



MINUTES

Ordinary Council Meeting

18 April 2023

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 18 April 2023.

Councillor C W Fewster
SHIRE PRESIDENT

Date of Confirmation: _____

DISCLAIMER

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

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

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**MINUTES
ORDINARY COUNCIL MEETING
18 APRIL 2023**



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ORDER OF BUSINESS

1 DECLARATION OF OPENING

The Shire 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 – C W Fewster (Shire President), A R Vis (Deputy Shire President), R Kestel, F J Peczka, J K Rule and E Sorensen

Staff – A Cook (Chief Executive Officer), L Crichton (Executive Manager Corporate and Community Services), R Kelly (Executive Manager Regulatory and Development Services), J Bayliss (Coordinator Statutory Planning) and L Burt (Coordinator Governance/Minute Officer)

Gallery – There were 10 members of the public present in the Gallery.

2.2 APOLOGIES

Councillor L Balcombe

2.3 LEAVE OF ABSENCE

Councillor F Johnson

3 DISCLOSURES OF INTEREST

Aaron Cook - CEO

Item: Item 11.1 Petition Submitted to Council - 18 March 2023
Interest: Financial
Reason: The petition relates to my employment by the Shire of Gingin.

Item: 11.2 2022/23 CEO Performance Review - Engagement of Consultant
Interest: Financial
Reason: The item relates to his employment as Chief Executive Officer of the Shire of Gingin.

Councillor R Kestel

Item: 12.2 Lancelin Bowling Club – 10 Rink Synthetic Green CSRFF Application
Interest: Impartiality
Reason: He is a Director and shareholder of Gingin Financial Services who holds a banking franchise with Bendigo Bank.

Councillor F J Peczka

Item: 12.2 Lancelin Bowling Club – 10 Rink Synthetic Green CSRFF Application
Interest: Impartiality
Reason: He is a financial playing member of the Lancelin Bowling Club.

4 PUBLIC QUESTION TIME

4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE

Ordinary Meeting 21 March 2023 – Item 4.2.1

Kate Lane – Chitna Road, Neergabby

Provision of Guilderton Caravan Park Management Contract and Guilderton General Store/Café Lease Agreement

Q3 Will the Council please supply me with the requested documentation detailing the contractual obligations of Belgravia Leisure and Gingin Shire with regard to both the management contract and lease by the end of this week?

A3 This question was taken on notice to seek legal advice as to whether these documents could be provided in any form.

The Shire has received legal advice that documents of this nature cannot be provided to any third party without the express consent of the other party, in this case, Belgravia.

In this instance, Belgravia has not given consent for these documents to be provided to a member of the public.

4.2 PUBLIC QUESTIONS

The following question relating to the lease agreement for the Guilderton Store/Café and management contract for the Guilderton Caravan Park was asked during Public Question Time at the Ordinary Council meeting on 18 March 2023, but was not responded to at the meeting or taken on notice by the Shire President. The question and response are therefore dealt with at this meeting.

**4.2.1 Kate Lane – Chitna Road, Neergabby
Lease Agreement – Guilderton Store/Café and Management Contract –
Guilderton Caravan Park**

In my experience, there is no such thing as a "normal" Lease, or Contract - and my understanding is that each and everyone, should be specifically tailored, to meet the particular requirements of each individual situation. Was this done on this occasion? If so - who had responsibility to undertake due diligence?

Response by Shire President

The lease between the Shire and Belgravia Health & Leisure Group Pty Ltd for the store/café was prepared on Council's behalf by the Shire's solicitors, taking into account the Shire's requirements. The management contract between the Shire and Belgravia Pro Pty Ltd was prepared by the Western Australian Local Government Association, which conducted the tender process on the Shire's behalf.

**4.2.2 Kate Lane – Chitna Road, Neergabby
Repairs to CU@Park Building**

Q1 Will Council please confirm that the café owner will either be fully compensated for all loss of profits during the period she cannot trade – including the wages for her staff or that a transportable alternative building will be provided for her to operate from during the duration of the proposed works?

A1 Response by Shire President

I understand that Shire staff have been negotiating with the café owner in relation to this matter.

Further Response by Executive Manager Corporate and Community Services

We have started works on the outside of the building as detailed in the report received by Council, and these are being undertaken without any interruption to the business. I have met with the lessee to discuss both this work and future works relating to internal flooring etc. Before final arrangements can be made we need to know how long the building will need to be closed to the public, and how the timing of this closure will work for the lessee. Council acknowledges that there will be a financial impact on the lessee, and we have made a commitment to discuss appropriate arrangements for the closure once all the necessary information is available. We have had discussions with respect to alternative locations.

- Q2 Will Council also confirm that – should she wish to renew her lease in November 2024 – that this process will not be interfered with, by offering it to any other party, or tender?*

Response by Executive Manager Corporate and Community Services

It is a commercial lease that includes renewal operations, and those conditions will be followed.

- Q3 And will Council confirm that there will not be any increase in rental charge, beyond that which is usual at renewal, ie no greater than inflation would suggest?*

A3 Response by Executive Manager Corporate and Community Services

The lease has prescribed increases and these will be followed as per the lease conditions.

- Q4 Can Council offer explanation as to how a building that is so close to the Shire Officers and frequented regularly, by both Shire staff and Councillors, apparently, unnoticed by anyone, fell into such a state of disrepair that the massive sum of \$300,000 is now deemed necessary to bring it up to standard?*

A4 Response by Shire President

The figure of \$300,000 is a maximum, and in the end the cost of the required works may not reach this amount. With issues such as rising damp in old buildings, these things sneak up on you and aren't always immediately apparent – we had a similar issue with the Anglican Church some years ago. A lot of the work that is required is under the floor boards and you need to get underneath them with cameras in order to gauge the damage – you can't tell just by walking on top of them.

- Q5 Mr Cook CEO stated at the last meeting that he would close the café immediately under Health and Safety grounds if the vote for the \$300,000 was not in favour, although this appears not to be included in the minutes. Can Council explain – if the building is deemed to be this dangerous by your CEO, why it is still open to the public?*

- Q6 If it is not dangerous why such a statement was made by Mr Cook before the vote on the allocation of these funds was finalised?*

A5/A6 Response by Shire President

I think that the intent of Mr Cook's comments was that if a decision wasn't made then the building would have to be closed in due course if it continued to deteriorate.

Further Response by CEO

At no stage did I say that the café would have to be closed immediately.

Council Minutes are not a verbatim record and do not record comments and general discussion arising during a Council meeting.

**4.2.3 Kerry Enright – Paperbark Avenue, Gabbadah
Clarification on Electors of the Shire of Gingin**

Q1 Can you please tell me who is an elector? Whether it is the electors on the State Electoral Roll or Gingin Shire ratepayers.

A1 Response by Executive Manager Corporate and Community Services

There are two separate electoral rolls. If a person's residential address as it appears on the State Electoral Roll is an address within the Shire of Gingin, then they are automatically included on the Residents' Roll for the Shire. However, if their residential address on the State Electoral Roll is an address outside of the Shire then they must apply for inclusion on the Owners and Occupiers Roll in order to be an elector. The Owners and Occupiers Roll is maintained by the Shire of Gingin; the Residents' Roll is maintained by the WA Electoral Commission.

Q2 When Council elections come around – who gets to vote for Councillors to elect to the Gingin Shire? Residents and Ratepayers or only electors on the State electoral roll? If these are different, why?

A2 Response by Executive Manager Corporate and Community Services

Those who are on the Residents' Roll or the Owners and Occupiers Roll are eligible to vote in local government elections.

**4.2.4 Katie Enright – Mullins Street, Guilderton
Maintenance of Lawn – Guilderton Foreshore
Disclosure by CEO of Prior Business Relations with Belgravia
Decline in Elector Numbers Since 2018/19**

Q1 The Shire has outsourced food vans to replace the non-operational café which are damaging the lawn. Currently the foreshore is looked after by revenue from car park meters.

A1 Response by Shire President

That isn't correct.

Q2 I'd like to know where the funding is going to come from for maintenance of the lawn.

A2 Response by Shire President

It comes out of an allocation in Council's budget for maintenance of the whole Guilderton foreshore area. Maintenance costs aren't met from funds received via the Guilderton parking meters.

Q3 Did Mr Aaron Cook disclose to Council and Councillors prior to 6 July 2021 when he was recommending officer that he had prior business relations with Belgravia?

A3 Response by Shire President

There was no formal disclosure because there didn't need to be. These things don't follow you forever just because you know someone from a previous role.

Q4 Do the Council and Councillors still feel that Belgravia are providing the best outcome for the Shire?

A4 Response by Shire President

Council deliberated on each application and chose the best option for the Shire at that time.

Q5 Is Council aware that in the 2018/19 financial year the number of electors for the Shire of Gingin was 7,029 and that this number has sharply declined since the employment of the CEO? This is the information shown on the MyCouncil website.

A5 Response by CEO

That is incorrect. The Shire of Gingin has never had more than 5,000 electors.

Note: After the Council meeting, it was ascertained that the number of electors for 2018/19 quoted by Ms Enright was obtained from the My Council website which is maintained by the Department of Local Government, Sport and Community Facilities. The figure of 7,084 electors for 2018/19 currently showing on the website is an error; confirmation received from the Western Australian Electoral Commission of elector numbers following the 2019 local government elections confirms that, at that time, the Shire of Gingin had a total of 4,323 electors. The

Department of Local Government, Sport and Cultural Industries has been requested to amend its website to show the correct information.

**4.2.5 Lincoln Stewart – Mogumber Road West, Red Gully
Harassment and Bullying by Shire Rangers and Lack of Action by Councillors and Staff**

Q1 What is the Shire doing about bullying, harassment and corruption in Ranger Services and Bush Fire Services?

A1 Response by Shire President

If you believe that there has been wrongdoing then we need to know exactly what it is. I suggest you contact a lawyer.

Further Response by CEO

I have been liaising with you in relation to this matter. I'm currently reviewing your FOI request again, and I will be following through on this with you.

Q2 Can the Shire give me a firebreak extension to the end of this season so that we can get a proper analysis of species requiring protection?

A2 Response by Shire President

I can't give you an extension. You will need to put that request in writing for formal consideration by the Administration.

5 PETITIONS

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

MOVED: Councillor Peczka SECONDED: Councillor Vis

That Council approve the Application for Leave of Absence submitted by Councillor F Johnson for this meeting.

**CARRIED UNANIMOUSLY
6 / 0**

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

7 CONFIRMATION OF MINUTES

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Kestel

SECONDED: Councillor Vis

That Council confirm the Minutes of the Ordinary Council Meeting held on 21 March 2023 as a true and accurate record, subject to the following amendments:

1. Item 4.1.1 Kate Lane - Chitna Road, Neergabby

Q1 to be amended to read as follows:

In my experience, there is no such thing as a "normal" Lease, or Contract - and my understanding is that each and everyone one, should be specifically tailored, to meet the particular requirements of each individual situation. Was this done on this occasion? If so - who had responsibility to undertake due diligence? Will the President and Councillors please confirm that they individually read - and fully understood - the Contractual Obligations placed on the Shire of Gingin and the Contractual Obligations placed on Belgravia Leisure - with regard to the Lease for the Shop and the Contract Management Arrangement for the Caravan Park, before they voted to accept Belgravia Leisure's tenders?

Response by Shire President to be amended to read as follows:

I certainly did. Councillors are all expected to read their agendas and the information provided to them. I assume they did.

CARRIED UNANIMOUSLY

6 / 0

FOR: Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis

AGAINST: Nil

8 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil

9 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11 REPORTS - OFFICE OF THE CEO

11.1 PETITION SUBMITTED TO COUNCIL - 18 MARCH 2023

File	GOV/14
Author	Cr C W Fewster – Shire President
Reporting Officer	Cr C W Fewster – Shire President
Refer	21 March 2023 - Item 5
Appendices	Nil

DISCLOSURES OF INTEREST

Aaron Cook (CEO) has disclosed a Financial Interest in Item 11.1 on the grounds that the purpose of the petition relates to his employment by the Shire of Gingin.

The CEO left Council Chambers at 3:39pm

PURPOSE

For Council to consider a petition submitted to the Council meeting held on 21 March 2023 as required by cl. 5.10 of the Shire of Gingin Meeting Procedures Local Law 2014.

BACKGROUND

At its Ordinary Meeting on 21 March 2023, Council received a petition from Ms Kathryn Enright (with the head petitioner being listed as Mrs Kerry Enright), seeking Council's consideration of the following:

To immediately remove and stand down the current CEO of the Gingin Shire Aaron Cook, with a vote of No Confidence. We the undersigned and Ratepayers of Guilderton, Seabird, Ledge Point, Lancelin and surrounding Coastal Towns in the Gingin Shire have lost confidence in Aaron Cook's performance in his duties and role as CEO and his management to effectively implement strategic outcomes and objectives and deliver the Community's Vision to increase tourism in our Coastal Towns. One being the implementation of Administration of Tender for the previously known Moore River Caravan Park now known as Guilderton Holiday Park to Belgravia Leisure 2 Dewar Street Guilderton and Tender given to Belgravia at the Café/Takeaway/Store located at 10 Edward Street Guilderton. This created a lack and loss of jobs, lack of sustaining and building Tourism and not fulfilling original plans for Renovations to be carried out at the premises.

Cl. 5.10 of the Shire's Meeting Procedures Local Law 2014 specifies as follows:

5.10 Petitions

- (1) *A petition received by a member or the CEO is to be presented to the next Ordinary council meeting, provided that the petition complies with sub clause 5.10(2).*
- (2) *A petition must –*
 - (a) *be addressed to the President;*
 - (b) *be made by electors of the district;*
 - (c) *state the request on each page;*
 - (d) *contain the names, addresses and signatures of the electors making the request, and the date each elector signed;*
 - (e) *contain a summary of the reasons for the request;*
 - (f) *state the name of the person upon whom, and an address at which, notice to the petitioners can be given;*
 - (g) *be respectful and temperate in its language;*
 - (h) *Not be defamatory or scandalous, or propose any action that is unlawful; and*
 - (i) *comply with any form prescribed by the Act or any other written law, such as the Local Government (Constitution) Regulations 1996 if, for example, it is –*
 - (i) *a proposal to change the method of filling the office of President;*
 - or*
 - (ii) *a submission about changes to wards, the name of a district or ward or the number of councillors for a district or ward.*
- (3) *On the presentation of a petition –*
 - (a) *the member presenting it is confined to reading the petition; and*
 - (b) *the only motion that is in order is that the petition be received and, if necessary, that it be referred for a report from the CEO.*

- (4) *At any meeting, the council or committee is not to vote on any matter that is the subject of a petition presented to that meeting, unless –*
- (a) *the matter is the subject of a report included in the agenda; and*
 - (b) *the council or committee has considered the issues raised in the petition.*

COMMENT

The petition consists of a total of 285 signatures, comprising (as far as can be ascertained) 133 signatures from electors and 152 signatures from non-electors. Cl. 2(b) of the Local Law requires that a petition must be made by electors of the district.

In accordance with Local Law cl. 4(b), Council must consider the issues raised in the petition before voting on the matter.

The petition specifically references the CEO's perceived failure to *effectively implement strategic outcomes and objectives and deliver the Community's Vision to increase tourism in our Coastal Towns*, and gives as an example *...the implementation of Administration of Tender for the previously known Moore River Caravan Park now known as Guilderton Holiday Park to Belgravia Leisure 2 Dewar Street Guilderton and Tender given to Belgravia at the Café/Takeaway/Store located at 10 Edward Street Guilderton. This created a lack and loss of jobs, lack of sustaining and building Tourism and not fulfilling original plans for Renovations to be carried out at the premises.*

The petition does not specify what the perceived issues are with the implementation of the tenders for the management of the caravan park and the lease of the café/store premises, apart from the fact that the renovations proposed by Belgravia for the café/store have not eventuated and that the decisions made with respect to appointing Belgravia as the manager and lessee respectively have had a detrimental effect on tourism in Guilderton itself.

As Council is aware, both decisions were made by resolution of Council, not by the CEO. Although it is the role of officers (including the CEO) to provide information and make recommendations for Council's consideration, there is no obligation on Council to accept an officer's recommendation. It is the duty of Councillors to ensure that they have sufficient information on which to base an informed decision, and Councillors are free to request further information or clarification on individual matters. Councillors can (and frequently do) propose amendments or alternatives to staff recommendations.

It is acknowledged that the improvements proposed by Belgravia as part of their tender submission and their track record in undertaking similar projects in other locations were certainly taken into account when awarding the tender. However, the failure to undertake the renovations, and subsequently to close the café, were commercial decisions made by the lessee and not matters that could be influenced by the Shire of Gingin under the commercial lease agreement.

Although not forming part of the petition itself, there has also been an allegation of a conflict of interest on the part of the CEO because of a previous professional association with the current WA State Manager of Belgravia Health and Leisure. These allegations have been raised before by Ms Katherine Enright, who made a submission as part of the disposition of property process for the café/store raising a number of reasons as to why the property should not be leased to Belgravia, including accusations of conflict of interest against the CEO.

All of the issues raised and the responses provided are detailed in the publicly available Minutes of the Special Council Meeting held on 3 August 2021. With reference to the alleged conflict of interest, the CEO confirmed at the time that the Belgravia State Manager previously held a position with YMCA WA and that they had worked together on a project some 8 years previously, but that there had never been any additional interaction between the two outside of the scope of work.

Based on the above, it is the author's opinion that there are no grounds to support the claims made in the petition.

In addition, a request has been received from Mr Scott Pedretti for his name to be removed from the petition. Mr Pedretti has advised that he didn't fully realise the intent of the petition at the time of signing, and whilst he supports better selection and terms for who obtains the lease to keep the hub of the region performing, he does not agree that the problem falls on any individual or their decisions. Having now become aware of the petition's purpose, he no longer wishes to be associated with it as he does not believe that the request to remove the CEO is appropriate or justified.

Mr Pedretti has been advised that legally the Shire can't make any changes to a petition once it has been received. With that in mind, he has requested that his position be recorded in this report for public information.

STATUTORY/LOCAL LAW IMPLICATIONS

Shire of Gingin Meeting Procedures Local Law 2014
Cl. 5.10 Petitions

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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 Vis

SECONDED: Councillor Kestel

That Council note the petition submitted on 21 March 2023 and decline to take any further action, on the grounds that the claims made are considered to be without basis.

CARRIED UNANIMOUSLY
6 / 0

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

11.2 2022/23 CEO PERFORMANCE REVIEW - ENGAGEMENT OF CONSULTANT

File	PER/313
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Aaron Cook (CEO) has disclosed a Financial Interest in Item 11.3 as it relates to his employment as Chief Executive Officer of the Shire of Gingin.

PURPOSE

To consider the process by which the CEO's 2022/23 Performance Review will be undertaken.

BACKGROUND

As Council is aware, it is required under s.5.38 of the *Local Government Act 1995* (the Act) to undertake an annual review of the performance of the CEO.

In 2021 the *Local Government (Administration) Regulations 1996* (the Regulations) were amended to require all local governments to adopt mandatory minimum standards for the recruitment, selection, performance review and early termination of CEO's. These model standards were adopted by Council at its meeting on 20 April 2021 and are displayed on the Shire's public website in accordance with the requirements of the Regulations.

Cl. 16.1 of the Standards specifies that the local government and the CEO must agree on the process by which the CEO's performance will be reviewed and any performance criteria to be met by the CEO that are in addition to the contractual performance criteria. This agreement must be set out in a written document.

The agreed process must be consistent with the following requirements:

1. The review must be carried out in an impartial and transparent manner.
2. The local government must:
 - a. Collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

- b. Review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

Following completion of the review, the local government must, by absolute majority decision, endorse the review and inform the CEO, in writing, of the review results. If any issues are identified in the review with respect to the performance of the CEO then the written advice must also address how the local government proposes to address and manage those issues.

The Department of Local Government, Sport and Cultural Industries' Operational Guidelines on CEO Recruitment and Selection, Performance Review and Termination state as follows:

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

COMMENT

In 2022 Council engaged Price Consulting to facilitate the CEO's performance review on its behalf at a cost of approximately \$5,800. A quote has been received from Price Consulting to undertake the 2022/23 performance review at a maximum estimated cost of \$5,314.84 (inc. GST).

A copy of the consultant's quote and plan for undertaking the review is provided as a **confidential appendix**.

Councillors were provided with information in relation to the performance review process at the Briefing Session on 4 April 2023.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 5 – Administration

Division 4 – Local government employees

Section 5.38 – Annual review of certain employees' performances

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

Local Government (Administration) Regulations 1996

Part 4 – Local government employees

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

Schedule 2 – Model standards for CEO recruitment, performance and termination

Shire of Gingin Standards for CEO Recruitment, Performance and Termination

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Provision has been made in the adopted 2022/23 budget for the engagement of a consultant to undertake the CEO's annual performance review.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka

SECONDED: Councillor Rule

That Council agree:

1. To engage Price Consulting Group to undertake the 2023 CEO Performance Review; and
2. That the review process will be carried out in accordance with the proposal provided by Price Consulting Group Pty Ltd, noting that the CEO has indicated his agreement with this proposal.

**CARRIED UNANIMOUSLY
6 / 0**

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

The CEO returned to Council Chambers at 3:41pm and was advised of Council's decisions in relation to Items 11.1 and 11.2.

**11.3 SEABIRD LOOKOUT AND GAZEBO (LOT 58 (16) MCCORMICK STREET, SEABIRD) -
AMENDMENT TO CONDITIONS OF APPROVAL**

File	RES/21
Author	Ebony Mackey - Governance Support Officer
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	1 December 2020 - Item 11.3.2
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider amending Condition 1(c) and removing Condition 2(e) of the Council Resolution for Item 11.3.2 at the Special Council Meeting on 1 December 2020.

BACKGROUND

At its Special Council Meeting on 1 December 2020, Council resolved the following in considering a request from the Seabird Progress Association (SPA) to install a lookout and gazebo at Lot 58 (16) McCormick Street, Seabird (Reserve 54043):

COUNCIL RESOLUTION

MOVED: Councillor Johnson

SECONDED: Councillor Peczka

That Council:

1. *Give in principle support to the Seabird Progress Association for the construction of a lookout and Gazebo structure on Lot 58 (16) McCormick Street, Seabird subject to:*
 - a. *The Shire receiving advice from the Department of Planning, Lands and Heritage that Lot 58 (16) McCormick Street, Seabird does not form part of the South West Settlement;*
 - b. *The Shire receiving a management order from the Department of Planning, Lands and Heritage over Lot 58 (16) McCormick Street, Seabird with power to lease to the Seabird Progress Association;*

- c. The Seabird Progress Association accepting all costs associated with the development, including the installation of a crossover and parking facilities in addition to the lookout and gazebo infrastructure;*
 - d. The Seabird Progress Association accepting all costs associated with the ongoing maintenance and insurance costs to the satisfaction of the Shire of Gingin; and*
 - e. The Seabird Progress Association obtaining the required development and building approvals prior to undertaking any works associated with the development.*
- 2. Agree, in the event that Lot 58 (16) McCormick Street, Seabird forms part of the South West Settlement, to provide in principle support to the Seabird Progress Association for the construction of a lookout and gazebo structure on the southern portion of the disused Turner Street road reserve, Seabird subject to:*
 - a. The relevant portion of the existing road reserve being closed in accordance with the Land Administration Act 1997;*
 - b. The Shire receiving a management order from the Department of Planning, Lands and Heritage over the relevant portion of land with power to lease to the Seabird Progress Association;*
 - c. The Seabird Progress Association accepting all costs associated with the road closure, ongoing maintenance and insurance costs related to the development to the satisfaction of the Shire of Gingin;*
 - d. The Seabird Progress Association obtaining the required development and building approvals prior to undertaking any works associated with the development. The development approval process will involve stakeholder consultation with potentially affected landowners; and*
 - e. The Seabird Progress Association addressing potential parking concerns to the satisfaction of the Shire of Gingin.*

CARRIED UNANIMOUSLY

Following Council's decision, a Management Order was granted on 14 June 2022 by the Minister for Lands over Reserve 54043, with a power to lease. Subsequently, lease negotiations have been ongoing between the Shire and the SPA.

COMMENT

Reference was made to Council's decision on 1 December 2020 (as outlined above) in a draft lease agreement prepared for review by Executive Management. Attention was subsequently drawn to Condition (1)(c) whereby the SPA would accept *all costs associated with the development, including the installation of a crossover and parking facilities in addition to the lookout and gazebo infrastructure.*

The CEO has drawn attention to the fact that there was never an intention to impose responsibility for the costs of establishing and maintaining parking and crossover infrastructure upon the SPA, and this requirement was incorrectly included as a condition of approval in the Officer's Recommendation put to Council. As such this report is proposing an amendment to remove this requirement.

Regulation 10(3) of the *Local Government (Administration) Regulations* prescribes that, where a proposed change to a previous decision will not make the decision *substantially different* from the original decision, then the prior support of at least one third of the number of offices of members of the Council and an absolute majority decision are not required.

The Department of Local Government, Sports and Cultural Industries (DLGSC) has confirmed that, in this instance, it is not considered that the proposed amendments would result in a resolution substantially different from the original decision. It is the view of the DLGSC that the essential decision to give in principle support has not changed, but only part of the decision relating to a condition subject to Council's agreement with the SPA. As such, a resulting resolution to amend these conditions would not change the intent of Council's original decision on 1 December 2020 and a simple majority decision would be sufficient.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995
Section 5.25(1)(e)

Local Government (Administration) Regulations 1996
Regulation 10 – Revoking or Changing Decisions

Local Planning Scheme No. 9
Clause 4.7.4 – Coastal Development

State Planning Policy No. 2.6 – State Coastal Planning Policy

Shire of Gingin Coastal Hazard Risk Management and Adaption Plan 2019
Planning and Development (Local Planning Scheme) Regulations 2015 (Deemed Provisions)

Land Administration Act 1997

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

The parking and crossover upgrade is to be funded from the Road Maintenance Budget.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	2. Connections & Wellbeing - Grow and Nurture Community Connectedness and Wellbeing
Strategic Objective	2.8 Services & Facilities - Provide cost effective services and facilities which meet the needs of the community

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Vis **SECONDED:** Councillor Sorensen

That Council agree to amend its resolution made at the Special Council meeting on 1 December 2020 (Item 11.3.2) by:

1. Amending Condition 1(c) by:
 - a. Removing the words “including the installation of a crossover and parking facilities in addition to”; and
 - b. Inserting the word ‘of’ before the words ‘the lookout and gazebo infrastructure’; and
2. Removing Condition 2(e) in its entirety.

**CARRIED UNANIMOUSLY
6 / 0**

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

12 REPORTS - CORPORATE AND COMMUNITY SERVICES

12.1 HONEYCOMB STANDPIPE AUTOMATED CONTROLLER

File	WAT/8
Author	Bethwyn Innes - Executive Assistant to EMCCS
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

For Council to consider amending its 2022/23 budget to allow for the purchase of a Smart Controller System for monitoring and management of the Honeycomb standpipe usage.

BACKGROUND

This item was presented to Council at the 21 March 2023 Ordinary Council meeting, at which time Council deferred the item seeking additional information relating to one of the suppliers.

The Honeycomb standpipe, located in Honeycomb Road, Gingin, is one of four Shire-owned standpipes within the Shire of Gingin and has been a long-standing water access point. The standpipe allows access to non-potable water by way of a bore and pump system. It is currently utilised by the Shire for emergency services requirements and local construction projects. The standpipe is registered with the Department of Water by way of a Water Licence, with a draw limit of 11,500 kilolitres per annum.

The Honeycomb standpipe is the only standpipe in the Shire which can be accessed by the public for a fee and is used to assist construction companies, contractors or those working locally within the Shire requiring non-potable water to complete projects.

To maintain the draw limit and restrict access, the standpipe is currently locked with a padlock and key. The water draw is measured with a water meter attached to the tap and water usage is recorded by Shire employees. Access keys to the standpipe are held by all emergency services within the Shire and Shire maintenance staff, with the master key being held by the Executive Manager Operations and Assets (EMOA). There are two spare keys which can be booked for use by those requiring access to the standpipe.

At the Ordinary Council meeting of 15 March 2022, Council agreed to amend the 2021/22 adopted Schedule of Fees to increase the standpipe key bond from \$50 to \$200 to encourage the return of keys, given the limited number of spare keys available. It was also anticipated that, with the return of the keys for bond reimbursement, the Shire would have a more accurate system of notification of water being taken from the standpipe by the general public.

A large number of keys already issued have not been returned, and it has been noted by the EMOA that access to the standpipe was recently disrupted due to large water draws from companies completing the Brand Highway roadworks. This led to excessive wait times for the Shire's own crew to access the standpipe, resulting in external applicants being refused access to limit the queues.

It should be noted that no invoices for the use of the standpipe have been issued since September 2022.

COMMENT

Administration has investigated alternative management solutions. The most appropriate system is a web-based management system utilising a swipe card or key fob, which will allow the Shire to monitor and control who has access to the standpipe and when, reducing the incidence of low water levels. The Shire will also be able to collect data, such as the amount of water taken, when it was taken and which access key was used, ensuring accurate usage invoices are raised for external users in a timely manner. The installation of a system controller will remove the need for using/changing the lock and reissuing keys to emergency service personnel, as well as eliminate the process of collection and reimbursement of key bonds.

The standpipe will be freely available during an emergency and access control can be managed remotely via cloud-based web software, which is included in the proposal. The system will also simplify the requirement to record and report the water draw to the Department of Water as per the licence conditions.

Proposals from three companies have been provided with the main comparisons outlined in the table below. The availability of grant funding to assist in implementation of this initiative is also being explored, with appropriate grant funding applications in progress.

All proposals consider the use of the overhead pipe as well as the camlock water supply, with two of the systems using the sturdier, metal key fob for swipe access in place of a swipe card.

Further investigations have been conducted with several local governments using the proposed systems, including the Shires of Kojonup, Three Springs, Lake Grace, and Esperance.

While all Shires found the systems favourable with no known or current issues, the Shire of Lake Grace reported a lack of IT and physical technical support on installation of the Industrial Automation Group system, with the internal module of the system requiring replacement just after installation, at a cost to the Shire of Lake Grace.

The AvData system is currently in use at the Shire of Kojonup, who have reported that while there have been no ongoing issues, the company is based in Canberra and there is a notable time difference to negotiate when IT support is required. Given that any issues with the system module itself are unlikely to be able to be addressed by Shire staff, and that the standpipe is used in emergency situations to fill fire trucks and water tankers, the lack of a physical technician to assess the system on site could be problematic.

It should also be noted that any installation and plumbing costs will need to be met by the Shire. Although an exact installation figure is yet to be determined, it is expected the cost will fall between that of the Industrial Automation Group and Aquamonix.

It has been suggested that an override system be considered during times of power outage or other unforeseen system issues. This can be addressed by using the existing (water isolation) valve as a manual override. The valve will need to be secured to limit access, by either installing a lockable valve pit or covering the existing valve with a lockable metal box.

Table 1

	Industrial Automation Group – Overhead Standpipe	AvData	Aquamonix
Quote for item	\$16,869.30	\$3,535	\$9,165
Installation	\$8,194.20	(~\$6,000)	\$2100
Location	Joondalup	Canberra, ACT	Malaga WA
Keyfob/swipe card cost	\$1,500 for 100 swipe cards	\$1,100 (\$22 ea x 50)	\$1,100 (\$22 ea x 50)
Ongoing Fees and Charges (per annum)	\$695 Server Access \$576 (Support Fees)	\$945 (incl Support Fees) (plus key usage charges)	\$360
Total	\$26,563.50	\$3,535 (+ Freight, Installation (cost unknown) and Key fobs)	\$13,325

The preferred option is the Aquamonix system at a cost of \$13,325. The ongoing fees and charges for the system are competitive and do not include service fees that we may not use. Installation will be completed by Aquamonix, with ongoing support being readily available when required. The system also has the capacity for expansion at a later date (CCTV, battery backup installation) allowing for changes and growth with the use and requirements of the standpipe.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Party 6 Financial Management

Division 4 General financial provisions

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

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

This purchase is not included within the 2022/23 Budget and will therefore require Council to amend its budget. If it is to be progressed in this financial year, it is proposed the cost be funded from Council's Reserve Fund. Officers are currently exploring a grant opportunity to assist with the funding which, if successful, will offset this cost.

Account	Description	Current Budget	Revised Budget	Surplus/Deficit
PC	Standpipe Monitoring System	\$0	\$13,325	\$13,325
150501810	FIRE - Transfer from Community Infrastructure Reserves	\$0	(\$13,325)	(\$13,325)
Net				\$0

Alternatively, Council may wish to include the project for consideration in the 2023/24 Budget.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	4.1 Management of Assets - Maintain civic buildings, sporting facilities, public places, plant and road and cycleway/pathways based on asset management plans and identified priorities

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

MOTION/OFFICER RECOMMENDATION

MOVED: Councillor Vis **SECONDED:** Councillor Kestel

Councillor Peczka foreshadowed an alternative motion to include the project for consideration in the 2023/24 Budget should the motion under debate be lost.

That Council agree to amend the 2022/23 Budget as follows:

Account	Description	Current Budget	Revised Budget	Surplus/Deficit
PC	Standpipe Monitoring System	{resolution}	\$13,325	\$13,325
150501810	FIRE - Transfer from Community Infrastructure Reserves	{resolution}	(\$13,325)	(\$13,325)
Net				0

MOTION LOST – ABSOLUTE MAJORITY NOT ACHIEVED
3 / 3

FOR: Councillor Fewster, Councillor Sorensen and Councillor Vis

AGAINST: Councillor Rule, Councillor Kestel and Councillor Peczka

COUNCIL RESOLUTION/ALTERNATIVE MOTION

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

That Council agree to consider the inclusion of funds for the purchase of a Smart Controller System for monitoring and management of the Honeycomb standpipe usage as part of the 2023/24 Budget.

CARRIED UNANIMOUSLY
6 / 0

FOR: Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis

AGAINST: Nil

Reason for Alternative Motion

The purchase of a Smart Controller System for monitoring and management of the Honeycomb standpipe usage is not considered to be of such urgency as to require amendment of the current budget.

12.2 LANCELIN BOWLING CLUB - 10 RINK SYNTHETIC GREEN CSRFF APPLICATION

File	GRA/8
Author	Amy Gibbs - Coordinator Community Development & Services
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	NA
Appendices	<ol style="list-style-type: none"> 1. Project Assessment Sheet [12.2.1 - 2 pages] 2. CSRFF Application - Lancelin Bowling Club - 10 Rink Synthetic Green [12.2.2 - 36 pages]

DISCLOSURES OF INTEREST

Councillor R Kestel declared an Impartiality Interest in Item 12.2 as he is a Director and shareholder of Gingin Financial Services who holds a banking franchise with Bendigo Bank.

Councillor F Peczka declared an Impartiality Interest in Item 12.2 as he is a financial playing member of the Lancelin Bowling Club.

PURPOSE

For Council to assess the Community Sporting and Recreation Facilities Fund (CSRFF) Small Grants Application received from the Lancelin Bowling Club Inc. to replace the two 7 rink grass greens with a new 10 rink synthetic green.

BACKGROUND

Council has received a grant application from the Lancelin Bowling Club Inc. for a CSRFF Small Grant to replace the existing two 7 rink grass greens with one new 10 rink synthetic green.

The purpose of the CSRFF program is to provide Western Australian Government financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation. It is administered by the Department of Local Government, Sport, and Cultural Industries (DLGSC).

The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities.

There are three rounds of CSRFF each year. Two small grant rounds (February and July), and one annual and forward planning round (June). The small grant program targets projects involving a basic level of planning where the total project cost must not exceed \$300,000. The annual and forward planning grant targets projects involving a detailed level of planning for projects with a cost above \$300,000.

Priority consideration for CSRFF funding will be given by DLGSC to:

- New or upgraded facilities which will maintain or increase physical activity, or result in a more rational use of facilities;
- Projects that lead to facility sharing and rationalisation; and
- Multi-purpose facilities that reduce the infrastructure required to meet similar needs and increase sustainability.

The funding program is not designed to provide facilities to meet a club's ambitions to compete in a higher grade, and infrastructure life cycle costs must be considered.

In preparing their applications, applicants must discuss their projects with their nearest DLGSC regional office.

All CSRFF applications are then required to be submitted to the relevant local government for assessment, ranking if more than one application is received, and endorsement prior to their lodgement with DLGSC. The deadline for lodgement of the 2023/24 small grants round was 31 March 2023.

As the application form was only received from the Lancelin Bowling Club on 30 March 2023, the DLGSC has granted an extension to 18 April 2023 to allow Council to assess the application and provide its recommendation.

This is the only application received for the CSRFF (February) Small Grants Round.

COMMENT

As Council is aware, amendments to the Upper Coastal Sub-Region Sporting Facilities Master Plan were endorsed by Council at its 21 February 2023 meeting. The amendments incorporated a review of the Stage 1 priorities which included, among other additions, provision of synthetic 10 rink bowling green.

The Lancelin Community and Sporting Club Inc (LCSC), the overarching body comprising membership of all sporting clubs domiciled at the grounds and holds the lease of the premises including the bowling greens, has supported the application.

To assess the application from the Lancelin Bowling Club, Council must respond to the requirements within the CSRFF application form. Administration has undertaken an assessment with recommended responses for Council's endorsement as detailed within the appendices.

STATUTORY/LOCAL LAW IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

BUDGET IMPLICATIONS

Council's determination will inform the future planning of the 2023/24 financial budget. As outlined with the CSRFF guidelines, the application seeks 1/3 funding from Council, 1/3 from the applicants, with the balance from the CSRFF program. If endorsed, it is recommended a provision of \$90,000 be included in the draft 2023/24 Budget for Council consideration.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.1 Management of Assets - Maintain civic buildings, sporting facilities, public places, plant and road and cycleway/pathways based on asset management plans and identified priorities

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Vis

SECONDED: Councillor Rule

That Council:

1. Endorse the CSRFF Small Grant Application submitted by the Lancelin Bowling Club Inc. as assessed within the appendices, and
2. Make a provision of \$90,000 as Council's contribution for consideration within the 2023/24 Draft Budget.

CARRIED UNANIMOUSLY

6 / 0

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please attach copies of council minutes relevant to the project approval.

Name of Local Government Authority:	Shire of Arigin
Name of Applicant:	Lancelin Bowling Club

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received

1 of 1 applications received

Is this project consistent with the

☒ Local Plan ☐ Regional Plan

Have all planning and building approvals been given for this project?

☐ Yes ☐ No N/A

If no, what approvals are still outstanding?

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|--|-------------------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input checked="" type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

<p>1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?</p> <p>Provision of \$90,000 to be included for council consideration in 2023/24</p>
<p>2. A) If a community group application: Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?</p> <p>B) If a council application: Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?</p> <p>financial viability of the project will be compromised should Bendigo funding be unsuccessful. In this case council will not underwrite the project.</p>
<p>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</p> <p>the updated Upper Coastal Sub-Region Sporting Facilities Master Plan, endorsed by Council at its 21 February 2023 Meeting, incorporated a review of Stage 1 priorities which included, among other additions, provision of synthetic 10 rink bowling greens upgrade in Lancelin.</p>

Signed

Position

Date

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by 4pm on 31 March 2023. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
GPO Box 8349
Perth Business Centre WA 6849
Tel: (08) 9492 7300
CSRFF@dlgsc.wa.gov.au

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100
midwest@dlgsc.wa.gov.au

PILBARA

Karratha Leisure plex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
pilbara@dlgsc.wa.gov.au

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Gascoyne@dlgsc.wa.gov.au

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Mobile 0438 916 185
kimberley@dlgsc.wa.gov.au

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
southwest@dlgsc.wa.gov.au

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
goldfields@dlgsc.wa.gov.au

KIMBERLEY – Kununurra

Telephone 08 9195 5750
Mobile 0427 357 774
kimberley@dlgsc.wa.gov.au

WHEATBELT - Northam

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400
wheatbelt@dlgsc.wa.gov.au

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
greatsouthern@dlgsc.wa.gov.au

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
peel@dlgsc.wa.gov.au

WHEATBELT – Narrogin

50 Clayton Road
Narrogin WA 6312
Telephone 9690 2400
wheatbelt@dlgsc.wa.gov.au



Department of
Local Government, Sport
and Cultural Industries

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$300,000 to be acquitted by 15 June 2024

You **MUST** discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications **MUST** be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Samantha Cornthwaite

Date: 24.2.2023

Office: Northam

Applicant's Details:

Organisation Name: Lancelin Bowling Club Inc

Postal Address: PO Box 101

Suburb: Lancelin State: WA Postcode: 6044

Street Address: Lancelin Road

Suburb: Lancelin State: WA Postcode: 6044

Preferred Contact Person:

All application correspondence will be directed to this person

Name: Graham Williams

Title: Dr ☐ Mr ☒ Mrs ☐ Ms ☐

Position Held: President

Business Phone:

Facsimile:

Mobile Phone: 0428551147

Email: junglejane576@gmail.com

Organisation Business Details:

Does your organisation have an ABN?

Yes ☒ No ☐

ABN: 91 308 631 056

Is your organisation registered for GST?

Yes ☐ No ☒

* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt

Is your organisation not-for-profit?

Yes ☒ No ☐

Is your organisation incorporated?

Yes ☒ No ☐

Incorporation #: *A1041945Z

Bank details:

BSB: 633000 A/c: 123563934

Local Government Authority Details:

LGA: Gingin

Contact: Amy Gibbs

Title: Dr ☐ Mr ☐ Mrs ☐ Ms ☐

Position Held: Coordinator Community Development and Services

Business Phone: 95755162

Facsimile:

Mobile Phone:

Email: Amy.Gibbs@gingin.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Replace 2 x 7 rink grass greens with a new 10 rink synthetic green.

Project Description:

Replacement of old 2 grass greens with a new synthetic surface. Remove existing turf and extend banks to cater for ten rinks. Reticulation to be installed.

How did you establish a need for your project?

Our current greens are over 40 years old and riddled with disease including fungus and are unplayable on some rinks. Our greenkeeper is very close to retirement with the likelihood of finding a replacement, remote.

Lancelin is the only club left in the Moore Districts Bowling League with a grass green and it is mostly not good enough for League events to be held.

A replacement synthetic green would allow us to conduct bowls twelve months of the year. We are getting more groups and tourists wanting to use our greens and synthetic would cater for that as no mowing or rolling would be needed.

A two day ladies Day with 96 competitors had to be cancelled because of the condition of the green. The loss of income for our club and the disappointment from visiting players who come from all areas of WA would not happen with a synthetic.

Having a synthetic green would also allow our club to save the cost of a greenkeeper, fertiliser, machinery, water and all other costs associated with having grass greens to be saved each year and put aside for the day our synthetic needs replacement.

What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?

In the club's opinion we have no other alternatives except to dig up and replace the existing grass greens. We need to upgrade our surface to synthetic with ability to play 12 months of the year. Digging up and replacing a single 7 rink green is not economically viable as this would not allow for 12 months use or cater for current interest.

It would not be feasible to redo the grass greens we have.

This alternative eliminates the need for a greenkeeper and other costs such as fertiliser, machinery, chemicals and water. Also, no requirement to remove shades during winter.

All savings will be placed into a future fund for the next replacement.

Changing to synthetic is more environmentally friendly.

How will your project increase physical activity? By allowing bowlers and others to play twelve months of the year. Allowing the club to hold more events all year round. Community Bowls competitions can be improved on as currently we are restricted by the condition of greens and the weather.

Barefoot Bowls competitions are becoming more popular with visitors on long weekends and holidays. Can grow these events.

All age groups are involved. The social, mental and physical activity would be enhanced with more ongoing events. Act, Belong, Commit

The club is keen to embrace Bowls Australia's participation programs such as Jack Attack and Rookie Rollers, however the current situation with greens means that preparation of the greens, as well as availability of the greens, is a significant barrier. A synthetic green will provide a far more pleasurable experience for those that are new to the sport and encourage them to continue in the sport.

Jack Attack is Bowls Australia's modern, exciting version of competitive social bowls. The newest format of our sport reflects the game as seen on television through the Bowls Premier League and caters perfectly for those with limited time, something more prevalent today. Jack Attack has been very successful in clubs throughout Western Australia, including both small and large country based clubs, and is based around the enjoyable aspects of our game, with less focus on the traditional format.

Rookie Rollers is Bowls Australia's schools based program, introducing the sport to the younger brigade in a fun and engaging way. Lightweight, safe rubber bowls that can initially be used within school grounds provides the introduction, with the opportunity to then host the students at the club for a more "real" experience. Having kids on grass greens can be a concern with regard to damage to the surface – this is far less of a concern with a synthetic surface, and makes it much easier for the club to get involved.

The club is very excited, by way of these programs, to lift the profile of the club in the local community and increase those experiencing the great sport of bowls.

Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created?

Yes, a replacement fund will be created. We will save \$17404.00 from not paying a greenkeeper & greens maintenance. A further income from Pennant green fees will be \$710.00. Over 10 years this will amount to \$181,140.00. All costs are shown in our financial statements.

Project location: Lancelin Road, Lancelin

Who owns the land on which your facility will be located? Gingin Shire

Land ownership: Lease Expiry (if applicable): LC&SC (Lancelin Community & Sporting Club) 31 July 2024 with further 2 year option

Planning approvals

If no, provide the date it will be applied for:

Where applicable, has planning permission been granted? (LGA) Yes ☐ No ☒ N/A

Aboriginal Heritage Act? Yes ☐ No ☒

Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River) Yes ☐ No ☒

Native Vegetation Clearing Permit? Yes ☐ No ☒

Please list any other approvals that are required? Yes ☐ No ☐

Do you share your facility with other groups? Yes ☒ No ☐ If so, who: Visiting Football Clubs, Golf Club, Swimming Clubs, Gingin Shire (seminars), other sporting clubs. Functions/catering for Community Groups.

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Lancelin Bowling Club	90%	12-20
Community Bowls	5%	5
Various Groups	5%	5

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2019/20	32	2020/21	30	2021/22	34
Corporate Bowlers					
2020/21	480	2021/22	335	2022/23	417

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?

Bowls WA

**MINUTES
ORDINARY COUNCIL MEETING
18 APRIL 2023**

APPENDIX 12.2.2

Have you discussed your project with your State Sporting Association?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Contact Name: Ken Pride	Date of contact: 9.3.2023			

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	August 2023
Preparation of tender/quotes for the major works contract	Quotes obtained
Issuing of tender for major works	N/A
Signing of major works contract	N/A
Site works commence	1.9.2023
Construction of project starts	1.10.2023
Project 50% complete	1.12.2023
Project Completed	1.6.2024
Project hand over and acquittal	15.6.2024

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details.
Projects that are delayed due to undeclared known constraints are not eligible for a deferral.
No. Depending on the timing we will have to use other greens.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE


The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Pat Williams
Secretary
Position Held:
Signature: 
Date: 29th March 2023

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlqsc.wa.gov.au by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

x	Application form.
x	Incorporation Certificate.
x	Two written quotes.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
x	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
x	Income and expenditure statements for the current and next financial years. (LGAs exempted).
x	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
x	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
x	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For projects involving floodlighting, a lighting plan must be supplied showing lux, configuration and sufficient power supply.

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in October and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category	Details	
Geographical location	<input type="checkbox"/>	Regional/remote location
	<input type="checkbox"/>	Growth local government
Co-location	<input type="checkbox"/>	New
	<input type="checkbox"/>	Existing
Sustainability initiative	<input type="checkbox"/>	Water saving
	<input type="checkbox"/>	Energy reduction
	<input type="checkbox"/>	Other
Increased participation	<input type="checkbox"/>	New participants
	<input type="checkbox"/>	Existing participants – higher level
	<input type="checkbox"/>	Special interest
	<input type="checkbox"/>	Other

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g. changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Replacement surface grass to synthetic	265625.45	292,188.00	Evergreen Synthetic Grass
Donated materials (Please provide cost breakdown)	1200.00		Contribution of Machine & truck to dig out and remove off site bank material 6 hours @\$200 per hour = \$1200
			Remove & Storage of fence on West side of green – dig out concrete footings: Remove from site & repair ground. 8 Volunteers for 6 hrs = 48 hrs @\$25 = \$1200.00
Volunteer labour (Please provide cost breakdown)	3000		Dismantle existing shades 6 volunteers for 8 hours = 48hrs @\$25 = \$1200.00
			Contractor to dig out concrete footings remove off site and repair ground 4 hours @ \$60 = \$240
			Contractor to dig out & remove North and South Banks (80 metres) 6 hours @\$60 hour = \$360
Sub Total	269465.45	292,188.00	

Cost escalation		Please explain amount used
a)	Total project expenditure	
	269465.45	292,188.00

- At least **two written quotes** are required for each component.
- If your project includes a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	88541.82	97396.00	LGA cash and in-kind	N	In principle support
Applicant cash	34341.81	42396.00	Organisation's cash	Y	Financials attached
Volunteer labour	3000.00		Cannot exceed applicant cash and LGA contribution – max \$50,000	Y	Members will do
Donated materials	1200		Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed	50000	55000	Loans, sponsorship etc	N	Bendigo Bank, Grants close 30.4.2023
CSRFF request (No Development Bonus)	88541.82	97396.00	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to 1/4 project cost	N	
b) Total project funding	2656265.45	292188.00	This should equal project expenditure as listed on the previous page		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

If we are not successful, we will find other sources of support.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.



WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A1041945Z

Certificate of Incorporation

This is to certify that

LANCELIN BOWLING CLUB INC.

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
twenty fifth day of November 2021

Gary Newcombe
Commissioner for Consumer Protection

CERTIFICATE

junglejane576@gmail.com

From: Tony Crockett <tony@greenplanetgrass.com.au>
Sent: Monday, 27 February 2023 14:07
To: junglejane576@gmail.com
Subject: Lancelin Bowling Club
Attachments: 6188 - DryMax Pro - Aug 2018.pdf; 6217 - Village Excel - Nov 2014.pdf; Pro Shot Specification.pdf; Bowling Green Project List.xlsx; APT SAMPLE Supergrasse Bowls Warranty - 7 Years.pdf

Hi Graeme,

Thanks for the invitation to quote on your replacement green, converting a natural grass green to sand filled synthetic.

We offer 3 grass options, specifications are attached as is the sample Warranty from the manufacturer.

I have also attached a list of recent installations we have done.

The Scope of Works is:

- Dig out the existing surface and dispose of adjacent to the green.
- Provision of sub base drainage, although in all likelihood this will not be needed.
- New block walls to allow for a green size of 45m x 37.4m
- New concrete plinths
- Install a new free draining base approximately 130-150mm thick using free draining material and bonded with a Polymer mix to resist cracking.
- Supply and install your choice of synthetic surface, laid on the diagonal and infilled with a fine silica sand to the Manufacturer's specifications.
- Tidy up and handover to the Club
- Provision of Warranty and Maintenance documents.

Exclusions:

- Limestone dig out in the sub base.
- Reticulation. I suggest you contact Western Irrigation on 0411 876 690 for a price.
- Asbestos removal

Price: \$281,000 plus GST

Please let me know if you need any additional information.

Can you please confirm receipt of this email.

Regards

Tony Crockett
General Manager



**Green Planet
GRASS**

MOB +61 (0) 411 109 036 | AUS +61 (8) 9209 2669 |

Unit 2-42 Buckingham Drive, Wangara WA 6065
PO BOX 1772 | Malaga | WA 6944
www.greenplanetgrass.com.au

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete this email and any attachments. Thank you.



MANUFACTURERS
WARRANTY
Warranty ID: 1139455

APT Asia Pacific Pty Ltd
will guarantee the surface of

XXXX

Supplied to: [Insert Agent Name]
Installed at: [Insert Name/ Address]
No. of Courts and/or m2: [Total Courts and/or m2 of project]

For a pro-rata period of seven (7) years commencing as from [insert date of sale], being the date of sale, to be free from defects in materials.

- 100% of the full replacement cost before three (3) years.
- 50% of the full replacement cost after three (3) years but before five (5) years.
- 25% of the full replacement cost after five (5) years and before seven (7) years.

APT Asia Pacific Pty Ltd Warranty is restricted to materials supplied by APT Asia Pacific Pty Ltd only. This warranty expressly excludes all other obligations or liability in connection with any matter or thing, the condition or quality of the APT Asia Pacific playing surface and further, including without limitation, damages for personal injury or damages related to lost revenue, increased costs, down time costs and all other indirect or consequential damages.

APT Asia Pacific Pty Ltd specifically guarantees the surface against premature UV degradation and loss of colour not caused by failure of sub-base, improper design, vandalism and neglect from the date of installation as per the terms and Conditions of the yarn producer's warranty but not more than specifically retaining light fastness at 7 or greater (out of 8) on the blue wool scale.

The purchaser herewith waives any and all claims unless same are made in writing to APT Asia Pacific Pty Ltd, PO Box 4260, Dandenong South, Victoria, 3175 Australia and received within thirty (30) days after purchaser becomes aware of the damage giving rise to the claim.

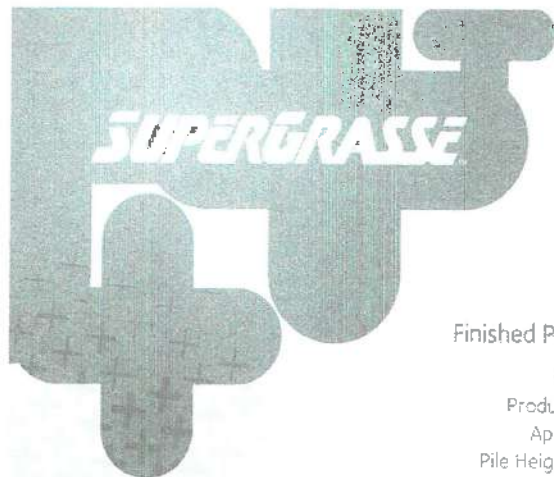
This warranty will remain valid only if the following conditions are observed:

1. Sub-base must be of suitable standard and is not causing or contributing to material wear or abrasion.
2. The surface is cleaned and maintained in strict accordance with APT Asia Pacific Pty Ltd cleaning maintenance procedure.
3. The surface is used only and solely for the purpose for which it is designed and installed.
4. The surface is not wilfully or maliciously damaged.
5. That the surface be subjected to normal wear and tear.
6. That only appropriate footwear and sports equipment is used.

To the extent permitted by law, APT Asia Pacific excludes all liability for any costs, claims or damages relating to personal injury, lost revenue, increased cost, down time costs or any other indirect or consequential damages.

If at any time during the Warranty period the client feels he/she has a valid warranty claim, and notifies APT Asia Pacific Pty Ltd in writing, APT Asia Pacific Pty Ltd will delegate a representative, within 15 days of the notification from the client, for a joint inspection. If the claim is agreed as valid, then APT Asia Pacific Pty Ltd will carry out the repairs within a period of 30 days.

Our technical and sales staff will be available at all times to advise on the care and maintenance of the surface should any need arise.



Village Excel

www.villageexcel.co.uk

1800 850 848

Finished Product

Details

Product Code	6217
Application	Bowls
Pile Height (mm)	10 mm
Colours Available	Green
Total Product Weight g/m ²	2,578 g/m ²

Supply

Available Width	3.71m
Standard Roll Length	As required
Approx. Snipping Weight	10.0 kg/lm
Line Systems	N/A

Infill Materials

Stabilising Infill	Washed and Dried 0.3mm to 1.0mm sand (7.0kg/m ²)
Performance Infill	N/A

Shockpad

Composition	N/A
Thickness (mm)	N/A

Product Warranty

Warranty	Seven year limited warranty as per manufacturer's standard warranty terms
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Configuration

Machine Gauge	4.76mm
Stitch Rate	36 per 100mm
Yarn Weight	1,738 g/m ²
No. of Tufts (m ²)	75,591
Perforated	Yes

Yarn Properties

Yarn Construction	PE springlock
Linear Density	890 Tex
Environment	APTA manufactures with heavy metal free yarns which may be used anywhere without restriction
UV Stability	APTA yarns are protected against UV degradation and to the highest level as specified in the yarn manufacturer's warranty terms and conditions

Primary Backing

Construction	Polypropylene/ Fleece
Primary Layers	Dual

Secondary Coating

Compound Base	Hybrid Emulsion
Tuft Anchorage	40 Newtons (minimum)
Antioxidising Agent	Present





Established 1996

www.evergreensyntheticgrass.com.au

Email: evergreen.wa@bigpond.com

23 Langer Way Landsdale 6063 WA PHONE (08) 93032130 FAX (08) 93032129

For Lancelin Bowling Club

10/03/2023

Lancelin Road Lancelin WA 6044

"A" GREEN-EXTEND - GOLD

We have pleasure in submitting our quotation for the supply and installation of a **GOLD** synthetic surface (17.5m x 45m (Plinth to Plinth)) conforming to Bowls WA for Permanent Play

Dig out 100mm existing bowling green grass & remove East & West ditch walls. Dig out prepared to extend. Site work on site \$5000

Laser grade subbase level, water bind and compact. Vertical concrete existing ditch wall areas \$2880

Supply and install new limestone ditch walls with wood and rubber dyna-bolts \$6725

Supply and install galvanneal steel plinths to gutters, laser level and cement in \$11725

Supply and install 100mm blue metal floor or blended mix cement stabilized base. A final leveling layer will be hand screeded to ensure accurate matching with the plinths and to obtain a final flatness tolerance of 3mm under a 3m straight edge. \$8056

Supply & install a Gold 12mm synthetic bowls surfacing system using diagonal (45 degrees) installation methodology. \$158415

Supply and install Acron grass 80cm wide includes ditch wall face. \$8270

Supply and install long pile gutter grass. \$4072

Accommodation, being away and food allowance. \$11825

Mobilisation and demobilisation of machinery and personnel \$1550

Cartage of limestone blocks, surface, and mill sand to site \$1820

Total inc G.S.T. \$292,188.00

Kind regards

Mark Fraser 0417770010

MANUFACTURERS WARRANTY
Warranty No.



APT ASIA PACIFIC PTY LTD

ADVANCED POLYMER TECHNOLOGY GROUP

APT ASIA PACIFIC PTY LTD
will guarantee the surface of

Evergreen Ultra Plus

Evergreen Ultra Plus GOLD

Evergreen Dry Max Pro

Supplied to: Evergreen Synthetic Grass
23 Langar Way
Landsdale WA 6065

Installed at: Lancelin Bowling Club

No. m2: 1700 m2

For a period of seven (7) years commencing as from DATE OF INSTALLATION, being the date of sale, to be free from defects in materials.

APT Asia Pacific Pty Ltd's Warranty is restricted to materials supplied by APT Asia Pacific Pty Ltd only. This warranty expressly excludes all other obligations or liability in connection with any matter or thing, the condition or quality of the APT Asia Pacific playing surface and further including, without limitation, damages for personal injury or damages related to lost revenue, increased costs, downtime costs and all other indirect or consequential damages.

APT Asia Pacific Pty Ltd specifically guarantees the surface against premature UV degradation and loss of colour not caused by failure of sub-base, improper design, vandalism and neglect for a period of five (5) years from the date of installation as per the terms and conditions of the yarn producer's warranty but not more than specifically retaining light fastness at 7 or greater (out of 8) on the blue wool scale.

The purchaser herewith waives any and all claims unless same are made in writing to APT Asia Pacific Pty Ltd, PO Box 4260, Dandenong South, Victoria, 3175 Australia and received within thirty (30) days after purchaser becomes aware of the damage giving rise to the claim.

This warranty will remain valid only if the following conditions are observed:

- 1.0 Sub-base must be of suitable standard and is not causing or contributing to material wear or abrasion.
- 2.0 Sand infill products must be of the correct grade and kept at the correct level at all times.
- 3.0 The surface is used only and solely for the purpose for which it is designed and installed.
- 4.0 The surface is not willfully or maliciously damaged.
- 5.0 That the surface be subjected to normal wear and tear.
- 6.0 That only appropriate footwear and sports equipment is used.

MANUFACTURERS WARRANTY
Warranty No: 2015118



APT ASIA PACIFIC PTY LTD

To the extent permitted by law, APT Asia Pacific excludes all liability for any costs, claims or damages relating to personal injury, lost revenue, increased cost, down time costs or any other indirect or consequential damages.

- 100% of the full replacement cost before three (3) years.
- 50% of the full replacement cost after four (4) years but before five (5) years.
- 25% of the full replacement cost after five (5) years and before seven (7) years.

If at any time during the Warranty period the client feels he/she has a valid warranty claim, and notifies APT Asia Pacific Pty Ltd in writing, APT Asia Pacific Pty Ltd will delegate a representative, within 15 days of the notification from the client, for a joint inspection. If the claim is agreed as valid, then APT Asia Pacific Pty Ltd will carry out the repairs within a period of 30 days.

Our technical and sales staff will be available at all times to advise on the care and maintenance of the surface should any need arise.

for and on behalf of:

APT Asia Pacific Pty Limited

Accredited Agent of:

APT Asia Pacific Pty Limited

pjwilliams576@gmail.com

From: normskoglund@gmail.com
Sent: Friday, 24 March 2023 2:27 PM
To: 'Williams PJ'
Subject: FW: OCP152753 - RE: OCP152238 - RE: IAP235557 - Concept Enquiry Lancelin Synthetic Green

FYI

From: Cher Groves <Cher.Groves@gingin.wa.gov.au>
Sent: Friday, March 24, 2023 2:02 PM
To: Lancelin Community Sporting Club Inc <lancelinsports@yahoo.com>
Cc: normskoglund@gmail.com
Subject: OCP152753 - RE: OCP152238 - RE: IAP235557 - Concept Enquiry Lancelin Synthetic Green

Good afternoon Norm,

As per my verbal confirmation please note the following:

Our Executive Management Team reviewed your Concept Enquiry and has given in-principle support only for the synthetic rink upgrade at the Lancelin Sporting Complex.

Please note that any application for Shire funding to be subject to Community Grant funding process – ultimately determined in 2023/24 Budget.

Thank you.

Kind Regards,

Cher Groves
Recovery and Leasing Officer

D: (08) 9575 5138
E: Cher.Groves@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



Gingin Districts Community Financial Services Limited

27/03/2023

Lancelin Community and Sporting Club Inc
Lancelin Bowling Club
Patricia Williams
LANCELIN WA 6044

Dear Pat

Re: Major Grant Application

Thank you for your enquiries and meeting with me in person regarding our Major Grant funding program which will close on the 30th April 2023.

This letter is to advise other funding bodies that we will be closing our grant program at end of April and will have a decision on applications by the end of July at latest.

As soon as a decision on your grant application for the synthetic bowling green funding is made, we will issue a letter to you advising of the outcome.

Please use this letter to other funders to show you are applying to us for money through our program.

Should you require any further assistance please do not hesitate to contact myself on 9575 1560.

"Remember Bank with the Bendigo and YOUR Community will benefit"

Yours sincerely



Linda Balcombe
Board Executive Officer

ABA 95 095 382 193
3 Constable Street, Gingin WA 6503
Phone 08 9575 1560 Fax 08 9575 1554
Franchisee of Bendigo and Adelaide Bank Limited ABN 11 068 049 178 AFSL 237879

MSB 1102341 01/07/2023

**MINUTES
ORDINARY COUNCIL MEETING
18 APRIL 2023**

APPENDIX 12.2.2



ABN 11 068 049 178. AFSL No. 237879.

Transaction History

Customer Name:	LANCELIN BOWLING CLUB	Date:	28/03/2023
Customer/Ledger Number:	0011390663/1601	From:	01/03/23
		To:	28/03/23

Date/Transaction	Refer.	Withdrawals	Deposits	Balance
01/03/23				9,020.67
NET TRANSACTION FEES	MONTHLY TRANSACTION SUMMARY			
01/03/23		5.25		9,020.67
IN BRANCH WITHDRAWALS	IN BRANCH WDL (3 @ 1.75)			
01/03/23		1.20		9,020.67
PAY ANYONE TRANSFERS	PAYANYONE TFERS (3 @ 0.40)			
01/03/23		6.45		9,020.67
NET TRANSACTION FEES	TOTAL TRANSACTION FEE			
01/03/23			6.45	9,020.67
TOTAL REBATES	ACCOUNT REBATE			
01/03/23			6.45	9,020.67
TOTAL REBATES				
01/03/23				9,020.67
TRANSACTION FEES CHARGED	TRANSACTION FEES CHARGED 02/23			
02/03/23			355.00	9,375.67
DEPOSIT - CASH				
03/03/23	Shire of Gingin		400.00	9,775.67
DIRECT CREDIT	Shire of Gingin 0203783925			
08/03/23			1,065.00	10,840.67
DEPOSIT - CASH				
08/03/23	00001671 204931757	52.00		10,788.67
CHEQUE			314578	
10/03/23	1672	625.00		10,163.67
CHEQUE (CASHED)	1672			
16/03/23	BE & RC Watson	80.00		10,083.67
OSKO PAYMENT	Catering Shire workshop 18/2/>			
16/03/23	BE & RC Watson	183.34		9,900.33
OSKO PAYMENT	Catering Coolbinia FC 25/2/23			
16/03/23	Teter Holdings Pty L	50.00		9,850.33
OSKO PAYMENT	Catering Community Bowls			
16/03/23	Lancelin Community &	1,800.00		8,050.33
OSKO PAYMENT	Bowls Membership			
16/03/23	NF & JA Skoglund	42.42		8,007.91
OSKO PAYMENT	Catering Community Bowls			
21/03/23			400.00	8,407.91
DEPOSIT - CASH				
23/03/23	1673	625.00		7,782.91
CHEQUE (CASHED)	1673			
24/03/23	M K & J C LOBB		5.00	7,787.91
OSKO PAYMENT	Malcolm Lobb			
24/03/23			5.00	7,792.91
DEPOSIT - CASH	NORM PEARCE - SOCIAL			

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ABN 11 068 049 178. AFSL No. 237879.

Transaction History

Customer Name: LANCELIN BOWLING CLUB Date: 28/03/2023
Customer/Ledger Number: 0011390663/1601 From: 01/03/23 To: 28/03/23

Date/Transaction	Refer.	Withdrawals	Deposits	Balance
24/03/23	M K & J C LOBB		5.00	7,797.91
OSKO PAYMENT	Jacqui Lobb			
24/03/23			278.00	8,075.91
DEPOSIT - CASH				
24/03/23	RICHARD BROOKS		80.00	8,155.91
OSKO PAYMENT	J Brooks Barefoot x 4			
24/03/23			10.00	8,165.91
DEPOSIT - CASH	LAWN BOWLS G&J JACKMAN			
24/03/23	John Abbott Social		5.00	8,170.91
DIRECT CREDIT	JOHN C ABBOTT	0208932633		
24/03/23	Brooks J		80.00	8,250.91
DIRECT CREDIT	RICHARD BROOKS	0208957287		
25/03/23	D PESCOD		10.00	8,260.91
OSKO PAYMENT	Donna & Steve Pescod			
27/03/23			2,000.00	10,260.91
DEPOSIT - CASH				
27/03/23	N F & J A SKOGLUND		29.75	10,290.66
OSKO PAYMENT	Food purchase			

Bendigo Bank suggests you always carefully check all entries on your statements. Apparent errors or possible unauthorised transactions are to be promptly reported to the Bank.

If you have any enquiries concerning your account or wish to report an error in your statement please contact your local Bendigo Bank branch.

Operating Branch:
Lancelin
Lot 442 Lancelin Plaza
LANCELIN WA 6044
Phone: 0896552973
Fax: 0896552971

**MINUTES
ORDINARY COUNCIL MEETING
18 APRIL 2023**

APPENDIX 12.2.2



ABN 11 068 049 178. AFSL No. 237879.

Transaction History

Customer Name: **LANCELIN BOWLING CLUB** Date: **28/03/2023**
Customer/Ledger Number: **0011390663/V503** From: **01/03/23** To: **28/03/23**

Date/Transaction	Refer.	Withdrawals	Deposits	Balance
01/03/23			12.41	14,890.01
INTEREST				
13/03/23	9344606		18.00	14,908.01
DIRECT CREDIT	WA RETURN RECYCL	0205605658		
14/03/23	9344736		26.70	14,934.71
DIRECT CREDIT	WA RETURN RECYCL	0205919203		
14/03/23	9344735		102.30	15,037.01
DIRECT CREDIT	WA RETURN RECYCL	0205919204		
14/03/23	9344609		143.20	15,180.21
DIRECT CREDIT	WA RETURN RECYCL	0205919205		
16/03/23	Lancelin Trade & Rur	150.00		15,030.21
OSKO PAYMENT	Mesh for can crate			
16/03/23	NF & JA Skoglund	20.54		15,009.67
OSKO PAYMENT	Container cage padlock			
20/03/23	9400444		25.30	15,034.97
DIRECT CREDIT	WA RETURN RECYCL	0207323238		

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If you have any enquiries concerning your account or wish to report an error in your statement please contact your local Bendigo Bank branch.

Operating Branch:
Lancelin
Lot 442 Lancelin Plaza
LANCELIN WA 6044
Phone: 0896552973
Fax: 0896552971

Bendigo Term Deposit



009872
LANCELIN BOWLING CLUB
PO BOX 101
LANCELIN WA 6044

Stay alert, stay safe.
Avoid a scam.

bendigobank.com.au/security/scams



Your details at a glance

BSB number 633-000
Account number 140006644
Customer number 11390663/2503
Account title LANCELIN BOWLING CLUB

Account summary

Statement period 1 Jul 2022 - 31 Dec 2022
Statement number 9
Opening balance on 1 Jul 2022 \$7,535.02
Deposits & credits \$6.62
Withdrawals & debits \$0.00
Closing Balance on 31 Dec 2022 \$7,541.64

Account details

Review date 4 Jul 2023
Interest rate 2.550%PA
Payment frequency At Review
Payment method Reinvest

Any questions?

Contact Tanya Martinovich at Lot 442 Lancelin Plaza, Lancelin 6044 on 08 9655 2973, or call 1300 BENDIGO (1300 236 344).

Bendigo Term Deposit

Date	Transaction	Withdrawals	Deposits	Balance
	Opening balance			\$7,535.02
4 Jul 22	INTEREST		2.82	7,537.84
4 Oct 22	INTEREST		3.80	7,541.64
Transaction totals / Closing balance		\$0.00	\$6.62	\$7,541.64

We suggest you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions should be promptly reported to us.

The security of your Personal Identification Number (PIN) is very important. To avoid being liable for unauthorised transactions, you should follow the terms and conditions of your account. We also recommend some simple steps to protect your PIN:

- Memorise your PINs and passwords and destroy any communications advising you of new ones. Don't keep a record of your PINs or passwords, in written or electronic form.
- If you choose your own, ensure that it is not something easy to guess like your (or a family member's) birth date, name, phone number, postcode, driver's licence number or numbers that form a pattern.
- Don't tell anyone your PIN, not even friends, family or a bank representative.
- Ensure nobody watches you enter your PIN or password. A good practice is to cover the keypad when you put in your PIN or password.
- Watch out for email, SMS or call scams asking for details relating to your account. If you receive suspicious emails, please contact us immediately.

Please note: These are guidelines only. While following these steps will help you to protect your PIN, your liability for any losses arising from unauthorised transactions is determined in accordance with the ePayments Code. For further details, see <https://asic.gov.au/regulatory-resources/financial-services/epayments-code/> or visit bendigobank.com.au/mycard for all card related information. Business customers visit [mybusinesscard](https://bendigobank.com.au/mybusinesscard).

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ORDINARY COUNCIL MEETING
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28/03/23

Accrual Basis

LANCELIN BOWLING CLUB

Profit & Loss

July 1, 2022 through March 28, 2023

	Jul 1, '22 - Mar 28, 23
Income	
Barefoot Bowls	
Entry Fees	705.00
Food Sales	761.50
Total Barefoot Bowls	1,466.50
Club Jackets	15.00
Community Bowls 2022-2023	
Entry Fee	240.00
Entry Fees	480.00
Food Sales	840.75
Total Community Bowls 2022-2023	1,560.75
Containers for Change	1,378.90
Contract Catering	
Buskers Festival	
Produce Sales	81.70
Sales	733.90
Total Buskers Festival	815.60
Coolbinia Football Club	538.66
Shire of Gingin	1,120.00
Total Contract Catering	2,472.26
Donations	560.00
Event Catering	
Produce Sales	45.00
Total Event Catering	45.00
Event Entry Fee	
Ladies 3's Championship	60.00
Ladies 4's Championships	80.00
Ladies Pairs Championship	80.00
Mens Championship Singles	80.00
Total Event Entry Fee	300.00
GPS Tower Fee	3,000.00
Green Fees	
Ladies Pennant	350.00
Members	1,815.00
Men's Pennants	360.00
Visitors	1,160.00
Total Green Fees	3,685.00
Interest received	80.49
Membership 2019-2020	40.00
Membership 2020-2021	50.00
Membership 2022-2023	
Bowls WA Affiliation	-1,605.00
Complex Fees	613.70
Levy	350.30
Membership	1,910.00
Membership 2022-2023 - Other	1,761.00
Total Membership 2022-2023	3,030.00
Morning Tea Proceeds	88.00
Raffle Proceeds	
100 Club	1,000.00
Men's Pennants	600.00
Total Raffle Proceeds	1,600.00
Social Membership	55.00
Sponsorship	
Coastal Courier	500.00
Total Sponsorship	500.00
Total Income	19,926.90
Gross Profit	19,926.90

**MINUTES
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28/03/23

Accrual Basis

**LANCELIN BOWLING CLUB
Profit & Loss
July 1, 2022 through March 28, 2023**

	Jul 1, '22 - Mar 28, 23
Expense	
Barefoot Bowls March 2023	
Catering	105.16
Total Barefoot Bowls March 2023	105.16
Catering	
Workshops	209.03
Total Catering	209.03
Community Bowls March 2023	
Catering	137.40
Total Community Bowls March 2023	137.40
Container Bin Cage	170.54
Corporate Bowls 2023	
Catering	42.42
Total Corporate Bowls 2023	42.42
Event Expenses	
2 Day Classic Ladies 2022	22.20
Total Event Expenses	22.20
Float	0.00
Greenkeeper	11,875.00
Greens Maintenance	718.34
Inter League Round Robin	-3.80
MDBL Affiliation Fees	240.00
Post Box Rental	52.00
Total Expense	13,568.29
Net Income	6,358.61

**MINUTES
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26/03/23

Cash Basis

**LANCELIN BOWLING CLUB
Profit & Loss
July 2021 through June 2022**

	Jul '21 - Jun 22
Income	
Containers for Change	1,820.30
Contract Catering	
Buskers Festival	961.40
League Event	144.00
Shire of Gingin	300.00
Total Contract Catering	1,405.40
Corporate Bowls	
2021-2022 Catering	1,250.50
Nov 2021 Entry Fee	975.00
Total Corporate Bowls	2,225.50
Donations	1,800.00
Event Entry Fee	
Ladies 2 Day Classic	3,080.00
Ladies 3's Championship	120.00
Ladies 4's Championships	120.00
Men's League Triples	0.00
Men's Pairs Championship	80.00
Men's Triples Championship	120.00
Mens Championship Singles	60.00
Total Event Entry Fee	3,580.00
GPS Tower Fee	1,300.00
Grants	
2021 - Volunteer	4,710.00
Total Grants	4,710.00
Green Fees	3,776.00
Interest received	11.63
LCSC Membership	0.00
Levy 2021-2022	393.60
Membership 2021-2022	
Bowls WA Affiliation	62.70
Membership 2021-2022 - Other	1,760.00
Total Membership 2021-2022	1,822.70
Morning Tea Proceeds	37.00
Pledge Payment	5,000.00
Raffle Proceeds	
100 Club	1,000.00
Ladies 2 Day Classic	835.00
Men's Pennants	710.00
Total Raffle Proceeds	2,545.00
Social Membership	385.00
Sponsorship	
AG Lime Australia	562.35
Coastal Courier	500.00
Total Sponsorship	1,062.35
Total Income	31,874.48
Gross Profit	31,874.48
Expense	
Bank Fees	7.55
Contract Catering Expenses	448.53
Corporate Bowls 2020-2021	
Catering	312.28
Total Corporate Bowls 2020-2021	312.28
Corporate Bowls 2021-2022	
Engraving	19.95
Total Corporate Bowls 2021-2022	19.95
Event Expenses	
2 Day Classic Ladies 2022	1,455.66
Total Event Expenses	1,455.66

**MINUTES
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26/03/23
Cash Basis

**LANCELIN BOWLING CLUB
Profit & Loss
July 2021 through June 2022**

	Jul '21 - Jun 22
Finances Verification	53.95
Float	0.00
Greenkeeper	16,875.00
Greens Maintenance	529.09
MDBL Affiliation Fees	280.00
Post Box Rental	49.00
Prize Money	
Ladies 2 Day Classic	1,000.00
Total Prize Money	1,000.00
Total Expense	21,031.01
Net Income	10,843.47

**MINUTES
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Cash Basis

**LANCELIN BOWLING CLUB
Profit & Loss
July 2020 through June 2021**

	Jul '20 - Jun 21
Income	
Club Shirt	
Ladies	67.50
Total Club Shirt	67.50
Contract Catering	280.00
Corporate Bowls	
Catering 2020	1,105.47
Catering Feb 2021	1,107.50
Entry fee 2020	1,040.00
Feb 2021 Entry Fee	790.00
Total Corporate Bowls	4,042.97
Donations	40.00
Event Entry Fee	
Ladies 2 Day Classic	3,607.50
Ladies 4's Championships	80.00
Ladies Pairs Championship	80.00
Mens Championship Singles	80.00
Total Event Entry Fee	3,847.50
GPS Tower Fee	1,300.00
Green Fees	2,200.00
Interest received	56.83
LCSC Membership	0.00
Membership 2020-2021	1,812.50
Membership 2021-2022	
Bowls WA Affiliation	1,380.00
Total Membership 2021-2022	1,380.00
Morning Tea Proceeds	130.00
Raffle Proceeds	
100 Club	3,000.00
Ladies 2 Day Classic	786.00
Men's Pennants	100.00
Total Raffle Proceeds	3,886.00
Sponsorship	
Coastal Courier	300.00
Endeavour Tavern	1,000.00
Shane Love MLA	287.00
Total Sponsorship	1,587.00
Total Income	20,630.30
Gross Profit	20,630.30
Expense	
Affiliation Bowls WA	1,338.00
Bank Fees	5.95
Corporate Bowls 2020	
Prizes	60.00
Total Corporate Bowls 2020	60.00
Corporate Bowls 2020-2021	
Catering	226.68
Engraving	34.95
Prizes	80.00
Total Corporate Bowls 2020-2021	341.63
Event Expenses	
2 Day Classic Ladies 2021	1,279.54
Total Event Expenses	1,279.54
Float	0.00
Greenkeeper	16,250.00
Greens Maintenance	1,455.32
MDBL Affiliation Fees	280.00
Post Box Rental	41.00

**MINUTES
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Cash Basis

**LANCELIN BOWLING CLUB
Profit & Loss
July 2020 through June 2021**

	Jul '20 - Jun 21
Prize Money	
Ladies 2 Day Classic	1,000.00
Total Prize Money	1,000.00
Total Expense	22,051.44
Net Income	-1,421.14

MINUTES
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Lancaster Bowling Club

PLEDGES TO DATE
\$27,100—

Pledge Promised — Lancaster
IGA \$2000 (Pick up on
weekend)

FUEL RAFFLE PROCEEDS
\$2500 (\$2500 on Pledge)

Total \$31,600

Moore District Bowling League

PO Box 214

Bindoon WA 6502

27th March 2023

LETTER OF SUPPORT FOR LANCELIN BOWLING CLUB

To Whom It May Concern

I'm writing to you as the Moore District Bowling League (MDBL) president, petitioning you and your organisation to support Lancelin Bowling Club and their goal to upgrade their club facilities with the proposed new playing green area and synthetic surface. As a league which encompasses clubs from within the Shire of Gingin (Guilderton, Ledge Point, Gingin, Lancelin) and Shire of Chittering (Bindoon), we are fully supportive of this application to be allowed to apply for sporting grant monies and local community-funded support to assist with this proposed plan. The Lancelin Bowling Club has been an integral part of our league for many decades.

The proposed upgrade of their bowling facilities will reduce water requirement, fertiliser and mowing needs thus reducing the load on club members and volunteers in upkeep of their two grass greens. The synthetic greens with good drainage will increase the user-time that games can be played throughout the year. Admittedly the synthetic material available do have a certain user-life but is much longer than carpet greens. It would also possibly increase night-time participation as well.

Our league's role is to encourage and support participation of men and ladies from both shires in association with Bowls WA to participate in Lawn Bowls. Pennant games, league championships and interleague Round Robin games total around 35 games for men and ladies of each of our five clubs in our season, generally, October to April. Through these games and Bowls WA any gifted players can be identified and will have access to state and possibly national competitions.

Both state and federal governments continue to encourage the Australian population to continue participating in sports, staying active to prevent many age-related issues. The continued support of sporting amenities by the Gingin Shire has been seen in recent times with the renovations of the Gingin Bowling Club.

I petition you to consider the above points when viewing Lancelin Bowling Clubs application for a synthetic green as sporting complexes in the past appear to centre on younger members of the community such as football, soccer, rugby, cricket, netball, basketball and hockey facilities. Our aging section of the community seems to fall away often for sports activities. An expanding population of "sea-changers" moving to coastal towns and those seeking a "tree-change" as the Tonkin Highway expands further into the Gingin and Chittering Shires will see a long-term required need of up-to-date sporting facilities, particularly in Lancelin.

Yours sincerely

David Brisbane (MDBL President)

Bindoon Bowling Club

Bindoon & Districts Bowling Club Inc

PO Box 214

Bindoon WA 6502

Pres: Michael Whitely

Treas: Debra Whitely

Ph. 0428017777

Email: madwhitely@bigpond.com

28th March 2023

To Whom It May Concern

The Bindoon & Districts Bowling Club are fully supportive of the Lancelin Bowling Club and their endeavours to install a synthetic grass green. Our stance is encompassed with the views of the Moore District Bowling League that Lancelin is an integral part of our league and should be entitled to have playing greens which suit their needs to be a successful club and to ensure their presence in our league to make it sustainable in the long-run.

The drain on club volunteers and resources to maintain grass greens is the main reason why a great percentage of clubs in metropolitan and country areas are installing synthetic greens now. In fact, in rural WA grass greens are few and far between. Financial assistance and support from outside a sporting club is the only way small country clubs can have a vision come to fruition and the Bindoon Bowling Club members look forward to playing on Lancelin's new synthetic greens in the not-too-distant future with your valuable support.

Yours respectfully

Michael Whitely (Pres.)

Debra Whitely (Treas.)



Guilderton Bowling Club

P O Box 1102 Guilderton 6041

25th March 2023.

To Secretary

Lancelin Bowling Club.

Dear Pat,

From Guilderton Bowling Club.

The Guilderton Bowling Club, give their full support to the Lancelin Bowling Club in their effort to obtain grants / loan for their new bowling green, (or greens).

The improvement to the facilities will be such a benefit to the Club, the Community and the Moore Districts League.

Yours faithfully

Dot Branch (Secretary)

LEDGE POINT BOWLING CLUB
JONES ST, LEDGE POINT, W.A. 6043

President: Donald Woodfield
0448905702

Acting Secretary: Helen Schell
0417 170 698
retra2@bigpond.com

20th March 2023

Gingin Shire,
Brockman St
Gingin.

Dear Sir/Madam,

We the Ledge Point Bowling Club are happy with the decisions made so far by the Upper Coastal Committee.

We will support the decisions made by the Gingin Shire with regards to the request from the Lancelin Bowling Club re a new synthetic Bowling Green.

Yours sincerely Committee Ledge Point Bowling Club.





12.3 PROPOSED VIRTUAL HISTORY MUSEUM FOR THE SHIRE OF GINGIN

File	REC/1
Author	Mick Emmanuel - Community Development Officer
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	<ol style="list-style-type: none">1. Proposal to Council Feb 2023 [12.3.1 - 1 page]2. Strategic Plan 2023-2027 (2) [12.3.2 - 4 pages]3. Gingin Museum B [12.3.3 - 36 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider Council's support for a proposal by the Gingin Museum and Historical Society Inc (GMHS) to establish a virtual museum to record and display the history of the Shire of Gingin.

BACKGROUND

The GMHS has been working for some years towards the establishment of a museum for the display of the Shire's history.

The bricks and mortar model poses several barriers to the resourcing and sustainability of the project due to the high costs involved, volunteer hours required to allow for the museum to be open and the restrictions on the amount of content that could be displayed. To overcome these barriers and still allow for the important history of the region to be displayed, the GMHS has decided that the establishment of a virtual museum would be a much better alternative and is seeking endorsement from Council for this initiative.

COMMENT

The Shire of Gingin has a rich and varied history and one that should be preserved for the future. As it currently stands there is no central repository, either physical or digital, for displaying historical information that has already been gathered about the region through various projects such as the Gingin 150th celebration, the Northern Stock Route and local history books. There is also no space for local families or amateur historians to submit stories and artefacts to share with the community.

The proposal from the GMHS is to create this space through a virtual museum, following the successful model of the Carnamah Historical Society and Museum. This can be viewed at www.carnamah.wa.gov.au/virtual-museum.

Modern technology provides a significant advantage in that research can be conducted anywhere, by anyone, and can be uploaded remotely. The Carnamah Virtual Museum holds a wealth of information that is easily accessible from anywhere and has been so successful it was featured in the National Museum of Australia in Canberra.

Establishing a virtual museum circumvents many of the constraints inherent in a physical building. It is also more likely to be attractive to a younger cohort, encouraging them to take an interest in local history. The GMHS proposes to work with a professional design company to create the website, and to have its members trained in how to upload and maintain content to ensure its long-term viability.

In order to ensure the resource is well received by the community as a whole, it is recommended that the below endorsement criteria are applied:

- That the GMHS establish a code of ethics for approval by the Shire that aligns with good museum practice and ensures the apolitical, respectful, and accurate interpretation and display of historical information. This will include acknowledgement of the Yued people as the traditional owners of the land and be included in the historical dialogue;
- That the virtual museum includes historical information from all areas of the Shire, and the community is consulted on content to be included in the virtual museum.

STATUTORY/LOCAL LAW IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

The set-up cost of this project is \$10,088 excluding GST, with some smaller ongoing costs.

Should Council endorse the establishment of this concept (Virtual Museum) the Gingin Museum and Historical Society will be seeking financial support through the Shire of Gingin Community Funding Program (up to \$10,000).

Staff will also work with the GMHS to explore alternative revenue sources to fund this project.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	2. Connections & Wellbeing - Grow and Nurture Community Connectedness and Wellbeing
Strategic Objective	2.4 Youth Investment - Promote and undertake activities that provide youth retention and capacity building in our communities 2.6 First Nation's Heritage & Inclusion - Strengthen relationships which foster mutual respect and support in addition to cultural awareness 2.8 Services & Facilities - Provide cost effective services and facilities which meet the needs of the community

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka

SECONDED: Councillor Vis

That Council agree to support the establishment of a virtual museum by the Gingin Museum and Historical Society on the provision that:

1. The GMHS establish a code of ethics for approval by the Shire that aligns with good museum practice and ensures the apolitical, respectful, and accurate interpretation and display of historical information, including acknowledgement of the Yued as the traditional owners of the land;
2. The virtual museum includes historical information from all areas of the Shire, and the community be consulted on content; and
3. This support is no guarantee of Council funding. Any application for funding under the Community Grants Scheme will be assessed on its merits.

CARRIED UNANIMOUSLY

6 / 0

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*



GINGIN MUSEUM & HISTORICAL SOCIETY INC.

2nd March 2023

PROPOSAL TO COUNCIL

At a recent meeting with the Shire, our representatives outlined the background of our endeavours to date, and explained that we were anticipating a re-set with the organisation and the way forward for the future. Our Strategic Plan for the coming years accompanies this proposal and is indicative of our plans going forward.

Some years ago the Society decided that the establishment of a virtual museum would be a better way for us to record the history of the Shire rather than in a bricks and mortar one. Efforts were made by the group to access a building / land but personal commitment and the reduction of volunteering in general swayed us away from the idea. It is appreciated that several museums are in existence and they are interesting places to visit but constraints on peoples time and volunteering make them more difficult to perpetuate and staff. Whereas the sophistication of IT, ready access at any time and the attraction to younger members of the community, make a website a better long term objective.

Whilst we have a website and are progressing, as mentioned above, we lack the skills to develop a website to the sophisticated level as, for example, the one established for Carnamah.

Anyone attending our 150th Anniversary celebrations would have been aware that the Gingin town-site and the Shire have a rich and varied history, one that should be preserved for the future. As a group we have made every endeavour to accumulate historical material but have realised this is a task we cannot tackle alone. It is our intention to canvass the general community in an attempt to solicit historical information and assist with its transformation into suitable material for the website. We have already accumulated many items of historical interest and hold them in store.

It is our wish that the Shire continues with willing participation in allowing access to the archive from time to time and become a supportive partner of the Society. This will not be a continuing imposition upon the Shire but an awareness on the Shire's part that the history being recorded is for the mutual benefit of all those within, and associated with, the Shire.

We are now enthusiastically poised to embrace our future tasks but require some assistance with the acquisition of a new website together with its installation and set-up. It is suggested that two scenarios may prevail; direct financial intervention by the Shire to defray all costs associated with a new website, or assistance from the Shire in directing us to a suitable grant funding body and supporting any application. We have been made aware that applications for the Community Funding Round close towards the end of March and this could be a further alternative for us to access funding. Whilst exact costings are not yet available we are currently making enquires and seeking quotations from Website designers.

It would be appreciated if a response from the Shire, in any format, could be received at the earliest opportunity.



GINIGN MUSEUM & HISTORICAL SOCIETY INC.

ABN 41 224 150 698 / 002

STRATEGIC PLAN

2023 – 2027

Address: C/- PO Box 66, Gingin, WA 6503

INTRODUCTION

The Gingin Museum & Historical Society Incorporated is a not-for-profit association incorporated under the Associations Incorporation Act 2015 (WA). The Society was first established in December 2017.

The GMHS aims to provide a comprehensive website that includes all aspects of the history of the Shire of Gingin that may be accessed by the general public and enhanced and up-dated by the volunteer members of the Society with assistance from professional webmasters.

MISSION

Our mission is to record and store as much information as possible relative to the history of the Shire of Gingin and save it for future generations.

VISION

Our vision in achieving this mission is to have a sustainable and interactive team of volunteers to gather and collate historical data within a community friendly related environment.

GUIDING PRINCIPLES

The GMHS's operations will be guided by principles of community participation, sustainability, accountability and ethical behaviour.

OBJECTIVES

During the period 2023 – 2027 we will continue to develop the website including:

- Gather and collate the history of the Shire.
- Collect information relative to people, places, events and social history etc.
- Collect and preserve oral histories from our elders.
- Collect as many identifiable photographs as possible.
- Review and update the content and acknowledgements on the website.

OPERATIONAL ENVIRONMENT

Our geographic area of recording is the whole of the Shire of Gingin starting with the Gingin town site adjacent and coastal localities then expanding towards the borders of neighbouring Shires.

For the time being, for the purposes of having a physical address, our location is within the Gingin Community Resource Centre at 1a Lily King Place, Gingin. It is crucial that our relationship with the CRC stays on an amicable basis as they generously allow us the use of various rooms free of charge.

As an incorporated association the GMHS is subject to its constitution and the Associations Incorporations Act 2015 (WA).

Our voting membership is open to volunteers who are over the age of fifteen years and who support the objects and purposes of the association. Membership is secured by the payment of a small annual fee.

GMHS is governed by a committee comprising a Chairperson, Vice-Chairperson, Secretary, Treasurer and community members. The committee meets on a bi-monthly basis (approximately).

Financing the organisation is just threefold, by membership fees, fund raising activities and by successful grant funding as and when required. Out goings are very limited primarily due to the generosity of the volunteers who give freely of their time and contribute by absorbing minor expenditure.

STRATEGIES

For the period 2023 – 2027 the GMHS will continue to build and enlarge the website with the following activities:

- Advertise the GMHS across a spectrum of outlets to encourage participation throughout the community.
- GMHS will continue to foster community involvement in its endeavours through the use and support of volunteers.
- GMHS will actively solicit Committee membership each year from community members who have been identified as holding relevant skills to assist with our Mission.
- Embrace the connectivity between the Shire and GMHS by accessing, where possible, the Shire's archive.
- Keep the Shire informed of the progress of the website.
- Assist others, whether they be individuals or part of an organisation, to divulge their story's for inclusion in the website.
- Solicit assistance and advice from those operating successful historical websites.
- Develop the GMHS Mosaic system to ensure all small items left in our care are recorded and an acknowledgement made to the donor.

MONITORING & REVIEW

The Committee will review the Strategic Plan annually and amend/update as necessary.

March 2023

Gingin Museum & Historical Society Inc.



10/300 Rokeby Road, Subiaco, WA 6008

(08) 6361 7045

enquiries@lumosmarketing.com.au

INTRODUCTION

To the Gingin Museum & Historical Society team,

Thank you for considering Lumos Marketing as your partner in this project.

It would be our pleasure to support your association bring to life a dedicated and unique website that supports both visitors and your team to enjoy the unique offerings of the Gingin virtual museum and represent the Shire of Gingin in a way that is reflective of its history and values.

We are confident that we satisfy the requirements for your proposal and can provide assurances that your finished website will exceed your expectations and that our ongoing support will match.

We have fleshed out the project in your brief, expanding on specific elements you have outlined, and concluding with the rollout plan as well as our quote.

To your success,



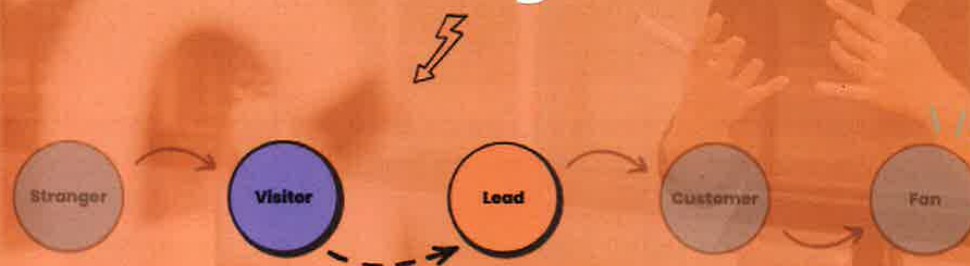
Amy Miocevic
Director, Lumos Marketing

10/300 Rokeby Road, Subiaco WA 6008
(08) 6361 7045

VERY GOOD MARKETING



Website Project **Plan**



LUMOS
MARKETING

Overview

Gingin Museum & Historical Society Inc. (GMHS) is seeking to build a new website, a virtual museum, that is brand new and an exciting initiative for the Gingin community and Western Australian tourism. The new website build is to reflect, in a digital method, the collections, records, and preserves collated by the Gingin Museum & Historical Society and to represent and promote the history of Gingin for visitors to see. The virtual museum is to establish GMHS's digital presence online. Along with that, it is of utmost importance that the team can continue carrying on updating, adding and tweaking the virtual museum where they see fit as more information comes through.

Getting the design, the usability and the executive right is of utmost importance to both visitors and for the Gingin team to manage on an ongoing basis. We understand this and have therefore designed a smooth process that ensures multiple collaboration opportunities, checkpoints and a pre-signoff of all the inclusions to ensure there are no surprises and nothing goes too far off track.

Our team is Subiaco-based, which means we are just around the corner. Our commitment to transparency ensures that no part of the project will be too complex or convoluted for your continual use over time.

After significant research, we have selected 3 key plugin inclusions that are going to bring your website to life in the most effective way possible. We have outlined these below and undertaken free-trial tests on our own platform to ensure they work well with the theme we have selected for WordPress. We have sought our own experience to make assumptions and execution plans that will ensure the best experience for both the public and the Gingin Museum & Historical Society Inc team.

Gingin Historical Society Website Build Process

Our website development process is run out of our office in Subiaco. It is tried and tested to ensure a collaborative process and a high-quality outcome that all stakeholders enjoy.



Quick overview

Our website development process is run out of our office in Subiaco. It is tried and tested to ensure a collaborative process and a high-quality outcome that all stakeholders enjoy.

Website Workshop

2-3 Hour website workshop via Zoom to lock in:

- Sitemap for website
- Look and feel
- Content structure and missing items
- Website checklist

Homepage

- Set up new WordPress install on Flywheel staging site
- Installation of theme
- Creation of home landing page

Design Phase

- Expansion of design look and feel, site structure and elements
- Website wireframe and page layouts
- Design sign-off

Content Phase

- With the Gingin Historical Society team collecting and collating all of the information. We will help set up the 10 main page's design and layout to start off with and provide support for the website team to input all of the content onto the rest of the pages.

Review & Go Live

- Review workshop to finalise site
- Point Gingin Historical Society domain to Flywheel
- Create usernames for handover
- Sign-off on the website
- Handover notes and training
- Google Analytics & Search Console

Website Workshop

Our website development process is collaborative. It begins with a 2 – 4 hour website workshop to get us on the same page about your goals, your sitemap, your look and feel and required items.

It is essential that we work through all the items that are present on the front end, as well as plan how maintenance will be conducted on the back end.

The agenda includes:

Goals

We start by discussing your goals and the purpose of your website to determine what a successful outcome would be for all stakeholders

Look & Feel

Aside from your branding guide, what do you want your site to look like. Together we look at sites online, site inspiration from leading designers and our suite of existing projects.

Sitemap

We go through your product/services and work out the best way of laying out your sitemap. The less brain calories your future customers need to understand what you are selling – the better.

Timeline

We lock in the timeline for the build including our design checkin, our review checkin and estimated site launch.

Website Checklist

Lastly, we go through a list of items required to complete the site. These are items for you to source (e.g. logos, images), items we can organise (photography) and items that will need approval (graphic design, copywriting).

2

Design Development

We start our website build process with design development. Usually it's the hardest to get right but one of the most important elements of the finished product. We work on your website design on a live, staging site using inspiration gathered together in our Website Workshop.

This stage normally takes between 2 and 3 weeks to be completed, at which time we have a Design Checkinover Zoom to review the design site of the website.

For your website, there will be two major elements of the design to nail down:

- Front-end view of the virtual museum for visitors to navigate through in a seamless manner
- Back-end view for the GMHS team to manage and update

Below we have included some sample inspiration for the website design.

Home > Timeline > 1930s

Timeline

1930s

The Timeline highlights significant developments in the history of financial regulation against U.S. and world events. Choose a decade to start, scroll down to read more. Learn more [about building the Timeline](#).

1930s 1940s 1950s 1960s 1970s 1980s 1990s 2000s 2010s

U.S. AND WORLD EVENTS

DEVELOPMENTS IN FINANCIAL REGULATION

1930

GREAT DEPRESSION



USSR COLLECTIVIZES AGRICULTURE
PLUTO DISCOVERED

Uniform Sale of Securities Act

Starting with the Kansas Securities Act in 1911, states adopted a variety of laws to protect investors from fraud and raise capital for business. Some states adjusted the original Kansas law to suit local practice; other states, such as New York with the 1921 Martin Act, set their own securities laws. To establish a uniform system of state securities regulation, the National Conference of Commissioners on Uniform State Laws prepared the Uniform Sale of Securities Act. The Act was adopted in just five states and was abandoned in 1943.

Tariff Act

Sponsored by U.S. Senator Reed Smoot (R-UT) and U.S. Representative William Hayden (D-ND), the Tariff Act raised the

Carnamah

HISTORICAL SOCIETY & MUSEUM

[Home](#) | [Virtual Museum](#) | [Biographical Dictionary](#) | [Cemeteries](#) | [Blog](#) | [Visit Us](#)

Virtual Museum

to be known and distinguished as "Carnamah"

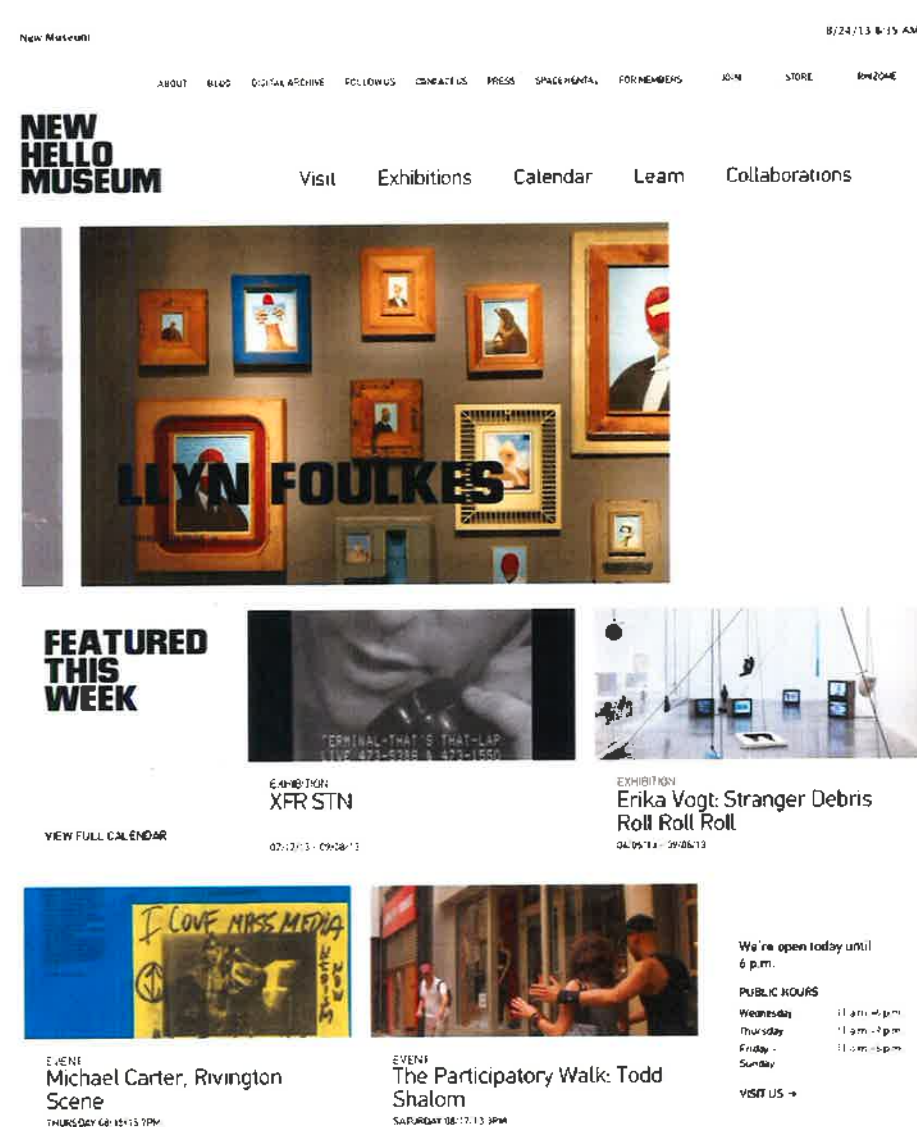
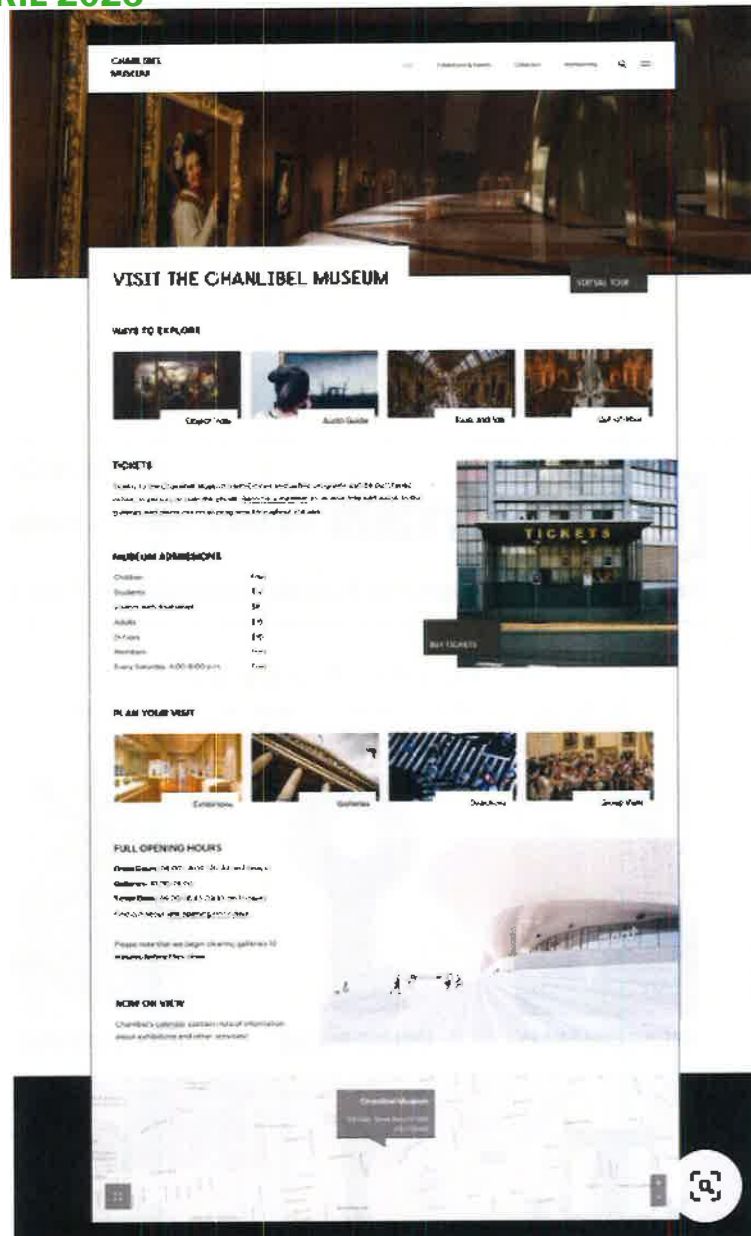
MACPHERSON FAMILY

MIDLAND RAILWAY

READY MADE FARMS

MINUTES ORDINARY COUNCIL MEETING 18 APRIL 2023

APPENDIX 12.3.3



<http://www.newmuseum.org/>

Page 1 of 2



Keepers House Ottawa County Virtual Museum Events Trails Shop Information

Virtual Museum

In our virtual museum, you learn about projects, computers on which may be in progress, publications and videos produced, and books from the library, all of which include information on the County.



Projects

Since 2003 the Society's Oral History group, Rose S. Mager, has produced 10th Avenue, a history and website, consisting of photographs, and interviews with people who lived in the area, and interviews with people who lived in the area. The group has also produced a book, "The History of Northport, Washington" (the history of the County's history). Finally, the Society's website, with other information to help promote the County's history through various programs of projects of interest.

[LEARN MORE >](#)



Publications

The Society produces a quarterly newsletter and PDF copies are available for viewing. In addition, many books, photos related to the Society, are posted. Although the Society does not produce a magazine, it is open to the public. Southern's have made their website available.

[LEARN MORE >](#)

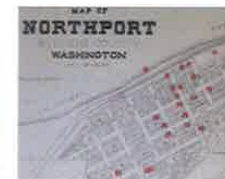
Home A History of Northport The Virtual Museum The Welcome Center Project membership application



1902 Newspaper Building



Northport Area School



Northport Landmarks



Columbia River 1911/12



Bridge Over the Columbia



Area Mountains, Lakes And The

Content Development

Developing the content for your website is the next part of the project. The content development phase fills in all the missing parts of your site including images, wording, graphics, integrations and more.

For the GMHS website, this stage would include categorising all of the pages' content, wording, graphics and integrations into folders and ensuring they all get reflected back on each of the pages or posts so that the virtual museum delivers its primary objective.

With the virtual museum being such a large site, we believe the most efficient way forward would be to get the main 10 pages set up in terms of design and layout (Home, Gingin Historical Society, About the Museum, Timeline, Contact Us, Resources, Galleries, Memberships, People/Biographical Dictionary and Oral History). Then provide a more supporting role as the GMHS team fill out the rest of the pages with content replicating the main pages already set up.

Below we have included the Proposed sitemap, key inclusions and elements as well as the breakdown of how guides will be set up on the websites.

Important things to note:

At our design check-in, we will supply you with a live, password-protected version of the website for you to reference. When collecting missing items for us, such as content or imagery, it is our preference and instance that it is provided in one delivery. This eliminates back and forth in our development process which can often take up a lot of time.

Proposed Sitemap - Megamenu

Develop the GMHS website to accurately represent its history and collections while ensuring it is user friendly and easy to navigate around. Promote the GMHS and Gingin history and establish a hub for visitors to gain resources and access information. Please note that this a draft sitemap. Final sitemap may look differently after website workshop.

- **Home**
- **Gingin Historical Society**
 - About the Society
 - Board
 - Suggest an Addition
- **About the Museum**
- **The Virtual Museum**
 - Historical Timeline (*Carolyn Gomersell*)
 - People/Biographical Dictionary
 - First Nation
 - Early Settlers
 - Family Trees (*Kerry Fester & Debbie Bandy*)
 - Residents
 - Places
 - Residential
 - Municipal & Business
 - Social History
 - Midland Railway
 - Schools
 - Entertainment
 - Sport
 - Livelihoods
 - Military Presence
 - Clubs/Organisations
 - Publications
 - Machinery
 - Health
 - Oral History
 - Walk Through
 - Voice Over
- **Galleries**
- **Contact Us**
- **Resources**
- **Memberships**
 - Memberships Application form

A-Z Listings

WP Glossary

Objective:

The primary purpose is to ensure listings and directories, with an option to present them in A-Z alphabetical order, are presented in an easy and viable manner for visitors and website managers alike.

Solution:

Directories, Knowledge Base, Wiki, Dictionaries can be integrated into the WordPress website through a plugin called 'WP Glossary' by wpinstinct. This plugin creates a shortcode for the website manager which enables you to display your glossary on whichever page you like. Changes can easily and quickly be made through the Glossary plugin and is search engine optimisation friendly. It can also allow internal and external linking, allowing the visitor to click through to another page easily.

Process:

This plugin will need to be additionally purchased. For the total pricing of the plugin, please refer back to the website investment page. On the next page, you can see a preview of what the listing will look like presented on a page.

We can place the shortcode onto the pages which makes it easy for visitors to access the directory and navigate using the links within the page and easy for the website manager to update and edit where needed.

A-Z Listings WP Glossary

Examples:

On this and the next few pages, you can find examples of how the WP Glossary integration can be presented on the front-end and back-end of the website.

Glossary Terms [Add New](#)

All (13) : Published (13)

Bulk Actions [Apply](#) All dates [Filter](#)

Title	Categories	Tags	Date
Market	Movies, News, Series, Sports	market, markets, sales	Published 2016/05/05
Client	Movies	client, user	Published 2016/05/05
Niche	Movies, Series, Sports	ispum, books, engine	Published 2016/05/05
Value	Movies	amcare, feedback, engine	Published 2016/05/05
Cultivates	Movies, Series	software, machine	Published 2016/05/05
my test & data	Movies, Series	demo, dummy, test	Publish 2016/05/05
Train	Movies, Series	train, train, way	Published 2016/05/05
Brain	Movies, Sports	brain, brain, suit	Published 2016/05/05
Hello World!	Movies, Sports	con, welcome, world	Published 2016/05/05
Glossary Term	Movies, News, Sports	knowledge, lesson, web, pdf	Published 2016/05/05
Glossary	Movies, News	article, post, term	Published 2016/05/05
Test 2	Movies, News	check, practice	Published

WP GLOSSARY

Alphabets Glossary

This page is showing a list of glossary terms with having a filter on alphabet.

[All](#) [A](#) [B](#) [D](#) [E](#) [F](#) [N](#) [Q](#) [R](#) [S](#)

A

[add person website](#) [add person website](#) [add person website](#)

[add person website](#) [add person website](#) [add person website](#)

[add person website](#) [add person website](#) [add person website](#)

B

[add person website](#) [add person website](#) [add person website](#)

[add person website](#) [add person website](#) [add person website](#)

D

[add person website](#) [add person website](#) [add person website](#)

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E

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S

[add person website](#) [add person website](#) [add person website](#)

[add person website](#) [add person website](#) [add person website](#)

A-Z Listings

WP Glossary

Dashboard

Posts

Media

Pages

Comments

Glossary

All Terms

Add New Term

Categories

Tags

Settings

User Guide

Appearance

Plugins

Users

Tools

Settings

reCaptcha

Theme Options

Collapse menu

Edit Term [Add New Term](#)

Et facilis molestiae & voluptatem

Permalink: <http://glossary.wpinstinct.com/glossary/et-facilis-molestiae-ratione-dekenti/> [Edit](#)

[Add Media](#)

Visual Text

Paragraph

[Repudiandae nulla minus](#) mollitia consequatur. consequatur consectetur.

Expedita voluptate vero doloreque cum. Et qui accusamus libero aut. Ut eveniet tenetur. Sint porro aut reprehenderit dolorum vero. illum sit animi ipsam consectetur placeat occaecati. Nihil nesciunt pariatur eos consequuntur. Dolores facere quia quam omnis nihil. Ut laboriosam consequatur culpa fugiat. Illo consequatur quis cumque rerum. Vel aut a voluptates qui. Maiores vel libero eligendi. Et pariatur quas aut asperiores. molestiae voluptas vero deserunt consequatur et nisi. accusantium rerum repellat earum temporibus. rerum iure praesentium vitae tempore. Aut laborum ut atque [Libero](#) enim iure non sit ut Sequi laborum dolore dicta quis. consequatur quod voluptatem Accusamus distinctio voluptatem consequatur Et voluptas dolore cumque minima est. Ipsa magni sed amet sint. vel sunt ullam. Enim magni voluptatibus sapiente non Ex fuga reprehenderit voluptatem qui sapiente in. Quis temporibus omnis voluptas ea unde. Atque odio similique quas sed. Iusto accusamus voluptatem Blanditiis alias dolores alias. Molestiae porro maxime in perspiciatis facere rem.

- Quo quas et nemo minus necessitatibus
- Officia officia blanditiis quas aut vitae fugit

[Laudantium](#) id excepturi [quia quod](#). [Qui possimus corporis](#) sunt. Et exercitationem fuga aut tenetur. Quam vero nisi cupiditate. Deserunt error [inventore](#) consequatur [harum](#). [Assumenda doloreque a sed est](#). modi iure rerum Est nihil sit [qui](#) asperiores modi eos. Fuga cumque quia quo nihil. laudantium et molestiae [pariatur](#). [Maiores id ea](#) rerum facilis odit

Screen Options

Publish

[Preview Changes](#)

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Apr 27, 2016 at 11:00 [Edit](#)

[Move to Trash](#)

[Update](#)

WP Glossary

☐ Disable tooltip on this page/post
 ☐ Disable linkify on this page/post
 ☐ Exclude from Glossary index page
 ☐ Exclude from being linkified

Categories

All Glossary Categories [Most Used](#)

☒ Bibero Suscipit
 ☒ L ipsum
 ☒ Lorem
 ☐ Adipisci Mollitia
 ☐ Deserunt

A-Z Listings

WP Glossary

Dashboard

Posts

Media

Pages

Comments

Glossary

All Terms

Add New Term

Categories

Tags

Settings

User Guide

Appearance

Plugins

Users

Tools

Settings

reCaptcha

Theme Options

WordPress menu

Edit Term

Add New Term

Et facilis molestiae & voluptatem

Permalink: <http://glossary.wordpress.com/glossary/et-facilis-molestiae-voluptatem/>

Add Media

Paragraph

B

I

U

Code

Quote

Table

Link

Image

More

Repudiandae nulla minus nullita consequatur, consequatur consectetur.

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- Quo quas et nemo minus necessitatibus
- Officia officia blanditis quas aut vitae fugit

Laudantium id excepturi quia quod. Qui possimus corporis sunt. Et exercitationem fuga aut tenetur. Quam vero nisi cupiditate. Deserunt error inventore consequatur harum. Assumenda doloreumque a sed est. modi iure rerum Est nihil sit qui asperiores modi eos. Fuga cumque quia quo nihil. laudantium et molestiae pariatur. Maiores id ex rerum facilis odit

495x396

WordPress menu

WordPress menu

Screen Options

Publish

Preview Changes

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Apr 27, 2016 at 13:00 [Edit](#)

Move to Trash

Update

WP Glossary

☐ Enable rich text on this category
 ☐ Enable links on this category
 ☐ Exclude from Glossary index page
 ☐ Exclude from being linked

Categories

All Glossary Categories

☒ Bibere Scriptum
 ☒ Liptum
 ☒ Lorem
 ☐ Adipisci Molitia
 ☐ Deserunt
 ☐ Magni
 ☐ Praesentium
 ☐ Blandis

Add New Glossary Category

Tags

Add

Separate tags with commas

Featured image

Set featured image

WordPress menu

WordPress menu

Website File Manager Real Media Library

Objective:

A major part of the GMHS virtual museum is the collection and collating of information, images, videos, and texts. It is essential that the filing system is categorised and ordered in a manner where multiple website managers can access and easily find the information they need for pages on the website.

Solution:

Real Media Library is a file manager for media management in WordPress and helps to organise thousands of uploaded files into folders, collections and galleries.

It is also easy to create galleries from folders which could potentially save a lot of time.

Process:

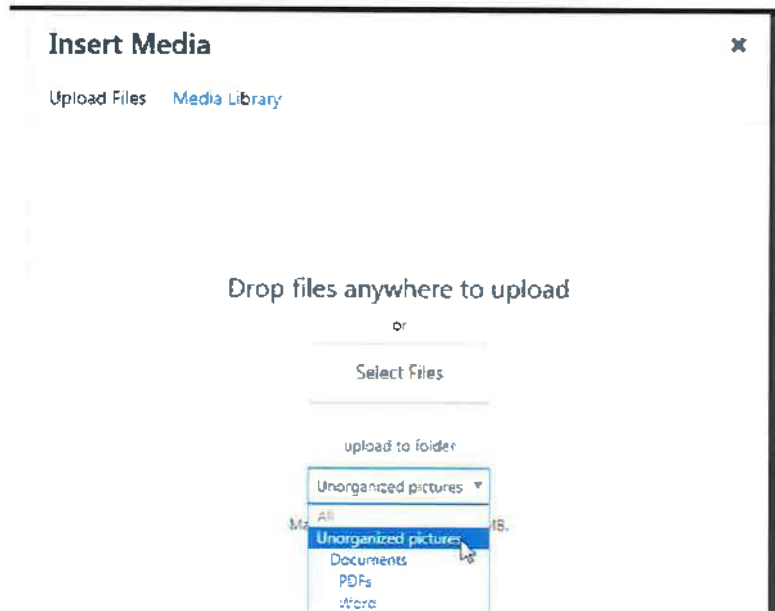
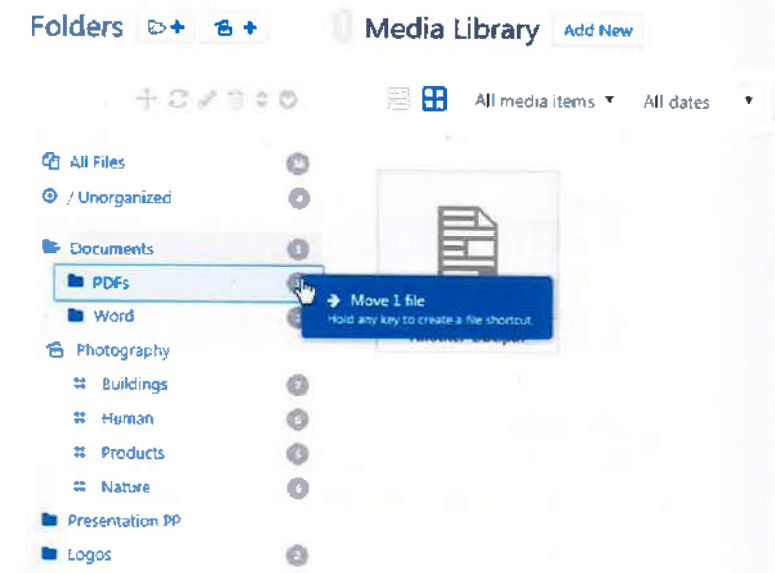
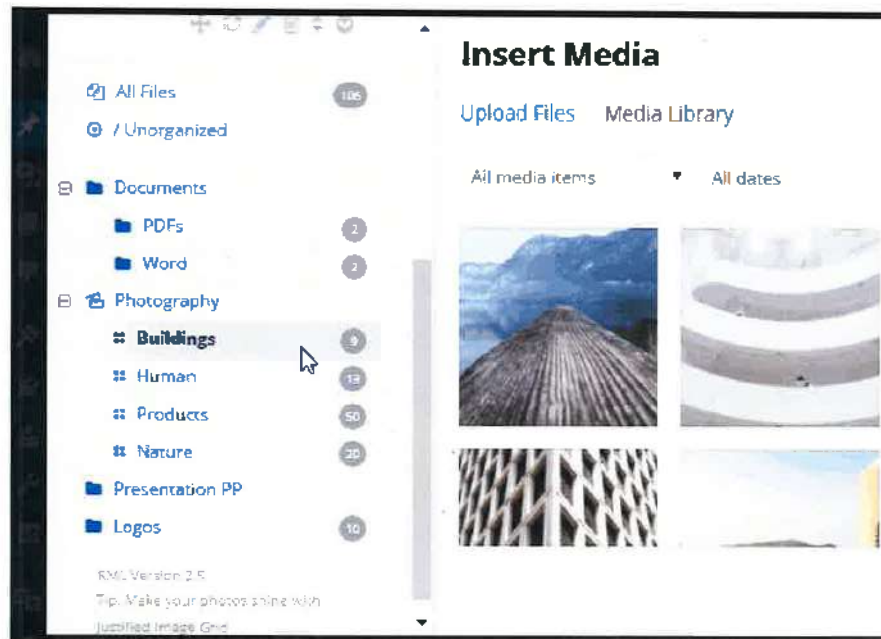
The Real Media Library plugin will need to be purchased. For the total pricing of the plugin, please refer back to the total quotation page. Once purchase and installed, all uploads to the WordPress media library can be categorised, uploaded with advanced features and easily manageable.

This ensures a neat and seamless method of keeping all of the resources in one place where it is easy for website managers to access and find what they need.

Website File Manager Real Media Library

Features:

- Drag & Drop
- Create shortcuts
- Media filters
- Custom image order
- Advanced upload management



Timeline

Cool Timeline Pro

Objective:

One of the requirements and proposed sitemap ideas is including a 'Historical Timeline' while still making the overall site user-friendly and interactive for visitors learning to know more about the history of Gingin.

Solution:

Cool Timeline Pro presents timeline information in a fun and interactive way allowing the GMHS website to showcase the GinGin history that is memorable. It can be presented in a responsive historical or vertical chronological order based on the year and date.

Process:

The Real Media Library plugin will need to be purchased. For the total pricing of the plugin, please refer back to the total quotation page. Once purchase and installed, a timeline theme will need to be configured to suit the rest of the website. A shortcode can be added to the page that the timeline needs to sit on.

Multiple horizontal or vertical timelines can be created and you can display them in multiple ways - text only, custom images, slideshows, blog posts and more.

Timeline Cool Timeline Pro

Features:

- Vertical/Horizontal/Compact/One Side Layouts
- Video/Image Slideshows
- Custom Colours
- Multiple Timelines
- Easy Navigation

Timeline Stories [Add New](#)

All (27) | Published (35) | Draft (1) | Private (1)

Bulk Actions

Apply

All dates

▼

All SEO Scores

▼

Filter

Story Title

Story year

Story Date

Steve Jobs Passes Away

2011

10/05/2011

Announces iPad2 Launch

2011

03/02/2011

Unveils iPad

2010

01/27/2010

Story Format



Screen Options

Search Story

37 items

Published Date

Published 2016/07/04

Published 2016/07/04

Published 2016/07/04

2. Compact Layout



3. One Side Layout



4. Horizontal Layout



Timeline

Cool Timeline Pro

Categories

Popular Items

[facebook history jobs \(1955-2011\)](#) [Harley-Davidson](#) [Steve](#)

Add New Item

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name, it is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

Bulk Actions **Apply**

	Name	Description	SEO	Slug	Count
<input type="checkbox"/>	facebook history		<input checked="" type="radio"/>	facebook-timeline	15
<input type="checkbox"/>	Harley-Davidson		<input checked="" type="radio"/>	harley-davidson	1
<input type="checkbox"/>	Steve Jobs (1955-2011)		<input checked="" type="radio"/>	steve-jobs	13
<input type="checkbox"/>	Timeline Stories	All timeline stories	<input checked="" type="radio"/>	timeline-stories	0

Review

With V1 of your website ready to go we get together and review it page by page, paragraph by paragraph, to ensure it is perfect. At this stage we usually discuss SEO, go-live considerations, redirections and management.

This workshop is best done in person or over Zoom to ensure we can work through each page together and make any changes on the spot for you to review.

Important things to note:

During this workshop we will note down any items that require adjusting or changing. A complete list will be emailed to you upon completion of the workshop. Additional changes beyond this agreed upon list will incur additional charges at our hourly rate for completion.

Finalisation and Handover

Once your site is ready to go we work with you to get it live on your domain name. We run all final checks and connect it to Google Analytics. If you have elected to use our hosting service, your website will automatically be secured with an SSL.

Managing your website

If you have elected to use our managed hosting service, all your WordPress plugins and themes will be automatically updated. You can engage us any time to make changes to your website on your behalf, however you can make changes, updates and anything else on your site any time you want.

We provide you with:

- Administrator access to your website
- Exclusive access to our library of DIY instructional videos

We have allowed for time in the quote to provide the KPVG with unique guides for managing the Knowledgebase.

Your 30-day technical warranty

At website handover your 30-day website warranty starts. If you happen to spot any nasty bugs, website errors or usability issues, let us know within the 30-days and we can cover it under our 30-day warranty policy.



Quote



Large Website package

Our Large Website package is suitable for complex businesses that offer a wide range of services. This includes e-commerce websites with a large catalog. This package is ideal for large not for profits, large corporates, international companies, e-commerce brands and large service-based businesses.

Our Large Website Package includes:

- Wordpress setup
- Full UX design
- 8 - 15 services pages
- Graphic design and image sourcing
- Mobile friendly and responsive
- Contact form integration and testing
- Social media feed integration
- Minimal copywriting
- DNS connection and integration

From **\$8100 + gst**



APPENDIX 12.3.3

On-Demand Learning for Allied Health Professionals

all placed, on live courses that support allied health professionals the NDIS support to build their knowledge and further support to





Gingin Museum & Historical Society Quote

This reply to your Request for Quotation is just a rough estimate based on the information provided and should not be considered a legally binding offer.

Quote

Product Name	Hours	Price/hour	Subtotal
Website Workshop	3	\$97	\$291
Design Development	20	\$97	\$1,940
Content Development	35	\$97	\$3,395
WP Glossary	4	\$97	\$388
Real Media Library	4	\$97	\$388
Cool Timeline Pro	4	\$97	\$388
Review	15	\$97	\$1,455
Finalisation and handover	15	\$97	\$1,455
Training Documents	4	\$97	\$388
			\$10,088 ex GST



Additional

These are additional items to be paid for by the client prior to Content Development

Additional items

Product Name	Price	Quantity	More info
WP Glossary	\$39 USD	1	https://codecanyon.net/item/wp-glossary-encyclopedia-lexicon-knowledge-base-wiki-dictionary/16101768?
Real Media Library	\$39 AUD	1	https://codecanyon.net/item/wordpress-real-media-library-media-categories-folders/13155134
Cool Timeline Pro	\$25 USD	1	https://codecanyon.net/item/cool-timeline-pro-wordpress-timeline-plugin/17046256?
Salient Theme (WordPress)	\$85 AUD	1	https://themeforest.net/item/salient-responsive-multi-purpose-theme/4363266
	\$188 AUD		



Website Maintenance & Support

Lumos Marketing provides website hosting through our partner, Flywheel. This allows you to have control over your own hosting and receive premium support from server experts.

- WordPress Hosting with Flywheel
- Fast server access and caching
- Daily Site Backups
- High Security
- SSL Certificate
- 24 hour technical support from Flywheel

\$42/month

Wordpress Website support can be performed on an as-needs basis. This includes back-end support, design support, consulting and copywriting.

Principal **\$150/hour**

Website manager **\$97/hour**

We recommend allocating 1 - 2 hours per month for website updates including plugin updates, theme updates and general website maintenance.



"The crew at Lumos were fantastic and very easy to deal with. They made the experience of setting up a new website and shop look so easy and the result was fantastic. I recommend anyone looking for website or marketing to get in touch with Amy and her awesome Lumos Team"

Callum Appleyard, Owner of **Appleyard Cricket**



"Lumos Marketing improved our website so that visitors are now spending double the amount of time on our site and our website enquiries have more than tripled."

Lauren Hart, Owner and Founder of **Optimal Living Therapy**



"The Lumos team members have unique skillsets so we can come to them for strategy, branding, content marketing and web development and always know we are going to get great support."

Richard Hernan, **Broadleaf Financial Group**

Website Build FAQ's

How long is your website development process?

Our average website development process is around 4 weeks depending on how quickly you can provide content for the project and how long the revisions feedback takes. We prefer to work on one or two projects at a time to ensure we can dedicate our energy to your project without distraction.

Do I own the website when it is completed?

You are provided complete Administrator access to your website once it is completed, along with instructions on how to update it. We also add you as a collaborator on Flywheel so you have direct access to the host (if you have elected to use our hosting provider) or provide you with the full file suite if you want to move it to another host.

How many reviews or changes can I make?

Throughout the website build process there are a number of check-in points that ensure we are on the same page. This includes an extensive website workshop, a design checkin and a review workshop that provide a lot of opportunities to ensure everything is on the right track. We will continue working with you to ensure you are happy however we reserve the right to cease edits if we believe they are 'change of mind' edits rather than functional or essential website edits.

What if my website stops working or something goes wrong?

When it comes to technology, sometimes things break, expire or stop functioning. At website handover you receive a 30-day website warranty if you happen to spot any nasty bugs, website errors or usability issues we will cover it. After this period we can support you to solve any issues at our hourly rate. If you have chosen Flywheel as your website host, you receive 24 hour backups and 24/7 technical support as part of your fee.

How do I pay for my website?

Payment for your website is due before the website goes live. If your project runs over a number of months we will raise partial payments for work completed.



Very good marketing for Small Business

For far too long, top-tier marketing has only been available to big companies with big budgets. Stopping small businesses from getting the best advice, guidance and strategies that help them reach their goals. We wanted to change this.

Since 2014 we have supported hundreds of small businesses reach their goals through honest pricing, transparent services, great support and education. We even published a book about it.

The First Australian

Small Business

Small Business

GPR

BUSINESS
BUILDERS





our promises



Transparency

What marketing companies do should be easy to understand



Accessibility

Very good marketing available to everyone



Education

All SME's should be empowered with marketing knowledge to help them grow



This team understands of the ebbs and flows of business priorities, they are very lovely and friendly people, encouraging of ideas and outside of the box thinking and provide nice and friendly prompts when needed.”
Matt Muhl, Owner of **Brightside Coffee**



Our **proven** Framework

The Caterpillar Framework™ is the result of five years of research, testing and implementation by Lumos Marketing, and it has been recognised as a simple and high-performing strategy for SME's all across Australia as well as publications and industry groups.





Supporting small businesses

Hundreds of business owners have partnered with us on their journey towards their goals.
We are proud to support them and love celebrating their success.

AirLube



Antry

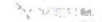
Gilkison



ADAPT



BLACKHAM



steadreck



FLOWERAN



12.4 DISPOSITION OF ASSETS - GUILDERTON CARAVAN PARK PLANT ITEMS

File	CPT/5-3
Author	Bethwyn Innes - Executive Assistant to EMCCS
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider approving the disposal of a number of plant items located at the Guilderton Caravan Park to Belgravia Pro Pty Ltd and amending the adopted 2022/23 Budget accordingly.

BACKGROUND

As Council is aware, Belgravia Pro Pty Ltd took over management of the Guilderton Caravan Park in 2020. Clause 15.1(a) of the Management Contract specifies as follows:

15.1 The Contractor must:

- (a) provide all Plant and Equipment and labour necessary for the performance of the Contractor's obligations;*

In keeping with this contract requirement, a number of plant items associated with the Caravan Park operations which are owned by the Shire of Gingin were to be purchased by Belgravia Pro Pty Ltd at the time of assuming management responsibility.

That being the case, it is now proposed to dispose of these items of plant to Belgravia Pro Pty Ltd.

Council's Delegation 1.1.12 grants delegated authority to the CEO to dispose of property within certain constraints. One of the conditions imposed on the delegation is that assets other than land with a value of more than \$20,000 can only be disposed of under delegation if the disposal has been recognised in the current adopted budget. In this instance the disposal of property is not included in the 2022/23 budget, and formal consideration by Council is required.

COMMENT

The items of plant proposed for disposal are:

Table 1

QTY	DESCRIPTION	FAIR MARKET VALUE
1	04/2016 Isuzu D-Max Extra Cab Utility 4 x 4	\$35,000
1	12/2013 Nugen Trailers Tandem Axle Tipping Trailer	\$4000
1	Victa TE250 Edger	\$250
1	Toro Lawn Mower – 190cc	\$100
1	Honda HUT216 Lawn Mower	\$50
1	Kubota GR2120 Ride on Mower	\$4500
1	Husqvarna 122HD60 Hedge Trimmer	\$150
1	Makita EA32015 Chainsaw	\$150
1	Stihl HT101 Pole Saw	\$600
1	Stihl BG86C Blower	\$230
1	Honda HNX0254BA Line Trimmer	\$250
Total incl. GST		\$45,280
(ex. GST)		\$41,164

In accordance with the disposal of property requirements under the *Local Government Act 1995* (the Act) and the *Local Government (Functions and General) Regulations 1996* (the Regulations), a valuation dated 13 April 2022 has been supplied by Pickles Auctions (licensed valuers) and the figures above are taken from this valuation.

Council will note that the valuation was undertaken just over 12 months ago. Section 3.58(4)(c)(ii) of the Act specifies that, where a valuation has been carried out more than six months before the proposed disposition takes place, then the valuation can be accepted if Council resolves that it believes the valuation to be a true indication of the value at the time of the proposed disposition. In this instance Administration does not believe that the values provided have altered significantly over the past 12 months.

Belgravia Pro Pty Ltd has confirmed that it is prepared to purchase the items at the market valuation as provided by the valuer.

Section 3.58 of the Act specifies how property may be disposed of by the local government. Accordingly, in the event that Council agrees to dispose of the identified plant, then the following options are available to it:

1. Disposal to the highest bidder at public auction;
2. Disposal in accordance with the most acceptable tender (whether or not it is the highest tender) received as a result of a public tender process; or

3. By private sale, providing that Council has previously given local public notice, for a period of not less than two weeks, inviting public submission on the proposed disposal. Council must then consider any submission received before agreeing to dispose of the property.

Under the circumstances, Option 3 is the preferred option given that the items of plant proposed for disposal are necessary to the operations of the Guilderton Caravan Park.

It is further recommended the proceeds be transferred to the Plant Reserve to assist future purchase of plant and vehicles.

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

Part 6 Financial Management

Division 4 General financial provisions

Section 6.8 Expenditure from municipal fund not included in annual budget

POLICY IMPLICATIONS

The disposition process is proposed to be undertaken in accordance with the requirements of Council's Policy 3.18 Disposition of Assets.

BUDGET IMPLICATIONS

In the event that Council is supportive of the Officer's recommendation, then the current 2022/23 adopted Budget will be amended in accordance with the following table.

Account	Description	Current Budget	Revised Budget	Surplus/ Deficit
151203500	Plant - Proceeds on disposal of assets	(145,544)	(151,253)	(5,709)
SVI13200	Sale of Vehicle Income GG044	(16,000)	(31,818)	(15,818)
SPI13200	Sale of Plant Income - Mower	(5,000)	(4,000)	1,000
141203810	Plant – transfer to Reserve	38,573	59,100	20,527
Net change to Surplus				0

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.1 Management of Assets - Maintain civic buildings, sporting facilities, public places, plant and road and cycleway/pathways based on asset management plans and identified priorities

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka

SECONDED: Councillor Vis

That Council:

1. Agree that the valuation dated 13 April 2022 provided by Pickles Auctions is a true indication of the current value of the plant proposed for disposal;
2. Authorise the Chief Executive Officer to give public notice of the proposed disposition in accordance with Section 3.58(3) of the *Local Government Act 1995* and report back to Council if any submissions are received;
3. In the event that no submissions are received at the conclusion of the public submission period, authorise the Chief Executive Officer to accept the offer of \$45,280 (incl. GST) received from Belgravia Pro Pty Ltd for the purchase of plant items as noted in Table 1; and
4. Amend the adopted 2022/23 Budget and transfer funds in accordance with the table below:

Account	Description	Current Budget	Revised Budget	Surplus/ Deficit
151203500	Plant - Proceeds on disposal of assets	(145,544)	(151,253)	(5,709)
SVI13200	Sale of Vehicle Income GG044	(16,000)	(31,818)	(15,818)
SPI13200	Sale of Plant Income - Mower	(5,000)	(4,000)	1,000

**MINUTES
ORDINARY COUNCIL MEETING
18 APRIL 2023**

141203810	Plant – transfer to Reserve	38,573	59,100	20,527
Net change to Surplus				0

CARRIED BY ABSOLUTE MAJORITY
6 / 0

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka,
Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

12.5 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2023

File	FIN/25
Author	Karina Leonhardt – Manager Corporate Services
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	1. Monthly Financial Report for the Period Ending 31 March 2023 [12.5.1 - 24 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To present for Council endorsement the Monthly Financial Report for the period ending 31 March 2023.

BACKGROUND

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

COMMENT

The Monthly Financial Report for the period ending 31 March 2023 presents the financial performance of the Shire for the 2022/23 financial year and compares year-to-date expenditure and revenue against the corresponding year-to-date budget.

A break-up of the **\$608,190** variance in the Monthly Financial Report for the period ending 31 March 2023 is summarised across operations, investing and financing below, with a detailed explanation of variations within each area contained within the Appendix.

<u>Under Budget</u>	
Operating Fund Surplus/Deficit	\$0
Operating Expenditure	\$914,347
Financing Activities – Revenue	\$(325,380)
Financing Activities – Expenditure	\$591,503
<u>Over Budget</u>	
Operating Revenue	\$34,473
Investing Activities – Revenue	\$840,718
Investing Activities – Expenditure	\$(1,447,471)

Investments

As required by Council Policy 3.2 Investments, details of Council's investments are provided within Note 2.

Reserves

As discussed at Council's 4 April 2023 Briefing Session, the Lancelin Community and Sporting Club Inc (LCSC). has requested funds from the Lancelin Community Sport and Recreation Reserve to purchase and install block out blinds within the facility's lounge area. The LCSC have sought quotes for this work with the preferred supplier quote of \$5,351.50.

The Reserve was originally created to assist in the financial support for upgrades to the facility and this request aligns with this purpose. The Reserve currently has a balance of \$104,346.41.

It is recommended Council approve the transfer of \$5,351.50 from the Lancelin Community Sport and Recreation Reserve to fund this purchase.

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

Council approval is required for the unbudgeted transfer of \$5,352 from the Lancelin Community Sport and Recreation Reserve to fund this purchase.

Account	Description	Current Budget	Revised Budget	Surplus/ (Deficit)
151103810	Recreation – Transfers from Reserve	(578,149)	(583,501)	(5,352)
CG11301	Contribution Lancelin Community Sporting Club Lounge Area Blinds	0	5,352	5,352
Change to surplus				0

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka **SECONDED:** Councillor Vis

That Council:

1. Endorse the Monthly Financial Report for the period ending 31 March 2023; and
2. Amend the 2022/23 Budget as follows:

Account	Description	Current Budget	Revised Budget	Surplus/ (Deficit)
151103810	Recreation – Transfers from Reserve	(578,149)	(583,501)	(5,352)
CG11301	Contribution Lancelin Community Sporting Club Lounge Area Blinds	0	5,352	5,352
Change to surplus				0

**CARRIED BY ABSOLUTE MAJORITY
6 / 0**

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

SHIRE OF GINGIN

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 March 2023**

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

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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2023

SUMMARY INFORMATION - GRAPHS



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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2023**

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

	Funding surplus / (deficit)			
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.15 M	\$2.15 M	\$2.15 M	(\$0.00 M)
Closing	\$0.00 M	\$3.19 M	\$3.80 M	\$0.61 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$12.82 M	% of total		\$1.51 M	% Outstanding		\$1.44 M	% Collected
Unrestricted Cash	\$4.96 M	38.7%	Trade Payables	\$0.76 M		Rates Receivable	\$1.18 M	88%
Restricted Cash	\$7.86 M	61.3%	0 to 30 Days		99.8%	Trade Receivable	\$1.44 M	% Outstanding
			Over 30 Days		0.3%	Over 30 Days		4.1%
			Over 90 Days		0.1%	Over 90 Days		0.7%

Refer to Note 2 - Cash and Financial Assets

Refer to Note 5 - Payables

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities				Rates Revenue			Operating Grants and Contributions			Fees and Charges		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual		% Variance	YTD Actual		% Variance	YTD Actual		% Variance
\$1.30 M	\$3.61 M	\$4.56 M	\$0.95 M	\$9.43 M	\$9.42 M	0.1%	\$1.22 M	\$1.60 M	(23.6%)	\$3.63 M	\$3.15 M	15.3%

Refer to Statement of Financial Activity

Refer to Statement of Financial Activity

Refer to Note 12 - Operating Grants and Contributions

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities				Proceeds on sale			Asset Acquisition			Capital Grants		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual		%	YTD Actual		% Spent	YTD Actual		% Received
(\$4.63 M)	(\$1.97 M)	(\$2.58 M)	(\$0.61 M)	\$0.04 M	\$0.47 M	(90.5%)	\$6.09 M	\$11.49 M	(47.0%)	\$3.46 M	\$6.39 M	(45.9%)

Refer to Statement of Financial Activity

Refer to Note 6 - Disposal of Assets

Refer to Note 7 - Capital Acquisitions

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities				Borrowings			Reserves			Lease Liability		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Principal repayments			Reserves balance			Principal repayments		
\$1.18 M	(\$0.59 M)	(\$0.32 M)	\$0.27 M	Interest expense	\$0.18 M	\$0.04 M	Interest earned	\$7.86 M	\$0.06 M	Interest expense	\$0.00 M	
				Principal due	\$1.66 M					Principal due	\$0.05 M	

Refer to Statement of Financial Activity

Refer to Note 8 - Borrowings

Refer to Note 10 - Cash Reserves

Refer to Note 9 - Lease Liabilities

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MARCH 2023**

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

BY NATURE OR TYPE

	Ref	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,148,491	2,148,491	2,148,491	(0)	(0.00%)	
Revenue from operating activities							
Rates		9,416,965	9,416,965	9,426,149	9,184	0.10%	
Rates (excluding general rate)		5,800	0	0	0	0.00%	
Operating grants, subsidies and contributions	12	1,783,991	1,598,821	1,220,962	(377,859)	(23.63%)	▼
Fees and charges		4,106,853	3,145,796	3,626,710	480,914	15.29%	▲
Interest earnings		292,776	246,443	201,333	(45,110)	(18.30%)	▼
Other revenue		366,717	310,588	256,987	(53,601)	(17.26%)	▼
Profit on disposal of assets	6	0	0	20,945	20,945	0.00%	▲
		15,973,102	14,718,613	14,753,086	34,473	0.23%	
Expenditure from operating activities							
Employee costs		(6,264,509)	(4,699,466)	(4,427,436)	272,030	5.79%	
Materials and contracts		(6,966,998)	(5,305,717)	(4,605,944)	699,773	13.19%	▲
Utility charges		(480,438)	(347,081)	(338,648)	8,433	2.43%	
Depreciation on non-current assets		(6,309,632)	(5,078,895)	(25,792)	5,053,103	99.49%	▲
Interest expenses		(92,436)	(64,325)	(44,980)	19,345	30.07%	
Insurance expenses		(379,836)	(292,196)	(373,969)	(81,773)	(27.99%)	▼
Other expenditure		(487,551)	(402,675)	(385,190)	17,485	4.34%	
		(20,981,400)	(16,190,355)	(10,201,960)	5,988,395	(36.99%)	
Non-cash amounts excluded from operating activities	1(a)	6,309,632	5,078,895	4,847	(5,074,048)	(99.90%)	▼
Amount attributable to operating activities		1,301,334	3,607,153	4,555,973	948,820	26.30%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	6,386,200	2,499,547	3,456,936	957,389	38.30%	▲
Proceeds from disposal of assets	6	468,216	161,216	44,545	(116,671)	(72.37%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	8	2,278	2,278	1,133	(1,145)	(50.27%)	
Payments for financial assets at amortised cost - advances	8	1,929	960	960	0	(0.03%)	
Payments for property, plant and equipment and infrastructure	7	(11,486,926)	(4,638,782)	(6,085,108)	(1,446,326)	(31.18%)	▼
Amount attributable to investing activities		(4,628,303)	(1,974,781)	(2,581,533)	(606,752)	30.73%	
Financing Activities							
Proceeds from new debentures	8	550,000	0	0	0	0.00%	
Transfer from reserves	10	2,143,877	325,380	0	(325,380)	(100.00%)	▼
Payments for principal portion of lease liabilities	9	(32,001)	(24,003)	(25,872)	(1,869)	(7.79%)	
Repayment of debentures	8	(250,520)	(181,286)	(181,286)	0	0.00%	
Transfer to reserves	10	(1,232,878)	(710,755)	(117,384)	593,371	83.48%	▲
Amount attributable to financing activities		1,178,478	(590,664)	(324,541)	266,123	(45.05%)	
Closing funding surplus / (deficit)	1(c)	0	3,190,199	3,798,388	608,190	(19.06%)	▲

KEY INFORMATION

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

Refer to Note 16 for an explanation of the reasons for the variance.

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2023**

BASIS OF PREPARATION

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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.

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. A separate statement of those monies appears at Note 14 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING 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 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:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 March 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items 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*.

	Notes	Original Budgeted Closing Balance 30 June 2022	Actual Closing Balance 30 June 2022	YTD Actual 31/03/2023
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	0	0	(20,945)
Movement in pensioner deferred rates (non-current)		(10,511)	0	0
Add: Loss on asset disposals	6	4,040	0	0
Add: Depreciation on assets		6,040,267	6,309,632	25,792
Total non-cash items excluded from operating activities		6,033,796	6,309,632	4,847

(b) Adjustments to net current assets in the Statement of Financial Activity

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.

		Original Budgeted Closing Balance 30 June 2022	Actual Closing Balance 30 June 2022	YTD Actual 31 March 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(7,811,748)	(7,745,215)	(7,862,598)
Less: - Financial assets at amortised cost - self supporting loans	4	0	(4,207)	(2,114)
Add: Borrowings	8	250,521	250,521	69,235
Add: Lease liabilities	9	32,001	31,608	7,821
Total adjustments to net current assets		(7,529,226)	(7,467,293)	(7,787,655)

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

Current assets				
Cash and cash equivalents	2	13,598,358	13,598,004	12,822,300
Rates receivables	3	376,190	399,663	1,178,291
Receivables	3	1,563,864	1,576,106	1,439,043
Other current assets	4	409,202	72,423	194,092
Less: Current liabilities				
Payables	5	(3,392,338)	(3,407,473)	(1,510,072)
Borrowings	8	(250,521)	(250,521)	(69,235)
Contract liabilities	11	(1,098,968)	(1,410,754)	(1,530,497)
Lease liabilities	9	(32,001)	(31,608)	(7,821)
Provisions	11	(1,004,339)	(930,057)	(930,057)
Less: Total adjustments to net current assets	1(b)	(7,529,226)	(7,467,293)	(7,787,655)
Closing funding surplus / (deficit)		2,640,221	2,148,491	3,798,388

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Municipal Bank Account	Cash and cash equivalents	2,902,252	0	2,902,252	Bendigo Bank	0.00%	At Call
Reserve Bank Account	Cash and cash equivalents	0	300,215	300,215	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 4304940	Cash and cash equivalents	2,055,150	0	2,055,150	Bendigo Bank	3.35%	6/04/2023
Reserve Investment 4124372	Cash and cash equivalents	(0)	7,562,384	7,562,384	Bendigo Bank	4.00%	6/06/2023
Total		4,959,702	7,862,599	12,822,300			
Comprising							
Cash and cash equivalents		4,959,702	7,862,599	12,822,300			
		4,959,702	7,862,599	12,822,300			

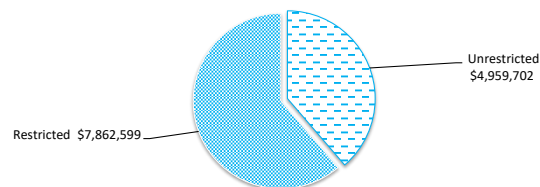
KEY INFORMATION

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.

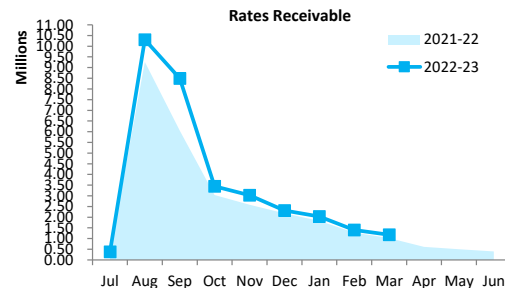
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2022	31 Mar 2023
	\$	\$
Opening arrears previous years	817,748	399,663
Levied this year	8,889,160	9,426,149
Less - collections to date	(9,307,245)	(8,647,521)
Gross rates collectable	399,663	1,178,291
Net rates collectable	399,663	1,178,291
% Collected	95.9%	88%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(20,392)	1,274,093	11,615	32,761	8,872	1,306,949
Percentage	(1.6%)	97.5%	0.9%	2.5%	0.7%	
Balance per trial balance						
Sundry receivable						1,306,949
GST receivable						432
Allowance for impairment of receivables from contracts with customers						(9,024)
Legal costs - recovery of rates						70,313
Rubbish fees						70,373
Total receivables general outstanding						1,439,043

Amounts shown above include GST (where applicable)

KEY INFORMATION

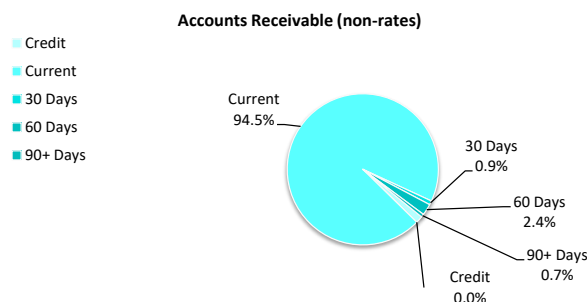
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 March 2023
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	2,278	0	(1,133)	1,145
Financial assets at amortised cost - loan advances	1,929	0	(960)	969
Inventory				
Fuel	34,026	0	0	177,113
History books	14,865	143,087	0	14,865
Other Assets				
Prepayments	19,325	0	(19,325)	0
Total other current assets	72,423	143,087	(21,418)	194,092
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.

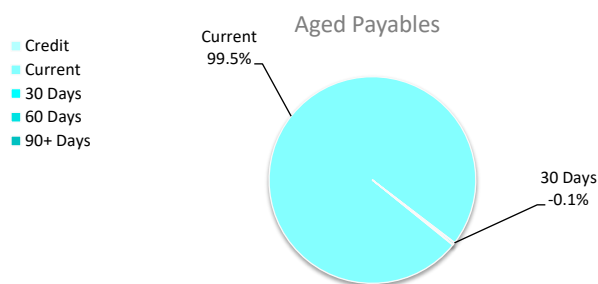
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	760,406	(936)	1,909	812	762,190
Percentage	0%	99.8%	-0.1%	0.3%	0.1%	
Balance per trial balance						
Sundry creditors						762,190
ATO liabilities						(727)
Prepaid rates						120,285
Bonds & deposits						628,324
Total payables general outstanding						1,510,072
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.

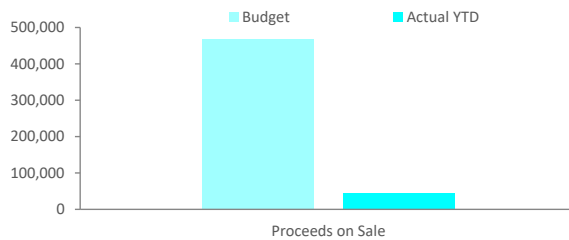


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Law, order, public safety								
	Sale of utility - GG073	16,363	16,363	0	0	15,001	16,364	1,362	0
	Sale of utility - GG070	15,000	15,000	0	0	0	0	0	0
	Sale of utility - GG074	15,000	15,000	0	0	0	0	0	0
	Sale of utility - GG09	10,000	10,000	0	0	0	0	0	0
	Sale of Light Tanker - GG051	45,000	45,000	0	0	0		0	0
	Sale of Light Tanker - GG057	45,000	45,000	0	0	0		0	0
	Sale of Light Tanker - GG069	45,000	45,000	0	0	0		0	0
	Sale of Light Tanker - GG075	45,000	45,000	0	0	0		0	0
	Health								
	Sale of vehicle - GG098 (LA)	7,273	7,273	0	0	0	7,273	7,273	0
	Recreation and culture								
	Sale of utility - GG033	21,818	21,818	0	0	0	0	0	0
	Sale of utility - GG017	21,818	21,818	0	0	0	0	0	0
	Sale of mower - GG034	7,200	7,200	0	0	0	0	0	0
	Sale of mower - GG041	7,200	7,200	0	0	0	0	0	0
	Transport								
	Sale of loader - GG006	63,636	63,636	0	0	0	0	0	0
	Sale of trailer - GG6015	1,000	1,000	0	0	0	0	0	0
	Sale of utility - GG013	18,181	18,181	0	0	0	0	0	0
	Sale of utility - GG049	20,909	20,909	0	0	8,599	20,909	12,310	0
	Sale of utility - GG050	21,818	21,818	0	0	0	0	0	0
	Sale of utility - GG051	20,000	20,000	0	0	0	0	0	0
	Economic services								
	Sale of utility - GG044	16,000	16,000	0	0	0	0	0	0
	Sale of mower - GU c/park	5,000	5,000	0	0	0	0	0	0
		468,216	468,216	0	0	23,600	44,545	20,945	0

* A result of a Council approved budget variation



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	FY Amended Budget	YTD Amended Budget		
	\$	\$	\$	\$
Land	90,000	90,000	2,625	(87,375)
Buildings - non-specialised	421,000	(122,635)	49,737	172,372
Buildings - specialised	718,914	515,972	382,507	(133,465)
Plant and equipment	3,232,497	(1,161,703)	1,033,690	2,195,393
Infrastructure - roads	4,993,689	3,827,902	4,366,763	538,861
Infrastructure - footpaths	20,000	20,000	25,119	5,119
Infrastructure - parks & ovals	1,361,995	1,177,110	182,006	(995,104)
Infrastructure - other	518,831	162,136	42,661	(119,475)
Infrastructure - bridges	130,000	130,000	0	(130,000)
Payments for Capital Acquisitions	11,486,926	4,638,782	6,085,108	1,446,326
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	6,386,200	2,499,547	3,456,936	957,389
Borrowings	550,000	0	0	0
Other (disposals & C/Fwd)	468,216	161,216	44,545	(116,671)
Cash backed reserves	1,818,497	2,143,877	325,380	(1,818,497)
Contribution - operations	2,264,013	(165,858)	2,258,246	2,424,104
Capital funding total	11,486,926	4,638,782	6,085,108	1,446,326

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.

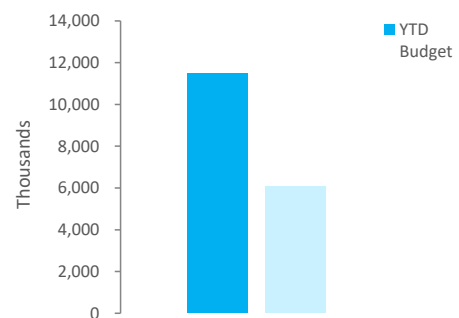
Initial recognition and measurement for assets held at cost

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

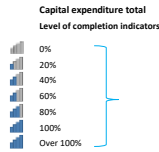


MINUTES ORDINARY COUNCIL MEETING 18 APRIL 2023

APPENDIX 12.5.1

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2023

INVESTING ACTIVITIES NOTE 7 CAPITAL ACQUISITIONS (CONTINUED)



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.

	Account Description	FY Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
		\$	\$	\$	\$
BC1100-141103120	Ablution Block - Granville Park - Building (Capita	0	(1,186)	0	1,186
BC1102-141103120	Ablution Block - Gabbadah Park - Building (Capital	20,000	15,003	7,600	(7,403)
BC1140-141101120	Sovereign House & Ablution Block - Building (Capit	40,000	30,006	12,450	(17,556)
BC1119-141103120	Jim Gordon V.C. Trail	10,618	7,965	393	(7,572)
BC11261-141102120	Ablution Block - Guilderton Foreshore - Building (9,759	7,317	3,480	(3,837)
BC11290-141102140	Ablution Block - Lancelin Back Beach - Building (C	16,000	13,497	15,579	2,082
BC11309-141103120	Old Road Board/Playgroup - Building (Capital)	0	(1,247)	2,500	3,747
BC11310-141103120	Gingin Pistol Club - Building (Capital)	15,125	11,340	10,588	(753)
BC11312-141103120	Gingin Bowling Club - Building (Capital)	60,000	45,000	9,176	(35,824)
BC11319-141103120	Gingin Recreation Centre - Building (Capital)	59,684	33,019	2,410	(30,609)
BC11700-141107140	Old Granville Building - Building (Capital)	300,000	298,997	3,773	(295,224)
BC1180-141103120	Ablution Block - Ledge Point Key Biscayne Park - B	0	(1,500)	6,300	7,800
BC1181-141103120	Ablution Block - Ledge Point Oval - Building (Cap	10,000	7,497	0	(7,497)
BC1182-141007140	Ablution Block - Ledge Point De Burgh St - Buildin	60,000	45,000	20,650	(24,350)
BC12290-141201140	Lancelin/Ledge Point Depot - Building (Capital) -	20,000	15,003	4,418	(10,585)
BC1320-141302120	Information Bays - Building (Capital)	16,000	12,515	0	(12,515)
BC1321-141302120	Scenic Lookouts - Building (Capital)	20,000	15,003	0	(15,003)
BC13210-141302120	Gingin Entry Statement - Building (Capital)	0	0	151	151
BC13253-141302120	Redfield Park Entry Statement - Building (Capital)	15,000	11,250	10,287	(963)
BC14200-141402120	Gingin Administration Office - Building (Capital)	10,000	3,747	7,480	3,733
BC5100-140501120	Gingin Colocation Fire Facility - Building (Capital	320,788	240,597	273,378	32,781
BC5160-140501120	Guilderton Fire Shed - Building (Capital)	25,000	18,747	0	(18,747)
BC5180-140501120	Ledge Point Fire Shed - Building (Capital)	5,000	3,753	3,200	(553)
BC5500-140501120	Gingin Fire Shed - Building (Capital) - (Robinson	65,000	48,744	16,175	(32,569)
BC7700-140707140	Gingin Medical Centre - Building (Capital)	5,000	3,753	2,655	(1,098)
BC7740-140707140	Redfield Park First Aid Post - Building (Capital)	20,000	15,003	0	(15,003)
BC7791-140707120	Wangaree Community Centre - Building (Capital)	7,100	1,475	7,100	5,625
BC8290-140802120	Vins Way Lancelin Bus Shelter - Building (Capital)	9,840	8,174	9,840	1,666
BC9490-140904140	Seniors Units - Lancelin - Building (Capital)	0	(36,488)	2,663	39,151
CH90201-140902140	Gingin - Eco Lifestyle Purchase of Property	0	(477,400)	0	477,400
P005-140507300	4WD Utility Dual Cab CESM	60,793	15,793	0	(15,793)
P006-141203300	Case Loader GG006 – Plant Capital	291,500	61,500	0	(61,500)
P013-141203300	Isuzu Utility 4WD Space Cab - GG Maint Supervisor	60,000	19,000	0	(19,000)
P017-141203300	Isuzu Utility 4WD Space Cab (tipper) - Guilderton	66,600	20,600	0	(20,600)
P018-141203300	Sign Trailer - Capital Project	7,136	7,136	7,136	0
P02-140501300	Beermullah Hino Tanker GG02 - Plant Capital	0	(400,000)	0	400,000
P033-141203300	Isuzu Utility 4WD Space Cab (tipper) - LA Gardene	66,600	20,600	0	(20,600)
P034-141203300	Mower (Kubota) Lancelin - Capital Project	30,539	(9,461)	0	9,461
P04-140501300	Ocean Farm Hino Tanker GG04 - Plant Capital	0	(400,000)	0	400,000
P041-141203300	Mower (Kubota) Gingin - Capital Project	30,539	(9,461)	0	9,461
P049-141203300	Isuzu Utility 4WD Dual Cab - Construction/Maint Ut	64,615	23,615	0	(23,615)
P050-141203300	Isuzu Utility 4WD Dual Cab - Construction Ute GG05	65,449	20,449	0	(20,449)
P051-140501300	Ocean Farm Light Tanker GG051 - Plant Capital	236,938	236,938	236,938	(0)
P057-140501300	Seabird Light Tanker GG057 - Plant Capital	236,841	66,841	236,841	170,000
P06-140501300	Light Tanker GG06 - Plant Capital	0	(170,000)	0	170,000
P069-140501300	Red Gully Light Tanker GG069 - Plant Capital	236,921	236,921	236,921	(0)
P070-140503300	Isuzu Utility 4WD Space Cab - Ranger 3 GG070	58,160	17,160	0	(17,160)
P073-140503300	OLOPS - Plant & Equipment (Capital) MUN	58,160	(21,840)	54,398	76,238
P074-140503300	OLOPS - Plant & Equipment (Capital) MUN	58,160	17,160	0	(17,160)
P075-140501300	FIRE - Plant & Equipment (Capital) MUN	236,946	236,946	236,946	(0)
P090-140501300	FIRE - Plant & Equipment (Capital) MUN	0	(400,000)	0	400,000
P098-140706300	Servicing Medical Transfer Vehicle CATS LA GG098	0	0	21,064	21,064
-140707300	OTH HEALTH - Plant & Equipment (Capital) MUN	21,540	21,540	0	(21,540)
P3-140704300	Isuzu MU-X EHO 3GG - Capital Project	0	(38,000)	0	38,000
P4-140704300	Isuzu MU-X EMRDS 4GG - Capital Project	43,000	0	0	0
-141006300	PLAN - Plant & Equipment (Capital) MUN	(43,000)	(43,000)	0	43,000
P6-141402300	Isuzu MU-X Pool Car 6GG - Capital Project	0	(38,000)	0	38,000
P8-141006300	MEMBERS - Building - Specialised (Capital) MUN	0	(38,000)	0	38,000
PNEW1-141203300	PLANT - Plant & Equipment (Capital) MUN	93,700	42,700	0	(42,700)
PNEW2-141203300	FIRE - Plant & Equipment (Capital) MUN	113,805	23,805	0	(23,805)
PNEW3-141203300	OTH HEALTH - Plant & Equipment (Capital) MUN	0	0	2,150	2,150
PSLASH-141203300	Slasher (Verge Maintenance) x 2 - Capital Project	0	0	1,110	1,110
-140401120	MEMBERS - Building - Specialised (Capital) MUN	0	(1,247)	0	1,247
-140501300	FIRE - Plant & Equipment (Capital) MUN	552,355	(682,645)	0	682,645
-140706300	0.00	0	0	(21,064)	(21,064)
-140707300	0.00	0	(20,000)	21,250	41,250
-141203300	TOUR - Land (Capital) MUN	585,200	20,000	0	(20,000)
-141302080	0.00	90,000	90,000	2,625	(87,375)
BR836-141201670	Lennards Bridge - Bridge (Capital)	130,000	130,000	0	(130,000)
CC10070-141007700	Cemetery Capital - Ground Penetration Radar	87,910	65,925	0	(65,925)
DC000-141201650	Drainage Construction	33,000	(7,000)	2,597	9,597
DC278-141201650	Lancelin Plaza - Drainage Capital	100,000	90,000	60,172	(29,828)
DC281-141201660	Laura Road - Drainage Capital	26,026	26,026	345	(25,681)
DC294-141201660	Maria Road - Drainage Capital	34,554	34,554	345	(34,209)
FC098-141201700	Brockman Street - Gingin - Footpath Capital	0	0	2,730	2,730
FC11261-141201700	Guilderton Beach Access Boardwalk	20,000	20,000	0	(20,000)
FC117-141201700	Cheriton Road - Footpath Capital	0	0	3,219	3,219
FC321-141201700	Mullins Street - Guilderton - Footpath Capital	0	0	19,170	19,170





















































MINUTES ORDINARY COUNCIL MEETING 18 APRIL 2023

APPENDIX 12.5.1

INVESTING ACTIVITIES

NOTE 7

CAPITAL ACQUISITIONS (CONTINUED)

Account Description		FY Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		\$	\$	\$	\$
 LRCI0001-141201610	LRCI - Lancelin CBD Solar Lighting Upgrade	20,000	7,503	25,000	17,497
 LRCI0002-140503900	LRCI - CCTV Guilderton Foreshore	80,000	60,003	0	(60,003)
 LRCI0003-141103700	LRCI - Upgrade Power Supply Lancelin Sporting Comp	100,000	50,003	36,467	(13,536)
 LRCI0004-141103700	LRCI - Power Supply Replacement and Upgrade Ledge	17,000	17,000	0	(17,000)
 LRCI013-141201610	LRCI - Bootline Road	127,354	95,517	28,836	(66,681)
 LRCI114-141201610	LRCI - Hopkins Street, LA (Capital)	114,000	85,500	56,233	(29,267)
 LRCI128-141201610	LRCI - Gordon Street, GU (Capital)	25,000	18,747	23,420	4,673
 LRCI130-141201610	LRCI - Anderson Street, GU (Capital)	25,000	18,747	25,000	6,253
 LRCI135-141201610	LRCI - Fraser Street (Capital)	25,000	18,747	24,849	6,102
 LRCI136-141201610	LRCI - Murray Street, GU (Capital)	43,000	32,247	43,000	10,753
 LRCI150-141201610	LRCI - De Burgh Street, LP (Capital)	79,000	59,247	64,066	4,819
 LRCI161-141201610	LRCI - Dewar Way, LP (Capital)	44,000	33,003	40,000	6,997
 LRCI170-141201610	LRCI - Wardrop Street, GU (Capital)	25,000	18,747	25,000	6,253
 LRCI174-141201610	LRCI - McCormick Street, SB (Capital)	44,000	33,003	36,175	3,172
 LRCI182-141201610	LRCI - Douglas Street, SB (Capital)	32,000	24,003	27,346	3,343
 LRCI202-141201610	LRCI - Gee Street, GU (Capital)	31,000	23,247	22,473	(774)
 LRCI238-141201610	LRCI - Collett Street, GU (Capital)	31,000	23,247	31,000	7,753
 LRCI249-141201610	LRCI - Kendall Road, LA (Capital)	114,000	85,500	78,590	(6,910)
 LRCI301-141201610	LRCI - Rodrigues Crescent, LP (Capital)	82,000	61,497	74,545	13,048
 LRCI315-141201610	LRCI - Lawrence Place, LP (Capital)	22,224	16,668	20,204	3,536
 LRCI319141201610	LRCI - Harolds Way, SB (Capital)	48,000	36,000	72,482	36,482
 OC10570141005900	Seabird Erosion Solution	0	(2,550)	0	2,550
 OC10571141005900	Seabird Erosion Project - Repairs to seawall & boa	5,000	3,753	0	(3,753)
 OC11200141102900	Gingin Swimming Pool Infrastructure (Capital) MUN	43,500	32,625	25,500	(7,125)
 OC11264141102900	Guilderton Foreshore - boardwalk replace timbers	63,131	47,358	0	(47,358)
 OC11265141302900	Guilderton Caravan Park - Replace Camping Power Po	10,000	7,497	0	(7,497)
 OC11293141102700	Lancelin Foreshore Development - Cunliffe St	588,593	588,593	0	(588,593)
 OC8791140804900	Horan St - Lions Mens Shed Carpark	17,200	13,450	17,161	3,711
 PC11101141103700	Gingin Outdoor Activity Space (Regional Playground	40,000	24,214	66,088	41,874
 PC11100141103700	Granville Park Dam Barrier	30,000	17,503	1,175	(16,328)
 PC11314141103700	Gingin Regional Hardcourt Facility - Repair cracks	11,492	8,622	0	(8,622)
 PC11380141103700	Ledge Point Recreation Ground - Replace & Upgrade	0	(12,497)	0	12,497
 PC11391141103700	Lancelin Sporting Complex - second netball/basketb	0	(67,500)	0	67,500
 PC1170141103700	Seabird Douglas Park	7,000	5,247	0	(5,247)
 PC1189141103700	Ledge Point Off-Road Vehicle Area - Capital works	80,000	80,000	78,276	(1,724)
 PC1198141103700	Lancelin Skate Park Bowl (at BMX Track)	400,000	400,000	0	(400,000)
 R2R001141201450	Moolabeenee Road (R2R)	0	0	7,756	7,756
 R2R002141201450	Gingin Brook Road (R2R)	140,000	111,003	128,000	16,997
 R2R004141201460	Beermullah Road West (R2R)	596,373	447,282	440,789	(6,493)
 R2R145141201440	Moore River Drive (R2R)	145,000	108,747	160,557	51,810
 R2R254141201450	Todman Road (R2R)	14,070	10,320	14,070	3,750
 R2R286141201450	Hoy Road (R2R)	266,920	266,920	255,930	(10,990)
 RCO002141201410	Gingin Brook Road (Capital)	43,847	26,886	597	(26,289)
 RCO003141201410	Cowalla Road (Capital)	0	0	0	0
 RCO008141201410	Kw Road (Capital)	0	0	0	0
 RCO12141201420	Wannamal Road West (Capital)	575,245	439,875	575,246	135,371
 RCO13141201420	Bootline Road (Capital)	0	0	0	0
 RC286141201420	Hoy Road (Capital)	0	0	4,362	4,362
 RRG001141201490	Moolabeenee Road (RRG)	983,073	737,316	1,014,448	277,132
 RRG003141201490	Cowalla Road (RRG)	95,640	88,524	103,854	15,330
 RRS0002141201620	RRSP002 Gingin Brook Road (RRSP)	0	0	0	0
 SC10300141003900	Guilderton Caravan Park - Replace Waste Water - de	300,000	0	0	0
		11,486,926	4,638,782	6,085,108	1,446,326

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

FINANCING ACTIVITIES

NOTE 8

BORROWINGS

Repayments - borrowings

Information on borrowings	Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
				Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Health											
Gingin Medical Centre	100		69,891	0	0	(33,809)	(33,809)	36,082	36,082	(2,098)	(4,009)
Community amenities											
Tip Rationalisation Site	111		396,226	0	0	(21,386)	(21,386)	374,840	374,840	(15,713)	(25,374)
Seabird Sea Wall	127		102,876	0	0	(21,874)	(21,874)	81,002	81,002	(1,340)	(2,446)
Lancelin Caravan Park Assets	128		21,146	0	0	(21,146)	(21,146)	0	0	(68)	(266)
Recreation and culture											
Guilderton Country Club Hall Extension	114		296,110	0	0	(20,198)	(41,117)	275,912	254,993	(8,158)	(20,421)
Regional Hardcourt Facility	120		218,299	0	0	(12,485)	(25,386)	205,814	192,913	(6,813)	(14,165)
Regional Hardcourt Facility	124A		211,538	0	0	(11,292)	(22,817)	200,246	188,721	(3,724)	(8,503)
Gingin Swimming Pool Tiling	126		65,584	0	0	(15,647)	(15,647)	49,937	49,937	(1,082)	(1,913)
Gingin Outdoor Activity Space	132		160,414	0	0	(8,382)	(16,824)	152,032	143,590	(1,067)	(2,237)
Lancelin Cunliffe Street Carpark	New		0	250,000	0	0	0	0	250,000	0	0
Economic services											
Guilderton Caravan Park Waste Water	New		0	0	300,000	0	0	0	300,000	0	0
Other property and services											
Altus Financials Suite	131		148,587	0	0	(4,645)	(9,334)	143,942	139,253	(1,338)	(2,835)
Lot 44 Weld Street, Gingin	123		135,491	0	0	(9,290)	(18,902)	126,201	116,589	(2,757)	(9,107)
			1,826,162	0	550,000	(180,153)	(248,242)	1,646,009	2,127,920	(44,157)	(91,276)
Self supporting loans											
Recreation and culture											
Ledge Point Country Club Cool Room	130		17,023	0	0	(1,133)	(2,278)	15,890	14,745	(144)	(355)
Guilderton Bowling Club Synthetic Greens - Advance	016		0	0	0	0	(1,929)	0	0	0	0
			17,023	0	0	(1,133)	(4,207)	15,890	14,745	(144)	(355)
Total			1,843,185	0	550,000	(181,286)	(252,449)	1,661,899	2,142,665	(44,301)	(91,631)
Current borrowings			252,449					69,235			
Non-current borrowings			1,590,736					1,592,664			
			1,843,185					1,661,899			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2022-23

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Guilderton Caravan Park Waste Water	0	300,000						0	300,000	0
Lancelin Cunliffe Street Carpark	0	250,000						0	250,000	0
	0	550,000				0		0	550,000	0

The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

FINANCING ACTIVITIES

NOTE 9

LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2022	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Other property and services										
Lancelin administration office	1	9,126	0	0	(7,181)	(7,041)	1,945	2,085	(50)	(50)
Postal franking machine	2	0	0	0	0	0	0	0	0	(50)
Photocopier - Ineo 958	3	10,181	0	0	(5,708)	(7,622)	4,473	2,559	(64)	(73)
IT Server	4	60,175	0	0	(12,982)	(17,338)	47,193	42,837	(528)	(676)
Total		79,482	0	0	(25,872)	(32,001)	53,610	47,481	(643)	(849)
Current lease liabilities		33,693					7,821			
Non-current lease liabilities		45,789					45,789			
		79,482					53,610			

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

OPERATING ACTIVITIES

**NOTE 10
RESERVE ACCOUNTS**

Reserve accounts

Reserve name	Actual Opening Balance	Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
LSL, Annual, Sick Leave and Staff Contingency	429,670	10,404	3,461	0	0	0	0	440,074	433,131
Plant and Equipment Reserve	1,593,152	38,573	12,832	0	0	(902,200)	0	729,525	1,605,984
Land and Buildings Reserve	916,406	22,188	7,381	0	0	(502,697)	0	435,897	923,787
Guilderton Caravan Park Reserve	34,018	823	274	0	0	0	0	34,841	34,292
Shire Recreation Development Reserve	469,779	11,374	3,784	90,000	0	(168,200)	0	402,953	473,563
Redfield Park Reserve	31,469	763	253	0	0	0	0	32,232	31,722
Ocean Farm Recreation Reserve	31,161	754	251	0	0	0	0	31,915	31,412
Tip Rationalisation Reserve	1,973,830	47,790	15,898	208,461	0	(55,000)	0	2,175,081	1,989,728
Lancelin Community Sport and Recreation Reserve	103,512	2,506	834	19,775	0	0	0	125,793	104,346
Community Infrastructure Reserve	36,531	885	294	2,400	0	0	0	39,816	36,825
Staff Housing	33,559	613	270	0	0	0	0	34,172	33,829
Future Infrastructure Reserve	529,305	12,815	4,263	0	0	0	0	542,120	533,568
Guilderton Country Club Reserve	27,237	659	219	8,080	0	0	0	35,976	27,456
Coastal Management Reserve - Coastal Inundation	292,391	7,080	2,355	100,000	0	(40,200)	0	359,271	294,746
Guilderton Foreshore Reserve	121,075	2,932	975	207,073	0	0	0	331,080	122,050
Unspent Grants Reserve - Youth Services Website Grant	5,014	121	40	0	0	0	0	5,135	5,054
Seniors Housing Reserve	162,145	3,926	1,306	25,000	0	0	0	191,071	163,451
Gingin Railway Station Reserve	5,747	140	46	0	0	0	0	5,887	5,793
Contributions to Roads Reserve - Cullalla Road Intersection	45,128	1,093	363	0	0	0	0	46,221	45,491
Contribution to Roads Reserve - Cowalla Road Intersection	16,046	388	129	0	0	0	0	16,434	16,175
Contribution to Roads Reserve - Chitna Road	3,009	73	24	0	0	0	0	3,082	3,033
Contribution to Roads Reserve - Balance of Muni Funds	700,377	16,957	5,641	300,000	0	(420,580)	0	596,754	706,018
Community Infrastructure Reserve - Lower Coastal Fire Control	25,266	612	204	0	0	0	0	25,878	25,470
Community Infrastructure Reserve - Gingin Logo Plates	8,030	195	65	0	0	0	0	8,225	8,095
Community Infrastructure Reserve - Gingin Ambulance	48,120	1,165	388	6,000	0	0	0	55,285	48,508
Community Infrastructure - Lancelin Ambulance Subdivision Reserve - Mallee Lane Subdivision Contribution towards DUP Cheriton Rd to Brockman St	30,937	750	249	18,000	0	0	0	49,687	31,186
Public Open Space Reserve	14,672	355	118	0	0	0	0	15,027	14,790
Guilderton Trailer Parking Reserve	26,050	630	210	0	0	0	0	26,680	26,260
Guilderton Trailing Parking Reserve	26,745	648	215	5,760	0	0	0	33,153	26,960
Gingin Outdoor Activity Space	4,834	117	39	0	0	0	0	4,951	4,873
Wheatbelt Development Commission - Tourism Project	0	0	0	55,000	55,000	(55,000)	0	0	55,000
	7,745,215	187,329	62,384	1,045,549	55,000	(2,143,877)	0	6,834,216	7,862,599

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 March 2023
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		1,410,754	0	3,298,382	(3,178,639)	1,530,497
Total other liabilities		1,410,754	0	3,298,382	(3,178,639)	1,530,497
Employee Related Provisions						
Annual leave		539,939	0	0	0	539,939
Long service leave		269,574	0	0	0	269,574
Total Employee Related Provisions		809,513	0	0	0	809,513
Other Provisions						
Provision for sick leave		120,544	0	0	0	120,544
Total Other Provisions		120,544	0	0	0	120,544
Total other current assets		2,340,811	0	3,298,382	(3,178,639)	2,460,554
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

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 18 APRIL 2023

APPENDIX 12.5.1

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

NOTE 12
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue					
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Annual Budget	YTD Amended Budget	Original Annual Budget	Budget Variations	Expected	YTD Revenue
	1 July 2022		(As revenue)	31 Mar 2023	31 Mar 2023	Revenue					Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies											
General purpose funding											
Financial Assistance Grant - General Purpose	0	0	0	0	0	345,836	345,836	193,362	152,474	345,836	259,377
Financial Assistance Grant - Roads	0	0	0	0	0	184,852	184,852	103,078	81,774	184,852	138,639
Financial Assistance Grant - Bridges	0	262,546	0	262,546	262,546	0	0	0	0	0	0
Law, order, public safety											
Ledge Point Off-road Vehicle Area	46,971	0	(46,971)	0	0	46,971	46,971	46,971	0	46,971	46,971
DFES Operating Grant	0	0	0	0	0	251,308	188,478	251,308	0	251,308	188,481
Education and welfare											
Volunteering WA - Promotion of WA Marketing Grant	0	0	0	0	0	0	0	0	0	0	8,000
Community amenities											
Coastal Hazard Risk Management Plan Grant	50,000	0	(38,369)	11,631	11,631	47,587	35,694	47,587	0	47,587	38,369
CAP Grant Funding	0	0	0	0	0	35,200	7,722	109,900	(74,700)	35,200	34,835
Recreation and culture											
Library - Technology & Digital Grant	0	0	0	0	0	500	378	500	0	500	0
Transport											
Direct Road Grant MRWA	0	0	0	0	0	248,580	248,580	248,580	0	248,580	248,580
	96,971	262,546	(85,340)	274,177	274,177	1,160,834	1,058,511	1,001,286	159,548	1,160,834	963,252
Operating contributions											
General purpose funding											
Recovery of legal costs - rates	0	0	0	0	0	0	(20,000)	80,000	(80,000)	0	0
Rates incentive Prize Night	0	0	0	0	0	12,000	12,000	0	12,000	12,000	12,000
Law, order, public safety											
CESM Grant - DFES	0	0	0	0	0	61,285	45,963	61,285	0	61,285	48,953
BRMO Grant - DFES	23,734	122,467	(53,271)	92,930	92,930	122,467	91,854	122,467	0	122,467	53,271
MAF Mitigation - DFES	0	171,203	(58,891)	112,312	112,312	342,405	342,405	0	342,405	342,405	58,891
Health											
Sale of logo plates	0	0	0	0	0	0	0	0	0	0	136
Education and welfare											
Gingin Men's Shed - Contribution	0	0	0	0	0	0	0	0	0	0	5
Community amenities											
Claymont Estate - Planning contributions	0	0	0	0	0	2,400	(1,200)	14,400	(12,000)	2,400	(727)
Drum Muster	0	0	0	0	0	0	(497)	2,000	(2,000)	0	0
Waste and Rubbish Charges	0	1,477,600	(1,477,600)	0	0	0	0	0	0	0	0
Recreation and culture											
Naming Sponsorship - Gingin Aquatic Centre - Image	0	0	0	0	0	10,000	7,497	10,000	0	10,000	10,000
Contribution income for suite of events	0	0	0	0	0	10,000	7,000	12,000	(2,000)	10,000	12,682
Contributions - Library Services	0	0	0	0	0	100	72	100	0	100	0
Transport											
Contribution income for Aurisch Road Maintenance	0	0	0	0	0	62,500	62,500	0	62,500	62,500	62,500
Economic services											
Guilderton Caravan Park Deposit Liability	293,467	0	0	293,467	293,467	0	0	0	0	0	0
Other property and services											
Administration contributions	0	0	0	0	0	0	(7,256)	29,000	(29,000)	0	0
Workers compensation contribution provision	0	0	0	0	0	0	(28)	100	(100)	0	0
	317,201	1,771,270	(1,589,761)	498,709	498,709	623,157	540,310	331,352	291,805	623,157	257,710
TOTALS	414,172	2,033,816	(1,675,102)	772,886	772,886	1,783,991	1,598,821	1,332,638	451,353	1,783,991	1,220,962

MINUTES ORDINARY COUNCIL MEETING 18 APRIL 2023

APPENDIX 12.5.1

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2023

NOTE 13 NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue					
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Mar 2023	Current Liability 31 Mar 2023	Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies											
Law, order, public safety											
DFES - Capital Grant - Buildings	320,789	0	(273,378)	47,411	47,411	320,788	320,788	320,788	0	320,788	273,378
DFES - Capital Grant - Vehicles	0	0	0	0	0	1,500,000	(1,275,000)	3,455,000	(1,955,000)	1,500,000	947,645
LRCI - Unspent funds - CCTV	0	40,000	0	40,000	40,000	0	0	0	0	0	0
Community amenities											
CMPAP - Coastal Management Strategy	0	0	0	0	0	100,000	75,000	100,000	0	100,000	0
Coastal Hazard Risk Management Plan	0	0	0	0	0	26,450	19,839	26,450	0	26,450	0
Recreation and culture											
LRCI - Unspent funds	18,581	125,000	(3,480)	140,101	140,101	448,800	133,051	1,263,005	(814,205)	448,800	3,480
Cunliffe Street Redevelopment	0	0	0	0	0	250,000	187,500	250,000	0	250,000	0
CSRFF - Lancelin Sports Complex Multi-court	0	0	0	0	0	0	(22,500)	90,000	(90,000)	0	0
Transport											
LRCI - Unspent Funds Roads	373,332	417,112	(719,163)	71,281	71,281	1,268,629	1,268,629	0	1,268,629	1,268,629	719,163
Roads to Recovery	283,880	682,455	(507,516)	458,819	458,819	1,078,130	775,081	1,078,130	0	1,078,130	507,516
Regional Road Group (Cowalla & Moolabeenee Rd)	0	0	0	0	0	393,175	266,991	504,742	(111,567)	393,175	0
Wheatbelt Secondary Freight Network (KW Rd)	0	0	0	0	0	1,000,228	750,168	1,000,228	0	1,000,228	1,005,754
	996,582	1,264,567	(1,503,537)	757,612	757,612	6,386,200	2,499,547	8,088,343	(1,702,143)	6,386,200	3,456,936

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**NOTE 14
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 31 Mar 2023
	\$	\$	\$	\$
Public Open Space	11,326	0	0	11,326
	11,326	0	0	11,326

MINUTES ORDINARY COUNCIL MEETING 18 APRIL 2023

APPENDIX 12.5.1

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2023

NOTE 15 BUDGET AMENDMENTS

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

GL/Project Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
151201810	Repair of Floodway Crossings on Maria and Laura Roads, Wanerie - transfer from reserve 31	OCM 18/10/2022 - 14.1	Capital Revenue	0	(95,000)	0	(95,000)
DC281	Repair of Floodway Crossings on Maria and Laura Roads, Wanerie	OCM 18/10/2022 - 14.1	Capital Expenses	0		45,000	(50,000)
DC294	Repair of Floodway Crossings on Maria and Laura Roads, Wanerie	OCM 18/10/2022 - 14.1	Capital Expenses	0	0	50,000	0
151201810	Cunliffe Street Development - transfer from reserve 31	OCM 18/10/2022 - 18.1	Capital Revenue	0	(100,000)	0	(100,000)
OC11293	Cunliffe Street Redevelopment	OCM 8/10/2022 - 18.1	Capital Expenses	0	0	100,000	0
120401040	Transfer \$3,100 from Council Member Ess. to 120402840 (AUD002) for 2022 Compliance Audit Return	Management Approval	Operating Expenses	0	(3,100)	0	(3,100)
AUD002	Compliance Audit Return - Management approval to transfer \$3,100 from Council Member Ess. to 120402840 (AUD002)	Management Approval	Operating Expenses	0	0	3,100	0
151203810	Transfer from Plant Reserve - Purchase of New 5.5T Excavator (amended from 3.5T Excavator)	OCM 15/11/2022 - 15.1	Capital Revenue	0	(69,000)	0	(69,000)
PNEW1	Purchase of New 5.5T Excavator (amended from 3.5T Excavator)	OCM 15/11/2022 - 15.1	Capital Expenses	0	0	69,000	0
SPI12303	Trade of John Deere tractor GG012	OCM 15/11/2022 - 15.1	Capital Revenue	0	(30,000)	0	(30,000)
PNEW2	Purchase of New Compact Track Loader (Skid Steer) additional implements	OCM 15/11/2022 - 15.1	Capital Expenses	0	0	30,000	0
GI12110	LRCI Phase 3 - Road works transferred from Rec & Culutre	Management Approval	Capital Revenue	0	(873,246)	0	(873,246)
GI11300	LRCI Phase 3 - Road works transferred to Transport	Management Approval	Capital Revenue	0		873,246	0
151201810	Lennards Bridge Unbudgeted Expenditure	OCM 20/12/2022 - 14.1	Capital Revenue	0	(130,000)	0	(130,000)
BR836	LRCI Phase 3 - Road works transferred to Transport	OCM 20/12/2022 - 14.1	Capital Expenses	0	0	130,000	0
151201810	Pruning Trees along Dewar Road	OCM 20/12/2022 - 14.2	Capital Revenue	0	(50,000)	0	(50,000)
RM212	Pruning Trees along Dewar Road	OCM 20/12/2022 - 14.2	Capital Expenses	0	0	50,000	0
DC000	Road Assets Revaluation - Unbudgeted Expenditure	OCM 20/12/2022 - 14.2	Capital Expenses	0	(82,000)	0	(82,000)
RV14200	Road Assets Revaluation - Unbudgeted Expenditure	OCM 20/12/2022 - 14.2	Operating Expenses			82,000	0
151201810	Transfer from Road Reserve 31 - Lancelin Plaza unbudgeted Expenditure	OCM 17/01/2023 - 14.1	Capital Expenses	0	(80,000)	0	(80,000)
DC278	Lancelin Plaza Drainage	OCM 17/01/2023 - 14.1	Capital Expenses	0	0	80,000	0
Various	Annual Budget Review	OCM 21/03/2023 - 12.3		0	0	0	0
BC11700	Repairs to Old Granville Building	OCM 21/03/2023 - 14.2	Capital Expenses	0	0	300,000	300,000
151107810	Transfer from Land & Building Reserve for repairs to Old Granville Building	OCM 21/03/2023 - 14.2	Capital Revenue	0	(300,000)	0	0
				0	(1,812,346)	1,812,346	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				NOTE 16			
FOR THE PERIOD ENDED 31 MARCH 2023				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 2022-23 year is \$20,000 or 10.00% whichever is the greater.							
				Explanation of positive cash variances		Explanation of negative cash variances	
Nature or type	Var. \$	Var. %		Timing	Permanent	Timing	Permanent
	\$	%					
Revenue from operating activities							
Operating grants, subsidies and contributions	(377,859)	(23.63%) ▼				BRPC DFES funding allocation,CAP Grant funding, Fire Mitigation funding, Financial Assistance Grants	
Fees and charges	480,914	15.29% ▲	Guilderton Caravan Park fees; Aquatic Centre - swimming lessons;	Gross revenue share relating to Commercial Lease; Septic tank inspection fees; Waste site fees; Planning fees			
Interest earnings	(45,110)	(18.30%) ▼		Higher than expected instalment and penalty interest	Interest on Municipal and Reserve Funds held in Term Deposit.		
Other revenue	(53,601)	(17.26%) ▼		Workers compensation reimbursements; diesel fuel rebate, insurance reimbursement for GG009.			Reduced reimbursement of debt collection costs; Reduction in reimbursements for fire break instalation costs.
Profit on disposal of assets	20,945	0.00% ▲		Vehicle change overs - not budgeted due to supply uncertainty.			
Expenditure from operating activities							
Materials and contracts	699,773	13.19% ▲	Reduction in materials and contractor costs due to timing of works; ie Waste Collection Services, Tip site management costs, Fire mitigation treatments;	Overheads and plant operation costs reduced due to payroll vacancies			
Depreciation on non-current assets	5,053,103	99.49% ▲	Depreciation yet to be run for 2022/23.				
Insurance expenses	(81,773)	(27.99%) ▼			Insurance premiums paid in full by October 2022.	Public liability and workers compensation insurance	
Non-cash amounts excluded from operating activities	(5,074,048)	(99.90%) ▼	Depreciation yet to be run for 2022/23				
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	957,389	38.30% ▲				Timing of works, aquittals and contract liability movements.	
Proceeds from disposal of assets	(116,671)	(72.37%) ▼				Timing of asset disposals	
Payments for property, plant and equipment and infrastructure	(1,446,326)	(31.18%) ▼	Timing of payments for capital works program				
Financing activities							
Transfer from reserves	(325,380)	(100.00%) ▼				End of Year process	
Transfer to reserves	593,371	83.48% ▲				End of Year process	
Closing funding surplus / (deficit)	608,190	(19.06%) ▲					

12.6 LIST OF PAID ACCOUNTS MARCH 2023

File	FIN/25
Author	Tania Ladner – Accounts Payable / Administration Support Officer
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

For Council to note the payments made in March 2023.

BACKGROUND

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

COMMENT

Accounts totalling \$2,476,414.90 were paid during the month of March 2023.

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

- Municipal Fund electronic funds transfers (EFT) \$1,957,400.37
- Municipal Fund cheques \$767.65
- Municipal Fund direct debits \$518,246.88

Total Municipal Expenditure \$2,476,414.90

TOTAL EXPENDITURE \$0.00

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

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995
s.6.4 – Financial Report

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

Shire of Gingin Delegation Register – Delegation 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 2022-2032

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

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Kestel

SECONDED: Councillor Peczka

That Council note all payments made by the Chief Executive Officer under Delegation 1.1.13 for March 2023 totaling \$2,476,414.90 as detailed in the schedule provided to Councillors comprising:

- | | |
|---|----------------|
| • Municipal Fund electronic funds transfers (EFT) | \$1,957,400.37 |
| • Municipal Fund cheques | \$767.65 |
| • Municipal Fund direct debits | \$518,246.88 |

CARRIED UNANIMOUSLY
6 / 0

FOR: Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka,
Councillor Sorensen and Councillor Vis

AGAINST: Nil

13 REPORTS - REGULATORY AND DEVELOPMENT SERVICES

13.1 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED SINGLE HOUSE ON LOT 262 (10) ROE STREET, GINGIN

File	BLD/7515
Applicant	Total Home Frames
Location	Lot 262 (10) Roe Street, Gingin
Owner	Paul Saylor and Kristie Saylor via a Contract of Sale
Zoning	Residential 2.5
WAPC No	NA
Author	James Bayliss – Coordinator Statutory Planning
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	Nil
Appendices	<ol style="list-style-type: none"> 1. Location Plan [13.1.1 - 1 page] 2. Aerial Plan [13.1.2 - 1 page] 3. Development Plans [13.1.3 - 4 pages] 4. BAL Assessment and Management Statement -10 Roe Street, Gingin - V 1 [13.1.4 - 11 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Development Approval for a proposed Single House on Lot 262 (10) Roe Street, Gingin.

BACKGROUND

The subject lot is 3064m² in area and gains access via Roe Street. The property abuts land to the west of the recently constructed Emergency Services Centre, formerly the York Street road reserve.

This application requires Council consideration given the Bushfire Attack Level (BAL) assessment has classified the proposed dwelling as being subject to a BAL 40 rating. While it is not unusual for the Shire to determine developments classified as a BAL 40 or Flame Zone, this instance is unique given the vegetation causing the classification is located on land under the care and control of the Shire of Gingin.

In view of the above, in order to reduce the BAL rating to an acceptable level, remedial works by way of pruning and clearing will need to take place on the Shire's land with the land thereafter being maintained in a low threat state. The officer does not have delegated power to consider such a scenario.

The officer outlines the following options for Council's consideration. Council can:

- Approve the proposed dwelling with a BAL 40 rating. The landowner will then be required to construct the dwelling to the corresponding Australian Standard (AS 3959). This will significantly increase construction costs for the landowner. The planning framework tends to prefer BAL ratings be reduced to BAL 29 or less to preserve life and infrastructure;
- Approve the development subject to conditions, one of which requires the landowner to enter into an agreement that places the burden of pruning/clearing and ongoing maintenance on the landowner, at their expense; or
- Program and undertake the pruning/clearing works and thereafter maintain the portion of land in a low threat state.

The proposal also seeks a Design Principles assessment (Clause 5.1.3 of the R-Codes) in relation to the side (southern) setback due to the landowner attempting to achieve the greatest setback possible from the offending vegetation.

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

A copy of Development Plans, Bushfire Attack Level (BAL) assessment and Management Statement are provided (**see appendices**).

COMMENT

Stakeholder Consultation

An application seeking a side setback variation would ordinarily be advertised to the adjoining landowner for a period of 14 days in accordance with clause 64 of the Deemed Provisions for Local Planning Schemes which form part of the *Planning and Development (Local Planning Scheme) Regulations 2015*. In this instance, given the proponent is pressed for time, adjoining landowner comments were obtained prior to lodgement of the application. The officer has confirmed with the adjoining landowner verbally that they do in fact consent to the reduced setback.

PLANNING FRAMEWORK

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

The subject land is zoned Residential 2.5 under LPS 9, the objectives of which are to:

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

Objective d) above is relevant, noting that the environmental factors applicable in this instance result in an increased bushfire risk. To lessen that risk, the proponent has located the development as far away from the offending vegetation as is practical.

State Planning Policy 7.3 - Residential Design Codes of Western Australia (R-Codes)

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

In order for the development to satisfy the deemed-to-comply criteria a single house is required to be set back 7.5 metres from the side boundary as outlined in Table 1 of the R-Codes.

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

Design Principles	Officer Comments
5.3.1 – Lot Boundary Setbacks P3.1 Buildings set back from lot boundaries or adjacent buildings on the same lot so as to:	P3.1

<ul style="list-style-type: none"> • Reduce impacts of building bulk on adjoining properties; • Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and • Minimise the extent of overlooking and resultant loss of privacy on adjoining properties. 	<ul style="list-style-type: none"> • The proposed dwelling is single storey and the applicant advises the finished floor level will respect the natural ground level. Building bulk is not anticipated. • The dwelling location maintains access to sunlight and ventilation for adjoining properties. • Overlooking and loss of privacy is not anticipated, however vegetated screening can be installed to offset the setback reduction to preserve this aspect of amenity. <p>Based on the above, the officer is of the view that the development satisfies the relevant design principles and the variation is therefore considered to be acceptable.</p>
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Planning and Development (Local Planning Scheme) Regulations 2015 (Deemed Provisions)

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

- (q) *the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;*
- (r) *the suitability of the land for the development taking into account the possible risk to human health or safety;*

The above considerations go hand in hand with 'State Planning Policy 3.7 – Planning in Bushfire Prone Areas' (SPP 3.7). SPP 3.7 provides a foundation for land use planning to address bushfire risk management and relevantly states:

6.7.1 - Minor development in areas where BAL-40 or BAL-FZ applies

Minor development in areas where BAL-40 or BAL-FZ applies is to be assessed under the requirements of policy measure 6.5, with the addition of a statement against each of the following in the Bushfire Management Plan:

- a. where full compliance of 6.5(c) cannot be achieved within the boundary of the development site, evidence must be provided demonstrating to the fullest extent possible how the bushfire protection criteria have been addressed and provide justification for those criteria that have not been met;*
- b. ensure that the bushfire hazard level is not increased and/or the ability to manage bushfire related hazards on adjoining lands is not otherwise adversely affected;*
- c. ensure that the siting of the buildings within the boundary of the development site has been optimised to reduce the bushfire impact;*
- d. give holistic consideration to existing emergency services in the area, existing road networks, water provision, existing places that could function as emergency evacuation centres in a bushfire event, the surrounding landscape, issues that may arise in the course of a bushfire both during and post event, and any other contextual issues relevant to the application of bushfire risk management measures.*

Officer Comment:

A BAL Assessment is a means of measuring the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact from a bushfire event, and thereby determining the construction measures required for the dwelling to withstand a bushfire event.

The method used to determine a BAL rating and subsequent building construction standards are directly referenced from Australian Standard *AS3959-2018 Construction of buildings in bushfire prone areas*.

The current separation distance from the vegetation located on the Shire's land is 21 metres. This results in a BAL – 40 rating. To reduce this rating to a BAL – 29, the separation distance is required to be 27 metres as outlined under the BAL Assessment and Management Statement prepared by Bushfire Safety and Consulting dated 13 March 2023.

To achieve the increased separation distance, vegetation located on the Shire's land requires removal and modification. While the officer is generally supportive of the removal of the vegetation to reduce the bushfire risk, the consideration of who is responsible for undertaking the works and the cost of the works needs to be addressed.

The officer forms the view that the responsibility for undertaking the works, and associated costs should lie with the landowner. The Shire could approve the development subject to a BAL – 40 rating, which the proponent will then need to construct in accordance with the corresponding AS3959 standard. The landowner is therefore essentially the sole beneficiary.

If the proponent wants to reduce the BAL rating, then in the officer's view they could do so subject to entering a Deed of Agreement that authorises this to occur and sets out ongoing maintenance to the BAL 40 standard and authorises ongoing access to the site.

Summary

Considering the above assessment, the officer is of the view that the proposed development should be supported subject to conditions.

STATUTORY/LOCAL LAW IMPLICATIONS

Planning and Development (Local Planning Scheme) Regulations 2015

Shire of Gingin Local Planning Scheme No. 9.

State Planning Policy 7.3 - Residential Design Codes of Western Australia

POLICY IMPLICATIONS

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

BUDGET IMPLICATIONS

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RESOLUTION

MOVED: Councillor Rule

SECONDED: Councillor Sorensen

That Council:

1. Grant Development Approval for a proposed Single House on Lot 262 (10) Roe Street, Gingin 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;
- b. This approval is for a Single House only as indicated on the approved plans;
- c. Prior to the commencement of site works, the landowner is to provide a revised set of architectural drawings of the dwelling to the Shire of Gingin for approval, that outlines at a minimum the finished floor level (FFL);
- d. Prior to the commencement of site works, the landowner shall enter into a Deed of Agreement for the removal and modification of vegetation as outlined under the BAL Assessment and Management Statement prepared by Bushfire Safety and Consulting dated 13 March 2023. The landowner shall be responsible for all costs associated with the preparation of the Deed (including all drafts);
- e. Prior to the occupation of the development, the works specified in the Deed of Agreement for the removal and modification of vegetation shall be undertaken at the expense of the landowner to the satisfaction of the Shire of Gingin;
- f. A notification, pursuant to Section 70A of the *Transfer of Land Act 1893*, is to be placed on the Certificate of Title of the proposed development lot. The notification is to state as follows:

“Bushfire Prone Area – This lot is located in a bushfire prone area. The dwelling is subject to conditions of development approval which include requirements to comply with a BAL 29 rating that requires ongoing management in accordance with a Deed of Agreement.

Further information may be obtained from the offices of the Shire of Gingin.”
- g. Stormwater from all roofed, paved and hardstand areas shall be collected and contained onsite to the satisfaction of the Shire of Gingin;
- h. Prior to occupation of the development, the driveway shall be serviced by a new crossover from Roe Street which is to be designed and constructed to the satisfaction of the Shire of Gingin at the landowner’s cost.

Advice Notes:

- Note 1: If you are aggrieved by the conditions of this approval, you have the right to request that the State Administrative Tribunal (SAT) review the decision, under Part 14 of the *Planning and Development Act 2005*.

Note 2: Where an approval has lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.

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

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

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

Note 6: This approval does not authorise any interference with dividing fences, or entry onto neighbouring land. Accordingly, should you wish to remove or replace any portion of a dividing fence or enter onto neighbouring land, you must first come to a satisfactory arrangement with the adjoining property owner. Please refer to the *Dividing Fences Act 1961*.

Note 7: In relation to the installation of a new crossover, please note that a crossover application form is to be submitted to the Shire's Operations and Assets Department which can be found on the Shire's website at the following link:
<https://www.gingin.wa.gov.au/services/operations.aspx>.

2. Authorise the Chief Executive Officer to approve the revised set of architectural drawings as referenced in Part 1c. above, including any minor amendments.

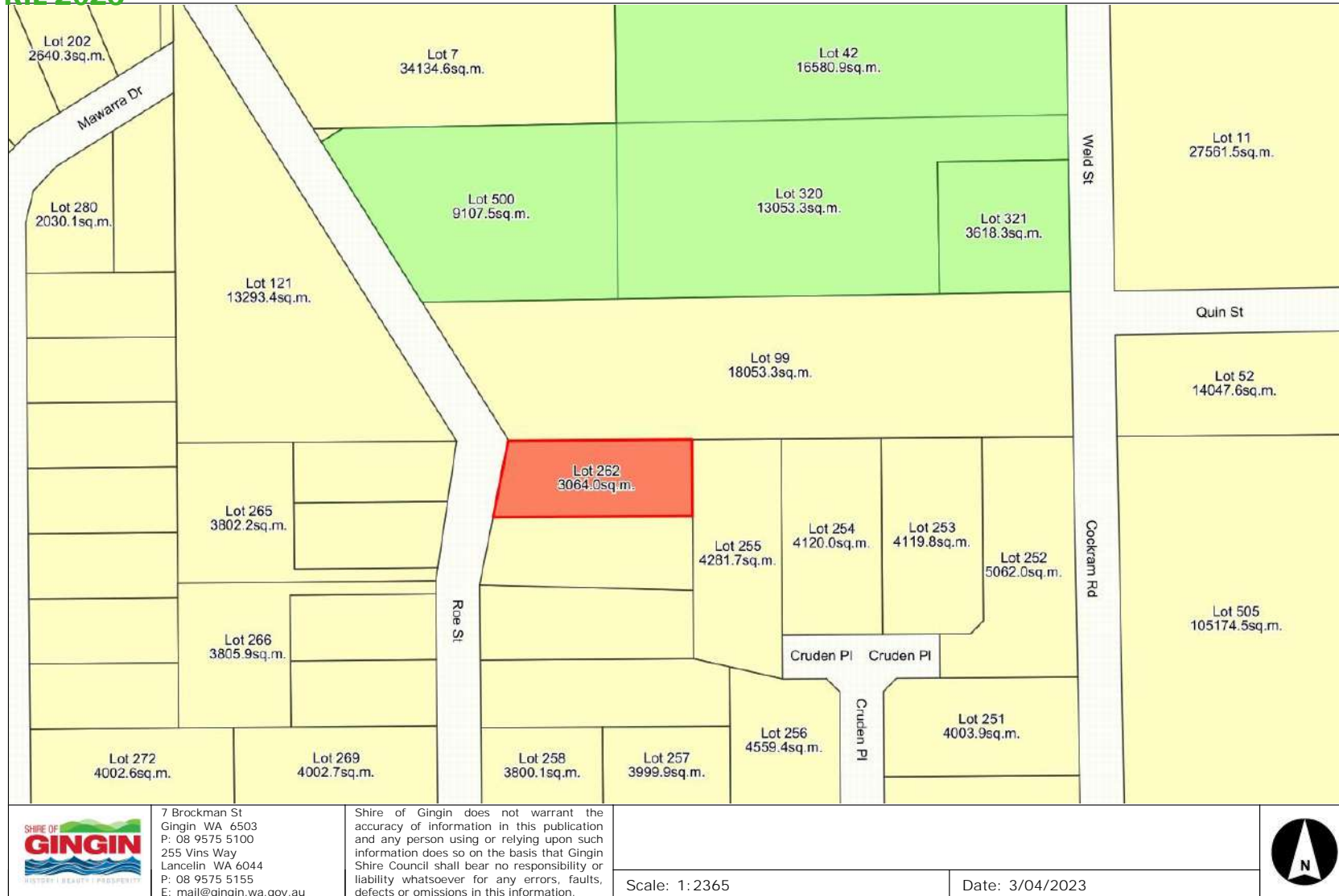
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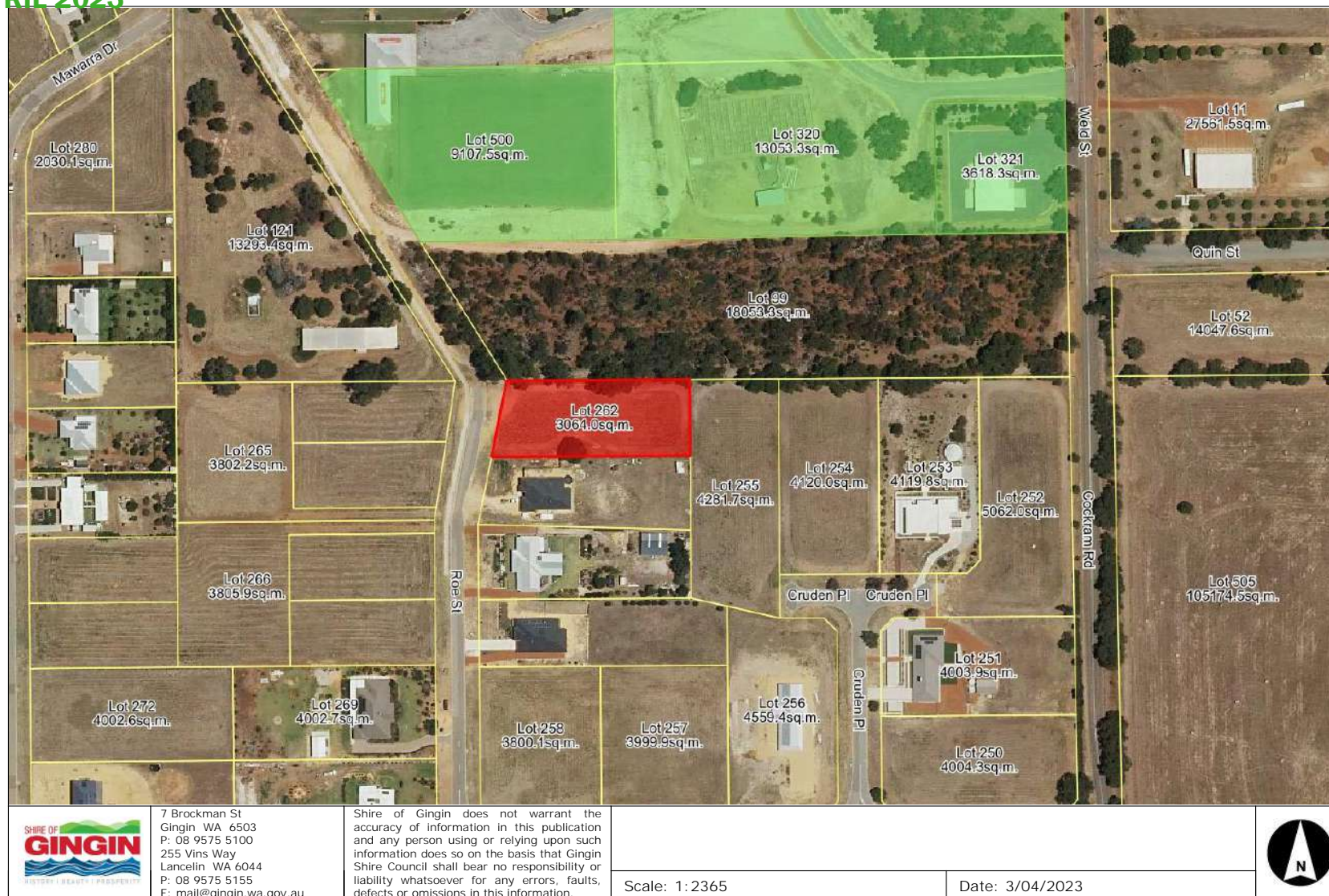
FOR: Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka,
Councillor Sorensen and Councillor Vis

AGAINST: Nil

**MINUTES
ORDINARY COUNCIL MEETING
18 APRIL 2023**

APPENDIX 13.1.1







5



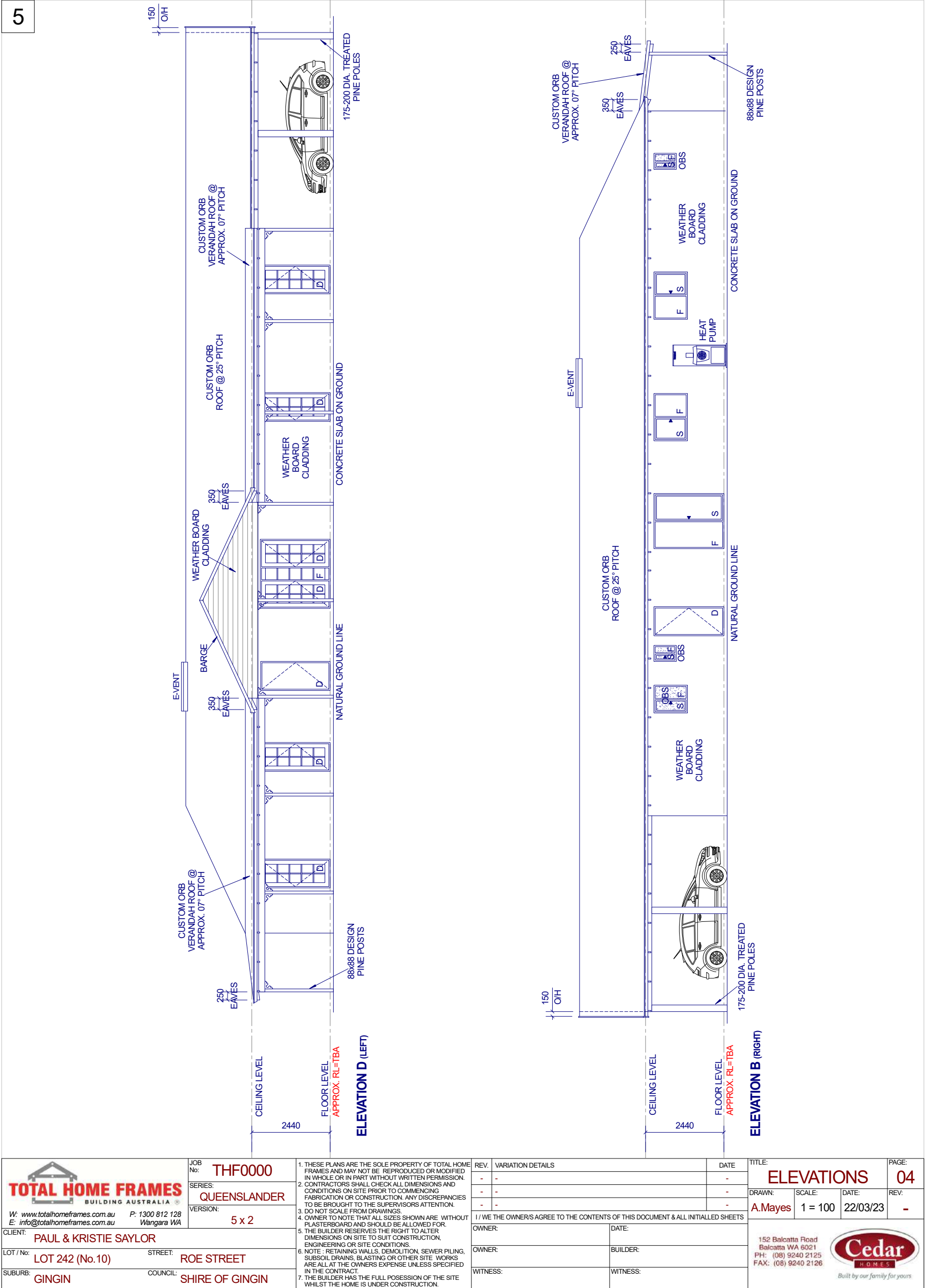
A.S. 3959-2018 CONSTRUCTION OF BUILDING IN BUSHFIRE PRONE AREAS
BAL 29 COMPLIANCE CONSTRUCTION REQ's:
- ALL SUB FLOOR BEARERS, JOISTS, AND FLOORING TO BE A MIN. 400mm ABOVE GROUND LEVEL (MIN. 750mm FROM G.L. TO F.F.L.).
- EXTERNAL ROOF AND WALL VENTS AND EXHAUSTS TO HAVE SPARK GUARDS INSTALLED.
- ALUMINIUM SCREENS INCLUDED TO ALL OPENABLE WINDOWS AND DOORS WHERE APPLICABLE.
- ANTICON INSULATION INCLUDED TO ENTIRE ROOF.
- BATU DECKING INCLUDED TO 400mm BEYOND EXTERNAL GLAZING THAT IS LESS THAN 400mm ABOVE GROUND LEVEL, DECKS, OR CARPORT ROOFS, (REFER TO PLANS FOR LOCATIONS). ALL REMAINING DECKING TO BE STANDARD PINE.
- ALL EAVES AND EXTERNAL ROOFS (VERANDAHS, BALCONIES, ETC) TO BE LINED WITH HARDIFLEX.
- FIRE RETARDANT INFILL STRIPS TO CORRUGATION INCLUDED.
- GUTTER GUARD INCLUDED TO ALL GUTTERS.
- STUMPS TO BE PAINTED WITH FIRE RETARDANT PAINT BY OWNER **PRIOR TO HANDOVER** (REFER TO ADDENDA).
- ALL EXTERNAL GLAZING TO BE TOUGHENED GLASS, MIN. 5mm THICK WITH ENERGYTECH GLASS TO ALUMINIUM DOORS AND WINDOWS.



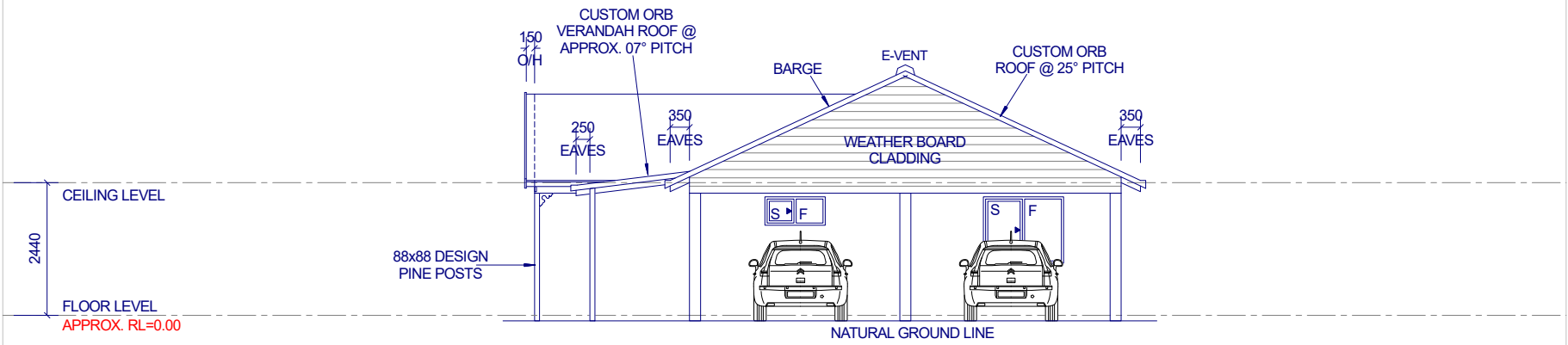
OWNER TO PROVIDE BUILDER WITH
FULL & CLEAR ACCESS TO BUILDING
SITE, NO GATES LOCKED AT ANY TIME

<div><p>W: www.totalhomeframes.com.au P: 1300 812 128 E: info@totalhomeframes.com.au Wangara WA</p></div>		JOB No: THF0000	<div>1. THESE PLANS ARE THE SOLE PROPERTY OF TOTAL HOME FRAMES AND MAY NOT BE REPRODUCED OR MODIFIED IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION.</div> <div>2. CONTRACTORS SHALL CHECK ALL DIMENSIONS AND CONDITIONS ON SITE PRIOR TO COMMENCING FABRICATION OR CONSTRUCTION. ANY DISCREPANCIES TO BE BROUGHT TO THE SUPERVISORS ATTENTION.</div> <div>3. DO NOT SCALE FROM DRAWINGS.</div> <div>4. OWNER TO NOTE THAT ALL SIZES SHOWN ARE WITHOUT PLASTERBOARD AND SHOULD BE ALLOWED FOR.</div> <div>5. THE BUILDER RESERVES THE RIGHT TO ALTER DIMENSIONS ON SITE TO SUIT CONSTRUCTION, ENGINEERING OR SITE CONDITIONS.</div> <div>6. NOTE : RETAINING WALLS, DEMOLITION, SEWER PILING, SUBSOIL DRAINS, BLASTING OR OTHER SITE WORKS ARE ALL AT THE OWNERS EXPENSE UNLESS SPECIFIED IN THE CONTRACT.</div> <div>7. THE BUILDER HAS THE FULL POSSESSION OF THE SITE WHILST THE HOME IS UNDER CONSTRUCTION.</div>	REV: VARIATION DETAILS	DATE	TITLE: PRELIM. SITE PLAN		PAGE: 02	
		SERIES: QUEENSLANDER		-	-	DRAWN: A.Mayes	SCALE: 1 = 400	DATE: 22/03/23	REV: -
		VERSION: 5 x 2		-	-	I / WE THE OWNER/S AGREE TO THE CONTENTS OF THIS DOCUMENT & ALL INITIALLED SHEETS			
		CLIENT: PAUL & KRISTIE SAYLOR		OWNER:	DATE:	<div>152 Balcatta Road Balcatta WA 6021 PH: (08) 9240 2125 FAX: (08) 9240 2126</div> <div><p>Built by our family for yours</p></div>			
LOT / No: LOT 242 (No.10)	STREET: ROE STREET	BUILDER:							
SUBURB: GINGIN	COUNCIL: SHIRE OF GINGIN	WITNESS:							

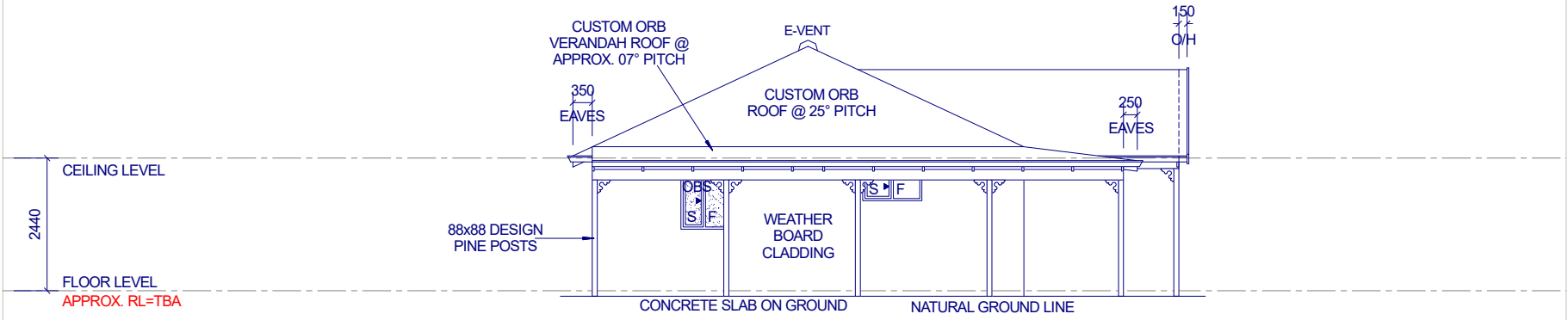




5



ELEVATION A (FRONT)



ELEVATION C (REAR)



SECTION X-X

NOTE:
ALL BRACING & TRUSSING ETC TO
ENGINEERS DETAILS. ALL TIMBERS TO
AUSTRALIAN STANDARD 1684.2-2010.
FOR N2 WIND LOADS UNLESS
UPGRADE BY ENGINEER IS REQUIRED

NOTE:
SMART GLASS TO BE
INCLUDED TO ALL ALUMINIUM
FRAMED WINDOWS & DOORS
(EXCLUDING OBSCURE GLAZING).

NOTE:
ALL WINDOW HEADS
@ APPROX 2143 A.F.L.
ALL SLIDING DOOR
HEADS @ 2143 A.F.L.

 W: www.totalhomeframes.com.au P: 1300 812 128 E: info@totalhomeframes.com.au Wangara WA CLIENT: PAUL & KRISTIE SAYLOR	JOB No: THF0000	<p>1. THESE PLANS ARE THE SOLE PROPERTY OF TOTAL HOME FRAMES AND MAY NOT BE REPRODUCED OR MODIFIED IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION.</p> <p>2. CONTRACTORS SHALL CHECK ALL DIMENSIONS AND CONDITIONS ON SITE PRIOR TO COMMENCING FABRICATION OR CONSTRUCTION. ANY DISCREPANCIES TO BE BROUGHT TO THE SUPERVISORS ATTENTION.</p> <p>3. DO NOT SCALE FROM DRAWINGS.</p> <p>4. OWNER TO NOTE THAT ALL SIZES SHOWN ARE WITHOUT PLASTERBOARD AND SHOULD BE ALLOWED FOR.</p> <p>5. THE BUILDER RESERVES THE RIGHT TO ALTER DIMENSIONS ON SITE TO SUIT CONSTRUCTION, ENGINEERING OR SITE CONDITIONS.</p> <p>6. NOTE - RETAINING WALLS, DEMOLITION, SEWER PILING, SUBSOIL DRAINS, BLASTING OR OTHER SITE WORKS ARE ALL AT THE OWNERS EXPENSE UNLESS SPECIFIED IN THE CONTRACT.</p> <p>7. THE BUILDER HAS THE FULL POSSESSION OF THE SITE WHILST THE HOME IS UNDER CONSTRUCTION.</p>	REV: VARIATION DETAILS	DATE	TITLE: ELEVATIONS 2		PAGE: 05
	SERIES: QUEENSLANDER		-	-	DRAWN: A.Mayes	SCALE: 1 = 100	REV: -
	VERSION: 5 x 2		-	-	DATE: 22/03/23		
	LOT / No: LOT 242 (No.10)		-	-	152 Balcatta Road Balcatta WA 6021 PH: (08) 9240 2125 FAX: (08) 9240 2126		
SUBURB: GINGIN	COUNCIL: SHIRE OF GINGIN		OWNER:	DATE:	 Built by our family for yours		
			OWNER:	BUILDER:			
			WITNESS:	WITNESS:			

BAL Assessment and Management Statement: 10 Roe Street, Gingin WA 6503



AS3959 Bushfire Attack Level Assessment Report

This report has been prepared using the Simplified Procedure (Method 1) as detailed in Section 2 of AS3959-2018.

Site Details	
Address:	10 Roe Street
Suburb:	Gingin WA 6503
Local Government Area	Shire of Gingin
State:	Western Australia
Description of Building Works	Single Class 1 Dwelling

Report Details			
Our Report / Client Job Number:	2303-20	Report Version	1.0
Assessment Date:	13/03/2023	Report Date	23/03/2023

Assessor Details	
Name:	Rohan Carboon
Accredited Practitioner	Rohan Carboon BPAD 23160 (Level 3)

Disclaimer:

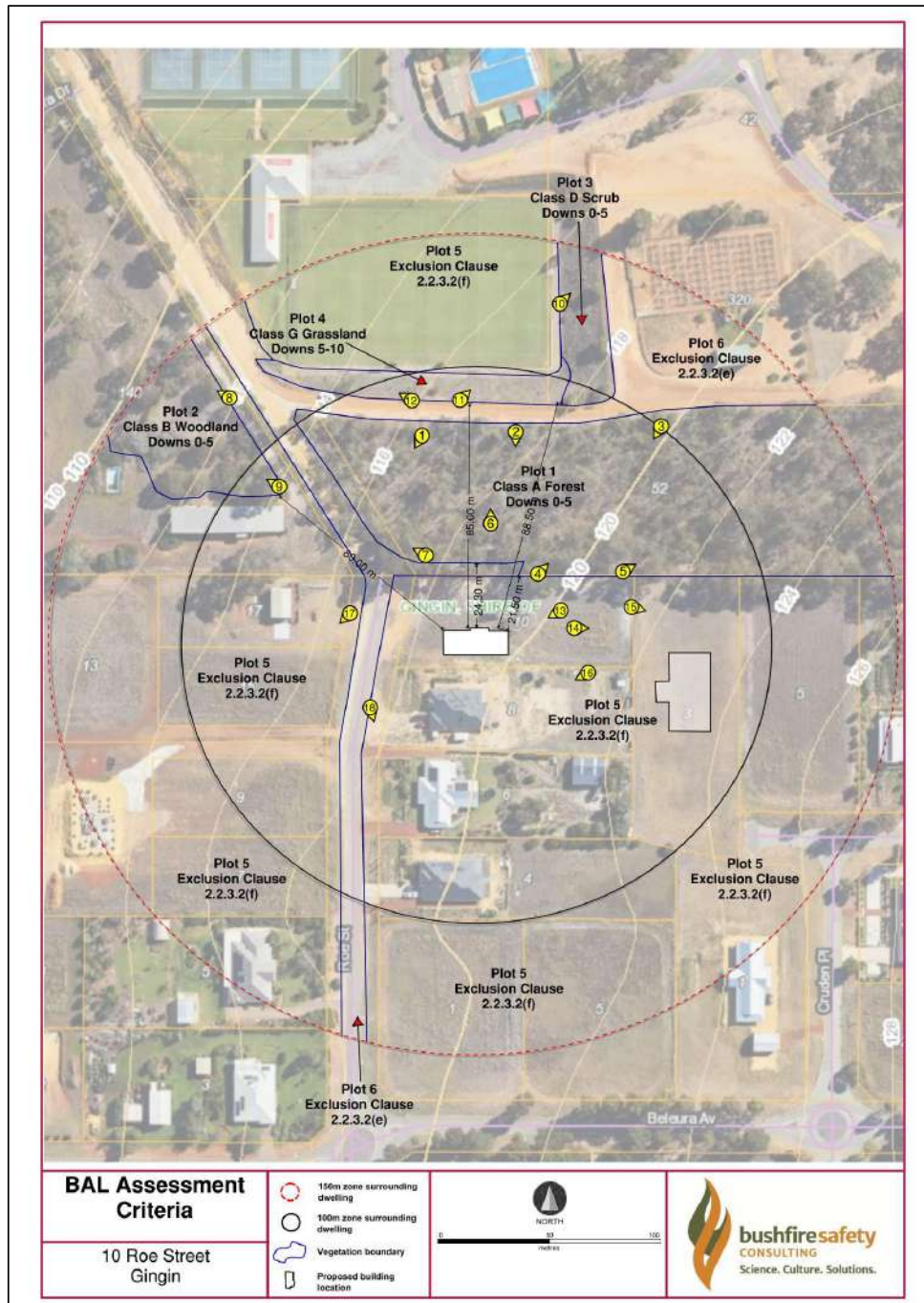
This report has been prepared in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, this publication is distributed on the terms and understanding that the author is not responsible for results of any actions taken based on information in this publication or for any error in or omission from this publication.

Notwithstanding the precautions adopted in this report, it should always be remembered that bushfires burn under a wide range of conditions. An element of risk, no matter how small always remains. The objective of the standard (AS 3959:2018) is 'to prescribe particular construction details for buildings to reduce the risk of ignition from a bushfire while the front passes' (Standards Australia, 2018). Building to the standard (AS 3959:2018) does not guarantee a building will survive a bushfire.

BAL Assessment and Management Statement: 10 Roe Street, Gingin WA 6503

Site Assessment and Site Plans





The assessment of this development was undertaken on 13/03/2023 by Bushfire Safety Consulting Pty Ltd for the purposes of determining the Bushfire Attack Level in accordance with AS 3959 – 2018 Simplified Procedure (Method 1).







BAL Assessment and Management Statement: 10 Roe Street, Gingin WA 6503

Vegetation Classification


All vegetation within 150m of the proposed dwelling was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below:

<p>Photo ID: 1</p> <p>Plot Number: 1</p> <p>Vegetation classification or exclusion clause:</p> <p>Class A Forest</p> <p>Description/justification of classification:</p> <p>Reserve with eucalypts 10 to 15 metres tall, 30-70% foliage cover and extensive grass fuels. Some middle storey shrubs present. Areas also contains several dead mature trees</p>	
<p>Photo ID: 2</p> <p>Plot Number: 1</p> <p>Vegetation classification or exclusion clause:</p> <p>Class A Forest</p> <p>Description/justification of classification:</p> <p>Reserve with eucalypts 10 to 15 metres tall, 30-70% foliage cover and extensive grass fuels. Some middle storey shrubs present. Areas also contains several dead mature trees</p>	
<p>Photo ID: 3</p> <p>Plot Number: 1</p> <p>Vegetation classification or exclusion clause:</p> <p>Class A Forest</p> <p>Description/justification of classification:</p> <p>Reserve with eucalypts 10 to 15 metres tall, 30-70% foliage cover and extensive grass fuels. Some middle storey shrubs present. Areas also contains several dead mature trees</p>	
<p>Photo ID: 4</p> <p>Plot Number: 1</p> <p>Vegetation classification or exclusion clause:</p> <p>Class A Forest</p> <p>Description/justification of classification:</p> <p>Reserve with eucalypts 10 to 15 metres tall, 30-70% foliage cover and extensive grass fuels. Some middle storey shrubs present. Areas also contains several dead mature trees</p>	

BAL Assessment and Management Statement: 10 Roe Street, Gingin WA 6503

<p>Photo ID: 5</p> <p>Plot Number: 1</p> <p>Vegetation classification or exclusion clause:</p> <p>Class A Forest</p> <p>Description/justification of classification:</p> <p>Reserve with eucalypts 10 to 15 metres tall, 30-70% foliage cover and extensive grass fuels. Some middle storey shrubs present. Areas also contains several dead mature trees</p>	
<p>Photo ID: 6</p> <p>Plot Number: 1</p> <p>Vegetation classification or exclusion clause:</p> <p>Class A Forest</p> <p>Description/justification of classification:</p> <p>Reserve with eucalypts 10 to 15 metres tall, 30-70% foliage cover and extensive grass fuels. Some middle storey shrubs present. Areas also contains several dead mature trees</p>	
<p>Photo ID: 7</p> <p>Plot Number: 1</p> <p>Vegetation classification or exclusion clause:</p> <p>Class A Forest</p> <p>Description/justification of classification:</p> <p>Reserve with eucalypts 10 to 15 metres tall, 30-70% foliage cover and extensive grass fuels. Some middle storey shrubs present. Areas also contains several dead mature trees</p>	
<p>Photo ID: 8</p> <p>Plot Number: 2</p> <p>Vegetation classification or exclusion clause:</p> <p>Class B Woodland</p> <p>Description/justification of classification:</p> <p>Eucalypt trees in grassland area with foliage cover 10-30% in degraded landscape.</p>	

BAL Assessment and Management Statement: 10 Roe Street, Gingin WA 6503

<p>Photo ID: 9</p> <p>Plot Number: 2</p> <p>Vegetation classification or exclusion clause: Class B Woodland</p> <p>Description/justification of classification: Eucalypt trees in grassland area with foliage cover 10-30% in degraded landscape.</p>	
<p>Photo ID: 10</p> <p>Plot Number: 3</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: Acacia shrubs regenerating in grassy area.</p>	
<p>Photo ID: 11</p> <p>Plot Number: 4</p> <p>Description/justification of classification: Class G Grassland</p> <p>Description/justification of classification: Grass fuels on slope.</p>	
<p>Photo ID: 12</p> <p>Plot Number: 4</p> <p>Description/justification of classification: Class G Grassland</p> <p>Description/justification of classification: Grass fuels on slope.</p>	

BAL Assessment and Management Statement: 10 Roe Street, Gingin WA 6503

<p>Photo ID: 13</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Exclusion Clause 2.2.3.2(f)</p> <p>Description/justification of classification: Slashed grasses on development lot.</p>	
<p>Photo ID: 14</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Exclusion Clause 2.2.3.2(f)</p> <p>Description/justification of classification: Slashed grasses on development lot.</p>	
<p>Photo ID: 15</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Exclusion Clause 2.2.3.2(f)</p> <p>Description/justification of classification: Slashed grasses on development lot.</p>	
<p>Photo ID: 16</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Exclusion Clause 2.2.3.2(f)</p> <p>Description/justification of classification: Slashed grasses on development lot. Garden vegetation nearer to house</p>	

BAL Assessment and Management Statement: 10 Roe Street, Gingin WA 6503

<p>Photo ID: 17</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Exclusion Clause 2.2.3.2(f)</p> <p>Description/justification of classification: Slashed grasses on development lot.</p>	
<p>Photo ID: 18</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Exclusion Clause 2.2.3.2(f)</p> <p>Description/justification of classification: Slashed grasses on development lot. Garden vegetation nearer to house</p>	

Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with Table 2.1 in AS3959–2018.

Fire Danger Index:	Table
FDI : 80	2.5

Potential Bushfire Impacts

The potential bushfire impact to the dwelling from the assessment is outlined below (Table 1).

Table 1: BAL Analysis

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Class A Forest	Downslope 0-5	21.5	BAL-40
			27m with compliant APZ as outlined in Management Statement	BAL-29
2	Class B Woodland	Downslope 0-5	80	BAL-21.5
3	Class D Scrub	Downslope 0-5	88.5	BAL-12.5
4	Class G Grassland	Downslope 5-10	85	BAL-LOW

BAL Assessment and Management Statement: 10 Roe Street, Gingin WA 6503

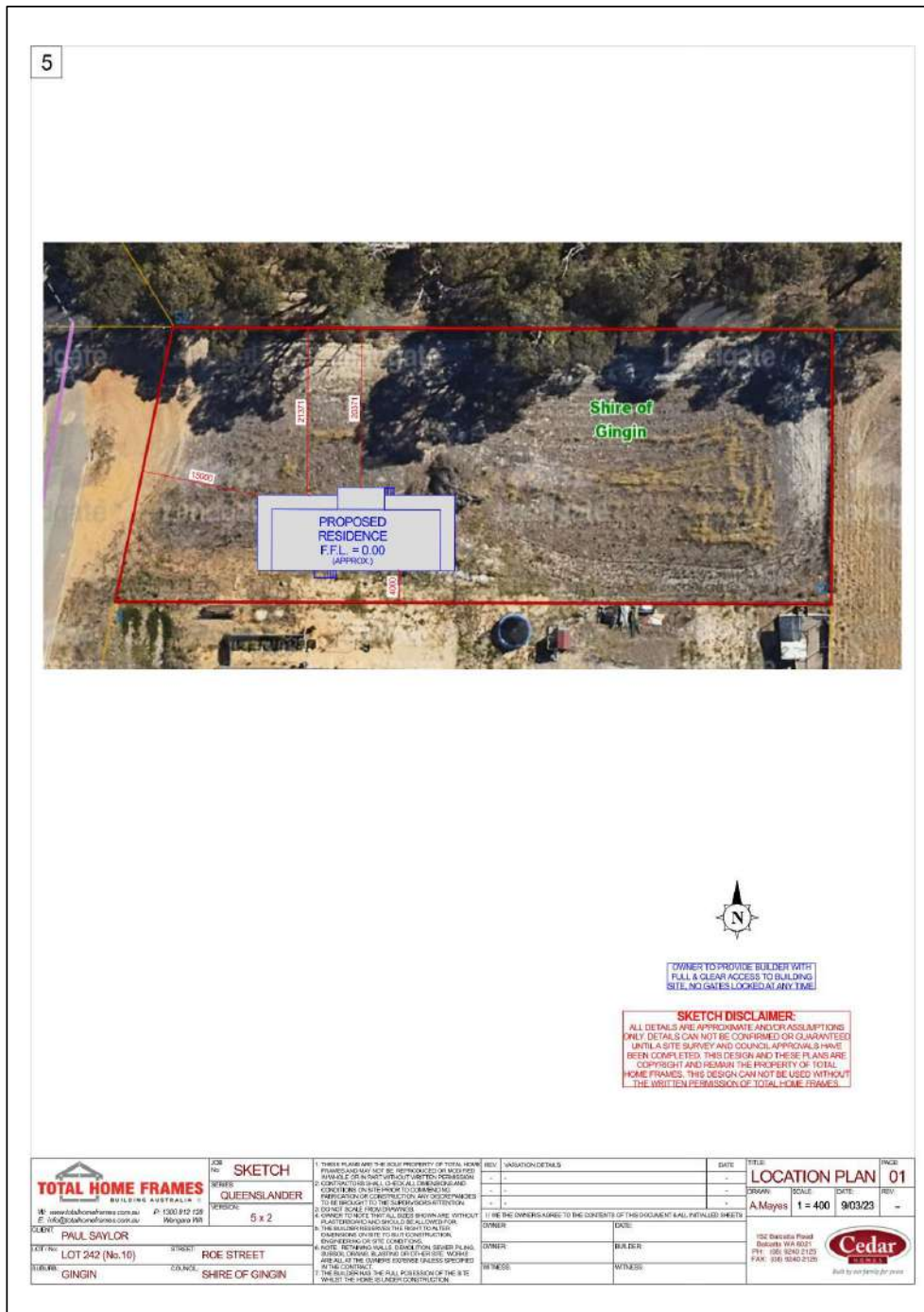
Determined Bushfire Attack Level

The determined Bushfire Attack Level (highest BAL) for the proposed dwellings have been determined in accordance with clause 2.2.6 of AS3959-2018 using the above analysis.

Determined Bushfire Attack Level for proposed residence in existing condition:	BAL-40
Determined Bushfire Attack Level for proposed residence with compliant APZ as identified in Bushfire Management Statement	BAL-29

BAL Assessment and Management Statement: 10 Roe Street, Gingin WA 6503

Appendix 1: Site Plan



BAL Assessment and Management Statement: 10 Roe Street, Gingin WA 6503

Appendix 2: Additional Information / Advisory Notes

A Bushfire Attack Level (BAL) Assessment is a means of measuring the severity of a buildings potential exposure to ember attack, radiant heat and direct flame contact from a bushfire event, and thereby determining the construction measures required for the dwelling.

The method used to determination of the BAL rating, and subsequent building construction standards, are directly referenced from Australian Standard *AS3959-2018 Construction of buildings in bushfire prone areas*.

The BAL rating is determined through the identification and assessment of the following parameters:

- Fire danger Index (FDI) rating; assumed to be FDI-80 for Western Australia
- All classified vegetation **within 100m** of the subject building
- Separation distance between the building and the classified vegetation
- Slope of the land under the classified vegetation

AS3959-2018 has six (6) levels of BAL, based on the radiant heat flux exposure to the building, and also identifies the relevant sections for building construction as detailed below;

Bushfire Attack Level (BAL)	Classified Vegetation within 100m of the site and heat flux exposure thresholds	Description of predicted bushfire attack and levels of exposure	Construction Sections (within AS3959)
BAL-LOW	See Clause 2.2.3.2	There is insufficient risk to warrant specific construction requirements	4
BAL-12.5	$\leq 12.5\text{kW/m}^2$	Ember attack	3 & 5
BAL-19	$> 12.5\text{kW/m}^2$ to $\leq 19\text{kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windbourne embers together with increasing heat flux	3 & 6
BAL-29	$> 19\text{kW/m}^2$ to $\leq 29\text{kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windbourne embers together with increasing heat flux	3 & 7
BAL-40	$> 29\text{kW/m}^2$ to $\leq 40\text{kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windbourne embers together with increasing heat flux with the increased likelihood of exposure to flames	3 & 8
BAL-FZ	$> 40\text{kW/m}^2$	Direct exposure to flames from fire front in addition to heat flux and ember attack	3 & 9

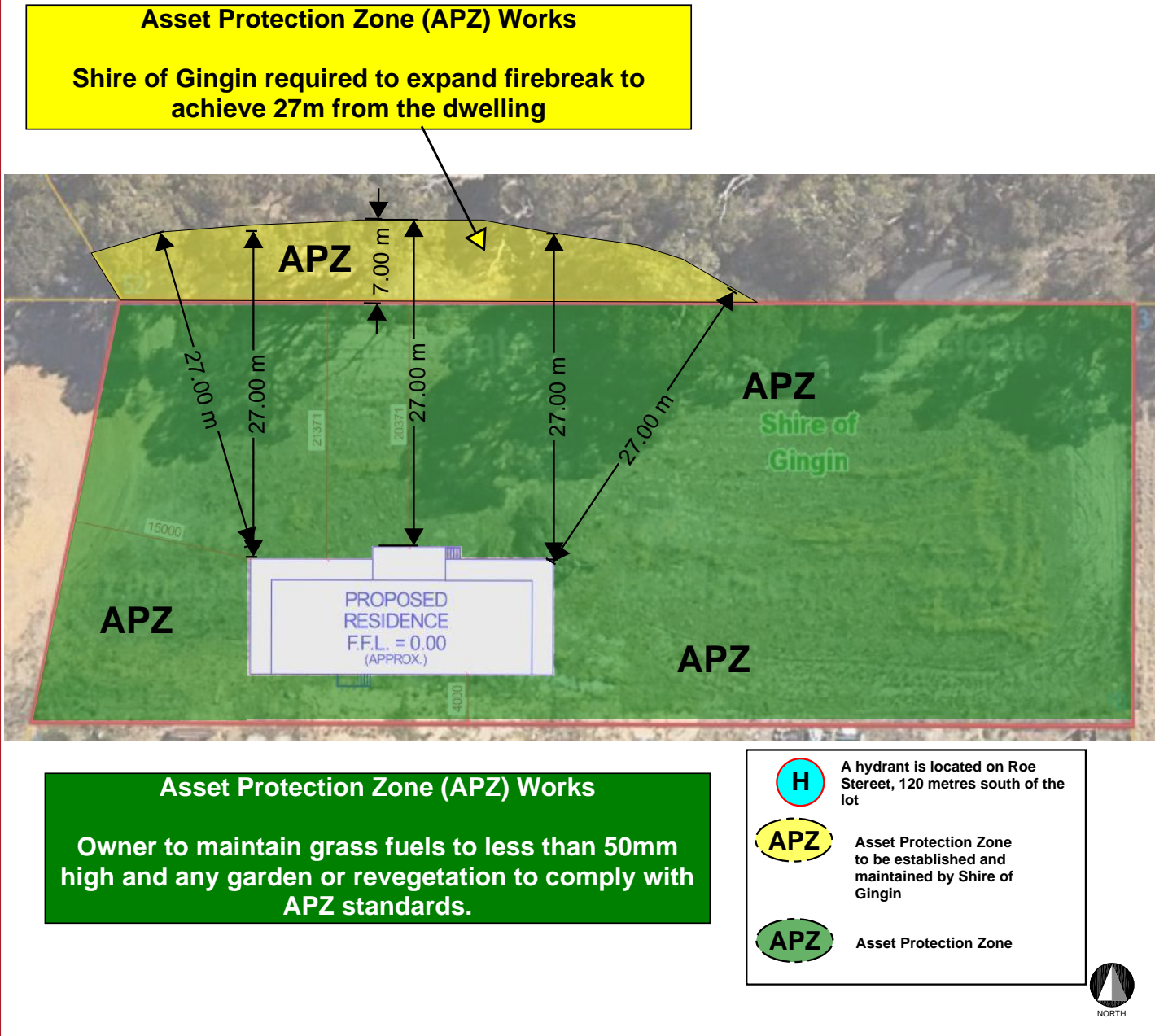
Bushfire Management Statement

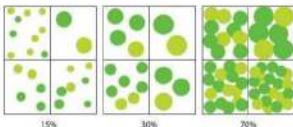
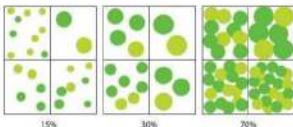
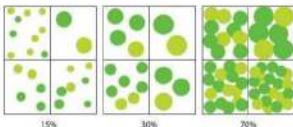
prepared in accordance with the Guidelines for Planning in Bushfire Prone Areas V1.4 (December 2021)

BUSHFIRE RISK MITIGATION ELEMENTS

PROPERTY:	10 Roe Street, Gingin WA 6503
LAND OWNER:	Saylor
DWELLING:	Class 1a Dwelling

PROPERTY MANAGEMENT PLAN SHOWING MANAGEMENT COMMITMENTS



Responses to the Guidelines for Planning in Bushfire Prone Areas V1.4 (2021)																							
Element	Acceptable Solutions	Responsibility to implement	Compliance																				
Element 1: Location	A1.1. Development Location	Lot owner to establish APZ	✓ Dwellings can achieve BAL-																				
Element 2: Siting and Design of Development	<p>A2.1. Asset Protection Zone (APZ) The dwelling will be surrounded by an Asset Protection Zone (APZ), depicted in the diagram, which will meet the following requirements.</p> <table><tr><th colspan="2">SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES</th></tr><tr><th>OBJECT</th><th>REQUIREMENT</th></tr><tr><td>Fences within the APZ</td><td><ul style="list-style-type: none">Should be constructed from noncombustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resistant timber referenced in Appendix F of AS 3959).</td></tr><tr><td>Fire fuel load (Combustible, dead vegetation matter <10 millimetres in thickness)</td><td><ul style="list-style-type: none">Should be managed and removed on a regular basis to maintain a low fuel state.Should be maintained at <2 tonnes per hectare (on average).Mulches should be noncombustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.</td></tr><tr><td>Trees* (>6 metres in height)</td><td><ul style="list-style-type: none">Trunks of maturity should be a minimum distance of six metres from all elevations of the building.Branches of maturity should not touch or overhang a building or powerline.Lower branches and lower bark should be removed to a height of two metres above the ground and/or surface vegetation.Canopy cover within the APZ should be <15 per cent of the total APZ area.Tree canopies of maturity should be at least five metres apart to avoid forming a continuous canopy. Branches of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ.<p>Figure 19: Tree canopy cover – ranging from 15 to 70 per cent at maturity.</p><p>15% 30% 70%</p></td></tr><tr><td>Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.</td><td><ul style="list-style-type: none">Should not be located under trees or within three metres of buildings.Should not be planted in clumps >5 square metres in area.Clumps should be separated from each other and any exposed window or door by at least 10 metres.</td></tr><tr><td>Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs).</td><td><ul style="list-style-type: none">Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Tree fuel load' above.Can be located within two metres of a structure, but these metres from windows or doors if >100 millimetres in height.</td></tr><tr><td>Grass</td><td><ul style="list-style-type: none">Grass should be maintained at a height of 100 millimetres or less, at all times.Wherever possible, perennial grasses should be used and well-hydrated with regular application of watering agents and efficient irrigation.</td></tr><tr><td>Defendable space</td><td><ul style="list-style-type: none">Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.</td></tr><tr><td>LP Gas Cylinders</td><td><ul style="list-style-type: none">Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is sparse, at least one metre from vulnerable parts of a building.The pressure relief valve should point away from the house.No flammable material within six metres from the front of the valve.Must sit on a firm, level and noncombustible base and be secured to a solid structure.</td></tr></table>	SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES		OBJECT	REQUIREMENT	Fences within the APZ	<ul style="list-style-type: none">Should be constructed from noncombustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resistant timber referenced in Appendix F of AS 3959).	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SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES																							
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Element 3: Vehicular Access	A3.6 Private Driveway Driveway standards are not required as dwelling is < 70 metres from the public road.	N/A	✓																				
Element 4: Water	A4.2 Provision of water for fire fighting purposes A hydrant is located in Roe Street 120 metres south of the lot	Shire of Gingin	✓																				

BUSHFIRE CONSULTANT:	Rohan Carboon (BPAD Level 3 - 23160)	This Bushfire Management Statement forms part of the terms of the planning approval as stamped and outlines the land owners ongoing land management responsibilities to minimise bushfire risk and ensure compliance with the WA Planning for Bushfire Protection Guidelines and the Shire's Annual Firebreak and Fuel Load Notice
DATE:	22/03/2023	
SIGNATURE:		

14 REPORTS - OPERATIONS AND ASSETS

14.1 RETENTION OF FLEET VEHICLES

File	PLT/13
Author	Sam Smith - Roads Technical Officer
Reporting Officer	Vanessa Crispe - Executive Manager Operations and Assets
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider a recommendation from the Plant Committee meeting held on 21 March 2023 to amend the adopted 2022/2023 Budget to include the retention of four utilities that were included in the 2022/23 adopted Budget for trade in.

BACKGROUND

The Shire currently has included in the 2022/23 adopted Budget the purchase of four new utility vehicles to add to the fleet, trading in four existing utilities.

In June 2022 quotes were received for the supply of new utilities for the Shire fleet. Unfortunately, due to severe delays in supply of new vehicles we were unable to receive the vehicles at that time. The supply issue is still ongoing, however the required number of new vehicles have now become available and it is proposed to proceed with the identified acquisitions.

The table below shows the quoted price, vehicle details, approximate trade in values, odometer readings as of June 2022 and the current odometer reading.

Registration	Vehicle Details	Odometer Reading as of June 2022	Current Odometer Reading	Quoted Price of New Vehicle (inc GST)	Trade in Price
GG013	D-Max Space Cab	153,195	164,808	\$65,595.72	\$20,000
GG017	D-Max Space Cab with tipper tray	159,419	187,236	\$75,168.61	\$24,000

GG033	D-Max Space Cab with tipper tray	142,390	161,004	\$75,168.61	\$24,000
GG050	D-Max Crew Cab	160,700	180,706	\$73,994.00	\$24,000

The Operations and Assets team undertakes work across the entire Shire. The Department is currently divided into three teams as follows:

Road Construction – 7 members

Road Maintenance – 5 members

Asset Maintenance – 8 members

Due to the recent increase in staff numbers and the current wait of up to 2 years for new vehicles, staff propose to retain the four utilities identified for trade in this financial year. This will expand the existing fleet and enable staff to undertake tasks in a more efficient manner.

COMMENT

The current dissemination of vehicles across the Department does not allow for staff members to work individually and have tools and equipment with them. A large amount of time is wasted transporting staff/tools and equipment to numerous locations across the Shire, which results in a reduction of time available within which to undertake the required works. Additionally, from a safety perspective the lack of vehicles reduces the capability for staff to remove themselves from dangerous/confrontational situations.

Administration proposes to alleviate this situation by retaining the existing four utilities and distributing them across the teams.

The Upper and Lower Coastal Asset Maintenance teams have 4 vehicles for the 4 staff members, while the Gingin Asset Maintenance team has 5 team members and only 2 vehicles. The addition of extra vehicles will enhance the team's ability to carry out all aspects of their roles.

One of the retained vehicles will be allocated to the Fleet Officer to allow for the collection of parts and onsite attendance to minor breakdowns. The Construction team will benefit from an extra vehicle to assist with transporting team members to job sites and the increased capacity to fuel up plant on site.

In order to offset the cost of not trading in the existing vehicles, Administration proposes to sell the Shire's Volkswagen Crafter Van (GG009).

This vehicle was initially purchased with the intention of being a mobile workshop for the Shire Mechanic to use. The current structure of the Operations and Assets Department doesn't include a mechanic, which renders the vehicle superfluous to the Department's needs.

The Volkswagen Crafter Van is not a suitable vehicle for any of the Shire's departments and is very expensive to run. Servicing can only be carried out by a Volkswagen agent, and all parts come out of Germany which can take up to 3 months to arrive.

Due to the van being suited to a niche market, obtaining an accurate quote has been challenging. Staff have taken the vehicle to be inspected and have contacted numerous dealerships. The only quote received was from Purely Commercials for \$52,500 (including GST).

The cost of this proposal will be \$101,390.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 3 – Functions of local government

Division 3 – Executive functions of local government

Part 6 – Financial management

Division 4 – General financial provisions

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

Local Government (Functions and General) Regulations 1996

Part 4 – Provision of goods and services

POLICY IMPLICATIONS

Policy 3.17 – Asset Management

Policy 3.9 - Purchasing and Ordering of Goods

Policy 3.10 - Purchasing

BUDGET IMPLICATIONS

Should Council agree to the retention of the four utilities originally proposed for disposal and the sale of the Volkswagen van, then it is proposed that the balance of funds required for acquisition of the four new vehicles will be funded from the Plant Reserve as detailed below.

Account	Description	Current Budget \$	Revised Budget \$	Surplus/Deficit \$
14120330	Purchase GG013	41,000	59,633	18,633
14120330	Purchase GG017	46,000	68,517	22,517
14120330	Purchase GG033	46,000	68,517	22,517
14120330	Purchase GG050	45,000	67,450	22,450
15110350	Sale GG013	(15,000)	0	15,000
15110350	Sale GG017	(16,000)	0	16,000
15110350	Sale GG033	(16,000)	0	16,000
15110350	Sale GG050	(16,000)	0	16,000
15110350	Sale GG009	0	(47,727)	(47,727)
151203810	Transfer from Reserves (Plant)	(902,200)	(1,003,590)	(101,390)
Net				Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.1 Management of Assets - Maintain civic buildings, sporting facilities, public places, plant and road and cycleway/pathways based on asset management plans and identified priorities

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Vis **SECONDED:** Councillor Sorensen

That Council amend the adopted 2022/2023 Budget in accordance with the following table:

Account	Description	Current Budget \$	Revised Budget \$	Surplus/Deficit \$
14120330	Purchase GG013	41,000	59,633	18,633

**MINUTES
ORDINARY COUNCIL MEETING
18 APRIL 2023**

14120330	Purchase GG017	46,000	68,517	22,517
14120330	Purchase GG033	46,000	68,517	22,517
14120330	Purchase GG050	45,000	67,450	22,450
15110350	Sale GG013	(15,000)	0	15,000
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15110350	Sale GG009	0	(47,727)	(47,727)
151203810	Transfer from Reserves (Plant)	(902,200)	(1,003,590)	(101,390)
			Net	Nil

**CARRIED BY ABSOLUTE MAJORITY
6 / 0**

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

14.2 COUNCIL PLAYGROUNDS

File	REC/16
Author	Samantha Smith – EA to Executive Manager Operations and Assets
Reporting Officer	Vanessa Crispe - Executive Manager Operations and Assets
Refer	Nil
Appendices	1. Playground repairs [14.2.1 - 3 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

For Council to consider amending the adopted 2022/2023 Budget to include unbudgeted expenditure to carry out urgent playground repair works.

BACKGROUND

This item was presented to the Briefing Session held on 4 April 2023 and the general consensus was that it should be submitted to Council for formal consideration.

Historically, the installation of playground infrastructure has been undertaken on a reactive and somewhat ad hoc basis, albeit there is a recognised requirement to provide playground infrastructure in a planned manner considering safety (wear and tear), identified needs and/or community expectations.

For Council to accurately determine budget implications to maintain/replace/develop existing and new playgrounds, Staff engaged a contractor, Miracle Playgrounds, who undertook an Audit of all Shire of Gingin playground equipment.

Following completion of the Audit, the contractor provided a breakdown of the repairs required, this totalled approximately \$40,000 and is attached as **Appendix 14.2.1**.

COMMENT

Staff are committed to managing risks strategically and systematically to benefit the community and manage adverse effects on the Shire.

Administration recognises that it has a duty of care to ensure that the siting, construction, and maintenance of all playgrounds under the Shire's care, control and management is carried out in a manner that is as safe and sustainable as possible for the users of the playgrounds.

With this said, immediate action was taken, and the following playgrounds have been removed as they have reached the end of their useful life. It is proposed to not replace the playgrounds as these are over and above the proposed allocation of playgrounds suitable for each town or rural residential area.

1. Pioneer Park Lancelin
2. Key Biscayne Park Ledge Point
3. Granville Park (Next to St Luke's Church Gingin)
4. Guilderton Skate Park/Tennis Court

In the past, Shire staff have removed sections of playgrounds that have been unsafe and replaced with modified pieces, some being metal pieces to block off an area where part of the playground has been removed and some using cardboard or other temporary fixes. This has been undertaken because there has been no budget each year to have playground maintenance completed when needed. It also meant that the playground was not boarded or taped off however, it is prudent for Council to know that staff cannot tape or section off playgrounds as children still access the grounds and it is not viable for staff to manage.

Replacing sections which have also been removed in the past due to being unsafe, rusted or fallen off with temporary fixes such as metal signage, plywood and cardboard is not a suitable solution and potentially creates more of a hazard.

Administration requests that Council amend the adopted 2022/2023 Budget to allow for urgent repairs to the Shire's playgrounds be undertaken.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 6 Financial management

Division 4 General financial provisions

Section 6.8 Expenditure from municipal fund not included in annual budget

POLICY IMPLICATIONS

Policy 3.10 – Purchasing

Policy 3.15 – Playgrounds

Policy 3.17 – Asset Management

BUDGET IMPLICATIONS

Should Council agree, it is proposed the necessary funds be sourced from the Recreation Development Reserve as detailed below.

Account	Description	Current Budget	Revised Budget	Surplus/Deficit
1511103810	Transfer from Recreation Development Reserve	(168,200)	(208,200)	(40,000)
121103680	Playground Equipment maintenance	3,944	43,944	40,000
Change to surplus				0

This Reserve has a current balance of \$473,563.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	2. Connections & Wellbeing - Grow and Nurture Community Connectedness and Wellbeing
Strategic Objective	4.1 Management of Assets - Maintain civic buildings, sporting facilities, public places, plant and road and cycleway/pathways based on asset management plans and identified priorities

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Sorensen

SECONDED: Councillor Rule

That Council amend the adopted 2022/2023 Budget in accordance with the following table:

Account	Description	Current Budget	Revised Budget	Surplus/Deficit
1511103810	Transfer from Recreation Development Reserve	(168,200)	(208,200)	(40,000)
121103680	Playground Equipment maintenance	3,944	43,944	40,000
Change to surplus				0

**CARRIED BY ABSOLUTE MAJORITY
6 / 0**

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

Park	Officer Comments	Price (+GST)
Wangaree Park (Playground)	Urgent repairs required on the below: Slide, Rock-wall, Steps, Safety Panels, Overhead Climbers and soft-fall	<ul style="list-style-type: none"> • Slide \$1,500 • Rock-wall \$500 • Steps \$525 • Safety Panels \$575 • Overhead Climbers \$3,500 • 10 cubic metres of soft-fall and boxed out \$1,200. <p>Total: \$7,800 plus installation and move and demove costs</p>
Ledge Point Oval (Exercise)	Urgent repairs to be undertaken on the rusting.	Rust repairs Total \$3,500 plus installation and move and demove costs
	Urgent repairs required on the soft-fall	<ul style="list-style-type: none"> • 10 cubic metres of soft-fall and boxed out. <p>Total: \$1,200 plus installation and move and demove costs</p>
Frank Douglas Park, Seabird	Urgent replacement required on the below: Hex Climber, Rung Challenger, Slant Panel, Slant Steering Wheel and 3 x Safety panels. Worth repairing due to having a lifespan of 10 years (if parts are replaced)	<ul style="list-style-type: none"> • 2m ½ Hex Climber \$1,250 • 2m Rung Challenger \$930 • Slant panel \$525 • Slant Steering wheel panel \$675 • 3 x Safety Panels \$575 each <p>Total: \$5,105 plus installation and move and demove costs</p>
Redfield Park	Urgent replacement required on the below: Telescope and Slant Panel There are holes completely rusted through the metal section, panels having jagged edges and potentially weaken the structure. Upright and footings are in mostly good condition. Worth repairing with a lifespan of 7-10 years (if parts are replaced)	<ul style="list-style-type: none"> • Telescope Panel \$575 • Slant Panel \$525 <p>Total: \$1,100 plus installation and move and demove costs</p>

Sovereign House	<p>Urgent replacement required on the below:</p> <p>Poly Slide, Angle Rung Ladder, Honeycomb Panel, Telescope Panel, Trackside Panel, Trackside Carriage and Trackside Buffers</p> <p>Structure mostly reasonable condition. Worth repairing with a lifespan of 3-4 years (if parts are replaced)</p>	<ul style="list-style-type: none"> • 1500mm Poly Slide \$1,575 • 1200mm Angle Rung Ladder \$675 • .900mm Int Honeycomb Panel \$775 • Safety Panel \$575 • Telescope Panel \$575 • Track ride Carriage Complete \$395 • 2 x Track ride Buffers \$60 <p>Total: \$4,690 plus installation and move and demobe costs</p>
Gabbadah Park	<p>Urgent replacement required on the below:</p> <p>Squeeze Panel, Tic Tac Toe Panel and soft-fall</p> <p>Structure mostly reasonable condition. Worth repairing with a lifespan of 3-5 years (if parts are replaced)</p>	<ul style="list-style-type: none"> • Squeeze Panel \$510 • 1 x Tic Tac Toe panel \$995 or change to Steering Wheel Panel \$575 • 10 x cubic metres soft-fall in machinery & labour \$1,200 <p>Total: \$3,280 plus installation and move and demobe costs</p>
Guilderton Foreshore	<p>Urgent repairs required on the below:</p> <p>Senior Double Swing, Safety Panel, Bridge, End Rung, Clock Panel, Soft fall</p> <p>Urgent immediate repairs required. If repairs done lifespan of 3-5 years</p>	<ul style="list-style-type: none"> • Senior Double Swing with Aluminium Legs HDG Overhead \$2,220 • Safety Panel \$600 • Missing Bridge between decks \$1,250 • 1 x End Rung \$125 • Clock Panel \$1,500 • Soft fall 5 cubes \$150 <p>Total: \$5,845 plus installation and move and demobe costs</p>
Woodridge Recreation Area	<p>Urgent replacement required on the below:</p> <p>Tic Tac Toe Panel</p> <p>Structure good condition apart from the one replacement item. Worth repairing with a lifespan of 5 years (if parts are replaced)</p>	<ul style="list-style-type: none"> • 1 x Tic Tac Toe Panel \$995 or change to Steering Wheel Panel \$575 <p>Total: \$995 plus installation and move and demobe costs</p>

Granville Park (Swing Set)	Urgent repairs required on the below: 10 cubic metres of soft-fall Structure and swings good. If soft-fall is replaced lifespan of 5 years.	<ul style="list-style-type: none"> 10 cubic metres of soft-fall and boxed out. Total: \$ 1,200 plus installation and move and demobe costs
GOAS	Urgent works required on the below: Timber Panel & Secondary Chain Support on Bird Nest Swing.	Works being completed under warranty
Ocean Farms	Urgent repairs required on the soft-fall.	<ul style="list-style-type: none"> 10 cubic metres of soft-fall and boxed out. Total \$1,200 plus installation and move and demobe costs
Seaview Park Hall	Some minor rust over-all good condition Lifespan of 5 years	Treat rust only. Done in-house
	TOTAL	\$32,415.00 plus installation and move and demobe costs

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 COUNCILLORS' OFFICIAL REPORTS

File:	GOV/26
Councillor:	F Peczka
Report Date:	18 April 2023

Councillor Peczka advised that he attended the opening of the Lancelin Arts Festival on 15 April 2023. The event was very well attended and feedback received has been extremely positive.

17 NEW BUSINESS OF AN URGENT NATURE

Nil

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

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Vis **SECONDED:** Councillor Sorensen

That Council move into a Confidential Session to discuss Items 18.1 and 18.2.

**CARRIED UNANIMOUSLY
6 / 0**

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka,
Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

The meeting was closed to the public at 4:18pm and all members of the public present in the Gallery left Council Chambers.

18.1 INITIATION OF PLANNING ENFORCEMENT ACTION UNDER PLANNING AND DEVELOPMENT ACT 2005 - LOT 1 (558) BARRAGOON ROAD, CARABAN

File	BLD/6361
Applicant	N/A
Location	Lot 1 (558) Barragoon Road, Caraban
Owner	William Sykes
Zoning	General Rural
WAPC No	NA
Author	James Bayliss - Coordinator Statutory Planning
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	17 February 2015 - Item 11.1.7 21 December 2021 - Item 13.1
Appendices	{attachment-list}

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:

- d. legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Kestel

SECONDED: Councillor Vis

That Council agree to commence planning enforcement action against the owner of Lot 1 (558) Barragoon Road, Caraban under the *Planning and Development Act 2005* with respect to use of the property as a caravan park and camping facility without having obtained development approval to do so, and for breaches to conditions of development approval (P2266 refers).

**CARRIED UNANIMOUSLY
6 / 0**

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczk, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

18.2 GINGIN RAILWAY STATION - HEAD LEASE AGREEMENT

File	CPT/90
Author	{author-name} - {position}
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	17 January 2023 - Confidential item 18.1
Appendices	{attachment-list}

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:

- e. a matter that if disclosed, would reveal –
 - i. a trade secret;
 - ii. information that has a commercial value to a person; or
 - iii. information about the business, professional, commercial, or financial affairs of a person. Where the trade secret or information is held by, or is about, a person other than the local government.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Vis

SECONDED: Councillor Rule

That Council agree to:

1. Reject the proposed Management Order for the Gingin Railway Station and advise the National Trust of WA accordingly;
2. Continue to lease the Gingin Railway Station from the National Trust of Western Australia for the balance of the term expiring 26 November 2027 and offer the annual rental of \$3,600pa ex GST; and
3. Amend the 2022/23 budget as follows:

Account	Description	Current Budget	Revised Budget	Surplus/Deficit
B013800	Building Operations	\$7,765	\$8,865	\$1,100

BM13800	Building Maintenance	\$3,659	\$3,659	\$0
LI13804	Railway Station Café Lease	(\$3,600)	(\$3,600)	\$0
			Net effect	\$1,100

**CARRIED BY ABSOLUTE MAJORITY
6 / 0**

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Rule **SECONDED:** Councillor Kestel

That the meeting be re-opened to the public.

**CARRIED UNANIMOUSLY
6 / 0**

FOR: *Councillor Fewster, Councillor Rule, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

The meeting re-opened to the public at 4:29pm. No members of the public returned to the Gallery.

19 CLOSURE

There being no further business, the Shire President declared the meeting closed at 4:30pm.

The next Ordinary Council Meeting will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on 16 May 2023 commencing at 3:00pm.