	(3,918,766)	(3,265,638)	(1,808,951)	1,456,687	(44.61%)	Timing of town halls and public buildings operations and maintenance, and parks and gardens maintenance; timing of LORVA boundary fence relocation; timing of playground repairs/maintenance and development of a Playground Strategic Plan; timing of Shire suite of events;
TRANSPORT	(4,101,039)	(3,417,533)	(1,958,901)	1,458,631	(42.68%)	Timing of road and bridge maintenance; year-end depreciation process for roads and bridges.
ECONOMIC SERVICES	(1,308,281)	(1,090,234)	(2,320,671)	(1,230,437)	112.86%	Remapping of depreciation through Chart Of Account (COA) restructure still to be shared through other programs.
OTHER PROPERTY & SERVICES	(751,745)	(626,454)	131,220	757,674	(120.95%)	Remapping of Other Governance Salaries & Wages through Chart Of Account (COA) restructure from Program: Other Property and Services to Governance not reflected in budget.
<b>TOTAL EXPENSES</b>	<b>(18,196,055)</b>	<b>(15,163,378)</b>	<b>(12,495,534)</b>	<b>2,667,844</b>	<b>(17.59%)</b>	
<b>OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>						
ADJUST (PROFIT)/LOSS ON ASSET DISPOSALS	0	0	(49,983)	(49,983)		Original budget did not include provision for profit / loss on sale of assets.
ADD BACK DEPRECIATION	4,922,878	4,102,398	2,532,781	(1,569,618)	(38.26%)	Variation due to year-end depreciation process for roads and bridges
NON-CASH ADJUSTMENT	0	0	(18,181)	(18,181)		Includes remapping of leave accruals through Chart Of Account (COA) restructure – non-current sick leave transferred to current
<b>AMOUNT ATTRIBUTABLE TO OPERATING ACTIVITIES</b>	<b>1,735,747</b>	<b>2,882,460</b>	<b>5,803,304</b>	<b>2,920,844</b>	<b>101.33%</b>	

18 MAY 2021

Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

	Current Annual Budget	Current YTD Budget	YTD Actual	Var. \$	Var. %	Comments
<b>INVESTING ACTIVITIES</b>						
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS	12,688,131	10,573,443	6,446,161	(4,127,282)	(39.03%)	Timing of grants and contributions, and grants transferred from contract liability in line with performance obligations – as per AASB15 Revenue from contracts with customers
PURCHASE OF LAND & BUILDINGS	(3,260,518)	(2,717,098)	(531,605)	2,185,493	(80.43%)	Timing of capital purchases
PURCHASE INFRASTRUCTURE ASSETS - ROADS	(9,590,655)	(7,992,213)	(7,766,301)	225,911	(2.83%)	Timing of capital road expenditure
PURCHASE INFRASTRUCTURE ASSETS - PARKS	(2,020,060)	(1,683,383)	(446,136)	1,237,248	(73.50%)	Timing of capital purchases
PURCHASE OTHER INFRASTRUCTURE	(10,000)	(8,333)	(7,350)	983	(11.80%)	Timing of capital purchases
PURCHASE FOOTPATHS	(105,063)	(87,553)	0	87,553	(100.00%)	Timing of capital purchases
PURCHASE INFRASTRUCTURE SEWERAGE	0	0	0	0	0	
PURCHASE PLANT AND EQUIPMENT	(2,787,631)	(2,323,026)	(658,940)	1,664,086	(71.63%)	Timing of capital purchases
PURCHASE FURNITURE AND EQUIPMENT	(6,005)	(5,004)	0	5,004	(100.00%)	Timing of capital purchases
PROCEEDS FROM DISPOSAL OF ASSETS	237,727	198,106	232,819	34,713	17.52%	Timing of sale of plant
SELF-SUPPORTING LOAN PRINCIPAL INCOME	13,164	10,970	12,068	1,098	10.01%	Timing of loan repayments
<b>AMOUNT ATTRIBUTABLE TO INVESTING ACTIVITIES</b>	<b>(4,840,910)</b>	<b>(4,034,092)</b>	<b>(2,719,285)</b>	<b>1,314,806</b>	<b>(32.59%)</b>	
<b>FINANCING ACTIVITIES</b>						
PROCEEDS FROM NEW DEBENTURES	584,743	487,286	0	(487,286)	(100.00%)	Loan application still in process for Gingin Outdoor Activity Space (GOAS) and Altus Financials platform implementation
TRANSFERS TO RESERVES (RESTRICTED ASSETS)	(1,659,549)	(1,382,958)	(1,600,234)	(217,276)	15.71%	Former restricted cash transfers made to reserve as per Council resolution.
TRANSFERS FROM RESERVES (RESTRICTED ASSETS)	2,826,213	2,355,178	0	(2,355,178)	(100.00%)	End of year process.
REPAYMENT OF DEBENTURES	(222,197)	(185,164)	(180,986)	4,178	(2.26%)	Timing of loan repayments
PAYMENT OF PRINCIPAL PORTION OF LEASE LIABILITIES	(9,369)	(7,808)	(18,408)	(10,600)	135.77%	



18 MAY 2021



Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

	Current Annual Budget	Current YTD Budget	YTD Actual	Var. \$	Var. %	Comments
TRANSFER TO/FROM RESTRICTED CASH	(14,800)	(12,333)	(1,669,616)	(1,657,282)	13437.42%	Former restricted cash transfers made to reserve as per Council resolution
<b>AMOUNT ATTRIBUTABLE TO FINANCING ACTIVITIES</b>	1,505,041	1,254,201	(3,469,243)	(4,723,444)	(376.61%)	
<b>CLOSING FUNDING SURPLUS(DEFICIT)</b>	12,398	1,715,089	1,227,296	(487,793)	(28.44%)	

18 MAY 2021



Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

Statement of Financial Activity by Nature & Type

	Current Budget	Current YTD Budget	YTD Actuals	Var \$	Var %
<b>OPENING FUNDING SURPLUS (DEFICIT)</b>	1,612,520	1,612,520	1,612,520	0	0.00%
<b>REVENUE FROM OPERATING ACTIVITIES</b>					
RATES	8,346,400	8,346,400	8,404,725	58,325	0.70%
GRANTS & SUBSIDIES (OPERATING)	2,280,185	1,900,154	1,992,232	92,078	4.85%
FEES & CHARGES	3,760,625	3,174,962	3,531,841	356,878	11.24%
INTEREST EARNINGS	164,979	137,483	114,467	(23,016)	(16.74%)
OTHER REVENUE	331,647	280,200	1,717,251	1,437,051	512.87%
PROFIT ON SALE OF ASSETS	125,088	104,240	73,706	(30,534)	(29.29%)
<b>TOTAL REVENUE</b>	<b>15,008,924</b>	<b>13,943,440</b>	<b>15,834,222</b>	<b>1,890,782</b>	<b>13.56%</b>
<b>EXPENDITURE FROM OPERATING ACTIVITIES</b>					
EMPLOYEE COSTS	(5,996,483)	(4,997,069)	(4,929,555)	67,514	(1.35%)
MATERIALS & CONTRACTS	(5,719,391)	(4,766,159)	(3,863,977)	902,182	(18.93%)
UTILITIES (GAS WATER ETC)	(433,353)	(361,128)	(351,288)	9,840	(2.72%)
INSURANCES	(490,177)	(408,481)	(450,686)	(42,205)	10.33%
DEPRECIATION OF ASSETS	(4,922,878)	(4,102,398)	(2,532,781)	1,569,618	(38.26%)
INTEREST EXPENSES	(110,075)	(91,729)	(59,734)	31,995	(34.88%)
OTHER EXPENDITURE	(512,792)	(427,327)	(283,789)	143,537	(33.59%)
LOSS ON SALE OF ASSETS	(10,906)	(9,088)	(23,723)	(14,635)	
<b>TOTAL EXPENSES</b>	<b>(18,196,055)</b>	<b>(15,163,379)</b>	<b>(12,495,534)</b>	<b>2,667,846</b>	<b>(17.59%)</b>
<b>OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>					
ADJUST BACK DEPRECIATION	4,922,878	4,102,398	2,532,781	(1,569,618)	(38.26%)
ADJUST (PROFIT)/LOSS ON ASSET DISPOSALS	0	0	(49,983)	(49,983)	
NON-CASH ADJUSTMENTS	0	0	(18,181)	(18,181)	
<b>AMOUNT ATTRIBUTABLE TO OPERATING ACTIVITIES</b>	<b>1,735,747</b>	<b>2,882,460</b>	<b>5,803,304</b>	<b>2,920,844</b>	<b>101.33%</b>
<b>INVESTING ACTIVITIES</b>					
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS	12,688,131	10,573,443	6,446,161	(4,127,282)	(39.03%)
PROCEEDS FROM DISPOSAL OF ASSETS	237,727	198,106	232,819	34,713	17.52%
PURCHASE LAND AND BUILDINGS	(3,260,518)	(2,717,098)	(531,605)	2,185,493	(80.43%)
PURCHASE INFRASTRUCTURE ASSETS - ROADS	(9,590,655)	(7,992,213)	(7,766,301)	225,911	(2.83%)
PURCHASE INFRASTRUCTURE ASSETS - PARKS	(2,020,060)	(1,683,383)	(446,136)	1,237,248	(73.50%)

18 MAY 2021



Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

Statement of Financial Activity by Nature & Type

	Current Budget	Current YTD Budget	YTD Actuals	Var \$	Var %
PURCHASE PLANT AND EQUIPMENT	(2,787,631)	(2,323,026)	(658,940)	1,664,086	(71.63%)
PURCHASE FURNITURE AND EQUIPMENT	(6,005)	(5,004)	0	5,004	(100.00%)
PURCHASE FOOTPATHS	(105,063)	(87,553)	0	87,553	(100.00%)
PURCHASE OTHER INFRASTRUCTURE	(10,000)	(8,333)	(7,350)	983	(11.80%)
PURCHASE INFRASTRUCTURE SEWERAGE	0	0	0	0	
SELF-SUPPORTING LOAN PRINCIPAL INCOME	13,164	10,970	12,068	1,098	10.01%
<b>AMOUNT ATTRIBUTABLE TO INVESTING ACTIVITIES</b>	<b>(4,840,910)</b>	<b>(4,034,092)</b>	<b>(2,719,285)</b>	<b>1,314,806</b>	<b>(32.59%)</b>
<b>FINANCING ACTIVITIES</b>					
PROCEEDS FROM NEW DEBENTURES	584,743	487,286	0	(487,286)	(100.00%)
TRANSFERS TO RESERVES (RESTRICTED ASSETS)	(1,659,549)	(1,382,958)	(1,600,234)	(217,276)	15.71%
TRANSFERS FROM RESERVES (RESTRICTED ASSETS)	2,826,213	2,355,178	0	(2,355,178)	(100.00%)
REPAYMENT OF DEBENTURES	(222,197)	(185,164)	(180,986)	4,178	(2.26%)
PAYMENT OF PRINCIPAL PORTION OF LEASE LIABILITIES	(9,369)	(7,808)	(18,408)	(10,600)	135.77%
RESTRICTED CASH	(14,800)	(12,333)	(1,669,616)	(1,657,282)	13437.42%
<b>AMOUNT ATTRIBUTABLE TO FINANCING ACTIVITIES</b>	<b>1,505,041</b>	<b>1,254,201</b>	<b>(3,469,243)</b>	<b>(4,723,444)</b>	<b>(376.61%)</b>
<b>CLOSING FUNDING SURPLUS(DEFICIT)</b>	<b>12,398</b>	<b>1,715,089</b>	<b>1,227,296</b>	<b>(487,793)</b>	<b>(28.44%)</b>

18 MAY 2021

Shire of Gingin Financial Statement of Activity  
1 July 2020 to 31 March 2021

*Acquisition of Assets & Other Non-Capital Expenditure*

**By Program**

	Capital Expenditure Actual 20/21	Capital Expenditure Annual Budget 20/21
GOVERNANCE	150	43,613
LAW ORDER PUBLIC SAFETY	135,329	4,051,500
HEALTH	84,586	79,686
EDUCATION & WELFARE	16,035	32,000
STAFF HOUSING	120,588	0
COMMUNITY AMENITIES	204,254	125,631
RECREATION & CULTURE	1,824,230	2,968,194
TRANSPORT	8,518,982	10,939,960
ECONOMIC SERVICES	93,795	231,204
OTHER PROPERTY & SERVICES	221,310	430,337
<b>TOTAL</b>	<b>11,219,259</b>	<b>18,922,125</b>

**By Nature & Type**

	Capital Expenditure Actual 20/21	Capital Expenditure Annual Budget 20/21
LOAN LIABILITY - SHIRE	180,986	222,197
RIGHT OF USE ASSETS - LEASE LIABILITY	18,408	7,580
STOCK MOVEMENT	9,300	0
FIXED ASSETS-LAND	25,000	15,000
FIXED ASSETS-BUILDINGS	506,605	3,528,085
FIXED ASSETS-PLANT & EQUIPMENT	658,940	3,047,583
INFRASTRUCTURE ASSETS - ROADS	7,766,300	9,643,214
INFRASTRUCTURE ASSETS - PARKS	446,136	2,196,390
INFRASTRUCTURE OTHER	7,350	10,000
INFRASTRUCTURE - FOOTPATHS	0	105,063
INFRASTRUCTURE - SEWERAGE	0	100,000
ACCUMULATED SURPLUS	1,600,234	47,013
<b>TOTAL</b>	<b>11,219,259</b>	<b>18,922,125</b>



18 MAY 2021

Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

*Disposal of Assets*

Disposal of Assets	Annual Budget	Actuals
<b>10 COMMUNITY AMENITIES</b>		
<b>SALE OF ASSETS</b>		
151006500 Sale Of Assets - GG046	15,000	20,455
<b>Total 140 SALE OF ASSETS</b>	<b>15,000</b>	<b>20,455</b>
<b>LOSS ON SALE OF ASSETS</b>		
121006910 Loss On Sale Of Assets-1006	0	(2543)
<b>Total LOSS ON SALE OF ASSETS</b>	<b>0</b>	<b>(2,543)</b>
<b>Total COMMUNITY AMENITIES</b>	<b>15,000</b>	<b>17,912</b>
<b>12 TRANSPORT</b>		
<b>SALE OF ASSETS</b>		
051203500 Sale of assets VMB Trailer GG6015	1,000	0
051203500 Sale of Utility GG009	14,545	8,182
051203500 Sale Works Utility GG020	15,000	16,636
051203500 Sale of John Deere Grader GG004	115,000	115,000
051203500 Sale of Mercedes Tip Truck GG028	20,000	0
051203500 Sale Of Front End Loader (Case) GG006	30,000	0
051203500 Sale of 1995 Nissan Tip Truck GG066	28,000	0
051203500 Sale of Isuzu D-Max Utility GG068	15,000	21,636
<b>Total SALE OF ASSETS</b>	<b>238,545</b>	<b>161,454</b>
<b>PROFIT ON SALE OF ASSETS</b>		
131203900 Profit On Sale Of Assets-1203	0	73,597
<b>Total PROFIT ON SALE OF ASSETS</b>	<b>0</b>	<b>73,597</b>
<b>LOSS ON SALE OF ASSETS</b>		
121203910 Loss On Sale Of Assets-1203	0	(21,180)
<b>Total LOSS ON SALE OF ASSETS</b>	<b>0</b>	<b>(21,180)</b>
<b>Total TRANSPORT</b>	<b>238,545</b>	<b>213,871</b>
<b>14 OTHER PROPERTY &amp; SERVICES</b>		
<b>SALE OF ASSETS</b>		
131402010 Insurance Reimbursements 5GG	0	50,801
151402500 Sale of Laptop FURN314	0	109
<b>Total SALE OF ASSETS</b>	<b>0</b>	<b>50,910</b>
<b>PROFIT ON SALE OF ASSETS</b>		
131402900 Profit On Sale Of Assets-1402	0	109
<b>Total PROFIT ON SALE OF ASSETS</b>	<b>0</b>	<b>109</b>
<b>Total OTHER PROPERTY &amp; SERVICES</b>	<b>0</b>	<b>51,019</b>
<b>TOTAL</b>	<b>253,545</b>	<b>282,802</b>
<b>TOTAL SALE OF ASSETS</b>	<b>253,545</b>	<b>232,819</b>
<b>TOTAL PROFIT ON SALE OF ASSETS</b>	<b>0</b>	<b>73,706</b>
<b>TOTAL LOSS ON SALE OF ASSETS</b>	<b>0</b>	<b>(23,723)</b>

18 MAY 2021



Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

Information on Borrowings

Loan	Loan Term (Yrs)	Start date	Remaining Term (Yrs)	Opening Balance	New Loan	Principal (Actuals)	Principal (Budget)	Principal Outstanding (Actual)	Principal Outstanding (Budget)	Interest (Actuals)	Interest (Budget)
100 GG Medical Centre	20	30/01/2004	2.5	131,258	0	29,688	29,686	101,572	101,572	8,069	8,070
111 Wannamal West Road	20	15/08/2006	5.5	435,111	0	18,822	18,822	416,289	416,289	27,938	27,938
114 Guilderton Country Club (Hall) Extensions	20	20/05/2008	7.5	370,176	0	17,554	17,554	352,622	352,622	13,215	13,215
120 Regional Hardcourt Facility	20	19/06/2009	8.5	264,332	0	10,947	10,947	253,385	253,385	8,829	8,829
123 Lot 44 Weld St	20	16/04/2008	7	169,628	0	16,485	16,485	153,143	153,143	11,524	11,524
124A Regional Hardcourt Facility	16	4/06/2014	9.5	254,468	0	10,405	10,406	244,063	244,062	5,255	5,255
126 Gingin Aquatic Centre Tiling	10	3/02/2016	5	85,470	0	14,713	14,713	80,757	80,757	2,846	2,846
127 Seabird Seawall Extension	10	27/07/2016	6	145,019	0	20,809	20,809	124,210	124,210	3,510	3,510
128 Lancelin Caravan Park Assets	5	16/08/2017	1.5	103,129	0	40,479	40,479	62,650	62,650	2,345	2,345
130 Ledge Point Country Club Cool Room	10	22/05/2019	8.5	21,435	0	1,085	1,085	20,350	20,350	232	231
New Loan – Upgrade of Financial Systems platform to Altus Financials	Proposed				157,743						
New Loan – Gingin Outdoor Activity Space	Proposed				177,000						
<b>TOTAL</b>				<b>1,990,026</b>	<b>334,743</b>	<b>180,985</b>	<b>180,986</b>	<b>1,809,041</b>	<b>1,809,040</b>	<b>83,763</b>	<b>83,763</b>

18 MAY 2021



Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

## RESERVES CASH-BACKED

Reserve	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers- in (-)	Actual Transfers-In (+)	Budget Transfers-Out (-)	Actual Transfers-Out (-)	Budget Closing Balance	Actual YTD Closing Balance
01 LSL, Annual, Sick Leave and Staff Contingency	428,450	2,912						424,362	428,450
02 Office Equipment Reserve	2,936	69						10,005	2,936
03 Plant and Equipment Reserve	1,832,540	8,985			141,076	157,638		1,683,887	1,973,616
04 Lancelin Lookout Reserve	0	0						0	0
05 Land and Buildings Reserve	1,103,924	4,976				137,960		970,940	1,103,924
06 Guilderton Caravan Park Reserve	35,587	246						35,833	35,587
07 Shire Recreation Development Reserve	74,922	518				50,000		25,440	74,922
08 Redfield Park Reserve	31,379	217						31,596	31,379
09 Ocean Farm Recreation Reserve	31,072	215						31,287	31,072
10 Tip Rationalisation Reserve	1,293,667	7,621		17,013		10,000		1,117,120	1,293,667
11 Lancelin Community Sport and Recreation Reserve	79,513	425						79,938	79,513
12 Old Junction Hotel Reserve	0	0						0	0
13 Community Infrastructure	2,125	15			90,951			2,140	93,076
14 Staff Housing Reserve	33,464	231						33,695	33,464
15 Future Infrastructure Reserve	589,137	3,507			38,020	209,103		383,541	627,157
16 Guilderton Country Club Reserve	14,494	63						14,557	14,494
17 Coastal Management Reserve	0	0			146,460			0	146,460
18 Guilderton Foreshore Reserve	0	0			29,811			0	29,811
19 Unspent Grants Reserve	0	0			13,674			0	13,674
20 Senior's Housing Reserve	0	0			80,957			0	80,957
21 Gingin Railway Station Reserve	0	0			5,731			0	5,731
22 Subdivisions Reserve	0	0			32,170			0	32,170
23 Contributions to Roads Reserve	0	0			1,021,384			0	1,021,384
<b>TOTAL</b>	<b>5,553,210</b>	<b>30,000</b>		<b>17,013</b>	<b>1,600,234</b>	<b>564,701</b>		<b>4,844,341</b>	<b>7,153,444</b>

18 MAY 2021



Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

*Net Current Assets*

	Actual YTD 20/21	Balance Forwarded 19/20
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	2,805,023	2,251,921
Cash - Restricted Reserves	7,153,444	5,553,210
Cash - Restricted General	0	1,669,661
Rates - Current	1,378,499	1,496,464
Sundry Debtors	315,936	516,483
Inventories	39,907	30,607
<b>Total Current Assets:</b>	<b>11,692,809</b>	<b>11,518,346</b>
<b>LESS: CURRENT LIABILITIES</b>		
Payables	(258,867)	(872,707)
Employee Provisions	(968,401)	(981,546)
Contract Liability	(1,564,953)	(1,950,161)
Accrued Interest on Loans	0	(24,835)
Right of Use Assets - Lease Liability (Current)	(5,656)	(2,330)
Long Term Borrowings (Current)	(41,210)	(222,197)
Bonds and Deposits	(519,848)	(523,366)
<b>Total Current Liabilities:</b>	<b>(3,358,935)</b>	<b>(4,577,143)</b>
<b>Total</b>	<b>8,333,874</b>	<b>6,941,204</b>
Less: Cash - Restricted Reserves	(7,153,444)	(5,553,210)
Add: Current Portion of Debentures	41,210	222,197
Add: Lease Liability	5,656	2,330
<b>NET CURRENT ASSET POSITION</b>	<b>1,227,296</b>	<b>1,612,520</b>



18 MAY 2021



Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

*Rating Information*

Rating Information	Rates - Property Count	Rateable Value	General Rate	Minimum Rate	Interim Rate	Ex Gratia Rates	Other	TOTAL
03010005 Grv - Townsites 8.7511			2,281,779					2,281,779
03010006 Grv - Other 8.7511			1,302,836					1,302,836
03010010 Uv - Rural 0.4965			1,314,917					1,314,917
03010015 Uv - Other 0.4965			9,294					9,294
03010018 Uv - Intensive 0.9245			669,329					669,329
03010025 Grv - Townsites @ \$1110				1,201,020				1,201,020
03010026 Grv - Other @ \$1110				853,590				853,590
03010030 Uv - Rural @ \$1400				529,200				529,200
03010035 Uv - Other @ \$1400				44,800				44,800
03010038 Uv - Intensive @ \$2548				272,636				272,636
03010045 Interim Rates					56,393			56,393
03010046 Interims - Back Rates					763			763
03010078 Concession - Intensive							-137,029	-137,029
			5,578,155	2,901,246	57,156		-137,029	8,399,528
<b>TOTAL</b>			<b>5,578,155</b>	<b>2,901,246</b>	<b>57,156</b>		<b>-137,029</b>	<b>8,399,528</b>

18 MAY 2021



Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

*Trust Funds*

Trust Type	Opening Balance	Amount Received	Amount Paid	Closing Balance
BOND	6,067	0	0	6,067
COMMUNITY GROUPS TRUST	1,569	0	0	1,569
DOROTHY WEDGE TRUST	6,405	0	0	6,405
LANDSCAPING BOND	13,113	0	(6,419)	6,694
OTHER BONDS/TRUSTS	4,546	300	(245)	4,601
PUBLIC OPEN SPACE	46,218	26,050	(34,892)	37,376
<b>TOTAL</b>	<b>77,918</b>	<b>26,350</b>	<b>(41,556)</b>	<b>62,712</b>

18 MAY 2021

12/05/2021 10:00 AM



Shire of Gingin Statement of Financial Activity  
1 July 2020 to 30 April 2021

*Investments*

FUND	% OF TOTAL	DEAL DATE	DATE MATURE	BANK	ANNUAL YIELD	\$ PERIOD START	\$ CHANGE IN VALUE	\$ PERIOD END	REFERENCE
Reserve	100%	14/10/2020	15/06/2021	BENDIGO	0.55%	\$ 5,553,200.00	\$ 20,417.52	\$ 5,573,617.52	3490725
						<b>\$ 5,553,200.00</b>	<b>\$ 20,417.52</b>	<b>\$ 5,573,617.52</b>	

12/05/2021 10:00 AM

12/05/2021 10:00 AM

## 12.6 LIST OF PAID ACCOUNTS FOR THE PERIOD ENDING 30 APRIL 2021

File	FIN/25
Author	Karina Leonhardt - Coordinator Corporate Services
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	Nil

### DISCLOSURES OF INTEREST

Nil

### PURPOSE

For Council to note the payments made in April 2021.

### BACKGROUND

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

### COMMENT

Accounts totalling \$1,826,669.11 were paid during the month of April 2021.

A detailed payment schedule has been provided to Councillors and can be made available to the public for viewing at the Shire's Gingin Administration Centre and Lancelin Office upon request. The schedule covers:

• Municipal Fund electronic funds transfers (EFT)	\$1,282,427.43
• Municipal Fund cheques	\$991.65
• Municipal Fund direct debits	\$133,625.96
	<b>\$1,417,045.04</b>

Bank Statement

• Bank fees and charges	\$4,593.52
• Wages and salaries	\$310,235.40
• Police licensing	\$94,145.15
• Office rent	\$650.00
	<b>\$409,624.07</b>

Trust Fund **\$0.00**

**Total Expenditure** **\$1,826,669.11**

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

**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

Shire of Gingin Delegation Register – Delegation 2.1 Payment of Creditors

**POLICY IMPLICATIONS**

Nil

**BUDGET IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocations.



## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	Governance
<b>Objective</b>	5. To demonstrate effective leadership, governance & advocacy on behalf of the community
<b>Outcome</b>	5.1 Values Our Organisational & Business Values are demonstrated in all that we do
<b>Key Service Area</b>	Financial Management
<b>Priorities</b>	Priorities N/A

## VOTING REQUIREMENTS - SIMPLE MAJORITY

### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

**MOVED:** Councillor Johnson

**SECONDED:** Councillor Balcombe

That Council note all payments made by the Chief Executive Officer under Delegation 2.1 for April 2021 totalling \$1,826,669.11, as detailed in the schedule provided to Councillors comprising:

• Municipal Fund electronic funds transfers (EFT)	\$1,282,427.43
• Municipal Fund cheques	\$991.65
• Municipal Fund direct debits	\$133,625.96

### Bank Statement

• Bank fees and charges	\$4,593.52
• Wages and salaries	\$310,235.40
• Police licensing	\$94,145.15
• Office rent	\$650.00

Trust Fund	0.00
------------	------

**CARRIED UNANIMOUSLY  
9 / 0**

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

## 13 REPORTS - REGULATORY AND DEVELOPMENT SERVICES

### 13.1 APPLICATION FOR DEVELOPMENT APPROVAL FOR A PROPOSED PATIO ON LOT 462 (18) NEWBY STREET, LANCELIN

File	BLD/6728
Applicant	Gingin Patios
Location	Lot 462 (18) Newby Street, Lancelin
Owner	Joevin Blouet
Zoning	Residential R12.5/20
WAPC No	N/A
Author	James Bayliss - Planning Officer
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	Nil
Appendices	1. Location Plan and Applicant's Proposal - Lot 462 (18) Newby Street, Lancelin [13.1.1 - 4 pages]

#### DISCLOSURES OF INTEREST

Nil

#### PURPOSE

To consider an Application for Development Approval for a proposed Patio on Lot 462 (18) Newby Street, Lancelin.

#### BACKGROUND

The subject lot is 803m<sup>2</sup> in area and is located on the corner of Jones Place and Newby Street. The property contains an existing single house and outbuilding. The proposed patio is 12 metres in length and 5.5 metres in width which equates to an area of 66m<sup>2</sup>. The wall height is 3 metres tapering to a ridge height of 4.28 metres. The patio orientation results in a rear (south-eastern) lot boundary setback of 3.1 metres tapering to 0.5 metres.

Council consideration is required due to an objection being received during stakeholder consultation.

A location plan and the applicant's proposal are provided as **Appendix 13.1.1**.

## **COMMENT**

### Stakeholder Consultation

The application was advertised to the adjoining landowners for a period of 14 days in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

The Shire received one submission objecting to the development. The keys issues raised are outlined and addressed in the report below.

## **PLANNING FRAMEWORK**

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

The subject land is zoned Residential 12.5/20 under LPS 9, the objectives of which are to:

- a) *Provide for a range of housing types and encourage a high standard of residential development;*
- b) *Maintain and enhance the residential character and amenity of the zone;*
- c) *Limit non-residential activities to those of which the predominant function is to service the local residential neighbourhood and for self-employment or creative activities, provided such activities have no detrimental effect on the residential amenity; and*
- d) *Ensure that the density of development takes cognisance of the availability of reticulated sewerage, the effluent disposal characteristics of the land and other environmental factors.*

Clause 4.3.2 of LPS 9 requires land with a dual coding to be assessed at the lower density (R12.5) unless the property is connected to reticulated sewerage. In this instance the lot is not serviced by deep sewer.

### State Planning Policy 7.3 - Residential Design Codes of Western Australia

The R-Codes provide a comprehensive basis for the control of residential development throughout Western Australia. When a development proposal does not satisfy the deemed-to-comply provisions, the application is assessed against the associated 'design principles' to determine whether the variation is acceptable.

In order for the development to satisfy the deemed-to-comply criteria the patio is required to be setback 1.5 metres from the lot boundary.

The R-Codes define a patio as:

*“An unenclosed structure covered in a water impermeable material which may or may not be attached to a dwelling.”*

Clause 5.1.3 – Lot Boundary Setbacks is applicable in this instance. Table 1 below outlines the relevant Design Principles:

Design Principles	Officer Comments
<p>5.3.1 – Lot Boundary Setbacks</p> <p>P3.1 Buildings setback from lot boundaries or adjacent buildings on the same lot so as to:</p> <ul style="list-style-type: none"> <li>• Reduce impacts of building bulk on adjoining properties;</li> <li>• Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and</li> <li>• Minimise the extent of overlooking and resultant loss of privacy on adjoining properties.</li> </ul>	<p>P 3.1 - The proposed patio is not setback parallel to the lot boundary. The closest point of the patio is setback 0.5 metres and the furthest point is 3.1 metres from the boundary. This results in a small portion of the patio encroaching into the setback area, not the entirety of the patio, and the officer's assessment reflects this.</p> <ul style="list-style-type: none"> <li>• The proposed patio, by way of the encroachment into the setback area, does not result in building bulk on the adjoining property given the structure tapers away from the boundary and only a small portion of the patio is within the setback area. No bulk issue are identified.</li> <li>• The patio does not cause loss of ventilation or access to sunlight on the subject land or adjoining property; and</li> <li>• The finished floor level associated with the patio does not create any overlooking issues or resultant privacy concerns.</li> </ul> <p>Based on the above, the officer is of the view that the development satisfies the relevant design principles and the variation is therefore considered to be acceptable.</p>

Table 1 Design Principles Assessment

Planning and Development (Local Planning Scheme) Regulations 2015 (Deemed Provisions)

In accordance with Schedule 2, Part 9, Clause 67 of the Deemed Provisions, the local government is to have 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 matter is considered to be relevant:

(y) *Any submissions received on the application;*

Officer Comment

The submission received outlines a range of concerns, some of which are grievances beyond the scope of the development application. The keys issue raised are outlined and addressed below.

Noise Nuisance

The patio will formalise an area previously used for outdoor living purposes. The noise emanating from the subject property is set by the *Environmental Protection (Noise) Regulations 1997* and increased usage of the area due to the patio will not necessarily result in an unacceptable level of noise being emitted from the area. The landowner is required to adhere to the Noise Regulations regardless of the patio being erected. The officer does not consider a patio on residential zoned land, which largely adheres to the lot boundary setback, as adversely impacting the amenity of the adjoining landowner by way of potential excessive noise.

Overshadowing

Solar access for adjoining sites is regulated via clause 5.4.2 of the R-Codes. This sets out the amount of overshadowing permitted in various climatic zones. In this instance, the development is able to 'overshadow' the abutting property to the south by up to 25% of the overall site area of the adjoining property. In this instance, the submitter's property is located south-east of the subject land and therefore overshadowing, although a relevant consideration, will not impact the submitter's property beyond the deemed-to-comply criteria.

Classification of development

The application clearly proposes the installation of a patio. This notwithstanding, should the structure be classified as a carport the same setback provisions to the lot boundary in question are applicable under the R-Codes. If the structure were to be classified as a 'carport' the officer's recommendation and assessment with respect to the setback variation would remain the same.



#### Stormwater

The officer agrees that stormwater from the patio should not discharge beyond the property boundary. Relevant conditions have been recommended to capture this.

#### Colour

The colour 'surfmist' is widely used for patios, outbuildings, carport installations etc. in residential areas. No planning provisions restrict the use of the proposed colour and the officer does not consider this to create an adverse impact on the amenity of surrounding properties.

#### Open space

The subject site has ample open space in excess of the required 55% of the site area for R12.5 zoned land.

#### Alleged Compliance Matter (home business)

The comments regarding an alleged unauthorised home business are noted. The parking of commercial vehicles is noted and will be investigated accordingly. While these comments are relevant to the Planning Department in administering the Local Planning Scheme, they are not pertinent to the issue of whether or not the patio setback variation is acceptable.

#### Civil matters (dividing fence)

The grievances with respect to the diving fence are noted, however are not pertinent to the proposed application. The *Dividing Fences Act 1961* is administered by the Building Commission and the local government will not get drawn into civil disputes of this nature.

#### Summary

Considering the above assessment, the officer is of the view that the proposed development is consistent with the planning framework and as such should be supported subject to conditions.

#### **STATUTORY/LOCAL LAW IMPLICATIONS**

*Planning and Development (Local Planning Scheme) Regulations 2015* (Deemed Provisions)

Shire of Gingin Local Planning Scheme No. 9.

## **POLICY IMPLICATIONS**

State Planning Policy 7.3 - Residential Design Codes of Western Australia

## **BUDGET IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	Infrastructure and development
<b>Objective</b>	3. To effectively manage growth and provide for community through the delivery infrastructure in a financially responsible manner.
<b>Outcome</b>	3.1 New and existing developments meet the Shire's Strategic Objectives and Outcomes.
<b>Key Service Area</b>	Building and Planning permits
<b>Priorities</b>	NA

## **VOTING REQUIREMENTS - SIMPLE MAJORITY**

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Morton

SECONDED: Councillor Johnson

That Council grant Development Approval for a proposed Patio on Lot 462 (18) Newby Street, Lancelin subject to the following conditions:

1. The land use and development shall be undertaken in accordance with the approved plans and specifications, including the directions written in red ink by the Shire, unless otherwise conditioned in this Approval;
2. This approval is for a patio only as indicated on the approved plans; and
3. Stormwater from all roofed, paved and hardstand areas shall be collected and contained onsite 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 an approval has lapsed, no development may be carried out without further approval of the local government having first been sought and obtained;

Note 3: Further to this approval, the applicant is required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Health Act 2016*, which are to be approved by the Shire of Gingin;

Note 4: This planning approval shall not be construed as an approval or support of any kind for any other planning related application on the subject land;

Note 5: It is recommended that cadastral lot boundaries be established by a suitably qualified land surveyor to ensure that all development is carried out within the subject allotment;

Note 6: The development will be required to comply with the *Environmental Protection (Noise) Regulations 1997*;

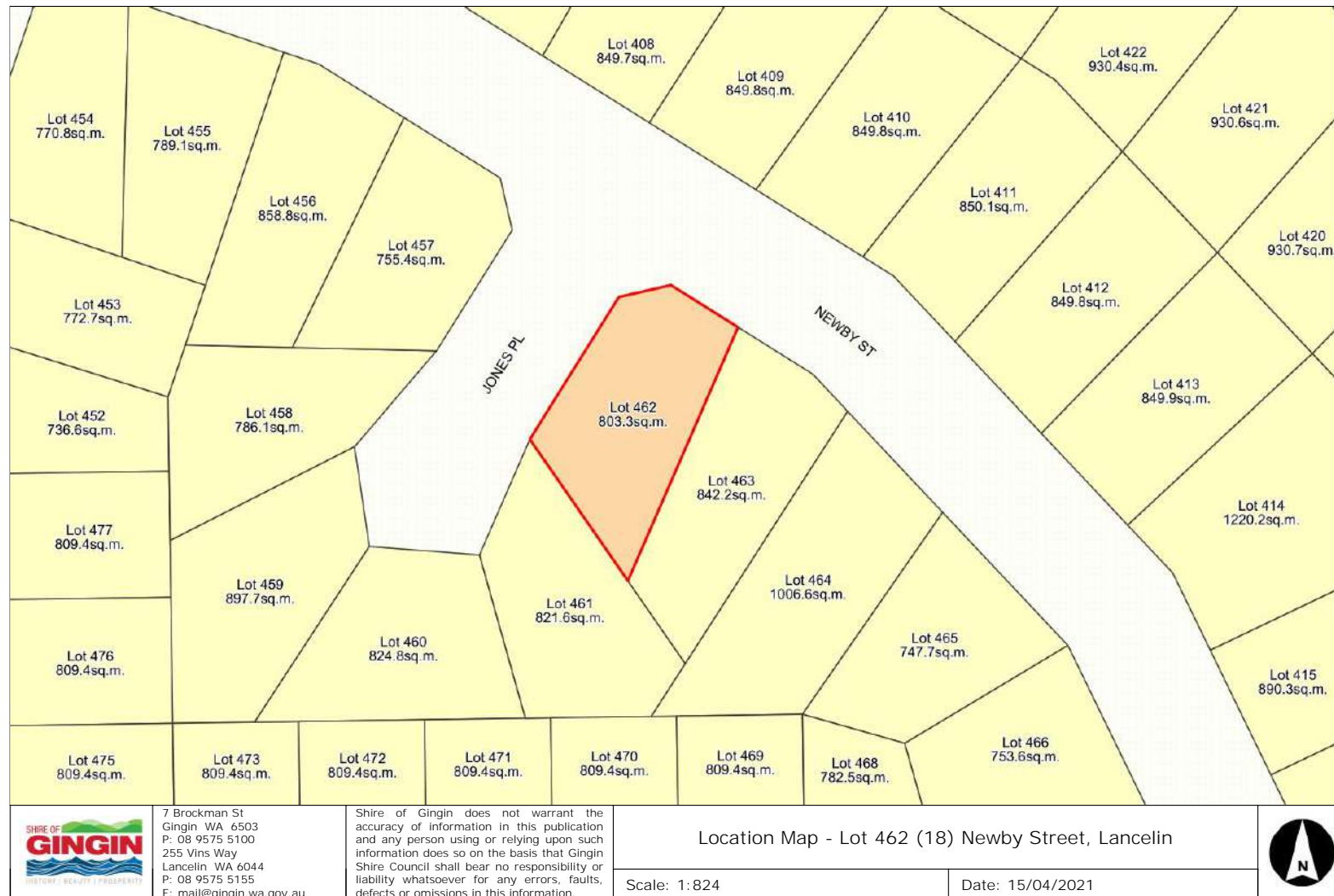
**Note 7:** This approval does not authorise any interference with dividing fences, nor entry onto neighbouring land. Accordingly, should you wish to remove or replace any portion of a dividing fence, or enter onto neighbouring land, you must first come to a satisfactory arrangement with the adjoining property owner. Please refer to the *Dividing Fences Act 1961*; and

**Note 8:** This approval does not authorise the parking of commercial vehicles or permit vehicle access from Newby Street.

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

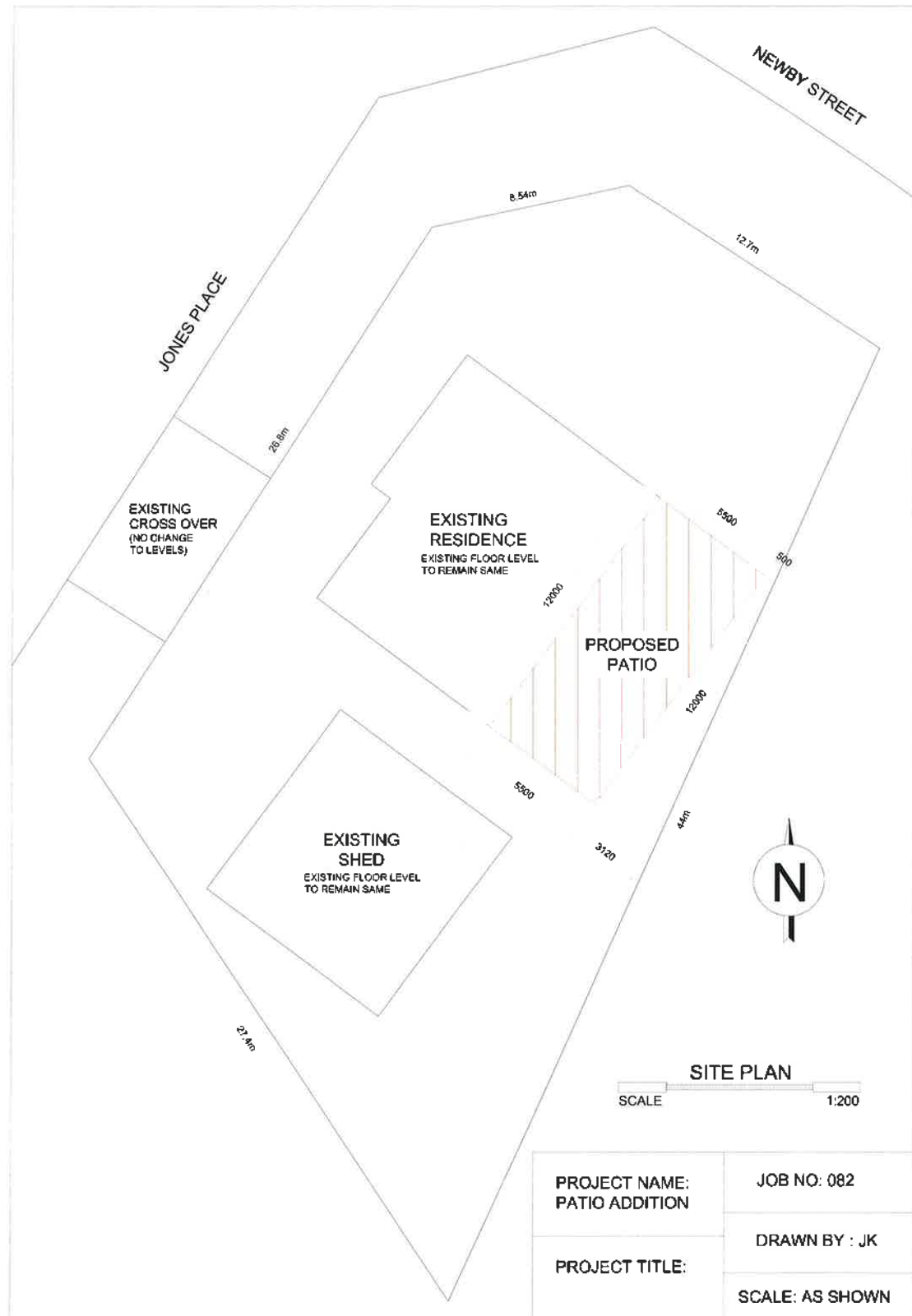
18 MAY 2021



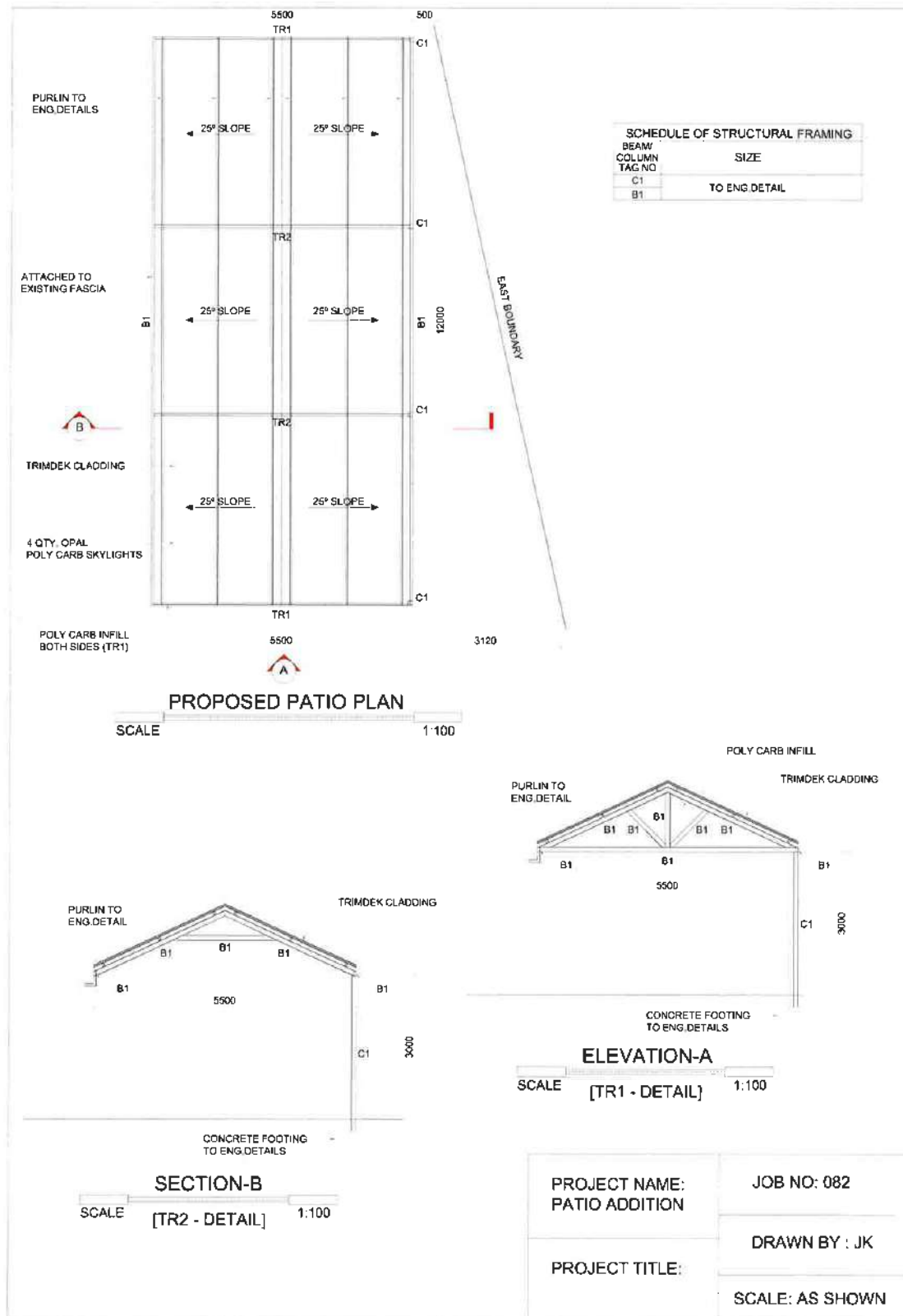




18 MAY 2021



18 MAY 2021



### 13.2 PROPOSED GLAMPING AND ADDITIONAL CAMPING SITES - GUILDERTON CARAVAN PARK

File	BLD/795
Applicant	Belgravia Leisure
Location	Guilderton Caravan Park - Dewar Street, Guilderton
Owner	Crown Land vested with Shire of Gingin
Zoning	Reserve 'Caravan Park'
WAPC No	NA
Author	Kylie Bacon - Manager Statutory Planning
Reporting Officer	Bob Kelly – Executive Manager Regulatory & Development Services
Refer	Nil
Appendices	<ol style="list-style-type: none"> <li>1. Location Plan &amp; Existing Site Map [13.2.1 - 2 pages]</li> <li>2. Site Map &amp; Glamping Tent Elevations [13.2.2 - 4 pages]</li> </ol>

#### DISCLOSURES OF INTEREST

Nil

#### PURPOSE

To consider an Application for Development Approval proposing seven glamping tents and the installation of a retaining wall to facilitate four additional camping sites (the site(s)) at the existing Guilderton Caravan Park (the Caravan Park), located on Dewar Street, Guilderton.

#### BACKGROUND

The subject lot is the existing Guilderton Caravan Park which under the Shire of Gingin's Local Planning Scheme No. 9 (LPS 9) is zoned 'Tourism' and Local Reserve 'Parks and Recreation'. The proposed glamping tents are to be located within the Tourism zone and the additional four camping sites are to be installed within the Parks and Recreation zone. Furthermore, the Shire and the Department of Lands (DoL) are currently in the process of remediating/amalgamating the lots to be one zoning of 'Tourism' and one Reserve Purpose of 'Caravan Park' vested with the Shire of Gingin. Nevertheless, the Caravan Park has a total of 114 sites (103 powered and 11 unpowered), 10 chalets and associated incidental infrastructure such as a ablution/laundry facility and a camp kitchen. A Location Plan and an existing Site Map are attached as **Appendix 13.2.1**.



The proposal is to install seven glamping tents on the six existing camping sites (91-96) effectively adding an additional site (but for the purposes of glamping) and the installation of a new retaining wall near the existing camping site 112 to facilitate an additional four camping sites (unpowered). These four additional camping sites will be in the north-eastern corner (the location of existing sites 102/103 etc.) Therefore, the number of camping sites within the caravan park will be increased by five to a total of 119. The camping sites will be renumbered accordingly.

The glamping tents are made of canvas with a maximum height to the apex of three metres. They will be required to have a separation distance of three metres between each tent to ensure compliance with the *Caravan Parks and Camping Grounds Regulations 1997 (Regulations)*.

The installation of the retaining wall is minimal which will provide a level site to match the levels that are existing.

A site map depicting the location of the seven glamping tents with elevations and the location of the retaining wall to facilitate the additional four camping sites are attached as **Appendix 13.2.2**.

## **COMMENT**

### Stakeholder Consultation

It was considered not necessary to advertise the proposal as the proposal is consistent with the reserve purpose and does not impact upon the surrounding landowners.

## **PLANNING FRAMEWORK**

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

The subject lots are zoned Tourism and Local Reserve for 'Parks and Recreation' under LPS 9. The objectives of the Tourism and 'Parks and Recreation' zonings, and further assessment against the Development Standards of each zone are detailed below:

#### Tourism Zone:

*The objectives of the Tourism Zone are:*

- a) *promote and provide for tourism opportunities;*
- b) *provide for a variety of holiday accommodation styles and associated uses, including retail and service facilities where such facilities are provided in support of the tourist accommodation and are of an appropriate scale where they will not impact detrimentally on the surrounding or wider area;*



- c) *allow limited residential uses where appropriate;*
- d) *encourage the location of tourist facilities so that they may benefit from existing road services, physical service infrastructure, other tourist attractions, natural features and urban facilities;*
- e) *ensure that short stay tourist and holiday accommodation are the predominant land uses in the zone; and*
- f) *encourage tourism development that is generally sympathetic to the natural and built features of the surrounding area.*

The proposed glamping tents are consistent with the above objectives in that they will provide a point of different in accommodation options, thereby facilitating more tourism opportunities. The glamping tents will need to be separated by a minimum of three metres to ensure compliance with the *Caravan Parks and Camping Grounds Regulations 1997*.

#### Table 2 Site Requirements

The glamping tents are being installed within existing tent sites and therefore the status quo remains. The tents will be required to comply with the Regulations and have three metre separation distances between tents.

The additional four camping sites do not impact upon the existing setback requirements from lot boundaries, it is simply formalising an existing space to make it useable.

#### Table 3 Parking

A 'Caravan Park' requires 1.5 car parking bays per camp site. As there are an additional five camp sites this equates to eight car parking bays being required. Furthermore, the Regulations require that each camp site be able to accommodate a car within the site itself. Therefore, five of the bays will be facilitated within the campsites themselves, with the other three car parking bays being provided for in the overflow area. However, it is not envisaged that the additional five campsites will generate more than five cars.

#### Local Reserve Zone 'Parks and Recreation':

The objective of the 'Parks and Recreation' zone (as outlined in the deemed provisions) is:

*'Public Purposes which specifically provide for a range of public recreational facilities.'*

The subject lot is known as Reserve 25751 reserved for the purposes of 'Road Board Purposes and vested with the Shire of Gingin. However, from a zoning perspective under LPS 9 it is zoned as a Local Reserve for 'Parks and Recreation'.

The lot is currently used for camping and chalets. As mentioned above, the Shire is working with the DoL to formalise the anomalies with the zoning and the different purposes the reserves are intended for to ensure they are consistent with the 'Tourism' zoning under LPS 9 and Reserve Purpose of 'Caravan Park', all of which will still be vested in the Shire of Gingin.

The addition of four more camping sites within the Caravan Park is consistent with the existing use.

#### State Planning Policy 3.7 – Planning in a Bushfire Prone Area

This Policy has several objectives aiming at reducing the risk of bushfire to people, property and infrastructure. The existing caravan park is located within a bushfire prone area. The proposed glamping tents and the additional four camping sites are being facilitated within an existing park and within areas that are already used for camping. The status quo will remain and form part of the park's existing Emergency Evacuation Plan.

#### Summary

The introduction of the glamping tents and additional camping sites upholds the Tourism objectives outlined in LPS 9. It provides accommodation alternatives, which in turn promotes tourism opportunities which the existing services within the vicinity can maximise upon.

#### **STATUTORY/LOCAL LAW IMPLICATIONS**

*Caravan Parks and Camping Grounds Regulations 1997 (Regulations).*

*Planning and Development (Local Planning scheme) Regulations 2015*

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

*State Planning Policy 3.7 – Planning in a Bushfire Prone Area*

#### **POLICY IMPLICATIONS**

Nil

## **BUDGET IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	Infrastructure and Development
<b>Objective</b>	3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner
<b>Outcome</b>	3.1 Development of new and existing developments meet the Shire's Strategic Objectives and Outcomes
<b>Key Service Area</b>	Building and Planning Permits
<b>Priorities</b>	3.1.3 Continue to invest in the Guilderton Caravan Park

## **VOTING REQUIREMENTS - SIMPLE MAJORITY**

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson      SECONDED: Councillor Balcombe

That Council grant Development Approval for seven glamping tents and the installation of a retaining wall to facilitate four additional camping sites at the existing Guilderton Caravan Park, located on Dewar Street, Guilderton as follows:

1. The land use and development shall be undertaken in accordance with the approved plans and specifications, including the directions written in red ink by the Shire, unless otherwise conditioned in this Approval;
2. This Approval is for seven glamping tents and the installation of a retaining wall to facilitate four additional camping sites; and
3. Stormwater from all roofed, paved and hardstand areas shall be collected and contained onsite 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 an 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 proposal is required to comply with the *Caravan Parks and Camping Grounds Regulations 1997*.

CARRIED UNANIMOUSLY  
9 / 0

FOR: *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

AGAINST: *Nil*

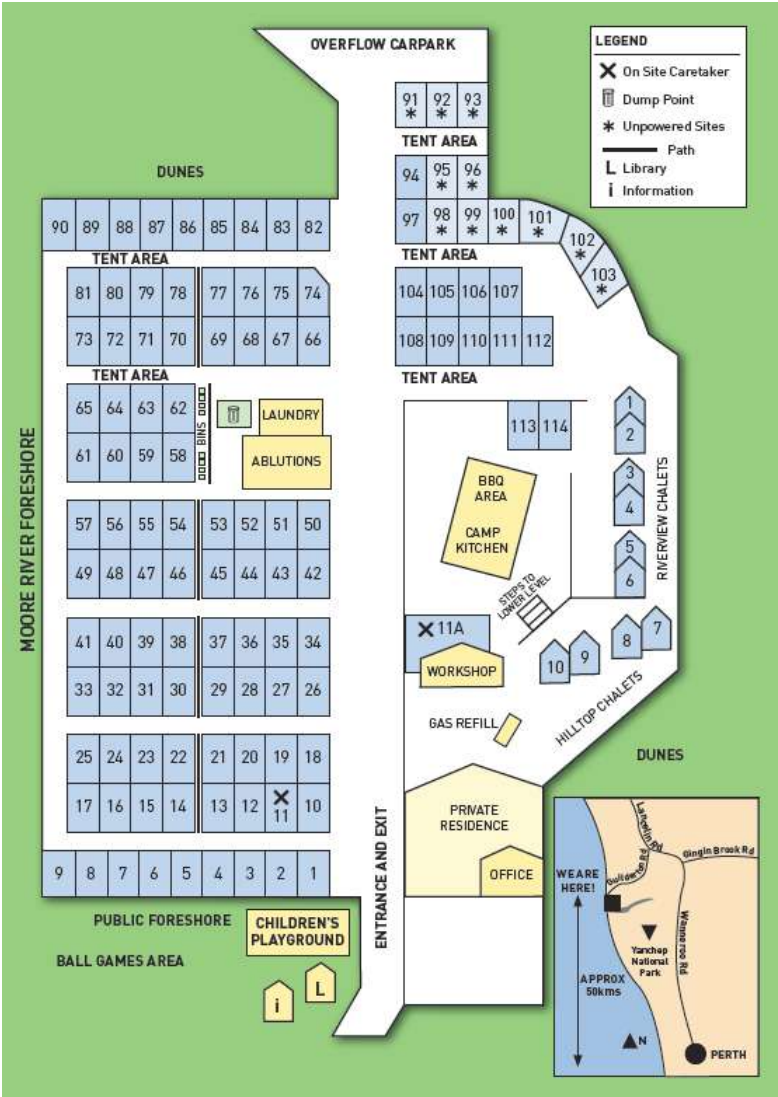


18 MAY 2021





18 MAY 2021







Sibley Bell Canvas Tent  
5m Double Door Specifications:



Floor Space	19,6 m <sup>2</sup> (210 ft <sup>2</sup> )
Diameter	500 (5m/16ft 5in)
Height	300 cm (9ft 10in)
Door Height	175 cm (5ft 9in)
Max Capacity	8
Canvas Type	Pro (360 gr/m <sup>2</sup> or 10.62 oz/yd <sup>2</sup> )
Floor Material	Pro (650 gr/m <sup>2</sup> or 19.17 oz/yd <sup>2</sup> )
Floor Attachment	Zipper
Mesh Door Type	Sewn In
Integrated Mesh Wall	No
Peg Type	Heavy Duty
Compatibility Inner Tent	Yes
Sidewall Height	60cm
Total weight (kg)	43.4
Canvas weight (kg )	34.3
Poles weight (kg)	9.1
Boxed Dimensions (1) (cm)	118x38x35
Boxed Dimensions (2) (cm)	100x18x12





## Rooms





## Rooms





**13.3 PROPOSED USE NOT LISTED (OUTBUILDING) AT LOT 61 SEAFLOWER WAY, GABBADAH**

File	BLD/7282
Applicant	Ellenbrook Sheds and Patios
Location	Lot 61 Seaflower Way, Gabbadah
Owner	Brian and Nicola Graco
Zoning	Rural Living
WAPC No	NA
Author	Matthew Tallon - Planning Officer
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	N/A
Appendices	<ol style="list-style-type: none"> <li>1. Attachment 1 - Location Plan and Aerial Imagery [13.3.1 - 2 pages]</li> <li>2. Proposed Plans with Indicative Dwelling Design [13.3.2 - 3 pages]</li> </ol>

**DISCLOSURES OF INTEREST**

Nil

**PURPOSE**

To consider an Application for Development Approval for a proposed use not listed (Outbuilding) on Lot 61 Seaflower Way, Gabbadah.

**BACKGROUND**

The subject lot is 10,607m<sup>2</sup> in area and is currently devoid of any development. The landowners have advised their plans to construct a single house and outbuilding in conjunction with one another, however they seek approval to commence the development of the outbuilding prior to the single house. This allows construction materials and equipment to be securely stored during construction works.

An outbuilding on residential and rural living zoned land is incidental to a present single house onsite, an outbuilding proposed as a standalone structure in said zones is not permitted under the provisions of Local Planning Scheme No. 9 (LPS 9). As such, given the subject site does not contain a dwelling nor is there a current building permit for a dwelling to be developed on the lot, the officer is unable to approve the proposed structure under delegation.

The overall development for a single house and outbuilding is proposed to meet the 20m lot boundary setbacks for the Rural Living zone and would otherwise be exempt from the need to obtain development approval should the single house be developed first. The applicant has advised that the single house as illustrated on the proposed plans is likely to be lodged with the Shire's Building Department for approval immediately.

The proposed use not listed (outbuilding) is 9.96m in length and 8.44m in width, equating to an area of 84m<sup>2</sup>. The proposed wall height is 4.2m sloping to an overall (ridge) height of 4.945m. The outbuilding is compliant with the 20m lot boundary setback(s).

## **COMMENT**

### Stakeholder Consultation

The proposal was not advertised to surrounding landowners as the overall development meets the 20m lot boundary setbacks and would ordinarily be exempt from the need to obtain development approval. The only variation as such is the order in which construction is proposed to occur, which results in the officer being unable to consider the matter under delegation.

## **PLANNING FRAMEWORK**

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

The subject land is zoned Rural Living under LPS 9, the objectives of which are to:

- a) *protect the rural environment and landscape;*
- b) *accommodate single dwellings at very low densities on individual allotments beyond the urban areas;*
- c) *restrict and limit the removal of natural vegetation and encourage revegetation where appropriate;*
- d) *prevent threats to the amenity of the zone and impacts on wildlife and native vegetation caused by the grazing of livestock;*
- e) *avoid increased fire risk to life and property through inappropriately located and designed land use, subdivision and development; and*
- f) *provide for a suitable level of physical and community infrastructure.*

Clause 3.4.2 of LPS 9 outlines the process in dealing with uses not listed in the Zoning Table:

- 3.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may –
- a) *determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
  - b) *determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of the clause 9.4 in considering an application for planning approval; or*
  - c) *determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.*

The proposal is deemed to be consistent with the objectives of the Rural Living zone, and is therefore permitted subject to relevant conditions.

The proposal is deemed to be consistent with the objectives of the Rural Living zone, and is therefore permitted subject to relevant conditions.

The proposal's ability to satisfy the provisions of LPS 9 relies upon a dwelling being constructed. It is recommended that an appropriate condition be imposed to ensure that the landowners follow through on their commitment to build a dwelling in conjunction with the outbuilding and, if this does not occur, to remove the structure.

*Planning and Development (Local Planning Scheme) Regulations 2015 (the Regulations)*

The Regulations are subsidiary legislation created under the *Planning and Development Act 2005* that include 'Deemed Provisions' which apply to every local planning scheme throughout the State.

In accordance with Schedule 2, Part 9, Clause 72 of the Deemed Provisions, the local government may impose conditions limiting the period of time for which development approval is granted.

Note: *"A temporary development approval is where the local government grants approval for a limited period. It does not have any effect on the period within which the development must commence."*

The above clause permits time limited approvals to be imposed. The rationale behind the time limited condition has been outlined above.

As a building permit is valid for a period of two years, the officer is of the view that this time period is appropriate to be enforced from the date of this decision of Council should it be supported.

### Summary

In summary, the proposed Use Not Listed (Outbuilding) can be appropriately regulated via conditions of approval. On that basis the officer recommends conditional support for the development, namely conditioned via time limiting the approval subject to the development of a single house.

### **STATUTORY/LOCAL LAW IMPLICATIONS**

*Planning and Development (Local Planning Scheme) Regulations 2015*  
Schedule 2 – Deemed Provisions for Local Planning Schemes

Local Planning Scheme No. 9  
Part 3 – Zones and the Use of Land  
3.2 Objectives of the Zones  
3.2.6 Rural Living Zone  
3.4.2 Interpretation of the Zoning Table (Use Not Listed)

### **POLICY IMPLICATIONS**

Nil

### **BUDGET IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	Infrastructure and Development
<b>Objective</b>	3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner
<b>Outcome</b>	3.1 Development New and existing developments meet the Shire's Strategic Objectives and Outcomes
<b>Key Service Area</b>	Building and Planning Permits
<b>Priorities</b>	N/A

### **VOTING REQUIREMENTS - SIMPLE MAJORITY**

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Morton

SECONDED: Councillor Rule

That Council grant Development Approval for a Use Not Listed (Outbuilding) on Lot 61 Seaflower Way, Gabbadah subject to the following conditions:

1. The land use and development shall be undertaken in accordance with the approved plans and specifications, including any directions written in red ink by the Shire, unless otherwise conditioned in this Approval;
2. This approval is for a use not listed (outbuilding) only as indicated on the approved plans;
3. This approval is valid for a period of two years, expiring on 18 May 2023 at which time the use not listed (outbuilding) is to be removed from the property unless the construction of a single house has been completed;
4. The finished floor level of the outbuilding must be set at the existing average natural ground level to the satisfaction of the Shire of Gingin;
5. The outbuilding is not to be used for human habitation or any other industrial or any commercial use; and
6. Stormwater from all roofed and paved areas shall be collected and contained onsite 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 an approval has so lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.
- Note 3: Further to this approval, the applicant is required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Health Act 2016*, which are to be approved by the Shire of Gingin.
- Note 4: It is recommended that cadastral lot boundaries be established by a suitably qualified land surveyor to ensure that all development is carried out within the subject allotment.



**Note 5:** It is the landowner's responsibility to implement and maintain bushfire protection and mitigation measures on their property.

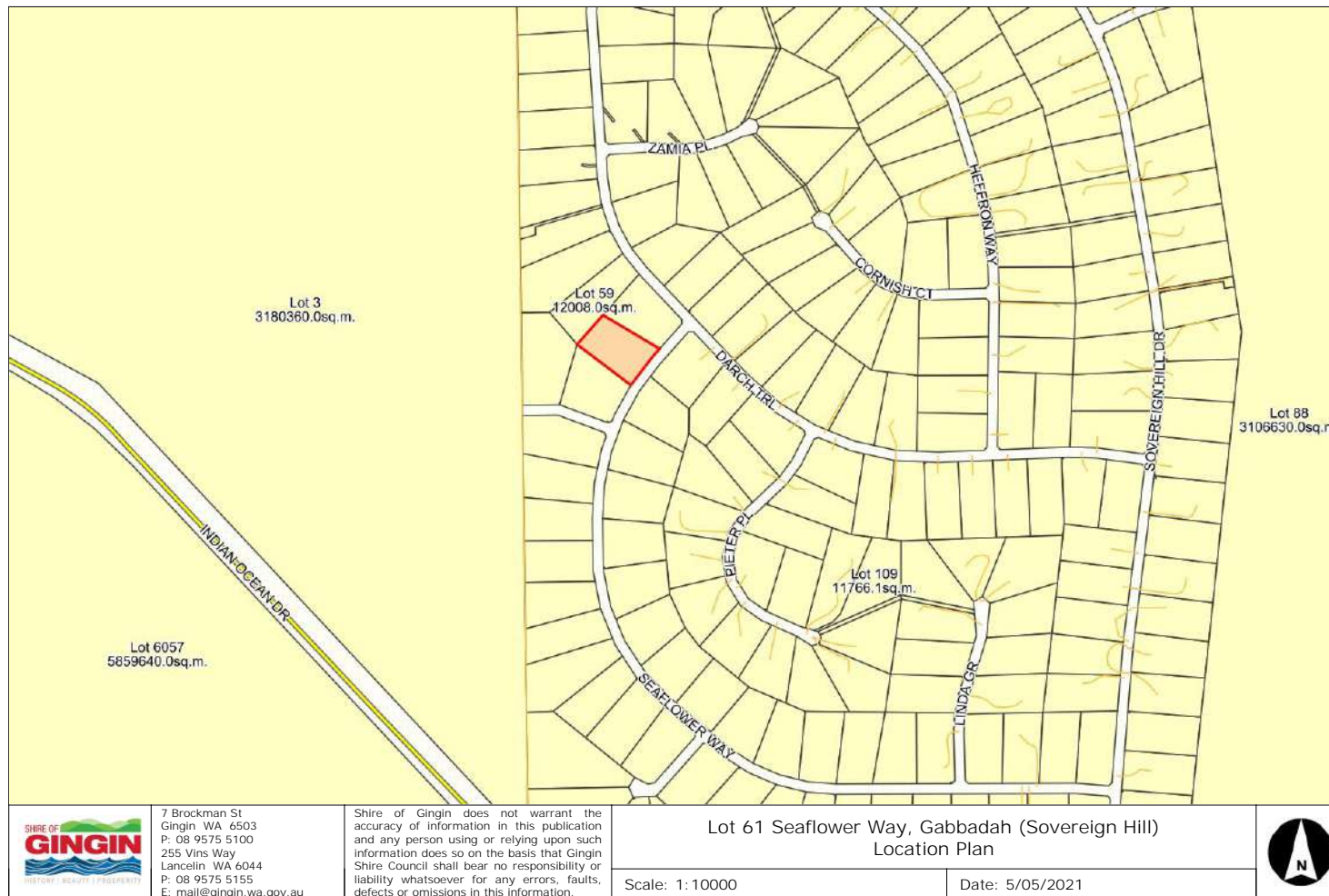
**Note 6:** Should the Single House be constructed within the two year approval period, the structure will be classified under the planning framework as an 'outbuilding' and therefore be subject to an exemption from the need to obtain further development approval under Schedule A, Clause 61 (m) of Local Planning Scheme No. 9.

**CARRIED UNANIMOUSLY  
9 / 0**

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

18 MAY 2021



18 MAY 2021





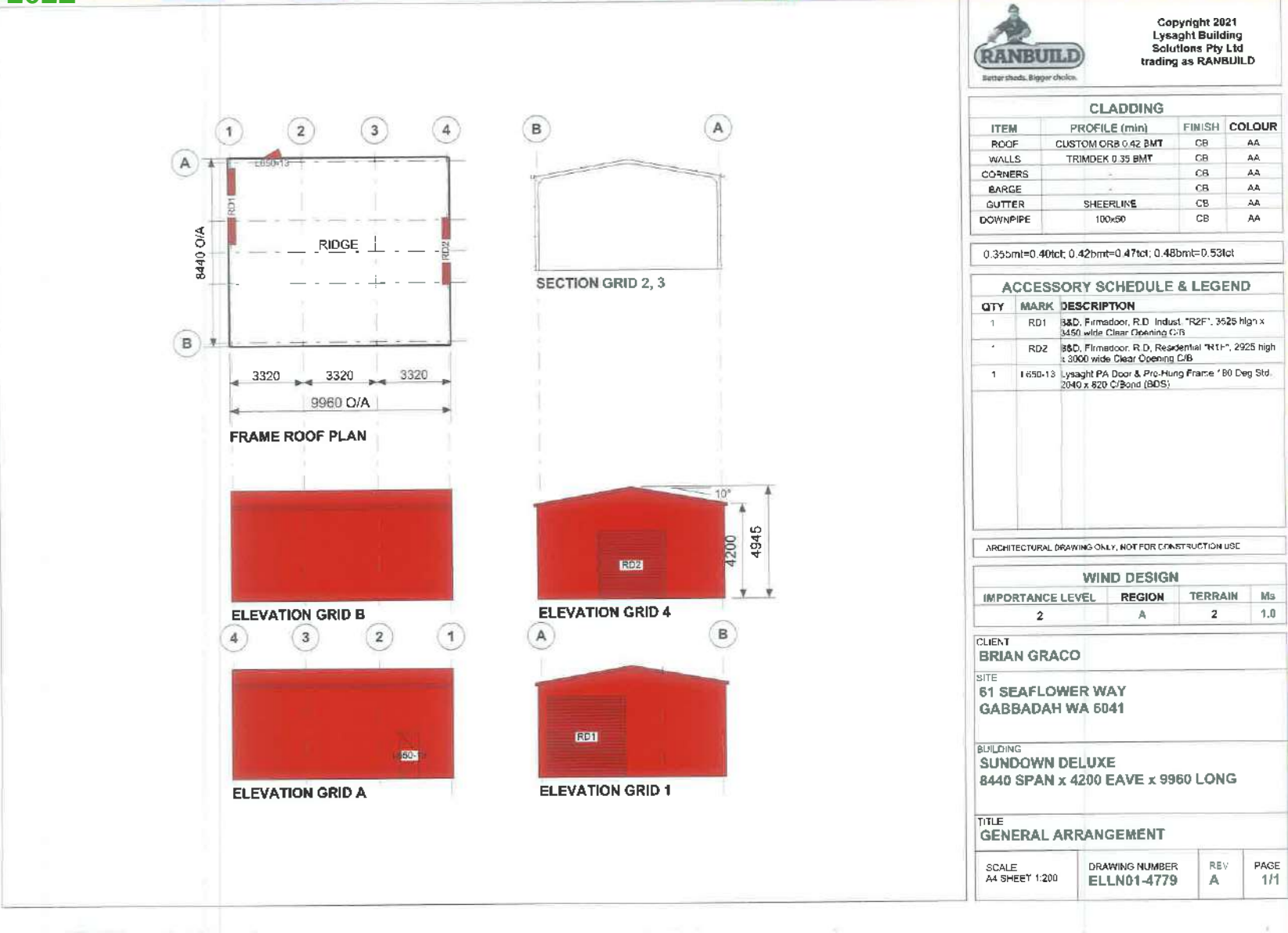
MORRIS STED 9.96m x 8.44m x 4.2m  
 PLAN & ELEVATIONS of  
 61 SCAFFOLD WAY  
 SCALE = BELOW  
 E.L. AS EXISTING

9.96m  
 8.44m

Seeflow: Way

[illegible]





### **13.4 AMENDED DEVELOPMENT APPROVAL FOR A PROPOSED RESTAURANT, MICRO-BREWERY AND CHALETs ON LOT 421 CARABAN ROAD**

File	BLD/7018
Applicant	Pride Homes and Developments
Location	Lot 421 Caraban Road, Caraban
Owner	Neil King and Cindy King
Zoning	General Rural
WAPC No	N/A
Author	James Bayliss - Planning Officer
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	18 February 2020 - Item 11.3.2 20 April 2021 - Item 11.3.1
Appendices	1. Location Plan and Aerial Photograph [13.4.1 - 2 pages] 2. Applicant's Amended Proposal [13.4.2 - 12 pages]

#### **DISCLOSURES OF INTEREST**

Nil

#### **PURPOSE**

To consider an Application for Amended Development Approval for the approved restaurant, micro-brewery and chalets on Lot 421 Caraban Road, Caraban.

#### **BACKGROUND**

Council at its Ordinary Meeting on 18 February 2020 resolved to approve a Restaurant, Micro-Brewery and Chalets on the subject land. The applicant seeks to amend aspects of the development approval as outlined below:

##### Building Locations

The location of the development has been slightly relocated to the south-east. The setback from the northern lot boundary is 82 metres. The building is set back 60 metres from the Moore River in lieu of the previously approved 66 metres.

The chalets have been entirely relocated to the north of the restaurant/microbrewery. The relocation enables better utilisation of the views to the Moore River. The northern-most chalet is set back 20 metres from the lot boundary.

#### Built Form

The shape of the restaurant/microbrewery has been redesigned to capture wider views of the Moore River. The general scale of the development has not significantly altered. The external appearance has been revised to include a combination of steel cladding and brickwork.

#### Parking and Vehicle Maneuvering

The parking design has been altered in response to the building relocation and number of patrons intended to be accommodated. The applicant advises that the surface is not intended to be to an asphalt standard as previously approved. The applicant proposes to construct a 4m wide limestone drive way with 1m cleared shoulders as shown in the sectional view on the plans submitted. Limestone has been selected for the driveway and parking area to recreate the look and feel of a 1940's farm, being the theme that the applicant seeks to replicate. Water/liquid dust suppression measures will be adopted by the operator to mitigate dust permeating from the access leg.

#### Capacity

The applicant seeks to increase the number of patrons able to be accommodated at the venue by 50 persons. This increase will result in a capacity of 250 patrons and up to 20 staff members being onsite at any one time.

#### Floor Layout

The internal floor layout of the restaurant/microbrewery has been entirely redesigned. The tastings will now be in the actual brewing part of the facility. Beer tastings have been tailored for tour groups to move freely around the brewing facility and to taste straight from the brewing tanks. Tour groups will then have the option to return to the venues long tables to further enjoy their experience with tasting paddles. Craft beer tasting paddles will also be available to purchase from the main bar for customers not wanting to take a brewery tour.

A copy of the Location Plan and Aerial Photograph is attached as **Appendix 13.4.1.**

A copy of the applicant's amended proposal is attached as **Appendix 13.4.2.**

### **COMMENT**

#### Stakeholder Consultation

The application was advertised to surrounding landowners for a period of 14 days in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

The Shire received no submissions.

## **PLANNING FRAMEWORK**

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

The subject lot is zoned General Rural under LPS 9, the objectives of which 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.*

The use class 'Restaurant' is an 'A' use within the general rural zone, meaning 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. As outlined above, notice under clause 64 of the Deemed Provision has been undertaken. The use class 'Restaurant' is defined under LPS 9 as follows:

*"Restaurant means premises where the predominant use is the sale and consumption of food and drinks on the premises and where seating is provided for patrons, and includes a restaurant licensed under the Liquor Licensing Act 1988"*

The use class 'Chalet' is a 'D' use within the general rural zone, meaning that the use is not permitted unless the local government has exercised its discretion by granting development approval. The use class 'Chalet' is defined under LPS 9 as follows:

*"Chalet means an individual self-contained unit usually comprising of cooking facilities, ensuite, living area and one or more bedrooms designed to accommodate short-stay guests, and where occupation by any person is limited to a maximum of three months in any 12-month period"*

The use class 'Brewery' is defined under the Regs as follows:

*"Brewery means premises the subject of a producer's licence authorising the production of beer, cider or spirits granted under the Liquor Control Act 1988"*

Table 2 - Site Requirements (Setbacks)

The revised locations of the structures are setback more than 20 metres from all lot boundaries as stipulated in 'Table 2 – Site Requirements' under LPS 9.

Parking and Access

Access to the property is derived from a new six metre wide crossover to Caraban Road which is located adjacent the site's north eastern boundary. The applicant is proposing a 4m wide limestone drive way, with one metre cleared shoulders. Disability Parking will be delineated with disability parking signs. Chalet parking has been nominated on the plans and is part of the main parking area. The bays that have been selected are close to the chalets and will be signed posted.

The proponent has anticipated and allowed for chartered groups and travellers attending the site, and accordingly, have included provision for oversized vehicles to be accommodated within the car parking area.

Clause 4.7.2.3 of LPS 9 states:

*"Except with the approval of local government, a person shall not use or develop land for a purpose specified in Column 1 of Table 3 unless provision is made on the site for a number of car parking spaces not less than the number calculated in accordance with Column 2 of that Table shown opposite that purpose"*

In instances the proposed use (chalet) is not identified within Table 3, as such clause 4.7.2.5 applies which states:

*"Where there is a use of land referred to in the Zoning Table (Table 1) for which no provision is made in respect of car parking spaces in Table 3, the car parking spaces required for that use of land shall be as determined by local government".*

The officer has considered the parking provisions for a 'bed and breakfast' as a relevant reference for the chalet component of the development.

Table 3 – Parking Requirements	
Column 1 – Use/Development	Column 2 – Minimum no. of car bays
Restaurant	1 per 4 persons
Bed and breakfast (Chalet)	1 per bedroom plus 1 per staff member

Having regard to the above table, the proposed parking provisions generated by the development is outlined below.



Development Overview			
Use	Capacity	Required Bays	Provided Bays
Chalet	3 x two bedroom 1 staff member	7 car bays	7 car bays + overflow if required.
Restaurant	250 persons	63 car bays	64 car bays 4 bus bays
<b>Total</b>		<b>70 car bays</b>	<b>68 bays (chalet inclusive)</b>

Based on the above assessment the proposed development provides a shortfall of two parking bays. This notwithstanding, a large overflow parking area has been provided to cater for additional vehicles in times of peak operation. No adverse impacts are anticipated by way of a two bay shortfall and the officer is satisfied ample room is available onsite for parking purposes.

#### Effluent Disposal

The size of the subject site enables a significant area to be set aside for wastewater disposal. The initial application demonstrated through a desktop study that compliance with the Department of Health's Government Sewerage Policy (GSP) is achievable. It is also noted that any wastewater disposal should occur at least 100 metres from the Moore River.

The Shire's Environmental Health Section has been in communication with the applicant regarding effluent disposal.

#### Local Planning Policy 1.4 – Foreshore Reserves along Water Courses (LPP 1.4)

LPP 1.4 provides guidance on the management and protection of foreshores and water courses within the Shire. Clause 3.1 is relevant in this instance, and stipulates that all development is to be set back a minimum of 50m from the top of the bank of the water course, which the revised building locations achieve.

#### Further Comments

The officer notes that Council at its Ordinary Meeting on 20 April 2021 resolved to provide conditional support to the issue of a 'tavern' license by the Department of Racing, Gaming and Liquor (DRGL) for the development. The officer is of the view that the condition provided to DRGL should be replicated on the development approval which states:

*"All packaged liquor sales being sold off premises through cellar door sales is to be from the Moore River Brewing Co process."*

This is viewed as distinguishing the facility from traditional pub-type taverns which provide mainstream beer produced by large national and international organisations, and provide TAB facilities, pool tables, bottle shop etc. Development of this nature would be classified as a Tavern under the LPS 9 and would not be permitted within the zone. The approved facility does not operate in that manner regardless of holding the same type of liquor license.

The conditions imposed on the previous approval are still relevant and remain unchanged. The officer is of the view that it is pertinent to impose a further condition which clarifies/restricts the number of patrons to 250.

#### Summary

In view of the above assessment, the amended development application for the restaurant, micro-brewery and chalets satisfies the relevant planning framework. The officer is of the view that the amendments do not significantly alter the development and the amended plans will replace those previously approved with two further conditions being imposed on the development. As such, support for the revised proposal is recommended.

#### **STATUTORY/LOCAL LAW IMPLICATIONS**

##### *Local Planning Scheme No 9*

##### Part 3 – Zones and the Use of Land

##### 3.2 Objectives of the Zones

##### Part 4 – General Development Requirements

##### 4.7 General Development Standards

##### 4.8.6 General Rural Zones

##### State Planning Policy 2.5 - Rural Planning

##### State Planning Policy 3.7 - Planning in Bushfire Prone Areas

## **POLICY IMPLICATIONS**

Local Planning Policy 3.1 – Tourist Development in Rural Areas

Local Planning Policy 1.4 – Foreshore Reserves along Water Courses

## **BUDGET IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	Infrastructure and Development
<b>Objective</b>	3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner
<b>Outcome</b>	3.1 Development of new and existing developments meet the Shire's Strategic Objectives and Outcomes
<b>Key Service Area</b>	Building and Planning Permits
<b>Priorities</b>	N/A

## **VOTING REQUIREMENTS - SIMPLE MAJORITY**

### **COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Balcombe

**SECONDED:** Councillor Lobb

That Council grant Amended Development Approval for a proposed restaurant, micro-brewery and chalets on Lot 421 Caraban Road, Caraban subject to the following conditions:

1. The development plans, as date stamped received by the Shire on 5 May 2021 and accompanying documentation, including documentation which formed part of the original development application, together with any requirements and annotations detailed thereon, are the plans approved as part of this application and shall form part of the amended development approval issued;
2. All works required to satisfy a condition of this approval are required to be installed/constructed and maintained in accordance with the approved plans and conditions of approval for the life of the development;

3. Prior to the commencement of site works, a Site and Soil Evaluation (SSE) report shall be submitted to and approved by the Shire of Gingin. The SSE is to be implemented thereafter to the satisfaction of the Shire of Gingin;
4. Prior to the commencement of site works, a Stormwater and Drainage Management Plan shall be submitted to and approved by the Shire of Gingin. The Stormwater and Drainage Management Plan is to be implemented thereafter to the satisfaction of the Shire of Gingin;
5. Prior to the commencement of the approved use, a Noise Management Plan shall be submitted to and approved by the Shire of Gingin. The Noise Management Plan is to be implemented thereafter to the satisfaction of the Shire of Gingin;
6. Prior to the commencement of the approved use, a Foreshore Management Plan (FMP) shall be submitted to and approved by the Shire of Gingin and on advice from the relevant stage agencies. The FMP is to be implemented thereafter to the satisfaction of the Shire of Gingin;
7. Prior to the commencement of the approved use, the Bushfire Management Plan (control version B dated 7 November 2019) shall be amended to the satisfaction of the Shire of Gingin and on advice from the Department of Fire and Emergency Services (DFES);
8. Prior to the commencement of the approved use, an Emergency Evacuation Plan (EEP) shall be submitted to and approved by the Shire of Gingin and on advice from the Department of Fire and Emergency Services (DFES);
9. Prior to the commencement of the approved use, a new crossover from Caraban Road is to be constructed to the satisfaction of the Shire of Gingin at the landowners' cost;
10. Prior to the commencement of the approved use, the internal access way, car parking and manoeuvring areas shall be constructed in accordance with the development approval and thereafter maintained to the satisfaction of the Shire of Gingin. Parking bays shall be appropriately delineated and signposted;
11. Goods or materials must not be permanently stored within the areas dedicated to parking, landscaping, vehicle manoeuvring or within access driveways;
12. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Shire of Gingin. Any lighting should be consistent with the International Dark-Sky Association's LED Practical Guide;



13. Prior to commencement of site works a Landscaping Plan shall be submitted to and approved by the Shire of Gingin. The Landscaping Plan is to provide screening along the northern portion of the internal access way in addition to surrounding the restaurant/brewery building;
14. Prior to the commencement of the approved use, the landscaping as detailed in the Landscaping Plan shall be installed and thereafter maintained to the satisfaction of the Shire of Gingin;
15. Prior to the commencement of the approved use, the Applicant/Owner shall execute and provide to the Shire of Gingin a notification pursuant to Section 70A of the *Transfer of Land Act 1893* to be registered on the title to the land as notification to prospective purchasers as follows:

*Bushfire Prone Area – This lot is located within a bushfire prone area and is subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land.*

16. The chalet accommodation shall only accommodate up to 12 persons at any one time;
17. The operator is required to keep up to date records of occupants residing in the chalet accommodation and shall provide the Shire of Gingin with a copy of such records within 14 days upon written request;
18. The approved restaurant operating hours are between 9am - 10pm Wednesday – Monday;
19. All packaged liquor sales being sold off premises through cellar door sales is to be from the Moore River Brewing Co process; and
20. The restaurant and microbrewery is restricted to a capacity of 250 patrons at any one time.

#### 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: If the development subject to this approval is not substantially commenced within a period of two years, the approval shall lapse and have no further effect.



- Note 3: Where an approval has so lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.
- Note 4: The required Foreshore Management Plan is to ensure protection of the Moore River bank and stability, prevent erosion, and retain native vegetation and to ensure that appropriate management practises will protect the waterway.
- Note 5: The required Site and Soil Evaluation (SSE) report is to identify the most suitable location for the effluent disposal area on the lot based on site and soil characteristics such as depth to groundwater, type and depth of soils, slope grade, post development water movement (i.e. have regard to the stormwater and drainage management plan, ensure that redirected water will not impact the Moore River). For further information please refer to the fact sheet 'Guidance on Site-and-Soil Evaluation for onsite Sewer Management' at the following link:  
[https://ww2.health.wa.gov.au/~/\\_media/Files/Corporate/general%20documents/water/Wastewater/Site-Soil-Evaluation.pdf](https://ww2.health.wa.gov.au/~/_media/Files/Corporate/general%20documents/water/Wastewater/Site-Soil-Evaluation.pdf).
- Note 6: The wastewater disposal system may require a separate approval by the Department of Health (DoH) and/or the Department of Water and Environmental Regulation (DWER).
- Note 7: The Bushfire Management Plan (control version B dated 7 November 2019) is to be amended to address the comments made by the Department of Fire and Emergency Services dated 20 December 2019.
- Note 8: All noise from the operation and associated equipment is required to comply with the *Environmental Protection (Noise) Regulations 1997*.
- Note 9: The development is to have access to a sufficient supply of potable water that is of the quality specified under the Australian Drinking Water Quality Guidelines 2004.
- Note 10: Where any native vegetation clearing is proposed, it will be necessary to contact the Department of Water and Environmental Regulation (DWER) in obtaining the necessary Approvals.
- Note 11: Please be advised that the property may attract Differential Rating for the development in accordance with Council Policy 3.16 Rates Concession for Split Use Differential UV Intensive/UV General Properties.
- Note 12: In relation to the new crossover from Caraban Road, please note that a 'Vehicle Crossover Application' is required to be submitted to and approved by the Shire of Gingin prior to the installation of the crossover.

Note 13: It is the landowner's responsibility to implement and maintain bushfire protection and mitigation measures on their property.

Note 14: This approval does not authorise any interference with dividing fences, nor entry onto neighbouring land. Accordingly, should you wish to remove or replace any portion of a dividing fence, or enter onto neighbouring land, you must first come to a satisfactory arrangement with the adjoining property owner. Please refer to the *Dividing Fences Act 1961*.

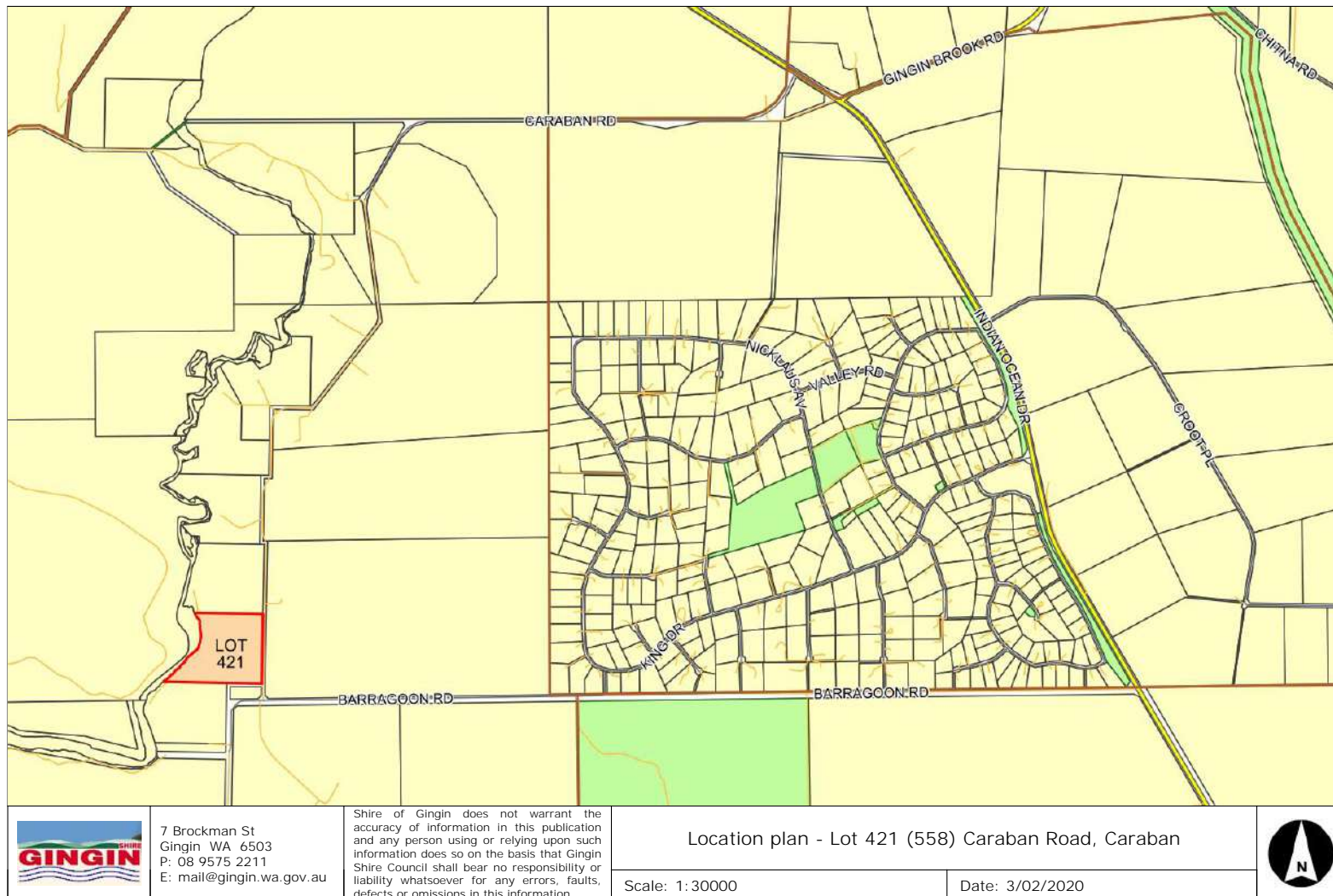
Note 15: Please be advised that the proximity of the subject land to the Moore River may result in the land being subject to flooding. The proponent is encouraged to undertake further due diligence to ensure that the building design is appropriate in the event inundation was to occur.

CARRIED UNANIMOUSLY  
9 / 0

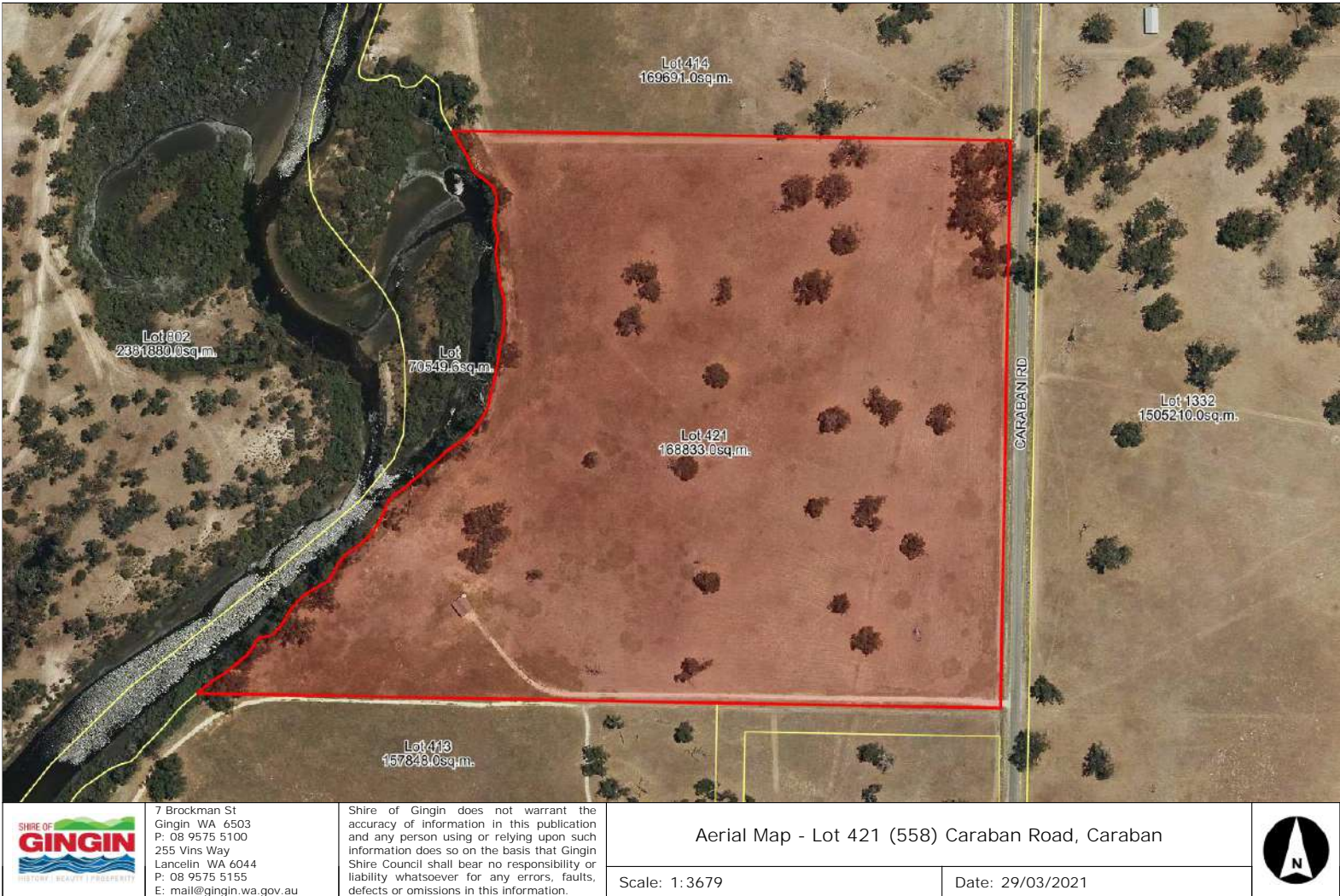
FOR: *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

AGAINST: *Nil*

18 MAY 2021







18 MAY 2021



**Amended Development Approval**

**Use: Proposed Restaurant, Micro-Brewery and Chalets**

**Address: Lot 421 (558) Caraban Road, Caraban**

**Existing Development Approval Reference: BLD/7018**



18 MAY 2021



Dear James Bayliss:

Pride Home and Developments Pty Ltd have been appointed by the Owners, Neil Darren King and Cindy Louise King, to take over the Design of the Proposed Restaurant, Micro-Brewery and Chalets at Lot 421 (558) Caraban Road, Caraban from the original applicants Harley Dykstra Pty Ltd. Over the past few months, we have been working with the Owners to adjust the design to better suite their needs and gather more information on the proposed wastewater treatment systems. We have made the following adjustments:

- Building Locations:
  - Slightly relocated the Restaurant & Micro-Brewery a few meters to the South and a few meters to the East.
  - The future Chalets have been completely relocated next to the Restaurant & Micro-Brewery; this connects them better with Restaurant & Micro-Brewery and also allows them to connect into the ATU (ATU has been sized to cater for this).
  -
- Restaurant & Micro-Brewery Building Form:
  - The shape of the building has been adjusted to better capture the views of the river and create a more visually pleasing building.
  - Overall building footprint and building height has stayed roughly the same.
  - An increase to a licensed venue of 250 and max staff capacity of 20
  - Change to the façade treatment, combination of different steel cladding and brick feature walls.
- Parking:
  - A redesign of the parking layout
  - Parking is to be compacted road base to start off, with the aim over the next 10/15 years to seal the road.
- Wastewater System:
  - Aquarius – 10KI 2-NR ATU
    - This system is to services all the amenities, commercial kitchen and bar area.
    - This system will discharge into flatbed leach drains supplied by Aquarius Wastewater Systems.
  - BioGill 2.5k
    - This system is to treat all the trade waste that is created from the brewery
    - This system will discharge into flatbed leach drains supplied by Aquarius Wastewater Systems.
- Site levels
  - There will be some cut and fill to the site, with some additional soil to be transported to site. The site plans shows the proposed levels and adjusted contours.
- Commercial Kitchen
  - The floor plan shows a rough commercial kitchen layout, the final layout is still under development with the supplier. The kitchen shouldn't take any more floor area then what is shown on the plans.

Address: PO Box 70, Two Rocks, WA 6037  
Website: [www.phdwa.com.au](http://www.phdwa.com.au)  
Email: [design@phdwa.com.au](mailto:design@phdwa.com.au)

Page 2  
25/03/2021

18 MAY 2021



- Amenities:
  - I have worked with the client to get a rough understanding on how the amenities will look for the development. I have created detail room layouts for these areas.

If you have any questions regarding the submission, please don't hesitate in contacting me on either my mobile 0449 191 640 or via email [design@phdwa.com](mailto:design@phdwa.com)

Kind Regards

Reuben Leith  
Designer Draftsman

Address: PO Box 70, Two Rocks, WA 6037  
Website: [www.phdwa.com.au](http://www.phdwa.com.au)  
Email: [design@phdwa.com.au](mailto:design@phdwa.com.au)

Page 3  
25/03/2021

18 MAY 2021

**James Bayliss**

---

**From:** Pride Design <design@phdwa.com.au>  
**Sent:** Wednesday, 5 May 2021 7:13 AM  
**To:** James Bayliss  
**Cc:** Kailee Williams  
**Subject:** Re: Moore River Brewing - Amendment to Development Approval - Lot 421 Caraban Road, Caraban  
**Attachments:** A-04 - Parking Layout - Rev C.pdf; A-03 - Proposed Site Plan - Rev E.pdf; A-01 - Overall Site Plans - Rev D.pdf; A-06 - Floor Plan - Rev F.pdf

Dear James,

I have updated the plans to show the additional information requested and I have provide some written information below:

**Setting Layout:**

The plans now show 250 seats to match the licensed patron number.

**Playground:**

The playground has been shown on the plans, it's now towards the rear of the development to allow parents to watch over their children.

**Driveway:**

I have provided information on the plans on the size of the driveway and the dust management suppression.

**Disahled Parking:**

Disability Parking will be indicated with disability parking signs and be uniquely marked out at the entrance of the venue using rope, as do other Brewery's down south that will still be very recognisable for the proposed use. The offloading bay will have a bollard installed as required in the Australian Standards

**Beer Tasting:**

The tastings will now be in the actual Brewing part of the facility and will be part of the Brewery tours. Beer tastings have now been tailored for tour groups to move freely around the Brewing facility and taste our unique craft beers straight from our Brewing tanks to achieve a more hands on feel while on the tour. Tour groups will then have the option to return to the venue long tables to further enjoy their experience with tasting paddles or retire to the beer gardens. Craft Beer tasting paddles will also be available to purchase from the main bar for customers not wanting to take a brewery tour.

**Chalet Parking:**

Chalet Parking has been nominated on the plans and is part of the main parking area. The bays that have been selected are close to the chalets and will be signed.

**Offloading:**

Delivery Loading and unloading area for delivery vehicles will be around the side of the Brewing shed roller door and at the entrance of the path leading to the Kitchen screened area of the venue.

If you have any questions please do not have any questions.

Kind Regards

On Fri, Apr 30, 2021 at 11:03 AM James Bayliss <[James.Bayliss@gingin.wa.gov.au](mailto:James.Bayliss@gingin.wa.gov.au)> wrote:

18 MAY 2021



1 Existing Overall Site Plan  
1 : 3000



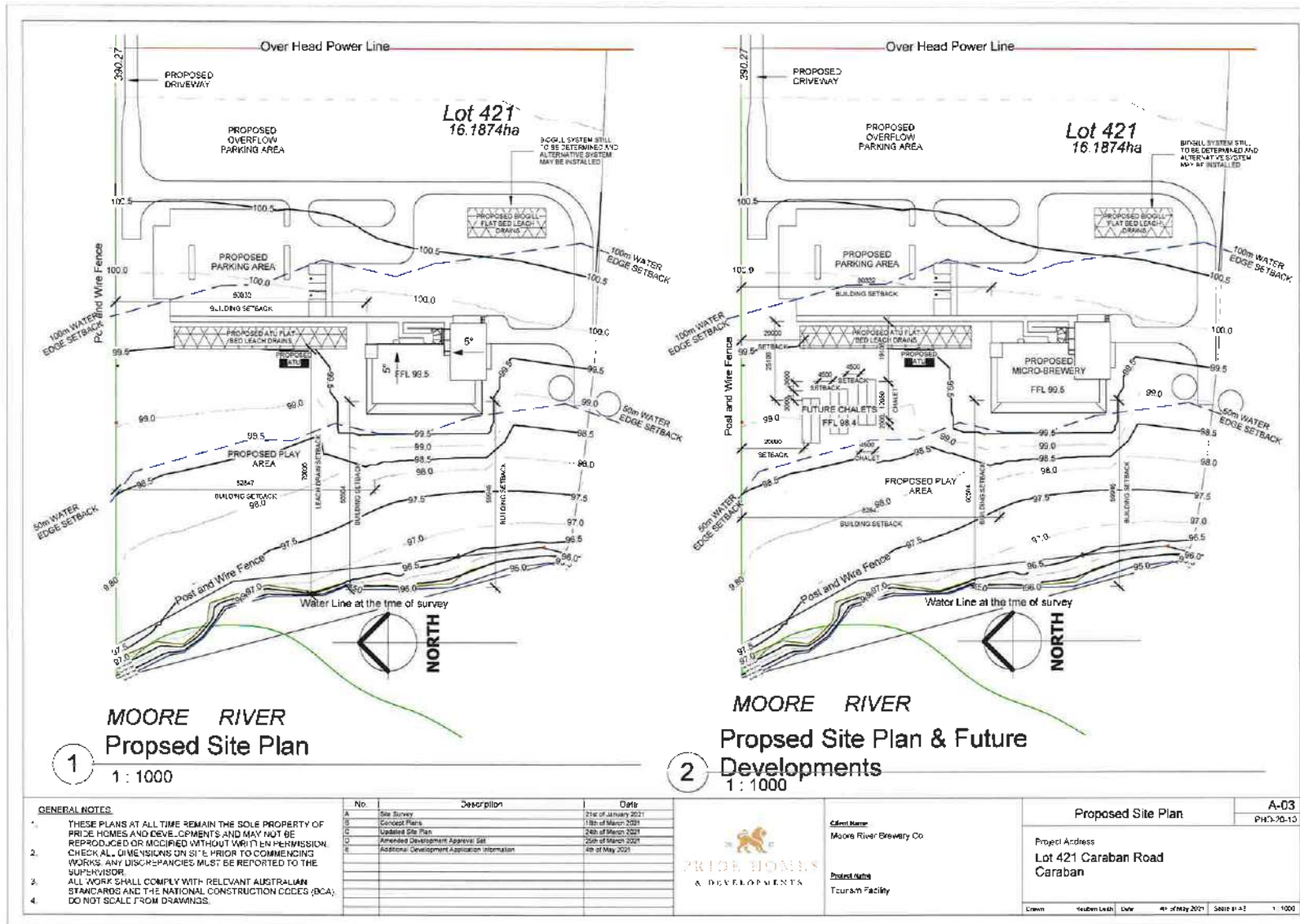
2 Overall Proposed Site Plan  
1 : 3000

GENERAL NOTES:				Overall Site Plans		A-01
1. THESE PLANS AT ALL TIMES REMAIN THE SOLE PROPERTY OF PRIDE HOMES AND DEVELOPMENTS AND MAY NOT BE REPRODUCED OR MODIFIED WITHOUT THEIR PERMISSION. CHECK ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORKS. ANY DISCREPANCIES MUST BE REPORTED TO THE SUPERVISOR.				Proposed Address		FF-0-00-10
2. ALL WORKS MUST COMPLY WITH RELEVANT AUSTRALIAN STANDARDS AND THE NATIONAL CONSTRUCTION CODE (NCC). DO NOT DEVIATE FROM DRAWINGS.				Lot 421 Caraban Road		
				Caraban		
				Drawn: Reuben Leith		Date: 4/5/2021
						Scale: 1:3000

No.	Description	Date
A	Concept Plans	18th of March 2021
B	Updated Site Plan	24th of March 2021
C	Amended Development Approval Set	25th of March 2021
D	Additional Development Application Information	4th of May 2021

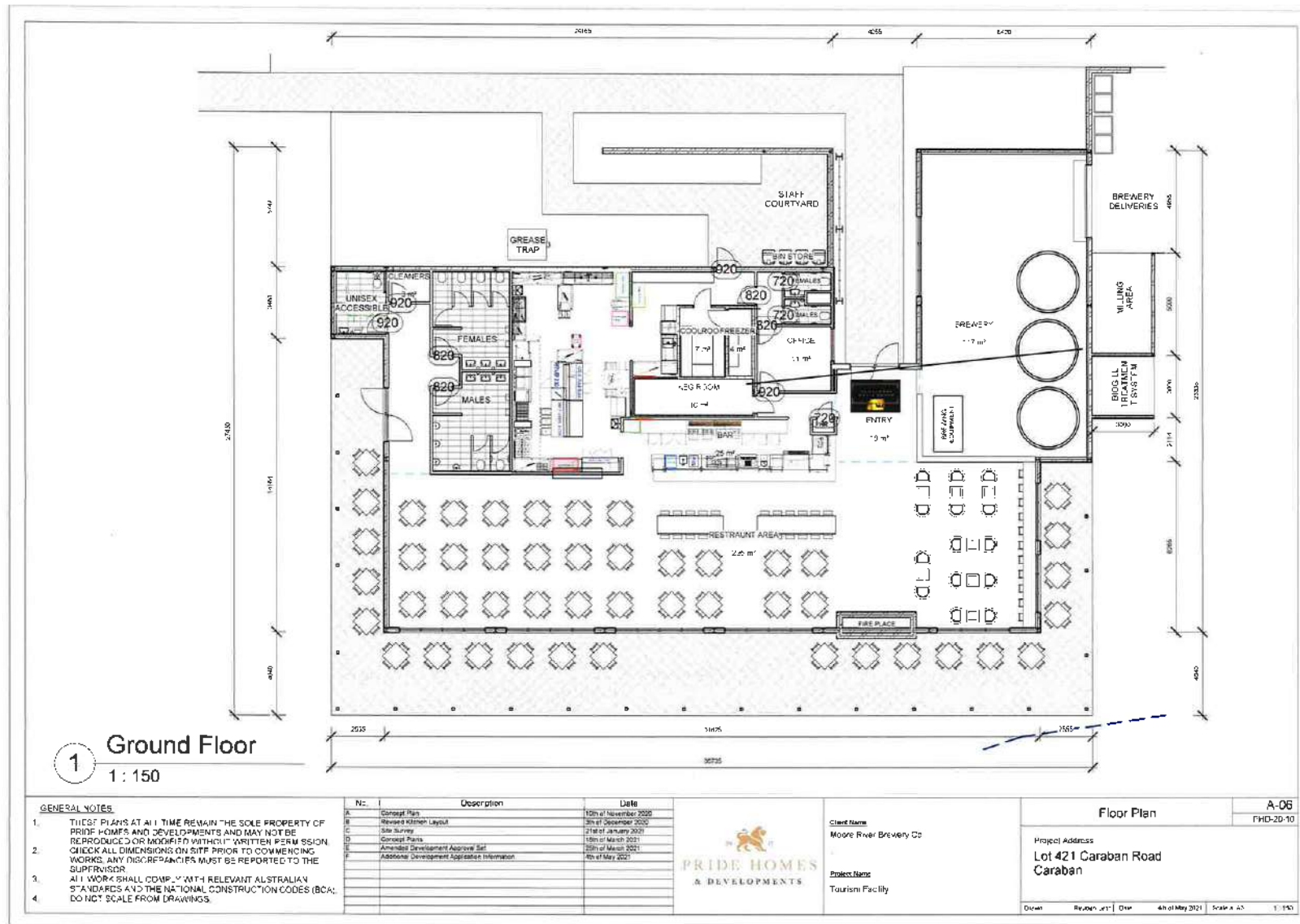
 <p>PRIDE HOMES &amp; DEVELOPMENTS</p>	Client Name: Morris River Estuary Co	Overall Site Plans		A-01
	Project Name: Tourism Facility	Proposed Address		FF-0-00-10
		Lot 421 Caraban Road		
		Caraban		
		Drawn: Reuben Leith		Date: 4/5/2021
				Scale: 1:3000

18 MAY 2021



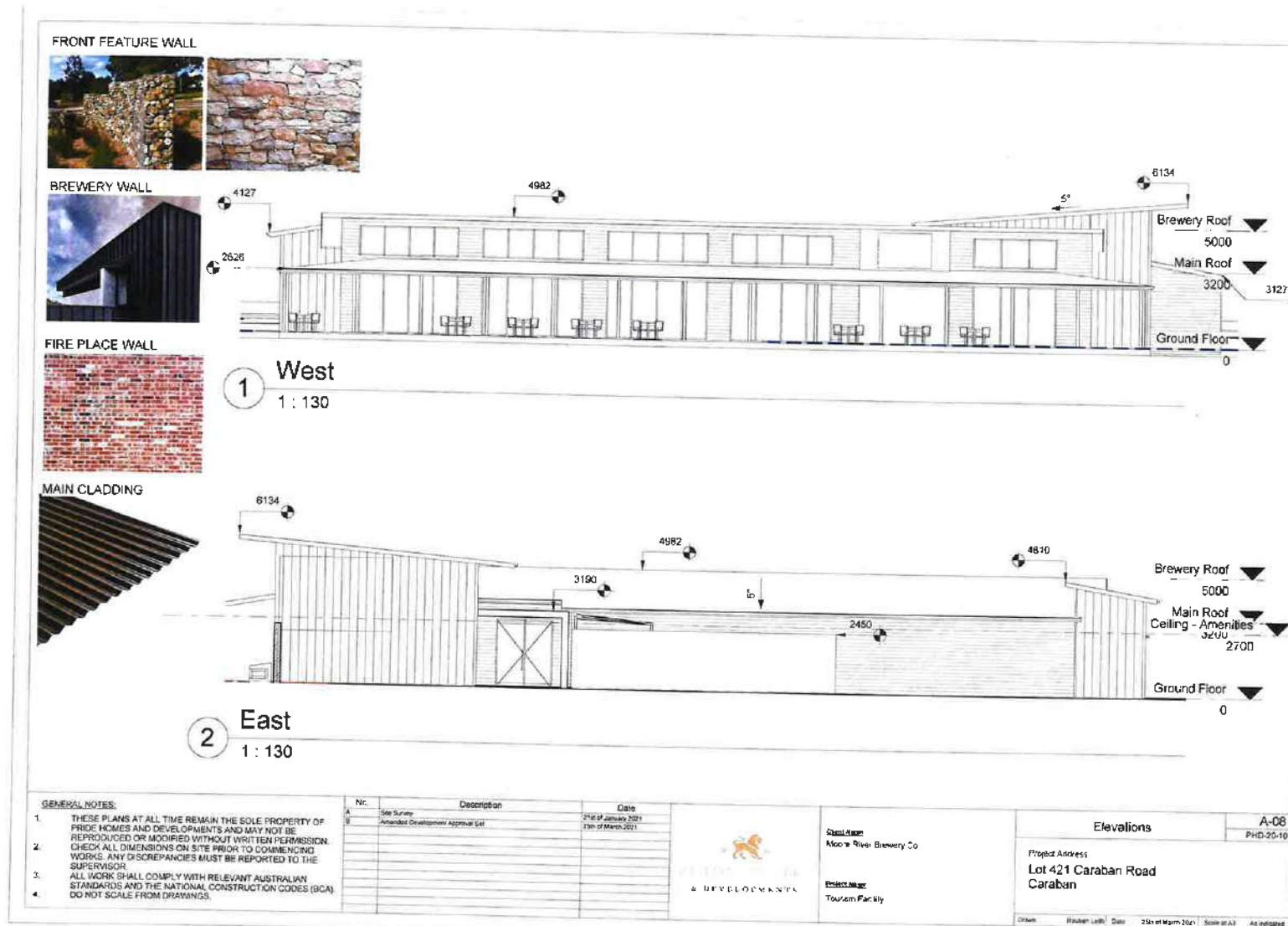


18 MAY 2021

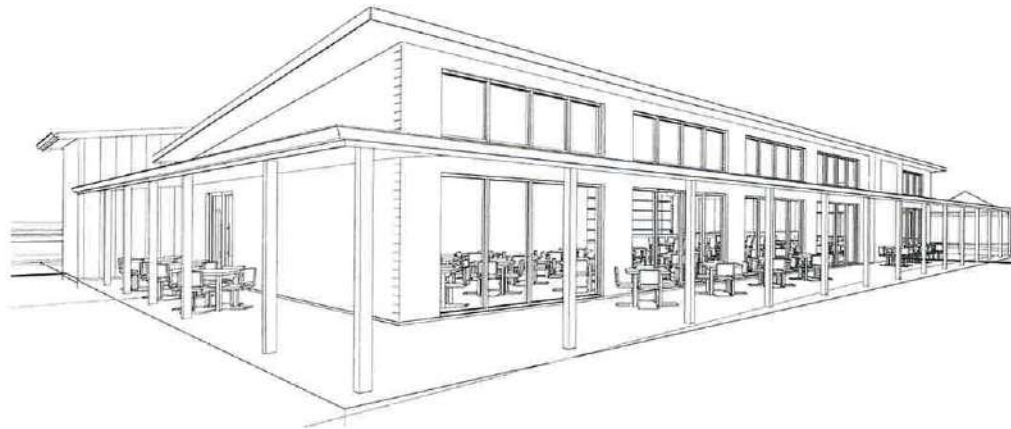




18 MAY 2021



18 MAY 2021



1 External View - 1



2 External View - 2

**GENERAL NOTES:**

1. THESE PLANS AT ALL TIME REMAIN THE SOLE PROPERTY OF PRIDE HOMES AND DEVELOPMENTS AND MAY NOT BE REPRODUCED OR MODIFIED WITHOUT WRITTEN PERMISSION.
2. CHECK ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORKS. ANY DISCREPANCIES MUST BE REPORTED TO THE SUPERVISOR.
3. ALL WORK SHALL COMPLY WITH RELEVANT AUSTRALIAN STANDARDS AND THE NATIONAL CONSTRUCTION CODE (BCA).
4. DO NOT SCALE FROM DRAWINGS.

No.	Description	Date
1.	Site Survey	21st of January 2021
2.	Approved Development Approval Set	25th of March 2021



**Client Name:**  
Moore River Brewery Co

**Project Name:**  
Tourism Facility

External 3D View

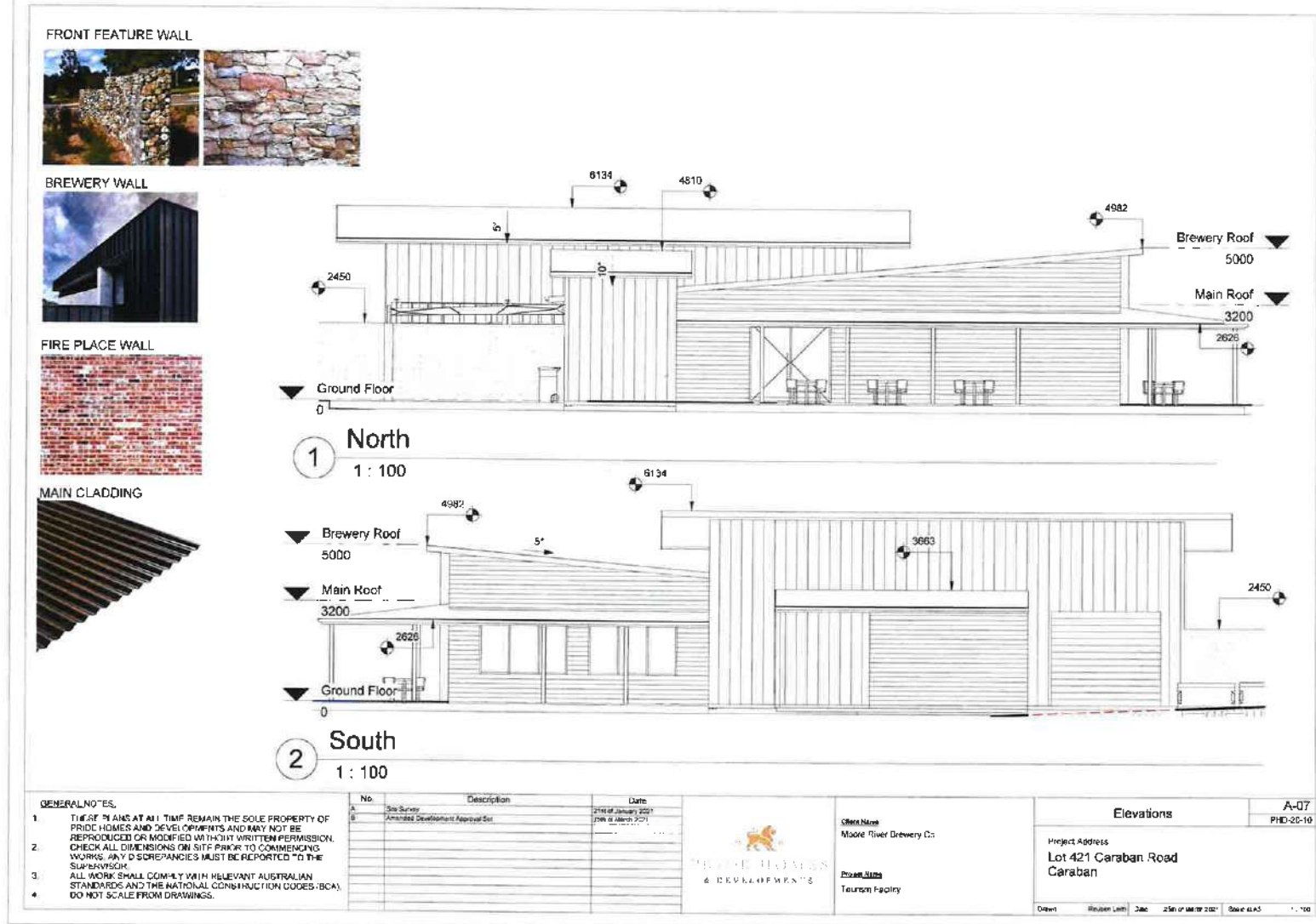
A-09  
PHD 2C-18

**Project Address:**  
Lot 421 Caraban Road  
Caraban

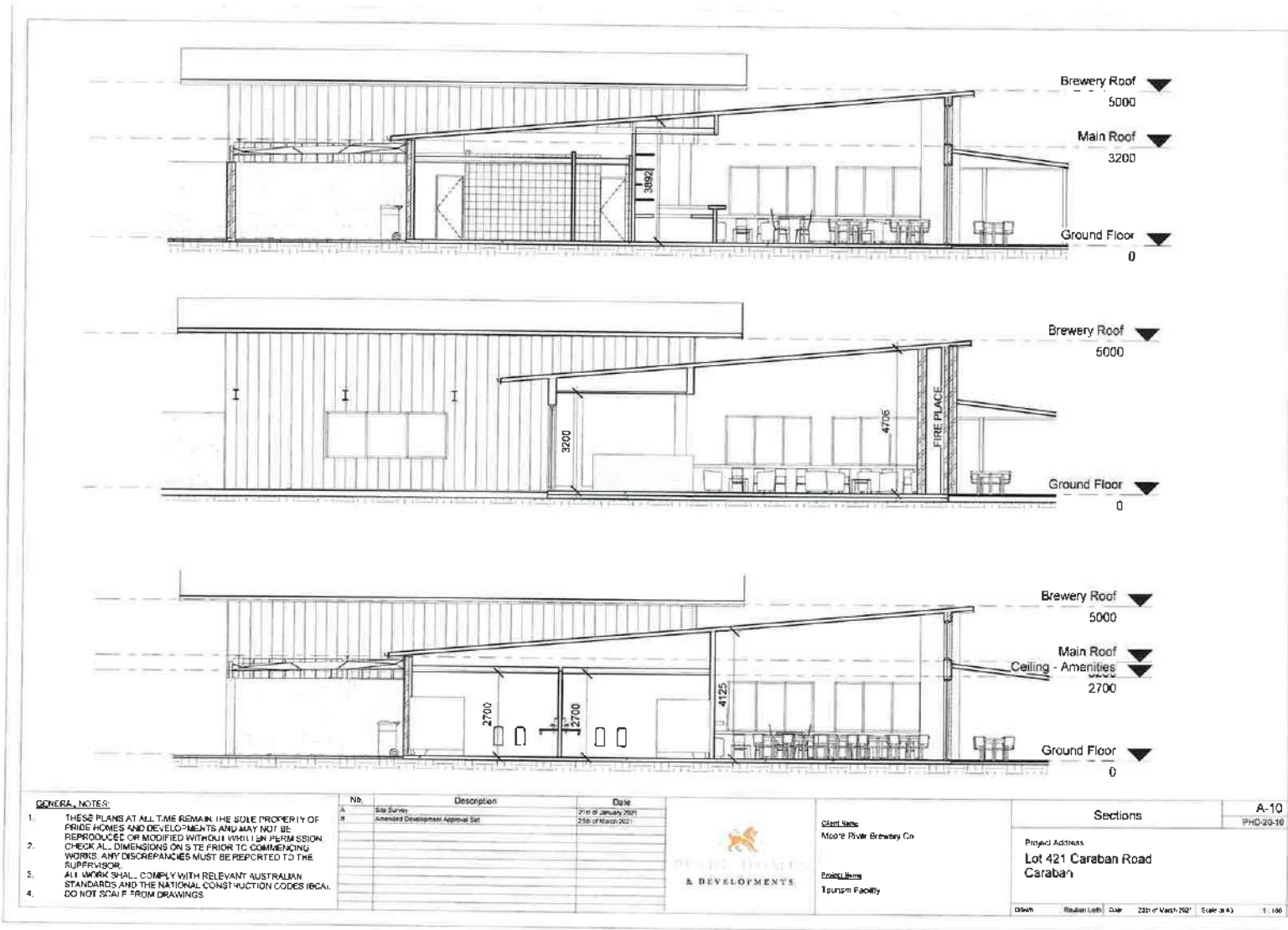
Drawn: [blank] Prepared by: [blank] Date: 25th of March 2021 Scale: 1:25



18 MAY 2021







### **13.5 FURTHER TERM OF CONTRACT - MANAGEMENT OF SHIRE OF GINGIN LANDFILL FACILITIES (PROVISION OF PUSHING UP SERVICES) CONTRACT AGREEMENT**

File	WST/5
Author	Kailee Williams - Executive Assistant to EMRDS
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	20 September 2016, Item 11.3.1
Appendices	Nil

#### **DISCLOSURES OF INTEREST**

Nil

#### **PURPOSE**

To consider exercising the three-year further term of the Management of Shire of Gingin Landfill Facilities (Provision of Pushing Up Services) Contract Agreement between Henry Morris and the Shire of Gingin.

#### **BACKGROUND**

Mr Henry Morris (the Contractor) currently provides a push up service to all three Shire of Gingin landfill sites in accordance with the Department Water and Environmental Regulation (DWER) licence and any conditions relevant to those individual landfills. The first term of the associated contract is due to expire on 30 September 2021. As per Part 3 Section 3.2 of the contract, a further term of three years may be initiated by the Shire. By agreement, the further term would commence on 1 October 2021 and end on 30 September 2024. There has been an expression of interest by Council to examine the viability of providing its own day labor and resources to manage the push up services of the three landfill sites in lieu of the current Contactor.

The Contractor presently uses a Caterpillar 938 loader (approximate operating weight of 16,500kg) with very low percentages of compaction of the landfill site as indicated in the 2020 Talis Report. The Shire's Case 621D loader (approximate operating weight of 11,800kg) has even less compaction, which only serves to shorten the life of the landfill site. Both machines are generally considered not suitable for landfill operations.

The machine presently utilised by the Contractor does not achieve the desired compaction, nor would the Shire's Case 621D loader. In essence, the compaction ratios that should be achieved at all three landfill sites are not being achieved which reduces the life of each site should we continue to utilise this type and configuration of machine.

A summary of the associated benefits and limitations associated with a day labor model over the next three years (and comparison to installation of a transfer station) is outlined below.

#### Logistics

- Requires the Shire to provide two pieces of machinery that will be on call 24/7.
- Requires movement of machinery to and from each site on daily basis back to Shire Depot.
- Hours of operation will increase as the transfer station progresses to fruition.

#### Day Labour Management

- 1,976 hours for one employee (1x FTE) for pushing tips.
- Loader usage will be approximately 3 hours per day, 52 weeks of the year (approximately 780 hours p.a.).
- Option to retain trade-in prime mover in time and purchase a second-hand low loader for mobilizing and demobilizing plant.
- Prime mover and low loader plant approximate usage will be 4 hours per day (not including approximately 1.5 hours per day for chaining down/off and loading/unloading), approximately 1,040 hours p.a.
- Management of personnel in accordance with Shires Code of Practice.

#### Costings for internal pushing of refuse sites (all excluding GST)

Item	Cost
Wages and Overheads (105%)	\$115,000
Loader usage (\$110/hr)	\$85,800
Prime Mover and Low Loader usage	\$104,000
<b>Total Cost</b>	<b>\$304,800<sup>1</sup></b>

<sup>1</sup> Approximately \$1,172/day or 25.5 hours/week p.a. = \$182,832

In comparison, the Contractor provides three push-ups and cover-ups per week at 3 hours per landfill site, with a total cost of \$185,328 pa, including overheads.

#### Issues with employees undertaking the pushing of tips

- Comparatively high in overheads.
- Subject to payment of overtime (if applicable).
- If utilising one loader, then the loader is required to be mobile to be able to move between sites at any given time (i.e. own prime mover and low loader).

Costings per Transfer Station to install

- \$250,000 to \$350,000 for road and bulk earthworks.
- \$150,000 to \$200,000 for a weighbridge.
- \$45,000 office.

Note: Estimated costings are subject to a detailed design and quote.

Given that the extension of contract will require acceptance by both parties, there is a mutually advantageous compatibility of a current resource being provided by the Contractor. His knowledge and experience in the cell design and structure required at each landfill site is invaluable, albeit that the compaction rates of all the land fill sites are far from satisfactory.

Option 1

Retain the service of the current contractor during this period, due to the following:

- The Contractor has extensive knowledge of the Shire's landfill sites and topography;
- The Contractor contributes to the management of green waste during the burning or composting of green waste; and
- The Contractor is conversant with requirements to ensure cover and tonnages for the individual landfills is sufficient to meet the requirements of the DWER.

Option 2

Retain the service of the current contractor during this period for the Gingin and Seabird landfill sites due the above-mentioned reasons, whilst using Shire staff for day labour management (utilising the Shire's Case 621D loader) to maintain the Lancelin landfill site.

**COMMENT**

At its meeting of 20 April 2021, the Waste Management Advisory Committee discussed the abovementioned options and the assessed the viability of each. As a result, the Committee resolved the following:

*That the Waste Management Advisory Committee recommend that Council agree to exercise the three-year further term of the Management of Shire of Gingin Landfill Facilities (Provision of Pushing Up Services) Contract Agreement between Henry Morris and the Shire of Gingin, extending the current Contractor's service provision until 30 September 2024.*



**STATUTORY/LOCAL LAW IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**BUDGET IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2019-2029

<b>Focus Area</b>	Natural Environment
<b>Objective</b>	2. To develop the Shire's capacity to support the conservation of natural assets and undertake sustainable resource management.
<b>Outcome</b>	2.2 Sustainable Resource Management The Shire practices sustainable resource management within its operations and supports the community to do the same.
<b>Key Service Area</b>	Waste Services
<b>Priorities</b>	2.2.1 Maintain quality waste services that support the Western Australian Waste Strategy

**VOTING REQUIREMENTS - SIMPLE MAJORITY**

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Johnson

**SECONDED:** Councillor Rule

That Council agree to exercise the three-year further term of the Management of Shire of Gingin Landfill Facilities (Provision of Pushing Up Services) Contract Agreement between Henry Morris and the Shire of Gingin, extending the current Contractor's service provision until 30 September 2024

**CARRIED UNANIMOUSLY  
9 / 0**

**FOR:** *Councillor Fewster, Councillor Rule, Councillor Balcombe, Councillor Court, Councillor Johnson, Councillor Lobb, Councillor Morton, Councillor Peczka, Councillor Vis*

**AGAINST:** *Nil*

*James Bayliss (Statutory Planning Officer) left the meeting at 4.16pm.*

## **14 REPORTS - OPERATIONS**

Nil

## **15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

## **16 COUNCILLORS' OFFICIAL REPORTS**

### **16.1 LOWER COASTAL COMMUNITY ASSOCIATION MEETING – 5 MAY 2021**

File:	GOV/6
Councillor:	Frank Johnson
Report Date:	18 May 2021

On 5 May 2021 I attended a meeting of the Lower Coastal Community Association at Sovereign Hill. The meeting was well attended, and I subsequently submitted questions raised during the meeting to the Shire's Administration via email.

As a Councillor, it was very pleasing to hear how highly attendees at the meeting regard, and appreciate the work of, the Shire's Community Development Officer, Helen Sutherland. The respect and warmth they have for her is terrific, and she represents the Shire admirably.

### **16.2 NEIGHBOURHOOD WATCH MEETING – 12 MAY 2021**

File:	GOV/6
Councillor:	Frank Johnson
Report Date:	18 May 2021

I attended the Neighbourhood Watch meeting held in Sovereign Hill on 12 May 2021. The meeting was attended by approximately 25 people. Lancelin Police were also in attendance, and extended thanks to the Shire for assisting with the provision of accommodation for additional officers in coastal communities over the busy holiday season. Police requested that any suspect activity be reported to them, as it supports them when seeking additional officers. Queries raised at the meeting with respect to Indian Ocean Drive will be followed up with Main Roads Western Australia.

During the meeting there was a query raised relating to a Scout group on a recent overnight camp near the river possibly being affected by a late night chemical spray at a market garden in the vicinity, and I will be forwarding these details to the Shire's Regulatory and Development Services Department.

### **16.3 INSPECTION OF GINGIN OUTDOOR ACTIVITY SPACE (GOAS) – 14 MAY 2021**

File:	GOV/6
Councillor:	Linda Balcombe
Report Date:	18 May 2021

On 15 May 2021 Councillor Morton and I inspected the completed Gingin Outdoor Activity space on Friday, 14 May 2021 prior to the space being officially open for public use on Sunday, 16 May 2021 (the 2021 Gingin British Car Day).

It was really pleasing to see the number of people in attendance, and the amount of discussion in the community about the facility is very exciting.

### **16.4 GINGIN BRITISH CAR DAY – 16 MAY 2021**

File:	GOV/6
Councillor:	Linda Balcombe
Report Date:	18 May 2021

The Gingin British Car Day took place on Sunday, 16 May 2021. This was a fantastic and very well attended event. Congratulations to everyone involved in organising the day.

### **17 NEW BUSINESS OF AN URGENT NATURE**

Nil

### **18 MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC**

Nil

### **19 CLOSURE**

There being no further business, the Shire President declared the meeting closed at 04:19 pm.

The next Ordinary Council Meeting will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on 15 June 2021, commencing at 3.00pm.