



MINUTES

Ordinary Council Meeting

15 April 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 15 April 2025.



**Councillor L Balcombe
SHIRE PRESIDENT**

Date of Confirmation: 20 May 2025

DISCLAIMER

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

ACKNOWLEDGEMENT OF COUNTRY



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

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ORDER OF BUSINESS

1 DECLARATION OF OPENING

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

2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors – L Balcombe (President), R Kestel (Deputy President), F Johnson, F Peczka, E Sorensen, L Stewart, A Vis and N Woods

Staff – S Wildgoose (Chief Executive Officer), L Parola (Acting Executive Manager Corporate and Community Services), J Bayliss (Executive Manager Regulatory and Development Services), R March (Executive Manager Operations and Assets), M Agnew (Communications and Marketing Support Officer)(until 3:09pm), L Burt (Coordinator Governance), and T Rush-Harvey (Governance Support Officer/Minute Officer)

Gallery – There were 4 members of the public present in the Gallery.

2.2 APOLOGIES

Cr Weeks

2.3 LEAVE OF ABSENCE

Nil

3 DISCLOSURES OF INTEREST

Nil

4 PUBLIC QUESTION TIME

4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTIONS

Nil

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 Johnson **SECONDED:** Councillor Stewart

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

**CARRIED UNANIMOUSLY
8 / 0**

FOR: *Councillor Balcombe, Councillor Kestel, Councillor Johnson, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

5.1 Mr Gavan Troy and Mr Keith Troy – Gingin Presentation of Historic Photograph to Council

Mr Gavan Troy provided Council with a brief verbal history of the Troy family in the Gingin district, and presented Council with a framed photograph taken in 1909 at the Junction Hotel showing many of the then residents of the West Gingin (now Neergabby) area including members of the Troy family. The President accepted the presentation and thanked both gentlemen for their generous donation to the Shire of Gingin's historical record.

6 PETITIONS

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 CONFIRMATION OF MINUTES

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson **SECONDED:** Councillor Woods

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

**CARRIED UNANIMOUSLY
8 / 0**

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

9 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil

10 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

11 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

12 REPORTS - OFFICE OF THE CEO

12.1 DRAFT COASTAL RECREATIONAL MASTERPLAN ADVERTISING

File	Nil
Author	Scott Wildgoose - Chief Executive Officer
Reporting Officer	Scott Wildgoose - Chief Executive Officer
Refer	Nil
Appendices	<ol style="list-style-type: none">1. Coastal Recreational Tracks Master Plan Feb 2025 [12.1.1 - 54 pages]2. CRTMP Site Assessment Tables March 2025 [12.1.2 - 87 pages]3. ORVP MP Map Set March 2025 [12.1.3 - 37 pages]4. Protect Our Coast - Brochure [12.1.4 - 2 pages]5. Gingin Protect Our Coast [12.1.5 - 1 page]

DISCLOSURES OF INTEREST

Nil

PURPOSE

The purpose of the report is to seek Council consent to advertise the draft Shire of Gingin Coastal Recreational Tracks Masterplan.

BACKGROUND

In 2022 the Shires of Coorow, Dandaragan and Gingin were awarded a Community Stewardship grant from the Department of Primary Industries and Regional Development (State Natural Resources Management Program) to develop a Masterplan to manage coastal impacts of vehicles north of Perth.

The primary aim of the project is to develop a masterplan for the management of vehicles in coastal reserves as well as associated educational material. The educational material comprises of 30 educational signs and 50,000 educational brochures. The educational materials are to be shared equally by the three Shires.

COMMENT

The Coastal Recreational Tracks Masterplan provides recommendations to balance the use of vehicles in coastal reserves while protecting the landscape and conservation of the reserves. The Department of Biodiversity Conservation and Attractions (DBCA) Nilgen Wanagarren Masterplan has been used as a guiding document for the Coastal Recreational Tracks Project Masterplan.

This allows for a consistent land management message to be presented to coastal track users. The DBCA Wanagarren Track is a local example of best practice track management in a coastal environment.

The Objectives and Aims of the Masterplan are to:

1. Improve the management and education of vehicle users in the off-road environment of the Central Coast.
2. Develop signs and educational brochures that identify key issues vehicle users need to do to protect the recreational and environment values of the Central Coast.
3. Present a shared vision for the Project Area incorporating the sensitivities of the land, the needs of diverse visitors and the constraints of management.
4. Present track stage options for review, discussion and implementation, which are compatible with direction in the Coastal Strategy of each Shire.

Below is a summary of the key recommendations taken from the Recreation Master Plan.

Priority	Discipline	Action	Schedule
1	Management	Map and mark coastal tracks on Crown Land and Reserves. Install track marker system to keep users on defined track.	2026-2028
1	Management	Mark limits of Crown Land and Reserves on coastal tracks.	2026-2028
1	Management	Identify beaches that should be earmarked as vehicle free and implement track closures necessary to achieve this. Install Beach Closed to Vehicles signs.	2025-2026
1	Management	Install orientation signage at strategic locations and key entry points to the project area. Provide brochures with maps for distribution at visitor centres.	2025-2026
2	Management	Ensure unsuitable sites/tracks are closed and rehabilitated. Restrict or prohibit visitor access to specific areas where use cannot be sustained.	2026-2028
2	Management	Trial new technologies at hot spots and difficult to reach locations to assist with management. Remote cameras and sensors along with ANPR and AI to assist with land management issues with limited resources.	2025-2028

2	Administration	Request development of guidance material for Local Authorities, Police and Community Safety Partners on the use of vehicles on Crown Land and Reserves from Department of Planning, Lands and Heritage and Department of Local Government, Sport and Cultural Industries.	2025-2027
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2	Administration	Request development of legislation to protect the environment from inappropriate use of vehicles on Crown Land and Reserves from Department of Planning, Lands and Heritage and Department of Local Government, Sport and Cultural Industries.	2025-ongoing
3	Administration	Request <i>Land Administration Act 1997</i> and Regulations be updated by Department of Planning, Lands and Heritage to provide greater protection to Crown Land and Reserves from the inappropriate use of vehicles on Crown Land and Reserves.	2025-ongoing
3	Administration	Local Governments advocate for funding to manage high public use Crown Lands and Reserves that have been vested in them.	2025-ongoing
3	Administration	Local Governments advocate for increased funding for Ranger teams to manage high use Crown Land and Reserves.	2025-ongoing
3	Administration	Administration Local Governments advocate for beach speed limits to be adopted in Western Australia.	2025-ongoing

Consultation

In developing the Masterplan consultation was undertaken by three main methods:

1. Personal contact with users of the coast in the project area while traveling in the project area.
2. Contact with interested groups that use the coast in the project area. This included Coast Care groups, four wheel drive clubs and community groups.
3. An online survey was shared via the Shire's social media channels, emailed to project contact list members, featured in local newsletters, and spread through word of mouth.

The survey received 346 responses comprising:

- Shire of Gingin respondents – 166
- Shire of Dandaragan respondents – 49
- Shire of Coorow respondents – 47
- Respondents from outside the project area - 84

The survey focused on qualitative responses to 14 questions.

The Draft Masterplan will be advertised for a period of 4 weeks and will replicate the advertising methodology in 2 and 3 above. Each of the three local governments will conduct their own public consultation in relation to their masterplans.

STATUTORY/LOCAL LAW IMPLICATIONS

The applicable pieces of legislation covering the use of vehicles on Crown Land and Reserves (the subject of the Masterplan area) in Western Australia are listed below.

Road Traffic Act 1974

Division 1 – Driving of vehicles: general offences

- s.60 - Driving in reckless manner
- s.61 - Dangerous driving
- s.62 - Careless driving

Division 3 – General matters as to driving offences

- s.73 - Certain offences extend to driving or attempting to drive in public places

Land Administration (Land Management) Regulations 2006

Part 2 - General

- s.4 - Authorised persons
- s.9 - Signs
- s.10 - Vehicles
- s.11 - Protection of property
- s.12 - Protection of environment
- s.13 - Protection of plants and animals
- s.14 - Fires
- s.15 - Camping
- s.19 - General behaviour

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Project funds are contributed from 3 main sources:

- State Natural Resources, Community Stewardship Grant of \$176,800 over 2 years
- The Shire of Gingin's contribution is \$24,000 over 2 years. The Shires of Coorow, Dandaragan and Gingin combined total cash contribution is \$72,000 over 2 years.
- In kind contributions from Land Managers, Community Groups, Regional NRM Groups combined over 2 years totals \$113,220.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.2 Preservation & Management of Endangered Habitats and Coastal and Inland Reserves - Sustainable policy/actions supporting preservation activities.

VOTING REQUIREMENTS - SIMPLE MAJORITY

SUBSTANTIVE MOTION/OFFICER RECOMMENDATION

MOVED: Councillor Vis SECONDED: Councillor Kestel

That Council endorse the draft Coastal Recreational Track Management Masterplan and associated annexures for public advertising and feedback.

AMENDMENT MOTION

MOVED: Councillor Peczka SECONDED: Councillor Johnson

That Council replace the word 'endorse' with 'release'.

CARRIED UNANIMOUSLY
8 / 0

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

Reason for Amendment

Use of the word “endorse” could be interpreted as support by Council for the contents of the document, when in fact Council is simply agreeing to release it for public comment before it is returned for formal consideration.

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

COUNCIL RESOLUTION

MOVED: Councillor Vis

SECONDED: Councillor Kestel

That Council release the draft Coastal Recreational Track Management Masterplan and associated annexures for public advertising and feedback.

**CARRIED UNANIMOUSLY
8 / 0**

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

Coastal Recreational Track Management Master Plan for the Shires of Coorow, Dandaragan & Gingin

February 2025 Rev-B



natural resource
management program



EXECUTIVE SUMMARY

INTRODUCTION

The Coast situated in the Shires of Coorow, Dandaragan and Gingin has long served as a setting for a diverse range of recreation activities.

This section of isolated, rugged and dynamic coastline is situated on the northern fringe of Perth and extends to just North of Leeman. Its proximity to the city and surrounding rural and coastal communities ensures consistent use throughout the year. Visitors are able to undertake a wide variety of nature based recreation activities either independently or with commercial tours.

The remoteness, challenging terrain, sense of isolation and beauty of the coast has become the domain of four wheel drive owners. It is these users, whose numbers are rapidly increasing, who are altering this fragile landscape and contributing to diminishing conservation and cultural values.

Increased visitor numbers, conflicts of user types and alteration of landscape values will continue as more people buy and use four wheel drive vehicles for recreational and tourism use. It is this Recreation Master Plan's aim to protect those landscape values through enabling efficient management and encouraging sustainable recreation use of the lands and waters of the Coast in the Shires of Coorow, Dandaragan and Gingin.

THE COASTAL RECREATION TRACK MANAGEMENT MASTER PLAN

The Coastal Recreation Track Management Master Plan (The Plan) presents a strategy to allow recreation activities to continue in the project area while protecting its landscape and conservation values.

It investigates all relevant issues pertaining to the provision of a safe and enjoyable recreation setting that is both easily manageable and retains the conservation and cultural value of the reserves.

The Plan considers issues identified in other plans created to identify and manage coastal planning issues on the Central Coast in Western Australia. These include coast management plans, CHRMAP, inundation studies, economic strategies, regional strategies and other relevant coastal plans. It also considers information on coastal and track management from interstate, national and international sources.

The Plan also considers DBCA plans relevant to coastal management from the Southern boundary of the Shire of Gingin through to the Northern Boundary of the shire of Coorow. One of these plans is the *Nilgen Wanagarren Master Plan 2007*. In considering the issues and recommendations in these plans, it will result in a consistent land management approach for the coast north of Perth to Leeman.

The Shires of Coorow, Dandaragan and Gingin received funding from the State Natural Resource Management Program along with co-contributions from the shires and in-kind contributions from land managers, community groups and volunteers to complete the Master Plan.

KEY COMPONENTS

ACCESS

Four wheel drive vehicles are the primary mode of transport in the project area with rugged sandy tracks and beach driving typifying the main travel routes. Guilderton, Seabird, Ledge Point, Lancelin, Cervantes, Jurien Bay, Green Head and Leeman will remain the key access points; being situated on Indian Ocean Drive. Sandy Cape and Milligan Island area also significant access points for coastal recreation activities.

User preference and varying track conditions dictate the need to retain a number of well defined north south travel routes which have been rationalised from the myriad of existing 4WD tracks. Visitor orientation and directional signage should be installed to define the track.

Access has been chosen on the basis of landscape protection principles, fire management and control, clarity of directional orientation and ease of management for Shire staff. The plan does not provide any guidance on public rights of way. Access to private property and mining leases requires the owner's permission for entry.

RECREATION ACTIVITIES

The aim is to enable continued use and participation in recreation activities within the project area. The Shires of Coorow, Dandaragan and Gingin objective is to allow these activities to continue if the inherent visitor risks and protection of landscape values are at a suitable level.

Current recreation activities have evolved through a tradition of use and the majority will remain relatively unchanged in the Master Plan. However, certain activities such as the use of registered 4WD vehicles and motorbikes have been excluded from sensitive areas. Opportunities to pursue recreational beach driving, fishing, windsurfing and other water sports have been left largely unchanged, where they are consistent with the Shire Coastal Plans and the Jurien Bay Marine Park Management Plan.

RECREATION SITES

The aim is to enhance the quality of recreation facilities within the project area. This is achieved by assessing the existing day use areas and where allowed camping sites (Sandy Cape and Milligan Island) for their recreation qualities and determining whether the conservation or environmental values of each site are at risk.

Presently, 32 recreation sites exist in the project area. The Master Plan details the closure of 1 site, The Deflation Basin in the Shire of Dandaragan due to it being an area susceptible to damage by inappropriate use.

Smaller sites will be rationalised, and inappropriate sites rehabilitated to conserve landscape values. There will be no new additional coastal recreation sites.

Summary of Coastal Recreational Track Management Strategies by Location.

Site	Vehicle access to site	Pedestrian access/ walk trail	Day Use	Beach Access (P – pedestrian; V-vehicle)	Site Hierarchy	Close	Access Through Privet Property or Mining Lease
Shire of Coorow							
Leeman South Limestone shelf and beaches (CW01)	X	X	X	P, V	Sec		
Webb Island area (CW02)	X	X	X	P	Min		
Little Anchorage Bay (CW03)	X	X	X	P, V	Sec		
Lipfert Island area. (CW04)	X	X	X	P, V	Sec		
Billy Goat Bay (Milligan Island area) (CW05)	X	X	X	P, V	Pri		
Harrop Inlet (CW06)		X	X	P	Sec		
Pont Louise (CW07)	X	X	X	P, V	Sec		
Anchorage Bay (CW08)	X	X	X	P, V	Sec		
South Bay (CW09)	X	X	X	P, V	Sec		X
Shire of Dandaragan							
Griswald Bay (DN01)	X	X	X	P, V	Sec		
Sandy Cape (DN02)	X	X	X	P, V	Pri		
Kingy Bay (DN03)	X	X	X	P, V	Sec		
Volcano (DN04)	X	X	X	P, V	Sec		
North Head (DN05)	X	X	X	P, V	Sec		
Pumpkin Hollow (DN06)	X		X	V	Min		X
Jurien Bay town beaches (DN07)		X	X	P	Pri		
Booka Valley. (DN08)	X	X	X	P, V	Min		X
Hill River (DN09)	X	X	X	P, V	Sec		X
Deflation Basin (DN10)	X			V		X	
Black Point (DN11)	X		X	V	Min		
Cervantes town beaches (DN12)		X	X	P	Pri		
Hansen Bay (DN13)	X	X	X	P, V	Pri		
Shire of Gingin							
Lancelin to Nilgen Nature Reserve Boundary. (GG01)	X	X	X	P, V	Sec		X
Lancelin Back Beach (GG02)	X	X	X	P, V	Pri		
Fence Reef to Lancelin (GG03)	X	X	X	P, V	Sec		
Ledge Point to Fence Reef (GG04)	X	X	X	P, V	Sec		
Manakoora Sand Patch to Ledge Point (GG05)	X	X	X	P, V	Sec		X
Breton Bay to Manakoora Sand Patch (GG06)				V	Min		X
Mission Beach/Eagles Nest Bluff to Breton Bay (GG07)				V	Min		
Seabird to Mission Beach/Eagles Nest Bluff (GG08)	X	X	X	P, V	Sec		

Site	Vehicle access to site	Pedestrian access/ walk trail	Day Use	Beach Access (P – pedestrian; V-vehicle)	Site Hierarchy	Close	Access Through Privet Property or Mining Lease
Guilderton to Seabird (GG09)	X	X	X	P, V	Sec		
Wilbinga to Moore River mouth (GG10)	X	X	X	P, V	Min		

TABLE LEGEND

- X Applicable to this site
- V Vehicle
- P Pedestrian
- Pri Primary use site.
- Sec Secondary use site.
- Min Minor use site.

VISITOR INFORMATION, EDUCATION AND ORIENTATION

Guilderton, Seabird, Ledge Point, Lancelin, Cervantes, Jurien Bay, Green Head and Leeman will remain the primary entry points into the project area. It is at these points that major visitor information, education and orientation will occur. The primary sites will also contain interpretation and education about specific landscape, marine and cultural qualities pertinent to that site.

Site orientation and directional signage for roads and recreation sites needs to be a key focus for development in the area. Concise orientation information is required to aid navigation for visitors and provide greater traffic management ability to Shire staff. In conjunction with site works the sign system will also reduce the creation of new tracks and multiplication of existing tracks. The signage used must be strong, vandal resistant and complimentary to existing signage styles of the Shires.

Educational material needs to be developed for tour operators to enhance their knowledge of the area and to pass on to their clients. It is important from a conservation and education perspective that the stories and information presented is accurate and portrays the correct environmental values. Information will also be provided at Guilderton, Seabird, Ledge Point, Lancelin, Cervantes, Jurien Bay, Green Head and Leeman in their tourist bureaus or information bays. Take away maps and a weekly report on track conditions could also be considered.

KEY RECOMMENDATIONS

Below is a summary of the key recommendations taken from the Recreation Master Plan.

Priority	Discipline	Action	Schedule
1	Management	Map and mark coastal tracks on Crown Land and Reserves. Install track marker system to keep users on defined track	2026-2028
1	Management	Mark limits of Crown Land and Reserves on coastal tracks	2026-2028
1	Management	Identify beaches that should be earmarked as vehicle free and implement track closures necessary to achieve this. Install Beach Closed to vehicles signs	2025-2026
1	Management	Install orientation signage at strategic locations and key entry points to the project area. Brochures with maps for distribution at visitor centres with other visitor information	2026-2028
2	Management	Ensure unsuitable sites/track are closed and rehabilitated. Restrict or prohibit visitor access to specific areas where use cannot be sustained	2026-2028
2	Management	Trial new technologies at hot spots and difficult to reach locations to assist with management. Remote cameras and sensors along with ANPR and AI to assist with land management issues with limited resources.	2025-2028
2	Administration	Request development of Guidance Material for Local Authorities, Police and Community Safety Partners on the use of vehicles on Crown Land and Reserves from Department of Planning, Lands and Heritage and Department of Local Government, Sport and Cultural Industries.	2025-2027
2	Administration	Request development of Hoon Legislation to protect the environment from inappropriate use of vehicles on Crown Land and Reserves from Department of Planning, Lands and Heritage and Department of Local Government, Sport and Cultural Industries.	2025-ongoing
3	Administration	Request Land Administration Act and Regulations be updated to provide greater protection to Crown Land and Reserves from the inappropriate use of vehicles on Crown Land and Reserves from Department of Planning, Lands and Heritage	2025-ongoing
3	Administration	Local Governments lobby for funding to manage high public use Crown Lands and Reserves that have been vested with them	2025-ongoing
3	Administration	Local Governments lobby for increased funding for ranger teams to manage high use Crown Land and Reserves.	2025-ongoing
3	Administration	Lobby for beach speed limits to be adopted in Western Australia	2025-ongoing

CONCLUSION

The Shires of Coorow, Dandaragan and Gingin Coast's tradition of recreation use is one that is important and valuable to its broad user base. This Recreation Master Plan acknowledges all users and uses and aims to allow them to continue in this stretch of coastline for many generations to come. It is imperative that efficient management and control of such users and uses occurs to maintain the project area's unique qualities and recreation opportunities.

Document Structure

The Master Plan has been prepared in three separate documents covering,

The Master Plan document, The Plan

The Site Assessment document, covering site assessment details and site pictures separated into Local Government Areas.

The Map Set Document, map set with main coastal track marked out and separated into Local Government Areas.

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INTRODUCTION

INTRODUCTION

The Coastal Recreation Track Master Plan (CRTMP) aims to combine management and planning strategies outlined in a number of preceding Master Plans that include the coastline in the Coorow, Dandaragan and Gingin Shires as part of their project areas.

This document provides directions for portions of the Shires of Coorow, Dandaragan and Gingin Coast, developing specific Key Management Issues, looking at the Existing Project Area Conditions, Design Issues and Strategies and Site Assessments of the 32 inventoried sites along the Shires of Coorow, Dandaragan and Gingin Coast. The Master Plan provides a framework to guide future planning, development and management of recreation and tourism opportunities and facilities.

Coastal Recreational Track Master Plan and CHRMAP

The CRTMP looks at balancing recreational use expectations and environmental management to protect the intrinsic value of the coastal environment from human interactions. CHRMAP's are plans to manage coastal risks and hazards on vulnerable coastlines from erosion and inundation arising from natural process. The plans are developed to assist in managing asset risks as a result of the natural changes in the coastal area. The assets at risk can be both natural and manmade. CHRMAP's also consider the resilience and capacity of the community and environment to recover from a coastal event. The CRTMP plan does not in any way replace the CHRMAP. Rather the CRTMP looks at the impact of human use of coastal tracks and the resulting impact on the environment. The CRTMP plan considers the CHRMAP in forming recommendations and actions.

Coastal Inundation Assessment

Coastal Inundation studies look at potential inundation of the coastline due to cyclones, storms and rising sea levels and the impacts on coastal locations. The coastline in the Shires of Coorow, Dandaragan and Gingin are typically exposed to inundation risk during storms, intense cold fronts and high tide events. The State Wide Coastal Inundation Assessment for WA, 2023 inundation project models the risk profiles in the short to medium term and into the next 25 years for the WA coastline. The Shire of Coorow towns of Leeman and Green Head are rated at limited inundation risk. The Shire of Dandaragan towns of Jurien Bay and Cervantes are rated moderate inundation risk. "There is not presently an inundation problem per se, although the existing foreshore reserve is potentially inadequate to manage wave setup and run up (Site Summary 11: Dandaragan A-11-p2). The Shire of Gingin towns of Lancelin, Ledge Point, Sea Bird and Guilderton. Lancelin, Ledge point and Sea Bird are rated moderate inundation risk. The Coastal inundation Assessment details that for these towns the coastal foreshore reserves are the primary defence against coastal inundation. The protection of the foreshore reserves from recreation track development that has the potential to allow the breaching of the fore dune near townsites must be a high priority for all Shires.

MASTER PLAN PROJECT AREA

The Master Plan focuses specifically on Shires of Coorow, Dandaragan and Gingin Coast. The project focus on lands controlled by the Shires of Coorow, Dandaragan and Gingin located between the Indian Ocean and Indian Ocean Drive. These areas are considered within the context of a larger area extending from just North of Two Rocks to Leeman and excludes DBCA and Department of Defence managed lands.

The project area is located within a larger portion of land known as the WA Central Coast and includes the Turquoise Coast. This name refers to the spectacular section of Indian Ocean coastline between Lancelin and Green Head, a component of the broader land category referred to as the Central Coast. While the origins of the name are uncertain, common usage suggests that the term has a degree of public recognition and acceptance.

RECREATION MASTER PLAN BACKGROUND

Apart from areas within the immediate vicinity of coastal towns such as Guilderton, Seabird, Ledge Point, Lancelin, Cervantes, Jurien, Greenhead and Leeman, the Central Coast has retained a sense of remoteness, adventure and intrigue. Outstanding natural attractions include the omnipresent ocean with its ever-changing character, beaches, rocky outcrops, mobile dune fields, islands and diverse marine and terrestrial flora and fauna.

Rugged sandy tracks and beach driving has left access to much of this coastline the domain of four wheel drive owners and tour operators. The coastal towns of Guilderton, Seabird, Ledge Point, Lancelin, Cervantes, Jurien, Greenhead and Leeman along with the Wedge and Grey squatter settlements provide the primary accommodation base for overnight visitors. Unauthorised beach and dune camping is a significant activity associated with coastal track use. Other favourite activities include all terrain vehicle and motorcycle riding (both registered and unregistered vehicles), fishing, water sports, exploring, and simply experiencing the landscape. Paid authorized camping is also catered for at Sandy Cape and Milligan Island.

A lack of management outside of DBCA managed lands has resulted in conflicts between visitors, loss of environmental values and a proliferation of depreciative land uses. Increasing visitor use has resulted in a noticeable acceleration of site decline and loss of critical values over the last few years.

The Indian Ocean Drive between Perth and Dongara has provided easy access from Perth to sites that have in the past been either inaccessible or difficult to access. The resultant impacts are increased visitor numbers, increased four wheeled drive and off-road vehicle use of the coastal areas. This has resulted in an increase in the recreational use of the coastal area and pressure on the natural environment. This requires a change in the management of the coastal area to retain its natural values for current and future generations. Without change the natural values will suffer irretrievably.

MANAGEMENT PLANS AND OTHER STUDIES

The following documents were used as the basis for the Coastal Tracks Recreation Master Plan. Ideas, strategies, directions in planning and recommendations have been drawn from and elaborated upon with specific relevance to the Central Coast Project Area.

[Coastal Hazard Risk Management and Adaption Plan Shire of Dandaragan, 2018.](#)

The Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) has been prepared to provide a long term view of the potential future coastal erosion impacts to the townships of Cervantes and Jurien Bay and highlight possible strategies to adapt to the changing future oceanic and coastal conditions.

[Coastal Plan, Shire of Dandaragan 1999](#)

Report on potential coastal development in the Shire of Dandaragan after the removal of coastal shacks.

[Shire of Gingin Coastal Hazard Risk Management Adaptation Plan - June 2023](#)

The CHRMAP outlines a plan to address future risks identified across the four coastal townsites of Lancelin, Ledge Point, Seabird and Gingin. The components of a CHRMAP include, coastal hazard risk identification and assessment, risk evaluation and adaption options. This allows the Shire to have a flexible decision making pathway that can be used as coastal hazards emerge.

[Coastal Inundation Study \(Baird, 2020\)](#)

Baird (2020) produced a Coastal Inundation Study (CIS) for the Lancelin, Ledge Point, Seabird and Guilderton townsites. The CIS identified potential areas subject to coastal inundation risk at Lancelin, Ledge Point, Seabird and Guilderton, however it did not identify or prioritise risk management responses to the inundation hazards for the four townsites.

[Shire of Gingin Coastal Management Strategy June 2023](#)

The Coastal Management Strategy (CMS) builds on the outcomes and recommendations of the CHRMAP and previous coastal studies. It details baseline information about the coastal zone, including flora and fauna and the Shire of Gingin's owned or managed assets, relevant to planning and management of the coastline.

[Shire of Coorow 2015 local planning strategy](#)

The Shire of Coorow Local Planning Strategy 2015 is the Shire's strategic land use and decision-making document for the next 10-15 years. The strategy will be an essential tool in guiding future planning initiatives by the Shire, informing future grant applications and infrastructure investment, and provide a framework for the Shire in responding to issues such as coastal planning, renewable energy and town site revitalisation.

[The Guilderton to Kalbarri Sub-regional Strategy 2019](#)

The Guilderton to Kalbarri Sub-regional Strategy outlines the Western Australian Planning Commission's approach to future planning and development of the coastal strip from the northern boundary of the metropolitan region, north to Kalbarri, over the next 20 years.

[Central Coast Sub-Regional Economic Strategy 2014](#)

This Sub-Regional Economic Strategy for the Central Coast provides economic analysis and evidence based guidance to assist in investment and decision making and can therefore make a major contribution to sub-regional and whole-of-region planning. This Strategy also establishes a framework for the promotion and facilitation of economic and population growth across all towns in the sub-region.

[The Central Coast Regional Strategy](#)

Published in 1996 by the WA Planning Commission, it provides a useful development framework for the project area and includes objectives and recommended actions to guide management of the natural environment, tourism, recreation, roading and land use, which will be reflected in the Master Plan.

[Nambung National Park Management Plan 1998 – 2008.](#)

Published in 1998 by CALM, this Management Plan provides strategic and specific direction for all DBCA lands in the Project Area.

[Wedge and Grey Master Plan – 2000](#)

Published by CALM in 2000, it provides a framework to guide future planning development and management of recreation and tourism opportunities and facilities specific to Wedge and Grey.

[Jurien Bay Marine Park Management Plan 2005 – 2015](#)

Published by CALM in 2005, it provides specific direction for the type and level of recreation and commercial activity taking place within the marine park. Of most relevance to this recreation Master Plan are the restrictions placed on recreational fishing in specific zones of the marine park. Some of these restrictions will influence the Coastal Recreational Tracks Master Plan.

[Eyes on Eyre Coastal & Inland Node Visitor Infrastructure Design Report 2019](#)

The report outlines coastal access and camping as a key initiative to fulfil the objectives of the South Australian Regional Visitor Strategy and Eyes on Eyre project and nominates locations for the first stage of concept development. Eyre Peninsula local government authorities have adopted the report and implemented findings. Local government controlled camping sites now use an online booking system and all campgrounds have been upgraded in line with the report recommendations.

[Speed Limits on South Australian Beaches, Community Engagement Outcomes Report 2023](#)

Beaches in South Australia are considered a 'road-related area' under road traffic legislation. This means that where no speed limit is set (or sign posted), the default speed limit applies. As such, many South Australian beaches are subject to the default speed limit of 100 kilometres per hour (km/h) that applies outside built up areas. The need for a lower default speed limit on South Australian beaches is being considered to improve safety for all beach users, given the impracticality of formal road infrastructure to separate vehicles from pedestrians, and the changing nature of driving conditions on a beach. Recommendation of 40kmh on beaches and 25kmh when 50m from a person.

[Off Road Vehicles Impact on The Environment 1997](#)

House of Representatives Standing Committee on Environment and Conservation report on, Off Road Vehicles impact on the Australian Environment. The report reaches 39 conclusions and 15 recommendations on Off Road Vehicles impact on the Australian Environment. The majority of the information in the report is still very relevant to current use of Off Road Vehicles in Australia. However the context of off-road vehicles use has changed significantly, the Australian population has increased from 14,110,107 in 1997 to 25,630,698 in 2021. The number of vehicles has increased and social media and 4WD TV lifestyle shows have dramatically increased from 1977 to 2024.

The ABS summary information on population and vehicles provides data demonstrating the changes in population and vehicle numbers over time driving the need for greater management of vehicles impacts on the environment.

ABS POPULATION SIZE & GROWTH

Historical Population, 2021

Year	Western Australia	Australia
1976	1,191,680	14,110,107
1997	1,810,928	18,510,004
2021	2,728,187	25,630,698

Australian Bureau of Statistics, *Population Size & Growth, Historical Population 2021*, accessed 6/11/2024.

**ABS MOTOR VEHICLES CENSUS BY TYPE OF VEHICLE
Passenger Vehicles, Campervans, Light Commercial
Vehicles**

Year	Western Australia	Australia
1976	532,392	5,860,431
1997	1,167,983	10,871,818
2021	2,078,862	18,444,456
Light Commercial Vehicles, Campervans		
1976	89,789	758,182
1997	217,480	1,665,510
2021	425,520	3,593,781

Australian Bureau of Statistics, 9309.0 - Motor Vehicle Census, Australia, 2021, 1997, 1976, accessed 6/11/2024.

Unfortunately to establish the true number of Off Road capable vehicles in Australia, it would require a custom extraction and validation of data from a number of data sets which is beyond the scope of this project.

Off Road Vehicles on Beaches, The Impacts, Implications and Options For Coastal Managers in Australia, 2012

Whilst this discussion paper will not provide a review of all impacts of off-road vehicles on the coast from across the globe, it will attempt to provide a sufficient evidence base to initiate discussion on this significant management and conservation issue and provide some options for addressing these issues in our coastal areas around Australia. Australian examples have been used wherever possible. The impacts of ORVs on beaches comprising both rocky and sandy foreshores, adjacent tidal wetlands and inter-tidal areas (including seagrass beds) have been documented internationally for a number of decades. Different types of vehicle use in coastal areas are likely to have different impacts on individual coastal habitats. For example, the impacts from slow speed access along the foreshore for fishing purposes will differ from vehicles travelling at high speeds higher on the beach or in dune areas.

OBJECTIVES AND AIMS

The Objectives and Aims of the Coastal Recreational Tracks Master Plan are to:

- Improve the management and education of vehicles users in the off road environment of the Central Coast
- Develop signs and educational brochures that identify key issues the vehicle users need to address to protect the recreational and environment values of the Central Coast.
- Present a shared vision for the Project Area incorporating the sensitivities of the land, the needs of diverse visitors and the constraints of management.
- Present track stage options for review, discussion and implementation, which are compatible with direction in the Coastal Strategy of each Shire.

KEY MANAGEMENT ISSUES

INDIAN OCEAN DRIVE

Indian Ocean Drive (IOD), links Perth's northern suburbs with coastal towns and tourist destinations north along the coast to Cliff Head, Dongara. IOD Coastal Road provides an alternative tourist route to Brand Highway. Main Roads WA traffic count data indicates in 2022/23 average vehicles per day near Ledge Point was 2500 and near Leeman was 1310.

Vehicle numbers dropped off moving North along IOD and this is reflected in Coastal Recreational Track use appearing to be less with increasing distance from Perth.

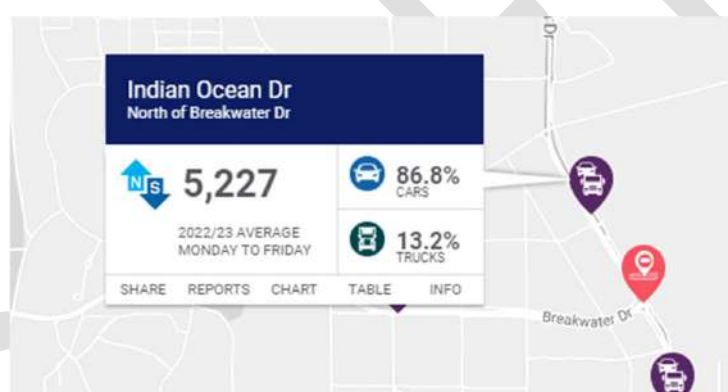
The IOD also plays an important role in the economic development of the Central Coast Region and facilitates easier access between coastal communities. With this comes the growth of local communities, an increase in tourism and consequently an increase in the number of recreational users of the Shires of Coorow, Dandaragan and Gingin in the project area. The IOD also facilitates easier access to the project area which will potentially lead to an increase in visitor numbers.

Sample Traffic Data sourced from Main Roads WA Online Traffic Map based on 2022/2023 average daily Monday to Friday traffic travelling in both directions. Traffic volumes drop off as the distance increase from Perth. This would suggest that pressure on coastal recreational use will be greater closer to Perth and decrease as the distance from Perth increases.

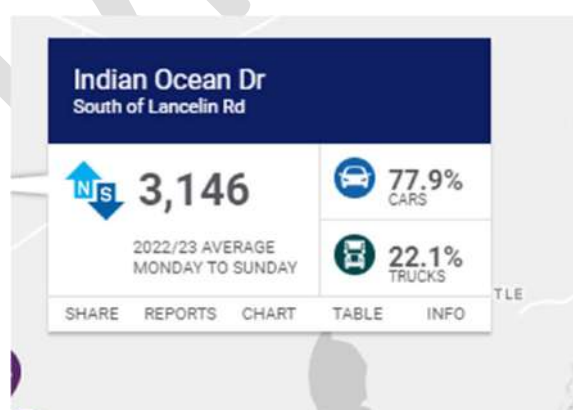
[trafficmap - Main Roads WA](https://trafficmap-mainroads.wa.gov.au/)

<https://trafficmap.mainroads.wa.gov.au/map>

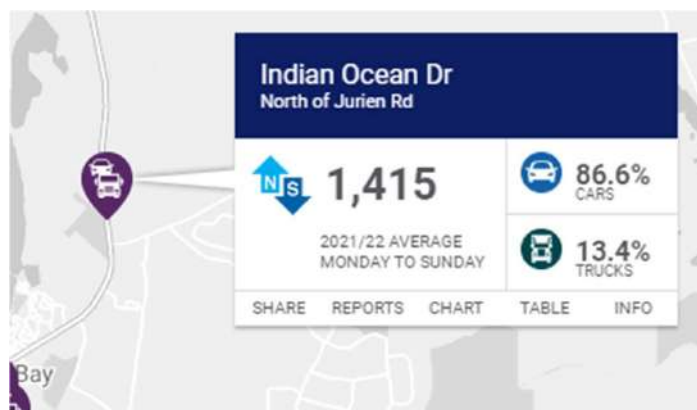
Two Rocks IOD



Lancelin IOD



Jurien Bay IOD



Leeman IOD



The increasing number of visitors is showing signs of misuse and loss of conservation and cultural values in reserves. The control of users will be achieved through management, appropriate track closures and the development of specific day use areas.

The alignment of the IOD, varies in its distance to the shoreline, from less than 170m between Green Head and Leeman to about 10 kilometres adjacent to the Lancelin Defence Training Area (LDTA). Sealed spur roads from the main roads to the coast are present near population centres and developed key recreational use sites. All other tracks coming off or intersecting the IOD and other roads will be assessed for use in accessing coastal sites.

LANCELIN ROAD

The Lancelin Road in the Shire of Gingin provides access to coastal areas associated with Guilderton, Seabird, Ledge Point and Lancelin and varies in distance from the shoreline between 4 Kilometres near Lancelin to 10 Kilometres near Wilbinga. There is a significant amount of private land between the Lancelin Road and the Coast in the Shire of Gingin that is not within the scope of the Master Plan

RECREATION

Recreation has occurred on the coast in the Shires of Coorow, Dandaragan and Gingin on Crown Land and Reserves for many decades, though such use was not acknowledged when the nature reserves were gazetted.

The project area is experiencing increased usage, both on the vehicular network and at recreation and tourism focal points; therefore, it is critical that sufficient recreation and tourism infrastructure be in place to manage the increase of visitors to ensure that the project area's conservation and aesthetic values are retained.

The main recreation activity locations are still relevant today mainly. The early track development on the coast allowed access to these points. In an ideal world the current track network realistically at a minimum would maintain the access the original track network provided. This would then allow the closure of tracks not required for access to these recreational locations. This track network can be identified in aerial photographs taken between 1960 to 1970.

SETTLEMENTS

The shack lease areas of Wedge and Grey are managed by DBCA and as such are not directly part of this Master Plan. Wedge and Grey have become significant recreation and tourism nodes following the completion of the Indian Ocean Drive. The development of Wedge and Grey as significant nodes effects the 'nature' of use of the coastal strip to the north and the south by allowing easier access to recreation sites near their locations. This also creates an expectation of recreational use of the coast by visitors. It is important to maintain a similar management strategy to be able to deliver a consistent visitor experience and expectation in the project area.

TRACK/SITE DEVELOPMENT

32 track/sites have been inventoried within the project area, these are generally unplanned sites used for camping, authorised or unauthorised, or in association with various recreation activities. Often these sites and tracks are legacy sites from when visitors first used the coast for recreational activities. The tracks/sites have been assessed and those deemed to be sustainable and able to support use will be developed according to a minimum facility – minimum impact philosophy. The project area is known for its remoteness and subsequent developments will continue to reflect this value. Wood fires will not be permitted due to risk of wildfire and the impacts of firewood gathering on native vegetation.

Sites of major significance will need site development plans created to guide their development. These, and other sites within the project area, have a history of use and significance within the community. Specific site designs should encourage the use of these sites by the public and commercial tour operators whilst retaining the conservation values associated with them. Included in the designs should be interpretation and education increasing visitor's awareness of the importance of appropriate use of these significant and fragile sites.

JURIEN BAY MARINE PARK

The headlands and beaches within and adjacent to the Jurien Bay Marine Park are one of the most prized and utilized community resources on the Central West Coast. The marine park has 102 km of mainland beaches and swimming, surfing, sunbathing, walking, beach fishing and use by recreational vehicles (RVs) have been a tradition on these beaches for many years. These activities are generally benign when use is low and sporadic. However, with increasing use, environmental degradation and conflicts can emerge, particularly on the more popular beaches if some of these activities are not regulated. It should be noted that most of the coastline is already reserved to low or high water mark as either DBCA managed conservation reserves or as local government managed coastal reserves. Over the last ten years there has been considerable DBCA and local government resources allocated to develop coastal management plans in recognition of the sensitive nature of the coast and the increasing recreational use of the area. These plans incorporate a range of detailed strategies to conserve the coastal features. It is

important that management of all coastal reserves is integrated with management of the marine park.

Sandy shorelines are generally very unstable and can change significantly both seasonally and from year to year. Some sandy shorelines in the Jurien Bay region are quite mobile. For example, Island Point has not only retreated eastward for approximately 200 m in the last 150 years and is currently migrating to the north.

Beaches provide important social functions in that they provide a buffer against wave action, thereby protecting coastal structures and are an important focus for many recreational activities. Destruction of beach and dune vegetation by inappropriate vehicle use can lead to erosion and deterioration in the amenity value of beaches and disrupt nesting shorebirds. Similarly litter from recreational and commercial activities can significantly reduce amenity values. Increasing beach usage can also lead to conflict between incompatible uses (e.g. RVs and sunbathing).

As visitor numbers and therefore recreational usage of the coast increases, the issues of RV use, litter and domestic animals on the beaches will become increasingly important. Strategies to manage RV use and domestic animals must be developed in liaison with the local government authorities for each beach area, as in many cases it is the local government authorities which manages the land immediately adjacent to the high-use beaches.

Most other recreation activities that are undertaken by people who use DBCA and local government reserves to gain access to the waters of the marine park are still able to be pursued. This includes surface based water activities along with diving and snorkelling.

For specific information on permitted uses and the various zones of the Jurien Bay Marine Park refer to the *Jurien Bay Marine Park Management Plan (2005-2015)*.

EXISTING PROJECT AREA CONDITIONS

LANDSCAPE CHARACTER TYPE

Two of the 89 recognised Interim Biogeographic Regionalisation for Australia (IBRA) regions, based on distinct regional patterns of landform and vegetation, are found in the project area. These are the Swan Coastal Plain (Dandaragan Plateau and Perth) (SWA), Geraldton Sandplains (Geraldton Hills and Lesueur Sandplain) (GES).

The area is characterised by windswept parallel dune ridges and horizontal plains with a high scenic quality and remote perspective.



Coastline South Lancelin, showing benching and weed build up.



Coastline Hill River Area, showing unprotected dune base, short beach wash zone and steep beach angle to water.

The coastline typically consists of long curved beaches, rocky limestone cliffs and headlands with the northern sections of the project area being typified by irregular coastal edges. Offshore reefs are present along the majority of this project area providing the basis for water activities such as diving, fishing, surfing and windsurfing

Fragile coastal dunes, which are dynamic in nature, are further affected by human use and misuse. Limestone outcrops are susceptible to being exposed if vegetation and covering sands are lost. Blowouts may also occur as a result of the natural vegetation succession process being interrupted by vehicle traffic. Recreation sites and tracks have been covered by moving dunes making the management of sites difficult and unpredictable.

The vegetation consists of wind pruned coastal heath and shrubs dominated by acacias and melaleucas. The presence of vegetation is crucial to the stability of the dune systems. Damage to pioneer dune species by human and vehicle actions compromise the natural process of dune stabilisation by vegetation. The destruction of dune vegetation accelerates coastal erosion processes. This leads to changes in landforms and scenic amenity that coastal recreational users value.

It is essential to retain the sense of remoteness and ruggedness that characterises this area along with ensuring that any modifications to the landscape don't affect the landscape character type.

It is extremely important to understand that coastal landscapes and tracks are not durable trafficable surfaces like trafficable roads. They cannot sustain the same level of traffic as an engineered road constructed to durable traffic standards. Environmental damage caused by high vehicle use is not reversible in a coastal environment. A clear demonstration of this in the project area is the damage done to North Head by 4WD vehicles.

USER PATTERNS

Visitor accommodation and recreation activities in the Project Area have largely been focused on the coastal strip with main service nodes at Guilderton, Seabird, Ledge Point, Lancelin, Cervantes Jurien Bay, Green Head and Leeman. Unregulated camping and day use in the coastal dunes of is very popular in association with fishing, four-wheel driving, motorbike riding, windsurfing, surfing and sightseeing. Four-wheel driving and motorbike riding encroaches on to private property in numerous locations in the project area despite the Lancelin and Ledge point Off Road Vehicle areas being located within the project area. Camping in the Coorow and Dandaragan Shires is permitted at approved locations only. However, Camping outside these areas continues to occur despite being prohibited by shire regulations. Camping in the Gingin Shire controlled Lancelin Dunes area and private property south of Nilgen, continues to occur despite being prohibited by shire regulations.

Very few visitors explore areas away from the coastal strip, due, in part, to the limited number of inland tracks. The few inland tracks which exist are often used as shortcuts by visitors and for maintenance, fire protection and planning by management authorities. User patterns suggest that the coastal area will remain the most frequently used and hold much of the focus of this Master Plan.

The quickest way to transit between points on the coast is beach driving and only using coastal tracks to skip around headlands and other obstacles preventing beach transit. The main reason for this is the ability to maintain a high average speed on beaches compared to coastal tracks.

Coastal tracks also provide users with terrain challenges to test driver skill and vehicle capability. In some areas this is taken to the extreme and results in significant damage to the environment.

FACILITIES AND SERVICES

Within the project area Guilderton, Seabird, Ledge Point, Lancelin, Cervantes Jurien Bay, Green Head and Leeman are the only towns that provide accommodation, fuel, food, water and other essential visitor services. Beyond these centres, visitors must be self-sufficient.

Guilderton, Seabird, Ledge Point, Lancelin, Cervantes Jurien Bay, Green Head and Leeman based services such as four wheel drive recovery, Ambulance and Silver Chain services are often called upon in times of need.

Land Tenure Considerations

The coastal strip in the Shires of Coorow, Dandaragan, and Gingin between the Indian Ocean and Indian Ocean Drive comprise of land held under a range of land titles. These include, Crown Land, Unallocated Crown Land, Crown Reserves (some managed by local government authorities), mining leases and freehold title (private property). Coastal tracks have developed informally over the years and do not necessarily comply with any legal access across the respective land tenures. It is not unusual for coastal tracks to exist across undeveloped freehold lands. In these cases, users often have no knowledge of entering private property without the owner's permission. Often the crown land strip along the coast can be as little as 40 meters wide leaving very little room for a coastal track to remain on crown land and not enter private property.

The Coastal Tracks Master Plan focuses on the land tenures that local governments are authorised to act on as an entity or a person representing the local government authority concerned. It does not address coastal tracks on freehold land or mining leases.

Crown Land

Land in Western Australia is held by the Crown or in freehold. All land except freehold land is classified as Crown land, including reserved and leased Crown land, tidal waters, reclaimed land, river beds and lakes. <https://www.landgate.wa.gov.au/land-and-property/land-transactions-hub/land-transaction-policy-and-procedure-guides/land-titles/land-ownership-land-titles-and-landgate/typ-01-types-of-title-to-land/#TYP-01>

Land Administration Act 1997 (LAA), Land Administration (Land Management) Regulations 2006, Land Administration Regulations 1998, deals with crown land law. The access, use and management of crown land is detailed in these acts and regulations.

Unallocated Crown land

Western Australian Land Administration (Land Management) Regulations 2006 (LAR 2006), provide the legal management framework for managing Unallocated Crown Land (UCL). Typically, coastal beaches in Western Australia are UCL. Authorised person under the LAR 2006 include, police officer, ranger, person authorised under the Local Government Act 1995 section 3.39 and a list of other duly authorised persons under LAR, Part2, r.4 Authorised persons. Penalties for offences under the LAR 2006 are typically more significant than local by laws of Local Government Authorities. The land tenure will determine which penalties will apply for noncompliance to Acts, Regulations or By Laws.

Crown Land Reserves

A reserve is a form of tenure of Crown land. It is not an interest in land.

Under section 41 of the [Land Administration Act 1997\(link is external\)](#) (LAA) the Minister may set aside Crown land as reserve for a particular purpose in the public interest. Every such reservation has a land description and designated purpose registered on a Crown Land Title (CLT) and is graphically depicted on a plan or diagram held by [Landgate\(link is external\)](#).

Historically, some reserves have been created through gazettal by description and legislation that has now been superseded. Therefore, some reserves may not have a land description or a CLT.

Reserve tenure is usually applied to land that,

(a) holds intrinsic community value or is of high conservation value that should be preserved and maintained for the benefit of future generations.

(b) for core business/service delivery needs of general sector State agencies and local governments.

Reserves are not usually granted for long-term economic development or for a commercial purpose or benefit.

Some examples include, recreational activities (e.g. sporting ovals); Aboriginal uses; local community sporting clubs; foreshore reserves, national parks, conservation reserves, heritage reserves, community centres, Department of Fire Emergency facilities, sea rescue, state emergency services.

[Management of Reserves](#)

Once created, a reserve is usually placed under the care, control and management of a management body, typically a state government department, local government or incorporated community group by way of a Management Order registered on the relevant CLT(s).

[Crown land reserves \(www.wa.gov.au\)](http://www.wa.gov.au), <https://www.wa.gov.au/organisation/departments/planning-lands-and-heritage/crown-land-reserves>

In the Shires of Coorow, Dandaragan and Gingin significant amounts of crown reserves are managed by the Department of Conservation Biodiversity and Attractions (DBCA). The DBCA managed reserves are not within the scope of this plan. However local DBCA offices work closely with the respective Shires to provide a consistent land management message to visitors in the area.

[Local Government Managed Reserves](#)

Local governments typically manage reserves to preserve the recreational value of the reserve while managing the impact of human influence on the environment.

[Public Right of Way](#)

The existence or presence of a road or track in coastal areas is not necessarily evidence of a Public Right of Way. Users of coastal roads or tracks are responsible for ensuring they have the appropriate permissions and authorities to use the roads or tracks.

Use of a public access route on crown land is entirely at the users own risk. Land Administration Act 1997, Roads, Part 5, Public access routes, Division 3, s. 66 (6).

[Road Rules Apply](#)

The Road Traffic Act 1974 applies to beach and coastal track driving on crown land.

Offences under the Road Traffic Act 1974 that apply to any place to which the public is permitted to have access, for example:

- Drive Without Due Care and Attention, s62 Road Traffic Act 1974;
 - Dangerous Driving, s.61 Road Traffic Act 1974; and
 - Reckless Driving, s.60 Road Traffic Act 1974.
- Certain offences extend to driving or attempting to drive in public places, Section 73 of the Road Traffic Act 1974 details which driving offences apply to any place to which the public is permitted, whether on payment of a fee or otherwise. By definition, this would include public beaches.

The Australian Road Rules (national model law) define a road related area. The definition is detailed in The Australian Road Rules, Part 2 - Application of the Australian Road Rules, Division 1 - Roads and road-related areas, Rule 13 - What is a road related area, Item (1) - A road related area is any of the following, Point (d) - any area that is not a road and that is open to or used by the public for driving, riding or parking vehicles.

In Western Australia the term Road Related Area is not defined in the, Road Traffic (Administration) Act 2008, Road Traffic Act 1974 or Road Traffic Code 2000. This makes the use of the road related area offences ineffective in Western Australia. The Western Australian Government should be lobbied to include the defined term, Road Related Area in the acts, regulations and codes that deal with road rules in Western Australia. This will provide greater powers to control vehicle use in road related areas as defined in the Australian Road Rules.

Recommendations

- Map and mark coastal tracks on Crown Land and Reserves
- Mark limits of Crown Land and Reserves
- Request development of Guidance Material for Local Authorities, Police and Community Safety Partners on the use of vehicles on Crown Land and Reserves from Department of Planning, Lands and Heritage and Department of Local Government, Sport and Cultural Industries.
- Request development of Hoon Legislation to protect the environment from inappropriate use of vehicles on Crown Land and Reserves from Department of Planning, Lands and Heritage and Department of Local Government, Sport and Cultural Industries.
- Request Land Administration Act and Regulations be updated to provide greater protection to Crown Land and Reserves from the inappropriate use of vehicles on Crown Land and Reserves from Department of Planning, Lands and Heritage.

ACCESS – ROADS AND TRAILS



Track Erosion

The vast network of tracks within the project area have informally developed over a period of time. The tracks have originated from user's desires to reach destination points, sites of interest or to follow the easiest alignment through the landscape. Poorly aligned tracks often result in severe erosion and multiplication of tracks in these areas is common.

Track conditions vary from season to season and can be severely affected by wind and water erosion and heavy vehicle use. Erosion of the top layer of sand can expose the underlying limestone cap-rock, rendering the track uncomfortable. Impassable and uncomfortable tracks often result in multiple tracks being formed. "Gullying", due to erosion, dune blowouts and changes in the condition of beach access tracks are other reasons why multiple tracks may be formed.

The main coastal tracks through the project area are unmade and informal. The route chosen by users varies depending on track conditions, their reason for travel and destination along with other factors such as the closure of the LDTA. Beach driving is a common attraction that requires special skills and knowledge, and beach conditions can be dangerous for some inexperienced drivers. Beach access tracks are sometimes unusable due to storm damage, dune blowouts or seasonal sand movement. Beach tracks often provide the quickest path to some destinations by experienced drivers with good local knowledge. Inexperienced drivers lacking local knowledge can find themselves stuck for hours and relying on recovery services to return them to safety. There are numerous examples of this regularly posted on local Facebook pages.

Track risks are high throughout the project area. This is due to factors including poor sight lines along tracks and the narrow width of tracks. Most tracks are only single lane, and conflict can occur between oncoming traffic, on corners and over crests. Often track users are not equipped

with correct equipment like sand flags, recovery boards and UHF radios. This increases risk for track users as often there is no mobile coverage for people seeking assistance. The use of unlicensed vehicles and motor bikes is common in the area, with high speed often a contributing factor to accidents.

The Coastal 4WD tracks in the project area should be rated VERY DIFFICULT (double black diamond symbol) due to the variable nature of the tracks and changing beach conditions. Suitable vehicles are 4WD with high ground clearance and low range drive selection in the transfer case. The Very Difficult rating is based on the Australian National Four Wheel Drive Council and Four Wheel Drive Victoria track classification grading system. This was developed by using the International Mountain Biking Association rating symbols system with adaptation to four wheel drive difficulty descriptions and technical criteria to create a four wheel drive track classification system.

The track classification systems is detailed in the section TRACK CLASSIFICATION of this plan.

There is only one specified walk and cycle trail in the project area between Hill River and Jurien Bay. In Green Head the three bay walk trail provides access to the coast for pedestrians. There are no other specified or defined walking trails within the project area and conflict can arise between pedestrians and vehicles. This is exacerbated with the speed of vehicles and poor sightlines along the tracks. The potential for conflict also exists between pedestrians and vehicles, on beaches in the area, suggesting the need for some beaches to be zoned as vehicle free. Control of pedestrian and vehicle movements through sites will need to be addressed to minimise visitor risks.

VISITOR RISKS





Limestone cliffs with overhang.

The dynamics of limestone coasts suggest that risks to visitors are endemic where limestone is evident. Wherever caves, overhangs, solution tubes, cliffs, rock faces or outcroppings are present, visitor risks are inherent. These risks are included in this Master Plan in the Site Assessment reports.

Other visitor risks include Unexploded Ordinances (UXO) in and around the LDTA and potentially other old WW2 coastal sites, beach driving due to the dynamic nature of some of the beaches and drowning due to the size of swell and currents along this portion of coastline.

Hazards that are ever present in this remote location include track hazards, dehydration and exposure to weather, becoming lost and snake and insect bites. As shire staff patrol the project area infrequently these issues should be addressed through visitor education and interpretation explaining the hazards of the project area.

Remnants of old shack structures, such as metal, glass and asbestos may also present hazards. In some circumstances remnants may be exposed by storms as happened previously at Dide Bay some 18 years after the shacks were removed. It is possible that this will continue to occur within the project area and may be a particular issue at other old shack sites.

DESIGN ISSUES AND STRATEGIES

DAY USE SITES

The objective is to provide suitable day use sites that allow visitors to experience the project area for its remoteness and coastal beauty. **Provision of services is to adhere to the minimum facility – minimum impact philosophy.**

Day visitors, who travel into the project area during the day to participate in the wide variety of activities that the area has to offer, constitute the majority of the project area's users. The majority of sites on coastal tracks they visit are not well defined and don't have facilities. Site developments should be kept to a minimum level to retain the project area's character.

Initially, sites that are frequently used should have site development plans drafted. Traffic control, parking, interpretation, access (universal if appropriate) and shelters should all be considered. Planning of these sites should also consider their proximity to each other, nearby settlements and the main access routes to them.

Site protection plans which aim to limit degradation of sites while still allowing their continued use need to be developed and implemented for most sites within the reserves. This work is seen as an interim measure to alleviate the degradation of the sites while other more detailed site development plans are being developed and while waiting for approval of funding applications. The ultimate plan is to develop a hierarchy of sites which reflects each site's attractions and suitability for different levels of use. This hierarchy of sites will complement the hierarchy of the tracks/roads that service them.

Recommendations:

- Implement a hierarchy of day use sites in the project area in conjunction with access and circulation.
- Prepare and implement site protection plans for all sites.
- Identify the main day use sites and produce site development plans for them. Ensure these main day use nodes portray the varying values and characteristics of the project area.
- Monitor smaller day use sites for their need of site development plans.
- Ensure unsuitable sites/track are closed and rehabilitated.
- Continue the liaison with external stakeholders such as DBCA and Government Departments regarding the development of sites common to all.

CAMPING IN NATURE RESERVES

The objective is to control camping within the project area and where appropriate provide camping facilities that adhere to shires minimum facility- minimum impact philosophy.

Camping is a major recreational use in the project area whether it is in designated zones or not. Continued use of sites through tradition or because of their natural ability to provide shelter has caused degradation of site values. The remote nature of the areas and limited management capacity restricts the provision of camping and makes it unfeasible in most areas. Camping will be limited to existing designated campgrounds. Issues with illegal camping include destruction of vegetation, dumping of rubbish, incorrect human waste disposal (not complying with requirement to carry and use a portable camping toilet), camp fires and uncontrolled user numbers.

Recommendations:

- Continue to manage illegal camping ensuring that site protection measures are appropriate and adequately protect nature conservation values.
- Establish procedures to measure and document the effects of camping in line with site protection strategies currently being implemented.

- Incorporate information and education into signage and other visitor information regarding the impacts of uncontrolled camping.

ACCESS, CIRCULATION AND ORIENTATION

The objective is to provide a structured, efficient, safe and sustainable access system, while ensuring environmental values are not compromised.

The track network throughout the project area is a key issue that requires planning. A controlled network of tracks will help manage the conservation values of this area. This network should consist of defined tracks, extending from the towns and key recreational sites along the coast and connect with management and fire control tracks. Tracks should be marked with trail markers to clearly define the track to be used. Often during the project research phase 4WD users indicated they were following the track, even though it was an individual wheel track over a vegetated dune that someone had previously gone off piste on. The use of trail markers has the potential to significantly reduce track multiplication by defining a trail for 4WD users to follow.

Tracks within the reserves must be assessed to determine their suitability for continued use. The rationalisation of the track network must be determined by considering each track's, condition and effectiveness in providing access, along with whether it duplicates other access routes or is needed for maintenance and fire protection. Tracks entering private property and/or mining lease should be closed to public access. They should be marked with limit of reserve markers at reserve limits. DBCA clearly mark limits of their reserves.

LDTA is closed to public access, only authorised personnel can enter the LDTA... Beach access between the high and low water mark from Dide Point to Wedge Island is possible if the beach is not closed for training exercises. Defence Force track and beach closures remain in place during offshore munitions testing, training exercises and live firing within the Defence Lands. These closures are organised and operated by the Department of Defence Land staff.

All vehicles entering and being used on Crown Land, Unallocated Crow Land, Crown Reserves and Local Government managed lands must be registered under the Road Traffic Act. Appropriate signage and education of this matter should be posted as well as continued education with Tread Lightly! Australia, Track Care WA and the WA Association of Four-Wheel Drives Clubs.

Beaches have vehicle access tracks that link to the north-south tracks. As typical with dune access tracks, they suffer erosion and blowouts from excessive use and environmental conditions. Beach access tracks have been assessed as part of the track rationalisation process. Those that are unstable or that duplicate other access opportunities shall be closed.

Beach driving is one of the main attractions of the area and in some cases, beaches are used as the primary access routes between sites. A key example of this is beach travel between Wedge and South Rocks. Beach access is currently uncontrolled within the Reserves and occurs on most beaches. There is an opportunity with track rationalisation work to take advantage of natural barriers and designate some beaches vehicle free. Those beaches still able to sustain beach driving and where beach driving provides one of the main access routes through the reserves will be kept open to vehicles.

Orientation signage and maps shall be produced on finalisation of the desired track network. These maps will show the available routes, beach access, and sites of interest. Visitor risk information should also be provided.

Recommendations:

Implement a hierarchy of tracks. In doing so;

- rationalise access throughout the project area,
- install track marker system to keep users on defined track,
- mark limits of reserves and crown land controlled by local government authorities,
- allow safe and efficient movement through the project area for recreation (to sites of interest or scenic drives through areas of landscape diversity) and fire control (suppression and evacuation),
- have standard 'T-junctions' at all intersections,
- restrict or prohibit visitor access to specific areas where use cannot be sustained,
- align tracks using Visual Landscape guidelines and principles,
- consider interpretive opportunities when producing this hierarchy (drive trails, trail head signage and information pull over bays),
- consider access to beaches as part of the track network to provide a range of opportunities to users.
- Continue to prohibit the use of unlicensed vehicles within the project area.
- Continue relations with four-wheel drive clubs who have an interest in the project area.
- Close and rehabilitate all sites, roads and tracks that are now inappropriate for use or environmentally unsustainable.
- Produce orientation signage to be placed at strategic locations like the entry points to the project area. Consider other visitor information opportunities such as visitor centres and brochures.

BEACH ACTIVITIES

The objective is to allow visitors to experience the range of different beach environments found in the project area and promote a variety of recreation activities that these environments provide for. Potential conflict between vehicles and pedestrians on beaches needs to be addressed.

Beaches are currently the primary recreation sites within the project area. Their isolated and rugged character and the variety of different beach typologies make them the major draw card of the reserves. The project area offers a variety of beaches ranging from wide sandy beaches with long rolling breaks to those that are calm and protected by reefs. The potential for a variety of water base activities to be pursued off the coast of the reserves is excellent. The presence of reefs close to shore provides in some areas, good surfing and in others, protected areas for swimming, snorkelling and diving. A great diversity of marine fauna and flora is also represented in the waters adjacent to the project area. Sheltered waters present good conditions for sea kayaking. Beaches in the area are either separated from one another by limestone headlands or by longer stretches of low limestone cliffs. Some of these provide excellent fishing spots and are comprised of interesting karst features but also present a potential risk to visitors.

The Jurien Bay Marine Park lies adjacent to parts of the project area. The only impact on recreation activities within the Marine Park area is the prohibition of fishing within sanctuary zones. Adequate information is provided to visitors by DBCA signs informing them of the presence of these sanctuary zones and the regulations associated with them. This should be included in information provided at entry points and at sites adjacent to these zones.

On some beaches where vehicle use is high, conflict can occur between pedestrians and cars. While beach driving is acknowledged to be a major recreation activity within the area, the provision of some vehicle free beaches should be considered. Beaches should be assessed on current use and beach types to determine which beaches would be most suitable to be zoned as vehicle free. Town beaches should be closed to vehicle use to prevent pedestrian and vehicle conflicts and increase pedestrian safety on beaches.

On the 1st of December 2023 the South Australian Government changed the beach speed limits to 40kmh and 25kmh within 50m of pedestrians. Prior to this many South Australian beaches were subject to the default speed limit of 100kmh. Other Australian states have posted speed limits on beaches to manage vehicle and pedestrian interactions. In Western Australia the Road Traffic Code 2000 covers speed limits on carriageways. For beaches to be controlled by speed limits that apply under the Road Traffic Code 2000, there would need to be amendments made to the Road Traffic Code definitions that apply to speed limits on beaches. There is a case in Western Australia to lobby for beach speed limits for the safe use of vehicles on beaches.

South Australian Default Beach Speed Limit Sign,

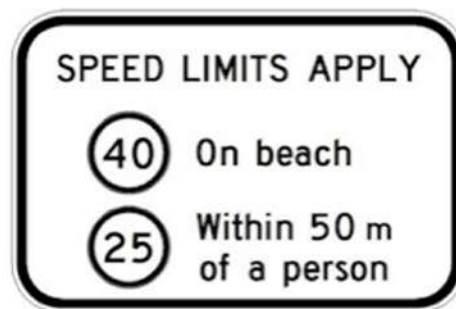


Figure 1: TES 20179 Beach Speed Limits information sign

Local governments should post on websites and make available maps clearly showing the vehicle on beaches prohibited areas in their shires. These maps should be available in tourist information / visitor centres. The maps should be posted on signs at beaches that are closed to vehicles.

Recommendations:

- Identify beaches that should be zoned as vehicle free and implement track closures necessary to achieve this.
- Provide information to the public regarding the range of shore based water activities available in the reserves and the locations where these can be undertaken.
- Ensure that visitors are aware of the fishing restrictions associated with the Jurien Bay Marine Park.
- Lobby for beach speed limits to be adopted in Western Australia.

WALKING

The potential for introducing walking trails into the project area is high. Walking trails already exists in the project area to explore and appreciate the remoteness and coastal features, there are designated walk trails near Green Head, Jurien Bay, and Guilderton. Careful planning needs

to be undertaken in the development of walking trails near limestone cliffs as these can in some cases be dangerous due to the dynamic nature of the limestone coast, cliff risk areas and the sometimes harsh climate.

Walk trails associated with the primary day use sites should be considered. Trails may utilise existing roads but the benefits of using existing vehicle tracks need to be assessed against the enhanced visitor experience provided by specifically aligned and purpose built walk trails.

For any walk trails in the area to be successful they will need to be separated from vehicles. Methods of keeping motorbikes and ATV's off walk trails will need to be investigated and implemented to both enhance the experience of those walking and limit the risk of accidents.

Recommendations:

- Assess the suitability and usability of trails in the project area using various recreation sites as base points.
- Develop a set of trails that vary in length, location and experience (coastal, flora and fauna or historical trails).

VISITOR INFORMATION, INTERPRETATION AND EDUCATION

The objective is to increase visitor awareness, education and understanding of the conservation value and the natural and cultural importance of the project area. It is also important that visitors are aware of the impacts of their actions within the project area.

Most visitors enter the project area from the main nodes of Guilderton, Seabird, Ledge Point, Lancelin, Cervantes Jurien Bay, Green Head and Leeman. It is proposed that each entry point has an information bay, shelter or panels to display interpretive material.

The information given will add value to visitors' experience and increasing understanding of the project area. Information can be provided through online channels, tourist bureaus, visitor centres and signs.

Interpretation should include warnings about the dynamic coastline and attempt to educate visitors about the impacts associated with four-wheel driving, fishing, camping and campfires.

As some visitors travel through the project area in guided tours it is important that the information presented to them by tour guides/ operators is correct and in line with Local Government views. Continued liaison with tour operators would ensure visitors receive appropriate information and interpretive material.

Recommendations:

- Develop and implement site orientation and directional signage.
- Develop and implement an interpretation strategy/ Master Plan for the project area focusing initially on the entrance points to the reserves. Develop a style of presentation that is consistent with other Local Government sites.

FIRE PROTECTION, PLANNING AND ROADING

The objective is to produce a Fire Protection Strategy that is supported by local governments and FESA. The plan aims to protect staff, visitors, neighbours, fire fighters, property and conservation value (ecosystems, flora and fauna) from the damages caused by wildfire.

Ongoing liaison between local government and the Western Australian Bush Fire Service is needed to create the best and safest model to protect the project area and its visitors from the threat of fire.

Fuel loads, fire history and fire management strategies for an area should be covered in existing local government fire management plans.

A focus of the Coastal Recreational Track Master Plan is to organise a track network, which will aid the suppression of wildfire and the safety of visitors in such situations. The closure and rehabilitation of existing tracks should be assessed for access for fire control and evacuation. It may be necessary to retain tracks as management only, restricting access by the public through controlled gates. Certain roads may also be needed as fire breaks or fire buffers.

The presence of UXO in some areas of the reserves will need to be taken into consideration both when producing a fire strategy and when undertaking fire suppression or planning activities.

Recommendations:

- Ensure coastal tracks are considered in local government fire and emergency planning and fire protection for the project area or elaborate on the existing strategy for shires of Coorow, Dandaragan and Gingin.
- Maintain the network of tracks and fire breaks where required to aid fuel reduction and fire suppression risks.
- Provide information on fire risks and safety procedures to visitors.

BEACH EMERGENCY NUMBER ACCESS

Beach Emergency Numbers (BEN) have been installed along the coast in the project area. The coastal track network allows access to a large number of these sites. Continued access to the BEN sites needs to be considered in all track management planning scenarios.

CLOSURE, CONTROL AND REHABILITATION OF TRACKS, ROADS AND OTHER DISTURBED LANDS

The objective is to close all unused and unnecessary tracks and rehabilitate disturbed lands to a condition that best resembles the surrounding environment; that retains or improves the visual landscape character of the project area and reduces the future multiplication of tracks.

A managed approach to track closures should be employed to limit the vandalism of track management infrastructure. A track marking system to clearly delineate the main track should be installed and managed to ensure users follow the designated tracks. When track users have established a user pattern of following the designated tracks the track closure infrastructure should be installed.

Land within the project area has been disturbed over years by vehicles and camping. The vast network of roads has the highest visual impact within the project area and also needs to be controlled for visitor safety reasons.

Disused tracks generally should be ripped or divided and where possible brushed, with most rehabilitation relying on airborne seeding for revegetation. Brushing of tracks and dune blowouts helps to stabilise the topsoil and trap seeds. Brushing, as well as bollards and gates, visually and physically deter users away from tracks.

Signage will be developed to educate users of track closures and the importance of keeping to established tracks. However, previous experience in this area should warn of the likelihood of

vandalism of signage, bollards and other structures. It must be noted that in the long term signage in the reserves will need to be consistent with signage in other reserves in the region.

Recommendations:

- Stage track closures. Educate users and map tracks, mark tracks, close and rehabilitate redundant tracks. Maintain track management system.
- Ensure methods of track closure adhere to best practices and that the closures prevent further access and track multiplication.
- Promote responsible four-wheel drive use and the need to protect the conservation value of the project area through interpretation, education and continued liaison with 4WD clubs and commercial operators.
- All tracks and areas that are designated to be closed are to be closed in a manner that will not support further vehicle access and which aids in the tracks' rehabilitation.
- Erect signage to direct visitors away from disturbed areas and rehabilitation zones and towards established recreation sites.

UXO

The objective is to remove any possible UXO threats from the project area that may cause harm or injury to visitors on Shire managed lands without altering the project area's conservation value.

Unexploded Ordinances are a possible threat to the safety of visitors and may exist within the project area. The major presence of UXO's would be found along the coast with a high presence around the firing target site in the Lancelin Defence Training Area and the Defence Live Firing Range.

Potential exist to find UXO around old WW2 sites along the coast. In the interim it is advised that within the area potentially contaminated by UXO staff and visitors should remain on existing tracks. If it is necessary to move off tracks or undertake works in the area, including fire management and suppression the following precautions should be observed:

- If any UXO or suspicious material is discovered it should be left untouched and its location (with GPS co-ordinates if possible) reported to the Department of Defence.
- Vehicles are to remain on the established tracks at all times. Any walking off the tracks should be undertaken with care and kept to a minimum wherever possible.
- Digging is to be carried out in undisturbed areas using minimum force i.e. a shovel as opposed to a pick.

Recommendations:

- Undertake UXO clearance and assessment on all locations prior to development (or redevelopment) of vehicular access and day use areas.

CULTURAL SITES

The objective is to protect and conserve heritage values while increasing visitor's awareness, appreciation and understanding of the project area's cultural heritage.

All Aboriginal sites are protected by the provisions of the Aboriginal Heritage Act 1972 regardless of whether or not they are known to the Department of Indigenous Affairs (DIA). Continued communication will occur with the DIA concerning any potential sites of Aboriginal importance within the project area.

The Aboriginal Cultural Heritage Inquiry System shows aboriginal cultural heritage sites along the Moore River at Guilderton, a small site North East of Lancelin at the back of the Lancelin sand dunes, a number of sites at Wedge Island and some to the North. Lake Thetis at Cervantes, coastal site just North of Jurien Bay, A site halfway between Noth Head and Sandy Cape, the North and South headlands at Dynamite Bay.

There are several shell middens in the project area. These should be protected by not allowing disturbance by track users were practicable.

Recommendations:

- Ensure visitor, development and management activities do not adversely impact upon significant historical and cultural sites.
- Ensure all site development plans have been approved by the appropriate organisations in all stages.
- Consider interpretation of the cultural history within the project area.

COMMERCIAL RECREATION/TOURISM OPPORTUNITIES

The objective is to continue working with commercial operators that use the project area.

Four-wheel drive tours have been conducted through the project area promoting and exploring the region's isolation, coastal vastness and recreation opportunities. Tours often incorporate key recreation tourist attractions along with local knowledge recreational sites. These tours take in key DBCA attractions in the area as well local recreational hotspots to complete the visitor experience.

Land based fishing guide and trek operators actively use beaches and tracks in the project area to provide unique fishing experiences to customers. Typically, they prefer beach driving as they can reach there preferred locations quicker than using coastal tracks. They only use coastal tracks to navigate around seasonal obstacles or natural obstacles blocking beach access.

Nearby towns will continue to supply services such as supermarkets and fuel.

Recommendations:

- Continue liaison with current commercial operators using the project area and promote best practice policies to them.
- Produce site development plans to manage high use zones to minimise site disturbance.
- Assess the project area's ability to sustain increased commercial nature based activity.
- Consider limiting the number of commercial operators using the area in order to preserve the conservation values of the remote landscape.

CONTROL OF WEEDS SPECIES

The objective is to minimise the impacts of introduced plant and weed species on the ecosystem of the project area.

Introduced plant species and weeds exist in numerous locations in the project area. There is a strong relationship between the location of weeds and areas that have been disturbed through human use. Opportunistic species displace indigenous plant species by competing for water, nutrients and sunlight. Introduced plants also have the effect of changing habitats and food resources for native fauna.

The majority of these weeds are located on road verges, disturbed areas and in towns where they have been introduced as garden or “ornamental” plants.

Methods of weed control must comply with local government requirements. Coast Care and community groups are often the driving force in weed control near populated and a popular recreational areas. Education and awareness programs aimed towards visitors and contractors working in the area should also be established, warning of the potential risks and effects of introduced plant species.

Recommendations:

- Monitor the existing weed problems in the project area, especially in those areas highlighted as containing a large number of weeds.
- Provide interpretation for visitors regarding the spread and control of weeds.
- Develop and implement programs with neighbouring landowners to prevent the introduction of and control of existing weeds in the project area.
- Plan proposed works to minimise the risk of introducing and spreading weeds.

CONTROL OF DIEBACK

The objective is to prevent the introduction of plant diseases into the project area and control plant diseases already present in the project area.

Dieback, mainly *Phytophthora cinnamomi*, is known to exist in the project area with areas along the Nambung River noted as high risk containing three other species *P. megasperma* var. *megasperma*, *P. megasperma* var. *sojae* and *P. citricola*. This airborne fungal disease thrives in moist soils, attacking and rotting the roots and stem tissue causing death due to water stress. Dieback can spread throughout regions by air, through watercourses and damp soil and also on external carriers such as machinery, tyres and shoes.

The Nambung National Park Management Plan 1998-2008 (CALM) has outlined the location of known *Phytophthora* infections. At present, there is only one location close to the project area that contains *Phytophthora*. This is in the north-eastern corner of the Nambung National Park associated with the Nambung River. Use of this site is deemed to be inappropriate as disturbance by human activity or natural flooding could cause the disease to spread.

Areas where the soils are a mixture of yellow grey sands of the Bassendean System that contain susceptible species are the highest at risk of contaminating and spreading *Phytophthora*. Fortunately, the coastal strip contains very few susceptible species and a very low dieback hazard rating due to the calcareous sands with the remote possibility of the disease surviving in these unfavourable conditions.

Recommendations:

- Ensure all local government staff are aware of the signs of *Phytophthora* spread and methods of control.
- Make education and interpretation signage available to all visitors explaining the risks and need to help control dieback.
- Control *Phytophthora* in the project area by following known management control measures.

ASBESTOS

Numerous coastal shacks have been constructed in the project area over time. Government policy on squatter coastal tracks was introduced in 1989 to removal all shacks on crown land. The removal of squatter shacks in the project area is still occurring. Squatter shacks have been built out of a wide range of materials and one of these is asbestos sheeting. When shacks have been removed there is the potential for some asbestos residue to remain in the area. Visitors to the are need to be advised of the risk of asbestos in the project area after the removal of coastal shacks. Where asbestos has been found local government rangers should be advised so the issue can be addressed safely.

TRACK CLASSIFICATION

Classifying tracks is important as it allows visitors to understand the degree of difficulty, skill and equipment required to safely negotiate the track. This allows people to make informed decisions about using tracks. Tracks are graded to the most difficult element on the track.

Under the track classification system most coastal tracks would be graded as VERY DIFFICULT (Double Black Diamond Symbol). This grading comes from the need to use vehicles with low range 4WD, high ground clearance, experienced drivers, soft sand, recovery equipment required, recommended to travel in groups.

4WD Track Classification System

What is the 4WD Recreational Track Classification System?

It is a classification system for grading the degree of difficulty of four wheel drive tracks on public land.

Why was the system developed?

Four wheel driving is a popular recreational activity on roads and tracks across National Parks and Reserves and State Forests. The classifications will enable visitors to understand the nature of a track before beginning their journey. It will allow them to plan their trip for enjoyment, safety and comfort.

Who developed the system?





Representatives from Parks Victoria, the Department of Sustainability and Environment (DSE) and Four Wheel Drive Victoria worked together to develop the system. It is being adopted across Australia by organisations associated with 4WD and Off Road activities.

Track Classifications

A track grading classification scale has been developed to assist in advising Trip Leaders and participants on 4WD trips of the type of tracks that they can expect to encounter.

On most 4WD trips participants can expect that a variety of tracks will be traversed each with an appropriate rating. Trip Leaders should advise participants of the range of track ratings expected to be encountered on the planned route.

The following classifications will assist in determining an overall Trip Rating:

Considerations	Easy	Medium	Difficult	Very Difficult
Overall Description	All Wheel Drive and High Range 4WD. Novice Drivers	Mainly High range 4WD but Low range required. Some 4WD experience recommended.	Significant Low range 4WD with standard 4WD ground clearance. Should have 4WD driver training.	Low range 4WD with High ground clearance. Experienced Drivers
Advisory Sign				
Expected terrain and track conditions	Mostly unsealed roads with no obstacles and minor gradients.	Tracks with some steep and/or rocky/slippery/sandy sections. May have shallow water crossings.	Tracks with frequent steep and/or rocky/slippery/sandy sections. Possible water crossings.	Tracks with frequent very steep and/or rocky/slippery/sandy sections. May have difficult river crossings.
Vehicle suitability	All wheel Drive and High Range 4WD. Can be low clearance with single range and road tyres.	Suitable for medium clearance vehicles with dual range and all terrain or road tyres.	Suitable for medium to high clearance vehicles with dual range and all terrain tyres.	Suitable for high clearance vehicles with dual range and tyres suitable for the terrain. (Mud Terrain tyres).
Recovery equipment			Recovery equipment required.	Winch / Recovery equipment required.
Driver Training / Experience	Suitable for novice drivers.	Recommended that drivers have experience or 4WD training. Recommended to be done in groups of vehicles.	Recommended for drivers with reasonable experience or 4WD training. To be done in groups of vehicles.	Drivers with extensive experience and advanced training should only attempt as there are several technical challenges. Recommended to be done in groups of four or more vehicles.
Weather	May be difficult in wet conditions.	Will be more difficult in wet conditions.	Will be more difficult in wet conditions.	Will be more difficult in wet conditions.

[Four Wheel Drive Victoria - Track Classifications \(4wdvictoria.org.au\)](http://4wdvictoria.org.au)

TRACK SIGNAGE

Track marking provides vital information for navigation, safety and conservation. Track marking clearly defines the track to be taken. This reduces the use and development of multiple tracks through the coastal environment. It increases safety by guiding users through the coastal landscape on a set track. It also assists in access to BEN locations in a timely manner.

Wayfinder Signs, give direction to destination and distance to travel.

Destination Signs, provide indication of recreational activity at destination. These signs use universal symbols to indicate activities.

Direction Signs, track marking signs to clearly mark tracks to be driven on by users. These can be simple orange or lime green isosceles triangles with the long point set in the direction of travel.

Track Markers.

Basic track marker design with post construction from wood or plastic. Steel corrodes in coastal environment and then leaves a rusted stump that can stake tyres or be a trip hazard to pedestrians.

Post should be fitted on two surfaces with a direction triangle arrow to provide guidance to track users.



Style of Directional Arrow

The posts must be easy to install with the minimum of equipment as they are to be installed in locations that typically will not allow access to mechanical equipment used to install guidance posts.

The marking system needs to be simple and not distinctive to make them a target for theft or vandalism.

Reserve Limits Markers

These marker post mark the limit of tracks in reserves. They should be installed on tracks when the limit of the reserve has been reached to let users know they are no longer using a track on Crown Lands or Reserves. DBCA mark the limits of their reserves on coastal tracks.

Recommendations

- Install Track marking system to reduce the use and development of multiple tracks.
- Install Reserve Limit Track makers on coastal tracks.
- Install Management Track only markers
- Install Fire Management Track Only markers

EDUCATION BROCHURES AND SIGNS

Local governments prefer to educate the public on the use of public resources and lands rather than use infringements and penalties to enforce compliance. The key education messages for using coastal environments and tracks have been established by 4WD users, community groups, local government and government over time. The themes of the messages presented here have been gleaned from coastal land manages across Western Australia, Australian and Internationally.

The key to education of coastal track users is to keep the user engaged with short effective messaging that carries high value information. The messaging needs a visual and text content that is engaging to the reader and requires a short attention span to deliver the message.

Key messages for brochure and signage

Coastal track and beach driving advisory brochure and signs need to convey the following key points.

- Safety information
- Emergency information
- Conditions of use
- Local conditions
- Bio security
- Environmental impacts and constraints
- Minimum equipment list

In Detail Message Examples

Safety information

- Coastal track and beaches are closed to vehicles and motorbikes on TOTAL FIRE BAN DAYS
- Beach conditions change daily and can be very dangerous. Drive with extreme caution.
- Beach's and tracks are rated as very difficult due to very soft sand, narrow beaches backed by high dunes and possible large seaweed build up making beaches impassable.
- Road rules apply
- Slow down near pedestrians and wildlife
- Drive on beaches within 2 hours each side of low tide
- Drive in the wash zone near the high tide mark on beaches where possible
- Let tyres down to at least 140kpa/20psi before entering beaches or dunes. You may need to lower them even further if conditions deteriorate.
- Carry suitable communication equipment, mobile phone, UHF radio, EPIRB/PLB
- Ensure you carry the correct recovery equipment, and it is in working condition.
- Obtain local recovery operators phone numbers before entering beaches or dunes.
- Carry a first aid kit, water, emergency rations, tool kit and essential spares
- Carry current maps and track guides
- Obey all signs

Emergency information

- In emergency call 000
- Police 131 444 (non emergency)
- Fire 9395 9300 (non Emergency)
- Ambulance (08) 9334 1234 (non emergency)
- Rangers, (local numbers)
- Quote Beach Emergency Number (BEN) where possible

Conditions of use

- Road registered vehicles, including motor bikes only. Drivers/riders must be licensed.
- The presence of a track is not an indication of a public right of way.
- Do not enter private property.
- Do not enter mining leases.
- Take all rubbish home with you.
- Chemical toilets must be carried and used.
- Leave no trace.
- Tread lightly.

Local conditions

- Steep dunes, use caution
- Beach entry and exit points are limited and vary in condition for use
- Beaches are narrow and often backed by high steep dunes.

- Beaches can be very soft and/or filled with seaweed making them impassable.

Bio security

- Phytophthora Dieback (*Phytophthora cinnamomi*) is spread by vehicles, motorbikes and humans
- Clean mud and soil from Vehicles, motorbikes etc prior to and after your trip
- Avoid traveling in wet and muddy conditions to stop cross contamination
- Travel only on established tracks and roads

Environmental impacts and constraints

- No plants = No dunes. Plants protect dunes. Vehicles kill plants
- Lower tyre pressures to increase traction and reduce damage to the beaches and tracks
- Stay on designated tracks and prevent damage to plants and animals
- Driving fast on deflated tyres is dangerous, drive at a low speeds for the safety of yourself and others
- If you get bogged, dig the sand from under the vehicle and from the front and back of the wheels
- Driving in the sand dunes damages animal habitat and causes erosion, especially in our hot and windy climate
- Take your rubbish home with you or to an authorised waste disposal sites
- Give way to wildlife by driving slowly around birds and animals on the beach
- Fires and camping are not permitted on the beach or in the dunes
-

Minimum Equipment List (MEL)

- Sand flag
- Air compressor and tyre gauge
- Long handle shovel
- Traction boards x 4
- Jack and base boards
- First aid kit and drinking water
- Recovery kit/gear
- Tool kit and essential spares
- Communications equipment
- Maps and track guides

COMPLIANCE AND ENFORCEMENT MANAGEMENT

Compliance and enforcement is typically by Rangers. WA Police also support Rangers on a range of compliance issues and more specially with Hoon Behaviour.

Rangers operating in remote locations need to be operating in pairs in regard to safety and workplace management requirements of remote workers.

A range of new technologies can be used to support compliance and enforcement. These include,

- Remote camera operations controlled from a central control centre with the correct evidence identification information being recorded simultaneously
- Automatic Number Plate Recognition (ANPR) technologies for recording vehicle activities
- Infringement issuing systems that comply with legal requirements. These systems combining remote camera information and ANPR data to issue infringements.

The use of technology solutions has the ability to add capacity to the compliance and enforcement management while not increasing the direct employment of additional Rangers.

Local government authorities can use trial periods during the busy times of the year to test and adapt technologies to particular issues or areas. Trial periods from December to May would cover the busiest times of the years for coastal track management.

Task force operations with Rangers, WA Police and DBCA Rangers have been conducted at other sites where compliance and enforcement management has been required to influence user behaviour. The advantage of these operations is that they bring a range of skills and resources together to effectively deliver education, compliance and enforcement messages to coastal track users.

Recommendations

- Trial new technologies at hot spots and difficult to reach locations
- Conduct task force operations at locations North of Lancelin, Hill River and North Head at peak user times.

WHO PAYS?

The Western Australian Government has vested the management and control of some Crown Land and Reserves with local government authorities across Western Australia. While the management and control has been vested with local government authorities the Western Australian Government has not allocated any additional funds to local governments to manage and control these lands for the benefit and use of the public. The public lands on the coast near Perth are used by a large number of people who reside outside the local government area that is responsible for managing the public lands.

Effective land management requires a significant investment by land managers to maintain the intrinsic value of the landscape when it is being used for high impact recreation activities. The use of 4WD vehicles in coastal environments cause significant damage to dune systems and vegetation through the loss of soil structure and damage and destruction of vegetation. Vegetation provides a microclimate to protect coastal dunes from wind and water erosion to help stabilise the coastline from natural erosion process.

With increasing 4WD use on coastal tracks land managers are being challenged to balance the recreational use and environmental impact of these activities on Crown Land and Reserves. This increase in land use if left unmanaged will significantly change the recreational amenity value of the coast to people using the coast.

The major funding base of local governments is derived from rates applied to land holdings in the local government area. Some funds are received from grants and subsidies from state and federal government programs.

The challenge is how much are ratepayers prepared to pay to maintain the recreational amenity of Crown Land and Reserves vested in their local government and being used by non-ratepayers. As the cost of managing these lands increases with increased use to maintain the environmental amenity with continued recreational use. There is case to be made to receive a Crown Land and Reserves management fee from state and federal governments to maintain the environmental amenity of the landscape being used by the broader community.

Recommendations

- Local Governments lobby for funding to manage high public use Crown Lands and Reserves that have been vested with them
- Local Governments lobby for increased funding for ranger teams to manage high use Crown Land and Reserves.

Coastal Track Survey Summary

346 people responded to a Coastal Track Survey completed in May 2024 using Survey Monkey. The survey was promoted through online channels as well as local print media. Direct contact was made with clubs and associations identified with interest in coastal recreational tracks. Respondent demographic on which local government area they lived in was, Gingin 166, Other (being outside the 3 nominated areas) 84, Dandaragan 49, Coorow 47.

Participant response to the survey identified a range of issues for consideration in the management of coastal tracks. These included a very strong response to the importance of the value of the natural eco system and scenic amenity of the coast. Respondents also indicated that access to the coastal tracks was important, while preventing vehicle access on town beaches was also important to respondents. Respondents indicate that the education of coastal track users on coastal track use was important factor in managing coastal tracks. Key activities identified by coastal track user respondents where swimming, 4WD'ing, fishing and exercise.

Coastal Track Sign Coorow



Coastal Track Sign Dandaragan



Coastal Track Sign Gingin



Protect Our Coast Brochure

PROTECT OUR COAST

A Guide to Off Road Driving in coastal environments.

Coastal environments are extremely fragile and take years to recover from damage caused by vehicles.

Safety Information

- Coastal tracks and beaches are closed to vehicles and motorbikes on TOTAL FIRE BAN DAYS
- Slow down near pedestrians and wildlife, it is a shared use area
- Drive on beaches within 2 hours each side of low tide
- Drive in the wash zone near the high tide mark on beaches where possible
- Let tyres down to at least 140kpa/20psi before entering beaches or dunes. You may need to lower them even further if conditions deteriorate.
- **"Be prepared"**, you might get stuck a long way from help and out of mobile phone range, prepare accordingly
-

Emergency Information

- In emergency call 000
- Quote Beach Emergency Number (BEN) where possible

Conditions of Use

- Road registered vehicles, including motor bikes only. Drivers/riders must be licensed.
- Road rules apply
- The presence of a track is not an indication of a public right of way.
- Travel only on established tracks and roads
- Reduce tyre pressures
- Do not enter private property.
- Do not enter mining leases
- Fires and camping are not permitted on the beach or in the dunes
- Take all rubbish home with you
- YOU bring it in, YOU take it out
- Chemical toilets must be carried and used. The bush is not a public toilet!
- Leave no trace. Protect the outdoors for the future. <https://lnt.org/>
- Tread lightly. Travel responsibly in the environment. <https://treadlightly.org/>
- CODE OFF ROAD, Follow the code as developed by Track Care WA Incorporated.
- DOB IN A HOON, Report HOON behaviour

Local Conditions

Coastal Track Rating



- All tracks should be considered **"Very Difficult"** because
- Conditions change constantly
- Very soft sand
- Narrow beach backed by steep dunes with limited access points
- Seaweed build up blocking the beach or creating quicksand conditions
- Narrow access tracks with poor visibility
- **If unsure do not proceed.**
- Travel in pairs

Cooper Tyres Pressure Guide, Light Truck Tyres.
Used with permission.

This diagram illustrates the effect of reducing tyre pressures on the size of the footprint of tyres.



- Bigger the footprint, better the floatation on soft sand which prevents bogging
- Lower tyre pressures to increase traction and reduce damage to the beaches and tracks

Bio Security

- Phytophthora Dieback (Phytophthora cinnamomi) is spread by vehicles, motorbikes and humans
- Clean dirt and soil from Vehicles, motorbikes etc prior to and after your trip
- Avoid traveling in wet and muddy conditions to stop cross contamination

Environmental Impacts and Constraints

- Stay on designated tracks and prevent damage to plants and animals
- Driving in the sand dunes damages animal habitat and causes erosion, especially in our hot and windy climate
- Take your rubbish home with you or to an authorised waste disposal site

- Give way to wildlife by driving slowly around birds and animals on the beach

Minimum Equipment List

- Sand flag
- Air compressor and tyre gauge
- Long handle shovel
- Traction boards x 4
- Jack and base boards
- First aid kit and drinking water
- Recovery kit/gear
- Tool kit and essential spares
- Communications equipment
- Maps and track guides

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Joint Project Funding Partners



SHIRE OF
COOROW



SHIRE OF
DANDARAGAN



SHIRE OF
GINGIN
RIS DRY - BEACH - PROUDLY

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Coastal Recreational Track Management Master Plan for the Shires of Coorow, Dandaragan & Gingin

Site Assessment Tables

March 2025 REV-B



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management program



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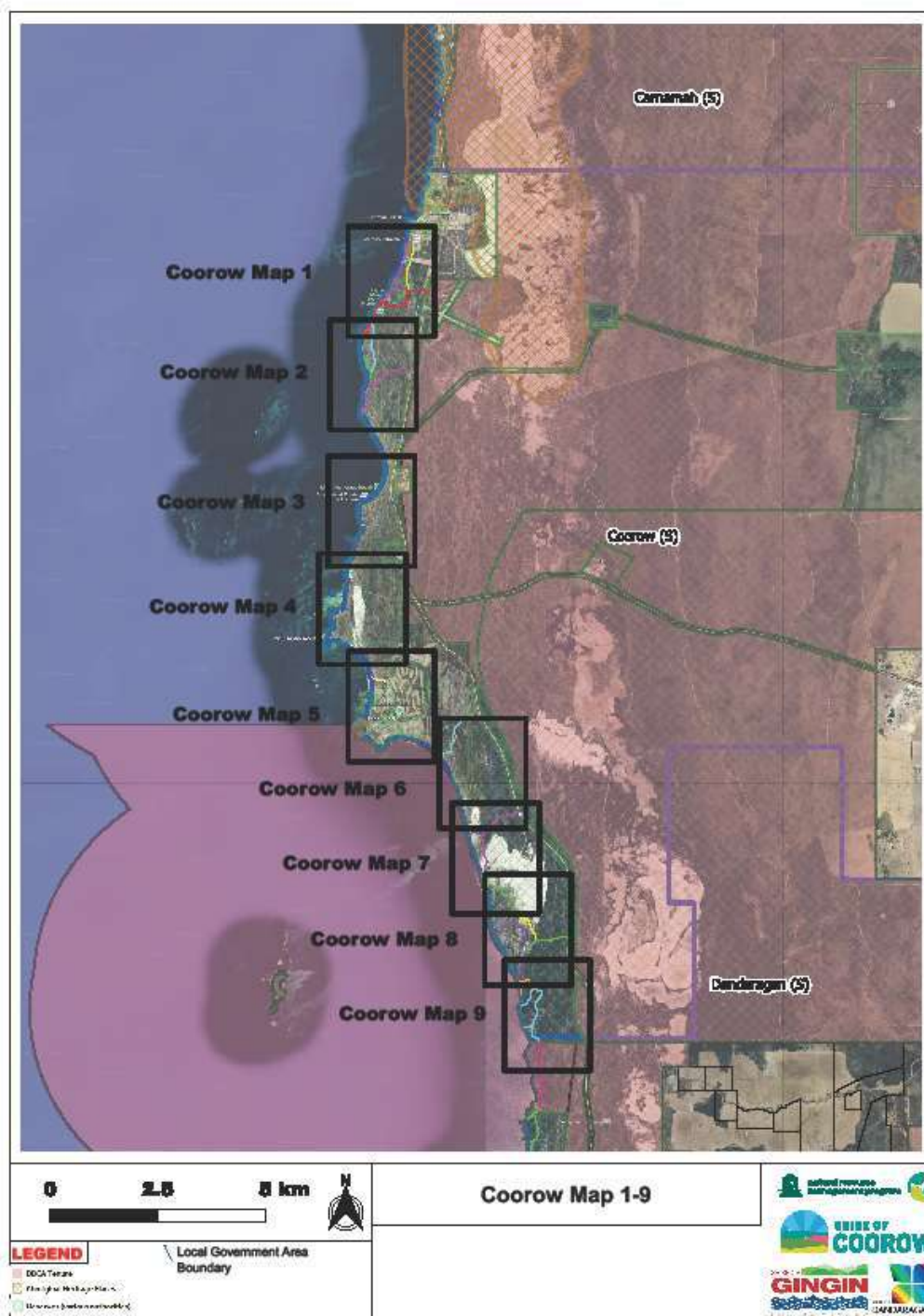
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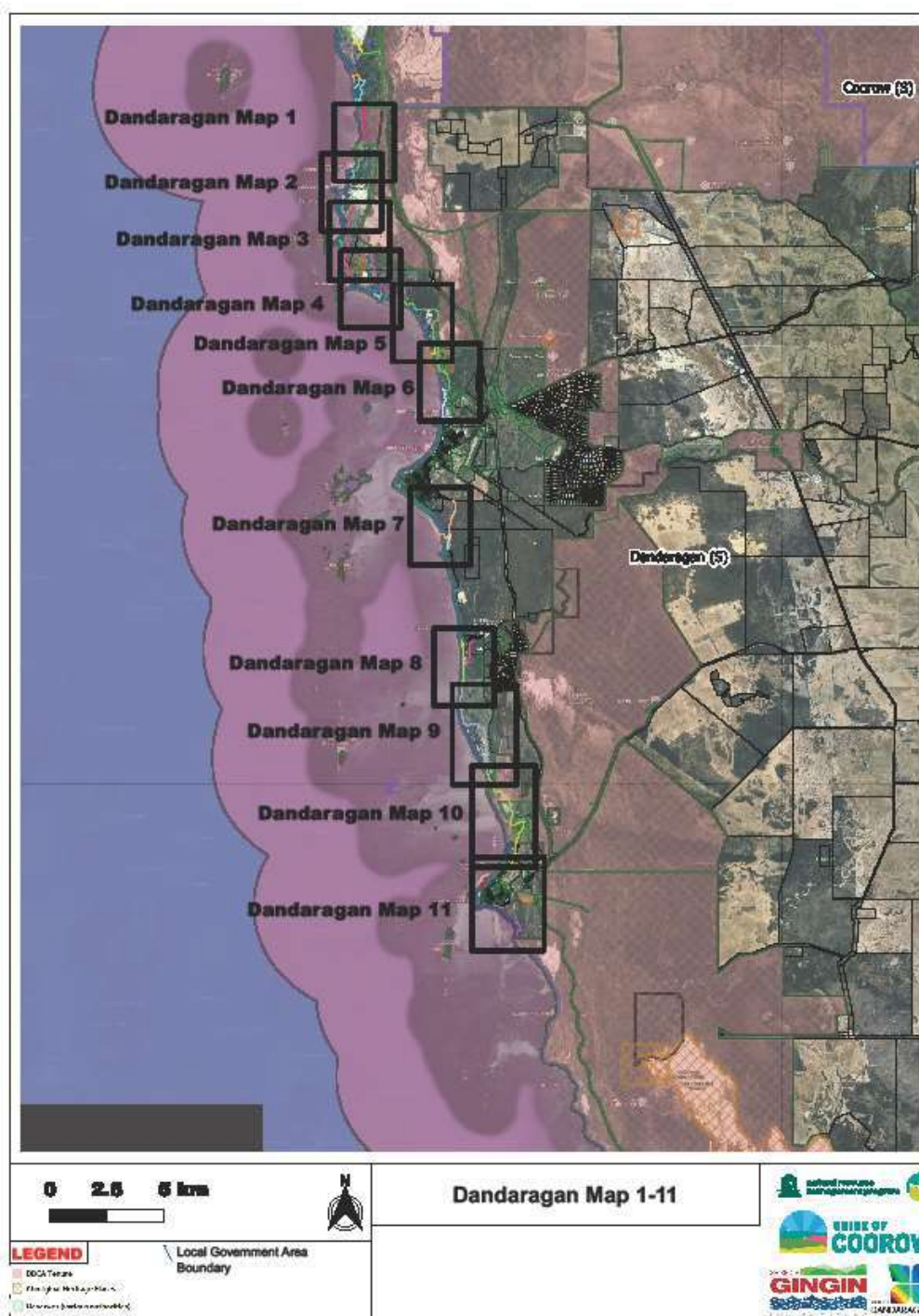
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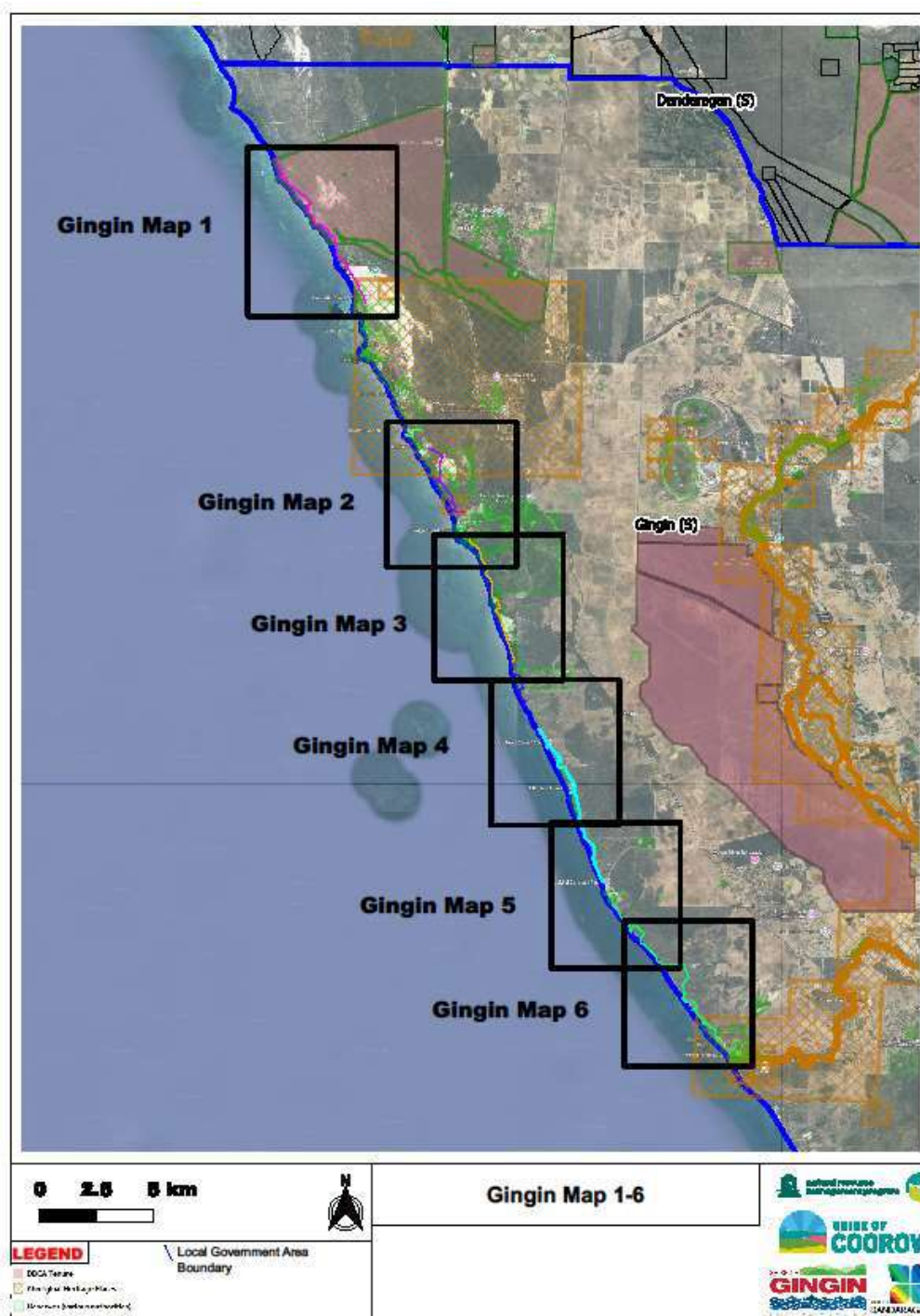
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Site Assessments by Local Government Authority.
Shire of Coorow Site Assessments

Site Assessment

Leeman South Limestone shelf and beaches (CW01)

Location **-29.960341° 114.972013°**



Limestone Headland South of Leeman with rock barricading moved by track users



Looking North toward Leeman from Webb Island Area. Mostly single track with some stopping areas showing user generated track growth.

Description	Low limestone shelf and small beaches protected by reef structure. Low fore dune with minimal dune cover over limestone base.
Access	Coastal track from IOD and South end of Leeman town site.
Attractions and features	Popular area for fishing from coastal shelf. Also used for ocean viewing and picnicking.
Recreational use suitability assessment	Low use area due to limited area between dune systems and limestone shelf edge. Limited vehicle access onto beaches in this area.
Development potential	Low due to limited area between dune system and limestone shelf at coastal edge.
Recommendation	<p>Site Protection (SP): Close off duplicate tracks and coast entry points. Rehabilitate and revegetate closed tracks and entry points.</p> <p>Site Development (SD): Install educational signage on use of the area. Cut through old inland track for southern access. Close and rehabilitate coastal dune crest track to Webb Island.</p>

Site Assessment

Webb Island area (CW02)

Location -29.975699° 114.963252°



Looking North toward Webb Island showing local tracks

Description	Limestone headland main feature of the area. To the South steep fore dune into ocean with vehicle track on top. To the North a small embayment leading into low limestone bench and cliff.
Access	Access is by coastal tracks from IOD. Southern track runs along top of very steep and high foredune. North track cuts through a heavily eroded dune that access had been restricted to previously.
Attractions and features	Prominent limestone head land that is popular for fishing and ocean views. Small embayment with sandy beach for swimming is located nearby on the Northern edge.
Recreational use suitability assessment	Medium due to the cliff risk and limited beach access in the area. Track on top of fore dune is a risk of creating a mobile dune system with degradation of vegetation on dune ridge top.
Development potential	Low. Dune system is not suitable for high rate of vehicle traffic use of the coastal track as surface is not durable and subject to erosion. An old inland track in the southern section should be designated as the Southern access for the area. Northern access follows the coast on a lower dune system with limestone shelves. Duplicate track and coast entry point s need to be closed off.
Recommendation	Site Protection (SP): Move Southern access track to old inland track and away from crest of foredune. Reinstate bollards to stop access through eroding dune on North access track. Site Development (SD): Develop old inland track on south access to area. Close foredune ridge top track and rehabilitate and revegetate. Reinstate bollards in eroded dune and educational signage install on access changes.

Site Assessment

Little Anchorage Bay (CW03)

Location -30.013423° 114.966777°



Little Anchorage Bay looking South from mid-point of bay

Description	Long embayment with narrow beach. Limestone head land at Southern and Northern ends. Very low coastal dune and vegetation on Southern end subject to storm surge inundation.
Access	Southern end by gravel road. Northern end by coastal tracks
Attractions and features	Ocen views, sections of sandy beach with shallow waters.
Recreational use suitability assessment	Medium due to narrow beach and low foredune subject to storm inundation. Shallow waters of the bay make it family friendly for swimming. Seaweed build up can significantly reduce the useability of the beaches and bay especially after a storm front.
Development potential	Low. Due to narrow beach and low coastal dune being subject to frequent storm surge inundation.
Recommendation	<p>Site Protection (SP): Delineate pedestrian and vehicle movements. Rehabilitation and revegetate high risk storm surge areas to build resilience to storm damage.</p> <p>Site Development (SD): Low development potential due to very low foredune being breached by storm surges. Educational signage on use of the area. Delineate pedestrian and vehicle use area. Reduce the number of vehicle access points to 2.</p>

Site Assessment

Lipfert Island area. (CW04)

Location -30.024375° 114.962284°



Looking South from Lipfert Island

Description	Open section of coastline near Lipfert Island. Southern end has a low limestone headland. Northern end has a low limestone point. Long section of very narrow sandy beach. Southern end is backed by very low dune structure while the Northern end has a moderately high dune structure.
Access	Access is via gravel formed road with coastal tracks to the beach. The road is set quite close to the coast in this section.
Attractions and features	Long sandy beach. Low coastal dune making easy access at Southern end. Small dune near Northern end. Ocean views out to Lipfert Island.
Recreational use suitability assessment	Medium. Mostly due to Narrow beach along most of the section of coast. Southern end has wider beach section and more suited to recreational use for swimming and fishing with shelter behind headland.
Development potential	Low due to narrow beach and the access road being very close to the coast in this section. With very low dunes in this area it is subject to storm surges and subsequent damage to vegetation and man made structures.
Recommendation	Site Protection (SP): Rehabilitate and revegetate tracks in Southern end of Lipfert Island area. Site Development (SD): Education signage on area use. Delineate vehicle and pedestrian use areas. Protect landscape and vegetation from storm surge degradation.

Site Assessment

Billy Goat Bay (Milligan Island area) (CW05)

Location **-30.038772° 114.959665°**



Billy Goat Bay showing multiple track growth at entry



Billy Goat Bay area showing low beach dune profile offering little protection to coastline from super tides and storm surges.



Billy Goat Bay and Harrop Inlet. Pedestrian damage on dunes at Harrop Inlet

Description	Long embayment with low coastal dune. Small low limestone headland at Southern end.
Access	Formed gravel road and short coastal track to beach. Multiple beach entry points.
Attractions and features	Reef protected bay with sand beaches. Milligan Island is located very close offshore. Swimming and fishing are popular. Milligan Island campground is located near the Northern end.
Recreational use suitability assessment	High. Currently major recreational use area with carpark at South end with toilet block. Campground located near Northern end. Maintain current facilities.
Development potential	Maintain current facilities. Consolidate entry points to have one near each end of bay to reduce coastal erosion and storm surge damage.
Recommendation	<p>Site Protection (SP): Rehabilitate and revegetate multiple beach access tracks along bay. Leave access points near Northern and Southern end only. Restrict vehicle access to Southern end headland, make this pedestrian access only. Make site resilient to storm surge movements to protect landscape and vegetation.</p> <p>Site Development (SD): Maintain site facilities. Delineate pedestrians and vehicle use areas. Educational signage on areas of use.</p>

Site Assessment

Harrop Inlet (CW06)

Location -30.044773° 114.956800°



Harrop inlet showing seaweed build up. Steep entry to beach subject to erosion.



Harrop Inlet. Beach has been used by hoons leaving skid marks along the entire beach.

Description	Very small embayment with limestone headlands at each end.
Access	4WD track at south end. Access subject to seaweed build up and tidal movements. Foot traffic down dunes at North end causing erosion. Vehicle Hoon activity on beach.
Attractions and features	Small partly sheltered bay. Good fishing and swimming beach.
Recreational use suitability assessment	Medium due to the variability of steep access to beach by foot or 4WD vehicle. Beach has very limited capacity due to narrow beach backed by steep coastal dune.
Development potential	Low. Due to the small size of the inlet, it cannot sustain a high level of human use. Excessive use will lead to loss of vegetation in surrounding dunes leading to accelerated erosion forces.
Recommendation	Site Protection (SP): rehabilitate and revegetate high erosion risk pedestrian tracks. Site Development (SD): Install education signage at both ends of the inlet. Delineate areas of use. Consider closing public vehicle access at South end.

Site Assessment

Pont Louise (CW07)

Location -30.049190° 114.955501°



Point Louise overview

Description	Limestone headland
Access	Formed road/track with wayfinding signage
Attractions and features	Outlook over ocean and coastline from elevated position.
Recreational use suitability assessment	High due to durable surface and formed dirt road/track. Risk of fall from limestone cliff face and falling objects near base of cliff.
Development potential	Maintain. Popular location for local and visitors for views and fishing.
Recommendation	Site Protection (SP): Install educational signage. Exclude foot traffic from fragile vegetation areas and high risk areas. Site Development (SD): Install educational signage. Delineate areas of use.

Site Assessment

Anchorage Bay (CW08)

Location **-30.053238° 114.964238°**



Anchorage Bay beach showing storm surge and super tide impact on beach profile



Anchorage Bay Northern end showing seaweed build up and impact on beach track movement



Anchorage Bay Southern end showing multiple track growth to drive around seaweed build ups.

Description	Smaller embayment between limestone headlands. High energy coastline. Narrow sections of beach at high tide and winter. Beach subject to seaweed build up after storms.
Access	Formed track at each end
Attractions and features	Close to Green Head town site. Swimming, fishing and 4WD access to the beaches and bays North of Green Head
Recreational use suitability assessment	High due to its close proximity to Green Head town. Beach can build up with seaweed after storms. Sand benches develop in winter.
Development potential	Maintain. Popular beach used by locals and visitors to 4WD to point Louise.
Recommendation	<p>Site Protection (SP): South end of beach access to be consolidated to two main entry points. Rehabilitate and revegetate other tracks.</p> <p>Site Development (SD): Install educational signage on beach use and tracks. Separate pedestrians from vehicles users for amenity and safety.</p>

Site Assessment

South Bay (CW09)

Location **-30.072650° 114.976589°**



South Bay Northern end looking back around bay. Seaweed build up moves beach entry point south eastward. South bay has a very narrow beach backed by high steep dunes leaving a narrow beach to drive on.



South Bay midpoint looking North. Limited tracks from here to Green Head. Driving on the beach to Green Head can be difficult with high tides, storm surges and seaweed build up.



Inland tracks from South Bay midpoint. Mining lease dunes are used by 4WD's even though it is signed as a no entry area. Access track to IOD is partly blocked by an earth bund which is driven over by 4WD users. Tracks to the South join to Sandy Cape tracks through DBCA reserve.



Southern end of South Bay looking North. Tracks in this area appear to be stable with little track growth evident. However considerable items of rubbish are often left in this area.

Description	Long sweeping bay with limestone headland at Northern end. High energy coastline
Access	Southeast end of Green Head townsite by road and beach from South when passable. Seaweed build up can restrict beach access.

Attractions and features	Sandy beach popular with fisherman and swimmers. Very narrow beach subject to sand benches and weed build up making it a challenging beach to drive. Tides also make for dangerous driving conditions near high tide.
Recreational use suitability assessment	Beach suitable for swimming and fishing. Suitable for experienced 4WD users with very good judgement and risk management.
Development potential	Limited due to the narrow beach backed by steep dunes with scattered vegetation coverage.
Recommendation	Site Protection (SP): Educational signage on potential dangers of driving on the beach. Beach entry point at North end rehabilitated and revegetated. Site Development (SD): Minimal development recommended for the site. High risk beach for 4WD due to narrow beach backed by steep dune system. Beach subject to significant seaweed build up during storms. Beach can develop sand benches making it dangerous to drive 4WD's on the beach. Separate pedestrians and vehicles to maintain amenity and safety.

Shire of Dandaragan Site Assessments

Site Assessment

Griswald Bay (DN01)

Location -30.174595° 115.001351°



Griswald Bay look South the Sandy Cape. Unrestricted camping access to area has allowed growth in area used for camping. This has also caused a growth in vehicle and pedestrian tracks in the area.



Griswald Bay looking North. Camping area and track growth can be seen across the area.

Description	Small sheltered bay with limestone cliff headland at each end
Access	4WD coastal track leading north from sandy cape campground

Attractions and features	Sheltered beach with coastal reef near headland. Excellent views across bay.
Recreational use suitability assessment	Fishing, swimming, camping and 4WD driving. Reasonably sheltered from wind erosion. Limestone base with sand cover in areas
Development potential	Self sufficient Eco camping site. Suitable for day use in limited numbers.
Recommendation	<p>Site Protection (SP): Limit camping sites to durable surfaces and low risk erosion areas. Sign post a delineate areas of use.</p> <p>Site Development (SD): Delineate suitable campsites and parking areas. Signage detailing site usage requirements. Coastal Plan for Coastal Development 1999 suggests 20 camping pods and picnic area (Page 83-84).</p>

Site Assessment

Sandy Cape (DN02)

Location **-30.184243° 114.997870°**



High energy wind erosion path on Sandy Cape. Vehicle and pedestrian use has prevented natural reestablishment of vegetation.



High energy wind erosion path on Sandy Cape. Looking directly into prevailing wind direction. Vehicle and pedestrian use has prevented natural reestablishment of vegetation.



Sandy Cape showing extent of sand movement in the area as a result of dune vegetation being damaged by vehicles and pedestrians



Sandy Cape Campground showing damaged to coastal dune system caused by uncontrolled beach access.



Sandy Cape Campground North end showing damaged to coastal dune system caused by uncontrolled pedestrian beach access.

Description	Significant destination for visitors to the North Head Sandy Cape reserve. Rocky headland with sandy beaches either side. Popular 4WD destination. Sandy Cape Campground is located adjoining the Sandy Cape Headland and is very popular destination for visitors from Perth, intrastate, interstate and internationally. Significant erosion of the landscape has occurred along with habitat and vegetation loss.
Access	Via Sandy Cape road and also along beaches with a 4WD drive subject to beach conditions.
Attractions and features	Campground, good swimming beaches, sand dunes for sand boarding, fishing, 4WD driving. Outlook from Sandy Cape headland.
Recreational use suitability assessment	Water based attractions are excellent and suited to visitor use during favourable conditions. Day use area. Camping in the area is allowed. Pedestrian access needs to be controlled due to significant environmental damage. Limit pedestrian access to designated areas and trails. Vehicle access restricted to designated tracks and the beach to defined points. There are limestone cliffs in the area that can be hazardous to visitors if they are not aware of the risks.
Development potential	High. Implement a structured management plan to effectively manage visitor numbers and the visitor experience. Clearly delineate areas of use. Implement online booking system to control overflow camping at site.
Recommendation	Site Protection (SP): Restrict access to clearly defined areas, tracks and paths. Separate vehicle and pedestrian movements. Use educational signage to define the details of use of the area. Brushing should be installed on all major wind erosion areas. Site Development (SD): Set up as nature based camping, swimming, fishing area. Delineate car park, caravan parking areas and access ways to Sandy Cape headland. Rehabilitate closed tracks and areas subject to high energy

	erosion forces. Create loop walk trail to Sandy Cape proper, this may include wooden stairs and boardwalks to key lookout sites.
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Site Assessment

King Bay (DN03)

Location -30.201651° 114.997305°



King Bay area showing track growth and multiplication. Coastal erosion and damage can be mitigated by a reduction in beach entry points and tracks.

Description	Open bay with high energy coastline. Beach width and angle subject to constantly changing conditions especially in winter. Low foreshore dunes. Dunes are moderately stable.
Access	4WD by coastal track or beach driving south from Sandy Cape
Attractions and features	Sandy beach with good views of the ocean. No coastal reef at the location. Fishing, snorkelling and diving.
Recreational use suitability assessment	Low impact camping and day use area. Swimming and fishing.
Development potential	Low key day use. Potential for 20 self sufficient eco camping pods. Coastal Plan for Coastal Development 1999 suggests 20 camping pods and picnic area (Page 88-89)
Recommendation	Site Protection (SP): Limit camping sites to durable surfaces and low risk erosion areas. Sign post a delineate areas of use. Rehabilitate and revegetation of areas not suitable for recreational use. Site Development (SD): Delineate suitable campsites and parking areas. Signage detailing site usage requirements. Coastal Plan for Coastal Development 1999 suggests 20 camping pods and picnic area (Page 88-89)

Site Assessment

Volcano (DN04)

Location -30.215019° 114.997635°



Volcano area showing track growth and multiplication. The area has had significant vegetation damage in the last 10 years because of increased use of the area. Historical satellite images clearly show changes in vegetation density in the area.

Description	Sandy beach situated between limestone headlands with a small dune backed by a limestone ledge.
Access	4WD by coastal track or beach driving south from Sandy Cape
Attractions and features	Sandy beach with sheltered camping below the limestone ledge.
Recreational use suitability assessment	Low impact camping and day use area. Swimming and fishing.
Development potential	Low key day use. Potential for 20 self sufficient eco camping pods. Coastal Plan for Coastal Development 1999 suggests 20 camping pods and picnic area (Page 91-93).
Recommendation	<p>Site Protection (SP): Limit camping sites to durable surfaces and low risk erosion areas. Sign post a delineate areas of use. Rehabilitate and revegetation of areas not suitable for recreational use. Limit development to the base of the limestone ledge. Close off the top of the limestone ledge.</p> <p>Site Development (SD): Delineate suitable campsites and parking areas. Signage detailing site usage requirements. Coastal Plan for Coastal Development 1999 suggests 20 camping pods and picnic area (Page 91-93)</p>

Site Assessment

North Head (DN05)

Location **-30.230453° 114.996416°**



North Head looking back North showing extensive track development beyond the no vehicles sign.



Overview of North Head looking back to the headland. Extensive erosion and track development can be seen on the headland.



North looking overview of North Head and RS48 historical site. Significant erosion and track development is making the entire area very unstable.



North Head narrow neck showing extent of erosion due to loss of vegetation. Bed rock is exposed in the right side of picture. It is estimated that approximately 100,000 tonnes of sand has been lost from this area in the last 50 years. Historical photos of the area were used to make this estimate of sand loss.

Description	Significant destination for visitors to the North Head Sandy Cape reserve. Site of old Radar Station 48 (RS48) and Coast Watch Station 16 (CW16). Rocky headland with sandy beaches either side. Popular 4WD destination and some camping in the area. Significant erosion of the land scape has occurred along with habitat and vegetation loss.
Access	Access is by 4WD track or beach drive in 4WD. Numerous 4WD tracks in the area. Duplicate tracks in area need to be closed and rehabilitated. Access is constrained by private property boundaries being close to the coast in this area.
Attractions and features	Historical Bunkers remains from RS48, view from headland, sandy beaches, swimming, fishing, 4WDing, Bartel memorial
Recreational use suitability assessment	Water based attractions are excellent and suited to visitor use during favourable conditions. Day use area. Camping in the area should not be allowed due to significant environmental damage. Limit to pedestrian access beyond a designated carpark area. Vehicle access restricted to designated track and the beach to defined points.
Development potential	Minimal due to significant environmental damage over the previous 50 years. Effective control of vehicles and pedestrians required at this site. Site requires rehabilitation to slow rate of deterioration of the site from overuse by vehicles and pedestrians. Private property boundaries constrain development at his site.
Recommendation	<p>Site Protection (SP): Redefine as day use area only. Restrict access to clearly defined areas, tracks and paths. Separate vehicle and pedestrian movements. Use educational signage to define the details of use of the area. Greater presence of rangers and use of CCTV, ANPR and AI to manage user behaviour.</p> <p>Site Development (SD): Set up as day use area catering for tourist visits to RS48 and CW16, swimming, fishing. Delineate car park area and access ways to North Head headland. Rehabilitate closed tracks and areas subject to high energy erosion forces. Create loop walk trail to North Head proper, this may include wooden stairs and boardwalks to 3 key lookout sites. The 3 lookout sites to look North at northern end, West at Bartel memorial and South at southern end. Access is constrained by private property boundaries being close to the coast in this area.</p>

Site Assessment

Pumpkin Hollow (DN06)

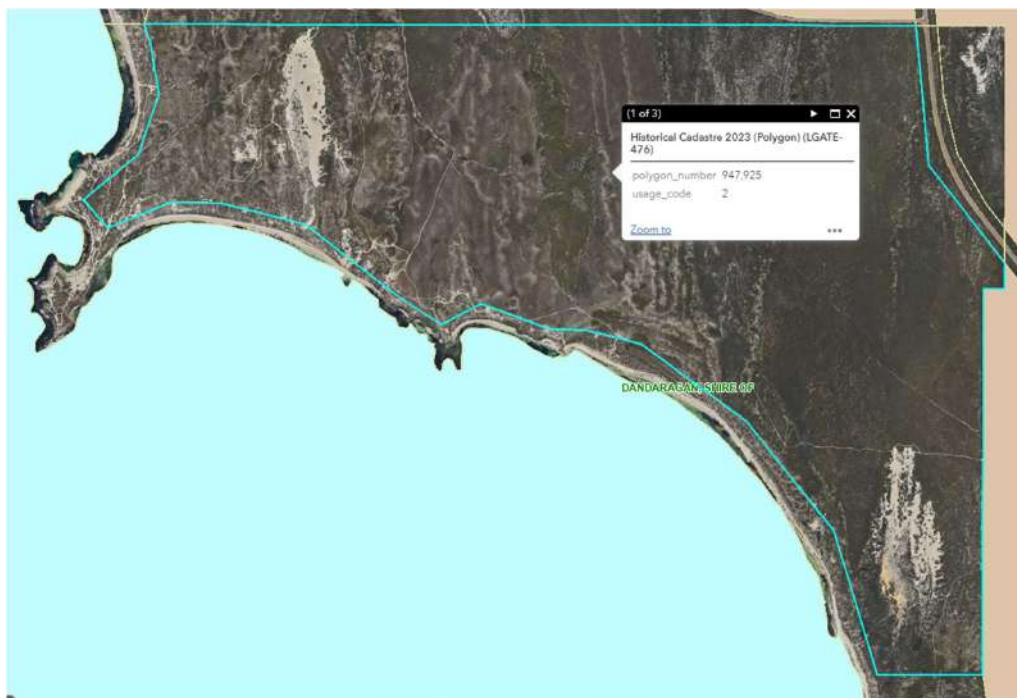
Location **-30.233917° 115.022095°**



Overview of Pumkin Hollow showing track duplication caused by sever wind and water erosion. The majority of tracks in this area are on private property.



Typical tracks in Pumpkin Hollow area. Majority of track in this area are on private property.



Private land holding limits around Pumpkin Hollow and North Head.

Description	Isolated beach on high energy coastline. Limestone headland on north west end of beach
Access	4WD by beach or coastal tracks through private property. Beach can become very short in winter months making beach driving very hazardous. Private property boundaries to the West, North and East constrain access to the site.
Attractions and features	Fishing, swimming, 4WD driving. Drone fishing off headland. Coastal reef near headland. Excellent vista from headland.
Recreational use suitability assessment	Fishing, swimming and 4WD driving. 4WD driving subject to access through private property. Cliff hazard at headland.
Development potential	Low. Access through private property and short narrow beaches in winter months restrict access to site.
Recommendation	Site Protection (SP): Signage on low impact use of site. Monitor site use and change management strategy if use is impacting environment in the area. Site Development (SD): Maintain as a low key use area due to access issues. Define limit of reserve for users.

Site Assessment

Jurien Bay town beaches (DN07)

Location **-30.311842° 115.025077°**



Looking South East from Shingle Ave access track. Good example of narrow winter beach backed by short steep dune.



Severe erosion at Shingle Ave access track after combined super tide and storm surge.



Overview of coastal tracks North of Jurien Bay. Multiple tracks in the lower section of picture are a result of seaweed build up North of the Jurien Bay Marina pushing beach access further along the beach to get past the seaweed deposits.



Overview of coastal tracks North of Jurien Bay. Multiple beach entry points need to be closed and one entry point past typical seaweed build point should be left open.



Looking South East from Island Point. Town beaches should be closed to vehicles to prevent vehicle and pedestrian interactions on popular swimming and fishing beaches within the town limits.

Description	Beaches within the town boundary
Access	Access is via streets that extend to the beach or tracks that access the beach.
Attractions and features	Allows boat launching and beach driving near the town
Recreational use suitability assessment	Boat launching, fishing, swimming, beach walking, dog exercise areas.
Development potential	High. Close to population. Area serviced by existing infrastructure. Requirement for segregation of pedestrian and vehicle movements.
Recommendation	<p>Site Protection (SP): Ensure access routes are suitable for high erosion risk areas. Allow for separate pedestrian and vehicle access routes.</p> <p>Site Development (SD): Signage to clearly delineate areas of use by pedestrians and vehicles. Areas of use to be mapped and available through shire websites. Clearly define beach access routes for pedestrians and vehicles. Boat launching takes place in the Marina so old town boat launching sites are obsolete.</p>

Booka Valley. (DN08)

40



Landgate Map Viewer extract of Lot Boundaries in the Booka Valley area. Coastal tracks in this area are through private property.

Description	Sandy coastal point with associated marine reef. Coastal day use recreational area.
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Access	Can be accessed using the Jurien Bay Hill River cycle path. Access by 4WD off IOD on coastal tract through private property.
Attractions and features	Suitable for fishing, swimming, 4WD driving.
Recreational use suitability assessment	Day use area. Shade from small grove of trees. Wider flat beach section. Suitable for fishing and swimming.
Development potential	Low. Due to main access through private property. Minimal use strategy with minimal facilities.
Recommendation	Site Protection (SP): Minimise vehicle access through private property. Small area that can be degraded by overuse. Low dune system on exposed high energy coast. Close off other tracks as management only tracks. Site Development (SD): Suited as a stopping point on the Jurien Bay to Hill River cycle path. Minimal use strategy with minimal facilities.

Site Assessment

Hill River (DN09)

Location **-30.388633° 115.050800°**



Unstable coastal dunes in the Hill River area. High Energy coastline with relatively low dunes with no vegetation cover on the dune face. Vehicle and pedestrian access through the dune leaves a erosion vulnerable break in the dune structure. Good example of narrow winter beach backed by short steep dune.



Hill River Mouth. Vehicle tracks in the dune system after a long weekend give an indication of the high level of vehicle use in the area.



Looking North from Hill river Mouth. Turquoise Coast Path limits vehicle coast track development activity in this area.



Hill River Mouth looking South. Multiple tracks through narrow high erosion risk area. Tracks need to be consolidated to use a low erosion risk path through the landscape. Consider making the beach the main access path to Hill River mouth from Hill River Beach car park.



Overview of Hill River Coastal track from the Hill River Beach Car Park looking North. Multiple access and stopping points need to be closed due to the high erosion risk of the coastline in this area. The stopping points are regular used for illegal camping.



View looking South from Hill River Beach car park. Coastal track has limited beach access points and does not present a high erosion risk in the coastal dune system.

Description	Hill River mouth to Indian Ocean. Significant destination for 4WD drivers, illegal camping, fishing and local residents for recreation
Access	Access is by 4WD track or beach drive in 4WD. Numerous 4WD tracks in the area. Duplicate tracks in area need to be closed and rehabilitated. Pedestrians and cyclist can access area on the Turquoise Coast Path.

Attractions and features	Mouth of Hill River and estuary. Beach fishing location. Suitable day visit area in small groups. Seasonal bird breeding habitat for Fairy Terns. The Jurien Bay Hill River cycle path currently terminates near the eastern fringe of the estuary.
Recreational use suitability assessment	Day use only. High energy coast with low dune and sparse vegetation that provides minimal protection to coast erosion forces. Illegal camping is very prevalent at this location near the beach and on the estuary.
Development potential	Low to minimise human use impacts on fragile coastal dune system.
Recommendation	<p>Site Protection (SP): Users need to access the Hill River mouth using tracks that minimise environment damage to dune system. Improve signage, track marking. Greater presence of rangers or use of CCTV, ANPR and AI to manage user behaviour. High risk beach for 4WD driving in winter months. Rehabilitate and revegetate damaged areas.</p> <p>Site Development (SD): Clear signage on areas of use. Track making. Area delineation to protect dune system. Develop as day use area with minimum use, minimum service strategy.</p>

Site Assessment

Deflation Basin (DN10)

Location -30.443477° 115.060748°



Deflation basin North End. Area has multiple tracks that can be consolidated to reduce damage to vegetation.

Description	Small plain comprised of a narrow strip of land between the beach and the lagoon
Access	Currently by coastal track and beach. Proposed to restrict access to manage fragile landscape and scattered vegetation. Not suitable for sustained human use.
Attractions and features	Unique and fragile landscape that needs protecting.
Recreational use suitability assessment	Very low due to fragile landforms and scattered vegetation on a narrow strip of land between the beach and the lagoon. Close site to protect fragile landscape.
Development potential	Low due to fragile landforms and scattered vegetation.
Recommendation	Site Protection (SP): Use signage to restrict use of area. Use educational content to support restricted use of area. Site Development (SD): Very low due to fragile land forms and scattered vegetation on a narrow strip of land between the beach and the lagoon.

Site Assessment

Black Point (DN11)

Location **115° 3'47.99"E 30°27'20.57"S**



Black Point Area looking South showing multiple tracks through area. Tracks to be consolidated through area to reduce damage to vegetation.



Black Point Area looking North showing multiple tracks through area. Tracks to be consolidated through area to reduce damage to vegetation.

Description	Limestone coastal headland with short beach and associated coastal marine reef.
Access	By 4WD only along beach or through coastal dunes on tracks. Track over and around the headland are prone to erosion and need to be managed

Attractions and features	Small headland providing shelter for recreational users. Popular fishing and illegal camping spot. The cut off drainage channels in the area are unique on the Central coast and warrant protection.
Recreational use suitability assessment	Day use area. Located near bird nesting site for Fairy Terns. Coastal marsh is located to the North of Black point and is an environmentally
Development potential	Medium. Isolated location with difficult access in winter. Located near environmentally sensitive coastal mash area. Close to bird breeding location.
Recommendation	<p>Site Protection (SP): . Minimal use strategy with minimal facilities. Close and rehabilitate high erosion risk tracks. Close access across headland close to the coast. Mark tracks to be used in the area. The cut off drainage channels in the area are unique on the Central coast and warrant protection.</p> <p>Site Development (SD): Develop as day use only area. Install visitor interpretation and usage signage.</p>

Site Assessment

Cervantes town beaches (DN12)

Location **-30.504724° 115.058989°**



New coastal spit developed from the eroding Thirst Point spoil. Area used by vehicles to drive on and launch boats. This prevents establishment of early dune coloniser species across the area to reestablish new dune systems to resist super tides and storm surges in the area. Spit needs clearly defined vehicle access paths to allow early colonisers to establish and help build a resilient dune structure.



Large deposit of seaweed restricting beach access for vehicles and pedestrians. Vehicle beach access point should be located past the end of typical seaweed deposit boundary. Beach access track should be managed to prevent multiple tracks branching off the main track.



Overview of typical seaweed deposit North of Cervantes that beach access point needs to allow for.

Description	Beaches within the town boundary
Access	Access is via streets that extend to the beach or tracks that access the beach.
Attractions and features	Allows boat launching and beach driving near the town
Recreational use suitability assessment	Boat launching, fishing, swimming, beach walking, dog exercise areas. Day use only.
Development potential	High. Close to population. Area serviced by existing infrastructure. Requirement for segregation of pedestrian and vehicle movements.
Recommendation	<p>Site Protection (SP): Ensure access routes are suitable for high erosion risk areas. Allow for separate pedestrian and vehicle access routes. Regenerating incipient dune area to be protected from vehicle and pedestrian use.</p> <p>Site Development (SD): Signage to clearly delineate areas of use by pedestrians and vehicles. Areas of use to be mapped and available through shire websites. Clearly define beach access routes for pedestrians and vehicles.</p>

Site Assessment

Hansen Bay (DN13)

Location -30.523543° 115.075984°



Picture showing the depth of seaweed deposits in the Hansen Bay area. Deposits of this depth make beaches impassable to vehicles.



Hansen Bay Southern end. Popular illegal camping location with 4WD users. Multiple tracks lead into this area. Popular fishing location.



Hansen Bay looking North West towards Thirsty Point. Aera used by vehicles to drive on. This prevents establishment of early dune coloniser species across the area to reestablish new dune systems to resist super tides and storm surges in the area.

Description	Wide low beach on high energy coast
Access	Off Hansen Bay gravel road and track.
Attractions and features	Fishing, swimming, 4WD beach driving. South end of beach provides for shelter from prevailing south westerly winds
Recreational use suitability assessment	Continued use as fishing, swimming and 4WD beach driving. Site is subject to illegal camping by tourists. Day use only.
Development potential	Low. Signage on permitted beach use and access.
Recommendation	<p>Site Protection (SP): Regenerating incipient dune area to be protected from vehicle and pedestrian use. Greater presence of rangers and use of CCTV, ANPR and AI to manage user behaviour.</p> <p>Site Development (SD): Develop as day use area with minimum service minimum impact strategy. Promote tread lightly and leave no trace use of the area.</p>

Shire of Gingin Site Assessments

Site Assessment

Lancelin to Nilgen Nature Reserve Boundary. (GG01)

Location **-31.002478° 115.329696°** **-30.975370° 115.314486°**



High energy narrow beach with very soft sand. Beach is adjacent to Lancelin Off Road Vehicle (LORVA) area. Often vehicles drive on to the beach from the LORVA. Very high vehicle use on beach due to ease of access and proximity to Perth. Popular fishing access beach. Access to areas North of Lancelin via the beach can be quicker than driving on coastal tracks.



Lancelin Coast North of Off Road Vehicle Area showing numerous tracks on Crown Land and Private Property.



North End Off Road Vehicle Area looking south to Lancelin. ORV's and vehicles encroach into coastal dunes damaging vegetation that is protecting coastal landforms. Track guidance and education to be implemented to manage coastal vegetation damage.

Description	High energy coastline. Narrow beaches backed by steep dunes.
Access	Beach access or coastal track access through crown land & crown reserves. Unauthorised access through private property occurs on a regular basis as the area adjoins the Lancelin Off Road Vehicle Area. Crown land and Crown Reserve land in this area is very narrow at approximately 120m in width.

	There is also a surveyed road reserve in the area that has not been developed into a road.
Attractions and features	Proximity to Lancelin town and the Lancelin Off Road Vehicle Area make this a very popular recreational use area. Beach fishing, 4WD driving, picnicking and swimming are popular activities in this area.
Recreational use suitability assessment	High due to the close proximity to Lancelin and the Lancelin Off Road Vehicle Area. The dune system at the Lancelin Off Road Vehicle area is a mobile dune system and is constantly changing due to weather conditions. Beach is backed by high dunes. Beach is subject to benching after strong weather fronts making beach driving difficult.
Development potential	High due to proximity to Lancelin and the Lancelin Off Road Vehicle Area. It is a very popular destination for a large range of coastal based recreational activities close to Lancelin.
Recommendation	Site Protection (SP): Rehabilitate and revegetate disturbed areas. Consolidate tracks where possible. Site Development (SD): Delineate pedestrian and vehicle movements. Educational signage on use of the area. Define limits of Crown Land and Reserves.

Site Assessment

Lancelin Back Beach (GG02)

Location **-31.036521° 115.337418°**



High energy beach with constantly changing beach profile. Sand bench is clearly visible in the picture. Vehicle users drive onto the beach and through dune system with little regard to vegetation and erosion risks. Beach is used as access track to areas South of Lancelin.



Lancelin Back Beach holiday recreational vehicle activity.

Description	High energy coastline. Narrow sandy beach. Beach shortens up and prone to benching in winter and storms. Beach in summer is flatter and more open.
Access	Coastal track through dunes from carpark
Attractions and features	Good sandy beach with ocean swell making it a good surfing beach. Popular in summer time for beach picnicking and swimming. Used by 4WD for beach driving to the South of Lancelin to Ledge Point.
Recreational use suitability assessment	High recreational use value with close access to Lancelin. Beach is in regularly use by a broad spectrum of recreational users. Users often drive into dune system and camp in dune system in contravention of the area of use signage.
Development potential	High with delineation of pedestrians and vehicles. Beach is in use most of the year with a range of recreational user groups. Beach is subject to winter degradation and summer accumulation. Beach can bench and become hazardous to vehicle users.
Recommendation	Site Protection (SP): Rehabilitation of dune near beach entrance, exclude vehicles from dune system. Site Development (SD): Delineation of pedestrians and vehicles. Educational signage on use of area.

Site Assessment

Fence Reef to Lancelin (GG03)

Location -31.063513° 115.348472° -31.034299° 115.335557°



Typical beach profile south of Lancelin. Interspersed with limestone headlands that are bypassed by using coastal tracks. Mining leases are located near coastal tracks and users often enter active mining leases even when they are signed posted as Do Not Enter.



Looking South toward Fence Reef. Coastal dunes natural form retained by limited access from land side to the coast.



Looking North toward Fence Reef. Coastal track development through dunes and mining leases. Track marking through this area would reduce track multiplication.

Description	High energy coastline. Narrow beaches backed by steep dunes
Access	Beach access or coastal track access through mining leases, crown land & crown reserves.
Attractions and features	4WD track to fishing locations, beaches and picnic spots. Very popular area for surfing with easy access. Relatively easy access to beach and close to town makes this beach very popular with locals and tourist.
Recreational use suitability assessment	High due to ease of access and proximity to Lancelin town. Area is suitable for a range of recreational activities. Beach is backed by high dunes. Beach is subject to benching after strong weather fronts making beach driving difficult. Mining Leases close to coast and 4WD users regularly enter mining leases without permission.
Development potential	High as it is a very popular destination for a large range of coastal based recreational activities close to Lancelin.
Recommendation	Site Protection (SP): Rehabilitate and revegetate disturbed areas. Consolidate tracks where possible. Site Development (SD): Delineate pedestrian and vehicle movements. Educational signage on use of the area. Define the limit of the Crown Land and Reserve.

Site Assessment

Ledge Point to Fence Reef (GG04)

Location **-31.104226° 115.374141°** **-31.063513° 115.348472°**



Looking North from Ledge Point Groyne. Area where seaweed builds up close to Ledge Point. Further North the beaches tend not to have large seaweed build ups. The Coastal track between Ledge Point and Lancelin is often used as an alternative Lancelin access road.



Ledge Point North looking South to Ledge Point. Very steep foredune restricts coastal access in this area. Best access points need to be marked and other points closed off.

Description	High energy coastline. Narrow beaches backed by steep dunes
Access	Beach access or coastal track access through crown land & crown reserves.
Attractions and features	4WD track to fishing locations, beaches and picnic spots.
Recreational use suitability assessment	High as distance between Ledge Point and Lancelin is 10km in a straight line measure. Access is via the beach and coastal tracks. Popular with locals and visitors due to ease of access from Ledge Point and Lancelin. Beaches can be soft and subject to shelf formation after storms or weather fronts. Seaweed build up can be high at times subject to weather conditions. There are active mine sites along the tracks. Some service tracks in the area assist in local access. Mines safety regulations prohibited unauthorised entry onto mine sites.
Development potential	High due to ease of access from Ledge Point and Lancelin town sites. Beach access along the coast is facilitated by a number of tracks and local access roads to services and mines. Weed build up on the beach can be high after weather storms or weather fronts.
Recommendation	Site Protection (SP): Rehabilitate and revegetate disturbed areas. Consolidate tracks where possible. Site Development (SD): Delineate pedestrian and vehicle movements. Educational signage on use of the area. Define the limit of the Crown Land and Reserve.

Site Assessment

Manakoora Sand Patch to Ledge Point (GG05)

Location **-31.151085° 115.393183°** **-31.109985° 115.377500°**



Typical coastal track around the Mankoorra Sand Patch area. If the track becomes impassable 4WD user will make a new branch track to be able to drive over the dune.



South Ledge Point looking North toward Ledge Point. Multiple tracks in the area that need to be reduced to reduce vegetation damage in the area and protect coastal dunes.



South Ledge Point looking South to Manakoora Sand Patch. Coastal track growth limited in the area by steep coastal dunes and reasonable good trafficable beach.

Description	High energy coastline. Narrow beaches backed by steep dunes or limestone cliffs and head lands
Access	Beach access or coastal track access through crown reserves or private property.
Attractions and features	4WD track to fishing locations, beaches and picnic spots. A number of coastal shacks along the coast in this area.

Recreational use suitability assessment	Low due to private property being close to coastline. Current coastal tracks traverse private property in sections. Access using crown land is via the beach and a 130-400m wide corridor following the coastline. Manakoora Sand Patch is an active mine site. Mines safety regulations prohibited unauthorised entry onto mine sites
Development potential	Low. Beach access is along a narrow beach on a high energy coastline backed by steep sand dunes and limestone headlands. Coastal tracks traverse crown reserves or private property.
Recommendation	Site Protection (SP): Rehabilitate and revegetate disturbed areas. Consolidate tracks where possible. Site Development (SD): Develop as day use area with minimum service minimum impact strategy. Promote tread lightly and leave no trace use of the area. Define the limit of the Crown Land and Reserve.

Site Assessment

Breton Bay to Manakoora Sand Patch (GG06)

Location **-31.199444° 115.410386°** **-31.151085° 115.393183°**



Looking South from Manakoora Sand Patch toward Breton Bay. Multiple tracks and beach entry point in the area. Track marking will reduce tracks and beach entry points to allow natural process to stabilise sand dunes in the area.



Tracks South of Manakoora Sand Patch before turning inland into private property to access Breton Bay and Indian Ocean Drive



Inland Tracks to Breton Bay and Indian Ocean Drive through private property. Some coastal track users ignore landowner signs and gates restricting access to private property.

Description	High energy coastline. Narrow beaches backed by steep dunes or limestone cliffs and head lands
Access	Beach access or coastal track access through private property.
Attractions and features	4WD track to fishing locations, beaches and picnic spots. A number of coastal shacks along the coast in this area.

Recreational use suitability assessment	Low due to private property being close to coastline. Current coastal tracks traverse private property. Limestone head land bypass track also traverse private property. Access using crown land is via the beach and a 130-400m wide corridor following the coastline. Manakoora Sand Patch is an active mine site. Mines safety regulations prohibited unauthorised entry onto mine sites. Define the limit of the Crown Land and Reserve.
Development potential	Low. Beach access is along a narrow beach on a high energy coastline backed by steep sand dunes and limestone headlands. Coastal tracks traverse private property.
Recommendation	Site Protection (SP): Rehabilitate and revegetate disturbed areas. Consolidate tracks where possible. Site Development (SD): Develop as day use area with minimum service minimum impact strategy. Promote tread lightly and leave no trace use of the area. Define the limit of the Crown Land and Reserve.

Site Assessment

Mission Beach/Eagles Nest Bluff to Breton Bay (GG07)

Location **-31.228589° 115.424592°** **-31.199444° 115.410386°**



Looking North from Mission Beach area. Narrow Beaches with limestone headlands and steep dunes and limestone cliffs backing the beach. Coastal tracks are sandy with areas of limestone bedrock sections. Beach entry/exit points are very limited.



Looking South from Eagles Nest Bluff to Mission Beach (Rail Carriages). Beach access constrained by limestone cliffs and very steep beach entry points. Inland tracks encroaches on private property.



Looking North from Eagles Nest Bluff toward Breton Bay. Inland track location is historically developed. Track encroaches on private property in sections. Beach access constrained by limestone cliffs and very steep beach entry points.



Looking South from Breton Bay toward Eagles Nest Bluff. Track encroaches on private property through this area. Beach access South of here is limited by limestone cliffs and very steep beach entry points.



Breton Bray looking North towards Manakoora Sand Patch. Beach access limited by steep coastal dunes. Beach travel determined by tides, limestone headlands and beach sand conditions. Access from the East is through private property. Track users often ignore No Entry to Private Property signs and gates. These are regularly vandalised.



Breton Bay East access through private property. Coastal track users often ignore No Entry to Private Property signs and gates. These are regularly vandalised.

Description	High energy coastline. Narrow beaches backed by steep dunes or limestone cliffs and head lands
Access	Beach access or coastal track access through private property.
Attractions and features	4WD track to fishing locations, beaches and picnic spots. A number of coastal shacks along the coast in this area.

Recreational use suitability assessment	Low due to private property being close to coastline. Current coastal tracks traverse private property. Limestone head land bypass track also traverse private property. Access using crown land is via the beach and a 130m wide corridor following the coastline.
Development potential	Low. Beach access is along a narrow beach on a high energy coastline backed by steep sand dunes and limestone headlands. Coastal tracks traverse private property.
Recommendation	<p>Site Protection (SP): Rehabilitate and revegetate disturbed areas. Consolidate tracks where possible.</p> <p>Site Development (SD): Develop as day use area with minimum service minimum impact strategy. Promote tread lightly and leave no trace use of the area. Define the limit of the Crown Land and Reserve.</p>

Site Assessment

Seabird to Mission Beach/Eagles Nest Bluff (GG08)

Location **-31.269104° 115.440768°** **-31.228589° 115.424592°**



Sea Bird Beach entry point looking North. Dual use area as pedestrians and vehicles are not separated on beach. Limited options on this beach to separate pedestrians and vehicles.



Looking North toward Mission Beach. Beach entry track into prevailing wind resulting in high energy erosion point on coast.



Seabird Town Beaches



Coastal Tracks North from Seabird. Track marking required to reduce multiple tracks and beach entry points in the area.



Looking South from Mission Beach area towards Seabird. Steep coastal dunes limit beach entry point through this area. Dunes system structure has also limited track growth.



Mission Beach looking North towards Eagles Nest Bluff. Track development and vegetation damage surrounding old rail carriage squatters' settlement. Area of use around rail carriages to be defined by barrier system to limit vegetation damage in the area.



Looking South East from Mission Beach area. Track on the left of picture is access through private property. Track on the right of picture is Coastal access track from Seabird.

Description	High energy coastline. Narrow beaches backed by steep dunes or limestone cliffs and head lands
Access	Seabird town site North using coastal tracks.
Attractions and features	4WD track to fishing locations, beaches and picnic spots. A number of coastal shacks along the coast in this area.
Recreational use suitability assessment	Low due to private property being close to coastline. Current coastal tracks traverse private property. Limestone head land bypass track also traverse

	private property. Access using crown land is via the beach and a 170meter wide corridor following the coastline.
Development potential	Low. Beach access is along a narrow beach on a high energy coastline backed by steep sand dunes and limestone headlands. Coastal tracks traverse private property.
Recommendation	Site Protection (SP): Rehabilitate and revegetate disturbed areas. Consolidate tracks where possible. Restrict track growth in the area. Site Development (SD) Develop as day use area with minimum service minimum impact strategy. Promote tread lightly and leave no trace use of the area. Define the limit of the Crown Land and Reserve.

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Site Assessment

Guilderton to Seabird (GG09)

Location -31.339615, 115.491433 -31.279593, 115.443496



Guilderton Beach looking North. Limestone headlands and tides limit beach travel. Beach is narrow and backed by steep dunes with limited entry/exit points



Tracks from Guilderton town into coastal dunes North of town near the Guilderton Lighthouse.



Network of tracks North of Guilderton Lighthouse leading to Seabird to the North. Opportunities to define a main track through landscape to allow vegetation to rehabilitate the area.



Inland Coastal tracks Leading to Guilderton Lighthouse and coast. Track marking will reduce track multiplication in the area.



View of inland tracks looking North West to Seabird. Track marking will reduce track multiplication in the area.



Tracks North of the Seabird coastal navigation beacon. This is near the North junction of the coastal track and the inland track. There are both management and recreational tracks through this area. Track marking will reduce track multiplication through the area.



Looking South at coastal tracks South of Seabird. There are both management and recreational tracks through this area. Track marking will reduce track multiplication through the area.

Description	High energy coastline. Narrow beaches backed by steep dunes or limestone cliffs and head lands
Access	From either Guilderton or Seabird townsite onto coastal tracks
Attractions and features	4WD track to fishing locations, beaches and picnic spots.
Recreational use suitability assessment	Low recreational use suitability due to private property boundaries being close to the coast. Current tracks are not public rights of way and may cross private property boundaries. Difficult to access for emergency services. Shallow limestone in the area is easily exposed and causes significant track widening at these locations.
Development potential	Low due to private property being close to the coast. Steep beach entry points and narrow beaches with limestone embayment's restricting beach driving experiences.
Recommendation	Site Protection (SP): Rehabilitate and revegetate disturbed areas. Minimise track growth in the area. Site Development (SD): Delineate pedestrian and vehicle movements. Educational signage on use of the area. Develop as day use area with minimum service minimum impact strategy. Promote tread lightly and leave no trace use of the area. Define the limit of the Crown Land and Reserve.

Site Assessment

Wilbinga to Moore River mouth (GG10)

Location **-31.403156° 115.535956°** **-31.359269° 115.501590°**



Moore River Mouth. Coastal track users travel North from Wilbinga along the beach to access the Guilderton South Bank Dunes.



Coastal tracks from the beach east into the Guilderton South Dunes. Sand boarding on the Guilderton South Dunes is popular recreational activity. Sand boarders use 4WD to access the dunes and to stay in the area.

Description	High energy sandy beach backed by steep dunes at base of beach.
Access	Through Wilbinga Conservation reserve.

Attractions and features	Access toward Moore River along beach. Popular with 4WD and fishermen. Beach conditions can vary seasonally and be hazardous to drive on especially after winter storms.
Recreational use suitability assessment	High recreation use value. This is offset by the varied and hazardous nature of the changing beach conditions and difficult access to the beach through Wilbinga Nature Reserve.
Development potential	Low. The area is accessed by tracks with a high degree of difficulty through the Wilbinga Conservation Reserve. The area is a very long narrow strip of beach backed with steep dunes backed by private property. There are ongoing issues of 4WD users entering the private property adjoining the beach and Wilbinga Conservation Reserve.
Recommendation	<p>Site Protection (SP): Exclude vehicles from dune system on the South bank of the Moore River. Rehabilitate and revegetate disturbed areas. Close down vehicles access to south bank of Moore River at Guilderton from the beach.</p> <p>Site Development (SD): Delineate pedestrian and vehicle movements. Educational signage on use of the area. Define the limit of the Crown Land and Reserve.</p>

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Protect Our Coast Sign locations using What 3 Words

Locations List by Local Government Authority.

Shire of Coorow

Leeman South Limestone shelf and beaches (CW01)	///fished.curtain.jumbled, ///subbed.radiated.installing,
Webb Island area (CW02)	///sunburns.suppressed.vent,
Little Anchorage Bay (CW03)	///refreshing.node.affirm, ///bookcase.incensed.acting
Lipfert Island area. (CW04)	///pathfinder.strikeout.flagged
Billy Goat Bay (Milligan Island area) (CW05)	///milk.bogus.tearing, ///cutely.kidding.disposable
Harrop Inlet (CW06)	
Pont Louise (CW07)	///biologist.cynically.desired
Anchorage Bay (CW08)	///misfortune.turtle.scoops,
South Bay (CW09)	///hefty.outlet.radioactive, ///mottos.anchoring.desk, ///fearful.busies.botch, ///smart.discuss.payroll

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Sandy Cape (DN02)	///easing.mistreated.question, ///reforming.downwards.grazed, ///computers.appetite.hither
Kingy Bay (DN03)	
Volcano (DN04)	
North Head (DN05)	
Pumpkin Hollow (DN06)	
Jurien Bay town beaches (DN07)	///lander.bookstore.pulps
Booka Valley. (DN08)	///gratitude.listens.ballet
Hill River (DN09)	///chances.cookies.thanking
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Cervantes town beaches (DN12)	///healer.proms.bricks, ///swelled.errand.scarily, ///somebody.woodstove.convening

Hansen Bay (DN13)	///joyous.ecologists.pertaining
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Lancelin Back Beach (GG02)	///flirting.sounds.threadbare
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Ledge Point to Fence Reef (GG04)	///pearls.mentor.toils, ///strikeout.dunks.naptime
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Seabird to Mission Beach/Eagles Nest Bluff (GG08)	///glorious.relying.tally
Guilderton to Seabird (GG09)	///theatrical.truthfully.line, ///encircling.cashes.cheerful, ///grated.deodorant.mistreat
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Coastal Recreational Track Management Master Plan for the Shires of Coorow, Dandaragan & Gingin

Map Set

March 2025 REV-B



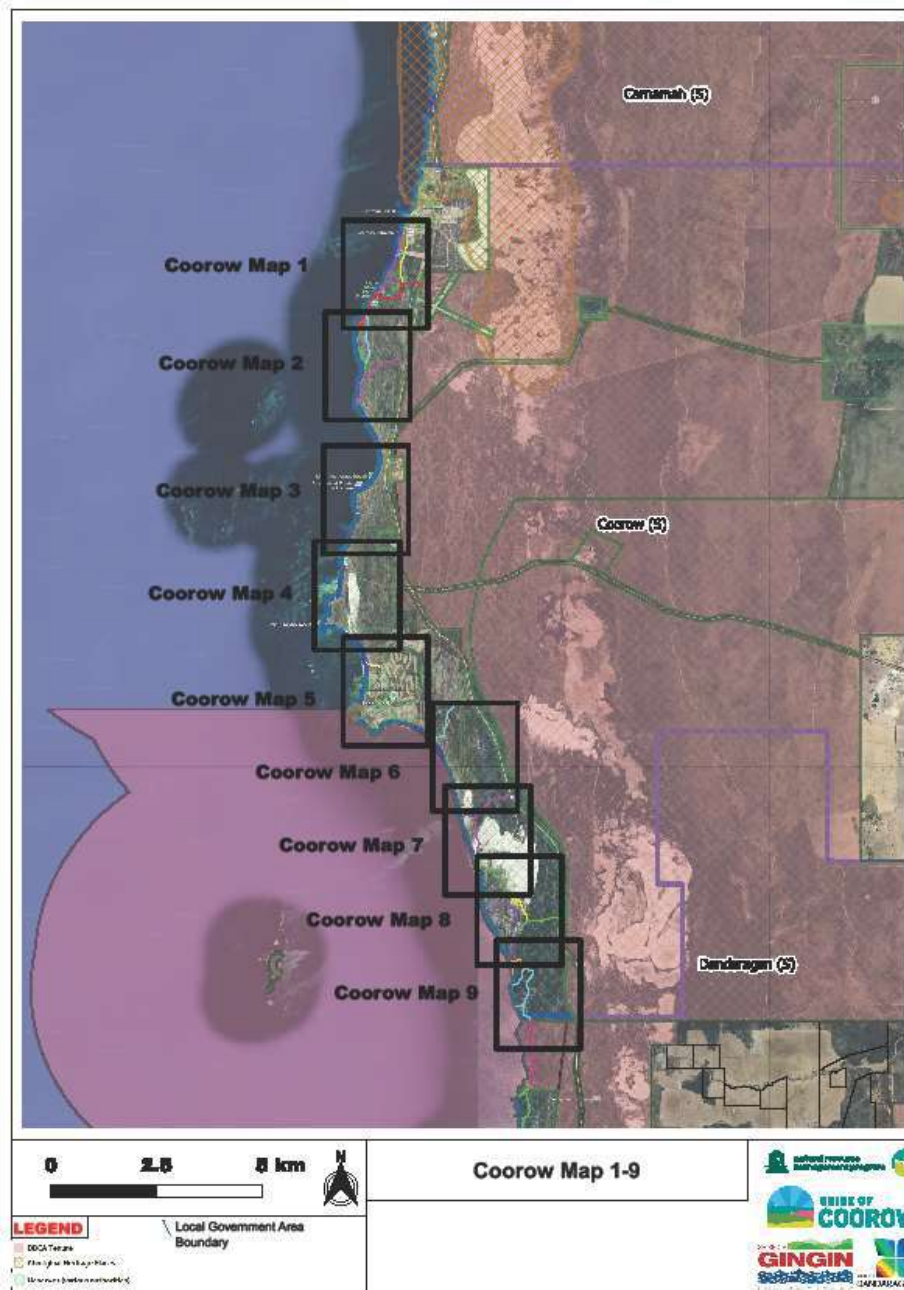
natural resource
management program



Locations List and Map by Local Government Authority.

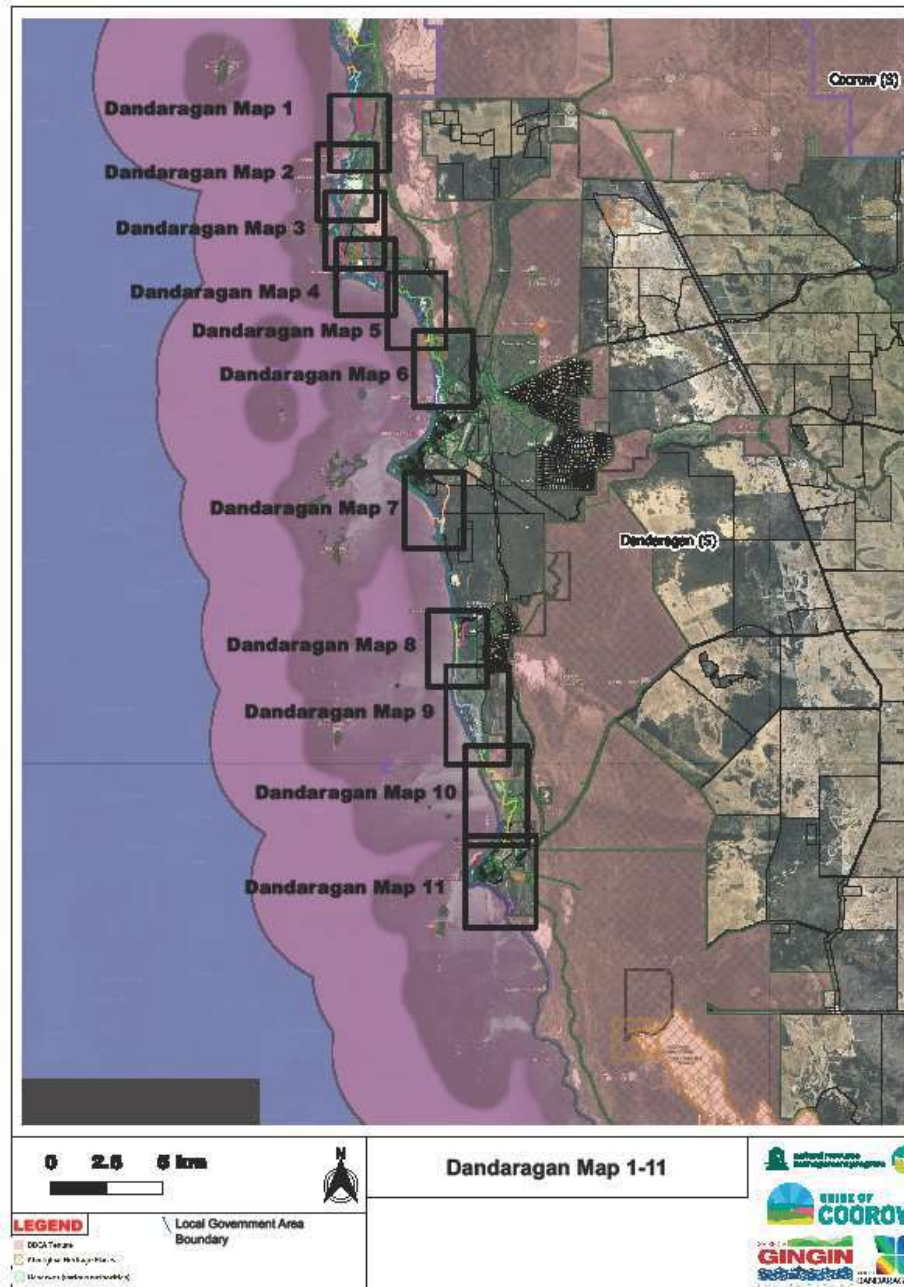
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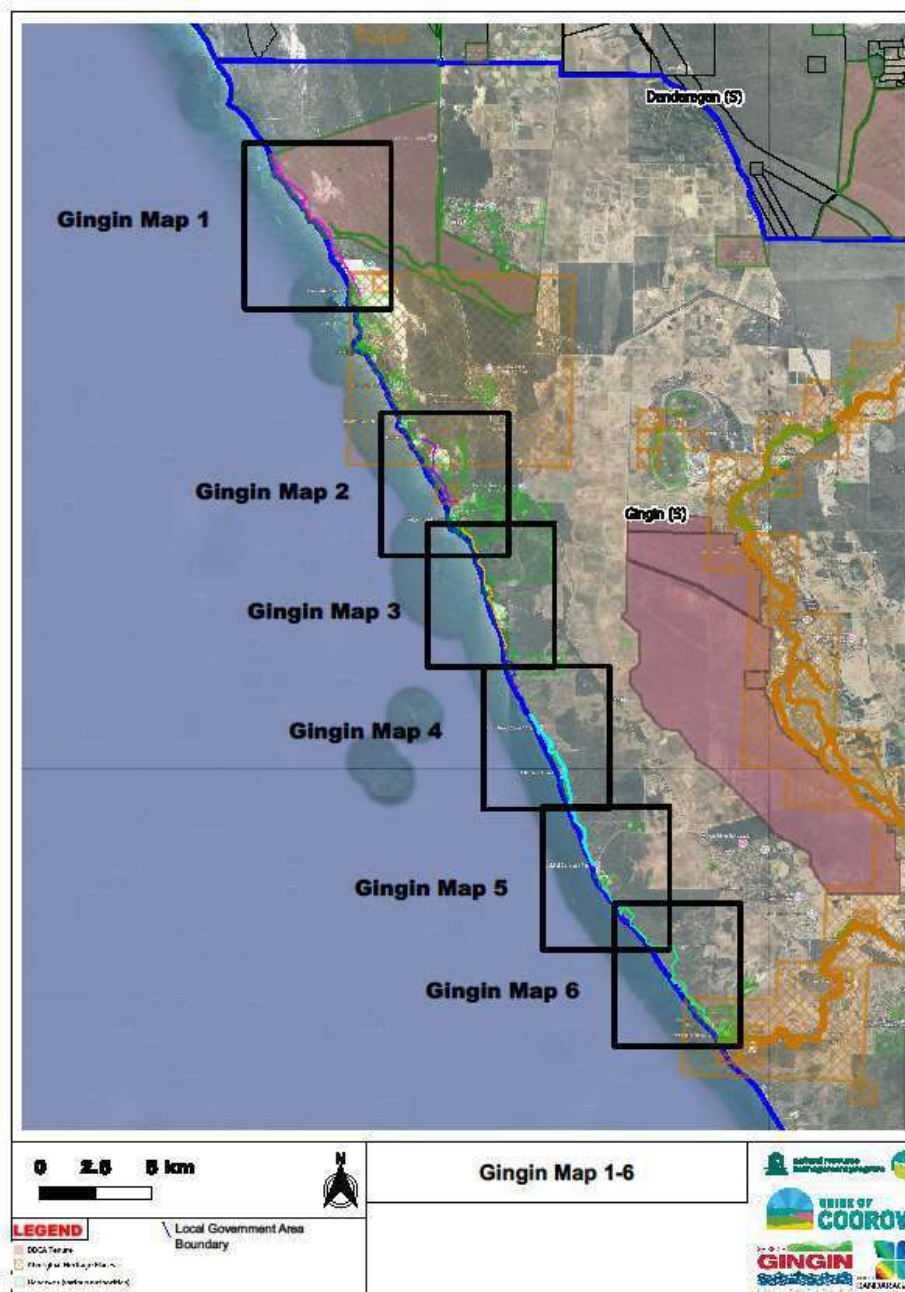
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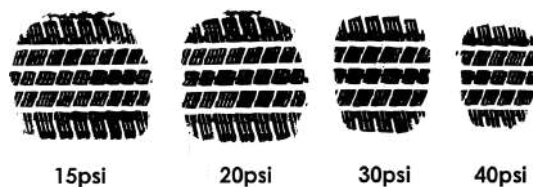
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Guilderton to Seabird (GG09)	Map 5, 6
Wilbinga to Moore River mouth (GG10)	



MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2023

The following diagram illustrates the effect of reducing tyre pressures on the size of the footprint of tyres.



- The bigger the footprint, the better the floatation on soft sand which prevents bogging.
- Lower the tyre pressure to increase traction and reduce damage to the beaches and tracks.



FURTHER RESOURCES

- **Leave No Trace:** Leave No Trace Australia promotes and inspires responsible travel and recreation through education, research, and partnerships. Visit lnt.org for more information.
- **Tread Lightly!** Tread Lightly! is a non-profit organisation that leads a national initiative to promote the responsible use of motorised vehicles for outdoor recreation. Visit treadlightly.org for more information.
- **Code Off Road:** The Code Off Road is designed to encourage safe and responsible driving in the many and wonderfully varied environments that make up Australia. Visit trackcare.com.au for more information.
- For more information on Track Classifications, visit: 4wdvictoria.org.au/index.php/track-classifications



PROJECT FUNDING

Project supported by funding from the Western Australian Government's State Natural Resource Management Program.



natural resource
management program



APPENDIX 12.1.4

A guide to off-road driving in **coastal environments**.

PROTECT OUR COAST

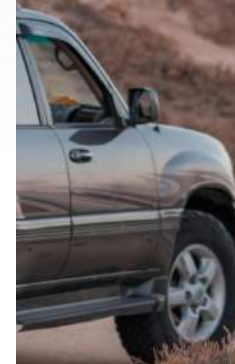


Photo Credit: Perth Is Ok!

MINUTES

ORDINARY COUNCIL MEETING 15 APRIL 2025

- Coastal tracks and beaches are closed to all vehicles when a **Total Fire Ban** has been declared.
- Slow down near pedestrians and wildlife, our coast is a shared use area.
- Drive on beaches within 2 hours each side of low tide.
- Drive in the wash zone near the high tide mark on beaches where possible.
- Let your tyres down to at least 140kpa/20psi before entering beaches or dunes. You may need to lower them even further if conditions deteriorate.
- Be prepared, you might get stuck a long way from help and out of mobile phone range, so prepare accordingly.

ENVIRONMENTAL IMPACTS AND CONSTRAINTS

- Stay on designated tracks and prevent damage to plants and animals.
- Driving in the sand dunes damages animal habitat and causes erosion, especially in our hot and windy climate.
- Take your rubbish home with you or to an authorised waste disposal site.
- Give way to wildlife by driving slowly around birds and animals on the beach.

Coastal environments are extremely fragile and can take years to recover from damage caused by vehicles.



BIO SECURITY RISK

- Phytophthora Dieback (*Phytophthora cinnamomi*) is spread by vehicles, motorbikes and humans.
- Ensure you clean dirt and soil from vehicles and gear prior to and after your trip.
- Avoid travelling in wet and muddy conditions to stop cross contamination.



CONDITIONS OF USE

- All vehicles need to be Road Registered. Unregistered vehicles may incur penalties.
- Drivers/riders must be licensed.
- Road rules and common sense apply.
- Travel only on established tracks and roads but remember, the presence of a track is not a public right of way.
- Do not enter private property/prohibited areas.
- Fires and camping are not permitted on the beach or in the dunes.
- Take all rubbish home with you. **You** bring it in, **You** take it out.
- Chemical toilets must be carried and used. The bush is not a public toilet!
- **Dob in a hoon**, report hoon behaviour to the Police on 13 14 44.



LOCAL CONDITIONS

All coastal tracks should be considered **'Very Difficult'** because conditions change constantly.

- Sand can become very soft or hard instantly.
- Beaches can be narrow, backed by steep dunes with limited access points.
- Seaweed build-up can block the beach or create quicksand conditions.
- Narrow access tracks with poor visibility.
- If unsure do not proceed.
- Travel in pairs.



MINIMUM EQUIPMENT LIST

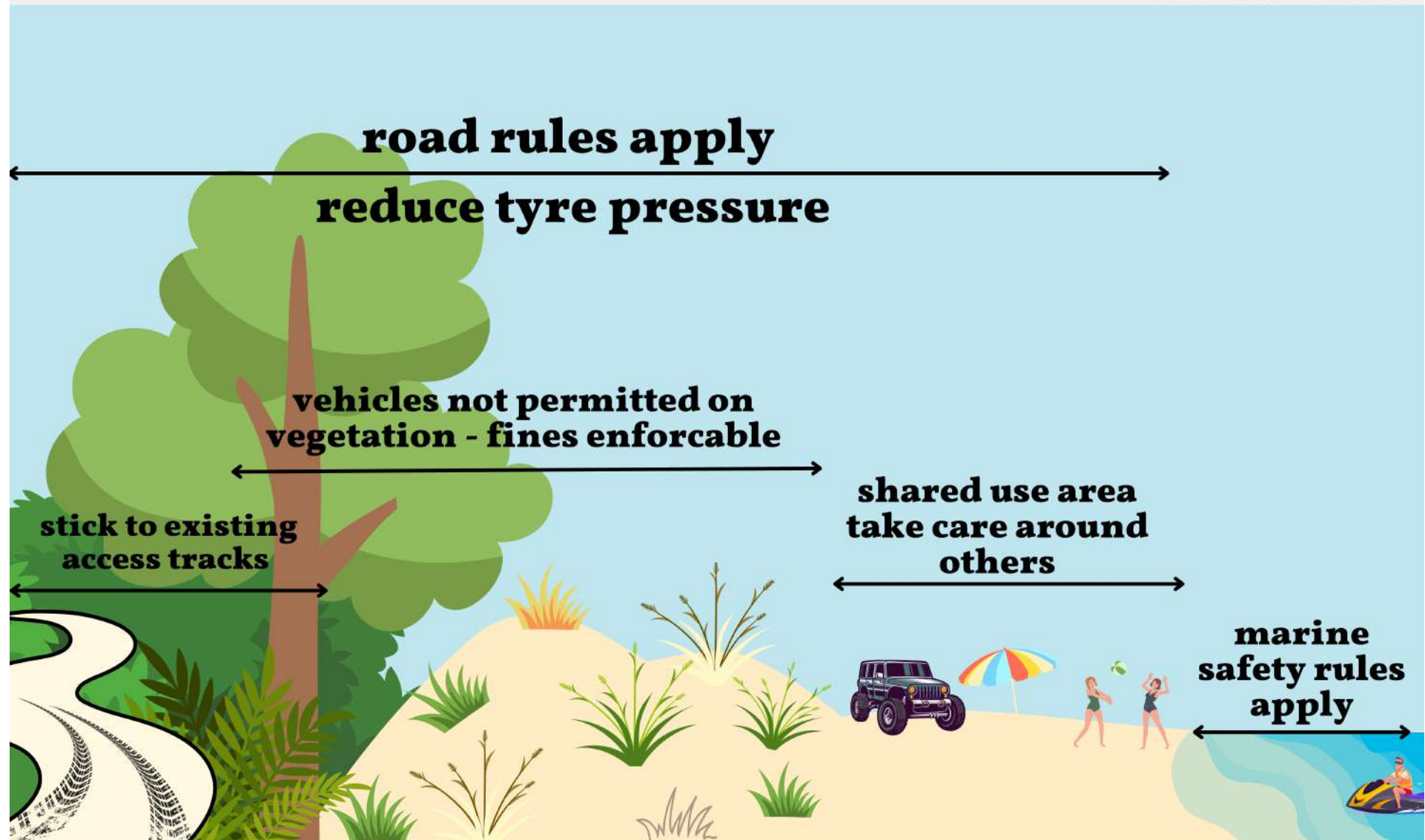
- Sand flag.
- Air compressor and tyre gauge.
- Long handle shovel.
- Traction boards x 4.
- Jack and base boards.
- First aid kit and drinking water.
- Recovery kit/gear eg. snatch straps, recovery tracks, shackles, gloves, jumper leads etc.
- Tool kit and essential spares eg. spanners, pliers, grips, screw drivers, hammer etc.
- Communications equipment eg. UHF radio, SAT Phone, GPS, PLBs etc.
- Maps and track guides.

Photo Credit: @saifuller

Protect Our Coast



natural resource
management program



13 REPORTS - CORPORATE AND COMMUNITY SERVICES

13.1 TELECOMMUNICATIONS LEASE LOT 232 (24) WEDGE STREET, GUILDERTON - SHIRE OF GINGIN/OPTUS

File	Nil
Author	Oliver Searles - Leasing Officer
Reporting Officer	Scott Wildgoose - Chief Executive Officer
Refer	OCM 18 March 2025 Item 13.4
Appendices	1. Proposed Optus Lease [13.1.1 - 21 pages] 2. Confidential

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider the ongoing occupation by Optus to co-locate its mobile telecommunications tower site on portion of Lot 232 Wedge Street, Guilderton (Deposited Plan 209323 being the whole of the land contained in Certificate of Title Volume LR3135 Folio 994) which is currently being leased to Amplitel.

BACKGROUND

The Shire of Gingin currently has a lease agreement in place with Amplitel (formerly Telstra) for the above location for the purpose of accommodating a mobile telecommunications tower and associated shelter.

Optus has expressed interest in co-locating on this tower, however they currently do not have a lease agreement in place for its use.

A rental valuation of the site was conducted on 6 March 2019 (see **Confidential Appendices**) with the proposed starting rental amount being the valuation amount of \$4,500 per annum amount indexed to inflation.

COMMENT

A copy of the draft lease agreement between the Shire of Gingin and Optus is provided as an **appendix** to the report.

The *Local Government Act 1995* (the Act) requires that any proposed disposition of property can only be undertaken as the result of a public auction, a public tender process or, where neither of these options are possible or appropriate, by obtaining a market rental valuation and advertising the proposed disposition for public submission. In this instance the third option is considered to be most appropriate.

The public notice must include details of both the market value of the property and the actual consideration to be received by the local government. The purpose of these provisions in the Act is to ensure that any proposal to dispose of property controlled by a local government is undertaken in an open and accountable manner.

The Act also requires that, where a market valuation has been carried out more than 6 months before the proposed disposition, Council must formally resolve that it believes the valuation to be a true indication of the current value of the property.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 3 – Functions of local governments

Division 3 – Executive functions of local governments

Section 3.58 – Disposing of property

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Costs associated with preparation of the final lease, including legal review are at each party's own cost. Given the new lease will largely reflect the terms and conditions provided under the Heads of Agreement and given that the final lease will be prepared by Optus's lawyers, this provision is considered adequate.

All rental income received from the subject site is placed in a reserve account for improvements to the Guilderton Country Club.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	2. Connections & Wellbeing - Grow and Nurture Community Connectedness and Wellbeing
Strategic Objective	2.6 Services - Cost effective services which meet the needs of the community.

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson

SECONDED: Councillor Stewart

That Council:

1. Agree to enter into a new lease agreement with Optus to co-locate with the existing Amplitel lease on its mobile telecommunications tower site on portion of Lot 232 Wedge Street, Guilderton (on Deposited Plan 209323 being the whole of the land contained in Certificate of Title Volume LR3135 Folio 994) as depicted in the draft lease for a term of 20 years, subject to no public submissions being received as a result of the proposed disposition of property being subjected to a public notice period in accordance with the requirements of s.3.58(3) of the *Local Government Act 1995*;
2. Declare that the market rental valuation of \$4,500 per annum as contained in the valuation dated 6 March 2019, indexed for inflation, is believed to be a true indication of the current market rental value;
3. Require the CEO, in the event that public submissions in relation to the proposed disposition of property are received, to provide a further report to Council so that those submissions can be considered and a final decision made; and
4. Authorise the CEO, in the event that no public submissions are received, to enter into a lease agreement with Optus, including execution of the resulting lease document by application of the Common Seal of the Shire of Gingin.

CARRIED UNANIMOUSLY

8 / 0

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

**MINUTES
ORDINARY COUNCIL MEETING
15 APRIL 2025**

**APPENDIX
13.1.1**

FORM L1

**WESTERN AUSTRALIA
TRANSFER OF LAND ACT 1893 AS AMENDED
LEASE**

DESCRIPTION OF LAND (Note 1)	EXTENT	VOLUME	FOLIO
As to portion only: Lot 232 on deposited plan 209323 and being that part of the Land hatched in black on the plan comprising Annexure A to this Lease	Part	LR3135	994

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS (Note 2)

--

ESTATE AND INTEREST

Fee simple

LESSOR (Note 3)

SHIRE OF GINGIN of 7 Brockman Street, GINGIN WA 6503

LESSEE (Note 4)

OPTUS MOBILE PTY LIMITED ACN 054 365 696 of 1 Lyonpark Road, MACQUARIE PARK NSW 2113

TERM OF LEASE (Note 5)

20 years commencing from the 1st day of May 2025

THE LESSOR HEREBY LEASES TO THE LESSEE the land described above subject to the encumbrances as shown hereon (Note 6) for the above term for the clear yearly rental of \$4,917.33 (Note 7) payable (Note 8) in accordance with Clause 4 of this Lease

Subject to the covenants and powers implied under the Transfer of Land Act 1893 as amended (unless hereby negated or modified) and also to the covenants and conditions contained herein.

Page 1 of 21

[7430815.675:42234527_4]

The following covenants by the Lessee are to be construed according to section ninety-four of the Transfer of Land Act 1893 as amended (Note 9)

--

Information table

Parties

Name	Shire of Gingin
ABN	85 679 704 946
Short form name	Lessor
Notice details	Postal address: 7 Brockman Street, Gingin WA 6503 Telephone: (08) 9575 5130 Email: mail@gingin.wa.gov.au Attention: Chief Executive Officer
Name	Optus Mobile Pty Limited ACN 054 365 696
Short form name	Lessee
Notice details	Postal address: 1 Lyonpark Road, Macquarie Park NSW 2113 PO Box 888, North Ryde NSW 1670 Telephone: (03) 8576 1900 Email: mdsspropertyissues@optus.com.au Attention: National Site Acquisition Co-ordinator
Site code	P8391 – Moore River – Adjoin Ground – Amplitel (previously Telstra)

Items

Item 1	Premises (clause 1.1) That part of the Land hachured in black on the plan in Annexure A being part of the property known as ‘Lot 232 Wedge Street, Guilderton WA 6041’.
Item 2	Commencement Date (clause 1.1) 1 May 2025
Item 3	Expiry Date (clause 1.1) 30 April 2045
Item 4	Term (clause 1.1) Twenty years
Item 5	Rent (clause 1.1) \$4,917.73 during the first year of the Term, and increased by 3% on each anniversary of the Commencement Date throughout the Term

Item 6 **Nominated Account** (clause 4.3)

Bank: Bendigo Bank
Branch: Gingin
Account Name: Shire of Gingin Municipal A/C
BSB No: 633 022
Account No 139949002

Item 7 **Break Date** (clause 1.1)

Each of the following dates:

 (a) the date that is 15 years before the Expiry Date;

 (b) the date that is 10 years before the Expiry Date; and

 (c) the date that is 5 years before the Expiry Date.

Item 8 **Tower Lease** (clause 15)

Registered lease O581989

Agreed terms

1. Defined terms & interpretation

1.1 Defined terms

In the Lease:

Act means the *Telecommunications Act 1997* (Cth).

Break Date means the date stated in Item 7.

Business Day means any day in the State which is not a Saturday, Sunday or Public Holiday.

Carrier means a carrier as defined in the Act.

Commencement Date means the date stated in Item 2.

Expiry Date means the date stated in Item 3.

Government Agency means any government or any governmental, semi-government, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity.

GST means a goods and services tax or like tax payable by the Lessor in respect of a supply under the Lease.

Information table means the part of this document described as Information table.

Item means an item appearing in the Information table.

Land means the land in the Certificate of Title referred to on the front page of the Lease.

Lease means the lease or tenancy that exists between the Lessor and the Lessee in relation to the Premises of whatever nature and whether at law or in equity as evidenced in whole or in part by this document.

Lessee means the lessee described on the front page of the Lease and its successors and assigns or, if the Lessee is a natural person, its executors, administrators and assigns and in either case its employees, agents and contractors.

Lessor means the lessor described on the front page of the Lease and its successors and assigns or, if the Lessor is a natural person, its executors administrators and assigns and in either case its employees, agents and contractors.

Month means calendar month.

Premises means the premises described in Item 1.

Related Body Corporate where the Lessee is a holding company of another body corporate, a subsidiary of another body corporate or a subsidiary of a holding company of another body corporate means that other body corporate.

Rent means the amount stated in Item 5.

State means the State of the Commonwealth of Australia in which the Land is situated.

Statute means any statute, regulation, proclamation, ordinance or by-law of the Commonwealth of Australia or the State and includes all statutes, regulations, proclamations, ordinances or by-laws varying consolidating or replacing them and all regulations, proclamations, ordinances and by-laws issued under that statute.

Telecommunications Equipment means any and all equipment, ancillary installations and necessary or desirable equipment required to operate and maintain a telecommunications network and telecommunications service now and in the future.

Term means the term of the Lease set out in Item 4.

1.2 Interpretation

In the Lease, unless the context otherwise requires:

- (a) headings and underlinings are for convenience only and do not affect the interpretation of the Lease;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include any gender;
- (d) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate and any Government Agency;
- (e) a reference to any thing includes a part of that thing;
- (f) a reference to a part, clause, party, annexure, exhibit, information table or schedule is a reference to a part and clause of and a party, annexure, exhibit, information table and schedule to the Lease;
- (g) where the day on or by which any thing is to be done is not a Business Day, that thing must be done on or by the next succeeding day which is a Business Day;
- (h) no rule of construction applies to the disadvantage of a party because that party was responsible for the preparation of the Lease or any part of it; and
- (i) a covenant or agreement on the part of two or more persons binds them jointly and severally.

2. Implied covenants and powers

2.1 Exclusion of implied covenants

Sections 92, 93 and 94 of the *Transfer of Land Act 1893* (WA) do not apply to, and are not implied in the Lease unless expressly included.

2.2 Inclusion of implied covenants

Any covenants and powers implied in the Lease by any law apply to the extent they are consistent with the terms of the Lease.

2.3 Contravention of Statute - severance

Any provision of the Lease which is void, voidable, unenforceable or invalid because of any Statute must in any such case and to such extent be severed from the Lease, and the Lease must be read as though such provision did not form part of the Lease at that time.

3. Term of Lease and holding over

3.1 Term of the Lease

The Term commences on the Commencement Date and expires on the Expiry Date, subject to the provisions of the Lease.

3.2 Termination on a Break Date

If the Lessee gives the Lessor notice no later than 6 months prior to the Break Date that the Lessee wishes to end the Term on a Break Date, the Break Date becomes the Expiry Date.

3.3 Yearly tenancy - holding over

If the Lessee occupies the Premises after the Expiry Date (other than pursuant to the grant of a further lease) without demand for possession by the Lessor, the Lessee does so as a yearly tenant for yearly terms thereafter on the same terms and conditions as the Lease as far as they apply to a yearly tenancy, except that the Rent will not escalate in the manner specified in Item 5 and will remain at the rate payable in the last year of the Term.

4. Payment

4.1 Lessee's covenant

The Lessee must pay the Rent to the Lessor during the Term.

4.2 Payment of Rent

The Rent for the first year of the Term will be paid on or before the Commencement Date. The Rent for the balance of the Term will be paid annually in advance on or before each anniversary of the Commencement Date. The Lessee must pay the Rent to the Lessor or to any other person the Lessor notifies to the Lessee. Any notification must be at least 30 days prior to the date for payment of Rent.

4.3 EFT payments

The Lessee may pay the Rent by Electronic Funds Transfer (**EFT**) to the account nominated in Item 6. The Lessor may notify another account in Australia to which payments may be made by EFT to replace the account stated in Item 6. The notification must be at least 30 days prior to the date for payment of Rent. Payment by EFT by the Lessee's banker to the relevant nominated account by the due date is a full discharge for the payment.

4.4 Not used

4.5 Rates, taxes and outgoings

The parties acknowledge and agree that:

- (a) the Rent is a gross amount and the Lessee is not required to pay any rates, taxes, charges, levies or outgoings which are charged to, levied on or relate to the Land (including but not limited to the Premises) except for electricity charges which are payable by the Lessee under clause 9); and
- (b) the Lessor must pay all rates, taxes, charges, levies and outgoings which are charged to, levied on or relate to the Land (including but not limited to the Premises).

4.6 Definitions

In this clause 4.6 and clauses 4.7 to 4.9:

- (a) **ABN** means Australian Business Number being an 11 digit identifying number allocated by the Australian Business Register (www.abr.business.gov.au);
- (b) **RCTI** means recipient created tax invoice;
- (c) words or expressions which are defined in the *A New Tax System (Goods and Services Tax) Act 1999* have the same meaning; and
- (d) a reference to the Lessor or Lessee includes their GST group representative member (if applicable).

4.7 ABN

- (a) The Lessor warrants that the Lessor:
 - (i) has an ABN; or
 - (ii) does not have an ABN, on the basis it is not entitled to have one under the *A New Tax System (Australian Business Number) Act 1999*; and
 - (iii) if it appoints a third party to manage the leasing of the Premises on its behalf and the third party's ABN is quoted in any tax invoice, invoice or other document relating to the Lease, the third party does so as agent for the Lessor in accordance with Australian Taxation Office's public ruling GSTR 2000/37: agency relationships and the application of the law.
- (b) If the Lessor does not have an ABN or the Lessor's ABN is cancelled, the Lessor must immediately notify the Lessee and unless the Lessor provides evidence that the Lessor is not entitled to have an ABN under the *A New Tax System (Australian Business Number) Act 1999*, the Lessor acknowledges

that the Lessee will be required to deduct from each payment to the Lessor, PAYG withholding tax pursuant to section 12-190 of Schedule 1 to the *Taxation Administration Act 1953*.

- (c) If the Lessor does not comply with its obligations or breaches any warranty under this clause 4.7, the Lessor indemnifies the Lessee for any tax, charge, fine, penalty or other impost which the Lessee incurs or becomes liable to pay as a result of the Lessor's default or breach of warranty.

4.8 Lessor registered for GST

The following provisions apply in relation to GST:

- (a) Unless stated to the contrary, all payments to be made by the Lessee under the Lease (including but not limited to Rent) are calculated without regard to GST. If a payment by the Lessee to the Lessor under the Lease is consideration for a supply by the Lessor under the Lease on which the Lessor must pay GST, the Lessee must also pay the Lessor an additional amount equal to the GST payable by the Lessor on that supply.
- (b) The Lessor must issue a tax invoice to the Lessee for any excluded taxable supply made by the Lessor to the Lessee under the Lease before the consideration payable for that supply is due and the Lessee need not pay for a particular excluded taxable supply until such time as the Lessor has issued a tax invoice to the Lessee for that supply.
- (c) The parties agree that the Lessee will issue RCTIs for the taxable supplies made by the Lessor to the Lessee under the Lease except for any supplies that the parties agree in writing are excluded taxable supplies. As at the date of the Lease the only agreed excluded taxable supplies are those supplies for which the Lessor has already issued a tax invoice to the Lessee. For the purpose of the Lessee issuing RCTIs the parties agree:
 - (i) the Lessee may, to the extent it is legally entitled to do so, issue a single RCTI for more than one rental period;
 - (ii) the Lessor will not issue a tax invoice in respect of any supply it makes to the Lessee under the Lease other than an excluded taxable supply;
 - (iii) each party acknowledges and warrants that at the time of entering into the Lease, it is registered for GST; and
 - (iv) each party must notify the other party if, at any time, it ceases to be registered for GST or it ceases to comply with any of the requirements of any taxation ruling issued by the Australian Taxation Office relating to the issuing of RCTIs. If the Lessor breaches its obligations under this clause 4.8(c)(iv) and the Australian Taxation Office determines the RCTI is not validly issued and requires the Lessee to repay any input tax credit, the Lessor:
 - (A) must immediately refund the overclaimed input tax credit amount to the Lessee; and
 - (B) indemnifies the Lessee for any interest, fines or penalties imposed on the Lessee as a result of overclaiming any input tax credit.
- (d) If a payment to a party under the Lease is a reimbursement or indemnification calculated by reference to a loss, cost or expense incurred by that party, then the payment must be reduced by the amount of any input tax credit to which that party is entitled for the acquisition to which that loss, cost or expense relates.
- (e) If the Lessee notifies the Lessor in writing that the Lessee will no longer issue RCTIs then clause 4.8(c) will not apply from the date specified in the notification until the Lessee withdraws the notification by a further written notice to the Lessor. While clause 4.8(c) does not apply the parties agree that all taxable supplies made by the Lessor to the Lessee under the Lease are excluded taxable supplies to which clause 4.8(b) applies.

4.9 Lessor not registered for GST

- (a) The Lessor must notify the Lessee of its GST registration status on or before execution of the Lease and must immediately notify the Lessee if it ceases to be registered for GST at any time during the Term.
- (b) Despite any other clause in the Lease, if the Lessor is not registered for GST or ceases to be registered for GST:
 - (i) the Lessee is not required to make a payment under the Lease (including but not limited to Rent) until the Lessor provides the Lessee with an invoice for the payment quoting either the Lessor's ABN or the Lessor's agent's ABN; and
 - (ii) if GST is incorrectly charged on any invoice or tax invoice issued by the Lessor or any third party on its behalf, the Lessor:
 - (A) must immediately refund the overcharged GST amount to the Lessee; and
 - (B) indemnifies the Lessee for any interest, fines or penalties imposed on the Lessee as a result of overclaiming any input tax credits.

5. Use of Premises

5.1 Permitted use

The Lessee will use the Premises for the purpose of constructing, maintaining and operating a telecommunications network and telecommunications service including but not limited to installing, storing, operating, repairing, maintaining, altering, and replacing Telecommunications Equipment consistent with the evolving nature of telecommunications services.

5.2 Adjoining Land

- (a) The Lessor grants to the Lessee the right to temporarily use so much of the Land adjoining and adjacent to the Premises or any installation of the Lessee as is reasonably required during installation, erection, construction, dismantling, repair, replacement, renewal, maintenance and operation of the telecommunications network and the telecommunications service.
- (b) When exercising its rights pursuant to this clause 5.2 the Lessee must use its reasonable endeavours to cause minimal disruption and inconvenience to the Lessor as far as is practicable.
- (c) After temporarily using the Land adjoining and adjacent to the Premises or any installation of the Lessee, the Lessee will restore the surface of the Land as so used as near as practicably possible to its state prior to such use by the Lessee to the reasonable satisfaction of the Lessor.
- (d) The provisions of clause 7.2 will apply to the exercise by the Lessee of its rights pursuant to this clause 5.2.

5.3 Requirements of Government Agencies

The Lessee must comply promptly with any Statute in respect of the Lessee's use of the Premises and any requirements, notices or orders of any Government Agency having jurisdiction or authority in respect of the Premises or the use of the Premises. The Lessee is under no liability for structural alterations unless caused or contributed to by the Lessee's particular use or occupation of the Premises.

5.4 Cabling

- (a) For the purpose of the operation of the Lessee's telecommunications network and telecommunications service, the Lessor will permit the Lessee to install, maintain, repair, replace and use above or below ground cabling to and from the Premises and where necessary to construct supports for that cabling.
- (b) In exercising its rights under this clause 5.4, the Lessee must:
 - (i) not cause any lasting material damage to the Land or material interference with the Lessor; and

- (ii) restore the surface of the Land as so used as nearly as practicably possible to its state prior to use by the Lessee to the reasonable satisfaction of the Lessor.
- (c) The provisions of clause 7.2 will apply to the exercise by the Lessee of its rights pursuant to this clause 5.4.

5.5 Non-contiguous Premises

In the event of parts of the Premises not being contiguous one with the other or the Premises being partly or wholly on the rooftop of a building on the Land the Lessee may run such above or below ground cabling, wiring, piping, earthing straps, conduit and support structures over the Land or within or upon the building on the Land on which the Premises are situated as are necessary for its safe, continuous and proper use of the Premises but in doing so the Lessee must not cause any material damage to the Land or material interference with the Lessor.

5.6 Consents

The Lessor hereby irrevocably authorises the Lessee to make at the expense of the Lessee any application for consent or approval to any Government Agency to use or develop the Premises for the use referred to in clause 5.1 and to exercise and procure (at the Lessee's expense) every right of appeal arising from the determination of any such application or the failure to determine the application. The Lessor must sign all documentation and do all such things as the Lessee or any person nominated by the Lessee reasonably requires (at the cost and expense of the Lessee) to authorise or assist in obtaining consent or approval from any Government Agency to use or develop the Premises for the use referred to in clause 5.1.

5.7 Not used

6. Access to the Premises

- (a) The Lessor consents to the Lessee and persons authorised by the Lessee without the need for prior notice and with or without materials, plant and other apparatus and vehicles entering the Land for the purpose of using the Premises and exercising its rights under the Lease at all times of the day and night during the Term.
- (b) The Lessor agrees that where the Lessee installs, upgrades or maintains at its cost any access track or electricity connection to the Premises then:
 - (i) any other person (except the Lessor) who wishes to utilise the Lessee's track or connection must contribute to the cost of installation, upgrading and maintenance as apportioned by the Lessee; and
 - (ii) the Lessor must not grant or allow to be granted to any third party an interest or a right to use the Lessee's track or connection until that party first reaches an agreement with the Lessee as to the terms and amount of the contribution.

7. Insurance, indemnities and release

7.1 Obligation to insure

The Lessee will insure against any loss or damage which is commonly covered by public risk or liability insurance in respect of the Premises.

7.2 Lessee's assumption of responsibilities

The Lessee agrees to take and be subject to the same responsibilities to which it would be subject in respect of injury or death to persons and damage to property if, during the Term it was the owner and occupier of the freehold of the Premises and the Lessee indemnifies and will keep the Lessor indemnified in that regard. Without limitation the Lessee indemnifies the Lessor from all actions, claims, costs and demands in respect of injury or death to persons or damage to property caused by electromagnetic fields emanating from the Lessee's Telecommunications Equipment installed on the Premises.

7.3 Negligence or default of Lessor

The releases, responsibilities and indemnities in clause 7.2 do not apply to any act, matter, thing or consequence if it arises out of the negligence, omission or default of the Lessor.

8. Installation and maintenance

8.1 Repair and maintenance

The Lessee must maintain the Premises in good repair, order and condition during the Term, fair wear and tear excepted.

8.2 Construction and alterations

The Lessee may at the Lessee's option and expense during the Term after complying with the requirements of any Government Agency having jurisdiction in the matter to the extent required by law:

- (a) without the consent of the Lessor, install, erect, construct, dismantle, modify, repair, replace, renew and maintain upon the Premises Telecommunications Equipment; and
- (b) with the prior consent of the Lessor which consent must not be unreasonably withheld install, erect, construct, dismantle, repair, replace, renew and maintain upon the Premises security fencing and any building or buildings as necessary now or in the future to shelter Telecommunications Equipment and a free standing monopole, guy tower, multi-sided antenna support structure or other antenna support structure of sufficient height now or in the future to meet the Lessee's telecommunications requirements and all necessary connecting appurtenances.

9. Electricity supply

For the purpose of carrying out the Lessee's use of the Premises the Lessor must at the Lessee's request and at the Lessee's cost:

- (a) provide to the Lessee the ability to connect the Premises to an electricity supply (including making provision for and allowing connection to emergency back up power) and to install on the Land such earthing apparatus as is necessary for the safe continuous use of the Lessee's equipment on the Premises. The supply of this electricity must be made through a dedicated usage meter so that the Lessee is directly accountable to the relevant authority for payment of electricity consumed by it on the Premises; and
- (b) cause to be registered on the title to the Land an easement for electricity purposes, if required by and if so, in favour of, the relevant electricity authority.

10. Termination

10.1 Events of termination

If:

- (a) the Premises are damaged or destroyed or if there is interruption to access to the Premises so as to render the Premises or any part of the Premises wholly or substantially unfit for the occupation or use of the Lessee or inaccessible by any means of access;
- (b) the Lessee commits a material breach of any of its obligations and has not remedied that breach within a reasonable period of notice from the Lessor having regard to the nature of the breach;
- (c) any application to a Government Agency for a required consent or permit for the installation and use of the Premises as part of a telecommunications network and telecommunications service is granted to the Lessee with conditions unacceptable to it in its absolute and unfettered discretion or is finally rejected

or is cancelled, lapses or is otherwise terminated and no further or replacement consent or permit can reasonably be obtained;

- (d) the Premises are rendered unfit for the Lessee's use by reason of the emergence of significant physical or radio interference;
- (e) as a result of network changes, the Premises cease to operate as or are not required to be a part of the Lessee's telecommunications network;
- (f) the Lessor commits a breach of a material obligation and has not remedied that breach within a reasonable period of notice from the Lessee having regard to the nature of the breach; or
- (g) the Lessor breaches an obligation under clause 13.4 and/or clause 13.5,

then the Lease may be terminated immediately by notice, by the Lessee in the case of subclauses (a), (c), (d), (e), (f) or (g) and by the Lessor in the case of subclause (b).

10.2 Effect on rights or liabilities

Termination of the Lease does not affect the rights or liabilities of the parties in relation to any cause of action accruing prior to termination.

10.3 Lessee to yield up

Subject to clause 10.4, the Lessee must at the expiration or sooner termination of the Term yield up the Premises in good repair and clean condition fair wear and tear excepted having regard to their condition at the Commencement Date of the Lease.

10.4 Removal of Lessee's fixtures and chattels

The Lessee must:

- (a) within 6 months of the Expiry Date (unless there is in place after the Lease a further lease between the Lessor and the Lessee);
- (b) within a reasonable period of earlier termination of the Lease; or
- (c) by such other date as the Lessor and the Lessee agree in writing,

remove (subject to clause 14.2) from the Premises all above ground fixtures, fittings, plant, machinery, cables and other equipment erected or brought by it onto the Premises.

10.5 Termination of holding over

Either the Lessor or the Lessee may terminate the yearly tenancy under clause 3.3 by giving the other six months' prior written notice.

10.6 Additional Right of Termination

The Lessee may terminate the Lease by notice in writing to the Lessor served at any time before the second anniversary of the Commencement Date. The Lessee will not be entitled to any refund of prepaid Rent in the event of the Lessee exercising its rights under this clause.

10.7 Refund of Rent on termination

If the Lease is terminated by the Lessee pursuant to clause 10.1(a), 10.1(c), 10.1(d), 10.1(e), 10.1(f), 10.1(g), 19(f) or 19(g) the Lessor must, within 30 days of the date of termination, refund to the Lessee any Rent paid in advance for the unexpired portion of the Term after the date of termination.

11. Notices

11.1 Method of service

Any notice to be given under the Lease by one of the parties to the other must be in writing and is given for all purposes by delivery in person, by pre-paid post or by email addressed to the receiving party at the address specified in the notice details in the Information table.

11.2 Time of service

Any notice given in accordance with the Lease will be deemed to have been duly served in the case of posting at the expiration of two Business Days after the date of posting and in the case of an email transmission, on the first Business Day after the date of transmission (providing the sending party receives an email delivery receipt indicating that the notice has been transmitted).

11.3 Change of address

A party may at any time change its postal address or email address by giving notice to the other party.

12. Assignment and subletting

12.1 Lessee not to assign

The Lessee must not assign the Lease except under clause 12.2 or with the prior written consent of the Lessor under clause 12.3.

12.2 Assignment to a Related Body Corporate or a Carrier

The Lessee may from time to time without the consent of the Lessor assign the Lease to a Related Body Corporate of the Lessee or to a Carrier.

12.3 Assignment

Subject to clause 12.2 the Lessee may assign the Lease with the prior written consent of the Lessor such consent not to be unreasonably withheld or delayed.

12.4 Subletting

The Lessee may sublet, part with or share its right to possession of the Premises upon written notice to the Lessor.

13. Lessor's covenants

13.1 Quiet enjoyment

The Lessor covenants that the Lessee may peaceably hold and enjoy the Premises during the Term without any interruption by the Lessor or any person rightfully claiming through the Lessor.

13.2 Restriction on Lessor's use of the Land

The Lessor must not itself knowingly, nor will it knowingly permit any third party to do anything on the Land which is likely to cause physical or radio interference which obstructs, interrupts or impedes the use or operation of the Lessee's telecommunications network and telecommunications service and in the event of the Lessee notifying the Lessor of any breach of this clause, the Lessor must remove such interference.

13.3 Lessor's covenant

The Lessor covenants that the Lessor will not itself knowingly, nor will it knowingly permit any third party to, store on, dispose of on, or transport to or over the Land any hazardous substance which is likely to cause interference with the Lessee's use of the Premises and in the event of the Lessee notifying the Lessor of any breach by the Lessor of this clause the Lessor must remove such hazardous substance.

13.4 No concurrent or superior lease or other dealing

The Lessor must not:

- (a) grant any lease concurrent or superior to the Lease;
- (b) grant any easement over the Premises; or
- (c) enter into any other dealing over the Premises,

without the Lessee's prior written consent, which consent the Lessee may withhold in its absolute discretion.

13.5 Not used

14. Miscellaneous

14.1 Lessee to pay costs and disbursements

The Lessee must pay all stamp duty (including penalties and fines other than penalties and fines due to the default of the Lessor) and registration fees on the Lease.

14.2 Without prejudice

- (a) The Lease is without prejudice to the Lessee's rights under Schedule 3 of the Act.
- (b) To the extent that the Lessee undertakes maintenance (as that term is defined under Schedule 3 of the Act), the Lessor agrees that it does not require the Lessee to give notice of that activity under Schedule 3 of the Act.

14.3 Governing law

The Lease is governed by the laws of the State and the Commonwealth of Australia and the Lessor and the Lessee submit to the non-exclusive jurisdiction of the Courts of the State.

15. Definitions:

- (a) **Existing Carrier** means the lessee from time to time pursuant to the Tower Lease.
- (b) **Tower Lease** means the lease or leases of the Tower Premises between the Existing Carrier and the Lessor described in Item 8 and any extension or renewal of that lease or those leases.
- (c) **Tower Agreement** means the agreement to occupy part of the Tower Premises between the Existing Carrier and the Lessee commencing on the same day as the Lease and any future agreement between the Existing Carrier and the Lessee.
- (d) **Tower Premises** means the premises leased pursuant to the Tower Lease.

16. Consent to Tower Agreement

The Lessor consents to the Existing Carrier granting the Tower Agreement.

17. Assignment or termination of Tower Lease

17.1 Assignment of Tower Lease

The Lessor must not terminate or surrender the Tower Lease without first notifying the Lessee of its intention to do so, in which event the Lessee may require the Existing Carrier to assign the Tower Lease to the Lessee. The Lessor agrees that if the Lessee does so require the Existing Carrier to assign the Tower Lease to it, the Lessor will not unreasonably withhold its consent to such an assignment.

17.2 Grant of Tower Lease to Lessee

Provided that the Lessee is not at that time in default of the terms of the Lease, then if, at any time during the Term, the Lessor becomes entitled to terminate the Tower Lease for any reason whatsoever, then prior to so terminating the Tower Lease, the Lessor must give notice to the Lessee (**Notice of Intended Termination**) of its intention to so terminate the Tower Lease. The Lessee may within seven days after receipt of the Notice of Intended Termination, give notice to the Lessor (**Lessee's Notice**) requiring the Lessor to grant to it a lease of the Tower Premises upon the same terms as the Tower Lease.

17.3 Lessor and Lessee to enter into Tower Lease

The Lessor must as soon as practicable after either the receipt by it of the Lessee's Notice or the termination of the Tower Lease (which ever is the last to occur), grant to the Lessee a lease or leases of the Tower Premises upon the same terms as the Tower Lease, but commencing on the date on which the Tower Lease is terminated and expiring on the date or dates which the Tower Lease would, but for the prior termination thereof by the Lessor, have otherwise expired, and substituting the Lessee in place of the Existing Carrier. Upon the grant of any such Lease, any default or other right or cause of action between the Lessor and the Existing Carrier will, as between the Lessor and the Lessee, be deemed to have been waived and permanently released.

18. Option in Tower Lease

If the Existing Carrier fails to exercise any option to renew contained in the Tower Lease within the time provided in the Tower Lease or purports to exercise the option but the Lessor rejects the exercise of the option the Lessor will as soon as practicable after the time for exercise of that option to renew has elapsed notify the Lessee of that fact (**Non Exercise Notice**) and:

- (a) the Lessee will have the right by notice (**Renewal Notice**) served on the Lessor within 14 days of the Non Exercise Notice to require the Lessor to grant to the Lessee a lease of the Tower Premises on the terms contemplated in the Tower Lease as if the option to renew contained in it had been exercised by the Existing Carrier; and
- (b) upon service of the Renewal Notice by the Lessee, the provisions of clause 17.3 will apply so far as they are relevant.

19. Additional right of termination of the Lease

The Lessee may terminate the Lease immediately by notice to the Lessor if:

- (a) the Lessee takes an assignment of the Tower Lease pursuant to clause 17.1;
- (b) the Lessor grants the Lessee a lease pursuant to clause 17.3 or 18;
- (c) the Tower Lease is terminated by either party or is surrendered and the Lessee does not elect to take an assignment of the Tower Lease pursuant to clause 17.1 or to be granted a lease pursuant to clause 17.3;
- (d) the Lessor gives a Non Exercise Notice under clause 18 and the Lessee does not give a Renewal Notice;
- (e) the Lessee ceases to hold any right described in the Tower Agreement from the Existing Carrier or the Lessor other than as a result of the Lessee's breaching the agreement conferring the right;
- (f) the Tower Lease expires and no new lease is entered into for the Tower Premises between the Existing Carrier and the Lessor that commences immediately after the expiry of the Tower Lease; or
- (g) the Existing Carrier enters into a new lease with the Lessor for the Tower Premises that commences immediately after the expiry of the Tower Lease but the new lease expires before the Expiry Date of the Lease.

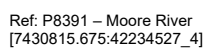
20. Trilocation

The Lessor's obligations under clauses 17 and 18 are subject to any prior like rights granted by the Lessor or the Existing Carrier to a third carrier as defined in the Act so long as the Lessor only deals with the third carrier in relation to the Tower Premises or the Tower Lease subject to the Tower Agreement.

Annexure A

Plan referred to in Item 1

Annexure to Lease of premises known as Lot 232 Wedge
Street, Guilderton WA 6041



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ATTESTATION SHEET

Dated this	day of	2025
------------	--------	------

LESSOR/S SIGN HERE (Note 10)

The common seal of SHIRE OF GINGIN was hereunto affixed in the presence of	Common Seal
_____ Signature	
_____ Signer name (print)	
_____ Signer designation (print)	
_____ Signature	
_____ Signer name (print)	
_____ Signer designation (print)	

LESSEE/S SIGN HERE (Note 10)

Signed sealed and delivered by) Nicholes Paul Kusalic as attorney for Optus) Mobile Pty Limited ACN 054 365 696 who) declares that he is its company secretary under) Power of Attorney Registered No. O929722 in the presence of:	
_____ Signature of Witness	_____ Signature of Company Secretary
_____ Name of Witness	_____ Name of Company Secretary

INSTRUCTIONS	
1.	If insufficient space in any section, Additional Sheet, Approval No B1191, should be used with appropriate headings. The boxed sections should only contain the words 'see page ...'
2.	Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by the parties.
3.	No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialled by the persons signing this document and their witnesses.
4.	Where issued, the Duplicate Certificate of Title is required to be produced or if held by another party then arrangements must be made for its production.
NOTES	
1.	DESCRIPTION OF LAND Lot and Diagram/Plan/Strata/Survey-Strata Plan number or Location name and number to be stated. If part, define by recital and/or sketch. Extent - whole, part or balance of the land comprised in the Certificate of Title to be stated. The Volume and Folio number to be stated.
2.	LIMITATIONS, INTERESTS, ENCUMBRANCES and NOTIFICATIONS In this panel show (subject to the next paragraph) those limitations, interests, encumbrances and notifications affecting the land being leased that are recorded on the certificate(s) of title: (a) In the Second Schedule; (b) If no Second Schedule, that are encumbrances. (Unless to be removed by action or document before registration hereof) Do not show any: (a) Easement Benefits or Restrictive/Covenant Benefits; or (b) Subsidiary interests or changes affecting a limitation, etc, that is to be entered in the panel (eg, if a mortgage is shown, do not show any partial discharges or any document affecting either). The documents shown are to be identified by nature and number. The plan/diagram encumbrances shown are to be identified by nature and relevant plan/diagram. Strata/survey-strata plan encumbrances are to be described as "Interests on strata/survey-strata plan". If none show "nil".
3.	LESSOR State the full name of the Lessor/Lessors (REGISTERED PROPRIETOR) as shown in the Certificate of Title and the address/addresses to which future notices can be sent.
4.	LESSEE State full name of the Lessee/Lessees and the address/ addresses to which future notices can be sent. If two or more state tenancy eg Joint Tenants, Tenants in Common. If Tenants in Common specify shares.
5.	TERM OF LEASE Must exceed 3 years. Term to be stated in years, months and days or as the case may be. Commencement date to be stated. Options to renew to be shown.
6.	RECITE ANY EASEMENTS TO BE CREATED Here set forth any Easements to be created as appurtenant to the lease commencing with the words 'together with' and/or any Reservations hereby created encumbering the lease commencing with the words 'reserving to'.
7.	State amount of yearly rental in figures
8.	State term of payment.
9.	Insert any Covenants required.
10.	LESSOR/LESSEE EXECUTION A separate attestation is required for every person signing this document. Each signature should be separately witnessed by an Adult Person . The full name, address and occupation of the witness must be stated.

EXAMINED

OFFICE USE ONLY

LEASE

LODGED BY

ADDRESS
PHONE NO.

FAX NO.

REFERENCE

ISSUING BOX NO.

PREPARED BY

ADDRESS

PHONE NO. FAX NO.

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER THAN LODGING PARTY

TITLES, LEASES, DECLARATIONS ETC LODGED HERewith

1.	_____	Received items
2.	_____	
3.	_____	Nos.
4.	_____	
5.	_____	Receiving Clerk
6.	_____	

Registered pursuant to the provisions of the TRANSFER OF LAND ACT 1893 as amended on the day and time shown above and particulars entered in the Register.

13.2 LIST OF PAID ACCOUNTS MARCH 2025

File	FIN/25
Author	Emma Edwards - Accounts Payable Officer
Reporting Officer	Scott Wildgoose - Chief Executive Officer
Refer	Nil
Appendices	1. Voucher List - March 2025 [13.2.1 - 7 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

For Council to note the payments made in March 2025.

BACKGROUND

Council has delegated authority to the 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 \$1,690,478.33 were paid during the month of March 2025.

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

The schedule details:

• Municipal Fund electronic funds transfers (EFT)	\$1,397,166.15
• Municipal Fund cheques	\$0.00
• Municipal Fund direct debits	\$293,312.18
TOTAL MUNICIPAL EXPENDITURE	\$1,690,478.33
TOTAL EXPENDITURE	\$1,690,478.33

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

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995
s.6.4 – Financial Report

Local Government (Financial Management) Regulations 1996
Reg. 13 – Payments from municipal fund or trust by CEO
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 Johnson SECONDED: Councillor Sorensen

That Council note all payments made by the Chief Executive Officer under Delegation 1.1.13 for March 2025 totalling \$1,690,478.33 as detailed in the appendices to this report, comprising:

- | | |
|---|----------------|
| • Municipal Fund electronic funds transfers (EFT) | \$1,397,166.15 |
| • Municipal Fund cheques | \$0.00 |
| • Municipal Fund direct debits | \$293,312.18 |

CARRIED UNANIMOUSLY
8 / 0

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/03/2025 - 31/03/2025

TYPE	DATE PAID	NAME	DETAILS	AMOUNT	
EFT-43809	7/03/2025	Advance Office Solutions	Franking Machine: Quarterly Rental	643.50	
EFT-43810	7/03/2025	Anglican Parish of Gingin-Chittering	Glebe Land Lease Fee	1,847.60	L
EFT-43811	7/03/2025	Australian Taxation Office (PAYG)	Payroll Deduction for PE: 27/02/2025	54,348.00	
EFT-43812	7/03/2025	Bullsbrook Water Carriers	Lancelin Sport Complex: Potable Water	1,100.00	L
EFT-43813	7/03/2025	Central Regional Tafe	Central Regional Tafe: Ranger Course	238.60	
EFT-43814	7/03/2025	CFMEU	Payroll Deduction for PE: 27/02/2025	60.00	L
EFT-43815	7/03/2025	Chittering Pest and Weed	Guilderton Visitor Centre: Pest Control	1,100.00	L
EFT-43816	7/03/2025	Conplant Pty Ltd	Mooliabeenee Road: Hire Smooth Drum Roller and 24 Tonne Rubber Multi Tyre Roller	6,589.00	
EFT-43817	7/03/2025	CSStech	Mobile and Office Phone Management	165.00	
EFT-43818	7/03/2025	Department of Biodiversity, Conservation and Attractions	Annual Rental: Communications Tower	1,752.61	
EFT-43819	7/03/2025	Full Flow Plumbing and Gas	Guilderton Skate Park: Toilet Repairs	462.00	L
EFT-43820	7/03/2025	Gingin District Community Resource Centre Inc (CRC)	Gingin Library Grant	5,000.00	G
EFT-43821	7/03/2025	Gingin Fuel and Tyres Pty Ltd	6GG: New Tyres, GG033: 4X New Tyres	2,792.00	L
EFT-43822	7/03/2025	Guilderton Country Club Inc.	Workshop Catering	330.50	L
EFT-43823	7/03/2025	Gull Gingin Pty Ltd	Operations & Assets Staff Meeting	237.50	L
EFT-43824	7/03/2025	Indian Ocean Pest Control	CWA Gingin: Urgent Termite Treatment	275.00	L
EFT-43825	7/03/2025	Kleen West Distributors	Supply Sanitary Bins for Shire Buildings	801.90	
EFT-43826	7/03/2025	Lake Tree Systems Pty Ltd	Operations Department: Kofax Licenses	841.10	
EFT-43827	7/03/2025	Lancelin IGA	Supermarket Purchases: Lancelin	43.91	L
EFT-43828	7/03/2025	LGRCEU (WA Division)	Payroll Deduction for PE: 27/02/2025	44.00	
EFT-43829	7/03/2025	Ohura Consulting	Industrial Agreement: ER/IR Consultancy	1,895.00	
EFT-43830	7/03/2025	Paywise	PDA 418015 Payroll Salary Sacrifice Payment	1,398.86	
EFT-43831	7/03/2025	PFD Food Services Pty Ltd	Gingin Aquatic Centre: Kiosk Items	1,067.06	
EFT-43832	7/03/2025	Radical Impact Pty Ltd T/as Wild Colonial Boy Events	Facility Bond Refund	200.00	R
EFT-43833	7/03/2025	Shire of Gingin	Bonds & Deposits Refund Corrections	1,587.79	R
EFT-43834	7/03/2025	St John Ambulance Western Australia Ltd	Gingin Medical Centre: Defibrillator and Wall Mount	2,215.00	
EFT-43835	7/03/2025	The National Trust of Australia (WA)	Gingin Railway Station Rent	255.37	
EFT-43836	7/03/2025	Tiffany's Catering	Catering: State Award Meeting	100.00	L
EFT-43837	7/03/2025	WA Rangers Association (Inc)	Senior Ranger: Epaulets	75.00	
EFT-43838	7/03/2025	Wandena Transport Pty Ltd T/A Fewsters Earthmoving	Mooliabeenee Road: Gravel Cartage	18,513.00	L
EFT-43839	7/03/2025	Western Stabilisers	Mooliabeenee Road: Wetmix Stabilisation	170,254.95	
EFT-43840	7/03/2025	Woodridge Community Association	Australia Post Box Rental Fees	3,000.00	R
EFT-43841	7/03/2025	Wren Oil - Romine Holdings Pty Ltd	Gingin Tip: Oil Waste Disposal	77.00	
EFT-43842	7/03/2025	Kelly Gardner	Christmas Markets 2024: Musician	450.00	L
EFT-43843	7/03/2025	LJ Hughes	Reimbursement: Water Service Charges Shire of Gingin	204.39	R
EFT-43844	12/03/2025	Helen Sampson	Lancelin Administration Office		
PAY-148	13/03/2025	Shire of Gingin	GG Waste Facility Management	3,964.95	L
EFT-43845	17/03/2025	WEX Australia Pty Ltd	Net Pays for PE 11/03/2025	182,198.65	
EFT-43846	18/03/2025	A1 Fire Risk Services (WA) Pty Ltd	Fuel Card Purchases	4,458.05	
EFT-43847	18/03/2025	ACS Swan Express Print	Fire Extinguisher Service	12,353.22	
EFT-43848	18/03/2025	ADS Automation Pty Ltd	Printing: Letterhead Paper	62.00	
EFT-43849	18/03/2025	Altus Planning Pty Ltd	Guilderton Caravan Park: Repairs to Boom Gate	2,585.00	
EFT-43850	18/03/2025	AMPAC Debt Recovery WA Pty Ltd	Planning Services: Gingin Road	7,920.00	
EFT-43851	18/03/2025	Australia Post	Debtors Debt Recovery Commission and Costs	69.30	
EFT-43852	18/03/2025	Australian Taxation Office (PAYG)	Postage Charges up to 28/02/2025	62.00	
EFT-43853	18/03/2025	Avon Waste	Payroll Deduction for PE: 13/03/2025	51,586.00	
EFT-43854	18/03/2025	Bullsbrook Water Carriers	Kerbside Collection Services	19,831.15	
EFT-43855	18/03/2025	Carringtons Traffic Services	Lancelin Sporting Complex: Potable Water	700.00	L
EFT-43856	18/03/2025	CFMEU	Cullalla Road: Traffic Management	2,061.86	
EFT-43857	18/03/2025	Complete Office Supplies Pty Ltd	Payroll Deduction for PE: 13/03/2025	60.00	
EFT-43858	18/03/2025	Country Copiers	Lancelin Office Stationery Order	134.77	
EFT-43859	18/03/2025	Country Values Real Estate - Trust Account	Colour Copier Charges: Gingin and Lancelin	147.13	
EFT-43860	18/03/2025	Duncan Solutions	Rental - Robinson Street, Gingin	2,200.00	
EFT-43861	18/03/2025	Environmental Health Australia (WA)	Guilderton Parking Meters: Credit Card Transactions and Monthly Support	234.76	
EFT-43862	18/03/2025	Five Senses Coffee Pty Ltd	2025 EHA State Conference	2,070.00	
EFT-43863	18/03/2025	Gingin Fuel and Tyres Pty Ltd	Gingin Aquatic Centre: Kiosk items	204.00	
EFT-43864	18/03/2025	Gingin Men's Shed Inc	GG048: New Tyres and Disposal, GG070: Puncture Repair	1,969.00	L
EFT-43865	18/03/2025	Gingin Trading	Australia Day: Citizenship Gifts	650.00	L
EFT-43866	18/03/2025	IGA Local Grocer Gingin	Hardware Store Purchases: Gingin	3,627.27	L
EFT-43867	18/03/2025	Iron Mountain Australia Group Services Pty Ltd	Supermarket Purchases: Gingin	681.45	L
EFT-43868	18/03/2025	J & K Hopkins Office Furniture	Storage Business Cartons	146.86	
EFT-43869	18/03/2025	K B Riley & Sons Pty Ltd t/a Lancelin Sands	Office Furniture: Human Resources	3,002.99	
			Cartage Gravel: Mooliabeenee Road	21,692.00	L

MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/03/2025 - 31/03/2025

TYPE	DATE PAID	NAME	Payment Category	AMOUNT	
			L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor		
			DETAILS		
EFT-43870	18/03/2025	Lancelin Community & Sporting Club Inc	Reimbursement: Supply and Installation of Pump Shed	9,226.92	R
EFT-43871	18/03/2025	Lancelin Gull Roadhouse	Fuel Purchases	1,887.11	L
EFT-43872	18/03/2025	Lancelin Trade and Rural Supplies	Hardware Store Purchases: Lancelin	1,624.54	L
EFT-43873	18/03/2025	Ledge's Kanga Service and Skip Bin Hire	Lancelin Jetty: Skip Bin Hire	2,200.00	L
EFT-43874	18/03/2025	LGRCEU (WA Division)	Payroll Deduction for PE: 13/03/2025	44.00	
EFT-43875	18/03/2025	Local Government Professionals WA - LGPA	E-Learning: Introduction to Procurement	1,980.00	
EFT-43876	18/03/2025	M.R. Mulching	Firebreak Installation	3,630.00	L
EFT-43877	18/03/2025	Moore River Roadhouse	Fuel Purchases: Brigade and Shire	1,569.55	L
EFT-43878	18/03/2025	Moore River Tree Services	Coonabidgee Road and Gingin Brook Rd: Tree Trimming, Guilderton Public Open Space: Tree Removal, Cullalla Rd: Tree Trimming, Moolabeenee Rd: Tree Trimming	24,200.00	L
EFT-43879	18/03/2025	Moore Septics	Silver Creek Ablution Block: Septic Pump	1,320.00	L
EFT-43880	18/03/2025	NAPA a division of GPC Asia Pacific Pty Ltd	Workshop: Stock and Consumables	2,384.03	
EFT-43881	18/03/2025	Northern Valley News	Advertising	1,250.00	L
EFT-43882	18/03/2025	Nutrien Water	Upper Coastal: Reticulation Supplies	572.82	
EFT-43883	18/03/2025	PFD Food Services Pty Ltd	Gingin Aquatic Centre: Kiosk Items	616.75	
EFT-43884	18/03/2025	Robbro WA Pty Ltd	Moolabeenee Road: Gravel Cartage	16,544.00	L
EFT-43885	18/03/2025	Sunny Signs Company Pty Ltd	Youth Event: Roadside Banners	301.62	
EFT-43886	18/03/2025	Tang Law Pty Ltd	Rate Refund	1,323.60	R
EFT-43887	18/03/2025	The Australian Local Government Job Directory Pty Ltd	Annual Subscription and Employment Advertising	1,375.00	
EFT-43888	18/03/2025	Tiffany's Catering	Catering: Council Briefing Session, Board Meeting	444.00	L
EFT-43889	18/03/2025	Tutt Bryant Equipment (BT Equipment Pty Ltd T/As)	GG079: Service	1,694.17	
EFT-43890	18/03/2025	Uniforms at Work	Uniform Order	459.90	
EFT-43891	18/03/2025	Waterlogic Australia Pty Ltd	Rental and Service of SD5 Cool & Cold Countertop and Clean Stream	167.68	
EFT-43892	18/03/2025	WCS Concrete Pty Ltd	Concrete: McHavloe Drainage	2,904.00	L
EFT-43893	18/03/2025	We're The Glue Pty Ltd	Automated Email Signature Management	2,289.77	
EFT-43894	18/03/2025	Western Australian Local Government Association	WALGA Training: DWER Environmental Protection Act	275.00	
EFT-43895	18/03/2025	Youthcare	Assistance Scheme Grant: Gingin District High School	5,500.00	G
EFT-43896	18/03/2025	Liam Jurinovich	Lancelin Oval: Reticulation Repair	1,712.35	L
EFT-43897	18/03/2025	Tony Pisconeri	Seabird and Lancelin Waste Facility Management	17,374.00	L
EFT-43943	20/03/2025	Altus Planning Pty Ltd	Planning Services: SAT Review	4,752.00	
EFT-43944	20/03/2025	AMPAC Debt Recovery WA Pty Ltd	Debtors Debt Recovery	38,838.86	
EFT-43945	20/03/2025	Belgravia PRO Pty Ltd	Guilderton Caravan Park: Pure Glamping & Hire	49,232.69	
EFT-43946	20/03/2025	Bindoon Hill Gravel Supply	Cullalla Road: Gravel Supply	59,173.08	L
EFT-43947	20/03/2025	BOC Pty Ltd	Gas & Oxygen Supplies for the Workshop & Gingin Medical Centre	100.14	
EFT-43948	20/03/2025	Boral Construction Materials	Roads Jet Patching Aggregate	6,626.50	
EFT-43949	20/03/2025	Boya Equipment	GG034: Parts	3,279.30	
EFT-43950	20/03/2025	Brightmark Group Pty Ltd	Cleaning	32,850.22	
EFT-43951	20/03/2025	Brown Acres WA Pty Ltd t/as Brown Automotive	GG005: Service, GG076: Replacement Fuel Tank	755.00	L
EFT-43952	20/03/2025	Bullsbrook Water Carriers	Fire Fighting Water Use Replacement	1,452.00	L
EFT-43953	20/03/2025	Bunnings Buildings Supplies Pty Ltd	Gingin Administration Office: Outdoor Access Ramp and Building Materials	291.73	
EFT-43954	20/03/2025	Carringtons Traffic Services	Brockman Street and Cullalla: Traffic Management	18,106.16	
EFT-43955	20/03/2025	Cellarbrations Gingin	Refreshments: BFAC Meeting	97.00	L
EFT-43956	20/03/2025	Civil Engineering Assignments	Footpath Works	7,812.19	
EFT-43957	20/03/2025	Cromag Pty Ltd T/A Sigma Telford Group	Gingin Aquatic Centre: Chlorine	1,438.80	
EFT-43958	20/03/2025	Cutting Edges Pty Ltd	GG001,GG003,GG004: Spare Blades	2,336.40	
EFT-43959	20/03/2025	DB Ferguson Earthmoving Pty Ltd	Gingin Sale Yards: Cleanout	990.00	L
EFT-43960	20/03/2025	Design Print Banner LLC Pty Ltd	Branded Marquee	2,549.02	
EFT-43961	20/03/2025	Eagleye Technical Services	Gingin and Guilderton Depots: Testing & Tagging, Fuel Bowser Power Supply Repairs	2,127.40	L
EFT-43962	20/03/2025	Gingin Fuel and Tyres Pty Ltd	GG076: Fuel, GG02: Fuel, Supply & Deliver Bulk Diesel	34,383.77	L
EFT-43963	20/03/2025	Greenway Solutions Pty Ltd t/as Greenway Turf Solutions	Ledge Point Oval: Fertiliser	2,750.00	
EFT-43964	20/03/2025	Gull Gingin Pty Ltd	Refreshments: Firefighters, Incident 709275	767.74	L
EFT-43965	20/03/2025	Hersey's Safety Pty Ltd	Drainage Maintenance: Lifting Clutches	212.26	
EFT-43966	20/03/2025	Indian Ocean Pest Control	Gingin Emergency Services Centre: Rodent Bait Boxes	330.00	L
EFT-43967	20/03/2025	Karakin Lakes Pty Ltd	Rate Refund	1,914.51	R
EFT-43968	20/03/2025	Lake Tree Systems Pty Ltd	Health Department Software: Power PDF	841.10	
EFT-43969	20/03/2025	Landgate	GRV Interim Country and DFES Valuation	1,190.88	
EFT-43970	20/03/2025	LD Total	Mowing Shire Facilities	28,973.07	
EFT-43971	20/03/2025	Major Motors Pty Ltd	GG0017: Parts and Stock Filters	1,032.82	
EFT-43972	20/03/2025	Martin's Trailer Parts	GG036: Trailer Parts	180.30	
EFT-43973	20/03/2025	McLeods Lawyers Pty Ltd	Legal Expenses	321.20	

MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/03/2025 - 31/03/2025

TYPE	DATE PAID	NAME	DETAILS	AMOUNT	
EFT-43974	20/03/2025	Miracle Recreation Equipment	Upper Coastal: Playground Repair Parts and Playground Inspections	6,259.00	
EFT-43975	20/03/2025	Moore Australia (WA) Pty Ltd	Corporate Services: Management Reporting Workshop	1,430.00	
EFT-43976	20/03/2025	NAPA a division of GPC Asia Pacific Pty Ltd	GG070: Service Kit	165.30	
EFT-43977	20/03/2025	Nationwide Signs	Corflute Advertising Signs	607.20	
EFT-43978	20/03/2025	Paywise	PDA 418015 Payroll Salary Sacrifice Payment	1,398.86	
EFT-43979	20/03/2025	Surefoot Footings WA	Silver Creek Boardwalk: Maintenance Materials	5,875.54	
EFT-43980	20/03/2025	Team Global Express Pty Ltd	Courier Charges	77.18	
EFT-43981	20/03/2025	Uniforms at Work	Uniform Orders	797.35	
EFT-43982	20/03/2025	Wandena Transport Pty Ltd T/A Fewsters Earthmoving	Cullalla Road: Gravel Cartage	10,939.50	L
EFT-43983	20/03/2025	Wren Oil - Romine Holdings Pty Ltd	Turner Street: Oil Waste Disposal	231.00	
EFT-43984	20/03/2025	Zone 50 Engineering Surveys Pty Ltd	Weld, Dewar, Brockman Streets Intersection Spotting	1,122.00	
EFT-43985	20/03/2025	Helen Sampson	Gingin Waste Facility Management	1,806.75	L
EFT-43986	20/03/2025	Thomas Kusters	Lancelin Aged Units: Clear Blocked Sewer Line	120.00	L
EFT-43987	20/03/2025	Shire of Gingin	Bonds and Deposits Correction	129.93	R
PAY-150	27/03/2025	Shire of Gingin	Net Pays for PE 25/03/2025	198,344.54	
EFT-43988	27/03/2025	Altus Planning Pty Ltd	Planning Services: Nilgen	3,520.00	
EFT-43989	27/03/2025	Bindoon Hill Gravel Supply	Moolabeenee Road: Gravel Supply	715.08	L
EFT-43990	27/03/2025	Bullsbrook Water Carriers	Lancelin Sporting Complex: Supply Potable Water	1,100.00	L
EFT-43991	27/03/2025	Carringtons Traffic Services	Moolabeenee Road: Traffic Management	29,484.67	
EFT-43992	27/03/2025	Cat Haven	Cat Adoption Report	11.00	
EFT-43993	27/03/2025	Child Support Agency	Payroll Deduction	39.78	
EFT-43994	27/03/2025	Civil Products WA	Rural Road Numbers Stickers	5.50	
EFT-43995	27/03/2025	Construction Training Fund	Construction Training Fund Payments	11,367.51	R
EFT-43996	27/03/2025	Corsign	Various Road Signs	2,555.30	
EFT-43997	27/03/2025	Cromag Pty Ltd T/A Sigma Telford Group	Gingin Aquatic Centre: No Fume Sulphuric Acid	1,333.20	
EFT-43998	27/03/2025	Department of Mines, Industry Regulation and Safety - Bond Administrator DMIR	Building Services Levy Payments	10,942.98	R
EFT-43999	27/03/2025	Department of Transport	Release of Information Fee Parking Infringement Notice	127.40	
EFT-44000	27/03/2025	Eagleye Technical Services	Shire Evacuation Centres: Switchboard Upgrades	10,736.00	
EFT-44001	27/03/2025	Gingin Fuel and Tyres Pty Ltd	GG017: Battery	220.00	L
EFT-44002	27/03/2025	Hersey's Safety Pty Ltd	Workshop: Safety Supplies and Paint	2,273.30	
EFT-44003	27/03/2025	Indian Ocean Pest Control	Landfill Sites: Caster Oil Plant Weed Control	1,540.00	L
EFT-44004	27/03/2025	Jeff's Mechanical Service	GG028: Service	731.95	L
EFT-44005	27/03/2025	Jupiter Health and Medical Services (Lancelin Medical Centre)	Pre Employment Medical, Staff Health and Wellbeing Appointment	294.00	L
EFT-44006	27/03/2025	Kleen West Distributors	Supply Toiletries for Lower Coastal	288.09	
EFT-44007	27/03/2025	Lancelin IGA	Supermarket Purchases: Lancelin	111.34	L
EFT-44008	27/03/2025	Lancelin Tree Services	Tree Pruning: Upper Coastal	1,870.00	L
EFT-44009	27/03/2025	Ledge Point Reticulation & Refrigeration	Lancelin Community and Sporting Complex: Cool Room Repairs	12,000.00	L
EFT-44010	27/03/2025	Lets Rockon Events	Booking Refund	138.00	R
EFT-44011	27/03/2025	Local Community Insurance Services	Uninsured Stallholder Insurance	816.75	
EFT-44012	27/03/2025	Local Government Professionals WA - LGPA	ESP Network Professional Development	150.00	
EFT-44013	27/03/2025	Moore Septics	Guilderton Foreshore: Septic Pump Out	1,375.00	L
EFT-44014	27/03/2025	Moray & Agnew Perth	Executive Management Conference: Sovereign Citizens	495.00	
EFT-44015	27/03/2025	NAPA a division of GPC Asia Pacific Pty Ltd	Various Vehicles: Replacement UHF Radios and Vehicle Parts	4,262.75	
EFT-44016	27/03/2025	Nationwide Signs	Gingin Aquatic Centre: Lane Signage	464.00	
EFT-44017	27/03/2025	Nqpetro Pty Ltd	Gingin Depot: Repair to Diesel Bowser Pump	1,180.74	
EFT-44018	27/03/2025	RingCentral Australia Pty Ltd	Gingin Admin: Phone Service	1,178.10	
EFT-44019	27/03/2025	Shire of Dandaragan	State NRM Program Community Stewardship Grant	13,200.00	
EFT-44020	27/03/2025	Shire of Gingin	Commissions	124.50	
EFT-44021	27/03/2025	SJ Field Service	GG029: Service and Air Conditioning repair	957.00	
EFT-44022	27/03/2025	Supagas Pty Limited	Guilderton Caravan Park: Supply Bulk Gas	1,908.67	
EFT-44023	27/03/2025	Talbot Walsh Engraving and Signs	Memorial Plaque	242.00	
EFT-44024	27/03/2025	Team Global Express Pty Ltd	Courier Charges	529.10	
EFT-44025	27/03/2025	The National Trust of Australia (WA)	Gingin Railway Station: Rent	255.37	
EFT-44026	27/03/2025	Uniforms at Work	Uniform Order	106.95	
EFT-44027	27/03/2025	WA Library Supplies	Lancelin Library: Book Spine Labels and Barcode Protectors	84.00	
EFT-44028	27/03/2025	WA Stump Grinding & Tree Services	Kildare Road: Vegetation Clearing	4,125.00	
EFT-44029	27/03/2025	Wurth Australia Pty Ltd	Workshop Supplies: Brake Cleaner	293.38	
EFT-44030	27/03/2025	Andrea Vis	Councillor Quarterly Payment	2,705.00	C
EFT-44031	27/03/2025	Dean Willmott	Guilderton Holiday Park Refund	55.00	R
EFT-44032	27/03/2025	Erik Sorensen	Councillor Quarterly Payment	2,705.00	C

MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/03/2025 - 31/03/2025

TYPE	DATE PAID	NAME
EFT-44033	27/03/2025	Frank Johnson
EFT-44034	27/03/2025	Frank Peczka
EFT-44035	27/03/2025	Helen Sampson
EFT-44036	27/03/2025	Jason Weeks
EFT-44037	27/03/2025	Lincoln Stewart
EFT-44038	27/03/2025	Linda Balcombe
EFT-44039	27/03/2025	Nicole Woods
EFT-44040	27/03/2025	Rebecca Foulkes-Taylor
EFT-44041	27/03/2025	Sarah-Jane Blundell

EFT TOTAL

CHEQUES

CHEQUES

DIRECT DEBIT

DE-6220	1/03/2025	Go Go Media
DE-6223	1/03/2025	Bendigo Bank
DE-6224	1/03/2025	Bendigo Bank
DE-6232	3/03/2025	Bendigo Bank
DE-6233	3/03/2025	Bendigo Bank
DE-6234	3/03/2025	Bendigo Bank
DE-6225	3/03/2025	Bendigo Bank
DE-6153	4/03/2025	Water Corporation
DE-6178	4/03/2025	Water Corporation
DE-6170	4/03/2025	Water Corporation
DE-6169	4/03/2025	Water Corporation
DE-6150	4/03/2025	Water Corporation
DE-6149	4/03/2025	Water Corporation
DE-6151	4/03/2025	Water Corporation
DE-6148	4/03/2025	Water Corporation
DE-6235	4/03/2025	Department of Transport
DE-6147	4/03/2025	Water Corporation
DE-6184	4/03/2025	Synergy
DE-6152	5/03/2025	Water Corporation
DE-6186	5/03/2025	Synergy
DE-6189	5/03/2025	Synergy
DE-6188	5/03/2025	Synergy
DE-6185	5/03/2025	Synergy
DE-6187	5/03/2025	Synergy
DE-6236	5/03/2025	Bendigo Bank
DE-6237	5/03/2025	Bendigo Bank
DE-6238	5/03/2025	Bendigo Bank
DE-6239	5/03/2025	Department of Transport
DE-6190	6/03/2025	Synergy
DE-6191	6/03/2025	Synergy
DE-6192	6/03/2025	Synergy
DE-6240	6/03/2025	Department of Transport
DE-6241	7/03/2025	Department of Transport
DE-6242	7/03/2025	Bendigo Bank
DE-6243	7/03/2025	Synergy
DE-6244	7/03/2025	Synergy
DE-6245	7/03/2025	Synergy
DE-6247	7/03/2025	Synergy
DE-6248	7/03/2025	Synergy
DE-6252	10/03/2025	Department of Transport
DE-6255	10/03/2025	Department of Transport
DE-6256	10/03/2025	Teistra
DE-6249	11/03/2025	Synergy

Payment Category

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

DETAILS	AMOUNT	
Councillor Quarterly Payment	2,705.00	C
Councillor Quarterly Payment	2,705.00	C
Gingin Waste Facility Management	1,806.75	L
Councillor Quarterly Payment	2,705.00	C
Councillor Quarterly Payment	2,705.00	C
Shire President Quarterly Payment	8,525.00	C
Councillor Quarterly Payment	2,705.00	C
Reimbursement: Kiosk Supplies	126.84	R
Guilderton Holiday Park Refund	45.00	R

1,397,166.15

Monthly On-Hold Messages Service March 2025	75.90
Bendigo Bank: Transfer Fee	62.50
Bendigo Bank: BPay Biller fee	1,009.36
Bendigo Bank: CBA Merchant Fee #2965	64.00
Bendigo Bank: CBA Merchant Fee #2629	437.44
Bendigo Bank: CBA Merchant Fee #6026	764.12
Bendigo Bank: Fts De Process GST	6.60
Water Charges Atkinson Way Lancelin Lot 323 RES 44490	758.67
Water Charges Ocean Farm Dr Nilgen Lot 4021RES 35092	5.88
Water Charges Cunliffe St Lancelin Lot 112	5.88
Water Charges Ocean Farm Dr Nilgen Lot 4021 RES 35092	85.23
Water Charges 131 Gingin Rd Lancelin Lot 324 RES 41400	138.13
Water Charges 63 Gingin Rd Lancelin Lot 1037 RES 24019	178.12
Water Charges 6 Hopkins St Lancelin Lot 701 RES 53340	363.48
Water Charges Gingin Rd Lancelin Lot 102, 190 RES 24022	696.89
Dept of Transport: Police Licensing 27.02.2025	4,048.35
Water Charges 4 Hopkins St Lancelin Lot 606 RES 32942	699.48
Electricity Charges Lot 12 Dewar St Guilderton	213.85
Water Charges 9 King St Lancelin Lot 585 RES 32837	64.66
Electricity Charges Lot 236 Brockman St Guilderton	369.82
Electricity Charges 106 Paperbark Ave Gabbadah	808.51
Electricity Charges Lot 86 Gingin Rd Lancelin	30.50
Electricity Charges Sovereign Hill Dr Gabbadah	248.93
Electricity Charges Lot 244 Sovereign Hill Dr Gabbadah	250.50
Bendigo Bank - Tryo Free Jan 25 #844	266.38
Bendigo Bank - Tryo Free Jan 25 #822	2,213.93
Bendigo Bank - Tryo Free Jan 25 #821 - Waste Facility	4.20
Dept of Transport: Police Licensing 28.02.2025	4,309.90
Electricity Charges Lot 12 U A Weld St Gingin	3,541.55
Electricity Charges 7 Brockman St Gingin	2,556.46
Electricity Charges 25007 Dewar St Guilderton	10,283.89
Dept of Transport: Police Licensing 04.03.2025	4,573.10
Dept of Transport - Police Licensing 05.03.2025	4,558.00
Bendigo Bank: De Fees	5.25
Electricity Charges Dewar Street Guilderton	486.42
Electricity Charges Lot 11 Dewar Street, Guilderton	854.95
Electricity Charges Loc 3 Ocean Farm WA 6044	1,593.91
Electricity Charges Lot 197 Chalon Ave, Seabird WA	1,388.67
Electricity Charges Lot 47 Chalon Avenue, Seabird WA	739.76
Dept of Transport: Police Licensing 06.03.2025	5,741.30
Dept of Transport: Police Licensing 07.03.2025	7,590.50
Telephone Charges Guilderton Caravan Park	240.00
Electricity Charges Fraser Street, Guilderton WA	357.68

MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/03/2025 - 31/03/2025

TYPE	DATE PAID	NAME
	11/03/2025	Synergy
DE-6250		
DE-6253	11/03/2025	Shire of Gingin
DE-6230	11/03/2025	Telstra
DE-6251	12/03/2025	Synergy
DE-6259	12/03/2025	Department of Transport
DE-6260	12/03/2025	Bendigo Bank
DE-6261	12/03/2025	Department of Justice
DE-6229	13/03/2025	QPC Group
DE-6257	13/03/2025	Telstra
DE-6231	13/03/2025	Telstra
DE-6262	13/03/2025	Department of Transport
DE-6263	13/03/2025	Bendigo Bank
DE-6258	13/03/2025	Precision Administration Services Pty Ltd
DE-6266	13/03/2025	Synergy
DE-6265	13/03/2025	Synergy
DE-6267	13/03/2025	Synergy
DE-6272	14/03/2025	Credit Card - EMRDS
DE-6271	14/03/2025	Credit Card - CEO
DE-6279	14/03/2025	Credit Card - EMRDS
DE-6273	14/03/2025	Credit Card - CESM
DE-6302	14/03/2025	Credit Card - EMO
DE-6264	14/03/2025	Department of Transport
DE-6268	14/03/2025	Synergy
DE-6270	14/03/2025	Viva Energy Australia Pty Ltd
DE-6221	17/03/2025	Business Service Brokers T/A TeleChoice
DE-6274	17/03/2025	Bendigo Bank
DE-6275	17/03/2025	Bendigo Bank
DE-6276	17/03/2025	Department of Transport
DE-6277	18/03/2025	Bendigo Bank
DE-6278	18/03/2025	Department of Transport
DE-6280	19/03/2025	Department of Transport
DE-6281	20/03/2025	Department of Transport
DE-6282	20/03/2025	Bendigo Bank
DE-6283	20/03/2025	Windcave Pty Ltd
DE-6301	21/03/2025	Department of Transport
DE-6227	22/03/2025	Vocus Communications
DE-6300	24/03/2025	Australia Post
DE-6303	24/03/2025	Department of Transport
DE-6181	24/03/2025	Synergy
DE-6288	26/03/2025	Synergy
DE-6289	26/03/2025	Synergy
DE-6305	26/03/2025	Water Corporation
DE-6308	26/03/2025	Department of Transport
DE-6309	26/03/2025	Department of Transport
DE-6222	27/03/2025	Westnet Internet Services
DE-6310	27/03/2025	Precision Administration Services Pty Ltd
DE-6312	27/03/2025	Bendigo Bank
DE-6313	27/03/2025	Bendigo Bank
DE-6314	27/03/2025	Department of Transport
DE-6348	28/03/2025	Dell Financial Services Pty Ltd
DE-6286	28/03/2025	Telstra
DE-6304	28/03/2025	Viva Energy Australia Pty Ltd
DE-6351	28/03/2025	Department of Transport
DE-6228	30/03/2025	QPC Group
DE-6290	31/03/2025	Synergy
DE-6349	31/03/2025	LJ Hughes
DE-6350	31/03/2025	HP Financial Services (Australia) Pty Ltd
DE-6354	31/03/2025	Department of Transport
DE-6353	31/03/2025	QPC Group

DIRECT DEBIT

TOTAL MUNICIPAL

Payment Category L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	AMOUNT
DETAILS	
Electricity Charges Lot 232 Wedge St, Guilderton WA	498.91
Bendigo Bank (Investments), Term Deposit Transaction	49,164.93
332 1096 000: Telstra Group Plan up to 11/03/2025	1,477.23
Electricity Charges 60 King Drive Woodridge WA	1,347.83
Dept of Transport - Police Licensing 10.03.2025	9,422.75
Bendigo Bank: De Fees	0.15
Lodgement Fees	1,978.00
Epson WF-C21000 Click Charges	313.08
Telstra Group Plan up to 21/02/2025	943.85
Telstra Integrated Messaging up to 21/03/2025	212.03
Dept of Transport - Police Licensing 11.03.2025	4,444.65
Bendigo Bank: De Fees	16.20
Payroll deduction for PE: 13/03/2025	34,834.04
Electricity Charges Lot 99 Weld St Gingin	1,538.46
Electricity Charges 708 Ocean Farm Drive Nilgen	1,075.31
Electricity charges Lot 889 Gingin Brook Road, Neergabby	421.93
Credit Card Purchases February 2025	2,598.34
Credit Card Purchases February 2025	3,488.73
Credit Card Purchases February 2025	34.00
Credit Card Purchases February 2025	816.84
Credit Card Purchases February 2025	1,387.77
Dept of Transport - Police Licensing 12.03.2025	8,811.00
Electricity Charges Lot 269 Seaview Drive, Karakin	422.07
Shell Fuel Card Purchases 16/02/2025 - 28/02/2025	695.02
Mobile Charges for the Period 01/01/2025 - 31/01/2025	171.00
Bendigo Bank - De Fees	0.15
Bendigo Bank - Trans Fees 0245924	97.05
Dept of Transport - Police Licensing 13.03.2025	778.90
Bendigo Bank - De Fees 393032	7.80
Dept of Transport - Police Licensing 14.03.2025	6,200.50
Dept of Transport - Police Licensing 17.03.2025	2,305.35
Dept Transport - Police Licensing 18.03.2025	7,486.40
Bendigo Bank: De Fees	6.60
Windcave Transaction Fees	2,195.13
Dept of Transport: Police Licensing 19.03.2025	3,552.65
Vocus Enterprise Internet P1273792 01/03/2025 - 31/03/2025	808.50
Postage charges up to 28/02/2025, 3 x Large Post Office Boxes	920.50
Dept of Transport - Police Licensing 20.03.2025	4,633.20
Electricity charges Street Lights	11,045.42
Electricity charges Lot 1 Brockman St Gingin	137.02
Electricity charges 13 King Dr Woodridge	2,480.49
Sewerage charges Miragliotta St Lancelin Lot 85 RES 24018	120.35
Dept of Transport - Police Licensing 21.03.2025	1,404.95
Dept of Transport - Police Licensing 24.03.2025	684.55
Internet Service CEO Residence 27/01/2021 - 26/02/2025	74.99
Payroll deduction for PE: 27/03/2025	33,272.21
Bendigo Bank / De Fees 393032	15.90
Bendigo Bank / De Fees 393032	8.10
Dept of Transport - Police Licensing 25.03.2025	667.35
Allocation of Lease Payment - March 2025	1,651.29
Internet 05/02/2025 - 04/03/2025: Seabird Fire Brigade	107.50
Shell Card Fuel Purchases 01/03/2025 - 15/03/2025	316.79
Dept of Transport - Police Licensing 26.03.2025	13,852.50
Epson Toner Replacement: Freight Charge	33.00
Electricity charges 13 King Drive Woodridge	2,253.63
Allocation of Lease Payment	669.50
Allocation of Lease Payment	748.57
Dept of Transport - Police Licensing 27.03.2025	5,649.05
Epson WF-C21000 Click Charges	319.52

293,312.18

1,690,478.33

MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 *Payment of Creditors* for the period 01/03/2025 - 31/03/2025

TYPE	DATE PAID	NAME	DETAILS	AMOUNT
CREDIT CARD BREAK-UP				
February	CEO	O'Brien Glass	GG005 Windscreen Replacement Balance	1,654.12
		Australia Post	Medical Centre PO Box	392.00
		Adobe Systems	Software Suite Subscription	1,055.87
		CU @ Park	ICT Meeting Refreshments	132.74
		ASIC	Medical Centre Business Name Renewal	102.00
		Gingin Service Station	ICT Consultant Accommodation	148.00
		Bendigo Bank	Card Fee	4.00
				3,488.73
	EMCCS	Mailchimp	Subscription	125.06
		Campbells	Gingin Aquatic Centre Kiosk Items	770.97
		Country Values Holiday Homes	LGPro Board Meeting Accommodation	550.00
		DoT	Trailer Transfer	20.50
		Campbells	Gingin Aquatic Centre Kiosk Items	132.81
		Amazon Marketplace	Nebula Mars 3 Projector	995.00
		Bendigo Bank	Card Fee	4.00
				2,598.34
	EMRDS	ASIC	ABN/Company Search Fee	30.00
		Bendigo Bank	Card Fee	4.00
				34.00
	CESM	O'Brien Glass	GG005 Windscreen Replacement Deposit	100.00
		City of Joondalup	Parking MNC Training	5.20
		Dome Joondalup	MNC Training Refreshments	35.80
		Japanese Truck & Bus Spares	Repairs	118.55
		Gingin Fuel & Tyres	Fuel Clamp	35.99
		Jurien Bay Motel Apartments	BFRC Accommodation	496.80
		DoT	GG082 Transfer Fee	20.50
		Bendigo Bank	Card Fee	4.00
				816.84
	EMOA	Main Roads	GG01 Permit	25.00
		DoT	GG056 Plate Change	47.90
		DoT	GG056 Plate Change	31.10
		Complete Office Supplies	Operations Depot Stationery	874.27
		DoT	GG056 Plate Change	31.10
		DoT	GG002 Plate Change	47.90
		EastCoast Trailers and Horse Floats	Tipper Trailer Plastic Tank	247.50
		DoT	GG045 Plate Change	79.00
		Bendigo Fee	Card Fee	4.00
				1,387.77
	Total			8,325.68

MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/03/2025 - 31/03/2025

TYPE DATE PAID NAME

CALTEX CARD BREAKUP

February

WEX Australia Pty Ltd

Total

SHELL CARD BREAKUP

Viva Energy Australia Pty Ltd

Total

Payment Category

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

DETAILS

AMOUNT

2GG: 116.38L	221.01
GG033: 303.43L	616.05
GG070: 79.93L	163.57
GG034: 33.65L	68.47
GG09: 133.84L	259.00
GG005: 509L	989.26
GG05: 80.19L	152.28
GG069: 67.79L	128.73
GG084: 306.33L	603.41
GG090: 64.77L	123.00
GG026: 101L	205.54
GG04: 151.66L	308.63
GG06: 38.22L	72.96
GG077: 103.77L	198.10
GG074: 150.57L	293.46
SMALL PARTS (Jerry Cans): 26.95L	49.58
Transaction Fees	5.00

4,458.05

GG01: 204.34L	370.59
GG06: 48.60L	90.84
GG072: 161.09L	292.53
GG083: 92.85L	167.05
GG082: 48.58L	90.80

1,011.81

13.3 2024/25 REVIEW OF DELEGATED AUTHORITY REGISTER

File	GOV/15
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	Scott Wildgoose - Chief Executive Officer
Refer	Nil
Appendices	<ol style="list-style-type: none">1. Proposed Amended Delegations [13.3.1 - 19 pages]2. Proposed New Delegations [13.3.2 - 5 pages]3. Delegations for Repeal [13.3.3 - 2 pages]4. Existing Delegations With No Amendment [13.3.4 - 74 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To undertake an annual review of the Shire of Gingin Delegated Authority Register in accordance with the requirements of s.5.46 of the *Local Government Act 1995* (the Act).

BACKGROUND

The Act and many other pieces of legislation relevant to local government in Western Australia empower the Council to delegate certain powers, usually to the position of CEO. The CEO may also be provided with the ability to subdelegate to other employees, or to delegate powers that are granted by legislation direct to the position of CEO.

Under s.5.46(1) of the Act, the CEO is required to keep a register of all delegations made to the CEO and to other employees.

At least once every financial year, delegations are to be reviewed by the delegator. Council last undertook a review of its delegations to the CEO and other officers at its meeting on 21 May 2024.

COMMENT

On 26 February 2025 the Coordinator Governance emailed all Councillors with respect to the annual review of delegations. Councillors were invited to submit any questions, comments or suggestions with respect to all existing delegations made by Council by the close of business on 21 March 2025. No feedback was received from Councillors.

A number of new delegations and amendments to existing delegations are proposed as a result of the review process undertaken by Administration, and these are detailed below.

Attached as **appendices** to this report are:

- Each of the delegations for which amendments are proposed, with amendments marked as track changes (**Appendix 13.6.1**);
- Each proposed new delegation (**Appendix 13.6.2**);
- Delegations proposed for **repeal** (**Appendix 13.6.3**); and
- The remainder of Council's existing delegations for which no amendment is proposed (**Appendix 13.6.4**).

Amendments to Existing Delegations

Delegation 1.1.3 Administering the Shire's Local Laws

A minor amendment is proposed deleting individual local law titles from the Statutory Framework section and replacing them with a general reference to all current Shire local laws. This will avoid the need for the instrument of delegation to be amended by Council whenever a local law is adopted or repealed.

Delegation 1.1.7 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Any decisions which are outside the power delegated to the CEO can only be made by the Council itself. It is therefore recommended that Condition 6, which requires the CEO to consult with the President and Deputy President when considering variations with a value of more than 10% of the total contract value, be deleted and replaced with a condition requiring the variation to be brought to Council for consideration.

Delegation 1.1.9 Waive or Grant Concessions on Money Owed to the Shire

It is recommended that Condition 1 be amended to increase the maximum amount applicable to any waiver, concession or debt write-off by the CEO under delegation from \$1,000 to \$5,000.

Delegation 1.1.12 Disposing of Assets

1. Reference to r. 30 Disposition of property excluded from Act s.3.58 (*Local Government (Functions and General) Regulations 1996*) has been added to the Power or Duty Delegated for the purposes of clarity.
2. For clarity, text previously shown as Condition 1 is now shown as Function 3. Current Conditions 2 and 3 have been renumbered as Conditions 1 and 2.

3. Information under Statutory Framework is a duplication of information already shown elsewhere and has been deleted.

Delegation 1.1.18 Close Thoroughfares to Vehicles

The existing condition limits exercise of the delegation to instances where an alternative route is available to traffic, or where the closure will be of “such short duration that no great inconvenience will be suffered. Given the requirements contained in the Act with respect to road closures, the current condition would seem to be redundant.

It is recommended that the existing condition be deleted and replaced with the standard conditions as listed in WALGA’s template delegation.

Delegation 2.1.1 Approve or Refuse a Building Permit

The section “Express Power or Duty Delegated” has been amended to include references to r. 32, 32(3) and 35(c) of the *Building Regulations 2012*, which are relevant to the delegated power.

Policy references are to be deleted as, with the exception of Policy 8.8, all of the policies listed were repealed by Council some time ago. Policy 8.8 is a health-related policy that does not have any application to the approval or refusal of building permits.

Delegation 2.1.6 Private Pool Barrier – Alternative and Performance Solutions

A new condition has been added to reflect amendments to the requirements of Regulation 15B of the *Building Regulations 2012*.

Delegation 6.1.1 Appoint Authorised Officers and Designated Officers

This delegation relates to appointments under the *Food Act 2008*. It is recommended that an additional condition be added to ensure that consideration is given to relevant guidelines, as this has been overlooked on occasion in the past specifically in relation to the authorisation of meat inspectors.

Some additional information has also been included in the Statutory Framework section for the purposes of clarity.

Delegation 8.1.7 Determination of Development Applications

The Executive Manager Regulatory and Development Services has requested that the delegation be amended to remove reference to applications for single house and associated outbuilding developments. This reflects changes in legislation which make approval functions relating to single house developments a direct function of the CEO.

The EMRDS has also requested that Function 1 under Discretionary Land Use and Development be deleted.

Proposed New Delegations

Delegation 1.1.22 Authorise Persons to Perform Specified Functions Under the *Local Government Act 1995*

This is a new delegation that has been drafted by WALGA to identify a number of instances in *the Local Government Act 1995* where authorisations aren't covered by the CEO's as-of-right power to appoint authorised persons under s. 9.10. The delegation applies to:

1. s. 3.24 Authorised persons under this subdivision

This applies to Part 3 Functions of local governments, Division 3 Executive functions of local governments, Subdivision 2 Certain provisions about land. It would replace existing Delegation 1.1.1 Servicing of Notices Requiring Certain Things to be Done by Owner or Occupier of Land and Delegation 1.1.2 Doing Any of the Things Prescribed in Schedule 3.2 on Land That is Not Shire Property.

Currently Delegations 1.1.1 and 1.1.2 delegate power to the CEO to do the things specified in s. 3.25, 3.26 and 3.27 of the Act. The actual authorisation of officers where necessary has been dealt with under the CEO's as-of-right powers to appoint authorised persons under s.9.10.

WALGA's new interpretation is that, because s. 3.24 says that the powers contained in Subdivision 2 can only be exercised by a person expressly authorised by the local government to do so, the delegation that is actually required is for the CEO to have the power to appoint authorised persons to exercise the powers, rather than a delegation of the actual powers themselves.

2. s. 3.31(2) General procedure for entering property

This section sits under Part 3 Functions of local governments, Division 3 Executive functions of local governments, Subdivision 3 – Powers of entry. Currently Delegation 1.1.4 Powers of Entry delegates all of the matters relating to powers of entry referenced in s. 3.31, including subsection (2), to the CEO who then subdelegates to other officers.

Section 3.31(2) says that a person authorised by the local government to do so may lawfully enter any land, premises or thing without the consent of the owner or occupier, unless the owner or occupier objects to the entry. As with Delegations 1.1.1 and 1.1.2, the appointment of authorised persons has previously been dealt with under the CEO's as-of-right powers to appoint authorised persons under s.9.10.

WALGA's new interpretation is that because s. 3.31(2) refers to a person "authorised by the local government", s. 9.10 doesn't apply and a delegation from Council to the CEO is required in order for the CEO (or a subdelegate) to authorise someone to enter property.

It is recommended that existing Delegation 1.1.4 be retained as it is WALGA's position that it is still required to cover the other aspects of Subdivision 3

3. s. 3.39(1) Power to remove and impound

S. 3.39 says that an employee authorised by a local government to do so may remove and impound any goods that are involved in a contravention of the *Local Government Act 1996* that can lead to impounding.

Existing Delegation 1.1.15 Confiscated or Uncollected Goods delegates power to the CEO to refuse to allow impounded goods to be collected, to dispose of or sell uncollected confiscated goods and to recover expenses incurred in removing, impounding and disposing of confiscated or uncollected goods. The CEO then subdelegates these powers to other officers.

The authorisation of officers to undertake the initial removal and impounding of goods was previously addressed by the as-of-right powers granted to the CEO under s.9.10. However WALGA's new interpretation is that this is not appropriate because:

- a. s.9.10 refers to the appointment of authorised persons (including persons who not employees), whereas s. 3.39 refers specifically to the authorisation of employees only; and
- b. s. 3.39(1) refers to a person "authorised by the local government" rather than by the CEO.

WALGA's current position is therefore that an additional delegation by Council to the CEO is necessary to permit the appointment of authorised employees for the purposes of s. 3.39, with existing Delegation 1.1.15 to be retained to deal with other matters relating to s.3.3.9.

4. s. 3.40A(1) Abandoned vehicle wreck may be taken

S. 3.40A(1) says that an employee authorised by a local government may remove and impound a vehicle that, in the opinion of the local government, is an abandoned vehicle wreck.

Existing Delegation 1.1.14 Declare Vehicle to be Abandoned Vehicle Wreck delegates power to the CEO to declare that an impounded vehicle wreck is an abandoned vehicle wreck. It does not deal with the authorisation of employees to impound vehicle wrecks, as it has always been the view that the authorisation of officers to remove and impound vehicles was addressed by the powers granted to the CEO under s.9.10. However WALGA now believes this is not the case because:

- a. s.9.10 refers to the appointment of authorised persons (including persons who not employees), whereas s. 3.40A(1) refers specifically to the authorisation of employees only; and
- b. s. 3.39(1) refers to a person “authorised by the local government” rather than by the CEO.

WALGA’s current interpretation is that a delegation from Council to the CEO is required in order for the CEO (or a subdelegate) to authorise an employee to remove and impound a vehicle, with existing Delegation 1.1.14 also being retained.

5. s. 9.24(1)(c) and (2)(b) Prosecutions, commencing

Subsections 9.24(1)(c) and (2)(b) relate to authorisation of a person who is not the employee of a local government to commence prosecutions for offences against the LGA. Local government employees who are acting in the course of their duties are automatically empowered in this regard by subsections 9.24(1)(b) and (2)(a).

There has not been a requirement for this delegation to date, but it is suggested that it may be a useful inclusion in case it is required in the future.

Delegation 2.1.9 Inspection and Copies of Building Records

This is a new delegation recognising s. 131(2) of the *Building Act 2011*, which makes provision for a permit authority (in this case the Shire of Gingin) to allow for inspection or a copy of a building record. Adoption is recommended to ensure that the Shire is compliant in dealing with the many requests it receives for copies of building plans and other building-related records.

Delegation 2.1.10 Referrals and Issuing Certificates

This is a new delegation which deals with functions under s. 145A of the *Building Act 2011*. The delegation empowers delegates to refer an uncertified building application to a building surveyor who is not employed by the local government. This could potentially be necessary if the Shire needs to outsource consideration of building applications for any reason (for example, if the employee position of Building Surveyor is vacant or because of volume of work).

The delegation also authorises delegates to issue a certificate for design compliance, construction compliance or building compliance whether or not the land that is the subject of the application is located within the Shire of Gingin, or the applicant is an owner or occupier of land in the Shire. This is not a circumstance that has occurred to date, but it is useful to have the delegation in place in case the situation arises where it is necessary.

Delegation 5.1.10 Grant Exemption as to Number of Dogs Kept at Premises

Previously it has been considered that this power was covered by the delegation empowering the CEO to exercise of the local government's powers in relation to local laws. However it has become apparent that the actual delegable power stems from s. 26(3) of the *Dog Act 1976*, and therefore this new delegation is recommended in the interests of good governance and a clear decision-making framework.

Delegation 5.1.11 Appoint Registration Officer

S.9.10 of the *Local Government Act 1995* empowers the CEO to appoint authorised persons under a number of different pieces of legislation, including the *Dog Act 1976*. Traditionally it has been considered that the appointment of Dog Registration Officers is also covered by this provision.

However WALGA now believes this is not appropriate because s.9.10 refers to the appointment of authorised persons and cannot therefore be applied to the appointment of registration officers. In addition, the definition of registration officer in the Dog Act is a person authorised by the local government, whereas s. 9.10 of the Local Government Act grants the power of authorisation directly to the CEO.

WALGA's current position is therefore that a specific delegation is necessary from Council to the CEO, giving the CEO the power to appoint Registration Officers under the *Dog Act 1976*.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 5 – Administration

Division 4 – Local government employees

s.5.42 – Delegation of some powers and duties to CEO

s.5.43 – Limits on delegations to CEO

s.4.44 – CEO may delegate powers and duties to other employees

s.4.45 – Other matters relevant to delegations under this Division

s.4.46 – Register of, and records relevant to, delegations to CEO and employees

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

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

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Vis **SECONDED:** Councillor Johnson

That Council:

1. Adopt amended Delegations 1.1.3, 1.1.7, 1.1.9, 1.1.12, 1.1.18, 2.1.1, 2.1.6, 6.1.1 and 8.1.7 in accordance with Appendix 13.6.1;
2. Adopt new Delegations 1.1.22, 2.1.9, 2.1.10, 5.1.10 and 5.1.11 in accordance with Appendix 13.6.2;
3. Repeal existing Delegations 1.1.1 and 1.1.2, which are superseded by new Delegation 1.1.22; and
4. Agree that all other existing delegations have been reviewed with no amendment being required.

CARRIED BY ABSOLUTE MAJORITY

8 / 0

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

DELEGATIONS

Delegation	1.1.3 Administering the Shire's Local Laws [DRAFT]
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers and duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> s. 3.18 Performing executive functions
Function	To exercise all the powers and discharge all the duties of the Shire of Gingin so as to administer the Local Laws made by the Shire.
Delegates	CEO
Conditions	Nil
Statutory framework	<p>Shire of Gingin Local Laws</p> <ul style="list-style-type: none"> • Activities in Thoroughfares and Public Places and Trading Local Law 2004 • Bee Keeping Local Law 2004 • Bush Fire Brigades Local Law 2004 • Cemeteries Local Law 2014 • Dogs Local Law 2004 • Extractive Industries Local Law 2004 • Fencing Local Law 2016 • Health Local Law 2017 • Keeping and Control of Cats Local Law 2016 • Local Government Property Local Law 2004 • Meeting Procedures Local Law 2014 • Parking and Parking Facilities Local Law 2004 • Pest Plants Local Law 2015 • By-laws Relating to Signs and Bill Posting 1982 • Waste Local Law 2016 <p><u>All current Shire of Gingin local laws.</u></p>
Policy	Nil
Record keeping	<p>Records of the exercise of all delegations are to be kept in accordance with:</p> <p><i>Local Government Act 1995</i> s. 5.46 Register of, and records relevant to, delegations to CEO and employees</p> <p><i>Local Government (Administration) Regulations 1996</i> Reg. 19 Delegates to keep certain records (Act s. 5.46(3))</p>

Delegation	1.1.7 Tenders for Goods and Services - Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options [DRAFT]
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO • s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s.3.57 Tenders for providing goods or services <p><i>Local Government (Functions and General) Regulations 1995</i></p> <ul style="list-style-type: none"> • r.11(2)(i) Exercising contract extension options • r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders • r.20(1), (2), (3) Variation of requirements before entry into contract • r.21A Varying a contract for the supply of goods or services
Function	<p>1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]</p> <p>2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G.r.18(4a)]</p> <p>3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine the extent to which each tender satisfies the criteria for deciding which tender to accept. [F&G r.18(4)].</p> <p>4. Authority to accept the tender that is most advantageous within the value limitation detailed as a condition on this Delegation [F&G r.18(4)].</p> <p>5. Authority to decline to accept any tender [F&G r.18(5)]</p> <p>6. Authority to accept the next most advantageous tender if, within 6 months of accepting a tender, a contract has not been entered into <u>OR</u> the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)].</p> <p>7. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)].</p> <p>8. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement <u>OR</u> the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)].</p> <p>9. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied and do not change the scope of the original contract or increase the contract value beyond the amount set aside in the adopted Budget.</p> <p>10. Authority to exercise a contract extension option that was included in the original tender specification and contract [F&G r.11(2)(j)]</p>

Delegates	CEO
Conditions	<p>1. In accordance with s.5.43(b), tenders may only be accepted under this delegation where:</p> <ul style="list-style-type: none"> - a. The total consideration under the resulting contract is \$500,000 or less; and - b. The expense is included in the adopted Annual Budget. - 2. A decision to vary a tendered contract before entry into the contract can only be made under this delegation where the variation is minor in comparison to the total goods or services that tenderers were invited to supply: - 3. A decision to vary a tendered contract after entry into the contract can only be made under this delegation if the variation is necessary for the goods and/or services to be supplied, and does not change the scope of the contract. - 4. A decision to vary any contract can only be made under this delegation if the cost of the variation can be met from funds set aside for the contract in the adopted Budget. - 5. A decision to renew or extend a contract can only be made under this delegation if: - a. The original contract contained an option to renew or extend its term as per f.11(2)(j); and - b. The contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term; and - c. The extension is either on the same terms and conditions as the last year of the original term (allowing for price increases in line with the contract provision for price, if any), or is subject to a variation that is deemed to be a minor variation. - 6. Variations to tenders and contracts with a value exceeding 10% of the total contract value must be progressed in consultation with the Shire President and Deputy Shire President. <p><u>1. In accordance with s.5.43(b), tenders may only be accepted under this delegation where:</u></p> <ul style="list-style-type: none"> - <u>a. The total consideration under the resulting contract is \$500,000 or less; and</u> - <u>b. The expense is included in the adopted Annual Budget.</u> - <u>2. A decision to vary a tendered contract before entry into the contract can only be made under this delegation where the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</u> - <u>3. A decision to vary a tendered contract after entry into the contract can only be made under this delegation if the variation is necessary for the goods and/or services to be supplied, and does not change the scope of the contract.</u> - <u>4. A decision to vary any contract can only be made under this delegation if the cost of the variation can be met from funds set aside for the contract in the adopted Budget.</u> - <u>5. A decision to renew or extend a contract can only be made under this delegation if:</u> - <u>a. The original contract contained an option to renew or extend its term as per f.11(2)(j); and</u> - <u>b. The contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term; and</u> - <u>c. The extension is either on the same terms and conditions as the last year of the original term (allowing for price increases in line with the contract provision for price, if any), or is subject to a variation that is deemed to be a minor variation.</u>

Shire of Gingin

	<u>6. Variations to tenders and contracts with a value exceeding 10% of the total contract value must be submitted to Council for consideration.</u>
Policy	Policy 3.10 Purchasing
Record keeping	Details of each exercise of delegated power must be captured within the Shire's electronic records management system in accordance with s.5.46 of the <i>Local Government Act 1995</i> and r.19 of the <i>Local Government (Administration) Regulations 1996</i> .

DRAFT

Delegation	1.1.9 Waive or Grant Concessions on Money Owed to the Shire [DRAFT]
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers and duties to CEO • s.5.43 Limits on delegations to CEO
Express power or duty delegated	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.6.12(1)(b) & (c) Power to defer, grant discounts, waive or write off debts
Function	<p>To:</p> <ol style="list-style-type: none"> 1. Waive or grant concessions in relation, or write off, any amount of money which is owed to the Shire; and 2. Determine any conditions that may be applicable to the granting of a concession under subsection 6.12(1)(b).
Delegates	CEO
Conditions	<p>1. The maximum amount to be written off under this delegation is \$1,000.00.</p> <p>2. This delegation extends only to monies owed to the Shire under the provisions of the Local Government Act 1995.</p> <p>3. Fees levied under the Planning and Development Act 2005 and the Building Act 2011 are addressed by Council's Policy 3.19 - Fees Relating to Planning and Building Matters.</p> <p>4. This delegation does not apply to the writing off or waiving of rates or service charges in accordance with s.6.12(2) of the Local Government Act 1995.</p> <p>1. <u>A maximum amount of \$5,000 applies to any waiver, concession or debt write-off approved under this delegation.</u></p> <p>2. <u>This delegation extends only to monies owed to the Shire under the provisions of the Local Government Act 1995.</u></p> <p>3. <u>Fees levied under the Planning and Development Act 2005 and the Building Act 2011 are addressed by Council's Policy 3.19 -Fees Relating to Planning and Building Matters.</u></p> <p>4. <u>The waiving or granting of concessions with respect to rates and service charges is prohibited [s. 6.12(2)].</u></p>
Statutory framework	Nil
Policy	Council Policy 3.19 - Fees Relating to Planning and Building Matters
Record keeping	Each exercise of delegation must be recorded in the Shire's Records Management System.

Delegation	1.1.12 Disposing of Assets [DRAFT]
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers and duties to CEO • s.5.43 Limits on delegations to CEO
Express power or duty delegated	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • <u>s.3.58(2) & (3) Disposing of property</u> <p><u>Local Government Act 1995:</u></p> <ul style="list-style-type: none"> • <u>s.3.58(2) & (3) Disposing of property</u> <p><u>Local Government (Functions and General) Regulations 1996:</u></p> <ul style="list-style-type: none"> • <u>r.30 Disposition of property excluded from Act s.3.58</u>
Function	<p>1. Authority to dispose of property to:</p> <p>a. the highest bidder at public auction [s.3.58(2)(a)].</p> <p>b. the person who at public tender called by the local government makes what is considered by the delegate to be the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)].</p> <p>-</p> <p>2. Authority to dispose of property by private treaty only in accordance with s.3.58(3) and, prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].</p> <p>1. Authority to dispose of property to:</p> <p>a. the highest bidder at public auction [s.3.58(2)(a)].</p> <p>b. the person who at public tender called by the local government makes what is considered by the delegate to be the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)].</p> <p>-</p> <p>2. Authority to dispose of property by private treaty only in accordance with s.3.58(3) and, prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].</p> <p>-</p> <p>3. Authority to dispose of property that is prescribed as exempt from the provisions of s.3.58:</p> <p>a. The leasing of land to community groups, whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature, and the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;</p> <p>b. The leasing of land to an employee of the local government for use as the employee's residence; and</p> <p>c. The leasing of residential property to a person.</p>

Delegates	CEO
Conditions	<p>1. Disposal of land or building assets is limited to:</p> <ul style="list-style-type: none"> - a. Matters specified in the annual Budget; or - b. The following instances of property that is exempt from disposition of property requirements under s.30 of the <i>Local Government (Functions and General) Regulations 1996</i>: - i. The leasing of land to community groups, whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature, and the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions. - ii. The leasing of land to an employee of the local government for use as the employee's residence. - iii. The leasing of residential property to a person. - —In any other instance a Council resolution is required for the disposal of land. - <p>2. In accordance with s.5.43 of the Act, disposal of property for any single project, or where not part of a project but part of a single transaction, is limited to a maximum value of \$50,000.</p> <p>-</p> <p>3. Assets other than land with a value not exceeding \$20,000 can be disposed of regardless of whether such disposal has been identified in the annual Budget, provided that disposal is undertaken in accordance with Council Policy 3.18 Disposition of Assets.</p> <p><u>1. In accordance with s.5.43 of the Act, disposal of property for any single project, or where not part of a project but part of a single transaction, is limited to a maximum value of \$50,000.</u></p> <p><u>-</u></p> <p><u>2. Assets other than land with a value not exceeding \$20,000 can be disposed of regardless of whether such disposal has been identified in the annual Budget, provided that disposal is undertaken in accordance with Council Policy 3.18 Disposition of Assets.</u></p>
Statutory framework	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.3.58 Disposal of property <p><i>Local Government (Functions and General) Regulations 1996:</i></p> <ul style="list-style-type: none"> • r.30 Dispositions of property excluded from Act s.3.58
Policy	Policy 3.18 - Disposition of Assets
Record keeping	<p>Any exercise of delegation must be captured in the Shire's electronic records management system in accordance with the requirements of the <i>Local Government Act 1995</i> s.5.46 and the <i>Local Government (Administration) Regulations 1996</i> r.19.</p> <p><u>Any exercise of delegation must be captured in the Shire's electronic records management system in accordance with the requirements of the <i>Local Government Act 1995</i> s.5.46 and the <i>Local Government (Administration) Regulations 1996</i> r.19.</u></p>

Delegation	1.1.18 Close Thoroughfares to Vehicles [DRAFT]
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO • s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.3.50 Closing certain thoroughfares to vehicles • s.3.50A Partial closure of thoroughfare for repairs or maintenance • s.3.51 Affected owners to be notified of certain proposals
Function	<p>1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)].</p> <p>2. Authority to determine to close a thoroughfare for a period exceeding 4 weeks and, before doing so, to:</p> <ol style="list-style-type: none"> a. give public notice, written notice to the Commissioner for Main Roads and written notice to prescribed persons and persons who own prescribed land; and b. consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. <p>3. Authority to revoke an order to close a thoroughfare [s.3.50(6)].</p> <p>4. Authority to partially and temporarily close a thoroughfare, without public notice, for repairs or maintenance where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A].</p> <p>5. Authority, before doing anything to which s.3.51 applies, to take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or to drain water from a thoroughfare to private land [s.3.51].</p>
Delegates	CEO

Conditions	<p>Delegation only relates to circumstances where there is an alternative route available to traffic which might otherwise use the section of road to be closed, or where the closure is intended to be of such short duration that no great inconvenience will be suffered.</p> <p>Elected Members are to be advised of any road closure likely to be in effect for more than five working days.</p> <p><u>1. If, under s. 3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s. 3.50(8)].</u></p> <p>-</p> <p><u>2. Within a townsite, access to adjoining land must be maintained [s. 3.52(3)].</u></p> <p>-</p> <p><u>3. This delegation relates to temporary road closures only. Permanent road closures must be determined by Council and are subject to compliance with s.58 of the <i>Land Administration Act 1987</i>.</u></p> <p>-</p> <p><u>4. Elected members are to be advised of any road closure likely to be in effect for more than 5 working days.</u></p>
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19

Delegation	2.1.1 Approve or Refuse a Building Permit [DRAFT]
Category	2. Building Act 2011
Delegator	Council
Express power to delegate	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> • s.127(1) and (3) Delegation: special permit authorities and local governments
Express power or duty delegated	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> • s.18 Further information • s.20 Grant of building permit • s.22 Further grounds for not granting an application • s.27(1) and (3) Conditions imposed by permit authority <p><u><i>Building Act 2011:</i></u></p> <ul style="list-style-type: none"> • <u>s.18 Further information</u> • <u>s.20 Grant of building permit</u> • <u>s.22 Further grounds for not granting an application</u> • <u>s.27(1) and (3) Conditions imposed by permit authority</u> <p><u><i>Building Regulations 2012:</i></u></p> <ul style="list-style-type: none"> • <u>Application to extend time during which permit has effect (s.32)</u> • <u>Extension of time during which permit has effect (s.32(3))</u> • <u>Approval of new responsible person (s.35(c))</u>
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) and (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [s.27(1) and (3)]. <ol style="list-style-type: none"> a. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]. b. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	CEO

Conditions	<ol style="list-style-type: none"> 1. This delegation applies to retaining walls between 1 metre and 1.8 metres in height. Plans showing height, length and location and accompanied by certification of structural adequacy prepared by a Professional (Structural) Engineer (as defined in the Building Code of Australia) must be submitted. 2. Plans submitted for retaining walls with a height exceeding 1.8 metres must be referred to Council for determination. 3. Discretion is to be exercised in issuing a building licence for earthworks and retaining walls prior to issuing a building licence for a dwelling on the subject lot.
Statutory framework	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> • s.119 Building and demolition permits - application for review by SAT • s.23 Time for deciding application for building or demolition permit • s.17 Uncertified application to be considered by building surveyor <p><i>Building Regulations 2012:</i></p> <ul style="list-style-type: none"> • r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) - reviewable by the State Administrative Tribunal <p><i>Building Services (Registration) Act 2011:</i></p> <ul style="list-style-type: none"> • s.7 Carrying out prescribed building service when not registered <p><i>Home Building Contracts Act 1991:</i></p> <ul style="list-style-type: none"> • Part 3A, Division 2 - Part 7, Division 2 <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Policy	<ul style="list-style-type: none"> • Policy 8.1 (Building Control Disclaimer)- • Policy 8.3 (Building Licence—Deposit for Footpaths/Cycleways)- • Policy 8.4 (Sign Applications)- • Policy 8.5 (Amalgamation of Lots for Building Sites)- • Policy 8.6 (Roof Drainage)- • Policy 8.7 (Roof Guttering on Outbuildings)- • Policy 8.8 (Temporary Accommodation)- • Policy 8.9 (Retaining Walls)- • Policy 8.10 (Retaining Walls—Cut and Fill of Lots)- • Policy 8.11 (Oversized Outbuildings)-
Record keeping	<p>Each exercise of delegated power must be captured in the Shire's records management system as required by Local Government Act 1995 s.5.46 and Local Government (Administration) Regulations 1996 r.19-</p> <p><u>Each exercise of delegated power must be captured in the Shire's records management system as required by Local Government Act 1995 s.5.46 and Local Government (Administration) Regulations 1996 r.19.</u></p>

Delegation	2.1.6 Private Pool Barrier - Alternative and Performance Solutions [DRAFT]
Category	2. Building Act 2011
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.127(1) an (3) Delegation: special permit authorities and local governments
Express power or duty delegated	<i>Building Regulations 2012:</i> <ul style="list-style-type: none"> • r.51 Approvals by permit authority
Function	<p>1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if they were compliant with AS 1926.1 [r.51(2)].</p> <p>2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner/occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)].</p> <p>3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].</p>
Delegates	CEO
Conditions	Nil Decisions under this delegation must be consistent with modifications to AS 1926.1-2012 prescribed in r. 15B of the <i>Building Regulations 2012</i> .
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by Local Government Act 1995 s.5.46 and Local Government (Administration) Regulations 1996 r.19- Each exercise of delegated power must be captured in the Shire's records management system as required by Local Government Act 1995 s.5.46 and Local Government (Administration) Regulations 1996 r.19.

Delegation	6.1.1 Appoint Authorised Officers and Designated Officers [DRAFT]
Category	6. Food Act 2008
Delegator	Council
Express power to delegate	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • s.118(2)(b), (3) and (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • s.122(1) Appointment of authorised officers • s.126(6), (7) and (13) Infringement officers
Function	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or s.24 (1) of the <i>Public Health Act 2016</i> to be a Designated Officer for the purposes of issuing infringement notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements) for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Delegates	CEO
Conditions	<p>1. A person who is a Designated Officer for the purposes of Function 2 cannot also be a Designated Officer for the purposes of Function 3, and vice versa [s.126(13)].</p> <p>2. A list of appointed Authorised Officers must be prepared and maintained [s.122(3)].</p> <p>1. <u>A person who is a Designated Officer for the purposes of Function 2 cannot also be a Designated Officer for the purposes of Function 3, and vice versa [s.126(13)].</u></p> <p>2. <u>A list of appointed Authorised Officers must be prepared and maintained [s.122(3)].</u></p> <p>3. <u>In accordance with s. 118(3)(b), this delegation is subject to relevant Department of Health CO Guidelines, as amended from time to time, including but not limited to:</u></p> <ul style="list-style-type: none"> • <u>Appointment of Authorised Officers as Meat Inspectors;</u> • <u>Appointment of Authorised Officers;</u> • <u>Appointment of Authorised Officers - Designated Officers Only; and</u> • <u>Appointment of Authorised Officers - Appointment of persons to assist with the discharge of duties of an Authorised Officer.</u>
Statutory framework	<p>Nil</p> <p>1. <u>s. 122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers.</u></p> <p>2. <u>s. 123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed.</u></p>
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.

Delegation	8.1.7 Determination of Development Applications [DRAFT]
Category	8. Planning and Development Act 2005
Delegator	Council
Express power to delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <ul style="list-style-type: none"> • Schedule 2, Reg. 82 Delegation of any powers or duties to the CEO
Express power or duty delegated	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <ul style="list-style-type: none"> • Schedule 2, Reg. 63(2) Accompanying material • Schedule 2, Reg. 64 Advertising applications • Schedule 2, Reg. 68(2) Determination of applications • Schedule 2, Reg. 72 Temporary development approval • Schedule 2, Reg. 74 Approval subject to later approval of details • Schedule 2, Reg. 75(3) Time for deciding application for development approval • Schedule 2, Reg. 77(3) and 77(4) Amending or cancelling development approval
Function	<p>Permitted Uses</p> <p>-</p> <p>1. To determine all applications for development approval where the proposed use is a 'P' use in the zoning table of Local Planning Scheme No. 9:</p> <p>-</p> <p>2. To determine all applications for development approval where the proposed use is incidental under Local Planning Scheme No 9, subject to:</p> <p>-</p> <p>a. Application of standard tests of dominance and subservience, in accordance with appropriate and accepted town planning practice;</p> <p>-</p> <p>b. Compliance with any requirements of Council established by earlier relevant Council decisions in respect of such uses, which are considered relevant to the application.</p> <p>-</p> <p>3. To waive or vary a requirement for material to accompany an application for development approval in accordance with cl. 1 and 2 above.</p> <p>-</p> <p>4. To determine whether or not to grant a development approval after the period applicable under Reg. 75(1) of the Deemed Provisions has expired.</p> <p>-</p> <p>5. To waive or vary a requirements of Parts 8 or 9 of the Deemed Provisions with respect to a development approval if the application relates to a minor amendment to the development approval.</p> <p>-</p> <p>6. To determine an application to:</p> <p>-</p> <p>a. amend a development approval by extending the period within which the development must be substantially commenced;</p> <p>-</p> <p>b. amend or delete any condition to which the approval is subject;</p> <p>-</p> <p>c. amend an aspect of the development approved which, if amended, will not substantially change the development approved; or</p> <p>-</p> <p>d. cancel a development approval.</p> <p>-</p> <p>Residential Development – Residential Design Codes of Western Australia (as amended) and Local Planning Scheme No. 9 (as amended)</p> <p>-</p>

1. To determine all development applications for a single house (including outbuildings), grouped and multiple dwelling development including:

a. Variations to the deemed-to-comply requirements of the Residential Design Codes, Local Planning Policies and Scheme provisions in accordance with the conditions of the delegation;

b. Minor amendments to Development Applications previously approved (including those previously approved by resolution of Council) that, if amended, would not substantially change the development approved and for which no objection has been received during advertising (if applicable);

c. Proposals for the extension of development approval where that approval has since expired or is due to expire prior to project commencement or completion, including determination as to whether public advertising is required;

Discretionary Land Use and Development

To determine all applications for development approval where the proposed use is a 'D' use in the zoning table of Local Planning Scheme No. 9 including:

1. Variations to the deemed-to-comply requirements of the Residential Design Codes, Local Planning Policies and Scheme provisions in accordance with the conditions of delegation;

2. Minor amendments to Development Applications previously approved (including those previously approved by resolution of Council) that, if amended, would not substantially change the development approved and for which no objection has been received during advertising (if applicable);

3. Proposals for the extension of development approval, where that approval has since expired or is due to expire prior to project commencement or completion, including determination as to whether public advertising is required (including those previously approved by resolution of Council);

Building Envelopes

Determine an amendment or relocation of designated building envelopes on 'Rural Living', 'General Rural' and 'Rural Industry' zoned properties;

Commercial Parking

Determine all development applications for commercial parking;

Advertising Signs

Determine all development applications for advertising signs;

Advertising

1. Waive a requirement for an application to be advertised in the circumstance where an application does not comply with a requirement of the Scheme or is a 'Use Not Listed' under cl.3.4.2(b) of the Scheme.

Note: Delegation does not apply to the performance of prescribed development approval functions in relation to prescribed single house development, which is a direct function of the CEO or an authorised employee [Planning and Development (Local Planning Schemes) Regulations 2015 r. 84B and r. 84C].

Permitted Uses

1. To determine all applications for development approval where the proposed use is a 'P' use

in the zoning table of Local Planning Scheme No. 9.

- 2. To determine all applications for development approval where the proposed use is incidental under Local Planning Scheme No 9, subject to:

- a. Application of standard tests of dominance and subservience, in accordance with appropriate and accepted town planning practice;

- b. Compliance with any requirements of Council established by earlier relevant Council decisions in respect of such uses, which are considered relevant to the application.

- 3. To waive or vary a requirement for material to accompany an application for development approval in accordance with cl. 1 and 2 above.

- 4. To determine whether or not to grant a development approval after the period applicable under Reg. 75(1) of the Deemed Provisions has expired.

- 5. To waive or vary a requirements of Parts 8 or 9 of the Deemed Provisions with respect to a development approval if the application relates to a minor amendment to the development approval.

- 6. To determine an application to:

- a. amend a development approval by extending the period within which the development must be substantially commenced.

- b. amend or delete any condition to which the approval is subject;

- c. amend an aspect of the development approved which, if amended, will not substantially change the development approved; or

- d. cancel a development approval.

- **Residential Development - Residential Design Codes of Western Australia (as amended) and Local Planning Scheme No. 9 (as amended)**

- 1. To determine all development applications for a grouped or multiple dwelling development including:

- a. Variations to the deemed-to-comply requirements of the Residential Design Codes, Local Planning Policies and Scheme provisions in accordance with the conditions of the delegation.

- b. Minor amendments to Development Applications previously approved (including those previously approved by resolution of Council) that, if amended, would not substantially change the development approved and for which no objection has been received during advertising (if applicable).

- c. Proposals for the extension of development approval where that approval has since expired or is due to expire prior to project commencement or completion, including determination as to whether public advertising is required.

- **Discretionary Land Use and Development**

- To determine all applications for development approval where the proposed use is a 'D' use in the zoning table of Local Planning Scheme No. 9 including:

- 1. Minor amendments to Development Applications previously approved, (including those previously approved by resolution of Council) that, if amended, would not substantially change the development approved and for which no objection has been received during advertising (if

	<p><u>applicable).</u></p> <p>- <u>2. Proposals for the extension of development approval, where that approval has since expired or is due to expire prior to project commencement or completion, including determination as to whether public advertising is required (including those previously approved by resolution of Council).</u></p> <p>- Building Envelopes</p> <p>- <u>Determine an amendment or relocation of designated building envelopes on 'Rural Living', 'General Rural' and 'Rural Industry' zoned properties.</u></p> <p>- Commercial Parking</p> <p>- <u>Determine all development applications for commercial parking.</u></p> <p>- Advertising Signs</p> <p>- <u>Determine all development applications for advertising signs.</u></p> <p>- Advertising</p> <p>- <u>1. Waive a requirement for an application to be advertised in the circumstance where an application does not comply with a requirement of the Scheme or is a 'Use Not Listed' under cl.3.4.2(b) of the Scheme.</u></p>
Delegates	CEO

Conditions	<p>Exercise of delegated power is subject to the following:</p> <ol style="list-style-type: none"> 1. The permissibility is designated a 'P' (including Incidental Uses to) and/or 'D' use in Table 1: Zoning Table of Local Planning Scheme No. 9 (as amended); and 2. No objection or concern has been raised by an adjoining landowner or resident (if required to be advertised); or 3. Submissions that raise concerns with respect to the proposed development are received (and those concerns are material planning considerations, but: <ol style="list-style-type: none"> a. The matter is resolved through liaison with the party or parties who lodged the submissions, and/or amendments to the application and/or the application of conditions to the satisfaction of the CEO, the applicant and the party or parties who lodged the submissions. b. Prior to approval of the application, the applicant and/or party or parties who lodged the submissions have provided written (including via email) confirmation of their acceptance of the terms of the proposed delegated decision; and c. For which, if applicable, comments have been sought from any Government instrumentalities and those recommendations have been satisfactorily addressed or appropriately conditioned on the planning consent. 4. Where the development complies with Scheme provisions and any relevant Local Planning Policy standards and requirements and any other applicable planning instrument. 5. Where variations that demonstrate compliance with the Design Principles of the Residential Design Codes, satisfy the objectives and intent of the Local Planning Scheme No. 9, relevant Local Planning Policies and any other planning instrument. <p>Building Envelopes</p> <p>Where no objections are received from adjoining landowners and the proposal will not result in removal of significant vegetation.</p> <p>Advertising Signs</p> <p>Where no adverse public submissions are received during advertising (if required) and the proposal complies with the Shire's Local Planning Policy 1.12 - Advertising Signs.</p> <p>Advertising</p> <ol style="list-style-type: none"> 1. Advertising requirements may only be waived where any departure from the requirements of the Scheme is deemed to be of a minor nature. 2. Advertising requirements may only be waived for a 'Use not Listed' under the Scheme where the development may be consistent with the objectives of the relevant zoning.
Statutory framework	<p><i>Planning and Development Act 2005</i></p> <p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p>
Policy	Nil

Record keeping	<p>1. Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995 s.5.46</i> and <i>Local Government (Administration) Regulations 1996 r.19</i>.</p> <p>-</p> <p>2. Details of each exercise of this delegation over the preceding month will be included in the Departmental Update presented to the first Briefing Session of the month.</p> <p><u>1. Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995 s.5.46</i> and <i>Local Government (Administration) Regulations 1996 r.19</i>.</u></p>
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DRAFT

Delegation	1.1.22 Authorise Persons to Perform Specified Functions Under the Local Government Act 1995 [DRAFT]
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s. 5.42 Delegation of some powers or duties to the CEO • s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<p><i>Local Government Act 1995L:</i></p> <ul style="list-style-type: none"> • s. 3.24 Authorising persons under this subdivision • s. 3.31(2) General procedure for entering property • s. 3.39(1) Power to remove and impound • s. 3.40A(1) Abandoned vehicle wreck may be taken • s. 9.24(1)(c) and (2)(b) Prosecutions, commencing
Function	<p>1. Authority to authorise persons for the purposes of Part 3, Division 3, Subdivision 2 - Certain provisions about land to exercise the local government's powers under s. 3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be done by owner or occupier of land [s. 3.24].</p> <p>2. Authority to authorise persons to enter onto land, premises or thing without consent of the owner/occupier, unless the owner/occupier objects [s. 3.31(2)].</p> <p>3. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s. 3.39(1)].</p> <p>4. Authority to authorise persons to commence prosecutions for offences under the <i>Local Government Act 1995</i> and any local laws made under the <i>Local Government Act 1995</i> [s. 9.24(1)(c) and (2)(b)].</p> <p>5. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s. 3.40A(1)].</p>
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Any exercise of delegation must be captured in the Shire's electronic records management system in accordance with the requirements of the <i>Local Government Act 1995</i> s. 5.46 and the <i>Local Government (Administration) Regulations 1996</i> r. 19.

Delegation	2.1.9 Inspection and Copies of Building Records [DRAFT]
Category	2. Building Act 2011
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.127(1) and (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.131(2) Inspection, copies of building records
Function	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	CEO
Conditions	Nil
Statutory framework	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.146 Confidentiality
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.

Delegation	2.1.10 Referrals and Issuing Certificates [DRAFT]
Category	2. Building Act 2011
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s. 145A Local government functions
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s. 145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Gingin's District [s. 145A(2)].
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r. 19.

Delegation	5.1.10 Grant Exemption as to Number of Dogs Kept at Premises [DRAFT]
Category	5. Dog Act 1974
Delegator	Council
Express power to delegate	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s. 26(3) Limitation as to numbers
Function	1. Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s. 26(3)].
Delegates	CEO
Conditions	<p>1. The CEO is permitted to subdelegate to employees [10AA(3)].</p> <p>2. Decisions under this delegation must comply with the relevant provisions of the Dog Act 1976 and the Shire of Gingin Dogs Local Law, including:</p> <ul style="list-style-type: none"> • Consider and be satisfied that for any particular premises the provisions of the Dog Act 1976 relating to kennel establishments need not be applied in the circumstances [s. 26 (3)]; and • Apply the provisions of s.26(4). <p>3. Conditions that must be applied to an approved exemption include:</p> <ul style="list-style-type: none"> • Fencing at the premises must be adequate and maintained to prevent the dogs from leaving the premises, to the satisfaction of the CEO; • Registrations for each dog subject to the approved exemption must be current and maintained; and • An exemption applies only to the dogs registered and listed in the approval and as such cannot be transferred to another dog.
Statutory framework	Decisions made under this delegation may be referred for review by the State Administrative Tribunal
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.

Delegation	5.1.11 Appoint Registration Officer [DRAFT]
Category	5. Dog Act 1974
Delegator	Council
Express power to delegate	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • Terms Used (<i>Registration officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act.</i>)
Function	1. Authority to authorise a person for the purposes of performing the prescribed office of Registration Officer under the <i>Dog Act 1976</i> [s. 3].
Delegates	CEO
Conditions	1. The CEO is permitted to subdelegate to employees [s. 10AA(3)].
Statutory framework	Subdelegation is only permitted where delegation to the CEO expressly authorises subdelegation.
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s. 5.46 and <i>Local Government (Administration) Regulations 1996</i> r. 19.

DELEGATIONS

1. Local Government Act 1995

Delegation	1.1.1 Serving of Notices Requiring Certain Things to be Done by Owner or Occupier of Land
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO • s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.3.25 Notices requiring certain things to be done by owner or occupier of land • s.3.26 Additional powers when notices given
Function	<ol style="list-style-type: none"> 1. To issue notices requiring the owner or, unless indicated otherwise by Schedule 3.1, the occupier of land to do anything: <ol style="list-style-type: none"> a. specified in Schedule 3.1, Division 1; or b. that is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 1. 2. If the notice recipient fails to comply with the notice, to do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given. 3. To recover the cost of anything done under 2. above from the person who fails to comply with the notice.
Delegates	CEO
Conditions	Nil
Statutory framework	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • <i>Sch. 3.1 Powers under notices to owners or occupiers of land</i>
Policy	Nil
Record keeping	Each exercise of delegation is to be captured in the Shire's records management system.
Date adopted	15 June 2021
Adoption references	OCM 15 June 2021 - Item 11.1
Last reviewed	21 May 2024

Delegation	1.1.2 Doing Any of the Things Prescribed in Schedule 3.2 on Land That is Not Shire Property
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers and duties to CEO • s.5.43 Limits on delegations to CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • s.3.27 Particular things local governments can do on land that is not local government property
Function	To do any of the things prescribed in Schedule 3.2 even though the land on which the thing is to be done is not Shire property and the Shire does not have consent to do it.
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegation to be captured in the Shire's records management system.
Date adopted	6 May 2008
Adoption references	OCM 6 May 2008 - Item 11.2.2
Last reviewed	21 May 2024

Delegation	1.1.4 Powers of Entry
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO • s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.3.28 When this Subdivision applies • s.3.32 Notice of entry • s.3.33 Entry under warrant • s.3.34 Entry in an emergency • s.3.36 Opening fences
Function	<p>1. Authority to exercise powers of entry to enter onto land to perform any of the local government's functions under the <i>Local Government Act 1995</i>, other than entry under a local law [s.3.28].</p> <p>2. Authority to give notice of entry [s.3.32].</p> <p>3. Authority to seek and execute an entry under warrant [s.3.33].</p> <p>4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</p> <p>5. Authority to give notice and effect entry by opening a fence [s.3.36].</p>
Delegates	CEO
Conditions	Nil
Statutory framework	<p><i>Local Government Act 1995:</i></p> <p>s.9.10 Appointment of authorised persons - refer also s.3.32(2)</p> <p>Part 3, Division 3 - prescribes statutory processes for Powers of Entry</p>
Policy	Nil
Record keeping	Each exercise of delegation is to be captured in the Shire's records management system.
Date adopted	16 June 2020
Adoption references	OCM 16 June 2020 - Item 11.1.2
Last reviewed	21 May 2024

Delegation	1.1.5 Appointment of Authorised Persons and Approval of Complaint of Breach Form (Code of Conduct for Council Members, Committee Members and Candidates)
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO • s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Model Code of Conduct) Regulations 2021</i> Schedule 1 Model code of conduct <ul style="list-style-type: none"> • cl.11(2)(a) and (b) and 11(3) Complaint about alleged breach
Function	<ol style="list-style-type: none"> 1. Approve the form in which complaints relating to alleged breaches of the Code of Conduct for Council Members, Committee Members and Candidates must be submitted. 2. Appoint authorised persons to receive complaints and withdrawals of complaints in relation to alleged breaches of the Code of Conduct for Council Members, Committee Members and Candidates.
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Code of Conduct for Council Members, Committee Members and Candidates
Record keeping	Each exercise of delegation is to be captured in the Shire's records management system.
Date adopted	16 February 2021
Adoption references	Minute Item 11.1.3
Last reviewed	21 May 2024

Delegation	1.1.6 Tenders for Goods and Services - Call Tenders
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO • s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • s.3.57 Tenders for providing goods or services <p><i>Local Government (Functions and General) Regulations 1996</i></p> <ul style="list-style-type: none"> • r.11(1) and (2) when tenders have to be publicly invited • r.13 Requirements when local government invites tenders though not required to do so • r.14 Publicly inviting tenders, requirements for
Function	<ol style="list-style-type: none"> 1. Authority to call tenders [r.11(1)]. 2. Authority to invite tenders although not required to do so [r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided with notice of the variation [r.14(5)].
Delegates	CEO
Conditions	<p>Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new annual budget where:</p> <ol style="list-style-type: none"> 1. The proposed goods or services are required to fulfil a routine contract related to the day to day operations of the local government; 2. A current supply contract expiry is imminent; 3. The value of the proposed new contract has been included in the draft annual budget proposed for adoption; and 4. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by Council.
Statutory framework	Nil
Policy	Policy 3.10 Purchasing

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Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	15 June 2021
Adoption references	Minute Item 11.1
Last reviewed	21 May 2024

Delegation	1.1.8 Application of Regional Price Preference Policy
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegations of some powers or duties to the CEO • s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<p><i>Local Government (Functions and General) Regulations 1996</i></p> <ul style="list-style-type: none"> • r.24G Adopted regional price preference policy, effect of
Function	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Delegates	CEO
Conditions	1. This delegation may only be exercised following an investigation that determines there are no regional tenderers that are able to provide the services.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Council Policy 1.44 Regional Price Preference Council Policy 3.10 Purchasing
Record keeping	Each exercise of delegation is to be captured in the Shire's records management system.
Date adopted	19 October 2021
Adoption references	OCM 19 October 2021 - Item 13.1
Last reviewed	21 May 2024

Delegation	1.1.10 Power to Invest and Manage Investments
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers and duties to CEO • s.5.43 Limits on delegations to CEO
Express power or duty delegated	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.6.14 Power to invest <p><i>Local Government (Financial Management) Regulations 1995:</i></p> <ul style="list-style-type: none"> • r.19 Investments, control procedures for
Function	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [r.19].
Delegates	CEO
Conditions	1. All investment activity must comply with r.19C ad Council Policy 3.2 Investments.
Statutory framework	<p><i>Local Government (Financial Management) Regulations 1995:</i></p> <ul style="list-style-type: none"> • r.19C Investment of money, restrictions on (Act s.6.14(2)(a))
Policy	Policy 3.2 - Investments
Record keeping	Any exercise of delegation must be captured in the Shire's electronic records management system in accordance with the requirements of the <i>Local Government Act 1995</i> s.5.46 and the <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	5 June 2008
Adoption references	Minute Item 11.2.2
Last reviewed	21 May 2024

Delegation	1.1.11 Rates and Service Charges
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers and duties to CEO • s.5.43 Limits on delegations to CEO
Express power or duty delegated	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.6.39(2)(b) Rate record • s.6.49 Agreement as to payment of rates and service charges • s.6.50 Rates or service charges due and payable • s.6.56 Rates or service charges recoverable in court • s.6.60 Local government may require lessee to pay rent • s.6.64(3) Actions to be taken • s.6.76 Grounds of objection
Function	<ol style="list-style-type: none"> 1. Authority to determine any requirement to amend the rate record for the five years preceding the current financial year [s.6.39(2)(b)]. 2. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49]. 3. Authority to determine the date on which rates or service charges become due and payable to the Shire of Gingin [s.6.50]. 4. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 5. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 6. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Gingin [s.6.60(2)]. 7. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)]. 8. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 9. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing that written notice of the decision and reasons for the decision are promptly served upon the person who made the objection [s.6.76(5)].
Delegates	CEO
Conditions	Nil

Statutory framework	<p>Functions 1 & 8 <i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.6.40 Effect of amendment of rate records <p>NOTE: Decisions under these delegations may be referred to the State Administrative Tribunal for review. Affected parties must be provided with written reasons for any decision and informed of their rights of objection and review in accordance with s.9.4 and 9.5 of the <i>Local Government Act 1995</i>.</p> <p>Functions 5 & 6 <i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.6.61 Requirement to give name of person liable • s.6.62 Application of money paid for rates and service charges • Sch. 6.2 Provisions relating to lease of land where rates or service charges unpaid
Policy	Policy 1.39 Financial Hardship
Record keeping	Any exercise of delegation must be captured in the Shire's electronic records management system in accordance with the requirements of the <i>Local Government Act 1995</i> s.5.46 and the <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	21 August 1997
Adoption references	Minute Item 5.1.3
Last reviewed	21 May 2024

Delegation	1.1.13 Payments from the Municipal or Trust Funds
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers and duties to CEO • s.5.43 Limits on delegations to CEO
Express power or duty delegated	<p><i>Local Government (Financial Management) Regulations 1996:</i></p> <ul style="list-style-type: none"> • r.12(1) Payments from municipal fund or trust fund, restrictions on making
Function	To make payments from the Municipal Fund or Trust Fund.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Authority to make payments is subject to annual budget limitations. 2. Requests for donations can be determined under this delegation where the individual value of the donation sought is \$1,000 or less and sufficient funds are available in the current adopted budget, subject to the following criteria: <ol style="list-style-type: none"> a. it can be demonstrated that the donation will be of significant benefit to the local community; b. The request is made by a community group or not for profit organization, or from a person or group who is running a not for profit activity; c. The group's financial status is such as to justify a donation from the Shire; d. Special circumstances or needs existing,, in the opinion of the CEO, to warrant a donation (eg support of needy groups or individuals who bring credit to the municipality by achieving State or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses). 3. Details of all donations approved under delegated authority, including justification of the decision, are to be provided to Council on a monthly basis.
Statutory framework	<p><i>Local Government Act 1995</i></p> <p><i>Local Government (Financial Management) Regulations 1996</i> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p><i>Local Government (Audit) Regulations 1996</i></p> <p>Department of Local Government, Sport and Cultural Industries' Operational Guideline No. 11 - Use of Corporate Credit Cards</p> <p>Department of Local Government, Sport and Cultural Industries' Accounting Manual</p>

Shire of Gingin

Policy	Council Policy 3.2 Investments Council Policy 3.9 Purchasing and Ordering of Goods Council Policy 3.10 Purchasing
Record keeping	Each exercise of delegation is to be recorded in the Shire's records management system.
Date adopted	16 June 2020
Adoption references	OCM 16 June 2020 - Item 11.1.2
Last reviewed	21 May 2024

Delegation	1.1.14 Declare Vehicle to be Abandoned Vehicle Wreck
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers and duties to CEO • s.5.43 Limits on delegations to CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • s.3.40A(4) Abandoned vehicle wreck may be taken
Function	Authority to declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Any exercise of delegation must be captured in the Shire's electronic records management system in accordance with the requirements of the <i>Local Government Act 1995</i> s.5.46 and the <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	6 May 2008
Adoption references	OCM 6 May 2008 - Item 11.2.2
Last reviewed	21 May 2024

Delegation	1.1.15 Confiscated or Uncollected Goods
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers and duties to CEO • s.5.43 Limits on delegations to CEO
Express power or duty delegated	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.3.46 Goods may be withheld until costs paid • s.3.47 Confiscated or uncollected goods, disposal of • s.3.48 Impounding expenses, recovery of
Function	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government [s.3.46]. 2. Authority to sell or otherwise dispose of uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding and disposing of confiscated or uncollected goods [s.3.48].
Delegates	CEO
Conditions	Nil
Statutory framework	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 3, s.3.58 Disposing of property - applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Policy	Policy 3.18 Disposition of Assets
Record keeping	Any exercise of delegation must be captured in the Shire's electronic records management system in accordance with the requirements of the <i>Local Government Act 1995</i> s.5.46 and the <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	7 December 1999
Adoption references	OCM 7 December 1999 - Item 10.7
Last reviewed	21 May 2024

Delegation	1.1.16 Disposal of Sick or Injured Impounded Animals
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers and duties to CEO • s.5.43 Limits on delegations to CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • s.3.46A Sick or injured animals, disposal of • s.3.48 Impounding expenses, recovery of
Function	<ol style="list-style-type: none"> 1. Authority to determine, when an impounded animal is ill or injured, that treating it is not practicable, and that it shall be humanely destroyed and the carcass disposed of [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding and disposing of confiscated or uncollected goods [s.3.48].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. The disposal of animal carcasses will be undertaken in accordance with any requirements of cl. 6.7 of the Shire of Gingin Health Local Law 2017.
Statutory framework	<i>Shire of Gingin Health Local Law 2017:</i> cl.6.7 Disposal of dead animals
Policy	Nil
Record keeping	Any exercise of delegation must be captured in the Shire's electronic records management system in accordance with the requirements of the <i>Local Government Act 1995</i> s.5.46 and the <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	17 June 2014
Adoption references	OCM 17 June 2014 - Item 11.1.1
Last reviewed	21 May 2024

Delegation	1.1.17 Gates Across Public Thoroughfares
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers and duties to CEO • s.5.43 Limits on delegations to CEO
Express power or duty delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996:</i></p> <ul style="list-style-type: none"> • r.9 Permission to have gate across public thoroughfare - Sch. 9.1 cl.5(1)
Function	<ol style="list-style-type: none"> 1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [r.9(5)]. 5. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [r.9(6)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. The road in question must be of a minor nature with a low traffic density. 2. The proposed gate must be a heavy duty swing type. 3. The proposed gate must be left unlocked at all times. 4. All landowners adjoining the road or using the road for access must confirm, in writing, their support for the proposal. 5. Actions under this delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.
Statutory framework	<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i> - prescribe applicable statutory procedures.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>.</p>
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19
Date adopted	21 August 1997
Adoption references	OCM 21 August 1997 - Item 5.1.33333
Last reviewed	21 May 2024

Delegation	1.1.19 Obstruction of Footpaths and Thoroughfares
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO • s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996:</i></p> <ul style="list-style-type: none"> • r.5(2) Interfering with, or taking from, local government land • r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl.3(1)(a) • r.7A Obstruction of public thoroughfare by fallen things - Sch. 9.1 cl.3(1)(b) • r.7 Encroaching on public thoroughfare - Sch. 9.1 cl.3(2)
Function	<p>1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to:</p> <p>a. prevent damage to the footpath; or</p> <p>b. prevent inconvenience to the public or danger from falling materials [r.5.2].</p> <p>2. Authority to provide permission including imposing appropriate conditions, or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare [r.6(2) and (4)].</p> <p>3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission given at the time written notice is given to the person to whom permission is granted [r.6(6)].</p> <p>4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [r.7A].</p> <p>5. Authority to require an owner or occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority, on a public thoroughfare [r.7].</p>
Delegates	CEO

Conditions	<p>1. Actions under this delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</p> <p>2. Permission may only be granted where the proponent has:</p> <p>a. where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</p> <p>b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of the works.</p> <p>c. provided evidence of sufficient public liability insurance.</p> <p>d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p>
Statutory framework	<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i> Penalties under the Regulations are administered in accordance with the <i>Local Government Act 1995</i>, Part 9, Division 2.</p>
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 - Item 11.1.1
Last reviewed	21 May 2024

Delegation	1.1.20 Public Thoroughfare - Dangerous Excavations
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO • s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996:</i></p> <ul style="list-style-type: none"> • r.11(1), (4), (6) and (8) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Function	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner/occupier in writing to fill in or securely fence the excavation [r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [r.11(4)]. 3. Authority to impose conditions on granting permission [r.11(6)]. 4. Authority to renew a permission granted or vary at any time any condition imposed on a permission granted [r.11(8)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Actions under this delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where the proponent has: <ol style="list-style-type: none"> a. Where appropriate, obtained written permission from, or entered into a legal agreement with, each owner of adjacent property which may be impacted by the proposed works. b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public asset/s at the completion of the works. c. Provided evidence of sufficient public liability insurance. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory framework	<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i> Penalties under the Regulations are administered in accordance with the <i>Local Government Act 1995</i>, Part 9, Division 2.</p> <p>Determination of bond value and conditions – refer to Delegation 1.2.5 Determine and Manage Conditions on Permission for Dangerous Excavations on or on Land Adjoining Public Thoroughfares</p>
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19

Shire of Gingin

Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 - Item 11.1.1
Last reviewed	21 May 2024

Delegation	1.1.21 Crossing - Construction, Repair and Removal
Category	1. Local Government Act 1995
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.5.42 Delegation of some powers or duties to the CEO • s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996:</i></p> <ul style="list-style-type: none"> • r.12(1) Crossing from public thoroughfare to private land or private thoroughfare - Sch. 9.1 cl.7(2) • r.13(1) Requirement to construct or repair crossing - Sch. 9.1 cl.7(3)
Function	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the local government [r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing, and to recover 50% of the cost of doing so as a debt due from the person [r.13(2)].
Delegates	CEO
Conditions	1. Actions under this delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
Statutory framework	<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i> Penalties under the Regulations are administered in accordance with the <i>Local Government Act 1995</i>, Part 9, Division 2.</p>
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19
Date adopted	19 July 2022
Adoption references	OCP 19 July 2022 - Item 11.1
Last reviewed	21 May 2024

Delegation	2.1.2 Occupancy Permits and Building Approval Certificates
Category	2. Building Act 2011
Delegator	Council
Express power to delegate	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> • s.127(1) and (3) Delegation: special permit authorities and local governments
Express power or duty delegated	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> • s.55 Further information • s.58 Grant of occupancy permit, building approval certificate • s.62(1) and (3) Conditions imposed by permit authority • s.65(4) Extension of period of duration <p><i>Building Regulations 2012:</i></p> <ul style="list-style-type: none"> • r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend or refuse to extend the period within which an occupancy permit or building approval certificate has effect [s.65(4) and r.40].
Delegates	CEO
Conditions	Nil
Statutory framework	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> • s.59 Time for granting occupancy permit or building approval certificate • s.60 Notice of decision not to grant occupancy permit or grant building approval certificate • s.121 Occupancy permits and building approval certificates - application for review by SAT <p><i>Building Services (Complaint Resolution and Administration) Act 2011:</i></p> <ul style="list-style-type: none"> • Part 7, Division 2 <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.

Shire of Gingin

Date adopted	18 October 2011
Adoption references	OCM 18 October 2011 - Item 11.4.1
Last reviewed	21 May 2024

Delegation	2.1.3 Building Orders
Category	2. Building Act 2011
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.127(1) and (3) Delegation: special permit authorities and local governments
Express power or duty delegated	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.110(1) A permit authority may make a building order • s.111(1) Notice of proposed building order other than building order (emergency) • s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect • s.118(2) and (3) Permit authority may give effect to building order if non-compliance • s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work; b. Demolition work; and c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. Authority, if there is non-compliance with a building order, to cause an authorised person to: <ol style="list-style-type: none"> a. Take any action specified in the order; or b. Commence or complete any work specified in the order; or c. If any specified action is required to cease by the order, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover, as a debt, reasonable costs and expenses incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to s.110.
Delegates	CEO
Conditions	Nil
Statutory framework	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.111 Notice of proposed building order other than building order (emergency) • s.112 Content of building order • s.113 Limitation on effect of building order • s.114 Service of building order • Part 9 Review - s.122 Building orders - application for review by SAT
Policy	Nil

Shire of Gingin

Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19
Date adopted	18 October 2011
Adoption references	OCM 18 October 2011 - Item 11.4.1
Last reviewed	21 May 2024

Delegation	2.1.4 Demolition Permits
Category	2. Building Act 2011
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.127(1) and (3) Delegation: special permit authorities and local governments
Express power or duty delegated	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.18 Further information • s.21 Grant of demolition permit • s.22 Further grounds for not granting an application • s.27(1) and (3) Impose conditions on permit <i>Building Regulations 2012</i> <ul style="list-style-type: none"> • r.23 Application to extend time during which permit has effect (s.32) • r.24 Extension of time during which permit has effect (s.32(3)) • r.26 Approval of new responsible person
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> a. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]. b. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	CEO
Conditions	Nil

Statutory framework	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> • s.119 Building and demolition permits – application for review by SAT • s.23 Time for deciding application for building or demolition permit <p><i>Building Services (Complaint Resolution and Administration) Act 2011:</i></p> <ul style="list-style-type: none"> • Part 7, Division 2 <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19
Date adopted	18 October 2011
Adoption references	OCM 18 October 2011 - Item 11.4.1
Last reviewed	21 May 2024

Delegation	2.1.5 Designate Employees as Authorised Persons
Category	2. Building Act 2011
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.127(1) and (3) Delegation: special permit authorities and local governments
Express power or duty delegated	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.96(3) Authorised persons • s.99(3) Limitations on powers of authorised person
Function	<p>1. Authority to designate an employee as an authorised person [s.96(3)].</p> <p>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].</p> <p>NOTE: An authorised person for the purposes of s.96(3) and 99(3) is not an approved officer or authorised officer for the purposes of r.70 of the <i>Building Act 2011</i>.</p>
Delegates	CEO
Conditions	1. Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i> .
Statutory framework	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.97 Identity cards
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19
Date adopted	20 August 2013
Adoption references	OCM 20 August 2013 - Item 11.1.1
Last reviewed	21 May 2024

Delegation	2.1.7 Smoke Alarms - Alternative Solutions
Category	2. Building Act 2011
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.127(1) and (3) Delegation: special permit authorities and local governments
Express power or duty delegated	<i>Building Regulations 2012:</i> <ul style="list-style-type: none"> • r.55 Terms used (approved alternative building solution) • r.61 Local government approval of battery powered smoke alarms
Function	1. Authority to approve alternative building solutions which meet the performance requirements of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 - Item 11.1.1
Last reviewed	21 May 2024

Delegation	2.1.8 Appointment of Approved Officers and Authorised Officers
Category	2. Building Act 2011
Delegator	Council
Express power to delegate	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • s.127(1) and (3) Delegation: special permit authorities and local governments
Express power or duty delegated	<i>Building Regulations 2012:</i> <ul style="list-style-type: none"> • r.70 Approved officers and authorised officers
Function	<p>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with r.70(1) and 70(1A). NOTE: Only employees delegated under s.5.44(1) of the <i>Local Government Act 1995</i> with power under s.9.19 or 9.20 of that Act may be appointed as "approved officers".</p> <p>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with r.70(2). NOTE: Only employees appointed under s.9.10 of the <i>Local Government Act 1995</i> and authorised for the purpose of performing functions under s.9.16 of that Act may be appointed as "authorised officers".</p>
Delegates	CEO
Conditions	Nil
Statutory framework	<i>Building Regulations 2012:</i> <ul style="list-style-type: none"> • r70(3) Approved officers and authorised officers - each authorised officer must be issued with a certificate of appointment.
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19
Date adopted	21 April 2020
Adoption references	OCM 21 April 2020 - Item 11.1.2
Last reviewed	21 May 2024

3. Bush Fires Act 1954

Delegation	3.1.1 Prohibited Burning Times - Vary and Control Activities
Category	3. Bush Fires Act 1954
Delegator	Council
Express power to delegate	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • s.48 Delegation by local government • s.17(10) Prohibited burning times may be declared by Minister (power of delegation to Mayor or President and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8)
Express power or duty delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • s.17(7) Prohibited burning times may be declared by Minister • s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions • s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <p><i>Bush Fires Regulations 1954</i></p> <ul style="list-style-type: none"> • r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. • r.15C Local government may prohibit burning on certain days • r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times • r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it, to determine a variation of prohibited burning times after consultation with an authorized CALM Act officer [s.17(7)]. 2. Authority to determine permits to burn during a Prohibited Burning Time that have previously been refused by a Bush Fire Control Officer [r.15]. 3. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of Sunday or public holiday in the whole or a specified part of the District during a Prohibited Burning Time is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 4. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 5. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 6. Authority to prohibit the use of tractors, engines or self-propelled harvesters during a Prohibited Burning Time, and to give permission for use of same during a Prohibited Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 7. Authority to recover the cost of measures taken by the Shire of Gingin or a Bush Fire Control Officer to extinguish a fire burning during a Prohibited Burning Time where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire on the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].

Delegates	CEO Community Emergency Services Manager/Chief Bush Fire Control Officer President
Conditions	<p>1. Delegation of power to the President and the Community Emergency Services Manager/Chief Bush Fire Control Officer relates to Function 1 only. Decisions must be undertaken jointly and must comply with the procedural requirements of s.17(7B) and (8).</p> <p>2. Delegation of power to the CEO relates to Functions 2-6 only.</p> <p>3. The delegation of power under Function 2 is only to be exercised where:</p> <p>a. The Chief Bush Fire Control Officer is unable or unwilling to make a determination in this regard; or</p> <p>b. The determination relates to a decision made by the Chief Bush Fire Control Officer.</p>
Record keeping	Any exercise of delegation must be captured in the Shire's electronic records management system in accordance with the requirements of <i>Local Government Act 1995</i> s.5.46 and the <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	15 June 2021
Adoption references	Minute Item 11.1
Last reviewed	21 May 2024

Delegation	3.1.2 Restricted Burning Times - Vary and Control Activities
Category	3. Bush Fires Act 1954
Delegator	Council
Express power to delegate	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • s.48 Delegation by local government
Express power or duty delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • s.18(5), (11) Restricted burning times may be declared by FES Commissioner • s.22(6) and (7) Burning on exempt land and land adjoining exempt land • s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions • s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <p><i>Bush Fires Regulations 1954</i></p> <ul style="list-style-type: none"> • r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. • r.15C Local government may prohibit burning on certain days • r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times • r.39B Crop dusters etc., use of in restricted or prohibited burning times

Function	<p>1. Authority, where seasonal conditions warrant it, and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)].</p> <p>2. Authority to determine to prohibit burning during a Restricted Burning Time on Sundays or specified days that are public holidays in the District [r.15C].</p> <p>3. Authority, where a permitted burn fire escapes or is out of control in the opinion of a Bush Fire Control Officer or an officer of a Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].</p> <p>4. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15].</p> <p>5. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and a Bush Fire Brigade to cooperate in burning firebreaks, and require the occupier of adjoining land to provide, by the date of the burning, ploughed or cleared firebreaks parallel to the common boundary [s.22(6) and (7)].</p> <p>6. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during a Restricted Burning Time is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</p> <p>7. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</p> <p>8. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>9. Authority to prohibit the use of tractors, engines or self-propelled harvesters during a Restricted Burning Time, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>10. Authority to recover the cost of measures taken by the Shire of Gingin or a Bush Fire Control Officer to extinguish a fire burning during a Restricted Burning Time, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire on the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
Delegates	CEO
Conditions	<p>1. The delegation of power granted under Function 4 is only to be exercised where:</p> <p>a. The Chief Bush Fire Control Officer is unable or unwilling to make a determination in this regard; or</p> <p>b. The decision to refuse a permit to burn has been made by the Chief Bush Fire Control Officer.</p>
Statutory framework	Nil
Policy	Nil

Shire of Gingin

Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	15 June 2021
Adoption references	Minute Item 11.1
Last reviewed	21 May 2024

Delegation	3.1.3 Prosecution of Offences
Category	3. Bush Fires Act 1954
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> s.59 Prosecution of offences s.59A Alternative procedure - infringement notices
Function	<p>1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59].</p> <p>2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)] (as determined by conditions of delegation).</p> <p>3. Authority to withdraw an infringement notice for an offence against this Act [s.59A(5)] (as determined by conditions of delegation).</p>
Delegates	<p>CEO Community Emergency Services Manager/Chief Bush Fire Control Officer Compliance Officer Coordinator Ranger Services Executive Manager Regulatory and Development Services Ranger Senior Ranger</p>
Conditions	<p>CEO With respect to s.59A, delegation excludes the power to issue infringements.</p> <p>Executive Manager Regulatory and Development Services With respect to s.59A, delegation excludes the power to issue infringements.</p> <p>Community Emergency Services Manager/Chief Bush Fire Control Officer With respect to s.59A, delegation excludes the power to withdraw infringements.</p> <p>Compliance Officer With respect to s.59A, delegation excludes the power to withdraw infringements.</p> <p>Coordinator Ranger Services With respect to s.59A, delegation excludes the power to withdraw infringements.</p> <p>Senior Ranger With respect to s.59A, delegation excludes the power to withdraw infringements.</p> <p>Ranger With respect to s.59A, delegation excludes the power to withdraw infringements.</p>
Statutory framework	Nil
Policy	Nil

Shire of Gingin

Record keeping	Exercise of delegation must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	15 December 2020
Adoption references	Minute Item 11.1.1
Last reviewed	21 May 2024

Delegation	3.1.4 Appoint Bush Fire Control Officer/s and Fire Weather Officer/s
Category	3. Bush Fires Act 1954
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954</i> S. 48 Delegation by local governments
Express power or duty delegated	<i>Bush Fires Act 1954</i> s. 38 Local government may appoint bush fire control officer
Function	<p>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and</p> <p>a. Of those Officers, to appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and</p> <p>b. To determine the respective seniority of the other Bush Fire Control Officers so appointed [s.38(1)].</p> <p>2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Gingin [s.38(5A)].</p> <p>3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and, where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)].</p> <p>4. Authority to appoint Deputy Fire Weather Officer/s as considered necessary and, where two or more deputies are appointed, to determine seniority [s.38(10)].</p>
Delegates	CEO
Conditions	<p>1. Chief Bush Fire Control Officer is to be the Shire's Community Emergency Services Manager (or equivalent position). Any other proposed appointment must be presented to Council for consideration.</p> <p>2. Appointments to the position of Deputy Chief Bush Fire Control Officer must result from a recommendation of the Shire's Bush Fire Advisory Committee.</p> <p>3. Appointments to the position of Bush Fire Control Office must result from a recommendation of the Shire's Bush Fire Advisory Committee.</p> <p>Condition 3 does not apply to the appointment of Shire Rangers as Bush Fire Control Officers for the Shire in its entirety.</p>
Statutory framework	<i>Shire of Gingin Bush Fire Brigades Local Law 2004</i>
Policy	Policy 4.2 - Bush Fire Control

Record keeping	<p>Records of bush fire control officers and bush fire brigade officers appointed by or holding office under the local government to be maintained in accordance with:</p> <p><i>Bush Fires Act 1954</i> s. 50 Records to be maintained by local government</p> <p>In addition, each exercise of delegation must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.</p>
Date adopted	15 June 2021
Adoption references	Minute Item 11.1
Last reviewed	21 May 2024

Delegation	3.1.5 Firebreaks
Category	3. Bush Fires Act 1954
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s.33 Local government may require occupier of land to plough or clear firebreaks
Function	<p>1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District requiring them, to the satisfaction of the Shire of Gingin:</p> <p>a. to clear firebreaks as determined necessary and as specified in the notice; and</p> <p>b. to act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and</p> <p>c. as a separate or coordinated action with any other person, to carry out similar actions [s.33 (1)].</p> <p>2. Authority to direct a Bush Fire Control Officer or any other employee to enter into the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)].</p> <p>3. Authority to recover any costs an expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice ([s.33(5)]).</p> <p>4. Authority to, at the request of an owner or occupier of land within the District, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger and, if necessary, recover the expense of undertaking such works from the owner or occupier in a court of competent jurisdiction.</p>
Delegates	CEO
Conditions	The draft firebreak notice shall be submitted to the Shire's Bush Fire Advisory Committee for consideration prior to submission to the Chief Executive Officer for approval.
Statutory framework	Nil
Policy	N/A
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	15 June 2021
Adoption references	Minute Item 11.1
Last reviewed	21 May 2024

Delegation	3.1.6 Burning Garden Refuse/Open Air Fires
Category	3. Bush Fires Act 1954
Delegator	Council
Express power to delegate	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • s.48 Delegation by local government
Express power or duty delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • s.24F Burning garden refuse during limited burning times • s.24G Minister or local government may further restrict burning of garden refuse • s.25 No fire to be lit in open air unless certain precautions taken • s.25A Power of Minister to exempt from provisions of section 25 <p><i>Bush Fires Regulations 1954</i></p> <ul style="list-style-type: none"> • r.27(3) Permit, issue of
Function	<ol style="list-style-type: none"> 1. Authority to give written permission, during Prohibited and Restricted Burning Times, for an incinerator located within two metres of a building or fence, to be used for the burning of garden refuse [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. 3. Authority to issue directions to an authorised officer as to the manner in which, or the conditions under which, permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. 4. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r.34]. 5. Authority to provide written approval, during Prohibited and Restricted Burning Times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s.25(1)(a)]; and b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 6. Authority to prohibit the lighting of fires in the open air for the purposes of camping or cooking for such period during a Prohibited Burning Time as is specified in a notice published in the Government Gazette and a newspaper circulating in the District, and authority to vary such notice [s.25(1a) and (1b)]. 7. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in the open air, prohibiting that person from lighting a fire, and to determine conditions on the notice [s.25A(5)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Function 1 is only to be exercised where the CEO can be satisfied that approval is not likely to create a fire hazard.

Shire of Gingin

Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	15 June 2021
Adoption references	Minute Item 11.1
Last reviewed	21 May 2024

Delegation	3.1.7 Recovery of Expenses Incurred Through Contraventions of the Bush Fires Act 1954
Category	3. Bush Fires Act 1954
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s.58 General penalty and recovery of expenses incurred
Function	Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Gingin or those acting on behalf of the Shire of Gingin to do [2.58].
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1954</i> s.5.46 and <i>Local Government (Administration) Regulations 1956</i> r.19.
Date adopted	15 June 2021
Adoption references	Minute Item 11.1
Last reviewed	21 May 2024

Delegation	3.1.8 Prohibit or Postpone the Lighting of Fires
Category	3. Bush Fires Act 1954
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954</i> • s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Function	<p>1. Authority to prohibit or postpone the lighting of a fire, including where a permit has been issued, where in the opinion of the Delegate the lighting of a fire would be, or would become, a source of danger by escaping from the land on which it is proposed to be lit.</p> <p>2. Authority to direct, where a fire is burning on land and the Delegate is of the opinion that the fire is in danger of escaping from that land, that the owner or occupier of the land take all reasonable steps to extinguish the fire or to prevent the fire from spreading.</p> <p>3. Authority to exercise the powers contained within Functions 1 and 2 with respect to fires on land within three kilometres of the boundary of forest land, where an authorised CALM Act Officer is not available or has failed to exercise those powers.</p>
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	15 June 2021
Adoption references	Minute Item 11.1
Last reviewed	21 May 2024

Delegation	3.1.9 Control of Operations Likely to Create Bush Fire Danger
Category	3. Bush Fires Act 1954
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954</i> <ul style="list-style-type: none"> • r.39C Welding and cutting apparatus, use of in open air • r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. • r.39D Explosives, use of • r.39E Fireworks, use of
Function	<p>1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from:</p> <p>a. a person operating a bee smoker device during a prescribed period [r.39CA(5)].</p> <p>b. a person operating welding apparatus or a power operated abrasive cutting disc [r.39C(3)].</p> <p>c. a person using explosives [r.39D(2)].</p> <p>d. a person using fireworks [r.39E(3)].</p> <p>2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse or any other combustible matter that is burning) [s.27D].</p>
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1954</i> r.19.
Date adopted	15 June 2021
Adoption references	Minute Item 11.1
Last reviewed	21 May 2024

Delegation	3.1.10 Make Request to FES Commissioner - Control of Fire
Category	3. Bush Fires Act 1954
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • s.13(4) Duties and powers of bush fire liaison officers
Function	Authority to request on behalf of the Shire of Gingin that the FES Commissioner authorise a Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19
Date adopted	15 June 2021
Adoption references	Minute Item 11.1
Last reviewed	21 May 2024

4. Cat Act 2011

Delegation	4.1.1 Cat Registrations
Category	4. Cat Act 2011
Delegator	Council
Express power to delegate	<p><i>Cat Act 2011:</i></p> <ul style="list-style-type: none"> • s.44 Delegation by local government
Express power or duty delegated	<p><i>Cat Act 2011:</i></p> <ul style="list-style-type: none"> • s.9 Registration • s.10 Cancellation of Registration • s.11 Registration numbers, certificates and tags <p><i>Cat Regulations 2012</i></p> <ul style="list-style-type: none"> • Sch. 3, cl.1(4) Fees payable
Function	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any cat or class of cats within the Shire's District [Sch. 3 cl. 1(4)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>.
Statutory framework	<p><i>Cat Regulations 2012:</i></p> <ul style="list-style-type: none"> • r.12 Period of registration (s.9(7)) • r.14 Registration certificate (s.11(1)(b)) • r.15 Registration tags (s.76(2))
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 - Item 11.1.1
Last reviewed	21 May 2024

Delegation	4.1.2 Cat Control Notices
Category	4. Cat Act 2011
Delegator	Council
Express power to delegate	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • s.26 Cat control notice may be given to cat owner
Function	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s.26].
Delegates	CEO
Conditions	Nil
Statutory framework	<i>Cat Regulations 2012:</i> <ul style="list-style-type: none"> • r.20 Cat control notice [s.23(3)], prescribes the form of the notice.
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 - Item 11.1.1
Last reviewed	21 May 2024

Delegation	4.1.3 Approval to Breed Cats
Category	4. Cat Act 2011
Delegator	Council
Express power to delegate	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • s.37 Approval to breed cats • s.38 Cancellation of approval to breed cats • s.39 Certificate to be given to approved cat breeder
Function	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	CEO
Conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Statutory framework	<i>Cat Regulations 2012:</i> <ul style="list-style-type: none"> • r.21 Application for approval to breed cats [s.36(2)] • r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) • r.23 Person who may not be refused approval to breed cats (s.37(5)) • r.24 Duration of approval to breed cats (s.37(6)) • r.25 Certificate given to approved cat breeder (s.39(1))
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 - Item 11.1.1
Last reviewed	21 May 2024

Delegation	4.1.4 Recovery of Costs - Destruction of Cats
Category	4. Cat Act 2011
Delegator	Council
Express power to delegate	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • s.49(3) Authorised person may cause cat to be destroyed
Function	1. Authority to recover the amount of the costs associated with the destruction and disposal of a cat [s.49(3)].
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	4.1.5 Applications to Keep Additional Cats
Category	4. Cat Act 2011
Delegator	Council
Express power to delegate	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • s.44 Delegation by local government
Express power or duty delegated	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> <ul style="list-style-type: none"> • r.8 Application to keep additional number of cats • r.9 Grant of approval to keep additional number of cats
Function	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)]. 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	4.1.6 Reduce or Waive Registration Fee
Category	4. Cat Act 2011
Delegator	Council
Express power to delegate	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • s.44 Delegation by local government
Express power or duty delegated	<i>Cat Regulations 2012:</i> <ul style="list-style-type: none"> • Sch. 3 Fees cl.1(4)
Function	1. Authority to reduce or waive a fee payable under Sch. 3 cl.(2) or (3) in respect to any individual cat.
Delegates	CEO
Conditions	This delegation does not provide authority to determine to reduce or waive the fees payable in regard to any class of cat within the District, which would require a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

5. Dog Act 1974

Delegation	5.1.1 Part Payment of Sterilisation Costs/Directions to Veterinary Surgeons
Category	5. Dog Act 1974
Delegator	Council
Express power to delegate	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.10A Payments to veterinary surgeons towards costs of sterilisation
Function	<ol style="list-style-type: none"> 1. Authority to determine where a resident who is the owner of a registered dog would suffer hardship in paying the whole of the cost of sterilisation and determine to make a payment towards such costs [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(a)(b) and (2)].
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	5.1.2 Refuse or Cancel Registration
Category	5. Dog Act 1974
Delegator	Council
Express power to delegate	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.15(2) and (4A) Registration periods and fees • s.16(3) Registration procedure • s.17A(2) If no application for registration made • s.17(4) and (6) Refusal or cancellation of registration
Function	<p>1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)].</p> <p>2. Authority to direct a registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where:</p> <p>a. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3 years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or</p> <p>b. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; or</p> <p>c. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; or</p> <p>d. the dog is required to be microchipped but is not microchipped; or</p> <p>e. the dog is a dangerous dog [s.16(3) and s.17A(2)].</p> <p>3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s.15(4A)].</p> <p>4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration, the applicant/owner has not applied to the State Administrative Tribunal for the decision to be reviewed [s.17(4)].</p> <p>5. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found to be in contravention of s.31, 32 or 33A and had not been claimed [s.17(6)].</p>
Delegates	CEO
Conditions	Nil

Statutory framework	<p><i>Dog Act 1976:</i></p> <ul style="list-style-type: none"> • s.17A If no application for registration made - procedure for giving notice of decision under s.16(3). <p>NOTE: Decisions made under this delegation may be referred for review by the State Administrative Tribunal - s.16A, s.17(4) and (6).</p>
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	5.1.3 Kennel Establishments
Category	5. Dog Act 1974
Delegator	Council
Express power to delegate	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.27 Licensing of approved kennel establishments
Function	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Delegates	CEO
Conditions	1. Application processing and decisions under this delegation are to comply with the Shire of Gingin Dogs Local Law.
Statutory framework	Decisions made under this delegation may be referred for review by the State Administrative Tribunal - s.16A, s.17(4) and (6).
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	5.1.4 Recovery of Moneys Due under this Act
Category	5. Dog Act 1974
Delegator	Council
Express power to delegate	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.29(5) Power to seize dogs
Function	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	CEO
Conditions	Nil
Statutory framework	Includes recovery of expenses relevant to: <i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense • s.33M Local government expenses to be recoverable • s.47 Veterinary service expenses recoverable from local government <i>Dog Regulations 2013:</i> <ul style="list-style-type: none"> • r.31 Local government expenses as to dangerous dogs (declared)
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	5.1.5 Dispose of or Sell Dogs Liable to be Destroyed
Category	5. Dog Act 1974
Delegator	Council
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.29(11) Power to seize dogs
Function	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	5.1.6 Declare Dangerous Dog
Category	5. Dog Act 1974
Delegator	Council
Express power to delegate	<i>Dog Act 1976</i> <ul style="list-style-type: none"> • s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	1. Authority to declare an individual dog to be a dangerous dog.
Delegates	CEO
Conditions	Nil
Statutory framework	NOTE: Decisions under this delegation may be referred for review by the State Administrative Tribunal.
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	5.1.7 Dangerous Dog Declared or Seized - Deal with Objections and Determine When to Revoke
Category	5. Dog Act 1974
Delegator	Council
Express power to delegate	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.33F(6) Owners to be notified of making of decision • s.33G(4) Seizure and destruction • s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Function	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33(1)]. 4. Authority, before dealing with an application to revoke a declaration or notice, to require the owner of the dog to attend, with the dog, a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	CEO
Conditions	Nil
Statutory framework	<p>The power to deal with an objection to, or to revoke, a dangerous dog declaration should not be delegated to a position which also holds the power to enable the declaration of a dangerous dog under s.33E(1). The Shire's Coordinator Ranger Services, Senior Ranger, Rangers and Compliance Officer are authorised to declare individual dogs to be dangerous dogs (Del. 5.1.6).</p> <p>NOTE: Decisions under this delegation may be referred for review by the State Administrative Tribunal.</p>
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice
Category	5. Dog Act 1974
Delegator	Council
Express power to delegate	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.33H(5) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: <ul style="list-style-type: none"> a. a notice declaring a dog to be dangerous; or b. a notice proposing to cause a dog to be destroyed.
Delegates	CEO
Conditions	Nil
Statutory framework	The power to deal with an objection to a notice to revoke a dangerous dog declaration or destruction notice should not be delegated to a position which either holds the power to declare an individual dog to be a dangerous dog, or to deal with an objection to, or to revoke, a dangerous dog declaration. NOTE: Decisions under this delegation may be referred for review by the State Administrative Tribunal.
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration
Category	5. Dog Act 1974
Delegator	Council
Express power to delegate	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> • s.33M(1)(a) Local government expenses to be recoverable
Function	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the local government in making enquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	CEO
Conditions	Nil
Statutory framework	<i>Dog Regulations 1976:</i> <ul style="list-style-type: none"> • r.31 Local government expenses as to dangerous dogs declared - prescribes the maximum charge allowable with respect to s.33M(1)(a).
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	6.1.2 Prohibition Orders and Certificates of Clearance
Category	6. Food Act 2008
Delegator	Council
Express power to delegate	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • s.118(2)(b), (3) and (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • s.65(1) Prohibition orders • s.66 Certificate of clearance to be given in certain circumstances • s.67(4) Request for re-inspection
Function	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	CEO Coordinator Environmental Health Executive Manager Regulatory and Development Services
Conditions	Nil
Statutory framework	NOTE: Decisions under this delegation may be referred for review by the State Administrative Tribunal.
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	17 June 2014
Adoption references	OCM 17 June 2014 - Item 11.1.1
Last reviewed	21 May 2024

Delegation	6.1.3 Registration of Food Businesses
Category	6. Food Act 2008
Delegator	Council
Express power to delegate	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • s.118(2)(b), (3) and (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • s.110(1) and (5) Registration of food business • s.112 Variation of conditions or cancellation of registration of food businesses
Function	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions applicable to, or cancel the registration of, a food business [s.112].
Delegates	CEO Coordinator Environmental Health Executive Manager Regulatory and Development Services
Conditions	Nil
Statutory framework	NOTE: Decisions under this delegation may be referred for review by the State Administrative Tribunal.
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	6.1.4 Determine Compensation
Category	6. Food Act 2008
Delegator	Council
Express power to delegate	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • s.118(2)(b), (3) and (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • s.56(2) Compensation to be paid in certain circumstances • s.70(2) and (3) Compensation
Function	<ol style="list-style-type: none"> 1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. 2. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$5,000. Compensation requests above this value are to be submitted to Council for consideration.
Statutory framework	NOTE: Decisions under this delegation may be referred for review by the State Administrative Tribunal.
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	6.1.5 Debt Recovery and Prosecutions
Category	6. Food Act 2008
Delegator	Council
Express power to delegate	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • s.118(2)(b), (3) and (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • s.54 Cost of destruction or disposal of forfeited item • s.125 Institution of proceedings
Function	<ol style="list-style-type: none"> 1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (sized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Delegates	CEO Coordinator Environmental Health Executive Manager Regulatory and Development Services
Conditions	<ol style="list-style-type: none"> 1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

7. Graffiti Vandalism Act 2016

Delegation	7.1.1 Give Notice Requiring Obliteration of Graffiti
Category	7. Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s.18(2) Notice requiring removal of graffiti • s.19(3) and (4) Additional powers when notice is given
Function	<p>1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].</p> <p>2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].</p>
Delegates	CEO
Conditions	Nil
Statutory framework	NOTE: Decisions under this delegation may be referred for review by the State Administrative Tribunal.
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	7.1.2 Notices - Deal with Objections and Give Effect to Notices
Category	7. Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s.22(3) Objection may be lodged • s.24(1)(b) and (3) Suspension of effect of notice
Function	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> a. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)]; and b. give notice to the affected person, before taking the necessary actions [s.24(3)].
Delegates	CEO
Conditions	Nil
Statutory framework	NOTE: Decisions under this delegation may be referred for review by the State Administrative Tribunal.
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	7.1.3 Obliterate Graffiti on Private Property
Category	7. Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s.25(1) Local government powers on land not local government property
Function	1. Authority to determine to obliterate graffiti without the consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

Delegation	7.1.4 Powers of Entry
Category	7. Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s.28 Notice of entry • s.29 Entry under warrant
Function	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	CEO
Conditions	Nil
Statutory framework	Nil
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	19 July 2022
Adoption references	OCM 19 July 2022 – Item 11.1.1
Last reviewed	21 May 2024

8. Planning and Development Act 2005

Delegation	8.1.6 Illegal Development
Category	8. Planning and Development Act 2005
Delegator	Council
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s.4.52(b) Delegation of some powers or duties to the CEO • s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<p><i>Planning and Development Act 2005:</i> s.214(2), (3) and (5) Illegal development, responsible authority's powers as to With respect to unauthorised use or built development which contravenes the Shire's Local Planning Scheme</p>
Function	<ul style="list-style-type: none"> ◦ Authority to issue a Direction Notice with respect to unauthorised use or built development which contravenes the Local Planning Scheme.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Where the matter relates to an unauthorised use, a Direction Notice may be given to the owner or alleged offender seeking the cessation of the use within a specified time period. The specified time period will depend on the nature of the offence and its effect on public interest. 2. Where the matter relates to an unauthorised built development, a Direction Notice may be given to the owner or alleged offender requesting them to remove, pull down, take up or alter the development and to restore the land as nearly as practicable to its condition immediately before the development commenced. 3. Authority to give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements. 4. Where a Direction Notice has been issued for unauthorised built development, a minimum of 60 days from the date of the issue of the Direction Notice will be allowed for the owner or alleged offender to comply.
Statutory framework	<p><i>Planning and Development Act 2005:</i></p> <ul style="list-style-type: none"> • Part 13
Policy	Nil
Record keeping	<ol style="list-style-type: none"> 1. Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19. 2. Details of each exercise of this delegation over the preceding month will be included in the Departmental Update presented to the first Briefing Session of the month.
Date adopted	19 December 2017
Adoption references	OCM 19 December 2017 - Item 11.3.3

Shire of Gingin

Last reviewed	21 May 2024
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Delegation	8.1.8 Subdivision/Amalgamation
Category	8. Planning and Development Act 2005
Delegator	Council
Express power to delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2, cl. 82 Delegation of any powers or duties to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005</i> Schedule 2
Function	To provide recommendations (for approval or refusal) and to grant clearance for subdivisions and amalgamations of land referred to the Shire by the West Australian Planning Commission.
Delegates	CEO
Conditions	Delegation is restricted to: <ul style="list-style-type: none"> 1. All subdivisions for 35 lots or less that conform with Council's Local Planning Scheme No. 9 (as amended); or 2. All subdivisions/amalgamations that generally comply with the subdivision detail depicted on a Structure Plan/Local Area Plan or Local Development Plan adopted by Council. 3. All subdivisions/amalgamations that are not required to enter into a legal agreement and/or deed unless otherwise approved by Council. 4. All subdivisions/amalgamations that are not subject to the requirement to the provision of Public Open Space and/or Developer Contributions, unless already approved/adopted by Council (ie in a Structure Plan/Local Area Plan or Local Development Plan or legal agreement or the like).
Statutory framework	<i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Policy	Nil
Record keeping	<ul style="list-style-type: none"> 1. Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19. 2. Details of each exercise of this delegation over the preceding month will be included in the Departmental Update presented to the first Briefing Session of the month.
Date adopted	20 June 2023
Adoption references	OCM 20/06/2023 - Item 13.1
Last reviewed	21 May 2024

9. Public Health Act 2016

Delegation	9.1.1 Designation of Authorised Officers
Category	9. Public Health Act 2016
Delegator	Council
Express power to delegate	<p><i>Public Health Act 2016:</i></p> <ul style="list-style-type: none"> • s.21 Enforcement agency may delegate
Express power or duty delegated	<p><i>Public Health Act 2016:</i></p> <ul style="list-style-type: none"> • s.24(1) and (3) Designation of authorised officers
Function	<p>1. Authority to designate a person or class of persons as authorised officers for the purpose of:</p> <ol style="list-style-type: none"> The <i>Public Health Act 2016</i> or another specified Act. Specified provisions of the <i>Public Health Act 2016</i> or another specified Act. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> An environmental health officer or environmental health officers as a class; OR A person who is not an environmental health officer or a class of persons who are not environmental health officers; OR a mixture of the two [s.24(1) and (3)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> Subject to each person so appointed being: <ol style="list-style-type: none"> appropriately qualified and experienced [s.25(10)(a)]; and issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. A register of authorised officers is to be maintained in accordance with s.27.

Statutory framework	<p><i>Public Health Act 2016:</i></p> <ul style="list-style-type: none"> • s.20 Conditions on performance of functions by enforcement agencies • s.25 Certain authorised officers required to have qualifications and experience • s.26 Further provisions relating to designations • s.27 Lists of authorised officers to be maintained • s.28 When designation as authorised officer ceases • s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers • s.30 Certificate of authority • s.31 Issuing and production of certificate of authority for purposes of other written laws • s.32 Certificate of authority to be returned • s.136 Authorised officer to produce evidence of authority <p><i>Criminal Investigation Act 2006:</i></p> <ul style="list-style-type: none"> • Parts 6 and 13 - refer s.246 of the <i>Public Health Act 2016</i> <p><i>The Criminal Code:</i></p> <ul style="list-style-type: none"> • Chapter XXVI - refer s.252 of the <i>Public Health Act 2016</i>
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	21 February 2017
Adoption references	OCM 21 February 2017 - Item 11.1.1
Last reviewed	21 May 2024

Delegation	9.1.2 Appoint Authorised Officer or Approved Officer (Asbestos Regs)
Category	9. Public Health Act 2016
Delegator	Council
Express power to delegate	<i>Health (Asbestos) Regulations 1992:</i> <ul style="list-style-type: none"> • r15D(7) Infringement notices
Express power or duty delegated	<i>Health (Asbestos) Regulations 1992:</i> <ul style="list-style-type: none"> • r.15(30(5) Infringement notices
Function	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Delegates	CEO
Conditions	1. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Statutory framework	<i>Criminal Procedure Act 2004</i> - Part 2
Policy	Nil
Record keeping	Each exercise of delegated power must be captured in the Shire's electronic records management system as required by <i>Local Government Act 1995</i> s.5.46 and <i>Local Government (Administration) Regulations 1996</i> r.19.
Date adopted	16 October 2018
Adoption references	OCM 16 October 2018 - Item 11.1.2
Last reviewed	21 May 2024

13.4 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2025

File	FIN/25
Author	Alarna Richards - Coordinator Financial Planning & Reporting
Reporting Officer	Scott Wildgoose- Chief Executive Officer
Refer	Nil
Appendices	1. Monthly Financial Report March 2025 FINAL [13.4.1 - 24 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To present for Council endorsement the Monthly Financial Reports for the period ending 31 March 2025.

BACKGROUND

The Monthly Financial Reports (MFR) for the period ending 31 March 2025 are presented to Council in accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

COMMENT

The March 2025 MFR presents the financial performance of the Shire for the 2024/25 financial year and compares year-to-date expenditure and revenue against the full-year budget.

A break-up of the **\$3,796,733** variance in the March 2025 MFR is summarised across operations, investing and financing below, with a detailed explanation of variations within each area contained within the **Appendices**.

Under Budget

Operating Expenditure	\$2,229,886
Investing Activities – Expenditure	\$1,447,401
Financing Activities- Revenue	\$(124,330)
Financing Activities – Expenditure	\$6,701

Over Budget

Operating Revenue	\$168,000
Investing Activities – Revenue	\$69,075

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 13 of the appendix.

Investments

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

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

POLICY IMPLICATIONS

Policy 3.2 – Investments

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

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

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Woods **SECONDED:** Councillor Kestel

That Council endorse the Monthly Financial Reports for the period ending 31 March 2025.

**CARRIED UNANIMOUSLY
8 / 0**

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

SHIRE OF GINGIN
MONTHLY FINANCIAL REPORT
For the period ended 31 March 2025

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

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MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.4.1

SHIRE OF GINGIN STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2025

	Supplementary Information	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	10	7,798,086	7,798,086	7,828,351	30,265	0.39%	▲
Rates excluding general rates		3,316,646	3,309,796	3,309,796	0	0.00%	
Grants, subsidies and contributions	14	1,845,728	1,405,972	1,345,787	(60,185)	(4.28%)	▼
Fees and charges		4,910,569	4,216,048	4,408,799	192,751	4.57%	▲
Interest revenue		674,161	597,940	505,032	(92,908)	(15.54%)	▼
Other revenue		367,535	294,761	392,838	98,077	33.27%	▲
Profit on asset disposals	6	723,816	0	76,299	76,299	0.00%	▲
		19,636,541	17,622,603	17,866,902	244,299	1.39%	
Expenditure from operating activities							
Employee costs		(7,397,839)	(5,590,358)	(4,964,124)	626,234	11.20%	▲
Materials and contracts		(8,503,997)	(6,107,400)	(4,709,571)	1,397,829	22.89%	▲
Utility charges		(510,246)	(375,225)	(372,142)	3,083	0.82%	
Depreciation		(10,655,716)	(6,088,976)	(2,366,456)	3,722,520	61.14%	▲
Finance costs		(117,085)	(72,352)	(179,364)	(107,012)	(147.90%)	▼
Insurance		(444,176)	(444,176)	(444,830)	(654)	(0.15%)	
Other expenditure		(786,186)	(611,814)	(392,909)	218,905	35.78%	▲
Loss on asset disposals	6	(79,641)	0	(102,175)	(102,175)	0.00%	▼
		(28,494,886)	(19,290,301)	(13,531,571)	5,758,730	29.85%	
Non-cash amounts excluded from operating activities	Note 2(b)	10,011,541	6,088,976	2,483,832	(3,605,144)	(59.21%)	▼
Amount attributable to operating activities		1,153,196	4,421,278	6,819,163	2,397,885	54.24%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	15	7,897,698	3,259,826	3,262,855	3,029	0.09%	
Proceeds from disposal of assets	6	1,003,909	113,000	179,046	66,046	58.45%	▲
Proceeds from financial assets at amortised cost - self supporting loans		4,377	2,178	2,178	(0)	(0.01%)	
		8,905,984	3,375,004	3,444,079	69,075	2.05%	
Outflows from investing activities							
Payments for property, plant and equipment	5	(3,070,559)	(1,568,072)	(1,455,909)	112,163	7.15%	▲
Payments for construction of infrastructure	5	(8,672,739)	(5,081,263)	(3,746,026)	1,335,237	26.28%	▲
		(11,743,298)	(6,649,335)	(5,201,934)	1,447,401	21.77%	
Amount attributable to investing activities		(2,837,314)	(3,274,331)	(1,757,855)	1,516,476	46.31%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	11	0	0	0	0	0.00%	
Transfer from reserves	4	1,539,882	124,330	0	(124,330)	(100.00%)	▼
		1,539,882	124,330	0	(124,330)	(100.00%)	
Outflows from financing activities							
Repayment of borrowings	11	(258,806)	(160,084)	(160,084)	0	0.00%	
Payments for principal portion of lease liabilities	12	(30,430)	(24,031)	(22,145)	1,886	7.85%	
Transfer to reserves	4	(1,801,493)	(188,311)	(183,496)	4,815	2.56%	
		(2,090,729)	(372,426)	(365,725)	6,701	1.80%	
Amount attributable to financing activities		(550,847)	(248,096)	(365,725)	(117,629)	(47.41%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		2,234,965	2,234,965	2,234,965	0	0.00%	
Amount attributable to operating activities		1,153,196	4,421,278	6,819,163	2,397,885	54.24%	▲
Amount attributable to investing activities		(2,837,314)	(3,274,331)	(1,757,855)	1,516,476	46.31%	▲
Amount attributable to financing activities		(550,847)	(248,096)	(365,725)	(117,629)	(47.41%)	▼
Surplus or deficit after imposition of general rates		0	3,133,816	6,930,549	3,796,733	121.15%	▲

KEY INFORMATION

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

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

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

**SHIRE OF GINGIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MARCH 2025**

	Supplementary Information	30 June 2024 \$	31 March 2025 \$
CURRENT ASSETS			
Cash and cash equivalents	3	13,556,082	18,352,719
Trade and other receivables		1,347,210	1,906,811
Other financial assets		4,377	2,199
Inventories	8	32,614	32,951
Other assets	8	258,512	236,064
TOTAL CURRENT ASSETS		15,198,795	20,530,744
NON-CURRENT ASSETS			
Trade and other receivables		168,578	168,578
Other financial assets		97,319	97,319
Property, plant and equipment		53,241,380	53,489,096
Infrastructure		212,944,380	215,349,160
Right-of-use assets		32,354	33,291
TOTAL NON-CURRENT ASSETS		266,484,011	269,137,444
TOTAL ASSETS		281,682,806	289,668,188
CURRENT LIABILITIES			
Trade and other payables	9	1,781,774	1,566,962
Other liabilities	13	2,653,669	3,323,528
Lease liabilities	12	25,605	8,286
Borrowings	11	258,807	98,723
Employee related provisions	13	1,118,913	1,118,913
TOTAL CURRENT LIABILITIES		5,838,768	6,116,412
NON-CURRENT LIABILITIES			
Lease liabilities	12	7,481	25,534
Borrowings	11	2,068,040	2,068,040
Employee related provisions		125,827	125,827
Other provisions		5,513,899	5,513,899
TOTAL NON-CURRENT LIABILITIES		7,715,247	7,733,300
TOTAL LIABILITIES		13,554,015	13,849,712
NET ASSETS		268,128,791	275,818,476
EQUITY			
Retained surplus		44,999,136	52,413,825
Reserve accounts	4	7,405,097	7,588,593
Revaluation surplus		215,724,558	215,816,058
TOTAL EQUITY		268,128,791	275,818,476

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2025**

1 BASIS OF PREPARATION AND SIGNIFICANT 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. Supporting 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.

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.

Judgements and estimates

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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 March 2025

**SHIRE OF GINGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2025**

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Adopted Budget Opening 1 July 2024	Actual as at 30 June 2024	Year to Date 31 March 2025
		\$	\$	\$
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	3	9,785,461	13,556,082	18,352,719
Trade and other receivables		1,846,149	1,347,210	1,906,811
Other financial assets		4,465	4,377	2,199
Inventories	8	32,273	32,614	32,951
Other assets	8	23,189	258,512	236,064
		11,691,537	15,198,795	20,530,744
Less: current liabilities				
Trade and other payables	9	(2,055,474)	(1,781,774)	(1,566,962)
Other liabilities	13	(1,035,381)	(2,653,669)	(3,323,528)
Lease liabilities	12	(7,482)	(25,605)	(8,286)
Borrowings	11	(272,116)	(258,807)	(98,723)
Employee related provisions	13	(1,041,100)	(1,118,913)	(1,118,913)
		(4,411,553)	(5,838,768)	(6,116,412)
Net current assets		7,279,984	9,360,027	14,414,332
Less: Total adjustments to net current assets	Note 2(c)	(7,279,984)	(7,125,062)	(7,483,783)
Closing funding surplus / (deficit)		0	2,234,965	6,930,549

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

		Adopted Budget Estimates 30 June 2025	YTD Budget Estimates 31 March 2025	YTD Actual 31 March 2025
		\$	\$	\$
Non-cash amounts excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals	6	(723,816)	0	(76,299)
Add: Loss on asset disposals	6	79,641	0	102,175
Add: Depreciation		10,655,716	6,088,976	2,366,456
- Other provisions		0	0	91,500
Total non-cash amounts excluded from operating activities		10,011,541	6,088,976	2,483,832

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 1 July 2024	Actual as at 30 June 2024	Year to Date 31 March 2025
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(7,555,117)	(7,405,097)	(7,588,593)
Less: Financial assets at amortised cost - self supporting loans	8	(4,465)	(4,377)	(2,199)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	272,116	258,807	98,723
- Current portion of lease liabilities	12	7,482	25,605	8,286
Total adjustments to net current assets	Note 2(a)	(7,279,984)	(7,125,062)	(7,483,783)

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 Council's operational cycle.

MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.4.1

SHIRE OF GINGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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 2024-25 year is \$20,000 or 10.00% whichever is the greater.

Description

Revenue from operating activities

General rates

Additional Rateable Property / Interim Rates

Grants, subsidies and contributions

Mindaroo Foundation tranche 4 and 5 due later this financial year; Contribution for BRMO role DFES; No aquatic centre sponsorship for 2024-25 season.

Fees and charges

Sanitary and Waste Management Charges raised as part of rates billing

Interest revenue

Instalment and penalty interest on rates; timing of recognition of interest for monies held in term deposits- See Note 3

Other revenue

Insurance claims, workers compensation and court case settlements

Expenditure from operating activities

Employee costs

Budget adoption in August 2024 and staff vacancies including operations and regulatory services positions and timing of training and development

Materials and contracts

Timing of maintenance works

Finance costs

Timing on loan interest repayment / accrued interest

Other expenditure

Timing of community grants payments, DFES vehicle change overs and Cheriton Road upgrade contribution

Loss on asset disposals

Timing of disposals of assets

Non-cash amounts excluded from operating activities

Depreciation Non Cash

Inflows from investing activities

Proceeds from disposal of assets

Timing of disposals of assets

Payments for property, plant and equipment

Timing of Capital works - see note 5

Payments for construction of infrastructure

Timing of Capital works - see note 5

Transfer from reserves

End of year process; variation caused by timing of budget amendments.

Timing of lease liability payments

Surplus or deficit at the start of the financial year

Timing and Permanent	Var. \$	Var. %	
	\$	%	
Permanent	30,265	0.39%	▲
Timing	(60,185)	(4.28%)	▼
Timing	192,751	4.57%	▲
Timing	(92,908)	(15.54%)	▼
Timing	98,077	33.27%	▲
Timing	626,234	11.20%	▲
Timing	1,397,829	22.89%	▲
Timing	(107,012)	(147.90%)	▼
Timing	218,905	35.78%	▲
Timing	(102,175)	0.00%	▼
Timing	(3,605,144)	(59.21%)	▼
Timing	66,046	58.45%	▲
Timing	112,163	7.15%	▲
Timing	1,335,237	26.28%	▲
Timing	(124,330)	(100.00%)	▼
Permanent	0	0.00%	▼

SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
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MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.4.1

SHIRE OF GINGIN SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 MARCH 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.23 M	\$2.23 M	\$2.23 M	\$0.00 M
Closing	\$0.00 M	\$3.13 M	\$6.93 M	\$3.80 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$18.35 M	% of total		\$1.57 M	% Outstanding		\$0.52 M	% Collected
Unrestricted Cash	\$10.76 M	58.7%	Trade Payables	\$0.47 M		Rates Receivable	\$1.39 M	88.3%
Restricted Cash	\$7.59 M	41.3%	0 to 30 Days		88.9%	Trade Receivable	\$0.52 M	% Outstanding
			Over 30 Days		11.1%	Over 30 Days		72.9%
			Over 90 Days		0.0%	Over 90 Days		66.6%
Refer to 3 - Cash and Financial Assets			Refer to 9 - Payables			Refer to 7 - Receivables		

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)
\$1.15 M	\$4.42 M	\$6.82 M	\$2.40 M

Refer to Statement of Financial Activity

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$11.14 M	% Variance	YTD Actual	\$1.35 M	% Variance	YTD Actual	\$4.41 M	% Variance
YTD Budget	\$11.11 M	0.3%	YTD Budget	\$1.41 M	(4.3%)	YTD Budget	\$4.22 M	4.6%

Refer to 10 - Rate Revenue

Refer to 14 - Grants and Contributions

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)
(\$2.84 M)	(\$3.27 M)	(\$1.76 M)	\$1.52 M

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.18 M	%	YTD Actual	\$5.20 M	% Spent	YTD Actual	\$3.26 M	% Received
Amended Budget	\$1.00 M	(82.2%)	Amended Budget	\$11.74 M	(55.7%)	Amended Budget	\$7.90 M	(58.7%)

Refer to 6 - Disposal of Assets

Refer to 5 - Capital Acquisitions

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.55 M)	(\$0.25 M)	(\$0.37 M)	(\$0.12 M)

Refer to Statement of Financial Activity

Borrowings		Reserves		Lease Liability	
Principal repayments	(\$0.16 M)	Reserves balance	\$7.59 M	Principal repayments	(\$0.02 M)
Interest expense	(\$0.07 M)	Interest earned	\$0.18 M	Interest expense	(\$0.00 M)
Principal due	\$2.17 M			Principal due	\$0.01 M

Refer to 11 - Borrowings

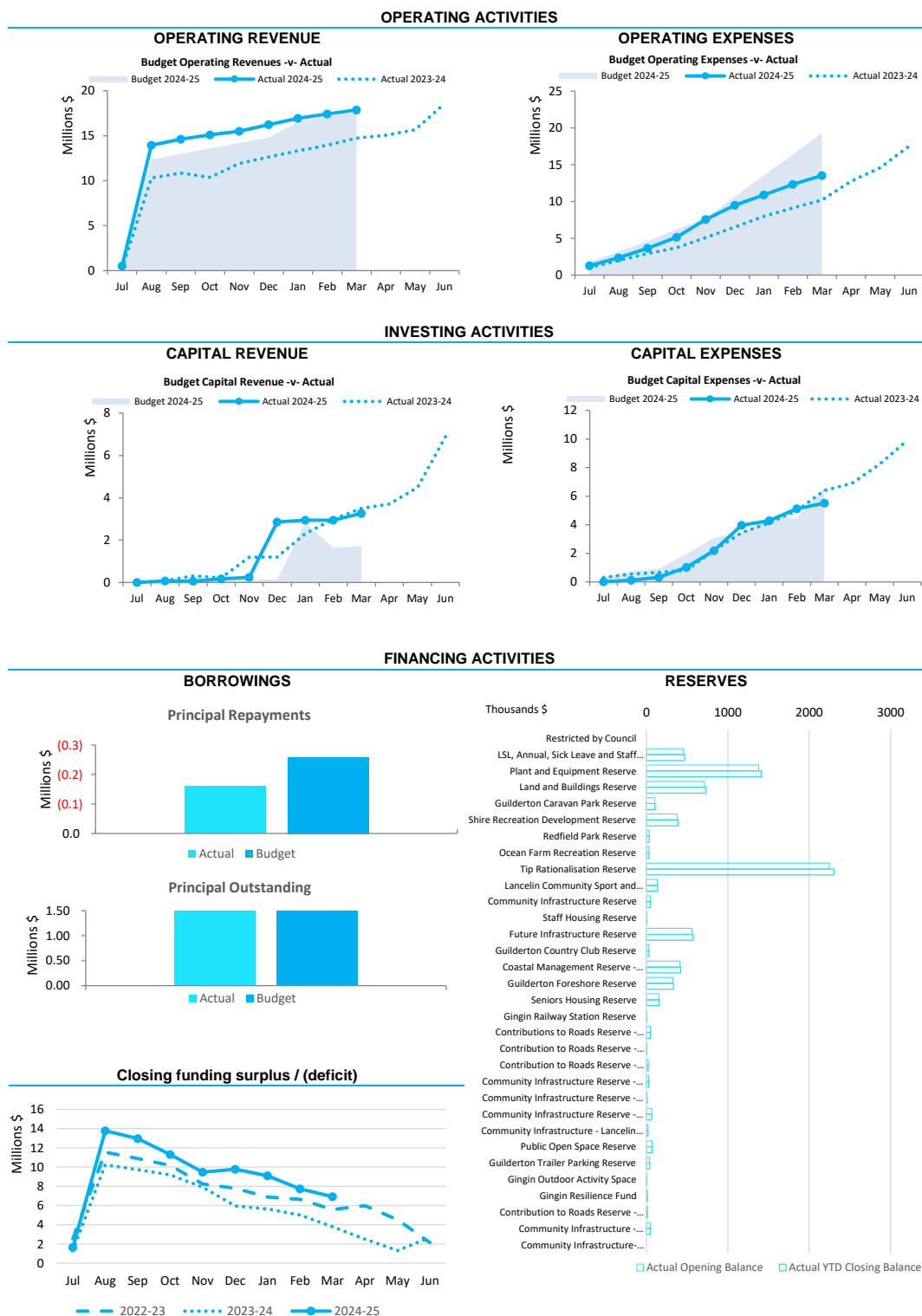
Refer to 4 - Cash Reserves

Refer to Note 12 - Lease Liabilities

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

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2025**

2 KEY INFORMATION - GRAPHICAL



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

MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.4.1

SHIRE OF GINGIN SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 MARCH 2025

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Institution	Interest Rate	Maturity Date
Cash Deposits							
Municipal Bank Account	Cash and cash equivalents	3,636,210	0	3,636,210	Bendigo Bank	3.10%	At Call
Reserve Bank Account	Cash and cash equivalents	0	12,380	12,380	Bendigo Bank	0.00%	At Call
Cash on hand	Cash and cash equivalents	2,300	0	2,300	Petty Cash/Till float	N/A	At Call
Municipal Investment 5069567	Cash and cash equivalents	2,049,165	0	2,049,165	Bendigo Bank	4.10%	10/04/2024
Municipal Investment 5010112	Cash and cash equivalents	2,027,125	0	2,027,125	Bendigo Bank	4.80%	8/04/2025
Municipal Investment 5046996	Cash and cash equivalents	2,030,633	0	2,030,633	Bendigo Bank	4.35%	17/04/2025
Municipal Investment 5075277	Cash and cash equivalents	1,018,693	0	1,018,693	Bendigo Bank	4.10%	17/04/2025
Reserve Investment 5024858	Cash and cash equivalents	0	6,000,000	6,000,000	Bendigo Bank	4.90%	18/06/2025
Reserve Investment 5024844	Cash and cash equivalents	0	1,026,214	1,026,214	Bendigo Bank	4.90%	18/06/2025
Reserve Investment 5024864	Cash and cash equivalents	0	550,000	550,000	Bendigo Bank	4.90%	18/06/2025
Total		10,764,126	7,588,593	18,352,720			
Comprising							
Cash and cash equivalents		10,764,126	7,588,593	18,352,720			
		10,764,126	7,588,593	18,352,720			

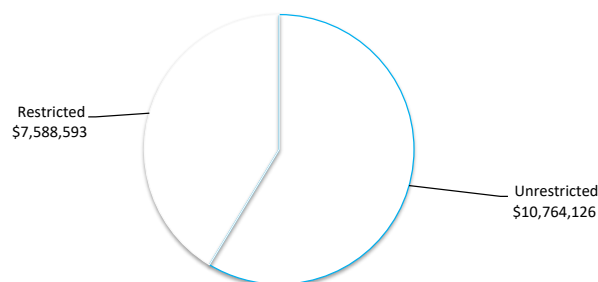
KEY INFORMATION

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 4 - Other assets.



MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.4.1

SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2025

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
LSL, Annual, Sick Leave and Staff Contingency	455,699	20,275	0	0	475,974	455,699	11,292	0	0	466,991
Plant and Equipment Reserve	1,380,281	61,411	18,000	(599,153)	860,539	1,380,281	34,203	0	0	1,414,484
Land and Buildings Reserve	714,103	31,771	500,000	(106,954)	1,138,920	714,103	17,695	0	0	731,798
Guilderton Caravan Park Reserve	105,014	4,673	100,000	0	209,687	105,014	2,602	0	0	107,616
Shire Recreation Development Reserve	377,898	16,814	0	(127,648)	267,064	377,898	9,364	0	0	387,262
Redfield Park Reserve	33,375	1,485	0	0	34,860	33,375	827	0	0	34,202
Ocean Farm Recreation Reserve	33,048	1,471	0	0	34,519	33,048	819	0	0	33,867
Tip Rationalisation Reserve	2,247,610	100,001	346,992	(350,000)	2,344,603	2,247,610	55,695	0	0	2,303,305
Lancelin Community Sport and Recreation Reserve	135,553	6,031	28,258	(15,410)	154,432	135,553	3,359	0	0	138,912
Community Infrastructure Reserve	50,660	2,254	36,000	0	88,914	50,660	1,255	0	0	51,915
Staff Housing Reserve	6,090	271	0	0	6,361	6,090	151	0	0	6,241
Future Infrastructure Reserve	561,370	24,976	0	0	586,346	561,370	13,911	0	0	575,281
Guilderton Country Club Reserve	30,544	1,359	8,829	0	40,732	30,544	757	0	0	31,301
Coastal Management Reserve - Coastal Inundation	411,494	18,308	100,000	(85,000)	444,802	411,494	10,197	0	0	421,691
Guilderton Foreshore Reserve	326,964	14,547	104,077	(50,000)	395,588	326,964	8,102	0	0	335,066
Seniors Housing Reserve	151,327	6,732	25,000	(152,622)	30,437	151,327	3,750	0	0	155,077
Gingin Railway Station Reserve	6,095	271	0	0	6,366	6,095	151	0	0	6,246
Contributions to Roads Reserve - Cullalla Road Intersection	47,862	2,130	0	0	49,992	47,862	1,186	0	0	49,048
Contribution to Roads Reserve - Chitna Road	3,191	142	0	0	3,333	3,191	79	0	0	3,270
Contribution to Roads Reserve - Balance of Muni Funds	21,496	956	51,845	(40,595)	33,702	21,496	533	0	0	22,029
Community Infrastructure Reserve - Lower Coastal Fire Control	26,804	1,193	0	0	27,997	26,804	664	0	0	27,468
Community Infrastructure Reserve - Gingin Logo Plates	9,473	422	300	0	10,195	9,473	235	0	0	9,708
Community Infrastructure Reserve - Gingin Ambulance	63,248	2,814	6,000	0	72,062	63,248	1,567	0	0	64,815
Community Infrastructure Reserve - Lancelin Ambulance	19,637	874	18,000	0	38,511	19,637	487	0	0	20,124
Public Open Space Reserve	69,174	3,077	0	0	72,251	69,174	1,714	0	0	70,888
Guilderton Trailer Parking Reserve	39,609	1,769	5,976	0	47,354	39,609	994	0	0	40,603
Gingin Outdoor Activity Space	5,628	244	0	0	5,872	5,628	127	0	0	5,755
Gingin Resilience Fund	13,750	611	10,250	0	24,611	13,750	341	0	0	14,091
Contribution to Roads Reserve - Aurisch Road Maintenance	12,500	556	12,500	(12,500)	13,056	12,500	310	0	0	12,810
Community Infrastructure - Development Reserve Fund Lot 601 Brockman Street (Brookview Estate)	45,600	2,029	48,000	0	95,629	45,600	1,130	0	0	46,730
Community Infrastructure- Development Reserve Lancelin South	0	0	52,000	0	52,000	0	0	0	0	0
	7,405,097	329,466	1,472,027	(1,539,882)	7,666,708	7,405,097	183,496	0	0	7,588,593

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2025**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

	Budget	Amended YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Capital acquisitions				
Buildings - specialised	416,776	286,589	131,852	(154,737)
Plant and equipment	2,271,088	1,153,988	1,197,402	43,414
Vehicles	382,695	127,495	126,654	(841)
Acquisition of property, plant and equipment	3,070,559	1,568,072	1,455,909	(112,163)
Infrastructure - roads	4,480,977	4,222,719	3,284,975	(937,744)
Infrastructure - footpaths	105,063	105,063	12,844	(92,219)
Infrastructure - parks & ovals	151,186	151,186	109,201	(41,985)
Infrastructure - other	293,447	283,447	283,875	428
Infrastructure - bridges	3,292,066	0	0	0
Infrastructure - Landfills	350,000	318,848	48,848	(270,000)
Work in progress - Infrastructure	0	0	6,283	6,283
Acquisition of infrastructure	8,672,739	5,081,263	3,746,026	(1,335,237)
Total capital acquisitions	11,743,298	6,649,335	5,201,934	(1,447,401)
Capital Acquisitions Funded By:				
Capital grants and contributions	7,897,698	3,259,826	3,262,855	3,029
Other (disposals & C/Fwd)	1,003,909	113,000	179,046	66,046
Reserve accounts				
Plant and Equipment Reserve	599,153	0	0	0
Land and Buildings Reserve	106,954	0	0	0
Lancelin Community Sport and Recreation Reserve	15,410	0	0	0
Seniors Housing Reserve	152,622	0	0	0
Contribution to Roads Reserve - Balance of Muni Funds	40,595	0	0	0
Contribution - operations	1,926,957	3,276,509	1,760,033	(1,516,476)
Capital funding total	11,743,298	6,649,335	5,201,934	(1,447,401)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

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 *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.

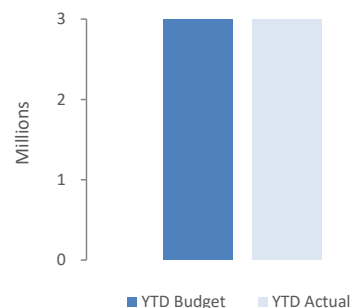
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of 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.

Payments for Capital Acquisitions

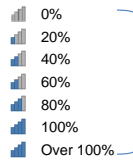


**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2025**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - 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.

Level of completion indicator, please see table at the end of this note for further detail.

			Amended		Variance
Account Description			Budget	YTD Budget	(Under)/Over
			\$	\$	\$
BC11100-141101120	Granville Civic Centre - Building (Capital) Kitchen		60,000	0	0
BC11160-141101120	Guilderton Hall - Building (Capital)		10,000	10,000	7,215
BC11391-141103120	Lancelin Sports Complex - Building - Specialised		15,410	15,410	10,909
BC1192A-141103120	Lancelin Harold Park Gazebo - Building (Capital)		40,000	10,000	0
BC14200-141402120	Gingin Administration Office - Building (Capital)		82,000	82,000	8,800
BC5100-140501120	Gingin Colocation Fire Facility - Building (Capital)		40,187	0	0
BC9490-140904120	Seniors Units - Lancelin - Building (Capital)		152,622	152,622	104,928
BSR0001-140802120	Bus Shelter Replacement Program		16,557	16,557	0
P0-141402330	Purchase of CEO Vehicle 0GG - (Capital)		62,427	62,427	62,427
P002-141203300	Replacement of Prime Mover GG002		378,550	0	0
P005-140501310	4WD Utility Dual Cab CESM		8,568	8,568	8,569
P019-141203300	Purchase of Tractor GG019 - Capital Project		135,000	135,000	0
P045-141203300	Volvo FM13 Prime Mover		378,550	0	0
P05-140501300	Cowalla BFB Light Tanker GG05 - Plant Capital		0	0	247,803
P056-141203300	Flatbed Crew Cab Truck GG056 - Plant Capital		350,000	0	0
P066-141203300	Replacement of Water Truck GG066		359,035	359,035	366,291
P076-140501310	Beermullah Light Tanker GG076 - (Capital)		255,200	0	0
P077-140501300	Gingin West Fire Tanker GG077 - Plant Capital		549,100	549,100	555,563
P4-141006310	EMRDS 4GG Replacement- (Capital)		56,500	56,500	55,658
PE11200-141102300	Gingin Aquatic Centre - Plant Capital		20,853	20,853	5,280
-141102300	Gingin Aquatic Centre - Generator		10,000	0	0
-141201300	Water Pressure Washer at Gingin Depot		0	0	7,134
-141402300	Digital Sign at Gingin Administration Park Aea		90,000	90,000	15,331
BR661-141201670	Weld St Bridge - Bridge (Capital)		3,292,066	0	0
DC097-141201660	Brockman Street - Gingin - Drainage Capital		40,000	0	0
FC000-141201700	Footpath Construction		105,063	105,063	12,844
LF10100-141007650	Construction Costs Capital Gingin Landfill		80,000	48,848	48,848
LF10170-141007650	Construction Costs Capital Seabird Landfill		150,000	150,000	0
LF10190-141007650	Construction Costs Capital Lancelin Landfill		120,000	120,000	0
OC11100-141103900	Granville Park - Infrastructure Other (Capital)		14,750	14,750	14,750
OC1119-141103900	Jim Gordon V.C. Trail		10,000	0	0
OC11302-141103900	Lancelin Bowling Greens - Infrastructure Other (Capital)		257,697	257,697	257,697
OC12290-141201900	Lancelin/Ledge Point Depot- Infrastructure Other (Capital)		11,000	11,000	11,428
PC1100-141103700	Gingin Granville Park Works (Capital)		39,583	39,583	39,583
PC11390-141103700	Lancelin Recreation Grounds Power Upgrade		54,088	54,088	54,088
PC1189-141103700	Ledge Point Off-Road Vehicle Area - Capital works		57,515	57,515	15,530
R2R002-141201450	Gingin Brook Road (R2R)		280,116	280,116	280,117
R2R006-141201450	Orange Springs Road (R2R)		920,675	920,675	923,660
R2R010-141201440	Ledge Point Road (R2R)		125,201	125,201	125,201
R2R012-141201460	Wannamal Road West (R2R)		611,736	393,478	91,485
R2R059-141201450	Seabird Road (R2R)		128,825	128,825	128,824
R2R278-141201450	Sadler Road (R2R)		364,656	364,656	314,198
RC039-141201420	Cullalla Road (Capital)		428,852	428,852	299,042
RRG001-141201490	Mooliabeenee Road (RRG)		1,580,916	1,580,916	1,122,447
-141302910	Guilderton Caravan Park Wastewater Sewage System Upgrade		0	0	6,283
Total			11,743,298	6,649,335	5,201,934
					(1,447,401)

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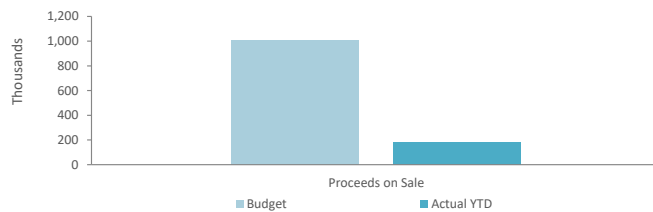
APPENDIX 13.4.1

SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
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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)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
	GG05 Cowalla BFB Light Tanker	6,700	45,000	38,300	0	6,700	35,000	28,300	0
	GG077 Gingin West BFB Fire Tanker	7,299	90,000	82,701	0	0	0	0	0
	GG071 Ledge Point BFB Fire Tanker	0	30,000	0	0	9,500	30,000	20,499	0
	GG056 Truck	66,636	15,000	0	(51,636)	66,636	14,545	0	(52,091)
	GG6015 VMB Trailer	762	5,000	4,238	0	0	0	0	0
	GG12533 Portable Traffic Light Trailer	3,209	5,000	1,791	0	0	0	0	0
	GG12534 Portable Traffic Light Trailer	2,573	5,000	2,427	0	0	0	0	0
	GG045 Primer Mover	69,853	104,546	34,693	0	0	0	0	0
	GG066 Prime Mover	60,000	36,363	0	(23,637)	60,000	36,364	0	(23,636)
	GG002 Prime Mover	25,334	85,000	59,666	0	0	0	0	0
	GG019 John Deere Tractor	0	65,000	0	0	35,636	63,136	27,500	0
	Hertz Oil Injected Compressor	0	0	0	0	4,262	0	0	(4,262)
	4GG Executive Vehicle	0	18,000	0	0	0	0	0	0
	Gingin Tip Fencing Upgrade	0	0	0	0	14,557	0	0	(14,557)
Infrastructure - Parks and ovals									
	Granville Park benches and seating replacement	4,368	0	0	(4,368)	3,375	0	0	(3,375)
	Lancelin Bowling Green 10 rink synthetic bowling green	0	0	0	0	4,255	0	0	(4,255)
Land									
	Lancelin Plaza	0	500,000	500,000	0	0	0	0	0
		246,734	1,003,909	723,816	(79,641)	204,921	179,046	76,299	(102,175)



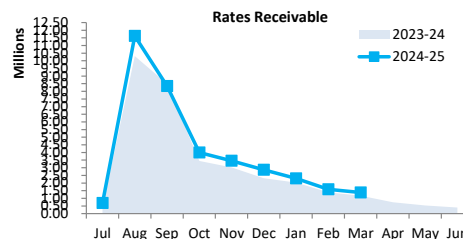
**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2025**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 June 2024	31 Mar 2025
	\$	\$
Opening arrears previous years	399,663	757,894
Levied this year	9,437,442	11,138,147
Less - collections to date	(9,079,211)	(10,509,251)
Gross rates collectable	757,894	1,386,790
Net rates collectable	757,894	1,386,790
% Collected	92.3%	88.3%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,245)	67,619	14,065	1,153	162,921	244,513
Percentage	(0.5%)	27.7%	5.8%	0.5%	66.6%	
Balance per trial balance						
Trade receivables						244,513
GST receivable						91,864
Allowance for credit losses of trade receivables						(23,346)
Legal costs - recovery of rates						112,660
Rubbish fees						94,328
Total receivables general outstanding						520,019

Amounts shown above include GST (where applicable)

KEY INFORMATION

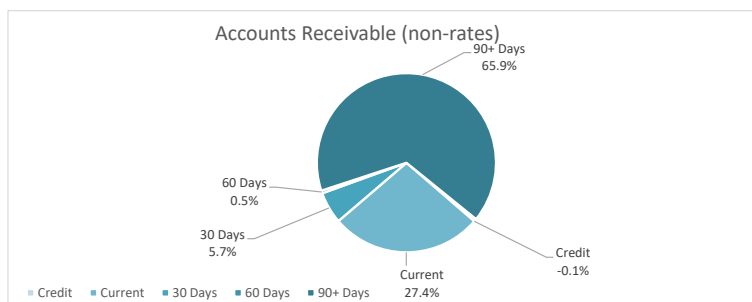
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2025**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 March 2025
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	2,378	0	(1,183)	1,195
Financial assets at amortised cost - advances	1,999	0	(995)	1,004
Inventory				
Fuel	18,527	243,758	(243,421)	18,864
History Books	14,087	0	0	14,087
Other assets				
Prepayments	26,861	0	(26,861)	0
Contract assets				
Contract assets	231,651	114,233	(109,821)	236,064
Total other current assets	295,503	357,991	(382,280)	271,214
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Contract assets

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

SHIRE OF GINGIN
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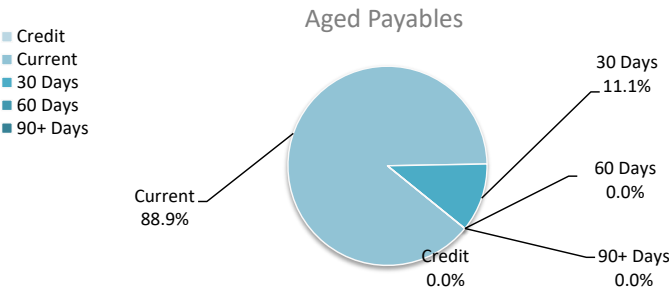
OPERATING ACTIVITIES

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	341,286	42,707	0	0	383,993
Percentage	0.0%	88.9%	11.1%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						473,292
ATO liabilities						38,174
Prepaid rates						165,695
Bonds & deposits						855,397
Accrued interest on long term borrowings						34,404
Total payables general outstanding						1,566,962
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.



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**APPENDIX
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**SHIRE OF GINGIN
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OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue \$	Budget Interim Rate Revenue \$	Total Revenue \$	Rate Revenue \$	YTD Actual Interim Rate Revenue \$	Total Revenue \$
Gross rental value									
GRV Townsites	0.098154	1,605	30,810,226	3,024,147	40,000	3,064,147	3,024,143	62,591	3,086,734
GRV Other	0.098154	1,006	18,708,225	1,836,287	15,000	1,851,287	1,836,285	24,161	1,860,446
Unimproved value									
UV Rural	0.004742	448	436,333,000	2,069,091	5,000	2,074,091	2,069,091	8,114	2,077,205
UV Other	0.004742	3	2,955,000	14,013	40,000	54,013	14,013	41,816	55,829
UV Intensive/Mining	0.006999	122	107,808,000	754,548	0	754,548	754,548	(451)	754,097
UV Exploraton Mining	0.004742	0	0	0	0	0	0	(5,960)	(5,960)
Sub-Total		3,184	596,614,451	7,698,086	100,000	7,798,086	7,698,080	130,271	7,828,351
Minimum payment									
Minimum Payment \$									
Gross rental value									
GRV Townsites	1,323	1,029	9,693,909	1,361,367	0	1,361,367	1,361,367	0	1,361,367
GRV Other	1,323	718	4,097,180	949,914	0	949,914	949,914	0	949,914
Unimproved value									
UV Rural	1,531	374	88,854,600	572,594	0	572,594	572,594	0	572,594
UV Other	1,531	36	6,771,000	55,116	0	55,116	55,116	0	55,116
UV Intensive/Mining	2,609	121	28,331,426	315,689	0	315,689	315,689	0	315,689
UV Exploraton Mining	1,531	36	135,529	55,116	0	55,116	55,116	0	55,116
Sub-total		2,314	137,883,644	3,309,796	0	3,309,796	3,309,796	0	3,309,796
Amount from general rates						11,107,882			11,138,147
Ex-gratia rates						6,850			0
Total general rates						11,114,732			11,138,147

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FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Loan No.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Tip Rationalisation Site	111	352,042	0	0	(24,300)	(24,301)	327,742	327,741	(22,460)	(22,460)
Seabird Sea Wall	127	58,575	0	0	(22,993)	(22,993)	35,582	35,582	(1,327)	(1,327)
Guilderton Country Club Hall Extension	114	210,889	0	0	(23,240)	(47,310)	187,649	163,579	(7,529)	(14,228)
Regional Hardcourt Facility	120	165,802	0	0	(14,238)	(28,952)	151,564	136,850	(5,538)	(10,600)
Regional Hardcourt Facility	124A	164,953	0	0	(12,254)	(24,761)	152,699	140,192	(3,406)	(6,559)
Gingin Swimming Pool Tiling	126	33,800	0	0	(16,640)	(16,640)	17,160	17,160	(920)	(920)
Gingin Outdoor Activity Space	132	126,526	0	0	(8,624)	(17,310)	117,902	109,216	(906)	(1,750)
Lancelin Cunliffe Street Carpark	133	229,758	0	0	(10,468)	(21,175)	219,290	208,583	(5,235)	(10,232)
Altus Financials Suite	131	129,737	0	0	(4,827)	(9,702)	124,910	120,035	(1,257)	(2,468)
Lot 44 Weld Street, Gingin	123	96,348	0	0	(10,652)	(21,674)	85,696	74,674	(3,353)	(6,335)
Land for Future Gingin Sporting Precinct	134	746,000	0	0	(10,664)	(21,612)	735,336	724,388	(19,896)	(39,508)
		2,314,430	0	0	(158,901)	(256,430)	2,155,529	2,058,000	(71,827)	(116,387)
Self supporting loans										
Ledge Point Country Club Cool Room		12,417	0	0	(1,183)	(2,377)	11,234	10,040	(134)	(255)
		12,417	0	0	(1,183)	(2,377)	11,234	10,040	(134)	(255)
Total		2,326,847	0	0	(160,084)	(258,807)	2,166,763	2,068,040	(71,961)	(116,642)
Current borrowings		258,807					98,723			
Non-current borrowings		2,068,040					2,068,040			
		2,326,847					2,166,763			

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

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

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. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2025**

FINANCING ACTIVITIES

12 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2024	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Lancelin administration office	1A	7,813	0	0	(5,821)	(7,812)	1,991	1	(173)	(221)
Photocopier NEW	2A	0	0	22,880	(3,001)	(4,826)	(3,001)	(4,826)	0	0
IT Server	4	25,273	0	0	(13,322)	(17,792)	11,951	7,481	(30)	(222)
Total		33,086	0	22,880	(22,145)	(30,430)	10,940	2,656	(202)	(443)
Current lease liabilities		25,605					8,286			
Non-current lease liabilities		7,481					25,534			
		33,086					33,820			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

**SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2025**

OPERATING ACTIVITIES

13 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 March 2025 \$
Other current liabilities						
Other liabilities						
Contract liabilities		816,808	0	44,721	(190,288)	671,242
Capital grant/contributions liabilities		1,836,861	0	3,173,674	(2,358,249)	2,652,286
Total other liabilities		2,653,669	0	3,218,395	(2,548,537)	3,323,528
Employee Related Provisions						
Provision for annual leave		625,961	0	0	0	625,961
Provision for long service leave		492,952	0	0	0	492,952
Total Provisions		1,118,913	0	0	0	1,118,913
Total other current liabilities		3,772,582	0	3,218,395	(2,548,537)	4,442,441
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14 and 15

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.4.1

SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2025

OPERATING ACTIVITIES

14 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	Annual	Budget	Expected	YTD
	1 July 2024	Liability	Liability	31 Mar 2025	Liability	Budget	Budget	Budget	Variations		Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies											
General purpose funding											
Financial Assistance Grant - General Purpose	0	0	0	0	0	102,525	66,865	142,640	(40,115)	102,525	163,591
Financial Assistance Grant - Roads	0	0	0	0	0	218,120	158,224	239,583	(21,463)	218,120	76,894
Law, order, public safety											
DFES Operating Grant	0	0	0	0	0	264,970	198,726	264,970	(277,180)	(12,210)	184,886
Education and Welfare											
Carers Week WA Grant	0	0	0	0	0	0	0	0	0	0	11,800
Australia Day Grant	0	0	0	0	0	0	0	0	0	0	10,000
Youth Week Grant	0	0	0	0	0	0	0	0	0	0	3,000
Road Smart Youth Initiative	0	0	0	0	0	0	0	0	0	0	2,500
NRM Community Stewardship Grant - Conservation Project - Amazon Frogbit control	0	0	0	0	0	17,950	17,950	0	17,950	0	0
Community amenities											
Coastal Hazard Risk Management Plan Grant	0	0	0	0	0	10,580	7,938	10,580	0	10,580	0
CAP Grant Funding	0	0	0	0	0	45,000	45,000	45,000	0	45,000	45,000
CMPAP Coastal Inundation Integration	0	0	0	0	0	20,000	15,003	20,000	0	20,000	0
Recreation and culture											
State Library Travel Claim Lancelin Library	0	0	0	0	0	22,383	12,383	12,383	10,000	10,000	18,830
CSRFF Grant - Lancelin Bowling Club Synthetic Green- 2023-24 CSRFF July Small Grants	0	0	0	0	0	0	0	0	0	0	0
SwimVac Summer Program Free entry to pool	0	0	0	0	0	0	0	0	0	0	4,705
Transport											
Direct Road Grant MRWA	0	0	0	0	0	323,869	323,869	273,633	50,236	323,869	323,869
Economic Services											
	0	0	0	0	0	1,025,397	845,958	1,008,789	(260,572)	717,884	845,074
Contributions											
General purpose funding											
Rates incentive Prize Night	0	0	0	0	0	12,000	12,000	12,000	0	12,000	10,727
Law, order, public safety											
CESM Grant - DFES	0	0	0	0	0	96,143	77,207	96,143	0	96,143	78,839
BRMO Grant - DFES	108,981	44,721	(28,647)	125,055	125,055	111,618	111,618	111,618	0	111,618	32,042
MAF Mitigation - DFES	108,607	0	(108,607)	0	0	222,820	8,534	500,000	277,180	777,180	222,820
Gingin Resilience Project - Mindaroo Foundation	155,290	0	(53,034)	102,257	102,257	140,000	140,000	140,000	0	140,000	52,416
DFES Overtime Claims at Fires	0	0	0	0	0	0	0	0	0	0	4,255
Community amenities											
Development - Planning contributions	0	0	0	0	0	112,000	89,997	88,000	24,000	112,000	75,407
Recreation and culture											
Naming Sponsorship - Gingin Aquatic Centre - Image Resources	0	0	0	0	0	10,000	10,000	10,000	0	10,000	0
Contribution income for suite of events	0	0	0	0	0	0	(4,595)	18,401	18,401	36,802	0
Transport											
Contribution income for Aurisch Road Maintenance	0	0	0	0	0	23,750	23,750	12,500	11,250	23,750	23,750
Economic Services											
Guiderton Caravan Park Deposit Liability	443,931	0	0	443,931	443,931	0	0	0	0	0	0
Market PLI contributions	0	0	0	0	0	2,000	1,503	2,000	0	2,000	408
Project Gingin Contribution to Digital Sign	0	0	0	0	0	90,000	90,000	0	90,000	90,000	0
	816,809	44,721	(190,288)	671,242	671,242	820,331	560,014	990,662	420,831	1,411,493	500,664
TOTALS	816,809	44,721	(190,288)	671,242	671,242	1,845,728	1,405,972	1,999,451	160,259	2,129,377	1,345,737

MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.4.1

SHIRE OF GINGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2025

INVESTING ACTIVITIES

15 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	Annual	Budget	Expected	YTD
	1 July 2024	Liability	Liability	31 Mar 2025	Liability	Budget	Budget	Budget	Variations		Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies											
Law, order, public safety											
DFES - Capital Grant - Buildings	40,187	0	0	40,187	40,187	40,187	0	40,187	0	40,187	618
DFES - Capital Grant - Vehicles	0	0	0	0	0	804,300	804,300	804,300	0	804,300	803,366
Law, order, public safety											
Ledge Point Off-road Vehicle Area	0	58,905	0	58,905	58,905	53,015	0	53,015	0	53,015	0
Recreation and culture											
Lancelin Bowling Club - DLGSC Grant and Bendigo Bank Grant	0	72,958	(72,958)	0	0	138,541	138,541	138,541	0	138,541	138,541
Transport											
LRCI - Unspent Funds Roads	67,513	0	0	67,513	67,513	393,790	0	428,851	0	428,851	0
Roads to Recovery	6,504	959,701	(374,506)	591,699	591,699	959,701	364,656	959,701	0	959,701	368,002
Roads to Recovery Special Funding	1,372,596	0	(1,372,596)	0	0	1,379,100	1,379,100	0	40,596	0	1,379,100
Regional Road Group (Mooliabeenee Rd)	0	611,108	(538,189)	72,919	72,919	766,898	538,190	766,898	0	766,898	538,190
Financial Assistance Grants - Special Projects	350,061	1,471,002	0	1,821,063	1,821,063	385,122	0	350,061	35,061	385,122	0
Weld St Bridge Funding	0	0	0	0	0	2,942,005	0	2,942,005	0	2,942,005	0
	1,836,861	3,173,674	(2,358,249)	2,652,286	2,652,286	7,862,659	3,224,787	6,483,559	75,657	6,518,620	3,227,817
Capital contributions											
Recreation and culture											
Lancelin Bowling Club Contribution for Lancelin Bowling Greens	0	0	0	0	0	35,039	35,039	38,542	(3,503)	35,039	35,038
	0	0	0	0	0	35,039	35,039	38,542	(3,503)	35,039	35,038
TOTALS	1,836,861	3,173,674	(2,358,249)	2,652,286	2,652,286	7,897,698	3,259,826	6,522,101	72,154	6,553,659	3,262,855

MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 13.4.1

NOTE OF GOVERN
SUPPLEMENTARY INFORMATION
FOR THE FINANCIAL STATEMENTS
IN ACCORDANCE WITH THE
MUNICIPALITY OF GINGIN

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

Description	GL/Project Code	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Budget Running
				\$	\$	\$	\$
Budget adoption							0
Management Approval -Approved to move \$7,000 budget to W11314	OC111314A	AUG 2024/2025	Capital expenses		7,000		7,000
Management Approval- Gingin Recreation Centre Hardcourt Maintenance contribution to repairs	W11314	AUG 2024/2025	Operating expenses			(7,000)	0
Management Budget Amendment - Project Gingin Contribution to Digital Sign	131402000	SEP 2024/2025	Operating revenue		90,000		90,000
Management Budget Amendment - Community Digital Signcontribution Project Gingin	PC14200	SEP 2024/2025	Capital expenses			(90,000)	0
Management budget amendment - Reg 17 Audit fees to project AC14200	120402510	SEP 2024/2025	Operating expenses		20,000		20,000
Management budget amendment - Reg 17 Audit fees to project AC14200	AC14200	SEP 2024/2025	Operating expenses			(20,000)	0
OCM 17 September 2024 – Item 12.2 Relocation of Gazebo – Harold Park Lancelin	BC1192A	SEP 2024/2025	Capital expenses		10,000		10,000
OCM 17 September 2024 – Item 12.2 Relocation of Gazebo – Harold Park Lancelin	151005810	SEP 2024/2025	Capital revenue			(40,000)	(30,000)
OCM 17 September 2024 – Item 12.2 Relocation of Gazebo – Harold Park Lancelin	151107810	SEP 2024/2025	Capital revenue		30,000		0
Community and Sporting Club – Request to Increase Transfer of Reserve Funds for Pump Shed	CI11306	SEP 2024/2025	Capital expenses		1,617		1,617
Community and Sporting Club – Request to Increase Transfer of Reserve Funds for Pump Shed	151103810	SEP 2024/2025	Capital revenue			(1,617)	0
OCM 15 October 2024 Item 13.1 Gingin South Volunteer BFB Support Trailer - purchase of trailer	120505690	OCT 2024/2025	Operating expenses		4,182		4,182
OCM 15 October 2024 Item 13.1 Gingin South Volunteer BFB Support Trailer - BFB Contribution	130505000	OCT 2024/2025	Operating revenue			(4,182)	0
CCM 15 October 2024 Item 19.3 Vehicle Replacement 4GG - transfer from reserve	151203810	OCT 2024/2025	Capital revenue		56,500		56,500
Replacement 4GG - transfer sale proceeds to plant reserve	141203810	OCT 2024/2025	Capital expenses			(18,000)	38,500
CCM 15 October 2024 Item 19.3 Vehicle Replacement 4GG - Proceeds on disposal of 4GG	SV110600	OCT 2024/2025	Capital revenue		18,000		56,500
CCM 15 October 2024 Item 19.3 Vehicle Replacement 4GG - vehicle cost	P4	OCT 2024/2025	Capital expenses			(56,500)	0
Management budget amendment - Pex Pipe Replacement and Wall Repair Guilderton Hall	BC11361	OCT 2024/2025	Capital expenses		10,000		10,000
Management budget amendment - Pex Pipe Replacement and Wall Repair Guilderton Hall	151103810	OCT 2024/2025	Capital revenue		10,000		10,000
Management budget amendment - Pex Pipe Replacement and Wall Repair Guilderton Hall	151107810	OCT 2024/2025	Capital revenue			(10,000)	0
Management budget amendment – Reallocate contribution for Seabird Hall shadecloth replacement	CE11100	OCT 2024/2025	Operating expenses			(7,200)	(7,200)
Management budget amendment – reallocate contribution for Seabird Hall shadecloth replacement	BC11170	OCT 2024/2025	Capital expenses		7,200		0
OCM 21/01/2025 Item 15.2 Replacement of GG019 Tractor	151203810	JAN 2024/2025	Capital revenue		70,000		70,000
OCM 21/01/2025 Item 15.2 Purchase of replacement tractor GG019	P019	JAN 2024/2025	Capital expenses			(135,000)	(65,000)
OCM 21/01/2025 Item 15.2 Purchase of replacement tractor GG019	151203500	JAN 2024/2025	Capital revenue		65,000		0
Management budget amendment - Furniture for CEO department office	121402150	FEB 2024/2025	Operating expenses			(2,730)	(2,730)
Management budget amendment - Furniture for CEO department office	121402860	FEB 2024/2025	Operating expenses		2,730		0
Budget Review	Various	FEB 2024/2025			0		0
Budget Review	Various	FEB 2024/2025				0	0
OCM 18.03.25 disposal of GG07 incorrectly done at Budget Review	120501870	MAR 2024/2025	Operating expenses			(60,000)	(60,000)
OCM 18.03.25 disposal of GG07 incorrectly done at Budget Review	150501500	MAR 2024/2025	Capital revenue		60,000		0
OCM 18/03/2025 Item 13.1 Lancelin Sporting Complex Coolroom Plant	BC11391	MAR 2024/2025	Capital expenses			(15,410)	(15,410)
OCM 18/03/2025 Item 13.1 Lancelin Sporting Complex Coolroom Plant	151103810	MAR 2024/2025	Capital revenue		15,410		0
					477,639	(477,639)	0

14 REPORTS - REGULATORY AND DEVELOPMENT SERVICES

14.1 APPLICATION FOR DEVELOPMENT APPROVAL - LOT 70 (219) DEWAR ROAD, GRANVILLE (GINGIN GOLF CLUB)

File	BLD/5214
Applicant	Gingin Golf Club – Trevor Phillips
Location	Lot 70 (219) Dewar Road, Granville
Owner	Shire of Gingin
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 Map [14.1.2 - 1 page] 3. Applicant's Proposal [14.1.3 - 6 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Development Approval to construct a Storage Shed on Lot 70 (219) Dewar Road, Granville.

BACKGROUND

The Gingin Golf Club has a lease arrangement with the Shire of Gingin for a portion of Lot 70 (219) Dewar Road, Granville.

The subject lot consists of a total area of 47 hectares with the predominant use being Recreation – Private (Golf Course/Club) which also includes the Gingin Pistol Club located on the northeast portion of the lot.

The proposal seeks to extend the existing machinery shed with a skillion style addition that comprises of the following:

Length: 15 metres
Width: 5.5 metres
Wall Height: 3.8 metres tapering to 3 metres

A location plan and aerial imagery is provided (**see appendices**).

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

COMMENT

Stakeholder Consultation

The proposal is not viewed as impacting any nearby landowners. On that basis no community consultation has been undertaken.

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.*

The objectives of the zone are not compromised by the proposed development. The golf club falls under the land use 'Recreation – Private', which is defined as:

Premises used for indoor or outdoor leisure, recreation or sport which are not usually open to the public without charge.

Recreation – Private is a 'D' (discretionary) land use in the General Rural zone which means that the land use is not permitted unless the local government has exercised its discretion by granting development approval. As noted, the development is existing and the entire lot is used for recreational purposes across the two clubs.

The following table is an assessment of the proposed development against the provisions of Part 4 – General Development Requirements of LPS 9 for the GR zone.

LPS No. 9 Part 4 - General Development Requirements	Officer comments
4.8.6.2 No more than one single dwelling house shall be erected on a lot zoned General Rural unless the Local Government is satisfied that an additional house is necessary or desirable for the continuation of a bona fide agricultural activity and is satisfied that the land can be adequately serviced, surrounding amenity is not adversely impacted on or any other consideration it considers relevant.	The development does not propose any habitable buildings, and therefore this provision is not applicable to the proposal.
4.8.6.3 The presence of more than one dwelling unit on a lot in the General Rural zone shall not be considered by itself to be sufficient grounds for subdivision.	The proposal is not for subdivision, and therefore this provision is not applicable to the proposal.
4.8.6.4 No dwelling shall be erected unless the lot is connected to a reticulated water supply or the local government is satisfied that there is an adequate potable water supply consisting of a roof water tank of not less than 90,000 litres, a bore, well, spring, soak or dam.	The development does not propose any habitable buildings, and therefore this provision is not applicable to the proposal.
4.8.6.5 Fencing shall conform to the standard of rural fencing in the district, and the use of solid panel fences except in the immediate vicinity of the residence will only be permitted with the approval of local government.	The development does not propose any new or amendments to existing fencing, and therefore this provision is not applicable to the proposal.
4.8.6.6 No natural vegetation shall be removed without prior written approval of local government, unless its removal is necessary for construction of a building, firebreak or boundary fence.	The extension will not result in removal of vegetation.
4.8.6.7 The siting and design of any buildings on any lot should not significantly impact on the natural vegetation or visual landscape amenity of the site.	The development abuts an existing structure and will have negligible impact on visual amenity.

4.8.6.8 The keeping of horses, sheep, goats and other grazing animals, where permitted, shall not exceed the stocking rates recommended by Agriculture Western Australia for the applicable pasture types.	NA
4.8.6.9 Local government may, at its discretion, permit the land uses "retirement village" and "aged persons accommodation" in the General Rural zone, but only within the Gingin townsite (as defined by the suburb boundary), and subject to appropriate zoning of the site at a later stage.	NA

The proposal is considered to satisfy all of the general development requirements contained within Part 4 of LPS9 and is therefore acceptable.

Summary

In view of the above, the officer supports the proposal.

STATUTORY/LOCAL LAW IMPLICATIONS

Planning and Development Act (2005)

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Gingin Local Planning Scheme No.9

Shire of Gingin Local Planning Strategy 2012

POLICY IMPLICATIONS

State Planning Policy No. 2.5 - Rural Planning

State Planning Policy No. 3.7 – Planning in Bushfire Prone Areas

State Planning Policy 4.1 - Industrial Interface

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 Johnson

SECONDED: Councillor Sorensen

That Council:

1. Grant Development Approval for a Storage Shed on Lot 70 (219) Dewar Road, Granville subject to the following conditions:
 - a. The land use and development shall be undertaken in accordance with the approved plans and specifications, including the directions written in red ink by the Shire, unless otherwise conditioned in this Approval; and
 - b. The approved Storage Shed is to be constructed using new materials and be of a consistent colour scheme.

Advice Notes:

Note 1: If you are aggrieved by the conditions of the 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: Further to this approval, the applicant is required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Health Act 2016*, which are to be approved by the Shire of Gingin.

Note 3: This development approval should not be construed as satisfying any other obligations as set out under 'Alterations' within the lease of the premises with the Shire.

2. Subject to compliance with all relevant planning, building and health requirements, approve construction of the storage shed as an alteration to the leased Premises.
3. Authorise the CEO to negotiate a Variation to the current lease expiring to incorporate the constructed outbuilding whilst recognising that all costs associated with construction, ongoing maintenance and insurance (including building) will remain the responsibility of the Lessee.
4. Authorise application of the Common Seal to the Variation of Lease as a Category 1A document in accordance with the requirements of Council Policy 2.33 Execution of Documents.

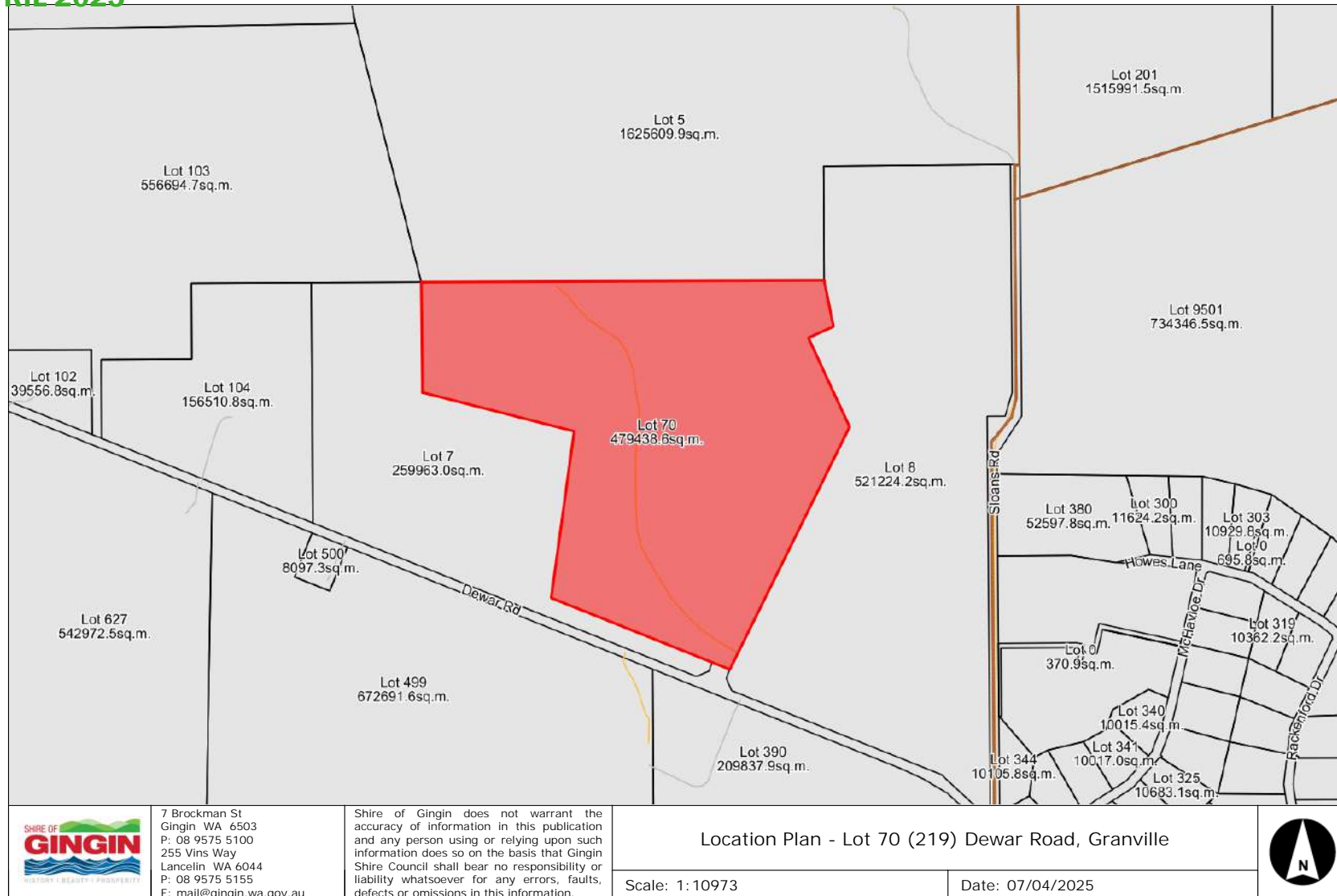
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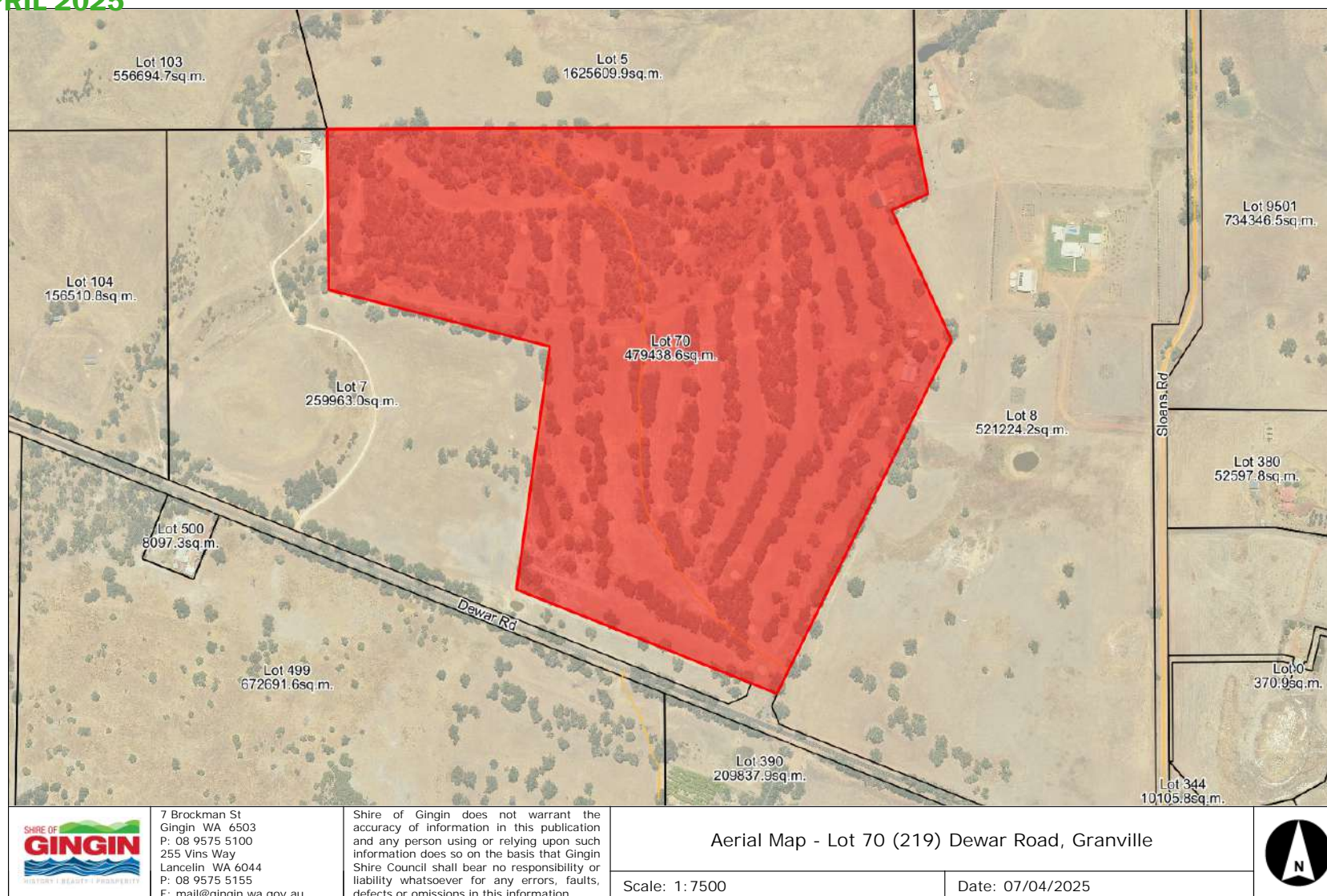
FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

MINUTES ORDINARY COUNCIL MEETING 15 APRIL 2025

APPENDIX 14.1.1







GINGIN GOLF CLUB (Inc)



PO Box 166 GINGIN WA 6503.

President: Brian Carter **Ph 0429 201 236**
Secretary: Trevor Phillips **Ph 0419 928 504**
Email: phillipsqs@iinet.net.au
Website: www.gingingolf.org.au

7 March 2025

Shire of Gingin
7 Brockman Street
Gingin WA 6503

Attention: Planning Department

Dear Sir / Madam,

Please find attached our application for Development Approval relative to an extension to our existing Machinery Shed. In addition to the Planning Form the following are also attached for your information:

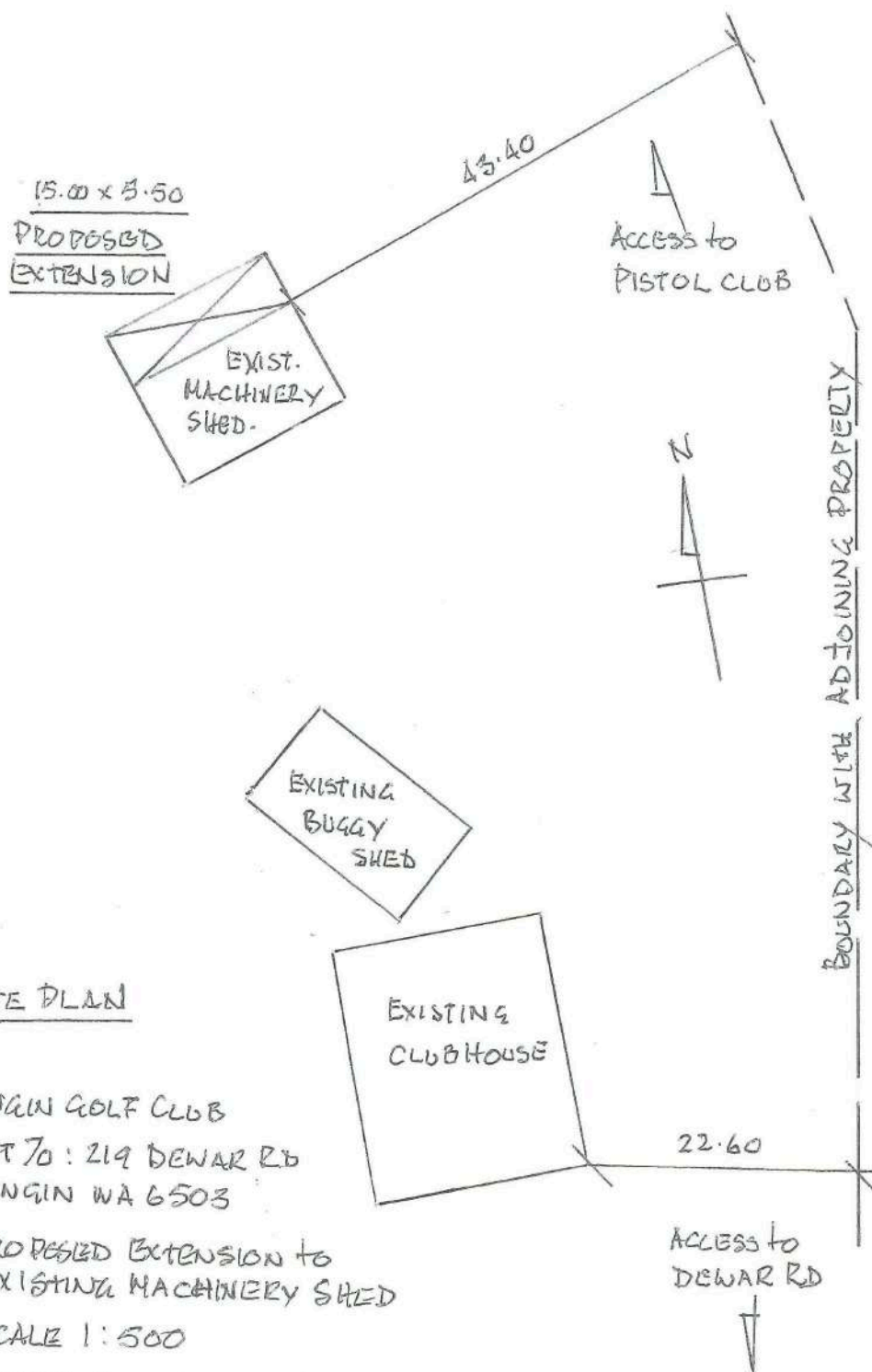
- Cheque for \$147.00
- Site Plan scale 1:500
- The original site plan relative to the existing Machinery Shed
- Email letter from the Shire of Gingin giving "in principle" support for our Concept Enquiry
- Quotation from Roys Sheds that includes the required elevations, plans and dimensions of the proposed extension.

It would be appreciated if you could complete the relevant details associated with the Certificate of Title.

If any further information is required, please do not hesitate to get in touch.

Yours faithfully,

Trevor Phillips, Secretary



SITE PLAN

QUNGWIN GOLF CLUB
LOT 70: 219 DEWAR RD
QUNGWIN WA 6503

PROPOSED EXTENSION TO
EXISTING MACHINERY SHED

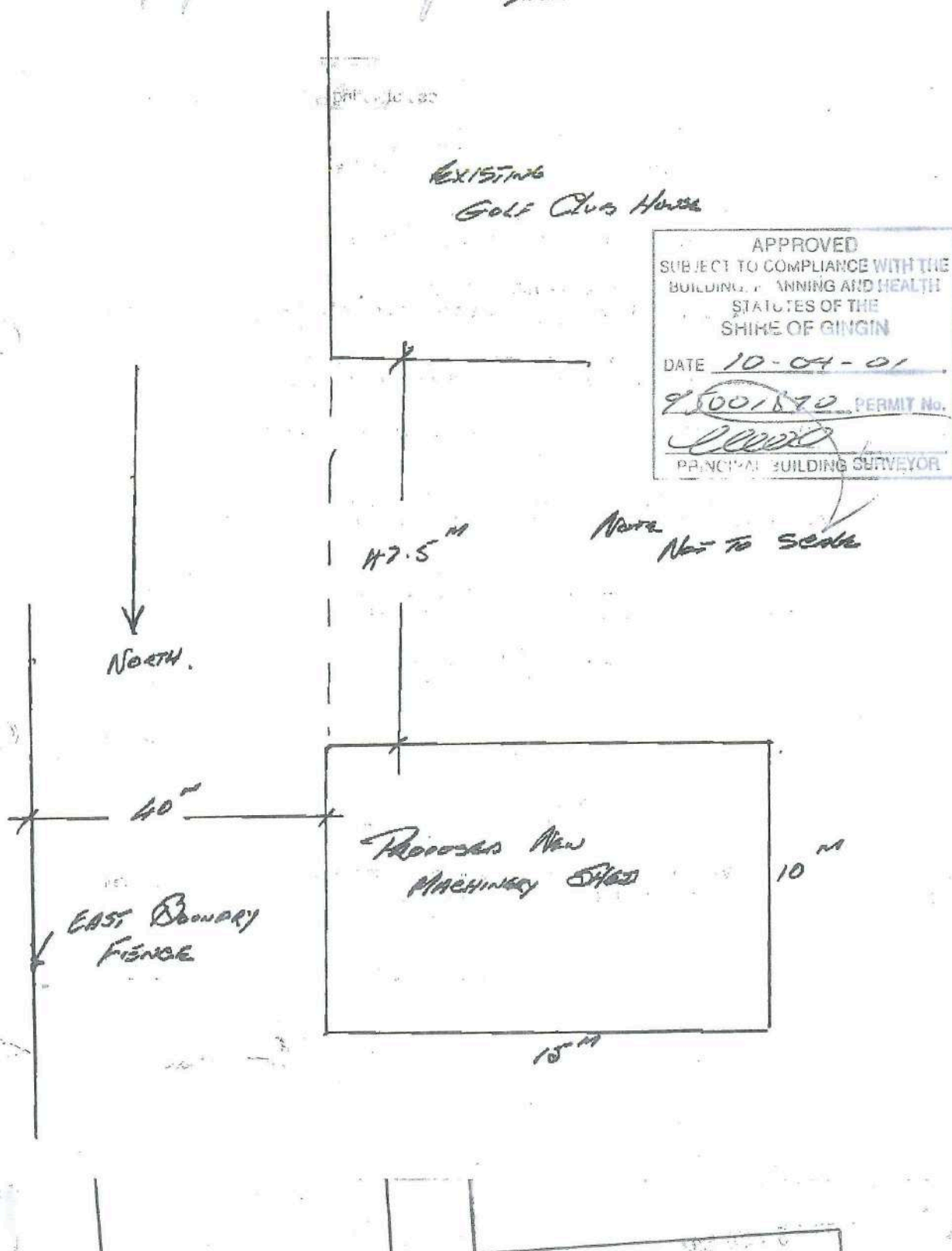
SCALE 1:500

MARCH 2025.

ATTENTION MIKE O'DOHERTY

2/4/2001

10/5/2018 Hold on file Mrs. as discussed the position
of the new Golf Club
THMR



Trevor Phillips

From: "Bethwyn Innes" <Bethwyn.Innes@gingin.wa.gov.au>
Date: Friday, 11 October 2024 4:14 PM
To: "Trevor Phillips" <phillipsqs@iinet.net.au>
Subject: RE: IAP252873 - Concept Enquiry for Project

sent to Committee

14-10-24

Good afternoon Trevor,

I refer to your recent Concept Enquiry regarding an extension to the existing machinery shed at Gingin Golf Club. I am pleased to confirm that the Shires Executive Management Team have reviewed your Concept Enquiry and given in principle support for the project, subject to the following conditions -

- Gingin Golf Club to obtain appropriate Planning approval prior to installation;
- Gingin Golf Club to obtain appropriate Building approvals prior to installation; and
- Gingin Golf Club to accept all costs, including project costs/installation, maintenance, replacement, future costs, and insurances, for the project.

If you have any further queries, please do not hesitate to contact me on the details listed below.

Many thanks

Regards,
Bethwyn Innes
Executive Assistant to EMCCS

D: (08) 9575 5143
E: Bethwyn.Innes@gingin.wa.gov.au
A: PO Box 510, Gingin WA 6503
W: gingin.wa.gov.au



Shire of Gingin Offices
Gingin Administration
Centre & Council Chambers
7 Brockman Street, Gingin WA 6503
T: (08) 9575 5100

Lancelin Office
255 Vins Way, Lancelin WA 6044
T: (08) 9575 5155



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From: Trevor Phillips <phillipsqs@iinet.net.au>
Sent: Monday, 16 September 2024 12:40 PM
To: Gingin Shire Email <mail@gingin.wa.gov.au>

14/10/2024

Subject: IAP252873 - Concept Enquiry for Project

Dear Sir / Madam,

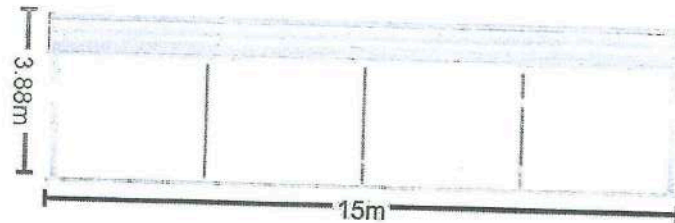
Please find attached a completed Concept Enquiry form together with two other documents to assist with the review, and hopefully approval, process for the proposed project.

Kind regards,

Trevor Phillips

14/10/2024

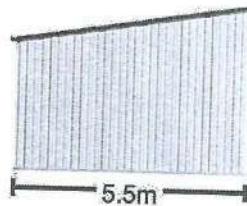
5. Q241016358-1 - Scope of Works



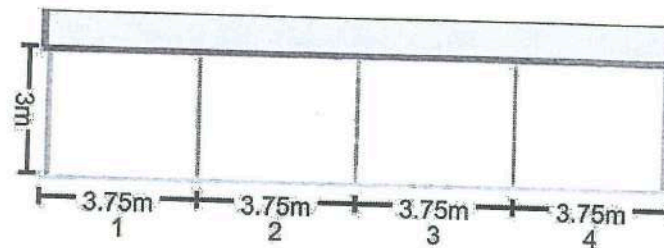
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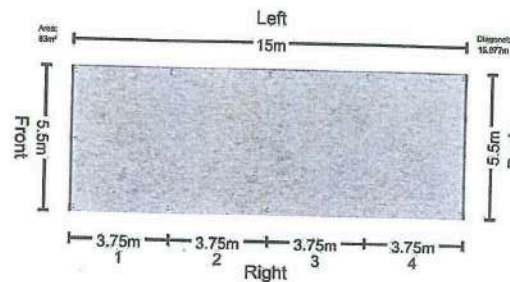
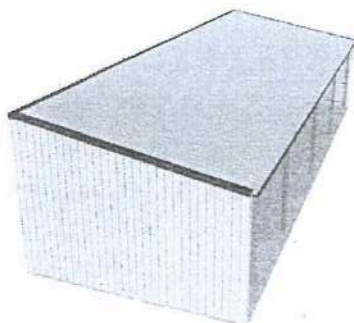
Front



Back



Right



- 1 Main Structure:
- Size: 15m (Length) x 5.5m (Width) x 3m (Height)
 - Roof pitch: 9.09°
 - Bays: 3.75m, 3.75m, 3.75m, 3.75m, total bays: 4
 - Roof sheeting: Colour (Trimdek 0.42BMT)
 - Wall sheeting: Colour (Trimdek 0.42BMT)

Included

- Engineering Details:
- Terrain category: 2.5
 - Importance level: 2
 - Building class: 10A

2	Delivered to: 219 Dewar Rd, Gingin, 6503	Included
3	Two Bays Cross braced on High side of shed	1
4	Columns 500mm inside on high side	1

Only the extras included in this list will be supplied. Some extras may be viewable in the elevations but not included.

Please ensure everything in the above list is correct (especially roller door dimensions) as this is what will be supplied.

SIGNED: _____

DATED: _____

15 REPORTS - OPERATIONS AND ASSETS

Nil

16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

17 COUNCILLORS' OFFICIAL REPORTS

17.1 CR FRANK JOHNSON

I attended the Control of Vehicles (Off-Road Areas) Act Advisory Committee meeting on 7 April 2025, I cannot currently share what has been talked about due to confidentiality.

17.2 CR LINCOLN STEWART

I attended the Lancelin Chamber of Commerce meeting on 14 April 2025 at which the Hon Melissa Price MP was also present. Issues under discussion included small business opportunities and Ms. Price's election campaign.

17.3 CR ERIK SORENSEN

I attended the Lower Coastal Community Association Meeting on 9 April 2025.

17.4 CR LINDA BALCOMBE

Myself, Cr Kestel, CEO, EMOA and EMRDS visited Fernview Waste Management Site for a catch up on their progress.

Myself, Cr Kestel and Cr Woods attended Haydon Ibbs farewell after 37 years with the Shire.

I attended a meeting with the CEO, the CESM, Shaun Champ from DFES and Telstra regarding communication problems and power outages in our Shire.

I attended the Incident Control Centre in Redfield Park for the Nilgen Fire the CEO was also in attendance. I would like to thank all involved it was another complex fire with a few fires throughout all the Shire from lightning strikes but it was good to see all agencies working together and the amount of volunteers who help in these situations. A big thank you to all involved.

I attended the Shire of Gingin Audit Entry meeting with Dry Kirkness and the Office of the Auditor General.

I attended the Gingin South VBFB volunteer evening, it was good to see a few new faces.

The CEO and I attended the Northern Growth Alliance meeting at the Shire of Chittering, all three Shires of Gingin, Dandaragan and Chittering in attendance with the Wheatbelt Development Committee. The final message out of this meeting is we are a group that has the biggest population growth in the Wheatbelt, so we need to ensure we are getting our urgent items discussed at a state level.

I attended the breakfast and coffee at Neergabby with the local community which was a lovely morning catching up with locals.

I attended the ANZAC ceremony at Gingin District High School, as usual a very moving ceremony.

17.5 CR ROBERT KESTEL

I would like to congratulate Project Gingin for delivering a fantastic community sign. This will certainly add to the positive communication of events within our Shire.

17.6 CR NIKKI WOODS

I attended the Coffee with Council at the Moore River Café on 1 April 2025. It was well attended and it was lovely to meet some of the coastal rate payers and hear their concerns and also their appreciation for the current Council.

17.7 CR ANDREA VIS

I just wanted to thank the President for her attendance at the Gingin District High School ANZAC Day ceremony on 11 April 2025.

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 Johnson **SECONDED:** Councillor Sorensen

That Council move into a Confidential Session to discuss Item 19.1.

CARRIED UNANIMOUSLY

8 / 0

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Vis and Councillor Woods*

AGAINST: *Nil*

The meeting was closed to the public and the public recording was suspended at 3:23pm. All members of the public present in the Gallery left Council Chambers.

19.1 TEMPORARY WITHDRAWAL OF CAVEAT - 276 AURISCH ROAD, BOONANARRING

File	BLD/2775
Applicant	Altus Planning
Location	Lot 12 Aurisch Road, Boonanarring
Owner	Donovan Farrell and Patricia Farrell
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. Applicants Proposal [19.1.1 - 2 pages] 2. Land Sale Agreement (LL 25 March) [19.1.2 - 19 pages] 3. Road Maintenance Agreement [19.1.3 - 21 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; and
- (e) a matter that if disclosed would reveal –
 - (ii) information that has a commercial value to a person;

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Vis **SECONDED:** Councillor Johnson

That Council authorise the execution of a Deed of Covenant and temporary withdrawal of Caveat lodged against the Certificate of Title for Lot 12 (276) Aurisch Road, Boonanarring to allow the land transaction, noting that the Caveat will be relodged at the conclusion of the transfer process.

**CARRIED UNANIMOUSLY
8 / 0**

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Woods and Councillor Vis*

AGAINST: *Nil*

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson **SECONDED:** Councillor Vis

That the meeting be re-opened to the public.

**CARRIED UNANIMOUSLY
8 / 0**

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Woods and Councillor Vis*

AGAINST: *Nil*

The meeting was reopened to the public and the public recording was recommenced at 3:27pm. No members of the public returned to the Gallery.

20 CLOSURE

There being no further business, the President declared the meeting closed at 3:29 pm.

The next Ordinary Council Meeting will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on 20 May 2025, commencing at 3:00pm.