



MINUTES

Ordinary Council Meeting

16 December 2025

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 16 December 2025.

Councillor L Balcombe
SHIRE PRESIDENT

Date of Confirmation: _____

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

ACKNOWLEDGEMENT OF COUNTRY



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

TABLE OF CONTENTS

1 DECLARATION OF OPENING	5
2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE	5
2.1 ATTENDANCE	5
2.2 APOLOGIES.....	5
2.3 LEAVE OF ABSENCE.....	5
3 DISCLOSURES OF INTEREST.....	5
4 PUBLIC QUESTION TIME	6
4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE	6
4.2 PUBLIC QUESTIONS	8
5 PUBLIC STATEMENT TIME.....	13
6 PETITIONS	14
7 APPLICATIONS FOR LEAVE OF ABSENCE	14
8 CONFIRMATION OF MINUTES	14
9 ANNOUNCEMENTS BY THE PRESIDING MEMBER	14
10 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS.....	15
11 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	15
12 REPORTS - OFFICE OF THE CEO.....	17
12.1 BUSH FIRE ADVISORY COMMITTEE - TERMS OF REFERENCE	17
12.2 SHIRE OF GINGIN 2024-25 ANNUAL REPORT, ANNUAL FINANCIAL REPORT AND 2025/2026 ANNUAL GENERAL MEETING OF ELECTORS	25
12.3 REVIEW OF COUNCIL ADVISORY/WORKING GROUPS	103
13 REPORTS - CORPORATE SERVICES	137
13.1 GINGIN AQUATIC CENTRE - NAMING RIGHTS EXPRESSION OF INTEREST.....	137
13.2 SHIRE OF GINGIN CONTROL OF VEHICLES (OFF-ROAD AREAS) AMENDMENT LOCAL LAW 2026.....	140
13.3 LIST OF PAID ACCOUNTS NOVEMBER 2025	146
13.4 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2025	160
14 REPORTS - REGULATORY AND DEVELOPMENT SERVICES	186
14.1 APPLICATION FOR AMENDED DEVELOPMENT APPROVAL - EXTRACTIVE INDUSTRY ON LOT 3 IOPPOLO ROAD, BREERA.....	186
14.2 APPLICATION FOR DEVELOPMENT APPROVAL - RECREATION PRIVATE (BOTANICAL GARDEN AND AVIARY TOURS) ON LOT 552 (92) FERGUSON ROAD, NEERGABBY	249
14.3 ROAD NAMING - LANCELIN SOUTH ESTATE STAGES 3 & 4	280
14.4 DRAFT LOCAL PLANNING POLICY - RURAL LIVING OUTBUILDINGS	289
15 REPORTS - OPERATIONS AND ASSETS	301

16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	301
17 COUNCILLORS' OFFICIAL REPORTS.....	301
18 NEW BUSINESS OF AN URGENT NATURE.....	303
19 MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC	303
19.1 REQUEST FOR TENDER 02-2025 SUPPLY OF GRAVEL	304
19.2 REQUEST FOR TENDER – 07/2025 RECONSTRUCTION WORKS – COWALLA ROAD.....	305
19.4 LANDFILL OPERATIONS SERVICES	306
19.4 ANNUAL CEO CONTRACT REVIEW.....	309
20 CLOSURE.....	310

ORDER OF BUSINESS

1 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 3:05 pm and welcomed all in attendance.

2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors – L Balcombe, C Hyne, R Kestel, F Peczka, L Stewart, A Vis, J Weeks, D Wilkie and N Woods

Staff – S Wildgoose (Chief Executive Officer), R Wright (Executive Manager Corporate Services), J Bayliss (Executive Manager Regulatory and Development Services), R March (Executive Manager Operations and Assets), L Burt (Coordinator Governance) and Y Moorby (Governance Support Officer/Minute Officer)

Gallery – There were 11 members of the public present in the Gallery.

2.2 APOLOGIES

Nil

2.3 LEAVE OF ABSENCE

Nil

3 DISCLOSURES OF INTEREST

Cr Andrea Vis

Item: 14.1 Application for Amended Development Approval - Extractive Industry on Lot 3 Ioppolo Road, Breera
Interest: Impartiality
Reason: She owns a sand mining business.

Mr Scott Wildgoose

Item: 19.4 Annual CEO Contract Review
Interest: Financial Interest
Reason: Motion is relating to the CEO contract.

4 PUBLIC QUESTION TIME

4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE

The following questions were taken on notice by the Presiding Member at the Ordinary Council Meeting on 18 November. Written responses have been provided to the questioners.

5.2.1 Megan Kolbe - Gabbadah

Installation of Furniture at Gabbadah Park

Q1. Why has the installation of four x tables and seating installed in Gabbadah Park where there is no access or view to the tourist attractions of the river, ocean, sunset etc. been prioritised over Guilderton foreshore which has been in the planning stage for over eight years? Other locations are in more need of the furniture as the park has extensive limestone walls that can be used for seating.

Response by Presiding Member

In early 2025 a local resident raised the idea of picnic benches in Gabbadah Park to improve its general amenity for local families and visitors. In response, the Shire undertook an independent review of the park amenities and found that they were of a lower standard than other similar facilities in the Shire. Gabbadah Park was the only location across the 12 Shire barbecue facilities that had no accompanying picnic bench amenities.

Noting that the park is well-utilised throughout the year for general gatherings and events such as market days and Music in the Park, the administration proposed the installation of picnic benches to accompany the barbecue, playground and toilet facilities in the area, as well as a shade sail to better protect the playground and its users. Council supported the installation of these basic amenities within the central park space as part of the 2025/2026 Annual Budget. The Shire hopes both visitors and local residents utilise and gain benefit from these local amenity improvements.

The Guilderton Foreshore redevelopment is a different project and the addition of minor amenities to an existing park space at a relatively low cost can't really be compared to a significant redesign of the foreshore precinct.

Destruction of Mature Tuart Trees

Q2. What was wrong with the tree for it to be removed? There are many more tuart trees in the same state in Guilderton.

Response by Presiding Member

The tree showed signs of decay and termite activity. The assessment undertaken also noted the location (close to a park near children's play equipment with a high amount of foot traffic), the size of the limbs that had previously failed (10 metres in length) and the lack of pruning options available (the tree was heavily weighted on one side after the failures), making removal the most appropriate course of action.

It is reiterated that tree removal is not the Shire's preferred course of action but the Shire will take appropriate action if park trees pose a public safety risk.

Water Quality in Moore River

Q3. With the Moore River being shut down for nearly two months during the tourist season, what can the Shire do to prevent farm animals from defecating on the high-water mark on the river?

Response by Presiding Member

The Shire currently has no plan to restrict livestock from accessing water courses. Notwithstanding this, the Shire intends to seek advice as to whether any statutory powers are actually available to local governments that can mandate the fencing of water courses from livestock, noting that landowners may have riparian rights for the watering of stock.

The Shire understands that the Department of Water and Environmental Regulation (DWER) in partnership with the Department of Primary Industries and Regional Development (DPIRD) created a Healthy Estuaries WA initiative that included stock exclusion fencing and revegetation programs throughout the south-west of the state. The Shire will make enquiries as to whether this initiative may be extended to incorporate water courses within the Shire of Gingin.

5.2.3 Kerry Butler – Gingin

Early Ratepayers' Incentive Function

Q1. Does any money come from the Shire?

Response by Presiding Member

The Early Rates Incentive Scheme costs the Shire approximately \$3,000 to \$3,500 in cash expenses each year, as well as \$400 to \$600 worth of staff time. This represents less than 0.05% of rates income.

4.2 PUBLIC QUESTIONS

4.2.1 Brendan Leahy - Neergabby

Old Junction Bridge

Q1. Can the Council please advise the Association how the Shire's investigations into restoration of The Old Junction Bridge is progressing?

Response by Presiding Member

The Shire is not investigating restoration of the bridge only removal of the superstructure to make it safe at this stage.

Q2. Can the Council please advise the Association how the necessary repair work will be paid for?

Response by Presiding Member

There are no financial provisions for repairs at this time.

4.2.2 Martin Aldridge – Gingin

Gingin Medical Centre

Q1. I refer to the answers provided to me at the OCM of 18 November 2025 and I ask what is the budgeted cost attributable to the Gingin Medical Centre for this financial year?

Response by Presiding Member

The specifics of the financial arrangement between the medical provider and the Shire are confidential (Commercial in Confidence). As stated in November, the Medical Centre costs \$65,000 - \$100,000 per annum for a variety of things. Refer to the November Council meeting minutes.

Q2. Noting the Presidents response to my earlier question that Council had authorised a lease renewal at its meeting of 16 September 2025, has the terms of the lease renewal increased or decreased the burden on ratepayers and what is the new lease expiry date?

Response by Presiding Member

A new term was exercised under the existing lease, following the request by the tenant in accordance with their rights under the agreement. The current lease provides for two five-year options, which may be exercised by the tenant at each expiry. The tenant has since exercised their first further term under these provisions with one term remaining. The lease subsidy has significantly decreased this financial year from previous years.

Q3. Assuming that the lease requires the Shire of Gingin to cover utility expenses for the Gingin Medical Centre, does this extend to the charging of privately owned electric vehicles and is this expressly authorised in the lease?

Response by Presiding Member

The lease specifies that the tenant is responsible for payment of electricity and other outgoings, other than water as this is primarily used for the garden. The lease does not make any reference to electric vehicle charging.

4.2.3 Kerry Enright – Guilderton

Guilderton Store Lease

Q1. The computer that Aaron Cook used was it his or Shire's?

Response by Presiding Member

The Shire's.

Q2. Do all emails that come into the Shire and staff is it recorded? Can you go back and get information off of records?

Response by Presiding Member

All emails which are forwarded to mail@gingin.wa.gov.au are recorded and other email interactions may be recorded as per Council Policy 1.23 Record Keeping which is available from the Shire's website as are all adopted Council Policies.

Q3. If it was Shire's computer, who has it now?

Response by CEO

The previous CEO's laptop is now used by me, it stayed with the role but has a different user profile. From what I could see, Belgravia submitted one copy of the tender by courier/post, and one electronically. Given Mr Cook is not available to ask I am assuming the tender that was received by post/courier was what was placed on the top of the box. Essentially, for the receipt of tenders it is either someone comes and places it in or they can post it in as long as it is received by the date and the time at which the tender box is opened.

Q4. Shouldn't it have gone in the box before he brought it out?

Response by CEO

It is possible he was walking out and someone had handed it to him. Without being present I am unable to answer this question.

4.2.4 Annette Howard – Wannamal

Trucks and Road Trains on Wannamal West and Wannamal South Roads

Q1. Who is responsible for the regular maintenance of the Wannamal South Road?

Response by Presiding Member

The Shire is responsible for road maintenance on this road. Maintenance was currently being undertaken but had to be abandoned due to the recent fires. This will recommence when it is safe to do.

Q2. Can the speed limit for RAV vehicles travelling on the Wannamal West and Wannamal South Road be reduced?

Response by Presiding Member

The speed limit for RAVs using this road is already reduced to 60km/h. RAV vehicle conditions are managed and enforced by Main Roads WA Heavy Vehicle Services.

Q3. Can we have new larger school bus signs that state this is turn around and to slow down?

Response by Presiding Member

The Operations and Assets division will investigate alternative signs.

4.2.5 Kelly Sinclair – Lennard Brook

Coleman Way

Q1. Does the Shire of Gingin recognise that the current issues on Coleman Way – including access restriction, fencing alignment, gate installation and surveillance – are not a private a neighbour dispute, but arise from the planning, classification and management of a gazetted public road reserve, for which the Shire holds statutory responsibility?

Response by Presiding Member

Coleman Way is an unmaintained, unmade road vested to the Shire of Gingin that provides access to private land. Local governments have power to control, manage and regulate their roads

Q2. Does the Shire consider a locked or closed gate on the sole access route to multiple properties to be compatible with its obligations for emergency access and public safety, particularly during declared Total Fire Ban conditions?

Response by Presiding Member

While each matter is considered on its own merit, generally gated access would not align with the Shire's preferred approach to risk mitigation relating to emergency and public access considerations. In this instance, the Shire has taken compliance action to have the gate removed and fencing installed.

Q3. Under what lawful authority has the gate at the Ashby Road / Coleman Way intersection been permitted to remain in place on a gazetted public road reserve, and has Council formally approved this obstruction in accordance with the Local Government Act 1995?

Response by Presiding Member

The Shire has not located any approval issued for the gate, noting anecdotal evidence suggests it has been in place for 20+ years. Since being made aware of the situation, the Shire issued a notice under the *Local Government Act 1995* to have the matter resolved. The Shire advises that the gate has recently been removed as the rectification period under the notice recently expired.

The CEO left the meeting at 3.21pm.

4.2.6 Kerry Enright – Guilderton

Guilderton Store Lease

Q1. Has Chris Young got approval for sub leasing the takeaway and café?

Response by Presiding Member

Under the terms of the lease, the tenant is permitted to sublease the premises, subject to meeting the conditions outlined in their agreement.

4.2.7 *Kerry Butler - Gingin*

Gingin Outdoor Play Area

Q1. Can the Shire look at some soap/sanitisers at the Gingin Outdoor play area?

Response by Presiding Member

Taken on Notice.

Q2. Can the Shire think about putting some speed signs in Honeycomb Estate?

Response by Presiding Member

Taken on notice.

The CEO returned to the meeting at 3.27pm.

Q3. Guilderton Caravan Park Lot 90 - caravan is getting damaged by balls in the play area. Can the Shire consider installing protective netting?

Response by Presiding Member

Noted.

4.2.8 *Megan Kolbe - Gabbadah*

Moore River

Q1. Illegal digging out of sand bar at the Moore River Estuary. Who can the community contact to enforce policing of sand bar interference?

Response by Presiding Member

Taken on notice.

Q2. Could the Shire investigate a solar powered security camera on the walkway or the lookout on the Guilderton foreshore to secure evidence for prosecution?

Response by Presiding Member

Taken on notice.

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/OFFICER RECOMMENDATION

MOVED: Councillor Vis SECONDED: Councillor Weeks

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

CARRIED UNANIMOUSLY
9 / 0

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

AGAINST: *Nil*

5.1 Martin Aldridge – Gingin

Mr Aldridge made a statement in reference to Item 12.1 Bush Fire Advisory Committee – Terms of Reference in relation to the frequency of the Bush Fire Advisory Committee (BFAC) meeting regularity and a concern regarding the amendment to the Aims and Functions.

6 PETITIONS

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 CONFIRMATION OF MINUTES

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Hyne SECONDED: Councillor Peczka

That Council confirm the Minutes of the Ordinary Council Meeting held on 18 November 2025 as a true and accurate record.

CARRIED UNANIMOUSLY
9 / 0

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

AGAINST: *Nil*

9 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Christmas Message

As we approach the festive season, I want to take a moment to reflect on the year that has been and extend my heartfelt thanks to everyone who has contributed to our community.

This year has brought its share of challenges, and I am incredibly proud of how we have worked together to overcome them. To our dedicated staff and fellow Councillors, thank you for your commitment and hard work in serving the Shire and its residents. Your efforts ensure that our community continues to thrive.

I would also like to acknowledge and thank our outgoing Councillors for their service and the valuable contributions they have made during their time on Council. At the same time, I welcome our newly elected Councillors and look forward to working together to build a strong and vibrant future for the Shire.

A very special thank you goes to our incredible volunteers, particularly those who have stepped up as first responders during fires, accidents and emergency situations. Your dedication, courage and selfless acts to protect our community in times of need are truly inspiring. We are deeply grateful for everything you do.

As we celebrate this Christmas season, let us also pause to reflect on the recent tragic events in Bondi. Our thoughts and heartfelt condolences go out to all those affected. In times like these, we are reminded of the importance of compassion, unity and resilience. May we continue to support one another and work together to create a safer and more caring society.

The festive season can be a joyful time, but it can also be difficult for some. I encourage everyone to look out for those in our community who may need a little extra compassion and assistance. A simple act of kindness can make a world of difference.

On behalf of the Shire, I wish you all a safe, joyful and peaceful Christmas and a hopeful, prosperous New Year.

Deputations

The President advised that prior to the commencement of the meeting, Council had received one deputation as follows;

Speaker: Maria Agnew
Topic: 14.2 Application for Development Approval - Recreation Private (Botanical Garden and Aviary Tours) On Lot 552 (92) Ferguson Road, Neergabby

10 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

11 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

11.1 Cr L Stewart

Local Government Election

11.1 During the 2025 election, there is some confusion and miscommunication surrounding the employment of the Returns Officer who was responsible for running the 2025 Local Government election for the shire of Gingin. Was the RO employed by, and paid by the shire of Gingin or was she employed by and paid by the WAEC.

Response by EMCS

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**



The Shire employed the Western Australian Electoral Commission (WAEC), and the Returning Officer was appointed, employed and paid by the WAEC, not by the Shire.

12 REPORTS - OFFICE OF THE CEO

12.1 BUSH FIRE ADVISORY COMMITTEE - TERMS OF REFERENCE

File	EMS/22
Author	Caitlin Skewes - Administration Support Officer
Reporting Officer	Scott Wildgoose - Chief Executive Officer
Refer	OCM 18 November 2025 - Item 13.2
Appendices	1. Bush Fire Advisory Committee TOR [12.1.1 - 4 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To review the Terms of Reference (TOR) for the Bush Fire Advisory Committee (BFAC).

BACKGROUND

Council last undertook a review of the TOR for the BFAC in August 2021. At the September 2025 and December 2025 BFAC meetings, BFAC endorsed changes to the TOR, to update department titles and better reflect how BFAC currently operates in practice.

COMMENT

A copy of the proposed amended Terms of Reference is provided for Council's information (see appendix).

1. Role / Purpose

a. Amended to better reflect how the BFAC currently operates in practice.

2. Aims & Functions

a. Removed cl. 1 to align with current procedure for Fire Control Officer (FCO) appointment.

b. Cl. 2 reworded to new cl. 3, to better outline scope of responsibilities.

c. Cl. 3 reworded to new cl. 1 and cl. 2, which better clarifies this function.

d. Added cl. 4, 5 and 6.

3. Membership

- a. Cl. 1 Updated voting and non-voting members. Removed President and changed to “Council nominated representative”. Added Fire Control Officers to voting. Added Bush Fire Risk Mitigation Coordinator to non-voting. Amended “Department of Parks and Wildlife” to “Department of Biodiversity, Conservation and Attractions (Parks and Wildlife Service). Amended “Department of Agriculture and Food” to “Department of Primary Industries and Regional Development”.
- b. Amended cl. 3a to be consistent with other changes – replaced “Council representative” with “Council nominated representative” and added “Fire Control Officer”.
- c. Amended cl. 4, replaced “appointed” with “nominated” to align with previous wording.
- d. Removed “re-appointed” from cl. 5.

4. Operating Procedures

- a. Replaced “Presiding Member” with “Chairperson” cl. 1
- b. Amended cl. 1a to clarify election process for Chairperson.

This amendment is proposed to recognise that s.67(2) of the *Bush Fires Act 1954* specifies that whilst the membership of a BFAC must include a Councillor nominated by the local government for that purpose, the election of the BFAC Chairperson should be undertaken by the BFAC itself.

- c. Replaced “both the President and Council’s nominated deputy representative” with “the Chairperson” in cl. 1b.
- d. Replaced “Presiding Member” with “the Chair” in cl. 1c.
- e. Amended cl. 2a to reduce minimum meeting requirement to two meetings per year as many operational and funding decisions no longer require Council endorsement due to the role of Emergency Services Levy (ESL) funding.
- f. Replaced the following section of cl. 2d “within 7 working days of the Committee meeting” with “as soon as is practicable after the meeting”.
- g. Added cl. 2f to outline voting process in meetings.
- h. Moved cl. 4b to cl. 1g.
- i. Removed cl. 4, as clauses are addressed in cl. 2d and cl. 2g.

5. Delegated Authority

- a. Amended cl. 1 to clarify expenditure of monies
- b. Added cl. 2.

The BFAC meetings formerly held in March and September will be replaced with Executive Leadership Operational Meetings which will focus on:

- Reviewing outcomes from the previous season;
- Identifying lessons learned; and
- Discussing operational improvements and strategic planning.

RISK IMPLICATIONS

Nil

STATUTORY/LOCAL LAW IMPLICATIONS

Bush Fires Act 1954
Part V – Miscellaneous
Section 67 – Advisory committees

Local Government Act 1995
Part 5 – Administration
Subdivision 2 – Committees and their meetings

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	2. Connections & Wellbeing - Grow and Nurture Community Connectedness and Wellbeing
Strategic Objective	2.1 Community Safety & Support - Provide support and advocacy to residents and visitors so that they feel safe and secure at home and in the outdoor environment.

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Kestel SECONDED: Councillor Hyne

That Council adopt the amended Bush Fire Advisory Committee Terms of Reference, which have been endorsed by the Bush Fire Advisory Committee.

**CARRIED UNANIMOUSLY
9 / 0**

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

AGAINST: *Nil*



**TERMS OF
REFERENCE**

BUSH FIRE ADVISORY COMMITTEE

December 2025

Name:	Bush Fire Advisory Committee
Role/Purpose:	<p>To advise and make recommendations to Council on matters related to effective bush fire risk management.</p> <p>To advise Council on matters that relate to Bush Fire Brigade operations, achievements and development.</p>
Aims & Functions:	<ol style="list-style-type: none"> Provide advice and make recommendations to Council related to fire prevention, preparedness, response and recovery. Provide reports on bushfire mitigation achievements and recommendations. Provide support and guidance to the Shire of Gingin Bush Fire Brigades and assist those Bush Fire Brigades to fulfill their objectives. Promotes cooperation and coordination between the Shire's Bush Fire brigades and stakeholders. Provide updates on projects, policies, events and any other issues related to the Shire's bush fire service. Performs any other function assigned to the Committee under the Bush Fires Act 1954 or associated Regulations
Membership:	<p>1. The Committee shall consist of the following representation:</p> <p><u>Voting</u></p> <ul style="list-style-type: none"> Council's nominated representative or Council's nominated deputy representative; Community Emergency Services Manager/Chief Bush Fire Control Officer; Deputy Chief Bush Fire Control Officers; and Volunteer Bush Fire Brigade Captains or delegate Volunteer Bush Fire Control Officers <p><u>Non-Voting</u></p> <ul style="list-style-type: none"> Bush Fire Risk Mitigation Coordinator One representative - Department of Fire and Emergency Services; One representative – Department of Biodiversity, Conservation and Attractions (Parks and Wildlife Service); One representative – Department of Primary Industries and Regional Development; One representative – Gingin Volunteer Fire and Rescue Service; and One representative – Lancelin Volunteer Fire and Rescue Service.

	<ol style="list-style-type: none"> 2. In the event that a Brigade Captain is unable to attend a meeting, then the Brigade shall be represented by its 1st Lieutenant. 3. Voting members cannot hold two positions on the Committee. <ol style="list-style-type: none"> a. If a Council nominated representative also holds the position of Deputy Chief Bush Fire Control Officer, Fire Control Officer or Brigade Captain then they must attend meetings in their capacity as a representative of the Shire of Gingin. b. If a Brigade Captain is appointed to another voting position on the Committee, then the Brigade's 1st Lieutenant shall represent the Brigade. 4. Council nominated membership shall be for a period of up to two years terminating on the day of the next ordinary Council elections 5. Committee membership shall be appointed or removed by the Council. 6. Members must comply with the Shire's Code of Conduct for Council Members, Committee Members and Candidates. 7. The Committee has authority to second individuals from outside of the Committee, on a voluntary basis, for their expert advice.
Operating procedures:	<ol style="list-style-type: none"> 1. Chairperson: <ol style="list-style-type: none"> a) In accordance with Section 67(2) of the Bush Fires Act, the Bush Fire Advisory Committee shall elect one of its members as Chairperson. It is recommended that BFAC conduct an election for Chairperson at its first meeting, following the nomination of Council representative and deputy representative at the first Ordinary Council Meeting, post local government election. The election shall be conducted as follows: <ol style="list-style-type: none"> i. The Presiding Officer for the election shall be the Community Emergency Services Manager, who will not be a candidate for Chairperson. ii. Nominations for Chairperson will be called from the floor. Each nominee must accept the nomination before voting commences. Only voting members are eligible for nomination. iii. If more than one nomination is received, the election shall be determined by a simple majority vote of voting members present, conducted by a show of hands. iv. In the event of a tie, the Presiding Officer shall call for a second vote between the tied nominees. v. The elected Chairperson will assume the role immediately, following the declaration of the result. b) In the absence of the Chairperson, the Community Emergency Services Manager/Chief Bush Fire Control Officer will assume Chairperson for the duration of that meeting. c) The Chair is responsible for the proper conduct of the Committee. 2. Meetings:

	<ul style="list-style-type: none"> a) The Committee shall meet as required but must hold a minimum of two meetings in any one calendar year (June and December). b) Additional meetings can be scheduled by a written request of the Chairperson to the Chief Executive Officer, or by a decision of the Council or the Committee. c) A Notice of Meeting, including an agenda, will be circulated to the Committee members (including deputy members) at least 72 hours prior to each meeting where possible. d) The Chairperson shall ensure that detailed minutes of all meetings are kept and shall provide the Committee members (including deputy members) with a copy of such minutes as soon as is practicable after the meeting. e) All Committee meetings will be conducted in accordance with the Shire of Gingin Meeting Procedures Local Law 2014. f) All Voting Members of the Committee will have one vote. The Chairperson will have the casting vote and simple majority will prevail. g) Any Committee resolution requiring action on the part of Council or requiring a Council commitment will be listed as a separate report on the agenda for a future ordinary Council meeting. <p>3. Quorum:</p> <ul style="list-style-type: none"> a) The quorum for a meeting shall be at least 50% of the number of endorsed members.
Appointing legislation:	The Committee is established under section 67 of the <i>Bush Fires Act 1954</i> .
Delegated Authority:	<ol style="list-style-type: none"> 1. The Committee has no delegated power and has no authority to implement its recommendations or to commit Council to the expenditure of monies. 2. Matters requiring Council consideration will be subject to separate specific reports to Council.

Version	Decision Reference	Synopsis
1.	22/10/2013 - Item 10.3	Committee structure reviewed and Terms of Reference adopted.
2.	17/12/2013 - Item 11.1.1	Amended to include volunteer bush fire brigade representatives as voting members.
3.	18/08/2015 - Item 11.1.6	Terms of Reference reviewed. Reference to Standing Orders Local Law deleted from Operating Procedure 2b and replaced with Meeting Procedures Local Law 2014. Reference to provision of Committee Minutes via Information Bulletin deleted from Operating Procedure 4a.
4.	19/01/2016 - Item 11.1.3	Operating Procedures Clause 1b amended to specify that Community Emergency Services Manager/Chief Bush Fire Control Officer to assume the Chair in the absence of the Chairperson.
5.	19/09/2017 - Item 11.1.3	Terms of Reference reviewed. Operating Procedures cl. 2c deleted.
6.	15/10/2019 - Item 11.1.1	Operating Procedures cl. 2b) amended.
7.	21/07/2020 - Item 11.1.1	Membership cl. 1 amended by deleting CEO or representative as a non-voting member. Membership cl. 7 added.
8.	17/08/2021 - Item 11.1	Membership cl. 1, 2 and 6 amended. Membership cl. 7 deleted. Operating Procedures cl. 1a), 1b) 2d) and 4a) amended.
9.	22/07/2025	Minor administrative amendments made to correct typographical errors.

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
12.1.1**

10.	10/12/2025 – Role/Purpose, Aims & Functions, Membership, Meetings, Operating Procedures and Delegated Authority	Terms of Reference reviewed. Role/Purpose and Aims & Functions updated to better represent BFAC objectives. FCOs added as voting member and amended wording for Council representative. Non-voting members updated. Update to Membership item 4 and 5. Operating Procedures 1 a) and b) updated to align with legislation. Operating Procedures 2.a), d), f) and g) updated – meeting requirement reduced to twice a year. Delegated Authority 1. and 2. Amended. Replaced “Presiding Member” with “Chairperson” where used.
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**12.2 SHIRE OF GINGIN 2024-25 ANNUAL REPORT, ANNUAL FINANCIAL REPORT AND
2025/2026 ANNUAL GENERAL MEETING OF ELECTORS**

File	COR/33
Author	Matilda Agnew - Communications & Marketing Support Officer
Reporting Officer	Scott Wildgoose - Chief Executive Officer
Refer	Nil
Appendices	1. Annual Report 2024-2025 [12.2.1 - 72 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider and accept the Shire of Gingin 2024/2025 Annual Report, including the Annual Financial Report and Independent Auditor's Report for the year ended 30 June 2025 and to consider setting a date for the 2025/2026 Annual General Meeting of Electors (AGM).

BACKGROUND

Council's Audit Committee held an exit meeting for the 2024/2025 audit with representatives of the contract auditor (Dry Kirkness) and the Office of the Auditor General on 18 November 2025 to discuss the audit findings. The Audit Committee meeting which was held on 2 December 2025 has recommended that Council accept the Annual Financial Report and Independent Auditor's Report on the audit of the Annual Financial Report for the year ended 30 June 2025.

The Annual Financial Report and Independent Auditor's Report form part of the 2024/2025 Annual Report which is attached for Council's information (**see appendix**).

Section 5.27 of the *Local Government Act 1995* (the Act) requires each local government to conduct a general meeting of electors of the district once in each financial year, not more than 56 days after the local government accepts the annual report for the previous financial year.

Regulation 15 of the *Local Government (Administration) Regulations 1996* specifies that the matters to be discussed at a general electors' meeting are firstly the contents of the annual report for the previous financial year, and then any other general business.

COMMENT

Annual Financial Report and Independent Auditor's Report

It is pleasing to report that the Shire of Gingin has once again received an unqualified Audit Report, consistent with the 2024/2025 Financial Statements comprising a fair representation of the financial position of the Shire.

It is recommended that Council receive the Financial Report and Independent Auditor's Report for the year ended 30 June 2025.

2024/2025 Annual Report

The Act treats the Annual Report as a key accountability document.

The Shire of Gingin 2024/2025 Annual Report meets the reporting requirements of the Act.

In the event that the 2024/2025 Annual Report is accepted by Council, then the CEO will give local public notice of its availability and publish the document on the Shire's official website in accordance with the requirements of s.5.55 and s.5.55A of the Act.

2025/2026 Annual Meeting of Electors

The meeting cannot be held more than 56 days after acceptance by Council of the Annual Report, and a minimum of 14 days' public notice of the meeting date must be given prior to the meeting taking place.

On the assumption that the Annual Report is accepted by Council (either as presented or with minor modification), it is proposed that the Annual General Meeting of Electors of the Shire of Gingin for the 2025/2026 financial year be held on Tuesday, 3 February 2026 at 6.00pm at the Granville Civic Centre.

RISK IMPLICATIONS

No risks are associated with accepting the Annual Report 2024/2025. Not accepting the Annual Report will risk non-compliance with the *Local Government Act 1995*.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 5 – Administration

Division 5 – Annual reports and planning

Subdivision 4 – Electors' meetings

Section 5.27 – Electors' general meetings

Section 5.29 – Convening electors' meetings

Section 5.53 – Annual reports

Section 5.53 of the *Local Government Act 1995* (the Act) requires all local governments to prepare an Annual Report for each financial year, which must contain the following elements:

- a. A report from the President;
- b. A report from the CEO;
- c. An overview of the plan for the future of the district made in accordance with s.5.56 of the Act, including major initiatives that are proposed to commence or to continue in the next financial year;
- d. The financial report for the financial year;
- e. The auditor's report for the financial year;
- f. Any matter on which a report must be made under s.29(2) of the *Disability Services Act 1993*;
- g. Details of entries made under s.5.121 of the Act in the register of complaints;
- h. Such information as may be prescribed in relation to payments made to employees; and
- i. Such other information as may be prescribed (see requirements of Regulation 19B following).

Section 5.54 – Acceptance of annual reports

Under s.5.54 of the Act, Council is required to accept the Annual Report by 31 December. In the event that this deadline cannot be met due to unavailability of the auditor's report, then the Annual Report must be accepted by the local government no later than two months after the auditor's report becomes available.

Section 5.55 – Notice of annual reports

Section 5.55A – Publication of annual reports

Part 6 – Financial Management

Division 3 – Reporting on activities and finance.

Part 7 – Audit

Division 1A – Audit Committee

Division 3 – Conduct of Audit

Division 3A – Financial Audit

Division 4 – General

Local Government (Administration) Regulations 1996

Part 5 – Annual reports and planning

Part 3 – Electors' meetings

Division 1 – Preliminary

Regulation 15 – Matters to be discussed at general meeting (Act s. 5.27(3))

Regulation 19B – Information to be included in annual report (Act s. 5.53(2)(g) and (i))

In addition, Regulation 19B of the *Local Government (Administration) Regulations 1996* also requires the inclusion of the following in Annual Reports for financial years beginning on or after 1 July 2020:

- a. The number of employees of the local government entitled to an annual salary of \$130,000 or more;
- b. The number of employees of the local government entitled to an annual salary that falls within each band of \$10,000 over \$130,000;
- c. Any remuneration and allowances paid by the local government under Schedule 5.1 clause 9 during the financial year;
- d. Any amount ordered under s. 5.110(6)(b)(iv) to be paid by a person against whom a complaint was made under s. 5.107(1), s. 5.109(1) or s. 5.114(1) to the local government during the financial year;
- e. The remuneration paid or provided to the CEO during the financial year;
- f. The number of council and committee meetings attended by each council member during the financial year;
- g. If available, the gender, linguistic background and country of birth of council members;
- h. If available, the number of council members who are aged:
 - i. between 18 years and 24 years;
 - ii. between 25 years and 34 years;
 - iii. between 35 years and 44 years;
 - iv. between 45 years and 54 years;
 - v. between 55 years and 64 years; and

vi. over the age of 64 years;

- a. If available, the number of council members who identify as Aboriginal or Torres Strait Islander;
- b. Details of any modification made to a local government's strategic community plan during the financial year; and
- c. Details of any significant modification made to a local government's corporate business plan during the financial year.

Local Government (Audit) Regulations 1996

Reg. 9 – Performance of Audit

Reg. 10 – Report by auditor

Reg. 16. Functions of audit committee

Local Government (Financial Management) Regulations 1996

Regs. 36-50 – Annual financial report, content of

Reg. 51 – Annual Financial Report to be signed etc, by CEO and given to Department of Local Government

Australian Accounting Standards Board Standards

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

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**



COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka SECONDED: Councillor Kestel

That Council:

1. Accept the Shire of Gingin 2024/2025 Annual Report, including the Financial Report and Independent Auditor's Report, for the year ended 30 June 2025.
2. Set the Shire of Gingin's Annual General Meeting of Electors to be held at 6.00pm on 3 February 2026 at the Granville Civic Centre, Weld Street, Gingin.

**CARRIED BY ABSOLUTE MAJORITY
9 / 0**

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

AGAINST: *Nil*



Annual Report



Kaya Wanjoo Yued Boodja

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.



Front Cover Photography by The Sanctuary Studio

CONTENTS

Shire of Gingin District Map	1
Purpose of the Annual Report	2
Shire of Gingin Councillors	3
About the Shire of Gingin	4
President's Report	5
CEO's Report	6
Planning for the Future	7
Attractions & Economy	8
Connections & Wellbeing	9
Planning & Sustainability	10
Excellence & Accountability	11
Major Projects for 2024/2025	12
Statutory Reporting	13
Financial Report	19
Statement by the Chief Executive Officer	23
Statement of Comprehensive Income	24
Statement of Financial Position	25
Statement of Changes in Equity	26
Statement of Cash Flows	27
Statement of Financial Activity	28
Index of Notes to the Financial Report	29
Notes to and Forming Part of the Financial Report	30-63
Independent Auditor's Report	64-66

SHIRE OF GINGIN DISTRICT MAP



PURPOSE OF THE ANNUAL REPORT

All local governments in Western Australia are required to produce an Annual Report each financial year as per the *Local Government Act 1995* and associated regulations.

The Annual Report provides an overview of the services, programs and projects undertaken by the Shire of Gingin for the 2024-2025 period, and includes statutory requirements and planning for future initiatives proposed to commence or to continue in the next financial year.

The performance of the Shire is assessed against the Vision, Goals, Objectives and Strategies as set out in the Shire's **Strategic Community Plan 2024-2034** and the Actions contained in the **Corporate Business Plan 2024-2028**. These plans provide strategic focus for elected members and the Shire administration, and affirm our commitment to the community.

The Shire of Gingin is committed to our organisational values which aim to support, preserve and enhance our community and its unique lifestyle to make it a place our residents, local businesses and visitors can take pride in.

Photography by Saifuller - Lancelin Beach

Shire of Gingin Annual Report 2024/2025

2

YOUR COUNCIL

JULY 2024 - JUNE 2025



SHIRE PRESIDENT
Cr Linda Balcombe
Term Ends 2025



DEPUTY SHIRE PRESIDENT
Cr Robert Kestel
Term Ends 2025



COUNCILLOR
Nikki Woods
Term Ends 2027



COUNCILLOR
Lincoln Stewart
Term Ends 2027



COUNCILLOR
Jason Weeks
Term Ends 2027



COUNCILLOR
Frank Peczka
Term Ends 2027



COUNCILLOR
Andrea Vis
Term Ends 2027



COUNCILLOR
Frank Johnson
Term Ends 2025

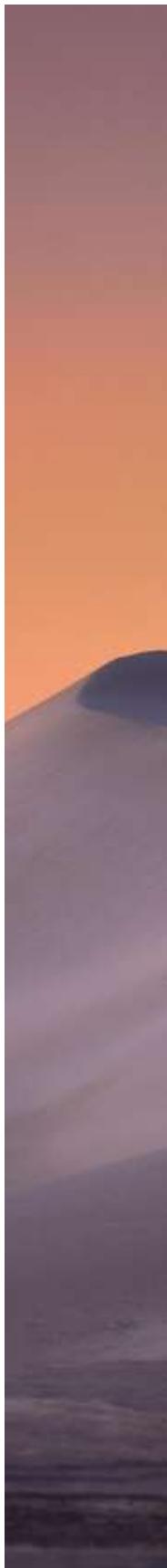


COUNCILLOR
Erik Sorensen
Term Ends 2025



(Retired)
Wayne Fewster
President:
2019 - 2024
Councillor:
2015 - 2024

ABOUT THE SHIRE OF GINGIN



Home to one of WA's oldest towns, several historic shipwrecks, numerous popular coastal tourist destinations and a thriving agricultural industry, the Shire of Gingin is located on the northern doorstep of the Perth Metropolitan Area and is one of the State's fastest growing regional local governments.

The Shire encompasses an area of 3,223 km² and is home to a population of approximately 6,300 residents. There are five townships within the Shire (Gingin, Guilderton, Lancelin, Ledge Point and Seabird) and many rural residential estates.

Geographically the Shire stretches from the coastline across the flat sandy soils of the Swan Coastal Plain in the west, to the hinterland and foothills of the Darling Scarp in the east. It embraces the lower reaches of the Moore River together with a system of freshwater lakes, streams and swamps and the watercourse of Gingin Brook.

The Shire of Gingin falls into the traditional land area of the Yued Noongar People which covers approximately 26,041 square kilometres and includes the Shires of Coorow, Dalwallinu, Dandaragan, Moora, Victoria Plains, Toodyay, Chittering, Wongan - Ballidu, Wanneroo and Goomalling. Nyoongar camping grounds, birthing areas, festival places, songlines and sacred lore sites are scattered throughout the Yued region and some are found along the Moore River, known as 'Gabah-daar' (translated as 'mouthful of water') and Karakin Lakes, known as 'Karak-nyinning' (translated as 'home/place of the black red-tail cockatoo').

Agriculture is the Shire's primary economic contributor and accounts for approximately 40% of local business, and some 137,145 hectares of land. Local industries within the Shire include cattle and sheep grazing, apiaries, irrigated horticulture, viticulture, olive groves, aquaculture, piggeries, poultry farms, wineries, abattoirs, feedlots and cray fishing. In addition to rural industries, the Shire's economy is also based around tourism with coastal areas consistently experiencing large influxes of people during holiday periods.

With its wide-open spaces, beautiful coastline and river systems, fascinating history and passionate communities, the Shire of Gingin has much to offer and is an exceptional place to live and visit.

We are a welcoming, inclusive community that celebrates its unique coastal and inland landscapes with an aim to increase visitation to the region.



PRESIDENT'S REPORT

On behalf of Council, it's my pleasure to present the Shire of Gingin's Annual Report 2024-2025.

This year has been one of both challenge and progress for our Shire, marked by a continued focus on strengthening governance, delivering essential services, and supporting our vibrant community.

Council Updates

In October 2024, the then Shire President Councillor Wayne Fewster tendered his resignation. As the candidate with the next highest number of votes at the last election, Andrea Vis accepted the vacant position on Council. Subsequently, the Shire held a Special Meeting of Council on 24 October to elect a new President and Deputy President, and to appoint Councillors to committees and advisory groups in order to fill vacancies arising from the President's resignation.

I am truly grateful to have been voted in and appointed President by my fellow Councillors. I congratulate Cr Robert Kestel on his appointment as Deputy President until the October 2025 Local Government Elections and welcome Cr Andrea Vis back to Council. I'm deeply honoured to mark a historic milestone as the first female President in the Shire's 130 year history.

Leadership and Collaboration

In March 2024, CEO Aaron Cook announced his resignation after 6 dedicated years of service to the Shire. I would like to thank Aaron for his leadership and guidance, and wish him all the best for the future. In October, we welcomed

new CEO Scott Wildgoose, whose leadership and commitment to transparency, efficiency and collaboration are already delivering positive outcomes.

Emergency Management and Community Resilience

Bushfire mitigation and emergency response remained vital priorities with major fires affecting Lancelin, Ledge Point and nearby areas, testing our emergency response capacity and community resilience. I sincerely thank our volunteer brigades, Shire staff, DFES, contractors, local businesses and residents for their tireless dedication, teamwork and perseverance during these challenging events.

Coastal Management and Advocacy

Severe erosion along Lancelin's northern beaches prompted urgent advocacy to the State Government for emergency funding to protect local businesses and infrastructure. Further consultation on the revised Coastal Hazard Risk Management Adaptation Plan (CHRMAP) saw Council defer adoption to allow an independent review and greater community input, ensuring our coastal management strategies reflect local priorities and values. We look forward to further collaborative progress on this document during 2025 - 2026.

Environmental Stewardship and Waste Reform

Environmental stewardship remains central to our agenda. This year we progressed waste reform initiatives in line with the State Government's Waste

Avoidance and Resource Recovery Strategy 2030. Planning is underway for the construction of transfer stations in Gingin and Lancelin, which will improve recycling capacity, reduce waste to landfill and create a more sustainable waste management system for the future.

Community and Events

Highlights this year included our Australia Day celebrations, Connecting Youth Expo which celebrated the efforts of our YME? YNOT! young entrepreneurs, as well as working towards our 'Film Friendly Accreditation' which saw Warner Brothers filming in the Shire for their Binge series 'RUN'.

As we look ahead, I remain committed to working with Council, staff and our community to ensure the Shire of Gingin continues to thrive as a welcoming, sustainable and resilient region. Together, we will continue to advocate for the needs of our residents and deliver positive outcomes for the future.

Linda Balcombe
SHIRE PRESIDENT





CEO'S REPORT

As the new Chief Executive Officer of the Shire of Gingin, I am proud of the positive outcomes our organisation has already delivered in a short period. It

has been a privilege to step into this role, and I look forward to progressing the Shire's strategic direction into the year ahead.

Executive Team

The Shire's Executive Management team saw a complete renewal of leadership. In July 2024, James Bayliss commenced as Executive Manager Regulatory and Development Services, followed by the appointment of Ruth March as Executive Manager Operations and Assets in October. Shortly after, I commenced my role as Chief Executive Officer. In March 2025, we farewelled Executive Manager Corporate and Community Services Les Crichton, who commenced his retirement after many years of dedicated service. During the recruitment process for his successor, Leanne Parola stepped into the EMCCS role in an acting capacity, and I would like to acknowledge her steady leadership and the support she provided in ensuring continuity within the directorate.

Financial Sustainability

For the 2024-2025 financial year the Shire's budget was set at \$41.02 million which included a Capital Works Program of \$12.56 million, including a substantial annual roads program of \$7.73 million and a plant replacement program of \$2.37 million. A 6% rates increase to balance the budget ensured we could maintain and improve essential infrastructure and community

services reflecting the growing costs of materials, labour, and compliance obligations.

Early Rates Incentive Scheme

This was the 10th year the Shire has conducted its Early Rates Incentive Scheme (ERIS), and this financial year 65% of rates were paid on or before 10 October. This result is an increase from previous years and is well over half of total expected rates revenue. It also reflects the high level of engagement with our ERIS and responsibility shown by our ratepayers.

Infrastructure and Capital Works

The Shire's capital works program continued to deliver key infrastructure upgrades throughout the region including:

- Ledge Point Road (3.4km)
- Orange Springs Road (17.8km)
- Seabird Road (5.3km)
- Sadler Road (0.7km)
- Wannamal Road West (1.9km)
- Cullalla Road (3.6km)
- Mooliabeenee Road (4.6km)
- Underground power lines at the Lancelin Sporting Centre
- Lancelin bowling green upgraded to synthetic surface
- Harold Park Gazebo relocated due to coastal erosion
- Granville Civic Centre kitchen upgraded and appliances replaced

These investments play an essential role in supporting economic growth, safety and liveability for all residents. A more detailed overview of the capital works completed this year is provided in the next section of this Annual Report. I encourage

readers to explore that section for a deeper insight into the scope, scale, and community impact of our capital works achievements.

I would like to thank all community groups, clubs and organisations who partnered with or supported the Shire in the delivery of projects and events.

Staff and Council

It has indeed been another incredibly challenging yet rewarding year for the Shire's administration, and I'd like to thank Council and the Executive Management Team for their leadership, direction, and support during this period. I'd also like to extend my appreciation to the Shire staff for their commitment to their roles in service to the community and the wonderful job they do.

Together, we look forward to building on these achievements and continuing to create a thriving, connected, and sustainable Shire of Gingin.

Scott Wildgoose
CHIEF EXECUTIVE OFFICER



STRATEGIC COMMUNITY PLAN

The Annual Report is informed by the Shire's Strategic Community Plan and the Corporate Business Plan. These two plans are part of the Integrated Planning and Reporting Framework, a requirement of all local governments in Western Australia.

The Strategic Community Plan is the overarching document that describes the goals and aspirations of the Shire's communities. This plan has been developed as a result of the minor review of the Shire's 2022-2032 Strategic Community Plan. The plan was adopted by Council at its June 2024 Ordinary Meeting.



- Provides a vision of what we want the Shire to look like for the future.
- Includes a direction to achieve our vision.
- Identifies the risks and opportunities for Council.

**ATTRACTIONS
AND ECONOMY**
Actively Pursue
Tourism and
Economic
Development

**CONNECTIONS
AND WELLBEING**
Grow and
Nurture
Community
Connectedness
and Wellbeing

**PLANNING AND
SUSTAINABILITY**
Plan for Future
Generations

**EXCELLENCE AND
ACCOUNTABILITY**
Deliver Quality
Leadership
and Business
Expertise



ATTRactions AND ECONOMY



Actively Pursue Tourism and Economic Development

Upgrade Trails Within the Shire

Funding has been received from the Department of Primary Industries and Regional Development for the Gingin Heritage Trail, with works to be undertaken next financial year.



Encourage Tourism

The Shire began working towards its Film Friendly Accreditation to encourage film productions to be conducted in the Shire of Gingin, bringing not only tourism but economic benefit to our Shire. Funding continues to be approved for the Gingin and Lancelin Community Resource Centres as tourism information centres.



Provide Events and Attract Visitors

Our Community Grant Program provides funding for the community to facilitate community events. Additionally, we conducted a number of free community events such as the Connecting Seniors Expo, Carers' High Tea, Christmas Markets, Australia Day Breakfast and Connecting Youth Expo.



CONNECTIONS AND WELLBEING



Grow and Nurture Community Connectedness and Wellbeing

Connectedness During Emergencies

The Shire continues to advocate to state government entities to promote continuous telecommunications during emergency events. Woodside Energy partnered with the Shire to provide the Community Emergency Services Manager with a Starlink Mini to install on their vehicle ensuring timely access to data and uninterrupted connectivity during an emergency event.



Advocating for Housing

Addressing accommodation shortages by advocating with housing providers for the delivery of community housing options (seniors) and, in conjunction with the Aged Housing and Care Service Provision Working Group, for home care services. Congratulations to H&H Housing on the near completion of the Gingin Eco Lifestyle Village.

Youth Support

Supporting the Gingin District High School's Chaplaincy program and the Gingin and Lancelin School Camps through the Shire's Funding Assistance Scheme. We also host the Gingin District High School (GDHS) Student Council meetings in the Council Chambers with staff in attendance to provide mentoring and support. Students from GDHS participated in a once a week class learning about entrepreneurship through our YME? YNOT! Youth Micro Entrepreneur program. Students then had the opportunity to hold a stall at our Connecting Youth Expo. As a result, the Connecting Youth Expo was nominated and named a finalist in the Community Action and Wellbeing award category for the Tidy Towns Sustainable Communities 2025 Awards.



Transport to Medical Services

We continue to provide financial support for the on-road costs of the Gingin and Lancelin community cars through the Assisted Transport Services Program providing community members with access to health services.



Providing Community Funding (projects and events)

Funding community projects and events through the community grants scheme and hosting community grant awareness workshops.



Champion Inclusion and Engagement

The Shire continues to work collaboratively with the Yued Corporation and ensures that an acknowledgement of country is given at the commencement of events and functions where possible. In June, we undertook a Community Perception Survey to gauge community sentiment on the services we provide.

PLANNING AND SUSTAINABILITY



Plan for Future Generations

Coastal Process Management

The Shire continues to develop the Coastal Hazard Risk Management Adaption Plan, which was sent for peer review during 2024 - 2025. Once adopted by Council, this document will inform the Coastal Management Strategy which will outline activities to protect and enhance our coast, and allow for further state government funding requests.



Protecting and Enhancing the Environment

The Shire is committed to better environmental outcomes by offering the opportunity for community groups to apply for a community grant. Additionally, a financial contribution was made to the State Natural Resource Management Program - Community Stewardship project. The Coastal Recreational Track Management Master Plan (CRTMMP) was adopted and 'Protect our Coast' educational brochures and road signs have been installed at the entrance/exit to some of the Shire's major off-roading coastal tracks. The Shire was thrilled to have been nominated for and to receive the Special Commendation award at the 2025 Coastal Awards for Excellence in the Coastal Management category for the CRTMMP.



Minimising and Management of Waste

We have implemented a new waste management site access system with a reusable card roll-out for ratepayers. A Waste Priority Plan has been developed for waste management site upgrades.



Land Use Planning

The Local Planning Scheme (LPS10) is currently being reviewed by the Department of Planning, Lands and Heritage, and draft Local Planning Policies are in development.

EXCELLENCE AND ACCOUNTABILITY



Deliver Quality Leadership and Business Expertise

Safe and Suitable Asset Upgrades and Plant Purchases

Completed road upgrades include:

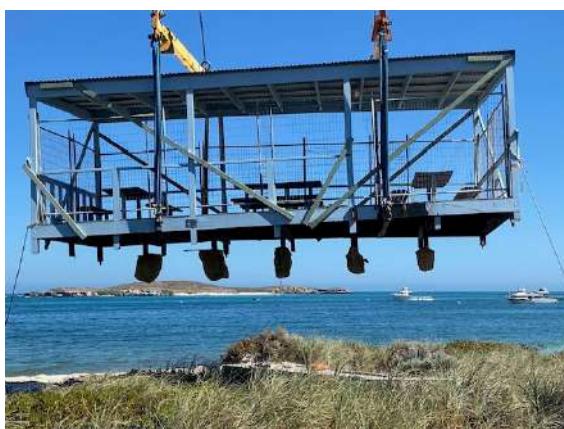
- Ledge Point Road (reseal 3.4km)
- Orange Springs Road (reseal 17.8km)
- Seabird Road (reseal 5.3km)
- Sadler Road (reconstruction 0.7km)
- Wannamal Road West (resheet 1.9km)
- Cullalla Road (re-sheet 3.6km)
- Mooliabeeenee Road (reconstruction 2.2km and reseal 2.4km)



Infrastructure upgrades include:

- Lancelin bowling green was upgraded to synthetic surface.
- Harold Park Gazebo relocated due to coastal erosion.
- Underground power lines at the Lancelin Sporting Centre were upgraded.
- Kitchen upgrades undertaken at the Granville Civic Centre.
- Benches in Granville Park replaced.
- Ledge Point Off-road Vehicle Area viewing platform project underway.

New plant equipment included the purchase of a new light tanker for Cowalla Bushfire Brigade and a fire tanker for Gingin West Bushfire Brigade, as well as a flat bed truck and prime movers for the Shire's Operations and Assets Department.



MAJOR PROJECTS FOR 2025 - 2026

- Sandringham Road (widen and resheet 2.6km)
- Bennies Road (resheet 2.68km)
- Mooliabeeenee Road (final seal 2.21km)
- Cowalla Road (pavement reconstruction 2.2km)
- Ledge Point Country Club (wall replacement)
- Lancelin Off Road Vehicle Area (carpark and entrance road improvements)
- Master Trails Plan (upgrades to Gingin Heritage Trail)
- Landfill Assets (upgrades include fire mitigation water tanks and safe working facilities)
- Lancelin Hall (replace ceiling)
- Lancelin Playgroup (critical external repairs)
- Silver Creek Ablutions (relocation and upgrade)



STATUTORY REPORTING

ANNUAL SALARIES

In accordance with Regulation 19B of the *Local Government (Administration) Regulations 1996*, the Shire of Gingin is required to disclose, in bands of \$10,000, the number of employees entitled to an annual salary of \$130,000 or more.

For the period 1 June 2024 to 30 June 2025, the number of Shire of Gingin employees receiving an annual salary within these bands are as follows:

Salary Band \$	Number of Officers
130,000 – 139,000	1
140,000 – 149,000	1
150,000 – 159,000	
160,000 – 169,000	1
170,000 – 179,000	
180,000 – 189,000	
190,000 – 199,000	
200,000 – 209,000	
210,000 – 219,000	

The remuneration paid or provided to the outgoing CEO (Mr Aaron Cook) during the financial year was \$241,555.36. This included salaries, allowances and benefits (including superannuation benefits) and all termination payments.



FREEDOM OF INFORMATION

In accordance with Part 5 Sections 94, 96 and 97 of the Freedom of Information Act 1992, the Shire is required to publish an Information Statement which details the process for applying for information under the Act and to provide an up-to-date version every 12 months.

The Shire's Information Statement was reviewed in April 2025 and is available for public access on its website gingin.wa.gov.au.

During 2024-2025 the following number of Freedom of Information requests were received and actioned:

- Number of FOI applications made: 5
- Number of successful applications: 5
- Number of cancelled applications: 0
- Number of applications not valid: 0

RECORD KEEPING STATEMENT

The State Records Act 2000 requires all local governments to include in the Annual Report a statement on their compliance with their Record Keeping Plan.

All Shire of Gingin employees are legally required to comply with the conditions of the Record Keeping Plan. Ongoing training is available to all officers and is included as part of the staff onboarding induction process and is continually provided on an as-needed basis.

A review of the Shire's Record Keeping Plan is required to be undertaken once every five years. An interim review of the Shire's Record Keeping Procedures was undertaken in September 2024 which confirmed that the Shire's procedures are compliant. The next review is due to be carried out in May 2026.



COUNCIL MEETING ATTENDANCE

In accordance with Regulation 19B of the *Local Government (Administration) Regulations 1996*, the Shire of Gingin is required to report the number of Council and Committee meetings attended by each Council member during the 2024-2025 financial year.

Councillors	Ordinary Council Meetings (12)	Special Council Meetings (3)	Electors' Meeting	Committee/Advisory Group Meetings
Cr Fewster to 18 October 2024	4	2	1	1
Cr Balcombe	12	3	2	10
Cr Johnson	8	2	1	1
Cr Kestel	12	3	2	5
Cr Peczka	11	3	2	2
Cr Sorensen	12	3	2	4
Cr Stewart	7	1	2	1
Cr Vis from 24 October 2024	8	1	1	1
Cr Weeks	10	3	2	2
Cr Woods	10	3	2	1



PAYMENTS TO COUNCILLORS

In accordance with Regulation 19BD of the *Local Government (Administration) Regulations 1996*, the Shire of Gingin is required to report details of all fees, expenses and allowances paid during the financial year to individual Councillors.

Councillor	Allowance/Payment Type 2024-2025			
	Individual Meeting Allowance	Information Communication Technology Allowance	Additional Local Government Allowance	Travel Reimbursement
Cr Fewster 01/7/2024 - 18/10/2024	\$4,660.50	\$746.87	\$4,780.00 President 01/07/2024 – 18/10/2024	\$361.14
Cr Balcombe	\$10,725.00 President 24/10/2024 – 30/06/2025	\$2,500.00	\$11,000.00 President 24/10/2024 – 30/06/2025	\$529.46
	\$2,600.00 Deputy President 1/07/2024 – 23/10/2024		\$1,250.00 Deputy President 1/07/2024 – 23/10/2024	
Cr Johnson	\$8,320.00	\$2,500.00	Nil	\$292.49
Cr Kestel	Nil	Nil	Nil	Nil
Cr Peczka	\$8,320.00	\$2,500.00	Nil	\$2,039.59
Cr Sorensen	\$8,320.00	\$2,500.00	Nil	\$733.75
Cr Stewart	\$8,320.00	\$2,500.00	Nil	\$826.44
Cr Vis 18/10/2024 - 30/06/2025	\$5,855.20	\$1,759.37	Nil	Nil
Cr Weeks	\$8,320.00	\$2,500.00	Nil	\$2,050.34
Cr Woods	\$8,320.00	\$2,500.00	Nil	Nil

REGISTER OF COMPLAINTS

All complaints against the Shire of Gingin's elected members that result in a finding by a Standards Panel (under Section 5.110(2)(a) of the *Local Government Act 1995*) and where a minor breach has occurred must be recorded in a Register of Complaints.

Section 5.121(3) requires the CEO to publish an up-to-date version of the Register of Complaints on the Shire's official website. The register is available from the Shire's website: gingin.wa.gov.au.



BUILDING PERMITS AND APPROVALS

The Shire is required to provide information pertaining to building permits and approvals for inclusion in its Annual Report in accordance with Section 132 of the *Building Act 2011* and Regulation 14 of the *Building Regulations 2012*.

During 2024-2025, the Shire's Building Department continued to be extremely busy with a higher number of building applications received than previous years. This is largely due to the Country Heights and Brookview subdivisions proving to be very popular. The number of applications for dwellings received in this period is almost double that of the previous reporting period. Another point of interest is the cost of dwellings that are being constructed with a large portion of them being over \$700,000. In total, 336 permits and approvals were issued for the reporting period, comprising of the following:

- 20 Commercial/Industrial/Occupancy Permits
- 104 Outbuildings/Water Tanks/Retaining Walls
- 6 Outbuilding Additions
- 101 Dwellings
- 61 Dwelling Additions
- 11 Demolitions
- 26 Swimming Pools or Spas
- 7 Retrospective Approvals for unauthorised structures

Total value of works: \$ 61,532,906.00



DISABILITY ACCESS AND INCLUSION

In accordance with Section 5.53 of the *Local Government Act 1995* the Shire of Gingin is required to include in its Annual Report any matter on which a report must be made under Section 29 of the *Disability Services Act 1993* which specifies that local governments must:

- Maintain a Disability Access and Inclusion Plan (DAIP).
- Address seven specific outcome areas within the Plan.
- Report annually on progress against the actions within the Plan.

The Shire's DAIP is a key strategic document outlining the Shire's approach to working towards a more accessible and inclusive community. While it is a statutory requirement for the Shire to maintain and implement a DAIP, all community members benefit from the Shire's commitment to access and inclusion.

The Shire's DAIP can be found on the Shire's website gingin.wa.gov.au.

During the 2024-2025 reporting period, as per DAIP Outcome 1 – Services and Events, the Shire continued to organise events that contributed to positive community attitude by helping to:

- Raise awareness of people with disability.
- Facilitate community interaction between the general public and people with disability.
- Incorporate explicit disability awareness activities. Such as a sensory quiet zone at events.

To ensure compliance with the Shire's DAIP, the Community Development and Services team is committed to ensuring all events are inclusive and accessible for people with disabilities where possible. This includes actively discussing and implementing strategies that remove barriers and create welcoming environments for all community members.

The team collaborates with local disability advocates and organisations to better understand diverse needs and ensure accessible venues, materials, and communication methods are prioritized. These efforts not only foster greater social cohesion but also ensure that people with disabilities are represented and respected.

The Shire's Connecting Youth Expo offered a valuable opportunity to raise awareness of these programs, bringing together a range of stakeholders in one accessible location.

Recognising the vital importance of mental health across all age groups, the Shire saw the Connecting Youth Expo as an ideal platform to engage with younger community members and promote the mental health services available to them. Organisers made a concerted effort to ensure the event was accessible to all by carefully planning the layout of stalls and prioritising the use of existing pathways where possible.

A dedicated sensory zone was also provided for community members who needed a quiet space away from the hustle and bustle of the expo, which was supported by APM.



Quiet Zone at Connecting Youth Expo 2025



Autism Horses at Australia Day Breakfast 2025

FINANCIAL REPORT





CONTENTS

Statement by the Chief Executive Officer	23
Statement of Comprehensive Income	24
Statement of Financial Position	25
Statement of Changes in Equity	26
Statement of Cash Flows	27
Statement of Financial Activity	28
Index of Notes to the Financial Report	29
Notes to and Forming Part of the Financial Report	30-63
Independent Auditor's Report	64-66

**SHIRE OF GINGIN
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

Statement by CEO	2
Statement of comprehensive income	3
Statement of financial position	4
Statement of changes in equity	5
Statement of cash flows	6
Statement of financial activity	7
Index of notes to the financial report	8
Independent auditor's report	43

The Shire of Gingin conducts the operations of a local government with the following community vision:

"We are a welcoming inclusive community that celebrates its unique coastal and inland landscapes with an aim to increase visitation to the region."

Principal place of business:
7 Brockman Street, Gingin

**SHIRE OF GINGIN
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

Statement by CEO

The accompanying financial report of the Shire of Gingin has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2025 and the financial position as at 30 June 2025.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 18th day of November 2025



CEO

Scott Wildgoose
Name of CEO



**SHIRE OF GINGIN
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2025 Actual	2025 Budget	2024 Actual
		\$	\$	\$
Revenue				
Rates	2(a),25	11,148,315	11,014,732	10,140,363
Grants, subsidies and contributions	2(a)	3,092,051	1,999,451	3,317,224
Fees and charges	2(a)	5,182,281	4,790,330	4,308,222
Interest revenue	2(a)	787,172	446,856	516,308
Other revenue	2(a)	545,443	356,578	595,254
		20,755,262	18,607,947	18,877,371
Expenses				
Employee costs	2(b)	(6,625,521)	(7,397,839)	(6,480,415)
Materials and contracts		(6,779,971)	(8,540,803)	(8,181,213)
Utility charges		(554,943)	(540,246)	(569,306)
Depreciation		(10,241,683)	(10,655,716)	(10,384,939)
Finance costs	2(b)	(298,600)	(117,085)	(93,826)
Insurance		(444,830)	(414,176)	(405,640)
Other expenditure	2(b)	(766,904)	(717,796)	(566,451)
		(25,712,452)	(28,383,661)	(26,681,790)
		(4,957,190)	(9,775,714)	(7,804,419)
Capital grants, subsidies and contributions	2(a)	4,629,627	7,960,605	2,267,428
Profit on asset disposals		117,045	723,816	30,356
Loss on asset disposals		(114,339)	(79,641)	(10,819)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	(3,551)	0	1,681
		4,628,782	8,604,780	2,288,646
Net result for the period		(328,408)	(1,170,934)	(5,515,773)
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	17	16,685,293	0	(260,713)
Changes in asset revaluation surplus arising from a change in liabilities	16	(233,245)	0	0
Total other comprehensive income for the period	17	16,452,048	0	(260,713)
Total comprehensive income for the period		16,123,640	(1,170,934)	(5,776,486)

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



**SHIRE OF GINGIN
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2025**

	Note	2025	2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	17,666,084	13,556,082
Trade and other receivables	5	1,193,642	1,347,210
Other financial assets	4(a)	4,465	4,377
Inventories	6	30,210	32,614
Other assets	7	279,618	258,512
TOTAL CURRENT ASSETS		19,174,019	15,198,795
NON-CURRENT ASSETS			
Trade and other receivables	5	172,912	168,578
Other financial assets	4(b)	89,302	97,319
Property, plant and equipment	8	68,826,885	53,241,380
Infrastructure	9	211,083,396	212,944,380
Right-of-use assets	11(a)	25,142	32,354
TOTAL NON-CURRENT ASSETS		280,197,637	266,484,011
TOTAL ASSETS		299,371,656	281,682,806
CURRENT LIABILITIES			
Trade and other payables	12	2,369,572	1,781,774
Contract liabilities	13	698,684	816,808
Capital grant/contributions liabilities	13	2,663,376	1,836,861
Lease liabilities	11(b)	14,987	25,605
Borrowings	14	272,116	258,807
Employee related provisions	15	981,248	1,118,913
Other provisions	16	98,105	0
TOTAL CURRENT LIABILITIES		7,098,088	5,838,768
NON-CURRENT LIABILITIES			
Lease liabilities	11(b)	10,547	7,481
Borrowings	14	1,795,924	2,068,040
Employee related provisions	15	198,046	125,827
Other provisions	16	6,016,619	5,513,899
TOTAL NON-CURRENT LIABILITIES		8,021,136	7,715,247
TOTAL LIABILITIES		15,119,224	13,554,015
NET ASSETS		284,252,432	268,128,791
EQUITY			
Retained surplus		43,647,233	44,999,136
Reserve accounts	28	8,428,593	7,405,097
Revaluation surplus	17	232,176,606	215,724,558
TOTAL EQUITY		284,252,432	268,128,791

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



**SHIRE OF GINGIN
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2025**

	Note	Retained surplus \$	Reserve accounts \$	Revaluation surplus \$	Total equity \$
Balance as at 1 July 2023		49,827,476	8,092,530	215,985,271	273,905,277
Comprehensive income for the period					
Net result for the period		(5,515,773)	0	0	(5,515,773)
Other comprehensive income for the period	17	0	0	(260,713)	(260,713)
Total comprehensive income for the period		(5,515,773)	0	(260,713)	(5,776,486)
Transfers from reserve accounts	28	1,907,396	(1,907,396)	0	0
Transfers to reserve accounts	28	(1,219,963)	1,219,963	0	0
Balance as at 30 June 2024		44,999,136	7,405,097	215,724,558	268,128,791
Comprehensive income for the period					
Net result for the period		(328,408)	0	0	(328,408)
Other comprehensive income for the period	17	0	0	16,452,048	16,452,048
Total comprehensive income for the period		(328,408)	0	16,452,048	16,123,640
Transfers from reserve accounts	28	899,964	(899,964)	0	0
Transfers to reserve accounts	28	(1,923,460)	1,923,460	0	0
Balance as at 30 June 2025		43,647,233	8,428,593	232,176,606	284,252,432

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



**SHIRE OF GINGIN
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2025 Actual	2024 Actual
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates		11,364,440	9,785,470
Grants, subsidies and contributions		2,898,880	3,543,592
Fees and charges		5,188,777	4,331,505
Interest revenue		787,172	516,308
Goods and services tax received		1,524,595	1,499,665
Other revenue		545,443	595,254
		22,309,307	20,271,794
Payments			
Employee costs		(6,745,570)	(6,451,889)
Materials and contracts		(6,188,303)	(8,352,407)
Utility charges		(554,943)	(569,306)
Finance costs		(115,600)	(93,826)
Insurance paid		(444,830)	(405,640)
Goods and services tax paid		(1,528,346)	(1,443,214)
Other expenditure		(729,461)	(527,225)
		(16,307,053)	(17,843,507)
Net cash provided by operating activities		6,002,254	2,428,287
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchase of property, plant & equipment	8(a)	(1,586,526)	(2,504,493)
Payments for construction of infrastructure	9(a)	(4,883,475)	(3,252,900)
Proceeds from capital grants, subsidies and contributions		4,550,838	3,093,480
Proceeds from financial assets at amortised cost - self-supporting loans		4,377	4,291
Proceeds from sale of property, plant & equipment		311,773	49,400
Proceeds from sale of infrastructure		0	120,000
Net cash (used in) investing activities		(1,603,014)	(2,490,222)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings	27(a)	(258,807)	(261,817)
Payments for principal portion of lease liabilities	27(c)	(30,431)	(27,542)
Proceeds from new borrowings	27(a)	0	746,000
Net cash provided by (used in) financing activities		(289,238)	456,641
Net increase in cash held		4,110,002	394,706
Cash at beginning of year		13,556,082	13,161,376
Cash and cash equivalents at the end of the year		17,666,084	13,556,082

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



**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
12.2.1**

**SHIRE OF GINGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2025 Actual	2025 Budget	2024 Actual
		\$	\$	\$
OPERATING ACTIVITIES				
Revenue from operating activities				
General rates	25	7,842,428	7,698,086	7,079,850
Rates excluding general rates	25	3,305,887	3,316,646	3,060,513
Grants, subsidies and contributions		3,092,051	1,999,451	3,317,224
Fees and charges		5,182,281	4,790,330	4,308,222
Interest revenue		787,172	446,856	516,308
Other revenue		545,443	356,578	595,254
Profit on asset disposals		117,045	723,816	30,356
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	0	0	1,681
		20,872,307	19,331,763	18,909,408
Expenditure from operating activities				
Employee costs		(6,625,521)	(7,397,839)	(6,480,415)
Materials and contracts		(6,779,971)	(8,540,803)	(8,181,213)
Utility charges		(554,943)	(540,246)	(569,306)
Depreciation		(10,241,683)	(10,655,716)	(10,384,939)
Finance costs		(298,600)	(117,085)	(93,826)
Insurance		(444,830)	(414,176)	(405,640)
Other expenditure		(766,904)	(717,796)	(566,451)
Loss on asset disposals		(114,339)	(79,641)	(10,819)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	(3,551)	0	0
		(25,830,342)	(28,463,302)	(26,692,609)
Non-cash amounts excluded from operating activities	26(a)	10,677,993	10,011,541	10,424,738
Amount attributable to operating activities		5,719,958	880,002	2,641,537
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		4,629,627	7,960,605	2,267,428
Proceeds from disposal of assets		311,773	890,909	169,400
Proceeds from financial assets at amortised cost - self-supporting loans	27(a)	4,377	4,377	4,291
		4,945,777	8,855,891	2,441,119
Outflows from investing activities				
Right of use assets received - non cash	11(a)	(22,880)	0	(15,232)
Acquisition of property, plant and equipment	8(a)	(2,676,410)	(3,005,744)	(3,047,624)
Acquisition of infrastructure	9(a)	(4,883,475)	(9,555,815)	(3,252,900)
		(7,582,765)	(12,561,559)	(6,315,756)
Non-cash amounts excluded from investing activities	26(b)	22,880	0	15,232
Amount attributable to investing activities		(2,614,108)	(3,705,668)	(3,859,405)
FINANCING ACTIVITIES				
Inflows from financing activities				
Proceeds from borrowings	27(a)	0	1,000,000	746,000
Proceeds from new leases - non cash	27(c)	22,880	0	15,232
Transfers from reserve accounts	28	899,964	1,463,162	1,907,396
		922,844	2,463,162	2,668,628
Outflows from financing activities				
Repayment of borrowings	27(a)	(258,807)	(258,807)	(261,817)
Payments for principal portion of lease liabilities	27(c)	(30,431)	(25,604)	(27,542)
Transfers to reserve accounts	28	(1,923,460)	(1,613,182)	(1,219,963)
		(2,212,698)	(1,897,593)	(1,509,322)
Non-cash amounts excluded from financing activities	26(c)	(22,880)	0	(15,232)
Amount attributable to financing activities		(1,312,734)	565,569	1,144,074
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year	26(d)	2,234,965	2,260,097	2,308,759
Amount attributable to operating activities		5,719,958	880,002	2,641,537
Amount attributable to investing activities		(2,614,108)	(3,705,668)	(3,859,405)
Amount attributable to financing activities		(1,312,734)	565,569	1,144,074
Surplus or deficit after imposition of general rates	26(d)	4,028,081	0	2,234,965

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



**SHIRE OF GINGIN
FOR THE YEAR ENDED 30 JUNE 2025
INDEX OF NOTES TO THE FINANCIAL REPORT**

Note 1	Basis of preparation	9
Note 2	Revenue and expenses	10
Note 3	Cash and cash equivalents	12
Note 4	Other financial assets	12
Note 5	Trade and other receivables	13
Note 6	Inventories	14
Note 7	Other assets	15
Note 8	Property, plant and equipment	16
Note 9	Infrastructure	18
Note 10	Fixed assets	20
Note 11	Leases	22
Note 12	Trade and other payables	24
Note 13	Other liabilities	25
Note 14	Borrowings	26
Note 15	Employee related provisions	27
Note 16	Other provisions	28
Note 17	Revaluation surplus	29
Note 18	Restrictions over financial assets	30
Note 19	Undrawn borrowing facilities and credit standby arrangements	30
Note 20	Contingent liabilities	31
Note 21	Capital commitments	31
Note 22	Related party transactions	32
Note 23	Joint arrangements	34
Note 24	Other material accounting policies	35
 Information required by legislation		
Note 25	Rating information	36
Note 26	Determination of surplus or deficit	37
Note 27	Borrowing and lease liabilities	38
Note 28	Reserve accounts	41

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

1. BASIS OF PREPARATION

The financial report of the Shire of Gingin which is a Class 3 local government comprises general purpose financial statements which have 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 *Local Government Act 1995*, 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 except for disclosure requirements of:

- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

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 *Leases* which would have required the Shire to measure any vested improvements at zero cost.

The *Local Government (Financial Management) Regulations 1996* provide that:

- land and buildings classified as property, plant and equipment; or
- infrastructure; or
- vested improvements that the local government controls; and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 *Property, Plant and Equipment*, which would have required the Shire to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

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.

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 that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying amounts 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 - note 8
 - Infrastructure - note 9
- Expected credit losses on financial assets - note 5
- Measurement of employee benefits - note 15
- Measurement of provisions - note 16

Fair value hierarchy information can be found in note 24

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.

Initial application of accounting standards

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time:

- AASB 2020-1 Amendments to Australian Accounting Standards
 - Classification of Liabilities as Current or Non-current
- AASB 2022-5 Amendments to Australian Accounting Standards
 - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards
 - Non-current Liabilities with Covenants
- AASB 2023-3 Amendments to Australian Accounting Standards
 - Disclosure of Non-current Liabilities with Covenants: Tier 2
- AASB 2024-1 Amendments to Australian Accounting Standards
 - Supplier Finance Arrangements: Tier 2 Disclosures
- AASB 2023-1 Amendments to Australian Accounting Standards
 - Supplier Finance Arrangements

These amendments are not expected to have any material impact on the financial report on initial application.

- AASB 2022-10 Amendments to Australian Accounting Standards
 - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

These amendment may result in changes to the fair value of certain non-financial assets on revaluation. The impact has not been quantified as it is not considered practicable to determine the amount of the difference in fair value attributable to the change in the standard.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards
 - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2024-4b Amendments to Australian Accounting Standards
 - Effective Date of Amendments to AASB 10 and AASB 128 [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-9 Amendments to Australian Accounting Standards
 - Insurance Contracts in the Public Sector
- AASB 2023-5 Amendments to Australian Accounting Standards
 - Lack of Exchangeability
- AASB 18 (FP) Presentation and Disclosure in Financial Statements
 - (Appendix D) [for for-profit entities]
- AASB 18 (NFP/super) Presentation and Disclosure in Financial Statements
 - (Appendix D) [for not-for-profit and superannuation entities]
- AASB 2024-2 Amendments to Australian Accounting Standards
 - Classification and Measurement of Financial Instruments
- AASB 2024-3 Amendments to Australian Accounting Standards
 - Annual Improvements Volume 11

These amendments are not expected to have any material impact on the financial report on initial application.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/refunds/warranties	Timing of revenue recognition
Grants, subsidies and contributions	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management.	Single point in time	Full payment prior to issue	None	On payment of the licence, registration or approval
Fees and charges - waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment at gate or on normal trading terms if credit provided	None	On entry to facility
Fees and charges - sale of stock	Aquatic centre kiosk and history book stock	Single point in time	Payment in full on purchase	None	At point of sale
Other revenue - private works	Contracted private works	Single point in time	Payment on normal trading terms if credit provided	None	At point of service

Revenue recognition

Rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

For the year ended 30 June 2025

Nature	Contracts with customers	Capital grant/contributions	Statutory requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	11,148,315	0	11,148,315
Grants, subsidies and contributions	3,092,051	0	0	0	3,092,051
Fees and charges	5,182,281	0	0	0	5,182,281
Interest revenue	0	0	111,706	675,466	787,172
Other revenue	0	0	0	545,443	545,443
Capital grants, subsidies and contributions	0	4,629,627	0	0	4,629,627
Total	8,274,332	4,629,627	11,260,021	1,220,909	25,384,889

For the year ended 30 June 2024

Nature	Contracts with customers	Capital grant/contributions	Statutory requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	10,140,363	0	10,140,363
Grants, subsidies and contributions	3,317,224	0	0	0	3,317,224
Fees and charges	4,308,222	0	0	0	4,308,222
Interest revenue	0	0	111,077	405,231	516,308
Other revenue	220,365	0	0	374,889	595,254
Capital grants, subsidies and contributions	0	2,267,428	0	0	2,267,428
Total	7,845,811	2,267,428	10,251,440	780,120	21,144,799

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)	Note	2025 Actual	2024 Actual
		\$	\$
Interest revenue			
Financial assets at amortised cost - self-supporting loans		255	306
Interest on reserve account		330,973	287,310
Trade and other receivables overdue interest		111,707	0
Other interest revenue		344,237	228,692
		787,172	516,308
The 2025 original budget estimate in relation to: Trade and other receivables overdue interest was \$91,500.			
Fees and charges relating to rates receivable			
Charges on instalment plan		15,345	14,560
The 2025 original budget estimate in relation to: Charges on instalment plan was \$16,500.			
(b) Expenses			
Auditors remuneration			
- Audit of the Annual Financial Report		40,000	33,340
- Other services – grant acquittals		9,300	4,500
		49,300	37,840
Employee Costs			
Employee benefit costs		6,263,494	6,159,828
Other employee costs		362,027	320,587
		6,625,521	6,480,415
Finance costs			
Interest and financial charges paid/payable for lease liabilities and financial liabilities not at fair value through profit or loss		115,600	93,826
Provisions: unwinding of discount		183,000	0
		298,600	93,826
Other expenditure			
Impairment losses on trade receivables		38,650	32,154
Increase in other provisions	16	184,580	0
Write down of inventories to net realisable value		(1,208)	7,072
Sundry expenses	6	544,882	527,225
		766,904	566,451

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

3. CASH AND CASH EQUIVALENTS

Note	2025	2024
	\$	\$
Cash at bank and on hand	17,666,084	13,556,082
Total cash and cash equivalents	17,666,084	13,556,082
Held as		
- Unrestricted cash and cash equivalents	5,875,431	3,497,316
- Restricted cash and cash equivalents	11,790,653	10,058,766
18	17,666,084	13,556,082

MATERIAL ACCOUNTING POLICIES

Cash and cash equivalents

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 financial position.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

4. OTHER FINANCIAL ASSETS

(a) Current assets

Financial assets at amortised cost

Note	2025	2024
	\$	\$
	4,465	4,377
	4,465	4,377

Other financial assets at amortised cost

Self-supporting loans receivable

26(d)	4,465	4,377
	4,465	4,377

Held as

- Unrestricted other financial assets at amortised cost

	4,465	4,377
	4,465	4,377

(b) Non-current assets

Financial assets at amortised cost

Financial assets at fair value through profit or loss

	9,682	14,148
	79,620	83,171
	89,302	97,319

Financial assets at amortised cost

Self-supporting loans receivable

Term deposits

	5,575	8,041
	4,107	6,107
	9,682	14,148

Financial assets at fair value through profit or loss

Units in Local Government House Trust - opening balance

Movement attributable to fair value increment

Units in Local Government House Trust - closing balance

	83,171	81,490
	(3,551)	1,681
	79,620	83,171

MATERIAL ACCOUNTING POLICIES

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.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 24 (i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit or loss

The Shire classifies the following financial assets at fair value through profit or loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has elected to recognise as fair value gains and losses through profit or loss.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

5. TRADE AND OTHER RECEIVABLES

	Note	2025	2024
		\$	\$
Current			
Rates and statutory receivables		570,674	757,894
Trade receivables		467,444	458,974
GST receivable		13,764	10,013
Allowance for credit losses of trade receivables	23(b)	(38,650)	(32,154)
Other receivables - legal costs - recovery of rates		120,789	66,495
Other receivables - rubbish fees		59,621	85,988
		1,193,642	1,347,210
Non-current			
Rates and statutory receivables		172,912	168,578
		172,912	168,578

Disclosure of opening and closing balances related to contracts with customers

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non-financial assets is:

Trade and other receivables from contracts with customers
Contract assets
Allowance for credit losses of trade receivables
Total trade and other receivables from contracts with customers

Note	30 June 2025 Actual	30 June 2024 Actual	1 July 2023 Actual
	\$	\$	\$
7	467,444	458,974	382,730
5	74,782	231,651	383,908
	(38,650)	(32,154)	(8,871)
	503,576	658,471	757,767

MATERIAL ACCOUNTING POLICIES

Rates and statutory receivables

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations or for the construction of recognisable non financial assets as part of the ordinary course of business.

Measurement

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

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.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

6. INVENTORIES

Current
Fuel and materials
History books held for sale

Note	2025	2024
	\$	\$
	16,390	18,527
	13,820	14,087
	30,210	32,614

The following movements in inventories occurred during the year:

Balance at beginning of year
Inventories expensed during the year
Write down of inventories to net realisable value
Additions to inventory
Balance at end of year

2(b)	32,614	22,913
	(324,898)	(337,460)
	1,208	(7,072)
	321,286	354,233
	30,210	32,614

MATERIAL ACCOUNTING POLICIES

General
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
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

7. OTHER ASSETS

	2025	2024
	\$	\$
Other assets - current		
Prepayments	204,836	26,861
Contract assets	74,782	231,651
	279,618	258,512

MATERIAL ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Contract assets

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
12.2.1**

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Assets not subject to operating lease		Total property		Plant and equipment		Total property, plant and equipment \$					
	Note	Land	Buildings	Land	Buildings	Work in progress	Total property	Furniture and equipment	Plant and equipment	Vehicles	Tools	
Balance at 1 July 2023		12,811,727	33,635,552	12,811,727	33,635,552	0	46,447,279	97,808	3,398,752	1,310,926	1,607	51,756,372
Additions	746,293	657,206	746,293	657,206	37,119	1,440,618	0	1,301,383	305,623	0	0	3,047,624
Disposals	(110,000)	0	(110,000)	0	0	(110,000)	(1,641)	(29,044)	0	0	(140,685)	
Depreciation	0	(858,338)	0	(858,338)	0	(858,338)	(16,492)	(348,57)	(198,890)	(314)	(1,422,181)	
Transfers	0	13,448,020	33,434,420	13,448,020	33,434,420	(24,129)	(24,129)	0	24,379	0	250	
Balance at 30 June 2024		13,448,020	35,885,096	13,448,020	35,885,096	12,990	49,346,106	337,862	7,487,356	3,147,108	9,150	60,327,582
Comprises:								(2,450,676)	(2,450,676)	(1,229,439)	(7,857)	(3,082,202)
Gross balance amount at 30 June 2024		13,448,020	33,434,420	13,448,020	33,434,420	0	46,895,430	79,675	4,347,313	1,917,669	1,283	53,241,380
Accumulated depreciation at 30 June 2024		0	207,520	0	207,520	59,734	267,254	0	1,995,985	413,171	0	2,676,410
Balance at 30 June 2024		0	(6,890)	0	(6,890)	0	(6,890)	0	(195,353)	(84,636)	0	(286,879)
Additions	0	0	0	0	0	0	0	0	0	0	0	0
Disposals	0	0	0	0	0	0	0	0	0	0	0	0
Revaluation increments / (decrements) transferred to revaluation surplus	1,283,080	13,480,791	1,283,080	13,480,791	0	14,743,871	0	0	0	0	0	14,743,871
Depreciation	0	(869,176)	0	(869,176)	0	(869,176)	(14,016)	(442,848)	(229,447)	(200)	(1,555,687)	
Transfers	0	73,983	0	73,983	(59,734)	14,239	0	(6,456)	0	0	7,790	
Balance at 30 June 2025		14,731,100	46,300,648	14,731,100	46,300,648	(12,990)	61,044,738	65,659	5,698,638	2,016,757	1,093	68,826,885
Comprises:												
Gross balance amount at 30 June 2025		14,731,100	46,300,648	14,731,100	46,300,648	0	61,044,738	337,862	8,772,808	3,447,384	9,150	73,611,942
Accumulated depreciation at 30 June 2025		0	0	0	0	0	0	(272,203)	(3,074,170)	(1,430,627)	(8,057)	(4,785,057)
Balance at 30 June 2025		14,731,100	46,300,648	14,731,100	46,300,648	12,990	61,044,738	65,659	5,698,638	2,016,757	1,093	68,826,885

* The 2025 additions included \$ 1,089,884 of non-cash additions for vehicles received from the Department of Fire and Emergency Services

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying amount measurements

Asset class	Note	Carrying amount 2025	Carrying amount 2024	Fair value hierarchy	Valuation technique	Basis of valuation	Date of last valuation	Inputs used
(i) Fair value - as determined at the last valuation date								
Land and buildings								
Land - market value		14,731,100	13,448,020	2	Market approach using recent observable market data for similar properties	Independent registered valuers	June 2025	Price per hectare
Total land	8(a)	14,731,100	13,448,020					
Buildings - non specialised		2,302,500	1,743,373	2	Market approach using recent observable market data for similar properties, income approach using discounted cashflow methodology	Independent valuer and Management valuation	June 2025	Price per square meter / market borrowing rate
Buildings - specialised		43,998,148	31,691,047	3	Cost approach using current replacement cost	Independent registered valuers	June 2025	Construction costs and current condition, residual values and remaining useful life assessments inputs
Total buildings	8(a)	46,300,648	33,434,420					
Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.								
During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs. The valuation techniques applied to property subject to lease was the same as that applied to property not subject to lease.								
(ii) Cost								
Furniture and equipment								
Plant and equipment		N/A	N/A	Cost model	N/A	N/A	N/A	N/A

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
12.2.1**

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

9. INFRASTRUCTURE

(a) Movements in balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Infrastructure - footpaths	Infrastructure - bridges	Infrastructure - parks and ovals	Infrastructure - other	Infrastructure - work in progress	Infrastructure - landfill assets	Total infrastructure
Balance at 1 July 2023	\$ 184,477,846	4,327,912	5,667,000	\$ 9,179,306	8,883,964	264,780	\$ 5,835,206	218,636,014
Additions	2,989,494	49,796	0	89,002	124,608	0	0	3,252,900
(Disposals)	0	0	0	0	(9,177)	0	0	(9,177)
Depreciation	(6,796,070)	(118,859)	(196,058)	(672,316)	(488,180)	0	(663,624)	(8,935,107)
Transfers	0	0	0	0	(250)	0	0	(250)
Balance at 30 June 2024	180,671,270	4,258,849	5,470,942	8,595,992	8,510,965	264,780	5,171,382	212,944,380
Comprises:								
Gross balance at 30 June 2024	187,467,340	4,377,708	5,667,000	9,268,308	9,946,964	264,780	5,842,044	222,834,144
Accumulated depreciation at 30 June 2024	(6,796,070)	(118,859)	(196,058)	(672,316)	(1,435,999)	0	(670,462)	(9,889,764)
Balance at 30 June 2024	180,671,270	4,258,849	5,470,942	8,595,992	8,510,965	264,780	5,171,382	212,944,380
Additions	4,415,010	12,843	0	116,616	283,875	6,283	48,848	4,883,475
(Disposals)	0	0	0	0	(7,631)	0	(14,556)	(22,187)
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	1,941,423	0	0	1,941,423
Depreciation	(6,556,826)	(115,981)	(196,058)	(652,751)	(469,938)	0	(664,451)	(8,655,905)
Transfers	0	0	0	438,054	(445,844)	0	0	(7,790)
Balance at 30 June 2025	178,529,454	4,155,711	5,274,884	8,497,911	9,812,950	271,063	4,541,423	211,083,396
Comprises:								
Gross balance at 30 June 2025	191,882,350	4,390,551	5,667,000	9,886,724	9,812,950	271,063	5,872,892	227,793,530
Accumulated depreciation at 30 June 2025	(13,352,896)	(234,840)	(392,116)	(1,398,813)	0	0	(1,331,469)	(16,710,134)
Balance at 30 June 2025	178,529,454	4,155,711	5,274,884	8,497,911	9,812,950	271,063	4,541,423	211,083,396

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

9. INFRASTRUCTURE (Continued)

(b) Carrying amount measurements

Asset class	Fair value hierarchy	Valuation technique	Basis of valuation	Date of last valuation	Inputs used
(i) Fair value - as determined at the last valuation date					
Infrastructure - roads	3	Cost approach using current replacement cost	Independent registered valuers	June 2023	Construction costs and current condition, residual values and remaining useful life assessments
Infrastructure - footpaths	3	Cost approach using current replacement cost	Independent registered valuers	June 2023	Construction costs and current condition, residual values and remaining useful life assessments
Infrastructure - bridges	3	Cost approach using current replacement cost	Independent registered valuers	June 2023	Construction costs and current condition, residual values and remaining useful life assessments
Infrastructure - parks and ovals	3	Cost approach using current replacement cost	Independent registered valuers	June 2023	Construction costs and current condition, residual values and remaining useful life assessments
Infrastructure - other	3	Cost approach using current replacement cost	Independent registered valuers	June 2025	Construction costs and current condition, residual values and remaining useful life assessments

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

10. FIXED ASSETS

(a) Depreciation

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset class	Useful life
Buildings - non specialised	25 to 50 years
Buildings - specialised	25 to 50 years
Furniture and equipment	3 to 50 years
Plant and equipment	5 to 20 years
Vehicles	1 to 5 years
Tools	4 to 10 years
Infrastructure - roads	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	19 years
- asphalt surfaces	30 years
Gravel roads	
formation	not depreciated
pavement	15 years
Infrastructure - footpaths	25 years
Infrastructure - Sewerage piping	100 years
Water supply piping and drainage systems	85 years
Infrastructure - parks and ovals	13 years
Infrastructure - other	3 to 25 years
Infrastructure - bridges	25 years
Infrastructure - landfill assets	6 - 16 years
Right-of-use (buildings)	Based on the remaining lease term
Right-of-use (plant and equipment)	Based on the remaining lease term

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

10. FIXED ASSETS (Continued)

MATERIAL ACCOUNTING POLICIES

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.

Revaluation

Land and buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the Shire.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the Shire to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset; or
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Impairment

In accordance with *Local Government (Financial Management) Regulation 17A(4C)*, the Shire is not required to comply with *AASB 136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposal

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

11. LEASES

(a) Right-of-use assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.

	Note	Right-of-use assets - land and buildings	Right-of-use assets - plant and equipment	Total right-of-use assets
Balance at 1 July 2023		0	44,774	44,774
Additions		15,232	0	15,232
Depreciation		(7,616)	(20,036)	(27,652)
Balance at 30 June 2024		7,616	24,738	32,354
Gross balance amount at 30 June 2024		38,173	114,391	152,564
Accumulated depreciation at 30 June 2024		(30,557)	(89,653)	(120,210)
Balance at 30 June 2024		7,616	24,738	32,354
 Additions		0	22,880	22,880
Depreciation		(7,616)	(22,476)	(30,092)
Balance at 30 June 2025		0	25,142	25,142
Gross balance amount at 30 June 2025		38,173	137,271	175,444
Accumulated depreciation at 30 June 2025		(38,173)	(112,129)	(150,302)
Balance at 30 June 2025		0	25,142	25,142

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the Shire is the lessee:

	2025 Actual	2024 Actual
	\$	\$
Depreciation on right-of-use assets	(30,092)	(27,652)
Finance charge on lease liabilities	(1,061)	(1,071)
Low-value asset lease payments recognised as expense	(30,431)	(27,542)
Total amount recognised in the statement of comprehensive income	(61,584)	(56,265)
 Total cash outflow from leases	(31,492)	(28,613)
 (b) Lease liabilities		
Current	14,987	25,605
Non-current	10,547	7,481
27(c)	25,534	33,086

Secured liabilities and assets pledged as security

Lease liabilities are effectively secured, as the rights to the leased assets recognised in the financial statements revert to the lessor in the event of default.

MATERIAL ACCOUNTING POLICIES

Leases

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 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 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 that are classified as short-term leases (i.e. a lease with a 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.

Details of individual lease liabilities required by regulations are provided at Note 27(c).

Right-of-use assets - measurement

Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not recognised in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 under revaluation for details on the material accounting policies applying to vested improvements.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

11. LEASES (Continued)

(c) Lessor - property, plant and equipment subject to lease

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

Less than 1 year
1 to 2 years
2 to 3 years
3 to 4 years
4 to 5 years
> 5 years

	2025 Actual	2024 Actual
	\$	\$
Less than 1 year	271,408	230,723
1 to 2 years	271,928	176,896
2 to 3 years	261,092	175,149
3 to 4 years	198,710	176,602
4 to 5 years	143,013	109,744
> 5 years	350,413	238,568
	1,496,564	1,107,682
Amounts recognised in profit or loss for property, plant and equipment subject to lease		
Rental income	653,307	277,103

The Shire leases houses to aged persons with rentals payable weekly and fortnightly. The Shire also leases commercial buildings and infrastructure with rentals payable on a weekly, monthly and yearly basis. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets. The aged persons housing are considered a joint operation and are not considered an investment property as the primary purpose is provision of community housing.

Lease payments for some contracts include CPI or agreed increases, but there are no other variable lease payments that depend on an index or rate. Although the Shire is exposed to changes in the residual value at the end of the current leases, the Shire typically enters into new operating leases and therefore will not immediately realise any reduction in residual value at the end of these leases. Expectations about the future residual values are reflected in the fair value of the properties.

MATERIAL ACCOUNTING POLICIES

The Shire as lessor

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Shire applies AASB 15 *Revenue from Contracts with Customers* to allocate the consideration under the contract to each component.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

12. TRADE AND OTHER PAYABLES

Current

Sundry creditors
Prepaid rates
Accrued payroll liabilities
Bonds and deposits held
Other payables - accrued interest on long term borrowings
Other payables - income received in advance

	2025	2024
	\$	\$
Sundry creditors	1,019,245	641,192
Prepaid rates	239,124	205,885
Accrued payroll liabilities	228,230	282,833
Bonds and deposits held	861,442	626,343
Other payables - accrued interest on long term borrowings	17,191	19,294
Other payables - income received in advance	4,340	6,227
	2,369,572	1,781,774

MATERIAL ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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 usually 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.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

13. OTHER LIABILITIES

	2025	2024
	\$	\$
Current		
Contract liabilities	698,684	816,808
Capital grant/contributions liabilities	2,663,376	1,836,861
	<hr/> 3,362,060	<hr/> 2,653,669
Reconciliation of changes in contract liabilities		
Opening balance	816,808	454,424
Additions	135,985	639,733
Revenue from contracts with customers included as a contract liability at the start of the period	(254,109)	(277,349)
	<hr/> 698,684	<hr/> 816,808
Reconciliation of changes in capital grant/contribution liabilities		
Opening balance	1,836,861	467,678
Additions	3,819,561	2,769,248
Revenue from capital grant/contributions held as a liability at the start of the period	(2,993,046)	(1,400,065)
	<hr/> 2,663,376	<hr/> 1,836,861

MATERIAL ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

14. BORROWINGS

	Note	2025			2024		
		Current	Non-current	Total	Current	Non-current	Total
Secured		\$	\$	\$	\$	\$	\$
Debentures		272,116	1,795,924	2,068,040	258,807	2,068,040	2,326,847
Total secured borrowings	27(a)	272,116	1,795,924	2,068,040	258,807	2,068,040	2,326,847

Secured liabilities and assets pledged as security

Debentures are secured by a floating charge over the assets of the Shire of Gingin.

The Shire of Gingin has complied with the financial covenants of its borrowing facilities during the 2025 and 2024 years.

MATERIAL ACCOUNTING POLICIES

Borrowing costs

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.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

Risk

Details of individual borrowings required by regulations are provided at Note 27(a).

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

15. EMPLOYEE RELATED PROVISIONS

Employee related provisions	2025	2024
	\$	\$
Current provisions		
Employee benefit provisions		
Annual leave	568,167	625,961
Long service leave	413,081	492,952
	981,248	1,118,913
Total current employee related provisions	981,248	1,118,913
Non-current provisions		
Employee benefit provisions		
Long service leave	198,046	125,827
	198,046	125,827
Total non-current employee related provisions	198,046	125,827
Total employee related provisions	1,179,294	1,244,740

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

MATERIAL ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

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 statement of financial position.

Other long-term employee benefits

Long-term employee benefits provisions 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.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

16. OTHER PROVISIONS

		Provision for landfill rehabilitation	Total
	Note	\$	\$
Opening balance at 1 July 2024			
Non-current provisions		5,513,899	5,513,899
		5,513,899	5,513,899
Additional provision recognised in revaluation surplus	17	233,245	233,245
Additional provision recognised in profit or loss	2(b)	184,580	184,580
Charged to profit or loss			
- unwinding of discount		183,000	183,000
Balance at 30 June 2025		6,114,724	6,114,724
Comprises			
Current		98,105	98,105
Non-current		6,016,619	6,016,619
		6,114,724	6,114,724

Other provisions

Amounts which are expected to be paid out within 12 months of the reporting date are classified as current. Exact timing of payment of non-current obligations is unable to be reliably estimated as it is dependent on factors beyond the control of the local government.

Provision for landfill rehabilitation

Under the licence for the operation of the Shire of Gingin waste landfill sites, the Shire has a legal obligation to restore the sites.

The estimated future obligations include the costs of restoring the affected areas and continued monitoring of the sites.

The provision for future remediation costs is the best estimate of the present value of the expenditure required to settle the remediation obligation at the reporting date. Future remediation costs are reviewed annually and any changes in the estimate are reflected in the remediation provision at each reporting date.

The additional provision has been recognised in profit or loss, except to the extent it has been recognised in other comprehensive income and reduce the revaluation surplus within equity. Refer Note 17.

MATERIAL ACCOUNTING POLICIES

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.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

17. REVALUATION SURPLUS

	2025 Opening balance	Total Movement on revaluation	2025 Closing balance	2024 Opening balance	Total Movement on revaluation	2024 Closing balance
	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land	5,726,807	1,283,080	7,009,887	5,726,807	0	5,726,807
Revaluation surplus - Buildings - non-specialised	17,292,645	943,123	18,235,768	17,292,645	0	17,292,645
Revaluation surplus - Buildings - specialised	8,146,954	12,517,667	20,664,621	8,146,954	0	8,146,954
Revaluation surplus - Plant and equipment	2,491,906	0	2,491,906	2,491,906	0	2,491,906
Revaluation surplus - Infrastructure - roads	161,366,287	0	161,366,287	161,366,287	0	161,366,287
Revaluation surplus - Infrastructure - footpaths	4,097,518	0	4,097,518	4,097,518	0	4,097,518
Revaluation surplus - Infrastructure - bridges	6,054,415	0	6,054,415	6,054,415	0	6,054,415
Revaluation surplus - Infrastructure - parks and ovals	5,161,727	0	5,161,727	5,161,727	0	5,161,727
Revaluation surplus - Infrastructure - other	5,153,054	1,941,423	7,094,477	5,153,054	0	5,153,054
Revaluation surplus - Infrastructure - landfill assets	233,245	(233,245)	0	493,958	(260,713)	233,245
	215,724,558	16,452,048	232,176,606	215,985,271	(260,713)	215,724,558

The additional provision for the make good costs of the landfill sites has been recognised in other comprehensive income and reduce the revaluation surplus within equity to the extent of the existing Revaluation Surplus - Infrastructure - landfill assets. Refer note 16.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

18. RESTRICTIONS OVER FINANCIAL ASSETS

	Note	2025 Actual \$	2024 Actual \$
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	11,790,653 11,790,653	10,058,766 10,058,766
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	28	8,428,593	7,405,097
Contract liabilities	13	698,684	816,808
Capital grant liabilities	13	2,663,376	1,836,861
Total restricted financial assets		11,790,653	10,058,766
19. UNDRAWN BORROWING FACILITIES AND CREDIT STANDBY ARRANGEMENTS			
Credit standby arrangements			
Bank overdraft limit		500,000	500,000
Bank overdraft at balance date		0	0
Credit card limit		32,000	22,000
Credit card balance at balance date		(8,287)	(1,843)
Total amount of credit unused		523,713	520,157
Loan facilities			
Loan facilities - current		272,116	258,807
Loan facilities - non-current		1,795,924	2,068,040
Total facilities in use at balance date		2,068,040	2,326,847
Unused loan facilities at balance date		NIL	NIL

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

20. CONTINGENT LIABILITIES

Contingent liabilities are not recognised in the statement of financial position but are disclosed and, if quantifiable, are measured at best estimate.

There are no contingent liabilities to disclose at the end of the reporting period. (2024: None)

21. CAPITAL COMMITMENTS

	2025	2024
	\$	\$
Contracted for:		
- capital expenditure projects	52,200	70,000
- plant & equipment purchases	504,318	1,116,135
	<hr/> 556,518	<hr/> 1,186,135
Payable:		
- not later than one year	556,518	1,186,135

'The 2025 capital commitments relate to the following projects:

Ledge Point off road vehicle area - \$52,200

Purchase of tractor - \$154,000

Purchase of truck - \$350,318

The 2024 capital commitments relate to the following projects:

- Guilderton foreshore road reserve purchase \$70,000

- Purchase of 2 x prime movers \$757,100

- Purchase of water truck \$359,035

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

22. RELATED PARTY TRANSACTIONS

(a) Council member remuneration

Fees, expenses and allowances to be paid or reimbursed to council members.	Note	2025	2025	2024
		Actual	Budget	Actual
President's annual allowance		15,780	16,000	16,000
President's meeting attendance fees		15,386	15,600	15,600
President's annual allowance for ICT expenses		2,466	2,500	2,500
President's travel and accommodation expenses		1,495	2,723	1,531
		35,127	36,823	35,631
Deputy President's annual allowance		1,250	4,000	4,000
Deputy President's meeting attendance fees		2,600	8,320	8,320
Deputy President's annual allowance for ICT expenses		781	2,500	2,500
Deputy President's travel and accommodation expenses		0	2,723	0
		4,631	17,543	14,820
All other council member's meeting attendance fees		55,775	58,240	45,561
All other council member's annual allowance for ICT expenses		16,759	17,500	14,231
All other council member's travel and accommodation expenses		11,278	19,054	10,577
		83,812	94,794	70,369
	22(b)	123,570	149,160	120,820

(b) Key management personnel (KMP) compensation

The total of compensation paid to KMP of the Shire during the year are as follows:

Short-term employee benefits	803,862	736,579
Post-employment benefits	73,399	87,591
Employee - other long-term benefits	99,663	69,225
Employee - termination benefits	198,339	142,742
Council member costs	123,570	120,820
	1,298,833	1,156,957

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave entitlements accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Council member costs

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

22. RELATED PARTY TRANSACTIONS (Continued)

(c) Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	2025 Actual \$	2024 Actual \$
Purchase of goods and services	16,100	63,086
Short term employee benefits - other related parties	51,922	122,095

(d) Related parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the Shire, directly or indirectly, including any council member, are considered key management personnel.

ii. Other Related Parties

An entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered to be related parties.

Short-term employee benefits related to associate persons of the Shire President who was employed by the Shire under normal employment terms and conditions.

Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

iii. Entities subject to significant influence by the Shire

There were no such entities requiring disclosure during the current or previous year.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

23. JOINT ARRANGEMENTS

Share of joint operations

Statement of financial position	2025 Actual	2024 Actual
	\$	\$
Land Lot 84 Atkinson Way Lancelin	71,000	20,002
Atkinson Way Lancelin (5 x 2 bedroom units) Units 1-5 @ 36.10%	393,490	342,950
Atkinson Way Lancelin (6 x 2 bedroom units) Units 6-11 @ 39.37%	527,558	501,203
Less: accumulated depreciation	0	41,492
Total assets	992,048	822,663
Seniors Housing Reserve	71,000	151,327
Total equity	71,000	151,327
Statement of comprehensive income		
Income	86,962	93,002
Depreciation	(15,948)	(14,268)
Other expense	(65,535)	(87,333)
Profit/(loss) for the period	5,479	(8,599)
Other comprehensive income		
Total comprehensive income for the period	5,479	(8,599)
Statement of cash flows		
Other revenue	86,962	93,002
Other expense	(65,535)	(87,333)
Net cash provided by (used in) operating activities	21,427	5,669

MATERIAL ACCOUNTING POLICIES

Joint operations

A joint operation is a joint arrangement where the Shire has joint control with two or more parties to the joint arrangement. All parties to joint arrangement have rights to the assets, and obligations for the liabilities relating to the arrangement.

Assets, liabilities, revenues and expenses relating to the Shire's interest in the joint operation are accounted for in accordance with the relevant Australian Accounting Standards.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

24. OTHER MATERIAL ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest revenue

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy

AASB 13 Fair Value Measurement requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:

- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. *AASB 116 Property, Plant and Equipment*) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
12.2.1**

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

25. RATING INFORMATION

(a) General rates			2024/25						2024/25						2024/25							
			Rate in \$		Number of properties		2024/25 Actual rate value*		2024/25 Actual rate revenue		2024/25 Actual interim rates		2024/25 Actual total revenue		Budget rate		Budget interim rate		Budget total revenue		Actual total revenue	
RATE TYPE			Basis of valuation																			
Rate description																						
GRV Townsites		Gross rental valuation	0.098154	1,605	30,810,226	\$	3,024,143	\$	64,847	\$	3,088,990	\$	3,024,147	\$	0	\$	3,024,147	\$	2,842,535	\$		
GRV Other		Gross rental valuation	0.098154	1,006	18,708,225	\$	1,836,284	\$	29,899	\$	1,886,183	\$	1,836,287	\$	0	\$	1,836,287	\$	1,697,533	\$		
UV Rural		Unimproved valuation	0.004742	448	436,333,000	\$	2,069,091	\$	7,416	\$	2,076,507	\$	2,069,091	\$	0	\$	2,069,091	\$	1,804,539	\$		
UV Other		Unimproved valuation	0.004742	3	2,985,000	\$	14,013	\$	41,817	\$	55,830	\$	14,013	\$	0	\$	14,013	\$	43,269	\$		
UV Intensive/Mining		Unimproved valuation	0.008999	122	107,808,000	\$	754,548	\$	370	\$	754,918	\$	754,548	\$	0	\$	754,548	\$	690,900	\$		
UV Exploration Mining		Unimproved valuation	0.004742	0	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$		
Total general rates			3,184	596,614,451	7,698,079	\$	144,349	\$	7,842,428	\$	7,698,086	\$	7,698,086	\$	0	\$	7,698,086	\$	7,079,850	\$		
Minimum payment																						
GRV Townsites		Gross rental valuation	1,323	1,029	9,693,909	\$	1,361,367	\$	0	\$	1,361,367	\$	1,361,367	\$	0	\$	1,361,367	\$	1,289,184	\$		
GRV Other		Gross rental valuation	1,323	718	4,097,180	\$	949,914	\$	0	\$	949,914	\$	949,914	\$	0	\$	949,914	\$	928,512	\$		
UV Rural		Unimproved valuation	1,531	374	88,854,600	\$	572,594	\$	0	\$	572,594	\$	572,594	\$	0	\$	572,594	\$	499,624	\$		
UV Other		Unimproved valuation	1,531	36	6,771,000	\$	55,116	\$	0	\$	55,116	\$	55,116	\$	0	\$	55,116	\$	55,116	\$		
UV Intensive/Mining		Unimproved valuation	2,609	121	28,331,426	\$	315,689	\$	0	\$	315,689	\$	315,689	\$	0	\$	315,689	\$	290,398	\$		
UV Exploration Mining		Unimproved valuation	1,531	36	135,529	\$	55,116	\$	(13,594)	\$	41,522	\$	55,116	\$	0	\$	55,116	\$	44,764	\$		
Total minimum payments			2,314	137,983,644	3,309,796	(13,594)	3,296,202	\$	3,309,796	\$	3,296,202	\$	3,309,796	\$	0	\$	3,309,796	\$	3,053,926	\$		
Total general rates and minimum payments			5,498	734,498,095	11,007,875	130,755	11,138,630	\$	11,007,882	\$	0	\$	11,007,882	\$	0	\$	11,007,882	\$	10,133,776	\$		
Ex-gratia rates																						
Ex-gratia rates			0	0	0	\$	0	\$	9,685	\$	9,685	\$	6,850	\$	0	\$	6,850	\$	6,587	\$		
Total amount raised from rates (excluding general rates)			0	0	0	\$	0	\$	9,685	\$	9,685	\$	6,850	\$	0	\$	6,850	\$	6,587	\$		
Total rates																						
(b) Rates related information																						
Rates instalment interest																						
Rates instalment plan charges																						
Rates overdue interest																						
Rates written off																						

*Rateable Value at time of raising of rate.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

26. DETERMINATION OF SURPLUS OR DEFICIT

	Note	2024/25 (30 June 2025 carried forward)	2024/25 Budget (30 June 2025 carried forward)	2023/24 (30 June 2024 carried forward)
		\$	\$	\$
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .				
Adjustments to operating activities				
Less: Profit on asset disposals		(117,045)	(723,816)	(30,356)
Less: Fair value adjustments to financial assets at fair value through profit or loss		3,551	0	(1,681)
Add: Loss on disposal of assets		114,339	79,641	10,819
Add: Depreciation	10(a)	10,241,683	10,655,716	10,384,939
Non-cash movements in non-current assets and liabilities:				
Pensioner deferred rates		(4,334)	0	802
Employee benefit provisions		72,219	0	60,215
Other provisions		367,580	0	0
Non-cash amounts excluded from operating activities		10,677,993	10,011,541	10,424,738
(b) Non-cash amounts excluded from investing activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .				
Adjustments to investing activities				
Right of use assets received - non cash	11(a)	22,880	0	15,232
Non-cash amounts excluded from investing activities		22,880	0	15,232
(c) Non-cash amounts excluded from financing activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to financing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .				
Adjustments to financing activities				
Non cash proceeds from new leases	27(c)	(22,880)	0	(15,232)
Non-cash amounts excluded from financing activities		(22,880)	0	(15,232)
(d) Surplus or deficit after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Reserve accounts	28	(8,428,593)	(7,555,117)	(7,405,097)
Less: Financial assets at amortised cost - self-supporting loans	4(a)	(4,465)	(4,465)	(4,377)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	14	272,116	272,116	258,807
- Current portion of lease liabilities	11(b)	14,987	7,482	25,605
- Other provisions		98,105	0	0
Total adjustments to net current assets		(8,047,850)	(7,279,984)	(7,125,062)
Net current assets used in the Statement of financial activity				
Total current assets		19,174,019	11,691,537	15,198,795
Less: Total current liabilities		(7,098,088)	(4,411,553)	(5,838,768)
Less: Total adjustments to net current assets		(8,047,850)	(7,279,984)	(7,125,062)
Surplus or deficit after imposition of general rates		4,028,081	0	2,234,965

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

27. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual			Budget		
		Principal at 1 July 2023	New loans during 2023-24	Principal at 30 June 2024	New loans during 2024-25	Principal at 30 June 2025	New loans during 2024-25
Gingin Medical Centre	36.082	0	(36,082)	0	0	(24,300)	0
W/annanai West Road - Tip Rationalisation	374,839	0	(22,796)	352,043	0	327,743	0
Guilderton Country Club	254,993	0	(44,104)	210,889	0	(47,310)	0
Regional Hardcourt Facility	192,913	0	(27,110)	165,803	0	(28,952)	0
Lot 44 Weld Street, Gingin	116,589	0	(20,241)	96,348	0	(21,674)	0
Regional Hardcourt Facility	188,721	0	(23,789)	164,952	0	(24,761)	0
Swimming Pool Filling	49,937	0	(16,371)	33,800	0	(16,640)	0
Seabird Sea Wall	81,001	0	(22,426)	58,575	0	(22,993)	0
Lancelin Caravan Park Assets	0	0	0	0	0	58,575	0
Altus Financials Suite Software Upgrade	139,263	0	(9,517)	129,736	0	(9,701)	0
Gingin Outdoor Activity Space	143,591	0	(17,066)	126,525	0	(17,311)	0
Cunillie Street Redevelopment	250,000	0	(20,242)	229,758	0	(21,175)	0
Guilderton Caravan Park Waste Water	0	0	0	0	0	229,758	0
Land for future Gingin sporting precinct	0	746,000	0	746,000	0	746,000	0
Total	1,827,919	746,000	(259,490)	2,314,429	0	(256,429)	1,000,000
Self-supporting loans							
Ledge Point Country Club Cool Room	14,745	0	(2,327)	12,418	0	(2,378)	10,039
Total self-supporting loans	14	0	(2,327)	12,418	0	(2,378)	10,039
Total borrowings	14	1,842,664	746,000	(261,817)	2,326,847	0	(258,807)

Self-supporting loans are financed by payments from third parties. These are shown in Note 4 as other financial assets at amortised cost.

All other loan repayments were financed by general purpose revenue.

Borrowing finance cost payments	Purpose	Loan number	Interest rate	Date final payment is due	Actual for year ending 30 June 2024	Budget for year ending 30 June 2025	Actual for year ending 30 June 2024
Gingin Medical Centre		110	WATC*	6.51%	30/01/2024	0	(785)
Vannama West Road - Tip Rationalisation		111	WATC*	6.49%	15/08/2026	(21,851)	(22,480)
Guiderton Country Club		114	WATC*	7.14%	20/05/2028	(13,842)	(14,228)
Regional Hardcourt Facility		120	WATC*	6.68%	21/06/2029	(10,537)	(17,074)
Lot 44 Weld Street Gingin		123	WATC*	6.96%	16/04/2028	(6,022)	(10,600)
Regional Hardcourt Facility		124A	WATC*	4.13%	4/06/2030	(6,484)	(12,382)
Swimming Pool Tiling		126	WATC*	3.10%	03/02/2026	(708)	(6,385)
Seabird Sea Wall		127	WATC*	2.51%	27/07/2026	(1,079)	(7,476)
Altis Financials Suite Software Upgrade		131	WATC*	1.94%	20/06/2036	(2,461)	(1,327)
Gingin Outdoor Activity Space		132	WATC*	1.43%	20/06/2031	(1,741)	(1,653)
Cunliffe Street Redevelopment		133	WATC*	4.56%	21/06/2033	(10,750)	(2,488)
Land for future Gingin sporting precinct		134	WATC*	5.33%	14/05/2044	(39,358)	(2,647)
Total					(114,289)	(116,387)	(92,455)
Self-supporting loans finance cost payments							
Ledge Point Country Club Cool Room		130	WATC*	2.16%	22/05/2029	(250)	(300)
Total self-supporting loans finance cost payments					(250)	(255)	(300)
Total finance cost payments					(114,539)	(116,642)	(92,755)

* WA Treasury Corporation

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

27. BORROWING AND LEASE LIABILITIES (Continued)

(b) New borrowings - 2024/25

Particulars/purpose	Institution	Loan type	Term years	Interest rate %	Amount borrowed		Amount (used)		Total interest and charges \$	Actual balance unsent \$
					2025 Actual	2025 Budget	2025 Actual	2025 Budget		
Guiderton Caravan Park Upgrade Stage 1	WATC	Council	10	4.93%	0	0	1,000,000	0	1,000,000	0
* WA Treasury Corporation					0	0	1,000,000	0	1,000,000	0

(c) Lease liabilities

Purpose	Note	Principal at 1 July 2023	New leases during 2023-24	Principal repayments during 2023-24	Principal at 30 June 2024	New leases during 2024-25	Principal repayments during 2024-25	Principal at 30 June 2025	Budget		
									Principal at 1 July 2024	Principal at 1 July 2025	
Lancelin administration office		1	15,232	(7,420)	7,813	0	(7,813)	0	7,813	0	
Gingin administration - photocopier		2,559	0	(2,559)	0	0	0	0	(7,812)	1	
Gingin administration - photocopier		0	0	0	22,880	(4,826)	18,054	0	0	0	
Gingin administration - IT server		42,836	0	(17,633)	25,272	0	(17,792)	7,480	25,273	0	
Total lease liabilities	11(b)	45,396	15,232	(27,542)	33,085	22,880	(30,431)	25,534	33,086	0	
Lease finance cost payments									Actual for year ending 30 June 2024		
Purpose		Lease number	Institution	Interest rate	Date final payment is due				Actual for year ending 30 June 2025	Actual for year ending 30 June 2024	
Lancelin administration office	1A	LJ Hughes	4.20%	30/06/2025	\$ (221)	\$ (221)	\$ (221)	\$ (221)	\$ (614)	24	
Gingin administration - photocopier	2	OPC Group Deli Financial Services	1.10%	31/10/2027	(618)	0	0	0	(6)	36	
Gingin administration - IT server	3		1.30%	1/12/2025		(222)	(222)	(222)		60	
Total finance cost payments						(1,061)	(443)	(443)	(451)	(1,071)	

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
12.2.1**

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

28. RESERVE ACCOUNTS

	2025 Actual opening balance	2025 Actual transfer to	2025 Actual transfer (from)	2025 Actual closing balance	2025 Budget opening balance	2025 Budget transfer to	2025 Budget transfer (from)	2025 Budget closing balance	2024 Actual opening balance	2024 Actual transfer to	2024 Actual transfer (from)	2024 Actual closing balance
Restricted by council												
LSL Annual Sick, Leave and Staff Contingency	455,699	20,368	0	476,067	455,699	14,462	0	470,161	15,624	440,075	1,479,885	0
Plant and Equipment Reserve	1,380,281	139,374	(270,112)	1,249,543	1,380,281	43,803	(610,226)	913,858	52,541	(152,145)	1,380,281	0
Land and Buildings Reserve	714,103	31,917	(52,048)	693,972	714,103	54,961	(216,934)	693,171	51,170	(350,778)	714,103	0
Guilderton Caravan Park Reserve	105,014	104,694	0	209,708	105,014	103,333	0	208,347	4,842	100,172	274,031	105,014
Shire Recreation Development Reserve	377,888	16,890	(117,648)	277,140	377,888	11,993	(115,860)	383,010	13,953	(29,085)	377,888	0
Redfield Park Reserve	33,375	1,492	0	34,867	33,375	1,059	0	34,434	32,231	1,144	0	33,375
Ocean Farm Recreation Reserve	33,048	1,477	0	34,525	33,048	1,049	0	34,097	31,915	1,133	0	33,048
Tip Rationalisation Reserve	2,247,610	757,025	(48,848)	2,955,787	2,247,610	418,320	(350,000)	2,319,930	2,302,313	153,167	(207,870)	2,247,610
Lancelin Community Sport and Recreation Reserve	135,553	34,317	0	169,870	135,553	32,560	0	168,113	127,541	31,618	(23,606)	135,553
Community Infrastructure Reserve	50,660	38,264	(10,909)	78,015	50,660	13,608	0	64,268	35,689	14,871	0	50,660
Staff Housing Reserve	6,090	272	0	6,362	6,090	193	0	6,283	34,373	1,220	(29,503)	6,090
Future Infrastructure Reserve	561,370	25,091	0	586,461	561,370	17,815	0	579,185	542,123	19,247	0	561,370
Guilderton Community Club Reserve - Coastal Inundation	30,544	10,042	(31,000)	9,586	30,544	9,798	(10,000)	30,342	21,219	9,325	0	30,544
Coastal Management Reserve - Coastal Inundation	411,494	118,392	(104,513)	425,373	411,494	113,059	(45,000)	479,553	344,271	112,223	(45,000)	411,494
Guilderton Foreshore Reserve	326,964	133,149	(3,050)	487,063	326,964	114,453	(50,000)	391,417	222,411	112,785	(18,232)	326,964
Unspent Grants Reserve - Youth Services Website Grant	0	0	0	0	0	0	0	0	5,135	182	(5,317)	0
Seniors Housing Reserve	151,327	31,764	(105,037)	78,054	151,327	29,802	(152,622)	28,507	157,127	30,578	(36,378)	151,327
Gingin Railway Station Reserve	6,095	272	0	6,367	6,095	193	0	6,288	5,886	209	0	6,095
Contributions to Roads Reserve - Cullula Road Intersection	47,862	2,139	0	50,001	47,862	1,519	0	49,381	46,221	1,641	0	47,862
Contributions to Roads Reserve - Covalia Road Intersection	0	0	0	0	0	0	0	0	16,435	583	(17,018)	0
Contributions to Roads Reserve - Cöhnia Road	3,191	143	0	3,334	3,191	101	0	3,292	3,082	109	0	3,191
Contributions to Roads Reserve - Balance of Muni Funds	21,496	305,094	(153,939)	172,660	21,496	682	0	22,178	739,584	244,583	(962,671)	21,496
Community Infrastructure Reserve - Lower Coastal Fire Control	26,804	1,198	0	28,002	26,804	851	0	27,655	25,878	926	0	26,804
Community Infrastructure Reserve - Gingin Logo Plates	9,473	1,014	0	10,487	9,473	601	0	10,074	8,497	976	0	9,473
Community Infrastructure Reserve - Gingin Ambulance	63,248	8,827	0	72,075	63,248	8,007	0	71,255	55,285	7,963	0	63,248
Community Infrastructure Reserve - Lancelin Ambulance	19,637	18,878	0	38,515	19,637	18,623	0	38,260	49,686	19,764	(49,813)	19,637
Public Open Space Reserve	69,174	3,092	0	72,266	69,174	2,195	0	71,369	26,681	42,493	0	69,174
Guilderton Trailer Parking Reserve	39,609	7,892	0	47,501	39,609	7,233	0	46,842	32,913	6,696	0	39,609
Gingin Outdoor Activity Space	5,628	229	0	5,867	5,628	179	0	5,807	4,951	677	0	5,628
Gingin Resilience Fund	13,750	10,865	0	24,615	13,750	10,886	0	24,436	0	13,750	0	13,750
Contribution to Roads Reserve - Autsch Road Maintenance	12,500	13,059	(2,869)	22,680	12,500	12,897	(12,500)	12,897	0	12,500	0	12,500
Community Infrastructure - Development Reserve Fund Lot 601	45,600	86,230	0	131,830	45,600	49,447	0	95,047	0	45,600	0	45,600
Community Infrastructure - Development Reserve Lancelin South	0	0	0	0	0	52,000	0	52,000	0	0	0	0
	7,405,097	1,923,460	(899,964)	8,428,593	7,405,097	1,613,182	(1,463,162)	7,555,117	8,092,530	0	1,219,963	(1,907,396)

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

MINUTES ORDINARY COUNCIL MEETING 16 DECEMBER 2025

APPENDIX 12.2.1

Name of reserve account	Purpose of the reserve account
Restricted by council	
LSL, Annual, Sick Leave and Staff Contingency	Used to fund annual leave, long service leave, sick leave, redundancy/retirement and staff contingency.
Plant and Equipment Reserve	Used for the purchase of major plant and equipment.
Land and Buildings Reserve	Used for the replacement and/or acquisition of land and buildings.
Guilderton Caravan Park Reserve	Used for the development of Guilderton Caravan Park facilities.
Shire Recreation Reserve	Used for the development of Shire Recreation facilities.
Redfield Park Reserve	Used for the development of Public Open Space within the Redfield Park subdivision.
Ocean Farm Recreation Reserve	Used for the development of recreation and community facilities within the Ocean Farm subdivision.
Tip Rationalisation Reserve	Used for rationalisation of rubbish tip facilities within the Shire.
Lancelin Community Sport and Recreation Reserve	Used in developing building and other associated infrastructure at the Lancelin Community Sporting Club and are to be spent upon request from the Club, and approval from Council.
Community Infrastructure Reserve	Used to assist in the financing of community facilities.
Staff Housing Reserve	To be used to fund Staff housing infrastructure additions and/or replacement.
Future Infrastructure Reserve	To be used to fund future infrastructure construction, purchases, additions and/or renewals.
Guilderton Country Club Reserve - Coastal Inundation	To be used to fund the development of the Guilderton Country Club and are to be spent upon request from the Club, and approval from Council.
Coastal Management Reserve - Coastal Inundation	For the purpose of funding coastal erosion mitigation and inundation works.
Guilderton Foreshore Reserve	For the purpose to upgrade facilities and amenity within the Guilderton foreshore area.
Seniors Grants Reserve - Youth Services Website Grant	For the purpose of grant funds received and received during a financial period.
Seniors Housing Reserve	For the purpose of repairs, improvements, extensions or construction of seniors housing.
Gingin Railway Station Reserve	For the purpose of improving and maintaining the Gingin Railway Station.
Contributions to Roads Reserve - Cowalla Road Intersection	For the purpose of funding future road works.
Contributions to Roads Reserve - Chitina Road	For the purpose of funding future road works.
Contributions to Roads Reserve - Balance of Muni Funds	For the purpose of funding future road works.
Community Infrastructure Reserve - Lower Coastal Fire Control	Used to assist in the financing of community facilities.
Community Infrastructure Reserve - Gingin Logo Plates	Used to assist in the financing of community facilities.
Community Infrastructure Reserve - Gingin Ambulance	Used to assist in the financing of community facilities.
Community Infrastructure Reserve - Gingin Outdoor Activity Space	Used to assist in the financing of community facilities.
Public Open Space Reserve	For the purpose of funding development of public open space.
Guilderton Trailer Parking Reserve	For the purpose of future trailer park bay maintenance at the Gingin Outdoor Activity Space.
Gingin Outdoor Activity Space	For the purpose of maintenance at the Gingin Outdoor Activity Space.
Gingin Resilience Fund	To be used in delivering of Resilience Plan as set out in funding agreement.
Contribution to Roads Reserve - Aurisch Road Maintenance	For the purpose of funding future road works.
Community Infrastructure - Development Reserve Fund Lot 601	Used to assist in the financing of community facilities.
Brockman Street (Brookview Estate)	Used to assist in the financing of community facilities.
Community Infrastructure - Development Reserve Lancelin South	Used to assist in the financing of community facilities.



Auditor General

INDEPENDENT AUDITOR'S REPORT

2025

Shire of Gingin

To the Council of the Shire of Gingin

Opinion

I have audited the financial report of the Shire of Gingin (Shire) which comprises:

- the statement of financial position as at 30 June 2025, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of financial activity for the year then ended
- notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, the financial report:

- is based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2025 and its financial position at the end of that period
- is in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2025, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality management relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Gingin for the year ended 30 June 2025 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Mahmoud Salahat
Acting Senior Director Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
20 November 2025



Photography by @Astroordinary

ASTRO
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Photography by @ally.photog



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12.3 REVIEW OF COUNCIL ADVISORY/WORKING GROUPS

File	GOV/33
Author	Scott Wildgoose - Chief Executive Officer
Reporting Officer	Scott Wildgoose - Chief Executive Officer
Refer	Nil
Appendices	<ol style="list-style-type: none"> 1. Coastal Erosion Advisory Group TOR [12.3.1 - 3 pages] 2. Aged Housing & Care Service Provision Advisory Group TOR [12.3.2 - 3 pages] 3. Guilderton Caravan Park & Foreshore Development Advisory Group TOR [12.3.3 - 3 pages] 4. Current GU Foreshore Development Working Group TOR [12.3.4 - 3 pages] 5. Current Medical Facilities Advisory Group TOR [12.3.5 - 3 pages] 6. Current Plant Advisory Group TOR [12.3.6 - 3 pages] 7. Current Waste Management Advisory Group TOR [12.3.7 - 3 pages] 8. Current Upper Coastal Sporting Facilities Working Group TOR [12.3.8 - 3 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

For Council to review its Advisory and Working Groups, membership and value proposition, and consider an alternative way forward.

BACKGROUND

The Shire of Gingin currently has nine advisory and working groups providing inputs on a variety of topics.

Group Name	Established	Purpose	Membership
Aged Housing and Care Services Advisory Group	June 2022	Identify options for progressing aged housing and care services in the Shire.	Three Councillors and a maximum of six community representatives
Coastal Erosion Advisory Group	October 2019	Assist in addressing coastal erosion issues.	Four Councillors

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**



Group Name	Established	Purpose	Membership
Guilderton Caravan Park and Foreshore Development Advisory Group	July 2022	Assist Council with progressing improvements and developments to the Caravan Park and Foreshore in Guilderton	Four Councillors
Guilderton Foreshore Development Working Group	July 2022	To assist the Guilderton Caravan Park and Foreshore Development Advisory Group with respect to identifying options for the future development of the Guilderton Foreshore Precinct.	Four Councillors (appointed to the Guilderton Caravan Park and Foreshore Development Advisory Group) and a maximum of five community representatives
Medical Facilities Advisory Group	2023	Advise Council in relation to medical service needs in the Shire and oversee the viable operation of medical centres in Gingin and Lancelin.	Four Councillors
Plant Advisory Group	Existed in some format since pre-1990.	Oversee the preparation of and advise Council about the Plant Replacement Program.	Five Councillors
Reconciliation Action Plan Working Group	May 2012	To develop and review the RAP.	One Councillor, representatives from Yued Corporation or their appointed representatives, CEO, CDO, and an external facilitator.
Waste Management Advisory Group	November 2019	Have oversight of and provide advice to council in relation to waste management.	Three Councillors
Upper Coastal Sporting Facilities Working Group	September 2022	Reviewing the Upper Coastal Sporting Facilities Masterplan	Three Councillors, one representative from each member sporting club of the Lancelin Community Sporting

Group Name	Established	Purpose	Membership
			Complex, one representative from each member sporting club of the Ledge Point Country Club, one representative from the Lancelin Community and Sporting Club Inc, one representative from the Ledge Point Country Club Inc.

COMMENT

Whilst Council would normally review the membership of its advisory and working groups after each election, the administration believed this period posed an opportune time to review the purpose and value of, and outcomes from, each group recognising that the administration of nine groups is somewhat administratively burdensome if they aren't delivering valuable outputs.

In 2023 Council correctly determined that none of the groups should be deemed committees as they don't perform a statutory function of Council as outlined in legislation. The groups are in fact aimed at informing and contributing towards improved decision-making and discussion.

The 2025 resident perception survey scored the performance of the Shire quite low and whilst recommending the Shire as a place to live was marginally higher scoring it was still quite a low score given the beauty and amenity of the district. When looking at the relative importance areas, the two highest scoring areas were opportunities for the community to be consulted and provide feedback about local issues, and the quality, frequency and accessibility of Shire information. Relative importance is important as strong performance in these areas can have the biggest impact on overall performance and perception. This is particularly true in coastal areas of the Shire that feel disconnected from the main administration and decision-making.

The administration believes that the Shire could gain more value from its advisory group mechanisms by re-orientating them to provide a broader capacity for consultation and place-orientated engagement.

When looking at the existing groups and topics, the administration believes there is scope for more community discussion in most areas, especially if applying a place-making lens to broader decision making.

The author is of the belief that the Plant Advisory Group is not a relevant group in modern local government operations. Procurement and asset management are operational functions wholly under the remit of the CEO and the administration. Council should be adopting policy parameters and approving asset management/replacement programs as part of the Long-Term Financial Plan and Corporate Business Planning processes, with the ultimate decision around asset renewal being aligned to a whole-of-Council decision during the budget process.

The CEO is cognisant that some of these processes and the related policy positions don't currently exist, thus creating a sense that the Plant Advisory Group has a role to play. To overcome this situation, it is recommended that Council appoint representatives to the Plant Advisory Group at this meeting with the understanding that the group will disband once Council adopts a Council policy providing governance oversight to plant renewal planning.

The Reconciliation Action Plan (RAP) Working Group was formed to adopt the initial RAP and then be part of its annual review process. The Shire needs to reinvigorate and renew its RAP and relationship with the Yued Corporation, and it will be expected that a Council Member is part of the Working Group once it becomes active again. As such, it is recommended that Council appoint a member and proxy to this group.

The author believes that all other groups should be disbanded as they either have fulfilled their original purpose, confuse the governance role of Council with a perception of influencing operational areas, or generally aren't delivering strong value for the time involved with administering them. Project or plan-orientated community working groups should be managed by operational functions, which aligns to project management and stakeholder engagement practices that fall within normal operational service delivery parameters as opposed to contributing an advisory function towards Council decision making.

The author recommends that Council establish three new Advisory Groups to foster inclusive, place-based community engagement. The new groups suggested would be:

1. Gingin and Inland Areas Advisory Group – all communities not adjacent to Indian Ocean Drive.
2. Upper Coastal Advisory Group – communities adjacent to Indian Ocean Drive north of the Greenwood Coast Road/McCormick Road/Indian Ocean Drive intersection.
3. Lower Coastal Advisory Group - communities adjacent to Indian Ocean Drive south of the Greenwood Coast Road/McCormick Road/Indian Ocean Drive intersection.

These groups represent a relatively even split of the Shire's population and aligns communities with similar interests and amenity needs to enhance place-based planning and decision making.

Community values and focus areas differ significantly by geography. Place-based advisory groups capture these local variations and foster realistic, community-informed advocacy. The Shire is often criticised for not undertaking enough place-based and face to face communication and engagement with the community. A collection of broad focussed advisory groups recognises the geographical nuances of the Shire and provides for sub-district discussions and ideas to be shared.

Each group will combine discussions of service access, health, project delivery, ageing and community wellbeing within broader place-based agendas, promoting efficiency and consistent representation across dispersed townsites.

It is envisaged that each group would have a similar spectrum of topic areas but with an area-specific lens such as:

- Facilities
 - Sporting;
 - Community; and
 - Medical.
- Services
 - Waste;
 - Seniors; and
 - Youth.
- Community Groups and Events
 - Inputs from local groups; and
 - Events in the area.
- Projects
 - Planned;
 - Needed; and
 - Desired.
- Advocacy and Local Issues
 - Tourism;
 - Coastal Erosion;
 - Water Carting/Licencing;
 - Fire Mitigation;
 - Utilities; and
 - Environmental Protection.

The groups would generally discuss topics and provide broad insights; they wouldn't necessarily vote or make recommendations, but would provide a consultative mechanism that has been lacking in the Shire.

It is envisaged that each group would be allocated three Council members, with one Councillor appointed to Chair the meetings to ensure they run in an orderly manner.

Shire employees will receive discussion items from group members and present discussion papers that the Shire is seeking input on and participate in discussions and debate as needed to provide technical inputs.

It is suggested that each group have no more than 13 members (plus Shire staff), with the non-Council members to be drawn from existing non-topic/facility specific community organisations in the areas and a broad area Expression of Interest process (EOI) with subsequent Council appointments.

At a minimum the groups should meet twice a year in the periods August-October and February-April.

If Council resolves to support this approach, then the administration will develop appropriate terms of reference for each group to be formally adopted at the January meeting, to enable the first meetings to occur in the February to April 2026 period. It is recommended that Council at least appoint Council members to the groups so the administration can liaise with relevant members when drafting the terms of reference and proposed membership.

It is the author's opinion that Council and the Shire don't really have anything to lose by making the suggested change given the community's perception of the Shire and its performance has been declining over the last decade. The CEO was set a KPI for the 2025/2026 financial year to develop a strategic community and stakeholder engagement framework, and this strategic goal has been a key driver when making this recommendation.

If Council does not wish to entertain a new approach, then an alternative motion will need to be put to allocate members to the existing groups under their existing terms of reference (**see appendices**).

RISK IMPLICATIONS

Given Council retains governance oversight over service delivery, it is not envisaged that the proposed change would impact operational effectiveness or service delivery in any way.

The biggest risk to the Shire is reputational if the removal of some of these groups is seen by the community as a dampening of input into key topics. However, the counter argument could be made that by establishing the new groups the Shire is broadening community engagement and involvement in decision making processes which could enhance its reputation.

STATUTORY/LOCAL LAW IMPLICATIONS

The *Local Government Act 1995* (the Act) establishes a clear division of roles: under section 2.7, the Council governs the local government's affairs and determines its policies, and under section 5.41, the CEO manages day-to-day operations and implements Council's decisions.

Section 2.7. Role of council

- (1) *The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*
- (2) *The council's governing role includes the following –*
 - (a) *overseeing the allocation of the local government's finances and resources;*
 - (b) *determining the local government's policies;*
 - (c) *planning strategically for the future of the district;*
 - (d) *determining the services and facilities to be provided by the local government in the district;*
 - (e) *selecting the CEO and reviewing the CEO's performance;*
 - (f) *providing strategic direction to the CEO.*
- (3) *For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles –*
 - (a) *the council's governing role is separate from the CEO's executive role as described in section 5.41;*
 - (b) *it is important that the council respects that separation.*

Committees, as established under section 5.8, are formal governance mechanisms to assist the Council with its legislative powers and duties.

5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the council.*

** Absolute majority required.*

Note for this section: A local government may delegate powers and duties to a committee under section 5.16.

They operate under statutory rules for membership, quorum and meetings, and may exercise delegated authority under sections 5.16–5.17. Essentially, the legislative intent is that committees assist Council with performing its functions as outlined in Section 2.7 of the Act. The Act does not intend to provide the power for Council to form committees for administrative or operational matters. This legislative design intentionally prevents elected members from encroaching on the CEO's management functions.

The Department of Local Government's *Guide to Council and Committee Meetings (2025)* reinforces that committees should be used only where formal decision-making or statutory governance oversight is required. Informal advisory, reference or working groups are the recommended alternative to ensure flexibility and community engagement without invoking the full compliance burden of the Act.

POLICY IMPLICATIONS

The suggested approach aligns with Council Policy 1.41 - Community and Stakeholder Engagement. The approach seeks to harness local knowledge of local issues and needs.

BUDGET IMPLICATIONS

The change from nine to five groups may save the Shire administration time and resources in administering the groups, but otherwise the change is not envisaged to impact upon the budget.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.4 Community Engagement - Facilitate community engagement for residents/ratepayers to provide input into shaping our future.

VOTING REQUIREMENTS - SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council:

1. In relation to the Plant Advisory Group:
 - a. Appoint Cr Kestel, Cr Peczka, Cr Vis and Cr Weeks to the Group;
 - b. Appoint Cr _____ and Cr _____ as proxy members of the Group;

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**



- c. Direct the CEO to develop a Council policy in relation to the future management of plant; and
- d. Agree to disband the Plant Advisory Group once a suitable policy position has been adopted by Council.

2. In relation to the Reconciliation Action Plan Working Group:

- a. Appoint Cr _____ to the Group as its representative; and
- b. Appoint Cr _____ to the Group as proxy representative.

3. Resolve to disband the Aged Housing and Care Services Advisory Group, Coastal Erosion Advisory Group, Guilderton Caravan Park and Foreshore Development Advisory Group and its associated working group, Medical Facilities Advisory Group, Waste Management Advisory Group and Upper Coastal Sporting Facilities Working Group.

4. Resolve to:

- a. Establish the Gingin and Inland Areas Advisory Group, Upper Coastal Advisory Group and Lower Coastal Advisory Group, and direct the CEO to develop draft terms of reference for each new advisory group for adoption by Council at the January 2026 Ordinary Council meeting;
- b. Appoint Cr _____, Cr _____ and Cr _____ to the Gingin and Inland Advisory Group, with Cr _____ appointed as Chair;
- c. Appoint Cr _____, Cr _____ and Cr _____ to the Upper Coastal Advisory Group, with Cr _____ appointed as Chair; and
- d. Appoint Cr _____, Cr _____ and Cr _____ to the Lower Coastal Advisory Group with Cr _____ appointed as Chair.

PROCEDURAL MOTION/COUNCIL RESOLUTION

MOVED: Councillor Kestel

SECONDED: Councillor Peczka

That the matter be deferred to the February 2026 Council meeting.

**CARRIED
6 / 3**

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**



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

Reason for Deferment

To enable further discussion by Council as to what has been presented will give the best outcome for the Shire of Gingin.



**TERMS OF
REFERENCE**

COASTAL EROSION ADVISORY GROUP

July 2023

Name:	Coastal Erosion Advisory Group
Role/Purpose:	Identify options for addressing Shire of Gingin coastal erosion and inundation issues.
Aims & Functions:	<ol style="list-style-type: none"> 1. To consider all existing information and reports to Council and additional information and guidance from experts in the field to identify a preferred course or courses of action. 2. To make recommendations to Council with respect to the preferred course or courses of action with respect to managing coastal erosion and inundation along the Shire of Gingin coastline. 3. To request Council Officers, as required, to facilitate discussions on behalf of the Group with communities and experts in the field to identify potential options.
Membership:	<ol style="list-style-type: none"> 1. The Group shall consist of the following representation: <ul style="list-style-type: none"> • four Councillor representatives. 2. The CEO and employees are not members of the Group (s7.1.A(3) and (4) <i>Local Government Act 1995</i>). 3. The CEO will attend all meetings to provide technical advice and guidance to the Group. Executive Managers and other officers will attend in an advisory capacity as required. 4. 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. 5. Membership shall be appointed or removed by the Council. 6. Members must comply with the Shire's Code of Conduct for Council Members, Committee Members and Candidates. 7. The Group has authority to second external individuals, on a voluntary basis, for their expert advice.
Operating procedures:	<ol style="list-style-type: none"> 1. Presiding Member: <ol style="list-style-type: none"> a) The members of the Group are to elect a Presiding Member from amongst themselves at the first meeting of the Group and at each subsequent first meeting of the Group and at each subsequent first meeting following an ordinary local government election.

	<p>b) Following the election of a Presiding Member, the members of the Group may also elect a Deputy Presiding Member.</p> <p>c) The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.</p> <p>d) The Presiding Member will preside at all meetings.</p> <p>e) In the absence of the Presiding Member, the Deputy Presiding Member (if one has been elected by the Group) will assume the chair.</p> <p>f) In the absence of both the Presiding Member and the Deputy Presiding Member, or if a Deputy Presiding Member has not been elected, then a person is to be elected by the Group members present to assume the Chair for that meeting.</p> <p>g) The Presiding Member is responsible for the proper conduct of the Group.</p> <p>2. Meetings:</p> <p>a) The Group shall meet as required, but must hold a minimum of two meetings in any one calendar year.</p> <p>b) Meetings can be scheduled by the Chief Executive Officer, by a written request of the Presiding Member to the Chief Executive Officer, or by a decision of the Council or the Group.</p> <p>c) A Notice of Meeting, including an agenda, will be circulated to the Group members (including deputy members) at least 72 hours prior to each meeting where possible.</p> <p>d) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall provide the Group members (including deputy members) with a copy of such minutes within seven working days of the Group meeting.</p> <p>3. Quorum:</p> <p>The quorum for a meeting shall be at least 50% of the number of endorsed members.</p> <p>4. Reporting:</p> <p>a) The Minutes of every Group meeting will be circulated for the information of all Councillors within seven working days of the Group meeting.</p> <p>b) Any Group resolution requiring action on the part of the Council or requiring a Council commitment will be listed as a separate report on the Agenda for the next ordinary Council meeting.</p>
Appointing legislation:	N/A
Delegated Authority:	The Group has no delegated power and has no authority to implement its recommendations without approval of Council.

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
12.3.1**

Version	Decision Reference	Synopsis
1.	22/10/2019 – Item 14.1.9	Committee established
2.	17/08/2021 – Item 11.1	Aims and Functions cl. 2 amended. Membership cl. 6 amended. Operating Procedures cl. 2d) and 4a) amended.
3.	18/07/2023 – Item 11.1	Renamed as Coastal Erosion Advisory Group



**TERMS OF
REFERENCE**

Aged Housing and Care Service Provision Advisory Group

July 2023

Name:	Aged Housing and Care Service Provision Advisory Group
Role/Purpose:	To identify options for progressing aged housing and care service provision within the Shire of Gingin.
Aims & Functions:	<ol style="list-style-type: none">1. To assess the current situation relating to aged housing and care services across the Shire, review all existing relevant information and reports, obtain additional information and guidance from experts in the field as required.2. To identify opportunities for action to be taken by the Shire (including by way of support, advocacy, promotion and education) with respect to improving aged housing and care service provision within the Shire of Gingin.
Membership:	<ol style="list-style-type: none">1. The Group shall consist of the following representation:<ul style="list-style-type: none">• Three Councillor representatives• A maximum of six community representatives• CEO• Executive Manager Corporate & Community Services2. Other Shire of Gingin officers may attend meetings in an advisory capacity as required.3. Community representatives must be ratepayers or residents of the Shire of Gingin with an interest and/or experience in the provision of housing and care services for aged persons.4. Nominations for community representatives will be sought by giving local public notice.5. Membership shall be for a period of up to two years, with all positions terminating on the day of the next ordinary Council election. Local public notice will be given seeking nominations for community representative positions following each election. Previous members are eligible to re-nominate, but will be required to submit a new nomination.6. Group membership shall be approved or terminated by decision of Council.7. If a community representative misses two or more consecutive meetings then their membership may be terminated by decision of Council.8. Members may resign from the Group by submitting a written resignation to the CEO.

	<p>9. In the event that a community representative resigns from the Group, or their membership is terminated, prior to the end of their term, then Council may appoint a replacement from other nominations received during the most recent nomination period.</p> <p>10. All members must comply with the Shire's Code of Conduct for Council Members, Committee Members and Candidates.</p> <p>11. All members must commit to:</p> <ul style="list-style-type: none"> a) actively participating in and contributing to meetings in a constructive and objective manner; and b) reviewing any agenda or other material that may be provided prior to a meeting. <p>12. The Group has authority to second external individuals, on a voluntary basis, for their expert advice.</p>
Operating procedures:	<p>1. Presiding Member:</p> <ul style="list-style-type: none"> a) The members of the Group are to appoint a Councillor representative as Presiding Member at the first meeting of the Group, and thereafter at each first meeting following a Shire of Gingin local government election. b) The Presiding Member will preside at all meetings. c) In the absence of the Presiding Member another Councillor representative is to be appointed by the Group members present to lead the meeting. d) The Presiding Member is responsible for the proper conduct of the Group. <p>2. Meetings:</p> <ul style="list-style-type: none"> a) The Group shall meet as required. When called, meetings will, in most cases, be held on the first or third Tuesday of the month prior to a Council Briefing Session or Ordinary Council Meeting. b) Meetings can be scheduled by the Chief Executive Officer, by a written request of the Presiding Member to the Chief Executive Officer, or by a decision of the Council or the Group. c) Meetings will primarily be held at the Shire's Gingin Administration Centre, but may be held at other venues as required. d) Group members will be given at least 72 hours' notice of a proposed meeting where possible. However, if convenient and necessary, impromptu meetings may be held on occasions when all Group members are able to attend. e) The Presiding Member shall ensure that minutes of all meetings are kept and that Group members are provided with a copy of such minutes.

	<p>3. Quorum:</p> <p>The quorum for a meeting shall be at least 50% of the number of endorsed members.</p> <p>4. Reporting:</p> <ul style="list-style-type: none"> a) The Minutes of every Group meeting will be circulated for the information of all Councillors within seven working days of the Group meeting. b) Any Group consensus requiring action on the part of the Council or requiring a Council commitment will be listed as a separate Officer's report on the Agenda for the next ordinary Council meeting. <p>6. Remuneration:</p> <p>Membership is voluntary and Group members will not be remunerated for their participation.</p>
Appointing legislation:	N/A
Delegated Authority:	The Group has no delegated power and has no authority to implement any recommendations without approval of Council, or to direct staff to expend funds or undertake any action or duties.

Version	Decision Reference	Synopsis
1.	OCM 21/06/2022 Item 11.5	Terms of Reference adopted.
2.	OCM 19/07/2022 Item 11.2	No. of community representative positions amended.
3.	OCM18/07/2023 Item 11.1	Renamed as Aged Housing & Care Service Provision Advisory Group.



**TERMS OF
REFERENCE**

**GUILDERTON CARAVAN PARK AND FORESHORE
DEVELOPMENT ADVISORY GROUP**

July 2023

Name:	Guilderton Caravan Park and Foreshore Development Advisory Group.
Role/Purpose:	To assist Council in progressing improvements to and further development of the Guilderton Caravan Park and Guilderton Foreshore Precinct in an integrated and consistent manner.
Aims & Functions:	<p>To:</p> <ol style="list-style-type: none">1. Provide a forum for the discussion of issues and the formulation of suggestions and recommendations with respect to the Guilderton Caravan Park and the Guilderton Foreshore precinct, recognising the synergies between both facilities; and2. Receive and consider input from the Guilderton Foreshore Development Working Group in relation to the improvement and future development of the Guilderton Foreshore precinct and make recommendations to Council as required.
Membership:	<ol style="list-style-type: none">1. Council will appoint four elected members as members of the Group.2. Council will appoint two elected members as deputy members of the Group.3. The Executive Manager Regulatory and Development Services and Executive Manager Operations and Assets will attend all meetings of the Group to provide technical advice and guidance only.4. A senior representative of the Guilderton Caravan Park management will attend meetings by invitation only.5. 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.6. Group membership shall be appointed or removed by the Council.7. Members must comply with the Shire's Code of Conduct for Council Members, Committee Members and Candidates.8. The Group has authority to second individuals from outside of the Group, on a voluntary basis, for their expert advice.

Operating procedures:	<p>1. Presiding Member and Deputy Presiding Member:</p> <ul style="list-style-type: none"> a) The members of a Group are to elect a Presiding Member from amongst themselves at the first meeting of the Group and at each subsequent first meeting following an ordinary local government election. b) Following the election of a Presiding Member, the members of the Group may also elect a Deputy Presiding Member. c) The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected. d) The Presiding Member will preside at all meetings. e) In the absence of the Presiding Member, the Deputy Presiding Member (if one has been elected by the Group) will assume the chair. f) In the absence of both the Presiding Member and the Deputy Presiding Member, or if a Deputy Presiding Member has not been elected, then a person is to be elected by the Group members present to assume the Chair for that meeting. g) The Presiding Member is responsible for the proper conduct of the Group. <p>2. Meetings:</p> <ul style="list-style-type: none"> a) The Group shall meet as required but must hold a minimum of two meetings in any one calendar year. b) Meetings can be scheduled by the Chief Executive Officer, by a written request of the Presiding Member to the Chief Executive Officer, or by a decision of the Council or the Group. c) A Notice of Meeting, including an agenda, will be circulated to the Group members (including deputy members) at least 72 hours prior to each meeting where possible. d) The Presiding Member shall ensure that detailed minutes of all meetings are kept. <p>3. Quorum:</p> <p>The quorum for a meeting shall be at least 50% of the number of endorsed members.</p> <p>4. Reporting:</p> <ul style="list-style-type: none"> a) The Minutes of every Group meeting will be circulated for the information of all Councillors within seven working days of the Group meeting. b) Any Group resolution requiring action on the part of the Council or requiring a Council commitment will be listed as a separate report on the Agenda for the next ordinary Council meeting.
Appointing legislation:	N/A

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
12.3.3**

Delegated Authority:	The Group has no delegated power and has no authority to implement its recommendations without approval of Council.
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Version	Decision Reference	Synopsis
1.	OCM 19/07/2022 Item 11.4	Terms of Reference adopted.
2.	OCM 18/07/2023 Item 11.1	Renamed as Guilderton Caravan Park & Foreshore Development Advisory Group.



**TERMS OF
REFERENCE**

Guilderton Foreshore Development Working Group

July 2022

Name:	Guilderton Foreshore Development Working Group
Role/Purpose:	To assist the Guilderton Caravan Park and Foreshore Development Management Committee with respect to identifying options for the future development of the Guilderton Foreshore Precinct.
Aims & Functions:	<ol style="list-style-type: none">1. To contribute, when requested by the Committee, to identifying options for the Foreshore Precinct redevelopment; and2. To provide input from a community perspective on redevelopment proposals.
Membership:	<ol style="list-style-type: none">1. The Working Group shall consist of the following representation:<ul style="list-style-type: none">• Members of the Guilderton Caravan Park and Foreshore Development Management Committee;• A maximum of five community representatives;• Executive Manager Regulatory and Development Services;• Executive Manager Operations and Assets; and• CEO.2. Other Shire of Gingin officers may attend meetings in an advisory capacity as required.3. Community representatives must be ratepayers or residents of the Shire of Gingin with an interest in the Guilderton Foreshore Precinct.4. Nominations for community representatives will be sought by giving local public notice.5. Membership shall be for a period of up to two years, with all positions terminating on the day of the next ordinary Council election. Local public notice will be given seeking nominations for community representative positions following each election. Previous members are eligible to re-nominate, but will be required to submit a new nomination.6. Working Group membership shall be approved or terminated by consensus of Council.7. If a community representative misses two or more consecutive meetings then their membership may be terminated by decision of Council.8. Members may resign from the Working Group by submitting a written resignation to the CEO.

	<p>9. In the event that a community representative resigns from the Working Group, or their membership is terminated, prior to the end of their term, then Council may appoint a replacement from other nominations received during the most recent nomination period.</p> <p>10. All members must comply with the Shire's Code of Conduct for Council Members, Committee Members and Candidates.</p> <p>11. All members must commit to:</p> <ul style="list-style-type: none"> a) actively participating in and contributing to meetings in a constructive and objective manner; and b) reviewing any agenda or other material that may be provided prior to a meeting. <p>12. The Working Group has authority to second external individuals, on a voluntary basis, for their expert advice.</p>
Operating procedures:	<p>1. Presiding Member:</p> <ul style="list-style-type: none"> a) The members of the Working Group are to appoint a Councillor representative as Presiding Member at the first meeting of the Working Group. b) The Presiding Member will preside at all meetings. c) In the absence of the Presiding Member another Councillor representative is to be appointed by the Working Group members present to lead the meeting. d) The Presiding Member is responsible for the proper conduct of the Working Group. <p>2. Meetings:</p> <ul style="list-style-type: none"> a) The Working Group shall meet as required. When called, meetings will, in most cases, be held on the first or third Tuesday of the month prior to a Council Briefing Session or Ordinary Council Meeting. b) Meetings will primarily be held at the Shire's Gingin Administration Centre, but may be held at other venues as required, c) Working Group members will be given at least 72 hours' notice of a proposed meeting where possible. However, if convenient and necessary, impromptu meetings may be held on occasions when all Working Group members are able to attend. d) The Presiding Member shall ensure that minutes of all meetings are kept and that Working Group members are provided with a copy of such minutes. <p>3. Quorum:</p> <p>The quorum for a meeting shall be at least 50% of the number of endorsed members.</p> <p>4. Reporting:</p> <p>Outcomes from Working Group meetings will be the subject of a separate Officer's report on the agenda for the next meeting of the Guilderton Caravan Park and Foreshore Development Advisory Committee.</p>

	<p>6. Remuneration:</p> <p>Membership is voluntary and Working Group members will not be remunerated for their participation.</p>
Appointing legislation:	N/A
Delegated Authority:	The Working Group has no delegated power and has no authority to implement any recommendations without approval of Council, or to direct staff to expend funds or undertake any action or duties.

Version	Decision Reference	Synopsis
1.	OM19/07/2022 Item 11.4	Adopted by Council.
2.	OM16/08/2022 Item 11.3	Community representatives amended from 3 to 5.



**TERMS OF
REFERENCE**

MEDICAL FACILITIES ADVISORY GROUP

July 2023

Name:	Medical Facilities Advisory Group
Role/Purpose:	To oversee, at a strategic level, the continued operation of a viable medical centre for the Gingin community, and to advise Council with respect to other matters related to the provision of medical services within the Shire of Gingin.
Aims & Functions:	<ol style="list-style-type: none"> 1. To liaise with the CEO with respect to overseeing the lease arrangements for the Gingin Medical Centre and to advise Council with respect to matters requiring Council's formal consideration. 2. To liaise with the CEO and advise Council with respect to the payment of a subsidy to Jupiter Health and Medical Services towards the employment of an additional GP at the Lancelin Medical Centre. 3. To consider and advise Council with respect to other matters relating to medical facilities within the Shire of Gingin, as required.
Membership:	<ol style="list-style-type: none"> 1. The Group shall consist of the following representation: <ul style="list-style-type: none"> • Four Councillor representatives 2. The CEO and employees are not members of the Group. 3. The CEO or his/her nominee is to attend all meetings to provide technical advice and guidance to the Group. 4. A nominated deputy member may attend in place of the endorsed representative member. 5. 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. 6. Group membership shall be appointed or removed by the Council. 7. Members must comply with the Shire's Code of Conduct for Council Members, Group Members and Candidates. 8. The Group has authority to second individuals from outside of the Group, on a voluntary basis, for their expert advice.
Operating procedures:	<ol style="list-style-type: none"> 1. Presiding Member: <ol style="list-style-type: none"> a) The members of the Group are to elect a presiding member from amongst themselves at the first meeting of the Group and at each subsequent first meeting following an ordinary local government election.

	<ul style="list-style-type: none"> b) Following the election of a Presiding Member, the members of the Group may also elect a Deputy Presiding Member. c) The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected. d) The Presiding Member will preside at all meetings. e) In the absence of the Presiding Member, the Deputy Presiding Member (if one has been elected by the Group) will assume the chair. f) In the absence of both the Presiding Member and the Deputy Presiding Member, or if a Deputy Presiding Member has not been elected, then a person is to be elected by the Group members present to assume the Chair for that meeting. g) The Presiding Member is responsible for the proper conduct of the Group. <p>2. Meetings:</p> <ul style="list-style-type: none"> a) The Group shall meet as required, but must hold a minimum of two meetings in any one calendar year. b) Meetings can be scheduled by the Chief Executive Officer, by a written request of the Presiding Member to the Chief Executive Officer, or by a decision of the Council or the Group. c) A Notice of Meeting, including an agenda, will be circulated to the Group members (including deputy delegates) at least 72 hours prior to each meeting where possible. d) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall provide the Group members (including deputy members) with a copy of such minutes within seven working days of the Group meeting. <p>3. Quorum:</p> <p>The quorum for a meeting shall be at least 50% of the number of endorsed members.</p> <p>4. Reporting:</p> <ul style="list-style-type: none"> a) The Minutes of every Group meeting will be circulated for the information of all Councillors within seven working days of the Group meeting. b) Any Group resolution requiring action on the part of the Council or requiring a Council commitment will be listed as a separate report on the Agenda for the next ordinary Council meeting.
Appointing legislation:	N/A
Delegated Authority:	The Group has no delegated power and has no authority to implement its recommendations without approval of Council.

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
12.3.5**

Version	Decision Reference	Synopsis
1.	22/10/2019 – Item 14.1.5	Committee established
2.	17/08/2021 – Item 11.1	Aims & Functions amended. Membership cl. 7 amended. Operating Procedures cl. 2d) and 4a) amended.



**TERMS OF
REFERENCE**

PLANT ADVISORY GROUP

July 2023

Name:	Plant Advisory Group.
Role/Purpose:	To provide input and advice to Council with respect to the Shire of Gingin's plant replacement program.
Aims & Functions:	To oversee the preparation of, and make recommendations to Council with respect to, the Shire's plant replacement program.
Membership:	<ol style="list-style-type: none"> 1. The Group shall consist of the following representation: <ul style="list-style-type: none"> • Five Councillors 2. The Chief Executive Officer, Executive Manager Operations and Plant Mechanic will attend all meetings of the Group to provide technical advice and guidance only. 3. A nominated deputy member may attend in place of the endorsed representative member. 4. 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. 5. Group membership shall be appointed or removed by the Council. 6. Members must comply with the Shire's Code of Conduct for Council Members, Committee Members and Candidates. 7. The Group has authority to second individuals from outside of the Group, on a voluntary basis, for their expert advice.
Operating procedures:	<ol style="list-style-type: none"> 1. Presiding Member and Deputy Presiding Member: <ol style="list-style-type: none"> a) The members of a Group are to elect a Presiding Member from amongst themselves at the first meeting of the Group and at each subsequent first meeting following an ordinary local government election. b) Following the election of a Presiding Member, the members of the Group may also elect a Deputy Presiding Member. c) The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.

	<p>d) The Presiding Member will preside at all meetings.</p> <p>e) In the absence of the Presiding Member, the Deputy Presiding Member (if one has been elected by the Group) will assume the chair.</p> <p>f) In the absence of both the Presiding Member and the Deputy Presiding Member, or if a Deputy Presiding Member has not been elected, then a person is to be elected by the Group members present to assume the Chair for that meeting.</p> <p>g) The Presiding Member is responsible for the proper conduct of the Group.</p> <p>2. Meetings:</p> <p>a) The Group shall meet as required, but must hold a minimum of two meetings in any one calendar year.</p> <p>b) Meetings can be scheduled by the Chief Executive Officer, by a written request of the Presiding Member to the Chief Executive Officer, or by a decision of the Council or the Group.</p> <p>c) A Notice of Meeting, including an agenda, will be circulated to the Group members (including deputy members) at least 72 hours prior to each meeting where possible.</p> <p>d) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall provide the Group members (including deputy members) with a copy of such minutes within seven working days of the Group meeting.</p> <p>3. Quorum:</p> <p>The quorum for a meeting shall be at least 50% of the number of endorsed members.</p> <p>4. Reporting:</p> <p>a) The Minutes of every Group meeting will be circulated for the information of all Councillors within seven working days of the Group meeting.</p> <p>b) Any Group resolution requiring action on the part of the Council or requiring a Council commitment will be listed as a separate report on the Agenda for the next ordinary Council meeting.</p>
Appointing legislation:	N/A
Delegated Authority:	The Group has no delegated power and has no authority to implement its recommendations without approval of Council.

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
12.3.6**

Version	Decision Reference	Synopsis
1.	22/10/2013 – Item	Committee established and Terms of Reference adopted.
2.	18/08/2015 – Item 11.1.6	Terms of Reference reviewed. Membership amended to include Plant Mechanic as non-voting member. Operating Procedure 2a amended to reduce the minimum number of meetings from 3 to 2. Reference to Standing Orders Local Law deleted from Operating Procedure 2b and replaced with Meeting Procedures Local Law 2014. Reference to provision of Committee Minutes via Information Bulletin deleted from Operating Procedure 4a.
3.	16/08/2016 – Item 11.1.4	Chief Executive Officer, Executive Manager Operations and Plant Mechanic removed from Committee membership.
4.	19/09/2017 – Item 11.1.3	Terms of Reference reviewed. Operating Procedures cl. 2c deleted.
5.	15/10/2019 – Item 11.1.1	Operating Procedures cl. 1a), 1b), 1e), 1f) and 2b) amended.
6.	17/08/2021 – Item 11.1	Aims & Functions amended. Membership cl. 6 amended. Operating Procedures cl. 2d) and 4a) amended.
7.	18/07/2023 – Item 11.1	Renamed as Plant Advisory Group.



**TERMS OF
REFERENCE**

WASTE MANAGEMENT ADVISORY GROUP

July 2023

Name:	Waste Management Advisory Group
Role/Purpose:	To have oversight and provide expert advice on waste management and recommendations to Council. This includes the ongoing development of the Waste Management Operational Plan and the Refuse Collection and Recycling Contract.
Aims & Functions:	<ol style="list-style-type: none">1. To advise Council on the strategic direction of waste management within the Shire of Gingin.2. To advise Council on legislative requirements that impact on environmental, planning and engineering issues of waste management operations and facilities.3. To advise on consultation with relevant government and private stakeholders, service providers, and the community as appropriate.
Membership:	<ol style="list-style-type: none">1. The Group shall consist of the following representation:<ul style="list-style-type: none">• Three Shire Councillors with one being the Chairperson.2. The CEO and employees are not members of the Group.3. The CEO or his/her nominee, Executive Manager Regulatory and Development Services, Executive Manager Operations and Assets, Principal Environmental Health Officer and Executive Manager Corporate and Community Services are to attend all meetings to provide technical advice and guidance to the Group.4. A nominated proxy member may attend in place of the endorsed representative member.5. 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.6. Group membership shall be appointed or removed by the Council.

	<p>7. Members must comply with the Shire's Code of Conduct for Council Members, Committee Members and Candidates.</p> <p>8. The Group has authority to second individuals from outside of the Group, on a voluntary basis, for their expert advice.</p>
Operating procedures:	<p>1. Presiding Member:</p> <ul style="list-style-type: none"> a) The members of a Group are to elect a presiding member from amongst themselves at the first meeting of the Group and at each subsequent first meeting following an ordinary local government election. b) Following the election of a Presiding Member, the members of the Group may also elect a Deputy Presiding Member. c) The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected. d) The Presiding Member will preside at all meetings. e) In the absence of the Presiding Member, the Deputy Presiding Member (if one has been elected by the Group) will assume the chair. f) In the absence of both the Presiding Member and the Deputy Presiding Member, or if a Deputy Presiding Member has not been elected, then a person is to be elected by the Group members present to assume the Chair for that meeting. g) The Presiding Member is responsible for the proper conduct of the Group. <p>2. Meetings:</p> <ul style="list-style-type: none"> a) Meetings shall be held not more frequently than every 2 months, unless a special meeting of the Group is called by specific resolution of the Group for the specified purpose(s). b) Meetings can be scheduled by the Chief Executive Officer, by a written request of the Presiding Member to the Chief Executive Officer, or by a decision of the Council or the Group. c) A Notice of Meeting, including an agenda, will be circulated to the Group members (including deputy delegates) at least 72 hours prior to each meeting where possible. d) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall provide the Group members (including deputy members) with a copy of such minutes within seven working days of the Group meeting.

	<p>3. Quorum:</p> <p>The quorum for a meeting shall be at least 50% of the number of endorsed members.</p> <p>4. Reporting:</p> <p>a) The Minutes of every Group meeting will be circulated for the information of all Councillors within seven working days of the Group meeting.</p> <p>b) Any Group resolution requiring action on the part of the Council or requiring a Council commitment will be listed as a separate report on the Agenda for the next ordinary Council meeting.</p>
Appointing legislation:	N/A
Delegated Authority:	The Group has no delegated power and has no authority to implement its recommendations without approval of Council.

Version	Decision Reference	Synopsis
1.	19/11/2019 - Item 11.3.4	Adopted
2.	17/08/2021 – Item 11.1	Membership cl. 7 amended. Operating Procedures cl. 2d) and 4a) amended.
3.	18/07/2023 – Item 11.1	Renamed as Waste Management Advisory Group



**TERMS OF
REFERENCE**

UPPER COASTAL SPORTING FACILITIES WORKING GROUP

20 September 2022

Name:	Upper Coastal Sporting Facilities Working Group
Role/Purpose:	To review the Upper Coastal Master Sporting Facilities Master Plan 2021 including the priorities, timing, and funding opportunities.
Aims & Functions:	<ol style="list-style-type: none"> 1. Review and prioritise the development of sporting facilities within the upper coastal region, including those detailed with the Upper Coastal Sporting Facilities Master Plan 2. Review the progress, if any, of implementation agreed priorities of the Upper Coastal Sporting Facilities Master Plan 2021 as amended. 3. Ensure that the Upper Coastal Master Plan 2021 core priorities of Long-term Sustainability are adhered to in accordance with the strategic direction of Council.
Membership:	<ol style="list-style-type: none"> 1. The Working Group shall consist of the following representation: <ul style="list-style-type: none"> • three Councillors; • One representative from each of member sporting clubs of the Lancelin Community Sporting Complex; • One representative from each of the member sporting clubs of the Ledge Point Country Club; • One representative from the Lancelin Community and Sporting Club Inc. • One representative from the Ledge Point Country Club Inc. 2. The Shire's Coordinator Community Development and Services will attend all meetings to provide technical advice and guidance to the Working Group. Other officers may attend in an advisory capacity as required. 3. 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. 4. Working Group membership shall be appointed or terminated by decision of Council. 5. If a representative of a member body misses two or more consecutive meetings then their membership may be terminated by decision of Council. 6. Members may resign from the Working Group by submitting a written resignation to the CEO. 7. In the event that a member body representative resigns from the Working Group, or their membership is terminated, prior to the end of their term, then the relevant member body will be required to nominate a replacement representative.

	<ol style="list-style-type: none"> 8. Members must comply with the Shire's Code of Conduct for Council Members, Committee Members and Candidates. 9. All members must commit to: <ol style="list-style-type: none"> a) actively participating in and contributing to meetings in a constructive and objective manner; and b) reviewing any agenda or other material that may be provided prior to a meeting. 10. The Working Group has authority to second external individuals, on a voluntary basis, for their expert advice.
Operating procedures:	<ol style="list-style-type: none"> 1. Presiding Member: <ol style="list-style-type: none"> a) Council will appoint a Councillor representative as Presiding Member at the first meeting of the Working Group, and thereafter at each first meeting following a Shire of Gingin local government election. b) The Presiding Member will preside at all meetings. c) In the absence of the Presiding Member another Councillor representative is to be appointed by the Working Group members present to lead the meeting. d) The Presiding Member is responsible for the proper conduct of the Working Group. 2. Meetings: <ol style="list-style-type: none"> a) The Working Group shall meet as required. b) Working Group members will be given at least 72 hours' notice of a proposed meeting where possible. However, if convenient and necessary, impromptu meetings may be held on occasions when all Working Group members are able to attend. c) The Presiding Member shall ensure that notes of all meetings are kept and that Working Group members are provided with a copy of such notes. 3. Quorum: <p>The quorum for a meeting shall be at least 50% of the number of endorsed members.</p> 4. Reporting: <p>Any Working Group consensus requiring action on the part of the Council or requiring a Council commitment will be listed as a separate report on the agenda for the next ordinary Council meeting.</p>
Appointing legislation:	N/A
Delegated Authority:	The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council, or to direct staff to expend funds or undertake any action or duties.

Version	Decision Reference	Synopsis
1.	16/10/2018 – Item 11.1.1	Adopted
2.	16/04/2019 – Item 11.1.1	Working Group name changed to Upper Coastal Sporting Facilities Working Group
3.	19/07/2022 – Item 15.1.1	Amended Terms of Reference to provide clarity on the role and purpose of the Upper Coastal Sporting Facilities Working Group and provide a timeframe for it to undertake its functions.
4.	20/9/2022 – Item 12.5	Amended Terms of Reference to provide further clarity on role and purpose of the Working Group.

13 REPORTS - CORPORATE SERVICES

13.1 GINGIN AQUATIC CENTRE - NAMING RIGHTS EXPRESSION OF INTEREST

File	REC/4
Author	Rachael Wright - Executive Manager Corporate Services
Reporting Officer	Rachael Wright - Executive Manager Corporate Services
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider accepting an unfunded operating shortfall for the Gingin Aquatic Centre (GAC), being that no Naming Rights applicants were received with reference to income for the 2025/2026 financial year.

BACKGROUND

In August 2025, the Shire's Administration commenced an Expression of Interest (EOI) process for the exclusive naming rights for the GAC.

The EOI was advertised on the Shire's website and social media channels, as well as circulated emails and directly approaching local businesses and larger organisations including regional mining companies and suppliers. The GAC naming rights have historically been offered every 10 years for a term of 5 – 10 years, with flexible payment options available including upfront contributions, annual payments or staged instalments.

COMMENT

To date, Administration has not received any responses to the EOI for the naming rights for the GAC despite repeated attempts. As a result, the sponsorship income budgeted for the 2025/2026 financial year will not be realised, creating an unfunded operating variance shortfall of \$10,000. It is proposed that Council notes this budget shortfall.

Administration may consider conducting a new EOI for the Aquatic Centre naming rights prior to the preparation of the 2026/2027 Budget. Given the current financial climate, Administration intends to review the sponsorship process, including a focus on advertising rights rather than naming rights or other income models, which include consideration of shorter agreements with a lower financial contribution requirements.

This approach aims to provide greater flexibility and increase the likelihood of attracting local businesses to participate in sponsorship or investment opportunities.

Administration aims to monitor business activity across the Shire, and should any sponsorship opportunities arise in the future, this project may be revisited in communication with Council.

RISK IMPLICATIONS

Minor risks include both reputational and financial, as in previous years the GAC has managed to secure sponsorship funding at approximately \$10,000 per year.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 6 – Financial Management

Division 4 – General financial provisions

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Council is required to note the shortfall in this financial year of \$10,000 due to the unsuccessful sponsorship program this financial year. This budget adjustment will be made at mid-year review,

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 Weeks **SECONDED:** Councillor Wilkie

That Council:

1. Note that the sponsorship income included in the 2024/2025 Budget for the Gingin Aquatic Centre will not be realised;
2. Note the shortfall of \$10,000 this financial year will be documented at mid-year financial review; and
3. Note Administration will continue to monitor sponsorship opportunities in future for this asset.

CARRIED UNANIMOUSLY
9 / 0

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

AGAINST: *Nil*

13.2 SHIRE OF GINGIN CONTROL OF VEHICLES (OFF-ROAD AREAS) AMENDMENT LOCAL LAW 2026

File	LAW/1
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	Rachael Wright - Executive Manager Corporate Services
Refer	OCM 16 April 2024 - Item 12.1
Appendices	1. Control of Vehicles (Off-road Areas) Amendment Local Law 2026 [13.2.1 - 3 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider the final adoption of the Shire of Gingin Control of Vehicles (Off-road Areas) Amendment Local Law 2026 in accordance with s.3.12(4) of the *Local Government Act 1995*.

BACKGROUND

The Shire of Gingin Control of Vehicles (Off-road Areas) Amendment Local Law (see appendix) was adopted by Council at its Ordinary Meeting on 16 April 2024 for the purpose of advertising the proposed local law for public comment.

Local public notice advising of Council's intention and of the purpose and effect of the local law was given in accordance with s.3.12 of the *Local Government Act 1995* (the Act), with the required public submission period closing on 22 November 2024. As required by the *Local Government (Administration) Regulations 1996*, four methods of giving public notice were utilised as follows:

- Publication on the Shire's website on 2 October 2024;
- Publication on the Shire's Facebook page on 2 October 2024;
- Publication under Local Government Notices in The West Australian newspaper on 2 October 2024; and
- Display on official Shire of Gingin noticeboards from 2 October 2024.

A copy of the proposed local law was provided to the then Department of Local Government, Sport and Cultural Industries for comment on 2 October 2024.

COMMENT

No public submissions were received by the close of the submission period on 22 November 2024. On 9 October 2025 the Department of Local Government, Industry Regulation and Safety confirmed that it had not identified any major issues with the local law requiring attention.

In the event that Council resolves to make the local law as presented, then the following sequence of events will commence:

1. The adopted local law will be published in the Government Gazette and a further copy provided to the Minister for Local Government. The local law will come into effect two weeks after gazettal.
2. After gazettal, local public notice will be given stating the title of the local law, its purpose and effect (including the date it will come into operation) and advising where copies of the local law may be inspected or obtained.
3. A copy of the local law, together with the accompanying explanatory memorandum, will then be submitted to the Joint Standing Committee on Delegated Legislation (JSCDL) for scrutiny.

RISK IMPLICATIONS

It is possible that, after reviewing the local law, the JSCDL may make a recommendation to Parliament that the local law be amended or disallowed. If a particular amendment is not considered to be critical then Council may be required to give an undertaking that the amendment will be attended to in the future (usually when the local law is next reviewed).

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 3 – Functions of local governments
Division 2 – Legislative functions of local governments
Section 3.5 – Legislative power of local governments
Section 3.10 – Creating offences and prescribing penalties;
Section 3.12 – Procedure for making local laws;
Section 3.13 – Significant changes after public comment period require recommencement of proposal;
Section 3.14 – Unless otherwise provided for, local laws come into effect 14 days after Gazettal;
Section 3.15 – Local public notice of the final adoption/making of a local law to be given.

Control of Vehicles (Off-road Areas) Act 1978

Section 45 – Local laws, local government may make

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

There are adequate funds within GL 121402400 – ADMIN – Advertising and Promotion to publish the proposed local law in the Government Gazette.

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 Balcombe SECONDED: Councillor Stewart

That Council:

1. Adopt the Shire of Gingin Control of Vehicles (Off-road Areas) Amendment Local Law 2026 (as appended); and
2. Authorise the affixing of the Common Seal to the adopted local law.

CARRIED BY ABSOLUTE MAJORITY
9 / 0

FOR: *Councillor Balcombe, Councillor Hyne, Councillor Kestel, Councillor Peczka, Councillor Stewart, Councillor Vis, Councillor Weeks, Councillor Wilkie and Councillor Woods*
AGAINST: *Nil*

**CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978
LOCAL GOVERNMENT ACT 1995**

SHIRE OF GINGIN

CONTROL OF VEHICLES (OFF-ROAD AREAS) AMENDMENT LOCAL LAW 2026

Under the powers conferred by the *Control of Vehicles (Off-road Areas) Act 1978*, the *Local Government Act 1995* and all other powers enabling it, the Council of the Shire of Gingin resolved on _____ 2026 to adopt the following local law.

1. Citation

This local law may be cited as the *Shire of Gingin Control of Vehicles (Off-road Areas) Amendment Local Law 2026*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal local law

This local law amends the *Shire of Gingin Control of Vehicles (Off-road Areas) Local Law 2020* published in the *Government Gazette* on 31 March 2021.

4. Title amended

In the title of the local law delete the date “2020” and replace with “2021”.

5. Clause 1.1 amended

In clause 1.1 delete the date “2020” and replace with “2021”.

6. Clause 1.4 amended

In clause 1.4 –

- (a) in the definition of “*authorised person*” after the words “this local law” insert the words “and includes the CEO”;
- (b) in the definition of “*fauna*” italicise the word “*fauna*”;
- (c) in the definition of “*infrastructure*” replace the word “*curb*” with the word “*kerb*”;
- (d) in the definition of “*Local Government Regulations*” italicise the words “*Local Government Regulations*”;
- (e) delete the definition “*local public notice*”;
- (f) in the definition of “*nuisance*” italicise the word “*nuisance*”;
- (g) in the definition of “*owner*” –
 - (i) at the end of subclause (b), insert the word “*or*”; and
 - (ii) after subclause (b) insert –
 - (c) if the case requires, the person in charge of the vehicle, whether with or without the consent of a person in subclause (a) or (b);
- (h) after the definition of “*public authority*” insert the following definition –
public notice means such notice as the local government considers necessary –
 - (a) stipulating duration and placement of notices as is considered relevant to inform the community,
 - (b) not requiring compliance with local public notice under section 1.7 of the Local Government Act; and
 - (c) the local government may place the notice given as a public notice on the local government’s website or other means of informing the public;

7. Clause 2.1 amended

In clause 2.1(1)(a) after the words “local government” insert the words “under sections 6.16 to 6.19 of the *Local Government Act 1995*”.

8. Clause 2.5 amended

In clause 2.57 delete the number “16” replace with the number “17”.

9. Clause 2.7 amended

In clause 2.7 delete the words “the local government” replace with the words “an authorised person”.

10. Clause 2.8 amended

In clause 2.8(1) delete the words “the local government or”.

11. Clause 2.9 amended

In clause 2.9 –

- (a) in subclause (1)(a) insert the words “naturally occurring, growing, placed or” prior to the word “provided”;
- (b) in subclause (1)(b) insert the words “naturally occurring, growing, placed or” prior to the word “provided”;
- (c) in subclause (1)(d) delete the words environmental harm” and replace with the words “nay change or disturbance to the environment”; and
- (d) in subclause (2) delete the words “the local government or”.

12. Clause 3.1 amended

In clause 3.1 –

- (a) in subclause (2)(a) delete the word “CEO” and replace with the word “local government” and
- (b) in subclause (4) delete the word “local”.

13. Clause 3.2 amended

In clause 3.2(2) delete the word “CEO” and replace with the word “local government”.

14. Clause 3.3 amended

In clause 3.3 –

- (a) delete subclause (1) and replace with –
 - (1) The CEO or an authorised person must not grant a permit if there are reasonable grounds for believing that the carrying on of the activity to which the application relates would constitute –
 - (a) an unacceptable risk to the safety of the public;
 - (b) an unreasonable inconvenience to the public; or
 - (c) a nuisance to the public.
- (b) In subclause (2)(d) after the word “is” insert the words “considered to be”.

15. Clause 3.6 amended

In clause 3.6(1)(d) delete the word “CEO” and replace with the word “local government”.

16. Clause 3.7 amended

In clause 3.7 –

- (a) in the clause title delete the words “or suspension”; and
- (b) in subclause (1) delete the words “the local government” and replace with the words “an authorised person”.

17. Clause 3.8 amended

In clause 3.8 delete the words "the local government" and replace with the words "an authorised person".

18. Clause 3.9 inserted

After clause 3.8 insert new clause -

3.9 False or misleading statement

A person shall not make a false or misleading statement in connection with an application in respect of a licence under this local law.

19. Clause 5.1 amended

In clause 5.1(1) -

- (a) after the words "Off-road Vehicle Area," delete the words "the local government or"; and
- (b) after the words "option of" delete the words "the local government"; and replace with the words "an authorised person".

20. Clause 5.2 amended

- (a) amend numbering of existing text to subclause (1);
- (b) in subclause (1) delete the words "the local government or"; and
- (c) insert new subclause -
 - (2) If a person fails to comply with a written notice referred to in clauses 5.2(1) the local government may -
 - (a) do or cause to be done, the thing specified in the written notice, including replace the property, or reinstate the property to the state it was in before the removal, damage or interference;
 - (b) execute the work required by the written notice; and
 - (c) recover all costs from the person, as a debt, in addition to any penalty for which that person may be liable under this local law.

21. Schedule 1 amended

- (a) After item 17 insert the following new item -

17A	3.9	Making a false or misleading statement	\$50
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- (b) After item 19 insert the following new item -

20	5.3(1)(c)	Offence not elsewhere specified	\$20
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____ Dated _____ 2026

The Common Seal of the Shire of Gingin was affixed)
by authority of a resolution of the Council in the)
presence of:)

COUNCILLOR LINDA BALCOMBE
PRESIDENT

SCOTT WILDGOOSE
CEO

13.3 LIST OF PAID ACCOUNTS NOVEMBER 2025

File	FIN/25
Author	Emma Edwards – Accounts Payable Officer
Reporting Officer	Rachael Wright – Executive Manager Corporate Services
Refer	Nil
Appendices	1. Voucher List November 2025 [13.3.1 - 11 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

For Council to note the payments made in November 2025.

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 \$1,216,871.20 were paid during the month of November 2025.

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

The schedule details:

• Municipal Fund electronic funds transfers (EFT)	\$951,490.30
• Municipal Fund cheques	\$0.00
• Municipal Fund direct debits	\$265,380.90

TOTAL MUNICIPAL EXPENDITURE \$1,216,871.20

TOTAL EXPENDITURE \$1,216,871.20

All invoices have been verified, and all payments have been duly authorised in accordance with Council'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 Kestel **SECONDED:** Councillor Hyne

That Council note all payments made by the Chief Executive Officer under Delegation 1.1.13 for November 2025 totalling \$1,216,871.20 as detailed in the appendices to this report, comprising:

• Municipal Fund electronic funds transfers (EFT)	\$951,490.30
• Municipal Fund cheques	\$0.00
• Municipal Fund direct debits	\$265,380.90

CARRIED UNANIMOUSLY
9 / 0

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

AGAINST: *Nil*

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.3.1**

**Payments made under Delegated Authority 2.1 Payment of
Creditors for the period 01/11/2025 - 30/11/2025**

			Payment Category L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor		
TYPE	DATE PAID	NAME	DETAILS	AMOUNT	
PAY-171	6/11/2025	Shire of Gingin	Net Pays PE 04/11/2025	170,267.33	S
EFT-45634	6/11/2025	Advanced Liquid Waste	Wedge Street: Drainage Service	1,567.50	
EFT-45635	6/11/2025	Aurora Delta Pty Ltd	Pre Employment Medical: GSO	185.00	
EFT-45636	6/11/2025	Avon Waste	Kerbside Collection Services	23,537.82	
EFT-45637	6/11/2025	Boya Equipment	GG019: Drive Belt	56.62	
EFT-45638	6/11/2025	City of Stirling	Kyowa bags for Lancelin erosion	4,576.00	
EFT-45639	6/11/2025	Complete Office Supplies Pty Ltd	Corporate Services: Stationery	61.49	
EFT-45640	6/11/2025	Dibbles Plumbing Service	Granville Park: Drink Fountain Repair	1,875.50	L
			Seabird Hall: Supply and Install Kitchen Mixer Tap		
			Gingin Aquatic Centre: Outdoor shower installation		
EFT-45641	6/11/2025	Eagleye Technical Services	Repairs to Bore pump at Woodridge Recreation Grounds	1,565.30	L
EFT-45642	6/11/2025	Environex International Pty Ltd	Gingin Aquatic Centre: Pool Chemicals	1,257.74	
EFT-45643	6/11/2025	Erections (WA)	Dewar Road: Safety Guardrail Repair	11,479.60	
EFT-45644	6/11/2025	Frontline Fire and Rescue Equipment	Cockram Road: Safety Guardrail Repair		
EFT-45645	6/11/2025	Gingin District Community Resource Centre Inc (CRC)	BFB PPE Order: Helmet and Stickers	1,848.29	
EFT-45646	6/11/2025	Indian Ocean Pest Control	GG082: Harness Repair		
EFT-45647	6/11/2025	Interfire Agencies Pty Ltd TTF The Lovett Family Trust	Advertising: Event Flyers Gingin Buzz	110.00	L
EFT-45648	6/11/2025	Jonas Leisure Pty Ltd	Weed spraying to traffic bridges & Termite inspections to traffic bridges	6,050.00	L
EFT-45649	6/11/2025	Kleen West Distributors	Sea guard Class A Fire-Break foam	3,681.57	
EFT-45650	6/11/2025	Landgate	Gingin Aquatic Centre: Envibe Core Seasonal Licence 2025-26	8,760.94	
EFT-45651	6/11/2025	Local Government Professionals WA - LGPWA	Supply toiletries for Lower Coastal Ablutions	2,057.83	
EFT-45652	6/11/2025	MMM (WA) Pty Ltd	Rural UV Interim Valuation Fees	145.44	
EFT-45653	6/11/2025	Moore Septics	Employment Advertisements	1,080.00	
EFT-45654	6/11/2025	Northern Garage Doors (WA)	Lancelin: Sand Nourishment Works	175,305.55	
EFT-45655	6/11/2025	Officeworks	Gingin dump point pump out	1,500.00	L
			Guilderton Depot: Replacement Roller Door	1,350.00	
			Gingin Office: Business Card Holders. Ocean Farm Fire	221.91	
			Shed: Handtowel		
EFT-45656	6/11/2025	Paywise	Payroll Salary Sacrifice Payment	1,398.86	S
EFT-45657	6/11/2025	Premier Tarps	GG088: Tarp Cover	157.85	
EFT-45658	6/11/2025	Sanvidel Pty Ltd	Performance Bond Reimbursement - Lot 11 Old Moolabeanee Road, Gingin (Eco Lifestyle Village)	250,000.00	R
EFT-45659	6/11/2025	Seaview Park Community Association SPCA	2025/26 Community Grants: Public Liability Insurance Contribution	321.73	G
EFT-45660	6/11/2025	Seek Limited	Employment Advertisement: Community Ranger	313.50	
EFT-45661	6/11/2025	Stewart & Heaton Clothing Co Pty Ltd	BFB PPE Order: Boots	386.38	
EFT-45662	6/11/2025	The Australian Local Government Job Directory Pty Ltd	Employment Advertisement: Community Ranger	385.00	
EFT-45663	6/11/2025	Total Green Recycling	E-waste pick up Waste Management Facilities	3,464.80	
EFT-45664	6/11/2025	Truck Centre WA Pty Ltd	GG045: Drive wheel, Mud guards & Associated Hardware	1,739.66	
EFT-45665	6/11/2025	Verge Safety Barriers	Gingin Depot: Supply and deliver safety rollover barrier	3,481.50	
EFT-45666	6/11/2025	Bree-arna Gavranic	Palettes and Plates Peoples Choice Award & Artwork Purchase	650.00	L
EFT-45667	6/11/2025	Helen Sampson	Gingin Waste Facility Management	1,806.75	L
EFT-45668	6/11/2025	Jamie Garlett	Palettes & Plates: Music Entertainer	500.00	
EFT-45669	6/11/2025	Marion Sinfield	Reimbursement of Dog Registration: Unsterilised to Sterilised	75.00	R
EFT-45670	6/11/2025	Thomas Kusters	Guilderton Foreshore Ablutions: Repairs and Replace Hand Basin	1,126.00	L
			Guilderton Hall Ablutions: Repairs and Replace Hand Basin		
EFT-45671	13/11/2025	ACS Swan Express Print	New Business Cards for Staff & Councillors	297.00	
EFT-45672	13/11/2025	Australian Taxation Office (PAYG)	Payroll deduction	52,357.00	
EFT-45673	13/11/2025	Brightmark Group Pty Ltd	Cleaning: Shire Facilities	34,737.82	
			Cleaning: Council Chambers		
			Cleaning: Lancelin Hall		
			Guilderton Foreshore: Bin Cleaning & Disposal		
EFT-45674	13/11/2025	Brown Acres WA Pty Ltd t/as Brown Automotive	GG08: Retention Bolts	120.00	L
EFT-45675	13/11/2025	Bunnings Buildings Supplies Pty Ltd	Gingin Aquatic Centre: Wet Dry Vacuum	299.00	

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.3.1**

**Payments made under Delegated Authority 2.1 Payment of
Creditors for the period 01/11/2025 - 30/11/2025**

TYPE	DATE PAID	NAME	Payment Category		AMOUNT			
			L - Local	R - Reimbursement	F - Funded	S - Staff	PF - Partially Funded	C - Councillor
EFT-45676	13/11/2025	Carringtons Traffic Services			4,073.43			
EFT-45677	13/11/2025	Cellarbrations Gingin			130.00	L		
EFT-45678	13/11/2025	CFMEU			60.00	S		
EFT-45679	13/11/2025	Child Support Agency			190.35	S		
EFT-45680	13/11/2025	Civil Engineering Assignments			9,266.13			
EFT-45681	13/11/2025	Complete Office Supplies Pty Ltd			1,785.24			
EFT-45682	13/11/2025	Cooee Couriers & Transport			1,190.64	L		
EFT-45683	13/11/2025	Country Values Real Estate - Trust Account			2,320.00	L		
EFT-45684	13/11/2025	Department of Local Government Industry Regulation and Safety - Bonds ADMIN		BSL Payments October 2025	6,518.57	F		
EFT-45685	13/11/2025	Digital Surveying Solutions			1,881.00			
EFT-45686	13/11/2025	Dry Kirkness (Audit) Pty Ltd			1,815.00			
EFT-45687	13/11/2025	Eagleye Technical Services			785.40	L		
EFT-45688	13/11/2025	Full Flow Plumbing and Gas			770.00	L		
EFT-45689	13/11/2025	Gingin Arts and Craft Group Inc			2,500.00	G		
EFT-45690	13/11/2025	Gingin Christmas Angels			2,500.00	G		
EFT-45691	13/11/2025	Gingin District Community Resource Centre Inc (CRC)			10.50	L		
EFT-45692	13/11/2025	Gingin Fuel and Tyres Pty Ltd			31,160.70	L		
EFT-45693	13/11/2025	Gingin Trading			2,683.45	L		
EFT-45694	13/11/2025	Gingin West Volunteer Bush Fire Brigade			28,296.00	F		
EFT-45695	13/11/2025	Hammond Woodhouse Advisory			8,800.00			
EFT-45696	13/11/2025	Hanlons Electrical Service			2,200.00	L		
EFT-45697	13/11/2025	JCB Construction Equipment Australia (WA)			477.14			
EFT-45698	13/11/2025	Kleen West Distributors			366.58			
EFT-45699	13/11/2025	Lancelin Gull Roadhouse			1,455.26	L		
EFT-45700	13/11/2025	Lancelin Outdoors			401.50	L		
EFT-45701	13/11/2025	Lancelin Trade and Rural Supplies			2,786.68	L		
EFT-45702	13/11/2025	LD Total			48,249.47			
EFT-45703	13/11/2025	Ledge Point Roofing and Maintenance			8,258.25	L		
EFT-45704	13/11/2025	Ledge's Kanga Service and Skip Bin Hire			2,200.00	L		
EFT-45705	13/11/2025	LGRCEU (WA Division)			48.00	S		
EFT-45706	13/11/2025	Local Government Professionals WA - LGPWA			970.00			
EFT-45707	13/11/2025	Major Motors Pty Ltd			1,201.78			
EFT-45708	13/11/2025	Marsh Pty Ltd			21.51			
EFT-45709	13/11/2025	Minuteman Press Balcatta			469.04			
EFT-45710	13/11/2025	Miracle Recreation Equipment			8,404.00			
EFT-45711	13/11/2025	Modern Teaching Aids Pty Ltd			102.19			
EFT-45712	13/11/2025	Moore Demo & Civil			8,928.00	L		
EFT-45713	13/11/2025	Moore River Roadhouse			468.81	L		
EFT-45714	13/11/2025	Moore River Tree Services			6,270.00	L		

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.3.1**

**Payments made under Delegated Authority 2.1 Payment of
Creditors for the period 01/11/2025 - 30/11/2025**

TYPE	DATE PAID	NAME	Payment Category	AMOUNT	DETAILS
			L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor		
EFT-45715	13/11/2025	Moore Sands Resources Pty Ltd		4907.49	Seabird Waste Management Facility: Supply Clean Fill
EFT-45716	13/11/2025	Moore Septics		440.00	Gingin Waste Facility: Portable Toilet Pump Out
EFT-45717	13/11/2025	NAPA a division of GPC Asia Pacific Pty Ltd		1779.14	GG019: Drive Belts Fleet Service Kits and Consumables GG048, GG005, 4GG: Service Kits, Switches and Relays
EFT-45718	13/11/2025	Northern Valley News		1025.00	Advertising: Rock and Roll Event Flyer Advertising: Country to Coast
EFT-45719	13/11/2025	Nutrien Water		29.21	Gingin Recreation Grounds: Reticulation Supplies
EFT-45720	13/11/2025	Paywise		1398.86	Payroll Salary Sacrifice Payment
EFT-45721	13/11/2025	PFD Food Services Pty Ltd		270.12	Gingin Aquatic Centre: Kiosk Supplies
EFT-45722	13/11/2025	Phil Doncon's Paint Storm		3014.00	Palettes & Plates: Paintings, Travel & Accommodation
EFT-45723	13/11/2025	Resource Hub Consulting Pty Ltd		3836.25	Gingin Transfer Station Operational Concept Design, Consultation and Delivery
EFT-45724	13/11/2025	Ross's Discount Home Centre		1575.00	Lancelin Depot: Sliding Windows and Flyscreens
EFT-45725	13/11/2025	Seabird Progress and Sports Association Inc SPA		3000.00	Public Liability Insurance Grant
EFT-45726	13/11/2025	Sherrin Rentals Pty Ltd		10891.65	Water Truck Hire for October 2025
EFT-45727	13/11/2025	Shire of Gingin		165.00	BSL Commission October 2025
EFT-45728	13/11/2025	Specialised Building Solutions Pty Ltd		495.00	Ledge Point Country Club: Certificate of Design Compliance
EFT-45729	13/11/2025	The Temporary Fencing Shop		6424.00	Temporary fence panels and fittings
EFT-45730	13/11/2025	Thermal Engineering Pty Ltd		3355.00	Guilderton Visitors Centre: Air-conditioning System Fault Diagnostics
					Seabird Hall: Air-conditioning System Fault Diagnostics Gingin Administration Office: Replace Air-conditioning system
EFT-45731	13/11/2025	Tiffany's Catering		273.00	Catering: Gingin Engagement Workshop
EFT-45732	13/11/2025	Truck Centre WA Pty Ltd		1282.94	GG066: Service
EFT-45733	13/11/2025	WA Mapping		1848.00	Harold Park & Wangaree Park, Lancelin: Services Location
EFT-45734	13/11/2025	WA Stump Grinding & Tree Services		23980.00	Dillworth Way, Ledge Point: Tree Removal Military Road: Verge Pruning and Mulching Teal Park: Tree Pruning
EFT-45735	13/11/2025	WEX Australia Pty Ltd		2583.29	Caltex Fuel Card Purchases
EFT-45736	13/11/2025	Helen Sampson		1806.75	Gingin Waste Facility Management
EFT-45737	13/11/2025	Leigh Solomon		3954.00	Gabbadah Park: Concrete Pads
EFT-45738	13/11/2025	Linda Balcombe		100.00	Refund Candidate Nomination Fee 2025
EFT-45739	13/11/2025	Scott Wildgoose		600.00	C
EFT-45740	13/11/2025	Simon Forward		1683.00	Staff Reimbursement Clothing Allowance
EFT-45741	13/11/2025	Thomas Kusters		410.00	R
EFT-45742	13/11/2025	Tony Pisconeri		18000.00	Ledge Point Oval: Ablution Repairs Lancelin Community Centre: Clear Sewer Pipe
EFT-45743	17/11/2025	AFGRI Equipment Pty Ltd		2999.35	Seabird Waste Facility Management
EFT-45744	17/11/2025	Avon Midland Country Zone WALGA		2420.00	Lancelin Waste Facility Management
EFT-45745	17/11/2025	Belgravia PRO Pty Ltd		45560.52	GG004: Service & Brake Recall
EFT-45746	17/11/2025	Bullsbrook Water Carriers		1100.00	Membership Subscription 2025/2026
EFT-45747	17/11/2025	Complant Pty Ltd		932.81	Guilderton Caravan Park Management Fee
EFT-45748	17/11/2025	Construction Training Fund		2531.63	L
EFT-45749	17/11/2025	Country Copiers		185.63	GG029: Major Service Kit
EFT-45750	17/11/2025	Cromag Pty Ltd T/A Sigma Telford Group		195.36	CTF Payments October 2025
EFT-45751	17/11/2025	Department of Transport		107.10	Colour Copier Charges: Gingin Colour Copier Charges: Lancelin
EFT-45752	17/11/2025	Dibbles Plumbing Service		947.10	Gingin Aquatic Centre: Pool Chemicals less 20L Chlorine
EFT-45753	17/11/2025	Duncan Solutions		240.81	Poly Drum Returns
EFT-45754	17/11/2025	Eagleye Technical Services		2442.00	Release of Information fee for Parking Infringement Notices
					Gingin Aquatic Centre: Ablution Repairs Gingin Depot: Install Ice Machine
					Guilderton Parking Meters: Credit Card Transactions and monthly support
					Honeycomb Standpipe: Install changeover switch Gingin Medical Centre: Phone & Internet Fault Diagnostics and Repair

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.3.1**

**Payments made under Delegated Authority 2.1 Payment of
Creditors for the period 01/11/2025 - 30/11/2025**

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			L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	
EFT-45755	17/11/2025	Eastern Hills Chainsaws & Mowers Pty Ltd	Honda Carburettor	124.50
EFT-45756	17/11/2025	Gingin Fuel and Tyres Pty Ltd	GG028: Tyre	4852.51
			GG061: Tyres	L
			GG074, GG073, GG070: Tyres	
			GG075: ULP for Jerry Cans	
			Gingin Aquatic Centre: Replacement Gas Bottles	
			GG045: Tyre Repair	
EFT-45757	17/11/2025	IGA Local Grocer Gingin	Supermarket Purchases Gingin	503.24
EFT-45758	17/11/2025	Indian Ocean Painting and Decorating	Gingin Medical Centre: Painting Gable Barge Boards	1980.00
EFT-45759	17/11/2025	K B Riley & Sons Pty Ltd t/a Lancelin Sands	Guilderton Caravan Park: Dump Point Pump Out	3380.00
			KW Road: Verge Clearing	L
EFT-45760	17/11/2025	Lancelin Tree Services	Ayres Crescent: Prune Trees	715.00
EFT-45761	17/11/2025	McLeods Lawyers Pty Ltd	Legal Expenses	842.60
EFT-45762	17/11/2025	Moore River Electrical Services	Ledge Point Oval: Floodlight Testing	352.00
EFT-45763	17/11/2025	Moore River Tree Services	Lancelin Aged Unit: Replacement Exhaust Fan	
			Redfield Park: Clearance Pruning	
			Robinson Street: Dead Tree Removal	
			Weld Street: Dead Tree Removal	
EFT-45764	17/11/2025	Moore Sands Resources Pty Ltd	Lancelin Waste Facility: Yellow Sand, Asbestos Cover	4950.00
EFT-45765	17/11/2025	NAPA a division of GPC Asia Pacific Pty Ltd	4GG: Service parts	247.23
EFT-45766	17/11/2025	Origo Pty Ltd	Weather Station: Annual Support, Telstra Data Plan & Website costs	2481.60
EFT-45767	17/11/2025	PFD Food Services Pty Ltd	Gingin Aquatic Centre: Kiosk Supplies	1291.21
EFT-45768	17/11/2025	Pool Heating Solutions WA	Gingin Aquatic Centre: Repair Solar Heating System	400.00
EFT-45769	17/11/2025	Stewart & Heaton Clothing Co Pty Ltd	BFB PPE Order: Boots	398.75
EFT-45770	17/11/2025	Team Global Express Pty Ltd	Courier Charges	33.08
EFT-45771	17/11/2025	Tiffany's Catering	Catering: Bushfire Awareness Training, Seniors Week Chair Dancing, LEMC Meeting, Council Meetings	1624.00
EFT-45772	17/11/2025	Total Green Recycling	Gingin Waste Facility: E-Waste Collection	1466.21
EFT-45773	17/11/2025	Waterlogic Australia Pty Ltd	Seabird Waste Facility: E-Waste Collection	
			SD5 Cool & Cold Countertop and Stream Rental Service	173.97
EFT-45774	17/11/2025	Wurth Australia Pty Ltd	GG045: Air Fittings and Consumable Cleaner	458.98
EFT-45775	17/11/2025	Erik Sorensen	Councillor Quarterly Payment Prorate 01/10/2025 - 17/10/2025	587.21
			Councillor Allowance September 2025 Meeting Fee Adjustment	C
EFT-45776	17/11/2025	Frank Johnson	Councillor Quarterly Payment Prorate 01/10/2025 - 17/10/2025	587.21
			Councillor Allowance September 2025 Meeting Fee Adjustment	C
EFT-45777	17/11/2025	Maarten Kornaat	Refund Candidate Nomination Fee 2025	100.00
EFT-45778	17/11/2025	Thomas Kusters	Ledge Point Oval Ablutions: Install Leach Drain	3842.00
			Ocean Farm Community Hall: Repair burst pipe and Fire Hydrant Leak	L
PAY-172	20/11/2025	Shire of Gingin	Net Pays PE 18/11/2025	169,731.85
EFT-45779	20/11/2025	Aurora Delta Pty Ltd	Pre Employment Medical	185.00
EFT-45780	20/11/2025	CarBon Leasing & Rentals Pty Ltd	Salary Sacrifice Novated Lease Payment	1024.60
EFT-45781	20/11/2025	Carringtons Traffic Services	Dewar Road: Traffic Management	3319.28
EFT-45782	20/11/2025	Civil Engineering Assignments	Cockram Road: Traffic Management	
EFT-45783	20/11/2025	Country Values Real Estate - Trust Account	Civil Designer for Capital Works	3415.50
EFT-45784	20/11/2025	Gingin District Community Resource Centre Inc (CRC)	Rental - Robinson Street, Gingin	2320.00
EFT-45785	20/11/2025	Gingin Fuel and Tyres Pty Ltd	Boardroom Hire	70.00
EFT-45786	20/11/2025	Gull Gingin Pty Ltd	GG082: Replacement Battery	440.00
			GG05: Replacement Battery	L
			Bushfire Brigade Refreshments	
			ULP Fuel Purchases October 2025	
EFT-45787	20/11/2025	Iron Mountain Australia Group Services Pty Ltd	Storage Business Cartons	150.82
EFT-45788	20/11/2025	K B Riley & Sons Pty Ltd t/a Lancelin Sands	Ledge Point Oval: Septic Pump Out	800.00
EFT-45789	20/11/2025	Lancelin Angling and Aquatic Club Inc. (LAAC)	Strategic Community Plan Workshop: Hall Hire & Catering	418.00
EFT-45790	20/11/2025	Landgate	Online Shop: Transfer of Land Documents	843.82
EFT-45791	20/11/2025	Ledge Point Community Association - LPCA	Portable Toilet Hire, Ledge Point Family Fun Day	295.94

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.3.1**

**Payments made under Delegated Authority 2.1 Payment of
Creditors for the period 01/11/2025 - 30/11/2025**

TYPE	DATE PAID	NAME	Payment Category	
			L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	
EFT-45792	20/11/2025	Minuteman Press Balcatta	Sponsor Banner	262.90
EFT-45793	20/11/2025	Moore River Tree Services	Green Waste Collection 2025	41800.00
EFT-45794	20/11/2025	Omnicom Media Group Australia Pty Ltd (Marketforce)	Advertisement: Gravel Supply Tender, West Australian	691.25
EFT-45795	20/11/2025	Rural Urban Fire Safety	Fire Awareness Community Workshops	822.84
EFT-45796	20/11/2025	Safety Cool	Gingin Depot: Portable Evaporative Cooler	5434.00
EFT-45797	20/11/2025	Shire of Gingin	CTF Commission October 2025	57.75
EFT-45798	20/11/2025	Shire of Merredin	Shire of Gingin DAMSTRA Software	409.20
EFT-45799	20/11/2025	Sonic HealthPlus Pty Ltd	Pre Employment Medical	442.20
EFT-45800	20/11/2025	The Freo Hire Company Pty Ltd	Volunteers Day: Outdoor Cinema Hire	1870.00
EFT-45801	20/11/2025	WA Mapping	Wangaree Park, Atkinson Way: Vacuum Truck Locating	2475.00
EFT-45802	20/11/2025	Western Australian Local Government Association	Councillor Training: Understanding Local Government, Conflicts of Interest, Meeting Procedures, Understanding Financial Reports/Budgets, Serving on Council	3366.00
EFT-45803	20/11/2025	Beverley Kavanagh	Rate Refund	804.00
EFT-45804	20/11/2025	Craig Hyne	Refund Candidate Nomination Fee 2025	100.00
EFT-45805	20/11/2025	David Wilson	Community Resilience Coordinator	2400.00
EFT-45806	20/11/2025	Douglas Evans	Rate Refund	804.00
EFT-45807	20/11/2025	Helen Sampson	Gingin Waste Facility Management	1806.75
EFT-45808	20/11/2025	James Morton	Early Rates Incentive Scheme: Prize Winner - Package A	500.00
EFT-45809	20/11/2025	Julie Wesson	Events Trailer Bond Refund	200.00
EFT-45810	20/11/2025	Kerren Benning	Rate Refund	1181.06
EFT-45811	20/11/2025	Lindsie Leahy	Refund Candidate Nomination Fee 2025	300.00
			Events Trailer Bond Refund - Neergabby Community Association Fireworks Night	
EFT-45812	20/11/2025	Michael Dix	Early Rates Incentive Scheme: Prize Winner - Package J	1000.00
EFT-45813	20/11/2025	Norah Barrett	Early Rates Incentive Scheme: Prize Winner - Package D	1000.00
EFT-45814	20/11/2025	Paul Galpin	Early Rates Incentive Scheme: Prize Winner - Package G	500.00
EFT-45815	20/11/2025	Simon Barrett	Early Rates Incentive Scheme: Prize Winner - Package B	727.27
EFT-45816	20/11/2025	Stanley Walker	Early Rates Incentive Scheme: Prize Winner - Package H	2000.00
EFT-45817	20/11/2025	Steven Tweedie	Post Election Councillor Training	2200.00
EFT-45818	24/11/2025	Wanneroo Isuzu Ute	Purchase EMCS Vehicle: Isuzu DMax Ute	50970.81
EFT-45819	25/11/2025	Able Removals	Lancelin Aged Units: Furniture Relocation	1958.00
EFT-45820	25/11/2025	Australia Post	Reply Paid Letters Small	1.13
EFT-45821	25/11/2025	Australian Taxation Office (PAYG)	Payroll deduction	49890.00
EFT-45822	25/11/2025	Avantgarde Technologies	Gingin Medical Centre: Hardware Refresh, Desktops, Service Desk Support & System Administration Support	16983.11
EFT-45823	25/11/2025	BOC Pty Ltd	Gas & Oxygen Supplies for the Workshop & Gingin Medical	114.48
EFT-45824	25/11/2025	CFMEU	Payroll deduction	60.00
EFT-45825	25/11/2025	Child Support Agency	Payroll deduction	190.35
EFT-45826	25/11/2025	Civil Engineering Assignments	Civil designer for Capital Works	2530.00
EFT-45827	25/11/2025	Dry Kirkness (Audit) Pty Ltd	Audit of Local Roads & Community Infrastructure Program (LRCI) Annual Report	1815.00
EFT-45828	25/11/2025	Duffy's Construction Company	Progress Payment Shed Installation at Gingin Recreation Centre - Community Group Concept Enquiry	20200.00
EFT-45829	25/11/2025	Eagleye Technical Services	Granville Civic Centre: Supply & Install Linear LED Battens	369.60
EFT-45830	25/11/2025	Ecowater Services	Guilderton Store: Supply and Install ATU Dosing Pumps	3133.90
EFT-45831	25/11/2025	EFTsure Pty Ltd	EFTsure Software Annual Subscription	7247.86
EFT-45832	25/11/2025	Element Advisory Pty Ltd	Community Engagement Plan & Workshops	12774.00
EFT-45833	25/11/2025	Frontline Fire and Rescue Equipment	Brigade: Drip torch and badge	346.26
EFT-45834	25/11/2025	Gingin Bowling Club	Gingin Bowling club: Reimbursement for Electrical Repairs	627.00

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.3.1**

**Payments made under Delegated Authority 2.1 Payment of
Creditors for the period 01/11/2025 - 30/11/2025**

TYPE	DATE PAID	NAME	Payment Category	AMOUNT	
			L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor		
EFT-45835	25/11/2025	Gingin Fuel and Tyres Pty Ltd	GG076 Diesel	114.18	L
EFT-45836	25/11/2025	Indian Ocean Pest Control	Traffic Bridges: Termite Treatment	8910.00	L
EFT-45837	25/11/2025	J & K Hopkins Office Furniture	Corporate Services: Office Furniture	769.00	
EFT-45838	25/11/2025	K B Riley & Sons Pty Ltd t/a Lancelin Sands	Lancelin Waste Facility: Levelling and Spreading Machinery Hire	30459.00	L
EFT-45839	25/11/2025	Lancelin Beach Escapes	Accommodation for Aged Well Tenant	3665.00	L
EFT-45840	25/11/2025	LGRCEU (WA Division)	Payroll deduction	48.00	S
EFT-45841	25/11/2025	Local Government Professionals WA - LGPWA	Integrated Planning and Reporting (IPR) Fundamentals UTS Training	1480.00	
EFT-45842	25/11/2025	Lower Coastal Community Association Inc LCCA	Quarterly contribution to Lower Coastal Community Bus	500.00	L
EFT-45843	25/11/2025	McLeods Lawyers Pty Ltd	Legal Expenses	8757.10	
EFT-45844	25/11/2025	Moore River Tree Services	Nine Mile Swamp Road: Fence Line Tree Clearing	1870.00	L
EFT-45845	25/11/2025	Next Power (WA) Pty Ltd	Repair and Replace Solar system for Pegasus Gun Club	21700.00	
EFT-45846	25/11/2025	PFD Food Services Pty Ltd	Gingin Aquatic Centre: Kiosk Supplies	495.52	
EFT-45847	25/11/2025	Public Libraries Western Australia	Public Library of WA Membership 2025/2026	300.00	
EFT-45848	25/11/2025	Shire of Dandaragan	Shire of Gingin Contribution to Coastal Track Project 2025	15583.70	
EFT-45849	25/11/2025	Team Global Express Pty Ltd	Courier Charges BFB PPE	419.75	
EFT-45850	25/11/2025	The National Trust of Australia (WA)	Gingin Railway Station Rent	255.37	
EFT-45851	25/11/2025	Tiffany's Catering	Catering: Cadet Windup	375.00	L
EFT-45852	25/11/2025	Zone 50 Engineering Surveys Pty Ltd	Guilderton Road: Feature Survey	15389.00	
EFT-45853	25/11/2025	Thomas Kusters	Lancelin Aged Units: Disconnect and Supply 3 x Ovens Ledge Point Oval: Septic Service	6323.00	L
EFT-45854	27/11/2025	ACS Swan Express Print	Printing Services: Letterheads, Overdue Rates Explained Brochures & DL Window Face Envelopes	951.50	
EFT-45855	27/11/2025	AFGRI Equipment Pty Ltd	GG003 & GG012: Service Parts, Rear View Mirror	1565.31	
EFT-45856	27/11/2025	AMPAC Debt Recovery WA Pty Ltd	Rates Debt Recovery Costs & Commissions with Credit Adjustment	0.74	
EFT-45857	27/11/2025	Aurora Delta Pty Ltd	Medical Subsidy Payment August 2025 & September 2025	6381.30	
EFT-45858	27/11/2025	Avantgarde Technologies	Replacement laptops: New Position & End of life desktop computers, Fortigate Unified Threat Protection	41206.82	
EFT-45859	27/11/2025	Avon Waste	Kerbside Collection Services x 2	47088.18	
EFT-45860	27/11/2025	BCE Surveying Pty Ltd	Edwards Street: Underground Utilities Investigations	11495.00	
EFT-45861	27/11/2025	Belgravia PRO Pty Ltd	Guilderton Caravan Park: Pure Glamping & Equipment Hire, RMS License Fees, Caravan Park Management Fee	53453.35	
EFT-45862	27/11/2025	Boya Equipment	GG019: Diesel Fuel Tank, Caps & Seals	1551.46	
EFT-45863	27/11/2025	BS Alp & RH Alp (Wakedale Farm)	Loader Wet Hire (Emergency Incident #709983)	1925.00	L
EFT-45864	27/11/2025	Carringtons Traffic Services	Guilderton Road: Traffic Management	1709.84	
EFT-45865	27/11/2025	Chair Dancing Perth	Seniors Week: Chair Dancing Session	140.00	
EFT-45866	27/11/2025	Coastal Courier	Advertising: Australia Day Flyer	40.00	
EFT-45867	27/11/2025	Commercial Locksmiths	Lancelin Hall: Lock and Key Replacement	722.15	
EFT-45868	27/11/2025	Complete Office Supplies Pty Ltd	Council Refreshments Restock, Stationery Order, Councillor Diaries	881.55	
EFT-45869	27/11/2025	Corsign	Lancelin Depot: Corner Desk		
EFT-45870	27/11/2025	Data#3	Signs: Street Names, Fire Shed, Guilderton Caravan Park	1673.10	
EFT-45871	27/11/2025	DB Auto Electrical & Mechanical	Microsoft Power BI Pro Licenses for Data Drives Decisions	448.23	
EFT-45872	27/11/2025	Deba Investments Pty Ltd as Trustee for Deba Super Fund	GG051: Annual Service	1142.55	L
EFT-45873	27/11/2025	Eagleye Technical Services	GG04: Clutch Repairs		
EFT-45874	27/11/2025	Ecowater Services	Rate Refund	5475.10	R
EFT-45875	27/11/2025	Full Flow Plumbing and Gas	Guilderton Store: Septic Tank Pump Repairs	654.50	L
			Guilderton Caravan Park: Quarterly ATU Service	1160.00	
			Guilderton Store: Quarterly ATU Service		
			Wangaree Community Centre: Quarterly ATU Service		
			Guilderton Caravan Park: Replace 6 x LPG second stage regulators	4331.80	L

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.3.1**

**Payments made under Delegated Authority 2.1 Payment of
Creditors for the period 01/11/2025 - 30/11/2025**

TYPE	DATE PAID	NAME	Payment Category	
			L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	
EFT-45876	27/11/2025	G & A Coastal Pty Ltd (Lancelin Sands Hotel)	Seniors Week: Catering and Entertainers Accommodation	1875.00 L
EFT-45877	27/11/2025	Gingin District Community Resource Centre Inc (CRC)	Advertising: Australia Day Gingin Buzz	110.00 L
EFT-45878	27/11/2025	Gingin Fuel and Tyres Pty Ltd	GG012: Slasher Deck & Shaft Spares Workshop: Grease Gun Couplers	724.63 L
EFT-45879	27/11/2025	Gull Gingin Pty Ltd	Catering: Depot Toolbox Meeting	250.00 L
EFT-45880	27/11/2025	Have A Go News	Advertising Event Flyer: Palettes & Plate	363.00
EFT-45881	27/11/2025	Hersey's Safety Pty Ltd	Operations Team Member: Safety Boots	257.40
EFT-45882	27/11/2025	K B Riley & Sons Pty Ltd t/a Lancelin Sands	Lancelin Waste Facility: Clean and cover asbestos area	1100.00 L
EFT-45883	27/11/2025	Lancelin Appliance Services	Lancelin Depot: Supply & Install Air Conditioner	2175.00 L
EFT-45884	27/11/2025	Local Government Professionals WA - LGPWA	Integrated Planning and Reporting (IPR) Fundamentals Workshop	2030.00
			2025 Community Development in Local Government Introductory Course	
EFT-45885	27/11/2025	Lo-Go Appointments	Contract Finance Officer W/E 01/11/2025	657.89
EFT-45886	27/11/2025	Moore River Brewing Co	Early Rates Incentive Prize Night: Winners Gift Pack	220.00 L
EFT-45887	27/11/2025	Moore Septics	Gingin Caravan Park: Dump Point Pump Out	1155.00 L
EFT-45888	27/11/2025	NAPA a division of GPC Asia Pacific Pty Ltd	DMax Fleet: Wipers	217.25
EFT-45889	27/11/2025	Officeworks	GG017: Sockets/Brackets, Workshop stock	
EFT-45890	27/11/2025	Pedders Suspension - Joondalup	Planning Department: Office Desks	1445.05
EFT-45891	27/11/2025	Seek Limited	GG061: Rear Shock Absorbers, Wheel Alignment	795.00
EFT-45892	27/11/2025	Truck Centre WA Pty Ltd	Employment Advertisement: Community Development Officer	346.50
EFT-45893	27/11/2025	Tudor House	GG002: Service	3460.03
EFT-45894	27/11/2025	Uniforms at Work	GG045: Service	
EFT-45895	27/11/2025	Western Australian Local Government Association	Gingin Administration: Replacement Flags	1008.00
EFT-45896	27/11/2025	Zone 50 Engineering Surveys Pty Ltd	Rangers Uniforms	120.20
EFT-45897	27/11/2025	David Gaylard	Councillor Training: Understanding Local Government, Conflicts of Interest, Serving on Council & Understanding Financial Reports/Budgets	1452.00
EFT-45898	27/11/2025	David Lefroy	Robinson Street, Constable Street, Cockram Road: Line Marking	1914.00
EFT-45899	27/11/2025	David Wilson	Early Rates Incentive Scheme: Prize Winner - Package E	1000.00
EFT-45900	27/11/2025	Helen Sampson	GG002: Service	
EFT-45901	27/11/2025	Rebecca Foulkes-Taylor	Community Resilience Coordinator	1450.00
EFT-45902	27/11/2025	Thomas Kusters	Gingin Waste Facility Management	1806.75 L
			Reimbursement: LIWA Membership & Aquatic Centre Supplies	3114.45 S
			Gabbadah Park: Supply and Install Drink Fountain	1929.00 L
EFT TOTAL				951,490.30

CHEQUES

CHEQUES TOTAL

DIRECT DEBIT				
DE-7270	1/11/2025	Bendigo Bank	Bendigo Bank: Transfer Fees	62.50
DE-7271	1/11/2025	Bendigo Bank	Bendigo Bank: BPAY Biller Fee	2,373.36
DE-7178	3/11/2025	Water Corporation	Water charges 9 King St Lancelin Lot 585 RES 32837	63.25
DE-7272	3/11/2025	Bendigo Bank	Merchant Fees	0.57
DE-7273	3/11/2025	Bendigo Bank	Bendigo Bank Fees	1,296.39
DE-7274	3/11/2025	Bendigo Bank	Bendigo Bank Fees	3,590.68
DE-7275	3/11/2025	Bendigo Bank	CBA Merchant Fee	6,638.22
DE-7276	3/11/2025	Bendigo Bank	CBA Merchant Fee	452.38
DE-7277	3/11/2025	Bendigo Bank	CBA Merchant Fee	64.00
DE-7278	3/11/2025	Go Go Media	Monthly Message On Hold	75.90
DE-7201	3/11/2025	Synergy	Electricity charges 1 Weld St Gingin	2,198.10
DE-7200	3/11/2025	Synergy	Electricity Charges Lot 236 Brockman St Guilderton	71.36

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.3.1**

**Payments made under Delegated Authority 2.1 Payment of
Creditors for the period 01/11/2025 - 30/11/2025**

TYPE	DATE PAID	NAME	Payment Category	AMOUNT
			L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	
DE-7279	3/11/2025	Bendigo Bank	Bendigo Bank Fees	6.51
DE-7280	4/11/2025	Department of Transport	Department of Transport - Licensing 31.10.2025	3,536.75
DE-7195	4/11/2025	Water Corporation	Water charges Ocean Farm Dr Nilgen Lot 4021RES 35092	174.70
DE-7194	4/11/2025	Water Corporation	Water charges Ocean Farm Dr Nilgen Lot 4021 RES 35092	499.99
DE-7203	4/11/2025	Synergy	Electricity Charges Lot 11 Dewar Street, Guilderton	807.14
DE-7206	4/11/2025	Synergy	Electricity Charges Lot 197 Chalon Ave, Seabird WA	406.88
DE-7202	4/11/2025	Synergy	Electricity Charges Dewar Street Guilderton	245.26
DE-7207	4/11/2025	Synergy	Electricity Charges Lot 47 Chalon Avenue, Seabird WA	141.21
DE-7204	4/11/2025	Synergy	Electricity charges Loc 3 Ocean Farm Drive	1,544.46
DE-7208	5/11/2025	Synergy	Electricity Charges Fraser Street, Guilderton WA	126.80
DE-7211	5/11/2025	Synergy	Electricity Charges Lot 232 Wedge St, Guilderton WA	325.40
DE-7209	5/11/2025	Synergy	Electricity Charges Lot 99 Weld St Gingin	583.14
DE-7210	5/11/2025	Synergy	Electricity charges 13 King Dr Woodridge	1,906.78
DE-7281	5/11/2025	Department of Justice	Lodgement fee for registering unpaid infringements	265.50
DE-7282	5/11/2025	Department of Transport	Department of Transport - Licensing 03.11.2025	3,279.95
DE-7269	6/11/2025	Precision Administration Services Pty Ltd	Payroll deduction for PE: 04/11/2025	32,920.99
DE-7283	6/11/2025	Bendigo Bank	Bendigo Bank Fees	20.25
DE-7284	6/11/2025	Department of Transport	Department of Transport - Licensing 04.11.2025	4,668.25
DE-7285	7/11/2025	Department of Transport	Department of Transport - Licensing 05.11.2025	10,159.30
DE-7286	7/11/2025	Synergy	Electricity Charges 60 King Dr Woodridge	905.88
DE-7292	7/11/2025	Shire of Gingin	EFT machine Refund	22.50
DE-7287	10/11/2025	Department of Transport	Department of Transport - Licensing 06.11.2025	8,175.50
DE-7288	10/11/2025	Telstra	Telstra Integrated Messaging up to 21/10/2025	426.66
DE-7289	10/11/2025	Telstra	334 8777 339 Telstra Group Plan up to 21/10/2025	1,029.86
DE-7290	11/11/2025	Synergy	Electricity charges Lot 889 Gingin Brook Road, Neergabby	182.56
DE-7291	11/11/2025	Department of Transport	Department of Transport - Licensing 07.11.2025	2,422.40
DE-7300	12/11/2025	Synergy	Electricity Charges: Lot 269 Seaview Drive, Karakin	319.92
DE-7312	12/11/2025	Department of Transport	Department of Transport - Licensing 10.11.2025	2,841.55
DE-7314	12/11/2025	Bendigo Bank	Bendigo Bank Fees	10.80
DE-7316	12/11/2025	Synergy	Electricity Charges 708 Ocean Farm Dr, Nilgen	446.53
DE-7205	13/11/2025	Synergy	Electricity charges Lot 86 Gingin Road, Lancelin	109.65
DE-7313	13/11/2025	Department of Transport	Department of Transport - Licensing 11.11.2025	3,666.60
DE-7296	14/11/2025	Credit Card - EMCSCS	Credit Card Purchases October 2025	1,505.30
DE-7295	14/11/2025	Credit Card - EMRDS	Credit Card Purchases October 2025	2,153.70
DE-7294	14/11/2025	Credit Card - CESM	Credit Card Purchases October 2025	661.00
DE-7293	14/11/2025	Credit Card - GG Aquatic Centre Manager	Credit Card Purchases October 2025	1,194.38
DE-7302	14/11/2025	Synergy	Electricity charges Lot 5489 Red Gully Rd	36.12
DE-7301	14/11/2025	Synergy	Electricity charges Lot 390 U 54 Ledge Point Road, Ledge Point	1,876.82
DE-7315	14/11/2025	Department of Transport	Department of Transport - Licensing 12.11.2025	4,584.35
DE-7298	14/11/2025	Viva Energy Australia Pty Ltd	Shell Fuel Card Purchases	412.27
DE-7317	14/11/2025	Credit Card - CEO	Credit Card Purchases October 2025	693.06
DE-7319	14/11/2025	Credit Card - EMO	Credit Card Purchases October 2025	2,561.90

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.3.1**

**Payments made under Delegated Authority 2.1 Payment of
Creditors for the period 01/11/2025 - 30/11/2025**

TYPE	DATE PAID	NAME	Payment Category	AMOUNT
			L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	
DE-7318	14/11/2025	Credit Card - Mechanic/Depot Controller	Credit Card Purchases October 2025	1,744.37
DE-7322	14/11/2025	Western Australian Treasury Corporation (WATC)	LN-134-Purchase of Lot 7 Dewar Road GINGIN	30,559.91
DE-7323	14/11/2025	QPC Group	Repayment: 3	
DE-7333	14/11/2025	Shire of Gingin	Toner Freight	33.00
DE-7320	17/11/2025	Department of Transport	Double charge - Tyro Chargeback 0457048148	36.00
DE-7321	17/11/2025	Bendigo Bank	Department of Transport - Licensing 13.11.2025	1,944.30
DE-7365	17/11/2025	Business Service Brokers T/A TeleChoice	Bendigo Bank Fees	5.40
DE-7334	17/11/2025	Bendigo Bank	Mobile Phone Charges	243.00
DE-7324	18/11/2025	Department of Transport	Bendigo Bank Fees	198.01
DE-7326	19/11/2025	Department of Transport	Department of Transport - Licensing 14.11.2025	4,428.20
DE-7325	20/11/2025	Precision Administration Services Pty Ltd	Department of Transport - Licensing 17.11.2025	1,685.80
DE-7327	20/11/2025	Bendigo Bank	Payroll deduction for PE: 20/11/2025	32,277.19
DE-7328	20/11/2025	Department of Transport	Bendigo Bank Fees	20.40
DE-7329	20/11/2025	Western Australian Treasury Corporation (WATC)	Department of Transport - Licensing 18.11.2025	2,073.00
			LN-114-Guilderton Country Club (Hall) Extensions	30,769.06
			Repayment: 35	
DE-7335	20/11/2025	Windcave Pty Ltd	Windcave Transaction Fees WAU 3032167	2,113.46
DE-7330	21/11/2025	Department of Transport	Department of Transport - Licensing 19.11.2025	1,903.40
DE-7331	21/11/2025	Westnet Internet Services	Internet Service	79.99
DE-7299	22/11/2025	Vocus Communications	GESC Internet 01/11/2025 - 30/11/2025	808.50
DE-7346	22/11/2025	Western Australian Treasury Corporation (WATC)	LN-130-Ledge Point Country Club Cool room Repayment: 13	1,316.71
DE-7311	24/11/2025	Australia Post	Postage Charges Up to 31/10/2025	994.30
DE-7303	24/11/2025	Synergy	Electricity charges Street Lights	10,904.63
DE-7304	24/11/2025	Synergy	Electricity charges Lot 1 Brockman St, Gingin WA 6503	155.66
DE-7345	24/11/2025	Department of Transport	Department of Transport: Licensing 20.11.2025	9,434.30
DE-7347	24/11/2025	Bendigo Bank	Bendigo Bank Fees	0.15
DE-7362	25/11/2025	QPC Group	Toner Freight	33.00
DE-7297	25/11/2025	Water Corporation	Sewerage charges Miragliotta St Lancelin Lot 85 RES 24018	123.36
DE-7363	25/11/2025	Department of Transport	Department of Transport - Licensing 21.11.2025	3,199.00
DE-7364	25/11/2025	Bendigo Bank	Bendigo Bank: Fees	5.25
DE-7401	26/11/2025	Department of Transport	Department of Transport - Licensing 24.11.2025	4,055.15
DE-7402	27/11/2025	Department of Transport	Department of Transport - Licensing 25.11.2025	4,044.10
DE-7403	27/11/2025	Bendigo Bank	Bendigo Bank Fees	7.35
DE-7400	28/11/2025	Department of Transport	Department of Transport - Licensing 26.11.2025	2,158.05
DE-7361	28/11/2025	Viva Energy Australia Pty Ltd	Shell Card Fuel Purchases	193.51
DE-7266	30/11/2025	Dell Financial Services Pty Ltd	Allocation of Lease	1,651.29
DE-7264	30/11/2025	HP Financial Services (Australia) Pty Ltd	Allocation of Lease	748.57
DE-7265	30/11/2025	LJ Hughes	Allocation of Lease	688.25
DIRECT DEBIT				265,380.90
TOTAL MUNICIPAL				1,216,871.20
CREDIT CARD BREAK-UP				
OCTOBER	CEO	Mailchimp Mailchimp Gingin Roadhouse Team Global Express Ampol Joondalup Gull Gingin Banner Buzz Bendigo Bank	Monthly Subscription International Transaction Fee 0GG Diesel 63.12L Legal Document Courier Gingin to Perth 0GG Diesel 65.19L 0GG Diesel 62.5L Branded Gazebo Carry Bag Card Fee	115.22 3.46 116.71 87.15 127.71 113.10 125.71 4.00 693.06
EMRDS		Ink Station iAuditor Humanitix City of Perth Parking Pier Street Bendigo Bank	Ink Cartridge Combo & Gloss Paper Annual Plan Refund Waste Management Course Parking Fee Card Fee	653.59 1584.00 -99.00 11.11 4.00 2153.70

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.3.1**

**Payments made under Delegated Authority 2.1 Payment of
Creditors for the period 01/11/2025 - 30/11/2025**

TYPE	DATE PAID	NAME	Payment Category	AMOUNT
			L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	
EMCS		Wanneroo Botanic Gardens Vodien Oficeworks Vodien Wanneroo Botanic Gardens Leapfrogs Bendigo Bank	Corporate Services Team Building Activity (Deposit) Domain Name Transfer and Expiry Protection Mobile Whiteboard Council Chambers Domain Name Subscription Corporate Services Team Building Activity (Balance) Corporate Services Team Building Activity Meals Card Fee	100.00 16.49 450.00 76.79 231.50 626.52 4.00 1,505.30
CESM		City of South Perth Parking Bob Jane T-Marts Bob Jane T-Marts Emerg Adform Engraving Bendigo Bank	Parking Fee GG005 Wheel Alignment GG09 Wheel Alignment BART Subscription Fee Gift Engraving Card Fee	18.00 159.00 159.00 288.00 33.00 4.00 661.00
EMOA		Fuchs Lubricants Kitchen Warehouse Bendigo Bank	205L Drum 15/40 Depot: 2 x Ice Machines Card Fee	1,298.00 1,259.90 4.00 2,561.90
MECHANIC		Obrien Glass Seabird Tavern Jaycar L & T Venables Beyond Tools Arrowes Bendigo Bank	GG098 Windscreen Replacement Volunteer Brigade Refreshments Sprayer Unit Parts Nutserts Drill Parts Actuator Card Fee	932.11 75.00 54.85 19.66 107.95 550.80 4.00 1,744.37
AQUATIC		Mitre 10 Bindoon Royal Life Saving WA Royal Life Saving WA Mitre 10 Bindoon Campbells Warehouse Bendigo Bank	Key Cutting Backstroke Flags Watch Around Water Registration Pre-Season Maintenance Items Kiosk Supplies Card Fee	13.00 254.76 165.00 120.03 637.59 4.00 1,194.38
Total				10,513.71
CALTEX CARD BREAKUP OCTOBER		WEX Australia Pty Ltd	GG033: 211.98L GG070: 116.38L GG051: 113.58L GG09: 283.40L 2GG: 97.25L Small Parts & Jerry Cans: 43.21L GG06: 36.73L GG090: 54.34L GG005: 252.08L GG05: 39.65L GG084: 42.79L Small Parts & Jerry Cans (ULP): 26.27L GG090: 15.51L (ULP) Transaction/Card Fees	418.09 230.26 221.04 521.18 176.11 84.77 67.55 110.85 491.41 80.89 85.54 53.24 30.86 11.50 2,583.29
SHELL CARD BREAKUP		Viva Energy Australia Pty Ltd	GG01: 93.13L GG072: 62.78L GG083: 115.52L GG075: 66.75L	164.75 111.06 204.38 118.09

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.3.1**

**Payments made under Delegated Authority 2.1 Payment of
Creditors for the period 01/11/2025 - 30/11/2025**

TYPE	DATE PAID	NAME	DETAILS	AMOUNT
			Transaction/Card Fees	7.50
		Total		605.78

13.4 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2025

File	FIN/25
Author	Karina Leonhardt - Manager Corporate Services
Reporting Officer	Rachael Wright - Executive Manager Corporate Services
Refer	Nil
Appendices	1. Monthly Financial Report November 2025 [13.4.1 - 23 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To present for Council endorsement the Monthly Financial Report for the period ending 30 November 2025.

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 30 November 2025 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 **\$2,763,290** variance in the Monthly Financial Report for the period ending 30 November 2025 is summarised across operations, investing and financing below, with a detailed explanation of variations within each area contained within the **Appendix 13.4.1**.

Under Budget

Opening Funding Surplus/Deficit	\$763,103
Operating Expenditure	\$1,292,813
Investing Activities – Expenditure	\$415,929

Over Budget

Operating Revenue	\$211,122
Investing Activities – Revenue	\$81,367

Financing Activities – Expenditure	\$1,043
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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.

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

Not applicable

POLICY IMPLICATIONS

Policy 3.2 – Investments

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**



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 Balcombe

That Council endorse the Monthly Financial Report for the period ending 30 November 2025.

**CARRIED UNANIMOUSLY
9 / 0**

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

AGAINST: *Nil*

SHIRE OF GINGIN

MONTHLY FINANCIAL REPORT

For the period ended 30 November 2025

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

TABLE OF CONTENTS

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

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.4.1**

**SHIRE OF GINGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

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	8,311,526	8,311,526	8,311,470	(56)	(0.00%)		
Rates excluding general rates	3,616,345	3,606,660	3,606,660	0	0.00%		
Grants, subsidies and contributions	3,012,036	1,391,047	1,218,940	(172,107)	(12.37%)	▼	
Fees and charges	5,138,826	3,375,247	3,572,321	197,074	5.84%		
Interest revenue	402,637	51,608	135,536	83,928	162.63%	▲	
Other revenue	340,108	132,904	235,187	102,283	76.96%	▲	
Profit on asset disposals	45,025	0	0	0	0.00%		
	20,866,503	16,868,992	17,080,114	211,122	1.25%		
Expenditure from operating activities							
Employee costs	(8,077,400)	(3,365,815)	(2,830,456)	535,359	15.91%	▲	
Materials and contracts	(10,223,566)	(4,444,906)	(3,601,906)	843,000	18.97%	▲	
Utility charges	(566,166)	(235,911)	(183,934)	51,977	22.03%	▲	
Depreciation	(11,002,864)	(4,584,560)	(13,809)	4,570,751	99.70%	▲	
Finance costs	(195,291)	(38,340)	(44,524)	(6,184)	(16.13%)		
Insurance	(472,672)	(472,672)	(489,854)	(17,182)	(3.64%)		
Other expenditure	(821,284)	(111,369)	(225,526)	(114,157)	(102.50%)	▼	
Loss on asset disposals	(92,739)	0	(3,173)	(3,173)	0.00%		
	(31,451,982)	(13,253,573)	(7,393,182)	5,860,391	44.22%		
Non cash amounts excluded from operating activities	2(c)	11,142,078	4,584,560	16,982	(4,567,578)	(99.63%)	▼
Amount attributable to operating activities		556,599	8,199,979	9,703,914	1,503,935	18.34%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	9,685,062	0	78,094	78,094	0.00%		
Proceeds from disposal of assets	267,000	14,000	17,273	3,273	23.38%		
Proceeds from financial assets at amortised cost - self supporting loans	2,430	1,208	1,208	0	0.00%		
Proceeds on disposal of financial assets at fair value through profit and loss	2,036	0	0	0	0.00%		
	9,956,528	15,208	96,575	81,367	535.03%		
Outflows from investing activities							
Right of use assets recognised	(15,234)	(15,234)	(15,829)	(595)	(3.91%)		
Acquisition of property, plant and equipment	(2,680,537)	(709,585)	(577,558)	132,027	18.61%	▲	
Acquisition of infrastructure	(11,640,702)	(501,826)	(217,925)	283,901	56.57%	▲	
	(14,336,473)	(1,226,645)	(811,312)	415,333	33.86%		
Non-cash amounts excluded from investing activities	2(d)	15,234	15,234	15,830	596	3.91%	
Amount attributable to investing activities		(4,364,711)	(1,196,203)	(698,907)	497,296	41.57%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Leases liabilities recognised	15,234	15,234	15,830	596	3.91%		
Transfer from reserves	2,220,109	0	0	0	0.00%		
	2,235,343	15,234	15,830	596	3.91%		
Outflows from financing activities							
Payments for principal portion of lease liabilities	(22,408)	(13,757)	(13,757)	0	0.00%		
Repayment of borrowings	(272,117)	(81,755)	(81,755)	0	0.00%		
Transfer to reserves	(1,412,452)	0	(1,043)	(1,043)	0.00%		
	(1,706,977)	(95,512)	(96,556)	(1,043)	(1.09%)		
Non-cash amounts excluded from financing activities	2(e)	(15,234)	(15,234)	(15,830)	(596)	(3.91%)	
Amount attributable to financing activities		513,132	(95,512)	(96,556)	(1,043)	(1.09%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year							
Amount attributable to operating activities	2(a)	3,264,978	3,264,978	4,028,081	763,103	23.37%	▲
Amount attributable to investing activities		556,599	8,199,979	9,703,914	1,503,935	18.34%	▲
Amount attributable to financing activities		(4,364,711)	(1,196,203)	(698,907)	497,296	41.57%	▲
Surplus or deficit after imposition of general rates		513,132	(95,512)	(96,556)	(1,043)	(1.09%)	

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 30 NOVEMBER 2025**

	Actual 30 June 2025	Actual as at 30 November 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	17,666,084	23,326,062
Trade and other receivables	1,193,642	3,985,149
Other financial assets	4,465	3,256
Inventories	30,210	28,769
Other assets	279,618	91,789
TOTAL CURRENT ASSETS	19,174,019	27,435,025
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	69,404,443
Infrastructure	211,083,396	211,301,321
Right-of-use assets	25,142	27,163
TOTAL NON-CURRENT ASSETS	280,197,637	280,995,141
TOTAL ASSETS	299,371,656	308,430,166
CURRENT LIABILITIES		
Trade and other payables	2,369,572	1,332,949
Contract liabilities	698,684	738,194
Capital grant/contributions liabilities	2,663,376	3,013,210
Lease liabilities	14,987	8,983
Borrowings	272,116	190,361
Employee related provisions	981,248	981,248
Other provisions	98,105	98,105
TOTAL CURRENT LIABILITIES	7,098,088	6,363,050
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	14,392,263
NET ASSETS	284,252,432	294,037,903
EQUITY		
Retained surplus	43,647,233	53,431,661
Reserve accounts	8,428,593	8,429,636
Revaluation surplus	232,176,606	232,176,606
TOTAL EQUITY	284,252,432	294,037,903

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 30 NOVEMBER 2025**

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 30 November 2025

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

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.4.1**

**SHIRE OF GINGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

2 NET CURRENT ASSETS INFORMATION

Note	Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 30 November 2025
	\$	\$	\$
(a) Net current assets used in the Statement of Financial Activity			
Current assets			
Cash and cash equivalents	10,997,067	17,666,084	23,326,062
Trade and other receivables	162,174.3	1,193,642	3,985,149
Other financial assets	4,554	4,465	3,256
Inventories	32,101	30,210	28,769
Other assets	276,783	279,618	91,789
	<u>12,932,248</u>	<u>19,174,019</u>	<u>27,435,025</u>
Less: current liabilities			
Trade and other payables	(2,137,340)	(2,369,572)	(1,332,949)
Other liabilities	(2,191,277)	(3,362,060)	(3,751,404)
Lease liabilities	(15,665)	(14,987)	(8,983)
Borrowings	(530,585)	(272,116)	(190,361)
Employee related provisions	(997,391)	(981,248)	(981,248)
Other provisions	0	(98,105)	(98,105)
	<u>(5,872,258)</u>	<u>(7,098,088)</u>	<u>(6,363,050)</u>
Net current assets	<u>7,059,990</u>	<u>12,075,931</u>	<u>21,071,975</u>
Less: Total adjustments to net current assets	2(b)	(7,059,990)	(8,135,443)
Closing funding surplus / (deficit)		<u>0</u>	<u>4,028,081</u>
			<u>12,936,532</u>
(b) Current assets and liabilities excluded from budgeted deficiency			
Adjustments to net current assets			
Less: Reserve accounts	(7,601,686)	(8,428,593)	(8,429,636)
Less: Financial assets at amortised cost - self supporting loans	(4,554)	(4,465)	(3,256)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	15,665	14,987	8,983
- Current portion of borrowings	530,585	272,116	190,361
- Current portion of other provisions	0	98,105	98,105
Total adjustments to net current assets	2(a)	<u>(7,059,990)</u>	<u>(8,047,850)</u>
			<u>(8,135,443)</u>
(c) Non-cash amounts excluded from operating activities			
Adjustments to operating activities			
Less: Profit on asset disposals	(45,025)	0	0
Add: Loss on asset disposals	92,739	0	3,173
Add: Depreciation	11,002,864	4,584,560	13,809
Non-cash movements in non-current assets and liabilities:			
- Other provisions	91,500	0	0
Total non-cash amounts excluded from operating activities		<u>11,142,078</u>	<u>4,584,560</u>
			<u>16,982</u>
(d) Non-cash amounts excluded from investing activities			
Adjustments to investing activities			
Right of use assets received	15,234	15,234	15,830
Total non-cash amounts excluded from investing activities		<u>15,234</u>	<u>15,234</u>
			<u>15,830</u>
(e) Non-cash amounts excluded from financing activities			
Adjustments to financing activities			
Non cash proceeds from new leases	(15,234)	(15,234)	(15,830)
Total non-cash amounts excluded from financing activities		<u>(15,234)</u>	<u>(15,234)</u>
			<u>(15,830)</u>

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 30 NOVEMBER 2025**

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		
Grants, subsidies and contributions		
Timing of grant payments for emergency coastal erosion works; 23/24 Adjustment to ESL operating grant; timing of fire mitigation works; lack of sponsorship for the Gingin Aquatic Centre.	(172,107)	(12.37%) ▼
Interest revenue	83,928	162.63% ▲
Timing of term deposit interest and interest on bank accounts - See Note 3		
Other revenue	102,283	76.96% ▲
Long service leave accruals reimbursed from other councils; timing of reimbursements of debt collection costs.		
Expenditure from operating activities		
Employee costs	535,359	15.91% ▲
Vacant positions and timing of training and development		
Materials and contracts	843,000	18.97% ▲
Timing of maintenance works - various: roads, parks and gardens, ovals etc; timing of fire mitigation works; timing of engagement of consultants and contractors.		
Utility charges	51,977	22.03% ▲
Timing of utility costs		
Depreciation	4,570,751	99.70% ▲
Depreciation of fixed assets		
Other expenditure	(114,157)	(102.50%) ▼
Expenditure for Paletes and Plates event earlier than the budget profile; higher DAP planning fees; timing of environmental allocations to groups: Ellen Brockman Catchment and Moore Catchment Council; timing of community grants program payments;		
Non cash amounts excluded from operating activities	(4,567,578)	(99.63%) ▼
Depreciation of fixed assets		
Outflows from investing activities		
Acquisition of property, plant and equipment	132,027	18.61% ▲
Timing of Capital works - see note 5		
Acquisition of infrastructure	283,901	56.57% ▲
Timing of Capital works - see note 5		
Surplus or deficit at the start of the financial year	763,103	23.37% ▲
Gravel and materials supply and other contractor works unable to be carried out prior to year end. Lesser impact of new long services leave regulations, inflation and discount factors in leave provisions.		
Surplus or deficit after imposition of general rates	2,763,290	27.16% ▲

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION**

TABLE OF CONTENTS

1	Key information	8
2	Key information - graphical	9
3	Cash and financial assets	10
4	Reserve accounts	11
5	Capital acquisitions	12
6	Disposal of assets	14
7	Receivables	15
8	Other current assets	16
9	Payables	17
10	Borrowings	18
11	Lease liabilities	19
12	Other current liabilities	20
13	Grants and contributions	21
14	Capital grants and contributions	22
15	Budget amendments	23

BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

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

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.4.1**

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.26 M	\$3.26 M	\$4.03 M	\$0.76 M
Closing	(\$0.03 M)	\$10.17 M	\$12.94 M	\$2.76 M
Refer to Statement of Financial Activity				

Cash and cash equivalents			Payables	Receivables
	\$23.33 M	% of total		
Unrestricted Cash	\$14.90 M	63.9%	Trade Payables	\$1.02 M % Collected
Restricted Cash	\$8.43 M	36.1%	0 to 30 Days	\$2.96 M 76.3%
			Over 30 Days	Trade Receivable \$1.02 M % Outstanding
			Over 90 Days	Over 30 Days 87.2%
				Over 90 Days 83.4%
Refer to 3 - Cash and Financial Assets				
Refer to 9 - Payables				
Refer to 7 - Receivables				

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.56 M	\$8.20 M	\$9.70 M	\$1.50 M
Refer to Statement of Financial Activity			
Rates Revenue			
YTD Actual	\$8.31 M	% Variance	
YTD Budget	\$8.31 M	(0.0%)	
Refer to 13 - Grants and Contributions			
Grants and Contributions			
YTD Actual	\$1.22 M	% Variance	
YTD Budget	\$1.39 M	(12.4%)	
Refer to Statement of Financial Activity			
Fees and Charges			
YTD Actual	\$3.57 M	% Variance	
YTD Budget	\$3.38 M	5.8%	
Refer to Statement of Financial Activity			

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.36 M)	(\$1.20 M)	(\$0.70 M)	\$0.50 M
Refer to Statement of Financial Activity			
Proceeds on sale			
YTD Actual	\$0.02 M	%	
Amended Budget	\$0.27 M	(93.5%)	
Refer to 6 - Disposal of Assets			
Asset Acquisition			
YTD Actual	\$0.80 M	% Spent	
Amended Budget	\$14.32 M	(98.1%)	
Refer to 5 - Capital Acquisitions			
Capital Grants			
YTD Actual	\$0.08 M	% Received	
Amended Budget	\$9.69 M	(99.2%)	
Refer to 5 - Capital Acquisitions			

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.51 M	(\$0.10 M)	(\$0.10 M)	(\$0.00 M)
Refer to Statement of Financial Activity			
Borrowings			
Principal repayments	(\$0.08 M)		
Interest expense	(\$0.04 M)		
Principal due	\$1.99 M		
Refer to 10 - Borrowings			
Reserves			
Reserves balance	\$8.43 M		
Net Movement	\$0.00 M		
Refer to 4 - Cash Reserves			
Lease Liability			
Principal repayments	(\$0.01 M)		
Interest expense	(\$0.00 M)		
Principal due	\$0.03 M		
Refer to Note 11 - Lease Liabilities			

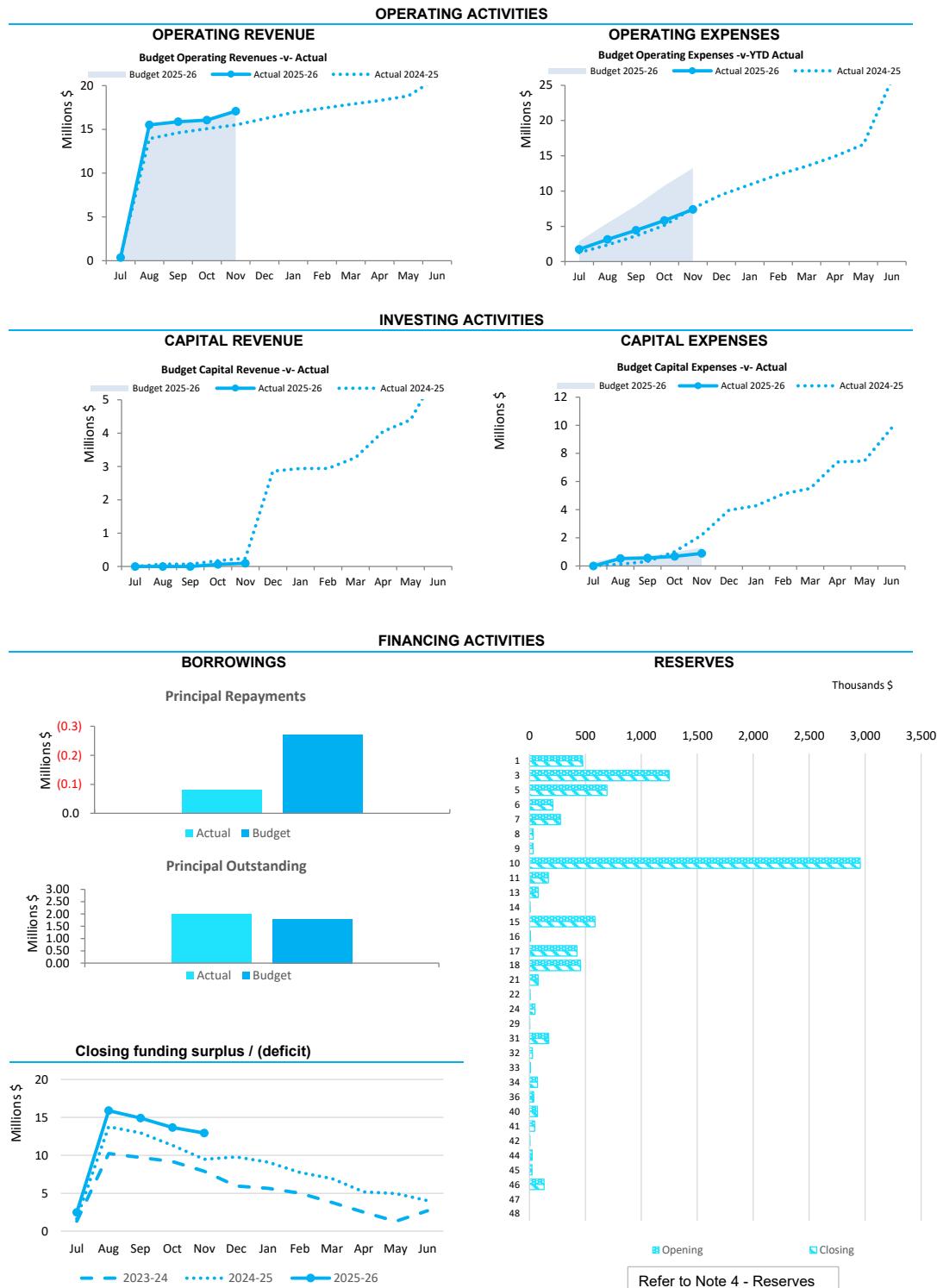
This information is to be read in conjunction with the accompanying Financial Statements and notes.

MINUTES ORDINARY COUNCIL MEETING 16 DECEMBER 2025

APPENDIX 13.4.1

SHIRE OF GINGIN SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 30 NOVEMBER 2025

2 KEY INFORMATION - GRAPHICAL



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

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.4.1**

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

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	3,881,343	0	3,881,343	0	Bendigo Bank	2.60%	At Call
Reserve Bank Account	Cash and cash equivalents	0	229,637	229,637	0	Bendigo Bank	2.60%	At Call
Cash on hand	Cash and cash equivalents	1,900	0	1,900	0	Petty Cash/Till float	N/A	At Call
Term Deposit Municipal 5196473	Cash and cash equivalents	3,000,000	0	3,000,000	0	Bendigo Bank	4.15%	23/01/2026
Term Deposit Municipal 5246286	Cash and cash equivalents	2,000,000	0	2,000,000	0	Bendigo Bank	4.00%	18/02/2026
Term Deposit Reserve 5183044	Cash and cash equivalents	0	7,000,000	7,000,000	0	Bendigo Bank	4.20%	8/01/2026
Term Deposit Reserve 5221018	Cash and cash equivalents	0	1,200,000	1,200,000	0	Bendigo Bank	4.10%	19/02/2026
Term Deposit Municipal 5262059	Cash and cash equivalents	2,000,000	0	2,000,000	0	Bendigo Bank	3.75%	08/12/2025
Term Deposit Municipal 5273845	Cash and cash equivalents	3,000,000	0	3,000,000	0	Bendigo Bank	4.15%	21/04/2026
Term Deposit Municipal 5302011	Cash and cash equivalents	1,013,182	0	1,013,182	0	Bendigo Bank	3.75%	22/01/2026
Total		14,896,425	8,429,637	23,326,062	0			
Comprising								
Cash and cash equivalents		14,896,425	8,429,637	23,326,062	0			
		14,896,425	8,429,637	23,326,062	0			

KEY INFORMATION

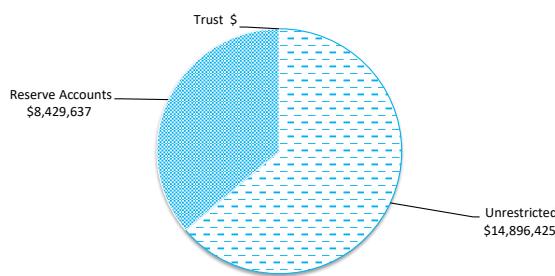
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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
16 DECEMBER 2025**

**APPENDIX
13.4.1**

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

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	59	0	476,125
3 Plant and Equipment Reserve	1,267,543	22,610	(658,000)	632,153	1,249,543	155	0	1,249,698
5 Land and Buildings Reserve	715,041	12,754	(307,950)	419,845	693,971	86	0	694,057
6 Guilderton Caravan Park Reserve	209,708	3,741	0	213,449	209,708	26	0	209,734
7 Shire Recreation Development Reserve	277,141	4,943	(185,000)	97,084	277,141	34	0	277,175
8 Redfield Park Reserve	34,867	622	0	35,489	34,867	4	0	34,871
9 Ocean Farm Recreation Reserve	34,525	616	0	35,141	34,525	4	0	34,529
10 Tip Rationalisation Reserve	2,912,246	351,947	(598,390)	2,665,803	2,955,789	366	0	2,956,155
11 Lancelin Community Sport and Recreation Reserve	158,961	31,093	0	190,054	169,870	21	0	169,891
13 Community Infrastructure	88,925	216,579	0	305,504	78,016	10	0	78,026
14 Staff Housing Reserve	6,362	113	0	6,475	6,362	1	0	6,363
15 Future Infrastructure Reserve	586,461	10,461	0	596,922	586,461	73	0	586,534
16 Guilderton Country Club Reserve	9,286	8,398	0	17,684	9,586	1	0	9,587
17 Coastal Management Reserve - Coastal Inundation	448,523	108,000	(228,734)	327,789	425,374	52	0	425,426
18 Guilderton Foreshore Reserve	452,867	370,889	(96,950)	726,806	457,063	56	0	457,119
21 Seniors Housing Reserve	78,053	33,492	(77,585)	33,960	78,053	10	0	78,063
22 Gingin Railway Station Reserve	6,367	114	0	6,481	6,368	1	0	6,369
24 Contributions to Roads Reserve - Cullalla Road Intersection	50,001	892	0	50,893	50,001	6	0	50,007
29 Contribution to Roads Reserve - Chitna Road	3,333	59	0	3,392	3,333	1	0	3,334
31 Contribution to Roads Reserve - Balance of Muni Funds	171,699	3,063	0	174,762	172,660	21	0	172,681
32 Community Infrastructure Reserve - Lower Coastal Fire Control	28,002	499	0	28,501	28,002	3	0	28,005
33 Community Infrastructure Reserve - Gingin Logo Plates	10,396	485	0	10,881	10,487	1	0	10,488
34 Community Infrastructure Reserve - Gingin Ambulance	72,075	7,286	0	79,361	72,075	9	0	72,084
36 Community Infrastructure - Lancelin Ambulance	38,513	18,687	0	57,200	38,514	5	0	38,519
40 Public Open Space	72,265	1,289	(55,000)	18,554	72,265	9	0	72,274
41 Guilderton Trailer Parking Reserve	47,126	5,758	0	52,884	47,502	6	0	47,508
42 Gingin Outdoor Activity Space (GOAS) Playground	5,857	104	0	5,961	5,857	1	0	5,858
44 Community Resilience Reserve	24,615	439	0	25,054	24,615	3	0	24,618
45 Contribution to Roads Reserve - Aurisch Road Maintenance	24,480	12,937	(12,500)	24,917	22,689	3	0	22,692
Community Infrastructure - Development Reserve Fund Lot 601								
46 Brockman Street (Brookview Estate)	98,038	98,133	0	196,171	131,830	16	0	131,846
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	1,412,452	(2,220,109)	7,601,686	8,428,593	1,043	0	8,429,636

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended			
	Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Buildings - non specialised	61,000	0	0	0
Buildings - specialised	692,937	114,585	49,444	(65,141)
Plant and equipment	1,451,600	525,000	464,474	(60,526)
PPE - Vehicles	475,000	70,000	63,640	(6,360)
Acquisition of property, plant and equipment	2,680,537	709,585	577,558	(132,027)
Infrastructure - roads	2,894,185	185,120	63,614	(121,506)
Infrastructure - Footpaths and cycleways	200,749	0	0	0
Infrastructure - Parks and ovals	624,375	68,375	69,988	1,613
Infrastructure - Other	52,000	40,000	22,579	(17,421)
Infrastructure - Bridges	7,369,393	0	0	0
Infrastructure - Landfill assets	500,000	208,331	61,744	(146,587)
Acquisition of infrastructure	11,640,702	501,826	217,925	(283,901)
Total capital acquisitions	14,321,239	1,211,411	795,483	(415,928)
Capital Acquisitions Funded By:				
Capital grants and contributions	9,685,062	0	78,094	78,094
Other (disposals & C/Fwd)	267,000	14,000	17,273	3,273
Reserve accounts				
Plant and Equipment Reserve	658,000	0	0	0
Land and Buildings Reserve	307,950	0	0	0
Shire Recreation Development Reserve	185,000	0	0	0
Tip Rationalisation Reserve	598,390	0	0	0
Coastal Management Reserve - Coastal Inundation	228,734	0	0	0
Guilderton Foreshore Reserve	96,950	0	0	0
Seniors Housing Reserve	77,585	0	0	0
Contribution - operations	2,216,568	1,197,411	700,117	(497,294)
Capital funding total	14,321,239	1,211,411	795,483	(415,928)

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
16 DECEMBER 2025**

**APPENDIX
13.4.1**

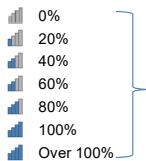
**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

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.

Account Description	Amended			Variance (Under)/Over
	Budget	YTD Budget	YTD Actual	
BC1100-141101120 Granville Civic Centre - Building (Capital)	\$ 51,680	\$ 0	\$ 0	\$ 0
BC11190-141101120 Lancelin Hall - Building (Capital)	30,000	0	0	0
BC11200-141102120 Gingin Aquatic Centre Building Operations - Building (Capital)	20,000	0	228	(228)
BC11261-141102120 Ablution Block - Guilderton Foreshore - Building (Capital)	10,000	10,000	7,670	2,330
BC11290-141102120 Ablution Block - Lancelin Back Beach - Building (Capital)	10,000	10,000	5,600	4,400
BC11318-141103120 Lancelin Sports Complex - Building (Capital)	30,000	0	0	0
BC1154-141103120 Ablution Facility Silver Creek - Building (Capital)	300,000	0	0	0
BC1181-141103120 Ablution Block - Ledge Point Oval - Building (Capital)	10,000	10,000	9,100	900
BC1191-141103120 Ablution Block - Lancelin Wangarree Park - Building (Capital)	6,000	6,000	3,326	2,674
BC12100-141201120 Guilderton Shire Depot - Building (Capital)	6,000	6,000	0	6,000
BC12200-141201140 Gingin Depot - Building (Capital)	26,000	0	0	0
BC12290-141201140 Lancelin/Ledge Point Depot - Building (Capital)	35,000	0	0	0
BC13243-141302120 Sovereign Hill Entry Statement - Building (Capital)	20,000	0	0	0
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	0	25,000
BC8390-140803120 Lancelin Playgroup - Building (Capital)	40,000	0	0	0
BC9490-140904120 Seniori Units - Lancelin - Building (Capital)	77,585	47,585	23,520	24,065
BSR0001-140802120 Bus Shelter Replacement Program	17,103	0	0	0
P003-141203300 John Deere Grader GG003 - Plant Capital	400,000	0	0	0
P013-141203310 Isuzu Utility 4WD Space Cab - GG Maint Supervisor	75,000	0	0	0
P017-141203310 Isuzu Utility 4WD Space Cab (tipper) - Guilderton	70,000	0	0	0
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	60,000	0	0	0
P033-141203310 Isuzu Utility 4WD Space Cab (tipper) - LA Gardener	60,000	0	0	0
P048-141203300 Crew Cab Truck GG048 - Plant Capital	175,000	0	0	0
P050-141203310 Isuzu Utility 4WD Dual Cab - Construction Ute GG05	70,000	0	0	0
P056-141203300 Flatbed Crew Cab Truck GG056 - Plant Capital	350,000	350,000	318,474	31,526
P085-141203300 Forklift GG085 - Plant Capital	40,000	0	0	0
P09-140501310 4WD Utility Dual Cab BRMO	70,000	0	0	0
P095-141203300 Mower (Toro) Gingin - Capital Project	40,000	0	0	0
P2-141402330 Purchases of EMCs Vehicle 2GG - (Capital)	70,000	70,000	63,640	6,360
P3-140704310 Isuzu MU-X EHO 3GG - Capital Project	60,000	0	0	0
P6-141402300 Isuzu MU-X Pool Car 6GG - Capital Project	60,000	0	0	0
PE07700-140707300 Gingin Medical Centre - Plant Capital	70,000	0	0	0
PE11200-141102300 Gingin Aquatic Centre - Plant Capital	116,600	35,000	6,000	29,000
BR661-141201670 Weld St Bridge - Bridge (Capital)	7,369,393	0	0	0
DC000-141201650 Drainage Construction	31,519	0	0	0
DC097-141201660 Brockman Street - Gingin - Drainage Capital	161,126	0	0	0
DC178-141201650 Edward Street - Gingin - Drainage Capital	213,125	0	12,160	(12,160)
FC000-141201700 Footpath Construction	200,749	0	0	0
LF10100-141007650 Construction Costs Capital Gingin Landfill	166,667	69,444	9,715	59,729
LF10170-141007650 Construction Costs Capital Seabird Landfill	166,667	69,444	0	69,444
LF10190-141007650 Construction Costs Capital Lancelin Landfill	166,666	69,443	52,030	17,413
OC11200-141102900 Gingin Swimming Pool Infrastructure (Capital) MUN	20,000	20,000	10,985	9,015
OC1162-141103900 Gabbadah Park- Infrastructure Other	20,000	20,000	11,594	8,406
OC1190-141103900 Lancelin Pioneer Park- Infrastructure Other (Capital)	7,000	0	0	0
OC1191-141103900 Lancelin Wangarree Park- Infrastructure Other (Capital)	5,000	0	0	0
PC11330-141103700 Woodridge Recreation Grounds	25,000	0	0	0
PC11381-141103700 Ledge Point Country Club (Capital)	130,000	0	450	(450)
PC1162-141103700 Gabbadah Park	25,000	0	0	0
PC1189-141103700 Ledge Point Off-Road Vehicle Area - Capital works	48,375	48,375	45,978	2,397
PC1191-141103700 Lancelin Wangarree Park (Capital)	16,000	10,000	8,699	1,301
PC1192-141103700 Lancelin Harold Park - Infrastructure Parks & Gard	10,000	10,000	14,861	(4,861)
PC1199-141103700 Lancelin Off-Road Vehicle Area (Capital)	200,000	0	0	0
R2R044-141201460 Sandringham Road (R2R)	401,393	0	0	0
R2R052-141201460 Bennies Road (R2R)	456,342	0	0	0
RC004-141201420 Beermullah Road West (Capital)	30,000	0	0	0
RC007-141201420 Sappers Road (Capital)	30,000	0	0	0
RC009-141201410 Guilderton Road - Rural (Capital)	30,000	15,000	13,990	1,010
RC039-141201420 Cullalla Road (Capital)	30,000	0	0	0
RC321-141201420 Ioppola Road (Capital)	20,000	0	0	0
RRG001-141201490 Mooliabeenee Road (RRG)	170,120	170,120	0	170,120
RRG003-141201490 Cowalla Road (RRG)	1,320,560	0	32,059	(32,059)
RRG009-141201490 Guilderton Road - Rural (RRG)	0	0	5,405	(5,405)
SC10300-141302900 Guilderton Caravan Park - Replace Waste Water	0	0	0	0
TD0001-141103700 Gingin Heritage Trail Upgrade	140,000	0	0	0
-141103700 Renewal of Playgrounds	30,000	0	0	0
Total	14,321,239	1,211,411	795,483	415,928

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

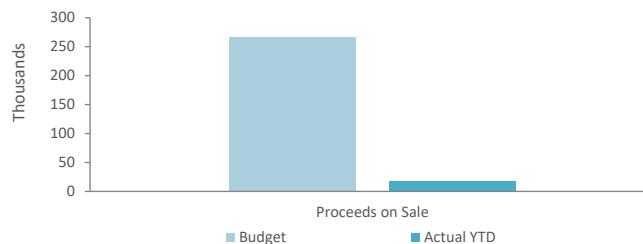
**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

**APPENDIX
13.4.1**

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		105,633	130,000	24,367	0	0	0	0	0
GG085 Forklift		3,357	5,000	1,643	0	0	0	0	0
Vehicles									
GG09 Bushfire Risk Mitigation Vehicle		10,000	12,000	2,000	0	0	0	0	0
6GG Isuzu MU-X		15,000	10,000	0	(5,000)	0	0	0	0
3GG Isuzu MU-X		15,000	10,000	0	(5,000)	0	0	0	0
2GG Isuzu MU-X		20,446	14,000	0	(6,446)	20,446	17,273	0	(3,173)
GG013 Isuzu D-Max Space Cab Ute		15,000	8,000	0	(7,000)	0	0	0	0
GG017 Isuzu D-Max Space Cab Ute		10,533	12,000	1,467	0	0	0	0	0
GG020 Isuzu D-Max Space Cab Ute		13,440	12,000	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	0	0	0	0
GG048 Isuzu D-Max Crew Cab Ute		17,430	30,000	12,571	0	0	0	0	0
Weld Street Bridge		21,008	0	0	(21,008)	0	0	0	0
		314,714	267,000	45,025	(92,739)	20,446	17,273	0	(3,173)



**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.4.1**

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 Jun 2025	30 Nov 2025
Opening arrears previous year	\$ 757,894	\$ 572,666
Levied this year	11,148,315	11,918,130
Less - collections to date	(11,333,542)	(9,526,926)
Net rates collectable	\$ 572,666	\$ 2,963,870
% Collected	95.2%	76.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - general	\$ (1,951)	\$ 122,508	\$ 25,556	\$ 10,805	\$ 789,650	\$ 946,568
Percentage	(0.2%)	12.9%	2.7%	1.1%	83.4%	
Balance per trial balance						
Trade receivables						946,568
GST receivable						112,318
Allowance for impairment of receivables from contracts with customers						(37,607)
Total receivables general outstanding						\$ 1,021,279

Amounts shown above include GST (where applicable)

KEY INFORMATION

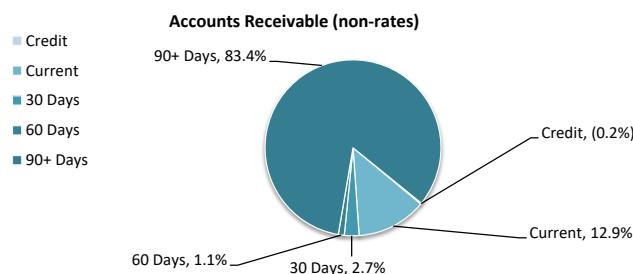
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 30 NOVEMBER 2025**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 November 2025
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost- advances	2,035	0	0	2,035
Financial assets at amortised cost - self supporting loans	2,430	0	(1,208)	1,222
Inventory				
Fuel	16,390	139,290	(140,730)	14,949
History Books	13,820	0	0	13,820
Other assets				
Prepayments	204,836	0	(204,836)	0
Contract assets	74,782	0	17,007	91,789
Total other current assets	314,293	139,290	(329,768)	123,815

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.

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.4.1**

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

OPERATING ACTIVITIES

9 PAYABLES

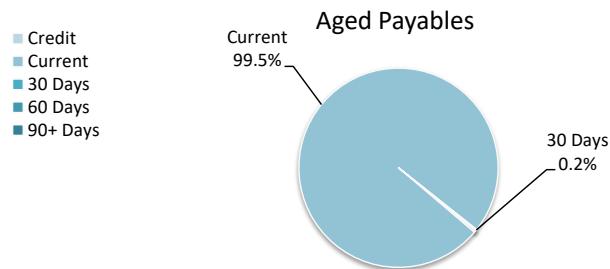
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(1,468)	389,180	682	0	0	388,394
Percentage	(0.4%)	100.2%	0.2%	0.0%	0.0%	
Balance per trial balance						388,394
Sundry creditors						35,405
ATO liabilities						786,452
Bonds & deposits						100,789
Prepaid rates (excess rates)						21,909
Accrued interest on loans						
Total payables general outstanding						1,332,949
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
16 DECEMBER 2025**

**APPENDIX
13.4.1**

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

FINANCING ACTIVITIES

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Tip Rationalisation Site	111	327,742	0	0	(12,745)	(25,903)	314,997	301,839	(10,635)	(20,857)
Seabird Sea Wall	127	35,582	0	0	(11,713)	(23,573)	23,869	12,009	(447)	(746)
Guilderton Country Club Hall Exten	114	163,579	0	0	(24,929)	(50,749)	138,649	112,830	(5,840)	(10,790)
Regional Hardcourt Facility	120	136,850	0	0	0	(30,918)	136,850	105,932	0	(8,634)
Regional Hardcourt Facility	124A	140,192	0	0	0	(25,794)	140,192	114,398	0	(5,526)
Gingin Swimming Pool Tiling	126	17,160	0	0	(8,514)	(17,160)	8,646	0	(266)	(400)
Gingin Outdoor Activity Space	132	109,215	0	0	0	(17,559)	109,215	91,656	0	(1,501)
Lancelin Cunliffe Street Carpark	133	208,583	0	0	0	(22,151)	208,583	186,432	0	(9,256)
Altus Financials Suite	131	120,035	0	0	0	(9,891)	120,035	110,144	0	(2,279)
Lot 44 Weld Street, Gingin	123	74,674	0	0	(11,406)	(23,209)	63,268	51,465	(2,599)	(4,800)
Land for Future Gingin Sporting Pr	134	724,388	0	0	(11,240)	(22,780)	713,148	701,608	(19,320)	(38,340)
		2,058,001	0	0	(80,547)	(269,687)	1,977,453	1,788,314	(39,106)	(103,129)
Self supporting loans										
Ledge Point Country Club Cool Room		10,039	0	0	(1,208)	(2,430)	8,831	7,609	0	(204)
		10,039	0	0	(1,208)	(2,430)	8,831	7,609	0	(204)
Total		2,068,040	0	0	(81,755)	(272,117)	1,986,284	1,795,923	(39,106)	(103,333)
Current borrowings		272,116					190,361			
Non-current borrowings		1,795,924					1,795,923			
		2,068,040					1,986,284			

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 30 NOVEMBER 2025**

FINANCING ACTIVITIES

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No. 1 July 2025	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments		
		\$	\$	Actual	Budget	Actual	Budget	Actual	Budget	
				\$	\$	\$	\$	\$	\$	
Lancelin administration office	1B	0	15,830	15,234	(3,191)	(7,421)	12,639	7,813	(51)	(229)
Photocopier	2A	18,054	0	0	(3,085)	(7,506)	14,969	10,548	0	0
IT Server	4	7,481	0	0	(7,481)	(7,481)	-1	0	(11)	(229)
Total		25,535	15,830	15,234	(13,757)	(22,408)	27,607	18,361	(62)	(458)
Current lease liabilities		14,987					8,983			
Non-current lease liabilities		10,547					18,624			
		25,534					27,607			

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.

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.4.1**

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening	Liability	Liability	Closing
		Balance 1 July 2025	transferred from/(to) non current	Increase	
Other liabilities					
Contract liabilities		698,684	0	176,398	(136,888)
Capital grant/contributions liabilities		2,663,376	0	395,812	(45,978)
Total other liabilities		3,362,060	0	572,210	(182,866)
Employee Related Provisions					
Provision for annual leave		568,167	0	0	0
Provision for long service leave		413,081	0	0	0
Total Provisions		981,248	0	0	0
Other Provisions					
Provision for Landfill rehabilitation		98,105	0	0	0
Total Other Provisions		98,105	0	0	0
Total other current liabilities		4,441,413	0	572,210	(182,866)
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
16 DECEMBER 2025**

**APPENDIX
13.4.1**

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					
	1 July 2025 Liability	Increase in Liability	Decrease in (As revenue)	30 Nov 2025 Liability	Current Liability	Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
Grants and subsidies											
Financial Assistance Grant - General purpose	0	0	0	0	0	729,411	364,705	729,411	0	729,411	335,955
Financial Assistance Grant - Roads	0	0	0	0	0	631,879	315,940	631,879	0	631,879	282,495
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	8,000
Law, order, public safety											
DFES Operating Grant	0	0	0	0	0	264,970	132,484	264,970	0	264,970	65,405
Education and Welfare											
Youth Week Grant	0	0	0	0	0	3,000	0	3,000	0	3,000	0
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	0	14,308	14,308	0	0	0	0	0	0
Community Amenities											
CAP Grant Funding - Sand Renourishment - Grace Darling Park to Edward Island Point \$50,000	0	0	0	0	0	50,000	0	50,000	0	50,000	0
CAP Grant Funding - Northern Beach Alliance	0	0	0	0	0	0	0	17,588	(17,588)	0	0
2025-26 Coast WA Grant Program - Lancelin Coastal	0	0	0	0	0	150,000	150,000	150,000	0	150,000	0
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	10,534	0	10,534	0	10,534	2,382
Direct Road Grant MRWA	0	0	0	0	0	333,909	333,909	333,909	0	333,909	315,929
TOTALS	14,308	0	0	14,308	14,308	2,217,283	1,310,038	2,234,871	(17,588)	2,217,283	1,017,438
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	42,677	102,909	0.00	102,909	17,982
BRMO Grant - DFES	95,048	50,780	(17,007)	128,821	128,821	72,994	0	72,994	0	72,994	17,007
MAF Mitigation - DFES	0	125,618	(99,596)	26,022	26,022	379,926	0	379,926	0	379,926	99,596
Gingin Resilience Project - Mindaroo Foundation	135,072	0	(17,903)	117,169	117,169	101,032	0	101,032	0	101,032	17,903
DFES Overtime Claims at Fires	0	0	0	0	0	5,000	0	5,000	0	5,000	10,547
DFES Overtime Claims - Training	0	0	0	0	0	0	0	0	0	0	3,822
Education and Welfare											
Youth Week Contributions	0	0	0	0	0	3,000	0	3,000	0	3,000	0
Community Amenities											
Claymont Estate Planning Contributions	0	0	0	0	0	27,200	11,332	27,200	0	27,200	21,600
Brookview Estate Planning Contributions	0	0	0	0	0	36,192	0	36,192	0	36,192	0
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	10,000	10,000	10,000	0	10,000	0
Contribution income for Palettes 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	182
Transport											
Contribution income for Aurisch Road Maintenance	0	0	0	0	0	12,500	0	12,500	0	12,500	0
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	364
TOTALS	684,376	176,398	(136,888)	723,886	723,886	794,753	81,009	794,753	0	794,753	201,502
TOTALS	698,684	176,398	(136,888)	738,194	738,194	3,012,036	1,391,047	3,029,624	(17,588)	3,012,036	1,218,940

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.4.1**

SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue				
	Liability 1 July 2025	Increase in Liability	Decrease in (As revenue)	Liability 30 Nov 2025	Current Liability 30 Nov 2025	Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies										
Law, order, public safety										0
DFES - Capital Grant - Buildings	27,021	0	0	27,021	27,021	39,569	0	39,569	0	39,569
Ledge Point Off-road Vehicle Area	58,905	0	(45,978)	12,927	12,927	48,375	0	48,375	0	45,978
Transport										
Roads to Recovery	266,053	0	0	266,053	266,053	5,964,046	0	5,964,046	0	5,964,046
Financial Assistance Grants - Special Projects	2,311,397	0	0	2,311,397	2,311,397	2,311,398	0	2,311,398	0	2,311,398
Regional Roads Group	0	395,812	0	395,812	395,812	991,674	0	991,674	0	991,674
State Government Funding Master Trails Plan	0	0	0	0	0	130,000	0	130,000	0	130,000
Lancelin Off Road Vehicle Area Upgrades	0	0	0	0	0	200,000	0	200,000	0	200,000
LRCIP - Phase 4	0	0	0	0	0	0	0	0	0	17,007
	2,663,376	395,812	(45,978)	3,013,210	3,013,210	9,685,062	0	9,685,062	0	9,685,062
										78,094

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
13.4.1**

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

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						
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)
				<u>15,950</u>	<u>(45,951)</u>	<u>(30,001)</u>

14 REPORTS - REGULATORY AND DEVELOPMENT SERVICES

14.1 APPLICATION FOR AMENDED DEVELOPMENT APPROVAL - EXTRACTIVE INDUSTRY ON LOT 3 IOPPOLO ROAD, BREERA

File	BLD/3260
Applicant	Rowe Group
Location	Lot 3 Ioppolo Road, Breera
Owner	MQ Resources Pty Ltd
Zoning	General Rural
WAPC No	NA
Author	James Bayliss - Executive Manager Regulatory and Development Services
Reporting Officer	James Bayliss - Executive Manager Regulatory and Development Services
Refer	Nil
Appendices	<ol style="list-style-type: none">1. Location Plan [14.1.1 - 1 page]2. Aerial Plan [14.1.2 - 1 page]3. Applicant's Proposal [14.1.3 - 40 pages]4. Schedule of Submissions and Applicant's Responses [14.1.4 - 4 pages]5. Schedule of Submissions and Recommended Officer Responses [14.1.5 - 4 pages]

DISCLOSURES OF INTEREST

Cr Andrea Vis disclosed an impartiality interest in Item 14.1 as she owns a sand mining business.

PURPOSE

To consider an Application for Amended Development Approval for an Extractive Industry (Sand) on Lot 3 Ioppolo Road, Breera.

BACKGROUND

Before outlining the lengthy approval history related to this development, the conditions of the most recent development approval (dated 22 June 2015) are outlined below (pertinent conditions are emphasized in bold):

1. *The land use and development shall be undertaken in accordance with approved plans;*
2. *This Planning Approval is valid for ten years;*

3. *The land use and development shall be substantially commenced before 29 September 2016, or the approval will be invalid beyond this date;*
4. *Prior to issue of an Extractive Industry Licence, a written confirmation shall be provided from Main Roads Western Australia certifying that the intersection of Brand Highway and Breera Road has been upgraded to a standard capable of accommodating the proposed vehicle combinations and movements;*
5. *Prior to issue of an Extractive Industry Licence, a written confirmation shall be provided from Brookfield Rail certifying that sufficient safety devices have been installed at the railway crossing on Breera Road;*
6. *Prior to issue of an Extractive Industry Licence, Breera Road shall be upgraded to the satisfaction of the Shire's Chief Executive Officer;*
7. *Prior to issue of an Extractive Industry Licence, the crossover on Breera Road and crossovers entering and exiting the unmade road reserve (from Lot 98) shall be constructed to the satisfaction of the Shire's Chief Executive Officer;*
8. *Prior to issue of an Extractive Industry Licence, construction of the unmade road reserve between Lot 98 Breera Road and Lot 3 loppolo Road shall be to the satisfaction of the Shire's Chief Executive Officer;*
9. *Prior to commencement of works, a dust management plan shall be submitted to the Shire's Chief Executive Officer for approval;*
10. *The footprint of the Extractive Industry operation shall be no more than five hectares at any one time;*
11. *Any gravel to be used in road construction is to be certified dieback free with a copy of the Certificate to be supplied to the Shire of Gingin, and all machinery shall be cleaned thoroughly to remove any soil prior to movement onsite;*
12. *Prior to road construction, populations of *Chamelaucium lullfutzii* (Gingin Wax) and any other Declared Rare Flora are to be fenced off and the fencing maintained by the proponent on the subject lot; and*
13. *Extraction shall be limited to a depth of 25m.*

It is important to understand the distinction between Conditions 2 and 3.

Condition 2 restricts the term of the development approval until 22 June 2025. This amendment relates to a two year extension of Condition 2 only.

Condition 3 relates to 'substantial commencement', which is defined under the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows:

means that work or use begun under a development approval is of such a nature that it can be said to be a substantial part of the development.

If development does not reach 'substantial commencement' within a two year period, the approval lapses and has no further effect. In this instance, the development satisfied 'substantial commencement' in 2018 by the construction of a haulage access road, which equated to ~\$1.8 million of works, \$600,000 of which was related to upgrading an unconstructed portion of the Shire's road network.

It should be noted that the development has not fulfilled the broader suite of planning conditions, and sand has therefore not been extracted from the site.

The approval history is outlined below:

- Council, at its Ordinary Meeting (OCM) on 6 May 2008, refused an Application for Development Approval for an Extractive Industry and Inert Landfill due to Council having previously resolved to prohibit landfill sites in all areas throughout the Shire.
- Council, at its OCM on 21 September 2010, first approved this extractive industry subject to the proponent obtaining an approval from the then Department of Environment and Conservation (DEC) for clearing, an approval from the Shire of Chittering for road design to loppolo Road and an approval for a Rehabilitation Plan and Bond to be held by the Shire of Gingin.
- Council, at its OCM on 18 January 2011, approved an extension of 240 days (to 15 September 2011) to submit the abovementioned documents/approvals.
- Council, at its OCM on 20 September 2011, approved another extension to submit the required documents by 29 September 2012.
- All required documents referenced above were presented to Council at its OCM on 16 October 2012. Council resolved to support an extension to the substantial commencement period until 29 September 2014. However, Council confirmed that an Extractive Industry License (EIL) would not be issued until road upgrades to loppolo Road had been completed to the satisfaction of the Shire of Chittering and intersection upgrades with the Brand Highway to the satisfaction of Main Roads Western Australia (MRWA).
- The proponent was unable to progress the development given the financial cost of upgrading loppolo Road to a sealed standard, and the cost of intersection works with the Brand Highway. The proponent subsequently purchased Lot 98 Breera Road, Breera to provide an alternate access to the development area.

- Council, at its OCM on 20 January 2015 resolved to extend the substantial commencement period by a further two years, to enable the proponent to investigate the feasibility of alternate site access.
- Council, at its OCM on 16 June 2015, approved another extension to the substantial commencement period and considered an alternate access route via Breera Road, Lot 98 Breera Road, and a section of an unconstructed road reserve under the care and control of the Shire of Gingin which connects to the development area on Lot 3 loppolo Road, Breera.
- Council at its OCM on 16 August 2016 considered and approved another request to extend the substantial commencement period for a further two years.
- The proponent commenced site works and installed the access road within Lot 98 and upgraded the unconstructed road reserve to a sealed standard.
- On 2 August 2018, the Shire confirmed that the development had ‘substantially commenced’ as a result of the haulage road being installed and, as such, condition 3 of the development approval had been satisfied.

While the development has substantially commenced, there are still significant upfront works that must be undertaken prior to resource extraction occurring (refer to Conditions 4, 5, 6 and 7 referenced above).

The officer notes that the development approval relates to Lot 3 loppolo Road, Breera. This is the property that the sand is intended to be extracted from. Lot 98 Breera Road is fundamentally linked to the extractive industry as it provides haulage access, however it is not referenced as forming part of the earlier approvals issued. The officer is of the view that Lot 98 should form part of any future determination on this matter.

The subject land is 278 hectares (ha) in area and has been partially cleared historically. The total resource area is 36.93ha.

The resource (sand) is used in the construction industry for bulk filling, building and processing and as washed sand for plastering work. The initial application forecast a 20 year staged extraction lifespan.

It should be noted that the planning framework has changed somewhat since the original development approval was issued. Extensions to development approvals should not be viewed as a fait accompli. While the application relates to Condition 2 in the narrow sense, if anomalies with the development are identified then the amendment can be refused and the merits of the operation continuing considered afresh.

A location plan and aerial photograph are provided ([see appendices](#)).

The applicant's proposal is provided ([see appendices](#)).

COMMENT

Stakeholder Consultation

The application was advertised in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*. This included advertising to surrounding landowners within a one-kilometre radius of the development area, a development sign being placed on the verge of the Creighton Road/Cockram Road intersection and a notification on the Shire's website, all for a period of 28 days.

The Shire received one submission from a ratepayer objecting to the development.

The application was also advertised to the following agencies for a period of 42 days in accordance with clause 66 of the *Planning and Development (Local Planning Scheme) Regulations 2015*:

- Shire of Chittering;
- Department of Water and Environmental Regulation (DWER);
- Department of Environment and Conservation (DEC); and
- Main Roads Western Australia (MRWA).

DWER confirms that Clearing Permit CPS 3435/1 previously granted over the site has expired and, as such, a new permit to clear native vegetation will be required. MRWA has reaffirmed that intersection upgrades between Breera Road and Brand Highway are required, which are to be funded by the landowner.

A copy of the Schedule of Submissions and Applicant's Responses is provided ([see appendices](#)).

A copy of the Schedule of Submissions and Recommended Officer Responses is provided ([see appendices](#)).

PLANNING FRAMEWORK

Local Planning Strategy 2012 (the Strategy)

The Strategy notes the significance of the Shire's contribution to basic raw materials which service development within the region and to the metropolitan region.

Section 2.5.4 of the Strategy states the following:

The Shire of Gingin is under increasing pressure for extractive industry development as the resource base lessens in the metropolitan area and the urban development front moves northwards.

The availability of basic raw materials for extraction, particularly in areas adjacent to the coast, is enhanced by the containment of urban nodes and limitation on further rural residential development in proximity to the coastal margin. Protection and management of these resources should be in line with WAPC Statement of Planning Policy No 2.4 Basic Raw Materials.

This basic raw material deposit is not expressly identified under the Strategy.

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

The subject lot is zoned “General Rural (GR)” under LPS 9. The objectives of the GR zone are outlined below, with officer comments given various submissions assert that the development does not in fact satisfy these objectives:

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

The locality consists of rural land with a graduation of lot sizes to the east, the Breera Road Nature Reserve abutting the northern lot boundary and an equine training centre abutting the western boundary. The haulage route extends ~650m along the equine facility’s northern boundary before entering Lot 98 Breera Road.

Clearing of vegetation in the manner and location proposed could be viewed as being inconsistent with objective c) of the GR zone. The officer is mindful that the State’s primary environmental regulator, DWER, will consider a new clearing permit proposal in the context that an earlier permit has expired. If the clearing permit is refused, any subsequent development approval would be redundant.

An Extractive Industry is an “A” use within the GR zone, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the Deemed Provisions.

It should also be noted that an extractive industry is regulated under an Extractive Industry Licence (EIL) that is issued in accordance with the Shire of Gingin’s *Extractive Industries Local Law 2025*, which sets out further operational requirements.

Setbacks

In accordance with Table 2 – Site Requirements of LPS 9, all development shall be set back a minimum 20 metres from all lot boundaries. The proposed extraction area is set back from all lot boundaries adequately, however separation distances do apply which are addressed below.

4.8.10 Extractive Industries

- 4.8.10.1 Local government may consider applications for extractive industries in the General Rural zone where the sites have not been identified within an SCA under clause 5.4.*
- 4.8.10.2 In considering applications for extractive industries, local government will have regard for the zone objectives.*
- 4.8.10.3 Local government will also consider the potential impact of the extractive industry in regard to surrounding land uses (both existing and future) and may apply conditions to manage the potential impacts, such as noise, dust, odour and amenity.*

Comment:

The above provision outlines that resources not identified under the Strategy are still able to be utilised, subject to a planning assessment. The relevant considerations outlined under clause 4.8.10.3 above are duplicated under the Deemed Provisions.

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

In accordance with Schedule 2, Part 9, Clause 67(2) 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:

- (a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*

- (c) Any approved state planning policy;
- (d) Any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);
- (f) Any policy of the state;
- (m) The compatibility of the development with its setting, including –
 - (i) the compatibility of the development with the desired future character of its setting; and
 - (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) The amenity of the locality including the following:
 - (i) Environmental impacts of the development;
 - (ii) The character of the locality;
- (o) The likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
- (p) Whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
- (r) The suitability of the land for the development taking into account the possible risk to human health or safety;
- (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;
- (w) The history of the site where the development is to be located;
- (za) The comments or submissions received from any authority consulted under clause 66;

Various state planning policies and guidance statements are applicable to the development assessment as referenced below:

- State Planning Policy 2.5 - Rural Planning (SPP 2.5) - 2016;
- State Planning Policy 2.4 - Basic Raw Materials (SPP 2.4) - 2021;
- State Planning Policy 2.4 - Planning for Basic Raw Materials Guidelines (SPP 2.4 Guidelines); and
- Guidance for the Assessment of Environmental Factors - Separation Distances between Industrial and Sensitive Land Uses No 3 (EPA Guidance Statement).

Rather than address each consideration referenced above separately, section 4 of SPP 2.4 – Guidelines has been referenced below with corresponding officer comments, which subsequently address the suite of applicable planning considerations/ documents referenced above.

(a) *the avoidance or mitigation of conflicts and detrimental effects on existing and future sensitive land uses and agricultural land in the surrounding areas (that is, noise, dust, vibration, blasting and vehicular traffic);*

Officer comment:

Appendix 1 of the EPA Guidance Statement provides the separation distances for Extractive Industries – Sand and outlines a buffer distance of between 300-500 metres depending on size and scale of the operation and 1000m if crushing/screening activities is included.

Sensitive land uses are defined as follows:

... land uses applied to places where people live or regularly spend time and which are therefore sensitive to emissions from industry. They include residences, hospitals and nursing homes, short stay accommodation, schools, child care facilities, shopping centres, playgrounds, and some public buildings. Some commercial and institutional land uses which require high levels of amenity or are sensitive to particular emissions may also be considered sensitive land uses.

The submissions note that the adjoining land located within the buffer area is used for the training of horses, and that extraction activities present a safety risk to jockeys. The officer is of the view that this form of activity may require a higher level of amenity.

Notwithstanding the above, the existing separation distance between the proposed development and surrounding land uses was previously viewed as adequate.

(b) *having an effective consultation process with appropriate stakeholder engagement, including advertising as required;*

Officer comment:

The officer notes that no state agency has objected to an extension to the development approval being issued. The officer anticipates that DWER will undertake a thorough environmental assessment to determine if a fresh clearing permit (CP 2701/5) is appropriate in the context of the applicable environmental regime.

- (c) *prioritisation of proposals within SGS areas aligned with DMIRS GeoVIEW.WA mapping in Perth and Peel;*
- (d) *if the resource is identified as a SGS area and/or local basic raw material demand;*
- (e) *the quantity and quality of resource and scale and duration of extraction;*

Officer comment:

The resource is not mapped as a significant geological supply of sand. To enable sequential or transitional planning to occur, approvals should be finite to allow for this. If approval is forthcoming, it is suggested a five-- year time limit be applied. This is viewed as a more realistic timeframe to establish whether the outstanding conditions of approval are capable of being satisfied. If the development conditions have not been satisfied and extraction is occurring by this period, the merits of any further approval should be closely scrutinised at the relevant time.

- (g) *the site's potential for sequential land use and the ability to rehabilitate the land in a manner compatible with its long-term use as defined by the local planning scheme;*

Officer comment:

The sequential land use will involve revegetation of the land to its natural state (pre-excavation) to enable the environmental attributes of the landscape and the landscape amenity of the locality to return. It is anticipated that the balance of the subject land will be used for grazing purposes.

- (j) *the availability and suitability of road access;*

Officer comment:

This has previously been addressed at length, with intersection upgrades between Breera Road and the Brand Highway requiring remedial works to suitably accommodate the vehicle volumes and types proposed.

Shire of Gingin - Extractive Industries Local Law 2025

The Local Law guides the formal licensing of extractive industries throughout the Shire to monitor ongoing operational aspects of the use. The officer is of the view that, once

conditions of development approval have been satisfied, an EIL is capable of approval. It is a superfluous exercise to consider an EIL in the context of the outstanding development conditions that apply in this instance.

Management plans would generally include dust, staging, noise, rehabilitation and traffic management. These components can be conveniently captured in a single Site Management Plan (SMP) for ease of reference.

Summary

This amendment is confined to Condition 2 of the earlier approval, and whether further time ought to be granted for the development approval to remain valid.

The officer is of the view that the planning framework has changed since the original approval was issued, and the development would benefit from a modernised management regime and conditions of approval.

The applicant's request for a further two year period seems inadequate, as it will take at least this length of time to undertake works to the intersection between Breera Road and Brand Highway. The Shire will simply face another extension request in 18 months' time.

The officer therefore suggests that a five year extension be provided, which will enable the substantial intersection upgrades to be completed and an EIL to be obtained with modern management plans in place. At the conclusion of the five year time period, the landowner/proponent should be on notice that the planning framework has evolved since the initial approval was issued, and required to submit a fresh application with accompanying management plans upfront.

RISK IMPLICATIONS

Nil

STATUTORY/LOCAL LAW IMPLICATIONS

Planning and Development Act 2005

Planning and Development (Local Planning Scheme) Regulations 2015

Extractive Industries Local Law 2025 (as amended)

Local Planning Scheme No. 9

POLICY IMPLICATIONS

State Planning Policy 2.4 – Basic Raw Materials

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**



State Planning Policy 2.5 – Rural Planning

Environmental Protection Authority's (EPA) Guidance Statement No. 3 – Separation Distances between Industrial and Sensitive Land Uses (Guidance Statement)

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 Kestel **SECONDED:** Councillor Hyne

That Council:

1. Amend development approval dated 22 June 2015 (P1214) for an Extractive Industry (sand) on Lot 3 loppolo Road, Breera, by including Lot 98 Breera Road as part of the determination notice and altering condition 2 as follows:
 2. *This Planning Approval is valid for a period of 5 years, expiring on 16 December 2030;*
2. Advise the landowner as follows:
 - a. That all other conditions of development approval dated 22 June 2015 (P1214) remain applicable.
 - b. That any further amendments seeking an extension to the approval timeframe are to be accompanied by a fresh suite of technical reports, development plans and industry best practice management plans.
 - c. The Shire will not accept or process an Extractive Industry License (EIL) proposal until road and intersection upgrades required by conditions of development approval (P1214) have been completed.

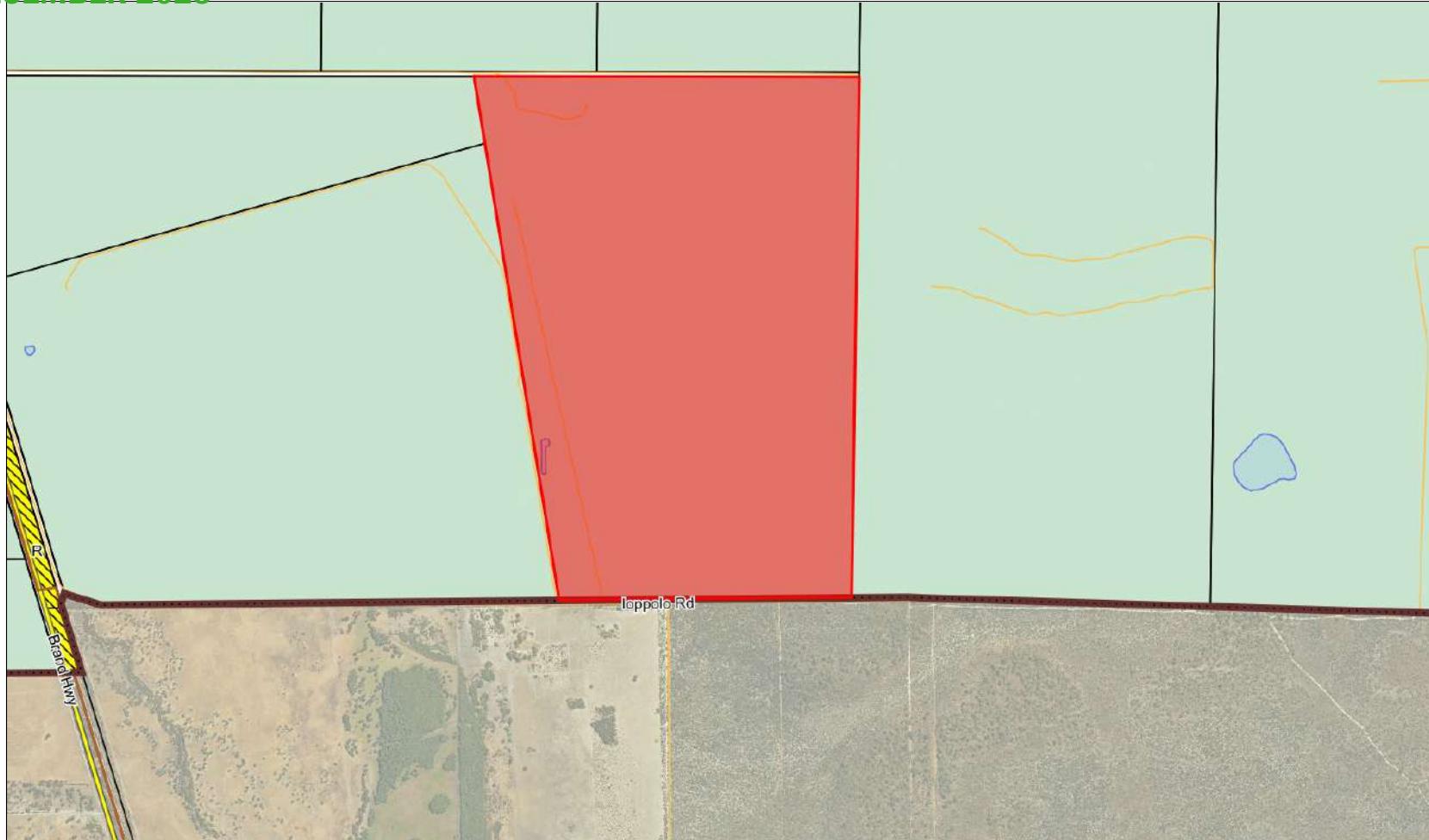
CARRIED UNANIMOUSLY
9 / 0

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

AGAINST: *Nil*

MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025

APPENDIX 14.1.1



7 Brockman St
Gingin WA 6503
P: 08 9575 5100
255 Vins Way
Lancelin WA 6044
P: 08 9575 5155
E: mail@gingin.wa.gov.au

Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.

Location Plan - Lot 3 Ioppolo Road, Breera

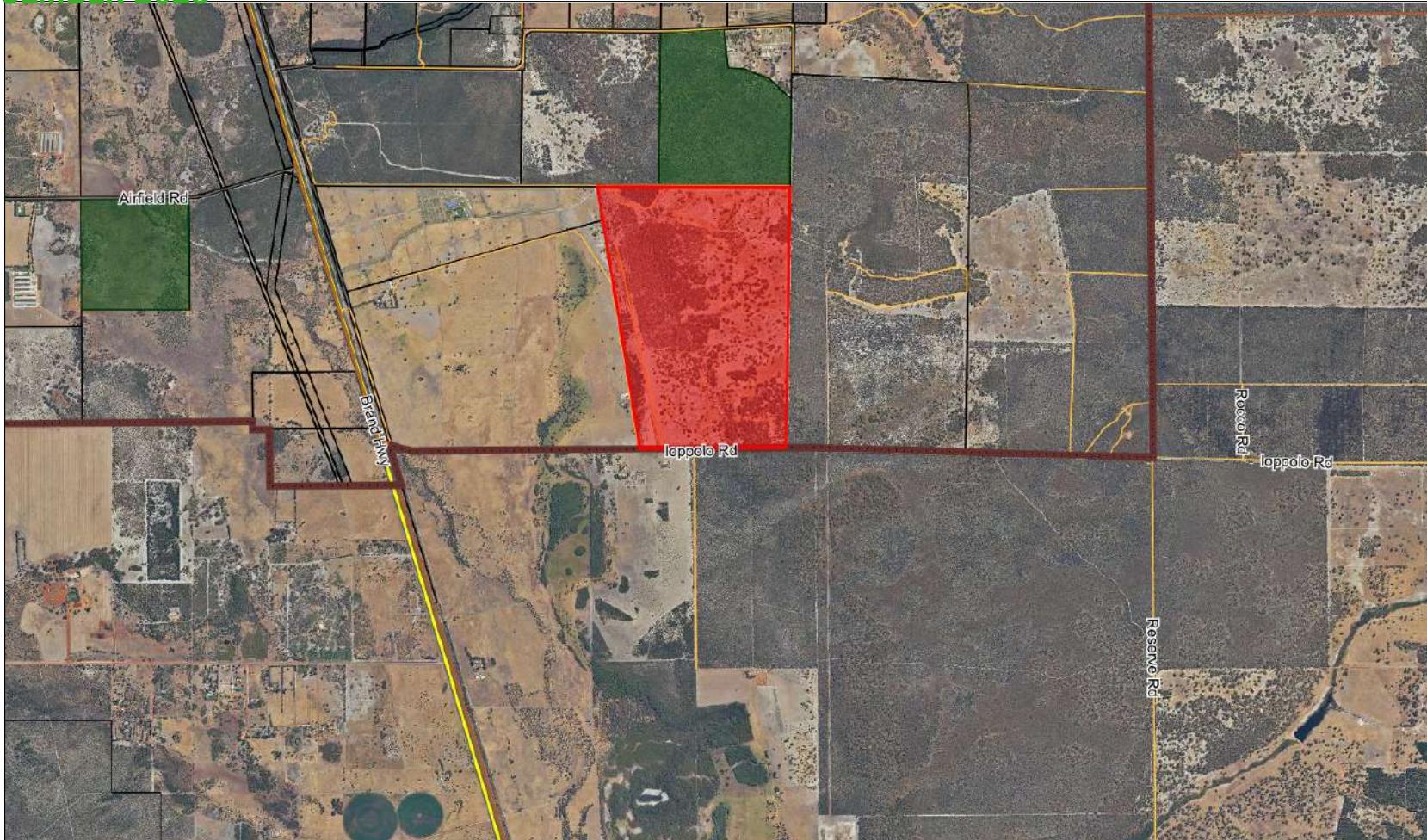
Scale: 1:21947

Date: 10/12/2025



MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025

APPENDIX 14.1.2



7 Brockman St
Gingin WA 6503
P: 08 9575 5100
255 Vins Way
Lancelin WA 6044
P: 08 9575 5155
E: mail@gingin.wa.gov.au

Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.

Aerial Plan - Lot 3 Ioppolo Road, Breera

Scale: 1:43894

Date: 10/12/2025



Job Ref: 10052
4 September 2025

Shire of Gingin
7 Brockman Street
GINGIN WA 6503

Attention: Mr James Bayliss – Executive Manager Regulatory and Development Services

Dear Mr Bayliss,

APPLICATION UNDER CLAUSE 77: AMENDED PLANNING APPROVAL

(SHIRE REFERENCE: BLD/3260 P1214)

LOT 3 IOPPOLO ROAD, BREERA

We refer to the Planning Approval (Shire Reference: BLD/3260 P1214) issued on 22 June 2015 (**2015 Approval**) by the Shire of Gingin (**Shire**) for an 'Extractive Industry (sand)' at Lot 3 Ioppolo Road, Breera (**site or subject site**). Rowe Group acts on behalf of Mr Ross Love and MQ Resources Pty Ltd (**client**), the registered landowner, which previously undertook extractive operations at the site in accordance with the 2015 Approval.

We have been instructed by our client to prepare a Planning Application to amend the 2015 Approval (**Amended Application**). This Amended Application seeks to obtain a two (2) year extension of the 2015 Approval to enable the recommencement of the formerly approved operations at the site. In recent correspondence with the Shire, Mr James Bayliss confirmed (via email dated 20 June 2025) the Shire would accept this Amended Application despite the expiry of the 2015 Approval on 22 June 2025. We can confirm our client does not propose any modifications to the original extractive operations at the site.

To assist in processing this Amended Application, please find enclosed:

- The completed and signed Shire of Gingin Application Form (refer to **Attachment One**);
- The current Certificate of Title and Diagram (refer to **Attachment Two**);
- The 2015 Planning Approval (refer to **Attachment Three**);
- The updated Site Plan (refer to **Attachment Four**); and
- The Technical Traffic Note from Shawmac (refer to **Attachment Five**).

Further justification in support of this Amended Application is provided below for the Shire's consideration.



Level 3
369 Newcastle Street
Northbridge 6003
Western Australia
p: 08 9221 1991
f: 08 9221 1919
info@rowegroup.com.au
rowegroup.com.au

Page 1
10052_20250828_L_Gingin
_AmendedDA_SBv2



LEGAL PROPERTY DETAILS

The subject site is legally described as follows:

- *Lot 3 on Diagram 34114 Certificate of Title Volume 1658 Folio 870.*

Refer to **Attachment Two – Current Certificate of Title and Diagram.**

BACKGROUND

As outlined in the letter dated 18 June 2025, lodged with the Shire by our Mr Sam Bowers (Senior Town Planner), we consider it appropriate to reiterate the key facts regarding the extractive operations at the site in sequential order (underlining is our emphasis):

1. A Planning Application for an 'Extractive Industry (Sand)' was initially lodged with the Shire on 18 April 2010, followed by a revised Planning Application submitted on 24 June 2010.
2. The Shire issued a Planning Approval for an 'Extractive Industry (Sand)' on 29 September 2010, subject to conditions (**2010 Approval**).
 - This application sought to amend the vehicle transport route approved under the 2010 Approval. Rather than transporting all extracted material via loppolo Road (along the southern boundary of the subject site), the amended proposal sought approval for an alternative arrangement utilising an internal private road traversing Lot 149 (formerly Lot 98), located to the immediate northwest of the subject site, providing access to Breera Road and subsequently to Brand Highway.
 - We can confirm our client incurred a significant cost of approximately \$1 million to acquire Lot 149 in order to facilitate the alternative vehicle access arrangement to Brand Highway.
 - Our client was, and remains, the registered landowner of Lot 149 (No. 38) Breera Road, Breera.
3. A Planning Application to amend the 2010 Approval was lodged with the Shire on 6 February 2015.
 - This application sought to amend the vehicle transport route approved under the 2010 Approval. Rather than transporting all extracted material via loppolo Road (along the southern boundary of the subject site), the amended proposal sought approval for an alternative arrangement utilising an internal private road traversing Lot 149 (formerly Lot 98), located to the immediate northwest of the subject site, providing access to Breera Road and subsequently to Brand Highway.
 - We can confirm our client incurred a significant cost of approximately \$1 million to acquire Lot 149 in order to facilitate the alternative vehicle access arrangement to Brand Highway.
 - Our client was, and remains, the registered landowner of Lot 149 (No. 38) Breera Road, Breera.
4. The Shire issued a Planning Approval on 22 June 2015 amending the 2010 Approval, subject to conditions.
 - Condition 2 of the 2015 Approval states the approval is valid for a period of ten years.
 - Condition 3 of the 2015 Approval states that substantial commencement of the approved land use and development is to occur prior to 29 September 2016, failing which the approval would lapse and be of no further effect.

Refer to **Attachment Three - 2015 Planning Approval.**

5. A Planning Application to amend the 2015 Approval was lodged with the Shire on 2 August 2016.



- This application sought to amend Condition 3 to extend the deadline for substantial commencement to 22 June 2017 (i.e. two (2) years from the date the 2015 Approval was issued by the Shire), consistent with 'Note 1' of the 2015 Approval.
- 6. The Shire issued a Planning Approval on 2 February 2017 (**2017 Approval**) to amend the 2015 Approval.
 - However, the Shire ultimately extended the substantial commencement deadline to 29 September 2018 (i.e. two (2) years from the original substantial commencement date required under the 2015 Approval).
- 7. On 2 August 2018, Mr Bayliss of the Shire confirmed to our client via email that all works undertaken at the subject site to date, specifically the construction of the private internal road, had constituted substantial commencement.
 - We can confirm our client incurred approximately \$1.85 million to construct the internal road, including \$600,000.00 to formalise the east–west portion of the road located between the subject site and Lot 149, which we understand is to the benefit of the Shire.
 - Subsequently, Mr Bayliss advised there was no requirement to 'extend' the 2015 Approval. However, we note he emphasised all conditions of the 2015 Approval were to be adhered to and satisfied prior to the issue of an Extractive Industry Licence.

The extent of the formerly approved sand extraction area, along with the alternate vehicle access, is outlined on the updated Site Plan (refer to **Attachment Four – Site Plan**).

ZONING

The site is currently zoned 'General Rural' under the provisions of the Shire's *Local Planning Scheme No. 9 (LPS9)*, which remains unchanged from its zoning at the time of the 2015 Planning Approval.

The objectives of the 'General Rural' Zone are stipulated under Clause 3.2.7 of LPS9, as follows:

- 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.*

As determined by Council in approving the original development, the extractive industry operations are consistent with the objectives of the 'General Rural' Zone for the following reasons:



1. It will not detrimentally impact or change the local rural character of the Zone or locality.
2. The extraction area is confined to only a portion of the subject site. As such, the proposal will not adversely affect any existing or future rural activities on the property.
3. The proposal will not adversely impact any existing environmental qualities at the site, as appropriate environmental assessments have already been completed.
4. The operations are not classified as a 'sensitive' land use. Therefore, it will not hinder the operation of existing, future, or potential rural land uses at the subject site or within the surrounding area.

As previously stated, we can confirm our client does not propose any changes or modifications to the extractive operations formerly approved at the site. Furthermore, the Shire's local planning framework applicable to the site has remained unchanged since the 2015 Approval was issued.

LAND USE PERMISSIBILITY

The proposal falls within the land use classification of 'Industry-Extractive', under the provisions of the Shire's LPS9.

'Industry-Extractive' is defined in LPS9, as follows:

means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar material from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry - mining.

Under the Zoning Table in LPS9, an 'Industry - Extractive' land use is classified as an 'A' use within the 'General Rural' Zone, meaning it may be approved subject to advertising.

As this Amended Application does not propose any new land uses, nor any alterations or modifications to the development formerly approved at the site, and solely seeks to extend the validity of the 2015 Planning Approval, we consider the proposed amendment to be minor in nature. As such, and in accordance with Clause 77(3) of the Deemed Provisions under the *Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)*, it is our view the Shire should exercise its discretion and determine that advertising of this Amended Application is not required.

DEVELOPMENT PROVISIONS

The extractive operations at the site were previously approved by Council and, at that time, were considered consistent with the applicable development standards and requirements contained in the Shire's LPS9. To reiterate, we can confirm our client does not propose any alterations or modifications to the original extractive industry development. Accordingly, the operations remain consistent with all the relevant development standards of LPS9, and a reassessment against these particular provisions should not be required by the Shire.



Further to the above, Clause 4.8.10 in LPS9 stipulates the specific development standards applicable to extractive industry proposals.

Clause 4.8.10 is stipulated in LPS9, as follows:

- 4.8.10.1 *Local government may consider applications for extractive industries in the General Rural zone where the sites have not been identified within an SCA under clause 5.4.*
- 4.8.10.2 *In considering applications for extractive industries, local government will have regard for the zone objectives.*
- 4.8.10.3 *Local government will also consider the potential impact of the extractive industry in regard to surrounding land uses (both existing and future) and may apply conditions to manage the potential impacts, such as noise, dust, odour and amenity.*

Having regard to the above, this Amended Application is consistent with the provisions of Clause 4.8.10 for the following reasons:

- The site is not located within the boundaries of a Special Control Area (**SCA**) under the provisions of Clause 5.4 in LPS9.
- As already confirmed above, the extractive industry operations are consistent with the objectives of the 'General Rural' Zone.
- We can confirm that all necessary environmental reporting has been completed and that our client has obtained the required statutory approvals to appropriately mitigate and manage any potential adverse impacts on surrounding land uses. To this end, a Technical Traffic Note has been prepared in support of this Amended Application, assessing the potential impacts of the development on the local road network. Further detail in this regard is provided in the following sections of this correspondence.

TRAFFIC CONSIDERATIONS

As stated, Mr Bayliss confirmed the Shire would accept this Amended Application beyond the expiry of the 2015 Approval (i.e. 22 June 2025) and undertake an assessment on its merits. Mr Bayliss also confirmed that a Technical Traffic Note, prepared by a suitably qualified Traffic Engineer, should be included to support the Amended Application.

Accordingly, Shawmac Civil and Traffic Consultants were engaged by our client to prepare a Technical Traffic Note. We can confirm the Technical Traffic Note provides the following conclusions regarding the anticipated traffic generation and the likely impact of the extractive industry operations on the local road network:

- *The current traffic volumes along Brand Highway are well within capacity and the current peak hour traffic volumes along Breera Road are minimal.*
- *The peak hourly traffic generation is estimated to be in the order of 8 truck movements per hour (4 in and 4 out) generated via the Breera Road access route. The southern access to loppolo Road is expected to generate minimal traffic.*



- *The proposed operations will have a low traffic impact and can be accommodated within the existing capacity of the road network.*
- *The estimated peak hour intersection volumes warrant the provision of an Auxiliary Right (AUR) treatment and a Basic Left (BAL) treatment at the Brand Highway / Breera Road intersection.*
- *The design of the intersection upgrade will need to consider the railway line and allow adequate stacking distance between the railway crossing and the intersection.*
- *A preliminary vehicle swept path analysis has been undertaken to check manoeuvring for the proposed vehicle through the Brand Highway / Breera Road intersection to provide an indication of the widening required. Updated vehicle swept paths will need to be undertaken as part of the intersection upgrade design process. The previous design of the intersection was based on a 27.5m B-double which is a Restricted Access Vehicle (RAV). It is recommended to confirm the design vehicle to be used for the design of the intersection.*

Refer to **Attachment Five – Technical Traffic Note**.

Having regard to the above, vehicle movements generated by the extractive industry operations at the site are expected to have a low traffic impact and can be readily accommodated within the existing capacity of the local road network. Notwithstanding this, we acknowledge that the Technical Traffic Note reaffirms the previous requirement of Main Roads WA (MRWA) to upgrade the Brand Highway / Breera Road intersection to an acceptable standard.

PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS

The ability to amend a Planning Approval granted by a Local Authority is outlined in Clause 77 of the Regulations. Clause 77 permits a proponent to apply for an extension of the timeframe for substantial commencement; amend conditions; make minor modifications to the approved development; or cancel a Planning Approval.

Clause 77 of the Deemed Provisions is stipulated as follows (underlining is our emphasis):

- (1) *An owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following:*
 - a) *to amend the approval so as to extend the period within which any development approved must be substantially commenced;*
 - b) *to amend or delete any condition to which the approval is subject;*
 - c) *to amend an aspect of the development approved which, if amended, would not substantially change the development approved;*
 - d) *to cancel the approval.*

In accordance with sub-clause (1)(b) of Clause 77 in the Deemed Provisions, this Amended Application seeks to amend Condition 2 of the 2015 Approval to extend its validity by two (2) years, allowing our client to recommence the formerly approved extractive operations at the subject site.



Accordingly, we respectfully request the Shire reword Condition 2 of the 2015 Approval as follows (or in words to similar effect):

"This Planning Approval is valid for two (2) years from the date it is granted".

Having regard to the above, we consider it reasonable for the Shire to approve this Amended Application for the following reasons:

- Our client is not proposing any expansion of the extraction footprint or any other modifications to the formerly approved development.
- The zoning objectives applicable to the site, as well as the land use permissibility of the extractive operations, remain unchanged since the Shire granted the 2015 Approval.
- The extractive industry operations remain consistent with all relevant development standards set out in LPS9.
- Our client has worked diligently to satisfy as many conditions of the 2015 Approval as possible to facilitate the commencement of extractive operations.
- Our client has invested significant time and financial resources into the extractive industry development, which has already been substantially commenced.
- The Shire's local planning framework applicable to the subject site has remained unchanged since the 2015 Approval was issued.
- Progression of our clients' operations was delayed due to the associated upgrade works required by MRWA to Brand Highway.
- The COVID-19 pandemic significantly impacted the progress of development at the subject site, as well as the broader development industry. In this regard, our client effectively lost nearly four (4) years - specifically 2020, 2021, 2022, and most of 2023 - as all operations and development at the subject site ultimately ceased due to the prevailing economic uncertainty.
- The Technical Traffic Note accompanying this Amended Application concludes that all vehicle movements generated by the extractive industry operations at the site are expected to have a low traffic impact and can be readily accommodated within the existing capacity of the local road network.
- Our client is simply seeking an extension of the validity of the 2015 Approval for a further two (2) years.

SHIRE OF GINGIN EXTRACTIVE INDUSTRIES LOCAL LAW 2025

As confirmed by Mr Bayliss in his email dated 20 June 2025, we understand that, in order to recommence the extractive industry operations at the site, our client is required to transfer the historical Extractive Industry Licence (**EIL**) from Mr Ross Love (the original licence holder, who is now only a shareholder of the company) to MQ Resources Pty Ltd. In this regard, we note the granting of an EIL is a separate process and can only occur following the Shire's approval of this Amended Application, pursuant to the Shire's *Extractive Industries Local Law 2025 (Local Law)*.



SUMMARY

We refer to the Planning Approval (Reference: BLD/3260 P1214) granted on 22 June 2015 (**2015 Approval**) by the Shire of Gingin (**Shire**) for an 'Extractive Industry (sand)' at Lot 3 loppolo Road, Breera (**site or subject site**). Rowe Group acts on behalf of Mr Ross Love and MQ Resources Pty Ltd (**client**), the registered landowner, which previously undertook extractive operations at the site in accordance with the 2015 Approval.

We have been instructed by our client to prepare a Planning Application to amend the 2015 Approval (**Amended Application**). In short, this Amended Application seeks to obtain a two (2) year extension of the 2015 Approval to enable the recommencement of the formerly approved extractive industry operations at the site. This Amended Application has been prepared in accordance with Clause 77(1)(b) of the Deemed Provisions under the *Planning and Development (Local Planning Schemes) Regulations 2015* (**Regulations**).

We trust the above and attached information is sufficient for the Shire to approve this Amended Application, noting that all reasonable efforts will be made to ensure the development is carried out lawfully, in accordance with all the existing conditions and advice notes of the 2015 Approval, and any new conditions the Shire deems appropriate.

Should you require any further information or clarification in relation to this matter, please contact Sam Bowers on 9221 1991 or at sam.bowers@rowegroup.com.au.

Yours faithfully,

Sam Bowers
Senior Town Planner
Rowe Group

ENCL.



Attachment One

Completed and signed Shire of Gingin Application Form



Attachment Two

Current Certificate of Title and Diagram

WESTERN

AUSTRALIA



TITLE NUMBER

Volume Folio
1658 870

**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.


BG Roberts
REGISTRAR OF TITLES


LAND DESCRIPTION:

LOT 3 ON DIAGRAM 34114

**REGISTERED PROPRIETOR:
(FIRST SCHEDULE)**

MQ RESOURCES PTY LTD OF 7/18 BELLEVUE TERRACE WEST PERTH WA 6005

(T N401256) REGISTERED 4/8/2016

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)**

1. EXCEPT AND RESERVING METALS, MINERALS, GEMS AND MINERAL OIL SPECIFIED IN TRANSFER 2388/1954.
2. Q140031 CAVEAT BY ROSS MAITLAND LOVE LODGED 16/9/2024.

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-----

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.

SKETCH OF LAND: 1658-870 (3/D34114)
PREVIOUS TITLE: 44-213A
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF GINGIN

NOTE 1: K310346 SECTION 138D TLA APPLIES TO CAVEAT K300090

MINUTES ORDINARY COUNCIL MEETING 16 DECEMBER 2025

APPENDIX 14.1.3

LANDGATE COPY OF ORIGINAL NOT TO SCALE 23/05/2025 12:01 PM Request number: 68237458



Attachment Three

2015 Planning Approval

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
14.1.3**



22 June 2015

7 Brockman Street, Gingin, Western Australia 6503
Telephone (08) 9575 2211 Facsimile (08) 9575 2121
Email: mail@gingin.wa.gov.au
Web: www.gingin.wa.gov.au

Ross Maitland Love
3 Norbury Crescent
CITY BEACH WA 6015

Dear Sir

**APPLICATION FOR AMENDED PLANNING APPROVAL – EXTRACTIVE INDUSTRY
(SAND) ON LOT 3 IOPPOLO ROAD, BREERA**

I refer to your Application for Planning Approval received by the Shire on 6 February 2015, for the abovementioned development.

Council considered your proposal at its Meeting on 16 June 2015, and I am pleased to advise that your Application has been approved, subject to the conditions that are outlined on the attached Schedule 9: Notice of Determination on Application for Planning Approval.

If you are aggrieved by any condition imposed in this Approval, you may apply for reconsideration with the Council within 28 days of this approval or apply for a review to the State Administrative Tribunal, pursuant to the provisions of Part 14 of the *Planning and Development Act, 2005*.

I trust this is to your satisfaction and should you have any queries, please contact the Planning Department.

Yours sincerely

A handwritten signature in blue ink, appearing to read "KEVIN TANG".

**KEVIN TANG
MANAGER STATUTORY PLANNING**

KT:cc

Our ref: BLD/3260 P1214

Enc: Schedule 9: Notice of Determination on Application for Planning Approval & Approved Plans



**SCHEDULE 9
NOTICE OF DETERMINATION ON APPLICATION FOR
PLANNING APPROVAL**

7 Brockman Street,
Gingin WA 6503
Ph (08) 9575 2211
Fax (08) 9575 2121

Name and Address of Owners

Ross Maitland Love – 3 Norbury Crescent, CITY BEACH WA 6015:

Name and Address of Applicant

Ross Maitland Love – 3 Norbury Crescent, CITY BEACH WA 6015

Description of Land

Lot 3 Ioppolo Road, BREERA WA 6503:

Planning Approval for the Application dated the Sixth Day of February 2015, and the plans attached thereto, for an Amended Planning Approval – Extractive Industry (Sand) on lot 3 Ioppolo Road, BREERA, via Breera Road, is granted subject to the following conditions:

1. *The land use and development shall be undertaken in accordance with approved plans;*
2. *This Planning Approval is valid for ten years;*
3. *The land use and development shall be substantially commenced before 29 September 2016, or the approval will be invalid beyond this date;*
4. *Prior to issue of an Extractive Industry Licence, a written confirmation shall be provided from Main Roads Western Australia certifying that the intersection of Brand Highway and Breera Road has been upgraded to a standard capable of accommodating the proposed vehicle combinations and movements;*

This is not a Building Licence. A separate Application is required for a Building Licence.

5. *Prior to issue of an Extractive Industry Licence, a written confirmation shall be provided from Brookfield Rail certifying that sufficient safety devices have been installed at the railway crossing on Breera Road;*
6. *Prior to issue of an Extractive Industry Licence, Breera Road shall be upgraded to the satisfaction of the Shire's Chief Executive Officer;*
7. *Prior to issue of an Extractive Industry Licence, the crossover on Breera Road and crossovers entering and exiting the unmade road reserve (from Lot 98) shall be constructed to the satisfaction of the Shire's Chief Executive Officer;*
8. *Prior to issue of an Extractive Industry Licence, construction of the unmade road reserve between Lots 98 Breera Road and Lot 3 Ioppolo Road shall be to the satisfaction of the Shire's Chief Executive Officer;*
9. *Prior to commencement of works, a dust management plan shall be submitted to the Shire's Chief Executive Officer for approval;*
10. *The footprint of the Extractive Industry operation shall be no more than five hectares at any one time;*
11. *Any gravel to be used in road construction is to be certified dieback free with a copy of the Certificate to be supplied to the Shire of Gingin, and all machinery shall be cleaned thoroughly to remove any soil prior to movement onsite;*
12. *Prior to road construction, populations of *Chamelaucium lullfutzii* (Gingin Wax) and any other Declared Rare Flora are to be fenced off and the fencing maintained by the proponent on the subject lot; and*
13. *Extraction shall be limited to a depth of 25m.*

Advice Notes

- A. Further to Condition (xiii), DEC advise that the proponent should avoid clearing mature trees during the Carnaby Black-Cockatoo's breeding season.
- B. With regard to Condition (xiv), DEC advise that the proponent liaise with the Species and Communities Branch of DEC (Tel: 9334 0334) to discuss long term protection of *Chamelaucium lullfutzii* located on the roadside and on Lot 3.
- C. Any Staff Offices, Ablution Facilities and/or Outbuildings will be subject to a separate Planning Consent and Building Licence.
- D. In the event screening is required, it is recommended that the Applicant contact DER's Industry Regulations Section to determine licensing requirements.
- E. Noise emissions from operations on site are required to comply with the Environmental Protection (Noise) Regulations 1997.

This is not a Building Licence. A separate Application is required for a Building Licence.

F. All fencing should be maintained in a serviceable condition to guard against illegal waste dumping and vandalism.

G. The Applicant is advised that any clearing of native vegetation will require a clearing permit being obtained from DER. Further information can be obtained at www.der.wa.gov.au or by contacting the Native Vegetation Conservation Branch on 6467 5020.

H. The Department of Water (DoW) has considered the proposal and recommends the following advice:

- The DoW encourages best management practices. While the proposed site is not within a Public Drinking Water Source Area, it is suggested that Policy and Guidelines for Construction and Silica Sand Mining in Public Drinking Water Source Areas be referred to. This document is available at www.water.wa.gov.au under Water Quality — Policy.
- Chemical substances, including corrosives, poisons, brines and hydrocarbons, may escape from storage facilities through various means. Please refer to the DoW Water Quality Protection Guideline (WQPG) Mining and Mineral Processing. Above-ground fuel and chemical storage available at www.water.wa.gov.au under Water Quality — Publications — WQPG.
- Stormwater management is essential to minimise the potential for dams containing toxic chemicals to overflow or for runoff to carry suspended solids to watercourses. Please refer to the DoW WQPG Mining and Mineral Processing - Minesite stormwater under Water Quality — Publications — WQPG.
- The proposed extractive industry is located within the Beermullah Plain South subarea of the Gingin Groundwater Area, proclaimed under the Rights in Water and Irrigation Act (1914). This area is extensively allocated and the proponent is encouraged to contact the Department of Water's Swan Avon Region office on 6250 8000 to discuss water management options

Note 1: If the development, the subject of this Approval, is not substantially commenced within a period of 2 years, or such other period as specified in the Approval after the date of the determination, the Approval shall lapse and be of no further effect.

Note 2: Where an Approval has so lapsed, no development shall be carried out without the further consent of the Local Government having first been sought and obtained.

Note 3: If the Applicant is aggrieved by a Refusal to Approve his/her application or, where Approved, is aggrieved by any Condition imposed in that Approval, he/she may apply for a Review to the

This is not a Building Licence. A separate Application is required for a Building Licence.

State Administrative Tribunal, pursuant to the provisions of Part 14 of the *Planning and Development Act, 2005* against such refusal or imposition of such aggrieved Condition.

Note 4: Such application for Review must be lodged within 60 days of the determination via the form available from the State Administrative Tribunal, Level 4/12 St Georges Terrace, Perth or GPO Box U1991, Perth WA 6845 or www.sat.justice.wa.gov.au or from Council's Offices and should be accompanied by the relevant fee detailed in Schedule 18 of the State Administrative Tribunal Regulations, 2004.



**KEVIN TANG
MANAGER STATUTORY PLANNING**

22 June 2015

This is not a Building Licence. A separate Application is required for a Building Licence.

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
14.1.3**



BROAD HIGHWAY 7 m/s wide

Railway line 1.25 m

Proposed ENTRY

EXISTING ENTRY TO CLOSE

LOT 98
BREEZA RD

BREEZA ROAD

30.4 (plus 2) 3.8 3.2 3.9 77.1 m
36.2 m > 1.25 m

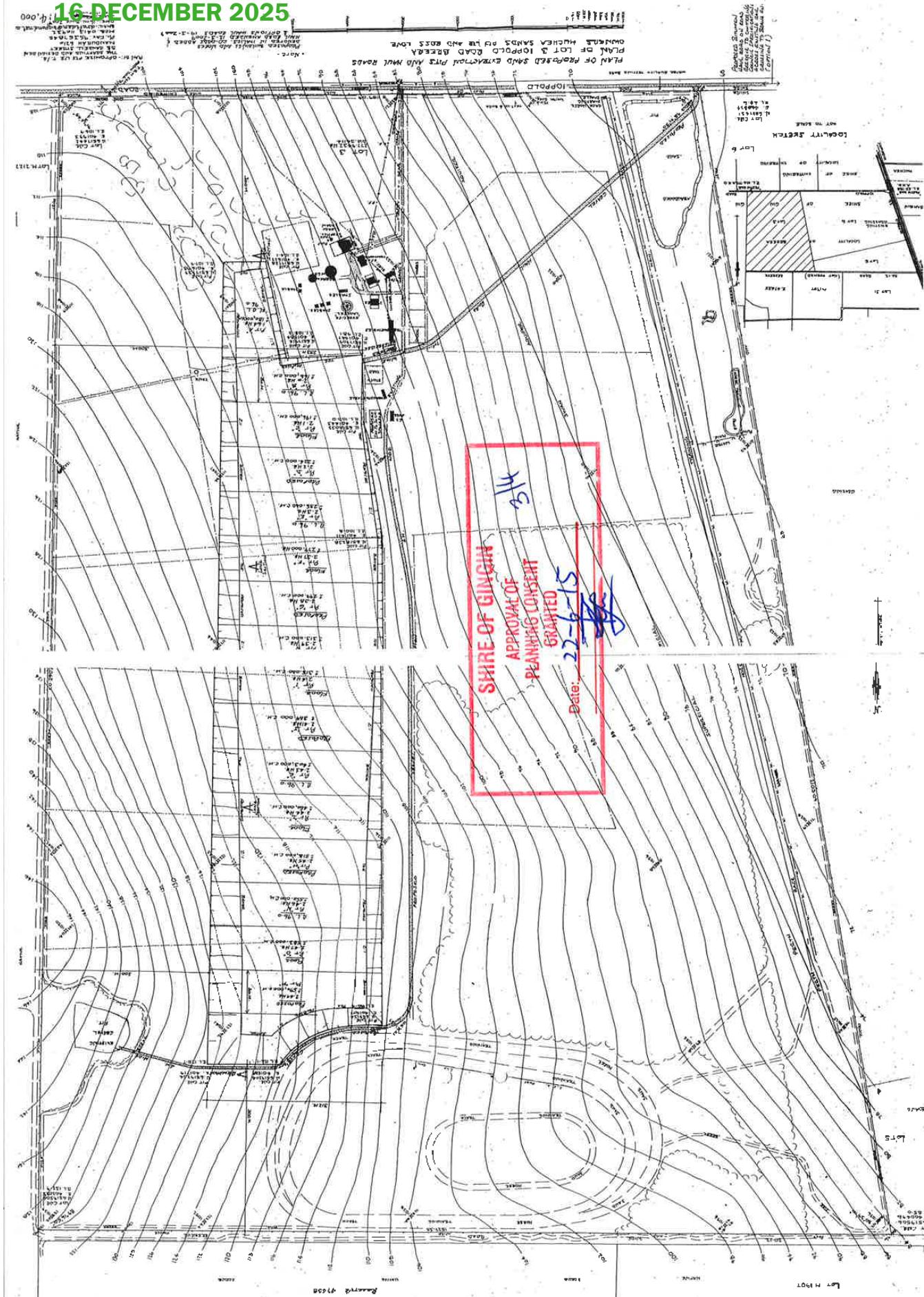
MINUTES ORDINARY COUNCIL MEETING 16 DECEMBER 2025

APPENDIX 14.1.3

LANDGATE COPY OF ORIGINAL NOT TO SCALE Thu May 9 12:50:41 2013 JOB 41765299

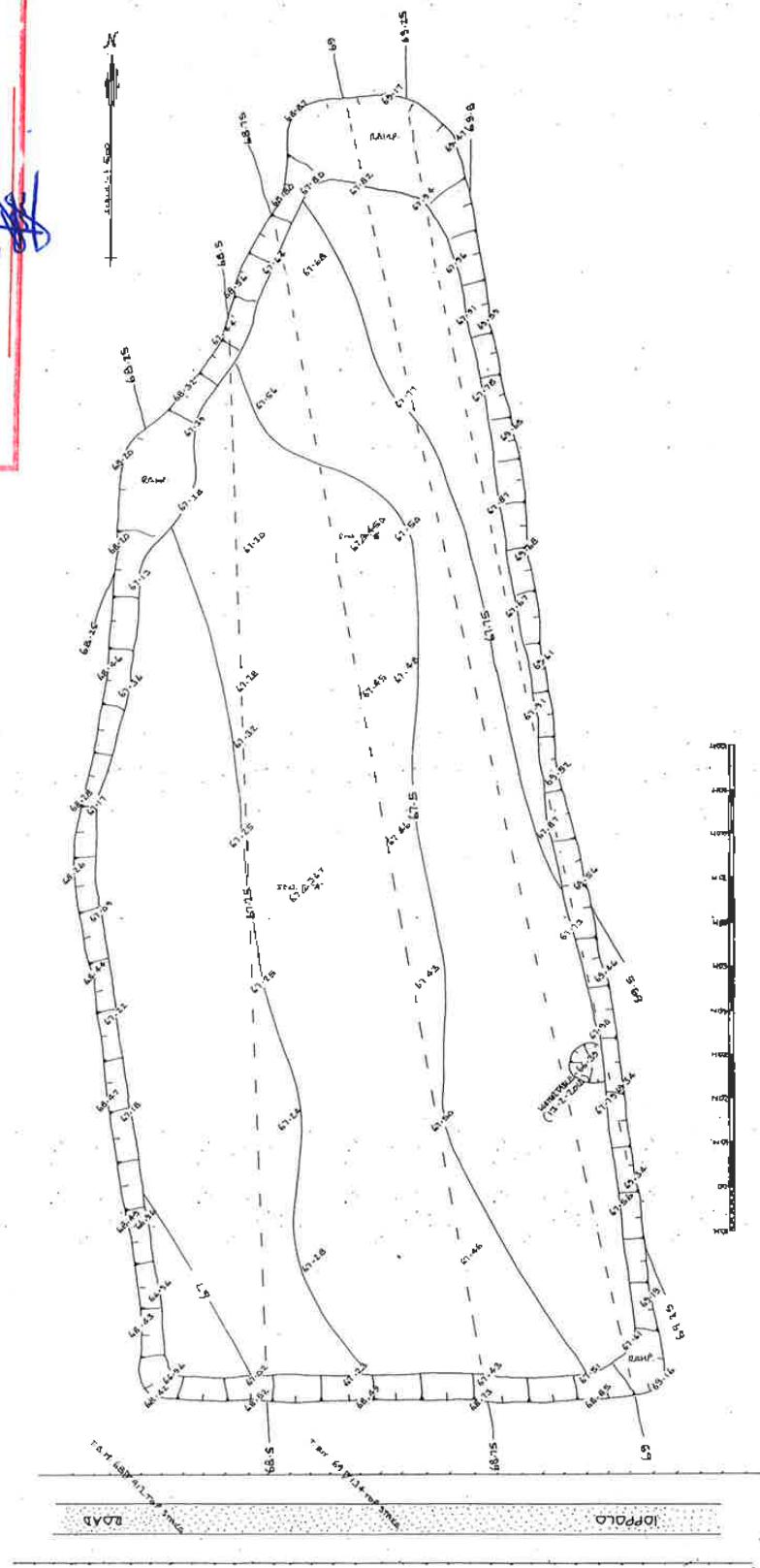
**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
14.1.3**



MINUTES ORDINARY COUNCIL MEETING 16 DECEMBER 2025

APPENDIX 14.1.3



PLAN OF EXISTING PIT
SOUTH-WEST CORNER, LOT 3, IOPPOLO ROAD, BEEDEA
OBVIOUS MUCHEA SANDS PRE LTD. & R.H. LOVE

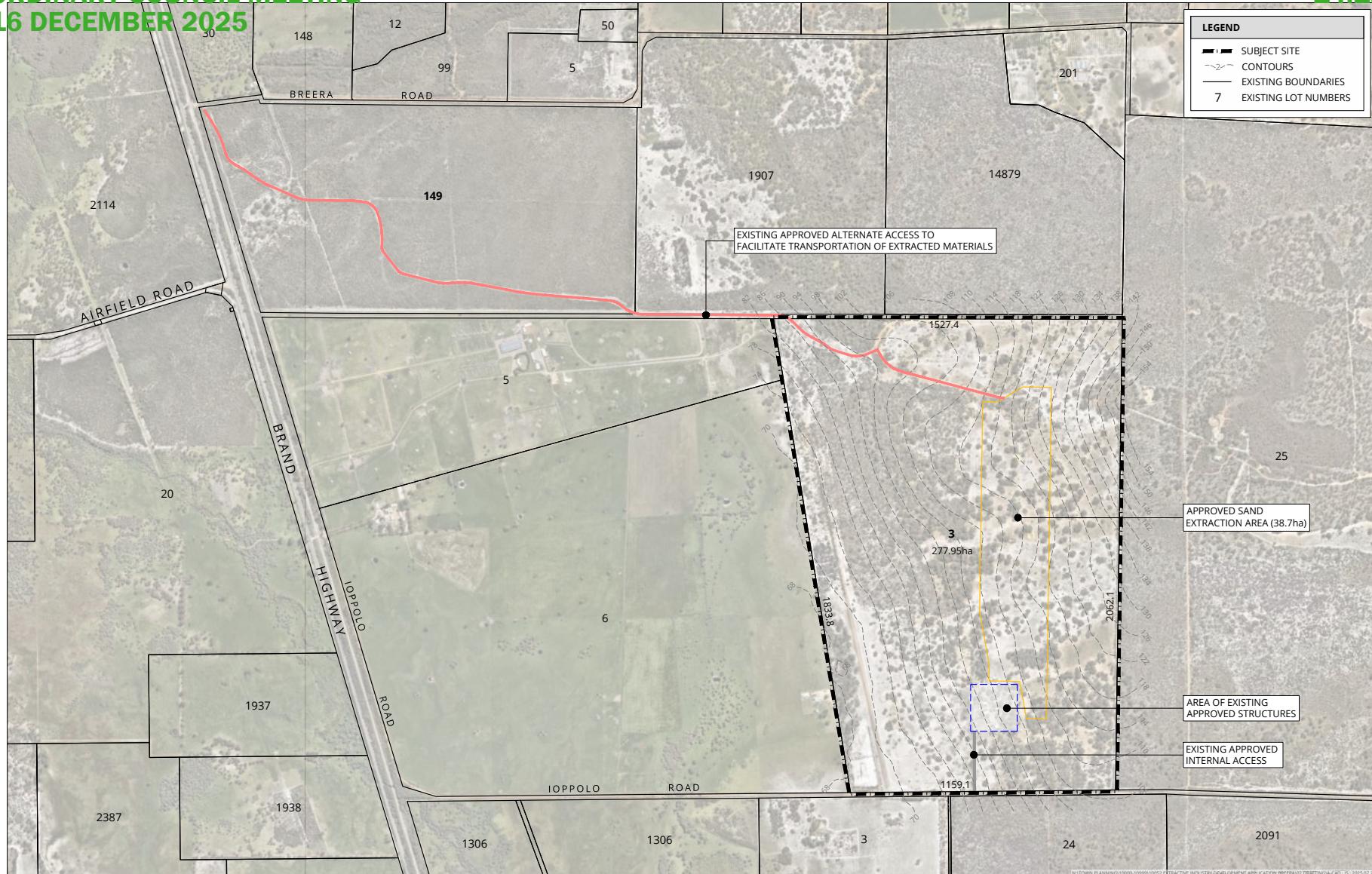


Attachment Four

Site Plan

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
14.1.3**



SITE PLAN
LOT 3 IOPPOLO ROAD
BREERA



0 375 m
SCALE @ A3: 1:15,000
10052-FIG-01-A

DRAWN: JS DATE: 07/08/2025
PROJECTION: MGRS 09/2044
CADD: LANDGATE
AERIAL: NEARMAP
This document may not be reproduced without the written consent of Rowe Group. All areas and dimensions are subject to survey.



**ROWE
GROUP**



Attachment Five

Technical Traffic Note



Traffic Review

Subject: Proposed Extractive Industry Licence Application – Lot 3 loppolo Road, Breera

Date: 26th August 2025

Author: P. Nguyen Reviewer: J. Bridge

Client: Rowe Group

1. Introduction and Background

1.1. Client and Scope

Rowe Group have been engaged to prepare an application for an Extractive Industry development on Lot 3 loppolo Road in Breera. The existing approval for the site expired in June 2025 and so it is proposed to reapply for planning approval.

Shawmac has been engaged to undertake a traffic engineering review to support the proposed application, including a review of the vehicle access and traffic impact.

1.2. Site Location and Layout

The site address is Lot 3 loppolo Road in Breera and the local authority is the Shire of Gingin. The site location and layout is shown in **Figure 1**.

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**



**APPENDIX
14.1.3**

Consulting Civil and Traffic Engineers

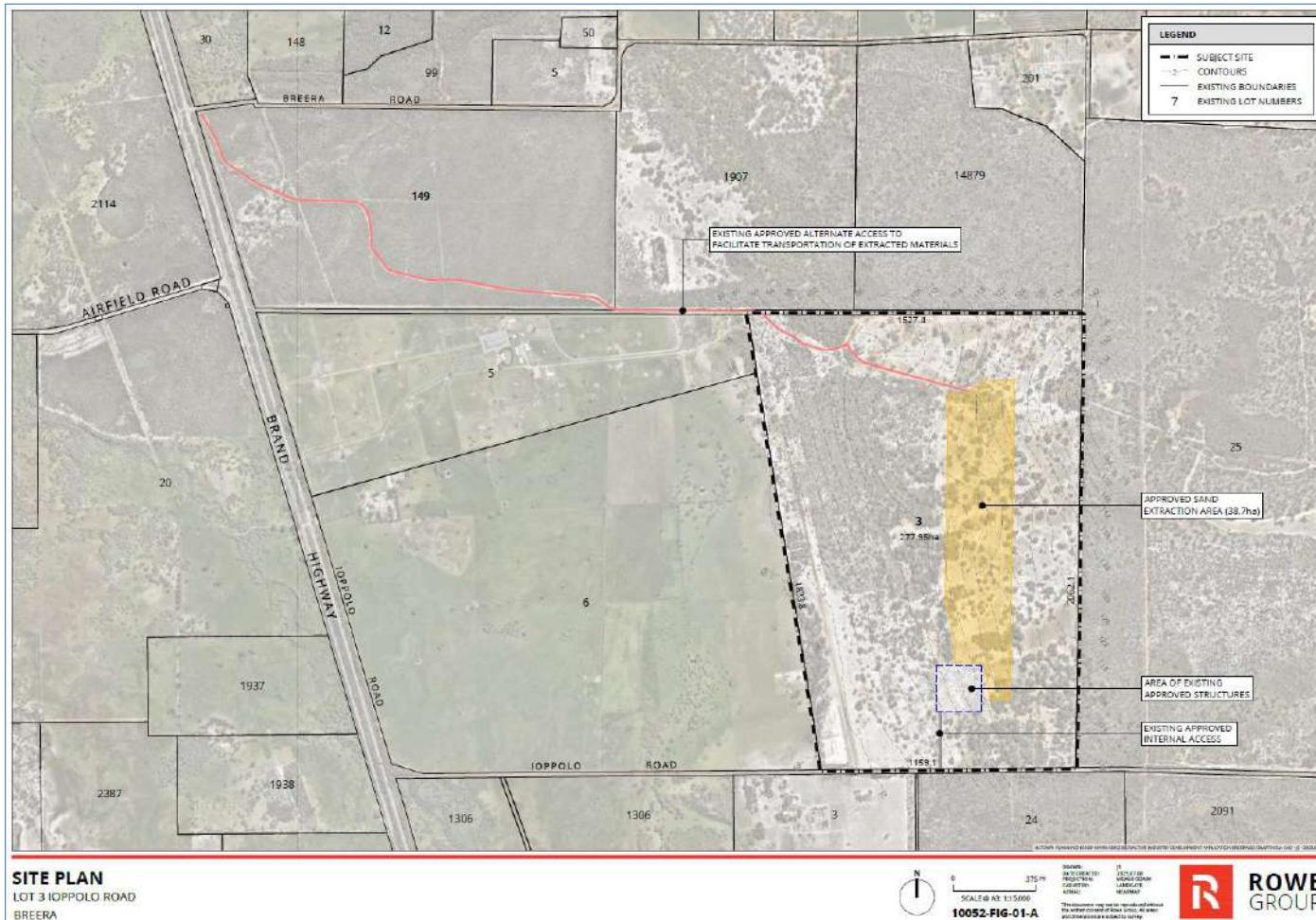


Figure 1: Site Location and Layout



2. Assessment

2.1. Vehicle Access

As per the recently expired approval, vehicle access to the site is as follows:

- Access to the site structures is from Ioppolo Road along the southern boundary.
- For transport of extracted material, access is from the north-western corner of the site, west along an unnamed road reserve, through Lot 149 Breera Road to Breera Road and then onto Brand Highway.

The existing and proposed vehicle access arrangement is as shown previously in **Figure 1**.

2.2. Road Network

Breera Road and Ioppolo Road are currently classified as Access Roads. Breera Road is a two-lane, single carriageway road and the first 550m from Brand Highway is sealed. Ioppolo Road is a mostly unsealed road.

Brand Highway is a Primary Distributor Road and a state-controlled road managed by Main Roads WA. Brand Highway in the vicinity of the site is a two-lane, single carriageway road with a wide centreline treatment and sealed shoulders. A cross section of Brand Highway near Breera Road is shown in **Figure 2**.



Figure 2: Brand Highway Cross Section (Google Street View, Jan 2025)





The Brand Highway / Breera Road intersection is currently a standard T-intersection as shown in **Figure 3**. As shown, there is also a rail crossing on Breera Road.



Figure 3: Brand Highway / Breera Road Intersection

2.3. Traffic Volumes

The latest traffic volumes on Brand Highway were obtained from Main Roads WA's *Traffic Map* as summarised in **Figure 4** and **Figure 5**. According to Austroads *Guide to Traffic Management Part 3: Transport Study and Analysis Methods* (AGTM03), the indicative capacity of a two-lane highway is approximately 1,700 passenger cars per hour for each direction of travel. The current hourly volumes are well below this threshold.



Figure 4: Brand Highway Traffic Volumes (Weekday)

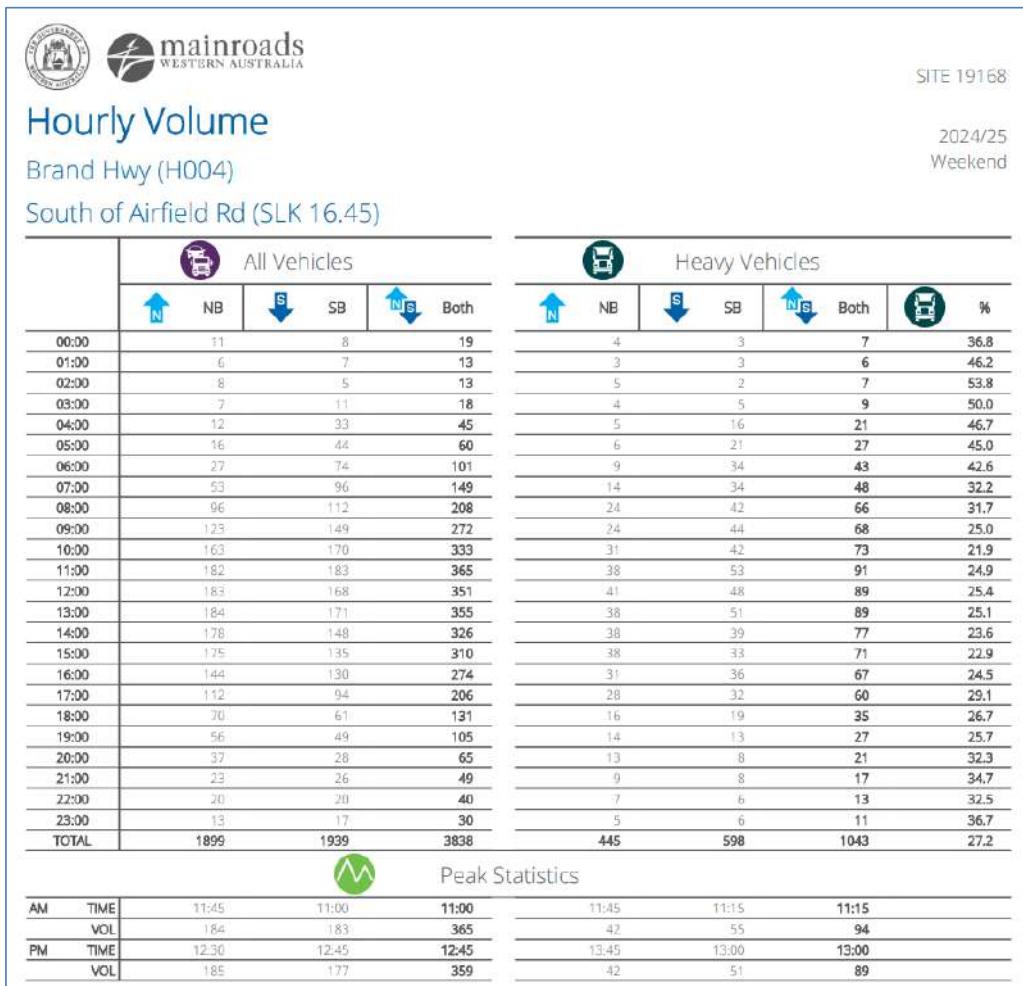


Figure 5: Brand Highway Traffic Volumes (Weekend)

Peak hour traffic surveys were also undertaken by Matrix Traffic and Transport Data on Wednesday, 2nd July 2025 at the Brand Highway / Breera Road intersection. The peak hour volumes are summarised in Figure 6.

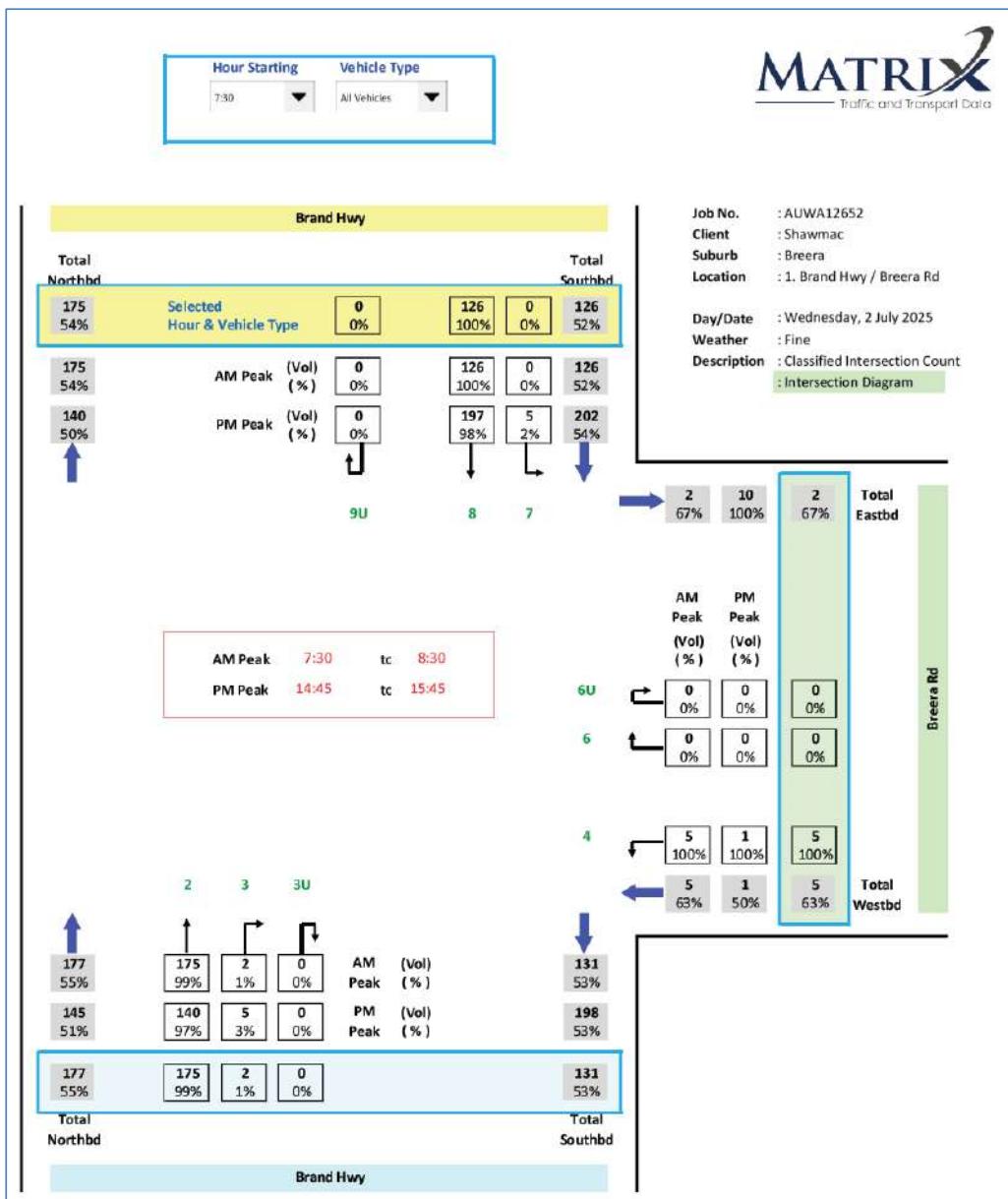


Figure 6: Brand Highway / Breera Road Weekday Peak Hour Traffic Volumes

As shown, the current peak hour turning volumes at the intersection are relatively low.



2.4. Traffic Generation and Impact

The hours of operation are from 7:30am to 4:30pm, Monday to Friday.

The site is not currently generating any traffic. Future traffic generation will depend on demand but is expected to be a maximum of 50 trucks trips per day or 100 truck movements (50 in and 50 out). The client has advised that truck movements will be spread out over the day but that drivers may be instructed to avoid movements during the peak hours on the road network. However, for the purposes of this assessment, it is estimated that there would be approximately 6 to 8 truck movements during the road network peak hours.

On this basis, the peak hourly traffic generation is estimated to be in the order of 8 truck movements (4 in and 4 out) per hour generated via the Breera Road access route. Most trucks are expected to travel to and from the south on Brand Highway. The southern access to loppolo Road is expected to generate minimal traffic.

According to the Western Australian Planning Commission (WAPC) *Transport Impact Assessment Guidelines*, an increase of between 10 to 100 peak hour vehicles is considered to have a low to moderate impact and is generally deemed to be acceptable without requiring detailed capacity analysis. The estimated 8 truck movements per hour is below the lower end of this range and therefore the proposed operations will have a low traffic impact and can be accommodated within the existing capacity of the road network.

As detailed previously, the current traffic volumes along Brand Highway are well within capacity and the current peak hour traffic volumes along Breera Road are low.

2.5. Intersection Arrangement

A condition of the original approval in 2015 required confirmation from Main Roads WA that the intersection Brand Highway and Breera Road has been upgraded to standard capable of accommodating the proposed vehicle combinations and movements. An intersection upgrade design was prepared in 2016 by Porter Consulting Engineers, incorporating pavement widening and associated works. The design progressed and Menzies Civil was engaged to undertake the upgrade works in 2022 but since then, the intersection does not appear to have been upgraded.

The requirements for turning treatments at the Brand Highway / Breera Road intersection has been calculated using the Intersection Warrants Calculator provided in Main Roads WA *Supplement to Austroads Guide to Road Design - Part 4 A.8*. The required treatments are calculated based on the peak hour through and turning volumes as shown in **Figure 7**.





INTERSECTION WARRANTS
Main Roads WA Supplement to Austroads Guide to Traffic Management - Part 6, Sec 3.3.6
Version 2.02

DESIGN SPEED =	80km/h	
SPLITTER ISLAND YES / NO =	Yes	
DUAL CARRIAGEWAY YES / NO =	No	
MOVEMENT		
COUNT (vh)	Std HV (Class 2-8) (%)	Road Trains (Class 10+) (%)
Q _{T1} = 1	1	0
Q _{H1} = 1	1	0
Q _{T2} = 1	1	0
Q _{H2} = 1	1	0
Q _{LM} = 1	1	0
Q _{RM} = 1	1	0
RIGHT TURN ASSESSMENT		
Q _M = 2	% HV = 1.000	x = 0.00
TREATMENT = SR.		
LEFT TURN ASSESSMENT		
Q _M = 1	% HV = 1.00	x = 0.00
TREATMENT = SL		
OFFSET? NO		

Source: Austroads GTM Part 6 - 2020

Figure 3.26: Calculation of the major road traffic volume Q_M

Road type	Turn type	Splitter island	Q_M (vh/h)
Two-lane two-way	Right	No	= Q _{H1} + Q _{T1} + Q _L
	Yes		= Q _{H1} + Q _{T1}
Four-lane two-way	Right	No	= 50% x Q _{H1} + Q _{T1} + Q _L
	Yes		= 50% x Q _{H1} + Q _{T1}
Six-lane two-way	Left	Yes or no	= 50% x Q _{T2}
	Right	No	= 33% x Q _{H1} + Q _{T2} + Q _L
	Yes		= 33% x Q _{H1} + Q _{T2}
	Left	Yes or no	= 33% x Q _{T2}

Source: TMR (2016a)

Figure 7: Main Roads WA Intersection Warrants – Calculation of Traffic Volumes

The existing peak hour volumes were entered into the calculator as well as the site generated traffic volumes. As advised by the operator, the majority of trucks (approximately 80%) will travel to and from the south along Brand Highway and so site truck movements have been distributed accordingly. The results are shown in **Figure 8** and **Figure 9**.

MINUTES ORDINARY COUNCIL MEETING 16 DECEMBER 2025

APPENDIX 14.1.3



Consulting Civil and Traffic Engineers

INTERSECTION WARRANTS
Main Roads WA Supplement to Austroads Guide to Traffic Management - Part 6, Sec 3.3.6
Version 2.02

DESIGN SPEED =	110km/h	
SPLITTER ISLAND YES / NO =	No	
DUAL CARRIAGeway YES / NO =	No	
MOVEMENT		
COUNT (vh)	Std HV (Class 2-8) (%)	Road Trains (Class 10+) (%)
Q _{T1} = 175	22	9
Q _R = 5	60	0
Q _{T2} = 126	12	9
Q _L = 1	100	0
Q _M = 8	38	0
Q _W = 1	100	0
RIGHT TURN ASSESSMENT		
Q _M = 302		
% HV = 26.809		
x = 0.97		
TREATMENT = SR		
LEFT TURN ASSESSMENT		
Q _M = 126		
% HV = 20.63		
x = 0.22		
TREATMENT = SL		
OFFSET? NO		

Source: Austroads GTM Part 6 - 2020

Figure 3.26: Calculation of the major road traffic volume Q_M

Road type	Turn type	Splitter island	Q_M (veh/h)
Two-lane two-way	Right	No	$= Q_{T1} + Q_{T2} + Q_L$
	Yes		$= Q_{T1} + Q_{T2}$
Four-lane two-way	Right	No	$= 50\% \times Q_{T1} + Q_{T2} + Q_L$
	Yes		$= 50\% \times Q_{T1} + Q_{T2}$
Six-lane two-way	Right	No	$= 33\% \times Q_{T1} + Q_{T2} + Q_L$
	Yes		$= 33\% \times Q_{T1} + Q_{T2}$
Left	Yes or no		$= 50\% \times Q_{T2}$
Left	Yes or no		$= 33\% \times Q_{T2}$

Source: TMR (2016a)

Figure 8: Intersection Warrants Results – Weekday AM Peak Hour

INTERSECTION WARRANTS
Main Roads WA Supplement to Austroads Guide to Traffic Management - Part 6, Sec 3.3.6
Version 2.02

DESIGN SPEED =	110km/h	
SPLITTER ISLAND YES / NO =	No	
DUAL CARRIAGeway YES / NO =	No	
MOVEMENT		
COUNT (vh)	Std HV (Class 2-8) (%)	Road Trains (Class 10+) (%)
Q _{T1} = 140	24	8
Q _R = 8	38	0
Q _{T2} = 197	21	5
Q _L = 6	50	0
Q _M = 4	100	0
Q _W = 1	100	0
RIGHT TURN ASSESSMENT		
Q _M = 343		
% HV = 28.882		
x = 1.30		
TREATMENT = AUR		
LEFT TURN ASSESSMENT		
Q _M = 197		
% HV = 26.40		
x = 0.88		
TREATMENT = BAL		
OFFSET? NO		

Source: Austroads GTM Part 6 - 2020

Figure 3.26: Calculation of the major road traffic volume Q_M

Road type	Turn type	Splitter island	Q_M (veh/h)
Two-lane two-way	Right	No	$= Q_{T1} + Q_{T2} + Q_L$
	Yes		$= Q_{T1} + Q_{T2}$
Four-lane two-way	Right	No	$= 50\% \times Q_{T1} + Q_{T2} + Q_L$
	Yes		$= 50\% \times Q_{T1} + Q_{T2}$
Six-lane two-way	Right	No	$= 33\% \times Q_{T1} + Q_{T2} + Q_L$
	Yes		$= 33\% \times Q_{T1} + Q_{T2}$
Left	Yes or no		$= 50\% \times Q_{T2}$
Left	Yes or no		$= 33\% \times Q_{T2}$

Source: TMR (2016a)

Figure 9: Intersection Warrants Results – Weekday PM Peak Hour



As shown, the estimated peak hour intersection volumes warrant the provision of an Auxiliary Right (AUR) treatment and a Basic Left (BAL) treatment which is similar to the previous design. An example AUR layout is shown in **Figure 10** and an example BAL treatment is shown in **Figure 11**.

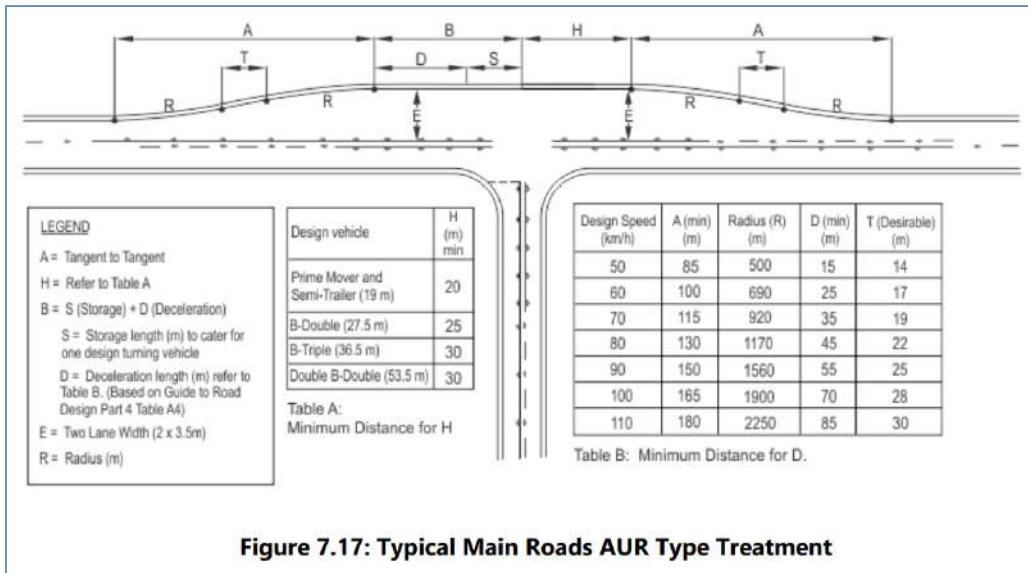


Figure 7.17: Typical Main Roads AUR Type Treatment

Figure 10: Example Auxiliary Right (AUR) Treatment

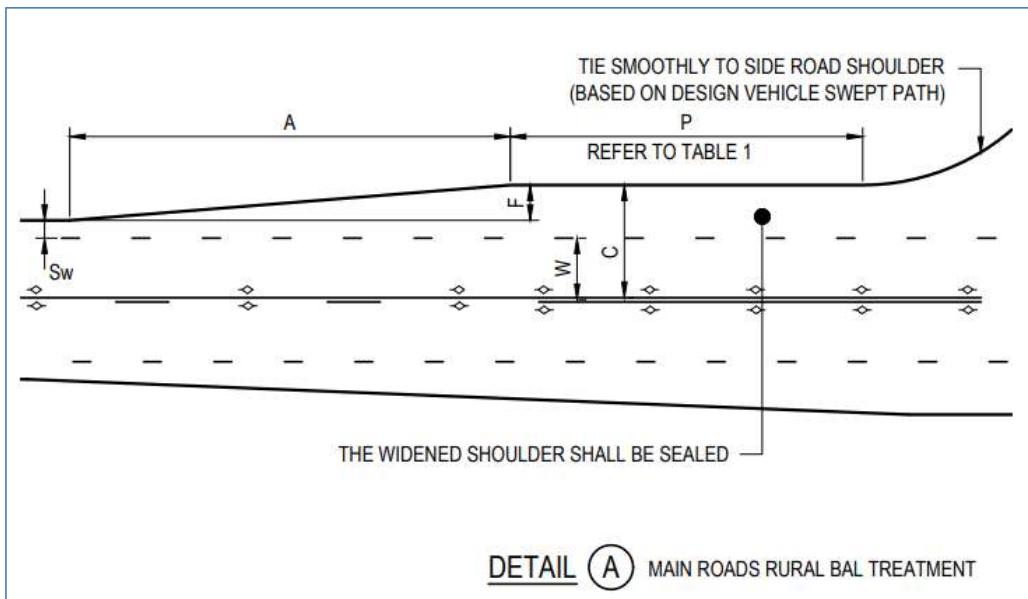


Figure 11: Example Basic Left (BAL) Treatment



2.6. Other Matters

2.6.1. Rail Crossing

The Millendon Junction to Narngulu Railway Line crosses Breera Road close to the Brand Highway / Breera Road intersection. The railway is currently operated by Arc Infrastructure and is primarily used by CBH for grain transport. The design of the intersection upgrade will need to consider the railway line and allow adequate stacking distance between the railway crossing and the intersection.

2.6.2. Swept Path Analysis

A preliminary vehicle swept path analysis has been undertaken to check manoeuvring for the proposed trucks through the Brand Highway / Breera Road intersection to provide an indication of the widening required. The client has advised that haulage will be undertaken by 19m Double B trailer trucks. The analysis has been undertaken in AutoTURN vehicle tracking software using the Australian Standard Template for a 20 Articulated Vehicle (AV) which is similar in size to the proposed truck. A 15m turning radius has been used as per Main Roads WA requirements.

The results of the swept path analysis are attached as **Appendix A**. Updated vehicle swept paths will need to be undertaken as part of the intersection upgrade design process. The previous design of the intersection was based on a 27.5m B-double which is a Restricted Access Vehicle (RAV). It is recommended to confirm the design vehicle to be used for the design of the intersection. Breera Road is also currently not included on the RAV network and so an application will need to be submitted if it is proposed to use RAV vehicles.





3. Conclusion

This traffic review for the proposed extractive industry application for Lot 3 Ioppolo Road in Breera concluded the following:

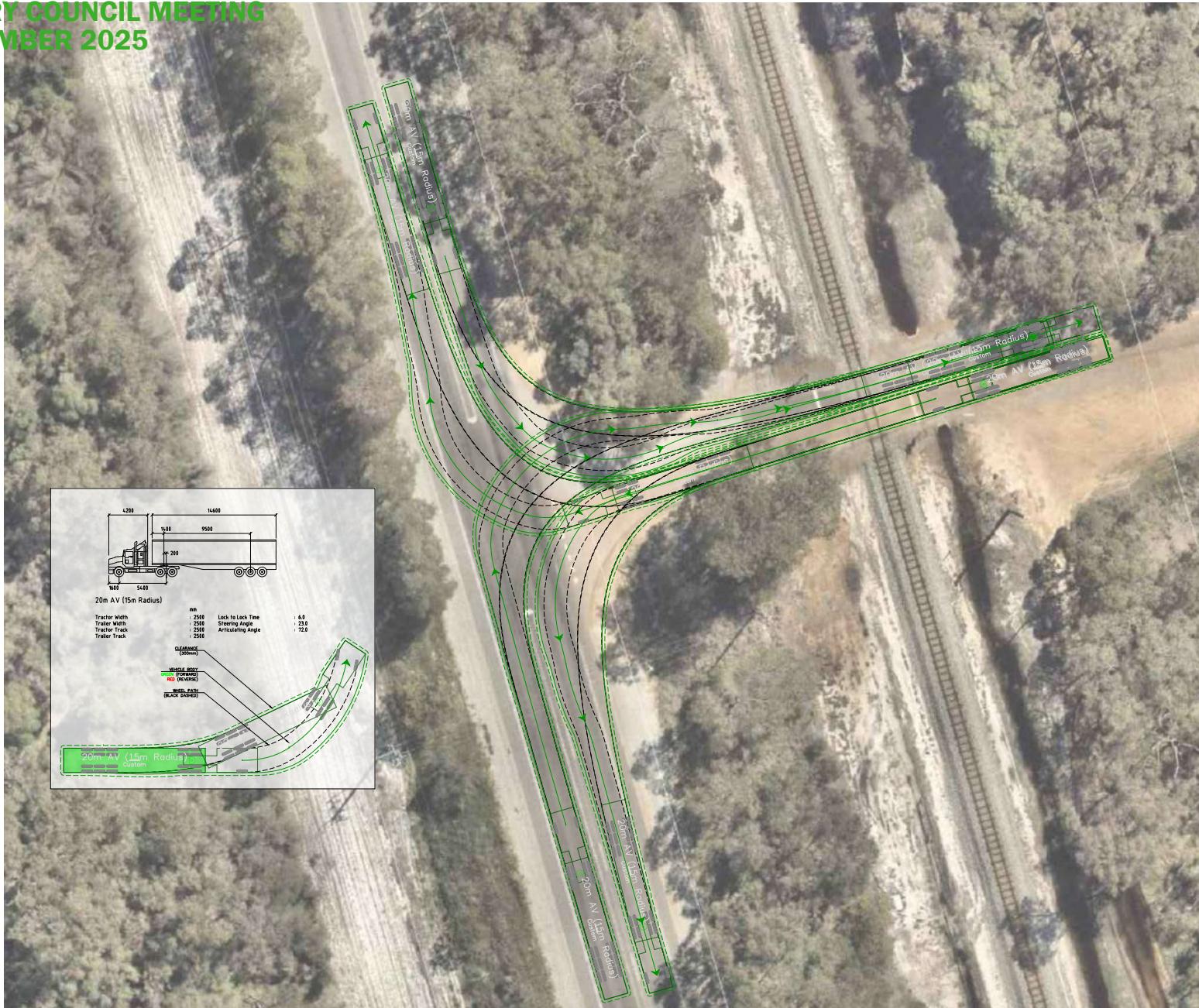
- The current traffic volumes along Brand Highway are well within capacity and the current peak hour traffic volumes along Breera Road are minimal.
- The peak hourly traffic generation is estimated to be in the order of 8 truck movements per hour (4 in and 4 out) generated via the Breera Road access route. The southern access to Ioppolo Road is expected to generate minimal traffic.
- The proposed operations will have a low traffic impact and can be accommodated within the existing capacity of the road network.
- The estimated peak hour intersection volumes warrant the provision of an Auxiliary Right (AUR) treatment and a Basic Left (BAL) treatment at the Brand Highway / Breera Road intersection.
- The design of the intersection upgrade will need to consider the railway line and allow adequate stacking distance between the railway crossing and the intersection.
- A preliminary vehicle swept path analysis has been undertaken to check manoeuvring for the proposed vehicle through the Brand Highway / Breera Road intersection to provide an indication of the widening required. Updated vehicle swept paths will need to be undertaken as part of the intersection upgrade design process. The previous design of the intersection was based on a 27.5m B-double which is a Restricted Access Vehicle (RAV). It is recommended to confirm the design vehicle to be used for the design of the intersection.





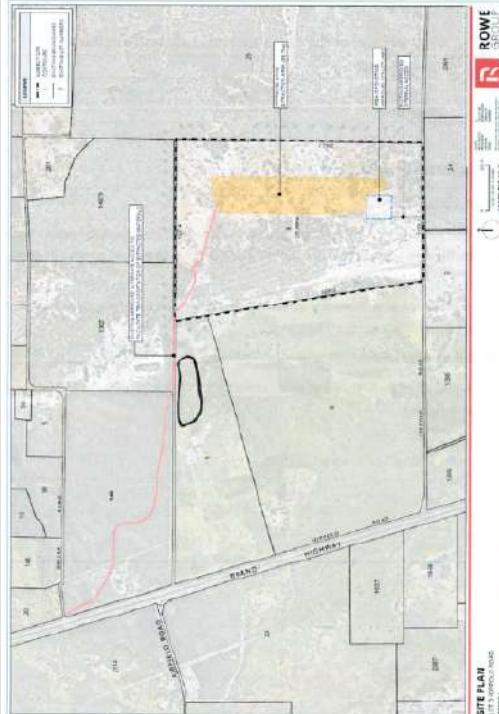
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Appendix A – Preliminary Vehicle Swept Path Analysis



SCHEDULE OF SUBMISSIONS AND APPLICANTS' RESPONSES

DEVELOPMENT APPLICATION: EXTRACTIVE INDUSTRY (AMENDED) ON LOT 3 IOPPOLO ROAD, BREERA

No.	Submitter	Submission details	Applicants' response
1.	Ratepayer	<p>The submitter does not support the application and provides the following general comment:</p> <p><i>We train racehorses around marked track on attached map. We do not support truck movements between 5am - 10.30am as it will impose serious risk to our riders.</i></p> 	<p>We find it difficult to understand how the limited number of truck movements associated with the proposal could reasonably be considered to present a "serious risk", particularly given that the internal access road is located nearly 20 metres from the horse training track. This separation provides a substantial buffer between vehicle movements and the area where horses are exercised, thereby significantly reducing the potential for any adverse interaction or disturbance.</p> <p>Furthermore, it is noted that the Shire previously granted approval for the extractive operations at the subject site at a time when the horse training facility was already established and operational. In this context, it would appear inconsistent for the Shire to now place significant weight on an objection of this nature, given that the co-existence of the two (2) activities has already been accepted through prior approvals.</p> <p>On the basis of the above, it is considered that the objection carries limited planning merit and should not be determinative in the assessment of the current application to extend the approved extractive operations at the site for an additional two (2) years.</p>

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

APPENDIX 14.1.4

2.	Shire of Chittering	<p>The submitter provides the following general comment:</p> <p><i>The Shire notes that the amendment proposes no changes to the approved operations. It simply seeks to extend the duration of the existing approval by two years, beyond the current expiry date of 22 June 2025, allowing recommencement of the previously approved extractive activities.</i></p> <p><i>Traffic</i></p> <p><i>The Shire of Chittering has reviewed the proposed amendment to the 2015 Planning Approval for the extractive industry on Lot 3 loppolo Road, Breera, and acknowledges that the primary haulage route is via Breera Road through Lot 149 to Brand Highway. The supporting Traffic Note confirms that heavy vehicle access via loppolo Road is not proposed and that any use of that access is expected to be minimal. loppolo Road, being mostly unsealed and adjacent to rural-residential properties within the Shire of Chittering, is not suitable for regular heavy vehicle traffic.</i></p> <p><i>On this basis, the Shire has no objection to the proposal, subject to the applicant's continued use of the northern access route for all haulage. The Shire recommends that this commitment be formally conditioned to ensure there is no adverse impact on Chittering residents.</i></p>	<p>To reiterate, we can confirm that no changes are proposed to the operational details of the extractive activities at the site. Our client is simply seeking a two (2) year extension to the existing approval period to allow the lawful recommencement and continuation of extraction works in accordance with the new conditions of the development approval.</p>
3.	DWER	<p>The submitter provides the following general comment:</p> <p>DWER notes the application seeks an extension of 2 years for the extractive industry planning approval issued 22 June 2015.</p> <p>DWER advises under section 51C of the <i>Environmental Protection Act 1986</i> (EP Act), clearing of native vegetation is an offence unless:</p> <ul style="list-style-type: none"> • it is undertaken under the authority of a clearing permit • it is done after the person has received notice under Section 51DA(5) that a clearing permit is not required • the clearing is subject to an exemption in accordance with Schedule 6 of the EP Act or the <i>Environmental Protection (Clearing of Native Vegetation) Regulations 2004</i>. 	<p>This comment received from the Department of Water and Environmental Regulation (DWER) has been noted by our client, and no objection is raised in this regard. Our client acknowledges that a new Clearing Permit will be required to authorise the necessary vegetation clearing within Lot 3, prior to the commencement of any extractive works.</p> <p>It is expected that this requirement will be imposed as a condition of development approval by the Shire.</p>

		<p>Clearing permit CPS 3435/1 previously granted over the site has expired, as such a new permit to clear native vegetation will be required. Application forms and additional information on how to apply is available from: Native vegetation clearing permit forms Western Australian Government (www.wa.gov.au).</p>	
4.	MRWA	<p>The submitter provides the following general comment:</p> <p><i>Main Roads has no objections subject to the following conditions being imposed:</i></p> <p>Conditions</p> <p>1. <i>The applicant shall fund the design and construction of the Breera Road and Brand Highway intersection upgrade to Main Roads satisfaction prior to extraction commencing.</i></p> <p><i>Justification for Condition</i> Public safety and protection of the Primary Regional Road Reservation.</p> <p>2. <i>The applicant is required to submit an application form to undertake works within the road reserve prior to undertaking any works within the Brand Highway road reserve. Application forms and supporting information about the procedure can be found on the Main Roads website > Technical & Commercial > Working on Roads.</i></p> <p><i>Justification for Condition</i> Public safety and protection of the Primary Regional Road Reservation.</p> <p>Advice</p> <p>a) <i>Condition 1: The Breera Road and Brand Highway intersection designs completed in 2021 are no longer current. Main Roads completed a road widening upgrade project along this section of the Brand Highway in 2023 and the designs will now need to incorporate the completed road upgrade arrangement into the design.</i></p> <p>b) <i>Condition 1: The amended planning application and Technical Traffic Note (Attachment 5) currently does not</i></p>	<p>The comments and proposed conditions recommended by Main Roads Western Australia (MRWA) have been noted by our client, and no objection is raised in this regard.</p> <p>However, given the forthcoming change in ownership of the subject lots (i.e. Lot 3 and Lot 149), we respectfully request that the conditions proposed by MRWA - along with any other conditions that would ordinarily require the "applicant" to fulfil specific obligations - be instead drafted to require the "landowner" to satisfy those requirements. This will ensure that the obligations under the approval are correctly attributed to the legal owner of the land at the time of implementation.</p> <p>Furthermore, our client confirms that all additional information requested by MRWA will be provided at the appropriate stage as part of clearing the relevant conditions of development approval.</p>

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

APPENDIX 14.1.4

	<p><i>confirm the maximum vehicle size to be utilised by the Extractive Industry. This information will need to be provided to support design review by Main Roads.</i></p> <p><i>c) Heavy vehicle access must be approved from Main Roads where the routes relating to the development application are not approved for the proposed heavy vehicle combinations. Main Roads Heavy Vehicle Services (HVS) is the relevant authority to issue such approvals. This includes accreditation under the WA Heavy Vehicle Accreditation (WAHVA) Mass Management Module and approval for Accredited Mass Management Scheme AMMS). Such an approval may be subject to any necessary intersection upgrades being undertaken at the applicant's expense to the satisfaction of Main Roads. The applicant is advised to contact Main Roads' Heavy Vehicle Services branch to ascertain any approval requirements. Information can also be found on the Heavy Vehicles Access Requirements on the Main Roads website.</i></p> <p><i>Should the Shire disagree with or resolve not to include as part of its conditional approval any of the above conditions or advice, Main Roads requests an opportunity to meet and discuss the application further, prior to a final determination being made.</i></p> <p><i>Main Roads requests a copy of the City's final determination on this proposal to be sent to mwgplanning@mainroads.wa.gov.au quoting the file reference above.</i></p>	
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SCHEDULE OF SUBMISSIONS AND RECOMMENDED RESPONSES

DEVELOPMENT APPLICATION: EXTRACTIVE INDUSTRY (AMENDED) ON LOT 3 IOPPOLO ROAD, BREERA

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

APPENDIX 14.1.5

2. Shire of Chittering	<p>The submitter provides the following general comment:</p> <p><i>The Shire notes that the amendment proposes no changes to the approved operations. It simply seeks to extend the duration of the existing approval by two years, beyond the current expiry date of 22 June 2025, allowing recommencement of the previously approved extractive activities.</i></p> <p><i>Traffic</i> <i>The Shire of Chittering has reviewed the proposed amendment to the 2015 Planning Approval for the extractive industry on Lot 3 loppolo Road, Breera, and acknowledges that the primary haulage route is via Breera Road through Lot 149 to Brand Highway. The supporting Traffic Note confirms that heavy vehicle access via loppolo Road is not proposed and that any use of that access is expected to be minimal. loppolo Road, being mostly unsealed and adjacent to rural-residential properties within the Shire of Chittering, is not suitable for regular heavy vehicle traffic.</i></p> <p><i>On this basis, the Shire has no objection to the proposal, subject to the applicant's continued use of the northern access route for all haulage. The Shire recommends that this commitment be formally conditioned to ensure there is no adverse impact on Chittering residents.</i></p>	Noted.
3. DWER	<p>The submitter provides the following general comment:</p> <p>DWER notes the application seeks an extension of 2 years for the extractive industry planning approval issued 22 June 2015.</p> <p>DWER advises under section 51C of the <i>Environmental Protection Act 1986</i> (EP Act), clearing of native vegetation is an offence unless:</p> <ul style="list-style-type: none"> • it is undertaken under the authority of a clearing permit • it is done after the person has received notice under Section 51DA(5) that a clearing permit is not required • the clearing is subject to an exemption in accordance with Schedule 6 of the EP Act or the <i>Environmental Protection (Clearing of Native Vegetation) Regulations 2004</i>. 	Noted.

		<p>Clearing permit CPS 3435/1 previously granted over the site has expired, as such a new permit to clear native vegetation will be required. Application forms and additional information on how to apply is available from: Native vegetation clearing permit forms Western Australian Government (www.wa.gov.au).</p>	
4.	MRWA	<p>The submitter provides the following general comment:</p> <p><i>Main Roads has no objections subject to the following conditions being imposed:</i></p> <p>Conditions</p> <p>1. <i>The applicant shall fund the design and construction of the Breera Road and Brand Highway intersection upgrade to Main Roads satisfaction prior to extraction commencing.</i></p> <p><i>Justification for Condition</i> Public safety and protection of the Primary Regional Road Reservation.</p> <p>2. <i>The applicant is required to submit an application form to undertake works within the road reserve prior to undertaking any works within the Brand Highway road reserve. Application forms and supporting information about the procedure can be found on the Main Roads website > Technical & Commercial > Working on Roads.</i></p> <p><i>Justification for Condition</i> Public safety and protection of the Primary Regional Road Reservation.</p> <p>Advice</p> <p>a) <i>Condition 1: The Breera Road and Brand Highway intersection designs completed in 2021 are no longer current. Main Roads completed a road widening upgrade project along this section of the Brand Highway in 2023 and the designs will now need to incorporate the completed road upgrade arrangement into the design.</i></p> <p>b) <i>Condition 1: The amended planning application and Technical Traffic Note (Attachment 5) currently does not confirm the maximum vehicle size to be utilised by the</i></p>	<p>Noted. The scope of this amendment relates to the condition which restricts the approval timeframe. Earlier conditions imposed remain valid and capture the required intersection upgrades.</p>

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

APPENDIX 14.1.5

	<p><i>Extractive Industry. This information will need to be provided to support design review by Main Roads.</i></p> <p>c) <i>Heavy vehicle access must be approved from Main Roads where the routes relating to the development application are not approved for the proposed heavy vehicle combinations. Main Roads Heavy Vehicle Services (HVS) is the relevant authority to issue such approvals. This includes accreditation under the WA Heavy Vehicle Accreditation (WAHVA) Mass Management Module and approval for Accredited Mass Management Scheme AMMS). Such an approval may be subject to any necessary intersection upgrades being undertaken at the applicant's expense to the satisfaction of Main Roads. The applicant is advised to contact Main Roads' Heavy Vehicle Services branch to ascertain any approval requirements. Information can also be found on the Heavy Vehicles Access Requirements on the Main Roads website.</i></p> <p><i>Should the Shire disagree with or resolve not to include as part of its conditional approval any of the above conditions or advice, Main Roads requests an opportunity to meet and discuss the application further, prior to a final determination being made.</i></p> <p><i>Main Roads requests a copy of the City's final determination on this proposal to be sent to mwgplanning@mainroads.wa.gov.au quoting the file reference above.</i></p>	
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14.2 APPLICATION FOR DEVELOPMENT APPROVAL - RECREATION PRIVATE (BOTANICAL GARDEN AND AVIARY TOURS) ON LOT 552 (92) FERGUSON ROAD, NEERGABBY

File	BLD/5686
Applicant	Michael and Maria Agnew
Location	Lot 552 (92) Ferguson Road, Beermullah
Owner	Michael and Maria Agnew
Zoning	General Rural
WAPC No	N/A
Author	James Bayliss - Executive Manager Regulatory and Development Services
Reporting Officer	James Bayliss - Executive Manager Regulatory and Development Services
Refer	19 September 2023 - Item 13.3
Appendices	<ol style="list-style-type: none">1. Location Plan [14.2.1 - 1 page]2. Aerial Plan [14.2.2 - 1 page]3. Applicant's Proposal [14.2.3 - 7 pages]4. Schedule of Submissions and Recommended Responses [14.2.4 - 8 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider the following:

1. An amendment to the opening hours that apply to the existing Botanical Garden and Aviary Tours on Lot 552 (92) Ferguson Road, Beermullah (subject land).
2. An application for temporary Development Approval Proposed for outdoor cinemas on the subject land.

BACKGROUND

The subject property is 16.5 hectares in area with the southern lot boundary abutting the Gingin Brook. The land currently accommodates a single house, associated sheds and an approved Recreation – Private (Botanical Garden and Aviary Tours) use.

Council considered the Botanical Garden and Aviary Tours at its meeting on 17 August 2021 and a subsequent amendment on 19 September 2023. Conditions 2 and 6 of the current approval are outlined below:

2. *This development approval is granted for a limited period and shall expire on 30 June 2028;*
3. Prior to the commencement of the approved use, an Emergency Evacuation Plan (EEP), prepared in accordance with the Department of Planning Lands and Heritage Guidelines, shall be submitted to and approved by the Shire of Gingin;

...

6. *The approved development can only operate between the following hours:*
Monday – Sunday: 8.00am to 6.30pm.

This proposal comprises of two parts as outlined below:

Outdoor Cinema Trial

- Conduct a trial outdoor cinema as an ancillary activity to the existing garden and aviary tours.
- The outdoor cinema will operate during summer and autumn months (January – April 2026) for up to eight events, likely on Saturday evenings.
- Each event will include optional garden and aviary tours followed by light acoustic or string music before screening a movie.
- The cinema will be held within a natural grassed hollow at the rear of the property adjacent to the Gingin Brook.
- The cinema consists of a portable screen and seating, with no clearing or permanent structures proposed.
- All activities will utilise existing access tracks and grassed areas, with no modification to natural vegetation.
- Outdoor cinema nights will close by 11.30pm.

Amended Opening Hours

- Monday – Sunday 6.00am – 9.45pm.
- The purpose of the change is to accommodate morning yoga/pilates classes and evening café and pizza service.

A copy of the location plan and aerial photograph are provided ([see appendices](#)).

A copy of the applicant's proposal is provided ([see appendices](#)).

COMMENT

Stakeholder Consultation

The application was advertised to surrounding landowners for a period of 28 days in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*. The Shire received five comments, three in support and two opposed.

The following table provides an overview of concerns raised during the consultation process and the officer's comments in response.

Issue Raised	Officer's comments
Amenity Impacts - Zoning - Noise	<p>Noted.</p> <p>1. The officer is mindful that the land is zoned General Rural and that submitters suggest that the likely impacts by way of noise, intensification of the land and additional vehicle movements are not aligned with the tranquil lifestyle currently enjoyed within the locality. The officer generally concurs with the comments raised. However, the scope of the proposal is relatively narrow and represents a temporary trial period to essentially test whether unreasonable amenity impacts arise. If they do, the temporary approval may not be extended. If impacts do not arise, then this would indicate that the use can coexist in the locality.</p> <p>2. It is generally accepted that land uses that will cause noise impacts on adjoining properties that exceed the maximum noise permitted by the <i>Environmental Protection (Noise) Regulations 1997</i> are not acceptable in the context of development control. This application involves the use of audio equipment where the volume is regulated by the applicant and able to be varied accordingly.</p>
Road - Dust - Safety - Standard	<p>3. The vehicle movements will not be so significant that the current road configuration is inappropriate or unsafe. The condition of the road is likely to degrade more rapidly with increased traffic which subsequently requires increased maintenance. It is common for commercial operations to contribute to an increase in annual maintenance as a result of their development. It is probable that a contribution regime</p>

Issue Raised	Officer's comments
	would be considered as part of a future application to increase the approval period, if forthcoming. To reduce the impact of dust during the trial period, the officer suggests that the landowner engage a water cart to be used along the relevant length of Ferguson Road to mitigate dust.

A copy of the Schedule of Submissions and Recommended Responses is provided ([see appendices](#)).

PLANNING FRAMEWORK

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

The subject lot is zoned General Rural under LPS 9. The objectives of the General Rural zone are to:

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

Objective a) above is of particular relevance and will be addressed in the report below.

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

In accordance with Schedule 2, Part 9, Clause 67(2) 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 which is the subject of the application. In this instance, the following matters are considered to be relevant to the proposal.

- (a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (m) *the compatibility of the development with its setting, including –*
 - (i) *the compatibility of the development with the desired future character of its setting; and*
- (n) *the amenity of the locality including the following –*
 - (ii) *the character of the locality;*
 - (iii) *social impacts of the development;*
- (q) *the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;*
- (r) *the suitability of the land for the development taking into account the possible risk to human health or safety;*

The officer is of the view that it is also pertinent to outline objective a) of LPS 9 of the General Rural zone as it is complementary to the above considerations:

- (a) *manage land uses so that the specific local rural character of the zone is maintained or enhanced.*

Officer comment

The relevant objective requires the **specific local rural character** of the locality to be maintained or enhanced.

The existing locality is defined as commencing from the intersection of Ferguson Road and extending three lots east of the subject land (being Lot 1240 Ferguson Road) and three adjoining lots to the rear (opposite the Gingin Brook). It is also relevant to outline that the Willowbrook Caravan Park is located ~600 metres to the south-west of the subject land.

The locality consists generally of rural small holdings, with land to the north transitioning to larger broadacre farm operations. The majority of surrounding properties contain a dwelling with no other associated use or intensification of the land.

Rural small holdings typically offer an idyllic rural lifestyle opportunity which is a drawcard for this form of land holding.

The specific local rural character therefore comprises predominantly of rural lifestyle properties with limited commercial uses. There is the presence of a nearby tourism-based use (Willowbrook Caravan Park), however generally the surrounding properties are used for residential purposes and those along Ferguson Road have limited exposure to traffic and intensified commercial land uses.

Given the character of the locality mentioned, the officer notes that the presence of a commercial/tourism development of this nature challenges the existing character/amenity of the area with the potential to create adverse impacts that detract and depart from the specific local rural character of the locality.

Amenity is defined under the Deemed Provisions as:

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

The existing character and amenity of the locality are described above and the operation of the development until 11:30pm could arguably be inconsistent with the existing and future amenity expected within a rural small holding environment.

The outdoor cinema may create social impacts arising from increased vehicle and pedestrian activity generated by those departing the property at closing. Whether this eventuates would be established at the end of the trial period. This could also apply to the increased opening hours of the temporary approval relating to the botanical garden and aviary tours, which expires in 2028.

Noise

Noise impacts can also be described as amenity impacts.

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

The Noise Regulations set out the maximum permissible noise levels for land uses based on levels, frequency and matters such as impulsiveness and tonality. It is generally accepted that exceeding the maximum noise levels permitted by the Noise Regulations is not acceptable in the context of development control. There are also some examples where adherence to the Noise Regulations does not adequately ameliorate noise amenity impacts in a land use planning sense.

The proximity of the proposed development to surrounding properties, in the context of the rural lifestyle character of the area, requires the Council as decision-maker to have a high level of confidence that the development will not create adverse impacts.

The officer would expect to see a detailed submission in relation to noise management for any subsequent proposal should the trial period be successful and an extension sought. This is typically through lodgment of an acoustic report, similar to other tourism establishments that have sought to operate within the General Rural zone.

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

LPP 3.1 applies to General Rural zoned land within the Shire. The objective of LPP 3.1 is stated below:

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

LPP 3.1 separates development into two categories of high impact development, which requires a scheme amendment, and low impact development which may be permitted at Council's discretion. Both categories are outlined below:

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

Consideration of eight outdoor cinemas during a trial period is viewed as low impact.

Road Maintenance

As noted above, the site is serviced via Ferguson Road. The onsite vehicle maneuvering and car parking area has ample room to cater for the number of vehicles.

Submitters raised concerns that the road condition has deteriorated because of this operation. The officer is of the view that the appropriate time to consider an ongoing maintenance regime (if required) is in 2028 when the broader consideration is whether the recreation private use is appropriate to continue on a permanent basis.

State Planning Policy 3.7 - Bushfire (SPP 3.7)

SPP 3.7 designates tourism based development as a 'vulnerable land use' which is defined as follows:

a land use which:

- *is designed to accommodate people who are less physically or mentally able and likely to present evacuation challenges; and/or*
- *due to the building design or use, or the number of people accommodated, likely to present evacuation challenges; and/or*
- *involves visitors who are unfamiliar with the surroundings.*

The Planning for Bushfire Guidelines that accompany SPP 3.7 outline that contingency bushfire risk management measures should be used to improve the resilience of vulnerable land uses. Such measures include the closure of vulnerable land use in response to a pre-determined fire danger rating and/or the issue of a total fire ban on any given day.

Closure requires adoption of a trigger point. DFES generally recommends leaving an area when the fire danger rating is 'extreme' or 'catastrophic', or alternatively when the fire behaviour index is 75 or above or through an alternative control as deemed appropriate by the decision maker.

A facility may also choose to close during the bushfire season. However, this is not the landowner's intention for the outdoor cinema given the summer period is the most attractive time for this form of development.

The Planning for Bushfire Guidelines outline that closure of a vulnerable land use should be identified within the Bushfire Management Plan (BMP) and enforced through a condition of the development approval. Condition 3 of the earlier approval was imposed to ensure that SPP 3.7 was addressed prior to the use commencing. The Shire did receive the required documents, however they were not prepared by a suitably qualified consultant as would normally be the case for development of this nature. Again, the matter was not pressed given the temporary nature of the development approval.

The Shire has been pragmatic in how SPP 3.7 and the accompanying guidelines have been applied. The Shire has balanced the need for risk-based decision making with the financial reality of small start up tourism developments in rural areas that may or may not be viable. This is partly the reason for a time limited approval. This approach does however come with some level of risk. For there to be any prospect of an approval beyond the eight events being sought for the outdoor cinemas or for extension of the botanical garden and aviary tour approval time period, a BMP and EEP prepared by a bushfire consultant must be provided at the relevant time.

Wastewater

The outdoor cinema location is generally isolated from the existing botanical garden infrastructure. On that basis, this component of the development will be serviced by portable toilets on a per events basis.

General Comment

The officer notes that the applicant opposes condition d) which suggests closure during a total fire ban. The officer is not comfortable to remove this condition as a recommendation, however it is open for Council to do so.

The challenge facing the Shire is balancing a relaxed and pragmatic approach to development assessments to encourage tourism and economic development in the regions (an aspiration of the Strategic Community Plan) with the statutory planning framework that is somewhat rigid and risk averse.

The officer is of the view that taking a pragmatic approach to an initial trial period is satisfactory in the circumstances, however any permanent proposal must be accompanied by the suite of management plans and operating strategies upfront.

The incremental increase to the café component of the development, which was initially assessed as incidental to the botanical garden and aviary tours, is likely to result in the development being classified as a 'restaurant' use under LPS 9. This level of assessment will be reserved for the continuation of the use at the time the approval expires.

Summary

The officer supports both components of the proposal, largely in the context that the approvals are temporary in nature. Should adverse amenity impacts arise during the trial period, they can either be addressed by the applicant or will mean that an extension approval is unlikely to be forthcoming.

RISK IMPLICATIONS

Given the temporary nature of the recommended approval, the risk of creating lasting amenity impacts is limited. The same applies to the Shire asset (Ferguson Road), with any requested extension or permanence of the use likely requiring an ongoing maintenance regime to be negotiated with the landowner.

STATUTORY/LOCAL LAW IMPLICATIONS

Planning and Development (Local Planning Scheme) Regulations 2015
Schedule 2 Deemed provisions for local planning schemes
Part 9 Procedure for dealing with applications for development approval
Clause 67 Consideration of application by local government

State Planning Policy 3.7 Bushfire

Local Planning Scheme No. 9

POLICY IMPLICATIONS

Local Planning Policy 3.1 – Tourist Development in Rural Areas

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 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

OFFICER RECOMMENDATION

MOVED: Councillor Weeks SECONDED: Councillor Stewart

That Council:

1. Amend development approval dated 27 September 2023 (P2548) to the existing Recreation – Private (Botanical Garden and Aviary Tours) on Lot 552 (92) Ferguson Road, Beermullah, by altering condition 6 and including advice note 9 as follows:
 6. The approved opening hours are as follows:

Monday – Sunday: 6.00am to 9.45pm

Note 9: The Shire acknowledges the inclusion of yoga/pilates as an incidental component of the recreation private use class.

2. Grant development approval for Recreation – Private (Outdoor Cinemas) on Lot 552 (92) Ferguson Road, Beermullah, subject to the following conditions:
 - a. The land use shall be undertaken in accordance with the approved plans and specifications, including any directions written in red ink by the Shire, unless otherwise conditioned in this Approval.
 - b. This approval is limited to a maximum of eight events only and expires on 1 May 2027, whichever occurs first.
 - c. The operating hours are restricted to 9:00am – 11:30pm only.
 - d. Hosting an event during a total fire ban is prohibited.
 - e. Prior to the first event, an Emergency Evacuation Plan (EEP) shall be submitted to and approved by the Shire of Gingin.

- f. Parking is to be made available within the designated parking area free of goods and materials during opening hours, to the satisfaction of the Shire of Gingin.
- g. Each event must be serviced by portable toilets proportionate to the number of patrons, in accordance with the Department of Health Guidelines for Concerts, Events and Organised Gatherings (2022), to the satisfaction of the Shire of Gingin.
- h. This approval does not authorise the hosting of overnight caravan accommodation and/or camping by guests.
- i. The landowner is required to provide the Shire with written notice of an event a minimum of 7 days prior to the event taking place.
- j. The landowner is required to implement dust mitigation measures along Ferguson Road in consultation with and to the satisfaction of the Shire of Gingin, immediately prior to guests arriving/departing (if required).
- k. The landowner is required to keep up to date records of events and patron numbers, with a copy of such records being provided to the Shire of Gingin within 14 days upon written 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 of the *Planning and Development Act 2005*.

Note 2: Where an approval has lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.

Note 3: All noise from the operation and associated equipment is required to comply with the *Environmental Protection (Noise) Regulations 1997*,

Note 4: The land use is required to operate in accordance with the [Guidelines for concerts, events and organised gatherings 2022](#).

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

Note 6: It is suggested that noise modelling and acoustic assessment be undertaken over the temporary approval period to inform any future proposal to extend the land use.

AMENDMENT MOTION

MOVED: Councillor Kestel SECONDED: Councillor Hyne

That Council amend Condition 2(d) by deleting the existing wording and replacing it with "Prior to the first event a bush fire management plan be submitted to and approved by the Shire of Gingin."

CARRIED
7 / 2

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

Reason for Amendment

To ensure there is a bush fire management plan in place that satisfies the Shire's guidelines, prior to the first event.

AMENDMENT MOTION

MOVED: Councillor Stewart SECONDED: Councillor Weeks

That Council add an additional Condition 2(l) "Prior to the first event a noise management plan be submitted to and approved by the Shire of Gingin."

CARRIED UNANIMOUSLY
9 / 0

FOR: *Councillor Balcombe, Councillor Hyne, Councillor Kestel, Councillor Peczka, Councillor Stewart, Councillor Vis, Councillor Weeks, Councillor Wilkie and Councillor Woods*
AGAINST: *Nil*

Reason for Amendment

To provide guidelines to ensure that there won't be any negative noise impacts to the surrounding neighbours.

The amendments were incorporated into the Substantive Motion, which was then put to the vote.

COUNCIL RESOLUTION

MOVED: Councillor Weeks SECONDED: Councillor Stewart

That Council:

1. Amend development approval dated 27 September 2023 (P2548) to the existing Recreation – Private (Botanical Garden and Aviary Tours) on Lot 552 (92) Ferguson Road, Beermullah, by altering condition 6 and including advice note 9 as follows:
 6. The approved opening hours are as follows:

Monday – Sunday: 6.00am to 9.45pm

Note 9: The Shire acknowledges the inclusion of yoga/pilates as an incidental component of the recreation private use class.

2. Grant development approval for Recreation – Private (Outdoor Cinemas) on Lot 552 (92) Ferguson Road, Beermullah, subject to the following conditions:
 - a. The land use shall be undertaken in accordance with the approved plans and specifications, including any directions written in red ink by the Shire, unless otherwise conditioned in this Approval.
 - b. This approval is limited to a maximum of eight events only and expires on 1 May 2027, whichever occurs first.
 - c. The operating hours are restricted to 9:00am – 11:30pm only.
 - d. Prior to the first event a bush fire management plan be submitted to and approved by the Shire of Gingin.
 - e. Prior to the first event, an Emergency Evacuation Plan (EEP) shall be submitted to and approved by the Shire of Gingin.
 - f. Parking is to be made available within the designated parking area free of goods and materials during opening hours, to the satisfaction of the Shire of Gingin.
 - g. Each event must be serviced by portable toilets proportionate to the number of patrons, in accordance with the Department of Health Guidelines for Concerts, Events and Organised Gatherings (2022), to the satisfaction of the Shire of Gingin.

- h. This approval does not authorise the hosting of overnight caravan accommodation and/or camping by guests.
- i. The landowner is required to provide the Shire with written notice of an event a minimum of 7 days prior to the event taking place.
- j. The landowner is required to implement dust mitigation measures along Ferguson Road in consultation with and to the satisfaction of the Shire of Gingin, immediately prior to guests arriving/departing (if required).
- k. The landowner is required to keep up to date records of events and patron numbers, with a copy of such records being provided to the Shire of Gingin within 14 days upon written request.
- l. Prior to the first event a noise management plan be submitted to and approved by the Shire of Gingin.

ADVICE NOTES:

Note 1: If you are aggrieved by the conditions of this approval, you have the right to request that the State Administrative Tribunal (SAT) review the decision, under Part 14 of the *Planning and Development Act 2005*.

Note 2: Where an approval has lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.

Note 3: All noise from the operation and associated equipment is required to comply with the *Environmental Protection (Noise) Regulations 1997*,

Note 4: The land use is required to operate in accordance with the [Guidelines for concerts, events and organised gatherings 2022](#).

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

Note 6: It is suggested that noise modelling and acoustic assessment be undertaken over the temporary approval period to inform any future proposal to extend the land use.

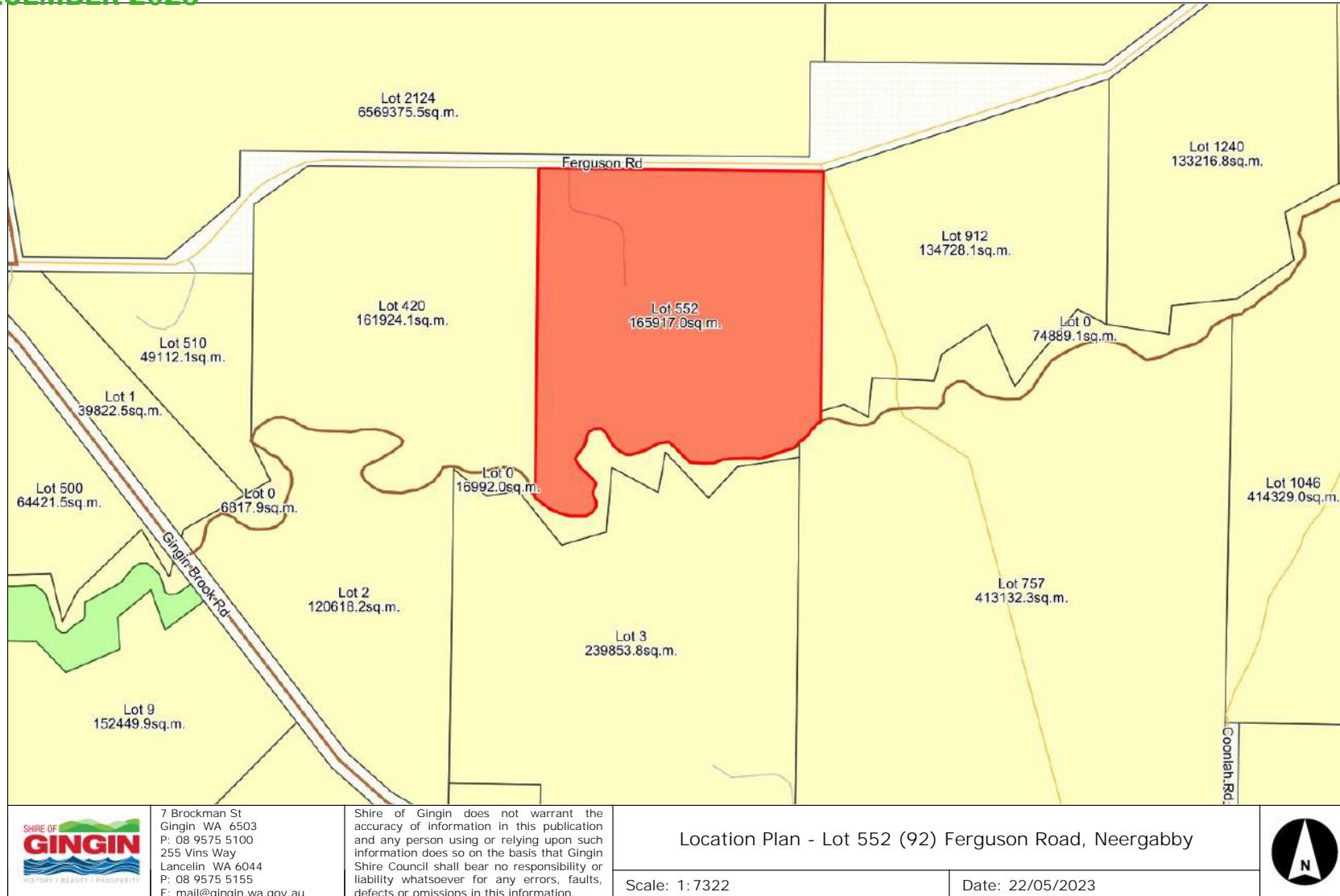
CARRIED
8 / 1

FOR: *Councillor Balcombe, Councillor Hyne, Councillor Kestel, Councillor Stewart, Councillor Vis, Councillor Wilkie and Councillor Woods*

AGAINST: *Councillor Weeks*

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

APPENDIX 14.2.1



**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

APPENDIX 14.2.2



7 Brockman St
Gingin WA 6503
P: 08 9575 5100
255 Vins Way
Lancelin WA 6044
P: 08 9575 5155
E: mail@gingin.wa.gov.au

Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.

Aerial Plan - Lot 552 (92) Ferguson Road, Neergabby

Scale: 1:7322

Date: 22/05/2023





Current Planning Approval – Recreation Private (Botanical Garden and Aviary Tours)

We would seek to amend our current approval to:

1. We seek approval to run a trial programme for some Outdoor Cinema nights to be held as an ancillary activity to our botanical aviary and garden tours. The Cinema set up is a temporary facility. We would envisage trialling the cinema for a season over the summer and autumn months, limited to 8 events probably on a Saturday evening every fortnight from January through to April 2026. The idea is for guests to undertake an aviary and garden tour, then enjoy the natural surrounds with background (not loud) jazz band/string quartet type music and when dark enough finish the evening with a movie. We would run this activity on an area of our property that drops down into a hollow along side the Gingin Brook, surrounded by trees, it is a beautiful natural amphitheatre. This grassed area is already existing along with access tracks and the intention is for guests to enjoy the existing flora and fauna with no requirement to alter/impact any existing vegetation. Please see attached photo's and google images with site layout and distance to closest neighbours.

2. Amend our opening hours from previously approved 08:00am to 06:30pm. The reasons for this amendment:
 - We would like to be able to offer Pilates and Yoga classes early on summer mornings whilst cooler, hence opening earlier in the morning.
 - We would like to offer these classes in the evenings, weekdays after work and open the café for the clients.
 - We would like to be able to open for meals (woodfire pizzas) several nights a week (probably Friday – Sunday for dinner). We envisage finishing meals by 9.45pm.
 - As mentioned above with the Outdoor Cinema trial, we believe that due to having to wait until dark before commencing the movie we may not be able to finish the movie until 10.30 ish, and allowing us 30 mins to ensure all guests have departed would mean a 11.30pm closure.

So in summary we would ask that we could open from:

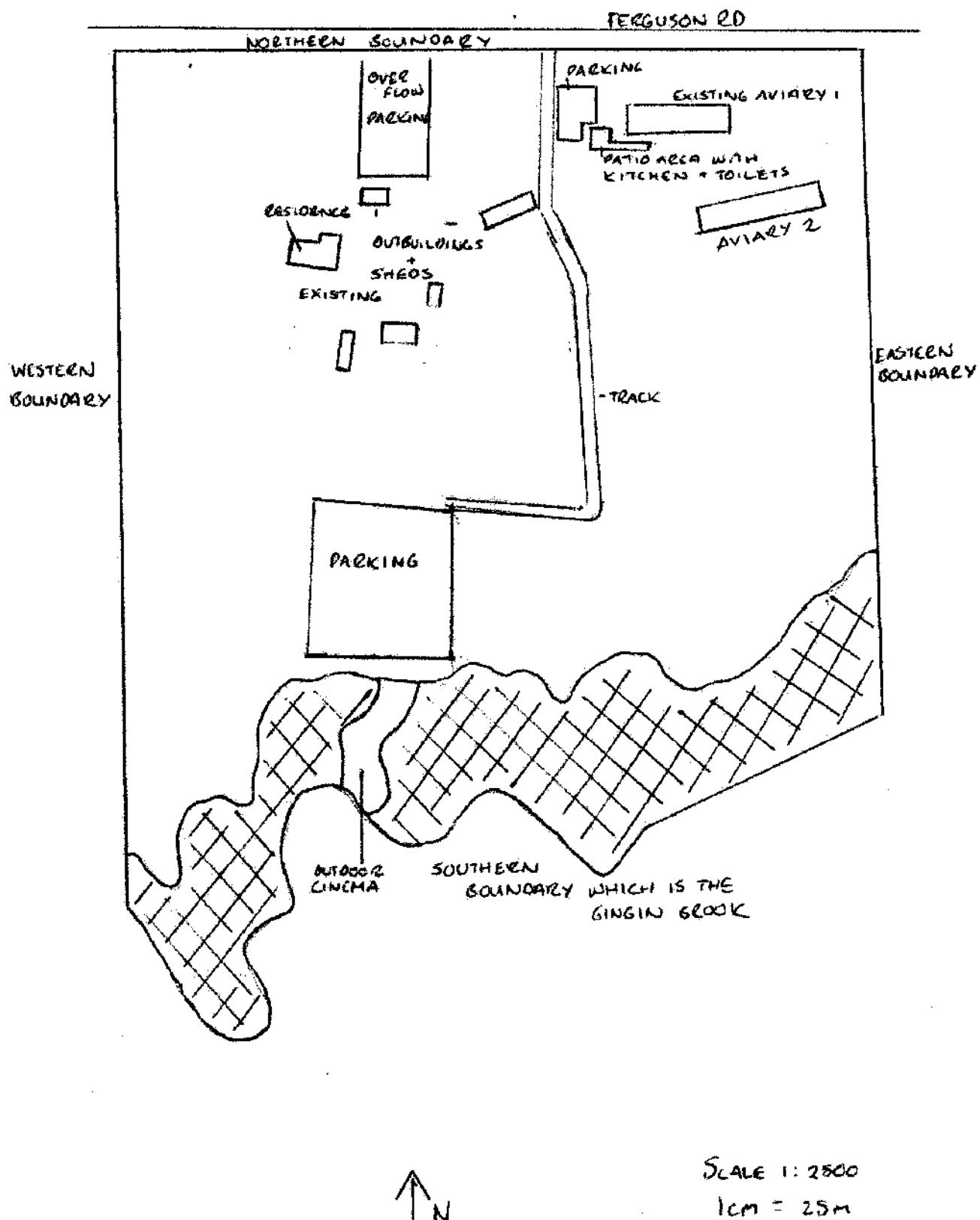
6.00am - 9.45pm Monday to Sunday

And when running our outdoor cinema a closure of 11.30pm.

MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025

APPENDIX
14.2.3

SITE PLAN - 92 FERGUSON RD.



**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

**APPENDIX
14.2.3**

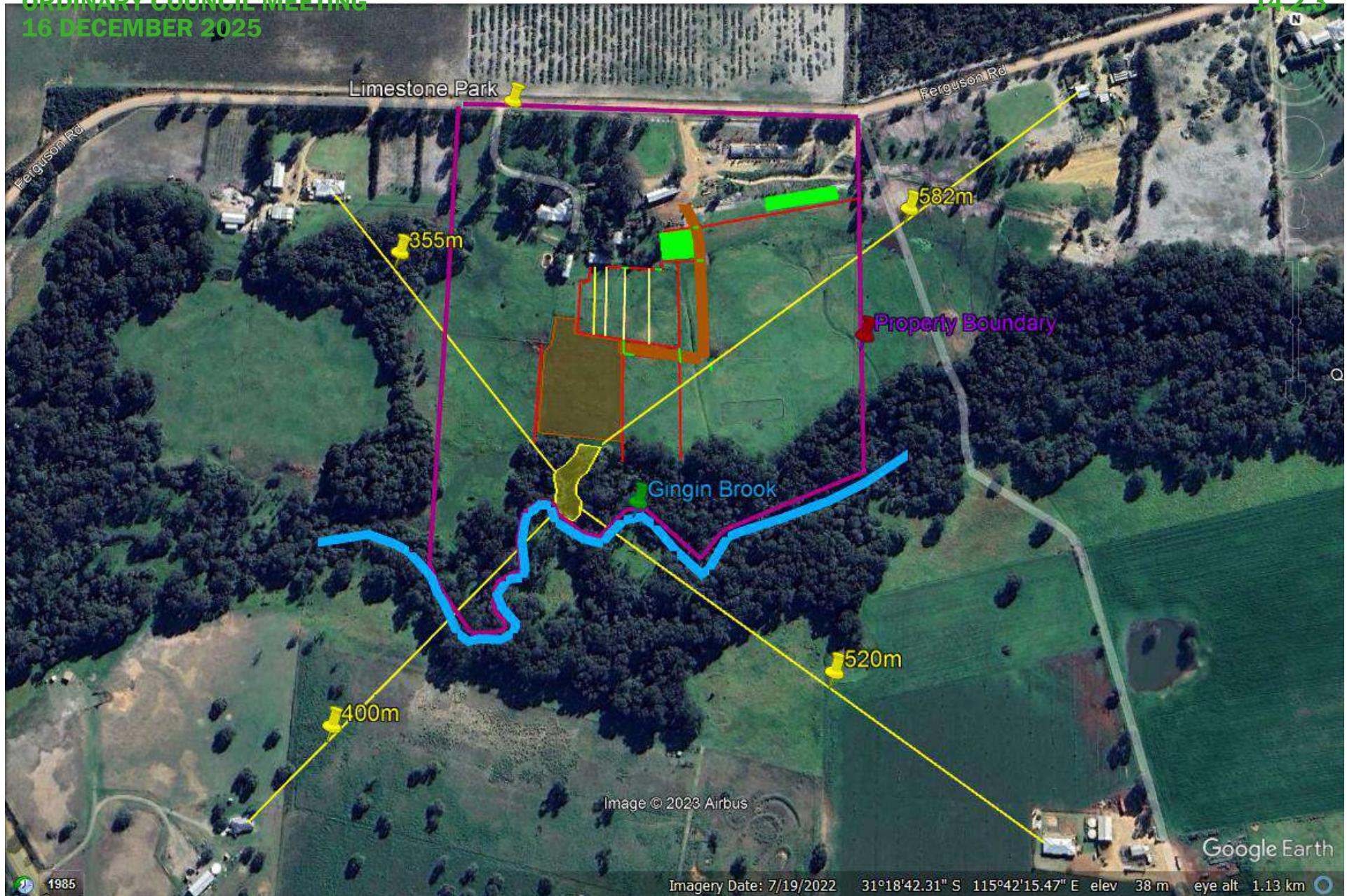


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SCHEDULE OF SUBMISSIONS AND OFFICERS RESPONSES

*DEVELOPMENT APPLICATION: RECREATION PRIVATE (BOTANICAL GARDEN AND AVIARY TOURS AMENDED) ON LOT 552 (92)
FERGUSON ROAD, NEERGABBY*

No.	Submitter	Submission details	Applicants' response	Officer Response
1.	Ratepayer	<p>The submitter supports the application and provides the following general comment:</p> <p><i>We give conditional support on the proviso that the currently constructed unsafe road surface is upgraded to support increased traffic volumes.</i></p> <p><i>Ferguson Road landowners are required to navigate the seriously degraded & unsafe road with daily changes & increased potholes, corrugations & wheel ruts.</i></p> <p><i>The safety of road users is currently an issue & increased traffic will further undermine its integrity.</i></p>		<p>1. The concerns regarding Ferguson Road's surface condition and traffic safety are noted. The scope of the proposal is temporary and entering a maintenance regime will be considered if/when the development is considered permanently. Suggested conditions include water suppression to reduce dust during an event, pending the weather conditions.</p>
2.	Ratepayer	<p>The submitter supports the application and provides the following general comment:</p> <p><i>I wish to conditionally support the proposal.</i></p> <p>Proposed Condition/s</p> <p><i>Safer road junction from Gingin Brook Road to Ferguson Road</i></p> <p><i>Include signage upgrade with NO-THROUGH-ROAD, (this sign often disappears)</i></p> <p><i>Improved Ferguson Road surface</i></p> <p><i>The condition of the Ferguson Road's surface off Gingin Brook Road is depressingly corrugated.</i></p>		<p>Refer to point 1 above.</p> <p>2. In the event the broader use is considered permanently, intersection and signage modifications can be considered.</p>

		<p><i>Passing the proposal would potentially -increase the amount of traffic using the sharp turn off Gingin Brook Road onto Ferguson Road and -escalate road surface wear and tear creating more corrugations and -be detrimental for all road users of Ferguson Road if road conditions aren't improved.</i></p>		
3.	Ratepayer	<p>The submitter does not support the application and provides the following comments:</p> <p>1. Noise and Amenity Impacts</p> <ul style="list-style-type: none"> Under the Environmental Protection (<i>Noise</i>) regulations 1997, noise emissions must not “unreasonably interfere with the health, welfare, convenience, comfort or amenity of a occupier of premises receiving the noise” The proposed outdoor cinema and amphitheatre will introduce frequent amplified events, attracting large gatherings and generating noise, music, and amplified dialogue that will clearly audible from our residence only 120 metres away. This will materially interfere with our ability to enjoy the peace and quiet of our property, which is currently characterised by natural sound 	<p>1. Noise and Amenity Impacts</p> <ul style="list-style-type: none"> The purpose of requesting a “trial period” for the cinema night, is to give our neighbours, the Shire and ourselves the opportunity to assess the activity and its impact, if any, before applying for it to be ongoing as part of our Park. So I am somewhat disappointed that this respondent does not support a trial as they may well find that is doesn’t adversely affect them, and in actual fact is quite a cool activity to have in our area. This area is a known tourism hub, within the Gingin Shire, with a Caravan Park operating within 500m of our property, historically a restaurant at 400m and approval had been granted for a backpacker’s accommodation only 350m from our boundary. <p>We also have a lucerne farm operating within 200m, cutting its lucerne at night, along with our next door neighbour cutting</p>	<p>The submitter's concerns regarding potential noise, environmental impacts, and cultural heritage are acknowledged. The applicant has clarified that the proposed outdoor cinema events are temporary and event/time limited. Amenity impacts by way of noise are unknown, and affording a trial period will determine if the use is ultimately appropriate its context.</p> <p>In relation to environmental and fauna impacts, no clearing of native vegetation is proposed.</p> <p>Regarding cultural heritage, the site is not listed on the Aboriginal Heritage Inquiry System.</p>

		<p>such as frogs, barn owls and other wildlife.</p> <p>2. Environmental Impacts</p> <ul style="list-style-type: none"> • The Environmental Protection Act 1986 requires that development avoid environmental harm, including harm to flora, fauna and amenity. • The site and surrounds provide habitat for frogs, barn owls and other native species that are highly sensitive to noise and light disturbance. • The introduction of stage lighting, PA systems, and large audience gatherings is inconsistent with the rural and environmental setting, and would cause ongoing disruptions to nocturnal species such as owls and frogs. <p>3. Cultural Heritage Considerations</p> <ul style="list-style-type: none"> • The Yued Nyoongar people are the Traditional Custodians of this land. <i>The Yued Nyoongar Cultural Heritage Management Plan 2016-2019 (CHMP)</i> emphasises protection of natural landscapes and cultural values: • It describes itself as a “<i>living document...to strengthen the continuing partnership</i> 	<p>chaff regularly on weekdays during the early evening.</p> <p>The point being that this node has multiple, high intensity sometimes noisy activities already happening on a regular basis.</p> <ul style="list-style-type: none"> • We disagree with the respondents assertion that 10 outdoor cinema events a year, would be categorised as “frequent”, and bring to your attention that there is no residence within 120m of the proposed cinema area. <p>The following are distances measured from Google Maps from the cinema area to the closest residences, 350m, 400m, 436m, 500m, 520m, 580m.</p> <p>2. Environmental Impacts</p> <ul style="list-style-type: none"> • The outdoor cinema was chosen as an added attraction to our bird park as it is ideally suited to allow people to enjoy the rural amenity with very little impact on the environment and our neighbours. It is in keeping with the general theme, look and activities of our park. • We feel that with the limit of up to 10 events and all concluding by 11.30pm, will result in negligible impact on fauna, 	
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		<p><i>between the Shire of Gingin and the Yued Nyoongar People, whose traditional country includes the Shire Area:</i></p> <ul style="list-style-type: none"> • Its vision is one where “<i>our strong cultural and spiritual links to the land and water are fully acknowledged and respected</i>”. • It requires that <i>‘all reasonable precautions will be taken to protect cultural places from damage caused by construction or associated activities’</i>. • Introducing amplified entertainment into this quiet rural setting directly conflicts with the CHMP, undermines cultural heritage protection, and risk non-compliance with recognised management strategies. <p>4. Inconsistency with Local Planning Scheme and Policies</p> <ul style="list-style-type: none"> • The <i>Shire of Gingin Local Planning scheme No.9 (LPS9)</i> requires that discretionary land uses be compatible with surrounding development and not cause unacceptable detriment to amenity. • Under the <i>Planning & Development (Local Planning</i> 	<p>especially when you consider the other activities occurring on a regular basis within this general area.</p> <ul style="list-style-type: none"> • I would think that if the respondent is as concerned about the flora and fauna along the brook being negatively affected, as they are making out to be, then they may want to reconsider stocking their farm with cattle and allowing them full access to graze the brook on their property. • With regards to stage lighting and PA systems, I’m guessing the respondent is referring to the live music, and maybe unclear as to what is intended. We visualise, people coming to visit the bird park early afternoon, and then late afternoon, moving down to the cinema area, where they can enjoy some dinner, with “background” music, like a string quartet, pianist, or small jazz band playing before the movie commences, we are definitely not looking at loud music type event. <p>3. Cultural Heritage Considerations</p> <ul style="list-style-type: none"> • No clearing, construction or alterations to the area are required, as it is already a cleared area of our farm, and interestingly when the title was 	
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		<p><i>Schemes) Regulations 2015</i>, decision-makers must preserve amenity and ensure the orderly and proper planning of the locality.</p> <ul style="list-style-type: none"> The Shires's <i>Local Planning Policies</i> on Commercial and Tourist Development in Rural Areas require that developments minimise adverse impacts on neighbours and protect environmental values. The proposal does not demonstrate how noise, light, and environmental disturbance will be managed to acceptable levels. <p>5. Social Surroundings</p> <ul style="list-style-type: none"> Under Part IV of the <i>Environmental Protection Act 1986</i>, the EPA considers "social surroundings" a key factor in environmental impact assessment. The intrusion of amplified cinema, amphitheatre performances, and music into a quiet rural setting constitutes significant harm to social surroundings. <p>Conclusion For the reasons above, the proposal is inconsistent with:</p> <ul style="list-style-type: none"> The <i>Environmental Protection Act 1986</i> and <i>Environmental</i> 	<p>first granted, one of the early owners was my wife's ancestors so we certainly respect and value, not only the Yued, but our own spiritual link to the land.</p> <p>4. Inconsistency with Local Planning Scheme and Policies</p> <ul style="list-style-type: none"> We agree, and as outlined above, this area of the shire is already somewhat of a tourism node/hub, this activity fits comfortably. It is a low impact activity without the need to construct building etc. With regards to the respondents comments relating to "The Shires' <i>Local Planning Policy's</i> on Commercial and Tourist Development in Rural Areas', I feel the Shire would find it difficult to find a tourist activity that would have such little adverse impact. <p>5. Social Surroundings</p> <ul style="list-style-type: none"> We feel that the proponent's choice wording such as "amplified, amphitheatre performances and significant harm" have been chose to negatively align a very harmonious activity with a definite rural feel. <p>Conclusion response</p> <ul style="list-style-type: none"> We believe that the residence of this respondent is actually 	
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		<p>This project will bring meaningful benefits to the community and the wider Shire. It will create further employment opportunities for local residents, particularly in hospitality, tourism, and land management, while also encouraging visitors to the district. The increase in tourism will strengthen the local economy and showcase the natural beauty of the area. Complementing existing and future tourism attractions.</p> <p>Importantly, the proposal is well managed, safe, and respectful of its surroundings. It has no discernible negative impact on the rural setting, nor does it create adverse effects on local roads or traffic volume. The development fits comfortably within the capacity of existing infrastructure and complements the quiet, family-friendly character of the area.</p> <p>The Aviary Tours and Botanical Gardens provides a unique attraction that promotes appreciation of nature and birdlife, enhances community wellbeing, and adds to the enjoyment of living in the Shire. It represents an investment not only in tourism today but also in the future prosperity of the region.</p> <p>For these reasons, I strongly support the application and encourage Council to approve the proposed amendments in the best interests of the community and future.</p>		
5.	Ratepayer	<p>The submitter does not support the application and provides the following general comment:</p> <p>-Roads need to be upgraded and maintained for increase in traffic and dust</p>	<p>We would contest that people walking and talking wouldn't constitute a discernible negative noise impact being that the shed in which they live is 200m away. In any case, any noise created by the</p>	Refer to point 1 and 2 above.

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

APPENDIX 14.2.4

		<p>management in summer. Very corrugated and dangerous.</p> <p>-Noise pollution from activities and privacy. Somme sort of noise privacy barrier i.e rows of trees/bushes between properties as loss of privacy from aviary tours.</p> <p>-Better signage as always have people coming into our driveway to turn around.</p>	<p>bird park is far less than that created by their chaff cutter which is fired up regularly in the early evening.</p> <p>We have planted a considerable number of trees to block the view of this property from our aviaries to provide the highest level of visual attraction and ambiance for our customers.</p> <p>Better signage – we agree.</p>	
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14.3 ROAD NAMING - LANCELIN SOUTH ESTATE STAGES 3 & 4

File	LND/137
Applicant	Veris
Location	Lot 9001 Lancelin Road, Lancelin (Lancelin South)
Owner	VIMG WA Pty Ltd
Zoning	Urban Development
WAPC No	164479
Author	Riaan Stassen – Planning Officer
Reporting Officer	James Bayliss - Executive Manager Regulatory and Development Services
Refer	Nil
Appendices	<ol style="list-style-type: none">Location Plan [14.3.1 - 1 page]Aerial Map [14.3.2 - 1 page]Applicant's Proposal [14.3.3 - 1 page]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider road names for Stages 3 and 4 of the Lancelin South Estate (Lot 9001 Lancelin Road, Lancelin).

BACKGROUND

Subdivision approval for Stages 3 and 4 was issued by the Western Australian Planning Commission (WAPC) on 16 January 2024. Road names are endorsed by the Minister for Lands through the Geographic Names Committee (GNC).

The proposed road names are outlined in the table below:

Name	Meaning
Marlin Road	<i>Marlins are large, long-nosed marine fish which includes several species like the blue, black, striped, and white marlins. Some marlin species, particularly the blue marlin and white marlin are considered endangered. Marlin fish are local to Western Australia.</i>
Cockatoo Close	<i>Western Australian cockatoos, particularly the Carnaby's Black Cockatoo, are a significant part of the region's biodiversity and a Commonwealth endangered species.</i>

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

Name	Meaning
Anglers Way (Peregrine Drive)	<i>Extension of Peregrine Drive</i>
Nathan Way	
Philip Road	
Jason Street	
Cavin Boulevard	
Polites Crescent	<i>No connection to local area</i>
Trimboli Drive	
Nicholas Way	
Predebon Way	
Engelen Way	

Table 1 - Proposed Road Names – Stages 3 and 4

The applicant advises that two of the proposed road names are theme-based to align with Stages 1 and 2 and represent a native bird (Cockatoo Close) and Lancelin's fishing heritage (Marlin Road). The remaining names are general terms selected by the developer.

The applicant also proposes the extension of Peregrine Drive as 'Angler's Way'. During the road naming process for Stage 2, Landgate approved a section of road as Peregrine Drive. The approved subdivision for Stages 3 and 4 shows Peregrine Drive extending to form part of these stages. Given that Stages 3 and 4 are extensions of Stages 1 and 2, roads that connect with the existing estate should generally assume the existing road names to eliminate confusion for road users.

It is noted that Council considered road names within the Lancelin South Development on 6 December 2011 (Stage 1) and on 21 May 2024 (Stage 2). The Stage 1 resolution outlined the following pertinent to this application:

3. *Seek support from the Minister for Lands through the Department of Land's Geographic Names Committee to name the new roads in Lancelin South Development as listed below:*

- Prescott;
- Saunders;
- Bentley;
- Baudin;
- **Hamelin**;
- Sheehan;
- Penn;
- **Wheeler**;
- **Arcus Davis**;
- Green;

- Revilo;
- Kingfisher.

4. Authorise Staff to investigate the following street names/themes and liaise with the Developer to include those names in the Lancelin South Street Names List:

- Matthews;
- Kramer;
- Nagel;
- Boat Names.

REASON FOR VARIATION TO RECOMMENDATION

COUNCILLORS WERE OF THE VIEW THAT NAMES THAT ALREADY EXIST WITHIN THE DISTRICT SHOULD NOT BE USED. PREFERENCE SHOULD BE FOR NAMES OF ORIGINAL PIONEERING FISHING FAMILIES.

As a result (except for Hamelin which relates to the captain of a French scientific expedition), the existing names for Stage 1 now represent a nautical theme, being the owners of fishing boats. The road names approved for Stage 2 however relate to native birds.

The current road names proposal for Stages 3 and 4 do not seem to have a clear theme.

The applicant's proposal is provided ([see appendices](#)).

COMMENT

In Western Australia the practice of officially naming features, localities and roads is covered under Sections 26 and 26A of the *Land Administration Act 1997*. The legislation is supported by policies and processes which provide guidance on the naming of roads. In this instance *Policies and Standards for Geographical Naming in Western Australia* applies, which outlines how the GNC approves names and what principles guide the Committee's decisions.

The above-mentioned policy is rather extensive, however suitable names are generally those that are not duplicated, discriminatory or contentious and that relate to a theme relevant to the local area. It is relevant to outline Section 1.4.2 Use of personal names which states:

Landgate will not accept a commemorative naming proposal of a person whilst they are still alive for a road or locality.

Requests to approve names that commemorate, or that may be construed to commemorate living persons, will also not be accepted.

The approval of a name to commemorate an individual will only be considered;

- *posthumously*
- *permission from the immediate family must be obtained. Where the person has been deceased for more than 10 years and contact with the immediate family could not be established appropriate consultation must be carried out*
- *based on a demonstrated record of achievement*
- *having had a direct and long-term association with the location and made a significant contribution to the area*
- *the proposal commemorating an individual with an outstanding national or international reputation has had a direct association with the area in which it is to be located*
- *such application is in the public interest*
- *there is evidence of broad community support for the proposal.*

The following will not be considered as appropriate grounds for a commemorative naming request:

- *current or past ownership of the land is not considered sufficient grounds*
- *precedence of existing names*
- *past or ongoing public service within all levels of government*
- *names will not be supported after a person who has sponsored the development of the area or was a commercial developer.*

Officer Comment:

Considering the lack of proper research into the use of personal names and/or any justification for the names provided by the applicant, it is evident that most of the road name proposals do not meet the principles and guidelines of *Policies and Standards for Geographical Naming in Western Australia*.

Only two of the proposed road names, 'Marlin Road' and 'Cockatoo Close', relate to local themes. The remaining ten names are general terms proposed by the developer with no linkage or continuance of a strong local theme.

Summary

In view of the above, it is considered appropriate to request the applicant to:

1. Continue the name 'Peregrine Drive' for the extension of this road as part of Stages 3 and 4; and
2. Except for 'Marlin Road' and 'Cockatoo Close', submit a revised list of road names representative of the local area or a continuance of themes already established.

STATUTORY/LOCAL LAW IMPLICATIONS

Land Administration Act 1997

Part 2 – General Administration

Division 3 – General

S.26 – Land districts and townsites, constitution etc. of

S.26a – Names of roads and areas in new subdivision

POLICY IMPLICATIONS

Landgate – Policies and standards for geographical naming in Western Australia

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 Weeks SECONDED: Councillor Peczka

That Council advise the applicant as follows in relation to road names for Stages 3 and 4 of the Lancelin South Estate:

1. That the name Peregrine Drive must be retained for the extension thereof and the name Angler's Way is not supported.
2. That proposed road names Marlin Road and Cockatoo Close are supported as they are in line with an established theme.
3. That the remainder of the road names proposed are not supported as they do not align with *Policies and Standards for Geographical Naming in Western Australia*.

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

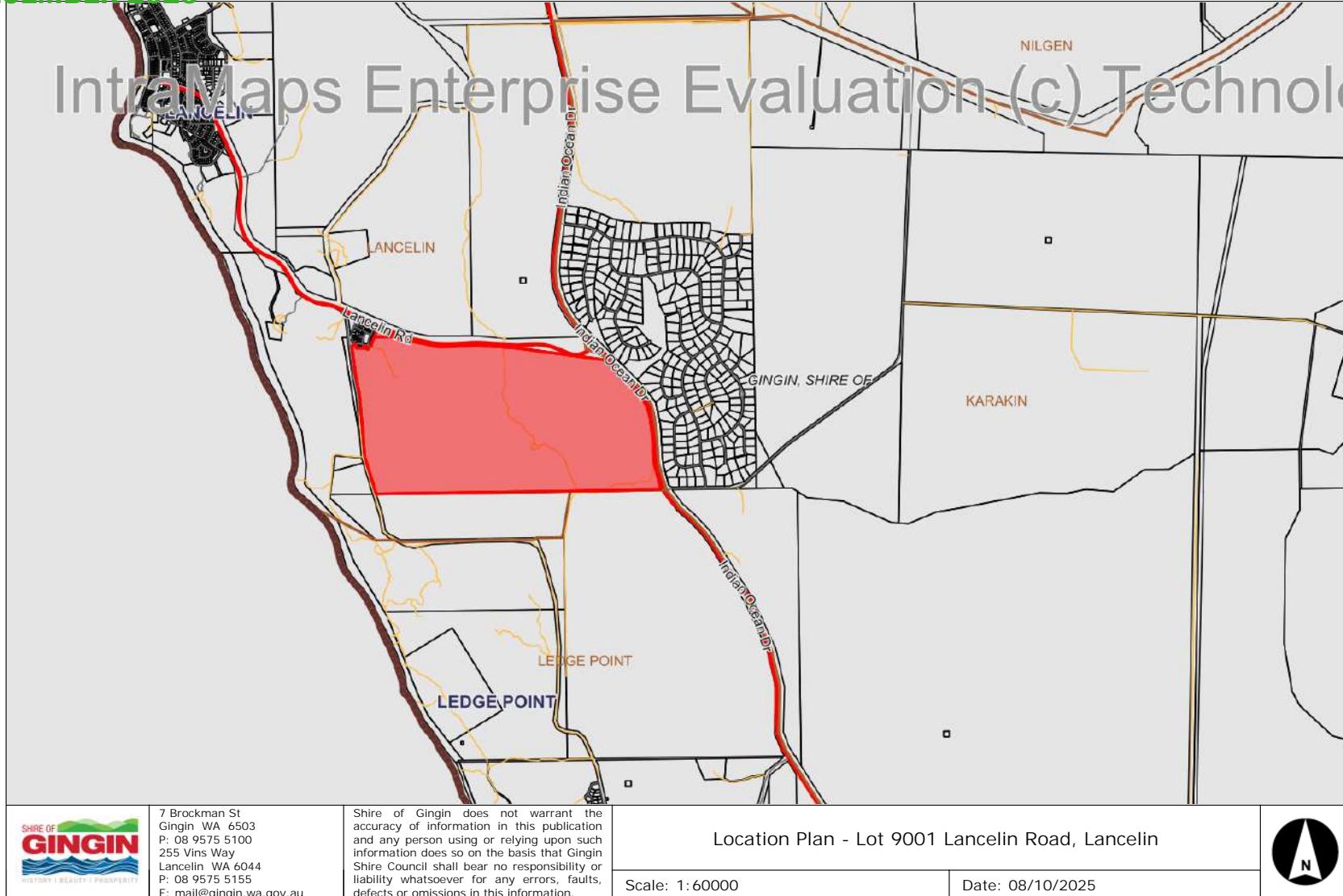


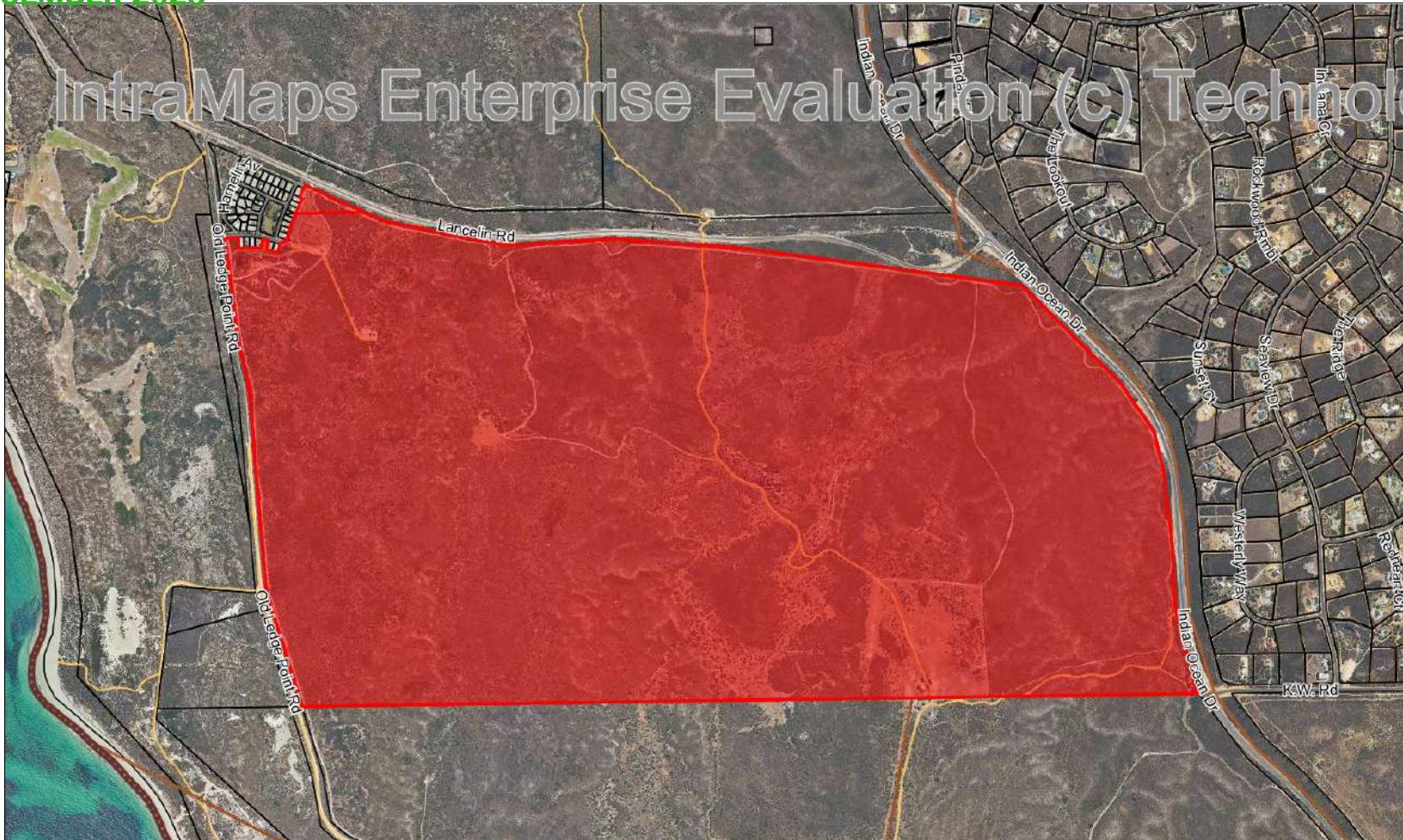
4. That the Shire of Gingin will not lodge a naming application with Landgate until the above matters have been addressed and resubmitted for Council's consideration.

CARRIED UNANIMOUSLY
9 / 0

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

AGAINST: *Nil*

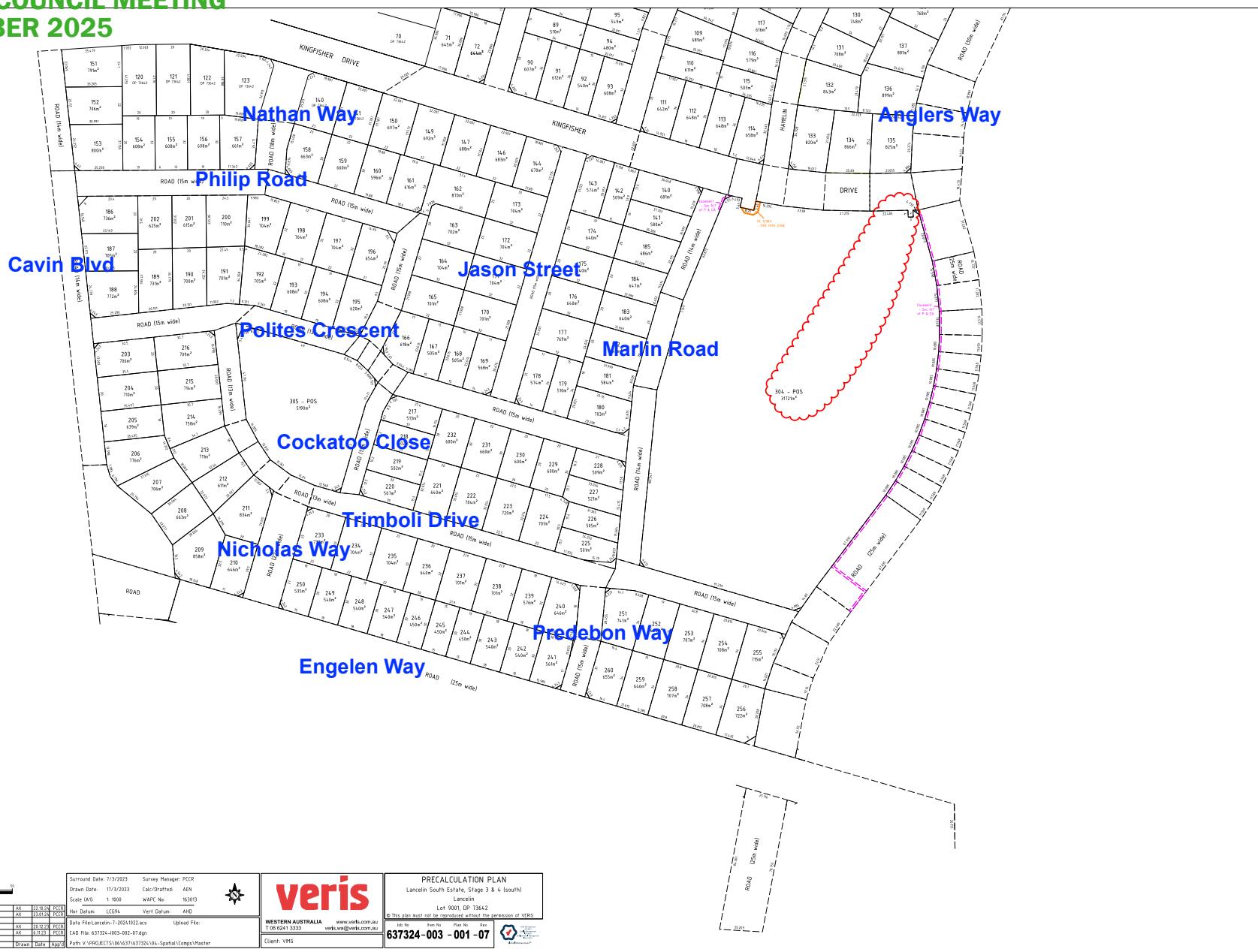




 SHIRE OF GINGIN HISTORY BEAUTY PROSPERITY	7 Brockman St Gingin WA 6503 P: 08 9575 5100 255 Vines Way Lancelin WA 6044 P: 08 9575 5155 E: mail@gingin.wa.gov.au	Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.	Aerial Map - Lot 9001 Lancelin Road, Lancelin	
Scale: 1:20000		Date: 08/10/2025		

MINUTES ORDINARY COUNCIL MEETING 16 DECEMBER 2025

APPENDIX 14.3.3



14.4 DRAFT LOCAL PLANNING POLICY - RURAL LIVING OUTBUILDINGS

File	LND/7
Author	James Bayliss - Executive Manager Regulatory and Development Services
Reporting Officer	James Bayliss - Executive Manager Regulatory and Development Services
Refer	Nil
Appendices	1. Council Initiation LPP 2.2 Rural Living Outbuildings Copy [14.4.1 - 6 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider initiating draft Local Planning Policy 2.2 – Rural Living Outbuildings (LPP 2.2) for public advertising.

BACKGROUND

The local planning framework consists of three key components: a local planning strategy, a local planning scheme and a suite of local planning policies (LPPs) that guide local government discretion in decision-making.

Council, at its Ordinary Meeting on 23 November 2023, resolved to support a Report of Review (RoR) of Local Planning Scheme No. 9, which is a health check for the local planning framework that is required to be carried out every five years. The RoR outlined, amongst other things, that the Shire's local planning policy framework would benefit from modernisation.

The Shire contains eight Rural Living Estates and has not previously had a policy guiding outbuilding development in these areas, representing a gap in the Shire's local planning framework in comparison to other local governments with similar attributes to the Shire.

Draft LPP 2.2 closely aligns with the manner and form of Local Planning Policy 2.1 – Residential Outbuildings, which was endorsed by Council on 21 February 2023.

Draft LPP 2.2 was circulated to Council on 2 July 2025 for consideration and subsequently formed part of the Strategic Workshop held on 5 August 2025.

COMMENT

A local planning policy should only be prepared where it serves a valid planning purpose, is based on sound town planning principles, sets clear expectations for all policy users and assists decision-makers in assessing a planning proposal or carrying out an operational process relating to a planning matter.

The Department of Planning, Lands and Heritage (DPLH) suggests the following criteria should be considered when preparing a local planning policy, with corresponding officer comments.

Need and nexus	<i>Is there a clear need and rationale for the policy from a planning perspective (such as a gap in the existing local planning framework or an emerging/recurrent issue specific to the local area), supported by evidence such as relevant facts, data, trends and analysis?</i>
	<p>Officer Comment</p> <p>The Shire contains eight rural living estates, which represents a large number in comparison to other local governments and generates many development proposals related to outbuildings. The Shire has never adopted a policy to guide the construction of outbuildings, notwithstanding many proposals for large structures have been presented to Council for consideration.</p> <p>LPP 2.2 therefore fills a gap in the existing framework.</p>
Consistency in decision-making	<i>Making - would the policy provide clarity and consistency on how a decision-maker will exercise its discretion and apply its judgement on planning matters?</i>
	<p>Officer Comment</p> <p>The policy provides much needed guidance to officers in assessing proposals and providing advice to proponents. The policy ensures the Shire's position and expectation is clear and easily available to the public, and ensures a transparent approach to assessment criteria.</p>
Achieving strategic goals	<i>Would the policy assist with implementing the established strategic vision and goals of the State and local planning framework, such as the local planning strategy or a particular State planning policy?</i>
	<p>Officer Comment</p>

	The Policy sets standards to protect the amenity of the Rural Living zone by aligning with the objectives of the zone. The State's planning framework is largely silent on this form of development and is heavily aligned with urban development contexts.
Legal considerations	<p><i>Would the policy be consistent with the scheme?</i></p> <p>Officer Comment</p> <p>The policy is consistent with LPS 9 and ensures the Shire's framework remains up to date with contemporary planning expectations. The creation of LPP 2.2 ensures planning decisions reflect orderly and proper planning principles and are based on policy framework that has undergone an engagement process.</p>
Ability to implement	<p><i>Would the policy be able to be effectively implemented and monitored?</i></p> <p>Officer Comment</p> <p>LPP 2.2 will be implemented (if endorsed) through the planning assessment process, resulting in clear parameters for assessing officers.</p>
Engagement with key stakeholders	<p><i>Has sufficient preliminary consultation with key stakeholders occurred to provide insights as to how desired outcomes may be best realised to ensure that the policy will be responsive to these outcomes, would provide for efficient and effective decision making and would not result in any unintended consequences, such as unreasonable cost implications?</i></p> <p>Officer Comment</p> <p>LPP 2.2 closely aligns with LPP 2.1. The development standards are generous in comparison with other local governments' policies, which reflects previous decisions of Council. This report seeks support to advertise with key stakeholders, being the community.</p>

STAKEHOLDER CONSULTATION

The *Planning and Development (Local Planning Schemes) Regulations 2015* outline procedures (Schedule 2, cl.4) for making a local planning policy which are outlined below.

- (1) *If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows –*
 - (a) *publish in accordance with clause 87 the proposed policy and a notice giving details of –*
 - i) *the subject and nature of the proposed policy; and*
 - ii) *the objectives of the proposed policy; and*
 - iii) *how the proposed policy is made available to the public in accordance with clause 87; and*
 - iv) *the manner and form in which submissions may be made; and*
 - v) *the period for making submissions and the last day of that period;*
 - (b) *if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
 - (c) *give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*
- (2) *The period for making submissions specified in a notice under subclause (1)(a)(v) must not be less than the period of 21 days after the day on which the notice is first published under subclause (1)(a).*
- (3) *After the expiry of the period within which submissions may be made, the local government must –*
 - (a) *review the proposed policy in the light of any submissions made; and*
 - (b) *resolve to –*
 - (i) *proceed with the policy without modification; or*
 - (ii) *proceed with the policy with modification;*
 - (iii) *or not to proceed with the policy.*

Officer Comment:

The stakeholder consultation process to satisfy the above is outlined below:

1. Provide a letter to landowners within each rural living estate in accordance with 1 a) above.
2. Place a hard copy of draft LPP 2.1 at the Shire's Gingin and Lancelin Administration offices for physical inspection.
3. Provide an electronic version of LPP 2.2 to the community associations representing each rural living estate, if the estate has such a community group.

4. Display a public notice on the Shire's website which includes the local planning policy.
5. Post a public notice on the Shire's social media platform.

The suite of methods outlined above ensures that should an existing occupant/landowner within a rural living estate not receive a letter, the other mechanisms ensures that there are multiple ways stakeholders can be notified.

RISK IMPLICATIONS

If the Shire continues to remain without a policy, it is probable that the lack of development standards will result in industrial sized sheds being developed within rural living estates, adversely impacting the rural amenity and the gradual introduction of pseudo commercial uses.

It should be noted that submitters' names (not addresses) will be made public in the schedule of submissions, which differs from the development referral process.

STATUTORY/LOCAL LAW IMPLICATIONS

Planning and Development Act 2005

Schedule 7 - Matters which may be dealt with by planning schemes.

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2 - Deemed provisions for local planning schemes

POLICY IMPLICATIONS

Local Planning Policy 2.2 - Outbuildings (Rural Living)

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**



Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning & 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 Kestel SECONDED: Councillor Peczka

That Council initiate Local Planning Policy 2.2 – Rural Living Outbuildings for the purpose of public advertising, in accordance with Schedule 2, Clauses 5 and 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**CARRIED UNANIMOUSLY
9 / 0**

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

AGAINST: *Nil*



Local Planning Policy No. 2.2 **OUTBUILDINGS (RURAL LIVING)**



1.0 STATUTORY CONTEXT

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed Provisions) which allows the local government to prepare local planning policies relating to planning and development within the Scheme area.

This Policy, where applicable, should be read in conjunction with other Local Planning Policies and Local Laws that may apply to the proposed development.

2.0 POLICY PURPOSE

The purpose of this Policy is to provide development standards and guidance for the development, use and timing of construction for outbuildings on Rural Living zoned land within the Shire of Gingin.

Rural Living zoned land provides for low density residential development, and on that basis visual surveillance of surrounding land is limited in comparison to urban areas. The importance of safe and secure storage of building construction material often results in landowner seeking to erect a shed prior to a dwelling, to enable building material to be securely stored onsite during construction.

Without a dwelling being present on the lot, an outbuilding by itself constitutes a Warehouse / Storage land use, which is not permitted in a Rural Living zone under Local Planning Scheme No.9 (LPS 9). This Policy seek to outline limited circumstances under which an outbuilding can be erected prior to a dwelling, as a 'use not listed' use class.

3.0 APPLICATIONS THE SUBJECT OF THIS POLICY

This policy applies to outbuildings in Rural Living zoned areas within the Shire of Gingin.

4.0 POLICY OBJECTIVES

- 4.1 To provide a framework in which outbuilding development and use can take place without having adverse impacts on the streetscape, character, amenity or environmental attributes of the subject land, adjoining properties, or surrounding locality.
- 4.2 To provide maximum development standards for outbuildings that correspond with Rural Living lot sizes.
- 4.3 To develop deemed-to-comply requirements to reflect community expectations for outbuildings on Rural Living zoned land.
- 4.4 To provide standards for the erection of an outbuilding prior to a dwelling, in instances where secure storage of construction and building material is required for a temporary period.

- 4.5 To ensure that an outbuilding does not ultimately become a standalone structure on an otherwise vacant Rural Living property and will be associated with and subordinate to an approved dwelling.
- 4.6 To ensure outbuilding materials, colours and finishes are of a professional standard that maintains or enhances the visual amenity of the streetscapes and adjoining properties.

5.0 POLICY STATEMENT

5.1 PERMISSIBILITY OF DEVELOPMENT

- 5.1.1 Where an outbuilding satisfies the clause 5.2, 5.3 and 5.4 of this Policy, Table 2 – Site Requirements of LPS 9 in relation to setbacks (20 metres from all lot boundaries), the Country Heights Local Development Plan (10 metre side setback) if applicable, and is incidental to an existing approved dwelling onsite, the proposal is exempt in accordance with Schedule A, Clause 61 (1) (m) of LPS 9.
- 5.1.2 Where an outbuilding does not satisfy clause 5.1.1 of this Policy, development approval is required.

5.2 DEVELOPMENT STANDARDS

- 5.2.1 Table 1 – Maximum Development Standards

APPLICABLE LOT SIZE	STANDARD	MAXIMUM
<10,000m ² - 19,999m ²	Floor Area Wall Height Overall Height (single storey)	250m ² 4.3m 5.3m
20,000m ² +	Floor Area Wall Height Overall Height (single storey)	320m ² 4.5m 5.5m

**Wall height is to be measured in accordance with Figure 2.*

5.3 USE OF OUTBUILDINGS

- 5.3.1 Outbuildings shall only be used for activities associated with a dwelling. For example, use for the storage of personal and/or household items, vehicles, caravans, boats or similar. Use of an outbuilding for other purposes, such as commercial activities, will require development approval pursuant to LPS 9.
- 5.3.2 Where an outbuilding is approved to be constructed prior to a dwelling, it may be used to store building/construction material and associated equipment during the construction phase of the dwelling. Upon the dwelling being completed, use of the outbuilding must satisfy clause 5.3.1 of this Policy.

5.4 MATERIALS

- 5.4.1 Outbuildings are to be constructed using new materials and be of a consistent colour.

5.4.2 The use of reflective material is discouraged and may be permitted at the discretion of the Shire, where demonstrated by the applicant it will not impact the amenity of the streetscape or adjoining properties.

5.5 VARIATIONS TO STANDARDS

5.5.1 There is a presumption against Outbuildings being located within the front setback area or forward of the dwelling. An applicant will require sufficient justification on town planning grounds, that generally relate to topographical constraints, for locating an outbuilding within the front setback area.

5.5.2 Development proposals that seek to use recycled construction material must be accompanied by photographs clearly showing that the condition and visual appearance of the recycled material is to a satisfactory standard.

5.5.3 Where a development proposal seeks to erect an outbuilding at a greater scale than provided for in Table 1 above, seeks to use reflective or recycled construction material, the Shire may require additional assessment information that addresses matters such as, but not limited to, streetscape and visual amenity impacts and reflective glare assessments.

5.5.4 Development proposals that seek variations to this policy will be determined in accordance with the objectives of this Policy.

5.6 USE NOT LISTED (OUTBUILDING)

5.6.1 Without a dwelling being present on a lot, an outbuilding by itself constitutes a Warehouse / Storage land use, which is not permitted in the Rural Living zone under Local Planning Scheme No.9 (LPS 9).

5.6.2 If an outbuilding is proposed to be constructed prior to a dwelling, a Development Application is required. The proposal may be considered as Use Not Listed (Outbuilding) in accordance with LPS 9 and subject to considerations under clause 5.6 of this Policy.

5.6.3 If an outbuilding is proposed to be constructed prior to a dwelling, the proposal must be accompanied by a building permit issued for a dwelling on the property, or evidence of a building contract being entered for construction of the dwelling.

5.6.4 If an outbuilding is proposed to be erected prior to a dwelling, the Shire must be satisfied that construction of the dwelling is imminent and realistically achievable to be completed within a two (2) year time frame from the date of lodgement.

5.6.5 If an outbuilding is proposed to be constructed prior to a dwelling, it must be used in accordance with clause 5.3.2 of this Policy.

5.6.6 If an outbuilding is proposed to be constructed prior to a dwelling, a time limited condition will be imposed that results in the approval lapsing unless a dwelling has been constructed within a two (2) year period. This condition is imposed to ensure that an outbuilding on a standalone basis does not become a permanent fixture on the land.

5.6.7 Upon expiry of the time limited approval, in the event a dwelling has not been constructed as required, the outbuilding is to be removed from the subject land.

5.6.8 Once a dwelling has been constructed on the subject land, the approved 'Use Not Listed (Outbuilding)' assumes the use class 'Outbuilding', for which no further development approval is required.

5.7 ADVERTISING

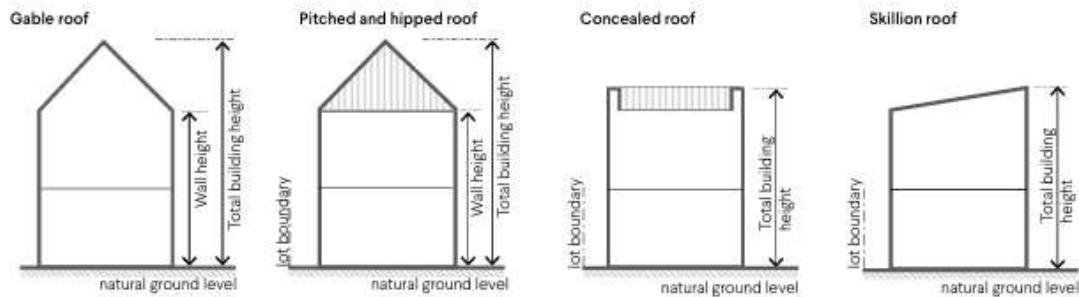
5.7.1 Development proposals that seek variations to this policy will be advertised to surrounding landowners or any other potential impacted stakeholders in proximity to the proposed development, who in the Shire's opinion may be impacted by the proposal, for a minimum period of 14 days.

6.0 DEFINITIONS

Floor Area:	Means the total gross area of all outbuildings on the lot.
Natural Ground Level:	Same meaning as the Residential Design Codes (Volume 1) which states: <i>The levels on a site which precede the proposed development, excluding any site works unless approved by the decision-maker or established as part of subdivision of the land preceding development.</i>
Outbuilding	Same meaning as the Residential Design Codes (Volume 1) which states: <i>An enclosed non-habitable structure that is detached from any dwelling and may include a detached garage.</i>
Reflective Roofing Material	Means building material with the potential to create specular glare or visual detraction of the scenic or landscape character of the Shire when in-situ and includes: <ul style="list-style-type: none">• Zincalume® (including any zinc or Zinc-Aluminium coated sheet or polished metal)• Light and Very Light building materials as outlined under the Building Code of Australia (BCA) on the basis of their solar absorption.
Sea Container	Means a re-sealable, re-usable, modular enclosed box constructed of steel panels, with flat roof, which can be transported and adopted for storage use and other non-habitable uses.

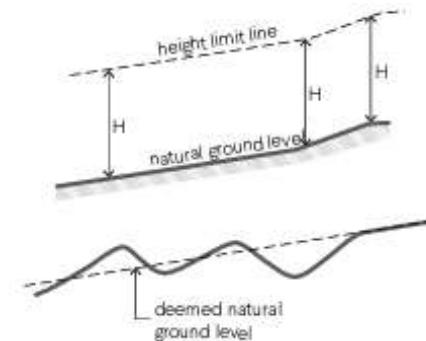
7.0 FIGURES

Figure 1: Measurement of Wall and Overall Heights



*as per *Residential Design Codes (volume 1)*

Figure 2: Determining Natural Ground Level (NGL)



*as per *the Residential Design Codes (volume 1)*

8.0 GOVERNANCE REFERENCES

Statutory Compliance	<ul style="list-style-type: none"> <i>Planning and Development (Local Government Planning Fees) Regulations 2000.</i> <i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Shire of Gingin Local Planning Scheme No. 9</i>
Industry Compliance	N/A
Organisational Compliance	N/A

POLICY ADMINISTRATION	
Review Cycle	Five yearly
Review Next	2030
Department	Office of the Chief Executive Officer

Version	Decision Reference	Synopsis
1		

15 REPORTS - OPERATIONS AND ASSETS

Nil

16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

17 COUNCILLORS' OFFICIAL REPORTS

17.2 CR VIS

On Saturday I attended Ocean Farm Community Association Christmas party for about 70 people.

17.3 CR HYNE

I attended the Lancelin Chamber of Commerce end of year function. I also attended the Gingin community Christmas tree lighting event.

17.4 CR WILKIE

I undertook four days of training at WALGA. I also attended the lighting of the Christmas tree which was a wonderful event.

17.5 CR BALCOMBE

On 18 November I was interviewed by ABC Midwest re Film Friendly accreditation.

On 18 November I was interviewed by ABC Midwest re Glysophate agenda item.

On 21 November I attended the Avon Zone meeting as deputy delegate, lots of new delegates after the election with Cr Stewart appointed Deputy Zone President and Deputy State Council member. Cr Chris Altonio was voted in as President of the Zone and State Council Member. We had Minister Sabine Winton join via Zoom, the Powering WA team and Western Power gave a presentation mainly on renewable energy which was interesting. Our request for advocacy from WALGA on road safety was carried.

On 28 November I attended the KAB Tidy Towns Sustainable Communities awards at Optus Stadium with the CEO and the Community Development Coordinator. It was a great day seeing some very exciting initiatives in our state, we were a finalist for our Youth Expo we didn't win the award but it was great to be a finalist.

On 5 December I attended the Gingin Christmas tree event held by the Christmas Angels and the volunteer movie put on by the Shire and the Department of Communities for our volunteers, it was a fantastic evening and the community really got involved even if there was a bit of Police presence due to a naughty Grinch, but he was taken away in the Police van. Everyone had a good night and great to see the holiday spirit alive and well in our Shire with lots of events held over December.

On 8 December the Marketing Officer and I attended the ABC studios in Perth to take part in a special on coastal erosion where I was asked to be on a panel with famed coastal engineer from over east Angus Gordon, journalist Danielle Kutcher and radio presenter/producer Sinead Mangan from Australia Wide. It was such an informative session with Angus talking about the changing currents and winds which has been affecting the erosion of our coast.

On 8 Dec the CEO, Cr Hyne, Cr Weeks, Cr Peczka and myself attended the Lancelin Chamber of Commerce Christmas sundowner, it was a great opportunity to get to chat to local business owners.

On 10 December the CEO and myself attended the WALGA WRAP at the WA Art Gallery which was well attended by Mayors and Shire Presidents from throughout the state, including stakeholders such as the Minister and opposition Ministers. It was a nice way to say thanks to the outgoing WALGA President Karen Chappel who will step down in March 2026.

On 12 December I attended the Gingin CRC Christmas function and it was a lovely evening behind the CRC with a good catch up and a chance to say thank you to those who have provided great services in our community.

On 13 December I attended the Carols in the Park in Gingin which was well attended by locals and other Councillors.

On 15 December I spoke with ABC Midwest in regards to fires and power and telecommunication issues and the danger that this causes to our first responders with not receiving texts for call outs.

17.6 CR PECZKA

I attended the Lancelin Chamber of Commerce Christmas gathering. I also Chaired the Bush Fire Advisory Committee meeting on 10 December in the President's absence.

17.7 CR KESTEL

I acted as Father Christmas for two community events.

17.8 CR WOODS

I attended the Christmas Tree lighting and the Gingin District High School Board meeting on 27 November.

17.9 CR STEWART

I attended the Christmas tree lighting, the Avon Midland zone meeting and WALGA State Council meeting. I also attended the State Council induction.

18 NEW BUSINESS OF AN URGENT NATURE

Nil

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

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Weeks **SECONDED:** Councillor Stewart

That Council move into a Confidential Session to discuss Item 19.1, 19.2, 19.3 and 19.4.

CARRIED UNANIMOUSLY
9 / 0

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

AGAINST: *Nil*

At 4.43pm the meeting was closed to the public. All members of the public present in the gallery left Council Chambers and the public recording was paused.

The Executive Manager Regulatory and Development Services left the meeting at 4.43pm and did not return.

The Executive Manager Operations and Assets left the meeting at 4.44pm.

19.1 REQUEST FOR TENDER 02-2025 SUPPLY OF GRAVEL

File	COR/40-022024
Author	Danica Todd – Technical Officer Assets & Procurement
Reporting Officer	Ruth March - Executive Manager Operations and Assets
Refer	Nil
Appendices	Evaluation Matrix

Reasons for Confidentiality

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

c. a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

DISCLOSURES OF INTEREST

Nil

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Wilkie SECONDED: Councillor Hyne

That Council:

1. Accept the tender submitted by B & J Catalano in response to RFT02/2025 Gravel Supply; and
2. Authorise the CEO to finalise and execute the required contract documents.

CARRIED UNANIMOUSLY
9 / 0

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

AGAINST: *Nil*

The Executive Manager Operations and Assets returned to the meeting at 4.45pm.

19.2 REQUEST FOR TENDER – C07/2025 RECONSTRUCTION WORKS – COWALLA ROAD

File	COR/40-072025
Author	Danica Todd – Technical Officer Assets & Procurement
Reporting Officer	Ruth March - Executive Manager Operations and Assets
Refer	Nil
Appendices	Evaluation Matrix

Reasons for Confidentiality

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

c. a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

DISCLOSURES OF INTEREST

Nil

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Wilkie SECONDED: Councillor Kestel

That Council:

1. Agree to accept the tender submitted by Fulton Hogan of \$1,009,641.15 (exc. GST) in response to RFT C07/2025 “Cowalla Road Re-construction SLK 27.75 – 29.95” as outlined in the report; and
2. Authorise the CEO to finalise and execute the necessary contract documents for Fulton Hogan, including finalisation of key minor elements identified in the report.

CARRIED UNANIMOUSLY
9 / 0

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

AGAINST: *Nil*

19.3 LANDFILL OPERATIONS SERVICES

File	WST/3
Author	Ruth March - Executive Manager Operations and Assets
Reporting Officer	Ruth March - Executive Manager Operations and Assets
Refer	OCM 18 November 2025 - Item 20.2i
Appendices	1. Landfill Operation Services In-house options [19.3.1 - 20 pages]

Reasons for Confidentiality

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- c. a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

DISCLOSURES OF INTEREST

Nil

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

MOVED: Councillor Stewart SECONDED: Councillor Wilkie

That Council:

1. Note that Landfill Operations Services are currently being delivered in-house.
2. Endorses an increase of 1FTE in the Operations and Assets Division to enable landfill operations to continue to be undertaken in-house without adversely affecting the divisions level of service.
3. Amends the 2025/26 budget in accordance with the following table:

Account	Project	Description	Current Budget	Revised Budget	Surplus /Deficit
2100117		SAN - General Tip Maintenance	789,408	619,408	(170,000)
4120330	PNEW	Purchase of used loader	0	35,000	35,000
4120330	PNEW	Purchase of used loader	0	35,000	35,000

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**



4120330	PNEW	Purchase of used track loader	0	100,000	100,000
4100765		COM AMEN - Infrastructure Landfills (Capital)	500,000	590,000	90,000
5100181		Transfer from Tip Rationalisation Reserve	(598,390)	(688,390)	(90,000)
			691,018.00	691,018.00	0

FOR: *Councillor Balcombe, Councillor Hyne, Councillor Stewart, Councillor Vis, Councillor Weeks, Councillor Wilkie and Councillor Woods*

AGAINST: *Nil*

AMENDMENT MOTION

MOVED: Councillor Kestel

SECONDED: Councillor Peczka

That Council amend the motion by:

1. In Account 4120330 Purchase of used track loader deleting the word "track" and under Revised Budget replacing the amount of \$100,000 with \$35,000.
2. In Account 5100181 under Revised Budget by deleting (\$688,390) and replacing it with (\$633,390) and in Surplus/Deficit by deleting the figure (\$90,000) and inserting (\$35,000).

LOST
2/ 7

FOR: *Councillor Kestel and Councillor Peczka*

AGAINST: *Councillor Balcombe, Councillor Hyne, Councillor Stewart, Councillor Vis, Councillor Weeks, Councillor Wilkie and Councillor Woods*

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Stewart

SECONDED: Councillor Wilkie

That Council:

1. Note that Landfill Operations Services are currently being delivered in-house.

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**

2. Endorses an increase of 1FTE in the Operations and Assets Division to enable landfill operations to continue to be undertaken in-house without adversely affecting the divisions level of service.
3. Amends the 2025/26 budget in accordance with the following table:

Account	Project	Description	Current Budget	Revised Budget	Surplus /Deficit
2100117		SAN - General Tip Maintenance	789,408	619,408	(170,000)
4120330	PNEW	Purchase of used loader	0	35,000	35,000
4120330	PNEW	Purchase of used loader	0	35,000	35,000
4120330	PNEW	Purchase of used track loader	0	100,000	100,000
4100765		COM AMEN - Infrastructure Landfills (Capital)	500,000	590,000	90,000
5100181		Transfer from Tip Rationalisation Reserve	(598,390)	(688,390)	(90,000)
			691,018.00	691,018.00	0

CARRIED BY ABSOLUTE MAJORITY
7 / 2

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

19.4 ANNUAL CEO CONTRACT REVIEW

File	PER/432
Reporting Officer	Cr Linda Balcombe - President
Refer	Nil
Appendices	Nil

Reasons for Confidentiality

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

a. a matter affecting an employee or employees;

DISCLOSURES OF INTEREST

The CEO disclosed a Financial Interest in Item 19.4 as the motion relates to the CEO's contract of employment. The CEO and all other staff with the exception of the Executive Manager Corporate Services left the meeting at 5.13pm. The Governance Support Officer did not return to the meeting.

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCILLOR MOTION

Moved: Cr Balcombe

Seconded: Cr Stewart

That Council:

1. Pursuant to Clause 7 (Annual Review of Total Benefits Package) of the CEO's employment contract, resolve to increase the CEO's Total Benefit Package by 5% back dated to the anniversary of the commencement date, being 21 October 2025;
2. Amend Clause 6.1.2 of the CEO's employment contract such that Council authorises the President to approve any individual component amount variations provided that the Total Benefit Package remains the same; and
3. Agree to undertake a further review of the CEO's Total Benefit Package at the conclusion of the CEO's Annual Performance Review process, expected to be completed in June 2026.

AMENDMENT MOTION

That Council amend the motion by:

1. In Part 1, deleting “5%” and replacing it with “4%” in accordance with the adopted 2025/26 Budget”.
2. Deleting Part 2 in its entirety.

CARRIED
5 / 4

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

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

COUNCIL RESOLUTION

That Council:

1. Pursuant to Clause 7 (Annual Review of Total Benefits Package) of the CEO's employment contract, resolve to increase the CEO's Total Benefit Package by 4% in accordance with the adopted 2025/26 budget and back dated to the anniversary of the commencement date, being 21 October 2025;
2. Agree to undertake a further review of the CEO's Total Benefit Package at the conclusion of the CEO's Annual Performance Review process, expected to be completed in June 2026.

CARRIED UNANIMOUSLY
9 / 0

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

AGAINST- *Ni/*

**MINUTES
ORDINARY COUNCIL MEETING
16 DECEMBER 2025**



COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Stewart SECONDED: Councillor Weeks

That the meeting be re-opened to the public.

**CARRIED UNANIMOUSLY
9 / 0**

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

AGAINST: *Nil*

The meeting re-opened to the public at 5:49pm No members of the public returned to the gallery. The CEO, Executive Manager Operations and Assets and Coordinator Governance returned to the meeting and the public recording was recommenced.

20 CLOSURE

There being no further business, the President declared the meeting closed at 5:52pm.

The next Ordinary Council Meeting will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on 20 January 2026, commencing at 6:00pm.