



MINUTES

Ordinary Council Meeting

21 July 2026

CONFIRMATION OF MINUTES

These Minutes have been CONFIRMED by Council as the official record for the Shire of Gingin's Ordinary Council Meeting held on 21 July 2026.

Councillor L Balcombe
PRESIDING MEMBER

Date of Confirmation: _____

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

ACKNOWLEDGEMENT OF COUNTRY



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

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ORDER OF BUSINESS

1 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 4:00 pm and welcomed all in attendance.

2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

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

Staff – J Bayliss (Chief Executive Officer), R Wright (Executive Manager Corporate Services), R March (Executive Manager Operations and Assets), M Close (Executive Manager Regulatory and Development Services), C Penheiro (Manager Development Services), K Leonhardt (Manager Corporate Services) (from 4:24 pm), L Burt (Coordinator Governance) and Y Moorby (Governance Support Officer/Minute Officer).

Gallery – There were 23 members of the public present in the Gallery.

2.2 APOLOGIES

Cr J Weeks
Cr D Wilkie

2.3 LEAVE OF ABSENCE

Cr A Vis

3 DISCLOSURES OF INTEREST

3.1 James Bayliss (CEO)

Item: 14.2 Lifting of Caveat - Amalgamation of Lots 195, 328 and 343 Cockram Road, Lennards Brook

Interest: Impartiality

Reason: I disclose an impartiality interest on the grounds that I am the Director of a cattle grazing enterprise, and the facility onsite (abattoir) processes cattle. While no cattle from the cattle grazing enterprise that I am associated with are processed at this premise, there may be a perception that an impartiality interest is held.

3.2 Cr Rob Kestel

Item: 13.2 2026 Financial Management Review
Interest: Impartiality
Reason: I'm a director of the local Bendigo Bank.

Item: 14.4 Application for Development Approval - Addition to Animal Husbandry - Intensive (Two Additional Broiler Sheds) on Lot 3683 (No. 252) Duffy Road Bambun
Interest: Impartiality
Reason: I'm a close friend of the applicant.

4 PUBLIC QUESTION TIME

The Presiding Member declared Public Question Time open at 4:02 pm.

4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE

4.2.4 Chandler McMinn

Disclosure of Interest

Q1. At last month's Ordinary Council meeting, a motion was raised to amend the impartiality declaration that was alleged to be declared incorrectly. Prior to this motion being raised did any member of Council report to the President, Deputy President or CEO of the potential of an incorrect impartiality declaration?

Response from Presiding Member

No. However, it is the responsibility of each individual council member to determine whether they have an interest that should be disclosed in relation to a matter to be considered at a council or committee meeting.

Motions

Q2. Motions that are alleged and provided even if proven incorrect create distrust and discredit the person, business or group's reputation and credibility. Are there any protections in place to prevent incorrect motions being raised regardless of content to prevent reputation or credibility being damaged?

Response from Presiding Member

There are no provisions in either the *Local Government Act 1995* or the Shire's *Meeting Procedures Local Law 2014* to prevent any council member from moving a motion on any matter, provided that the motion relates to a matter that is within the meeting's jurisdiction. Once a motion is raised, the Presiding Member may rule it as being out of order if it:

- uses unclear or vague language;
- is the direct negative of a motion just passed by the meeting;
- is inconsistent with a formal motion just adopted;
- is unnecessary in that it proposes a course of action or policy already resolved upon by the meeting;
- proposes an action that is unlawful;
- is a matter that was subject to a previous amendment or a rescission motion which was defeated within the period of time specified in legislation;
- is outside the jurisdiction of the council;
- contains defamatory statements; or
- is vexatious and proposed only as a way to obstruct the orderly transaction of business.

The only exception to this is where a council member gives previous notice of a proposed motion. In this situation the *Meeting Procedures Local Law 2014* allows the CEO, with the concurrence of the President, to exclude any motion that they consider to be out of order because it breaches either the Meeting Procedures Local Law or any other written law.

4.2.5 Kerry Butler - Gingin

CU@Park Flooring Costs

Q2. What is the total cost of the project to the rate payers for replacing the floorboards at CU@Park?

Response from Presiding Member

The cost to replace the floorboards was \$14,900.

4.2.6 Megan Kolbe - Gabbadah

Declaration of Interest

Q3. Which Councillors and CEO have personal relationships outside formal Council business and why are declarations not being made when voting on breach complaints against each other or in any other general item that affects or benefits elected members or CEO?

Response from Presiding Member

It is the responsibility of Officers and Elected Members to determine whether they have an impartiality to declare.

4.2 PUBLIC QUESTIONS

4.2.1 Peter Enright - Gabbadah

Peter Enright provided questions for the meeting, but was not present to ask them. Responses will be provided to Mr Enright via a letter from the Presiding Member, but details will not be included in the Agenda and Minutes for the August meeting.

4.2.2 Katie Enright - Guilderton

Katie Enright provided questions for the meeting, but was not present to ask them. Responses will be provided to Ms Enright via a letter from the Presiding Member, but details will not be included in the Agenda and Minutes for the August meeting.

4.2.3 Kate Lane - Neergabby

Workplace Investigation – former CEO

Q1. Following completion of the independent workplace investigation into the former CEO, were all elected members provided with sufficient information regarding the investigation's findings and recommendations, to enable them to properly discharge their governance responsibilities? And if not, why not?

Response by the CEO

The former CEO's employment was dealt with by an absolute majority of Council, so the absolute majority of Council formed the view that they had sufficient information to make a decision on the matter.

Q2. Following receipt of the investigation findings, did the Shire refer any aspect of the matter to any external authority, regulator, government department, law enforcement agency, integrity body, insurer or auditor? And if not, what was the basis for determining that no external referral was required?

Response by the Presiding Member

Yes

Q3. What was the total cost to the Shire and its ratepayers associated with the workplace investigation, including investigator fees, legal advice, consultancy costs, leave or termination payments, settlement payments and any other costs arising from this matter?

Response by the Presiding Member

Taken on notice.

4.2.4 Martin Aldridge – Gingin

Road Sealing Schedule – Lennards and Spratton Roads

Q1. What is the approximate age since these roads were last resurfaced and what is the expected life of a sealed road?

Response by the Presiding Member

Taken on notice.

Q2. When was the last road safety or road condition audit or similar undertaken on these roads?

Response by the Presiding Member

The Shire has a condition survey that is being undertaken at present on all sealed roads.

Q3. Agenda Item 14.1 Lot 108 (No. 281) Lennards Road, Lennard Brook - Agriculture Intensive (Unauthorised Existing Works). With reference to the officer's report which asserts that the property was approved for irrigated horticulture under the former Planning Scheme Number 8 and note 5 of the recommendation that advises that the property may be re-rated following approval of the application, suggesting that it may not have been rated appropriately, why has the property not been rated under the rural intensive differential rate and noting that the Shire of Gingin has the power under section 6.39(2)(b) to amend its rate record for the preceding five years, will it seek recovery of these rates?

Response by the Presiding Member

Taken on notice.

4.2.5 Ed Hartman – Neergabby

37a Lefroy Street Gingin

I refer to the Shire's Strategic Community Plan Aspiration Point 4, Excellence and Accountability to Deliver Quality Leadership and Business Expertise. With this in mind:

Q1. At what stage is the investigation into the substantial water usage at said location?

Response by the CEO

The investigation is ongoing.

Q2. When will the ratepayers be informed of the findings of the said investigation once completed?

Response by the CEO

Given that the matter relates to an employee, it may or may not be appropriate to release information to the public, depending on the findings. This decision will be made at the relevant time.

Q3. On page 76 of this month's agenda, subsection Capital Acquisitions, 37a Lefroy Street shows a negative \$14,945. What was this amount for?

Response by the Presiding Member

Taken on notice.

4.2.6 Megan Kolbe – Gabbadah

Water Usage Costings

Q1. Can the Chief Executive Officer confirm the total amount paid for the water and electricity accounts relating to 37a Lefroy Street as shown in the list of accounts for payment presented to Council at this meeting?

Response by the Presiding Member

Taken on notice.

Special Council Meeting

Q2. In response to question on notice 5 submitted by Councillor Stewart, the Chief Executive Officer states that the Deputy President cancelled a Special Council meeting called by Councillor Stewart. Is that statement, correct? If so, please identify the evidence relied upon in making that statement.

Response by the Presiding Member

Taken on notice.

Q3. The calling and convening of a Special Council meeting is governed by section 5.5 of the Local Government Act 1995. As the Act provides that a special Council meeting is convened by the Chief Executive Officer after receiving a valid request, will the CEO identify the person who made the decision to cancel the special Council meeting requested by Councillor Stewart?

Response by the Presiding Member

Taken on notice.

The Presiding Member declared Public Question Time closed at 4:11 pm.

5 PUBLIC STATEMENT TIME

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

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

As part of ongoing local government reform measures, the State has previously flagged that model meeting procedures will be drafted which every local government in Western Australia will be required to adopt. There is currently no indication as to what the model procedures will require, and therefore there is no benefit to be gained by undertaking a formal amendment of the Shire's Meeting Procedures Local Law to include Public Statement Time as part of the Order of Business. In the interim, Council will continue to agree to include Public Statement Time at each council meeting.

COUNCIL RESOLUTION

MOVER Councillor Hyne

SECONDER Councillor Stewart

That Council resolve to amend the order of business for the meeting to include Public Statement Time.

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: Nil

The Presiding Member declared Public Statement Time open at 4:12 pm.

No members of the public wished to make a statement.

The Presiding Member declared Public Statement Time closed at 4:12 pm.

6 PETITIONS

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVER Councillor Woods

SECONDER Councillor Hyne

That Council approve Leave of Absence for Councillor A Vis for the Ordinary Council Meeting on 18 August 2026.

CARRIED UNANIMOUSLY
6 / 0

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

AGAINST: *Nil*

8 CONFIRMATION OF MINUTES

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka

SECONDED: Councillor Woods

That Council confirm the Minutes of the Ordinary Council Meeting held on 16 June 2026 and the Special Council Meeting on 30 June 2026 as a true and accurate record.

CARRIED UNANIMOUSLY
6 / 0

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

AGAINST: *Nil*

9 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Deputations

The Presiding Member advised that prior to the commencement of the meeting, Council had received one deputation as follows:

Speaker: Rona Chiera
Topic: Agenda Item 13.1 Consideration of Submissions - Disposition of Property
Lot 500 Jones Street, Gingin (Gingin Railway Station)

President's Activities

Three deputations previously approved in relation to Item 14.1 Lot 108 (No. 281) Lennards Road, Lennard Brook – Agriculture Intensive (Unauthorised Existing Works) did not proceed as this item had been withdrawn from the Agenda.

27 June I attended Lancelin Beach Hotel to talk to the owner and assess the situation of the coastal erosion. I also spoke to Channel 9 news whilst I was there.

30 June I attended a Special Council Meeting regarding the coastal erosion.

1 July I spoke to the ABC (interview) regarding the coastal erosion.

3 July I met with Minister Stojkovski with the CEO and the Executive Manager of Operations and Assets regarding coastal erosion and funding.

3 July I met with Consultant Peter Casey and CEO Selection Panel to discuss the process for CEO recruitment.

4 July I attended the 20th anniversary of the Guilderton Library. It was a great community event, with some really positive people volunteering in our community.

6 July I spoke with the Minister Stojkovski's office regarding the erosion.

7 July I spoke to Channel 9 and advised them to speak to our Media department.

8 July I spoke to Channel 7 and directed them to our Media department.

5-10 July I maintained regular contact with the CEO while I was away, to stay informed on the progress of the erosion issue and to determine whether there were any matters requiring my attention.

14 July I met with the CEO for a catchup on the past two weeks.

- 15 July I met with the CEO and staff on the Bird Flu that had been reported in Lancelin.
- 15 July I met with Minister Carey, his staff, DOT, DPLH, Cr Peczka, Mr Bayliss and Ms March in Lancelin to discuss erosion and work out a plan going forward.
- 15 July I met with the owner of the Lancelin Beach Hotel with Mr Bayliss and Ms March.
- 16 July I spoke with ABC Midwest on the Minister's visit and coastal erosion in Lancelin.

Acknowledgement of Observer

The Presiding Member advised Council that Mr James McGovern was present in the public gallery for this meeting, on the instructions of the Local Government Inspector.

10 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

11 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

11.1 CR STEWART

Q1. In May 2026, the shire of Gingin customer service charter was updated by the CEO without any advice being provided to council. The old charter committed the shire to responding to customer service related email enquires within 1 working day and all other correspondence within 2 working days. The new charter states that emails will be responded to within 10 working days. Section 2.7 of the LG act provides that one of councils roles is to facilitate communications between community and council. Can you explain how significantly increasing the shires response times improves councils ability to fulfill that statutory role and why council was not consulted before this public-facing service standard was changed?

Response by the CEO

The Customer Service Charter review formed part of the Customer Service Improvement Project, which was presented to Council through the Department Overview Presentation in November 2025 and the Customer Service Improvement Plan presentation on 3 March 2026.

Council subsequently considered and unanimously adopted the Customer Service Improvement Project Plan at its Ordinary Council Meeting on 17 March 2026, with Recommendation 5 specifically detailing the review and revision of the Customer Service Charter.

The Customer Service Charter is an operational document within the CEO's administrative responsibilities and is not required to be presented to Council for adoption.

Q2. Council has previously resolved that the CEO is to improve our customer service standards. How is this considered an improvement?

Response by the CEO

The improvement is moving from a standard that was not consistently being achieved to one that is realistic and commensurate with resourcing. The previous timeframes were aspirational but did not reflect actual service delivery.

The revised Customer Service Charter provides the community with clear and achievable expectations and aligns with response timeframes for other comparable local governments. Since the updated Charter was adopted in May, no complaints have been received regarding the revised standards.

Q3. Over the past several weeks, I have repeatedly requested information from the shire CEO regarding the Lancelin coastal erosion emergency so that elected members can properly perform our governance role and make informed decisions on behalf of the community we serve.

- a. Why has the CEO declined to provide council with the requested information stating that it's release may prejudice negotiations and the shires advocacy efforts?*

Response by the CEO

The requested information has not been provided at this time because its disclosure may prejudice the Shire's ability to secure technical assistance, emergency support and funding, compromise relationships with key stakeholders, or undermine the effectiveness of the Shire's ongoing advocacy efforts.

Council is not being asked to make any decision at this point in time. Accordingly, the temporary withholding of strategically sensitive information does not impede Council's ability to exercise its governance responsibilities.

- b. You stated that council will be informed on matters relevant to its decision making responsibilities. What legislative authority are you relying on to determine what information elected members are and are not entitled to receive?*

Response by the CEO

The *Local Government Act 1995* does not attempt to prescribe every administrative decision a CEO may make. Rather, it establishes the respective statutory roles and responsibilities of Council and the CEO, within which the CEO is required to exercise professional judgement in administering the local government.

As custodian of the Shire's records, the CEO is responsible for managing the release of information, having regard to many objectives and does so in their professional judgement.

Where the release of information may prejudice the Shire's negotiations, advocacy efforts or other strategic interests, its disclosure may be deferred until those risks no longer exist.

- c. *As CEO, how are you complying with your obligations under section 5.41 of the LG act to provide council with the information and advice necessary to make informed decisions if elected members have been denied copies of reports on correspondence between the shire president and yourself with state MP's and Ministers, Coastal engineering reports, engineering advice, emergency works plans or costs and any other advice relating to the shires highest risk issues during times of emergency?*

Response by the CEO

Section 5.41 requires the CEO to provide Council with the information and advice necessary to enable informed decision-making. It does not require every document, email, report or piece of correspondence generated or received by the Administration to be distributed to elected members at a time of their choosing.

The *Local Government Act 1995* establishes distinct roles for Council and the CEO. The CEO is responsible for the administration of the local government and information is provided to Council when necessary to support its decision-making responsibilities and at a time that does not prejudice the Shire's emergency response or advocacy efforts.

- d. *Why was council not informed about the CEO and shire Presidents meeting with deputy Minister Jessica Stojkovski and why did council learn that \$460k in funding would be provided by the minister by reading it on social media or in the news?*

Response by the CEO

Council was not required to make any decision in relation to the meeting and, accordingly, there was no governance requirement for Council to be advised in advance.

The approval and public announcement of State Government funding is a matter for the Minister, not Council.

- e. *What statutory authority are you relying on to withhold information from council?*

Response by the CEO

Refer to the response to questions 3 a, b and c.

- f. Have any councillors other than the president been given access to information that was not provided to the rest of council?*

Response by the CEO

No councillor has been provided with confidential information or documents that have been withheld from the remainder of Council. The President and Deputy President attended a meeting with Minister Carey on 15 July 2026.

- g. How is council expected to answer questions from the public under section 2.10 of the LG act if we have not been provided with any information about the coastal erosion emergency lately?*

Response by the CEO

The question is based on the assumption that section 2.10 of the *Local Government Act 1995* requires councillors to possess every operational detail in order to respond to public enquiries. It does not.

Councillors may respond based on Council decisions, refer operational matters to the Administration, or advise that they are unable to comment where matters relate to ongoing operational activities.

- h. How can council properly oversee expenditure, strategic direction and risk management if councillors are denied access to engineering reports, quotations, funding discussions and correspondence with the state government?*

Response by the CEO

Council provides strategic direction and oversight by setting the budget, adopting plans and policies, and making decisions on matters requiring its determination. The Administration operates within that framework and refers matters to Council where a decision is required.

- i. Last Tuesday 7th July, Councils briefing session was cancelled without any formal correspondence or notification provided to council as per policy number 1.26 Briefing sessions. Does the CEO acknowledge that this was an important meeting to update council on all of the coastal erosion communications and the CEO?*

Response by the CEO

Outlook calendar invites rescheduling the Budget Workshop and the Strategic Discussion Session were both sent out on 29 June 2026. Seven Councillors responded to the rescheduling of the strategic discussion, and 8 Councillors responded to the rescheduling of the budget workshop.

As outlined in my email dated 7 July 2026, I followed the process undertaken by previous CEOs and if Council considers a review of this process is required, I'm happy to review the current practice.

Given the events of the past three weeks, it is agreed that should this session have taken place, it would have been convenient to provide an update on the coastal erosion response.

- j. Why was the briefing session cancelled? Was it because the shire president went on a holiday to Bali?*

Response by the CEO

The briefing session was cancelled due to the unavailability of the President, Deputy President and Cr Vis. Given the session was scheduled to consider strategic matters associated with Council's final budget workshop, which is a critical component of the budget process, I made the decision to reschedule the session to ensure appropriate attendance and engagement from Council's leadership and to reduce time pressures on the Administration in preparing the associated budget information.

- k. At a time of the shire experiencing a crisis with our coastal erosion emergency, why was council not informed by you that the shire president was away overseas and you were on leave at the same time?*

Response by the CEO

It is not the CEO's role to advise Council of the President's personal activities or leave arrangements.

The CEO's leave arrangements were communicated to the President and Deputy President as appropriate. At all times, appropriate business continuity arrangements were in place to ensure the Shire's operations and advocacy activities continued without interruption.

- l. What objective criteria will you use to determine when information is "No longer strategically sensitive"?*

Response by the CEO

The question assumes there is a rigid or universal test for determining when information is no longer strategically sensitive. That premise is not accepted.

The determination is made by exercising professional judgement, having regard to the circumstances at the time. In this instance, it includes ensuring affected stakeholders (i.e. the landowner and tenant of the impacted properties) had the opportunity to meet with the Minister free from unnecessary disruption or protest that could have prejudiced those discussions or resulted in the meeting not proceeding. It also included maintaining a clear and consistent advocacy position.

- m. Has any funding applications, grant requests or negotiations with state MP's actually required confidentially from councillors or is this an administrative decision made by you?*

Response by the CEO

The management and timing of information release is an administrative responsibility of the CEO, exercised using professional judgement having regard to the circumstances at the time.

Funding announcements are the prerogative of the funding agency or Minister. Limiting the distribution of information is a reasonable administrative measure to eliminate the risk of premature disclosure.

- n. Do you accept that councillors cannot discharge their duties of governance, strategic oversight and financial stewardship if they are deliberately denied timely access to relevant information?*

Response by the CEO

Council has not been denied information necessary to discharge its governance responsibilities.

The timing of the release of operational information is an administrative responsibility of the CEO, exercised using professional judgement having regard to the circumstances at the time.

- Q4. Has the water from 32a Lefroy Street been reported to the police for investigation by the shire of Gingin?*

Response by the CEO

This property referenced is not a Shire owned facility. It is assumed the question refers to 37a Lefroy Street. The question is inappropriate given Council has previously been advised that this matter involved sensitive employee and workplace considerations. Raising the matter publicly, despite that advice, creates the very type of scrutiny and commentary that creates workplace risk.

There is no basis for referral to WA Police.

- Q5. On Wed 8th July, I submitted a written request calling for a special council meeting to consider the Lancelin coastal erosion emergency because of the lack of information being provided to council. This request was supported by 4 of the 9 councillors meeting the threshold for the meeting to be convened. What statutory authority has the office of the CEO relied upon to not convene the meeting?*

Response by the CEO

Although the request for the meeting was supported by the required one third of Councillors, more than half of the total number of Councillors subsequently advised that they would be unable to attend on the specified date. That being the case, the meeting could not proceed as it would not be possible to achieve a quorum. The Acting CEO received advice from the Department of Local Government that, on that basis, there would therefore be little point in scheduling the meeting.

Based on this advice, the Deputy President cancelled the meeting on 10 July 2026 after discussion with the Acting CEO.

Q6. On 4th July, I emailed the CEO and shire president regarding several governance issues that occurred during the previous special council meeting including incorrect rulings on meeting procedures, the handling of amendments and communications between the CEO and shire president during the meeting that were whispered and not loud enough for the audio recording equipment to record the conversations as is required under section 5.23 of the LG regs.

Why has this correspondence not be responded to or addressed some 10 days later and does the CEO consider this timeframe to respond to elected members consistent with the roles of the CEO under the act?

Response by the CEO

An email was received on Saturday 4 July 2026 seeking clarification on several matters. On the first business day following receipt of the correspondence (Monday 6 July 2026), and before a response could be provided, the matter became the subject of a formal process. As a result, it would be inappropriate for me to provide a response at this time.

Q7. What was the Department of Defences response to your correspondence to them requesting they undertake or commission an investigation into historical world war 2 bombing activities at and around Lancelin Island and the surrounding reef systems to assess the environmental impacts and have you sought assistance from the DOD for funding for coastal protection works as per councils' resolution to agenda item 12.1 on 16 June 2026.

Response by the CEO

No response has been received from the Department of Defence.

11.2 CR WILKIE

On 7 July 2026, Council was scheduled to attend its monthly Briefing Session, which under Council Policy 1.26 is held on the first Tuesday of each month unless otherwise advised by the CEO. As per Policy 1.26 Briefing Session Protocols.

Councillors were not advised that the Briefing Session had been cancelled until 12:24 pm on the day of the meeting. Prior to that time, councillors had received no briefing papers and emails requesting clarification from both the CEO and the President went unanswered.

Can the CEO advise:

Q1. Under what statutory or policy authority did the CEO cancel the Council Briefing Session?

Response by the CEO

The scheduling and cancellation of the strategic session is an administrative matter within the CEO's functions under section 5.41 of the *Local Government Act 1995*.

Q2. Why were councillors not advised of the cancellation until 12:44 pm on the day of the meeting?

Response by the CEO

Refer to response to Cr Stewart's question number 31.

Q3. Why were councillors' requests for clarification ignored prior to the scheduled meeting?

Response by the CEO

Administration has not located any correspondence that was ignored.

Q4. How does the CEO consider this conduct to be consistent with his obligations under section 5.41 of the Local Government Act 1995 to advise the Council and ensure councillors receive the information necessary to effectively govern the affairs of the local government?

Response by the CEO

Section 5.41 of the *Local Government Act 1995* outlines the CEO's broad functions and responsibilities, however the question does not identify which specific obligation is alleged to have been compromised by the rescheduling of the Strategic Session. The CEO does not consider that rescheduling the session impacted Council's ability to govern.

A point of order was raised by Cr Stewart who stated that the response to Question by Members of which Notice has Been Given 5, incorrectly indicated that the Deputy President had cancelled the Council meeting of 10 July 2026 following discussions with the Acting CEO. The Councillor advised that the Deputy President did not cancel the meeting and that this was not reflected in the correspondence provided to Council, and requested that this be recorded in the minutes.

12 REPORTS - OFFICE OF THE CEO

12.1 CEO SELECTION PANEL - APPOINTMENT OF INDEPENDENT PANEL MEMBER

File	PER/8-61
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	James Bayliss - Chief Executive Officer
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To appoint an independent member to the CEO Selection Panel (the Panel).

BACKGROUND

Schedule 2 of the *Local Government (Administration) Regulations 1996* sets out the Model Standards for CEO Recruitment, Performance and Termination (the Standards) which all local governments are required to adopt. The Standards were adopted by the Shire of Gingin in June 2021.

Cl. 8 of the Standards requires that a local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO, and that the membership of the panel must include at least 1 independent person. The independent panel member cannot be a Councillor, an employee of the local government or a human resources consultant engaged by the local government.

There are no prescribed legislative requirements for the process of appointing an independent member to a CEO selection panel. In keeping with previous practice, a public advertising process seeking applications for the independent panel member position was conducted, and the applications received are now presented to Council for consideration.

COMMENT

At the close of the advertising period on 6 July 2026 two applications were received (**see confidential appendices**). For the purposes of complying with the recently enacted provisions of the *Privacy and Responsible Information Sharing Act 2024*, the applicants are identified as Applicant 1 and Applicant 2 (numbered in the order that applications were received).

The independent Panel member becomes involved in the CEO selection process once applications for the position have closed and a list of applicants has been prepared by the recruitment consultant for consideration by the Panel.

The selection criteria to be addressed by applicants were as follows:

- Experience in the recruitment of senior executive staff; and/or
- Experience in senior management of a large organisation.

Both applications have been reviewed by the Councillor members of the Panel. Whilst the Panel considered both applicants qualified to perform the role, the Panel's recommendation is that Council appoint Applicant 1 based on their experience at State government level in senior advisory, governance, integrity and assurance roles.

RISK IMPLICATIONS

- 1. Risk:** The appointed independent member has an actual, potential or perceived conflict of interest that compromises the integrity of the selection process.

Mitigation: That the appointed independent member be required to comply with the requirements of the adopted Code of Conduct for Council Members, Committee Members and Candidates as if the Panel were a committee.
- 2. Risk:** The independent member lacks the experience or expertise required to effectively contribute to the selection process.

Mitigation: Council appoints a suitably qualified person with demonstrated executive recruitment, governance and/or local government experience.
- 3. Risk:** Confidential recruitment information is disclosed inappropriately.

Mitigation: Panel members are required to maintain strict confidentiality throughout the recruitment process. It is recommended that the appointed independent member be required to comply with the requirements of the adopted Code of Conduct for Council Members, Committee Members and Candidates as if the Panel were a committee.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 5 Administration

Division 4 Local government employees

Section 5.39A Model standards for CEO recruitment, performance and termination

Local Government (Administration) Regulations 1996

Part 4 local government employees

Reg. 18FA Model standards for CEO recruitment, performance and termination (Act s.5.39A(1))

Sch.2 Model standards for CEO recruitment, performance and termination

POLICY IMPLICATIONS

Shire of Gingin Standards for CEO Recruitment, Performance and Termination

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.2 Effective Governance - Apply systems of compliance which assists Council to make informed decisions within a transparent, accountable and principled environment.

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka

SECONDED: Councillor Hyne

That Council:

- 1. Appoint Applicant 1 to the position of independent member of the CEO Selection Panel; and**
- 2. Acknowledge that the position of independent member of the CEO Selection Panel is required to comply with the adopted Code of Conduct for Council Members, Committee Members and Candidates as if the Panel was a committee.**

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*

12.2 CEO POSITION DESCRIPTION AND SELECTION CRITERIA

File	PER/8-61
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	James Bayliss - Chief Executive Officer
Refer	Nil
Appendices	1. CEO Position Description and Selection Criteria [12.2.1 - 5 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To determine Selection Criteria and approve the Position Description for the position of CEO.

BACKGROUND

Schedule 2 of the *Local Government (Administration) Regulations 1996* sets out the Model Standards for CEO Recruitment, Performance and Termination (the Standards) which all local governments are required to adopt. The Standards were adopted by the Shire of Gingin in June 2021.

Cl. 5 of the Standards requires that a local government must determine the Selection Criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the CEO of the local government.

Additionally, cl. 5 also requires that the local government approve, by an absolute majority decision, a Position Description for the position of CEO which sets out:

1. The duties and responsibilities of the position; and
2. The Selection Criteria for the position.

COMMENT

The Position Description is the document that sets out the requirements of the position as determined by both legislation and Council. The Position Description forms part of the employment contract once this is prepared and will be the basis of the CEO's employment for the duration of their contract.

The selection criteria are the matters that all applicants must address in their application. Assessment of applications is then undertaken by the CEO Selection Panel based on the information provided, in order to form a list of applicants for interview.

The recruitment consultant engaged by Council at its OCM on 16 June 2026 initially circulated a confidential questionnaire to all Councillors seeking feedback to inform the new CEO Position Description and Selection Criteria. Responses were received from five out of nine Councillors. Based on the responses received, and after discussion with the Councillor members of the CEO Selection Panel, the consultant has now prepared a Position Description, including Selection Criteria, for Council's consideration. (**see appendices**). The Position Description is based on the existing Position Description adopted by Council in April 2024 with some additional points (highlighted in red).

Once the selection criteria and Position Description are approved, it is proposed that the position will be advertised in The West Australian on Saturday, 25 July 2026.

RISK IMPLICATIONS

Potential risks associated with this matter are:

1. Risk: The position description and selection criteria do not accurately reflect the statutory functions and responsibilities of the CEO.

Mitigation: The documents have been prepared with reference to the *Local Government Act 1995*, relevant regulations and contemporary local government governance practices.
2. Risk: Selection criteria are unclear, inappropriate or inconsistent with the requirements of the position, resulting in the appointment of an unsuitable candidate.

Mitigation: Council adopts contemporary, objective and merit-based selection criteria that align with the strategic needs of the local government and legislative requirements.
3. Risk: Employment-related disputes arise due to ambiguity regarding the CEO's duties, responsibilities or performance expectations.

Mitigation: A clearly defined position description establishes the scope of the role and supports performance management and accountability.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 5 Administration

Division 4 Local government employees

Section 5.39A Model standards for CEO recruitment, performance and termination

Local Government (Administration) Regulations 1996

Part 4 local government employees

Reg. 18FA Model standards for CEO recruitment, performance and termination (Act s.5.39A(1))

Sch.2 Model standards for CEO recruitment, performance and termination

POLICY IMPLICATIONS

Shire of Gingin Standards for CEO Recruitment, Performance and Termination

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.2 Effective Governance - Apply systems of compliance which assists Council to make informed decisions within a transparent, accountable, and principled environment.

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka

SECONDED: Councillor Kestel

That Council approve the CEO Position Description and Selection Criteria as appended.

CARRIED BY ABSOLUTE MAJORITY

6 / 0

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

AGAINST: *Nil*

CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION



Date: July 2026

1. Position Identification

Title:	Chief Executive Officer			
Level:	Band 3		Agreement:	Contract
Department:	Executive Services / Council			
Location:	Gingin, Western Australia			

2. Reporting Relationships

Reports to:	Council and direct liaison with the Shire President
Internal relationships:	Executive Managers All Staff Volunteers/Visitors/Contractors
External relationships:	General Public Residents/ratepayers Government agencies and industry bodies Business and industry groups Local sporting and community groups Media Agencies Primary contractors and suppliers
No of Direct Reports: Indirect Reports:	10 All Staff (Approximately 80 employees)

3. Value Statement - TRACK

The Shire of Gingin's core values are:

- Teamwork** - Working in collaboration to achieve our goals.
- Respect** - Working together with honesty and empathy towards others.
- Accountability** - Taking ownership and responsibility in what we do.
- Commitment** - Be professional and diligent in what we do. Do it once, do it right.
- Knowledge** - Be skilled and innovative in what we do and continue to learn.

4. Role Purpose

To carry out the statutory duties of the CEO under the Local Government Act (1995) and associated Regulations and Local-Laws and other relevant Acts of State and Federal Parliament, with particular emphasis on working with the Council to provide good government.

To implement the strategic goals and objectives of the organisation.

To ensure the Council receives professional and timely advice and support on all matters relating to the operation of the Shire of Gingin as a local government and achievement of its goals.

To provide overall leadership and direction for the administration of the Shire of Gingin and to provide a primary link through communications and consultation between the Council and staff.

5. Key Objectives

Development and implementation of the Integrated Planning Framework including informing strategies for strategic documents and ensure corporate objectives are met.

Develop a corporate approach within the senior management group towards strategic financial management. Ensure effective financial controls operate within and across each functional area.

Ensure that delegations are exercised within statutory requirements, Council policies and strategic objectives. Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of delegations of authority.

Lead the organisation in providing a high level of service to the Community and Elected Members. Provide visionary leadership, strategic management and direction for the Shire of Gingin.

Develop a high performing, productive organisational and safety culture that supports diversity, staff development and retention.

Ensure the development and maintenance of sound communication and good relationships between the Shire, other Local Governments, State and Federal Government Departments and the Community at large.

6. Key Responsibilities

Governance:

In consultation with Council develop, implement and regularly review the Shire's corporate and forward plans.

In conjunction with senior employees, co-ordinate an overall system of fiscal and operational management to reflect the Council's aims and objectives, including the preparation, maintenance and reporting of simple, monthly, quarterly and annual operational performance status reports and statutory budgets and financial performance.

Oversee and manage the legal and statutory operations of the Shire.

Responsibility for the election process and be the chief advisor to Council on these matters, including any involvement of the State Electoral Commission, to ensure Council is operating within the Statutes and all legal requirements of the election process is maintained.

Leadership:

Contribute to and manage the development and implementation of the Council's Strategic Plan.

Provide leadership, direction and advice to the Council in performing its prescribed role.

Within developed guidelines, policies and approvals act on behalf of Council in promoting the Shire, and make effective and positive representation of the issues, views, policies and needs of the local government, as necessary.

Develop and maintain community satisfaction with the Shire through a commitment towards best practice.

Accept senior management responsibility for the efficient and effective operational performance of the Shire.

At the request of Council, facilitate long-term strategic planning and advocacy for critical infrastructure including transport networks, water security, energy reliability, telecommunications and community facilities.

Develop and implement Council strategies to address significant environmental and community risks including coastal erosion, bushfire resilience and natural resource management.

Work Health and Safety / Human Resources

Within the organisation develop and implement a safety culture with effective safe systems of work which ensure Duty of Care requirements are met under the relevant WHS legislation.

Develop and implement appropriate human resource management processes which supports effective staff development, training and retention strategies to achieve corporate aims prescribed by Council.

Build leadership capacity across all levels to enable employees to achieve a high standard of efficient and effective performance to provide exceptional service to the Community.

7. Other Internal Organisational Requirements

Champion the responsibilities of Equal Opportunity and Discrimination legislation in the workplace, actively supporting diversity and a culturally sensitive workforce.

Promote and role model the core values to enhance team culture in accordance with the Code of Conduct and other workplace policies and procedures.

8. Qualifications and Experience – Selection Criteria

Leadership:

- Proven leadership at the Chief Executive Officer/Director or Senior Manager level, with the demonstrated intellectual capacity to develop an understanding of all legislation impacting on Local Government.
- Significant knowledge and understanding of Integrated Planning and Reporting framework.
- Delegation skills to ensure the achievement of outcomes, accountability of senior management staff and the development of employees' abilities.
- Excellent interpersonal skills including personal integrity, self-awareness and communication skills focusing on maintaining good relationships with all stakeholders, internal and external.
- Demonstrated application of contemporary human resource management principles, including building leadership capacity and compliance with the relevant industrial relations framework.
- Demonstrated experience in the development and implementation of safe systems of work ensuring requirements of the relevant legislation are met.
- Demonstrated capacity to identify entrepreneurial opportunities that maximise the return on Council assets.
- Demonstrated and proven negotiations skills.
- Proven experience in encouraging, promoting and facilitating sustainable economic development.

Policy Implementation

- Sound knowledge of public policy issues as they impact on Local Government.

Governance and Compliance

- Demonstrated capacity to administer the Local Government Act (1995) and associated Legislation involved in the field of Local Government.
- Proven provision of professional, comprehensive and timely advice to support Council in making informed decisions on behalf of constituents.
- Knowledge of statutory, legal and contractual obligations.

Financial Management

- Demonstrated experience in the area of high-level financial management, including budget management.
- Demonstrated achievement in long-term financial sustainability, asset management, service prioritisation, alternative revenue generation and cost containment within a local government environment.

Community Relations

- Demonstrated experience in contemporary community engagement.
- Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy.
- A proven history of building and maintaining positive strategic relationships.

Advocacy and External Funding

- Demonstrated success in advocating to State and Federal governments and securing external funding, grants and strategic partnerships to deliver community infrastructure and services.

Growth and Development Management

- Demonstrated experience in managing growth outcomes within a rapidly growing regional community while balancing environmental, agricultural and community interests.

Regional Leadership and Community Sustainability

- Demonstrated understanding of the challenges and opportunities associated with governing a large geographic local government area containing multiple population centres with differing service and infrastructure needs.
- Demonstrated ability to maintain a visible and approachable presence throughout the community and build trust with residents, businesses, community groups and other stakeholders.

Qualifications

- Degree in relevant Management, Technical, Business and/or Public Sector Administration discipline or experience that is accepted as comparable.
- Post graduate business management qualifications (desirable)

(Note: Employment is subject to National Police clearance, validation of qualifications, medical assessment and reference checks).

Mandatory Requirements

- Hold a current national "C" class driver's license.
- Valid Permanent Australian Work Rights.

9. Authorisation Process

Title:	Print Name:	Signature:	Date:
Shire President on behalf of Council			
Employee (CEO).			

12.3 AMENDMENT OF DELEGATIONS UNDER *FOOD ACT 2008*

File	GOV/15
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	James Bayliss - Chief Executive Officer
Refer	Nil
Appendices	1. Del 6.1.2 Prohibition Orders and Certificates of Clearance [12.3.1 - 2 pages] 2. Del 6.1.3 Registration of Food Businesses [12.3.2 - 2 pages] 3. Del 6.1.5 Debt Recovery and Prosecutions [12.3.3 - 1 page]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider amending the delegates for the following Instruments of Delegation:

- 6.1.2 Prohibition Orders and Certificates of Clearance;
- 6.1.3 Registration of Food Businesses; and
- 6.1.5 Debt Recovery and Prosecutions.

BACKGROUND

Section 118 of the *Food Act 2008* (the Act) allows enforcement agencies (in this case the Shire of Gingin) to delegate a function conferred or imposed by the Act on the enforcement agency. As the Act does not contain any power of subdelegation, any delegation of power must be made by Council direct to the relevant officer, rather than being subdelegated by the CEO.

Updating of the delegates for Delegations 6.1.2, 6.1.3 and 6.1.5 (**see appendices**) is required as a result of a change to position titles within the Administration.

COMMENT

Delegation 6.1.2 addresses the serving of prohibition orders issued under the Act, the issuing of a certificate of clearance for a prohibition order and, if a decision is made not to issue a certificate of clearance, the giving of written notice to the proprietor of a food business to advise of that decision.

Delegation 6.1.3 deals with the consideration and determination of applications for registration of a food business and the variation of conditions applicable to, or the cancellation of, such a registration.

Delegation 6.1.5 provides the power to recover costs incurred by the Shire in association with the destruction or disposal of any item seized under the Act and any subsequent court proceedings. It also empowers the delegate to institute proceedings for an offence under the Act.

Currently the delegates for all three Instruments of Delegation are the CEO, Executive Manager Regulatory and Development Services and Coordinator Environmental Health.

The position of Coordinator Environmental Health has been replaced by Principal Environmental Health Officer and it is therefore necessary for Council to amend the delegation to reflect this change in administrative structure.

STATUTORY/LOCAL LAW IMPLICATIONS

Food Act 2008

Part 10 Administration

Division 2 Functions of enforcement agencies

Section 118 Functions of enforcement agencies and delegation

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.2 Effective Governance - Apply systems of compliance which assists Council to make informed decisions within a transparent, accountable, and principled environment.

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka

SECONDED: Councillor Hyne

That Council agree to amend Delegations 6.1.2 Prohibition Orders and Certificates of Clearance, 6.1.3 Registration of Food Businesses and 6.1.5 Debt Recovery and Prosecutions by removing delegation to the position of Coordinator Environmental Health and adding delegation to the position of Principal Environmental Health Officer.

**CARRIED BY ABSOLUTE MAJORITY
6 / 0**

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

AGAINST: *Nil*



Delegation of authority

Delegation	6.1.2 Prohibition Orders and Certificates of Clearance [DRAFT]
Category	6. Food Act 2008
Delegator	Council
Express power to delegate	<i>Food Act 2008:</i> • s.118(2)(b), (3) and (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008:</i> • s.65(1) Prohibition orders • s.66 Certificate of clearance to be given in certain circumstances • s.67(4) Request for re-inspection
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	CEO Executive Manager Regulatory and Development Services Principal Environmental Health Officer
Conditions	Nil
Express power to subdelegate	Nil - the <i>Food Regulations 2008</i> do not provide for subdelegation.
Subdelegate conditions	Not applicable.
Statutory framework	NOTE: Decisions under this delegation may be referred for review by the State Administrative Tribunal.
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.



Delegation of authority

Amendments			
Date	Type	Amendment	References
19 Jul 2022	New delegation	Formerly Delegation 4.5 Prohibition Orders.	OCM 19 July 2022 – Item 11.1.1
18 Feb 2025	Amended delegation	Delegation to position of Principal Environmental Health Officer repealed. Delegation granted to positions of CEO and Coordinator Environmental Health.	OCM 18/02/2025 Item 12.10

DRAFT



Delegation of authority

Delegation	6.1.3 Registration of Food Businesses [DRAFT]
Category	6. Food Act 2008
Delegator	Council
Express power to delegate	<i>Food Act 2008:</i> • s.118(2)(b), (3) and (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008:</i> • s.110(1) and (5) Registration of food business • s.112 Variation of conditions or cancellation of registration of food businesses
Function	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions applicable to, or cancel the registration of, a food business [s.112].
Delegates	CEO Executive Manager Regulatory and Development Services Principal Environmental Health Officer
Conditions	Nil
Express power to subdelegate	Nil - the <i>Food Regulations 2008</i> do not provide for subdelegation.
Subdelegate conditions	Not applicable.
Statutory framework	NOTE: Decisions under this delegation may be referred for review by the State Administrative Tribunal.
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.



Delegation of authority

Amendments			
Date	Type	Amendment	References
19 Jul 2022	New delegation	Formerly Delegation 4.6 Registration of Food Businesses.	OCM 19 July 2022 – Item 11.1.1
18 Feb 2025	Amended delegation	Delegation to position of Principal Environmental Health Officer repealed. Delegation granted to positions of CEO and Coordinator Environmental Health.	OCM 18/02/2025 Item 12.10

DRAFT



Delegation of authority

Delegation	6.1.5 Debt Recovery and Prosecutions [DRAFT]
Category	6. Food Act 2008
Delegator	Council
Express power to delegate	<i>Food Act 2008:</i> • s.118(2)(b), (3) and (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008:</i> • s.54 Cost of destruction or disposal of forfeited item • s.125 Institution of proceedings
Function	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (sized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Delegates	CEO Executive Manager Regulatory and Development Services Principal Environmental Health Officer
Conditions	1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Nil - the <i>Food Regulations 2009</i> do not provide for subdelegation.
Subdelegate conditions	Not applicable.
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.

Amendments			
Date	Type	Amendment	References
18 Feb 2025	Amended delegation	Delegation to position of Principal Environmental Health Officer repealed. Delegation granted to positions of CEO and Coordinator Environmental Health.	OCM 18/02/2025 Item 12.10

12.4 AUDIT, RISK AND IMPROVEMENT COMMITTEE - APPOINTMENT OF DEPUTY PRESIDING MEMBER

File	FIN/54
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	James Bayliss - Chief Executive Officer
Refer	SCM 24 March 2026 - Item 11.1; OCM 19 May 2026 - Item 19.3
Appendices	1. Amended ARIC Terms of Reference [12.4.1 - 3 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider appointing an independent Deputy Presiding Member to the Shire's Audit, Risk and Improvement Committee (ARIC).

BACKGROUND

The *Local Government Act 1996* (the Act) requires that every local government appoint a Presiding Member and Deputy of the Presiding Member for its Audit, Risk and Improvement Committee, neither of whom can be a council member of the local government or of any other local government. In accordance with these requirements, at its Ordinary Council Meeting (OCM) on 19 May 2026 Council appointed Ms Shona Zulsdorf and Mr Alan Lamb as Presiding Member and Deputy of the Presiding Member respectively and the ARIC held its inaugural meeting on 2 June 2026.

Additional to the requirement to appoint a Presiding Member and Deputy of the Presiding Member, the Act also permits a local government to appoint a Deputy Presiding Member if it so desires, provided that the person appointed is also not a council member of the local government or of any other local government.

At the time of formulating the ARIC Terms of Reference there was (and continues to be) significant confusion in the sector in relation to the terms "deputy of the presiding member" and "deputy presiding member" as applied in the Act to a local government's ARIC. Unfortunately the Act does not provide any clarity with respect to the two roles, and there has been very little guidance forthcoming from the Department of Local Government, Industry Regulation and Safety. However increasingly the sector is interpreting the meaning of the legislation as follows:

- Deputy of the Presiding Member (s.7.1B)

The Deputy of the Presiding Member is a new statutory role and is intended to be the first substitute if the Presiding Member is unavailable. Importantly however, the Deputy of the Presiding Member is not a standing member of the ARIC and only attends meetings as a voting member when required to preside.

- Deputy Presiding Member (s.7.1A(3))

The Deputy Presiding Member is a standing committee member who attends meetings, participates in discussions and votes on committee business. A Deputy Presiding Member is the second statutory successor to the Presiding Member if the Deputy of the Presiding Member is not present.

As local governments who, like the Shire of Gingin, appointed a Presiding Member and a Deputy of the Presiding Member to fulfil their statutory obligations are starting to work with the new arrangements, many are finding that in practice it is beneficial to appoint a Deputy Presiding Member for the following reasons:

- The Deputy of the Presiding Member cannot participate in meetings unless attending in the capacity of Presiding Member and generally doesn't attend as an observer. This means that if the Presiding Member is unable to attend at short notice and prior arrangements haven't been made, the meeting cannot proceed unless a Deputy Presiding Member has also been appointed and is present to take the chair.
- Appointment of an experienced and knowledgeable Deputy Presiding Member who is able to attend and participate in all meetings not only provides additional independent support to the Presiding Member, but as a committee member can "value add" to the proceedings of the ARIC itself.

Following the inaugural meeting of the ARIC on 2 June 2026, the question has arisen as to whether Council should consider amending the Terms of Reference for the committee to include a Deputy Presiding Member.

COMMENT

Council has the following options open to it:

1. Amend Appoint the current Deputy of the Presiding Member, Mr Alan Lamb, as Deputy Presiding Member and appoint a new Deputy of the Presiding Member.

Mr Lamb was originally recommended for the position of Deputy of the Presiding Member based on his extensive background in local government at CEO and senior executive level. It is considered that these same qualities would make him a valuable contributor to the ARIC as a standing committee member.

Mr Lamb has indicated his preparedness to fill the position of Deputy Presiding Member if Council chooses to support this option.

With respect to filling the mandatory position of Deputy of the Presiding Member, it is becoming a not uncommon practice (especially in smaller local governments outside the Metropolitan area) for the CEO of a neighbouring local government to be appointed to this position. This is permitted under s.7.1A of the Act, which only prohibits membership by employees of the local government to which the ARIC relates.

In reality it is likely there would be very few occasions when the Deputy of the Presiding Member would be called on. Every effort is made to accommodate the Presiding Member when scheduling ARIC meetings, and if neither the Presiding Member or the Deputy of the Presiding Member are present at a meeting then the Deputy Presiding Member will assume the Chair. Appointment of a neighbouring CEO to the position of Deputy of the Presiding Member is seen as a practical measure to ensure compliance with the provisions of the Act.

The CEO of the Shire of Chittering, Ms Melinda Prinsloo, has indicated that she would be prepared to fill the position of Deputy of the Presiding Member for the Shire of Gingin's ARIC.

2. Retain Mr Lamb as Deputy of the Presiding Member and either approach one of the two previously unsuccessful applicants or conduct a new recruitment process for the position of Deputy Presiding Member.

Approaching one of the previously unsuccessful applicants is not considered to be a viable option given that they were considered to have insufficient knowledge with respect to local government for the Deputy of the Presiding Member position. Conducting a new recruitment process for the position of Deputy Presiding Member is an option, however it is uncertain whether it would result in a better response from suitably qualified candidates than that received for the Deputy of the Presiding Member position.

3. Retain the status quo, recognising that if neither the Presiding Member or the Deputy of the Presiding Member are able to attend a meeting then the meeting will be unable to proceed and will be rescheduled.

If Council wishes to proceed with the appointment of a Deputy Presiding Member for its ARIC, it is recommended that the Terms of Reference (**as appended**) be amended. Whilst cl. 4.d) provides generally for the appointment of independent members other than the Presiding Member and the Deputy of the Presiding Member, it is considered that both "deputy" positions should be expressly defined to avoid ambiguity.

Council should also bear in mind that all appointments to the ARIC (both councillors and independent members) will expire at the October 2027 elections, at which time a new appointment process will be required to be undertaken.

RISK IMPLICATIONS

There is no significant risk identified in relation to any of the options open to Council.

The appointment of an additional person who can act as Presiding Member at ARIC meetings does reduce the risk of cancelled meetings or delayed decision-making when the Presiding Member is absent.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 5 Administration

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

s.5.12 Presiding members and deputies

Part 7 Audit

Division 1A Audit, risk and improvement committee

s.7.1A Establishment of audit, risk and improvement committee

s.7.1B Deputy of presiding member or of deputy presiding member

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Council has previously resolved to set a meeting attendance fee of \$608 and a rate of \$0.88/kilometre for reimbursement of travel expenses for private vehicle usage for the ARIC Presiding Member and Deputy of the Presiding Member (acknowledging that the Deputy of the Presiding Member will only attend meetings if required to do so in the absence of the Presiding Member). The same fee and reimbursement rate would apply to the Deputy Presiding Member.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.2 Effective Governance - Apply systems of compliance which assists Council to make informed decisions within a transparent, accountable, and principled environment.

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Stewart

SECONDED: Councillor Peczka

That Council:

1. Agree to include the position of independent Deputy Presiding Member as part of the Audit, Risk and Improvement Committee membership;
2. Adopt the amended Terms of Reference for the Audit, Risk and Improvement Committee as appendiced to this report;
3. Acknowledge that the position of independent Deputy Presiding Member will be eligible to receive the meeting attendance fee and rate for reimbursement of costs associated with private vehicle usage to attend committee meetings previously agreed to by Council for other independent positions on the Audit, Risk and Improvement Committee;
4. Appoint Alan Lamb to the position of Deputy Presiding Member of the Audit, Risk and Improvement Committee for a period ending on 20 October 2027; and
5. Appoint Melinda Prinsloo (CEO of the Shire of Chittering) to the position of Deputy of the Presiding Member for the Audit, Risk and Improvement Committee for a period ending on 20 October 2027.

CARRIED BY ABSOLUTE MAJORITY

6 / 0

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

AGAINST: *Nil*



TERMS OF REFERENCE

AUDIT, RISK AND IMPROVEMENT COMMITTEE

March July 2026

Name:	
	Audit, Risk and Improvement Committee (ARIC)
Purpose and Role:	
	1. The purpose of the ARIC is to support Council in fulfilling its oversight responsibilities in relation to: a) financial reporting and external audit processes b) systems of risk management, internal control and legislative compliance c) internal audit functions and continuous improvement d) governance and ethical accountability e) monitoring and review of improvement strategies.
	2. The ARIC does not have any delegated authority.
Functions and Responsibilities:	
	3. The ARIC shall review and make recommendations to Council on: 3.1 Financial Reporting and External Audit a) Review annual financial statements and provide recommendations to Council; b) Consider the external auditor's findings, management letters and responses and provide recommendations to Council; c) Monitor actions in response to audit recommendations. 3.2 Risk Management and Internal Controls a) Review the adequacy and effectiveness of risk management frameworks; b) Review reports on internal control systems and provide recommendations to Council; c) Monitor the implementation of risk treatment plans. 3.3 Internal Audit and Compliance a) Develop the internal audit schedule; b) Consider internal audit findings, management letters and responses and provide recommendations to Council; c) Review compliance audit returns and make recommendations to Council; d) Review reports issued under Local Government (Audit) Reg. 17 on financial management systems, risk management and legislative compliance. 3.4 Governance and Continuous Improvement a) Review reports for legislative compliance and make recommendations to Council; b) Advise Council on continuous improvement strategies for systems and procedures; c) Receive and review reports relating to continuous improvement strategies make recommendations to Council.

Composition and Membership:	
	4. The ARIC will comprise: a) an Independent Presiding Member (Chair) (not a councillor of any local government and not an employee); b) an Independent Deputy of Presiding Member (not a councillor of any local government and not an employee)- (only attends and participates in meetings in the absence of the Presiding Member); c) <u>an independent Deputy Presiding Member;</u> d) elected members appointed by Council; e) other independent members if determined by Council.
	5. Independent Members: a) Will be appointed based on appropriate skills, expertise and absence of conflict; b) Will be subject to terms, remuneration and tenure determined by Council resolution; c) Are expected to bring impartial expertise to the ARIC. d) <u>Will not be sitting councillors of the Shire of Gingin or of any other local government;</u> e) <u>and</u> e) <u>Will not be employees of the Shire of Gingin.</u>
	6. Members must comply with the <i>Local Government Act 1995</i> and Shire's Code of Conduct for Council Members, Committee Members and Candidates.
	7. Membership shall be for a period of up to two years terminating on the day of the next ordinary Council elections, with retiring members eligible to re-nominate.
Remuneration:	
	8. The Chair <u>Presiding Member, Deputy of the Presiding Member and Deputy Presiding Member</u> are independent ARIC members and will be paid a meeting fee as determined by Council within the range of \$105 to \$1,215 set by the Salaries and Allowances Tribunal (WA).
	9. Reasonable travel and associated expenses will be reimbursed. The extent to which an independent committee member can be reimbursed for expenses incurred in attending ARIC meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the Shire. Where a member uses a private vehicle to attend committee or other approved meetings, reimbursement will be paid at the prescribed kilometre rate adopted by Council. All claims for reimbursement must be supported by either receipts or a signed statutory declaration.
Meetings and Operating Procedures:	
	10. The ARIC shall hold a minimum of four meetings per financial year.
	11. Meetings can be scheduled by the CEO, by a written request of the Presiding Member to the CEO, or by a decision of the Council or the ARIC.
	<u>12. Meetings shall be chaired by:</u> a) <u>The independent Presiding Member; or</u> b) <u>where the independent Presiding Member is not present, the Deputy of the Presiding Member; or</u> c) <u>Where neither the Presiding Member or the Deputy of the Presiding Member are present, the Deputy Presiding Member.</u>
	13. The CEO and Executive Manager Corporate Services will attend all meetings to provide technical advice and guidance to the ARIC. Other staff may attend as required by the CEO.
	14. Notice of Meeting, including an agenda, will be circulated to the ARIC members at least 72 hours prior to each meeting where possible.

	15. ARIC meetings are generally open to the public unless a decision is made by the ARIC to close the meeting to the public pursuant to section 5.23 of the <i>Local Government Act 1995</i> .
Quorum:	
	16. The quorum for a meeting shall be at least 50% of the number of appointed members and must include either the Presiding Member or Deputy of Presiding Member.
Review of Terms of Reference:	
	17. These Terms of Reference shall be reviewed at least once during each Council term and as required to ensure they remain aligned with legislative and governance requirements.

Version	Decision Reference	Synopsis
1.	SCM 26/04/2026 Item 11.1	Committee established and Terms of Reference adopted.

12.5 READVERTISING OF THE COASTAL HAZARD RISK MANAGEMENT ADAPTATION PLAN (CHRMAP) (2023)

File	ENV/17
Author	James Bayliss - Chief Executive Officer
Reporting Officer	James Bayliss - Chief Executive Officer
Refer	OCM 16 April 2019 Item 11.3.1
Appendices – Please see separate appendix document	1. Phase 3 Engagement Outcomes Report [12.5.1 - 102 pages] 2. Shire of Gingin CHRMAP Gap Assessment Technical Report [12.5.2 - 193 pages] 3. Phase 2 Community and Stakeholder Engagement Outcomes Report [12.5.3 - 124 pages] 4. Shire of Gingin CHRMAP Public Advertising - Summary of Submissions [12.5.4 - 52 pages] 5. Shire of Gingin Final Draft CMS [12.5.5 - 179 pages] 6. Shire of Gingin 2024 CHRMAP [12.5.6 - 1006 pages] 7. Bluecoast Consulting Engineering Final P 25546 Gingin CHRMAP Peer Review R 1.00 [12.5.7 - 12 pages] 8. Shire of Gingin Executive Summary [12.5.8 - 2 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider readvertising the Coastal Hazard Risk Management Adaptation Plan (CHRMAP) (2023) for community feedback.

BACKGROUND

CHRMAPs are intended to be a living document and should be reviewed periodically to ensure they remain current and reflect the best available coastal science, monitoring data, planning policy and community expectations. While there is no prescribed statutory review period, the Western Australian CHRMAP Guidelines recommend that local governments review and update their CHRMAP when significant new information becomes available, following major coastal storm or erosion events, where monitoring indicates changes to coastal hazards or risk, or when there are substantial changes to land use, planning policy or adaptation options. As a matter of good governance, many local governments undertake a review approximately every 5–10 years.

The Shire has experienced the impacts of coastal erosion for many years, as evidenced by the construction of a seawall in Seabird and the increasing impacts of coastal processes on public infrastructure, including the Seabird staircase, Seabird Caravan Park boat launching facility, Grace Darling Park infrastructure, the Lancelin District Community Association gazebo, Hinchcliffe Lookout, and private properties in Northern Lancelin.

The scale and complexity of coastal hazard management exceeds the capacity and resources typically available to a small regional local government such as the Shire. In this context, maintaining a contemporary CHRMAP is important, particularly in a competitive grant funding environment where strategic planning documents are often a prerequisite for funding opportunities and government support.

The status of the CHRMAP will not alter the underlying coastal processes or eliminate the risks posed by coastal hazards. Rather, it provides a strategic framework for identifying, assessing and managing coastal risks over time. This includes informing future decision-making, supporting funding applications, guiding land use planning and development, prioritising monitoring and investigations, considering appropriate protection and adaptation measures, and assisting the Shire to respond to changing coastal conditions as further information becomes available.

The Shire's CHRMAP document(s) have a lengthy history. Key milestone or summary points are outlined below (generally in chronological order, and please note that this is simply a brief overview):

CHRMAP (2019)

Council, at its Ordinary Meeting (OCM) on 16 April 2019 resolved as follows:

- 1. Adopt the Shire of Gingin Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) as a guiding document and acknowledge that there is significant erosion that requires control;*
- 2. Acknowledge that the Shire cannot facilitate a retreat option from its own resources and that other controls need to be considered; and*
- 3. Commit to including a full public consultation process as part of the CHRMAP review scheduled for 2022.*

In view of the above, Council currently has an endorsed CHRMAP (2019). This document applies to Lancelin, Ledge Point and Seabird. This document has been used to guide development assessments in the identified coastal hazard locations since endorsement.

The resolution recognises that various controls need to be considered, and that the issue is beyond the capacity of local governments to address.

COASTAL INUNDATION STUDY (BAIRD 2020)

- In 2020 a Coastal Inundation Study was undertaken for Lancelin, Ledge Point, Seabird and Guilderton.

CHRMAP FUNDING

- In August 2020, the Shire was successful in obtaining funding through the 2020/21 Coastal Management Plan Assistance Program (CMPAP) Grants Program to review the CHRMAP (2019) to include Guilderton and integrate the Coastal Inundation Study completed in 2020.

COASTAL MANAGEMENT STRATEGY (CMS) (2021)

- In June 2021, further CMPAP funding was obtained to prepare a Coastal Management Strategy (CMS).

CHRMAP (2023) AND CMS

- Council engaged 'Shape Urban' in February 2021 to undertake the CHRMAP review and prepare a CMS.
- Over the course of the project, it became apparent that the CHRMAP and CMS being prepared simultaneously caused confusion between the documents when community consultation was undertaken.
- Many adverse comments seemed to be directed at the CMS, which was subsequently held in abeyance as a result, while the CHRMAP was progressed.

Collectively the updated CHRMAP (2023) and CMS were intended to provide an understanding of how the coastline will be impacted in the future, and how the Shire can plan for and manage the projected changes.

It is emphasised that this report relates to the integration of the 2019 CHRMAP with the Coastal Inundation Study completed in 2020 and the inclusion of Guilderton. The underlying basis of the updated document generally aligns with the endorsed CHRMAP (2019). This report does not relate to the CMS.

COUNCIL CONSIDERATION

Council, at its Ordinary Meeting (OCM) on 18 June 2024 was presented with the CHRMAP (2023) and resolved as follows:

That the matter be deferred until the Ordinary Council Meeting 16 July 2024 to allow Councillors sufficient time to read and understand the draft documents presented.

Council was scheduled to reconsider the matter at the OCM on 16 July 2024, however the relevant item was removed from the agenda given the Shire had received a petition during the intervening time period. The petition requested a Special Meeting of Electors (SME).

In view of a petition being received, a SME was held on 13 August 2024. The issues of concerns raised included:

1. *Failure to advertise the CHRMAP for community feedback as referenced in Council's resolution at its Ordinary Council Meeting (OCM) on 20 February 2024.*
2. *Presentation of the CHRMAP to the OCM on 18 June 2024 without the community consultation taking place.*
3. *Inclusion in the CHRMAP of references to managed retreat. This should be removed and replaced with "protect and accommodate".*
4. *The belief that the Shire of Gingin is taking a very heavy-handed approach to inundation, which will present an issue all around the world. There is no evidence of the same approach being taken by other local governments such as the City of Busselton.*
5. *The complexity of the CHRMAP document, which makes it extremely difficult for the public to read and understand.*
6. *The effect of the CHRMAP on the property market in Lancelin, particularly for ocean front properties.*
7. *The inability of the Shire to address people's fears when it can't explain what the proposals mean.*
8. *Many people believed that they had provided feedback for the CHRMAP when they made submissions in relation to the Coastal Management Strategy.*
9. *Lack of public consultation compared with the measures undertaken by the City of Busselton.*
10. *Why managed retreat is being proposed now when the threat profile doesn't reach high until 2070 and from the data that exists for the WA coast Lancelin is under no threat whatsoever.*
11. *Department of Transport studies on vegetation lines show that sand is accreting in Lancelin rather than eroding.*
12. *Information from the internet shows that water level rise is less than one third of what the CHRMAP predicts.*

13. *Difficulty in reading the CHRMAP online and a request that the Shire provide copies of the document in public libraries for people to read. Note: The President gave a commitment to have at least 4-5 copies of the document in each library.*
14. *The degree of sea level rise contemplated by the CHRMAP is disputed. The consultants engaged to produce the CHRMAP are media specialists not hydrographic engineers.*
15. *Council is trying to adopt a document that will have a severe impact on people's homes, lives and businesses.*
16. *The consultants have done a very poor job of providing information that Council is basing its decisions on.*
17. *If the State has not imposed a deadline for having a CHRMAP in place, why is there such a push to adopt this document.*

The above issues outline a snapshot of the community concerns at the time. There were various motions passed at the SME, which were subsequently considered by Council at its OCM on 17 September 2024, when it resolved as follows:

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

7. *At the completion of the public submission period, consider a recommendation from the Steering Group with respect to adoption of the amended document.*
8. *Staff to investigate funding opportunities to implement the above.*

GENERAL COMMENT

Components of the above resolution have been fulfilled, and others have not yet been actioned. The officer provides comment in numerical order below:

1. The CHRMAP (2023) was deferred accordingly.
2. The officer is unable to locate any record indicating that this occurred. Furthermore, it would be unusual to undertake additional consultation on the CHRMAP prior to establishing a steering group, then completing a peer review, only to then undertake a further round of public advertising.

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

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

PEER REVIEW - BLUECOAST CONSULTING ENGINEERS

The peer review concluded that the CHRMAP (2023) and its supporting documents are generally of a high standard and are consistent with the relevant State planning policy framework. The review notes that hard protection measures should not be discounted as a potential adaptation option, however it recommends that more detailed coastal process investigations be undertaken before such measures are considered further.

The peer review identifies five (5) coastal management recommendations, which are summarised in Table 5 of the report. Overall, the review provides a comprehensive assessment and a set of recommendations to assist the Shire in progressing future coastal planning and management.

EXECUTIVE SUMMARY

The intent of the Executive Summary is to provide a concise and accessible overview of the CHRMAP (2023), while emphasising that it is a living document subject to ongoing review and refinement. It recognises that further investigation of a range of adaptation pathways is required as additional information, technical studies and community input become available.

The Executive Summary also acknowledges the significant community interest, concern and emotion associated with coastal planning. It seeks to provide a clear and transparent overview of the CHRMAP to assist the community in understanding the purpose of the document, its findings and the adaptive approach that will continue to guide future decision-making.

SUGGESTED ACTIONS

Shape Urban facilitated extensive consultation and workshops across the Shire during their consultancy, as is evidenced in attachment F to the CHRMAP.

The draft CHRMAP (2023) has been publicly available for many years. The consultation period will largely relate to the peer review and Executive Summary documents to be read and understood in the context of the draft CHRMAP (2023). On this basis, the officer suggests that the consultation period be undertaken for a period of four (4) weeks. The means of consultation to be via social media and a copy of the respective documents available at the Guilderton and Lancelin Offices. Coastal community groups will be advised by way of email (or letter).

The Administration is working to coordinate community workshop drop in sessions in Lancelin involving relevant State agency representatives and coastal engineers in relation to the CHRMAP and erosion issue in north Lancelin. Subject to stakeholder availability, the workshop is intended to be held during the public consultation period to provide the community with an opportunity to engage directly with the various agencies involved in coastal management.

Submissions will be consolidated, provided to the community working group of delegates to consider and provide a recommendation to Council on the suggested course of action. The CHRMAP, peer review and Executive Summary will be returned to Council for consideration post consultation, and pending the submissions received will determine the course of action from thereon.

The following documents are provided (**see appendices**):

1. Executive Summary
2. Peer Review – Bluecoast Consulting Engineers
3. CHRMAP (2023) - The CHRMAP (2023) which was presented for endorsement is 179 pages long. The balance of the full (1113 pages) document is made up of supporting appendices, comprising:
 - Phase 3 Engagement Outcomes Report;
 - Shire of Gingin CHRMAP Gap Assessment Technical Report;
 - Phase 2 Community and Stakeholder Engagement Outcomes Report;
 - Shire of Gingin CHRMAP Public Advertising - Summary of Submissions;
 - Shire of Gingin FINAL Draft CMS;
 - Shire of Gingin 2024 CHRMAP;
 - Bluecoast Consulting Engineering Final P 25546 Gingin CHRMAP Peer Review R 1.00; and
 - Shire of Gingin Executive Summary.

SUMMARY

The funding body has been accommodating regarding the extended timeframe associated with progressing the CHRMAP and CMS. However, unless Council resolves the status of these documents and provides a clear direction regarding their completion or discontinuation, it is unlikely that the funding agreement will continue to be extended indefinitely.

The recommendation provides a practical and balanced pathway to progress the public advertising of the CHRMAP (2023), supported by the findings of the independent peer review and the accompanying Executive Summary. This approach recognises that the CHRMAP is a living document and that further investigations and refinement will continue as additional information becomes available.

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

RISK IMPLICATIONS

- The primary risks associated with re-advertising the CHRMAP include potential community concern regarding the proposed management responses identified within the document, additional staff and consultant resources required to manage the consultation process, and the possibility that the consultation may result in requests for further amendments or studies, potentially extending project timeframes.
- Should Council resolve not to proceed with re-advertising the CHRMAP, there is a risk that the project will remain unresolved, resulting in the loss of momentum achieved to date and uncertainty regarding Council's strategic approach to coastal hazard management.
- There is also a risk that future grant funding opportunities may be adversely affected, as funding bodies often expect local governments to demonstrate a strategic framework for managing coastal risks. In addition, Council may be left without an endorsed framework to guide future decision-making, infrastructure planning, land use planning and adaptation responses in areas potentially affected by coastal hazards.
- Failure to determine a clear pathway forward may also jeopardise the ongoing support of the funding agency and could result in the closure of the current funding agreement without the project being completed.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1996

Planning and Development Act 2005

POLICY IMPLICATIONS

State Planning Policy 2.6 – Coastal Planning

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.1 Climate Change & Adaption - Understand the impacts of climate change and identify actions to adapt and mitigate those impacts.

VOTING REQUIREMENTS - SIMPLE MAJORITY

OFFICER RECOMMENDATION

MOVED: Councillor Balcombe

SECONDED: Councillor Kestel

That Council:

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

PROCEDURAL MOTION

MOVED: Councillor Stewart **SECONDED:** Councillor Peczka

That the matter be deferred.

**LOST
2 / 4**

FOR: *Councillor Peczka and Councillor Stewart*

AGAINST: *Councillor Balcombe, Councillor Kestel, Councillor Hyne and Councillor Woods*

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Balcombe **SECONDED:** Councillor Kestel

That Council:

1. Provide support for the Executive Summary, peer review and draft CHRMAP (2023) to be readvertised for a period of 28 days.
2. Acknowledge that the means of advertising will comprise of social media posts and written correspondence to the following coastal community groups:
 - Lancelin District Community Association;
 - Lancelin Chamber of Commerce;
 - Friends of Lancelin Coast;
 - Ledge Point Community Association;
 - Seabird Progress Association; and
 - Guilderton Community Association.
3. Acknowledge that the Administration is working to coordinate community workshops in Lancelin involving relevant State agency representatives and coastal engineers. Subject to stakeholder availability, the workshop is intended to be held during the public consultation period to provide the community with an opportunity to engage directly with the various agencies involved in coastal management and to discuss the north Lancelin erosion issue.
4. Acknowledge that submissions will be consolidated into a schedule and provided to the community working group for consideration, and for a recommendation to be prepared for Council.
5. Acknowledge that the Executive Summary, peer review and draft CHRMAP (2023) will be returned to Council for consideration, accompanied by the schedule of submissions and a recommendation by the community working group.

6. Acknowledge that the CHRMAP Steering Group will not be reconvened at this point, and that its re-formation will be dependent upon the outcome of the advertising process and will be considered by Council at a later date.

CARRIED
4 / 2

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

AGAINST: *Councillor Peczka and Councillor Stewart*

13 REPORTS - CORPORATE SERVICES

13.1 CONSIDERATION OF SUBMISSIONS - DISPOSITION OF PROPERTY LOT 500 JONES STREET, GINGIN (GINGIN RAILWAY STATION)

The Manager Corporate Services entered the meeting at 4:24 pm.

File	CPT/90
Author	Janet Lynch - Leasing and Grants Officer
Reporting Officer	Rachael Wright - Executive Manager Corporate Services
Refer	OCM 18 April 2023 - Item 18.2; OCM 16 September 2025 - Item 13.2; OCM 21 April 2026 - Item 13.2
Appendices	1. Submission 1 - Sublease Railway Station [13.1.1 - 1 page] 2. Submission 2 - Sublease Railway Station [13.1.2 - 2 pages] 3. Submission 3 - Sublease Railway Station [13.1.3 - 1 page] 4. Submission 4 - Sublease Railway Station [13.1.4 - 2 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider submissions received in response to the advertised disposition of property to sublease Reserve Lot 500 Jones Street, Gingin (Reserve 50843) known as the Gingin Railway Station.

BACKGROUND

At its Ordinary Council Meeting on 26 April 2026, Council resolved to:

1. *Agree, in principle, to enter into a sublease of Lot 500 Jones Street, Gingin (on Deposited Plan 66821 being the whole land contained in Certificate of Title Volume LR3159 Folio 952) as depicted in Figure 1 for a total term of 10 years including options;*
2. *Authorise progression of the statutory advertising procedures in accordance with Section 3.58 of the Local Government Act 1995;*
3. *In the event there are no adverse formal submissions received as a result of public advertising of the proposed disposition of land, authorise the Chief Executive Officer to negotiate and execute all documentation and comply with all applicable legislation as is required to effect Part 1; and*

4. *Authorise the affixing of the Common Seal of the Shire of Gingin to the sublease in accordance with the Shire's Execution of Documents Policy.*

In accordance with s3.58 of the *Local Government Act 1995*, the proposed sublease was publicly advertised for the prescribed period. The public notice went out on 17 June 2026 and was advertised through the following:

1. The West Australian (Wednesday 17 June 2026);
2. Social Media; and
3. Shire of Gingin Official Noticeboards.

At the close of the advertising period, a total of four submissions were received comprising three objections, (two of which were from the same person) and one partnership/support proposal (**see appendices**). The objections received have been reviewed and considered by Administration.

COMMENT

Assessment of Objections

The primary concerns raised by the two opposed submissions relate to the proposed rental amount, with concerns expressed that the rental consideration is below expectations. Additional matters raised include the potential future use of the premises, opportunities for community collaboration, and the preservation of historical material associated with the site.

In assessing these submissions, it is important to note that the purpose of the public advertising process under s3.58 of the *Local Government Act 1995* is to ensure transparency and provide an opportunity for feedback regarding disposition of property. The Act requires that Council consider any submissions received before making a final determination, however there is no requirement for objections to be upheld where Council is satisfied that the proposal remains in the best interests of the community.

The proposed sublease arrangement has been negotiated having regard to a range of factors, including:

- The nature and permitted use of the premises;
- The condition, age and characteristics of the property;
- The extent of the sublessee's maintenance, operational and financial obligations;
- The anticipated community and economic activation outcomes arising from occupation of the site;
- The significant capital investment, fit-out and refurbishment works proposed by the sublessee;
- The allocation of risk to the sublessee for the ongoing operation of the business; and

- The inclusion of a turnover rent component in addition to the base rent, providing the Shire with an opportunity to share in any future commercial success generated from the premises.

It is also relevant that the sublease obligations extend substantially beyond the payment of rent. Under the proposed arrangement, the sublessee will assume responsibility for utilities, insurances, maintenance of the building and surrounding grounds, pest control, repairs, building services and upgrades, fit-out works and other outgoings associated with occupation and operation of the site. As such, the overall value of the arrangement must be considered in the context of the sublessee's full financial and operational commitment rather than the base rental figure in isolation.

Regarding suggestions concerning alternative uses or occupiers, officers acknowledge that discussions have occurred with various community stakeholders over time. However, no formal proposal was received that provided operational and/or financial commitment for the premises. The current proposal therefore remains the only fully developed arrangement available for Council's consideration.

Community Access and Heritage Considerations

Concerns have also been raised regarding community involvement in the site and the preservation of local historical information.

Opportunities for collaboration and shared use were explored during discussion with the preferred sublessee, and the Shire has continually encouraged ongoing engagement between interested community groups and the proposed subtenant where practical and mutually beneficial. Any future shared use of the premises would, however, be a matter for the sublessee to determine in accordance with the arrangement and operational requirements.

The proposed sublease does not lessen the Shire's commitment to preserving and promoting Gingin's heritage. Historical information and artefacts associated with the site are being documented, preserved or returned to original owners where appropriate. The Gingin Heritage Trails project is further partnering with the new subtenant to preserve and digitalise its history.

Administration is also currently working closely with the Gingin Museum and Historical Society regarding any items that are left at the premises that cannot be returned to initial donors.

Broader Considerations

The proposed sublease has been the subject of extensive negotiations and assessment over a considerable period. A previous expression of interest process was undertaken, and the proposal has been considered by Council in principle, subject to completion of the statutory requirement under s3.58 of the *Local Government Act 1995*, including public advertising and consideration of submissions received.

Throughout this process, efforts have been directed towards securing a suitable occupant capable of activating and utilising the premises in a manner consistent with Council's objectives for the site and the benefit of the community.

While the objections raise matters that warrant consideration, delaying or recommencing the subleasing process at this stage may introduce further uncertainty regarding the future occupancy and activation of the premises and could result in additional vacancy period, lost opportunity and increased costs.

Having considered the objections received during the advertising period, Administration is satisfied that the objections do not identify matters that warrant discontinuation or amendment of the proposed sublease. Accordingly, it is considered reasonable for Council to note the submissions received, determine that they have been appropriately considered in accordance with s3.58 of the *Local Government Act 1995*, and proceed with the proposed sublease on the terms outlined within this report.

RISK IMPLICATIONS

Risk	Description	Impact Level	Likelihood	Comments
Financial Loss	Premises remains vacant resulting in lost rental income and ongoing, maintenance and utilities costs.	High	Likely	Vacant site continues to be a net cost to the Shire.
Economic Opportunity	Failure to secure a sublessee may delay activation of the site, missing a chance to stimulate tourism, visitor spending and local business support.	High	Likely	The preferred sublessee has presented a proposal that provides ongoing use and activation of the facility.
Statutory Compliance	Council must ensure that all submissions received through the s3.58 advertising process are properly	Low	Unlikely	The proposal has been publicly advertised, and all submissions have been included for

Risk	Description	Impact Level	Likelihood	Comments
	considered before determining the matter.			Council's consideration.
Reputational	Community perception that the Shire is not activating a key community asset.	Medium	Possible	Potential effect on public confidence and stakeholder perception.
Reputational	Community objection to sublessee due to concerns regarding the rental amount and future use of the premises.	Medium	Possible	Mitigated through transparent decision-making, public advertising and consideration of all submissions received.
Strategic Objective Misalignment	Failure to advance Strategic Community Plan goals (tourism, activation, community engagement).	High	Possible	Leaving the site empty delays progress on key objectives.
Loss of Current Opportunity	There is a risk that if the negotiated arrangement is delayed further, it will not proceed.	Medium	Likely	Significant time and resources have been invested in identifying and negotiating with a suitable operator. There is no certainty that an alternative proposal would provide equivalent outcomes.
Asset Deterioration	Vacant buildings are more prone to vandalism and accelerated maintenance needs, potentially increasing future cost or making finding an appropriate subtenant more difficult.	Medium	Possible	Could increase future repair costs for the Shire or owner (National Trust).

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 3 Functions of local governments

Division 3 Executive functions of local governments

s.3.58 Disposing of property

Council must consider any submissions made before the close date and have its decision and the reasons for it recorded in the minutes.

POLICY IMPLICATIONS

Policy 2.33 Execution of Documents.

Leasing and subleasing documents relating to the commercial lease of Shire owned or controlled land are Category 1A documents under Policy 2.33 and therefore require the affixing of the Common Seal.

BUDGET IMPLICATIONS

As noted in previous reports to Council the current rental return under the proposed sublease is considered to be modest. Officers consider that the overall financial impact on the Shire is likely to be substantially offset by the transfer of obligations such as maintenance and utilities. The arrangement also provides for the activation and ongoing use of the premises, which may deliver broader community benefits that extend beyond direct financial return.

Should the execution of the sublease be delayed further the Shire will continue to pay rent and undertake maintenance for a vacant facility. If the process was to recommence to explore other subtenant possibilities as suggested in the objections, this will be a protracted process.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	1. Attractions & Economy - Actively Pursue Tourism and Economic Development
Strategic Objective	1.1 Economic Growth and Tourism Support - Investment /Business/Infrastructure Development - foster relationships with key stakeholders, investors, and lobby state government for increased economic/business development including employment opportunities.

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Kestel

SECONDED: Councillor Peczka

That Council:

1. Determine that the submissions have been considered in accordance with Section 3.58 of the *Local Government Act 1995*;
2. Authorise the CEO to enter into a sublease with Ms Rona Chiera and Mr Cosimo Chiera trading as Moore River Food Company Pty Ltd for Lot 500 Jones Street, Gingin; and
3. Authorise the execution of the sublease in accordance with the Shire's Execution of Documents Policy.

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*

From: [REDACTED]
Sent: Thursday, 25 June 2026 9:56 AM
To: Leasing <leasing@gingin.wa.gov.au>
Subject: IAP277816 - Lot 500 Jones St Gingin

To Whom It May Concern,

I would like to formally express my interest in the sub-lease of the Railway Station property.

I am a local artist seeking a studio and gallery space from which to create and exhibit my work. I have previously owned and operated my own gallery business and would welcome the opportunity to bring that experience to this unique community space.

Could you please forward my details to the current leaseholder for their consideration?

[REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

I would welcome the opportunity to discuss the property further and provide any additional information required.

Thank you for your time and consideration.

Kind regards,

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: Thursday, 2 July 2026 2:26 PM
To: Leasing <leasing@gingin.wa.gov.au>
Subject: ICP278209 - Sublease - Lot 500 Jones Street

To James

Re Sublease of Property Lot 500 Jones Street Gingin

My submission comes to you as a long time community member, passionate about the History of this town.

On 14/8/25 [REDACTED] (President of Gingin Museum & Historical Society) and myself met with Scott Wildgoose, [REDACTED] and the shire offices.

We discussed our interest as the History group, of the beautiful old Gingin Railway Station building. They explained at that point that they were in talks with one, if not 2 parties, interested in the space. Scott was very keen for us, as a group to open the building that very weekend and have the public enjoying it immediately.

[REDACTED] & I went with [REDACTED] to look at the Station as it stood, and to see what state it was in at that time. We were excited and could see the potential for us as a group and a physical museum in that space. Our only hesitation being some busy bees would be required to see the space tidied up. And also the need to perhaps liaise with the interested party that was looking at the space already .

We could see the ability to potentially share some rooms with incoming new tenants if they were interested. Having areas we could have our volunteers open , or closed off at other times to protect if not being overseen, as some of our items need that extra love & care.

[REDACTED] stated the “art gallery interested person” wanted the entire space. We were interested to know the potential rental/lease annual value.

We were told it was all being reviewed at that stage, but we were told the figure of around \$8000 pa.

At this our eyes lit up. Through memberships, grant applications and visitor donations we felt we could achieve that to support a local museum.

[REDACTED] did further state that we should expect that figure to be much higher once the review taking place was complete.

Therefore to learn that the proposed fee for the lease falls under \$4000 pa and the new tenant is asking that it is future reduced to only \$1000pa I feel is disappointing and I feel the need to object.

We as the Gingin Museum & Historical Society feel passionate about the Railway station building and the history we could share from there as a non for profit group of volunteers.

Please note, I only joined this group after the passing of my mother. Her passion was local history, family trees, buildings and all things dusty & Rusty.

She knew so much of our rich local history. Of this I know a much smaller amount. My children really know nothing. At this point they are not overly interested. My concern that is that, in time when they want, unless we work to preserve it now, very little of our History will exist. Items in particular, once gone, are gone for good.

My mum passed away just on 3 years ago. On joining this group I asked with great excitement of opportunities, why we did not have a physical museum , and were only working toward growing our new online museum. I was hushed and informed that the past committee and members of old were very much anti a physical museum. In time I soon discovered that the entire new committee and group and indeed passionate for a physical space, and we therefore are happy to work together to achieve this in our “near future” .

The Gingin Shires motto reads History, Beauty & Prosperity. It's that History we have the passion to save.

Thank you for you time

[REDACTED]
[REDACTED]

From: [REDACTED]
Sent: Thursday, 2 July 2026 2:37 PM
To: Leasing <leasing@gingin.wa.gov.au>
Subject: ICP278212 - Proposed Sublease of Property Lot 500 Jones Street Gingin

Re: Proposed Sublease of Lot 500 Jones Street, Gingin WA (Reserve 50843)

I wish to lodge the following submission regarding the proposed sublease of Lot 500 Jones Street. I am concerned by the proposed consideration of \$1,000 per annum (inclusive of GST) plus turnover rent, particularly when the public notice states that the market value of the lease is \$3,960 per annum. During previous discussions with Shire officers regarding this property, a considerably higher lease amount was indicated as being appropriate. The proposed rental therefore appears to represent a substantial departure from those earlier discussions, and I believe the community is entitled to understand the basis on which this significantly reduced consideration has been determined. If the original successful tenderer or intended tenant was unable to proceed under the financial terms that were initially contemplated, I believe the appropriate course of action would have been to recommence the tender process. This would have provided other interested parties with an equal opportunity to lease the premises under revised commercial terms, ensuring transparency, fairness and value for the community. Given that this is a Shire-owned asset, I respectfully request that Council provide further justification for: * The significant difference between the stated market value and the proposed annual consideration. * The process used to determine that a reduced lease was appropriate. * Why the property was not re-tendered if the original lease terms were no longer achievable. I trust Council will carefully consider these matters before making a final decision, ensuring that the disposal of this public asset is undertaken in a transparent manner that achieves the best outcome for the ratepayers of the Shire of Gingin.

Yours faithfully,

[REDACTED]

[REDACTED]

02 July 2026



Re: Public Submission – Proposed Sublease of Lot 500 Jones Street, Gingin (Reserve 50843)

The Gingin Museum and History Society (GMHS) welcomes the opportunity to comment on the proposed sublease of the Gingin Railway Building (Lot 500 Jones Street, Gingin WA (Reserve 50843)).

While the public notice relates to the proposed sublease of the building, it does not address the status, ownership or management of the historically significant collection currently housed within the building. GMHS considers this to be an omission that should be addressed before the proposed sublease is finalised.

The historical collection comprises numerous artefacts and display items owned by a range of individuals and organisations. These items are separate from the building itself and are not the property of the Shire or any lessee by virtue of their location within the building. GMHS has access to a documented inventory identifying the ownership of these items and those that are to be returned to their respective owners if they are no longer required for display. The decision to keep or remove any of these items is not that of the Shire or the lessee. For items not designated for return to owners and no longer wanted at the Railway Building, GMHS strongly requests that we are involved in the decision about where best to store these items and who should care for them.

As the public notice invites submissions on the proposed sublease, GMHS considers it essential that the community is informed how the historic collection and interests of the owners of items in this collection will be protected, as these matters are not addressed in the notice.

Accordingly, GMHS requests that the Shire confirm:

- how the proposed sublease will recognise that the historical collection is separate from the building and remains the property of its respective owners;
- how responsibility for the care, security and management of the historical collection will be addressed under the terms of the sublease;
- how the ownership rights of the individual owners will be recognised and protected throughout the term of the sublease;
- what arrangements will apply should items need to be returned to their rightful owners; and
- how the Shire proposes to work collaboratively with the lessee, GMHS and the owners of the collection to ensure its ongoing protection, preservation and appropriate management.

Given the historical significance of both the Railway Building and the collection it contains, GMHS respectfully requests that these matters be clearly documented and communicated before the proposed sublease is finalised. This will provide certainty for all parties, protect the rights of the owners of the historical collection, and help safeguard an important part of Gingin's heritage for future generations.

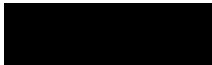
The Society is not commenting on the proposed lessee in any way. Rather, this submission seeks assurance that the proposed sublease will not inadvertently affect the ownership, protection or management of the historical collection housed within the building.

02 July 2026

GMHS looks forward to working collaboratively with the Shire and the lessee to ensure the ongoing preservation, protection and appropriate management of this significant historical collection. We also look forward to hearing from the Shire to initiate a discussion about GMHS's involvement in decisions regarding all historical items in the Railway Building.

Gingin Museum and History Society (GMHS)

Kind Regards



On behalf of the Gingin Museum and History Society Committee

13.2 2026 FINANCIAL MANAGEMENT REVIEW

File	FIN/16
Author	Karina Leonhardt - Manager Corporate Services
Reporting Officer	Rachael Wright - Executive Manager Corporate Services
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Councillor Kestel disclosed an impartiality interest in relation to Item 13.2 as he is the director of the local Bendigo Bank.

PURPOSE

To consider a recommendation from the Audit, Risk and Improvement Committee with respect to the 2026 Financial Management Review.

BACKGROUND

Financial Management Reviews were formerly carried out in accordance with Regulation 5(2) of the *Local Government (Financial Management) Regulations 1996* with the last review completed in 2022/23.

As part of the Local Government Regulations Amendments (December 2025) these reviews are now conducted under the *Local Government (Audit) Regulations 1996* (the Regulations) and specifically Reg. 17(1), which requires that the CEO undertake regular reviews of the appropriateness and effectiveness of the Shire's financial management systems and procedures. Previously required to be reviewed at least every three years, under the amended regulations, a review can take place at any time but must be reviewed not less than once every four years. Once completed, the CEO is then to report to the local government's Audit, Risk and Improvement Committee the results of the review.

To facilitate compliance with the requirements of the Regulations, Source Business Partners was commissioned by the CEO to undertake a review of the Shire's financial management systems. This review is independent of the annual audit (incorporating interim) undertaken by the Office of the Auditor General and its contractors (currently Moore Australia (WA) Pty Ltd).

The Financial Management Review report received from Source Business Partners was presented to the Audit, Risk and Improvement Committee at its meeting held on 2 June 2026 for its consideration. A copy of the Financial Management Review report is provided for Council's information as a **confidential appendix**.

COMMENT

As detailed in the report, a total of 22 systems and processes were examined as follows:

1. System Management;
2. Purchases, Payments and Payables;
3. Receipts and Receivables;
4. Rates;
5. Bank Reconciliations;
6. Trust Funds;
7. Internal Controls and Risk Management in respect to Finance;
8. Petty Cash Management;
9. Fees and Charges;
10. Cost Management and Controls;
11. Administration and Overheads Allocations;
12. Minutes and Meetings;
13. Financial Reporting;
14. Long Term Financial Planning and Budgeting;
15. General Journals;
16. Fixed Assets;
17. Delegations in relation to Finance;
18. Storage of Financial Documents and Record Keeping;
19. Credit Cards;
20. Reserves;
21. General Compliance; and
22. Policies and Procedures.

During the review, 24 observations were noted as follows:

- 7 opportunities for improvement;
- 9 minor findings;
- 8 moderate findings; and
- No significant findings.

Whilst none of the items noted above are of significant risk, comments and any proposed/commenced actions have been provided within the Financial Management Review report included in the appendices for Council's information and attention.

Following review of the report, the Audit, Risk and Improvement Committee recommended that Council note:

1. The results of the April 2026 Financial Management Review undertaken by Source Business Partners Pty Ltd on behalf of the Chief Executive Officer; and

2. Management comments and proposed/commenced actions on those items identified for improvement.

RISK IMPLICATIONS

Failure to implement recommendations arising from a Financial Management Review leaves identified control weaknesses and compliance gaps unresolved, increasing exposure to non-compliance, inefficiencies, potential external audit findings, reputational harm and lack of community confidence.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995
Part 6 Financial Management
Division 4 – General financial provisions
s. 6.10 Financial Management Regulations

Local Government (Audit) Regulations 1996
Reg. 17(1)– CEO to review certain systems and procedures

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.2 Effective Governance - Apply systems of compliance which assists Council to make informed decisions within a transparent, accountable and principled environment

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka

SECONDED: Councillor Woods

That Council note:

1. The results of the April 2026 Financial Management Review undertaken by Source Business Partners on behalf of the Chief Executive Officer; and
2. Management's comments and proposed/commenced actions on those items identified for improvement.

CARRIED UNANIMOUSLY
6 / 0

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

AGAINST: *Nil*

13.3 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MAY 2026

File	FIN/25
Author	Alarna Richards – Coordinator Financial Planning and Reporting
Reporting Officer	Rachael Wright - Executive Manager Corporate Services
Refer	Nil
Appendices	1. Monthly Financial Report May 2026 [13.3.1 - 23 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

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

BACKGROUND

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

COMMENT

The Monthly Financial Report for the period ending 31 May 2026 presents the financial performance of the Shire for the 2025/2026 financial year and compares year-to-date expenditure and revenue against the current budget.

A break-up of the **\$4,303,324** variance in the Monthly Financial Report for the period ending 31 May 2026 is summarised across operations, investing and financing below, with a detailed explanation of variations within each area contained within the **appendix**.

Under Budget

Opening Funding Surplus/Deficit	\$0
Operating Expenditure	\$2,425,175
Investing Activities – Expenditure	\$193,023
Financing Activities – Revenue	(\$90,000)
Financing Activities – Expenditure	\$359,075

Over Budget

Operating Revenue	\$911,257
Investing Activities – Revenue	\$504,795

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

Investments

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

As part of the Financial Management Review conducted in March 2026, it was identified that some term deposits included in previous monthly financial reports were held for periods greater than three months but had been classified in Supplementary Information Note 3 - Cash and Cash Equivalents.

In accordance with accounting best practice, term deposits with maturities greater than three months should be classified as Financial Assets at Amortised Cost and disclosed within the Supplementary Information Note 8 - Other Current Assets.

This recommendation was implemented in the April 2026 financial reporting period and will continue to be applied on an ongoing basis.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 6 – Financial Management

Division 3 – Reporting on activities and finance

Section 6.4 – Financial Report

Local Government (Financial Management) Regulations 1996

Part 4 – Financial Reports

Reg 34 – Financial activity statement required each month.

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

RISK IMPLICATIONS

Nil

POLICY IMPLICATIONS

Policy 3.2 Investments

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.2 Effective Governance - Apply systems of compliance which assists Council to make informed decisions within a transparent, accountable and principled environment

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

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

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

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*

SHIRE OF GINGIN
MONTHLY FINANCIAL REPORT
For the period ended 31 May 2026

***LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996***

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MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

APPENDIX 13.3.1

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

Note	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	8,364,952	8,364,952	8,419,276	54,324	0.65%	
Rates excluding general rates	3,616,345	3,606,660	3,606,660	0	0.00%	
Grants, subsidies and contributions	2,909,425	2,490,428	2,497,935	7,507	0.30%	
Fees and charges	5,287,323	4,965,912	5,238,671	272,759	5.49%	
Interest revenue	402,637	242,175	659,286	417,111	172.24%	▲
Other revenue	340,108	303,769	462,906	159,137	52.39%	▲
Profit on asset disposals	45,025	0	134,271	134,271		▲
	20,965,815	19,973,896	21,019,005	1,045,109	5.23%	
Expenditure from operating activities						
Employee costs	(8,152,817)	(7,480,157)	(6,551,591)	928,566	12.41%	▲
Materials and contracts	(10,357,284)	(9,293,697)	(7,660,654)	1,633,043	17.57%	▲
Utility charges	(551,166)	(503,989)	(504,202)	(213)	(0.04%)	
Depreciation	(11,002,864)	(10,085,967)	(3,360,483)	6,725,484	66.68%	▲
Finance costs	(195,291)	(90,181)	(94,538)	(4,357)	(4.83%)	
Insurance	(472,672)	(472,672)	(481,042)	(8,370)	(1.77%)	
Other expenditure	(1,041,950)	(475,614)	(598,689)	(123,075)	(25.88%)	▼
Loss on asset disposals	(92,739)	0	(3,164)	(3,164)		
	(31,866,783)	(28,402,277)	(19,254,363)	9,147,914	32.21%	
Non cash amounts excluded from operating activities	2(c) 11,142,078	10,085,967	3,229,376	(6,856,591)	(67.98%)	▼
Amount attributable to operating activities	241,110	1,657,586	4,994,018	3,336,432	201.28%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	11,355,126	1,670,064	2,179,937	509,873	30.53%	▲
Proceeds from disposal of assets	356,125	255,125	249,034	(6,091)	(2.39%)	
Proceeds from financial assets at amortised cost - self supporting loans	2,430	2,430	2,430	0	0.00%	
Proceeds on disposal of financial assets at fair value through profit and loss	2,036	0	1,013	1,013		
	11,715,717	1,927,619	2,432,414	504,795	26.19%	
Outflows from investing activities						
Right of use assets recognised	(22,100)	(22,100)	(15,830)	6,270	28.37%	
Acquisition of property, plant and equipment	(3,980,330)	(2,492,378)	(2,529,338)	(36,960)	(1.48%)	
Acquisition of infrastructure	(12,012,961)	(2,900,533)	(2,670,550)	229,983	7.93%	
	(16,015,391)	(5,415,011)	(5,215,718)	199,293	3.68%	
Non-cash amounts excluded from investing activities	2(d) 22,100	22,100	15,830	(6,270)	(28.37%)	
Amount attributable to investing activities	(4,277,574)	(3,465,292)	(2,767,474)	697,818	20.14%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Leases liabilities recognised	22,100	22,100	15,830	(6,270)	(28.37%)	
Transfer from reserves	2,250,572	90,000	0	(90,000)	(100.00%)	▼
	2,272,672	112,100	15,830	(96,270)	(85.88%)	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(23,226)	(23,226)	(21,443)	1,783	7.68%	
Repayment of borrowings	(272,117)	(218,394)	(218,394)	0	0.00%	
Transfer to reserves	(1,946,847)	(534,395)	(177,104)	357,291	66.86%	▲
	(2,242,190)	(776,015)	(416,940)	359,075	46.27%	
Non-cash amounts excluded from financing activities	2(e) (22,100)	(22,100)	(15,830)	6,270	28.37%	
Amount attributable to financing activities	8,382	(686,015)	(416,940)	269,075	39.22%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 4,028,081	4,028,081	4,028,081	0	0.00%	
Amount attributable to operating activities	241,110	1,657,586	4,994,018	3,336,432	201.28%	▲
Amount attributable to investing activities	(4,277,574)	(3,465,292)	(2,767,474)	697,818	20.14%	▲
Amount attributable to financing activities	8,382	(686,015)	(416,940)	269,075	39.22%	▲
Surplus or deficit after imposition of general rates	0	1,534,360	5,837,684	4,303,324	280.46%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

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

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

	Actual 30 June 2025	Actual as at 31 May 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	17,666,084	10,511,887
Trade and other receivables	1,193,642	2,277,816
Other financial assets	4,465	13,469,512
Inventories	30,210	52,976
Other assets	279,618	205,100
TOTAL CURRENT ASSETS	19,174,019	26,517,291
NON-CURRENT ASSETS		
Trade and other receivables	172,912	172,912
Other financial assets	89,302	89,302
Property, plant and equipment	68,826,885	69,560,998
Infrastructure	211,083,396	212,102,818
Right-of-use assets	25,142	19,405
TOTAL NON-CURRENT ASSETS	280,197,637	281,945,435
TOTAL ASSETS	299,371,656	308,462,726
CURRENT LIABILITIES		
Trade and other payables	2,369,572	2,463,098
Contract liabilities	698,684	615,815
Capital grant/contributions liabilities	2,663,376	8,012,726
Lease liabilities	14,987	1,298
Borrowings	272,116	53,722
Employee related provisions	981,248	981,248
Other provisions	98,105	98,105
TOTAL CURRENT LIABILITIES	7,098,088	12,226,012
NON-CURRENT LIABILITIES		
Lease liabilities	10,547	18,624
Borrowings	1,795,924	1,795,924
Employee related provisions	198,046	198,046
Other provisions	6,016,619	6,016,619
TOTAL NON-CURRENT LIABILITIES	8,021,136	8,029,213
TOTAL LIABILITIES	15,119,224	20,255,225
NET ASSETS	284,252,432	288,207,501
EQUITY		
Retained surplus	43,647,233	47,425,197
Reserve accounts	8,428,593	8,605,697
Revaluation surplus	232,176,606	232,176,607
TOTAL EQUITY	284,252,432	288,207,501

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

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

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 May 2026

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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

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

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

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

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

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

2 NET CURRENT ASSETS INFORMATION

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

	Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 May 2026
Note	\$	\$	\$
Current assets			
Cash and cash equivalents	10,997,067	17,666,084	10,511,887
Trade and other receivables	162,174	1,193,642	2,277,816
Other financial assets	4,554	4,465	13,469,512
Inventories	32,101	30,210	52,976
Other assets	276,783	279,618	205,100
	12,932,248	19,174,019	26,517,291
Less: current liabilities			
Trade and other payables	(2,137,340)	(2,369,572)	(2,463,098)
Other liabilities	(2,191,277)	(3,362,060)	(8,628,541)
Lease liabilities	(15,665)	(14,987)	(1,298)
Borrowings	(530,585)	(272,116)	(53,722)
Employee related provisions	(997,391)	(981,248)	(981,248)
Other provisions	0	(98,105)	(98,105)
	(5,872,258)	(7,098,088)	(12,226,012)
Net current assets	7,059,990	12,075,931	14,291,279
Less: Total adjustments to net current assets	2(b) (7,059,990)	(8,047,850)	(8,453,595)
Closing funding surplus / (deficit)	0	4,028,081	5,837,684

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(7,601,686)	(8,428,593)	(8,605,697)
Less: Financial assets at amortised cost - self supporting loans	(4,554)	(4,465)	(1,023)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	15,665	14,987	1,298
- Current portion of borrowings	530,585	272,116	53,722
- Current portion of other provisions	0	98,105	98,105
Total adjustments to net current assets	2(a) (7,059,990)	(8,047,850)	(8,453,595)

(c) Non-cash amounts excluded from operating activities

	Amended Budget Estimates 30 June 2026	YTD Budget Estimates 31 May 2026	YTD Actual 31 May 2026
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(45,025)	0	(134,271)
Add: Loss on asset disposals	92,739	0	3,164
Add: Depreciation	11,002,864	10,085,967	3,360,483
Non-cash movements in non-current assets and liabilities:			
- Other provisions	91,500	0	0
Total non-cash amounts excluded from operating activities	11,142,078	10,085,967	3,229,376

(d) Non-cash amounts excluded from investing activities

Adjustments to investing activities			
Right of use assets received	22,100	22,100	15,830
Total non-cash amounts excluded from investing activities	22,100	22,100	15,830

(e) Non-cash amounts excluded from financing activities

Adjustments to financing activities			
Non cash proceeds from new leases	(22,100)	(22,100)	(15,830)
Total non-cash amounts excluded from financing activities	(22,100)	(22,100)	(15,830)

CURRENT AND NON-CURRENT CLASSIFICATION

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

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

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$30,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Interest revenue Timing of term deposit interest and interest on bank accounts - See Note 3	417,111	172.24%	▲
Other revenue Long service leave accruals reimbursed from other councils; timing of reimbursements of debt collection costs; successful insurance claims	159,137	52.39%	▲
Profit on asset disposals DFES instigated vehicle change over disposals (non-cash)	134,271	0.00%	▲
Expenditure from operating activities			
Employee costs Reduced employee costs due to vacant positions; reversal of accrued salaries and wages yet to be offset by accrued salaries and wages for 2025-26	928,566	12.41%	▲
Materials and contracts Timing of maintenance works - roads, bridges, parks and gardens, ovals etc; Fire mitigation works under budget but offset by grant funding; Legal fees lower than anticipated; Refuse and waste collection costs lower than budgeted due to timing of new contracts; the Guilderton Caravan Park is under budget for maintenance for the year and will be carried forward.	1,633,043	17.57%	▲
Depreciation Depreciation of fixed assets	6,725,484	66.68%	▲
Other expenditure Timing of environmental allocations to groups: Ellen Brockman Catchment and Moore Catchment Council; timing of community grants program payments; DFES vehicle change over disposals (non-cash)	(123,075)	(25.88%)	▼
Non cash amounts excluded from operating activities Depreciation of fixed assets and other non cash amounts	(6,856,591)	(67.98%)	▼
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions Timing of recognition of grant funding	509,873	30.53%	▲
Inflows from financing activities			
Transfer from reserves OCM 16/12/2025 Item 19.4 Landfill Operations Services	(90,000)	(100.00%)	▼
Outflows from financing activities			
Transfer to reserves Transfer to reserve done as an end of year process	357,291	66.86%	▲
Surplus or deficit after imposition of general rates	4,303,324	280.46%	▲

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
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MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

APPENDIX 13.3.1

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

1 KEY INFORMATION

Funding Surplus or Deficit Components

	Funding surplus / (deficit)			
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$4.03 M	\$4.03 M	\$4.03 M	\$0.00 M
Closing	\$0.00 M	\$1.53 M	\$5.84 M	\$4.30 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables		Receivables	
	\$10.51 M	% of total		% Outstanding		% Collected
Unrestricted Cash	\$10.28 M	97.8%	Trade Payables	\$1.32 M	Rates Receivable	\$0.91 M
Restricted Cash	\$0.23 M	2.2%	0 to 30 Days	98.7%	Trade Receivable	\$1.37 M
			Over 30 Days	1.2%	Over 30 Days	27.6%
			Over 90 Days	0.0%	Over 90 Days	26.1%

Refer to 3 - Cash and Financial Assets

Refer to 9 - Payables

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities				Rates Revenue			Grants and Contributions			Fees and Charges		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	% Variance		YTD Actual	% Variance		YTD Actual	% Variance	
\$0.24 M	\$1.66 M	\$4.99 M	\$3.34 M	\$8.42 M	0.6%		\$2.50 M	0.3%		\$5.24 M		
				\$8.36 M			\$2.49 M			\$4.97 M	5.5%	

Refer to Statement of Financial Activity

Refer to 13 - Grants and Contributions

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities				Proceeds on sale			Asset Acquisition			Capital Grants		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	%		YTD Actual	% Spent		YTD Actual	% Received	
(\$4.28 M)	(\$3.47 M)	(\$2.77 M)	\$0.70 M	\$0.25 M			\$5.20 M			\$2.18 M		
				\$0.36 M	(30.1%)		\$15.99 M	(77.8%)		\$11.36 M	(80.8%)	

Refer to Statement of Financial Activity

Refer to 6 - Disposal of Assets

Refer to 5 - Capital Acquisitions

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities				Borrowings			Reserves			Lease Liability		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Principal repayments			Reserves balance			Principal repayments		
\$0.01 M	(\$0.69 M)	(\$0.42 M)	\$0.27 M	(\$0.22 M)			\$8.61 M			(\$0.02 M)		
				(\$0.09 M)			Net Movement	\$0.18 M		(\$0.00 M)		
				\$1.85 M						\$0.02 M		

Refer to Statement of Financial Activity

Refer to 10 - Borrowings

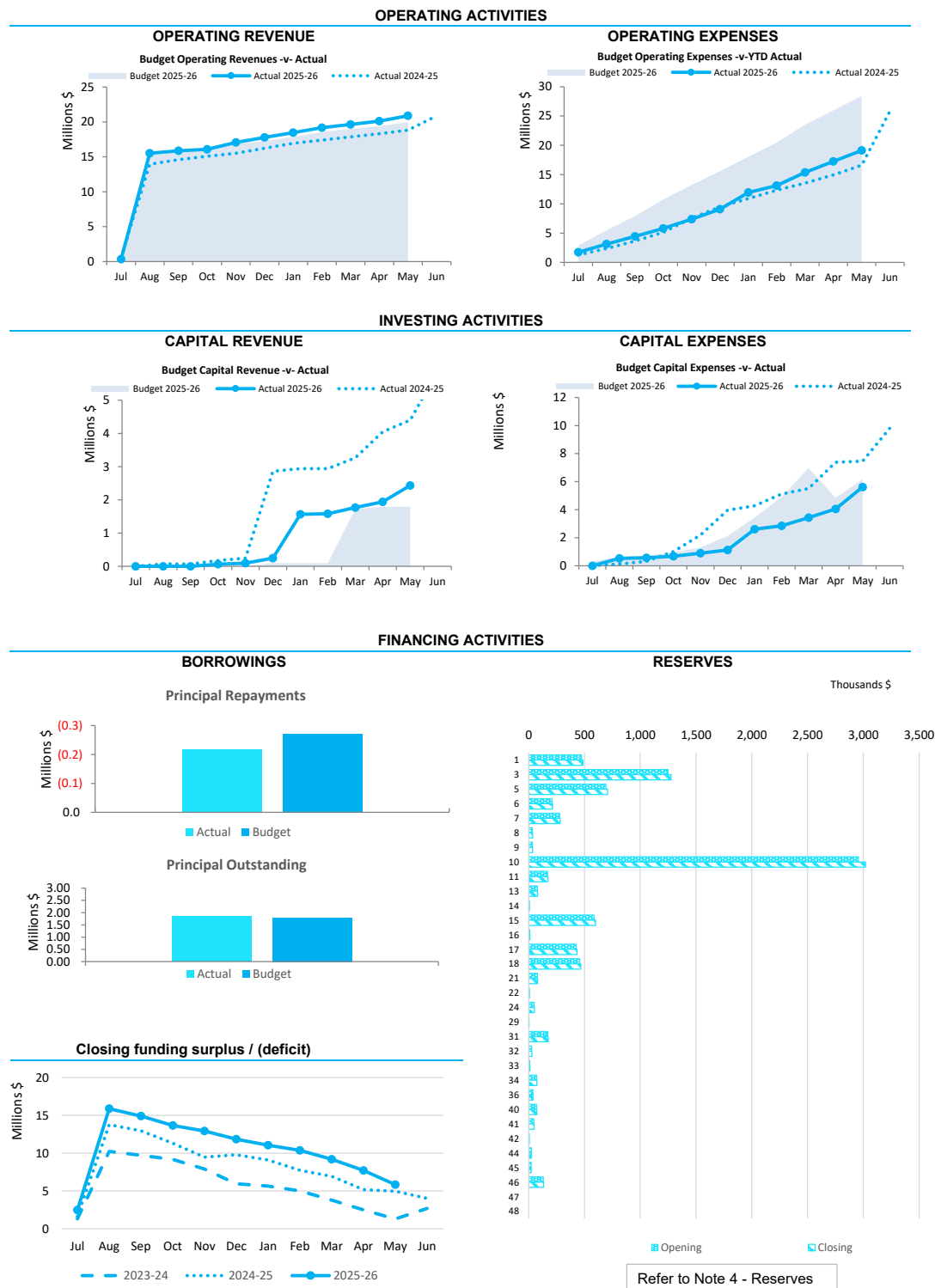
Refer to 4 - Cash Reserves

Refer to Note 11 - Lease Liabilities

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

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

2 KEY INFORMATION - GRAPHICAL



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

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

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Bank Account	Cash and cash equivalents	7,168,512	0	7,168,512	0	Bendigo Bank	3.35%	At Call
Reserve Bank Account	Cash and cash equivalents	0	232,822	232,822	0	Bendigo Bank	3.35%	At Call
Cash on hand	Cash and cash equivalents	1,800	0	1,800	0	Petty Cash/Till float	N/A	At Call
Term Deposit Municipal	Cash and cash equivalents	3,108,753	0	3,108,753	0	Bendigo Bank	4.30%	June 2026
Total		10,279,065	232,822	10,511,887	0			
Comprising								
Cash and cash equivalents		10,279,065	232,822	10,511,887	0			
		10,279,065	232,822	10,511,887	0			

KEY INFORMATION

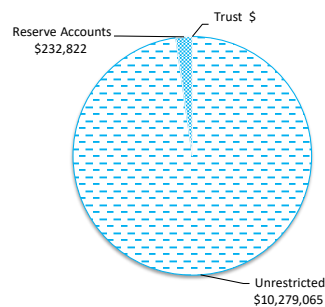
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

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

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

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

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



MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

APPENDIX 13.3.1

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

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
1 LSL Annual Sick Leave and Staff Contingency	476,067	8,492	0	484,559	476,066	10,003	0	486,069
3 Plant and Equipment Reserve	1,267,543	133,610	(488,463)	912,690	1,249,543	26,256	0	1,275,799
5 Land and Buildings Reserve	715,041	163,969	(307,950)	571,060	693,971	14,582	0	708,553
6 Guilderton Caravan Park Reserve	209,708	3,741	0	213,449	209,708	3,793	0	213,501
7 Shire Recreation Development Reserve	277,141	140,443	(155,000)	262,584	277,141	5,823	0	282,964
8 Redfield Park Reserve	34,867	622	0	35,489	34,867	733	0	35,600
9 Ocean Farm Recreation Reserve	34,525	616	0	35,141	34,525	725	0	35,250
10 Tip Rationalisation Reserve	2,912,246	351,947	(688,390)	2,575,803	2,955,789	62,108	0	3,017,897
11 Lancelin Community Sport and Recreation Reserve	158,961	31,093	0	190,054	169,870	3,569	0	173,439
13 Community Infrastructure	88,925	261,258	0	350,183	78,016	1,639	0	79,655
14 Staff Housing Reserve	6,362	15,037	0	21,399	6,362	134	0	6,496
15 Future Infrastructure Reserve	586,461	10,461	0	596,922	586,461	12,323	0	598,784
16 Guilderton Country Club Reserve	9,286	8,398	0	17,684	9,586	815	0	10,401
17 Coastal Management Reserve - Coastal Inundation	448,523	138,001	(368,734)	217,790	425,374	8,938	0	434,312
18 Guilderton Foreshore Reserve	452,867	370,889	(96,950)	726,806	457,063	9,604	0	466,667
21 Seniors Housing Reserve	78,053	33,492	(77,585)	33,960	78,053	1,640	0	79,693
22 Gingin Railway Station Reserve	6,367	114	0	6,481	6,368	134	0	6,502
24 Contributions to Roads Reserve - Cullalla Road Intersection	50,001	892	0	50,893	50,001	1,051	0	51,052
29 Contribution to Roads Reserve - Chitna Road	3,333	59	0	3,392	3,333	70	0	3,403
31 Contribution to Roads Reserve - Balance of Muni Funds	171,699	3,063	0	174,762	172,660	3,628	0	176,288
32 Community Infrastructure Reserve - Lower Coastal Fire Control	28,002	499	0	28,501	28,002	588	0	28,590
33 Community Infrastructure Reserve - Gingin Logo Plates	10,396	485	0	10,881	10,487	220	0	10,707
34 Community Infrastructure Reserve - Gingin Ambulance	72,075	7,286	0	79,361	72,075	1,515	0	73,590
36 Community Infrastructure - Lancelin Ambulance	38,513	18,687	0	57,200	38,514	809	0	39,323
40 Public Open Space	72,265	11,213	(55,000)	28,478	72,265	1,519	0	73,784
41 Guilderton Trailer Parking Reserve	47,126	5,758	0	52,884	47,502	998	0	48,500
42 Gingin Outdoor Activity Space (GOAS) Playground	5,857	104	0	5,961	5,857	123	0	5,980
44 Community Resilience Reserve	24,615	439	0	25,054	24,615	517	0	25,132
45 Contribution to Roads Reserve - Aurisch Road Maintenance	24,480	12,937	(12,500)	24,917	22,689	477	0	23,166
Community Infrastructure - Development Reserve Fund Lot 601								
46 Brockman Street (Brookview Estate)	98,038	135,285	0	233,323	131,830	2,770	0	134,600
47 Community Facilities Fund	0	66,848	0	66,848	0	0	0	0
48 Maritime Facilities Fund	0	11,109	0	11,109	0	0	0	0
	8,409,343	1,946,847	(2,250,572)	8,105,618	8,428,593	177,104	0	8,605,697

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

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non specialised	81,000	55,000	35,911	(19,089)
Buildings - specialised	781,057	580,705	468,644	(112,061)
Plant and equipment	1,387,157	530,557	263,794	(266,763)
PPE - vehicles	1,731,116	1,326,116	1,760,139	434,023
PPE - work in Progress	0	0	850	850
Acquisition of property, plant and equipment	3,980,330	2,492,378	2,529,338	36,960
Infrastructure - roads	3,195,314	2,089,695	2,027,691	(62,004)
Infrastructure - footpaths and cycleways	200,749	0	0	0
Infrastructure - parks and ovals	612,025	217,025	402,851	185,826
Infrastructure - other	45,480	45,480	38,879	(6,601)
Infrastructure - bridges	7,369,393	0	0	0
Infrastructure - landfill assets	590,000	548,333	201,129	(347,204)
Acquisition of infrastructure	12,012,961	2,900,533	2,670,550	(229,983)
Total capital acquisitions	15,993,291	5,392,911	5,199,888	(193,023)
Capital Acquisitions Funded By:				
Capital grants and contributions	11,355,126	1,670,064	2,179,937	509,873
Other (disposals & C/Fwd)	356,125	255,125	249,034	(6,091)
Reserve accounts				
Plant and Equipment Reserve	488,463	0	0	0
Land and Buildings Reserve	307,950	0	0	0
Shire Recreation Development Reserve	155,000	0	0	0
Tip Rationalisation Reserve	688,390	0	0	0
Coastal Management Reserve - Coastal Inundation	368,734	0	0	0
Guilderton Foreshore Reserve	96,950	0	0	0
Seniors Housing Reserve	77,585	0	0	0
Contribution - operations	2,098,968	3,467,722	2,770,917	(696,805)
Capital funding total	15,993,291	5,392,911	5,199,888	(193,023)

KEY INFORMATION

Initial recognition

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

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

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

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

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

Measurement after recognition

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

Reportable Value

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

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

MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

APPENDIX 13.3.1

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

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total		Level of completion indicators			
		Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.			
		0%			
		20%			
		40%			
		60%			
		80%			
		100%			
		Over 100%			
		Amended		Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
BC11050-141105120	Gingin Library CRC Building - Building Specialised	24,500	24,500	9,200	15,300
BC11100-141101120	Granville Civic Centre - Building (Capital)	51,680	0	0	0
BC11190-141101120	Lancelin Hall - Building (Capital)	30,000	30,000	23,310	6,690
BC11191-141101120	Lancelin Community Centre - Building (Capital)	0	0	14,242	(14,242)
BC11200-141102120	Gingin Aquatic Centre Building Operations - Building	20,000	20,000	6,163	13,837
BC11261-141102120	Ablution Block - Guilderton Foreshore - Building	7,670	7,670	7,670	0
BC11290-141102120	Ablution Block - Lancelin Back Beach - Building	5,600	5,600	5,600	0
BC11312-141103120	Gingin Bowling Club - Building (Capital)	20,000	20,000	15,750	4,250
BC11391-141103120	Lancelin Sports Complex - Building - Specialised	30,000	0	0	0
BC1154-141103120	Ablution Facility Silver Creek - Building (Capital)	300,000	300,000	217,436	82,564
BC11700-141107120	Old Granville Building - Building (Capital)	20,000	20,000	22,380	(2,380)
BC1181-141103120	Ablution Block - Ledge Point Oval - Building (Capital)	10,000	10,000	9,100	900
BC1191-141103120	Ablution Block - Lancelin Wangaree Park - Building	6,000	0	0	0
BC12100-141201120	Guilderton Shire Depot - Building (Capital)	1,350	(4,650)	0	(4,650)
BC12200-141201140	Gingin Depot - Building (Capital)	46,000	20,000	0	20,000
BC12202-141201120	Gingin Depot - Building Specialised (Capital)	0	0	560	(560)
BC12290-141201140	Lancelin/Ledge Point Depot - Building (Capital)	35,000	35,000	20,965	14,035
BC13243-141302120	Sovereign Hill Entry Statement - Building (Capital)	20,000	0	0	0
BC14200-141402120	Gingin Administration Office - Building (Capital)	35,000	35,000	31,450	3,550
BC5100-140501120	Gingin Colocation Fire Facility - Building (Capital)	39,569	0	0	0
BC5180-140501120	Ledge Point Fire Shed - Building (Capital)	25,000	25,000	12,941	12,059
BC8390-140803120	Lancelin Playgroup - Building (Capital)	40,000	40,000	35,372	4,628
BC9106-140901140	37A Lefroy Street - Building (Capital)	0	0	14,945	(14,945)
BC9490-140904120	Seniors Units - Lancelin - Building (Capital)	77,585	47,585	57,470	(9,885)
BSR0001-140802120	Bus Shelter Replacement Program	17,103	0	0	0
P003-141203300	John Deere Grader GG003 - Plant Capital	0	(400,000)	0	(400,000)
P013-141203310	Isuzu Utility 4WD Space Cab - GG Maint Supervisor	67,000	(8,000)	0	(8,000)
P017-141203310	Isuzu Utility 4WD Space Cab (tipper) - Guilderton	74,228	4,228	0	4,228
P019-141203300	Purchase of Tractor GG019 - Capital Project	140,000	140,000	140,000	0
P020-141203300	Isuzu D-Max 4x4 3.0L Turbo Space Cab GG020 - Plant	66,250	6,250	0	6,250
P033-141203310	Isuzu Utility 4WD Space Cab (tipper) - LA Gardener	67,000	7,000	0	7,000
P048-141203300	Crew Cab Truck GG048 - Plant Capital	210,000	35,000	0	35,000
P050-141203310	Isuzu Utility 4WD Dual Cab - Construction Ute GG05	67,068	(2,932)	0	(2,932)
P056-141203300	Flatbed Crew Cab Truck GG056 - Plant Capital	383,474	383,474	318,474	65,000
P06-140501310	Light Tanker GG06 - Plant Capital	319,779	319,779	319,779	0
P076-140501310	Beermullah Light Tanker GG076 - (Capital)	302,805	302,805	302,805	0
P08-140501310	Red Gully BFB Light Tanker GG08 - Capital	320,316	320,316	320,316	(0)
P081-140501310	Ledge Point BFB Light Tanker GG081 - Capital	320,037	320,037	320,037	(0)
P085-141203300	Forklift GG085 - Plant Capital	47,000	7,000	0	7,000
P09-140501310	4WD Utility Dual Cab BRMO	70,000	0	0	0
P095-141203300	Mower (Toro) Gingin - Capital Project	40,000	0	0	0
P12552-141203300	Trailer- GG12552	10,000	10,000	0	10,000
P12553-141203300	Trailer- GG12553	10,000	10,000	0	10,000
P2-141402330	Purchase of EMCS Vehicle 2GG - (Capital)	63,640	63,640	63,640	0
P3-140704310	Isuzu MU-X EHO 3GS - Capital Project	59,243	(757)	58,936	(59,693)
P6-141402300	Isuzu MU-X Pool Car 6GG - Capital Project	56,443	(3,557)	56,152	(59,709)
P6015-141203300	Trailer- GG6015	10,000	10,000	0	10,000
PE07700-140707300	Gingin Medical Centre - Plant Capital	40,000	40,000	28,403	11,597
PE10070-141007300	Gingin Cemetery - Plant and Equipment (Capital)	25,000	25,000	9,596	15,404
PE12000-141102300	Gingin Aquatic Centre - Plant Capital	131,600	50,000	19,880	30,120
PE5100-140501300	Gingin Colocation Fire Facility- Plant and Equipment	0	0	6,175	(6,175)
PE5501-140501300	Beermullah Fire Shed - Plant and Equipment (Capital)	0	0	6,175	(6,175)
PE5502-140501300	Red Gully Fire Shed - Plant and Equipment (Capital)	0	0	6,175	(6,175)
PNEW10-141203300	Purchase of secondhand loader	35,000	35,000	0	35,000
PNEW11-141203300	Purchase of secondhand loader for refuse site	35,000	35,000	0	35,000
PNEW12-141203300	Purchase of secondhand track loader	100,000	100,000	0	100,000
-141203300	Plant mulcher and 3 x Traffic Counters	47,390	47,390	(271,084)	318,474
-141203310	Plant - Vehicles Capital	0	0	318,474	(318,474)
-141302121	Tour- Building Specialised - Sovereign Hill Entry Statement	0	0	850	(850)
BR661-141201670	Work in Progress	0	0	0	0
DC000-141201650	Weld St Bridge - Bridge (Capital)	7,369,393	0	0	0
DC097-141201660	Drainage Construction	31,519	0	0	0
DC178-141201650	Brockman Street - Gingin - Drainage Capital	24,251	24,251	35,936	(11,685)
FC000-141201700	Edward Street - Gingin - Drainage Capital	500,000	286,875	125,926	160,949
LF10100-141007650	Footpath Construction	200,749	0	0	0
LF10170-141007650	Construction Costs Capital Gingin Landfill	166,667	152,778	30,507	122,271
LF10190-141007650	Construction Costs Capital Seabird Landfill	166,667	152,778	2,307	150,471
OC11200-141102900	Construction Costs Capital Lancelin Landfill	166,666	152,777	168,314	(15,537)
OC1162-141103900	Gingin Swimming Pool Infrastructure (Capital) MUN	20,000	20,000	10,985	9,015
OC1190-141103900	Gabbadah Park- Infrastructure Other	13,480	13,480	11,594	1,886
OC1191-141103900	Lancelin Pioneer Park- Infrastructure Other (Capital)	7,000	7,000	5,150	1,850
PC11261-141102700	Lancelin Wangaree Park- Infrastructure Other (Capital)	5,000	5,000	5,150	(150)
PC11330-141103700	Guilderton Foreshore Capital Project	20,000	20,000	0	20,000
PC11381-141103700	Woodridge Recreation Grounds	25,000	0	0	0
PC1162-141103700	Ledge Point Country Club (Capital)	100,000	100,000	84,908	15,092
PC1189-141103700	Gabbadah Park	25,000	25,000	16,893	8,108
PC1191-141103700	Ledge Point Off-Road Vehicle Area - Capital works	48,375	48,375	48,350	25
PC1192-141103700	Lancelin Wangaree Park (Capital)	13,650	13,650	6,588	7,062
PC1199-141103700	Lancelin Harold Park - Infrastructure Parks & Gardens	10,000	10,000	14,861	(4,861)
R2R044-141201460	Lancelin Off-Road Vehicle Area (Capital)	200,000	0	192,500	(192,500)
R2R052-141201460	Sandringham Road (R2R)	401,393	200,698	68,289	132,409
RC004-141201420	Bennies Road (R2R)	456,342	456,342	415,035	41,307
RC007-141201420	Beermullah Road West (Capital)	30,000	30,000	12,082	17,918
RC009-141201410	Sappers Road (Capital)	30,000	30,000	21,138	8,863
RC0321-141201420	Guilderton Road - Rural (Capital)	30,000	30,000	16,261	13,739
RC321-141201420	Cullialla Road (Capital)	30,000	30,000	(573)	30,573
RRG001-141201490	Ippolo Road (Capital)	20,000	20,000	21,000	(1,000)
RRG003-141201490	Moolabeenee Road (RRG)	170,120	170,120	149	169,971
RRG009-141201490	Cowalla Road (RRG)	1,471,689	811,409	1,312,448	(501,039)
TD0001-141103700	Guilderton Road - Rural (RRG)	0	0	0	0
-141007650	Gingin Heritage Trail Upgrade	140,000	0	10,000	(10,000)
-141102900	Landfill Operation Services	90,000	90,000	0	90,000
-141103700	Gingin Aquatic Centre - Chemigem	0	0	6,000	(6,000)
-141103700	Playground Renewals	30,000	0	28,750	(28,750)
Total		15,993,291	5,392,911	5,199,888	193,023

MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

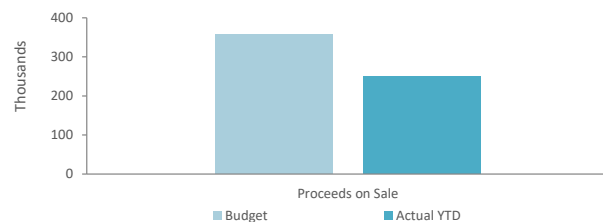
SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

APPENDIX 13.3.1

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Buildings									
	Silver Creek Ablutions	30,371	0	0	(30,371)	0	0	0	0
	Sovereign Hill Entry Statement	11,643	0	0	(11,643)	0	0	0	0
Plant and equipment									
	GG12533 Portable Traffic Light Trailer	2,411	0	0	(2,411)	0	0	0	0
	GG12534 Portable Traffic Light Trailer	1,657	0	0	(1,657)	0	0	0	0
	GG6015 Trailer	762	0	0	(762)	0	0	0	0
	GG003 Grader	0	0	24,367	0	0	0	0	0
	GG085 Forklift	3,357	3,000	1,643	0	0	0	0	0
	GG077 Gingin West Fire Tanker	0	26,074	0	0	5,500	26,074	20,574	0
	GG076 Beermullah Bushfire Light Tanker	0	35,000	0	0	9,500	35,000	25,500	0
	GG08 Red Gully Bushfire Light Tanker	0	35,000	0	0	9,500	35,000	25,500	0
	GG081 Ledge Point Bushfire Light Tanker	0	37,601	0	0	9,500	37,601	28,101	0
	GG06 Gingin West Bushfire Light Tanker	0	37,177	0	0	8,000	37,177	29,177	0
Vehicles									
	GG09 Bushfire Risk Mitigation Vehicle	10,000	12,000	2,000	0	0	0	0	0
	6GG Isuzu MU-X	15,000	17,000	0	(5,000)	15,000	15,454	454	0
	3GG Isuzu MU-X	15,000	17,000	0	(5,000)	15,000	15,455	455	0
	2GG Isuzu MU-X	20,446	17,273	0	(6,446)	20,437	17,273	0	(3,164)
	GG013 Isuzu D-Max Space Cab Ute	15,000	21,000	0	(7,000)	15,000	19,091	4,091	0
	GG017 Isuzu D-Max Space Cab Ute	10,533	13,000	1,467	0	0	0	0	0
	GG020 Isuzu D-Max Space Cab Ute	13,440	17,000	0	(1,441)	0	0	0	0
	GG033 Isuzu D-Max Space Cab Ute	10,533	12,000	1,467	0	0	0	0	0
	GG050 Isuzu D-Max Utility Ute	10,490	12,000	1,510	0	10,490	10,909	419	0
	GG048 Isuzu D-Max Crew Cab Ute	17,430	44,000	12,571	0	0	0	0	0
Bridges									
	Weld Street Bridge	21,008	0	0	(21,008)	0	0	0	0
		209,081	356,125	45,025	(92,739)	117,927	249,034	134,271	(3,164)



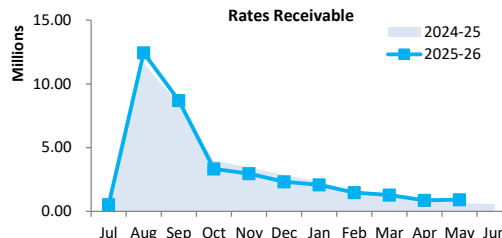
**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 June 2025	31 May 2026
	\$	\$
Opening arrears previous year	757,894	572,666
Levied this year	11,148,315	12,025,936
Less - collections to date	(11,333,542)	(11,689,590)
Net rates collectable	572,666	909,012
% Collected	95.2%	92.8%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(18,524)	1,035,655	5,931	15,691	367,659	1,406,412
Percentage	(1.3%)	73.6%	0.4%	1.1%	26.1%	
Balance per trial balance						
Trade receivables						1,406,412
Allowance for impairment of receivables from contracts with customers						(37,607)
Total receivables general outstanding						1,368,805

Amounts shown above include GST (where applicable)

KEY INFORMATION

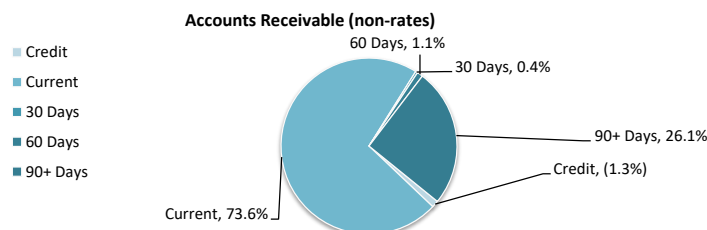
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



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

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 May 2026
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - term deposits	0	13,468,489	0	13,468,489
Financial assets at amortised cost- advances	2,035	0	(1,013)	1,022
Financial assets at amortised cost - self supporting loans	2,430	0	(2,430)	0
Inventory				
Fuel	16,390	369,459	(346,693)	39,155
History Books	13,820	0	0	13,820
Other assets				
Prepayments	204,836	186,134	(204,836)	186,134
Contract assets	74,782	0	(55,816)	18,966
Total other current assets	314,293	14,024,082	(610,788)	13,727,586

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

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

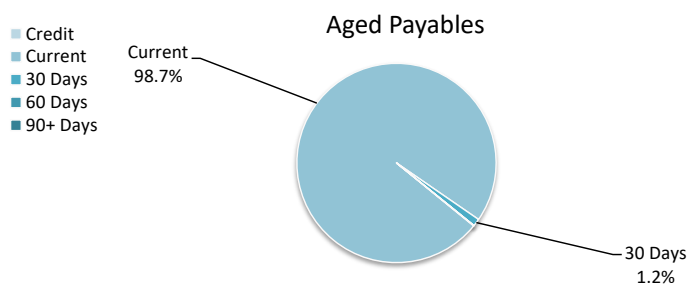
OPERATING ACTIVITIES

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(926)	1,305,017	16,227	0	105	1,320,423
Percentage	(0.1%)	98.8%	1.2%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						1,320,423
ATO liabilities						(63,314)
Bonds & deposits						846,499
Prepaid rates (excess rates)						335,813
Income received in advance						3,368
Accrued interest on loans						20,309
Total payables general outstanding						2,463,098
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

APPENDIX 13.3.1

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

FINANCING ACTIVITIES

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2025	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Tip Rationalisation Site	111	327,742	0	0	(25,903)	(25,903)	301,838	301,839	(20,857)	(20,857)
Seabird Sea Wall	127	35,582	0	0	(23,573)	(23,573)	12,009	12,009	(746)	(746)
Guilderton Community Hall Extension	114	163,579	0	0	(50,749)	(50,749)	112,830	112,830	(10,790)	(10,790)
Regional Hardcourt Facility	120	136,850	0	0	(15,205)	(30,918)	121,645	105,932	(4,571)	(8,634)
Regional Hardcourt Facility	124A	140,192	0	0	(12,765)	(25,794)	127,427	114,398	(2,895)	(5,526)
Gingin Swimming Pool Tiling	126	17,160	0	0	(17,160)	(17,160)	-0	0	(400)	(400)
Gingin Outdoor Activity Space	132	109,215	0	0	(8,747)	(17,559)	100,468	91,656	(782)	(1,501)
Lancelin Cunliffe Street Carpark	133	208,583	0	0	(10,951)	(22,151)	197,633	186,432	(4,753)	(9,256)
Altus Financials Suite	131	120,035	0	0	(4,921)	(9,891)	115,114	110,144	(1,163)	(2,279)
Lot 44 Weld Street, Gingin	123	74,674	0	0	(23,209)	(23,209)	51,465	51,465	(4,800)	(4,800)
Land for Future Gingin Sporting Precinct	134	724,388	0	0	(22,780)	(22,780)	701,608	701,608	(38,340)	(38,340)
		2,058,001	0	0	(215,964)	(269,687)	1,842,037	1,788,314	(90,096)	(103,129)
Self supporting loans										
Ledge Point Country Club Cool Room		10,039	0	0	(2,430)	(2,430)	7,609	7,609	(204)	(204)
		10,039	0	0	(2,430)	(2,430)	7,609	7,609	(204)	(204)
Total		2,068,040	0	0	(218,394)	(272,117)	1,849,646	1,795,923	(90,300)	(103,333)
Current borrowings		272,116					53,722			
Non-current borrowings		1,795,924					1,795,924			
		2,068,040					1,849,646			

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

KEY INFORMATION

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

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

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

FINANCING ACTIVITIES

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars		Lease No.	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual
			\$	\$	\$	\$	\$	\$	\$	\$
Lancelin administration office	1B	0	15,830	15,234	(7,094)	(7,421)	8,736	7,813	(420)	(229)
Photocopier	2A	18,054	0	0	(6,867)	(7,506)	11,187	10,548	0	0
IT Server	4	7,481	0	0	(7,481)	(7,481)	-1	0	(11)	(229)
Canon Photocopier		0	0	6,866	0	(818)	0	6,048	0	0
Total		25,535	15,830	22,100	(21,443)	(23,226)	19,922	24,409	(431)	(458)
Current lease liabilities		14,987					1,298			
Non-current lease liabilities		10,547					18,624			
		25,534					19,922			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

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

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2026
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		698,684	0	200,095	(280,655)	625,815
Capital grant/contributions liabilities		2,663,376	0	6,224,234	(874,884)	8,002,726
Total other liabilities		3,362,060	0	6,424,329	(1,155,539)	8,628,541
Employee Related Provisions						
Provision for annual leave		568,167	0	0	0	568,167
Provision for long service leave		413,081	0	0	0	413,081
Total Provisions		981,248	0	0	0	981,248
Other Provisions						
Provision for Landfill rehabilitation		98,105	0	0	0	98,105
Total Other Provisions		98,105	0	0	0	98,105
Total other current liabilities		4,441,413	0	6,424,329	(1,155,539)	9,707,894

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

APPENDIX 13.3.1

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

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	1 July 2025			31 May 2026	31 May 2026						
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies											
Financial Assistance Grant - General purpose	0	0	0	0	0	671,910	671,910	729,411	(57,501)	671,910	671,910
Financial Assistance Grant - Roads	0	0	0	0	0	564,989	564,989	631,879	(66,890)	564,989	564,989
Governance											
Seniors Week Grant	0	0	0	0	0	3,000	3,000	3,000	0	3,000	3,000
Carers WA Grant	0	0	0	0	0	0	0	0	0	0	2,273
Australia Day Grant	0	0	0	0	0	10,000	10,000	10,000	0	10,000	10,000
Law, order, public safety											
DFES Operating Grant	0	0	0	0	0	264,970	264,970	264,970	0	264,970	197,890
Education and Welfare											
Youth Week Grant	0	0	0	0	0	3,000	3,000	3,000	0	3,000	9,455
Development Disability WA Grant	0	0	0	0	0	0	0	0	0	0	1,000
International Volunteer Appreciation Day Grant	0	0	0	0	0	0	0	0	0	0	1,000
NRM Community Stewardship Grant - Conservation											
Project - Amazon Frogbit control	14,308	0	(14,308)	0	0	0	0	0	0	0	14,308
Community Amenities											
CAP Grant Funding - Sand Renourishment - Grace											
Darling Park to Edward Island Point \$50,000	0	0	0	0	0	58,000	8,000	50,000	0	58,000	54,400
CAP Grant Funding - Northern Beach Alliance	0	0	0	0	0	0	0	17,588	(9,588)	0	0
2025-26 Coast WA Grant Program - Lancelin Coastal	0	0	0	0	0	150,000	150,000	150,000	0	150,000	150,000
CHRMAP Funding	0	0	0	0	0	20,000	0	20,000	0	20,000	0
Coastal Mgmt Plan/Strategy Grant CMPAP	0	0	0	0	0	10,580	0	10,580	0	10,580	0
Recreation and culture											
SLWA Encouraging Promising Practice Grant LA	0	0	0	0	0	14,034	3,500	10,534	3,500	14,034	12,382
Direct Road Grant MRWA	0	0	0	0	0	333,909	333,909	333,909	0	333,909	315,929
Lancelin Offroad Vehicle Area Wheatbelt Development Commission	0	0	0	0	0	0.00	0.00	0.00	0.00	0	14,200
	14,308	0	(14,308)	0	0	2,104,392	2,013,278	2,234,871	(130,479)	2,104,392	2,022,736
Contributions											
General purpose funding											
Rates Incentive Prize Night	0	0	0	0	0	12,000	12,000	12,000	0.00	12,000	10,227
Law, order, public safety											
CESM Grant - DFES	0	0	0	0	0	102,909	82,831	102,909	0.00	102,909	38,307
BRMO Grant - DFES	95,048	74,478	(52,029)	117,497	117,497	72,994	0	72,994	0	72,994	52,029
MAF Mitigation - DFES	0	125,618	(125,618)	0	0	379,926	316,605	379,926	0	379,926	144,584
Gingin Resilience Project - Mindaroo Foundation	135,072	0	(78,627)	56,445	56,445	101,032	0	101,032	0	101,032	78,627
DFES Overtime Claims at Fires	0	0	0	0	0	5,000	0	5,000	0	5,000	27,132
DFES Overtime Claims - Training	0	0	0	0	0	0	0	0	0	0	8,173
Education and Welfare											
Youth Week Contributions	0	0	0	0	0	3,000	3,000	3,000	0	3,000	1,909
Community Amenities											
Claymont Estate Planning Contributions	0	0	0	0	0	35,000	45,214	27,200	20,280	35,000	50,109
Brookview Estate Planning Contributions	0	0	0	0	0	48,672	0	36,192	0	48,672	48,672
Lancelin South Planning Contributions	0	0	0	0	0	25,000	0	25,000	0	25,000	0
Recreation and culture											
Naming Sponsorship Gingin Aquatic Centre	0	0	0	0	0	0	0	10,000	(10,000)	0	0
Contribution income for Paletts and Plates	0	0	0	0	0	5,000	5,000	5,000	0	5,000	2,273
Library Contributions - SLWA	2,382	0	(2,382)	0	0	0	0	0	0	0	0
Transport											
Contribution income for Aurisch Road Maintenance	0	0	0	0	0	12,500	12,500	12,500	0	12,500	12,500
Economic Services											
Guilderton Caravan Park Deposit Liability	451,874	0	0	451,874	451,874	0	0	0	0	0	0
Market Public Liability Insurance	0	0	0	0	0	2,000	0	2,000	0	2,000	659
	684,376	200,096	(258,656)	625,816	625,816	805,033	477,150	794,753	10,280	805,033	475,200
TOTALS	698,684	200,096	(272,964)	625,815	625,815	2,909,425	2,490,428	3,029,624	(120,199)	2,909,425	2,497,936

MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

APPENDIX 13.3.1

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

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Amended Budget	YTD	Annual	Budget	Expected	YTD Revenue
	1 July 2025			31 May 2026	31 May 2026	Revenue	Budget	Budget	Variations	Expected	Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies											
Law, order, public safety											
DFES - Capital Grant - Buildings	27,021	0	0	27,021	27,021	39,569	0	39,569	0	39,569	0
DFES - Capital Grants - Vehicles	0	0	0	0	0	1,262,937	1,262,937	0	1,262,937	1,262,937	1,262,937
Ledge Point Off-road Vehicle Area	58,905	2,603	(45,978)	15,530	15,530	48,375	0	48,375	0	48,375	45,978
Recreation											
Heritage Trails Project	0	0	0	0	0	0	0	0	0	0	0
Transport											
Roads to Recovery	266,053	4,739,998	(404,698)	4,601,353	4,601,353	5,964,046	0	5,964,046	0	5,964,046	404,699
Financial Assistance Grants - Special Projects	2,311,397	0	0	2,311,397	2,311,397	2,311,398	0	2,007,170	304,228	2,311,398	0
Regional Roads Group	0	1,010,504	0	1,010,504	1,010,504	1,094,573	102,899	991,674	102,899	1,094,573	15,109
State Government Funding Master Trails Plan	0	75,000	(10,000)	65,000	65,000	130,000	0	130,000	0	130,000	10,000
LRGIP - Phase 4	0	0	0	0	0	0	0	0	0	0	17,007
Commodity Route Funding - Shovel Ready Project Bennie Road	0	276,149	(304,228)	(28,079)	(28,079)	304,228	304,228	0	304,228	304,228	304,228
Lancelin Off Road Vehicle Area Upgrades	0	119,981	(119,981)	0	0	200,000	0	200,000	0	200,000	119,980
	2,663,376	6,224,235	(884,885)	8,002,726	8,002,726	11,355,126	1,670,064	9,685,062	1,670,064	11,355,126	2,179,937

MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

APPENDIX 13.3.1

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

15 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						0
OCM 19/08/2025 Item 16.1 Emergency Dune Mitigation - Lancelin Sands Hotel and Hinchcliffe Lookout - CAP Grant Funding - Northern Beach Alliance GI10503	AUG 2025/2026	Operating revenue	0	0	(17,588)	(17,588)
OCM 19/08/2025 Item 16.1 Emergency Dune Mitigation - Lancelin Sands Hotel and Hinchcliffe Lookout - CAP Grant Funding - Northern Beach Alliance EP10501	AUG 2025/2026	Operating expenses	0	0	(12,413)	(30,001)
CCM 18/11/2025 Item 20.1 Variation to Turf Maintenance Contract - W10116	NOV 2025/2026	Operating expenses	0	15,950	0	(14,051)
CCM 18/11/2025 Item 20.1 Variation to Turf Maintenance Contract - W11300	NOV 2025/2026	Operating expenses	0	0	(15,950)	(30,001)
OCM 16/12/2025 Item 19.4 Landfill Operations Services	DEC 2025/2026	Operating expenses	0		(170,000)	(200,001)
OCM 16/12/2025 Item 19.4 Landfill Operations Services	DEC 2025/2026	Capital expenses	0	170,000		(30,001)
OCM 16/12/2025 Item 19.4 Landfill Operations Services	DEC 2025/2026	Capital expenses	0		(90,000)	(120,001)
OCM 16/12/2025 Item 19.4 Landfill Operations Services	DEC 2025/2026	Capital revenue	0	90,000		(30,001)
SCM 24/03/2026 Lancelin Coastal Erosion Management Budget Amendment- Sanitation Consultant extra costs funded from Roads Consultants	MAR 2025/26	Operating expenses	0		(36,610)	(66,611)
Management Budget Amendment- Sanitation Consultant extra costs funded from Roads Consultants	MAR 2025/26	Operating expenses	0	36,610		(30,001)
Management Budget Amendment - Edward Street Drainage costs increase funded from Roads Maintenance Budget	MAR 2025/26	Capital expenses	0		(150,000)	(180,001)
Management Budget Amendment - Edward Street Drainage costs increase funded from Roads Maintenance Budget	MAR 2025/26	Operating expenses	0	100,000		(80,001)
Management Budget Amendment - Edward Street Drainage costs increase funded from Roads Maintenance Budget	MAR 2025/26	Operating expenses	0	50,000		(30,001)
Budget Review 2025-2026	MAR 2025/26			60,002	0	30,001
Management Budget Amendment - electrical connection for the BBQ	APR 2025/2026	Operating expenses		5,000		35,001
Management Budget Amendment - electrical connection for the BBQ	APR 2025/2026	Operating expenses			(5,000)	30,001
OCM 21/04/2026 Item 13.4 Transfer of Surplus to Coastal Management Reserve	APR 2025/2026	Capital revenue			(30,001)	0
OCM 21/4/2026 - MFR - Unbudgeted purchase of water tank for GG056 truck	APR 2025/2026	Capital expenses		65,000		65,000
OCM 21/4/2026 - MFR - Unbudgeted purchase of water tank for GG056 truck	APR 2025/2026	Capital revenue			(65,000)	0
Management Budget Amendment - Mobile phone for operations staff money moved to Admin IT Budget for purchase	MAY 2025/2026	Operating expenses		4,000		4,000
Management Budget Amendment - Mobile phone for operations staff money moved to Admin IT Budget for purchase	MAY 2025/2026	Operating expenses			(4,000)	0
				736,562	(736,562)	0

13.4 LIST OF PAID ACCOUNTS JUNE 2026

File	FIN/25
Author	Alexis Knight – Finance Officer
Reporting Officer	Rachael Wright – Executive Manager Corporate Services
Refer	Nil
Appendices	1. Voucher List June 2026 [13.4.1 - 8 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

For Council to note the payments made in June 2026.

BACKGROUND

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

COMMENT

Accounts totalling \$4,632,953.23 were paid during the month of June 2026.

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

The schedule details:

- Municipal Fund electronic funds transfers (EFT) \$4,293,108.33
- Municipal Fund cheques \$25,785.05
- Municipal Fund direct debits \$314,059.85

TOTAL MUNICIPAL EXPENDITURE \$4,632,953.23

TOTAL EXPENDITURE \$4,632,953.23

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

RISK IMPLICATIONS

Nil

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995
s.6.4 – Financial Report

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

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

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocations.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.4 Strategic & Sustainable Financial Planning - Undertake long-term resource planning and allocation in accordance with the Integrated Planning and Reporting Framework

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Hyne SECONDED: Councillor Kestel

That Council note all payments made by the CEO under Delegation 1.1.13 for June 2026 totalling \$4,632,953.23 as detailed in the appendices to this report, comprising:

- | | |
|---|----------------|
| • Municipal Fund electronic funds transfers (EFT) | \$4,293,108.33 |
| • Municipal Fund cheques | \$25,785.05 |
| • Municipal Fund direct debits | \$314,059.85 |

CARRIED UNANIMOUSLY
6 / 0

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

AGAINST: *Nil*

MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

APPENDIX 13.4.1

Payments made under Delegated Authority 2.1 *Payment of Creditors* for the period 01/06/2026 - 30/06/2026

TYPE	DATE PAID	NAME
EFT-47232	3/06/2026	Action Glass & Aluminium
EFT-47233	3/06/2026	Avon Waste
EFT-47234	3/06/2026	Bartco Traffic Equipment
EFT-47235	3/06/2026	BOC Pty Ltd
EFT-47236	3/06/2026	Boya Equipment
EFT-47237	3/06/2026	Brightmark Group Pty Ltd
EFT-47238	3/06/2026	Bullsbrook Veterinary Hospital
EFT-47239	3/06/2026	Certex Lifting Pty Ltd
EFT-47240	3/06/2026	Cleanflow Environmental Solutions
EFT-47241	3/06/2026	Complete Office Supplies Pty Ltd
EFT-47242	3/06/2026	Cooee Couriers & Transport
EFT-47243	3/06/2026	Country Copiers
EFT-47244	3/06/2026	Ecowater Services
EFT-47245	3/06/2026	Electricity Networks Corporation
EFT-47246	3/06/2026	Fulton Hogan
EFT-47247	3/06/2026	Gingin District Community Resource Centre Inc (CRC)
EFT-47248	3/06/2026	Gingin Grading Service Pty Ltd
EFT-47249	3/06/2026	Grand Toyota
EFT-47250	3/06/2026	Jupps Flooring Specialists Ocean Keys
EFT-47251	3/06/2026	Lancelin Gull Roadhouse
EFT-47252	3/06/2026	Lancelin IGA Local Grocer
EFT-47253	3/06/2026	Landgate
EFT-47254	3/06/2026	LD Total
EFT-47255	3/06/2026	LG Best Practices Pty Ltd
EFT-47256	3/06/2026	Modern Teaching Aids Pty Ltd
EFT-47257	3/06/2026	NAPA a division of GPC Asia Pacific Pty Ltd
EFT-47258	3/06/2026	Ocean Farm Volunteer Bush Fire Brigade
EFT-47259	3/06/2026	RingCentral Australia Pty Ltd
EFT-47260	3/06/2026	Rowe Group
EFT-47261	3/06/2026	Sonic HealthPlus Pty Ltd
EFT-47262	3/06/2026	Sydney Tools Pty Ltd
EFT-47263	3/06/2026	Team Global Express Pty Ltd
EFT-47264	3/06/2026	Thermal Engineering Pty Ltd
EFT-47265	3/06/2026	Tiffany's Catering
EFT-47266	3/06/2026	Trescal (Australia) Pty Ltd
EFT-47267	3/06/2026	Truckline
EFT-47268	3/06/2026	Two Rocks Trimmers
EFT-47269	3/06/2026	WA Library Supplies
EFT-47270	3/06/2026	WANT Plumbing Services Pty Ltd
EFT-47271	3/06/2026	Westcoast Construction & Demolition
EFT-47272	3/06/2026	WEX Australia Pty Ltd
EFT-47273	3/06/2026	Wren Oil - Romine Holdings Pty Ltd
EFT-47274	3/06/2026	L. Stewart
EFT-47275	3/06/2026	M. Emmelhainz
PAY-189	4/06/2026	Shire of Gingin
EFT-47276	5/06/2026	Adams Advisory Pty Ltd T/AS Intent Life On Purpose
EFT-47277	5/06/2026	Australian Taxation Office (PAYG)
EFT-47278	5/06/2026	Belgravia PRO Pty Ltd
EFT-47279	5/06/2026	Brightmark Group Pty Ltd
EFT-47280	5/06/2026	CarBon Leasing & Rentals Pty Ltd
EFT-47281	5/06/2026	CFMEU
EFT-47282	5/06/2026	Child Support Agency
EFT-47283	5/06/2026	Civil Engineering Assignments
EFT-47284	5/06/2026	Claymont Development Pty Ltd
EFT-47285	5/06/2026	Full Flow Plumbing and Gas
EFT-47286	5/06/2026	Fulton Hogan
EFT-47287	5/06/2026	Gingin Fuel and Tyres Pty Ltd
EFT-47288	5/06/2026	Grand Toyota
EFT-47289	5/06/2026	IGA Local Grocer Gingin
EFT-47290	5/06/2026	IT Vision
EFT-47291	5/06/2026	JCB Construction Equipment Australia (WA)
EFT-47292	5/06/2026	Jupiter Health and Medical Services (Lancelin Medical Centre)
EFT-47293	5/06/2026	LGRCEU (WA Division)
EFT-47294	5/06/2026	McLeods Lawyers Pty Ltd
EFT-47295	5/06/2026	Metrocount
EFT-47296	5/06/2026	Moore River Electrical Services
EFT-47297	5/06/2026	NAPA a division of GPC Asia Pacific Pty Ltd
EFT-47298	5/06/2026	NXP Civils Pty Ltd
EFT-47299	5/06/2026	Ohura Consulting
EFT-47300	5/06/2026	Sonic HealthPlus Pty Ltd
EFT-47301	5/06/2026	Specialised Building Solutions Pty Ltd
EFT-47302	5/06/2026	Strooth Consulting Pty Ltd
EFT-47303	5/06/2026	Think Promotional

Payment Category L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	
DETAILS	AMOUNT
Shire Locations/Facilities: Building Maintenance	17325.00
Kerbside Collection Services	49280.00
Annual Licence Fee	1056.00
Shire Facilities/Locations: Supplies	114.48
Purchase of Capital Asset	41250.00
Cleaning Shire Facilities	1861.20
Lost Animal: Urgent Medical Attention	759.70
Shire Minor Asset Maintenance	1735.80
Various Locations: Soak Well and Pit Drainage	6413.00
Stationary	394.00
Freight	872.69
Photo Copier Charges	192.53
Shire Facilities/Locations: ATU Maintenance	254.10
Shire Locations: Tree Pruning	1432.91
Road Maintenance	7744.00
Gifts/Goods for Australian Citizenship Ceremony	101.50
Capital Works	37730.00
Shire Vehicle: Replacement Parts	768.75
Shire Facilities/Locations: Building Maintenance	2450.00
Fuel Purchases	2381.69
Supermarket Purchases	279.36
GRV Interim Valuations	633.36
Turf Maintenance Contract	51173.63
Councillor Workshop	445.50
Shire Library Supplies	1342.55
Vehicle Replacement Parts	77.00
Annual Subscriptions and Reimbursement	1053.00
Monthly Phone Services	1368.39
Planning Services	411.95
Pre Employment Medical	442.20
Supply Minor Asset	1272.35
Freight	463.76
Shire Facilities/Locations: Building Maintenance	3289.00
Catering	599.50
Asset Maintenance	700.15
Various Vehicles Replacement Parts	220.88
Vehicle Maintenance	440.00
Shire Library Supplies	902.00
Purchase of Capital Asset	35200.00
Shire Location: Install Shelter	2610.03
Fuel Purchases	2278.48
Removal of Waste	231.00
Travel Expenses	2034.14
Refund	936.00
Net Pay	235387.50
Observance & Feedback - OCM 21/04/2026	6954.61
Payroll Deduction	102824.00
Shire Facilities: Hire, Management & Licencing Fees	4451.82
Cleaning Shire Facilities	858.00
Novated Lease	1024.60
Payroll Deduction	60.00
Payroll Deduction	734.59
Capital Works Designs	2435.13
Refund	3785.26
Shire Facilities/Locations: Plumbing Repairs	242.00
Capital Project Works	1120212.90
Vehicle Repair & Diesel Delivery	16686.17
Vehicle Replacement Part	64.25
Supermarket Purchases	582.07
Functionality and Training	550.00
Vehicle Replacement Part	114.65
Reimbursement: Medical Centre Costs	1200.00
Payroll Deduction	72.00
Legal Advice	706.64
Supply Minor Asset	852.50
Shire Facilities/Locations: Electrical Work	4284.00
Various Vehicles Replacement Parts	207.90
Capital Project Works	132014.41
Consulting Services	1443.75
Pre Employment Medical	442.20
Shire Building Specifications and Certification	1782.00
Capital Works Designs	2970.00
Youth Expo Supplies	4085.95

MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

APPENDIX 13.4.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/06/2026 - 30/06/2026

TYPE	DATE PAID	NAME	Payment Category L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	DETAILS	AMOUNT
EFT-47304	5/06/2026	Waterlogic Australia Pty Ltd		Cool & Cold Countertop, Rental	180.05
EFT-47305	5/06/2026	D. Howell		Refund	624.59
EFT-47306	5/06/2026	D. Hawkins		Refund	804.00
EFT-47307	5/06/2026	R. March		Reimbursement	682.00
EFT-47308	5/06/2026	Thomas Kusters		Shire Facilities/Locations: Building Repairs	740.00
EFT-47309	9/06/2026	ACS Swan Express Print		Printing	2684.00
EFT-47310	9/06/2026	Australian Taxation Office (PAYG)		Payroll Deduction	132.00
EFT-47311	9/06/2026	Beemarra Group Pty Ltd		Shire Waste Facilities: Operations & Site Management	25575.00
EFT-47312	9/06/2026	Duncan Solutions		Parking Meter Costs	213.10
EFT-47313	9/06/2026	Eagleeye Technical Services		Shire Locations/Facilities: Electrical Repairs & Maintenance	16075.59
EFT-47314	9/06/2026	Gingin District Community Resource Centre Inc (CRC)		Grant	5000.00
EFT-47315	9/06/2026	Gingin Fuel and Tyres Pty Ltd		Vehicle Maintenance	869.90
EFT-47316	9/06/2026	Gingin Trading		Hardware Purchases	4047.00
EFT-47317	9/06/2026	Hazard Group Pty Ltd		Shire Facilities: Install Ramps	5060.00
EFT-47318	9/06/2026	JB Hi-Fi Group Pty Ltd		Purchase of Asset	4481.69
EFT-47319	9/06/2026	Lancelin Tree Services		Shire Location: Removal of Tree	935.00
EFT-47320	9/06/2026	Minuteman Press Balcatta		Printing	214.50
EFT-47321	9/06/2026	Moore River Electrical Services		Shire Facilities/Location: Replacement Appliance	935.00
EFT-47322	9/06/2026	RBH Fencing		Install Fencing	17582.00
EFT-47323	9/06/2026	Sherrin Rentals Pty Ltd		Water Truck Hire	10891.65
EFT-47324	9/06/2026	Stewart & Heaton Clothing Co Pty Ltd		Firefighter PPE	499.73
EFT-47325	9/06/2026	WA Stump Grinding & Tree Services		Shire Locations: Tree Removal	1980.00
EFT-47326	9/06/2026	West Australia Newspaper Pty Ltd		Advertisement	275.00
EFT-47327	9/06/2026	Western Australian Local Government Association		Councillor Training	407.00
EFT-47328	9/06/2026	Thomas Kusters		Shire Facilities/Location: Replacement Appliance	2900.00
EFT-47329	11/06/2026	Aurora Delta Pty Ltd		Gingin Medical Centre Subsidy	1255.22
EFT-47330	11/06/2026	Bluesalt Consulting		Gingin Medical Centre Costs	9372.00
EFT-47331	11/06/2026	Boya Equipment		Purchase of Asset	3351.70
EFT-47332	11/06/2026	Department of Local Government Industry Regulation and Safety - Bonds ADMIN		Building Services Levy (BSL)	12140.54
EFT-47333	11/06/2026	Eagleeye Technical Services		Various Shire Facilities/Locations: Electrical Repairs	6442.34
EFT-47334	11/06/2026	Element Advisory Pty Ltd		Consulting Services	1885.58
EFT-47335	11/06/2026	Gingin Fuel and Tyres Pty Ltd		Hardware Purchases	7.20
EFT-47336	11/06/2026	Greenway Solutions Pty Ltd t/as Greenway Turf Solutions		Supply Chemical	7430.50
EFT-47337	11/06/2026	Lancelin IGA Local Grocer		Supermarket Purchases	120.17
EFT-47338	11/06/2026	Lancelin Plumbing & Gas Pty Ltd		Relocate Waste Location	3520.00
EFT-47339	11/06/2026	Landgate		GRV Interim Valuations	816.32
EFT-47340	11/06/2026	Ledge Point Roofing and Maintenance		Building Certification	5000.00
EFT-47341	11/06/2026	Mills Oakley Lawyers		Legal Advice	4083.20
EFT-47342	11/06/2026	Moore River Roadhouse		Fuel Purchases	1731.18
EFT-47343	11/06/2026	Northern Garage Doors (WA)		Shire Facilities/Locations: Emergency Repairs	160.00
EFT-47344	11/06/2026	Northern Valley News		Advertisement	855.00
EFT-47345	11/06/2026	Officeworks		Stationary	571.85
EFT-47346	11/06/2026	Rebus Restrooms PTY LTD ATF Rebus Restroom Unit Trust		Capital Project Works and Report	96179.60
EFT-47347	11/06/2026	Regional Development Australia (RDA)		Grant Funding	550.00
EFT-47348	11/06/2026	Shire of Gingin		Commission Paid on Building Services Levy BSL	200.00
EFT-47349	11/06/2026	Thermal Engineering Pty Ltd		Shire Facilities/Locations: Replacement Appliances	34595.00
EFT-47350	11/06/2026	Tiffany's Catering		Catering	695.00
EFT-47351	11/06/2026	T. Snell		Refund	100.00
EFT-47352	16/06/2026	AFGRI Equipment Pty Ltd		Various Vehicles Replacement Parts	7860.08
EFT-47353	16/06/2026	Australia Post		Postage Charges	144.04
EFT-47354	16/06/2026	Australian Training Management Pty Ltd		Staff Training	700.00
EFT-47355	16/06/2026	Avantgarde Technologies		IT Support - CCTV	4267.23
EFT-47356	16/06/2026	Beemarra Group Pty Ltd		Shire Waste Facilities: Operations & Site Management	11921.25
EFT-47357	16/06/2026	Boral Construction Materials		Capital Project Works	130696.87
EFT-47358	16/06/2026	Carringtons Traffic Services		Traffic Management	47332.74
EFT-47359	16/06/2026	Cellarbrations Gingin		Refreshments	100.00
EFT-47360	16/06/2026	City of Wanneroo		Coastal Survey	39650.50
EFT-47361	16/06/2026	Civil Engineering Assignments		Capital Works Designs	2846.53
EFT-47362	16/06/2026	Cohesis Pty Ltd		Consulting Services	11302.50
EFT-47363	16/06/2026	Commercial Locksmiths		Shire Facilities/Locations: Building Maintenance	465.29
EFT-47364	16/06/2026	Department of Transport		Parking Infringement Notices	15.30
EFT-47365	16/06/2026	DFES - Department of Fire and Emergency Services		ESL Quarter 4 Contribution	61915.43
EFT-47366	16/06/2026	Ecowater Services		Shire Facilities/Locations: Building Maintenance/Service	812.25
EFT-47367	16/06/2026	Environex International Pty Ltd		Shire Facilities/Locations: Supply Chemicals	461.44
EFT-47368	16/06/2026	Full Flow Plumbing and Gas		Various Shire Facilities/Locations: Plumbing Repairs	2117.50
EFT-47369	16/06/2026	Fulton Hogan		Road Maintenance	7744.00
EFT-47370	16/06/2026	Gingin Brook Meat Processors		Volunteer Week Contribution	100.00
EFT-47371	16/06/2026	Guilderton Country Club Inc.		Engagement Workshop	55.50
EFT-47372	16/06/2026	Hazard Group Pty Ltd		Road Maintenance - New Curb	17311.80

MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

APPENDIX 13.4.1

Payments made under Delegated Authority 2.1 *Payment of Creditors* for the period 01/06/2026 - 30/06/2026

TYPE	DATE PAID	NAME	Payment Category L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	DETAILS	AMOUNT
EFT-47373	16/06/2026	Indian Ocean Pest Control		Shire Facilities/Locations: Pest Control	220.00
EFT-47374	16/06/2026	Jason Industries & Signmakers		Signage	505.71
EFT-47375	16/06/2026	JB Hi-Fi Group Pty Ltd		Minor Asset Purchase	714.99
EFT-47376	16/06/2026	Ledge Point Roofing and Maintenance		Shire Facilities/Locations: Fencing	26620.86
EFT-47377	16/06/2026	Local Government Professionals WA - LGPWA		Employment Advertisement	900.00
EFT-47378	16/06/2026	Mcintosh and Son		Shire Asset: Repairs/Maintenance	3193.05
EFT-47379	16/06/2026	Moore River Electrical Services		Shire Facilities/Locations: Electrical Repairs	110.00
EFT-47380	16/06/2026	Moore Sands Resources Pty Ltd		Shire Waste Facilities: Sand	3399.99
EFT-47381	16/06/2026	Moore Septics		Shire Facilities: Waste Removal	1155.00
EFT-47382	16/06/2026	NAPA a division of GPC Asia Pacific Pty Ltd		Various Vehicles: Replacement & Maintenance Parts	619.58
EFT-47383	16/06/2026	Rural Infrastructure Services		Consulting Services	2656.50
EFT-47384	16/06/2026	Strooth Consulting Pty Ltd		Consulting Services	2574.00
EFT-47385	16/06/2026	Truck Centre WA Pty Ltd		Vehicle Service	1889.59
EFT-47386	16/06/2026	A. Hanekom		Reimbursement	440.30
EFT-47387	16/06/2026	B. Bradley		Refund	341.58
EFT-47388	16/06/2026	D. Wilson		Contractor	850.00
PAY-191	18/06/2026	Shire of Gingin		Net Pay	172643.09
EFT-47389	18/06/2026	Adform Engraving & Signs		Supply Plaque	231.00
EFT-47390	18/06/2026	Avon Waste		Kerbside Collection Service	104941.65
EFT-47391	18/06/2026	Belgravia PRO Pty Ltd		Shire Facilities: Hire, Management & Licencing Fees	15995.76
EFT-47392	18/06/2026	Brightmark Group Pty Ltd		Cleaning Shire Facilities	1663.20
EFT-47393	18/06/2026	Carringtons Traffic Services		Traffic Management	10154.17
EFT-47394	18/06/2026	Cat Haven		Cat Adoption Report	33.00
EFT-47395	18/06/2026	Central Regional Tafe		Staff Training	263.00
EFT-47396	18/06/2026	Civic Legal		Legal Advice	3850.00
EFT-47397	18/06/2026	Cleanflow Environmental Solutions		Various Locations: Soak Well and Pit Drainage	3206.50
EFT-47398	18/06/2026	Construction Training Fund		Building Services Levy	4641.56
EFT-47399	18/06/2026	Dielectric Security Systems		Shire Locations/Facilities: Emergency Repairs	550.00
EFT-47400	18/06/2026	Eagleeye Technical Services		Shire Locations/Facilities: Electrical work	813.79
EFT-47401	18/06/2026	Gingin Florist		Guilderton Library Celebrations	150.00
EFT-47402	18/06/2026	Gingin Fuel and Tyres Pty Ltd		Various Vehicles: Repairs/Maintenance	1485.57
EFT-47403	18/06/2026	Gull Gingin Pty Ltd		Catering	195.00
EFT-47404	18/06/2026	Lancelin Outdoors		Shire Location/Facilities: Building Repairs/Maintenance	252.00
EFT-47405	18/06/2026	Ledge Point Limesands Pty Ltd ATF Lime Unit Trust		Refund Duplicate Payment	16922.00
EFT-47406	18/06/2026	Ledge's Kanga Service and Skip Bin Hire		Skip Bin Hire	5280.00
EFT-47407	18/06/2026	McLeods Lawyers Pty Ltd		Legal Advice	4495.60
EFT-47408	18/06/2026	McWilliams Davis Lawyers		Consulting Services	25144.35
EFT-47409	18/06/2026	Modern Teaching Aids Pty Ltd		Children's Books	439.00
EFT-47410	18/06/2026	NAPA a division of GPC Asia Pacific Pty Ltd		Various Vehicles: Repairs/Maintenance	198.00
EFT-47411	18/06/2026	Officeworks		Guilderton Library Celebrations	120.00
EFT-47412	18/06/2026	Rivlow Pty Ltd		Refund	478.13
EFT-47413	18/06/2026	Shire of Gingin		Commission Paid on Building Services Levy CTF	57.75
EFT-47414	18/06/2026	Swan Towing		Towing Community Bus GG007 from Kalamunda Road to di	792.00
EFT-47415	18/06/2026	Team Global Express Pty Ltd		Freight	36.37
EFT-47416	18/06/2026	The Gingin Butcher		Bark in the Park	60.00
EFT-47417	18/06/2026	Triview Pty Ltd T/as Dandaragan Mechanical Services		Shire Vehicle: Service/Maintenance	286.40
EFT-47418	18/06/2026	WA Holiday Guide Pty Ltd		Advertising	660.00
EFT-47419	18/06/2026	Western Australia Police Force		National Police Checks	70.40
EFT-47420	23/06/2026	Advance Office Solutions		Franking Machine Rental	643.50
EFT-47421	23/06/2026	Anglican Parish of Gingin-Chittering		Lease	1984.64
EFT-47422	23/06/2026	Australia Day Council of Western Australia Inc		Australia Day Council WA Membership	836.00
EFT-47423	23/06/2026	Australian Taxation Office (PAYG)		Payroll Deduction	48856.00
EFT-47424	23/06/2026	Benara Nurseries		Supply Plants	595.10
EFT-47425	23/06/2026	Bullsbrook Water Carriers		Supply Water	1800.00
EFT-47426	23/06/2026	CFMEU		Payroll Deduction	60.00
EFT-47427	23/06/2026	Child Support Agency		Payroll Deduction	734.59
EFT-47428	23/06/2026	Civic Legal		Legal Advice	2179.41
EFT-47429	23/06/2026	Conplant Pty Ltd		Shire Vehicle: Service/Maintenance	680.39
EFT-47430	23/06/2026	Eagleeye Technical Services		Shire Location/Facilities: Electrical Upgrades & Repairs	15666.50
EFT-47431	23/06/2026	Electricity Networks Corporation		Emergency Works	3572.64
EFT-47432	23/06/2026	Frontline Fire and Rescue Equipment		Firefighting PPE	920.97
EFT-47433	23/06/2026	Gingin Fuel and Tyres Pty Ltd		Shire Vehicle: Maintenance	63.95
EFT-47434	23/06/2026	Gull Gingin Pty Ltd		Catering & Fuel Purchases	372.28
EFT-47435	23/06/2026	Indian Ocean Pest Control		Various Shire Location/Facilities: Pest Control	12391.50
EFT-47436	23/06/2026	JAS Auto Electrical Parts		Supply Minor Asset	413.60
EFT-47437	23/06/2026	Jason Industries & Signmakers		Signage	1425.20
EFT-47438	23/06/2026	K B Riley & Sons Pty Ltd t/a Lancelin Sands		Shire Waste Facilities: Topcover	4950.00
EFT-47439	23/06/2026	Lancelin Outdoors		Shire Location/Facilities: Repair Roof	308.00
EFT-47440	23/06/2026	Landgate		General Valuation	178.70
EFT-47441	23/06/2026	LG Best Practices Pty Ltd		External Officer	10912.00
EFT-47442	23/06/2026	LGRCEU (WA Division)		Payroll Deduction	72.00
EFT-47443	23/06/2026	Lower Coastal Community Association Inc LCCA		Guilderton Library Celebrations	145.00
EFT-47444	23/06/2026	Mcintosh and Son		Shire Asset: Maintenance/Repairs	13087.88
EFT-47445	23/06/2026	Meliador (WA) Pty Ltd		Refund	1363.32
EFT-47446	23/06/2026	Moore Septics		Waste Removal	1375.00

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APPENDIX 13.4.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/06/2026 - 30/06/2026

TYPE	DATE PAID	NAME	Payment Category L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	DETAILS	AMOUNT
EFT-47447	23/06/2026	NAPA a division of GPC Asia Pacific Pty Ltd		Various Vehicles: Replacement Parts	1025.19
EFT-47448	23/06/2026	Scrap Happens Pty Ltd		Waste Removal	1837.00
EFT-47449	23/06/2026	Stewart & Heaton Clothing Co Pty Ltd		Freight	45.66
EFT-47450	23/06/2026	Total Green Recycling		Waste Removal	2594.86
EFT-47451	23/06/2026	Zone 50 Engineering Surveys Pty Ltd		Road Barrier & Spotting	4702.50
EFT-47452	23/06/2026	R. Mead		Refund	775.11
EFT-47453	25/06/2026	AFGRI Equipment Pty Ltd		Vehicle Service	5690.50
EFT-47454	25/06/2026	ASK Waste Management Pty Ltd		Consulting/Planning Services	6932.20
EFT-47455	25/06/2026	Australian Engineering Solutions Pty Ltd t/as Austeng		Supply Asset	18360.10
EFT-47456	25/06/2026	Bullsbrook Water Carriers		Supply Water	700.00
EFT-47457	25/06/2026	Carringtons Traffic Services		Traffic Management	19110.00
EFT-47458	25/06/2026	Cleanflow Environmental Solutions		Various Locations: Soak Well and Pit Drainage	3206.50
EFT-47459	25/06/2026	Edith Cowan University		Staff training	4400.00
EFT-47460	25/06/2026	Electricity Networks Corporation		Emergency Work	4279.48
EFT-47461	25/06/2026	Forch Australia Pty Ltd		Mobile Plant Replacement Parts	91.12
EFT-47462	25/06/2026	Gingin Fabrication & Steel		Upgrades to Mobile Plant	2062.50
EFT-47463	25/06/2026	Gingin Fuel and Tyres Pty Ltd		Vehicle Replacement Parts & Fuel Delivery	28843.80
EFT-47464	25/06/2026	Gull Gingin Pty Ltd		Catering	220.00
EFT-47465	25/06/2026	IQPC		Minor Asset Purchase	2676.96
EFT-47466	25/06/2026	Iron Mountain Australia Group Services Pty Ltd		Storage	150.82
EFT-47467	25/06/2026	K B Riley & Sons Pty Ltd t/a Lancelin Sands		Capital Project Works	278918.04
EFT-47468	25/06/2026	Landgate		UV Interim & General	23132.94
EFT-47469	25/06/2026	Lower Coastal Community Association Inc LCCA		Quarterly Contribution	500.00
EFT-47470	25/06/2026	Main Roads Western Australia		Road Maintenance	15909.49
EFT-47471	25/06/2026	McLeods Lawyers Pty Ltd		Legal Advice	823.68
EFT-47472	25/06/2026	Moore Catchment Council		Community Grant Funding	2750.00
EFT-47473	25/06/2026	Moore River Electrical Services		Various Locations/Facilities: Electrical Work	385.00
EFT-47474	25/06/2026	Neo Civil Pty Ltd		Inspection	825.00
EFT-47475	25/06/2026	Ohura Consulting		IR Consultancy	11544.60
EFT-47476	25/06/2026	Perth Trade Parts		Vehicle Parts	571.84
EFT-47477	25/06/2026	Sonic HealthPlus Pty Ltd		Pre Employment Medical	442.20
EFT-47478	25/06/2026	South East Regional centre for Urban landcare SERCUL		Landcare Service	6567.00
EFT-47479	25/06/2026	Sovereign Hill Community Association Inc. SHCA		Statement Mowing	2880.00
EFT-47480	25/06/2026	Specialist Apps Pty Ltd		Purchase of Asset	26950.00
EFT-47481	25/06/2026	Wanneroo Isuzu Ute		Purchase of Vehicle	61312.26
EFT-47482	25/06/2026	Wren Oil - Romine Holdings Pty Ltd		Shire Waste Facility: Supplies	638.00
EFT-47483	25/06/2026	Wurth Australia Pty Ltd		Vehicle Parts	222.71
EFT-47484	25/06/2026	S. Bryant		Pre Employment Medical	200.00
EFT-47485	25/06/2026	Thomas Kusters		Waste Removal	90.00
EFT-47486	26/06/2026	Adapt-A-Lift		Purchase of Asset	43661.43
EFT-47487	26/06/2026	Beemarra Group Pty Ltd		Shire Waste Facilities: Operations & Site Management	12787.50
EFT-47488	26/06/2026	Bond Investments T/A Bond Hire		Shire Waste Facility: CCTV	1330.99
EFT-47489	26/06/2026	CarBon Leasing & Rentals Pty Ltd		Lease	1024.60
EFT-47490	26/06/2026	Corsign		Signage	13120.80
EFT-47491	26/06/2026	Dibbles Plumbing Service		Various Locations/Facilities: Plumbing Repairs	1262.80
EFT-47492	26/06/2026	Gingin Fuel and Tyres Pty Ltd		Various Vehicles: Replacement & Maintenance Parts	3290.00
EFT-47493	26/06/2026	Guilderton Country Club Inc.		Guilderton Library Celebrations	174.80
EFT-47494	26/06/2026	Indian Ocean Pest Control		Various Location/Facilities: Pest Control	660.00
EFT-47495	26/06/2026	K B Riley & Sons Pty Ltd t/a Lancelin Sands		Shire Waste Facilities: Sand	1732.50
EFT-47496	26/06/2026	Ledge Point Roofing and Maintenance		Shire Location: Retaining Wall	4950.00
EFT-47497	26/06/2026	Lower Coastal Community Association Inc LCCA		Quarterly Contribution	500.00
EFT-47498	26/06/2026	Modern Teaching Aids Pty Ltd		NAIDOC Awards	527.68
EFT-47499	26/06/2026	Moore Catchment Council		Community Grant Funding	2695.00
EFT-47500	26/06/2026	Moore River Tree Services		Various Shire Locations: Tree Pruning	9570.00
EFT-47501	26/06/2026	NAPA a division of GPC Asia Pacific Pty Ltd		Various Vehicle Parts	398.75
EFT-47502	26/06/2026	Ready Industries Pty Ltd		Purchase of Asset	5667.22
EFT-47503	26/06/2026	Scavenger Supplies Pty Ltd		Minor Asset Repair	506.00
EFT-47504	26/06/2026	Seaview Park Community Association SPCA		Community Grant Funding	2500.00
EFT-47505	26/06/2026	Snap On Tools Midland		Various Minor Assets: Tools	7100.00
EFT-47506	26/06/2026	St John Ambulance Western Australia Ltd		Staff Training	80.00
EFT-47507	26/06/2026	Stewart & Heaton Clothing Co Pty Ltd		Firefighting PPE	777.42
EFT-47508	26/06/2026	Sydney Tools Pty Ltd		Supply Minor Asset	328.95
EFT-47509	26/06/2026	The National Trust of Australia (WA)		Lease	255.37
EFT-47510	26/06/2026	WANT Plumbing Services Pty Ltd		Grave Dig	1100.00
EFT-47511	26/06/2026	H. Morris		Shire Waste Facilities: Landfill Cell Developer	55553.00
EFT-47512	26/06/2026	K. Vine		Waste Removal	2827.00
EFT-47513	30/06/2026	AMPAC Debt Recovery WA Pty Ltd		Debt Recovery Costs	66.00
EFT-47514	30/06/2026	Aurora Delta Pty Ltd		Pre Employment Medical	210.00
EFT-47515	30/06/2026	Bunnings Buildings Supplies Pty Ltd		Shelving	321.10
EFT-47516	30/06/2026	Cohesis Pty Ltd		Intranet Website Development	1375.00
EFT-47517	30/06/2026	Department of Premier and Cabinet		Gazettal Local Law	6027.83
EFT-47518	30/06/2026	Elizabeth French Consulting		External Officer	11353.64
EFT-47519	30/06/2026	Emerg Solutions Pty Ltd		Annual Subscription	165.00
EFT-47520	30/06/2026	Gingin Agencies WA		Supply Chemical	3139.71

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APPENDIX 13.4.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/06/2026 - 30/06/2026

TYPE	DATE PAID	NAME
EFT-47521	30/06/2026	IT Vision
EFT-47522	30/06/2026	JLT Risk Solutions Pty Ltd
EFT-47523	30/06/2026	K B Riley & Sons Pty Ltd t/a Lancelin Sands
EFT-47524	30/06/2026	Lancelin Trade and Rural Supplies
EFT-47525	30/06/2026	Landgate
EFT-47526	30/06/2026	Miracle Recreation Equipment
EFT-47527	30/06/2026	Moore River Electrical Services
EFT-47528	30/06/2026	NAPA a division of GPC Asia Pacific Pty Ltd
EFT-47529	30/06/2026	NXP Civils Pty Ltd
EFT-47530	30/06/2026	Officeworks
EFT-47531	30/06/2026	Omnicom Media Group Australia Pty Ltd (Marketforce)
EFT-47532	30/06/2026	ORH Trucks Solutions Pty Ltd
EFT-47533	30/06/2026	Shire of Toodyay
EFT-47534	30/06/2026	Supagas Pty Limited
EFT-47535	30/06/2026	Wanneroo Isuzu Ute
EFT-47536	30/06/2026	West Coast Shade Pty Ltd
EFT-47537	30/06/2026	Work Clobber
EFT-47538	30/06/2026	A. Lamb
EFT-47539	30/06/2026	J. Williams
EFT-47540	30/06/2026	S. Zulsdorf
EFT-47541	30/06/2026	S. De Burgh
EFT-47542	30/06/2026	S. Tweedie

CHEQUES

CHQ-116511	29/06/2026	Shire of Gingin
CHQ-116512	30/06/2026	Shire of Gingin (Petty Cash)

CHEQUES TOTAL

Payment Category

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

DETAILS	AMOUNT
IT Support	1100.00
Half Yearly Payment	8978.20
Install Waste Point Facilities & Rock Bag	40606.50
Hardware Store Purchases	1755.65
General Valuations	610.85
Shire Location/Facilities: Replacement Parts	2183.50
Shire Location/Facilities: Electrical work	660.00
Various Vehicles Replacement Parts	657.26
Capital Project Works	154567.52
Stationary	194.90
Advertisement	710.48
Purchase of Asset	66093.50
Staff Training	2454.36
Shire Location/Facilities: Supply Gas	1789.66
Supply Two New Assets	123914.06
Removal of Shades	2266.00
Uniform	205.01
Travel Expense	1231.04
Refund	504.73
Travel Expenses	750.56
Refund	20156.86
Policy Review	2200.00
	4293108.33

Department of Transport Fleet Schedule	25602.25
Petty Cash	182.80
	25785.05

DIRECT DEBIT

DE-8223	1/06/2026	Bendigo Bank	Bendigo BPAY Monthly Biller Fee	433.84
DE-8224	1/06/2026	Bendigo Bank	Bendigo Bank Fees	62.50
DE-8181	1/06/2026	Go Go Media	Monthly Messages On Hold	75.90
DE-8180	2/06/2026	QPC Group	Printer Charges	776.68
DE-8231	2/06/2026	Bendigo Bank	Bendigo Bank Fees	576.57
DE-8232	2/06/2026	Bendigo Bank	Bendigo Bank Fees	22.84
DE-8233	2/06/2026	Bendigo Bank	Bendigo Bank Fees	1384.54
DE-8234	2/06/2026	Bendigo Bank	Bendigo Bank Fees	89.57
DE-8235	2/06/2026	Bendigo Bank	Bendigo Bank Fees	6.96
DE-8111	2/06/2026	Synergy	Electricity Charges 301 688 750	138.59
DE-8236	2/06/2026	Department of Transport	Licensing	2613.80
DE-8273	2/06/2026	Finrent Pty Ltd	Rental of Printer	167.32
DE-8237	3/06/2026	Department of Transport	Licensing	2879.05
DE-8238	3/06/2026	Bendigo Bank	Bendigo Bank Fees	6.60
DE-8239	3/06/2026	Bendigo Bank	Bendigo Bank Fees	371.66
DE-8240	3/06/2026	Bendigo Bank	Bendigo Bank Fees	82.88
DE-8241	3/06/2026	Bendigo Bank	Bendigo Bank Fees	64.00
DE-8196	4/06/2026	Australian Taxation Office	SGC Statement Lodgement	4059.84
DE-8197	4/06/2026	Precision Administration Services Pty Ltd	Payroll Deduction	34951.21
DE-8242	4/06/2026	Department of Transport	Licensing	4366.70
DE-8243	4/06/2026	Western Australian Treasury Corporation (WATC)	Facility Repayment	15660.20
DE-8113	4/06/2026	Synergy	Electricity Charges 803 650 860	4159.51
DE-8115	4/06/2026	Synergy	Electricity Charges 803 180 850	1800.67
DE-8114	4/06/2026	Synergy	Electricity Charges 285 816 690	3512.75
DE-8245	4/06/2026	Bendigo Bank	Bendigo Bank Fees	16.20
DE-8198	5/06/2026	Precision Administration Services Pty Ltd	Payroll Deduction	62.45
DE-8246	5/06/2026	Bendigo Bank	Bendigo Bank Fees	4.95
DE-8247	5/06/2026	Bendigo Bank	Bendigo Bank Fees	0.60
DE-8248	5/06/2026	Department of Transport	Licensing	9243.20
DE-8249	8/06/2026	Department of Transport	Licensing	1438.50
DE-8141	8/06/2026	Water Corporation	Water Charges 9007260033	1781.33
DE-8131	8/06/2026	Water Corporation	Water Charges 9007259585	213.43
DE-8140	8/06/2026	Water Corporation	Water Charges 59007259905	1091.34
DE-8132	8/06/2026	Water Corporation	Water Charges 9007260287	178.12
DE-8268	8/06/2026	Department of Mines, Industry Regulation and Safety - Security Bond Administrator DMIR	Security Bond	660.00
DE-8250	9/06/2026	Bendigo Bank	Bendigo Bank Fees	3.00
DE-8172	9/06/2026	Telstra	Telstra Group Plan	1507.06
DE-8173	9/06/2026	Telstra	Telephone Charges 486 9948 600	240.59
DE-8263	9/06/2026	Department of Transport	Department of Transport - Licensing 05.06.206	1213.35
DE-8117	10/06/2026	Synergy	Electricity Charges 877 915 810	310.66

MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

APPENDIX 13.4.1

Payments made under Delegated Authority 2.1 *Payment of Creditors* for the period 01/06/2026 - 30/06/2026

TYPE	DATE PAID	NAME
DE-8118	10/06/2026	Synergy
DE-8119	10/06/2026	Synergy
DE-8116	10/06/2026	Synergy
DE-8120	10/06/2026	Synergy
DE-8244	10/06/2026	Telstra
DE-8256	10/06/2026	Telstra
DE-8264	10/06/2026	Department of Transport
DE-8265	11/06/2026	Department of Transport
DE-8267	11/06/2026	Bendigo Bank
DE-8146	11/06/2026	Water Corporation
DE-8142	11/06/2026	Water Corporation
DE-8160	11/06/2026	Water Corporation
DE-8145	11/06/2026	Water Corporation
DE-8143	11/06/2026	Water Corporation
DE-8122	11/06/2026	Synergy
DE-8123	11/06/2026	Synergy
DE-8121	11/06/2026	Synergy
DE-8124	11/06/2026	Synergy
DE-8144	11/06/2026	Water Corporation
DE-8266	12/06/2026	Department of Transport
DE-8138	12/06/2026	Water Corporation
DE-8134	12/06/2026	Water Corporation
DE-8137	12/06/2026	Water Corporation
DE-8133	12/06/2026	Water Corporation
DE-8135	12/06/2026	Water Corporation
DE-8136	12/06/2026	Water Corporation
DE-8129	12/06/2026	Synergy
DE-8125	12/06/2026	Synergy
DE-8130	12/06/2026	Synergy
DE-8126	12/06/2026	Synergy
DE-8127	12/06/2026	Synergy
DE-8128	12/06/2026	Synergy
DE-8182	12/06/2026	Viva Energy Australia Pty Ltd
DE-8139	12/06/2026	Water Corporation
DE-8311	12/06/2026	Synergy
DE-8222	14/06/2026	Credit Card - CEO
DE-8225	14/06/2026	Credit Card - CESM
DE-8228	14/06/2026	Credit Card - EMRDS
DE-8229	14/06/2026	Credit Card - Mechanic/Depot Controller
DE-8230	14/06/2026	Credit Card - EMO
DE-8251	14/06/2026	Credit Card - GG Aquatic Centre Manager
DE-8274	14/06/2026	Credit Card - EMCCS
DE-8155	15/06/2026	Water Corporation
DE-8157	15/06/2026	Water Corporation
DE-8156	15/06/2026	Water Corporation
DE-8269	15/06/2026	Department of Transport
DE-8270	15/06/2026	Bendigo Bank
DE-8162	16/06/2026	Water Corporation
DE-8159	16/06/2026	Water Corporation
DE-8158	16/06/2026	Water Corporation
DE-8161	16/06/2026	Water Corporation
DE-8271	16/06/2026	Department of Transport
DE-8272	16/06/2026	Bendigo Bank
DE-8202	17/06/2026	Business Service Brokers T/A TeleChoice
DE-8169	17/06/2026	Water Corporation
DE-8174	17/06/2026	Water Corporation
DE-8291	17/06/2026	Department of Transport
DE-8304	17/06/2026	Synergy
DE-8305	17/06/2026	Synergy
DE-8306	17/06/2026	Synergy
DE-8307	17/06/2026	Synergy
DE-8308	17/06/2026	Synergy
DE-8275	18/06/2026	Precision Administration Services Pty Ltd
DE-8293	18/06/2026	Department of Transport
DE-8296	18/06/2026	Bendigo Bank
DE-8297	18/06/2026	Bendigo Bank
DE-8309	18/06/2026	Synergy
DE-8310	18/06/2026	Synergy
DE-8175	18/06/2026	Water Corporation
DE-8190	19/06/2026	Synergy
DE-8188	19/06/2026	Water Corporation
DE-8184	19/06/2026	Water Corporation
DE-8189	19/06/2026	Water Corporation
DE-8187	19/06/2026	Water Corporation
DE-8186	19/06/2026	Water Corporation

Payment Category

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

DETAILS	AMOUNT
Electricity Charges 270 788 950	345.32
Electricity Charges 522 369 150	84.21
Electricity Charges 285 816 500	1704.29
Electricity Charges 749 590 200	140.89
Telstra Group Plan	1043.91
Telstra Integrated	885.03
Licensing	2937.70
Licensing	4204.40
Bendigo Bank Fee	3.45
Water Charges 9007261466	2653.45
Water Charges 9007261730	51.20
Water Charges 9007265715	266.26
Water Charges 9007263314	664.17
Water Charges 9007262258	15.06
Electricity Charges 338 814 320	104.38
Electricity Charges 928 598 050	77.84
Electricity Charges 832 987 230	154.20
Electricity Charges 366 355 310	170.31
Water Charges 9007262282	331.32
Licensing	594.85
Water Charges 9007261386	198.79
Water Charges 9007260711	707.82
Water Charges 9007261175	9.04
Water Charges 9007260682	18.07
Water Charges 9007261087	27.11
Water Charges 9007261132	228.91
Electricity Charges 1613 883 230	2148.67
Electricity Charges 892 753 630	558.68
Electricity Charges 376 853 180	769.43
Electricity Charges 107 291 460	195.14
Electricity Charges 123 649 900	1395.80
Electricity Charges 387 083 850	194.65
Shell Card Purchases	285.10
Water Charges 9013060505	1045.63
Electricity Charges 329 288 310	664.73
Credit Card Purchases	876.79
Credit Card Purchases	1681.95
Credit Card Purchases	1374.89
Credit Card Purchases	1161.45
Credit Card Purchases	184.00
Credit Card Purchases	4.00
Credit Card Purchases	629.11
Water Charges 9007314193	674.69
Water Charges 9021402739	162.65
Water Charge 9007317095	114.46
Licensing	11378.05
Bendigo Bank Fees	39.71
Water Charges 9007265854	52.73
Water Charges 9007265707	613.79
Water Charges 9007264544	69.28
Water Charges 9007265723	246.98
Licensing	18195.55
Bendigo Bank Fees	5.55
Mobile Phone Charges	207.00
Water Charges 9007265889	6020.99
Water Charges 9013198141	72.29
Licensing	2411.10
Electricity Charges 182 037 150	544.13
Electricity Charges 120 900 800	485.55
Electricity Charges 211 396 890	482.20
Electricity Charges 788 472 510	355.93
Electricity Charges 226 673 150	152.65
Payroll Deduction	34314.21
Licensing	994.45
Bendigo Bank Fee	4.65
Bendigo Bank Fee	16.50
Electricity Charges 235 925 790	295.05
Electricity Charges 135 163 910	292.80
Water Charges 9023157829	30.12
Electricity Charges 801 430 010	130.87
Water Charges 9007293820	659.63
Water Charges 9007309730	186.74
Water Charges 9007293839	60.24
Water Charges 9007292887	54.22
Water Charges 9018529245	9.04

MINUTES ORDINARY COUNCIL MEETING 21 JULY 2026

APPENDIX 13.4.1

Payments made under Delegated Authority 2.1 *Payment of Creditors* for the period 01/06/2026 - 30/06/2026

TYPE	DATE PAID	NAME	DETAILS	AMOUNT
DE-8185	19/06/2026	Water Corporation	Water Charges 9010083728	27.11
DE-8299	19/06/2026	Department of Transport	Licensing	2229.85
DE-8314	19/06/2026	Australian Taxation Office	Statement Lodgement	7.48
DE-8316	19/06/2026	Synergy	Electricity Charges 937 316 820	871.31
DE-8315	19/06/2026	Synergy	Electricity Charges 322 473 230	863.96
DE-8295	20/06/2026	Western Australian Treasury Corporation (WATC)	Repayment	9530.27
DE-8294	20/06/2026	Western Australian Treasury Corporation (WATC)	Repayment	6084.73
DE-8204	20/06/2026	Windcave Pty Ltd	Transaction Fees	1699.05
DE-8298	21/06/2026	Western Australian Treasury Corporation (WATC)	Repayment	19775.92
DE-8300	21/06/2026	Western Australian Treasury Corporation (WATC)	Repayment	15703.31
DE-8216	22/06/2026	Water Corporation	Water Charges 9017169284	313.62
DE-8209	22/06/2026	Water Corporation	Water Charges 9010678713	290.02
DE-8206	22/06/2026	Water Corporation	Water Charges 9010678684	293.10
DE-8208	22/06/2026	Water Corporation	Water Charges 9010678705	299.25
DE-8217	22/06/2026	Water Corporation	Water Charges 9017169292	285.91
DE-8207	22/06/2026	Water Corporation	Water Charges 9010678692	282.84
DE-8218	22/06/2026	Water Corporation	Water Charges 9017169305	284.89
DE-8215	22/06/2026	Water Corporation	Water Charges 9017169276	279.76
DE-8219	22/06/2026	Water Corporation	Water Charges 9017169313	276.68
DE-8210	22/06/2026	Water Corporation	Water Charges 9010678721	286.94
DE-8220	22/06/2026	Water Corporation	Water Charges 9017169321	282.84
DE-8211	22/06/2026	Water Corporation	Water Connection Charge 9010957085	49.62
DE-8301	22/06/2026	Department of Transport	Licensing	4765.85
DE-8199	22/06/2026	Vocus Communications	Internet	808.50
DE-8214	22/06/2026	Water Corporation	Water Charges 9017163587	320.11
DE-8312	22/06/2026	Synergy	Electricity Charges 285 816 880	914.84
DE-8313	22/06/2026	Synergy	Electricity Charges 319 788 270	198.23
DE-8302	23/06/2026	Department of Transport	Licensing	4954.65
DE-8303	23/06/2026	Bendigo Bank	Bendigo Bank Fees	4.95
DE-8200	24/06/2026	Water Corporation	Water Charges 9007318709	334.33
DE-8201	24/06/2026	Water Corporation	Water Charges 9014617782	15.06
DE-8317	24/06/2026	Department of Transport	Licensing	3438.60
DE-8192	24/06/2026	Australia Post	Postage Modem & Postage	496.85
DE-8205	25/06/2026	Synergy	Electricity Charges 948 161 960	11582.36
DE-8324	25/06/2026	Department of Transport	Licensing	5709.85
DE-8203	25/06/2026	Water Corporation	Water Charges 9007282427	574.45
DE-8327	25/06/2026	Water Corporation	Water Charges 9007284131	276.97
DE-8325	26/06/2026	Department of Transport	Licensing	2779.20
DE-8221	26/06/2026	Water Corporation	Water Charges 9007286508	576.06
DE-8212	26/06/2026	Water Corporation	Water Charges 9013899933	132.53
DE-8213	26/06/2026	Water Corporation	Water Charges 9015780768	6.02
DE-8328	26/06/2026	Bendigo Bank	Bendigo Bank Fee	4.05
DE-8329	26/06/2026	Bendigo Bank	Bendigo Bank Fees	4.95
DE-8330	26/06/2026	Department of Justice	Lodgement Fee	1327.50
DE-8326	29/06/2026	Department of Transport	Licensing	1616.00
DE-8252	29/06/2026	Water Corporation	Water Charges 49007281694	1280.10
DE-8253	29/06/2026	Water Corporation	Water Charges 9007284561	204.82
DE-8254	29/06/2026	Water Corporation	Water Charges 9007284684	299.86
DE-8331	29/06/2026	Viva Energy Australia Pty Ltd	Fuel Purchases	77.65
DE-8226	30/06/2026	LJ Hughes	Allocation of Lease	688.25
DE-8227	30/06/2026	HP Financial Services (Australia) Pty Ltd	Allocation of Lease	748.57
DE-8332	30/06/2026	QPC Group	Printer Charges	865.87
DE-8333	30/06/2026	Bendigo Bank	Bendigo Bank Fees	4.50
DE-8334	30/06/2026	Department of Transport	Licensing	2675.10
DIRECT DEBIT				314059.85
TOTAL MUNICIPAL				4632953.23
CREDIT CARD BREAK-UP				
MAY	CEO	Mailchimp	Subscription	106.16
		Mailchimp	International Fee	3.18
		Ampol	Diesel	170.33
		Canva	Subscription	164.99
		BP	Diesel	149.80
		BP	Diesel	152.45
		Service Station	Diesel	129.88
				876.79
	EMRDS	Raine Square Parking	Parking	14.19
		City of Perth Parking	Parking	27.26
		Quest South Perth	Training Accommodation	1329.44

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APPENDIX 13.4.1

Payments made under Delegated Authority 2.1 *Payment of Creditors* for the period 01/06/2026 - 30/06/2026

			Payment Category L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	
TYPE	DATE PAID	NAME	DETAILS	AMOUNT
		Bendigo Bank	Bank Fees	4.00
				1374.89
	EMCS	Ampol	Diesel	148.00
		Coral Cases	Phone Protection	191.30
		JB Hi Fi	Phone Protection	149.75
		BP	Diesel	136.06
		Bendigo Bank	Bank Fees	4.00
				629.11
	CESM	CU @ Park	Mitigation Meeting	25.37
		Bushfire Risk Solutions	Firefighter PPE	469.79
		Blackwoods	Firefighter PPE	198.00
		Volunteering Australia	Volunteer Week Supplies	554.00
		BART	Subscription	82.50
		Shire of Gingin	Plate Transfer	38.80
		Moore River Brewing	Voucher	207.50
		Gingin Butcher	Volunteer Week Contribution	101.99
		Bendigo Bank	Bank Fees	4.00
				1681.95
	EMOA	Seabird Tavern	Catering	180.00
		Bendigo Bank	Bank Fees	4.00
				184.00
	MECHANIC	Jaycar	Tools	120.85
		Shire of Gingin	Plate Remake	52.10
		JAS Oceania	Vehicle Replacement Part	475.00
		Shire of Gingin	Licencing	85.80
		Shire of Gingin	Licencing Overcharge	-32.00
		Shire of Gingin	Plate Remake	52.10
		Shire of Gingin	Change of Plate	32.00
		AMX Superstore	Hour Meter	99.90
		Shire of Gingin	Change of Plates	96.00
		Shire of Gingin	Change of Plates	156.30
		Shire of Gingin	Change of Plate	19.40
		Bendigo Bank	Bank Fees	4.00
				1161.45
	AQUATIC	Bendigo Bank	Bank Fees	4.00
				4.00
	Total			5912.19
CALTEX CARD BREAKUP				
FEBRUARY		WEX Australia Pty Ltd	GG033 147.10L	359.00
			GG070 95.64L	219.86
			GG073 299.84L	566.58
			GG005 370.65L	874.87
			GG06 35.20L	82.89
			GG051 35.80L	90.05
			GG082 34.28L	76.69
			Surcharge Fees	1.50
			Transaction Fees	7.04
	Total			2278.48
SHELL CARD BREAKUP				
		Viva Energy Australia Pty Ltd	GG075 46.61L	103.42
			GG05 50.60L	112.29
			GG057 27.89L	61.89
			GG06 38.08l	77.65
			Transactions	7.50
	Total			362.75

14 REPORTS - REGULATORY AND DEVELOPMENT SERVICES

14.1 LOT 108 (NO. 281) LENNARDS ROAD, LENNARD BROOK - AGRICULTURE INTENSIVE (UNAUTHORISED EXISTING WORKS)

The Presiding Member advised that this item had been removed prior to the meeting and would not be considered.

14.2 LIFTING OF CAVEAT - AMALGAMATION OF LOTS 195, 328 AND 343 COCKRAM ROAD, LENNARDS BROOK

File	BLD/3289
Applicant	Altus Planning
Location	Lot 195 (326), Lot 328 (332) and Lot 343 Cockram Road, Lennard Brook
Owner	Vanessa Borrello and Susan Manson
Zoning	General Rural 30
WAPC No	202766
Author	James Bayliss - Chief Executive Officer
Reporting Officer	James Bayliss - Chief Executive Officer
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

James Bayliss (CEO) disclosed an impartiality interest in relation to Item 14.2 as he is the director of a cattle grazing enterprise. The facility onsite (abattoir) processes cattle. While no cattle from the cattle grazing enterprise that he is associated with are processed at this premise, there may be a perception that an impartiality interest is held.

PURPOSE

To consider authorising the temporary withdrawal of a caveat (N830720) lodged against the Certificates of Title for Lots 195, 328 and 343 Cockram Road, Lennard Brook.

BACKGROUND

The subject land accommodates an abattoir that has been operating since the early 1970s. The development extends over three separate land titles, Lots 195, 328 and 343 Cockram Road, Lennard Brook. Infrastructure associated with the abattoir is located on each of the three lots.

On 21 June 2001 the Shire issued development approval for an extension to the abattoir. Condition 5 states as follows:

“5. Lot 329, Lot 195 and Lot 343 shall be amalgamated forthwith into one lot on one Certificate of Title and must be in place prior to consideration of any further extension to the Abattoir.”

The owners did not wish to amalgamate the lots as required by Condition 5, and instead entered into a Deed of Agreement with the Shire to ensure that they did not sell any of the lots separately.

The Deed was entered into to clear the abovementioned condition, and the Shire’s interest is protected by Caveat N372356.

The Applicant’s Proposal is outlined below and clearly articulates the basis for the request. It should be noted that the caveat is requested not to be immediately reinstated as it normally would.

I write to formally request that an item be prepared for Council’s consideration to authorise the temporary lifting of the caveat affecting the three (3) subject lots at Cockram Road, Lennard Brook.

By way of background, the caveat (Caveat No. N372356) was originally imposed to ensure that the lots could not be dealt with or disposed of independently. However, the land is now the subject of an approved subdivision involving the amalgamation of the lots, such that the purpose of the caveat will shortly become redundant.

Council previously considered and endorsed a similar request at its 17 June 2025 meeting, whereby the caveat was temporarily lifted to facilitate the registration of a restrictive covenant associated with the installation of new power infrastructure. The current request is identical, albeit it is anticipated that the caveat will not need to be reimposed upon completion of the present processes.

For present purposes, subdivision approval was granted by the WAPC under reference number 202766 on 13 April 2026, and implementation is progressing well. I attach for your reference the draft deposited plan prepared by the project surveyor, which reflects the proposed amalgamation.

To avoid the inefficiencies associated with multiple applications to remove and reinstate the caveat, we are seeking to align the subdivision implementation and the estate administration processes.

Having regard to the above, it is anticipated that once the subdivision is completed and new titles are issued, there will be no ongoing need for the caveat to remain in place. On that basis, we respectfully request that Council resolve to

- *Authorise the temporary lifting of the caveat to facilitate both the subdivision implementation and the administration of the estate; and*

- *Authorise for necessary transactions on the current titles to give effect to the new title and the new ownership; and*
- *Should those processes not ultimately be finalised, the caveat be reimposed at the expiry of the subdivision approval for the amalgamation of the titles.*

It is expected that these matters will be resolved within the coming months, well before the expiry of the subdivision and again, that the creation of new title will ultimately obviate the need for the caveat entirely. I will ensure that the Shire is kept informed as milestones are reached.

The Deed of Agreement that is secured by the Caveat is provided (see confidential appendices).

COMMENT

Policy 2.33 – Execution of Documents

This policy establishes guidelines for the execution of documents and the application of the Shire of Gingin's Common Seal, in accordance with s.9.49A of the *Local Government Act 1995*.

Section 9.49A of the *Local Government Act 1995* requires that, in order for a document to be executed by a local government, there must either be:

1. *A Council resolution to:*
 - a. *apply the Common Seal to that particular document; or*
 - b. *permit the application of the Seal to a range of documents which includes the document in question; or*
2. *A Council resolution authorising the Chief Executive Officer or another employee, agent of the Shire, to sign documents on behalf of the Shire.*

The withdrawal of a caveat is classified as a category 1B document under Council's policy, which means that although a specific Council resolution to affix the Seal is not required, a Council decision is still required sanctioning a particular course of action that results in the document requiring execution. In this instance, the course of action is to enter a Deed of Covenant and then temporarily withdraw the caveat

Summary

The officer recommends that Council authorise execution of the relevant documents and consent to a delay to caveat being reimposed to align with expiration of the subdivision approval, after which time it is to be reimposed.

It should be clearly articulated that should there be land dealings beyond the amalgamation and new ownership beneficiaries, then the Shire reserves its right to reimpose the caveat notwithstanding the status of the subdivision approval. This can be appropriately addressed by the Shire's solicitors at the time of completing the caveat withdrawal documents.

RISK IMPLICATIONS

There is a risk that, without the immediate re-registration of the caveat on the land title, the Shire's security interest under the Deed may be diminished. However, given the landowner's stated intention to redevelop the facilities on-site, it is considered unlikely that they would seek to challenge the Shire's interest, as doing so may adversely affect their redevelopment objectives.

STATUTORY/LOCAL LAW IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning and Land Use - Plan the use of the land to meet future requirements, incorporating economic development objectives and community amenity.

VOTING REQUIREMENTS - SIMPLE MAJORITY

The Manager Corporate Services left the meeting at 4:48 pm and did not return.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Hyne

SECONDED: Councillor Peczka

That Council:

1. Authorise the withdrawal of Caveat N372356 lodged against the Certificates of Title for Lots 195, 328 and 343 Cockram Road, Lennard Brook, to facilitate both the subdivision implementation and the administration of the estate;
2. Authorise the CEO to execute the necessary transaction documents to give effect to Part 1; and
3. Should the subdivision implementation and/or the administration of the estate processes not be finalised, require the caveat to be reimposed at the expiry of the subdivision approval for the amalgamation of the titles.

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*

14.3 APPLICATION FOR DEVELOPMENT APPROVAL - STORAGE - LOT 15 (117) BELL ROAD, COONABIDGEE

File	BLD/8273
Applicant	Mark & Michelle Kabelka
Location	Lot 15 (No. 117) Bell Road, Coonabidgee
Owner	Mark & Michelle Kabelka
Zoning	Rural Industry
WAPC No	N/A
Author	Riaan Stassen – Planning Officer
Reporting Officer	James Bayliss - Chief Executive Officer
Refer	Nil
Appendices	1. Location Map [14.3.1 - 1 page] 2. Aerial Image [14.3.2 - 1 page] 3. Applicant's Proposal [14.3.3 - 2 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Development Approval for a 'Storage (outdoor)' use on Lot 15 (No. 117) Bell Road, Coonabidgee.

BACKGROUND

The subject property has frontage and crossover access to Bell Road. The property has an area of 4.92 hectares and is located within the 'Rural Industrial' zone area near the corner of Brand Highway and Gingin Brook Road. The lot currently contains a single storey dwelling, sheds and numerous trees that section off parts of the property. The remainder of the property is undeveloped.

Proposal

The applicants seek approval to construct a hardstand area for 'Storage (outdoor)' use for the parking of caravans, boats and other recreational vehicles to support local storage demands. The storage use will be a commercial activity where the owner and operator will receive payment in return for permission to access and store on the land. The proposal is considered low impact in comparison to established surrounding land uses and the intent of the Rural Industrial zoning. The development is described by the applicants as follows:

- An initial 1500m² (50m x 30m) hardstand with a 250mm limestone base and 50mm gravel top with a 2% fall to the north;

- Possible future extension to ~6000m² based on demand;
- Access crossover from Bell Road connecting to a 6m wide driveway to the hardstand area;
- The property will be secured by fencing and a sliding gate with pin code access;
- The existing 20m wide APT pipeline easement along the eastern boundary of the property to be utilised and maintained as a firebreak;
- A berm (soil embankment) will be created west of the APT pipeline easement to limit visual exposure; and
- Security fencing will be erected to the west of the berm with a gate for maintenance of the firebreak.

The hardstand is proposed in the south-eastern corner to:

- Ensure minimal impact on surrounding properties; and
- Provide direct access to the facility from Bell Road.

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

A copy of the Applicant's Proposal is provided (**see appendices**).

COMMENT

Stakeholder Consultation

The application was advertised to adjoining landowners in accordance with Clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*. During the submission period, no comments were received.

The Dampier to Bunbury Gas Pipeline corridor (DBNGP) borders the subject property along the eastern boundary. The application was also advertised to the DBNGP Land Access Minister of the Department of Planning, Lands and Heritage for a period of 42 days in accordance with clause 66 of the *Planning and Development (Local Planning Scheme) Regulations 2015*. No comment was received.

PLANNING FRAMEWORK

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

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

- a) *“Provide for a range of industrial land uses on rural-living sized lots where people work and live on the same property.*

The use is generally consistent with the above objective. However, it should be noted that the objective specifically references the ability for people to live within the Gingin Rural Industrial Area (previously known as Frogmore). Whilst this must be balanced with an understanding that occupants will be exposed to levels of noise and other impacts associated with industrial land uses, operating hours should nevertheless consider a level of residential amenity for occupants.

‘Warehouse/Storage’ is defined under LPS No. 9 as follows:

“means premises including indoor or outdoor facilities used for -

- (a) *The storage of goods, equipment, plant, or materials;*
(b) *The display or sale by wholesale of goods.”*

The use class ‘Warehouse/Storage’ is listed as an ‘A’ use under the Scheme which means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 64 of the Deemed Provisions. As outlined above, relevant advertising has been undertaken.

The use is therefore capable of approval.

An extract from the applicable development standards outlined in Table 2 – Site Requirements for Rural Industry zoned land is provided below, with the proposed dimensions indicated:

Zone	Minimum Setback	Maximum Plot Ratio	Maximum Site Coverage	Minimum Landscaping	Proposed Outdoor Storage
Rural Industry	20m to all boundaries	0,5	50%	5% of site area – screening of non - residential uses from street is required	Complies

The development standards that apply to the Rural Industry zone are outlined below:

4.8.4 Rural Industry Zone

Clause	Provision	Officer Comment
4.8.4.1	<i>Lot sizes shall be between 1 and 4 hectares</i>	Not applicable
4.8.4.2	<i>Local government may, at its discretion, consider permitting the land use "single house". In doing so, local government will be guided by the development standards in clause 4.8.9, excepting clauses 4.8.9.4 and 4.8.9.5.</i>	Not applicable
4.8.4.3	<i>Refuse Storage Areas – All developments shall provide at least one refuse storage area readily accessible to service vehicles and screened from view from a public street by a close fence, wall, or screen landscaping no less than 1.8 metres in height.</i>	A condition of approval can be imposed.
4.8.4.4	<i>Storage Yards – A person shall not use land for open storage purposes unless it is screened from public view by a fence or wall to the satisfaction of the local government.</i>	The hardstand area will be screened from surrounding properties and Bell Road by natural vegetation.

Table 2 above requires minimum landscaping, equal to 5% of the site area, to consist of the screening of all non-residential uses from the street. The proposed hardstand is located ~ 60m from Bell Road and is screened by natural vegetation within an area which represents the required 5% of the site area in size. The view from Brand Highway will be screened by existing natural vegetation within the road reserve and the DBNGP pipeline reserve as well as a proposed berm along the eastern boundary of the property. It is the officer's opinion that it is unlikely to create any amenity issues.

A condition of approval is recommended for the retention of and maintenance of the existing natural vegetation located between Bell Road and the proposed hardstand.

Clause 4.7.2.1 - Provisions for Parking, Access for Loading and Unloading Vehicles states:

"In the Town Centre, Mixed Business, General Industry, Rural Industry and Tourist zones:

- (i) no land or buildings shall be developed unless provision is made for an area clear of the street for the purpose of loading or unloading goods or materials.*
- (ii) the local government will seek to ensure that the majority of servicing vehicles will be able to leave and enter the street in a forward direction.*

- (iii) parking, loading and unloading and access, complete with necessary drainage, signs and marking as required by the local government, shall be provided prior to any occupation of the development or at such time as may be agreed in writing between the local government and the developer.*
- (iv) external servicing areas shall be established and maintained to the satisfaction of the local government."*

It is the officer's opinion that the above-mentioned requirements can be complied with in the following ways:

- The hardstand area is clear of the street and purpose built for the manoeuvring and parking of vehicles or the loading or unloading of goods or materials if required.
- The proposed 6m wide access driveway provides access for servicing vehicles and ensures that they will be able to leave or enter the street in a forward direction.
- Point (iii) above can be covered by a condition of approval.
- Point (iv) above can be covered by a condition of approval.

No parking requirements are provided under LPS 9 for this specific use, therefore the parking requirements for 'Storage' are usually determined by the local government.

The officer is of the view that the hardstand component provides flexibility for informal parking of light vehicles and can be managed under the direction of the landowners. The property possesses ample space to facilitate smooth vehicular movement, allowing vehicles to enter and exit the site without the need for reversing manoeuvres. No formal parking is proposed.

Planning and Development (Local Planning Scheme) Regulations 2015

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 matters are considered to be relevant:

"(s) The adequacy of –

- (i) The proposed means of access to and egress from the site; and*
- (ii) Arrangements for the loading, unloading, manoeuvring, and parking of vehicles;*
- (t) The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety."*

Officer Comment

The ample size of the property ensures convenient access for vehicles, enabling easy entry and exit without the need for complex manoeuvring around structures. Loading and unloading activities will be conveniently done on the proposed hardstand area, optimizing operational efficiency. The development proposal consists of a medium to long-term storage use which does not generate day-to-day traffic.

The subject site is serviced by an existing unsealed crossover providing access to the dwelling. For industrial land uses, sealed 6m wide crossovers should be established to maintain the shoulder of the road accessing the site. Accordingly, a new access and egress to the site, servicing the proposed hardstand area, will have to be constructed to a satisfactory standard. A condition requiring the construction of a new crossover is proposed.

Summary

The proposed storage (outdoor) use represents a low-impact land use that is compatible with the surrounding industrial area. The development does not involve manufacturing, processing, retail trade, or activities that generate significant noise, emissions, environmental impacts or vehicular traffic. The primary function of the site is the secure storage of privately owned recreational vehicles, resulting in a quiet operation with minimal day-to-day activity.

In view of the abovementioned assessment, the officer supports the development subject to conditions.

STATUTORY/LOCAL LAW IMPLICATIONS

Planning and Development (Local Planning Scheme) Regulations 2015

Local Planning Scheme No 9

POLICY IMPLICATIONS

Local Planning Policy 1.12 – Advertising Signs

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning and Land Use - Plan the use of the land to meet future requirements, incorporating economic development objectives and community amenity.

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Woods

SECONDED: Councillor Hyne

That Council grant Development Approval for a Storage (Outdoor) use on Lot 15 (117) Bell Road, Coonabidgee, subject to the following conditions:

1. The land use and development shall be in accordance with the approved plans (including any amendments marked in red) and accompanying documentation unless otherwise conditioned by this approval.
2. This approval is for Storage (outdoor) use for caravans, boats and other recreational vehicles only.
3. Hours of operation shall be between 8am and 5pm on Mondays to Fridays and from 8am to 12pm on Saturdays.
4. The Storage (outdoor) use shall not be used for human habitation or any other industrial or commercial use other than that approved as part of this application.
5. The Storage (outdoor) use shall not be used for the sale of motor vehicles, caravans, boats or any other recreational vehicle.
6. Goods and materials associated with the approved use must not be stored within areas dedicated to parking, vehicle manoeuvring and access driveways, or in an unscreened area considered open storage, to the satisfaction of the Shire of Gingin.
7. Prior to the commencement of the approved use, a refuse storage area readily accessible to service vehicles shall be provided and screened from view from a public street by a closed fence, wall or landscaping screen no less than 1.8m in height.
8. All natural vegetation located between Bell Road and the approved hardstand, within the area marked in red on the approved site plan, must:

- a. be retained and subsequently maintained in a healthy state as part of the required vegetation screen; and
 - b. be protected during the construction of the development in accordance with AS4970.
9. Prior to the commencement of the approved use, the access driveway, vehicle parking and manoeuvring areas on the plans shall be installed in accordance with the development approval and thereafter maintained to the satisfaction of the Shire of Gingin.
 10. Prior to commencement of the approved use, the property is to be serviced by a new sealed crossover from Bell Road which is to be designed and constructed to the satisfaction of the Shire of Gingin at the landowner's cost. The landowner/applicant shall maintain the crossover in good condition thereafter.
 11. Stormwater from the hardstand area shall be collected and contained onsite to the satisfaction of the Shire of Gingin.
 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. Vehicular access via Lot 11742 (Reserve 42188) to and from Brand Highway is prohibited unless approval has been provided by the responsible authority.

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: 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.

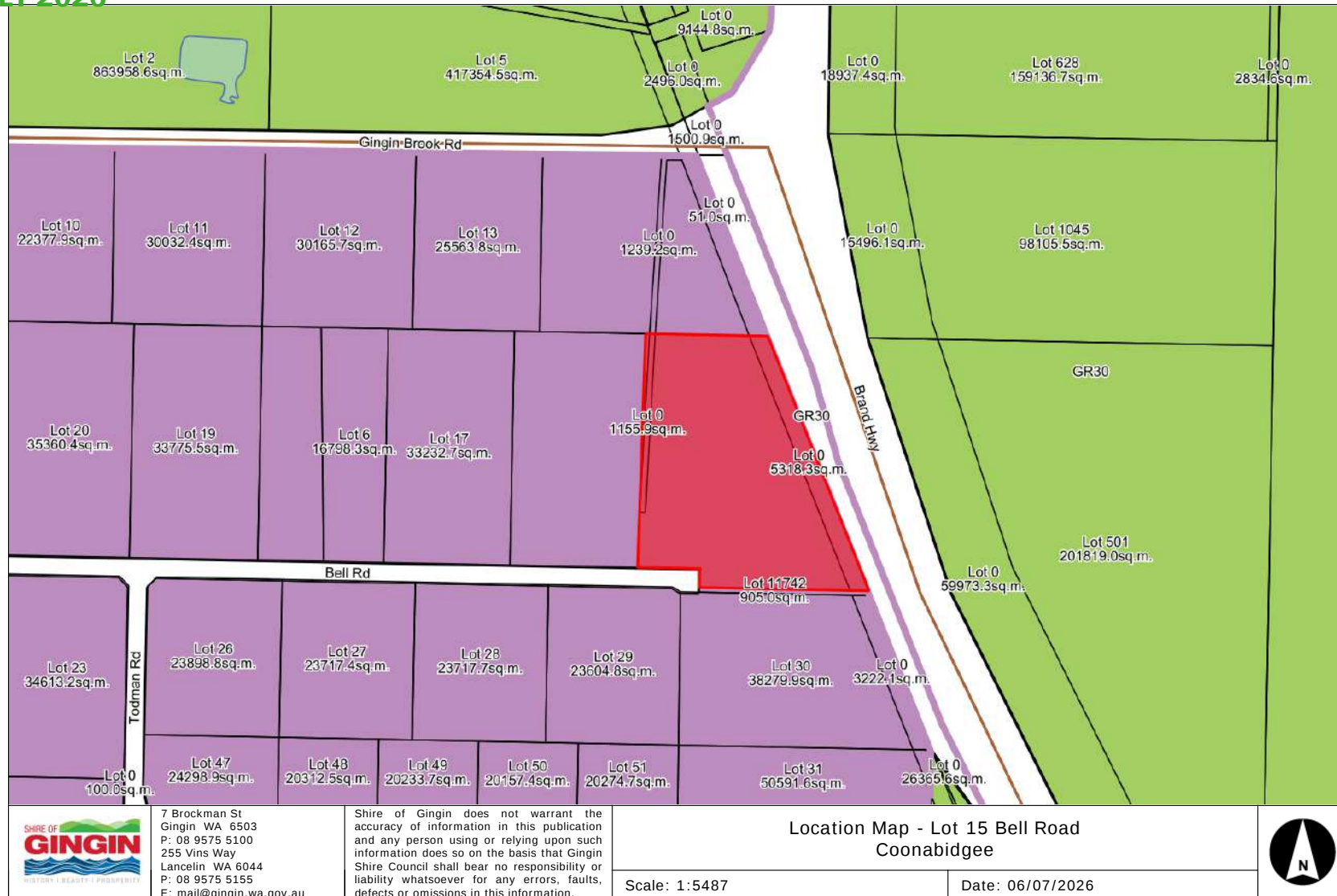
- Note 5: This approval is not a building permit or an approval under any law other than the *Planning and Development Act 2005*. It is the responsibility of the applicant/owner to obtain any other necessary approvals, consents and/or licences required under any other law, and to commence and carry out development in accordance with all relevant laws.
- Note 6: This approval does not constitute approval for any signage; a separate development application may be required. All proposed signage must comply with the Shire of Gingin Local Planning Policy 1.12 – Advertising Signs.
- Note 7: Please be advised that clearing of native vegetation is prohibited in Western Australia, unless the clearing is authorized by a clearing permit obtained from the Department of Water and Environmental Regulations or is of a kind exempt in accordance with Schedule 6 of the *Environmental Protection Act 1986* or *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.
- Note 8: It is the landowner's responsibility to implement and maintain bushfire protection and mitigation measures on their property.
- Note 9: In relation to the installation of a new crossover, please note that a crossover application form is to be submitted to the Shire's Operations and Assets Department, which can be found on the Shire's website.
- Note 10: This approval does not authorize any interference with dividing fences, nor entry onto neighbouring land.

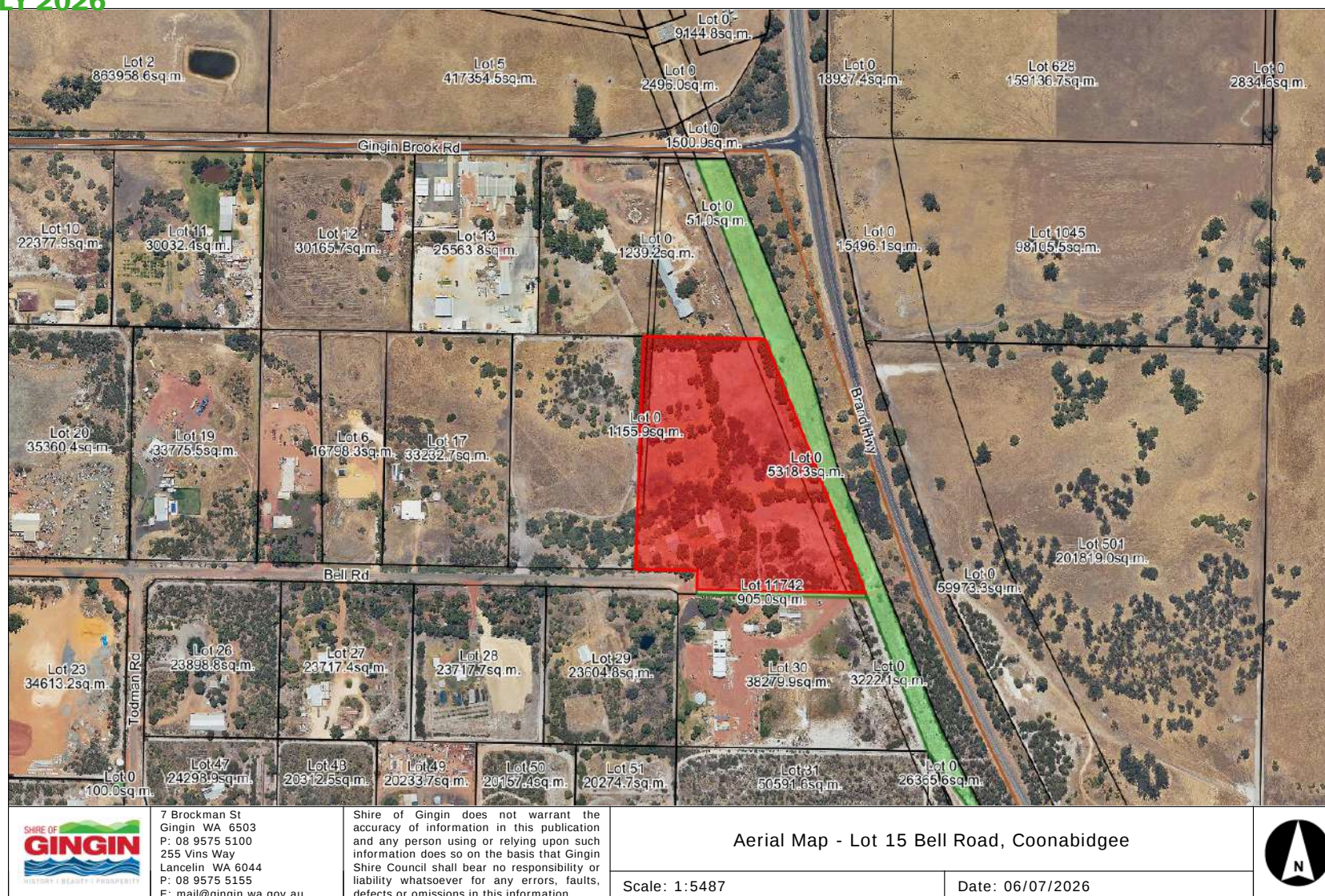
CARRIED UNANIMOUSLY

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

AGAINST: *Nil*





☐ Cover Letter – Development Application

Hardstand for Caravan Storage

Mark and Michelle Kabelka

PO Box 212 Gingin 6503

0419204693

mark.kabelka@gmail.com

29/04/2026

To: Planning department Shire of Gingin

Re: Development Application – Hardstand for Caravan Storage

Property Address: 117 Bell Road Coonabidgee 6503

Lot No: Lot 15

Dear Riaan/Casimir,

I submit this application for the development of a hardstand area for the purpose of caravan storage on the above-mentioned property, located within the Rural Industrial Estate in Gingin.

The proposal comprises a compacted hardstand designed to facilitate the organised storage of caravans in a manner consistent with the intent of the Rural Industrial zoning. The use is considered low-impact and compatible with surrounding land uses.

The site layout has been prepared with consideration to:

- Appropriate setbacks from property boundaries
- Safe and efficient vehicle access via a designated southern driveway
- Surface drainage achieved through controlled fall across the hardstand
- Minimisation of potential impacts on adjoining properties

Access to the site is provided via a 6-metre-wide driveway along the southern boundary, enabling safe vehicle movements. Provision has also been made for the existing gas pipeline easement to be used as a firebreak area to support fire management requirements.

The hardstand will be constructed of compacted material suitable for vehicle storage. The site will be maintained in an orderly condition, with no habitation proposed as part of this use.

The proposal is considered consistent with the objectives and provisions of the applicable Local Planning Scheme and relevant policies of the Shire of Gingin, including requirements relating to access, drainage, and fire management.

Overall, the proposal represents a practical and appropriate use of the land, supporting local storage needs while maintaining compliance with planning and servicing considerations applicable to the estate.

I trust the accompanying plans provide sufficient detail for assessment. Should any further information be required, please do not hesitate to contact me.

Yours sincerely

Mark Kabelka



- measurements
- vegetation for drainway
- fence
- ROADWAY
- proposed hardstand
- possible future hardstand
- privacy bundwall
- existing pipeline easement
- driveway

- * PROPOSED HARDSTAND 50M X 30M 250MM LIMESTONE BASE AND 50MM GRAVEL(AS CAPITAL PERMITS)2% FALL TO THE NORTH
- * EXISTING 20M PIPELINE EASEMENT TO BE USED AS LARGER FIREBREAK TO BE MAINTAINED AND SLASHED
- *BUNDWALL 4M WIDE AT BASE TO A MAX HEIGHT OF 3M(MATERIAL IS TOPSOIL FROM HARDSTAND AREA)
- *5M SECTION MARKED AS ROADWAY TO BE KEPT CLEAR AND USED AS ADDITIONAL FIREBREAK
- *ENTRANCE AT BRAND HWY TO BE USED FOR EMERGENCY ACCESS ONLY
- *CHAINMESH FENCING WITH GATE TO BE INSTALLED WEST SIDE OF BUNDWALL
- *SLIDING GATE TO BE INSTALLED 5M IN FROM BOUNDARY AT MARKED DRIVEWAY TO ALLOW FOR FUTURE PINCODE ACCESS.
- *DRAWING NOT TO SCALE

14.4 APPLICATION FOR DEVELOPMENT APPROVAL - ADDITION TO ANIMAL HUSBANDRY - INTENSIVE (TWO ADDITIONAL BROILER SHEDS) ON LOT 3683 (NO. 252) DUFFY ROAD BAMBUN

File	BLD-5736
Applicant	Betta Broilers
Location	Lot 3683 (No. 252) Duffy Road, Bambun
Owner	SteveChris Nominees Pty Ltd
Zoning	General Rural (GR40)
WAPC No	N/A
Author	Casimir Penheiro – Manager Development Services
Reporting Officer	James Bayliss - Chief Executive Officer
Refer	Nil
Appendices	1. Location Plan [14.4.1 - 1 page] 2. Aerial Plan [14.4.2 - 1 page] 3. Applicant's Report [14.4.3 - 23 pages]

DISCLOSURES OF INTEREST

Councillor Kestel disclosed an impartiality interest in relation to Item 14.4 that he is a close friend of the applicant, and as such declared his impartiality and would vote accordingly.

PURPOSE

To consider an Application for Development Approval for an extension to an existing 'Animal Husbandry – Intensive' (Poultry Farm - Broiler) use, comprising two additional broiler sheds and the decommissioning of one existing broiler shed, on Lot 3683 (No. 252) Duffy Road, Bambun.

BACKGROUND

The subject property is 50.5385 hectares in area and hosts an existing commercial broiler farm operation, involving the housing and rearing of chickens for poultry meat production. The current operation comprises six tunnel ventilated barn-raised broiler sheds and one conventional barn-raised broiler shed, totalling seven broiler sheds that accommodate approximately 270,800 birds per batch.

The operation is serviced by ancillary sheds (workshops and storage sheds), one primary residence and two 'Workers' Accommodation' dwellings.

The subject property has previously obtained approval for numerous expansions to the broiler farm. The most recent development approval (obtained in November 2020) granted an additional two 55,000 bird capacity broiler sheds; however, that approval was not enacted and has since lapsed.

The subject property is located within the rural locality of Bambun, approximately 18km south of the Gingin townsite. Access to the property is via Duffy Road, a local gravel road that borders the northern and western boundaries of the property, approximately one kilometre north of the intersection with Airfield Road.

The Royal Australian Air Force (RAAF) Base is located adjacent to the western boundary of the property, separated by Duffy Road. Land immediately north and west comprises the Yeal Nature Reserve, also separated by Duffy Road. Surrounding development to the immediate east and south comprises rural lifestyle and extensive agriculture holdings respectively. Four other poultry farms occupy the immediate locality, along with numerous other agriculture intensive (horticulture and turf farm) land uses.

The Shire notes that a separate development application relating to the replacement of an existing workers' accommodation dwelling on the property is also being processed. That application is not the subject of, and does not form part of, this report.

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

A copy of the Applicant's Proposal is provided (**see appendices**).

Proposal

The applicant's report as provided indicates the following (**see appendices**):

- Construction of two additional tunnel ventilated, barn-raised broiler sheds (Shed 8 and Shed 9), each with internal dimensions of 17.3m (w) x 168m (l), and floor area of approximately 2,906m² per shed;
- Each new shed will have a wall height of 2.6m, tapering to a ridge height of 4.5m, constructed using materials and an internal layout identical to existing Sheds 6 and 7 to maintain uniformity across the farm;
- Each new shed will accommodate a maximum density of approximately 55,000 birds per batch (18.72 birds/m²), equating to an additional 110,000 birds per batch capacity across both sheds;
- The two new sheds will be positioned facing east-west, approximately 30m north of the rear of existing Sheds 1 to 5, with a 20m buffer maintained between Shed 8 and Shed 9;
- Concurrent with the construction of Shed 8 and Shed 9, existing Shed 5 is proposed to be decommissioned due to its age and deteriorating condition. Shed 5 is to be converted to a storage use, with no further raising of poultry to occur within it;
- The net effect of the proposal is an increase in overall farm capacity from approximately 270,800 to approximately 352,400 birds per batch, an increase of 81,600 birds or 30%;

- The development area is proposed to be an existing cleared paddock. No clearing of native vegetation is required to facilitate the development;
- No additional staff are required to service the proposed increase in bird numbers. The farm will remain owner-operated;
- Vehicle access will continue via the existing crossover to Duffy Road. The applicant estimates the proposal will generate an average of two additional truck loads, which will be four additional truck movements per week, inclusive of the effects of decommissioning Shed 5;
- The proposed sheds will be constructed of light-coloured wall panels (Surf Mist or similar) consistent with the existing built form, to maximize thermal performance and minimize visual impact. The development is screened from Duffy Road by existing vegetation. No vegetation is proposed to be removed;
- The subject property holds a groundwater licence (GWL49061) authorising extraction of up to 75,150kL per annum for poultry, domestic and irrigation purposes, valid until 9 September 2029. The applicant advises the existing water allocation and storage infrastructure (605,000L in tanks, plus a dedicated 250,000L firefighting tank) can comfortably service the proposed increase in bird numbers; and
- A minimum setback of 145m to the nearest lot boundary is proposed for the new sheds, exceeding both the 20m setback required under LPS 9 and the 100m setback recommended under the Environmental Code of Practice for Poultry Farms in Western Australia.

A copy of the Applicant's proposal is provided (**see appendices**) and includes an application report, including a development site plan and shed plans.

COMMENT

Stakeholder Consultation

The application is required to be advertised in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, given Animal Husbandry - Intensive is an 'A' use within the General Rural zone. Advertising is to include notification to surrounding landowners, a development sign placed on the verge of the property, and a notice on the Shire's website, for a period of not less than 21 days. No submissions have been received.

The application is to be referred to the following agencies in accordance with clause 66 of the *Planning and Development (Local Planning Scheme) Regulations 2015*:

- Department of Water and Environmental Regulation (DWER);
- Department of Primary Industries and Regional Development (DPIRD); and
- Department of Health (DoH).

PLANNING FRAMEWORK

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

The subject lot is zoned General Rural 40 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."*

Officer comment:

The proposal represents an expansion of an established broiler farm operation that has operated on the site for a considerable period and is consistent with the objectives of the General Rural zone. The subject site is one of five poultry farms within the immediate locality, confirming the broader compatibility of the land use with the surroundings and established character of the area.

Use Class

'Animal Husbandry – Intensive' is defined under LPS 9 as follows:

"Means premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) and other livestock in feedlots."

'Animal Husbandry – Intensive' is classed 'A' in 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 the broiler farm use is already lawfully established and approved

on the property, this application relates only to the proposed extension (Shed 8 and Shed 9) and the decommissioning of Shed 5.

Separation Buffer

State Planning Policy 2.5 - Rural Planning (SPP 2.5) requires consideration of separation distances between intensive agricultural land uses and sensitive land uses, being those that are residential or institutional in nature. Clause 5.12.1 of SPP 2.5 requires that separation distances applied in environmental policy, health guidance, prescribed standards, accepted industry standards and/or Codes of Practice should be applied in the first instance.

The applicant's report includes an assessment against the recommended separation distances under the Environmental Code of Practice for Poultry Farms in Western Australia, summarised below:

Provision	Requirement	Proposal	Assessment
Poultry shed (same operator)	20m between sheds	20m	Compliant
Poultry sheds (different operator)	1000m	>1000m	Compliant
Existing/future residential zoned land	500m	N/A – no residential zoned land within range	Compliant
Existing/future rural residential zoned land	300m	N/A – no rural residential zoned land within range	Compliant
Farm boundary	100m	145m (minimum)	Compliant
Wetlands, waterways & flood ways	50m	N/A – no mapped wetlands, waterways or flood ways within range	Compliant
Water table	2m	>2m	Compliant

Officer Comment:

The proposed development satisfies the recommended separation distances under the Environmental Code of Practice for Poultry Farms in Western Australia, including the 100m farm boundary setback (the proposed setback is 145m). There are no dwellings, Residential or Rural Residential zoned land within separation distances from the proposed sheds.

It is considered that the development is consistent with SPP 2.5, as the nearest sensitive receptors will continue to experience similar impacts to existing operating farm, and should not be significant enough to prohibit the development.

Given the compliant separation distances, the broader locality is already established as a poultry farming precinct (with four other poultry farms nearby), and scale of the proposed

capacity increase (25%), it is considered that the amenity impacts on surrounding land uses should be minimal.

Access to Water

The property is located within the Gingin Groundwater Area proclaimed under the *Rights in Water and Irrigation Act 1914*. The issuing of a water licence to extract and use water is at the discretion of the Department of Water and Environmental Regulations (DWER), not the local government.

The applicant holds a current groundwater licence (GWL49061) authorising extraction of up to 75,150kL per annum, valid until 9 September 2029. The applicant's report states the current allocation and storage infrastructure is capable of comfortably servicing up to approximately 400,000 birds, which exceeds the proposed farm capacity of approximately 352,400 birds.

Vehicle Access

The subject property is accessed via Duffy Road, a local gravel road under the care and control of the Shire, approximately 1km north of its intersection with the sealed Airfield Road, which in turn connects to Brand Highway.

The applicant advises that the proposed development is anticipated to generate an average of two additional truck loads (four additional truck movements, inbound and outbound) per week, inclusive of the effects of decommissioning Shed 5. As the farm is predominantly owner-operated with residential accommodation provided onsite, no additional staff traffic is anticipated.

Given the modest increase in vehicle movements associated with the proposal, and that vehicle access will continue to be via the existing crossover, the officer is satisfied the local road network and existing site access arrangements are capable of accommodating the proposed development without the need for improvements to the road or intersection.

Waste Management

Waste management practices are a critical component of poultry farm operations, to ensure adverse impacts do not arise by way of odour emissions, the breeding of stable fly, or environmental degradation through nutrient leaching into soil and water resources.

Stable Fly is a declared pest under the *Biosecurity and Agriculture Management Act 2007* and is managed by the *Biosecurity and Agriculture Management (Stable Fly) Management Plan 2019*. The Shire is required to be satisfied that waste is managed appropriately onsite to avoid raw poultry manure being stored in a manner that provides a breeding habitat.

The applicant has not provided a Farm Management Plan (FMP) as part of the application. Adherence to a FMP, including waste, nutrient and stable fly management measures, will

be required via conditions of development approval, consistent with other recently approved poultry farms within the Shire.

Environmental Considerations

The proposed development area comprises an existing cleared paddock. No clearing of native vegetation is required on the property to facilitate the development.

The nearest wetlands are located within 900m to 1000m away on adjoining properties to the north-east and north from the proposed sheds. The land to the north and north-west is Yeal Nature Reserve 'C' Class reserve, crown land.

Relevant considerations set out in Section 5.1 of State Planning Policy 2.9 - Water (SPP 2.9) include the need to prevent or ameliorate increased nutrient loads into receiving waters, and to promote a reduction in nutrient export to receiving waters. These matters can be addressed through the FMP, which is recommended to be provided.

Noise

The regulatory regime relating to noise control and management in Western Australia is established by the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997* (Noise Regulations).

Noise generated from the site will mainly arise through the use of equipment required to operate the broiler sheds (e.g. cooling ventilation fans) and truck movements. Given the compliant separation distances to sensitive receptors, and that the proposed sheds are consistent in design and operation with existing sheds already operating on the site without apparent noise complaint, the officer is satisfied noise impacts can be appropriately managed.

Bushfire

The subject property is located within a designated bushfire prone area. The proposed broiler sheds are not habitable buildings and are not classified as vulnerable or high risk land uses under State Planning Policy 3.7 - Bushfire (SPP 3.7). The property has existing bushfire management resources in place, including a dedicated 250,000L water tank reserved for firefighting purposes and preservation of assets.

As the property contains dwellings and workers accommodation, a condition is recommended requiring a notification pursuant to Section 70A of the *Transfer of Land Act 1893* to be registered on the title, at the cost of the landowner for the purpose of notifying prospective purchasers as follows of the lot is located within a Bushfire Prone Area.

Condition Overview

The officer notes that the proposal's management measures should form part of a single Farm Management Plan (FMP) for ease of reference, to be secured via a condition of approval.

Where elements of the proposal require confirmation following the advertising and referral process, conditions have been structured to allow this to occur prior to the commencement of site works or the approved use, as applicable.

Summary

In view of the above assessment, the proposed additional broiler sheds (Shed 8 and Shed 9) and the decommissioning of Shed 5 are viewed as satisfying the relevant provisions of LPS 9, State Planning Policy 2.5 - Rural Planning, and the Environmental Code of Practice for Poultry Farms in Western Australia. The proposal is recommended for approval subject to conditions relating to lodgement and approval of a construction management plan, an updated farm management plan and implementation of monitoring/reporting activities, to the satisfaction of the Shire of Gingin.

RISK IMPLICATIONS

There are no substantive risks identified with this proposal. The application represents an incremental expansion of an established and lawful broiler farm operation.

STATUTORY/LOCAL LAW IMPLICATIONS

Planning and Development Act 2005
Planning and Development (Local Planning Scheme) Regulations 2015
Biosecurity and Agriculture Management Act 2007. Building Act 2011
Biosecurity and Agriculture Management (Stable Fly) Management Plan 2019
Environmental Protection (Noise) Regulations 1997 (Noise Regulations.
Health Act 2016
Shire of Gingin - Local Planning Scheme No. 9 (LPS 9)

POLICY IMPLICATIONS

State Planning Policy 2.5 - Rural Planning (SPP 2.5) and the accompanying Guidelines.
State Planning Policy 2.9 - Water (SPP 2.9).
State Planning Policy 3.7 - Bushfire (SPP 3.7).
Western Australian Planning Commission (WAPC) - Poultry Farms Fact Sheet.
Environmental Code of Practice for Poultry Farms in Western Australia.
Environmental Protection Authority - Guidance for the Assessment of Environmental Factors - Separation Distances between Industrial and Sensitive Land Uses No. 3 (2005).
Department of Water and Environmental Regulation - Odour Emission Guidelines (June 2019).

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning and Land Use - Plan the use of the land to meet future requirements, incorporating economic development objectives and community amenity.

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Hyne

SECONDED: Councillor Woods

That Council grant Development Approval for an extension to an existing Animal Husbandry - Intensive (Poultry Farm - Broiler) use, comprising two (2) additional broiler sheds and the decommissioning of one (1) existing broiler shed, on Lot 3683 (No. 252) Duffy Road, Bambun subject to the following conditions:

1. The development plans and accompanying documentation (as amended), together with any requirements and annotations detailed thereon, are the plans approved as part of this application and shall form part of the development approval issued, unless conditioned otherwise;
2. This approval relates to the construction of two (2) additional broiler sheds (Shed 8 Shed 9) and the decommissioning and conversion to storage use of one (1) existing broiler shed (Shed 5), as delineated on the approved plans;
3. Prior to the commencement of site works, the landowner/applicant shall prepare and implement a Construction Management Plan (CMP) to the satisfaction of the Shire of Gingin, that at a minimum ensures site works, machinery and materials on the site do not generate unreasonable levels of noise, vibration, dust, wastewater or waste products;
4. The landowner/applicant must lodge an updated Farm Management Plan (FMP), prepared by a registered practicing environmental consultant for approval by and to the satisfaction of the Shire of Gingin. The FMP shall include but not limited to the following:
 - a. Operating Strategy;

- b. Environmental Management Plan (Waste Management, Wastewater management, Stormwater Management, Nutrient Management, Dust Management, Vermin Management and Noise Management); and
- c. Soil and nutrient monitoring.

The approved FMP is to be implemented and adhered to thereafter for the life of the development, to the satisfaction of the Shire of Gingin;

- 5. The landowner/applicant shall keep an up-to-date soil and nutrient monitoring log as per the approved Farm Management Plan, that is to be made available to the Shire of Gingin within 28 days upon written request;
- 6. 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 DarkSky International's LED Practical Guide;
- 7. Shed 5 shall be decommissioned and removed from the land or permitted to be used for storage purposes only that does not constitute change of the approved use or works additions that add to activities and or work processes on the land. The shed shall not be used for the keeping or rearing of poultry unless further amended development approval is obtained from the Shire of Gingin (Refer Advice Note 3); and
- 8. All water extraction associated with the approved use shall be undertaken strictly in accordance with the current Licence to Take Water (GWL49061) issued by the Department of Water and Environmental Regulation (or any renewal or replacement thereof). Evidence of a current licence shall be provided to the Shire upon request.

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 (section 251) of the *Planning and Development Act 2005*.
- Note 2: 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 3: Regarding Condition 7: If Shed 5 is to be removed, a demolition permit is required to be obtained from the Shire of Gingin prior to demolition. Where Shed 5 is to be kept for storage associated with the 'Animal Husbandry – Intensive' (Poultry Farm - Broiler) use, it may require further approval from the Shire if the storage activity is for machinery or other products, activities, work processes that vary the development approval. Details of the storage activity should be provided to the Shire.

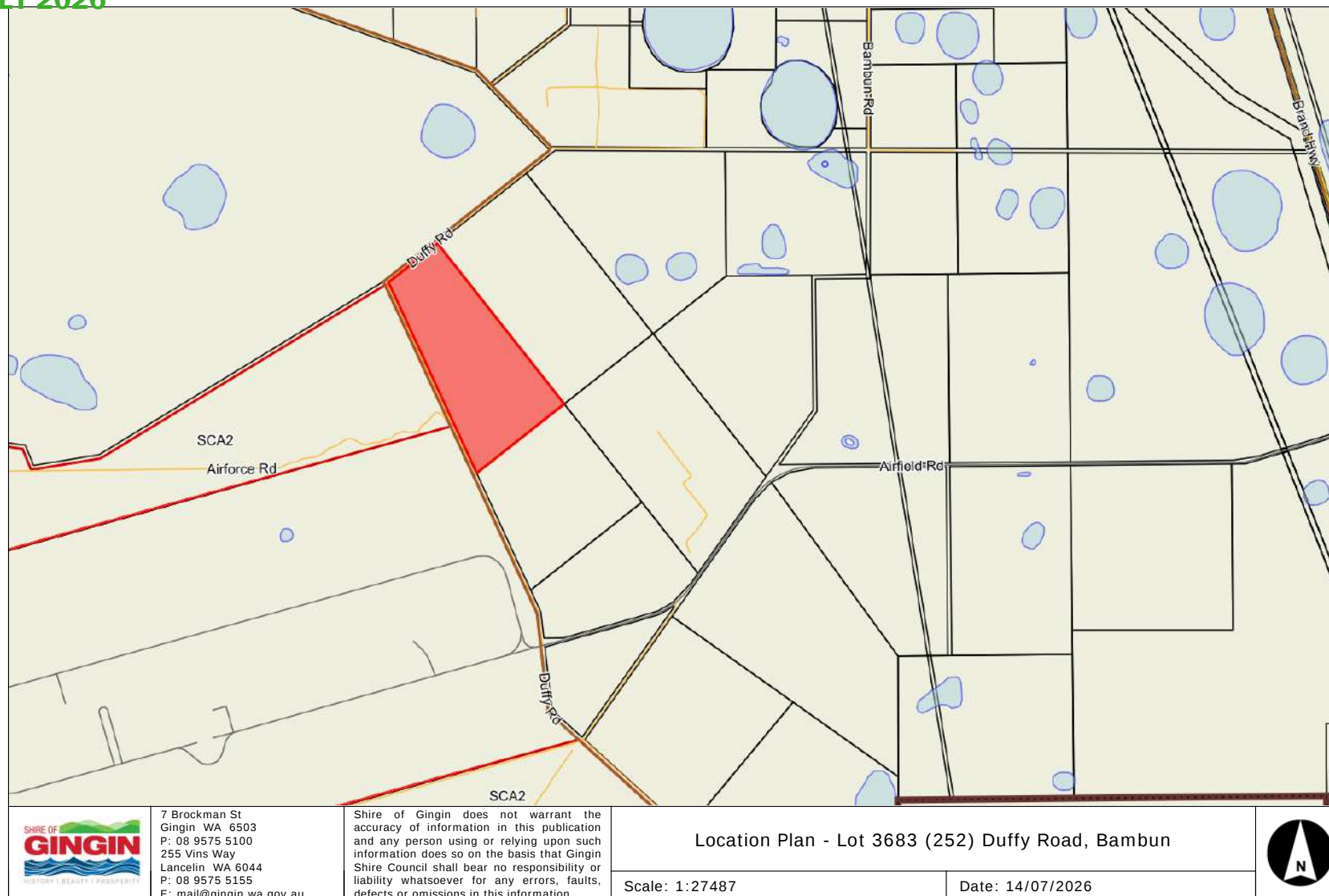
- Note 4. It is advised that the proposal should at all times comply with the Environmental Code of Practice for Poultry Farms in Western Australia (2004).
- Note 5: Please be advised that the property may be re-rated to reflect the change in intensification and use approved as part of this application.
- Note 6: Please be advised that the development requires registration as an offensive trade with the Shire of Gingin's Environmental Health Section.
- Note 7: All noise from the operation and associated equipment is required to comply with the *Environmental Protection (Noise) Regulations 1997*.
- Note 8: Nothing in this approval removes the requirement for the landowner/applicant to comply with the *Biosecurity and Agriculture Management (Stable Fly) Management Plan 2019*.

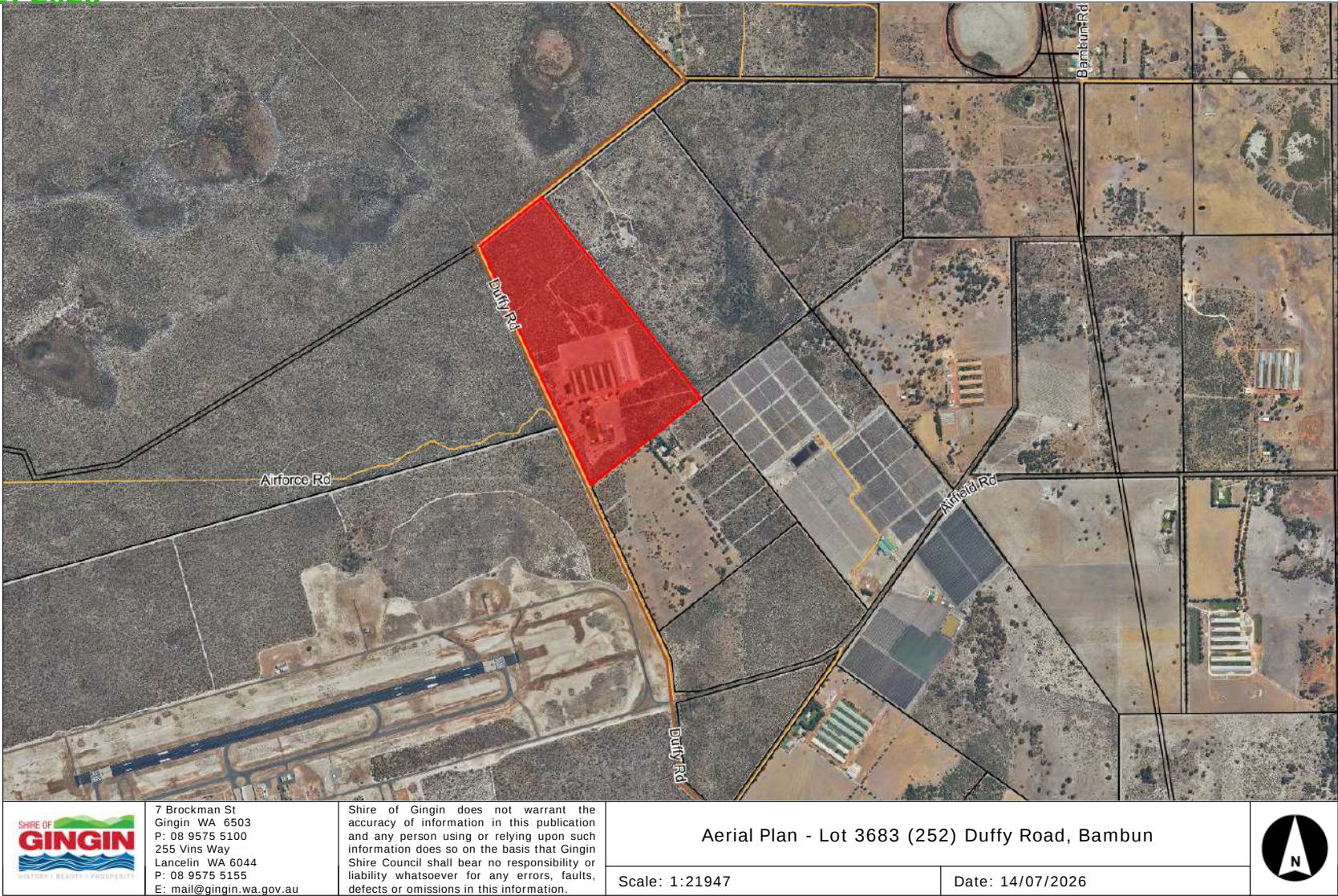
CARRIED UNANIMOUSLY

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

AGAINST: *Nil*







FEBRUARY 2026

DEVELOPMENT APPLICATION

Animal Husbandry (Intensive) – Additions to Existing Broiler Farm

Lot 3683 (252) Duffy Road, Bambun





27 February 2026

James Bayliss – Executive Manager Regulatory & Development Services
Shire of Gingin
PO Box 510
GINGIN WA 6503

Dear James,

Application for Development Approval – Extension to Animal Husbandry – Intensive (Broiler Farm) – Additional Broiler Sheds

Please accept the attached Application for Development Approval for an extension to the existing Animal Husbandry – Intensive (Broiler Farm) use on Lot 3683 (252) Duffy Road, Bambun ('subject property'). Supporting documentation to assist with the application is provided herein.

The subject property hosts an existing commercial broiler farm operation, which involves housing and rearing chickens for the purpose of poultry meat production. The current operation comprises six (6) tunnel ventilated barn-raised broiler sheds and one (1) conventional barn-raised broiler shed, totaling seven (7) broiler sheds that accommodate approximately 270,000 birds per batch. The operation is serviced by numerous ancillary shedding (workshops and storage sheds), one (1) primary residence and two (2) secondary workers' accommodations.

Due to an increase in demand for locally grown chicken meat, Betta Broilers has been provided the opportunity to expand the existing broiler farm operation. This proposal seeks approval for the construction of two (2) additional tunnel ventilated broiler sheds ('Shed 8' and 'Shed 9'). The two new sheds will each accommodate an additional 55,000 birds per batch and house the birds in the same manner as the existing broiler sheds (barn-raised).

Upon the construction of Shed 8 and Shed 9, one (1) existing shed ('Shed 5') will be decommissioned due to its age and deteriorating condition. With the proposed construction of Shed 8 and Shed 9, and decommissioning of Shed 5, the farm will accommodate approximately 350,000 birds per batch, resulting in an increase of circa 70,000 birds in comparison with the existing operation.

Sincerely,

STEVE & CHRIS WILLIAMS
Betta Broilers
farm@bettabroilers.com.au

Title Details

Type	Lot	Proprietor	Vol/Folio	Plan	Size (Ha)
Freehold	3683	SteveChris Nominees Pty Ltd	1687/909	DP 205131	50.5385

The Certificate of Title and Deposited Plan are provided as **Appendix 1**.

Location & Site Description

Physical Location	The subject property is situated in the rural locality of Bambun within the Shire of Gingin, approximately 18km south of the Gingin townsite and 72km north of the Perth CBD.
Site Description	The topography of the site is generally flat with outlook over the local rural landscape and surrounding vegetation. Soils comprise predominantly light Bassendean sands that typically provide poor nutrient retention. Residential and working improvements are positioned centrally towards the southern alignment. The remaining land is heavily vegetated with predominantly Banksia woodland, with the exemption of several cleared paddocks alongside the improvements.
Access	The subject property is located circa 1km north of the intersection of Duffy Road and Airfield Road. Duffy Road comprises a local, gravel-sealed road, whilst Airfield Road is bituminised. Duffy Road borders the northern and western boundaries of the property. Vehicle access pertinent to the broiler farm operation is afforded via a gravel crossover fronting a Duffy Road, circa 1.35km north of the intersection with Airfield Road. Airfield Road connects directly with Brand Highway.
Surrounding Development	The subject property is situated within a rural region typically characterised by both intensive and extensive agricultural activities. Surrounding development to the immediate east and south comprise rural lifestyle and extensive agriculture holdings, respectively. The Royal Australian Air Force (RAAF) base is positioned adjacent the western boundary of the subject property, however separated by Duffy Road. Land immediately to the north and west comprises the Yeal Nature Reserve, also separated by Duffy Road. Four other poultry farms occupy the immediate locality, as well as numerous other agriculture intensive (horticulture and turf farm) land uses.

Figure 1. Location Plan

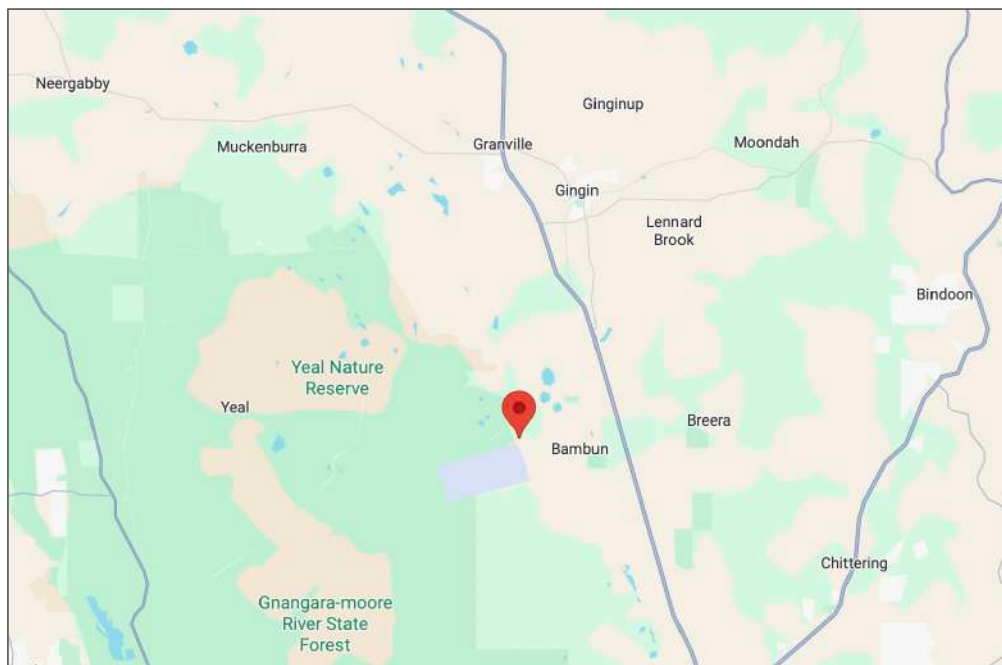
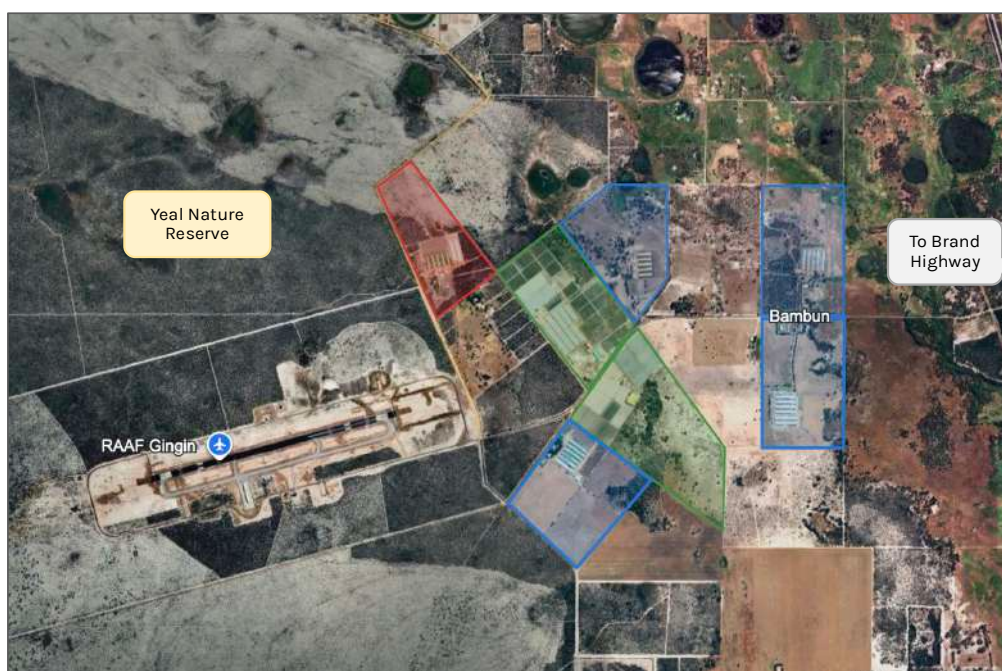


Figure 2. Surrounding Development



- Subject Property
- Agriculture Intensive - Horticulture
- Animal Husbandry (Intensive) - Poultry Farm

Planning Considerations

Local Planning Framework

Local Planning Scheme

The subject property is zoned General Rural (GR40) under LPS 9. A broiler farm is classified as an 'Animal Husbandry – Intensive' land use, which is an 'A' use in the General Rural zone. Council approval is required to permit this land use. The expansion of the existing broiler farm to accommodate two (2) additional broiler sheds whilst decommissioning one (1) old broiler shed represents a use complementary to what is currently approved and operating, and is therefore consistent with the objectives of the General Rural zone.

The subject property has previously obtained approval for numerous expansions to the broiler farm. The most recent development approval (obtained in November 2020) granted an additional two (2) 55,000 bird capacity broiler sheds, somewhat similar to this proposal. This approval was not enacted and has since lapsed.

All structures, including the existing improvements and proposed new shedding, are set back in excess of the required 20m from the lot boundaries as required by the Site Requirements of LPS 9.

Land Use & Permissibility

The proposed development represents extension of the existing animal husbandry land use approved onsite, being relatively minor in context of the whole operation. The proposed development will be managed strictly in accordance with current farm management practices, which are already heavily scrutinized by Inghams, RSPCA and other relevant organisations. Therefore, it is not anticipated that the additional birds will substantially impact current dust, odour or noise levels.

State Planning Framework

State Planning Policy 2.5 Rural Planning

Numerous intensive agricultural and animal husbandry land uses exist within the immediate locality, including the current broiler farm operation upon the subject property. Properties within this area are presently subjected to a rural amenity and any impacts resulting from the aforementioned intensive activities. This proposal seeks to ensure adequate separation distances to sensitive land uses are maintained.

State Planning Policy 3.7 Bushfire

The subject property is located within a designated bushfire prone area. This proposal addresses additional broiler sheds only, which are not considered habitable buildings. The subject property has existing bushfire management resources in place, including a 250,000L water tank reserved for firefighting purposes only.

WAPC Poultry Farms Fact Sheet

These matters are addressed within this development application and the Farm Management Plan (FMP) attached as **Appendix 4**.

Existing Development Overview

The subject property hosts an existing commercial broiler farm operation, which involves housing and rearing chickens for the purpose of poultry meat production. The current operation comprises six (6) tunnel ventilated barn-raised broiler sheds and one (1) conventional barn-raised broiler shed, totaling seven (7) broiler sheds that accommodate approximately 270,000 birds per batch. The birds are currently placed at a target batch rate of 5.7 batches per year, with one to two weeks break in between batches to allow sheds to be adequately cleared, washed, fumigated, and set-up for the next placement of chickens. A portion of the birds are generally removed ('thinned out') between 28 and 35 days old, with the balance being removed and transported off-site for processing between 48 and 52 days old.

Shed floors are constructed of impervious concrete with a thick layer of woodchip for bedding, which is rotary hoed intermittently throughout the batch to maintain the litter quality. The tunnel ventilated sheds are ventilated by large fans and evaporative cooling systems. Shed temperature, humidity and air quality are electronically controlled. All broiler shedding is designed to house birds in a conventional manner, meaning that birds are raised in each shed on litter with no access to an outdoor range.

The operation is serviced by numerous ancillary shedding (workshops and storage sheds), one (1) primary residence and two (2) secondary workers' accommodations.

Table 1. Existing Development

Shed ID	No. sheds	Shed internal width (m)	Shed internal length (m)	Floor area m ²	Placed birds/m ²	Total birds per batch	Type
1 - 4	4	18	100	7,200	18.72	134,784	Tunnel ventilated
5	1	18	100	1,800	15.11	27,198	Conventionally ventilated
6 - 7	2	17.3	168	5,812.8	18.72	108,815	Tunnel ventilated
Total	7	-	-	14,812.8	-	270,797	-

Figure 3. Existing Development



Proposed Development

The proposed development

involves the construction of two (2) tunnel ventilated barn-raised broiler sheds ('Shed 8' and 'Shed 9'). Each shed will have an internal dimension of 17.3m (w) x 168m (l), equating to an area of 2,906m². Each shed will have a wall height of 2.6m, tapering to ridge height of 4.5m. The built construction will incorporate materials and an internal layout identical to that of the existing Shed 6 and Shed 7 to maintain uniformity across the farm.

The proposed Shed 8 and Shed 9 will accommodate a maximum density per shed of approximately 55,000 birds per batch (18.72 birds/m²). With an overall target batch rate of 5.7 batches per year, this equates to an additional 110,000 birds per batch.

The two new broiler sheds will be positioned facing east-west behind the existing Sheds 1 to 5. The proposed development area comprises a cleared paddock in fallow; additional clearing of any vegetation is not required.

Upon construction of the two new broiler sheds, we intend to decommission one (1) existing broiler shed ('Shed 5') due to its age and deteriorating condition. This shed currently accommodates approximately 27,000 birds, which will be removed from the supplied density. This shed will be converted to a storage use only.

Overall, the proposal represents an increase of approximately 83,000 birds, totaling approximately 353,000 birds per batch across the whole farm. This represents a circa 30% increase in capacity to what is currently operating onsite.

The overall management of the broiler farm operation will remain similar to the existing development, with current ancillary infrastructure and management practices being sufficient in their support for the proposed development. No additional staff are required to accommodate the increase in birds.

Vehicle access will remain via the existing crossover off Duffy Road. It is estimated that the proposed development may generate an average of two (2) additional truck loads / four (4) additional truck movements (inbound and outbound) per week). These figures also reflect the decommissioning of Shed 5 and associated vehicle movements.

Table 2. Proposed Development

Shed ID	No. sheds	Shed internal width (m)	Shed internal length (m)	Floor area m²	Placed birds/m²	Total birds per batch	Type
1 - 4	4	18	100	7,200	18.72	134,784	Tunnel ventilated
5	<i>Decommissioned. Storage only.</i>						
6 - 9	4	17.3	168	11,625.6	18.72	217,631	Tunnel ventilated
Total	8	-	-	18,825.6	-	352,415	-

Figure 4. Proposed Development



Figure 5. Proposed Development (Aerial)



Compliance

Water Supply	The subject property holds one groundwater licence (GWL49061), which authorises extraction of up to 75,150kL for poultry purposes for meat production, domestic use and irrigation of up to 2ha of lawns and gardens. This licence is valid until 9 September 2029. Ancillary water infrastructure comprises three water tanks totaling 605,000L. An additional 250,000L water tank intended for firefighting purposes only is positioned towards the northern periphery of the farm. The current water allocation can comfortably cater for approximately 400,000 birds. Existing water storage infrastructure is considered adequate for the proposed development.
Bushfire Management	The subject property has existing bushfire management resources in place, including a 250,000L water tank that is reserved for firefighting purposes only and is available at all times.
Traffic Impact	All vehicle access will remain via the existing crossover to Duffy Road which sufficiently services the current broiler operation. As the farm is predominantly owner-operated with residential improvements provided onsite, vehicle movements solely associated with any workforce commuting to and from the site are void. To service the increased bird density during each batch, it is expected that the proposed development may generate an additional two (2) truck loads per week on average for grain cartage, placement, and clean-out.
Farm Management	Current farm management practices will remain largely unchanged as a result of the proposed development. The proposed sheds will operate cohesively with the existing broiler sheds. The farm will remain owner-operated with minimal support from any external workforce. A Farm Management Plan has been provided as Appendix 4.
Siting of Buildings	The proposed new sheds will be situated facing east-west approximately 30m north of the rear of existing Sheds 1 – 5, with a 20m buffer between Shed 8 and Shed 9. The minimum setback proposed for the new sheds is 145m to the nearest boundary, which is in excess of setback requirements outlined in both LPS 9 (20m) and the <i>Environmental Code of Practice for Poultry Farms in Western Australia</i> (100m). A Development Site Plan has been provided as Appendix 2.

Visual Impact

The proposed new sheds are to be constructed of a light-coloured material to maximise thermal performance and provide consistency with the existing built form across the farm (PIR wall panels - Surf Mist or similar).

The site's western boundary that borders Duffy Road is the only publicly accessible location from which existing and proposed farm infrastructure may be visible. The broiler farm operation is near-centrally located within the subject site and is screened by existing vegetation, minimising any visual impact from Duffy Road. The proposed development does not require the removal of any existing screening vegetation and will not significantly impact the visual landscape amenity of the site.

Figure 6. View of existing broiler sheds from Duffy Road



Figure 7. View of proposed development area from Duffy Road



Buffer Distances

Compliance with the recommended minimum buffer distances set by the *Environmental Code of Practice for Poultry Farms in Western Australia* is outlined in the table below.

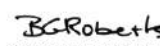
Provision	Requirement	Proposal
Poultry shed (same operator)	20m between sheds	20m
Poultry sheds different operator)	1000m	>1000m
Existing/future residential zoned land	500m	N/A
Existing/future rural residential zoned land	300m	N/A
Farm boundary	100m	>100m
Wetlands, waterways & flood ways	50m	N/A
Water table	2m	>2m

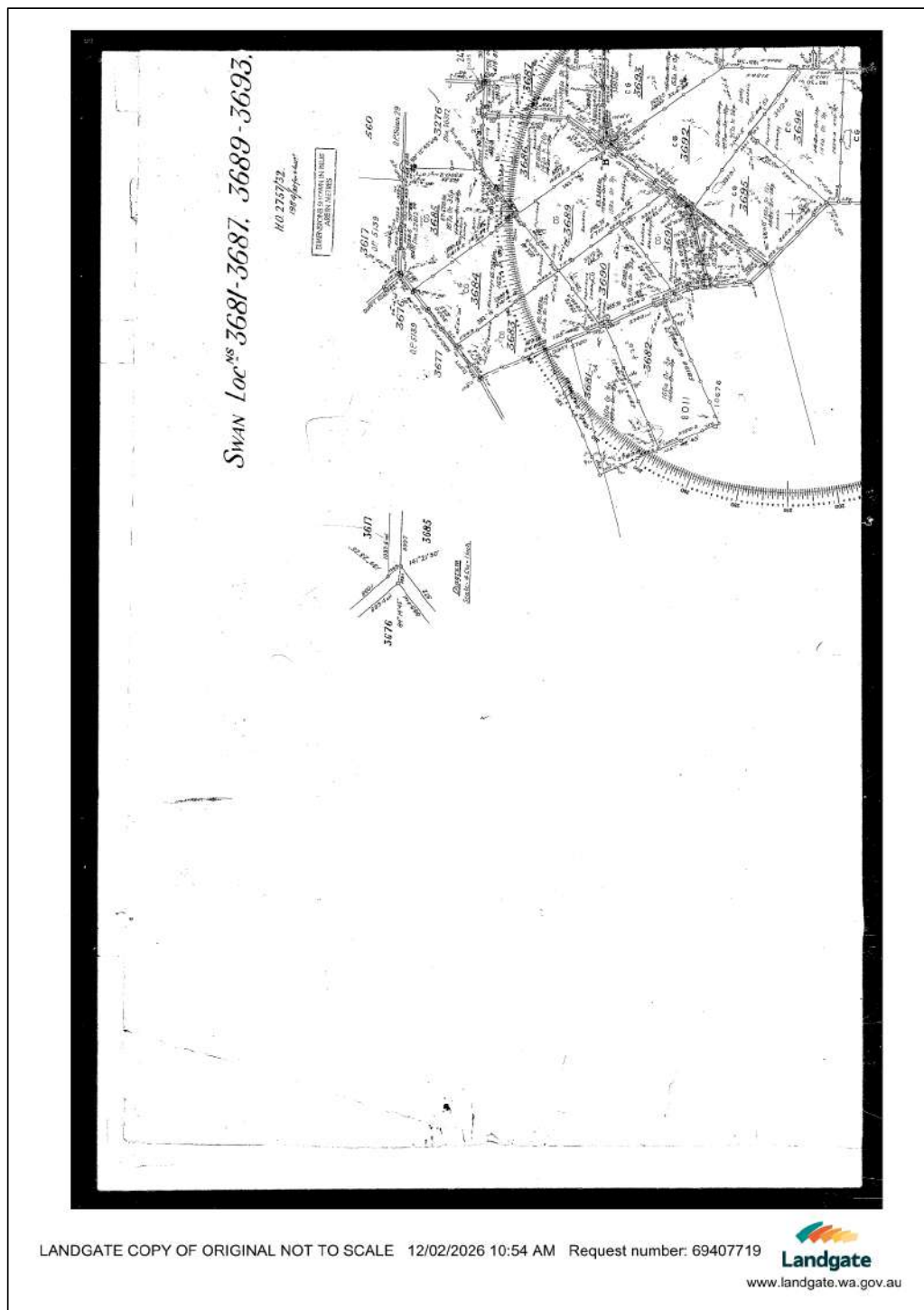
Figure 8. Buffer Distances – Poultry Sheds (Different Operator)

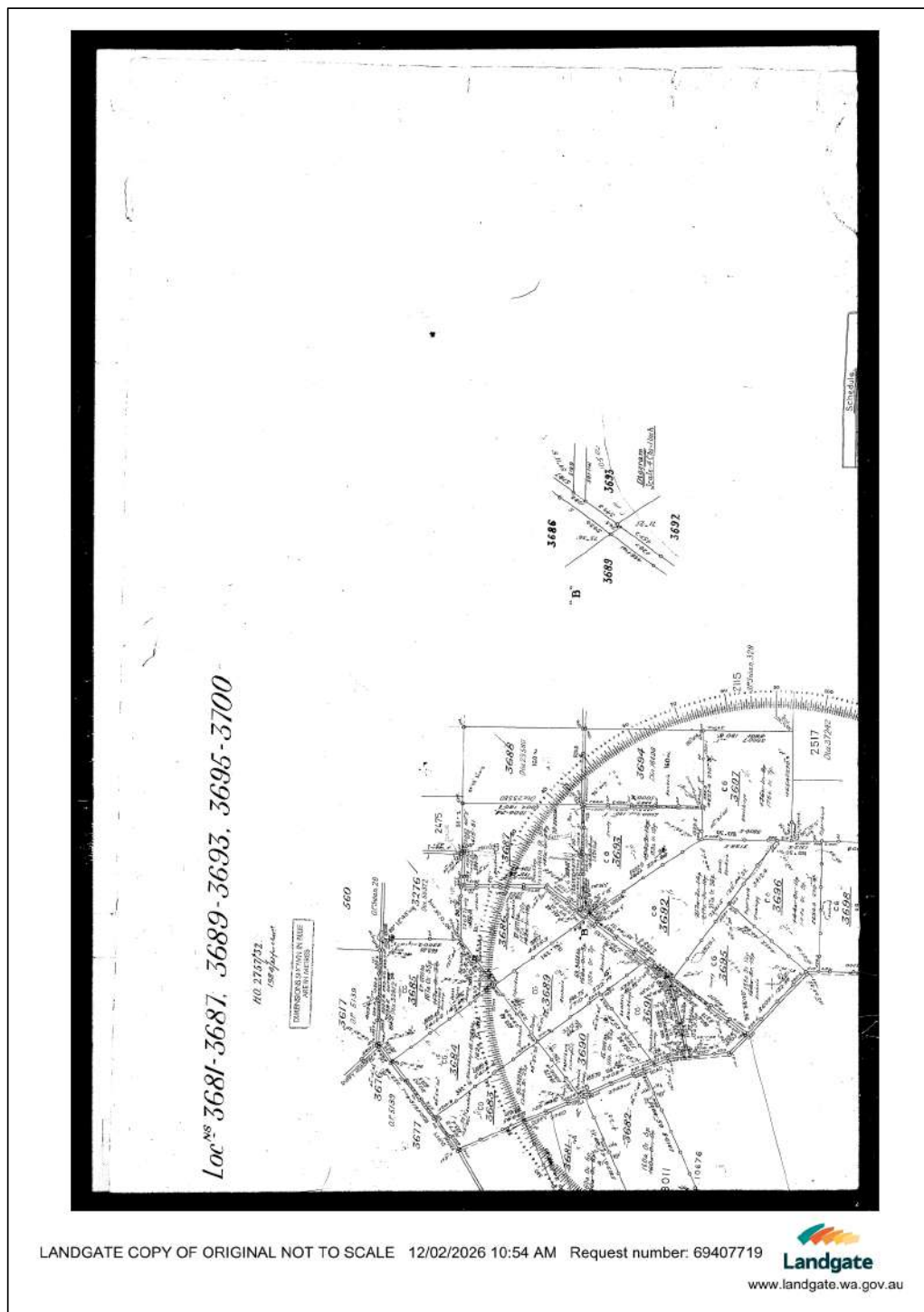


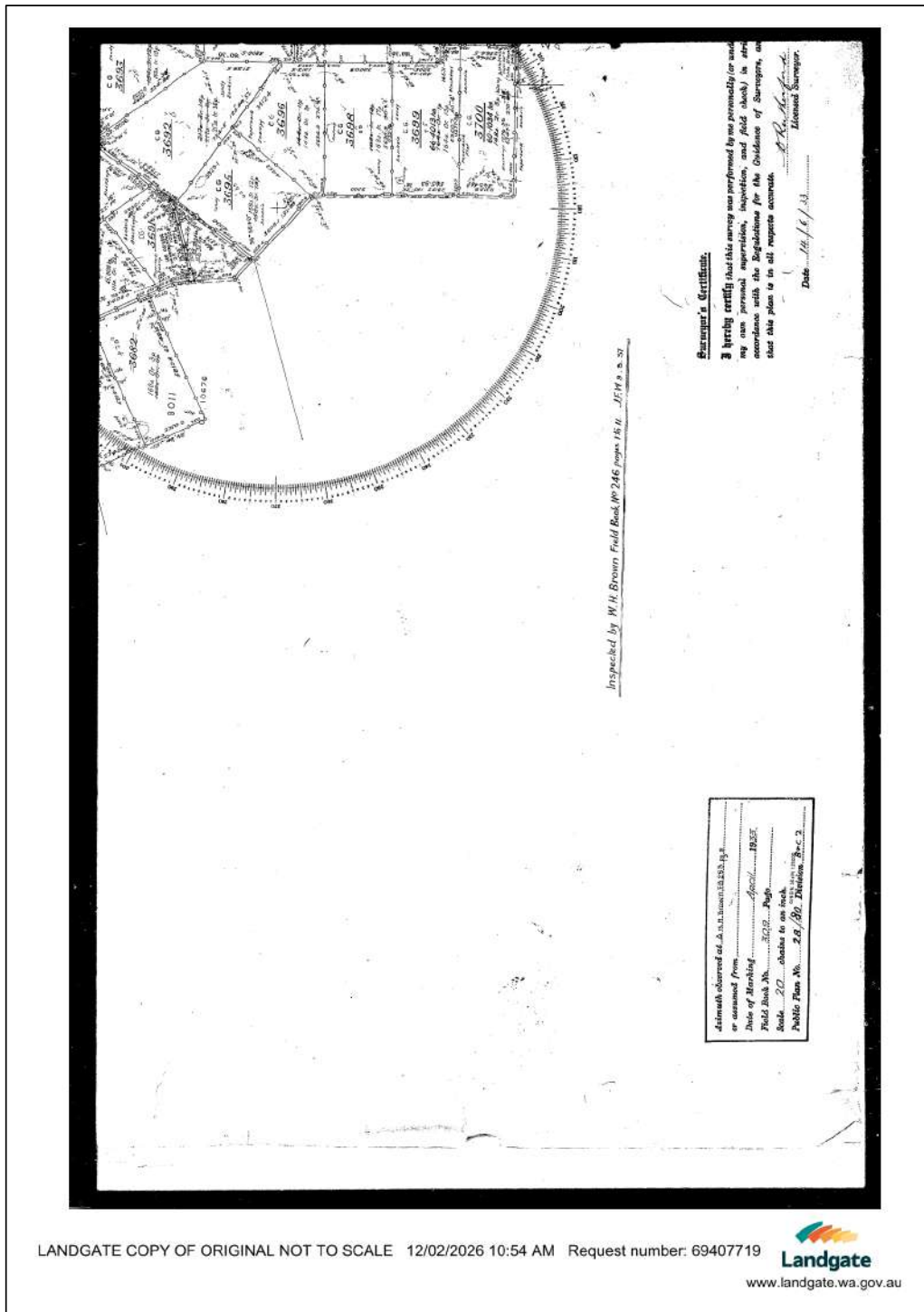
APPENDIX 1

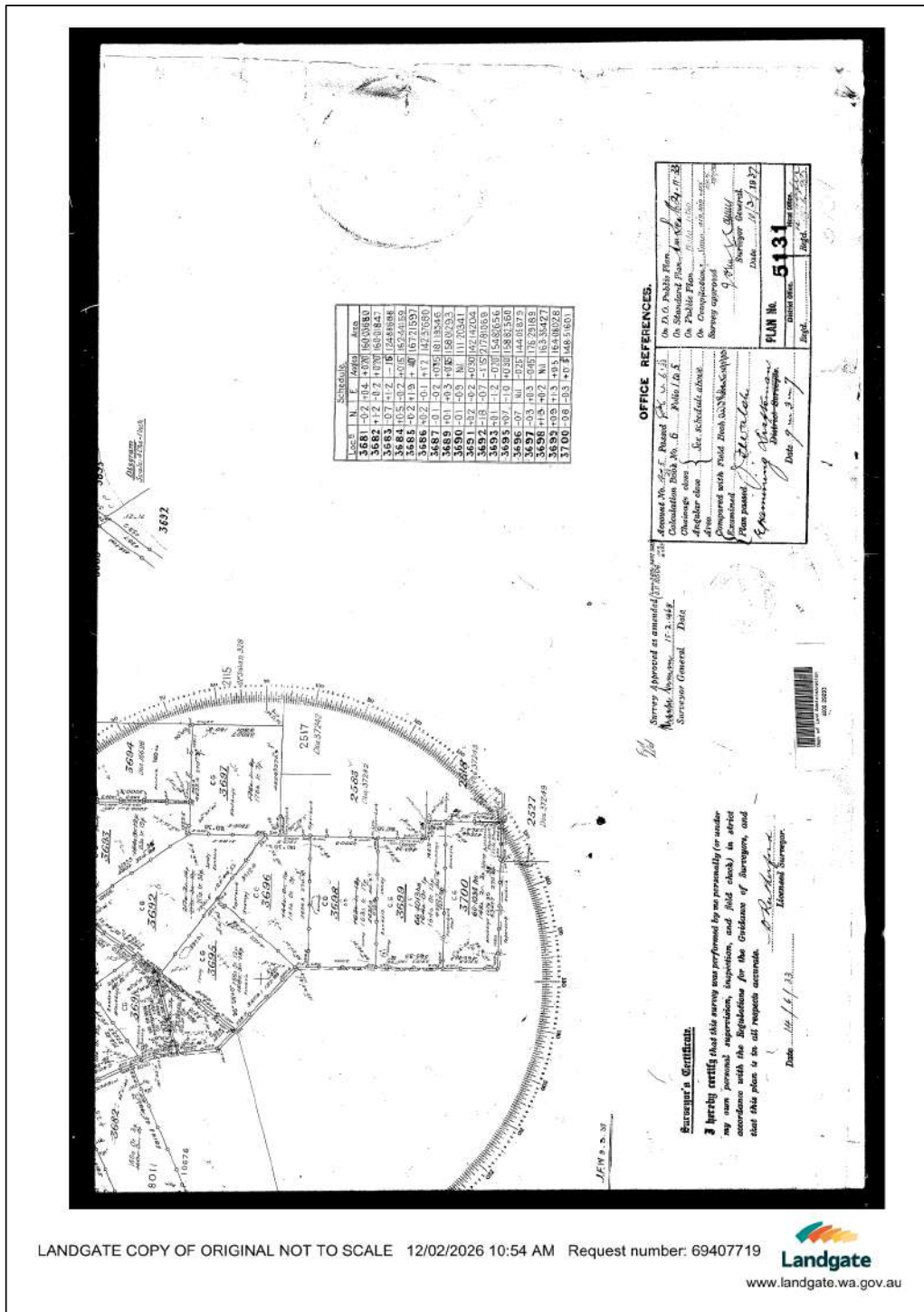
Certificate of Title & Deposited Plan

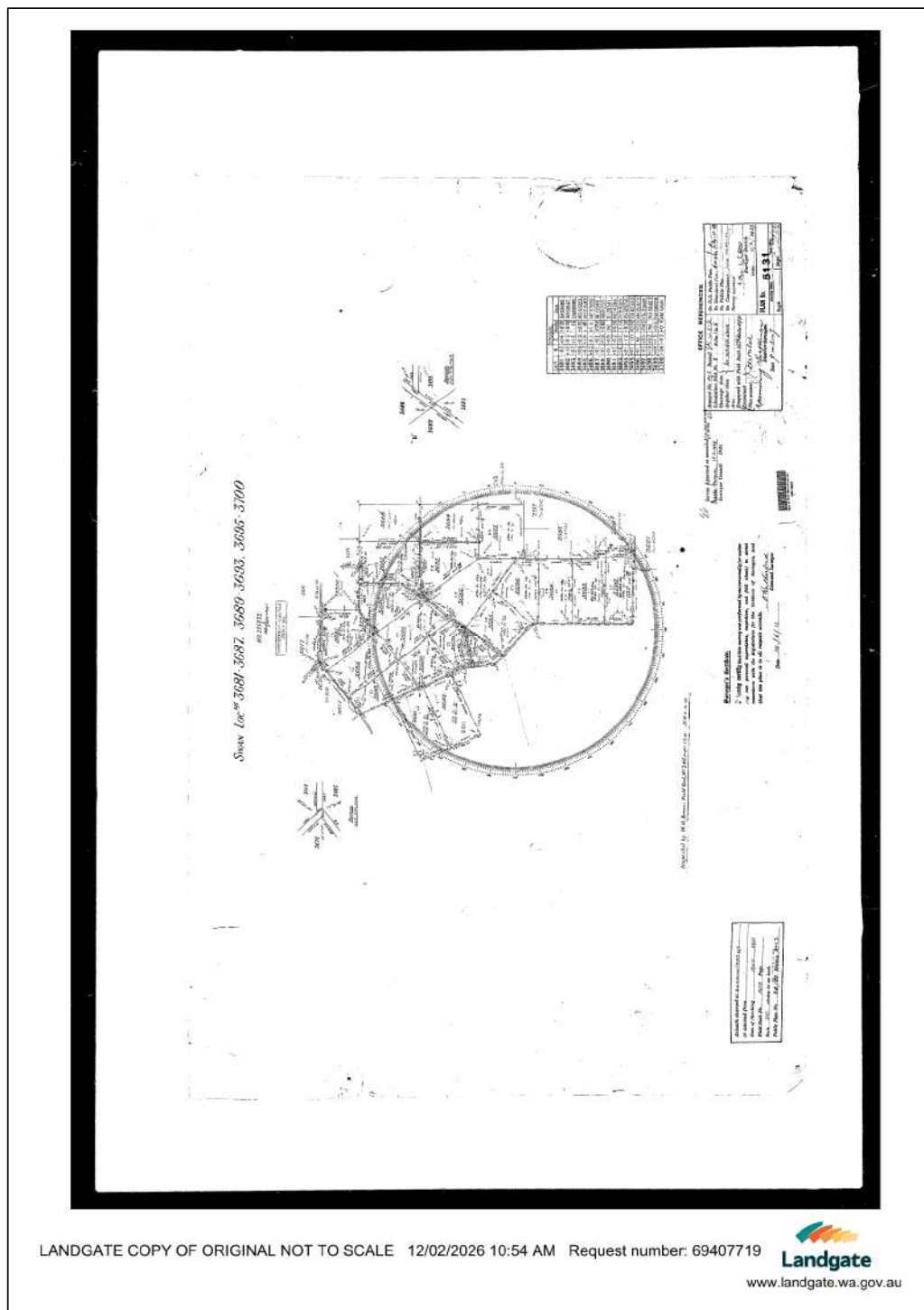
WESTERN  AUSTRALIA RECORD OF CERTIFICATE OF TITLE UNDER THE TRANSFER OF LAND ACT 1893 The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.	TITLE NUMBER <table border="0" style="width: 100%;"><tr><td style="text-align: center;">Volume</td><td style="text-align: center;">Folio</td></tr><tr><td style="text-align: center;">1687</td><td style="text-align: center;">909</td></tr></table>	Volume	Folio	1687	909				
Volume	Folio								
1687	909								
 REGISTRAR OF TITLES 									
LAND DESCRIPTION: LOT 3683 ON DEPOSITED PLAN 205131									
REGISTERED PROPRIETOR: (FIRST SCHEDULE) STEVECHRIS NOMINEES PTY LTD OF POST OFFICE BOX 58, CUNDERDIN (T K164833) REGISTERED 23/4/2007									
LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE) <table border="0" style="width: 100%;"><tr><td style="width: 5%; vertical-align: top;">1.</td><td style="width: 20%; vertical-align: top;">F627303</td><td style="vertical-align: top;">MEMORIAL. SOIL AND LAND CONSERVATION ACT 1945. AS TO PORTION ONLY. REGISTERED 28/7/1994.</td></tr><tr><td style="vertical-align: top;">2.</td><td style="vertical-align: top;">J857342</td><td style="vertical-align: top;">MORTGAGE TO RABOBANK AUSTRALIA LTD REGISTERED 2/8/2006.</td></tr></table> Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location. -----END OF CERTIFICATE OF TITLE-----		1.	F627303	MEMORIAL. SOIL AND LAND CONSERVATION ACT 1945. AS TO PORTION ONLY. REGISTERED 28/7/1994.	2.	J857342	MORTGAGE TO RABOBANK AUSTRALIA LTD REGISTERED 2/8/2006.		
1.	F627303	MEMORIAL. SOIL AND LAND CONSERVATION ACT 1945. AS TO PORTION ONLY. REGISTERED 28/7/1994.							
2.	J857342	MORTGAGE TO RABOBANK AUSTRALIA LTD REGISTERED 2/8/2006.							
STATEMENTS: The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice. <table border="0" style="width: 100%;"><tr><td style="width: 40%;">SKETCH OF LAND:</td><td>1687-909 (3683/DP205131)</td></tr><tr><td>PREVIOUS TITLE:</td><td>1686-39</td></tr><tr><td>PROPERTY STREET ADDRESS:</td><td>252 DUFFY RD, BAMBUN.</td></tr><tr><td>LOCAL GOVERNMENT AUTHORITY:</td><td>SHIRE OF GINGIN</td></tr></table>		SKETCH OF LAND:	1687-909 (3683/DP205131)	PREVIOUS TITLE:	1686-39	PROPERTY STREET ADDRESS:	252 DUFFY RD, BAMBUN.	LOCAL GOVERNMENT AUTHORITY:	SHIRE OF GINGIN
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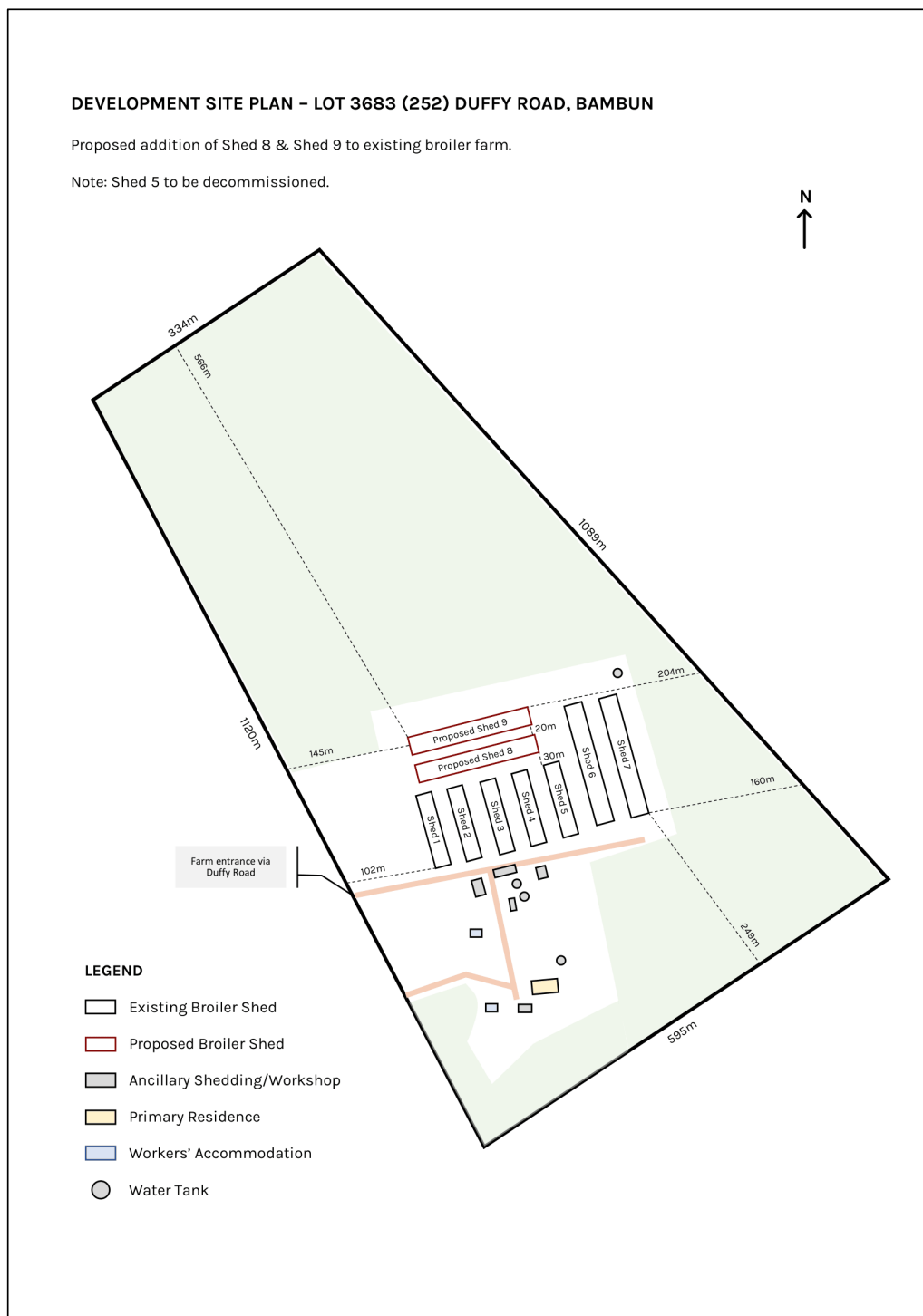






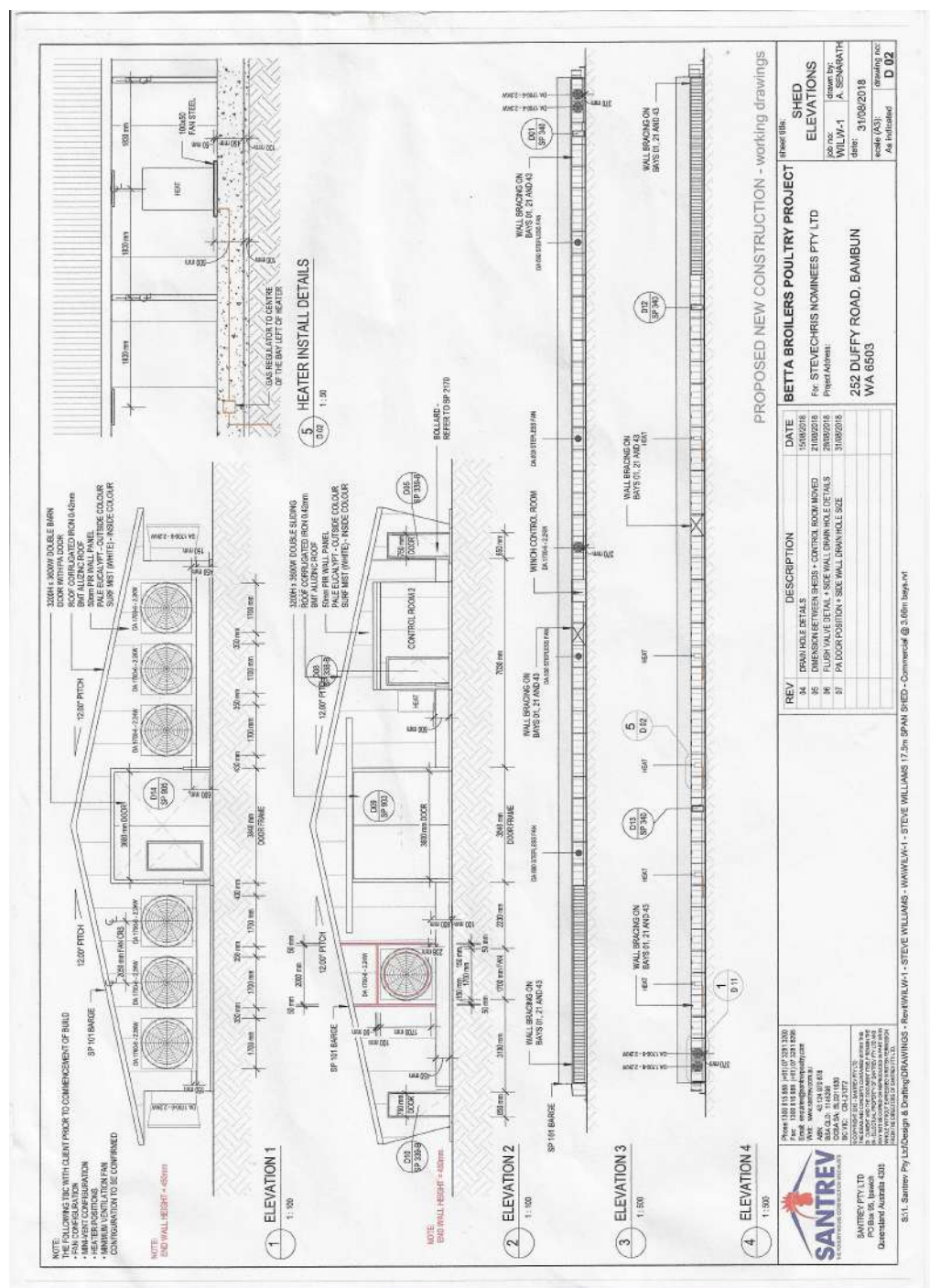
APPENDIX 2

Development Site Plan



APPENDIX 3

Shed Plans



APPENDIX 3

Farm Management Plan



FARM MANAGEMENT PLAN

Betta Broilers

Lot 3683 (252) Duffy Road, Bambun



Introduction

Betta Broilers operates a conventional barn-raised broiler farm, rearing and housing poultry for the purpose of meat production. General management of the broiler farm comprises the following activities:

- Birds are placed in each shed at one day old and housed until either between 28 and 35 days old ('thinned out') or removed between 48 and 52 days old at full age.
- During each batch, routine activities include removing daily mortalities, rotary hoeing litter to maintain dry conditions, weighing and recording conditions of birds, overseeing feed deliveries, and general farm maintenance.
- The broiler sheds are equipped with cool cell systems, fan ventilation and control rooms for adequate temperate control and waste management. The farm is also continually monitored by an alarm system that alerts management of any faults in shed equipment or variances in the growing environment. Back-up power is provided by large generators.
- Following removal of the birds, all sheds are thoroughly cleared, washed, fumigated and set-up in preparation for the next placement of birds. Usually, a period of one to two weeks break occurs between batches.
- The cycle restarts upon the next placement of birds. Birds are placed at a target batch rate of 5.7 batches per year.

Betta Broilers are routinely audited by third party entities to ensure that appropriate bird safety, bird welfare and environmental standards are maintained. Audits cover all aspects of the broiler farm operation, including daily management practices, pre-placement checks (ensuring thorough clean-out has occurred), rodent and chemical reporting, and farm maintenance records etc. Regular auditing entities include:

- Inghams Enterprises;
- RSPCA; and
- KFC.

All broiler sheds are inspected several times per day, and as such the identification and rectification of any issues or breakdowns is immediate. The farm is situated within a rural locality, and more specifically within a poultry 'precinct'; surrounding development comprises similar or other intensive land uses. Therefore, the general impact of daily farm operations on the area is minimal.

Waste & Odour Management

Litter Handling	Birds are unable to access an outdoor range, therefore all manure is contained within the sheds. The quality of all litter is monitored daily and kept in dry condition using frequent rotary hoeing and best practice equipment (e.g. nipple drinkers to minimise the risk of flooding). Any sign of flooding or poor litter condition is investigated and rectified immediately.
Litter Disposal	Sheds 1 - 5 are lined with approximately 100 cubic metres of bedding (woodchip/sawdust) at the beginning of each batch. At the end of each cycle, approximately 130 cubic metres of litter is removed from each of these sheds. Sheds 6 - 7 are similarly lined with approximately 150 cubic metres of bedding, with approximately 200 cubic metres being removed from each at the end of the batch. Following the removal of birds from the sheds, litter is removed and the sheds are swept and blown, with all litter waste being loaded onto trucks to be transported off-site as soon as possible. The poultry manure is on-sold to other broadacre farmers. All trucks carting manure off-site are fitted with secured covers to prevent any spillage during transport. In the rare event that manure is temporarily stored onsite, it is relocated to a purpose-built area at the rear of the farm and appropriately composted and regularly turned to prevent any environmental risk. Manure is removed at the earliest opportunity.
Bird Mortality	Dead birds are collected from sheds on a daily basis, or more frequently if required. Dead birds are disposed of inside 240L wheelie bins immediately upon collection, which are then stored in a cool room. Storage of dead birds is weather and vermin proof. Pick-up of these bins occurs every Tuesday, Thursday and Saturday; the bins are relocated to the entrance of the farm to be collected and taken off-site.
Stormwater	All stormwater is contained onsite. Catchment from stormwater pipes drains back into the nearby soil, which given its sandy profile has high permeability.
Washdown Water	All washdown water flows into the lawns that surround the broiler sheds and any nutrient discharge is dispersed. We note that this is extremely minimal, due to the sheds being thoroughly swept to remove remaining dust prior to them being washed.
Chemical Storage	Chemicals are securely stored in a designated lockable sea container. Stock levels are monitored and logged within manual records that are required to be regularly presented during routine audits.

Noise Management

Noise

Broiler farms operate 24 hours a day, 7 days a week. However, general farm management typically occurs during daylight hours. Operation of all farm machinery occurs during these hours where practical (including feed and bird placement deliveries).

The following measures are put in place to further minimise potential noise impacts:

- All farm equipment is regularly checked, well-maintained and operated as per the manufacturer's specifications.
 - Onsite traffic speed is restricted to 10km/hr.
 - Any abnormal noise nuisance is investigated immediately and rectified at the earliest opportunity.
-

Pest Management

Feral Animals

Conventional broiler farming is not likely to attract feral animals that would impact the surrounding area.

The following measures are put in place to further minimise potential noise impacts:

- Sheds are fully enclosed, sealed and vermin-proof.
 - Bird mortalities are collected daily (and more frequently if required) and stored in a sealed cool room until removed offsite. No dead birds are buried or incinerated onsite.
 - Sheds are thoroughly cleaned and fumigated between batches as to minimise the risk of disease.
 - Secure boundary fencing is installed and maintained around the property.
-

Rodents

To control and minimise the risk of rodent infestation, rat bait stations are placed at regular intervals throughout the farm and surrounding each shed.

Rat bait stations are thoroughly cleaned and re-filled as part of the batch cleaning process. Chemicals used within the stations are as per Inghams guidelines.

15 REPORTS - OPERATIONS AND ASSETS

Nil

16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

16.1 CR STEWART – LANCELIN COASTAL EROSION MEETING

File	ENV/17
Author	James Bayliss - Chief Executive Officer
Reporting Officer	James Bayliss - Chief Executive Officer
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To address a Notice of Motion submitted by Cr Stewart in relation to outcomes from a community meeting held in Lancelin on 13 July 2026.

COUNCILLOR MOTION

That Council:

1. *Acknowledge the Lancelin Coastal Erosion Community Meeting held on 13 July 2026, note that the town of Lancelin does not support a managed retreat option to coastal erosion, and note the community's expectation that future coastal erosion management works be directed towards protecting the township, its assets and infrastructure. Council further notes the community feedback and requests outlined in the Reasons for this motion.*
2. *Request the Chief Executive Officer present a report to Council, no later than the next Ordinary Council Meeting, with appendixes including:*
 - a. *all engineering reports, technical advice, concepts and designs relating to coastal erosion at Lancelin;*
 - b. *all consultant reports and recommendations;*
 - c. *all estimated costs and quotations for proposed coastal protection works;*

- d. *all correspondence with the State Government, Commonwealth Government and other relevant agencies relating to coastal erosion, funding and proposed works;*
 - e. *all records, briefing notes and correspondence relating to the recent Ministerial meeting;*
 - f. *details of the proposed expenditure of the \$460,000 State Government funding; and*
3. *Resolve that all significant strategic decisions relating to the planning, funding and implementation of coastal erosion management measures at Lancelin be determined by Council.*

COUNCILLOR REASON FOR MOTION

The Lancelin Coastal Erosion Community Meeting identified clear community expectations regarding the future management of coastal erosion. The community expressed the view that the engineering reports and advice already obtained are sufficient to progress coastal protection works and that further expenditure on engineering reports and consultant advice is not supported. This motion formally acknowledges those views, requests the relevant information be presented to Council, and ensures future strategic decisions are determined by Council.

OFFICER COMMENT

It is considered that the motion, if carried in its current form, has the potential to adversely affect the Shire's relationships with State Government agencies, funding bodies and technical advisers at a time when continued collaboration is critical to securing long-term coastal protection outcomes for Lancelin.

Item 12.5 of this agenda relates to further consultation on the Coastal Hazard Risk Management Adaptation Plan (CHRMAP). That consultation is expected to provide the community with direct access to State agency representatives and coastal engineers. It would be premature to draw conclusions regarding the preferred long-term management approach prior to completion of that consultation process. It is also noted that the CHRMAP considers all four coastal townships within the Shire, whereas this motion is confined to Lancelin.

Section 5.41 of the *Local Government Act 1995* requires the CEO to provide Council with the information and advice necessary to enable informed decision-making. The Act does not contemplate that every operational document, working paper, email or item of correspondence generated or received by the Administration be routinely provided to Council. The statutory framework establishes a distinction between Council's governance and decision-making role and the CEO's responsibility for the day-to-day operations and administration of the local government.

The scope of the recently announced State Government funding is outlined in the Shire's media release of 17 July 2026. Council will also be involved in considering the basis of design for protection works in North Lancelin on 21 July 2026, with the intention of considering the preferred design option at a future Council meeting (likely August) once the engineering work has progressed.

While this is unlikely to be the intention of the motion, the practical effect may be to undermine the collaborative relationships upon which future funding, technical support and engineering solutions depend. This may unintentionally compromise the very objective the motion seeks to achieve, protecting north Lancelin from further impacts of coastal erosion.

RISK IMPLICATIONS

Risk: Legal

Some documents may be subject to legal professional privilege, confidentiality agreements, copyright restrictions or contractual obligations that prevent unrestricted disclosure. These documents may need to be withheld or provided in a modified form.

Risk: Legal

Correspondence from State or Commonwealth agencies may contain information provided on a confidential basis. Disclosure without appropriate consideration could affect legal obligations or intergovernmental relationships.

Risk: Commercial

Engineering reports, designs and quotations may contain commercially sensitive information belonging to consultants or contractors. Disclosure could prejudice future procurement processes or expose the local government to contractual claims.

Risk: Commercial

Releasing estimate costs before procurement is complete may compromise the local government's negotiating position and potentially increase future project costs.

Risk: Strategic

Preliminary concepts or superseded engineering advice may be misunderstood if considered without appropriate technical context.

Risk: Intergovernmental Relations

Disclosure of correspondence with State and Commonwealth agencies may affect ongoing negotiations regarding funding, approvals or future collaboration if communications are released inappropriately as requested.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 2 Constitution of local government

s.2.7 Role of council

s.2.8 Role of mayor or president

s.2.10 Role of councillors

Part 5 Administration

Division 4 Local government employees

s.5.41 Role of CEO

Division 7 Access to information

s.5.92 Access to information by council, committee members

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.1 Climate Change & Adaption - Understand the impacts of climate change and identify actions to adapt and mitigate those impacts.

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCILLOR MOTION

MOVED: Councillor Stewart **SECONDED:** Nil

That Council:

1. Acknowledge the Lancelin Coastal Erosion Community Meeting held on 13 July 2026, note that the town of Lancelin does not support a managed retreat option to coastal erosion, and note the community's expectation that future coastal erosion management works be directed towards protecting the township, its assets and infrastructure. Council further notes the community feedback and requests outline in the Reasons for this motion.
2. Request the Chief Executive Officer present a report to Council, no later than the next Ordinary Council Meeting, with appendixes including:
 - a. all engineering reports, technical advice, concepts and designs relating to coastal erosion at Lancelin;
 - b. all consultant reports and recommendations;
 - c. all estimated costs and quotations for proposed coastal protection works;
 - d. all correspondence with the State Government, Commonwealth Government and other relevant agencies relating to coastal erosion, funding and proposed works;
 - e. all records, briefing notes and correspondence relating to the recent Ministerial meeting;
 - g. Details of the proposed expenditure of the \$460,000 State Government funding; and
3. Resolve that all significant strategic decisions relating to the planning, funding and implementation of coastal erosion management measures at Lancelin be determined by Council.

LAPSED FOR WANT OF SECONDER

16.2 CR WILKIE - HOLDING OF COUNCIL MEETINGS IN LANCELIN

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

17 COUNCILLORS' OFFICIAL REPORTS

17.1 CR HYNE

13 July I attended the Lancelin Chamber of Commerce AGM.

16 July I attended the Northern Valleys Business and Tourism Business After Hours.

17.2 CR PECZKA

10 July Shire of Gingin Administration Office - CEO Selection Panel Meeting.
I acted as the Presiding Member to consider a recommendation to Council for the appointment of an external Panel Member and included a possible drafting of advertisement and Position Description for the vacant substantive CEO position.

15 July Lancelin Coastal Erosion
I accepted an invitation to attend a briefing meeting with the Minister Assisting the Minister for Transport, the Hon John Carey, Minister Chief of Staff, Policy Staff and Senior Officers from the Department of Transport and Department of Planning, Shire President, Temporary CEO and Executive Manager Operations and Assets. We discussed the erosion within the North Lancelin town coastline precinct. Information was gained on funding arrangements being considered Ongoing forward including provision of technical advice, sand renourishment and further monitoring initiatives.

19 July Redfield Park Community Association
I attended the AGM of the Redfield Park Community Association. I acted as the Presiding Person for election of Office Bearers. There were a small number of residents wanting to nominate for positions, and the community engagement is relatively strong.

17.3 CR STEWART

3 July I attended the Channel 7 Young Achievers Awards.

13 July I attended the Lancelin Coastal Erosion meeting.

There will be a Wheatbelt forum coming up in the next couple of weeks as well as the Avon-Midland Country Zone.

18 NEW BUSINESS OF AN URGENT NATURE

Nil

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

OFFICER RECOMMENDATION

That Council move into a Confidential Session to discuss Items 19.1 to 19.10.

The Presiding Member advised that there were insufficient Councillors in attendance to maintain a quorum during consideration of Items 19.1 to 19.10.

PROCEDURAL MOTION

MOVED: Councillor Stewart

SECONDED: Councillor Hyne

That Council Items 19.1 to 19.10 be deferred to the next meeting Ordinary Council Meeting on 18 August 2026.

CARRIED UNANIMOUSLY
6 / 0

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

AGAINST: *Nil*

19.1 ALLEGED BREACH 26/10 - CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

19.2 ALLEGED BREACH 26/11 - CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

19.3 ALLEGED BREACH 26/12 - CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

19.4 ALLEGED BREACH 26/13 - CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

19.5 ALLEGED BREACH 26/14 - CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

- 19.6 ALLEGED BREACH 26/15 - CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES
- 19.7 ALLEGED BREACH 26/16 - CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES
- 19.8 ALLEGED BREACH 26/17 - CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES
- 19.9 ALLEGED BREACH 26/18 - CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES
- 19.10 ALLEGED BREACH 26/19 - CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

20 CLOSURE

There being no further business, the President declared the meeting closed at 5:06 pm.

The next Ordinary Council Meeting will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on 18 August 2026, commencing at 3:00 pm.